

EDITING THE METADATA REGISTRY

*Please note: for additional information on metadata and the DRC you may visit the Metadata page on the DRC wiki.

Part One: Adding a New Metadata Schema

The Digital Resource Commons currently supports Dublin Core and VRA Core metadata schemas and allows for the addition of fields to support the needs of participating institutions, but you may add additional schemas if needed. To add a new schema:

1. At the DRC home page, click on “Registries – Metadata,” under “Administrative”:



2. Here you may enter the namespace (URI) for your metadata schema as well as giving it a short name for identification (i.e. “dc” for Dublin Core):

Metadata registry

The metadata registry maintains a list of all metadata fields available in the repository. These fields may be divided amongst multiple schemas. However, DRC requires the qualified Dublin Core schema. You may extend the Dublin Core schema with additional fields or add new schemas to the registry.

	ID	Namespace	Name
	1	http://dublincore.org/documents/dcmi-terms/	dc
<input type="checkbox"/>	5	http://www.vraweb.org/projects/vracore4/vra-4.0.xsd	vra

Delete schema

Add a new schema

Namespace:

Namespace should be an established URI location for the new schema.

Name:

Shorthand notation for the schema. This will be used to prefix a field's name (e.g. dc.element.qualifier). The name must be less than 32 characters and cannot include spaces, periods or underscores.

Add new schema



It is not necessary that the namespace resolve to an existing Web page, though you may certainly provide a working URI in this field.

3. Once you have entered the desired information, click on "Add New Schema." The page will automatically update and a confirmation notice will appear:

Notice

New schema has been successfully created.

4. Add fields to your new schema as described below ("Adding Fields to Existing Metadata Schemas").
5. You're finished!

Part Two: Adding Fields to Existing Metadata Schemas

1. In the Metadata Registry, choose the scheme to which you would like to add a field (demonstrated here with Dublin Core). Add the field name and notes on your new field and click on "Add new metadata field":

Metadata Schema: "dc"

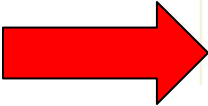
This is the metadata schema for "<http://dublincore.org/documents/dcmi-terms/>". You may add new or update existing metadata fields to this schema. Fields may also be selected for deletion or be moved to another schema.

Add new metadata field

Field Name: dc . .

Scope Note:

Additional notes about this metadata field.



3. The page will automatically update and a confirmation notice will appear:

Notice

Metadata field successfully added.

4. You're finished!

Part Three: Deleting Metadata Schemas and Fields:

1. If deleting a metadata schema, access the Metadata Registry as usual; you will see your list of available schemas with boxes next to each:

	ID	Namespace	Name
	1	http://dublincore.org/documents/dcmi-terms/	dc
<input type="checkbox"/>	5	http://www.vraweb.org/projects/vracore4/vra-4.0.xsd	vra
<input type="checkbox"/>	9	https://sites.google.com/a/ohiolink.edu/drmc/Home/Subcommittees/Metadata	drc

Delete schema

2. Check the box corresponding with the schema you would like to delete and then click "Delete schema":

	ID	Namespace	Name
	1	http://dublincore.org/documents/dcmi-terms/	dc
<input type="checkbox"/>	5	http://www.vraweb.org/projects/vracore4/vra-4.0.xsd	vra
<input checked="" type="checkbox"/>	9	https://sites.google.com/a/ohiolink.edu/drmc/Home/Subcommittees/Metadata	drc

Delete schema

3. When prompted, confirm your deletion:

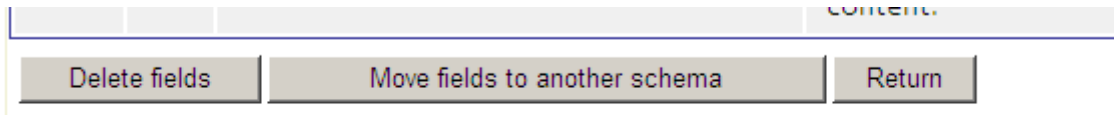
4. The page will automatically update and a confirmation notice will appear (see above for example).

4. If deleting a metadata field, access the metadata schema as you did to add a field (see above, "Adding Fields to Existing Metadata Schemas.").

5. Locate the metadata field you wish to delete and check the corresponding box:

<input checked="" type="checkbox"/>	128	dc.printer	Use for printers of note.
<input type="checkbox"/>	116	dc.provenance	
<input type="checkbox"/>	8-	dc.publisher	

6. Scroll to bottom of fields list and click “Delete fields.”



7. Confirm your deletion:

Confirm Deletion

Are you **absolutely** sure you want to delete these fields? If any items contain metadata for these fields, the field(s) cannot be deleted. You must ensure that no items use these fields.

WARNING: This will cause an error if any item contains metadata for these fields.

ID	Name	Scope Note
128	dc.printer	Use for printers of note.

Delete Cancel

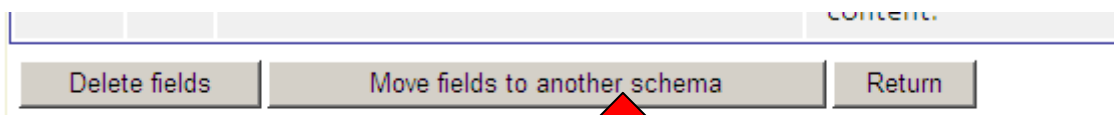
8. The page will automatically update and a confirmation notice will appear:



Part Four: Moving Metadata Fields to Different Schemas

You may also choose to move your metadata field from one schema to another. To do so:

1. Select your metadata field by checking its corresponding box (see above for image).
2. Scroll to the bottom of the list of metadata fields and select “Move fields to another schema”:



3. In the drop-down menu that appears, select your target schema and click “Move fields”:

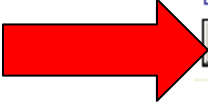
Move metadata fields

Select a target schema where these fields will be moved. If the target schema already has fields with identical names the fields will not be moved.

ID	Name	Scope Note
128	dc.printer	Use for printers of note.

Move to schema:

- <http://dublincore.org/documents/dcmi-terms/>
- <http://www.vraweb.org/projects/vracore4/vra-4.0.xsd>



4. The page will automatically update and a confirmation notice will appear:

Notice

The field(s) were successfully moved.