**Core Metadata Elements: Guidelines to Promote Consistency and Access at TAMU**

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### Requirements for Minimum, Full and Standard Records

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**How Much Metadata to Provide?**

**Options for “Completeness”**

- **Minimal level:** The minimum level recommended includes a few core elements that are required to ensure basic information about the resource is provided. These elements are: Title, Creator, Date of Publication, Rights/Access.
- **Standard level:** The standard level includes all elements recommended by the Dublin Core Metadata Initiative (DCMI) and is recommended for digital collections that are intended to be discoverable in digital libraries and repositories.
- **Full level:** The full level includes all elements recommended by the DCMI and is recommended for digital collections that are intended to be discoverable in digital libraries and repositories.

**Metadata Elements that Do Not Need to be Recorded:**

- Pre-publication date of issuance if resource was previously published.
- Source Collection (Optional, Repeatable)
- Original publisher (Recommended, repeatable)
- Physical Extent (Recommended, repeatable)
- Digital Identifier (Recommended, repeatable)
- Original resource (Optional, repeatable)

**Our Process**

- To recommend policies for descriptive metadata that would apply to both in-print and digitized records, the working group reviewed the existing metadata policies and standards.
- They identified the Dublin Core Metadata Initiative (DCMI) as the most appropriate standard to use as a starting point for their work.
- They then developed a list of metadata elements that would be necessary to ensure the metadata records are consistent and comparable across all digital resources.
- They also developed a list of metadata elements that could be recommended for specific types of collections or resources.
- The working group also developed a set of guidelines for providing metadata that would be easy to understand and use by both creators and users of digital resources.

**Next Steps**

- Publishing our guidelines to colleagues within TAMU Libraries that work with metadata.
- Metadating aspects of our collections, such as student works, that are currently not being described.
- Developing a comprehensive set of metadata policies and guidelines that will be used to create and maintain our digital collections.
- Providing training and support to library staff on the use of metadata policies and guidelines.
- Collaborating with other libraries and organizations to share best practices and improve the overall quality of metadata records.

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**Metadata Elements to Consider for Additional Descriptions:**

- **AltTitle:** An alternative title or name for the resource.
- **Impression:** An indication that the resource can be accessed or used for a particular purpose.
- **RightsStatement:** A statement of the rights associated with the resource.
- **Summary/Abstract:** A brief statement of the resource.
- **Format:** The file format of the resource.
- **Genre:** The genre of the resource.
- **Copyright:** Information about the copyright status of the resource.
- **InCopyright:** Information about the copyright status of the resource.
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