

Dublin Core and the Digital Repository of Ireland



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checking our DRI Publications page.

Foreword

The Digital Repository of Ireland (DRI) has carried out both broad and deep consultation with key institutions across Ireland to understand their metadata practices and needs. This work began in 2011 and our first findings were published in 2012¹. In 2013 we established a dedicated task force to consolidate our findings both nationally and internationally, and to begin a programme of guidance for best practice in metadata creation and use. This is the first in what will be an ongoing series of guidelines on metadata, suitable for various data types and disciplines within the broad domains of cultural and social data.

This document provides guidelines for preparing metadata for ingestion into the Digital Repository of Ireland, but we hope its reach will go beyond the DRI, and provide the groundwork for a cohesive and standardised approach to metadata in the Humanities and Qualitative Social Sciences in Ireland. We hope you will use these guidelines in your own institution, and encourage you to share them widely; if we adopt common or standardised metadata practices, we will have greater interoperability between our data collections, which will in turn enable improved and enhanced discovery and richer contextualised cross-collection narratives.

I cannot thank enough the experts from the broad suite of institutions who gave so generously of their time and deep expertise for this common goal. I would also like to thank the DRI team for their meticulous work on this task, which started as a simple but important concept, and grew into a complex and challenging endeavour as we embraced the diversity of data and its management practices. I hope the end result is an easy-to-use guide and reference, and we welcome your use and feedback.

Dr. Sandra Collins

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¹Digital Archiving in Ireland: National Survey of the Humanities and Social Sciences, 2012, <http://dri.ie/digital-archiving-in-ireland-2012.pdf>, last accessed 21 March 2014.



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Introduction

These guidelines are aimed at anyone using the Dublin Core metadata standard to prepare content which will be deposited with the Digital Repository of Ireland (“the Repository”). These metadata guidelines do not contradict, or indeed replace, the Dublin Core standard, but should be used in tandem with it to ensure that the metadata can be ingested and searched in the Repository.

By following these guidelines, which include mandatory and recommended elements for ingestion of metadata into the Repository, you will be making your collections more easily searchable in the Repository, and cross-searchable with other DRI collections.

Mandatory and Recommended Elements

Data must be provided for mandatory elements to enable metadata to be ingested by the Repository; metadata will be automatically rejected by the system if mandatory elements are not included. Recommended elements do not have to be included, but DRI strongly advises that they are completed if possible in order to facilitate searching. The remaining Dublin Core elements are Optional. All submitted elements, whether Mandatory, Recommended or Optional, will be stored and available in the Repository.

What to Catalogue

DRI recommends following the “one to one” principle of Dublin Core: the principle whereby related but conceptually different entities, for example a painting and a digital image of the painting, are described by separate metadata records.² Metadata for a given object can refer to either the physical object or to the digital surrogate, but the information entered should not be a mixture of both.

Controlled Vocabularies

Controlled vocabularies are recommended in order to enhance the Repository’s search function. Although specific controlled vocabularies are recommended in the tables below, they are not mandatory.

Localised Metadata

The Repository supports the inclusion of localised metadata by allowing the cataloguer to define the language used. This can be specified for a number of Dublin Core elements via the `xml:lang` attribute. The elements that support this feature are: Title, Description, Subject, Coverage, Source and Rights. See the table for “Title” for an example of the `xml:lang` attribute in use.

² http://wiki.dublincore.org/index.php/Glossary/One-to-One_Principle, last accessed 21 March 2014.

Ingesting into the Repository

There are two methods for ingestion:

1



Web Form Ingest

The Repository includes a web-based user interface for single object ingest. This user interface provides blank fields to allow cataloguers to create metadata for a single digital object. The metadata records are stored as XML and can be exported by the cataloguer as an XML file if desired.

2



XML Ingest

Metadata in XML format can also be ingested directly into the Repository. XML metadata must be encoded using UTF-8. The appropriate namespace and schema information must be included in the header of the XML record, for example:

```
<?xml version="1.0" encoding="UTF-8" ?>
<qualifieddcxmlns:xsi="http://www.w3.org/2001/XMLSchemaInstance"
xmlns:dc="http://purl.org/dc/elements/1.1/"
xmlns:marcrel="http://www.loc.gov/marc/relators/"
xmlns:dcterms="http://purl.org/dc/terms/"
xsi:schemaLocation="http://www.loc.gov/marc/relators/
marcrel.xsd"
xsi:noNamespaceSchemaLocation="http://dublincore.org
/schemas/xmls/qdc/2008/02/11/qualifieddc.xsd">
</qualifieddc>
```

When using XML ingest, in order to match the metadata with its file, the metadata file and digital asset file should use the same filename, e.g. object1.xml and object1.tif.

