MIMAS Metadata
Creation Guidelines

Author: Leigh Morris
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MIMAS Metadata: Creation Guidelines

The MIMAS Metadatabase was created during the MIMAS Metadata for the DNER project (http://www.mimas.ac.uk/metadata/MMD/), funded by the Joint Information Systems Committee (JISC) for the UK Higher and Further Education Councils as part of the JISC Services DNER: Z39.50/Authentication Programme (http://www.jisc.ac.uk/dner/).

MIMAS Metadata Creation Guidelines complied by Leigh Morris: leigh.morris@man.ac.uk.


The document is also available on Hyperwave at: http://staff.mcc.ac.uk/ → MIMAS → GENERAL → metadata_creation_guidelines.pdf.

Purpose of this Document

The purpose of the document is to provide guidelines on how to create metadata to describe MIMAS services and resources. The metadata is stored in the MIMAS Metadatabase and contains information on MIMAS services included in the MIMAS Services Overview (http://www.mimas.ac.uk/services.html).

The MIMAS Metadata Editor is at: http://www.mimas.ac.uk/metadata/editor.html.

Please report any inaccuracies or anomalies with this document to the MIMAS Metadatabase Administrator.

Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Revisions made by</th>
<th>Description of revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>13 February 2004</td>
<td>Leigh Morris</td>
<td>Edit following quality assurance.</td>
</tr>
<tr>
<td>1.1</td>
<td>February 2004</td>
<td>Leigh Morris</td>
<td>Response to changes suggested by initial metadata creators.</td>
</tr>
<tr>
<td>1.0</td>
<td>November 2003</td>
<td>Leigh Morris</td>
<td>Initial version.</td>
</tr>
</tbody>
</table>

Help and Advice

For help or advice please contact the MIMAS Metadatabase Administrator, Leigh Morris: x57179; leigh.morris@man.ac.uk.

For more information on the project consult the MIMAS Metadata for the DNER project website: http://www.mimas.ac.uk/metadata/MMD/.

Format Conventions

The following format conventions are used in this document.

<table>
<thead>
<tr>
<th>Computer input that you type is shown in a bold Courier New font</th>
<th>Voices from the Dust Bowl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metadata field names are shown ‘with single quotes’</td>
<td>‘Title’</td>
</tr>
<tr>
<td></td>
<td>‘Subject (UNESCO)’</td>
</tr>
<tr>
<td></td>
<td>‘Type (Dublin Core)’</td>
</tr>
<tr>
<td>URLs are shown in an underscored Arial font</td>
<td><a href="http://www.jisc.ac.uk/dner/">http://www.jisc.ac.uk/dner/</a></td>
</tr>
</tbody>
</table>
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Background

What is metadata?

The most basic definition of metadata, and one which appears to be universally accepted, is: data about data; or: information about information.

MIMAS Metadata

The MIMAS Metadatabase provides a single point of access into the disparate, cross-domain MIMAS datasets and services. It provides a means for researchers to find and access material to aid in the furtherance of their work, thus assisting in the advancement of knowledge. Learners and their teachers will be able to discover appropriate learning resources across the MIMAS portfolio, improving the educational value of these datasets.

An Example Metadata Record

The MIMAS metadata is encoded in XML and stored in a Cheshire II database which provides a World Wide Web and a Z39.50 interface. NISO Z39.50 is a standard for information retrieval which defines a protocol for two computers to communicate and share information. Using the Web interface to this metadatabase, searches may be made by fields ‘title’, ‘subject’ or ‘all’, initially retrieving a list of brief results with links to individual full records. An example of a full record for one of the results retrieved by searching for a subject ‘science’, with web links underlined, but with an abbreviated description, is:

<table>
<thead>
<tr>
<th>Title:</th>
<th>ISI Web of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator:</td>
<td>MIMAS; ISI</td>
</tr>
<tr>
<td>Subject:(LCSH)</td>
<td>Abstracts; Arts; Books Reviews; Humanities; Letters; Periodicals; Reviews; Science; Social sciences</td>
</tr>
<tr>
<td>Subject:(UNESCO)</td>
<td>Abstracts; Arts; Book reviews; Conference papers; Discussions (teaching method); Periodicals; Science; Social sciences</td>
</tr>
<tr>
<td>Subject (Dewey)</td>
<td>300; 500; 505; 600; 605; 700; 705</td>
</tr>
<tr>
<td>Description:</td>
<td>ISI Citation Databases are multidisciplinary databases of bibliographic information gathered from thousands of scholarly journals.</td>
</tr>
<tr>
<td>Publisher:</td>
<td>MIMAS, Manchester Computing, University of Manchester</td>
</tr>
<tr>
<td>Type (DC):</td>
<td>Service</td>
</tr>
<tr>
<td>Type (MIMAS):</td>
<td>bibliographic reference</td>
</tr>
<tr>
<td>Medium:</td>
<td>text/html</td>
</tr>
<tr>
<td>URL:</td>
<td><a href="http://wos.mimas.ac.uk/">http://wos.mimas.ac.uk/</a></td>
</tr>
<tr>
<td>Language:</td>
<td>en</td>
</tr>
<tr>
<td>isPartOf:</td>
<td>ISI Web of Science for UK Education</td>
</tr>
<tr>
<td>hasPart:</td>
<td>Science Citation Index Expanded</td>
</tr>
<tr>
<td>hasPart:</td>
<td>Social Sciences Citation Index</td>
</tr>
<tr>
<td>hasPart:</td>
<td>Arts &amp; Humanities Citation Index</td>
</tr>
<tr>
<td>Access:</td>
<td>Available to UK FE, HE and research councils. Institutional subscription required.</td>
</tr>
<tr>
<td>MIMAS ID:</td>
<td>wo000002</td>
</tr>
</tbody>
</table>

Hierarchy

Although each of the records within the MIMAS Metadatabase is created, indexed and available for discovery individually, the records represent parts of the service within a hierarchy. In the example above, the record for ‘ISI Web of Science’ is a ‘child’ of the top-level
record 'ISI Web of Science for UK Education', the umbrella term for the total service offered, and is a 'parent' of several records including 'Science Citation Index Expanded'.

During metadata creation only the 'isPartOf' relation is recorded, as the MIMAS identifier of the parent metadata record. The 'hasPart' fields and the displayed titles and links for parent and child metadata records are included by the MIMAS Metadatabase application. Hard coding 'hasPart' fields into a metadata record would necessitate the inefficient process of updating a parent record whenever a new child record were added. Dynamic generation of these links assists in simplifying the metadata creation and update process, and in maintaining the consistency of the metadata.

A further navigation hierarchy is provided by the application. If a parent and a child record, according to the 'isPartOf' hierarchy, also have a matching MIMAS subject keyword, the application includes a link from the parent’s subject keyword to the particular child record. For example a JSTOR fragment record could include:

Title: JSTOR Ecology & Botany Collection
Subject (MIMAS): Ecology / Journal of Applied Ecology
Subject (MIMAS): Botany

where the text ‘Ecology / Journal of Applied Ecology’ is a web link to the record for that particular journal. Again this subject navigation hierarchy is provided dynamically by the application and does not depend on the accuracy of metadata creation beyond the ‘isPartOf’ identifier and the matching subject keyword.

The child, ‘hasPart’, links within the MIMAS metadata hierarchy are available in the web interface only. A metadata record retrieved through the Z39.50 or Open Archives Initiative (OAI) interfaces will include a single ‘isPartOf’ relation at most, which will consist of the MIMAS identifier of the parent record. Any required linking between records would be provided by the application retrieving the records.

**Standard Classification and Encoding Schemes for Subject and Type**

To provide quality metadata for discovery, subject keywords within the metadata are encoded according to standard classification schemes, for instance Dewey Decimal Classification, Library of Congress Subject Headings (LCSH) and the UNESCO Thesaurus. In order to facilitate improved cross-domain searching by both humans and applications where choices of preferred classification scheme might vary, MIMAS Metadata provides subjects encoded according to several schemes. As well as the encoding schemes currently recognised within qualified Dublin Core, Library of Congress Subject Headings (LCSH) and Dewey Decimal, UNESCO subject keywords are also available. In addition, for JSTOR only, MIMAS-specific subjects are included to capture existing subject keywords on the MIMAS web site service information pages supplied by the content or application creators as well as MIMAS support staff.

Similar classification schemes are included for ‘Type’ to better classify the type of the resource for cross-domain searching. Each metadata record includes a ‘Type’ from the high-level DCMI Type Vocabulary, ‘Service’ in the example above, but for some MIMAS records this will be ‘Collection’ or ‘Dataset’. In addition the MIMAS-specific resource type is included.

Countries covered by information within a MIMAS service are detailed according to their ISO3166 names and also their UNESCO names captured within the ‘dcterms:spatial’ element of the metadata record and shown on the web display as ‘Country’. This is of particular relevance to the macro-economic datasets, such as the IMF databanks, which include data from many countries in the world. Temporal coverage, again of relevance to the macro-economic datasets, is captured within a ‘dcterms:temporal’ element and encoded according to
the W3CDTF scheme. This is displayed as ‘Time’ and may consist of several temporal range. Information about access requirements to a particular MIMAS service is recorded as free-text within a ‘dc:rights’ element and displayed as ‘Access’.

