



METADATA APPLICATION PROFILE

VITA 6.2

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Element Status Definitions

Mandatory	Required information in every record. Fields must be filled in.
Essential	Data that is considered extremely important for the Vessels Database records. Fields must be filled in whenever possible.
Recommended	Data that is considered important to the Vessels Database records. Fields should be filled in whenever possible to make the object easier to find.
Optional	Data that is considered auxiliary to the Vessels Database records. Fields should be filled in whenever possible to make the object easier to find and to enhance the users' understanding of the object, its history and its content.

METADATA TYPES

The VITA data management tool is a set of web-based templates separated by metadata type:

- File/Technical data
- Descriptive Data
- Geographic Data
- Administrative Data

FILE/TECHNICAL DATA SCREEN

The following data fields provide technical information about the digitization process. This technical information is for data management purposes only and is not made public.

DIGITIZATION DETAILS

OPERATOR

Definition	The person responsible for the digitization of the analog material.
Status	Optional
Publicly Displayed:	No
Repeatable	No

EQUIPMENT

Definition	The equipment (type of scanner, etc.) used to digitize the material
Status	Optional
Publicly Displayed:	No
Repeatable	No

SOFTWARE

Definition	Software used to digitize the material.
Status	Optional
Publicly Displayed:	No
Repeatable	No

DESCRIPTIVE DATA SCREEN

The following data fields provide information about the intellectual content of the resource. ***These data elements are the ones most used by the online public to identify and locate the digital resources.*** Be consistent in your practice and provide as full a description as possible.

MEDIA TYPE

Definition	A high-level data value depicting the type (genre) of resource represented by the digital object.
Options	Audio, Image, Text, Video, Publication, Genealogical Resource, Newspaper
Status	Mandatory
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none">▪ The media type you selected in the entry screen should be displayed here. The media type affects the template screens that are used to enter data, as the templates use different data fields and values depending on the media type selected.▪ Use "text" to indicate a digital object comprised of

	<p>scanned text, not image.</p> <ul style="list-style-type: none"> Terms are Dublin Core "Type" vocabulary compliant.
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SECONDARY MEDIA TYPE

Definition	A high-level data value depicting the subsidiary type (genre) of resource represented by the digital object.
Options	Audio, Image, Text, Video, Publication, Genealogical Resource, Newspaper
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> Records describing multi-media objects or records for groups of material need to be browse-able from each media type designated for their contents, but the primary media type controls the data entry template for record creation. Use Secondary Media Type to further distinguish the content of the object being described, e.g. a record showing pages of sheet music, that has an associated audio recording of that music, should have the Secondary Media Type "Audio". Terms are Dublin Core "Type" vocabulary compliant.

ITEM TYPE

Definition	A more specific description of the type of object, from example, from image to photograph, text to book.
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Options	<i>Displayed options (select from list) is derived from media type chosen during data entry.</i>
Status	Mandatory
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Select multiple item types from list configured during agency set-up, or if choosing another option (not from the list), then type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option. ▪ Item types are linked to standard vocabularies. ▪ Used for browsing and refining (limiting) search ▪ Item Types are selected from Thesaurus of Graphic Materials, Genre and Physical Characteristics http://www.loc.gov/rr/print/tgm2/ and supplemented with values from the Getty vocabulary lists

TITLE

Definition	A word or phrase identifying and naming the resource
Options	N/A
Status	Mandatory
Publicly Displayed:	Yes
Repeatable	No

Additional Notes	<ul style="list-style-type: none"> ▪ Used for search and display functionalities. ▪ Transcribe the formal title if applicable.
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PUBLICATION TITLE

Definition	The name of a publication with which objects such as text fragments or Newspaper issues in the collection are associated.
Options	Select from look-up list for Publication titles already entered using the Add Publication screen.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ A look-up list of available titles is generated after typing three letters into the input box ▪ If there is no Title (for the clipping), the object can be identified using publication title, publication place, pagination and date. This is done particularly with short clipping that have no headlines, especially as seen in 19th century newspapers. ▪ If the object being described is a book, do not use Publication Title, but rather Title.

