

**CSU ELECTRONIC THESES AND DISSERTATIONS
(CSU ETD)
DATA DICTIONARY
Version 1.2**

May, 2012

By

**Shu Liu
Digital Content Librarian
Digital Repositories Services
shu.liu@colostate.edu**

**Beth Oehlerts
Metadata Management Librarian
Metadata & Preservation Services
Beth.oehlerts@colostate.edu**

**Colorado State University Libraries
Fort Collins, Colorado**

Introduction

Formatted: Font: 14 pt

Formatted: Centered

Scope and Content

This document outlines and defines metadata elements for the Colorado State University (CSU) Electronic Theses and Dissertations (ETD) Collection and provides metadata input guidelines and examples. It includes the following sections:

- Elements table of contents
- Data dictionary structure
- Summary of element attributes
- Attributes, input guidelines, and examples of each element
- An appendix of full Dublin Core (DC) descriptive metadata XML template in DigiTool
- An appendix of ETD workflow

This data dictionary conforms to the [CSU Core Data Dictionary \(version 1.2\)](#), <http://hdl.handle.net/10217/3147> (to be updated), and applies to only CSU ETDs. Theses and dissertations digitized in-house repurpose MARC data from the local catalog to MARC XML for DigiTool ingest (see http://lib.colostate.edu/staffwiki/index.php/Basic_Repurposing_MARC_Procedure).

Background

The CSU ETD Collection is made accessible online in the CSU Digital Repository by CSUL. CSUL's ETD metadata decisions were primarily made based on Networked Digital Library of Theses and Dissertations' *ETD-MS: an Interoperability Metadata Standard for Electronic Theses and Dissertations (version 1.00, revision 2)*, <http://www.ndltd.org/standards/metadata/etd-ms-v1.00-rev2.html>; and at the meantime accommodating the system requirements of DigiTool, <http://www.exlibrisgroup.com/category/DigiToolOverview>, the institutional repository software adopted at CSUL.

The CSU ETD collection started as a pilot in early 2008, with a just few submitted directly to the Digital Repositories Services. Overtime, the number of voluntary submission has increased and at the beginning of 2011, CSU implemented mandatory ETD submission process in which CSU graduates submit their works directly to ProQuest. To meet the increasing demand to make these works openly accessible in a timely manner via the CSU Digital Repository, a project manager was assigned at the end of 2010. The Libraries receive metadata in XML and PDF files from ProQuest. The ETD project staff apply a locally developed transform utility to generate DC XML metadata for ingest into the CSU Digital Repository. This data dictionary will be reviewed periodically by the Metadata Best Practices Committee.

The CSU ETD Collection is available online at http://digitoollibrary.colostate.edu/R/?func=collections&collection_id=1048&local_base=GEN01-CSU.

Version 1.0 vs. Version 1.1

In May 2010, faculty members from Digital Repositories Services and Metadata & Preservation Services had a discussion on the value of keywords vs. LCSH subjects for user access of ETDs, and decided to eliminate the practice of supplying keywords by library staff. Version 1.1 incorporates this decision. It also verifies accuracy of version 1.0 based on CSUL's ETD metadata creation practices from the creation of version 1.0 (February 2009) to July 2010 and makes any necessary corrections and updates.

Version 1.1 vs. Version 1.2

Several major changes have taken place since version 1.1. These include no longer assigning LCSH, no authority control work, eliminating the element of Department Head, making coverage elements optional, and adding statements used for embargo conditions. The ETD workflow now is closely integrated with the ProQuest files we receive. Version 1.2 reflects these major changes.

Elements Table of Contents

Element Name	Page
Abstract	6
Advisor	7
Committee Chair	8
Committee Members	9
Coverage Spatial	10
Coverage Temporal	11
Creator	12
Date Submitted	13
Degree Grantor	14
Degree Name	15
Department (School, or Program)	16
Department Head	17
Description	18
Format	19
Identifier	20
Keywords	22
Language	23
Metadata Schema	24
Publisher	25
Rights	26
Title	28
Title Alternative	29
Type	30

Notes:

