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Metadata Guide for STARS

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Metadata Guide for STARS

[STARS](#), Showcase of Text, Archives, Research & Scholarship, is the University of Central Florida's institutional digital repository. It exists to publicize, disseminate, and provide ready access to works by, for, and about the University of Central Florida and is administered by the UCF Libraries.

This "Metadata Guide for STARS" serves as a guideline in providing metadata for the research and data deposited into STARS. It gives a list of common elements in STARS and some tips in adding values to these fields. STARS is hosted on the Digital Commons platform, which supports Dublin Core (DC) metadata standards, the most widely used standard for digital resources. It also accepts non-DC or discipline-specific field names and values. All fields in Digital Commons are mapped to DC for metadata harvesting and sharing. STARS allows each collection to have a different set of metadata, and the available fields in STARS vary slightly based on the collection to which you are submitting. This guide reflects our current standards and are subject to change if needed. As a UCF faculty member, staff, student or affiliate, you are welcome to ask for metadata assistance or provide feedback at STARS@ucf.edu so that the STARS manager, the Metadata Librarian and the STARS team can help you.

Title A name given to the resource such as an article, an image or a dataset. Required by STARS.

Tips: Transcribe title information from the resource. Use the title page as the preferred source of information; if not available, use a cover or jacket, a caption, a masthead or a colophon that has a title, e.g., "A New Year's Day Contraband Ball at Vicksburg, Miss."

If none of these sources provides a title, use another source within the resource that has a title. Give preference to a source in which the information is formally presented.

If a title cannot be found in any of the sources, devise a title based on the nature and subject of the resource, for example, "Posters of World War I."

Include both the main title and subtitle, separate them with ":".

Transcribe the title using the headline style, as shown on the resource, or capitalize the first word of the title and the proper names in the title. However, please choose one style for your collection consistently.

Creator, or author Person or entity primarily responsible for the intellectual creation of the work. Can be a person, an organization, or a service. Required by STARS.

Tips: Search for an author using: Last name, First name, or Institution. Digital Commons displays the authors/submitters' names as shown in their email addresses registered in the repository.

In addition, if an author's work has been included in the library catalog or a national database before, a linked data form of the name might be able to be found in a national or international authority database. For example, control names can be found in [Library of Congress Name Authority file](#) and/or [Virtual International Authority File \(VIAF\)](#), and added by librarians and collection administrators, e.g., [Outcault, Richard Felton, 1863-1928 \[LC\]](#), [Outcault, Richard Felton, 1863-1928 \[VIAF\]](#). These names are linked to more resources such as the researchers' other works and co-authors.

Contributors An entity responsible for making contributions to the resource.

Tips: Include as many as needed. If the contributor published before, search the [Library of Congress Name Authority file](#) or the [Virtual International Authority File \(VIAF\)](#) to see if his/her name has been established in these databases. Use the established name heading (text string) if available.

If not, format the name as "Last, First, title [if applicable]," e.g., "Jakubcin, George, Jr."

In addition, a linked data form of the names can be added by librarians as for the creator, if available.

Keywords Terms or phrases describing the content of the resource. Keywords refer to uncontrolled terms in general.

Tips: Can include topics, events, geographic names, personal, family or corporate names if they are the subject of the work or item. Keywords can be user contributed or selected from the resource itself. For example: "The siege of Vicksburg;" "Freed slaves;" "Slave dance."

Separate keywords/keyword phrases with commas.

Keywords allow terms in free form, at the same time, a separate "Subjects" field can be used by collection administrators to add controlled terms for better indexing, more efficient retrieval and greater data sharing. Refer to "Subjects" field.

Abstract An account of the resource.

Tips: Can include abstract, table of contents and access information for general resources.

For datasets, can include data processing information or methodology on how the described data was generated (such as equipment or software used, experimental protocol, other things one might include in a lab notebook).

Publisher A publisher's name is the name of a person, family, or corporate body responsible for publishing, releasing, or issuing a resource.

Tips: Take publishers' names from the resource if available, for example: "University of Central Florida." For early printed resources, printers and booksellers are treated as publishers.

Publication Date A point or period of time associated with an event in the lifecycle of the resource.

Tips: It can include date created, date copyrighted, date available, date issued, date modified and others. Publication date is required by STARS for all collections.

For research datasets, date can include: project start and end date; release date; time period covered by the data; and other dates associated with the data lifespan, e.g., maintenance cycle, update schedule.

Construct date based on the W3C Date and Time Formats Specification if possible, e.g., "YYYY-MM-DD."

Original Citation Points users to the original source of the item.

Tips: If possible, record a citation for a resource in the form preferred by a creator, publisher, custodian, indexing or abstracting service, etc. You can also use the citation generated by Digital Commons. Please refer to the library's guides on [APA style](#), [MLA style](#), and [other citation styles](#).

Identifier, or DOI An unambiguous reference to the resource within a given context.

Tips: It can convey institutional ownership, collection name, and/or number or string of data used to uniquely identify the work.

If the field is specifically defined as "DOI," enter a digital object identifier (DOI) only. DOI is coordinated by the International DOI Foundation and can be supplied by registered agencies including publishers and digital repositories, e.g., doi.org/10.3886/ICPSR20363.v1.

Type, or Document Type The nature, genre or form of the work or resource.

Tips: Select a type from the drop down list that has been set up for the collection, such as "Book," "Book Chapter," "Book Review," "Commentary," "Conference Proceeding," "CV," "Digital Review," "Paper," "Conference Presentation," "Other Presentation," "Poster," and "Talk."