**Metadata Creation and Update**

**Initial Metadata Creation**

The initial MIMAS metadata covering all the MIMAS services was created by one person as part of the set-up project, much of it being scraped from the existing MIMAS service web pages. The initial draft of metadata records for each service was checked by the particular support staff, thus ensuring quality metadata for each MIMAS service.

**Metadata Maintenance**

The metadata is now maintained by the MIMAS service support staff, as part of the standard support process for each MIMAS service.

A specific, ‘wiki style’, web-form tool for metadata creation and updating has been created: the ‘MIMAS Metadata Editor’. This tool captures metadata by field and includes links to standard schemes for subject keyword selection and classification, the required XML being created at its back end, effectively transparently. It allows a metadata creator to view the eventual display of the record within the application before making a final ‘commit’ to the metadatabase.
Before using the Editor

There are a few conceptual issues to be dealt with before creating metadata.

**Best Practice**

Each record must be rich enough to stand alone when viewed separately from the hierarchy that it sits within, but must relate to other records in the hierarchy for that service. Therefore its relationship to other records for that MIMAS service must be thought about. The hierarchical relationship between resources in a MIMAS service is recorded using 'Relation (isPartOf)'.

Note that the MIMAS metadatabase itself is an example of previous best practice. You can check existing MIMAS Metadata using the MIMAS Metadata Search at: [http://www.mimas.ac.uk/metadat/](http://www.mimas.ac.uk/metadat/).

**Spatial Coverage**

If appropriate to the resource being described, there will need to be a definition of the spatial coverage of the resource. This may take the form of a list of countries covered by the resource. These country names will have to be converted into terms using a standard scheme. There are two standard schemes: ISO 3166 and UNESCO.

Countries that are not available in these standard schemes, for example historical countries that no longer exist such as Yugoslavia and the USSR, should be entered using natural language under ‘Place’.

**Subject Terms**

Subject terms are one of the most important areas of the MIMAS Metadata. Luckily the major subject work only needs to be done when a new resource is made available. It must be stressed that the creation of correct subject terms is not a trivial task and may well consume more time then budgeted for, but is nevertheless a very important task.

Before starting it is best to create a list of subject terms in natural language to use as a starting point. These natural language terms will be converted to terms in the standard schemes. If the resource provider has a set for terms that are used then even better. The data providers should know how to describe their resource!

Assigning subject terms from the standard schemes follows on from this initial subject analysis. The allocation of the subject terms serves to tag or formalise the subject content that has already been identified. Use the following basic rules of indexing to ensure consistency of resource representation across MIMAS. Remember a user-centric approach is best as:

- Indexing is for retrieval.
- Indexing is to meet the information needs of the user.

It is very important to include the correct subject terms, or prospective users will not be able to locate the resource. Three standard schemes are used to encode subjects:

- UNESCO Thesaurus;
- Library of Congress Subject Headings (LCSH);
- Dewey Decimal Classification.
In the past it has proved useful to note the terms down in an Excel spreadsheet and add the UNESCO, Dewey and LCSH terms as they are created. For example subject terms for the NLN include:

<table>
<thead>
<tr>
<th>Natural language term</th>
<th>UNESCO Term</th>
<th>Dewey Term</th>
<th>Dewey Caption</th>
<th>LCSH Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering</td>
<td>Food preparation</td>
<td>642.4</td>
<td>Meals for social and public occasions</td>
<td>Cookery</td>
</tr>
<tr>
<td>Food</td>
<td>Food</td>
<td>641.3</td>
<td>Food</td>
<td>Food</td>
</tr>
<tr>
<td>Leisure Services</td>
<td>Leisure</td>
<td>790.1</td>
<td>General kinds of recreational activities</td>
<td>Recreation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leisure industry</td>
</tr>
<tr>
<td>Tourism</td>
<td>Tourism</td>
<td>338.4791</td>
<td>Hospitality industry, . . .</td>
<td>Tourism</td>
</tr>
</tbody>
</table>

It is better to create the Dewey numbers before LCSH as there are mappings between possible LCSH and Dewey terms in WebDewey.

There should be enough terms to fully describe the resource. There is not magic number of terms, but five terms is probably too few, and fifty may well involve a prohibitive amount of effort. However this is just a guide. Each record must be rich enough to stand alone when viewed separately from the hierarchy that it sits within, but must relate to other records in the hierarchy for that service. Records at the top of the hierarchy will probably need more general subject terms, with the terms becoming more specific for resources further down in the hierarchy.

Help or advice on using the subject schemes is available from the MIMAS Metadatabase Administrator.

**Basic Subject Indexing for MIMAS Metadata**

**Use the thesauri structure to find descriptors**

Make use of the semantic structure of the thesaurus to find descriptors. Consult the list of broader terms, narrower terms, and related terms attached to each descriptor chosen as an index term. These relationships define the meaning of a descriptor, and they suggest other index terms that may be pertinent.

**Choose the most specific descriptors available**

Best practice dictates that descriptors must be specific: choose the most specific descriptors available. Note also that there is a granularity issue here. If there are numerous records in the hierarchy for a MIMAS service then pitch the descriptors at an appropriate level. The top-level record in the hierarchy should be described with more general descriptors than records further down the hierarchy. Avoid using general descriptors such as ‘Chemistry’, when specific terms such as ‘Inorganic chemistry’, ‘Organic chemistry’, etc can be used for records further down in the hierarchy.

**Choose as many descriptors as needed**

Be exhaustive in approach – ensure all terms that may be useful when searching are included. Use as many descriptors as needed to fully describe the contents of the resource. Subject descriptors are not mutually exclusive. More than one subject descriptor will be needed to describe most resources. For example, to index an information resource concerned with the transportation by rail or by truck of toxic waste and other dangerous products will be represented by the following set of descriptors:
- Dangerous products
- Hazardous waste
- Rail transport
- Road transport

Note also that there is also a granularity issue here. It will prove difficult to capture all the relevant descriptors in the case of general resources, such as the Archives Hub, COPAC and zetoc, where the number of terms could conceivably run into the hundreds. Here best practice dictates that the resource is summarised, as opposed to indexed in depth.

**Enter the descriptors**

Enter the authorized descriptor exactly as it appears in the thesaurus. Generally, this means that only the first letter of the first word is in upper case. Be careful to select the correct and appropriate term(s).

**Authority control**

Consistency is the hallmark of a good resource discovery tool. Authority control is used to ensure consistency. The main authority control is the metadatabase, since this records all previous practice, and it should constantly be consulted to ensure that the same subject is always treated in the same way.

**Best practice**

View all the metadata records for a service as a whole, but classify each record separately, while still maintaining this overview of the service as a whole. Each record must include enough information so that it can stand alone for resource discovery if necessary, for instance if resources underneath it in the hierarchy are removed for any reason.

Classify at the right level in the hierarchy of records – don’t use terms that are too specific with a service level record; use more specific terms for resources further down in the hierarchy.

For instance ‘CrossFire’ is described using ‘Chemistry’; ‘Chemistry, Organic’, and it’s child record ‘Beilstein’ uses ‘Chemistry, Organic’; ‘Organic solid state chemistry’, etc.

‘Chemistry’ is not a specific enough term to use for ‘Beilstein’. If users search for ‘Chemistry’ they will locate Beilstein as the term has already been used in the service record for CrossFire.

‘Organic solid state chemistry’ is too specific to use when describing the ‘CrossFire’ service, but ‘Chemistry, Organic’ is not, so it included.

Service-level records should include terms from the top-level subject terms lists.

**Using the Standard Schemes**

Three standard schemes are used to encode subjects:

- UNESCO Thesaurus;
- Library of Congress Subject Headings (LCSH);
- Dewey Decimal Classification.
UNESCO Thesaurus

The UNESCO Thesaurus is a controlled and structured list of descriptors for indexing and retrieving literature in the fields of education, culture, natural sciences, social and human sciences, communication and information. The thesaurus is relatively small, containing approximately 8,500 descriptors. Terms can be browsed on the web or picked using one of two search interfaces. The printed version of the thesaurus includes helpful guidelines on how to index documents.

The UNESCO Thesaurus allows subject terms to be expressed consistently, with increasing specificity, and in relation to other subjects. As in other subject thesauri, the terms in the UNESCO Thesaurus are linked together by three types of relationships: In UNESCO the terms are referred to as ‘descriptors’.

Hierarchical relationships, which link terms to other terms expressing more general and more specific concepts – i.e. broader terms and narrower terms. Hierarchically related terms are grouped under general subdivisions (known as ‘microthesauri’), which in turn are grouped into the areas of knowledge covered by the Thesaurus. In the UNESCO Thesaurus, broader terms are indicated by the prefix BT, narrower terms by the prefix NT and microthesauri by the prefix MT.