1. The order of the elements in both the list above and in the text of the data dictionary is alphabetical and does not imply any hierarchy among the elements.
2. Elements with qualifiers are listed as separate elements for easier reading.
3. When an element has multiple values, a general guideline is to repeat the element and enter a single value in each repeated element in order to facilitate metadata harvesting. Elements of exception from this guideline in the ETD Collection include Advisor, Committee Members, Keywords, and Type. In these cases, multiple values are entered in the same element and are separated by a space semicolon space, to be consistent with the practice implemented at the early stage of the project that has been incorporated with CSU Discovery. It is important to notify the CSU Discovery group if there shall be change of input in these cases.
4. DigiTool has two different views of descriptive metadata.
 - a. Full view: a list of selected descriptive metadata displayed to end users before they access a digital object, which are determined by the Repository manager and are deemed useful for identifying the digital object.
 - b. Object viewer: a complete list of descriptive metadata assigned to a digital object.

5. Metadata configurations in DigiTool (e.g., metadata display in full view, customized DC metadata fields, MARC to DC mapping, etc.) apply to the whole repository. However, customized DC metadata fields may be added to individual collections when needed and do not affect other collections (e.g., “Artist” for the International Posters Collection, “Advisor” for the ETD Collection). This is because a metadata field will only display when there is a value entered.
6. Unless the value in a metadata field is a sentence or ends with an abbreviation or an initial as part of a person’s name, do not use any punctuation at the end. When the metadata value in a metadata field ends with a parenthesis, do not add a period at the end. These practices differ from *Anglo-American Cataloging Rules, 2nd Ed., 2002 Rev.* (AACR2) rules, especially for authorized name or subject headings.
7. Currently, CSU ETDs are primarily textual PDF documents (with or without images; very occasionally, images are the primary content in a PDF document – for example, a thesis from the Art Department with primarily photos of the artwork). As more ETD formats are discovered (e.g., photographs, multimedia, datasets, etc.), additional elements may be appended to this data dictionary to best describe these new types of materials in order to facilitate user discovery.

Summary of Element Attributes

Element Name	Obligation	Repeatable	Full view	Complex Object (Children-level metadata) (children-level metadata)
Abstract	Mandatory if applicable	No	Yes	No
Advisor	Mandatory	Yes	No	No
Committee Chair	Mandatory if applicable	No	No	No
Committee Members	Mandatory	Yes	No	No
Coverage Spatial	Optional	Yes	No	Yes
Coverage Temporal	Optional	Yes	No	Yes
Creator	Mandatory	No	Yes	No
Date Submitted	Mandatory	No	Yes	No
Degree Grantor	Mandatory	No	Yes	No
Degree Name	Mandatory	No	Yes	No
Department (School, or Program)	Mandatory	No	Yes	No
Description	Mandatory	Yes	Yes	Yes
Format	Optional (DC) Mandatory (MARC)	Yes	No	Yes
Identifier	Mandatory	Yes	No	Yes
Keywords	Optional	No	Yes	No
Language	Mandatory if applicable	Yes	No	No
Metadata Schema	Mandatory	No	No	No
Publisher	Mandatory	No	Yes	No
Rights	Mandatory	No	Yes	Yes
Title	Mandatory	No	Yes	Yes
Title Alternative	Mandatory if applicable	Yes	Yes	Yes
Type	Mandatory	Yes	No	Yes

Note:

1. The “Repeatable” attribute specifies whether the element itself is repeatable, not the values within the element.
2. The “Complex Object (Children-level metadata)” attribute specifies whether an element can be used in children-level metadata when an ETD is a complex METS object. (Note: When an ETD is a complex METS object that consists of parts, e.g. main document, map A, map B, video A, etc., descriptive metadata for the ETD as a whole is referred to as parent-level metadata; and descriptive metadata for each part, if warranted, is referred to as children-level metadata.)

Data Dictionary Structure

The CSU ETD Data Dictionary provides the following attributes for each metadata element listed above:

