

Field label = required	* Dublin Core Mapping	Qualifier [blank = none]	Searchable: Y/N	Displayed to Public: Y/N	Controlled: Y/N	Source of Controlled Vocabulary, If Any	External Standards Followed, If Any	Input guidelines/Notes
Creator *	Creator		Yes	Yes	Yes -- internally created		University of Oregon Libraries conventions for name authorities: http://libweb.uoregon.edu/catdept/meta/Authors_names_input.pdf	The name of the individual or corporate body responsible for creation of artworks or text; if not listed elsewhere, provide personal name as Last, First name. Separate by semi-colons if multiple creators.
Title *	Title		Yes	Yes	No		AACR2	Taken from primary source of information. For images of artwork: title or identifying phrase assigned to work by artist/creator. For print documents without title: descriptive title of work to be assigned by the cataloger based upon subject or purpose of object. Other titles should be entered as <i>Alternative Title</i> .
Alternative Title	Title	Alternative	Yes	Yes	No		AACR2	Other name or descriptive phrase if different from name provided in Title field.
Series Title	Title	Alternative	Yes	Yes	No		AACR2	For artwork series where title differs from individual works title.
Image View	Relation	Requires	No	Yes	No			Contextual description for artwork location or view.
Medium *	Format	Medium	Yes	Yes	Yes -- internally created	AAT		21 controlled vocabulary terms, locally populated. Production, technique or method used to create work or image
LC Subject *	Subject		Yes	Yes	Yes	Subject terms from LCSH		Keyword description(s) regarding what work is <i>about</i> or <i>is</i> -- may include proper names, geographic designations, topics -- at minimum use "artwork type," i.e. architecture, sculpture, print, etc. Separate multiple entries with semicolon.

AAT Subject *	Subject		Yes	Yes	Yes	Subject terms from Art & Architecture Thesaurus		Terms or phrases that describe, interpret or identify artwork and what it expresses. Remember that AAT taxonomy is concept-based. Separate multiple entries with semicolon.
Artwork Measurements	Format		No	Yes	No			Size of original artwork, if provided
Materials/ Technique	Format		Yes	Yes	No			For artworks with supplemental documentation providing *materials list (substance used to create original work) and technique description(s). Richer details may be provided in description field.
Award Date(s)	Date		Yes	Yes	No		W3C -DTF	Date of of Percent For Art commission/award; if full date not known, apply year. (YYYY-MM-DD)
Installation Mechanism	Description		No	Yes	No			For complex installation of artwork where specifics have been detailed.
Place Names	Subject		Yes	Yes	No	LCSH; TGN		Subject matter about or from artwork covering geographic features, cities, rivers, etc. For site-related objects, denote location names.
People Depicted	Subject		Yes	Yes	No	ULAN; LCNAF	AACR2	Include people depicted in images (most likely to be artists in sculptural or architectural construction images); last-name-first; page level metadata . Try to determine form of name from LCNAF. If not found formulate according to AACR2
Installation Date	Date		Yes	Yes	No		W3C -DTF	Date(s) of artwork installation and/or construction. NOT the same as artwork creation date (by artist). Primarily applicable to sculpture installation and architectural construction. For multiple dates, choose date of completion.
Artwork Site *	Relation	Is Part Of	Yes	Yes	Yes	Internally developed controlled vocabulary	AACR2	Geographic location and/or name of repository, building, or other entity whose boundaries incorporate with the work/image.

Site Address *	Coverage	Spatial	Yes	Yes	No			Use for physical address or other identification of site.
County *	Coverage	Spatial	Yes	Yes	Yes	Internally developed controlled vocabulary	AACR2	County in which artwork is located. Use proper name taken from Oregon Blue Book.
Location	Relation	Is Part Of	Yes	Yes	No			Location of artwork within building/housing/campus or industrial site. Specificity is characterized by amount of information provided.
Artwork Creation Date	Date		Yes	Yes	No		W3C -DTF	Denoted date of artwork creation. Be as detailed as possible, however in most cases, information provided will be by year.
Artist Contact Information	none		No	Yes	No			To be populated with current contact information for artist; either email or physical contact information. Requested field by OAC.
Artist URL	none		No	Yes	No			URL for artist website; online resume, information related to artist available via Internet.
Description on Object	Source		No	Yes	No			Transcription of handwritten or printed information that appears on source item, in particular, this field may contain information transcribed from slides & photographs. Original word order, punctuation, and spelling retained, if possible.
Artwork Description *	Description		Yes	Yes	No			Usually a free-text note specifically about work of art providing brief content description. May also be a transcribed (brief) artist statement--related to description, if applicable.
About the Artist	Relation	Is Part Of	No	Yes	No			Useful notes about the artist when/if provided (usually 3rd-person narrative). Denote source of information and date (if known).

