



Last updated: 2020-12-21

This is the primary reference document for cIRcle metadata standards. It should be used in conjunction with the *cIRcle Submitter Guidelines*, *cIRcle Reviewer Guidelines*, and *cIRcle Collection & Information Architecture Guidelines*, amongst other documentation as necessary and as it is developed.

[Open Collections](#) (OC) is UBC Library's discovery platform for all of the Library's locally produced and managed digital objects (including those within cIRcle), and was launched in October 2015.

In 2017, cIRcle determined that the metadata principle of accuracy would take priority in description of items (e.g. if an affiliation name changes, the metadata for existing items will not be updated to reflect this change); i.e. the descriptive metadata will describe the item(s) and their properties at the time of item creation.

General Notes

- Use as many fields as are applicable and practical to the item/collection. If the value for a field is unknown and is not required, leave the field blank.
- cIRcle has three submission forms, each with specific metadata requirements (UBC-V and UBC-O affiliations, programs, and campuses as applicable are both included within the forms):
 - Standard Submission Form
 - Electronic Theses and Dissertations (ETD) Submission Form
 - Graduate (Grad) [non-thesis] Submission form (formerly GSS cIRcle Open Scholar Award Submission form)
- The fields listed in the manual are in the order of entry as on the submission forms, when applicable. Metadata values in the fields can be captured via various means:
 - Direct submission form entry
 - DSpace collection template: automatically inserts established metadata values to specified fields for all new items added to a collection
 - Used across the repository for various collections, according to content and metadata needs. The specifics of each collection are not captured here, due to their variance and specificity.
 - Direct/automatic import (SWORD, etc.)
 - Automatic system capture: added by DSpace upon record approval
- Fields may be Required/Optional and/or Repeatable.
- "Simple" is the DSpace term for the brief item record view, and shows the "DSpace Display Label." "Full" refers to the extended item record view where all Dublin Core (DC) fields are visible.
- "OC Display Label" refers to the name given to the field as it appears in OC.
- OC field values may be "click-able" within an OC record, allowing a user to navigate from a record to any relevant items and aggregate records in the search results.
- DSpace requires fields to be [UTF-8/Unicode](#) encoding (special characters such as diacritics can generally be included if they are encoded accordingly).

Serial publications (when the item is an entire journal, volume, issue, newsletter, report, annual, etc.) follow metadata guidelines unique to cIRcle. Refer to [Appendix A: Serials in cIRcle](#) for more information about the general approach, which metadata fields are used, guidelines within, etc.

If you are unsure about anything within this manual, consult with the Cataloguing and Metadata Librarian or Digital Repository Librarians. Contact information can be found at <https://circle.ubc.ca/>.

Table of Contents

	Field	Display Label DSpace; OC	DC/DSpace Map	Required in Form(s)	Repeatable	Controlled Vocabulary	DSpace Form(s)
1	Author/Creator	Author; Creator	dc.contributor.author	Yes	Yes	Partial	Standard; ETD; Grad
2	Title	Title	dc.title	Yes	No	No	Standard; ETD; Grad
3	Other Titles	Other Titles; Alternate Title	dc.title.alternative	No	Yes	No	Standard; Grad
4	Language	N/A; Language	dc.language.iso	Yes	Yes	Yes	Standard; ETD; Grad
5	Type	N/A; Type	dc.type	Yes	Yes	Yes	Standard; Grad
6	Text Attributes	N/A; Genre	dc.type.text	No	Yes	Yes	Standard; Grad
7	Scholarly Level	Scholarly Level	dc.description.scholarlevel	Yes	Yes	Yes	Standard; Grad
8	Review Status	Peer Review Status	dc.description.reviewstatus	Yes	No	Yes	Standard; Grad
9	Affiliation(s)	Affiliation	dc.description.affiliation	Yes	Yes	Yes	Standard; ETD; Grad
10	Contributor(s)	Contributor	dc.contributor	No	Yes	Yes	Standard; Grad
11	Date	Issue Date; Date Issued	dc.date.issued	Yes (except Standard)	No	N/A	Standard; ETD; Grad
12	Publisher	Publisher	dc.publisher	No	No	No	Standard; Grad
13	Citation	Citation	dc.identifier.citation	No	No	No	Standard; Grad
14	Publisher DOI	Publisher DOI	dc.identifier	No	No	No	Standard; Grad
15	Series; Course Name and Number	Series	dc.relation.ispartofseries	No	Yes (except Grad)	No	Standard; Grad
16	Copyright Holder	N/A; Copyright Holder	dc.rights.copyright	No	No	No	Standard; Grad
17	Spatial Subject Coverage	N/A; Geographic Location	dc.coverage.spatial	No	Yes	Yes	Standard; Grad
18	Subject Keywords	Subject Keywords; Subject	dc.subject	No	Yes	No	Standard; Grad
19	Abstract/Summary	Abstract; Description	dc.description.abstract	No	No	No	Standard; ETD; Grad
20	Degree	Degree	dc.degree.name	Yes	No	Yes	ETD
21	Program	Program	dc.degree.discipline	Yes	No	Yes	ETD
22	Campus	N/A; Campus	dc.degree.campus	Yes	No	Yes	ETD; Grad
23	Graduation Date	N/A; Graduation Date	dc.date.graduation	Yes	No	Yes	ETD
24	Instructor/Supervisor Email	N/A	ubc.supervisor.email	Yes	No	No	Grad
25	Instructor/Supervisor's Academic Unit	N/A	ubc.supervisor.affiliation	Yes	No	No	Grad