<i>Element Attribute</i>	<i>Description</i>
End user display	The label of the element that is displayed to end users. When there is a difference between labels in DigiTool metadata full view and DigiTool object viewer of metadata, both labels are listed.
Full view	States whether the element is displayed in DigiTool metadata full view.
Obligation	States whether the element is: <ul style="list-style-type: none">• Mandatory• Mandatory if applicable• Recommended• Optional
Repeatable	States whether the element may be repeated: <ul style="list-style-type: none">• Repeatable• Non-repeatable
Definition	A statement that represents the concept and essential nature of the term.
Comment	Additional information about the term or its application as applied in the CSU context.
Schema	Lists valid schema to be used in the element, either local or external.
Complex Object (Children-level metadata) (children-level metadata)	States whether the element applies to children-level metadata when an ETD is a Complex Object (Children-level metadata) that may consist of documents, images, data sets, audios, videos, etc.
Audience	Lists the intended audience for the element: <ul style="list-style-type: none">• System• Manager (curator, repository manager)• Staff user• End user
Simple DC Mapping	The simple (unqualified) Dublin Core to which the element maps for metadata harvesting.
DC XML tag	Lists the DC XML tag of the element used by DigiTool, including local tags. (Note: Because local DC fields for ETDs were added at an early stage of DigiTool implementation, there are inconsistencies in local tags, i.e., most start with "etd_" and a few do not, because later versions of DigiTool do not allow underscores in field code.
Input Guidelines	Provides guidance about entering and encoding values for the element and its refinements.
Examples	Instances of how the element is used.

Abstract

End user display	Abstract
Full view	Yes
Obligation	Mandatory if applicable
Repeatable	No
Definition	The abstract of the ETD.
Comment	None
Schema	None
Complex Object (Children-level metadata) (children-level metadata)	No
Audience	End user
Simple DC Mapping	DC.Description.Abstract
DC XML tag	<dcterms:abstract/>

Input Guidelines:

1. Verify in the transformed XML record that the abstract is consistent with what appears on the thesis or dissertation. When there is a difference, use the full abstract supplied by the author in the item itself. *[Tip: When copying text from a PDF document to a MS WORD document, sometimes there are unnecessary line breaks. View these line breaks by turning on WORD function "Show paragraph marks ..." and then use WORD function "Replace" to replace all "^p" (paragraph marks) to a space " ".]*
2. Where there are italics, superscript, subscript, and other diacritics, manually edit to accurately reflect what is in the item itself, using supplied HTML formatting. (See Appendix B)
3. Where there are two abstracts, one in English and one in another language, use the English language abstract.
4. When there is no abstract in place, skip the **Abstract** element. Do not create an abstract when there is none supplied by the author.

Examples: [Add an example with diacritics]

Abstract: This collection of work, composed over a period of three years, contains stories and essays that explore the emotional struggles of people in fictional and real-life experiences. These stories and essays are concerned with the idea of resilience -- how people and characters reshape their lives after fracturing events. It is a collection influenced by the idea of loss, but also by the hope of resurgence. It details the ways in which characters and people can be hurt, maimed, brokenhearted, and yet find a way to recover.

Abstract: Foodborne disease is a substantial concern in the United States and receives a great deal of attention from the government, industry, and the media. Government initiatives have alleviated some of the burden; however, without improved knowledge of the molecular

epidemiology of the pathogens in a variety of environments, a comprehensive understanding of foodborne disease will remain out of reach. *Listeria monocytogenes*, *Salmonella*, *Escherichia coli* O157:H7 and non-O157 Shiga toxin producing *E. coli* (STEC) play a prominent role in the incidence of bacterial foodborne illness in the United States. Molecular subtyping methods are used extensively in foodborne disease surveillance, yet there is a knowledge gap regarding the presence, transmission and molecular ecology of these pathogens in non-food associated environments. We collected foodborne pathogen isolates from pristine wilderness environments to obtain subtyping data that may aid in the interpretation of clinical and food isolates particularly during outbreak investigations. Furthermore, the identification of subtypes present in different environments but not commonly linked to human disease may provide key information regarding the evolution of virulence in these organisms. To achieve these goals, five wilderness locations in Colorado were selected to represent pristine locations and three areas (approximately 100m²) within each location were designated; each area was sampled once during the spring, summer, and fall seasons in 2009 and 2010. A total of 450 soil, 450 water, 90 drag swab (surface soil) and 276 fecal samples were collected. Five soil samples and five water samples from each area were composited and all samples were microbiologically analyzed to detect *Listeria* spp. (i.e., *L. monocytogenes* and other *Listeria* spp.), *Salmonella*, *E. coli* O157:H7, and non-O157 STEC. After non-selective pre-enrichment, samples were divided and microbiologically analyzed to detect each target organism using modified versions of the United States Food and Drug Administration Bacteriological Analytical Manual. Up to four presumptive colonies for each target organism from each sample were confirmed by PCR to detect gene fragments specific to each respective organism. Overall, three samples tested positive for *L. monocytogenes*, including two fecal samples and one water sample. Nineteen samples contained *Listeria* spp. other than *L. monocytogenes*, 14 of which were determined to be *Listeria welshimeri* by *sigB* sequencing. The remaining five *Listeria* spp. were presumptively identified as *Listeria rocourtiae* sp. nov. by 16s rDNA sequencing; however, these isolates demonstrated notably different biochemical properties than *L. rocourtiae*. *Salmonella* was found in two samples, including one water and one fecal sample, and five non-O157 STEC were found in one fecal, one sediment, and three water samples.