You can discuss with the librarians to supply more type values to describe your resource for greater data discovery. Types can be chosen from various type vocabularies such as: [DCMI Type Vocabulary](#), [LC Genre/Form Terms](#), [Thesaurus for Graphic Materials](#), [Rare Book and Manuscripts Section Genre and Type terms](#), [RDA Content Types](#), [RDA Media Types](#), [RDA Resource Types](#), and types from your discipline. For example, "Image;" "Still image;" "Engravings;" "Prints;" "Periodical illustrations;" "Newspaper Illustrations," "Family histories," "Oral histories," and "Legislative histories."

Copyright Status Select from the drop down list if available. Some options include: "Author retained," "publisher retained," "public domain" and "unknown."

Publication Version Select from the drop down list if available. Some options include: "Author's version," "pre-print," "post-print," and "Publisher's version."

Rights, or Copyright Any known intellectual property rights held for the resource, including access rights and rights holder.

Tips: Select a term from the dropdown list. Check the [Creative Commons website](#) or the [UCF Libraries' Creative Commons Guide](#) on how to interpret the terms.

Disciplines Choose the discipline your work or research belongs to from [Disciplines: Digital Commons Three-Tiered Taxonomy of Academic Disciplines](#). Multiple discipline values can be added.

Comments Additional text to be displayed on the collection's index page.

College Select the college name the author was affiliated to in the time of the publication of the described work from the drop down list. The librarians can also add the linked data form of the college in the contributor linked data field if applicable.

Location Select a campus value from the drop down list.

Department Input the department name the author was affiliated to in the time of the publication of the described work. Recommend to use the name found in an official document or your department website.

Title-Alternative A title associated with a resource that differs from a title recorded as the title proper.

Tips: Alternative titles include those found in the resource itself, in reference resources, those assigned by an agency registering or preparing a description of the resource, those assigned by the creator or owners or custodians of the resource, part of the title, or variations in parallel title and other title information.

Preferred Title (previously called Uniform Title): it identifies an item if it has appeared under varying titles. It brings together records for items bearing variant titles.

Tips: Determine the preferred title for a work from resources representing the work or from reference sources. For example, "Mélodies populaires grecques."

Subject Controlled terms or phrases describing the content of the resource.

Tips: Can include topics, events, geographic names, personal, family or corporate names if they are the subject of the work or item.

If you can add subjects for your work as a collection administrator, search [FAST \(Faceted Application of Subject Terminology\)](#), [Library of Congress subject terms](#), and [subject and discipline thesauri](#) for possible controlled terms. For example: "Slavery; Freedmen; Slaves--Emancipation; United States--History--Civil War, 1861-1865." Separate subjects with semicolons.

Format The file format, physical medium, or dimensions of the resource, or form in which the work has been manifested.

Tips: Recommend to use controlled vocabulary such as the list of [Internet Media Types \[MIME\]](#), e.g. "application/pdf," "application/fits," "image/jpg," "image/tiff," "image/jp2," "video/mp4."

Source A related resource from which the described resource is derived.

Tips: It can include where the work or item is originally from, details of where the source data is held and how it was accessed. Recommend to use strings conforming to a formal identification system, for example, "Paper and microform editions (<http://ucf.catalog.fcla.edu/permalink.jsp?29CF027557558>)."

Relation A related resource. Can be used to describe relation of the work to other digital or non-digital works.

Tips: Add relation information if the described work or item is a part of or a different version of the other resource, or in an alternative format such as a website or a print newspaper, e.g., "Frank Leslie's Illustrated Newspaper." "Preceding title: Accent, 1967-1979 (<http://ucf.catalog.fcla.edu/permalink.jsp?29CF032509842>). Succeeding title: UCF Hot Sheet, 2000-2001 (<http://ucf.catalog.fcla.edu/permalink.jsp?29CF029290086>). Online: 2001-current (<http://news.ucf.edu/UCFnews>)."

Coverage The spatial and temporal characteristics of the work's intellectual content.

Tips: Spatial topic can be a named place or a location. Temporal topic can be a named period, date, or date range. A jurisdiction can be administrative or geographic.

Recommend to use terms consistently and find terms in a controlled vocabulary such as the [LC Geographic Subject Heading](#), [Thesaurus of Geographic Names \[TGN\]](#), or [GeoNames](#). For example: Orlando (Fla.), Daytona Beach (Fla.).

Language Language(s) of the content of the resource, if applicable.

Tips: Record the language using term(s) in a language preferred by the agency creating the data. Recommend to select terms from a controlled vocabulary such as defined by [ISO 639.2](#), e.g., "eng, fre, ger" or their corresponding English names, "English, German, French."

Audience A class of entity for whom the resource is intended or useful.

Tips: It can include, for example, College student, Undergraduates, Graduate students, Doctoral students, Teachers, Scientists, Musicians, Artists, Physicians, Children, Young adults, Older people, Women or School employees. Recommend to use [Library of Congress Demographic Group Terms](#) if applicable.

Provenance A statement of any change in ownership and custody of the resource or dataset since its creation that is significant for its authenticity, integrity, and interpretation.

Tips: You can use text to describe any changes successive custodians made to the resource. For example: "Acquired by Special Collections & University Archives, University of Central Florida Libraries from Carol Mundy, the collector of African-Americana."

You can use [Preservation vocabularies](#) and refer to [PREMIS Data Dictionary \(full document\), Version 3.0](#) for more information.