If there are multiple files associated with the metadata file, follow the filename with an underscore and an alphanumeric sequence, e.g. object2.xml, object2_001.tif, object2_002.tif, object2_003.tif.

Please see the [DRI Resources](#) page for further information on ingestion.

Dublin Core Resources

The Dublin Core Simple Element Set version 1.1 is currently available here:

[Dublin Core Metadata Element Set, Version 1.1.](#)³

Guidance on using Dublin Core for Cataloguing is available here:

[Using Dublin Core: The Elements.](#)⁴

³ <http://dublincore.org/documents/dces/>, last accessed 14 August 2014.

⁴ <http://dublincore.org/documents/usageguide/elements.shtml#source>, last accessed 14 August 2014.

Table of Mandatory and Recommended elements, and suggested controlled vocabularies/standards for DRI

Element	Obligation	Suggested Controlled Vocabulary	Page reference
Title	Mandatory	No	8
Creator	Mandatory	Yes	8
Date	Mandatory	Yes	9
Description	Mandatory	No	10
Rights	Mandatory	No	10
Type	Mandatory	Yes	11
Language	Recommended	Yes	12
Contributor	Recommended	Yes	12
Relation	Recommended	No	13
Source	Recommended	No	13
Coverage	Recommended	Yes	14
Subject	Recommended	Yes	15
Identifier	Optional	No	
Format	Optional	No	
Publisher	Optional	No	

Sample DRI-compliant Dublin Core XML record

```
<?xml version="1.0" encoding="UTF-8"?>

<metadata xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:dc="http://purl.org/dc/
elements/1.1/" xsi:schemaLocation="http://purl.org/dc/elements/1.1/
dc.xsd">
<dc:title>Caring for Digital Content: Mapping International
Approaches</dc:title>
  <dc:creator>O'Carroll, Aileen</dc:creator>
  <dc:creator>Webb, Sharon</dc:creator>
  <dc:creator>Collins, Sandra</dc:creator>
  <dc:creator>Tang, Jimmy</dc:creator>
  <dc:creator>Gallagher, Damien</dc:creator>
  <dc:subject>Archives</dc:subject>
  <dc:subject>Libraries</dc:subject>
  <dc:subject>Digital preservation</dc:subject>
  <dc:subject>Digital archiving</dc:subject>
  <dc:description>This report from the Digital Repository of Ireland maps
emerging international approaches to caring for digital content. The
repositories selected fall into three categories: the metadata
aggregator, the single-site repository, and the multi-site repository.
the report documents key developments in the field, key organisations
and information providers from different domains, and includes a brief
overview of current EU digital preservation projects.</dc:description>
  <dc:publisher>Digital Repository of Ireland</dc:publisher>
  <dc:date>name=September 2013; start=2013-09-01; end=2013-09-30
</dc:date>
  <dc:type>Text</dc:type>
  <dc:format>PDF</dc:format>
  <dc:identifier>DOI: 10.3318/DRI.2013.1</dc:identifier>
  <dc:language>EN</dc:language>
  <dc:rights>Copyright Maynooth University, Trinity College Dublin, and
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written consent of the publishers or a licence permitting restricted
copying in Ireland issued by the Irish Copyright Licensing Agency Ltd,
The Writers' Centre, 19 Parnell Square, Dublin 1</dc:rights>
</metadata>
```

Key to the Tables:

Label This is the name of the metadata element taken from the Dublin Core documentation, for example "Title".

Metadata Element This is the Dublin Core XML encoding of the metadata element, for example `dc:title`
The metadata elements described in these guidelines use the namespace prefix `dc:` for every element.

Definition This is the formal definition of the element, taken from the Dublin Core documentation.

Format of content This is the type of data entered in the metadata element, for example free text, or a suggested controlled vocabulary.

Obligation This field details whether or not the element is a required field for ingest into the Repository. Elements are designated as either Mandatory or Recommended. Optional elements are not detailed in this document as they do not have DRI- specific recommendations associated with them.