26	Grantor	N/A; Degree Grantor	dc.degree.grantor	N/A	No	Yes	N/A
27	Rights	N/A; Rights	dc.rights	N/A	No	Partial	N/A
28	Rights URI	N/A; Rights URI	dc.rights.uri	N/A	No	N/A	N/A
29	Notes	N/A; Notes	dc.description.notes	N/A	No	No	N/A
30	Provenance	N/A	dc.description.provenance	N/A	Yes	No	N/A
31	Date Accessioned	N/A	dc.date.accessioned	N/A	No	N/A	N/A
32	Date Available	N/A; Date Available	dc.date.available	N/A	No	N/A	N/A
33	URI	URI	dc.identifier.uri	N/A	No	N/A	N/A
34	Format Type	N/A; File Format	dc.format.mimetype	N/A	Yes	Yes	N/A
35	Format Extent	N/A; Extent	dc.format.extent	N/A	Yes	No	N/A
36	Identifier	N/A	dc.identifier.other	N/A	No	N/A	N/A

[Appendix A: Serials in cIRcle](#)

[Appendix B: Removed Fields](#)

Metadata Fields

1. Author/Creator

Description:	This field is used for the person(s) or entit(ies) primarily responsible for creating the intellectual content of the resource.
DSpace Display Label:	Author
OC Display Label:	Creator
DC Map:	dc.contributor.author
Required:	Yes
Repeatable:	Yes
Controlled Vocabulary:	Partial: began in late 2014
DSpace Form(s):	Standard; ETD; Grad
OC Advanced Search:	Yes
OC Click-able:	Yes
DSpace Record View(s):	Simple & Full
Formatting:	Multiple creators should be entered in the order in which they appear on the resource.

Initials should be followed by a period.

Examples

Macadam, Joseph Duncan	[last name], [first name] [middle name]
Taillefer, R. T.	Use only the initials if that is all that is seen. Note that initials should be separated with a space.
Tait, R. Colin	Use only the initial and name if that is all that is seen.

Within determined criteria, this field is checked for authority control by a Reviewer. Refer to the *cIRcle Reviewer Guidelines* for more information.

If the item is a serial, refer to [Appendix A: Serials in cIRcle](#) for more information.

2. Title

Description:	This field is used to indicate the title proper of the work.
DSpace Display Label:	Title
OC Display Label:	Title
DC Map:	dc.title
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	No
DSpace Form(s):	Standard; ETD; Grad
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Simple & Full
Formatting:	Enter the title by copy/paste or transcribe it as it appears on the resource.

If transcribing the title, do so in sentence case (i.e. Enter the first letter of first word in uppercase and subsequent words in lowercase with exceptions such as proper nouns or acronyms). Use the same punctuation that appears on the resource.

If there is known information not included in the title, supply it. Enclose it in square brackets []. Note this practice **does not apply** to devised titles.

Examples

A case study approach to understanding provincial aquatic environmental effects monitoring requirements for mines

Site specific risk assessments of two former copper concentrate shed sites near Topley, B.C.

Off the Wall [issue 1]

For serial publications (when the item is an entire journal, volume, issue, etc.), enter according to the following examples. Do not include the date if it can be captured in [Date](#) in YYYY-MM-DD format. Refer to [Appendix A: Serials in cIRcle](#) for more information:

Examples

Rheumatology research report, Vol. 10, issue 3, Fall 2013

Branchlines, Vol. 22, no. 4

Sea Around Us project newsletter, issue 73, September/October 2012

Asian edge, Spring 2011

Research Report, 2001-2003

For supplementary material, errata, book/film reviews etc., enter according to the following examples:

Examples

Infiltration of fine sediment into a coarse mobile bed : [supplementary material]

Stopover : a story of migration : [book review]

3. Other Titles

Description:	This field may be used for a variety of purposes depending on the resource and the project or collection. Some recommended uses of this field are to include: <ul style="list-style-type: none">• other title information that appears on the resource (ex: abbreviated title)• a translation of the Title in another language or script• a transcription of the title with corrected spelling• to record serial title (when the Title field has been used for a distinctive title; see Appendix A: Serials in cIRcle for more information)
DSpace Display Label:	Other Titles
OC Display Label:	Alternate Title
DC Map:	dc.title.alternative
Required:	No
Repeatable:	Yes
Controlled Vocabulary:	No
DSpace Form(s):	Standard; Grad
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Simple & Full
Formatting:	Follow similar guidance as used for the Title .

