# Providing Metadata for NIMAS Files

## Sample OPF

<?xml version="1.0" encoding="utf-8"?>

<!DOCTYPE package PUBLIC "+//ISBN 0-9673008-1-9//DTD OEB 1.2 Package//EN" "http://openebook.org/dtds/oeb-1.2/oebpkg12.dtd">

<package unique-identifier="NIMAS9780544441576" xmlns="http://openebook.org/namespaces/oeb-package/1.0/">

<metadata>

<dc-metadata xmlns:dc="http://purl.org/dc/elements/1.1/" xmlns:oebpackage="http://openebook.org/namespaces/oeb-package/1.0/">

<dc:Title>Integrated Mathematics 2</dc:Title>

<dc:Publisher>Houghton Mifflin Harcourt Publishing Company</dc:Publisher>

<dc:Format>NIMAS 1.1</dc:Format>

<dc:Rights>The only legal and authorized use of these files is for the production of alternate media materials for blind, visually impaired, or print disabled students as specified in the NIMAC limitation of use agreement. The copyright for these files is the sole property of the original owner. </dc:Rights>

<dc:Creator role="author">Timothy D. Kanold</dc:Creator>

<dc:Creator role="author">Edward B. Burger</dc:Creator>

<dc:Creator role="author">Juli K. Dixon</dc:Creator>

<dc:Date event="DCTERMS.created">2017-11-21</dc:Date>

<dc:Identifier id="NIMAS9780544441576" scheme="NIMAS">9780544441576NIMAS</dc:Identifier>

<dc:Language>en</dc:Language>

<dc:Source>9780544441576</dc:Source>

<dc:Subject>Mathematics</dc:Subject>

</dc-metadata>

<x-metadata>

<meta name="nimas-SourceDate" content="2015" />

<meta name="DCTERMS.date.issued" content="2015" />

<meta name="DCTERMS.date.dateCopyrighted" content="2015" />

<meta name="DCTERMS.publisher.place" content="Orlando, FL" />

<meta name="DCTERMS.relation.isPartOf" content="Go Math!" />

<meta name="DCTERMS.audience.educationLevel" content="Grade 9" />

<meta name="DCTERMS.audience.educationLevel" content="Grade 10" />

<meta name="DCTERMS.audience.educationLevel" content="Grade 11" />

<meta name="DCTERMS.audience.educationLevel" content="Grade 12" />

<meta name="DCTERMS.description.version" content="CA ed." />

<meta name="DCTERMS.description.note" content="Textbook" />

</x-metadata>

</metadata>

<manifest>

<item id="item1" href="9780544441576NIMAS.xml" media-type="application/x-dtbook+xml" />

<item id="item2" href="9780544441576NIMAS.pdf" media-type="application/pdf" />

<item id="item3" href="./images/thruout/analyse\_icon.jpg" media-type="image/jpeg" />

<item id="item4" href="./images/thruout/arrow\_icon.jpg" media-type="image/jpeg" />

<item id="item5" href="./images/thruout/boxa\_icon.jpg" media-type="image/jpeg" />

<!--*Remainder of manifest items appear here*.-->

</manifest>

<spine>

<itemref idref="item1" />

</spine>

</package>

## NIMAS Metadata Cheat Sheet

For more in-depth information, please refer to the [NIMAC Metadata Guidelines](https://www.nimac.us/wp-content/uploads/2020/09/NIMAC_metadata_guidelines.pdf), or feel free to contact the NIMAC at (877) 526-4622 or [nimac@aph.org](mailto:nimac@aph.org).

### **Required for All Files**

1. **Title:** <dc:Title>

Basic rule: Capture the complete title as found on the print book title page, or cover if no title page is present.

1. **Publisher:** <dc:Publisher>

Basic rule: Capture the publisher imprint found on the print book title page.

1. **Format:** <dc:Format>NIMAS 1.1</dc:Format>
2. **Rights:** <dc:Rights>

Basic rule: The default Rights statement (found above) must be included for all files. Optionally, a supplementary statement can be appended in this same element.

1. **NIMAS File Creation Date:** <dc:Date event="DCTERMS.created">**yyyy-mm-dd**

Basic rule: Refers to the date the NIMAS file was created, not the publication date of original material.

1. **Identifier:** <dc:Identifier id="" scheme="NIMAS">

Basic rule: The 13-digit ISBN found on the book + the letters “NIMAS.”

1. **Language:** <dc:Language>

Basic rule: Use the controlled vocabulary. See:

[http://www.loc.gov/standards/iso639-2/php/code\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php 8)

1. **Source ISBN:** <dc:Source>

Basic rule: Capture the ISBN(s) found on the copyright page and/or back cover. Repeat element as needed.

1. **Subject:** <dc:Subject>

Basic rule: Use the controlled vocabulary. See: [NIMAC Metadata Guidelines](https://www.nimac.us/wp-content/uploads/2020/09/NIMAC_metadata_guidelines.pdf)

1. **Publication Year:**  <meta name="nimas-SourceDate" content="2015" />

<meta name="DCTERMS.date.issued" content="2015" />

Basic rule: Include both elements. Include the publication year for the book.

1. **Copyright Year:** <meta name="DCTERMS.date.dateCopyrighted" content="2015" />

Basic rule: The copyright year for the specific edition (ISBN).

1. **Publisher Place:** <meta name="DCTERMS.publisher.place" content="Orlando, FL" />

Basic rule: Include the city and state of publisher location, as found on the title page or copyright page. Use postal code for state.

1. **Grade level:** <meta name="DCTERMS.audience.educationLevel" content="Grade 10" />

Basic rule: At least one grade must be selected. Element may be repeated up to 7 occurrences. Use controlled vocabulary. See: [NIMAC Metadata Guidelines](https://www.nimac.us/wp-content/uploads/2020/09/NIMAC_metadata_guidelines.pdf)

1. **National or state edition:** <meta name="DCTERMS.description.version" content="CA ed." />

Basic rule: If the material is a state edition, use the two-letter postal code for the state + ed. If no designation appears on the material, supply “National ed.”

1. **Content type:** <meta name="DCTERMS.description.note" content="Textbook" />

Basic rule: Use the controlled vocabulary. See: [NIMAC Metadata Guidelines](https://www.nimac.us/wp-content/uploads/2020/09/NIMAC_metadata_guidelines.pdf).

### **Required, if Applicable**

1. **Authors/editors/illustrators**

<dc:Creator role="author">

<dc:Creator role="editor">

<dc:Creator role="illustrator">

Basic rule: The first three authors, editors or illustrators credited on title page must be included in metadata.

1. **Series:** <meta name="DCTERMS.relation.isPartOf" content="" />

Basic rule: Include a series if it appears on the cover or title page. Leave this element empty if it does not apply. Do not use this field to repeat other metadata, such as publisher name or subject.

1. **Numerical edition**: <meta name="DCTERMS.description.version" content="3rd ed." />

Basic rule: If a numerical edition statement is found on the book, include in this element. Do not include “1st ed.” unless this designation appears on the book. This will be the second occurrence of the element, as it is also used for state/national edition metadata.

### **Optional Metadata**

1. **Source book pagination:** <meta name="DCTERMS.format.extent" content="xxvi, 889, I-42 p."/>

Basic rule: Provide the last number for each paginated section of the book as in example above.

1. **Publisher Note:** <meta name="DCTERMS.description.note" content="" />

Basic rule: Optional for providing additional details about the material. See: [NIMAC Metadata Guidelines](https://www.nimac.us/wp-content/uploads/2020/09/NIMAC_metadata_guidelines.pdf).