Associative relationships, which link terms to similar terms (related terms) where the relationship between the terms is non-hierarchical. Related terms are indicated by the prefix RT. Equivalence relationships, which link ‘non-preferred’ terms to synonyms or quasi-synonyms which act as ‘preferred’ terms. Non-preferred terms are indicated by the prefix UF.

The UNESCO Thesaurus also includes scope notes (SN) that explain the meaning and application of terms.
Creating UNESCO subject terms

UNESCO Thesaurus terms can be found using the search interface maintained by UNESCO at: http://databases.unesco.org/thesaurus/.

Enter the natural language term in the text box and select either:

- ‘Search’ for an alphabetical display;
- ‘Index’ to display the permuted list of terms;
- ‘Search’ for a hierarchical display.

The ‘Alphabetical display’ displays descriptors and non-descriptors alphabetically.

Descriptors: complete record contains microthesaurus (MT) to which it belongs; language translations (FR; SP); possible scope note (SN); interrelationships (USE; UF; BT; NT; RT)

Non-descriptors (terms that should not be used): record contains non-descriptor, followed by USE and the corresponding descriptor:

The ‘Hierarchical display’ displays the seven major subject fields, or domains, broken down into microthesauri which allow you to gain a quick overview of the subject matter. A microthesaurus contains a variable number of top terms, i.e. descriptors without any BT (Broader Term); each top term is followed by UF (Used For) if any, and by a descending hierarchy of descriptors, each preceded by NT (Narrower Term).

Note than microthesauri names are not necessarily descriptors.

The ‘Permuted list’ displays descriptors and non-descriptors alphabetically by each significant word.

Descriptors are indicated in blue text.
Both displays include scope notes, ‘used for’ notes, broader and narrower terms, and related terms:

- **SN (Scope Note):** if present, provides an explanation on using the given descriptor.
- **MT (Microthesaurus):** indicates number and name of microthesaurus to which the descriptor belongs. Note than microthesauri names are not necessarily descriptors.
- **UF (Used For):** indicates one or more non-descriptors, i.e. synonyms or near-synonyms of a given descriptor.
- **BT (Broader Term):** indicates one or more generic, or parent descriptors, i.e. one level higher in the thesaurus structure.
- **NT (Narrower Term):** indicates one or more specific, or child descriptors, i.e. one level lower in the thesaurus structure. Child descriptors at two, three, or even four levels lower are indicated by NT2, NT3 and NT4.
- **RT (Related Term):** indicates one or more related descriptors.

Note that terms must not be combined or subdivided in UNESCO.

There are a number of other ways to create UNESCO terms:

- **Use the Archives Hub UNESCO Unesco Search Form:**
  [http://www.archiveshub.ac.uk/unesco/](http://www.archiveshub.ac.uk/unesco/).
  The Archives Hub interface also includes the subject tree to aid in finding the correct term. An example of a subject tree is:

  Educational facilities - Educational buildings - Academic buildings

  Note that this is the complete subject tree and not a valid term in itself. It is composed of three valid terms.
- **Browsing the UNESCO Thesaurus online via the website at ULCC:**
  [http://www.ulcc.ac.uk/unesco/](http://www.ulcc.ac.uk/unesco/).
  Browsing can be either alphabetically or hierarchically (by area of knowledge and by microthesaurus).

There is also a printed copy of the thesaurus. This is available from the MIMAS Metadatabase Administrator.
Library of Congress Subject Headings (LCSH)

LCSH (Library of Congress Subject Headings) is an international standard, commonly used in UK libraries and archives. LCSH was originally designed as a controlled vocabulary for representing the subject and form of the books and serials in the Library of Congress collection, with the purpose of providing subject access points to the bibliographic records contained in the Library of Congress catalogues. As an increasing number of other libraries have adopted the Library of Congress subject headings system, it has become a tool for subject indexing of library catalogues in general. In recent years, it has also been used as a tool in a number of online bibliographic databases outside of the Library of Congress.

LCSH is somewhat larger than the UNESCO Thesaurus, with around 8000 to 9000 terms added yearly, and so terms will have to be found using a search interface.

Headings can take a variety of forms, including simple nouns, compound nouns, nouns with qualifiers, nouns with adjectives, phrases with prepositions, compound phrases, complex phrases, topical, name, or form/genre headings with subdivisions.

LCSH is broadly hierarchical and the hierarchical relationships are expressed in the following way:

Name  The LCSH term

Use For  Outdated terms. These are unauthorized headings. In other words, don't use these headings. Use the appropriate heading instead. The appropriate heading is listed under 'Name'.

See Also  Headings that cover similar subjects. Note that related topics are listed under 'See Also' without any qualification. Related topics are associated headings that fall outside of the main term's hierarchy. Related topics are not fully developed in LCSH owing to weaknesses.

(Broader Term) Terms expressing more general concepts. Note that there are also narrower terms but these are not displayed in the search interface.

Here is an example record for the term 'Food of animal origin'.

- Subdivides:  May Subdivide Geographically
  LC Classification:  GT2865
  LC Classification:  TX371
  LC Classification:  TX555
  LC Classification:  TX743
  Name:  Food of animal origin
  Use For:  (Outdated Term) Animal food
  Use For:  Animal-origin food
  Use For:  Animals as food
  Use For:  Flesh foods
  See Also:  (Broader Term) Animal products
  See Also:  (Broader Term) Food

It is possible to build more appropriate terms in LCSH using subdivisions but this is not something this is expected. More information on building terms using subdivisions is available from the MIMAS Metadata Administrator.
Creating LCSH subject terms

Subjects may be selected from the LCSH list maintained by the Archives Hub at: http://www.archiveshub.ac.uk/lcsh/.

Enter the natural language term in the text box and select either a ‘Title’ or ‘Exact Title’ search.

A list of results is returned to you.

The LCSH term appears next to ‘Name’.

The number of hits returned is finite and often the term you require cannot be found in the results. If this happens try an ‘Exact Title’ search to reduce the number of hits.

It may be necessary to use ‘Find (on this page)’ (Internet Explorer) or ‘Find in this page’ (Netscape) [both <Ctrl-F>] to find a term matching the string that was searched for.

If there are still too many hits returned it is possible that the search string does not appear as a term, but can only be found from navigating through the related terms.

In this example the search string was ‘Food’. ‘Food’ did not appear as a term in it’s own right and hence the results had to be browsed through to find the term ‘Food’ as a broader term. Clicking on the hyperlink gives the record for the term ‘Food’.

Related topics (associated headings that fall outside of the main term’s hierarchy.) can be found following the links under ‘See Also’ and ‘Broader Term’.

‘See Also’ indicates headings that cover similar subjects. These include broader terms (‘Broader Term’) but unfortunately no narrower terms are displayed in the search interface.

‘Use For’ indicates unauthorized headings. In other words, don’t use these headings. Use the appropriate heading instead.
It is possible to check the LCSH terms chosen. There are a number of ways of doing this:

- More information is provided below.
- Use LCSHDB, a simple search form, developed by Mississippi State University: [http://fantasia.cs.msstate.edu/lcshdb/index.cgi](http://fantasia.cs.msstate.edu/lcshdb/index.cgi);
- Use the Oxford University Library: [http://library.ox.ac.uk/](http://library.ox.ac.uk/).

**Using the Library of Congress Catalogue to check LCSH terms**

Choose ‘Basic Search’.

Enter term in ‘Search Text:’ text box.

Choose ‘Subject Browse’ as ‘Search Type’ from the drop down menu and select ‘Begin Search’.

Select ‘MORE INFO’ to view the LCSH authority record.

Scope notes are included under ‘Reference Information’ and provide guidance as to whether this is the correct term to use.
The Dewey Decimal Classification (DDC) system is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876 and is the most widely used classification system in the world. Dewey is also used for other purposes, for instance it is used here as a browsing mechanism for resources on the Web.

Note that Dewey differs from LCSH and UNESCO in that it is numerical, and hence needs an alphabetical subject index to give reliable access to the concepts contained.

In Dewey, basic classes are organized by disciplines or fields of study. At the broadest level, the DDC is divided into ten main classes, which together cover the entire world of knowledge. The ten main classes are listed below.

### Dewey Main Classes

<table>
<thead>
<tr>
<th>Dewey number</th>
<th>Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Generalities</td>
</tr>
<tr>
<td>100</td>
<td>Philosophy &amp; psychology</td>
</tr>
<tr>
<td>200</td>
<td>Religion</td>
</tr>
<tr>
<td>300</td>
<td>Social sciences</td>
</tr>
<tr>
<td>400</td>
<td>Language</td>
</tr>
<tr>
<td>500</td>
<td>Natural sciences &amp; mathematics</td>
</tr>
<tr>
<td>600</td>
<td>Technology (Applied sciences)</td>
</tr>
<tr>
<td>700</td>
<td>The arts Fine and decorative arts</td>
</tr>
<tr>
<td>800</td>
<td>Literature &amp; rhetoric</td>
</tr>
<tr>
<td>900</td>
<td>Geography &amp; history</td>
</tr>
</tbody>
</table>

Each main class is further divided into ten divisions. These divisions are then further divided into ten sections. Each division becomes more specific. In this way, the Dewey classification system progresses from the general to the specific.