Example 1

Sub-title more descriptive than title proper: <http://hdl.handle.net/2429/49986>

Title: Inventory – 74 : a regional analysis of health personnel in the province of British Columbia

Other Titles: Regional analysis of health personnel in the province of British Columbia

Example 2

Other title information appears on the resource: <http://hdl.handle.net/2429/49479>

Title: Voices and choices : public engagement in health care policy

Other Titles: A summary of the 2007 health policy conference of the UBC Centre for Health Services and Policy Research

Example 3

Title in another language: <http://hdl.handle.net/2429/47134>

Title: Language, spirits and cosmology in study of Kodo

Other Titles: 古道の学びにおける言語、靈魂、コスモロジー : 富士谷御杖の言霊説と神道説

If the item is a serial, refer to [Appendix A: Serials in cIRcle](#) for more information:

Example 4

Title in another language, and with a serial title in addition to the distinctive title:
<http://hdl.handle.net/2429/40930>

Title: Impact de la pêche sur l'écosystème marin de Guinée - modélisation EwE
1985/2005

Other Titles: Fishing impact on the marine Guinean ecosystem : a 1985/2005 model
using EwE; Fisheries Centre research reports, Vol. 11, no. 2

4. Language

Description:	This field is used to enter the language of the resource.
DSpace Display Label:	N/A
OC Display Label:	Language
DC Map:	dc.language.iso
Required:	Yes
Repeatable:	Yes
Controlled Vocabulary:	Yes
DSpace Form(s):	Standard; ETD; Grad
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	Use the menu to choose from a pre-selected list of options. DSpace automatically populates the stored value with the ISO 639-2 alpha-3 code in <i>Codes for the representation of names of languages—Part 2</i> .

Available languages with their ISO code/stored value:

English (eng)	German (ger)	Korean (kor)	Spanish (spa)
French (fre)	Hindi (hin)	Punjabi (pan)	(Other) (Other)
Chinese (chi)	Italian (ita)	Russian (rus)	Undetermined (und)
Cree (cre)	Japanese (jpn)	Salishan (sal)	No Linguistic content (zxx)

Use *No Linguistic Content* if applicable (i.e. photographs). However, if there is significant language content on a photograph (inscriptions, etc.), then the applicable language can be applied.

Note: For ETDs, only the following values are available:

English (eng)	French (fre)	(Other) (Other)
German (ger)	Spanish (spa)	

German (ger) and *Spanish (spa)* were added February 2017.

5. Type

Description: A broad term (drawn from DCMI controlled vocabulary) used to indicate the type of item being described. This field should reflect the **item as a whole** or **predominant type(s) of the overall item**.

- Note that in cIRcle, this field has different usage than what may be used or understood in traditional cataloguing (e.g. there is no capture of included non-significant components).

DSpace Display Label: N/A

OC Display Label: Type

DC Map: dc.type

Required: Yes

Repeatable: Yes

Controlled Vocabulary: Yes

DSpace Form(s): Standard; Grad

OC Advanced Search: Yes

OC Click-able: Yes

DSpace Record View(s): Full

Formatting: Use the menu to choose from a pre-selected list of options. Available values:

Text	Interactive Resource	(Other)
Still Image	Moving Image	
Sound	Software	
Dataset	Collection	

Images should be given *Still Image*, while videos should be given *Moving Image*. Content primarily composed of textual material (e.g. poster; presentation) should be given the term *Text*, and could also be assigned other values as appropriate (e.g. Still Image); however, this would not apply to material that is not primarily textual in nature (e.g. a photograph containing text).

Example 1

Lecture video accompanied by text transcript: <http://hdl.handle.net/2429/69413>

Moving Image
Text

Example 2

Graduating project that is predominantly text, with some but not significant image content: <http://hdl.handle.net/2429/60595>

Text

Example 3

Undergraduate honours thesis with significant textual and image material: <http://hdl.handle.net/2429/45090>

Still Image
Text

Example 4

Presentation with audio recording, and slides with significant textual and image content: <http://hdl.handle.net/2429/25037>

Sound
Still Image
Text

Notes:

Beginning August 2019, videos with sound are assigned only *Moving Image* to better align with user expectations (as opposed to both *Moving Image* and *Sound*). Existing records were adjusted accordingly.

This field was added to the ETD submission form in October 2017. Prior to this, for ETDs, this field was automatically populated via the DSpace collection template with *Text*.

6. Text Attributes

Description:	A further term given to textual resources only to give more specificity as to the kind of resource being described (i.e. only use if “Text” has been chosen as a Type).
DSpace Display Label:	N/A
OC Display Label:	Genre
DC Map:	dc.type.text
Required:	No
Repeatable:	Yes
Controlled Vocabulary:	Yes
DSpace Form(s):	Standard; Grad
OC Advanced Search:	Yes
OC Click-able:	Yes
DSpace Record View(s):	Full
Formatting:	Use the menu to choose from a pre-selected list of options. Available values:

Article	Graduating Project	Postprint	(Other)
Book	Preprint	Report	
Book Chapter	Presentation	Thesis/Dissertation	
Conference Paper	Poster	Working Paper	

Thesis/Dissertation **should only be applied to graduate theses/dissertations** approved by the Faculty of Graduate and Postdoctoral Studies (UBC-V) or College of Graduate Studies (UBC-O) and deposited to a collection in the *Graduate Theses and Dissertations* DSpace community.

Preprint/Postprint should not exist as the only Text Attribute value - there should also be the relevant additional broader Text Attribute (e.g. *Postprint* and *Article*):

Example

Article
Postprint

Notes:

Presentation and Poster were added August 2016.

For ETDs, this field is automatically populated via the DSpace collection template with *Thesis/Dissertation*.