Advisor

End user display	Advisor
Full view	No
Obligation	Mandatory
Repeatable	Yes
Definition	The name of the advisor(s) for the ETD.
Comment	None
Schema	None
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Contributor
DC XML tag	<dcterms:contributor_advisor/>

Input Guidelines:

1. Verify in the transformed XML record that the name is consistent with what appears on the thesis or dissertation's signature page or acknowledgements.
2. Occasionally, there are two advisors. In this situation, enter names in separate elements.

Examples:

- **Advisor:** Crosby, Donald A.
- **Advisor:** Berry, Joyce K.
- **Advisor:** Thompson, Jessica Leigh

Committee Chair

End user display	Committee Chair
Full view	No
Obligation	Mandatory if applicable
Repeatable	No
Definition	The name of the committee chair for the ETD.
Comment	None
Schema	None
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Contributor
DC XML tag	<dcterms:etd_committee_chair/>

Input Guidelines:

1. Verify in the transformed XML record that the name is consistent with what appears on the thesis or dissertation's signature page or acknowledgements.

Examples:

- **Committee Chair:** Handa, Robert J.

Committee Member (change the field in DigiTool from members to member??)

End user display	Committee Member
Full view	No
Obligation	Mandatory
Repeatable	No
Definition	The names of the committee members for the ETD.
Comment	None
Schema	None
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Contributor
DC XML tag	<dcterms:committeemembers/>

Input Guidelines:

1. Verify in the transformed XML record that the name is consistent with what appears on the thesis or dissertation's signature page or acknowledgements.

Examples:

- **Committee Member:** Tjalkens, Ronald
Committee Member: Tobet, Stuart
Committee Member: Clay, Colin McKeown

Coverage Spatial *Use discontinued in February 2012

End user display	Spatial
Full view	No
Obligation	Recommended
Repeatable	Yes
Definition	The spatial topic, spatial applicability, or the jurisdiction under which the ETD is relevant.
Comment	Spatial topic may be a named place or a location specified by its geographic coordinates. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies.
Schema	<ul style="list-style-type: none">• <i>LC Authorities File</i> (LCAF), http://authorities.loc.gov/• <i>Library of Congress Subject Headings</i> (LCSH) and geographic subdivision, http://classificationweb.net/Menu/index.html• <i>Getty Thesaurus of Geographic Names Online</i> (TGN), http://www.getty.edu/research/conducting_research/vocabularies/tgn/
Complex Object (Children-level metadata)	Yes
Audience	End user
Simple DC Mapping	DC.Coverage
DC XML tag	<dcterms:spatial/>

Input Guidelines:

1. **Subject** may contain geographical coverage if warranted by LCSH, i.e., the subject term may be subdivided geographically. In this case, repeat the coverage information in **Coverage Spatial** element.
2. Enter multiple values in separate elements.

Examples:

- **Spatial:** Fort Collins (Colo.)
- **Spatial:** Powell, Lake (Utah and Ariz.)
Spatial: Glen Canyon Dam (Ariz.)

Coverage Temporal *use discontinued in February 2012

End user display	Temporal
Full view	No
Obligation	Recommended
Repeatable	Yes
Definition	The temporal topic of the ETD.
Comment	Temporal topic may be a named period, date, or date range. Temporal characteristics include those aspects of time that relate to the intellectual content of a resource and not its life cycle.
Schema	<ul style="list-style-type: none">• W3C Date and Time Formats, http://www.w3.org/TR/NOTE-datetime• LC Authorities File (LCAF), http://authorities.loc.gov/• Library of Congress Subject Headings (LCSH) and period subdivision, http://classificationweb.net/Menu/index.html
Complex Object (Children-level metadata)	Yes
Audience	End user
Simple DC Mapping	DC.Coverage
DC XML tag	<dcterms:temporal/>

Input Guidelines:

1. Use free text to input B.C.E. dates, e. g. 200 B.C.E.
2. For a range of dates, enter the dates as YYYY - YYYY or YYYY-MM – YYYY-MM or YYYY-MM-DD – YYYY-MM-DD.
3. **Subject** may contain temporal coverage if warranted by LCSH, i.e., the time period is established in LCSH. In this case, repeat the coverage information in the **Coverage Temporal** element.
4. Enter multiple values in separate elements.