Dewey numbers can be found via OCLC's proprietary interface, WebDewey. MIMAS has a licence for this. Before using WebDewey for the first time please contact the MIMAS Metadatabase Administrator to obtain the username and password.

At the crux of Dewey is the ability to build a number that is not specifically listed. Such built numbers allow for greater depth of content analysis. This is not expected for the MIMAS Metadata – simply pick from the pre-built numbers available in WebDewey. WebDewey contains many built numbers and it is anticipated that these should prove sufficient for use in the MIMAS Metadata. It is possible to build new Dewey numbers, but this is not something that is expected.

The MIMAS Metadatabase Administrator is available at any time to provide help and advice on using WebDewey.
Creating Dewey numbers using WebDewey

Logon to the OCLC Connexion WebDewey service at: http://connexion.oclc.org/.

Note that only pre-built Dewey Class Numbers are included in WebDewey. It is possible to build Dewey numbers but this is not expected.

The best way to search for Dewey numbers is to Browse the 'Relative Index'. The Relative Index is so named because it relates subjects to Dewey disciplines.

Select the ‘Browse’ tab in the menu bar.

Enter your search string in the ‘Browse for’ text box. Choose ‘Relative Index’ from the radio buttons and select ‘Browse’.

The search string entered (‘food’) is highlighted in this example.

WebDewey remembers the last search string entered. Selecting ‘Search History’ gives a list of the last 10 searches performed to allow revision or repetition of searches.

Relative Index terms that contain the search string are returned under ‘Browse Results’. The Dewey number of interest is the ‘Dewey Class Number’. This is given for each relative index term and is hyperlinked. Select the Dewey Class Number to view the record for that number.

This example for search string ‘Food’ has returned a relative index term of ‘Food’.

Ignore any Dewey numbers starting with ‘T’. These refer to the Dewey Tables and are only used when number building in Dewey.
The Dewey Class Number and Dewey Caption are displayed. In this example the Dewey number is ‘641.3’.

The hierarchy of Dewey disciplines is also given, i.e. the broader and narrower terms. These are hyperlinked to allow navigation through the Dewey hierarchy. The record includes Scope Notes under ‘Notes’.

If there is doubt to whether the number displayed is the most appropriate then the Dewey hierarchy can be explored from here to ensure that the number places the search string in the correct Dewey discipline. The ‘Browse Results’ link can be used to return to the list of relative index terms.

The record includes scope notes under ‘Notes’. It is necessary to read the scope notes as they are very important. These explain the meaning and application of terms.

Scope notes confirm that the search string fits criteria for items to be classed under this number and provides indications that the item should be classed elsewhere.

The ‘Terms’ tab gives all terms relating to this Class Number in the Relative Index (‘Relative Index Terms’). In addition associated LCSH terms appear in records for most Dewey numbers.

This is useful to help find the correct LCSH terms to use to describe a resource. LCSH term mappings take the form of:

- **EM**  Editorially mapped – an intellectual mapping
- **PPT**  People, Places & Things
- **SM**  Statistically mapped
The WebDewey Abbreviation ‘EM’ means that Dewey editorial staff members have intellectually linked terms with the EM designation to the DDC.

In this example for ‘Food’ five terms have been editorially mapped to the Dewey number:
- Edible birds' nests
- Genetically modified foods
- Gluten-free foods
- Lactose-free foods
- Processed foods

If the resource being described contained information on one of these five LCSH subjects it can be said for sure that the correct Dewey number to use is 641.3.

The reverse of this is not necessarily true – just because a resource can be described with the Dewey number 641.3 does not mean that the resource includes information on edible birds' nests!

Statistically mapped terms have been automatically linked to Dewey using statistical techniques and may not necessarily be the correct LCSH term. These mappings must be treated carefully but should provide a guide to searching in LCSH. LCSH terms that are linked under ‘PPT’ are not relevant to the MIMAS Metadata.

In 610 Medicine and health, a few terms designated EM will be Medical Subject Headings (MeSH) rather than LCSH; these headings can be identified because no part of the term is hyperlinked and these are not to be used as LCSH terms.

It is possible that there are no relevant results returned when browsing the relative index. This will be indicated with the phrase ‘No partial match, see nearby terms’.

If this occurs try searching through the results to find an appropriate number.

In this example for ‘Food preparation’ no relevant results have been returned.

Alternatively you could try browsing the Relative Index with ‘Keyword in Context’ (‘KWIC’).
If the search string is a compound phrase this will probably not return any appropriate terms, as in this example for 'Food preparation'.

To return appropriate terms try reversing the words in the search string.

Here 'Food preparation' has been entered as 'preparation food'.

This may produce more relevant results.

In this example the relative index term returned is 'Preparation of food cooking'.

Examining the record more closely it can be seen that the Dewey number for 'Preparation of food cooking' is the best one to use for the string 'Food preparation'.

The number is:

641.5

More information on using WebDewey can be found in the ‘Help’.
Using The MIMAS Metadata Editor

The MIMAS Metadata Editor is at:
http://www.mimas.ac.uk/metadata/editor.html.

Before using the editor for the first time please contact the MIMAS Metadatabase Administrator.

Each metadata record has an identifier, the ‘MIMAS ID’. This is generated automatically. If the MIMAS service being described is new then a two-character MIMAS identifier stub needs to be added to the editor prior to metadata creation. MIMAS identifiers currently used within the Metadatabase are listed at:
http://irwell.mimas.ac.uk/cqi-bin/cgiwrap/zzmetadm/mimaslistids.

The hierarchy of metadata records is available at:
http://www.mimas.ac.uk/metadata/metadata_hierarchy.html.

Using the MIMAS Metadata Editor it is possible to edit an existing record, create a new record, or create a new record using content imported from an existing record.

A brief description of the different screens used in the editor is given below.

A diagram depicting the full editor workflow is included in the appendices on page 58, Editor Workflow.

Information on how to complete each metadata field is included in the MIMAS Metadata Fields section starting on page 27.
To edit or create metadata first select the MIMAS service, then select ‘Display’, ‘Edit’ or ‘Create’.

To create a new metadata record re-using existing content imported from an existing record select ‘Create/Copy’.

Edit: Select Record

Once the MIMAS service has been selected then select the metadata record to be edited within that service.

To display the record select ‘Display Record’.

To edit the record select ‘Edit Record’.

Copy: Select Record

To create a new metadata record re-using existing content imported from an existing record select the metadata record to be edited within the MIMAS service chosen, and then select ‘Copy Record’.
If the option to display a record has been chosen then the ‘Title’ of the record selected is given as ‘Main Title’.

To make changes to the metadata record select ‘Edit Record’.

To edit/create another metadata record for the chosen service, select ‘Edit/Create New Record’.

To edit/create a metadata record for another MIMAS service, re-enter the MIMAS Metadata Editor.

If the option to edit a metadata record has been chosen then enter the Dublin Core properties of that MIMAS metadata record. These are described in the MIMAS Metadata Fields section starting on page 27.

The ‘MIMAS ID’ of the record is given and the metadata fields will be pre-populated if the option to copy a record was chosen, or if the option was to create a new metadata record re-using existing content imported from an existing record.

The metadata fields will be empty if the option to create a new record was chosen.

Information on completing the individual metadata fields is included in the MIMAS Metadata Fields section.

To save the record select ‘Save’.

If the record is missing any of the mandatory fields this will be indicated and a prompt displayed to complete the missing fields.

In this example the ‘Title’ is missing.

Once the missing fields are completed select ‘Save’ again.
If the option to save a record was chosen then the saved data is shown. The ‘MIMAS ID’ and the ‘Title’, as ‘Main Title’, of the record are given.

To make changes to the metadata record select ‘Edit Record’.

To add this record to the MIMAS Metadatabase, select ‘Commit’. Note that the record will be added overnight.

To edit/create another metadata record for the chosen service, select ‘Edit/Create New Record’.

To edit/create a metadata record for another MIMAS service, re-enter the MIMAS Metadata Editor.

The MIMAS Metadata record will be committed to the database overnight. The MIMAS Metadatabase Administrator is informed automatically.

To edit/create another metadata record for the chosen service, select ‘Edit/Create New Record’.

To edit/create a metadata record for another MIMAS service, re-enter the MIMAS Metadata Editor.

To display a record for the MIMAS service previously chosen select ‘Display’.

To create a new record for the MIMAS service previously chosen select ‘Create’.

To edit a record for the MIMAS service previously chosen select ‘Create’.

To create a new metadata record re-using existing content imported from an existing record select ‘Create/Copy’.
**Formatting Tags and special characters:**

HTML text formatting tags are available for some properties in order to markup the metadata to enhance the human readability in web browsers.

For 'Title', 'Alternative Title' and 'Description' the formatting tags available are:

- `<em>`
- `<strong>`
- `<sub>`
- `<sup>`
- `<br />`

Unmatched start/end formatting tags will be removed.

For 'Description' formatting tags also available are:

- `<a>` (with attributes `href` and `name`)
- `<ul>`
- `<li>`

For all other properties formatting tags are not available and will be removed.