7. Scholarly Level

Description:	A local field used to identify the scholarly level of the author(s)/creator(s). It should align with the DSpace collection the item falls within, if/as applicable (e.g. items within the <i>Faculty Research and Publications</i> collection should have at least <i>Faculty</i> or <i>Postdoctoral</i> applied).
DSpace Display Label:	Scholarly Level
OC Display Label:	Scholarly Level
DC Map:	dc.description.scholarlevel
Required:	Yes
Repeatable:	Yes
Controlled Vocabulary:	Yes
DSpace Form(s):	Standard; Grad
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Simple & Full
Formatting:	Use the menu to choose from a pre-selected list of options. Available values:

- | | |
|-------------------------------|--|
| Faculty | Researcher [non-faculty/student individual doing research] |
| Postdoctoral | Other |
| Graduate | Unknown |
| Undergraduate | |

Notes:

For ETDs, this field is automatically populated via the DSpace collection template with *Graduate*.

This field was added to the submission form in July 2011 and applies only to records created from this point forward.

8. Review Status

Description:	A local field used to identify whether or not the resource is peer-reviewed. Applies to scholarly resources (e.g. articles in a journal; conference proceedings) that go through a formal peer review process.
DSpace Display Label:	Peer Review Status
OC Display Label:	Peer Review Status
DC Map:	dc.description.reviewstatus
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	Yes
DSpace Form(s):	Standard; Grad
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Simple & Full
Formatting:	Use the menu to choose from a pre-selected list of options. Available values:

[Unreviewed](#) [Reviewed](#)

Note that all preprints are *Unreviewed* whereas all postprints and publisher versions of content are *Reviewed*. Accordingly, for preprints and postprints, there should be corresponding values between the [Text Attributes](#) (Preprint/Postprint) and Review Status (Unreviewed/Reviewed) fields.

Notes:	This field was added to the submission form in July 2011 and applies only to records created from this point forward.
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9. Affiliation(s)

Description:	Used to identify UBC faculty, school, department, etc. to which the author(s)/creator(s) belonged at the time of item creation . Also identifies if the author(s)/creator(s) do not affiliate with UBC.
DSpace Display Label:	Affiliation
OC Display Label:	Affiliation
DC Map:	dc.description.affiliation
Required:	Yes
Repeatable:	Yes
Controlled Vocabulary:	Yes
DSpace Form(s):	Standard; ETD; Grad
OC Advanced Search:	Yes
OC Click-able:	Yes
DSpace Record View(s):	Simple & Full
Formatting:	Use the menu to choose from a pre-selected list of options.

All applicable levels of an author/creator affiliation should be captured.

Example

Arts, Faculty of
English, Department of
Non UBC

Notes: The [cIRcle Affiliations & Programs Reference Guide](#) reflects the current Affiliation & Program values used within cIRcle submissions forms, and corresponding affiliation levels.

The affiliations list in DSpace is updated as needed when cIRcle staff notice or are notified of changes. The update is performed by Atmire upon request.

10. Contributor(s)

Description:	This field may be used for a variety of reasons depending on the resource and the project or collection. Some recommended uses of this field are to capture: <ul style="list-style-type: none">• UBC affiliated issuing or hosting bodies• UBC affiliated institutes, centres, labs, etc. through which an author/creator may work (often complimentary information to the Author/Creator Affiliation(s))• Conference names• Significant project/team names• UBC affiliated secondary responsibility creators (illustrators, translators, etc.)
DSpace Display Label:	Contributor
OC Display Label:	Contributor
DC Map:	dc.contributor
Required:	No
Repeatable:	Yes
Controlled Vocabulary:	Yes
DSpace Form(s):	Standard; Grad
OC Advanced Search:	Yes
OC Click-able:	Forthcoming (pending approval and development)
DSpace Record View(s):	Simple & Full
Formatting:	Provide any contributors as qualified above and found on the resource, or known by the submitter.

Examples

University of British Columbia. Peter Wall Institute for Advanced Studies

British Columbia Centre for Disease Control

International Conference on Gas Hydrates (6th : 2008 : Vancouver, B.C.)

This field is checked for authority control by a Reviewer. Refer to the *cIRcle Reviewer Guidelines* for more information.

If the item is a serial, refer to [Appendix A: Serials in cIRcle](#) for more information.

Note: This field was added to cIRcle in 2016, and values transferred from other fields. Many centres, labs, institutes, etc. were moved from Affiliation(s) to this field at that time, and converted to authorized headings.

11. Date

Description:	Refers to the publication, issuance, or public distribution date of the resource, i.e. the date the resource was created or published.
DSpace Display Label:	Issue Date
OC Display Label:	Date Issued
DC Map:	dc.date.issued
Required:	Yes (except Standard form)
Repeatable:	No
Controlled Vocabulary:	N/A
DSpace Form(s):	Standard; ETD; Grad
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Simple & Full
Formatting:	For the Standard and Grad forms, enter the year as YYYY, select the month (if applicable) from the menu, and enter the day (if applicable). Leave out the day and/or month if they aren't applicable. For the ETD form, use the menu to choose from a pre-selected list of options (year only).

Date is captured in the following format: YYYY-MM-DD or YYYY-MM or YYYY.

If there are multiple dates or a date range for the item, use the latest (most recent) date.