Examples:

- **Temporal:** Nineteenth century
- **Temporal:** 200 B.C.E.
- **Temporal:** 1960-06 – 1960-08
- **Temporal:** 1925
Temporal: 1932

Creator

End user display	Authors (<i>Note: the plural form is used because this label is used across the Repository and needs to accommodate multi-author scenario for non-ETD items.</i>)
Full view	Yes
Obligation	Mandatory
Repeatable	No
Definition	The name of the student responsible for creating the intellectual content of the ETD.
Comment	None
Schema	None
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Creator
DC XML tag	<dc:creator/>

Input Guidelines:

1. Verify in the transformed XML record that the name is consistent with what appears on the thesis or dissertation's signature page or acknowledgements.

Examples:

- **Authors:** Labadorf, Adam

Date Submitted

End user display	Date (in full view); Date Submitted (in object viewer)
Full view	Yes
Obligation	Mandatory
Repeatable	No
Definition	The semester and year in which the ETD was submitted for graduation.
Comment	Addition of the semester information was implemented in March 2012.
Schema	<u>None</u>
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Date
DC XML tag	<dcterms:dateSubmitted/>

Input Guidelines:

1. Manually add semester information before year, in the format of “2011 Fall”.

Examples:

- **Date (in full view)/Date Submitted (in object viewer):** 2010 Fall

Degree Grantor

End user display	Degree Grantor
Full view	Yes
Obligation	Mandatory
Repeatable	No
Definition	The name of the institution that granted the master's or doctoral degree.
Comment	The value of this element is normally one of these two: "Colorado State University", "Colorado State University-Pueblo".
Schema	<i>LC Authorities File</i> (LCAF), http://authorities.loc.gov/
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	None
DC XML tag	<dcterms:etd_degree_grantor/>

Input Guidelines:

Not applicable

Examples:

- **Degree Grantor:** Colorado State University
- **Degree Grantor:** Colorado State University-Pueblo

Degree Name

End user display	Degree Name
Full view	Yes
Obligation	Mandatory
Repeatable	No
Definition	The full and abbreviated name of the granted degree.
Comment	None
Schema	<i>Colorado State University Writers Style Guide (August 2007)</i> , http://ccs.colostate.edu/ support/docs/CSUstyleguide_Aug07.pdf
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	None
DC XML tag	<dcterms:degree_name/>

Input Guidelines:

1. Review in the transformed XML that the name is accurate.

Examples:

- **Degree Name:** Master of Science (M.S.)
- **Degree Name:** Master of Fine Arts (M.F.A)
- **Degree Name:** Doctor of Philosophy (Ph.D.)
- **Degree Name:** Doctor of Veterinary Medicine (D.V.M.)

Department, School, or Program

End user display	Department, School, or Program
Full view	Yes
Obligation	Mandatory
Repeatable	No
Definition	The name of the CSU department, school, or program from which the degree was granted.
Comment	None
Schema	<i>Official List of Colleges, Departments, Majors, Minors, and Degrees</i> , http://www.colostate.edu/Orgs/ucc/Official_List08.pdf
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	None
DC XML tag	<dcterms:etd_department/> <dcterms:etd_school/> <dcterms:etd_program/>

Input Guidelines:

1. Review in the transformed XML that the name is accurate. Validate the department, school, or program name in the Official List, if in doubt.
2. Do not repeat wording "Department of" ("School of", "... Program") as they are already stated in the metadata label. Remove these words if they appear in the transformed XML.