All other `<` and `>` characters will become `<` and `&gt;` respectively.

`&` characters will become `&amp;`. 
MIMAS Metadata Fields

This section includes information on completing the individual metadata fields.

The text box at the top of each page gives information on whether the field is mandatory, whether it is repeatable and whether it is searchable by users of the MIMAS Metadata.

<table>
<thead>
<tr>
<th>This field is:</th>
<th>Mandatory</th>
<th>Repeatable</th>
<th>Searchable by users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Definition: The definition of the field.

Guidelines: Guidelines on completing the field.

HTML markup: Describes any HTML text formatting tags available for the field. Text formatting tags are available for some properties in order to markup the metadata to enhance human readability in web browsers.

Format: Describes how to enter data in the format required.

Best practice: Gives advice on completing the field. If the field is not likely to be relevant to a MIMAS service then this will be indicated here.

Examples: Specific examples of previously produced metadata.
**Title**

<table>
<thead>
<tr>
<th>This field is:</th>
<th>Mandatory</th>
<th>Repeatable</th>
<th>Searchable by users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Definition:** Resource Main Title.

**Guidelines:** The metadata record must have a single title. Alternative titles may be added if required.

Use `[Add/Edit Title]` to enter the ‘Title’ of the resource, preserving the original wording, order and spelling.

Where a resource has a well known acronym it should be entered as an ‘Alternative Title’. Subtitles should also be entered as alternative titles.

Use `[Record this Data]` to add the title to the record.

**HTML markup:** The following text formatting tags may be used: `<em>`, `<strong>`, `<sub>`, `<sup>`; and `<br>`.

**Examples:** At the top level of the metadata hierarchy the title is the name of the MIMAS service, for instance:

- JSTOR
- ISI Web of Knowledge Service for UK Education
- `<strong>zetoc</strong>`

Note text formatting tags.

At lower levels within the metadata hierarchy the title will be the name of an individual resource within the MIMAS service, for instance:

- JSTOR Arts & Sciences I Collection
- JSTOR Business Collection
- JSTOR Ecology & Botany Collection
- `<strong>zetoc</strong>` Alert
- ISI Web of Science
- Science Citation Index Expanded
- Social Sciences Citation Index
- Arts & Humanities Citation Index

Note text formatting tags.

The JSTOR Collections are part of JSTOR; zetoc Alert is part of zetoc.

Any level of the resource hierarchy within a service may be described: ISI Web of Science is part of the ISI Web of Knowledge Service for UK Education, and the three Citation Indexes are part of ISI Web of Science.
**Alternative Title**

<table>
<thead>
<tr>
<th>This field is:</th>
<th>Mandatory</th>
<th>✗</th>
<th>Repeatable</th>
<th>✔</th>
<th>Searchable by users</th>
<th>✔</th>
</tr>
</thead>
</table>

**Definition:** Resource Alternative Title.

**Guidelines:** Use ‘Add/Edit Alternative Title’ to enter the ‘Alternative Title(s)’ for the resource.

Where a resource has a well known acronym it should be entered as an alternative title.

There may be multiple alternative titles. Use ‘Add Alternative Title’ to add one or more further alternative titles.

Use ‘Record this Data’ to add the alternative title(s) to the record.

**HTML markup:** The following text formatting tags may be used: `<em>`, `<strong>`, `<sub>`, `<sup>`; and `<br>`.

**Examples:** *zetoc* is also known as the:

- Electronic Table of Contents from the British Library

ISI Journal Citation Reports is commonly referred to as:

- JCR

1991 Census Digital Boundary Data is commonly referred to:

- 1991 DBD
**Description**

<table>
<thead>
<tr>
<th>This field is:</th>
<th>Mandatory</th>
<th>Repeatable</th>
<th>Searchable by users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Definition:** Resource description.

**Guidelines:** Use 'Add/Edit Description Paragraph' to enter a ‘Description’ of the resource.

Although a description might contain detailed subject-specific information, at least part of the description should be understandable by an end-user with no specialist knowledge of the subject area.

The description may be one, or a few, paragraphs. Type each paragraph of the description in a separate text box. Use 'Add Description Paragraph' to add further paragraph(s).

Use 'Record this data' to add the description to the record.

**HTML markup:** The following text formatting tags may be used:

<em>; <strong>; <sub>; <sup>; <br />; <a href=..>; <a name=..>.

A single un-nested list may be included instead of a paragraph using tags: <ul> and <li>. Note that this list must be in a separate text box. This is because the editor wraps paragraph tags (starting <p> and ending </p>) around the text in each text box.

**Examples:** zetoc (note text formatting tags):

- <strong>zetoc</strong> provides Z39.50-compliant access to the British Library's Electronic Table of Contents (ETOC). The database contains details of approximately 20,000 current journals and 16,000 conference proceedings published per year. With 20 million journal and conference records, the database covers every imaginable subject in science, technology, medicine, engineering, business, law, finance, social sciences and the humanities. The database covers the years from 1993 to date and is updated daily. It is both fully searchable and, in zetoc Alert, offers an integrated current awareness service that provides regular emails of the tables of contents from selected journals and/or articles and papers that match pre-defined searches on authors’ names or keywords. Copies of all the articles and conference papers listed on the database are available from the British Library's Document Supply Centre in Yorkshire.

**CrossFire:**

- CrossFire is a complete in-house chemical information solution, covering over 200 years of primary literature. The two databases, Beilstein (organic) and Gmelin (inorganic), collectively comprise more than 9 million organic, inorganic and organometallic compounds. Add-on products include AutoNom and EcoPharm.
ESDS International at MIMAS hosts four major databanks from the International Monetary Fund:

The **IMF Direction of Trade Statistics** contains data on the value of trade between each country and all its trading partners. Covers 186 countries worldwide.

The **IMF Balance of Payments Statistics** contains the standard Balance of Payments components and aggregates for over 160 countries.

The **IMF Government Finance Statistics** provides detailed figures for central, state and local government revenues and expenditures for 149 countries.

The **IMF International Financial Statistics** database contains approximately 32,000 time series on economic topics including balance of payments, banking and financial systems, labour, exchange rates, fund position, government finance, interest rates, international liquidity, national accounts, population, prices, production, and trade. Covers over 200 countries worldwide.
### Identifier

<table>
<thead>
<tr>
<th>This field is:</th>
<th>Mandatory</th>
<th>Repeatable</th>
<th>Searchable by users</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Definition:** Resource URL.

**Guidelines:** Enter the URL for the resource.

**Examples:** At the top level of the metadata hierarchy the ‘Identifier’ is the URL of the MIMAS service, for instance:

- http://www.archiveshub.ac.uk/
- http://copac.ac.uk/
- http://wok.mimas.ac.uk/
- http://litlink.mimas.ac.uk/
- http://zetoc.mimas.ac.uk/
- http://uk.jstor.org
- http://ariel.mimas.ac.uk/
- http://www.mimas.ac.uk/crossfire/
- http://census.ac.uk/cdu/
- http://www.esds.ac.uk/international/
- http://www.nln.ac.uk/materials/
- http://www.mimas.ac.uk/spatial/

At lower levels within the metadata hierarchy the ‘Identifier’ will be the URL of an individual resource within the MIMAS service, for instance:

- http://census.ac.uk/cdu/Datasets/
- http://census.ac.uk/cdu/Datasets/1981_Census_datasets/
- http://www.esds.ac.uk/international/support/user_guides/unido/
- http://www.esds.ac.uk/international/access/dataset_overview.asp#desc_INDSTAT
- http://www.mimas.ac.uk/spatial/maps/
- http://www.mimas.ac.uk/spatial/maps/barts/

Note that the ‘Identifier’ may be the same across the different levels of hierarchy, so that the ‘Identifier’ of resources within a MIMAS service may be the same as the ‘Identifier’ of the MIMAS service itself.

This is true for zetoc and zetoc Alert, most resources that are part of the ISI Web of Knowledge Service for UK Education, JSTOR Collections, plus Crossfire and Beilstein/Gmelin.
### Relation (isPartOf)

<table>
<thead>
<tr>
<th>This field is:</th>
<th>Mandatory</th>
<th>Repeatable</th>
<th>Searchable by users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☒</td>
<td>☑</td>
<td>☒</td>
</tr>
</tbody>
</table>

**Definition:** The metadata record that is the parent of the resource.

**Guidelines:** Use [Add/Edit Is Part Of](http://www.mimas.ac.uk/metadata/metadata_hierarchy.html) to select the metadata record for the parent resource.

Select the parent metadata record within the MIMAS Metadata Hierarchy: [http://www.mimas.ac.uk/metadata/metadata_hierarchy.html](http://www.mimas.ac.uk/metadata/metadata_hierarchy.html).

A list of possible choices is given to select from via radio buttons.

Use [Record this Data](http://www.mimas.ac.uk/metadata/metadata_hierarchy.html) to add the ‘isPartOf’ information to the record.

**Examples:** The record for zetoc Alert (ze000002) has a parent record of zetoc (ze000001).

ISI Web of Knowledge Service for UK Education (wo000001) is the parent of ISI Web of Science (wo000002).