12. Publisher

Description:	Entity responsible for publication, distribution, or imprint. Can be a corporate body, a publishing house, museum, university, etc.
DSpace Display Label:	Publisher
OC Display Label:	Publisher
DC Map:	dc.publisher
Required:	No
Repeatable:	No
Controlled Vocabulary:	No
DSpace Form(s):	Standard; Grad
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Simple & Full
Formatting:	Enter as found on the resource.
Notes:	For ETDs, this field is automatically populated via the DSpace collection template with <i>University of British Columbia</i> .

This field was added to the Grad submission form in May 2017.

13. Citation

Description:	A bibliographic reference for the resource, if it has been previously published.
DSpace Display Label:	Citation
OC Display Label:	Citation
DC Map:	dc.identifier.citation
Required:	No
Repeatable:	No
Controlled Vocabulary:	No
DSpace Form(s):	Standard; Grad
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Simple & Full
Formatting:	If submission was previously published, enter a citation for the published source. Do not include the publisher DOI in the citation.

Examples

Lake, S., Hayashi, K., Milloy, M.-J., Wood, E., Dong, H., Montaner, J., & Kerr, T. (2015). Associations Between Childhood Trauma and Non-Fatal Overdose Among People Who Inject Drugs. *Addictive Behaviors*, 43, 83–88.

Roth, Wendy D. 2016. "Genetic Ancestry Testing and the Meaning of Race." Wall Scholar Speaker Series, Peter Wall Institute for Advanced Studies, University of British Columbia.

If the item is a serial, refer to [Appendix A: Serials in cIRcle](#) for more information:

Example

APDR Working Paper Series, Vol. 1, no. 1

Notes: This field was added to the Grad submission form in May 2017.

14. Publisher DOI

Description:	If the submission was previously published, the publisher-issued DOI.
DSpace Display Label:	Publisher DOI
OC Display Label:	Publisher DOI
DC Map:	dc.identifier
Required:	No
Repeatable:	No
Controlled Vocabulary:	No
DSpace Form(s):	Standard; Grad
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Simple & Full
Formatting:	Enter the publisher DOI with no prefix (i.e. do not include http://dx.doi.org).

Example

10.1016/j.nedt2013.03.004

Notes: This field was added to the Grad submission form in May 2017.

15. Series; Course Name and Number

Description:	A statement identifying an item grouping based on course, event, project, etc. <ul style="list-style-type: none">Note that in cIRcle, this field has different usage than what may be used or understood in traditional cataloguing (e.g. there is no uniquely identifying numbering included).
DSpace Display Label:	Series
OC Display Label:	Series
DC Map:	dc.relation.ispartofseries
Required:	No
Repeatable:	Yes (except Grad form)
Controlled Vocabulary:	No
DSpace Form(s):	Standard (Series); Grad (Course Name and Number)
OC Advanced Search:	Yes
OC Click-able:	Forthcoming (pending approval and development)
DSpace Record View(s):	Simple & Full
Formatting:	This field is used to aggregate records based on a specific course, event, project, etc., that may not be present within other metadata fields. The value should not be unique to each item, but kept general to a grouping of items.

Consult with the Cataloguing and Metadata Librarian to determine the appropriate series value format. Generally, when forming a Series value, the resource should be used as the first source for determination; if not possible, then an official/authoritative web site may be used.

If the item is a serial, refer to [Appendix A: Serials in cIRcle](#) for more information.

Examples

UBC Social Ecological Economic Development Studies (SEEDS) Student Report

University of British Columbia. iSchool/SLAIS Research Days

Grand Rounds Seminar Series

For UBC courses, enter according to the following examples:

Examples

University of British Columbia. HIST 449

University of British Columbia. COMM/ECON 400

University of British Columbia. SOCI 302/350

Notes: This field was required for the Graduate Research [non-thesis] (formerly GSS Award Collection) until May 2017.

16. Copyright Holder

Description:	Refers to the publisher or author who holds the copyright.
DSpace Display Label:	N/A
OC Display Label:	Copyright Holder
DC Map:	dc.rights.copyright
Required:	No
Repeatable:	No
Controlled Vocabulary:	No
DSpace Form(s):	Standard; Grad
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	Enter the name of the copyright holder, if known.
Notes:	This field was added to the Grad submission form in May 2017.

17. Spatial Subject Coverage

Description:	The location/geographical place covered by the intellectual content of the resource (i.e. what it is about). Use for subject coverage when content is substantially about a particular place or when image depicts a particular place. This should not be used to capture the place where a resource was created or takes place.
DSpace Display Label:	N/A
OC Display Label:	Geographic Location
DC Map:	dc.coverage.spatial
Required:	No
Repeatable:	Yes
Controlled Vocabulary:	Yes
DSpace Form(s):	Standard; Grad
OC Advanced Search:	Yes
OC Click-able:	Forthcoming (pending approval and development)
DSpace Record View(s):	Full
Formatting:	Enter the name of a geographic region (city/town/village, province or state, country, etc.) that the resource “about-ness” covers.

If a value/location is included here, do not include it within the [Subject Keywords](#) field.

Examples

Nuremberg (Germany)

Downtown-Eastside (Vancouver, B.C.)

This field is checked for authority control by a Reviewer. Refer to the *cIRcle Reviewer Guidelines* for more information.

