

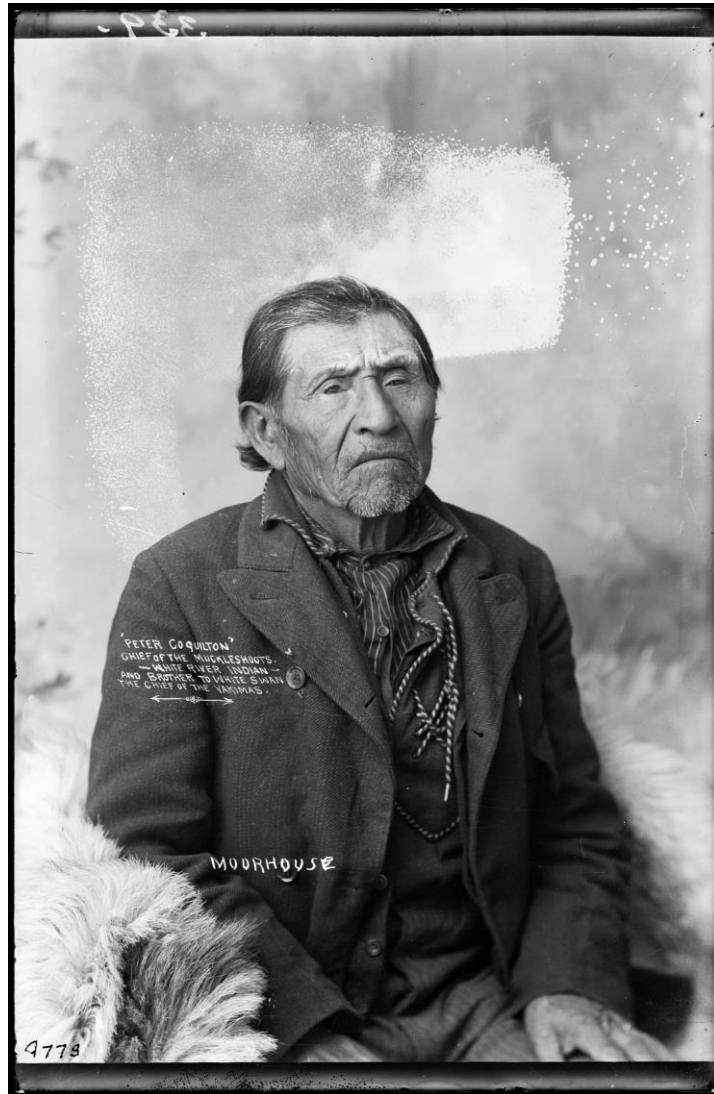
Metadata for Cultural Heritage Materials

Sarah Seymore
Digital Metadata Technician
Digital Scholarship Center
University of Oregon Libraries
sseymore@uoregon.edu

What is metadata? Why is it important?

- Metadata is often described as data about data or information about information. A simple way to think about it is thinking about the who, what, when, and where about the items you want to describe.
- Metadata is important for discovery and searching- access and promotion of your materials!
- Metadata should be consistently applied and interoperable – for machine automation, standardization of information across your collections, and potential future sharing and aggregation of materials

Example



- Title
 - PH036_4779
- LC Subject
 - Indians of North America | Men | indoor studio portraits
- Local Collection ID
 - PH036 / A82
- Repository
 - University of Oregon. Libraries. Special Collections & University Archives
- Description
 - Black and white studio image of a man identified as Peter Coquilton, Yakima Indian, Chief of the Muchleshoots. Peter is wearing a suit type jacket and is seated.
- Condition Of Source
 - Discolored
- Identifier
 - PH036_4779
- Rights
 - Rights Reserved - Free Access
- Local Collection Name
 - Moorhouse (Major Lee) Photographs
- Type
 - Image
- Format
 - image/tiff
- Extent
 - 4.25 X 6.50 inches
- Set
 - Lee Moorhouse (1850-1926) photographs, 1888-1916
- Has Version
 - Glass plate negative
- Institution
 - University of Oregon

Dublin Core Metadata

What is DCMI?

- Dublin Core Metadata Initiative: <http://www.dublincore.org/>
- Internationally recognized and interoperable
- Easy to use and crosswalk
- DC Metadata Element Set: Title, Identifier, Creator, Contributor, Coverage, Date, Description, Subject, Type, Format, Source, Language, Publisher, Relation, Rights
- <http://www.dublincore.org/documents/dces/>

Suggested fields

- **Title:** A unique name of each item. The filename/identifier can be used.
 - Yakima woman
 - Mss089_001
 - moorhouse_b03_f01_001
- **Identifier:** Use the file name of the item without the file type extension. Follow file naming best practices.
 - PH036_4779
 - moorhouse_b03_f01_001
- **Creator:** The name of the person who created the physical item.
 - Unknown (photographer)
 - Moorhouse, Lee
- **Contributor:** Someone who made contributions to the resource.

- **Coverage:** Spatial or temporal. Recommend using Date for spans of time.
- **Date:** Date of the creation of the original item. Use cataloging standards like ISO 8601.
 - 2012-05-30
 - 1935/1936
- **Description:** A short description about the content of the item. Describe the context of the photograph or what the document is about.
 - Black and white studio image of a man identified as Peter Coquilton, Yakima Indian, Chief of the Muchleshoots. Peter is wearing a suit type jacket and is seated.
- **Subject:** Terms, keywords, or phrases that act as short descriptors or categories for the item. Use controlled vocabularies like the Library of Congress or the Getty Vocabularies.
 - Yakama mythology
 - Hunting stories
- **Type:** The type of item. DCMI Types: Collection, Dataset, Event, Image, InteractiveResource, MovingImage, PhysicalObject, Service, Software, Sound, StillImage, Text.

- **Format:** The file format of the digital item. Internet MIME types are suggested.
 - image/tif
 - application/pdf
- **Source:** Related resource from which the item is derived.
 - Gertrude Bass Warner papers
 - Mss 017
- **Language:** The language of or on the item. Library of Congress MARC 3 Letter Code List is suggested
 - eng
 - Nav
- **Publisher:** Use this field if there is an official publisher or producer of the item.
 - Harold Flammer Inc.
- **Relation:** List any related items in this field.
 - Blue Edition
- **Rights:** Copyright and/or usage statement.
 - Creative Commons- Attribution, Non-Commercial (BY-NC)
 - Public Domain

Oral History Metadata

- PB Core and Dublin Core
- Interviewee and Interviewer fields
- Don't forget about related items like transcripts!
- Rights holders for oral history interviews
- Oral History Association, <http://www.oralhistory.org/>, and Oral History in the Digital Age, <http://ohda.matrix.msu.edu/>

Spreadsheets for cataloging

- Spreadsheets are good tools to organize and maintain your data
- Think about who is adding the metadata and at what point of the digitization process is it being added
- Be consistent with delimiters
- Watch out for date reformatting
- Import data- do not just open the file!
- Tutorial from SHN: <http://www.sustainableheritagenetwork.org/digital-heritage/managing-data-spreadsheets-tutorial>

Embedded metadata

- The metadata of the item is embedded or encoded in the item.
- This is a great way to have important metadata like copyright details and other legal information stay with the file.
- XnView: <http://www.xnview.com/en/>
- Other tools to use for embedding metadata: <https://iptc.org/apps/>
- Tutorial from SHN: <http://www.sustainableheritagenetwork.org/digital-heritage/creating-embedded-metadata-photos-using-photoshop-tutorial>