ISI Web of Science (wo000002) is the parent of the Science Citation Index Expanded (wo000003).
**Subject**

Definition: Subject or topic of the content of the MIMAS resource.

Guidelines: The terms used indicate the subject matter of the resource.

Use classification codes from:

- Library of Congress Subject Headings (LCSH);
- UNESCO Thesaurus; or
- Dewey Decimal.
### Subject (LCSH)

<table>
<thead>
<tr>
<th>This field is:</th>
<th>Mandatory</th>
<th>Repeatable</th>
<th>Searchable by users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>❌</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Guidelines:**

Use [Add/Edit Subject (LCSH)](add/edit) to enter the Library of Congress Subject Headings (LCSH) for the resource.

LCSH subject terms can be found using the LCSH list maintained by the Archives Hub at: [http://www.archiveshub.ac.uk/lcsh/](http://www.archiveshub.ac.uk/lcsh/). More information on creating LCSH subject terms can be found on page 15, Creating LCSH subject terms.

Enter each Library of Congress Subject Headings (LCSH) subject in a separate input box.

Use [Add Subject (LCSH)](add/subject) to add a further subject.

Use [Record this Data](record) to add the subject(s) to the record.

If a subject needs to be removed from the record delete that particular subject and then select [Record this Data](record).

Note that there is no need to enter the subject terms in alphabetical order. The MIMAS Metadata Editor application will sort the terms alphabetically following committal of the record.

**Format:**

Enter the complete subject descriptor, including punctuation and capitalisation. Do not alter US spelling.

For instance:

- Chemistry, Organic
- Faults (Geology)
- Atmosphere / Research
- Mapping -- Ice
- Hitler, Adolf, 1889-1945
- World War, 1939-1945--Science

**Best practice:**

To ensure consistency include the following top-level subject terms in the top-level MIMAS service record, if appropriate for the resource being described:

- Arts
- Humanities
- Science
- Social sciences
- Technology

**Examples:**

CrossFire is described using the following LCSH terms:

- Chemistry
- Chemistry, Inorganic
- Chemistry, Organic
Beilstein, part of CrossFire, is described using:

- Abstracts
- Bioactive compounds
- Biology
- Chemical elements
- Chemical reactions
- Chemical structure
- Chemicals
- Chemistry
- Chemistry Nomenclature
- Chemistry, Analytic
- Chemistry, Organic
- Chemistry, Organic Nomenclature
- Chemistry, Physical and theoretical
- Chemistry, Physical organic
- Coordination compounds
- Crystallography
- Ecology
- Electric properties
- Environmental toxicology
- Isotopes
- Molecular pharmacology
- Monomers
- Organic compounds
- Organic solid state chemistry
- Periodicals; Pharmacology
- Solubility
- Spectrum analysis
- Thermal properties
- Toxicology

Notice the use of terms covering more specific subject areas.

Archives Hub is described using the following LCSH terms:

- Academic libraries
- Archival materials
- Archival resources
- Archives
- Archives Catalogs
- Arts
- Humanities
- Libraries / Special collections
- Manuscripts
- Science
- Social sciences
- Technology

Notice the use of general terms ‘Arts’, ‘Humanities’, ‘Science’, ‘Social Sciences’ and ‘Technology’ to describe a resource covering broad subject areas.
Subject (UNESCO)

This field is: Mandatory [x] Repeatably [✓] Searchable by users [✓]

Guidelines: Use ‘Add/Edit Subject (UNESCO)’ to enter the ‘Subject(s) (UNESCO)’ for the resource.

UNESCO Thesaurus terms can be found using the search interface maintained by UNESCO at: http://databases.unesco.org/thesaurus/. More information on creating LCSH subject terms can be found on page 12, Creating UNESCO subject terms.

Enter each UNESCO Thesaurus subject in a separate input box.

Use ‘Add Subject (UNESCO)’ to add a further subject.

Use ‘Record this Data’ to add the subject(s) to the record.

If a subject needs to be removed from the record delete that particular subject from the text box and then select ‘Record this Data’.

Note that there is no need to enter the subject terms in alphabetical order. The MIMAS Metadata Editor application will sort the terms alphabetically following committal of the record.

Format: Enter the complete subject descriptor, including punctuation and capitalisation.

For instance:

- Organic chemistry
- Earth’s crust
- Socio-economic indicators

Best practice: To ensure consistency include the following top-level subject terms in the MIMAS service record, if appropriate for the resource being described:

- Arts
- Science
- Social sciences
Examples: CrossFire is described using the following UNESCO terms:

- Chemistry
- Inorganic chemistry
- Organic chemistry

Beilstein is described using:

- Abstracts
- Acids
- Biology
- Chemical compounds
- Chemical elements
- Chemical properties
- Chemistry
- Crystallography
- Ecology
- Electrical properties
- Hydrocarbons
- Isotopes
- Magnetism
- Organic chemistry
- Organic compounds
- Organic matter
- Periodicals
- Pharmacology
- Physical chemistry
- Physical properties
- Polymers
- Spectrometers
- Thermal properties
- Toxicology

Notice the use of terms covering more specific subject areas.

Archives Hub is described using the following UNESCO terms:

- Academic libraries
- Archives
- Arts
- History
- Science
- Social sciences

Notice the use of general terms ‘Arts’, ‘Science’ and ‘Social Sciences’ to describe a resource covering broad subject areas.
Subject (Dewey)

This field is: Mandatory [x] Repeatable [✓] Searchable by users [✓]

Guidelines: Use ‘Add/Edit Subject (Dewey)’ to enter the ‘Subject(s) (Dewey)’ for the resource.

Dewey numbers can be found using WebDewey: http://connexion.oclc.org/. Using WebDewey is explained in more detail on page 18, Creating Dewey numbers using WebDewey.

Enter each Dewey Decimal Classification subject in a separate input box.

Use ‘Add Subject (Dewey)’ to add a further subject.

Use ‘Record this Data’ to add the subject(s) to the record.

If a subject needs to be removed from the record delete that particular subject from the text box and then select ‘Record this Data’.

Note that there is no need to enter the subject terms in numerical order. The MIMAS Metadata Editor application will sort the terms numerically following committal of the record.

Format: Enter the complete numerical subject descriptor, including the decimal place if appropriate.

Best practice: To ensure consistency include the following top-level Dewey numbers as subject terms in the top-level MIMAS service record, if appropriate for the resource being described:

- 100 (Philosophy & psychology)
- 200 (Religion)
- 300 (Social sciences)
- 400 (Language)
- 500 (Natural sciences & mathematics)
- 600 (Technology (Applied sciences))
- 700 (The arts Fine and decorative arts)
- 800 (Literature & rhetoric)
- 900 (Geography & history)

Examples: CrossFire is described using the following Dewey numbers (Dewey captions in parentheses):

- 540 (Chemistry)
- 546 (Inorganic chemistry)
- 547 (Organic chemistry)
Beilstein is described using (Dewey captions in parentheses for the purposes of this document only):

- 538  (Magnetism)
- 539.74  (Nuclear structure)
- 540  (Chemistry)
- 541  (Physical chemistry)
- 541.0421  (Solid-state chemistry,...)
- 541.2  (Theoretical chemistry)
- 541.342  (Solutions by type of solvent)
- 541.39  (Chemical reactions)
- 543  (Analytical chemistry)
- 543.5  (Optical spectroscopy (Spectrum analysis))
- 547  (Organic chemistry)
- 548  (Crystallography)
- 548.8  (Electrical, electronic, magnetic properties)
- 570  (Biology)
- 571.95  (Toxicology)
- 577  (Ecology)
- 615.1  (Drugs (Materia medica))
- 620.11296  (Thermal properties)

Notice the use of numbers covering more specific subject areas.

Archives Hub is described using the following UNESCO terms:

- 017
- 018
- 091
- 100
- 200
- 300
- 400
- 500
- 600
- 700
- 800
- 900

## Temporal Coverage

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<th>This field is:</th>
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<th>Repeatable</th>
<th>Searchable by users</th>
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**Definition:** Any date range applicable to the resource.

**Guidelines:** Enter any date range applicable to the resource, formatted according to the W3CDTF ([http://www.w3.org/TR/NOTE-datetime](http://www.w3.org/TR/NOTE-datetime)) scheme.

Enter a date range – two dates separated by a forward-slash (/).

**Format:** Each date should be entered according to the W3CDTF scheme.

Null dates may be used to indicate open-ended date ranges.

### For example:

- ‘2000’ would be entered as 2000
- ‘June 1995’ would be entered as 1995-06
- ‘9 June 1995’ would be entered as 1995-06-09
- ‘1990 to 2002 inclusive’ would be entered as 1990/2002
- ‘1960 onwards’ would be entered as 1960/
- “February 2000 to June 2000 inclusive’ would be entered as 2000-02/2000-06

Where there is a break in the temporal coverage then separate each statement with a comma. For example:

- ‘1863 to 1875 inclusive and 1900 to 1999 inclusive’ would be entered as: 1863/1875, 1900/1999

**Best practice:** Describe the temporal coverage for each resource separately, so that the record may stand alone when viewed separately from the hierarchy that it sits within, and still contain information useful to the user. For instance, If resource X has child resources Y and Z, which respectively cover 1970 to 1990 inclusive and 1985 to 2000 inclusive, then the temporal coverage for resource X should be:


If the date is uncertain then a best guess should be made. If the date range covers a decade, for example ‘the 1960s’, then enter this as:

- 1961/1970
Note that temporal coverage is not relevant for all resources, for instance Ariel.