Repeatable This field details whether or not the metadata standard allows more than one use of the metadata element. For example, if it is possible to enter more than one Subject the element is repeatable, e.g.
`<dc:subject>Cow</dc:subject>`
`<dc:subject>Mammal</dc:subject>`
All Dublin Core elements are repeatable.

Values (examples) This field gives example instances of the types of values that might be entered in the element.

Mandatory Elements

Label	Title⁵
Metadata Element	dc:title
Definition	A name given to the resource. Typically, a Title will be a name by which the resource is formally known.
Format of content	Free text
Obligation	Mandatory
Repeatable	Yes
Values (examples)	<pre><dc:title>Ulysses</dc:title> <dc:title>Childhood in Ireland: A Qualitative Study</dc:title> <dc:title>The Morning Show</dc:title> Example of an object with multiple titles <dc:title>The Three Musketeers</dc:title> <dc:title xml:lang="fr">Les Trois Mousquetaires</dc:title></pre>
Label	Creator⁶
Metadata Element	dc:creator
Definition	An entity primarily responsible for making the content of the resource. Examples of a Creator include a person, an organization, or a service. Typically the name of the Creator should be used to indicate the entity.
Format of content	Personal, family and corporate names should preferably be formatted according to the Irish Guidelines for Indexing Archives. ⁷
Obligation	Mandatory
Repeatable	Yes
Values (examples)	<pre><dc:creator>Joyce, James, 1882-1941</dc:creator> <dc:creator>Irish Qualitative Data Archive, Maynooth University</dc:creator> <dc:creator>Radio na Gaeltachta, 1972-</dc:creator></pre>
Notes	For Irish family names, such as Mary Choilm a' tSeaimpín, where Choilm a' tSeaimpín is a family identifier rather than a surname and cannot precede Mary, DRI suggests that the family identifier should follow the first name. If the creator is unknown, some term should be entered in the Creator element to signal this, such as "Unknown" or "Anonymous". However, if the cataloguer would prefer to leave the element blank, they should fill in "null".

⁵ <http://purl.org/dc/elements/1.1/title>, last accessed 14 August 2014.

⁶ <http://purl.org/dc/elements/1.1/creator>, last accessed 14 August 2014.

⁷ <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIindexing.pdf>, last accessed 14 August 2014.

Mandatory Elements

Label	Date⁸
Metadata Element	dc:date
Definition	A point or period of time associated with an event in the lifecycle of the resource.
Format of content	Date should preferably be formatted according to the W3C Note on Date and Time Formats⁹ , ISO 8601¹⁰ or the DCMI Period Encoding Scheme.¹¹
Obligation	Mandatory
Repeatable	Yes
Values (examples)	<pre><dc:date>2013-11-05</dc:date> <dc:date name=1960s; start=1960-01-01; end=1969-12-31;></dc:date></pre>
Notes	<p>Date may refer to published date, broadcast date, object creation date, etc.</p> <p>If you need to accurately identify the date type then please consider using Qualified Dublin Core.</p> <p>If the date is unknown and the cataloguer would prefer to leave the element blank rather than write "Unknown," they should fill in "null".</p> <p>The Repository supports the inclusion of date spans encoded as DCMI Period, and will also index uncertain dates which are prefaced by "circa" or "ca" if the desired date range is encoded appropriately. If the desired display date is "circa 1935" then it could for example be encoded with a ten year span (1930-1940) and would then be searchable by any date within this span. Although the span is indexed for search, the display date defined as name= will be the only part of the date which is displayed by the Repository.</p> <p>The encoding scheme used (either W3C-DTF or ISO 8601) must be included.</p> <p>For example:</p> <pre><dc:date xsi:type="dcterms:Period">name=ca 1935; start=1930-01-01; end=1940-12-31; scheme=W3CDTF;</dc:date> <dc:date xsi:type="dcterms:Period">name=ca 1860; start=1855-01-01; end=1865-12-31; scheme=ISO8601;</dc:date></pre>

⁸ <http://purl.org/dc/elements/1.1/date>, last accessed 14 August 2014.

⁹ <http://www.w3.org/TR/NOTE-datetime>, last accessed 14 August 2014.

¹⁰ <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 14 August 2014.

¹¹ <http://dublincore.org/documents/dcmi-period/>, last accessed 14 August 2014.