PAGINATION

Definition	Identifies the number of pages associated with the object being described or the page or range of pages
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	within a serial publication where a text fragment occurs
Options	Enter Page number manually or, for linked Newspaper issues, select from drop down menu of page numbers
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Content is displayed at the end of the title of the object ▪ Recommended format: p.# or pp.#-#

CREATOR NAME & ROLE

Definition	Enter the name of the person, family, or corporate body primarily responsible for the creation of the original resource represented by the digital object.
Options	Creator Roles - Displayed options (select list) is derived from media type chosen during data entry.
Status	Essential
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> ▪ If choosing another option (not from the list), then type in the first three letters in the blank box - by inputting first three letters, a standardized list will appear. Scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option. ▪ Choose a creator role only if the creator is known.

	<ul style="list-style-type: none"> ▪ Do not use the name of the creator of the digital version in this field (include as part of Technical Data). ▪ Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file. ▪ If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known. ▪ For the name of a corporate body, enter the full direct form of the name. ▪ Creator/Contributor Roles are generated from MARC Code List: Relator Codes http://www.loc.gov/marc/relators/relaterm.html
Examples	<ul style="list-style-type: none"> ▪ Notman, William ▪ Davidson, Peter H., 1854-1921 ▪ Eaton family ▪ Liquor License Board of Ontario

ADDITIONAL CONTRIBUTOR NAME(S) & ROLE(S)

Definition	A person or corporate body who contributed in some way to the content of the resource, such as an illustrator, editor, etc.
Options	Contributor Roles - Displayed options (select list) derived from media type chosen during data entry.
Status	Essential
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> ▪ Choose an additional contributor role only if the contributor is known. ▪ If choosing another option (not from the list), then type in the first three letters in the blank box -- by inputting first three letters, a standardized list will appear. Scroll

	<p>down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option within the form.</p> <ul style="list-style-type: none"> ▪ Do not use this field to document the name of the contributing institution, donor, or the creator of the digital object. ▪ Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file ▪ If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known. ▪ For the name of a corporate body, enter the full direct form of the name.
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SUBJECTS

Definition	Subject term(s) that describe the content of the original resource represented by the digital object.
Options	Authorized and Unauthorized Subject terms
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ To search the thesaurus, type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Once you choose a heading, the subject will display with a checkbox. ▪ Click on Update Record button before assigning another set of subject headings. ▪ Search subject terms to see what subject headings are

	<p>authorized and which have been assigned by other organizations using VITA.</p> <ul style="list-style-type: none"> ▪ Highly recommended / best practice is to select authorized subject terms from the thesaurus provided. The basic set of terms are a subset from the Library of Congress subject headings (Thesaurus of Graphic Materials), which makes the database more compatible with other collections when users do cross-database searches. ▪ Avoid adding proper names and place names as Subject headings; use, instead, Personal Names and Geographic Location. ▪ Subjects that have been assigned to a record will appear under the "Subjects" label preceded by a check in the checkbox. To unassign a subject heading, uncheck the checkbox and save the record. ▪ If you assign a subject that is not in the subject thesaurus, then either: <ul style="list-style-type: none"> ○ A preferred term will appear instead. Example: "Chopping wood" use "Woodcutting" – if you enter "Chopping Wood", then "Woodcutting" is automatically assigned as the preferred term. <p>OR</p> <ul style="list-style-type: none"> ○ A warning will appear just below the navigation menu. In the subjects area a variety of alternative terms appear which might be suitable. If you choose one of the alternative terms, you need to check the checkbox and resave the record. <ul style="list-style-type: none"> ▪ Add New Subject Term (Not in Thesaurus) - After entering the term here, use the "Assign Subject Term" box to recall the new term and assign it to a record. ▪ If you must add a new subject heading, please note the term must have an initial capital and if appropriate must be in the plural form of the term. ▪ After adding a new subject heading, it will appear flagged as "Unauthorized".
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DESCRIPTION

Definition	Provide a description of the original resource represented by the digital object - include the key terms of the subjects and topics represented without redundancy of information in other fields.
Option	NA
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none">▪ Consider an extensive description, use terms and keywords that you don't intend to assign as formal subject headings, but that a user might use to find this record.▪ This field is included as part of the general search indexes.▪ Highly recommended field, as it is a mandated field for RSS feed.▪ In describing a company's association with an object be careful to avoid initials and abbreviations. Thus "the Grand Trunk Railway Bridge" is more effectively searched for than "the GTR bridge" or "the G. T. R. bridge" or "the G.T.R. bridge".▪ Simple HTML tags such as <p> and
 to provide onscreen formatting works, but is not recommended for future repurposing.

