

## Guidelines for Managing Web Site Content: Section 7.0

### Web-based Publications

The State Library of Ohio is participating in a project to build a sustainable digital archive with the ability to track, preserve and provide long-term access to web-based publications that exist only in electronic form. For more information on this project, please look at the project web page at <http://winslo.state.oh.us/govinfo/pep/pepintro.html>.

In addition to making agency publications more accessible to the public, the State Library of Ohio will create preservation information and preserve the publication digitally in an electronic archive. In order to insure that your publications can be archived, we ask you to do the following:

- Create Dublin Core metadata to describe your publication
- Insert the metadata in publications on your website
- Notify us that a publication has been added to your website

#### **7.1 Selecting Web Publications with Enduring Historical Value**

The State Library will evaluate web publications for inclusion in the electronic archive based on the following criteria:

- The web-based resource must meet the State Library's definition of a publication
- The uniqueness and value of the information contained in the web site
- The file formats contained within the web site
- The technical requirements for the web site
- The resource must be created ONLY in electronic format

#### **7.2 Procedures for Notifying State Library of Web based Publications**

- Insert Dublin Core metadata in HTML (see section 7.3 Using Dublin Core Metadata)
- Once your agency has added the attributes (METATAGS) to your major Web publication, replace the previous version on your server
- Notify PROJECT staff that you have information at your site ready for access by emailing to "govinfo@sloma.state.oh.us"
- State Library staff will review your submitted publication and add it to the archive at OCLC. That information is then used to create a catalog record for use in the

State Library catalog. This information is then maintained at the State Library and is also forwarded to the centralized catalog of OhioLINK. Your publication is also harvested and archived at OCLC.

### **7.3 Using Dublin Core Metadata**

Dublin Core Metadata consists of fifteen (15) elements.

#### **Title**

The name given to the sources by the author/creator or publisher.

#### **Author/Creator**

The person(s) primarily responsible for the intellectual content of the resource, eg, author of a document, and illustrator of a visual resource.

#### **Subject/Keyword**

The topic addressed by the resource being described or keywords that describe the content of the resource.

#### **Description**

A textual description of the content of the resource, including abstracts in the case of document-like objects or content descriptions in the case of visual resources.

#### **Publisher**

The agent or agency responsible for making the resource available.

#### **Other Contributors**

The person(s) (e.g. editors and transcribers) or organization(s) who have made significant intellectual contributions to the resource.

#### **Date**

The date the resource was available.

#### **Resource Type**

The genre or category of the resource, e.g. novel, poem, dictionary or manual, working paper, directory.

#### **Format**

The data format of the resource, e.g. Postscript, HTML, text file, JPEG image.

#### **Resource Identifier**

String or number used to uniquely identify the resource, eg. URL, ISBN.

#### **Source**

Resource(s), either print or electronic, from which the resource is derived.

#### **Language**

Language of the intellectual content of the resource.

#### **Relation**

Reference to a related resource, e.g. executive summary, statistics separate from full report.

#### **Coverage**

The spatial locations and temporal duration characteristic of the resource, e.g. a place name

#### **Rights Management**

The content of this element is intended to be a link [a URL (Uniform Resource Locator) or other suitable URI (Uniform Resource Identifier) as appropriate] to a copyright notice, a rights-management statement, or perhaps a server that would provide such information in a dynamic way.

## Embedding Dublin Core Metadata in Web-based Publications

Dublin Core Metadata can be used within the <head></head> section of an HTML document in order to describe and provide better searching of the page. This is called embedded metadata.

An example of embedded metadata is included below:

```
<META NAME="dc.title" content="Preserving Electronic Publications
-Webmaster Guide">
<META NAME="dc.creator"content="State Library of Ohio">
<META NAME="dc.description" content="A guide targeted at state of Ohio
agency webmasters and content creators responsible for publishing born digital
web publications on their agency websites. Encourages use of Dublin Core
Metadata and need for preserving publications for future generations.">
<META NAME="dc.date" content="1 June 2002">
```

## Crucial Elements

The following Dublin Core elements are crucial for participation in the current effort to identify, evaluate and preserve web-based publications:

Title - a name by which the resource is normally known

Creator - an entity (person, organization, or service) primarily responsible for the content of the resource

Date - creation of resource or revision of resource

Rights - ex. "For internal use only" or "Available to the public"

## Desired Elements

Subject/Keyword - words that describe the publication

Description - an account (abstract) of the content of the resource

Publisher - an entity responsible for making the resource available

Contributor - an entity responsible for making contributions to the content of the resource

Source - a reference to a resource from which the present resource is derived

Language - only if the language is not English

Coverage - spatial location, temporal period, or jurisdiction (notice they describe both the contents of the item and where to get more information on the topic)

## Metadata Template

The State Library has a DC metadata generator available on its web site at <http://winslo.state.oh.us/govinfo/pep/metagen.html>. The following template can also be used for including the metadata elements in web-based publications:

### **Required Fields**

```
<meta name="DC.Title" content="Insert the title of your publication here">  
<meta name="DC.Creator" content="Insert the name of the person or entity that  
wrote or created the publication">  
<meta name="DC.Date" content="Insert the date the publication was created or  
revised"><meta name="DC.Rights" content="Text or identifier of a rights  
management statement">
```

### **Desired fields**

```
<meta name="DC.Description" content="Insert a statement describing the  
publication here">  
<meta name="DC.Subject" content="Insert relevant keywords to aid in retrieval">  
<meta name="DC.Publisher" content="entity responsible for making the resource  
available ">  
<meta name="DC.Contributor" content="entity responsible for making  
contributions to the content of the resource ">  
<meta name="DC.Language" content="insert language">
```

## **[Section 8: Preserving Web-based Records with Enduring Historical Value](#)**

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