

Exhibit A – Metadata Requirements for Contributors to the MoHub

Dated: July 1, 2014

[These requirements are subject to change]

NOTE: Normally, data is supplied to MoHub using an OAI-PMH feed built into another web application (for example contentDM). In such cases, requirements listed below that relate to the details of the OAI-PMH feed may not be known by the contributor. MoHub is very willing to work with the contributor to help meet the requirements listed below, but it cannot guarantee that a given feed and/or dataset can and/or will be harvested.

1. The contributor MUST provide a publicly accessible url to a data feed that conforms to the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) (See <http://www.openarchives.org/pmh/> for details about OAI-PMH).
2. If the contributor does not wish to, or does not have the rights to, contribute all records available at the given OAI feed, then the contributor MUST specify which sets may be harvested by MoHub from the given OAI feed. The set(s) MUST be defined within the given OAI feed and be listed from a ListSets query (For details, see <http://www.openarchives.org/OAI/openarchivesprotocol.html#Set>)
3. Metadata records from the given feed MUST conform to either the simple Dublin Core schema (see http://www.openarchives.org/OAI/2.0/oai_dc.xsd) OR the Metadata Object Description Schema (MODS) (see <http://www.loc.gov/standards/mods/v3/mods-3-5.xsd>). The contributor MUST specify the prefix of the metadata schema to be used when MoHub harvests from the given feed. The specified metadata prefix MUST appear when querying the given feed with the 'ListMetadataFormats' verb (For details, see <http://www.openarchives.org/OAI/openarchivesprotocol.html#ListMetadataFormats>)
4. All metadata contributed to MoHub by Contributor must be made available under terms of the Creative Commons 1.0 ("[CCO](https://creativecommons.org/publicdomain/zero/1.0/)") Universal Public Domain Dedication. (see <https://creativecommons.org/publicdomain/zero/1.0/>)
5. Every metadata record MUST include a title value. If using the Dublin Core format, the value MUST be in the 'title' tag. If using the MODS format, the value MUST be in a 'title' tag within the first 'titleInfo' tag.
6. Every metadata record provided by the contributor to MoHub MUST include a url that links to a publicly available representation of the record managed by the contributor or by a third party that has been delegated to manage the given record. If metadata is in the simple Dublin Core format, the url should be in the first 'identifier' tag. If metadata is in the MODS format, the url should be in a 'url' tag within the first 'location' tag.
7. If there is a distinct digital asset associated with a provided metadata record, then there MUST be a url to a publicly available 'preview' or 'thumbnail' that can be displayed when the record is displayed on the DPLA website. The image should be no larger than 150 ppi on any side. If this url is contained in the metadata record, it should be found in the last 'identifier' tag in a Dublin Core record, or the last 'location' tag in a MODS record. If the url is not in the metadata record, MoHub will work with the contributor to determine the url from other data in a given record (for example contentDM has a 'getthumbnail' utility that requires the set name and record identifier).

8. The contributor **MUST** include a rights statement in each metadata record or provide a rights statement that can be applied to all records. If the rights statement is provided in each record and the metadata is in the simple Dublin Core format, the rights statement **MUST** be in the 'rights' tag. If the rights statement is provided in each record and the metadata is in the MODS format, the rights statement **MUST** be in the 'accessCondition' tag.
9. The contributor **MUST** include a statement identifying the contributing institution in each metadata record or provide such a statement that can be applied to all records. If the statement is provided in each record and the metadata is in the simple Dublin Core format, the statement **MUST** be in the first 'publisher' tag. If the statement is provided in each record and the metadata is in the MODS format, the statement **MUST** be in a 'publisher' tag within the first 'originInfo' tag.
10. It is strongly recommended that each metadata record include a 'type' value that conforms with the DCMI Type Vocabulary (<http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>) – usually from the subset that includes 'image', 'text', 'sound', or 'collection'. Alternatively, the contributor could provide a single type that applies to all metadata records. If the type value is supplied in the metadata record and the format is Dublin Core, the type value should be in the 'type' tag – if in the MODS format, the type value should be in the 'typeOfResource' tag.
11. The contributor **MAY** include additional metadata fields. It is recommended that additional metadata fields conform to DPLA's Metadata Application Profile (see <http://dp.la/info/developers/map/>).