NOTES

Definition	Provide any contextual history useful in identifying and/or describing the resource.
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Option	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Use this field to supply any other information about the original resource represented by the digital object, such as evidence used to date the image, i.e. before 1917 because the hotel burned down on 1 January 1917. ▪ Data in this field is included in the general search.

INSCRIPTIONS (PRIMARY MEDIA TYPE: IMAGE)

Definition	Document any printed information on the image.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Recommended best practice: inscriptions on the reverse side of the image be preceded by "Reverse".

TRANSCRIPTION (PRIMARY MEDIA TYPE: AUDIO OR VIDEO)

Definition	Used to provide a transcription of an audio or video file.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none">▪ Generally only used when describing an audio or video file.▪ Option will only display if audio or video was chosen as media type.▪ This is a searchable field.

LANGUAGE(S) IN ITEM

Definition	Language associated with the original resource represented by the digital object.
Options	English, French, or choose language from list. By inputting first three letters, a standardized list will appear. Choose appropriate language.
Status	Optional
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none">▪ Choose from the standard ISO list provided (WC₃ set).

	<ul style="list-style-type: none"> ▪ Can choose more than one language in item. ▪ Facilitates faceted search functionality.
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MYSTERY QUESTION

Definition	Any query about the digital object that you would like users to contribute information on.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Information from the community is gathered through the use of the comment feature. ▪ The person who submits the comment has to agree to make the comment public, and the Contributing Partner reviews the comment and gives permission for its publicly display.

OVERALL DIMENSIONS (PRIMARY MEDIA TYPE: IMAGE)

Definition	Provide width and height of the overall dimensions of the object, including any matting or mounted borders.
Options	Centimetres (cm) or Inches (in) or Pixels (if original is a digital photo) or Not Applicable (na)
Status	Optional

Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Recommended to use metric measurement. ▪ Enter the dimensions using metric measures to a single decimal place. ▪ Set the unit of measurement with the radio button. If the original image was a digital photograph, then select "pixels". Only enter a numeric value within the Width and Height text boxes (e.g. 7.5) ▪ This measure is for the overall item. Use Image Dimensions to enter the size of the image itself, if it is significantly smaller than the overall mount or matte + frame.

IMAGE DIMENSIONS (PRIMARY MEDIA TYPE: IMAGE)

Definition	Provide width and height of the dimensions of the original image, do not include measurements of matting or mounted borders.
Options	<i>Displayed options (select list) derived from media type chosen during data entry.</i>
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Recommended to use metric measurement. ▪ Enter the dimensions using metric measures to a single decimal place. ▪ Using the same unit of measurement as the Overall Dimensions, enter a numeric value within the Width

	<p>and Height text boxes (e.g. 7.5)</p> <ul style="list-style-type: none"> ▪ This measure is for the image itself. Use Overall Dimensions to enter the size of the mount or matte + frame.
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SCALE (PRIMARY MEDIA TYPE: IMAGE)

Definition	Scale of map or drawing.
Options	Enter scale according to original Map or Drawing.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Generally only used when describing maps.

PROJECTION (PRIMARY MEDIA TYPE: IMAGE)

Definition	Projection of map or drawing.
Options	Enter projection according to original Map or Drawing.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Generally only used when describing maps.

PLAYING TIME (PRIMARY MEDIA TYPE: AUDIO OR VIDEO)

Definition	Length of recording.
Options	Enter playing tie in the following sequence: HH:MM:SS
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none">▪ Generally only used when describing an audio or video file.▪ Option will only display if audio or video was chosen as media type.

PUBLISHER

Definition	Name of the person or corporate body responsible for publishing the original resource.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none">▪ Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file.▪ DO NOT use this field to document the owning institution (contributing partner).

PLACE OF PUBLICATION

Definition	Place of publication.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

DATES

SORTABLE DATE

Definition	A sortable date that indicates the publication date of the original object, used for ordering multiple objects.
Options	YYYY YYYYMM YYYYMMDD
Status	Recommended
Publicly Displayed:	No
Repeatable	No

Additional Notes	<ul style="list-style-type: none"> ▪ Must be entered in the form: 20090224 (YYYYMMDD) ▪ If the date is unavailable the year/month can be entered in the form: 200902 (YYYYMM) ▪ If only the year is available, enter in the form: 2009 (YYYY) ▪ If object is a publication that is seasonal or quarterly, enter in the month form using the first month of the season or quarter ▪ If there is no Date of Original, the Sortable Date will be transformed into the appropriate pattern for public display: 24 Feb 2009 or Feb 2009 or 2009
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DATE OF ORIGINAL

