

MSUL Digital Repository Metadata Guide

This document describes the minimum descriptive information needed for items in the [MSUL Digital Repository](#). Resources in the repository are displayed individually, so they must be described at the item level. Metadata can be submitted in a variety of formats including but not limited to spreadsheets, MARC records, and XML files. Any questions can be sent to the repository team at repoteam@lib.msu.edu. The team is also happy to set up consultations to help put together tailored metadata profiles.

Field	Guidelines
Title	The title is a brief, descriptive statement about the object that should be as unique as possible within a collection. The title may also include a part number or part name (for example, periodical titles that are issued with series numbers).
Creator(s) and/or contributor(s)	If known, the name of any person or organization responsible for creating or contributing to the resource. If possible, use names from the Library of Congress Name Authority File .
Date	A date that describes when the resource was first available. This could be a publication or copyright date for published materials or a creation date for unpublished materials. Whenever possible, enter dates in YYYY-MM-DD format.
Language	The language(s) of the resource, either written or spoken. It's best practice to take language names from ISO 639-2 . Items without linguistic content can be labeled "No linguistic content."
Description	The abstract is used for a general description of the item and its content.
Genre	The genre describes the nature or material of the resource. It's best practice to use genre terms from a controlled vocabulary, such as Dublin Core Metadata Initiative (DCMI) Type Vocabulary or the Getty Art and Architecture Thesaurus (AAT) .
Resource type	A term that specifies the characteristics and general type of content of the resource. This is less specific than a resource's genre. Use a term from the following list included in the MODS metadata standard .
Subject(s)	At least one term that describes what the resource is about. If possible, use terms from the Library of Congress Subject Headings .
Copyright	A statement describing copyright or access-related information about the resource. Use a statement from rightsstatements.org if possible.