Examples:

- **Department:** Forest, Rangeland and Watershed Stewardship
- **School:** Education
- **Program:** Ecology

Description

End user display	Description
Full view	Yes
Obligation	Mandatory
Repeatable	Yes
Definition	Provides pagination information, a bibliographical references statement, and any additional information when necessary.
Comment	None
Schema	None
Complex Object (Children-level metadata)	No
Audience	End user
Simple DC Mapping	DC.Description
DC XML tag	<dc:description>

Input Guidelines:

1. Accept transformed information. Correct obvious errors.
2. When the main text of the ETD is in one language and the abstract is in another, add a description field stating the situation and identify the languages.

Examples:

- **Description:** 54 p.
Description: Includes bibliographic references.
- **Description:** Text in Spanish; abstract in English

Format *Shu will review this element*

End user display	Format
Full view	No
Obligation	Optional (DC) Mandatory (MARC)
Repeatable	No
Definition	The format of the file(s) in which content of the ETD is stored.
Comment	<ul style="list-style-type: none">• When creating DC metadata, Format information can be automatically created by DigiTool technical metadata extraction and included in the technical metadata section of an ETD.• When repurposing MARC data, Format information is required in MARC 856 field subfield q in order for CSU Discovery to identify type(s) of the ETD ("Text", "Still Image", etc., that are normally identified by DC.Type). Because there is no appropriate place to add Type information in MARC data, CSU Discovery has used the Format information in 856 for this purpose instead.
Schema	<i>IANA MIME Media Types</i> , http://www.iana.org/assignments/media-types/
Complex Object (Children-level metadata)	Yes
Audience	System, Manager, Staff user, End user
Simple DC Mapping	DC.Format
DC XML tag	<dc:format>

Input Guidelines:

1. See the relevant section on http://lib.colostate.edu/staffwiki/index.php/Basic_Repurposing_MARC_Procedure#Step_II_.28Edit_the_records_in_MarcEdit.29.

Examples:

856 00 \$u COAB_78231273.pdf \$q application/pdf

Identifier

End user display	Identifier
Full view	No
Obligation	Mandatory
Repeatable	Yes
Definition	A character string (alphabetic and/or numeric) that uniquely identifies the whole or parts of the ETD.
Comment	Normally, there are two identifiers associated with a thesis or dissertation: 1. File name: the ETD's file name that is mandatory to support DC XML ingest in DigiTool. This must be positioned as the first identifier field in the XML record. 2. Logical identifier: the identifier that is manually assigned by staff to support an ETD's display in its respective collection.
Complex Object (Children-level metadata)	Yes, only file names of the children. Follow the instructions on METS ingest on the staff wiki for file naming convention.
Schema	File name: Use ProQuest filename. Logical identifier: ETDF (for CSU) or ETDP (for CSU Pueblo) + Year + Six-Digit Accession Number + Department Codes <i>(Note: When a thesis or dissertation is a complex object, assign only one logical identifier at the parent level.)</i>
Audience	System, Manager, Staff user
Simple DC Mapping	DC.Identifier
DC XML tag	<dc:identifier>

Input Guidelines:

1. Enter multiple identifiers in separate elements.
2. The file name must precede the logical identifier for DC XML ingest in DigiTool.
3. Create and enter a logical identifier based on the instructions in the procedure (see Appendix B).
4. See http://lib.colostate.edu/staffwiki/index.php/Digital_Repositories:Department_Codes for existing department codes. Notify the Metadata Management Librarian if a new code is needed.

Examples:

Identifier: Oakley_colostate_0053A_10651.pdf (*ProQuest filename*)

Identifier: ETDF2008100001EDUC (*Logical identifier for a 2008 thesis from School of Education*)

Filenames of children within a complex object:

2011_Fall_Smith_Stone_1.pdf, 2011_Fall_Smith_Stone_2.jp2 ...

Keywords

End user display	Keywords
Full view	Yes
Obligation	Optional
Repeatable	No
Definition	Keywords of the ETD supplied by a student author.
Comment	Do not add keywords if there are none.
Schema	none
Complex Object (Children-level metadata)	No
Audience	End user
Simple DC Mapping	DC.Subject
DC XML tag	<dcterms:etd_subject_keywords>

Input Guidelines:

1. Accept what comes from the transform. Correct obvious errors.

Examples:

Keywords: academic dishonesty ; academic misconduct ; cheating ; ethics instruction ; parents' background ; plagiarism

Language

End user display	Language
Full view	No
Obligation	Mandatory if applicable
Repeatable	Yes
Definition	The language(s) of the intellectual content of the ETD.
Comment	This should be the primary language in which the thesis or dissertation is written. To facilitate user discovery, there are normally two Language elements – one entered with a 3-letter code of the language, the other with the full English name.
Schema	ISO 639-2, http://www.loc.gov/standards/iso639-2/php/English_list.php
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Language
DC XML tag	<dc:language>

Input Guidelines:

1. Repeat the element if the thesis or dissertation is written in more than one language.
2. Primary language (e.g., text in main body) should precede secondary language (e.g., text in abstract).
3. If an explanation is necessary to identify how a language relates to the thesis or dissertation, use a **Description** element to describe the situation.