Definition	A single date or inclusive dates that indicates when the original resource represented by the digital object was created.
Options	Essential
Status	NA
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ It is <i>highly recommended</i> that a date be supplied. ▪ Date may be a single date, a date range, a broken date range, approximate, uncertain, or undated. ▪ Refer to the appropriate content standard for information on how to record dates.
Examples	<ul style="list-style-type: none"> ▪ 1960-1971 ▪ [ca. 1880]-1954

DATE OF EVENT DEPICTED

Definition	Record the date of the event being depicted by the original resource.
Option	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none">▪ Date may be a single date, a date range, a broken date range, approximate, uncertain, or undated.▪ Refer to the appropriate content standard for information on how to record dates.

EARLIEST YEAR/LATEST YEAR

Definition	<p>A four digit year – first possible date that indicates when the original resource represented by the digital object was created.</p> <p>A four digit year – last possible date that indicates when the original resource represented by the digital object was created.</p>
Options	YYYY
Status	Mandatory
Publicly Displayed:	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none">▪ Not for public display, but to facilitate date searching.▪ It is mandatory that a date be supplied; otherwise we

	<p>cannot have date search on the item.</p> <ul style="list-style-type: none"> ▪ If a fixed known date, then enter the same date in both date search begin and date search end fields. ▪ Four-numeral format only, e.g. 1971
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FULL TEXT (PRIMARY MEDIA TYPE: TEXT)

Definition	Full text entered here represents the actual text of objects and makes content available for display on the public view pages.
Options	N/A
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Insert paragraph breaks using two returns (Enter + Enter) ▪ Use basic HTML coding to format text content (e.g. <p>,
, , <i>, <table>, <tr>, <td>, ,) ▪ Note: Using HTML anywhere in the text block will override any double-return paragraph insertions

GEOGRAPHIC DATA

The following data fields provide information about the geographic location represented by the digital object, and are necessary if you are making use of the Google Map feature of VITA.

GEOGRAPHIC LOCATION

Definition	The geographic area represented in/by the original resource.
Options	A quick list of geographic options can be chosen during agency set-up.
Status	Optional, but mandatory if using the Google Map feature
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none">▪ Quick list is a chosen subset from the GeoNames geographical database (but all terms are available).▪ By inputting the first three letters, a standardized list of all matches will appear.▪ Note that end users can both search by geographic coverage and also refine search results by geographic coverage.▪ Add label to provide context, e.g. "Born", "Married", "Family home"

LATITUDE/LONGITUDE

Definition	The coordinates associated with the location chosen for the record item.
Options	Add exact latitudinal and longitudinal coordinates to point to a specific location within or near the named location.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none">Enter coordinates using Decimal degrees (DD), e.g 41.40338, 2.17403

LABEL

Definition	A label that further signifies the geographic reference in relation to the geographical location.
Options	
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

Additional Notes	<ul style="list-style-type: none"> ▪ Short, meaningful labels are recommended
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ADMINISTRATIVE DATA

The following data fields provide information essential in managing the digital resources. Many of these fields will not publicly display.

DATES

Definition	<ul style="list-style-type: none"> • Date when the record was created. • Date when the record was made public. • Date when record was last modified.
Options	NA
Status	Mandatory – automatically generated.
Publicly Displayed:	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Dates and Times are automatically generated. ▪ Timestamps help with sorting results both on==in public site and in data management

LANGUAGE OF DESCRIPTION

Definition	Language(s) of the description (record).
Options	<ul style="list-style-type: none"> ▪ Select one language: English, French, or ▪ Input first three letters of another language and select

	<p>from list of language codes.</p> <ul style="list-style-type: none"> Choose appropriate language(s).
Status	Mandatory
Publicly Displayed:	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> English is the default for this field. If you do not choose any option, the template generator will select English. Data is used for searching purposes only.

LOCAL IDENTIFIER

Definition	Provide any unique reference or control number, used within the context of your institution to manage/administrate, if available.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> May be useful if researchers want to view the original (if it is in the custody of your organization).

RECOMMENDED CITATION

Definition	Statement on how to cite the digital resource.
Options	A standard citation can be chosen during agency set-up and generated as part of the template.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

COLLECTION

Definition	A group or "collection" which is associated with this resource.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

DONOR (PUBLIC DISPLAY)

Definition	Information about the donor of the resource.
Options	NA
Status	Essential

Publicly Displayed:	Yes
Repeatable	No
Additional Notes	Use only if the donor has agreed to make his/her name public.