Mandatory Elements

Label	Description ¹²
Metadata Element	dc:description
Definition	An account of the resource.
Format of content	Free text
Obligation	Mandatory
Repeatable	Yes
Values (examples)	<pre><dc:description>A novel about the fictional character Leopold Bloom in early twentieth-century Dublin that mirrors the wanderings of the Ulysses epic.</dc:description></pre> <pre><dc:description>Linked Logainm is a collaborative project led by the Digital Repository of Ireland (DRI), INSIGHT at NUI Galway, Fiontar at Dublin City University, and the National Library of Ireland. The Linked Logainm project created a Linked Data version of the authoritative bilingual database of Irish place names logainm.ie, developed by Fiontar in collaboration with the Placenames Branch of the Department of Arts, Heritage and the Gaeltacht. &#xA; The publication of logainm.ie data in a structured, computer-readable format allows its value to be re-used by computer scientists, web developers, the heritage community and information professionals.&#xA; &#xA;The project document "Using the Linked Logainm Dataset" provides use-cases and examples for those who are interested in working with the Linked Logainm dataset, and who have some technical experience.</dc:description></pre>
Notes	<p>Description may include but is not limited to: an abstract, a table of contents, or a free-text account of the resource.</p> <p>For long descriptions, the Repository supports the inclusion of paragraphs and line breaks. When using the ingest form, pressing return will create a line break which will be displayed in the Repository's user interface. Pressing return twice will create a new paragraph. When creating XML metadata, &#xD; may be used to create a carriage return, while &#xA; will create a line break. The inclusion of two carriage returns or line breaks consecutively, for example &#xA;&#xA; will create a paragraph break.</p>

¹² <http://purl.org/dc/elements/1.1/description>, last accessed 14 August 2014.

Label	Rights¹³
Metadata Element	dc:rights
Definition	Information about rights held in and over the resource. Typically a Rights element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights.
Format of content	Free text
Obligation	Mandatory
Repeatable	Yes
Values (examples)	<pre><dc:rights>Copyright National Library of Ireland, 2013</dc:rights></pre> <pre><dc:rights>Copyright IQDA, Maynooth University. All rights reserved</dc:rights></pre> <pre><dc:rights>Copyright Radio na Gaeltachta. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Ireland Licence. Please use the following attribution when citing this work: Copyright Radio na Gaeltachta, digital surrogate created by the DRI NUI Galway Demonstrator Project</dc:rights></pre>
Notes	This element may include both rights information, and information on how the resource can be reused.

Mandatory Elements

Label	Type¹⁴
Metadata Element	dc:type
Definition	The nature or genre of the content of the resource. Type includes terms describing general categories, functions, genres, or aggregation levels for content.
Format of content	Free text Recommended controlled vocabularies for this element: DCMI Type Vocabulary. ¹⁵ Other recommended vocabularies are available on the DRI Vocabularies page. ¹⁶
Obligation	Mandatory
Repeatable	Yes
Values (examples)	<pre><dc:type>Dataset</dc:type></pre> <pre><dc:type>MovingImage</dc:type></pre> <pre><dc:type>Text</dc:type></pre> <pre><dc:type>Newspapers</dc:type></pre> <pre><dc:type>Periodicals</dc:type></pre>

¹³ <http://purl.org/dc/elements/1.1/rights>, last accessed 14 August 2014.

¹⁴ <http://purl.org/dc/elements/1.1/type>, last accessed 14 August 2014.

¹⁵ <http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>, last accessed 14 August 2014.

¹⁶ <http://dri.ie/vocabularies>, last accessed 21 October 2014.

Recommended Elements

Label	Language¹⁷
Metadata Element	dc:language
Definition	A language of the resource.
Format of Content	Languages should preferably be formatted according to ISO639¹⁸ or RFC5646¹⁹ .
Obligation	Recommended
Repeatable	Yes
Values (examples)	<dc:language>en</dc:language> <dc:language>eng</dc:language> <dc:language>ga</dc:language> <dc:language>gle</dc:language>

Label	Contributor²⁰
Metadata Element	dc:contributor
Definition	An entity responsible for making contributions to the resource.
Format of content	Free text. Personal, family and corporate names should preferably be formatted according to the Irish Guidelines for Indexing Archives²¹ .
Obligation	Recommended
Repeatable	Yes
Values (examples)	<dc:contributor>Joyce, James, 1882-1941</dc:contributor> <dc:contributor>Heaney, Seamus, 1939-2013</dc:contributor>
Notes	Contributors may include interviewees, presenter, co-presenter, a participant, funders. If you require more granular descriptions of roles consider using Qualified Dublin Core.

