

Digital Heritage Metadata Fields

*Starred fields are required for batch import

Italic text is taken from hover text in Mukurtu CMS

Bold fields are required to create a minimally viable Digital Heritage item

This document is divided into the following sections:

[Fields found only in the Digital Heritage batch import spreadsheet](#)

[Mukurtu Essentials](#)

[Mukurtu Core](#)

[Rights and Permissions](#)

[Additional Metadata](#)

[Relations](#)

[Category vs Keyword](#)

Fields found only in the [Digital Heritage batch import spreadsheet](#)

*GUID

- Globally Unique ID. We suggest using a generator to produce GUIDs
<https://www.guidgenerator.com/>

NID

- The NID (Node ID) field should be left blank if you are creating a new DH item. This number will be automatically created in the upload process.
- If you are using the batch import function to edit existing DH records, include their NIDs here to override their existing fields, otherwise new records will be created.

Traditional Licensing URL

- Only used for Batch Import CSV file.
- Only one TK License can be used for each item (although conceptually, more than one may be relevant).
 - <http://localcontexts.org/tk/a/1.0>
 - <http://localcontexts.org/tk/s/1.0>
 - <http://localcontexts.org/tk/f/1.0>
 - <http://localcontexts.org/tk/o/1.0>
 - <http://localcontexts.org/tk/c/1.0>
 - <http://localcontexts.org/tk/nc/1.0>
 - <http://localcontexts.org/tk/mr/1.0>
 - <http://localcontexts.org/tk/mg/1.0>
 - <http://localcontexts.org/tk/wr/1.0>
 - <http://localcontexts.org/tk/wg/1.0>
 - <http://localcontexts.org/tk/ss/1.0>

- <http://localcontexts.org/tk/co/1.0>
- <http://localcontexts.org/tk/v/1.0>

Standard and Creative Commons Licensing URL

- Only used for Batch Import CSV file.
- Only one CC License can be used for each item.
 - <http://creativecommons.org/licenses/by/4.0>
 - <http://creativecommons.org/licenses/by-nc/4.0>
 - <http://creativecommons.org/licenses/by-sa/4.0>
 - <http://creativecommons.org/licenses/by-nc-sa/4.0>
 - <http://creativecommons.org/licenses/by-nd/4.0>
 - <http://creativecommons.org/licenses/by-nc-nd/4.0>

Collections

- You can add items to collections through the batch import function.
- It is not required, but if it fits within your workflow, it can be a timesaver.
- You will need to enter the NID for the collections.
 - To find the node id for a collection, navigate to the collection on your site (several ways to do so). Go into the edit screen for the collection, and you will see that the URL is something like yoursite.mukurtu.net/node/123/edit. The numbers in the URL are the collection's node id. (You can find other node ids the same way)

Mukurtu Essentials

*Title

- This does not have to be the same as the filename of the media item (which might be akin to your Identifier, or something else).
- This field is required when creating a DH item.
- This field will be displayed next to the thumbnail of the DH item when browsing.

Summary

- *Please provide a summary of this item in less than 140 characters. Other fields will allow for more elaboration about the content.*
- This field will be displayed next to the thumbnail of the DH item when browsing.

Media Assets

- There may be cases where a DH item doesn't have a media item (asset) attached.
- For batch import, this is the SCALD ID of a media item included in a DH item. To check the SCALD ID, from your dashboard select 'View Media' from the 'Content and Collections' box - the SCALD ID shows up in the SCALD ID field of the viewer, and will just be a number. To include multiple media assets in batch import, separate SCALD IDs with semicolons.

- Through the '+Digital Heritage' uploader on the portal (not batch import), use the SCALD tray on the right side of your screen to either select an existing media asset, or to upload a new asset, and then drag and drop into the appropriate area.
- A DH item can have multiple media assets, and they can be of more than one filetype.

Community

- You can only add a DH item to a community of which you are a contributor.
- You can add an item to multiple communities.
- Through the '+Digital Heritage' uploader on the portal (not batch import), there is a drop-down list of the communities to which you can add items.
- This field will be displayed next to the thumbnail of the DH item when browsing.

*Cultural Protocols

- You must include at least one protocol for each community.
- Through the '+Digital Heritage' uploader on the portal (not batch import), there is a drop-down list of the protocols to which you can add items. This list will only be populated after you select a community first.
- For batch import you must enter the protocol's node id. To include more than one protocol, separate node ids with a semicolon. You can only add to protocols in which you are a contributor or protocol steward.
 - To find the node id for a protocol, navigate to the protocol on your site (several ways to do so, but the quickest is to select 'Manage Communities and Protocols' from the 'Communities and Protocols' box on your dashboard). Go into the edit screen for the protocol, and you will see that the URL is something like `yoursite.mukurtu.net/node/123/edit`. The numbers in the URL are the protocol's node id. (You can find other node ids the same way)

*Item Sharing Settings

- Only two options here: any or all. This relates to the Cultural Protocols: if you enter any, a user that is part of any (one or more) protocol listed can view the item. If you enter all, a user must be part of all of the protocols listed to view the item.