Geographic coordinates (latitude and longitude) can also be entered into this field. They should be entered in decimal format with Latitude followed by Longitude, and preferably at the end of the field.

Example

New Taipei City (Taiwan)
25.2894444
121.5455556

Notes: This field was added to the Grad submission form in May 2017.

Used in the Standard submission form as of May 2014, and retroactively applied to records as desired for applicable projects.

18. Subject Keywords

Description: The topic of the resource (i.e. what it is *about*). Expressed as keywords, key phrases or authorized subject headings.

DSpace Display Label: Subject Keywords

OC Display Label: Subject

DC Map: dc.subject

Required: No

Repeatable: Yes

Controlled Vocabulary: No

DSpace Form(s): Standard; Grad

OC Advanced Search: Yes

OC Click-able: Yes

DSpace Record View(s): Simple & Full

Formatting: Enter subject keywords or phrases describing the work. Subjects may be personal or organization names as well as topics, places, events, etc. Look for a list of keywords on the resource.

Capitalize the first word. Do not add a period at the end.

19. Abstract/Summary

Description: A textual description of the content of the resource such as an abstract, executive summary or table of contents.

DSpace Display Label: Abstract

OC Display Label: Description

DC Map: dc.description.abstract

Required: No

Repeatable: No

Controlled Vocabulary: No

DSpace Form(s): Standard; ETD; Grad

OC Advanced Search: Yes

OC Click-able: No

DSpace Record View(s): Simple & Full

Formatting: Enter a short description of the work. May be provided on the resource, from an external website, the content provider, or another means.

20. Degree

Description:	The degree level awarded.
DSpace Display Label:	Degree
OC Display Label:	Degree
DC Map:	dc.degree.name
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	Yes
DSpace Form(s):	ETD
OC Advanced Search:	Yes
OC Click-able:	Yes
DSpace Record View(s):	Simple & Full
Formatting:	Use the menu to choose from a pre-selected list of options.
Notes:	The degree list is updated as needed when cIRcle staff notice or are notified of changes. The update is performed by Atmire upon request.

21. Program

Description:	The program for which the degree was granted.
DSpace Display Label:	Program
OC Display Label:	Program
DC Map:	dc.degree.discipline
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	Yes
DSpace Form(s):	ETD
OC Advanced Search:	Yes
OC Click-able:	Yes
DSpace Record View(s):	Simple & Full
Formatting:	Use the menu to choose from a pre-selected list of options.
Notes:	The programs list is updated as needed when cIRcle staff notice or are notified of changes. The update is performed by Atmire upon request.

22. Campus

Description:	The name of the campus from which the graduate completed their degree.
DSpace Display Label:	N/A
OC Display Label:	Campus
DC Map:	dc.degree.campus
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	Yes
DSpace Form(s):	ETD; Grad
OC Advanced Search:	Yes
OC Click-able:	Yes
DSpace Record View(s):	Full
Formatting:	Use the menu to choose from a pre-selected list of options.

23. Graduation Date

Description:	The date the degree was/will be conferred.
DSpace Display Label:	N/A
OC Display Label:	Graduation Date
DC Map:	dc.date.graduation
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	Yes
DSpace Form(s):	ETD
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	Use the menu to choose from a pre-selected list of options.
Notes:	The graduation date is indicated within the ETD file name; it is not present on the ETD title page.

24. Instructor/Supervisor Email

Description:	Local field used to capture the email address of the course instructor or supervisor of the item being submitted.
DSpace Display Label:	N/A
OC Display Label:	N/A
DSpace Map:	ubc.supervisor.email
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	No
DSpace Form(s):	Grad
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Notes:	The label for this field was changed from "Course Instructor's Email" in May 2017.

25. Instructor/Supervisor's Academic Unit

Description:	Local field used to capture the course instructor or supervisor's academic unit or departmental affiliation at UBC.
DSpace Display Label:	N/A
OC Display Label:	N/A
DSpace Map:	ubc.supervisor.affiliation
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	Yes
DSpace Form(s):	Grad
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	Use the menu to choose from a pre-selected list of options.
Notes:	The label for this field was changed from "Course Instructor's Academic Unit" in May 2017.

26. Grantor

Description:	Institution where thesis was granted.
DSpace Display Label:	N/A
OC Display Label:	N/A
DC Map:	dc.degree.grantor
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	Yes
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Notes:	For ETDs, this field is automatically populated via the DSpace collection template with <i>University of British Columbia</i> .

27. Rights

Description:	A statement indicating the rights for use for the item(s) within the record.
DSpace Display Label:	N/A
OC Display Label:	Rights
DC Map:	dc.rights
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	Partial: Statements as determined by cIRcle staff and University Counsel
DSpace Form(s):	N/A
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	For most items, populated automatically by DSpace with set Creative Commons license values as determined by user input and the cIRcle office/University Counsel. May be populated by other rights statements as required and approved by the cIRcle office and University Counsel.

Examples

Attribution-NonCommercial-NoDerivatives 4.0 International [DSpace]

Attribution 4.0 International (CC BY 4.0) [BioMed Central SWORD ingest]

For non-commercial purposes only, such as research, private study and education.