Examples:

Language: eng
Language: English

Language: spa
Language: Spanish
Description: Text in Spanish; abstract in English

Language: eng
Language: English
Language: fre
Language: French
Description: Text in English and French

Metadata Schema

End user display	Metadata Schema
Full view	No
Obligation	Mandatory
Repeatable	No
Definition	This is a local element used for identifying the data dictionary (title, version, and/or date) used to create metadata for the collection/project.
Comment	None
Schema	None
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user
Simple DC Mapping	None
DC XML tag	<dcterms:metadataschema>

Input Guidelines:

1. Abbreviated terms are acceptable, so long as the term uniquely identifies the data dictionary.
2. When available, provide the persistent URL (i.e., handle) to the data dictionary.

Examples:

Metadata Schema: ETD 1.0

Metadata Schema: ETD 1.2, <http://hdl.handle.net/10217/22037>

Publisher

End user display	Publisher
Full view	Yes
Obligation	Mandatory
Repeatable	No
Definition	The entity responsible for making the ETD available.
Comment	None
Schema	<i>LC Authorities File (LCAF)</i> , http://authorities.loc.gov/
Complex Object (Children-level metadata)	No
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Publisher
DC XML tag	<dc:publisher>

Input Guidelines:

1. The value of this element is normally "Colorado State University. Libraries".

Examples:

Publisher: Colorado State University. Libraries

Rights

End user display	Rights
Full view	Yes
Obligation	Mandatory
Repeatable	Yes
Definition	Statement(s) of copyright permission(s), and special condition(s) if applicable, for access and use of the ETD.
Comment	None
Schema	None
Complex Object (Children-level metadata)	Yes; sometimes special conditions may apply to only part(s) of an ETD. For example, a data set associated with the main document may be embargoed for a period of time.
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Rights
DC XML tag	<dc:rights>

Input Guidelines:

1. The value of this element is normally "Copyright of ~~the (Beth check)~~ original work is retained by the author". Correct
2. Accept in the transform supplied notes on embargo periods.
- 2-3. When embargoes are requested for either the Creative Writing (MFA) or Creative Non-Fiction (MA) programs, access is restricted to the CSU community only, by CSU IP address.
- 3-4. When the access is restricted to CSU IP, add a note stating "Access is limited to the Colorado State University community only." (Beth should verify this and check on use of IP restrictions.)
- 4-5. Enter multiple statements in separate elements.

Formatted: List Paragraph, No bullets or numbering

Examples:

Rights: Copyright of original work is retained by the author.

Rights: Copyright of original work is retained by the author.

Rights: Access is limited to the Colorado State University community only. ~~(Beth check this)~~

Title

End user display	Title
Full view	Yes
Obligation	Mandatory
Repeatable	No
Definition	The title of the ETD as it appears on the title page.
Comment	None
Schema	None
Complex Object (Children-level metadata)	Yes
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Title
DC XML tag	<dc:title>

Input Guidelines:

1. Verify what comes from the transform with the title page of the ETD. Correct obvious errors.

Examples:

Title: Top-down clustering based self-organization of collaborative wireless sensor networks

Title Alternative

End user display	Alternative Title (full view); Alternative (object viewer)
Full view	Yes
Obligation	Mandatory if applicable
Repeatable	Yes
Definition	The alternative title(s) of the ETD.
Comment	This is normally other title(s), i.e., translated title (when given on the ETD), caption title, and/or other variations of the title useful for user discovery of the ETD.
Schema	None
Complex Object (Children-level metadata)	Yes
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Title
DC XML tag	<dcterms:alternative>

Input Guidelines:

Enter multiple alternative titles, if applicable, in separate elements. When in doubt, consult the ETD project manager.