Relates to	Relation	References	Yes	Yes	No			TEXT FILES ONLY: Field to denote the artwork(s), artist(s), project, etc., referenced by supplemental document (text-image).
Notes	Description		No	Yes	No			Field for "other" useful information not provided elsewhere in record.
Full Text *	Description		Yes	Yes	No			OCR text extracted from textual documents will be mapped to this field. When image files and text files are named consistently, this can be batch-imported
Artist Statement	Relation	References	Yes	Yes	No			Transcription of artist statement when such is available and NOT provided as a separate text image. At the end, denote artist's last name and date of statement with () brackets.
Identifier *	Identifier		Yes	No	No			Unique file name for digital object using locally defined file naming convention(s)
Project Identifier *	Identifier		Yes	No	No			Unique file name for site/building incorporating or housing artwork. Follow local prescribed file naming convention(s)
Project Name *	Relation	Is Part Of	No	No	No			Field for project "name" from the front of each housing binder, per OAC. Internal administrative field used primarily to distinguish inconsistencies between OAC titles and final work product titles.
Digital Collection Title *	Relation	Is Part Of	No	Yes	No			Name of the digital collection. (add as template)
Contributors	Contributors		No	Yes	No			Entities responsible for contribution to project, i. e. University of Oregon and Oregon Arts Commission (and other organizations as applicable).

Regional Arts Council *	Relation	Is Part Of	Yes	Yes	Yes			Name of governing Regional Arts Council representing the geographical site location where artwork is housed/located. Use Oregon Blue Book for proper name or see http://www.oregonartscommission.org/about/oregon_regional_arts_councils.php .
Publisher	Publisher		Yes	Yes	Yes, create internally			Entity responsible for digitizing/providing metadata: University of Oregon Libraries. Applied globally through template.
Rights *	Rights		No	Yes	Yes			In this case, the derivative image rights are held by the original artist and/or author and are so duely noted. Otherwise, provide copyright and/or intellectual property statements as required for use.
Type *	Type		Yes	No	Yes	DCMI vocabulary	DCMI type vocabulary [http://dublincore.org/documents/dcmi-type-vocabulary/]	Type of digital object. An image is a symbolic visual representation other than text. Text is a resource whose content is primarily words for reading.
OAC Identifier	Identifier		Yes	Yes	No			Field map to OAC unique identity: where OAC has defined artist or artwork identifier, denote same.
Source Format	Source		Yes	Yes	Yes			Attributes of source format, such as "slide," "photograph," "text"
Language	Language		No	Yes	No			For textual objects: the language in which the text is written; not applicable for images unless there is a caption on or within image. (In most cases, this will be "English.")
Digital Capture Date *	Date	Created	Yes	No	No		W3C -DTF	Date of digital creation (date object was scanned or captured); Use W3C-DTF (YYYY-MM-DD) standard.
Metadata Creator	none		Yes	No	No			For internal use only. Initials of metadata cataloger/creator. If items are edited by more than one individual, separate entities with semicolons.

Image Scanner	none		No	No	No			For internal use only. Initials of person responsible for object capture. If scanning is done by more than one individual, separate entities with semicolons.
Source Object Dimensions	Format	Extent	No	No	No			Use for photo stills, 35mm slides, negatives and/or unusual supporting document size (height x width). Define measurement standard, such as inches or millimeters
Digital File Size	Format	Extent	No	No	No			Size of digital file; can be globally obtained via Template
Color Space	Format		No	Yes	Yes			Can be globally obtained via CONTENTdm template
Media type	Format		No	No	No			Provides file-type extension, such as jpg or tif. Can be globally obtained via Template
Capture Method	none		Yes	No	Yes	internally created - - list of hardware		Denotation of hardware used to capture digital objects. Scanners input data on spreadsheet, following workflow.
Image Processing History	none		No	Yes	No			Field in which to denote details behind image processing; may be different depending on format (slides, photographs, negatives, etc.)
Missing objects	none		No	No	No			Administrative internal field to facilitate organization and search mode. Used where image file/thumbnail reflects missing surrogate object (i.e. "Image Unavailable").
Load Date	none		Yes	No	No			Date digital files are uploaded; object level metadata. Format should be standard W3C-DTF (YYYY-MM-DD).
Original Commission Amount	none		No	No	No			Value or cost of artwork; for internal use only
Visual Narrative	none		No	No	No			Internal field to facilitate organization and search mode. "Visual narratives" are compound objects (image files) that depict the creative steps of artwork creation.