Additional conditions apply, see Terms of Use

https://open.library.ubc.ca/terms_of_use. [retro ETDs]

28. Rights URI

Description:	The URL to the corresponding Creative Commons license as present in the Rights field
DSpace Display Label:	N/A
OC Display Label:	Rights URI
DC Map:	dc.rights.uri
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	N/A
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full

29. Notes

Description:	Supplementary information about the resource or pertinent metadata on the resource itself deemed of interest or importance.
DSpace Display Label:	N/A
OC Display Label:	Notes
DC Map:	dc.description.notes
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	No
DSpace Form(s):	N/A
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	Use simple language to enter notes.
Notes:	Used in the BIRS Workshop Lecture Videos collection and <i>From the Ground Up: Buddhism & East Asian Religions (Project)</i> material to record the affiliation of non UBC authors. The prefix <i>Author affiliation:</i> is supplied, followed by institution name as entered by the author.

Examples

Author affiliation: University of Washington

30. Provenance

Description:	Recorded information about the item in the DSpace workflow.
DSpace Display Label:	N/A
OC Display Label:	N/A
DC Map:	dc.description.provenance
Required:	N/A
Repeatable:	Yes
Controlled Vocabulary:	No
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full (only visible to administrators)

Formatting: Some steps are captured automatically by DSpace as applicable according to workflow design: Submitted by; Step: editstep; Step: final editstep; Made available; Withdrawn/Reinstated; etc.

This field is also used to record changes made to embargo dates, irregular metadata changes of archived items, file replacements, etc. Refer to specific procedure guidelines as applicable.

31. Date Accessioned

Description:	Date the item was archived in the repository, in UTC standard time.
DSpace Display Label:	N/A
OC Display Label:	N/A
DC Map:	dc.date.accessioned
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	N/A
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full

32. Date Available

Description:	Date the item was made/will be made publicly available in the repository.
DSpace Display Label:	N/A
OC Display Label:	Date Available
DC Map:	dc.date.available
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	N/A
DSpace Form(s):	N/A
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Full
Notes:	Until February 2017, this field automatically updated when a bitstream embargo date was changed, and when bitstreams were added/removed to a record (within any bundles, including the LICENSE bundle). The BitstreamConsumer customization from Atmire caused this behavior. The behavior was adjusted in February 2017 so that the field is not updated if a bitstream is added/removed from any bundle (& there is no embargo present on any bitstream). Original values from this field were not stored and, therefore, could not be reinstated.

This field was added in August 2013 primarily to record embargo release dates in the metadata and was retroactively applied across all repository records.

33. URI

Description:	Handle for item record.
DSpace Display Label:	URI
OC Display Label:	URI
DC Map:	dc.identifier.uri
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	N/A
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No (but hyperlinked)
DSpace Record View(s):	Simple & Full

34. Format Type

Description:	Recorded information automatically generated by DSpace about the file format.
DSpace Display Label:	N/A
OC Display Label:	File Format
DC Map:	dc.format.mimetype
Required:	N/A
Repeatable:	Yes
Controlled Vocabulary:	Yes
DSpace Form(s):	N/A
OC Advanced Search:	Yes
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	Automatically generated based on the extension of the file(s), and was not set if the extension was not recognized.

Examples

video/mp4

application/pdf

image/jpeg

Note: This information was automatically generated by DSpace, but was dropped by the community in DSpace 1.4 (due to rational that it cannot be kept up-to-date if the bitstreams are added/removed). Thus, it stopped being generated for cIRcle items upon the upgrade to DSpace 1.5.1 in 2009.

35. Format Extent

Description:	The size or duration of the resource.
DSpace Display Label:	N/A
OC Display Label:	Extent
DC Map:	dc.format.extent
Required:	N/A
Repeatable:	Yes
Controlled Vocabulary:	No
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	Automatically generated based on the size of the file(s).

Examples

47 minutes

2112598 bytes

Notes: This information was automatically generated by DSpace, but was dropped by the community in DSpace 1.4 (due to rational that it cannot be kept up-to-date if the bitstreams are added/removed). Thus, it stopped being generated for cIRcle items upon the upgrade to DSpace 1.5.1 in 2009.

BIRS collection items automatically populate with number of minutes of the videorecording.

36. Identifier

Description:	A string of characters that uniquely identifies a resource. Generated for Archivematica.
DSpace Display Label:	N/A
OC Display Label:	N/A
DC Map:	dc.identifier.other
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	N/A
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	This field is automatically populated and used for the BIRS collection only (at this time).

Examples

BIRS-VIDEO-201402191414-Stam

BIRS-VIDEO-14w5147-7847

References

cIRcle Collection & Information Architecture Guidelines (most recent version found on [Confluence](#))

cIRcle Reviewer Guidelines (most recent version found on [Confluence](#))

cIRcle Submitter Guidelines (most recent version found on [Confluence](#))

Appendix A: Serials in cIRcle

Serial publications (when the item is an entire journal, volume, issue, newsletter, report, annual, etc.) follow metadata guidelines unique to cIRcle.

- Note that due to technical limitations and resulting historical precedent, personal names of Editors are captured in Creator(s)/Author(s) as opposed to Contributor.

Generally, it is advised that a Submitter/Reviewer determine what type of item they are describing (as defined below), and follow the included guidelines within.