Examples:

Title: Conocimiento e impedimentos de metodos anticonceptivos : las mujeres del Centro de Salud en Cerro Verde, Cochabamba, Bolivia

Alternative Title: Knowledge of and impediments to contraception : Cerro Verde, Cochabamba, Bolivia

Type

End user display	Type
Full view	No
Obligation	Mandatory
Repeatable	No
Definition	The genre of the intellectual content of the ETD.
Comment	None
Schema	<i>Dublin Core Metadata Initiative (DCMI) Type Vocabulary</i> , http://dublincore.org/documents/dcmi-type-vocabulary/
Complex Object (Children-level metadata)	Yes
Audience	Manager, Staff user, End user
Simple DC Mapping	DC.Type
DC XML tag	<dc:type>

Input Guidelines:

1. The default is "Text".
- 1-2. When there is additional type, enter in the same element, separated by a space semicolon space.
- 2-3.
- 3-4.
- 4-5. Primary type should precede secondary type(s). Primary is 50% or more of the content.

Examples:

Type: Text

Type: Still Image ; Text

(For a Master of Fine Arts thesis consisting primarily of photographs of the student's art exhibition, with only a few paragraphs of text)

Appendix A: Full DC XML Template in DigiTool (dated 2012-05-18)

Appendix B: Checklist of ETD workflow (~~Beth will add~~dated 2012-05-21)

	XML Element	TASK
1	Review Embargo Code	<p>**Give all theses and dissertations with embargoes to the ETD Project Manager for processing**</p> <p>Embargo codes: 1=6 month embargo 2=1 year embargo 3=2 year embargo</p> <p>When embargo code is “1”, or “2”, or “3”, the transform will create a Rights element.</p> <p>DO NOT EDIT THESE ELEMENTS For example, for an embargo code of “1”: <dc:rights>6-month embargo</dc:rights></p> <p>For example, for an embargo code of “2”: <dc:rights> 1-year embargo</dc:rights></p> <p>For example, for an embargo code of “3”: <dc:rights> 2-year embargo</dc:rights></p> <p>MA/MFA Embargoes (Only for MFA in Creative Writing and MA in Creative Nonfiction programs in English) A 2-year embargo. When the embargo expires, access will be restricted to CSU IP addresses for one year only.</p> <p>Add the following note: “Access is limited to the Colorado State University community only.” Restrict access to CSU IP addresses.</p>
2	Review Title	<p>Check spelling and capitalize proper nouns, if necessary.</p> <p>Notify the ETD Project Manager when the Title element is not normalized.</p>
3	dateSubmitted element	<p>Add the semester to the year.</p> <p>Example: 2011 Fall</p>
4	Review Department (School or Program) element	<p>Verify. Change to School or Program, if applicable.</p>
5	Review Type element	<p>If there are illustrations or photographs, change “Text” to “Text ; Still Image”. If there are other types of content, notify the ETD Project Manager.</p> <p>Example: <dc:type>Text ; Still Image</dc:type></p>

		<p>However, if the image content is more than 50% of the work, “Still Image” will come before “Text”</p> <p>Example: <code><dc:type>Still Image ; Text</dc:type></code></p>
6	Review Abstract element	Delete all information that is not part of the abstract itself (e.g. author’s name at the end of the abstract, department, etc.)
7	Review Keywords element	Check spelling. NO keywords will be added.
8	Review Language element	<p>Add a Description element when there is more than one language, such as when the abstract is in English and the body of the work is in Spanish. (The exception will be when the body of the work is in English and the abstract is in another language.) Example:</p> <pre><dc:description>Text in Spanish; abstract in English.</dc:description> <dc:language>spa</dc:language> <dc:language>Spanish</dc:language></pre> <p>The Language element is used only for the prominent language of the work. If the work is in two or more languages, repeat the Language element for each language, giving both the three-letter language code and the full name of the language in separate Language element.</p>
9	Add a Logical Identifier element (place this after the file name identifier)	<p>ETDF (‘F’ for CSU Fort Collins) + Year + 6-digit Accession number + Department code. The 6-digit accession number must be unique and sequential by year.* Notify the Metadata Management Librarian if we need a new department code.</p> <p>Example:</p> <pre><dc:identifier>ETDF20113000005ECEN</dc:identifier></pre>
10	Pagination	Accept the page count as given in the XML record.