Examples:

1981 Census Small Area Statistics has temporal coverage
- 1981

JSTOR Arts & Sciences I has temporal coverage:
- 1838/2002

zetoc has temporal coverage:
- 1993/

Census Datasets has temporal coverage:
- 1971/

Landsat Satellite Images has temporal coverage:
**Spatial Coverage**

**Definition:** Spatial coverage of the content of the resource.

**Guidelines:** Use Country codes from the ISO 3166-1 Code List, places from the UNESCO Thesaurus, or MIMAS-defined place names.

Use 'Country (ISO3166)' for resources that have coverage by country, for instance the OECD Main Economic Indicators Databank.

However the ISO 3166-1 Code List only covers individual countries, so it is not appropriate to use this to describe resources that cover geographical, as opposed to administrative, features, such as the areas of the Earth’s surface covered by satellite relief maps. In this case it is more appropriate to use 'Place (UNESCO)'.

The UNESCO Thesaurus includes continents, countries, political country groupings, economic country groupings, geographic country groupings, ethnic and religious country groupings, and linguistic country groupings, which may be more relevant.

Note also that the ISO 3166-1 Code List does not include any historical country names and only some historical country names are available in the UNESCO Thesaurus. Historical country names, for instance East Germany and Yugoslavia, should be entered in 'Place (UNESCO)' if they are available in the UNESCO Thesaurus, or in 'Place'. Countries in the United Kingdom, UK counties or districts, etc, should also be entered in 'Place'.

**Best practice:** Describe the spatial coverage for each resource separately, so that the record is rich enough to stand alone when viewed separately from the hierarchy that it sites within and still contain information useful to the user.

For instance, if resource X has child resources Y and Z, which respectively cover the UK and France, then the spatial coverage, as entered in 'Country (ISO3166)', for resource X should be:

- United Kingdom
  - France

For resource Y the spatial coverage would be entered in ‘Country (ISO3166)’ as:

- United Kingdom

For resource Z the spatial coverage would be entered in ‘Country (ISO3166)’ as:

- France
## Country (ISO3166)

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### Guidelines:

Use **Add/Edit Country (ISO3166)** to enter the ‘Country(ies) (ISO3166)’ for the resource.


Use **Add Country (ISO3166)** to add a further ‘Country (ISO3166)’.

Use **Record this Data** to add the country(ies) to the record.

Note that there is no need to enter the countries in alphabetical order. The MIMAS Metadata Editor application will sort the countries alphabetically following committal of the record.

### Format:

Enter the country names (official short names in English) as opposed to the corresponding ISO 3166-1-alpha-2 code elements. For instance:

- Macedonia would be entered as **MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF**
- North Korea would be entered as **KOREA, DEMOCRATIC PEOPLE’S REPUBLIC OF**
- The United Kingdom would be entered as **UNITED KINGDOM**
- The Vatican City would be entered as **HOLY SEE (VATICAN CITY STATE)**
- Zaire would be entered as **CONGO, THE DEMOCRATIC REPUBLIC OF THE**

### Best practice:

The ISO 3166-1 Code List does not include any historical country names. Historical country names, for instance East Germany and Yugoslavia, should be entered in ‘Place (UNESCO)’ or ‘Place’.

Countries in the United Kingdom, UK counties or districts, etc, should also be entered in ‘Place’.

This field is not relevant to:

- Archives Hub
- Ariel
- COPAC
- CrossFire
- ISI Web of Knowledge Service for UK Education
- JSTOR
- zetoc
Place (UNESCO)

This field is: Mandatory ❌ Repeatable ✔ Searchable by users ✔

Guidelines: Use ‘Add/Edit Place (UNESCO)’ to enter the ‘Place(s) (UNESCO)’ for the resource.

This field should be used when ‘Country (ISO3166)’ is not capable of describing the spatial coverage of a resource. It may be used to describe any spatial entity that is not a country. Terms in the UNESCO Thesaurus include continents, countries, political country groupings, economic country groupings, geographic country groupings, ethnic and religious country groupings, and linguistic country groupings.

UNESCO Thesaurus terms can be found using the search interface maintained by UNESCO at: http://databases.unesco.org/thesaurus/. See page 12, Creating UNESCO subject terms, for more information.

Enter each UNESCO Thesaurus place in a separate input box.

Use ‘Add Place (UNESCO)’ to add a further place.

Use ‘Record this Data’ to add the place(s) to the record.

Note that there is no need to enter the places in alphabetical order. The MIMAS Metadata Editor application will sort the places alphabetically following committal of the record.

Format: Enter the complete subject descriptor, including punctuation and capitalisation. For instance:

- OECD countries
- EEC countries
- German DR
- Western Europe
- Europe

Best practice: This field should be used when ‘Country (ISO3166)’ is not capable of describing the spatial coverage of a resource. The ISO 3166-1 Code List does not include any historical country names. Historical country names, for instance East Germany and Yugoslavia, should be entered in ‘Place’.

This field is not relevant to:

- Archives Hub
- Ariel
- COPAC
- CrossFire
- ISI Web of Knowledge Service for UK Education
- JSTOR
- zetoc
**Place**

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**Guidelines:**

Use **‘Add/Edit Place’** to enter the ‘Place(s)’ for the resource.

Enter each place associated with the resource in a separate input box.

‘Place’ should be used when ‘Country (ISO3166)’ and ‘Place (UNESCO)’ are not capable of describing the spatial coverage of the resource, for example when describing historical country names, countries in the United Kingdom, UK counties or districts, etc. For instance:

- Lancashire
- Greater Manchester
- Manchester
- Ardwick
- East Germany
- Yugoslavia

Use **‘Add Place’** to add a further place.

Use **‘Record this Data’** to add the place(s) to the record.

Note that there is no need to enter the places in alphabetical order. The MIMAS Metadata Editor application will sort the places alphabetically following committal of the record.

**Format:**

Enter the place name as it appears in the parent resource, preserving the original wording, order and spelling.

**Best practice:**

This field should be used when ‘Country (ISO3166)’ and ‘Place (UNESCO)’ are not capable of describing the spatial coverage of a resource. The ISO 3166-1 Code List does not include any historical country names. Historical country names, for instance East Germany and Yugoslavia, should be entered in ‘Place’.

This field is not relevant to:

- Archives Hub
- Ariel
- COPAC
- CrossFire
- ISI Web of Knowledge Service for UK Education
- JSTOR
- zetoc
**Type**

Definition: The nature or genre of the resource.

Type describes the *nature or genre* of the resource itself, as opposed to the *content* of the resource (described in "Subject").

Select types from the Dublin Core Type Vocabulary or MIMAS defined types. Both are mandatory.
Type (Dublin Core)

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Guidelines: Use ‘Add/Edit Type (Dublin Core)’ to enter the ‘Type(s) (Dublin Core)’ for the resource.

Select Types from the Dublin Core DCMI Type Vocabulary: [http://dublincore.org/documents/dcmi-type-vocabulary/](http://dublincore.org/documents/dcmi-type-vocabulary/).

A list of possible choices is given to select from via check boxes. One or more may be selected. Select as many as appropriate to describe the resource.

Use ‘Record this Data’ to add the type(s) to the record.

At the top level of the metadata hierarchy, the MIMAS service, it is expected that the Dublin Core Type would include ‘Service’.

At other levels of the metadata hierarchy resources that include service functionality as part of the resource, such as zetoc Alert, Science Citation Index Expanded and Casweb, should include ‘Service’.

Examples: For instance the Archives Hub and JSTOR have ‘Type (Dublin Core)’:

- Collection
- Service
- Text

Census Datasets has Type (Dublin Core):

- Collection
- Dataset

1981 Census Small Area Statistics (SAS) has ‘Type (Dublin Core)’:

- Dataset

Bartholomew Digital Map Datasets has ‘Type (Dublin Core)’:

- Collection
- Dataset
- Still Image

Landmap has ‘Type (Dublin Core)’:

- Collection
- Image
- Service
**Type (LCSH)**

Do not complete. This will be removed from the editor in due course.

**Type (UNESCO)**

Do not complete. This will be removed from the editor in due course.

**Type (Dewey)**

Do not complete. This will be removed from the editor in due course.

**Type (MIMAS)**

This field is: | Mandatory | Repeatable | Searchable by users |
---|---|---|---|
| ✓ | × | × |

Guidelines: Use ‘Add/Edit Type (MIMAS)’ to enter the ‘Type(s) (MIMAS)’ for the resource.