Note: “Some serials, in addition to having a title common to all issues, also have additional titles that reflect the theme or subject of the individual issue. The additional title is called a “distinctive title”” ([CONSER Cataloging Manual 6.1](#)).

Entire Volume/Issue/Number without a distinctive title

Metadata Field	Guidelines (refer to the respective entries in the Metadata Manual)
Author/Creator	<p>If there are Editors-in-Chief, include them here. Do not include additional Editors.</p> <ul style="list-style-type: none">• Example: http://hdl.handle.net/2429/67735 <p>If there are no Editors-in-Chief (only Editors), include them here.</p> <ul style="list-style-type: none">• Example: http://hdl.handle.net/2429/67736 <p>Do not include Coordinators, article-level authors, etc.</p> <ul style="list-style-type: none">• Example: http://hdl.handle.net/2429/67734
Title	<p>Serial title of the item, entered according to the instructions and examples in Title.</p> <p>Example of a serial title: http://hdl.handle.net/2429/58367</p> <ul style="list-style-type: none">• Title: Rheumatology research report, Vol. 12, issue 2, Spring/Summer 2016
Other Titles	<p>Used primarily for translated serial titles.</p> <p>Example: http://hdl.handle.net/2429/33148</p> <ul style="list-style-type: none">• Title: Perspectives, Vol. 1, issue 2• Other Titles: 瞻, Vol. 1, issue 2
Contributor	<p>Personal names should not be used for serials or included here.</p>

Entire Volume/Issue/Number with a distinctive title

Metadata Field	Guidelines (refer to the respective entries in the Metadata Manual)
Author/Creator	<p>If there are Editors-in-Chief, include them here. Do not include additional Editors.</p> <ul style="list-style-type: none">• Example: http://hdl.handle.net/2429/67735 <p>If there are no Editors-in-Chief (only Editors), include them here.</p> <ul style="list-style-type: none">• Example: http://hdl.handle.net/2429/67736 <p>Do not include Coordinators, article-level authors, etc.</p> <ul style="list-style-type: none">• Example: http://hdl.handle.net/2429/67734
Title	Distinctive title of the item.
Other Titles	<p>Serial title of the item, entered according to the instructions and examples in Title.</p> <p>Example of a serial with a distinctive title: http://hdl.handle.net/2429/47114</p> <ul style="list-style-type: none">• Title: Ecological and economic impact assessment of Sablefish aquaculture in British Columbia• Other Titles: Fisheries Centre research reports, Vol. 13, no. 3
Contributor	Personal names should not be used for serials or included here.

Article

Metadata Field	Guidelines (refer to the respective entries in the Metadata Manual)
Author/Creator	Author(s)/creator(s) of the article.
Title	Title of the article within the serial publication.
Affiliation(s)	Affiliation(s) of the author(s)/creator(s) of the article.
Contributor	Often, additional bodies through which the author(s)/creator(s) may work.
Citation	The citation for the article captures the serial publication information.
Series	May be used if the article is part of or the result of a broader project, course, etc.

Appendix B: Removed Fields

Course Instructor's Phone Number

Description:	Local field used to capture the phone number of the course instructor or supervising instructor.
DSpace Display Label:	N/A
OC Display Label:	N/A
DSpace Map:	ubc.supervisor.phone
Required:	Yes
Repeatable:	No
Controlled Vocabulary:	No
DSpace Form(s):	Grad
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Notes:	This field was removed from the Grad (formerly GSS) submission form in May 2017. The existing values remain in DSpace. It was never mapped to OC.

Embargo

Description:	Indicator that an embargo has been applied to one or more bitstreams.
DSpace Display Label:	N/A
OC Display Label:	N/A
DC Map:	dc.embargo
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	Yes
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full
Formatting:	The field only applied to embargoed items. The value for this field is always listed as "true".
Notes:	This field was removed from cIRcle in February 2018. It was a legacy customization considered redundant with current DSpace embargo features. Moreover, values were not embedded in the system metadata but, rather, dynamically added to the Item Record display in the DSpace XMLUI interface.

GSS Accession Date

Description:	Date the item was archived in the Graduate Research [non-thesis] (formerly GSS Award) collection.
DSpace Display Label:	N/A
OC Display Label:	N/A
DC Map:	dc.date.gss
Required:	N/A
Repeatable:	No
Controlled Vocabulary:	N/A
DSpace Form(s):	N/A
OC Advanced Search:	No
OC Click-able:	No
DSpace Record View(s):	Full

Notes: This field was removed from the Graduate Research [non-thesis] (formerly GSS Award) collection in December 2017.

This field was applicable only to the GSS Award collection to generate eligible submissions for each award period, and was automatically applied by DSpace.

Supervisor

Description:	Refers to the course instructor or supervising instructor who oversaw the work of the undergraduate student(s).
Display Label:	N/A
DC Map (DSpace):	dc.contributor.supervisor
Item Record:	Simple
Required:	No
Repeatable:	No
Advanced Search Index:	No
Browse Index:	No
Controlled Vocabulary:	No
Formatting:	Enter the name according to the following example and syntax:

Example

McIlroy, Brian [last name], [first name]

Notes: This field was removed from the standard submission form in March 2017. The existing values remain in DSpace. It was never mapped to OC.

This field was added to the submission form in May 2012 and applies only to records created from this point forward.