DONOR (PRIVATE DISPLAY)

Definition	Information about the donor of the resource.
Options	NA
Status	Essential
Publicly Displayed:	No
Repeatable	No

CUSTODIAL HISTORY

Definition	Record the custodial history/provenance of the digital object. Provide information on any successive transfers of ownership, custody, or control of the resource.
Options	NA
Status	Optional
Publicly Displayed:	No
Repeatable	No

Additional Notes	<ul style="list-style-type: none"> ▪ Do not record the donor information here.
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LOCATION OF ORIGINAL (PUBLIC)

Definition	Location of the original resource depicted by the digital object.
Option	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No

LOCATION OF ORIGINAL (PRIVATE)

Definition	Location of the original resource depicted by the digital object for administrative purposes.
Option	NA
Status	Optional
Publicly Displayed	No
Repeatable	No

REPRODUCTION NOTES

Definition	Use this field for notes useful for reproductions, for example numbers or location of copy negatives, etc.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none">▪ Do not use for terms governing use of the material.

PERMISSIONS

CREATIVE COMMONS LICENSE

Definition	Assign Creative Commons License if the contributing organization is the creator of the material. Licenses indicate to users how they can share, remix, or use objects from the collection in ways that are consistent with the copyright status assigned to the object.
Options	<ul style="list-style-type: none">▪ Attribution only▪ Attribution-NoDerivatives▪ Attribution-NonCommercial-NoDerivatives▪ Attribution-NonCommercial▪ Attribution-NonCommercial-ShareAlike▪ Attribution-ShareAlike

	<ul style="list-style-type: none"> ▪ Dedicated to or certified to be in the public domain ▪ None = All rights reserved
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	Creative Commons Licenses will only be assigned to objects uploaded after a default is assigned or if a license is manually selected on the Administrative Data screen in data management. There is no automatic retroactive CC licensing. To have your collection objects sortable by Creative Commons License, each object must have a license associated with it manually.

TERMS OF USE

Definition	Record any restrictions on the use and reproduction of the material. List any information relating to, literary rights, patent rights or donor terms that may restrict use or reproduction.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

COPYRIGHT STATUS

Definition	Copyright status of the resource.
Options	<p><u>Public domain</u>: Use for items in which the copyright has expired as determined by Canadian law.</p> <p><u>Copyrighted</u>: Use for items that are protected by copyright, and uses are subject to the provisions of the law, as distinct from the terms of a licence or a contract.</p> <p><u>Licensed</u>: Use for items that are subject to the terms of a license from a commercial vendor.</p> <p><u>Contractual</u>: Use for items that are subject to copyright limitations established by contracts such as donor agreements, wills, etc.</p> <p><u>Other</u>: Contributing Agency can populate an "Other" field if a specific type of Copyright will apply to objects in the Collection</p> <p><u>Default</u>: Use for items whose copyright status is not known.</p>
Status	Mandatory
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Default text is associated with the copyright terms: <ul style="list-style-type: none"> ○ Public domain: Copyright has expired according to Canadian law. No restrictions on use. ○ Copyrighted: Uses other than research or private study require the permission of the rightsholder(s). Responsibility for obtaining permissions and for any use rests exclusively with the user. ○ Licensed: Uses are subject to the terms of a licence. Contact the repository for further information. Responsibility for any use rests

	<p>exclusively with the user.</p> <ul style="list-style-type: none"> ○ Contractual: Uses are subject to the terms of a contract. Contact the repository for further information. Responsibility for any use rests exclusively with the user. ○ Default: Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user. <ul style="list-style-type: none"> ▪ Terms are derived from METS
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COPYRIGHT DATE

Definition	Date of copyright.
Options	NA
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ Must provide a four digit numeric date: YYYY ▪ Do not put the copyright symbol as part of the date.

COPYRIGHT HOLDER

Definition	Name of the person or corporate body having copyright of the original resource represented by the digital object.
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Options	NA
Status	Essential
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> ▪ If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known. ▪ For the name of a corporate body, enter the full direct form of the name.

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Definition	Address and other contact information of the person or corporate body holding copyright.
Options	NA
Status	Optional
Publicly Displayed:	No
Repeatable	No