The MIMAS type is taken from the service groupings in the MIMAS Services Overview at: [http://www.mimas.ac.uk/services.html](http://www.mimas.ac.uk/services.html). For instance:

- bibliographic reference
- electronic journals
- learning and teaching
- scientific data
- services for librarians
- socio-economic data
- spatial data

Select the appropriate MIMAS type to describe the resource. A list of possible choices is given to select from via radio buttons.

If a new MIMAS type is required please inform the MIMAS Metadatabase Administrator.

Use ‘Record this Data’ to add the type to the record.

Examples: COPAC has a ‘Type (MIMAS)’:

- bibliographic reference

CrossFire has a ‘Type (MIMAS)’:

- scientific data

JSTOR has a ‘Type (MIMAS)’:

- electronic journals
## Access Rights

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<th>Repeatable</th>
<th>Searchable by users</th>
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</table>

**Definition:** The requirements for accessing the resource.

**Guidelines:** This *must* be provided. Use [Add/Edit Access Rights](#) to enter the ‘Access Rights’ for the resource.

Select the requirements for accessing the resource. A list of possible choices is given to select from via radio buttons:

- Freely available.
- Available to UK FE and HE. Conditionally free. Registration required.
- Available to UK FE, HE and research councils. Institutional subscription required.
- Available to UK FE, HE and research councils, and academic institutions in Ireland. Institutional subscription required.
- Available to UK FE and HE and research councils. Institutional subscription required. Registration required.
- Available to UK FE, HE and research councils, and academic institutions in Ireland and Europe. Conditionally free. Registration required.
- Available to UK FE, HE and research councils, and academic institutions in Ireland. Institutional subscription required. Registration required.
- Available to UK FE, HE, research councils and associated sites, and academic institutions in Denmark, Finland, Ireland, Norway and Sweden. Institutional subscription required. Registration required.
- Available to UK, Irish and Scandinavian sites. Payment required.
- Available conditionally free to UK FE and HE. Available by institutional subscription to UK research councils, English NHS regions, CHEST associated and affiliated sites, and academic institutions in Ireland.

Use [Record this Data](#) to add the access rights to the record.

Note that the access rights may be different for different resources within a MIMAS service.

If the terms available here are not capable of describing the access rights for the resource then please contact the MIMAS Metadatabase Administrator.
### Language

**This field is:** Mandatory ✓ Repeatable ✗ Searchable by users ✗

Definition: Resource Language.

Guidelines: The language of the resource.


This specifies a primary subtag which is:

- a two-letter code taken from ISO 639 part 1;
- or a three-letter code taken from ISO 639 part 2;
- followed optionally by a two-letter country code taken from ISO 3166.

When a language in ISO 639 has both a two-letter and three-letter code, use the two-letter code; when it has only a three-letter code, use the three-letter code.

ISO 639 Language Codes are listed on the W3C website at: [http://www.w3.org/WAI/ER/IG/ert/iso639.htm](http://www.w3.org/WAI/ER/IG/ert/iso639.htm)

For instance:

- ‘English’ would be encoded as `en`
- ‘French’ would be encoded as `fr`
- ‘English used in the United Kingdom’ would be encoded as `en-gb`

Note that `en` is entered as default, but may be changed.

Examples: MIMAS services usually have a language of either international English (en) or UK English (en-GB).
**Creator**

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<td>✓</td>
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**Definition:** Each body involved in creating the MIMAS resource.

**Guidelines:** Use **Add/Edit Creator** to enter the ‘Creator(s)’ for the resource.

Enter each body involved in creating the resource (as opposed to the information about the resource or the metadata record) in a separate input box.

**MIMAS** is entered as default, but may be changed. It is anticipated that most MIMAS resources will include MIMAS as the creator.

It is also anticipated that most creators will be corporate entities, rather than individuals, although entering personal names is still possible.

Use **Add Creator** to add a further creator.

Use **Record this Data** to add the creator(s) to the record.

**Format:** Organisation names should be in direct order. For instance:

- MIMAS
- The British Library
- Central Saint Martins College of Art and Design

Personal names should be: either in direct order; or with family name first followed by a comma and then other elements of the name. For instance:

- Jane Doe
- Morris, Leigh
- Public, John Q

**Examples:**

COPAC has one creator:

- MIMAS

JSTOR has two creators:

- MIMAS
- JSTOR

1991 Census Small Area Statistics and Local Base Statistics has two creators:

- MIMAS
- OPCS/ONS
**Contributor**

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**Definition:** Each contributor to the information about the resource (editor), generally the MIMAS support staff for the service.

**Guidelines:** Use ‘Add/Edit Editor’ to enter the ‘Editor(s)’ for the metadata record.

Enter each contributor to the information about the resource (editor) in a separate input box.

This is recorded purely for administrative purposes and is optional. Please enter the personal name of any contributors to the information about the resource. Note that this field is not made available for viewing by users.

Use ‘Add Editor’ to add a further Editor.

Use ‘Record this Data’ to add the editor(s) to the record.

**Format:** Personal names should be: either in direct order; or with family name first followed by a comma and then other elements of the name. For instance:

- Jane Doe
- Morris, Leigh
- Public, John Q

Organisation names should be in direct order. For instance:

- MIMAS
- The British Library
- Central Saint Martins College of Art and Design
### Metadata Creator

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**Definition:** Each person who has edited this metadata record.

**Guidelines:** Each person who has edited this metadata record. There *must* be at least one metadata creator. Use **Add/Edit Metadata Creator** to enter the ‘Metadata Creator(s)’ for the metadata record. Enter each person or entity who has edited this metadata record in a separate input box.

This is recorded purely for administrative purposes and is mandatory. Please enter the personal name of any creators or editors of the metadata record itself. Note that this field is not made available for viewing by users.

If the metadata creator does not wish to enter a personal name then please enter:

- **MIMAS**

Use **‘Add Metadata Creator’** to add a further metadata creator.

Use **‘Record this Data’** to add the metadata creator(s) to the record.

**Format:** Personal names should be: either in direct order; or with family name first followed by a comma and then other elements of the name. For instance:

- Jane Doe
- Morris, Leigh
- Public, John Q

Organisation names should be in direct order. For instance:

- **MIMAS**
- The British Library
- Central Saint Martins College of Art and Design
**Metadata fields for JSTOR only**

### Subject (MIMAS)

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Guidelines: Use [Add/Edit Subject (MIMAS)](add_edit_subject) to enter the ‘Subject(s) (MIMAS)’ for the JSTOR resource.

‘Subject (MIMAS)’ is used to include a subject term for each JSTOR Discipline.

Enter each subject in a separate input box.

Use [Add Subject (MIMAS)](add_subject) to add a further subject.

Use [Record this Data](record_data) to add the subject(s) to the record.

Note that there is no need to enter the subject terms in alphabetical order. The MIMAS Metadata Editor application will sort the terms alphabetically following committal of the record.

Format: Enter the subject term as it appears in JSTOR, preserving the original wording, order and spelling.

Examples: Each JSTOR record includes a subject term for the JSTOR Disciplines covered. The full listing of disciplines as of the 13 February 2004 is:

- African American Studies
- African Studies
- Anthropology
- Archaeology
- Architecture & Architectural History
- Art & Art History
- Asian Studies
- Botany
- Business
- Classical Studies
- Ecology
- Economics
- Education
- Finance
- General Science
- Geography
- History
- History of Science
- Language & Literature
- Latin American Studies
- Mathematics
- Middle East Studies
- Music
- Philosophy
- Political Science
- Population Studies
- Slavic Studies
- Sociology
- Statistics

This field is only relevant to JSTOR records.
Date and Relation (isPartOf).

These two fields are intended to capture information describing journals: journal issues, ISSN and issue year.

ISSN

This field is: Mandatory ✗ Repeattable ✓ Searchable by users ✓

Definition: ISSN of journal.

Guidelines: Use ‘Add/Edit ISSN’ to enter the ‘ISSN(s)’ for the metadata record.

Enter each journal ISSN in a separate input box.

Use ‘Add ISSN’ to add a further ISSN.

Use ‘Record this Data’ to add the ISSN(s) to the record.

This field is only relevant to JSTOR records.

Issue Year

This field is: Mandatory ✗ Repeattable ✓ Searchable by users ✓

Definition: Issue year of journal.

Guidelines: Use ‘Add/Edit Issue Year’ to enter the ‘Issue Year(s)’ for the metadata record.

Enter each journal issue year in a separate input box.

The year should be of the form: YYYY.

Use ‘Add Issue Year’ to add a further issue year.

Use ‘Record this Data’ to add the issue year(s) to the record.

This field is only relevant to JSTOR records.
What happens after committing a record?

After committing a MIMAS Metadata record the record will be added to the database and the whole of the MIMAS Metadatabase will be re-indexed overnight.

The MIMAS Metadatabase Administrator will be informed automatically which records have been added or edited and will manually check the record to ensure that the metadata is both consistent and high-quality.

The record can be double checked the following day using the MIMAS Metadata Search at: [http://www.mimas.ac.uk/metadata/](http://www.mimas.ac.uk/metadata/).

If records need to be removed from the metadatabase then please contact the MIMAS Metadatabase Administrator.