Editing Metadata in RSpace:

Communities: For Academic Units, check the name for spelling and order against:

https://uwaterloo.ca/renison/academic-programs

Use correct spelling and grammar (All letters capitalized) according to the department names as written at https://uwaterloo.ca/renison/sites/ca.renison/files/uploads/images/renisonorgchart_8.png plus the three letter code for the department. A community can be a department, school, centre or research group. There should only be one Community or Sub-community per Academic Unit. Sub-communities are smaller academic divisions within a department. A Sub community can be and academic discipline or a research group.

Example Community: East Asian Studies (EAS)

Example Sub-Communities: Chinese
Japanese
Korean
Example Collection: Yan Li’s Collection

Subjects:

Use only one keyword per subject.

Use sentence case for the correct subject heading. (Capitalize first letter only. All other letters are not capitalized) Make sure that the subject heading is spelled correctly. Check at http://www.merriam-webster.com/ for the correct spelling. Use the more common form of a subject. Personal Subjects (A person) should be written Last Name, First Name

For Example: With these rules the second “Information Literacy” subject term is the correct one. Change all others to match that one. Also Institutional respository is correct NOT Institution Repository.

<table>
<thead>
<tr>
<th>Information Literacy [1]</th>
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<tr>
<td>Information literacy [1]</td>
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<td>Informatton literacy [1]</td>
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<td>Institution Repository [1]</td>
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To Correct Subject metadata:

Open list of subjects by clicking on “Browse subjects”

Open incorrect subject heading. This will bring up a list of all items with this subject heading.
Click on each incorrect item in turn, then click on show full item metadata.
Click on edit this item and choose edit item metadata.
Change the subject (dc.subject) to the correct Subject Heading. Update and return.
Click on browse subjects one more time to make sure that only the correct subject heading appears.

Names: Names should be correctly spelled (check against Renison directory at: https://uwaterloo.ca/renison/about/people or check the spelling of the name against the name in the copy of the complete item in RSpace) and written Lastname, Firstname.

To correct names choose browse names, choose names that are spelled incorrectly and follow the instructions as above for subjects except that this time when editing metadata, correct dc.contributor.author field.

Titles: Titles should be compared for correct spelling, punctuation and capitalization against the title in the full item itself and corrected in the dc.title field.

Check all links in the complete records to make sure that they go to the right place.

Common metadata terms:

dc.contributor.author: Name of author of work. In RSpace names should be written Last Name, First Name

dc.date.accessioned: Date an item is submitted to RSpace. This you will not change.
dc.date.available: Date an item is made available to the public. This will *only* be different from the date accessioned if an item is embargoed (held back from the public) for copyright reasons.

dc.date.issued: In previously published works this is the date that the item was published previously, for example in a journal. In unpublished works the date that the item was released into RSpace by an RSpace administrator is fine.

dc.identifier.issn: The ISSN is an identification number for journals. You will need to enter this if you are submitting an item that has been published before in a journal.

dc.identifier.uri: This is a universal resource locator for an item (as opposed to just the journal the item is in.) RSpace automatically creates a uri called a handle. Check to make sure URI’s are correct.

dc.description.abstract: This is a short description of what the submission is about. You can write it or the author can write it for you to copy into RSpace. It should briefly and accurately describe what the submission is about and any methodologies and conclusions.

dc.description.provenance: This will show up automatically in RSpace only on the staff side. This shows actions taken by the author and/or library staff on a given submission such as who submitted an item and who approved it for publication in Rspace.

dc.language.iso: The two digit ISO language codes. There is a drop down menu. Choose the language the submission is written in from the drop down menu. If you need to correct it use the two digit codes at: https://www.loc.gov/standards/iso639-2/php/code_list.php

dc.publisher: The Publisher of a submission which has already been published elsewhere. If a submission has not been published elsewhere the publisher is “Renison University College”.

dc.rights: This is not yet set up in RSpace so don’t worry about it for now. This refers to any creative commons rights (or restrictions) that authors want to apply to their submissions.

dc.subject: These are keywords which describe the subject matter for submissions. To make items easier to find and to reduce duplication of keywords, we want to have as much consistency as possible. Subject headings in RSpace should use sentence case (Capital letter on first word only) with one term per subject. Name subjects should be written LASTNAME, FIRSTNAME. For example Information literacy is correct NOT Information Literacy; Renison, Reverend Robert John is correct NOT Reverend Robert John Renison. A submission can have more than one subject.

dc.title: The title of the submission. (Check against the title in the actual submission for spelling, capitalization, punctuation etc.)

dc.type: The type of item that a submission is. Choose the type which most closely describes the submission. (for example journal title, book chapter, working paper)

dc.terms.bibliographicCitation: This is for items that have been published elsewhere. Authors generally have a citation style for their discipline that they are comfortable with and use. See if they can provide
you with a citation or if there is a citation on the paper itself and use that. You can also try to find a citation in a Research Database for their discipline at: http://journal-indexes.uwaterloo.ca/ For citations it is more important that you can identify a submission uniquely and that the citation is correct than that the citation style for all the submission is consistent. (It won’t be)