¹⁷ <http://purl.org/dc/elements/1.1/language>, last accessed 14 August 2014.

¹⁸ http://www.loc.gov/standards/iso639-2/php/code_list.php, last accessed 14 August 2014.

¹⁹ <http://tools.ietf.org/html/rfc5646>, last accessed 14 August 2014.

²⁰ <http://purl.org/dc/elements/1.1/contributor>, last accessed 14 August 2014.

²¹ <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 14 August 2014.

Recommended Elements

Label	Relation²²
Metadata Element	<code>dc:relation</code>
Definition	A reference to a related resource. Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.
Format of content	Free text
Obligation	Recommended
Repeatable	Yes
Values (example)	<code><dc:relation>DOI: 10.3318/DRI.2013.1</dc:relation></code> <code><dc:relation>This text is a translation of DOI:10.3318/DRI.LODer.2013.3</dc:relation></code>
Notes	DOIs, URLs, and library codes or references to demonstrate a relationship between objects may be included in this element. If you need to identify more granular relationship types consider using Qualified Dublin Core.

Label	Source²³
Metadata Element	<code>dc:source</code>
Definition	A related resource from which the described resource is derived.
Format of content	Free text
Obligation	Recommended
Repeatable	Yes
Values (examples)	<code><dc:source>Book of Kells</dc:source></code> <code><dc:source>John Kelly interview</dc:source></code>
Notes	DOIs, URLs, and library codes or references to demonstrate a relationship between objects may be included in this element.

²² <http://purl.org/dc/elements/1.1/relation>, last accessed 14 August 2014.

²³ <http://purl.org/dc/elements/1.1/source>, last accessed 14 August 2014.

Recommended Elements

Label	Coverage²⁴
Metadata Element	dc:coverage
Definition	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
Format of content	Free text. Geo-codes should preferably be formatted according to the DCMI Point Encoding Scheme²⁵ , and the DCMI Box Encoding Scheme²⁶ . Temporal data should preferably be formatted according to the DCMI Period Encoding Scheme²⁷ , W3C Note on Date and Time Formats²⁸ or ISO 8601²⁹ ; or the Library of Congress Subject Headings for named periods³⁰ .
Obligation	Recommended
Repeatable	Yes
Values (examples)	<pre><dc:coverage>1918-11-11</dc:coverage> <dc:coverage>name=The 1960s; start=1960-01-01; end=1969-12-31;<dc:coverage> <dc:coverage>Early Modern History</dc:coverage> <dc:coverage>Spain</dc:coverage</dc:coverage> <dc:coverage>name=Western Australia; northlimit=- 13.5; southlimit=-35.5; westlimit=112.5; eastlimit=129</dc:coverage> <dc:coverage>http://data.logainm.ie/place/49237</ dc:coverage> <dc:coverage>http://sws.geonames.org/3301443/</ dc:coverage> <dc:coverage>http://id.worldcat.org/fast/1271105</ dc:coverage></pre>

²⁴ <http://purl.org/dc/elements/1.1/coverage>, last accessed 14 August 2014.

²⁵ <http://dublincore.org/documents/dcmi-point/>, last accessed 14 August 2014.

²⁶ <http://dublincore.org/documents/dcmi-box/>, last accessed 14 August 2014.

²⁷ <http://dublincore.org/documents/dcmi-period/>, last accessed 14 August 2014.

²⁸ <http://www.w3.org/TR/NOTE-datetime>, last accessed 14 August 2014.

²⁹ <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 14 August 2014.

³⁰ <http://id.loc.gov/authorities/subjects.html>, last accessed 21 March 2014.

Recommended Elements

Label	Subject ³¹
Metadata Element	dc:subject
Definition	The topic of the resource.
Format of content	Free text. It is recommended to use a vocabulary or thesaurus that is appropriate to the record's subject. A suggested list is available on the DRI Vocabularies page ³² .
Obligation	Recommended
Repeatable	Yes
Values (examples)	<dc:subject>Valera, Eamon, de, 1882-1975</dc:subject> <dc:subject>Geography</dc:subject> <dc:subject>Fiction</dc:subject> <dc:subject>Satire</dc:subject>

³¹ <http://purl.org/dc/elements/1.1/subject>, last accessed 14 August 2014.

³² <http://dri.ie/vocabularies>, last accessed 14 August 2014.

