Texas Health Science Libraries Consortium
Digital Medical Library Project

THSLC Digital Projects Standards

Projects included in the THSLC Digital Medical Library Project will meet the standards set forth in this document. This set of standards will be met to offer a consistent expectation for the data and digital objects included in the project.

The Standards for THSLC Digital Projects are overarching but minimum standards. It is expected that each project will use this document to create project specific standards that will document the needs and requirements of that specific project.

Software Standard

ENCompass
The THSLC will use ENCompass as the software to store and search metadata and associated digital objects. It is primarily viewed as a discovery tool.

Metadata Standard
These are the THSLC Digital Medical Library Project standards for metadata. These standards must be met but there is room to allow variation for each project. It is understood that projects will vary with the amount and kind of metadata.

Overall Metadata Standard
> **Western States Dublin Core Metadata Best Practices v.2 Jan. 2005**
> see http://www.cdpheritage.org/resource/metadata/wsdcmbp/index.html

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Searchable Elements

The following elements are indexed by ENCompass with the fast search indexing. ENCompass documentation says 'all' fields are searched but by all

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Local Metadata Standards for Qualified Dublin Core

Local Metadata Standards *(revised on 7/27/2005)*		
Title	• **Required element** • No beginning article, if there is a beginning article, delete it	ENCompass sorts by leading title in the browse page.
Creator	• Use separate Creator elements for each creator/author. • Use format of Lastname, Firstname, MI	Smith, Robert M.
Subject	• Use two subject elements, 1st for authorized subjects; the 2nd for keywords • Separate subject terms with semi-colons	
Authorized subjects	Set a thesaurus standard for each project.	authorized lists such as NLM, LC, etc
Keywords	• Create a keyword list for the particular project • Use standardized terms from master keyword list (from other projects) when possible • Use singular form of the term • To improve retrieval, include words from elements that are not listed in the searchable elements	cat instead of cats
Type	Use DCMI Type Vocabulary http://dublincore.org/documents/dcmi-type-vocabulary/.	Added 9/8/2005
Format	Use Internet Media Type http://www.iana.org/assignments/media-types/	Added 9/8/2005
Publisher	• Enter the standardized name of the THSLC library that sponsors or owns the information/work	
Identifier	• Transcribe a valid URL for this object. • The XSL for the web interface displays this as "Link" and makes the data entered a clickable link, any info entered here will look like a link	
Source	• 1st source element should contain the required Unique Identifier (see Unique ID Standard below)	
Rights	• Add the text "Subject to U.S. Copyright Laws. • Add other wording as necessary.	

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Unique Identifier Standard

- A character string or record number that clearly and uniquely identifies a digital object or resource;
- This information is entered into the 1st **Source** element.
- The three-part ID code will consist of:
    1. The THSLC abbreviation for each library followed by a hyphen
        - TMC   h-
        - UTMB   g-
        - MDA   m-
        - TDB   d-
        - SPH   s-
        - UTP   p-
    2. A 3-7 alphanumeric code for the particular collection determined by the institution followed by a colon
    3. The unique name of the digital object determined by the institution (such as the filename (xml, html, doc) or the accession number).

As an example, for The Hayes Articulator in the Dental Branch Articulator Collection the unique ID might be:

         d-artic:gbhayes1.html

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Image Standard

Image Standard *(revised on 7/27/2005)*		
Thumbnail	• The display size for thumbnail will be 150 ppi for the longest side of the image. • This size is set in the XSL for the web client display.	
Image	• One image (if available) will be uploaded per object metadata • The image size will be no smaller than 150 ppi and no larger than 300 ppi for the longest side of the image. • jpg is the preferred type of image	

Audio Standard – TBD

PDF Standard - TBD