*Category

- *Choose one or more general categories that best describes your material. This field can be used for content browsing.*
- Through the '+Digital Heritage' uploader on the portal (not batch import), there is a checkbox list of categories.
- DH items must have at least one category, and can have multiple.
- For batch import, enter relevant categories as they appear on your site (you can view your list of categories by selecting 'Manage Categories' from the 'Categories & Keywords' box on your dashboard. You must include at least one category. Separate multiple categories with a semicolon.
- More at end of document.

- This field will be displayed next to the thumbnail of the DH item when browsing.

Creator

- *A Creator can be a person, people or organization primarily responsible for making a resource. For example, the Creator field could list who took the photograph, made the basket, or filmed the tutorial. More than one Creator may be entered, separated by semicolons (John Smith; Jane Doe). Commas are valid (last name, first name), as are quotes (John "Nickname" Smith).*
- There may be cases where a decision needs to be made about identifying the creator. For example, if you have a recording of speech or music, you may want to credit the speaker or singer as the creator, rather than the person who did the recording, as they were responsible for the creative or intellectual property - in this case, you may want to list the recorder as a contributor.

Contributor

- *A Contributor can be a person, an organization, or a service responsible for making a contribution to the content of a resource. A Contributor is secondary to a Creator because this role is not primarily responsible for a resource's content. A Contributor enhances or facilitates the availability of a resource. More than one Contributor may be entered, separated by semicolons (John Smith; Jane Doe). Commas are valid (last name, first name), as are quotes (John "Nickname" Smith).*
- You may want to go into more detail and indicate what kind of contributor someone is

Date

- *Date refers to the date of creation of the content, when it was written, filmed, recorded or made. This is an open text field, but for consistency and searchability use YYYY-MM-DD for a specific date. YYYY is the minimal level of information preferred for this field.*

Mukurtu Core

Cultural Narrative

- *Rather than a quick gloss (like the description field) the Cultural Narrative field allows one to provide lengthy commentary, stories, observations, or any relevant context for the DH item. For example, if the item is a basket, this field may contain a narrative from the basket-maker about his/her technique or it may tell a story about how the baskets were used by previous generations and how they are used today. You are allowed to drag items from the media library into this field. For this to work, there must be some content below where you place the item (even just a blank line). The media item will be inserted, along with a line of text showing its title and author (which you may choose to remove). Note, certain media types (eg. audio, Youtube video) do not render well or at all within the edit box, but show correctly within the content view. If you wish to visualize or adjust the placement of such media items, try switching to the plain text editor.*

Traditional Knowledge

- *This is the primary field for providing in-depth knowledge about this piece of content. This field is an open field to provide you with maximum flexibility to express your knowledge in the most appropriate way. You are allowed to drag items from the media library into this field. For this to work, there must be some content below where you place the item (even just a blank line). The media item will be inserted, along with a line of text showing its title and author (which you may choose to remove). Note, certain media types (eg. audio, Youtube video) do not render well or at all within the edit box, but show correctly within the content view. If you wish to visualize or adjust the placement of such media items, try switching to the plain text editor.*

Description

- *This is the primary field for describing a specific item. Include physical characteristics (for example: Photograph (lantern slide); manuscript; newspaper clipping) and content information (for an image, what is depicted; for a text item, what is it about). Also give additional date information or other relevant details. You are allowed to drag items from the media library into this field. For this to work, there must be some content below where you place the item (even just a blank line). The media item will be inserted, along with a line of text showing its title and author (which you may choose to remove). Note, certain media types (eg. audio, Youtube video) do not render well or at all within the edit box, but show correctly within the content view. If you wish to visualize or adjust the placement of such media items, try switching to the plain text editor.*

Keywords

- *Keywords provide added ways to group your content. They make it easier for users to search and retrieve content. We suggest adding 3-5 keywords. Separate multiple keywords with semicolons.*
 - *More detail at end of document*
-

Rights and Permissions

Publisher

- *A publisher can be a person, an organization, or a service responsible for publishing the content. You may enter multiple publishers, separated by semicolons.*

Rights

- *Who holds the rights to the content and who should be contacted for permission to reproduce the content. You may want to add an email address or other contact information if you'd like people to contact you for permission to use, reproduce, circulate and or cite your materials.*

- Regardless of who the rights holder is, you may consider listing your TALM as the primary contact, and then passing on requests to the rights holder. It may not be appropriate to provide an open contact for an elder or other community member who may be unable or unwilling to handle such requests from strangers.

Traditional Knowledge Labels

- *TK labels allow you to provide added context to materials which are in the public domain or for which you may not hold copyright. The labels provide added information to those outside your community who may want to reuse the materials. Find out more about TK Labels at: www.localcontexts.org*
- Seasonal, Family, Outreach, Commercial, Non-Commercial, Men Restricted, Men General, Women Restricted, Women General, Secret/Sacred, Community Use Only, Attribution, Verified
- Through the '+Digital Heritage' uploader on the portal (not batch import), there is a drop-down list of the TK labels that can be used.

Licensing Options

- *There are different licensing options available to you for your content if you have copyright of the materials.*
- Attribution, Attribution-NonCommercial, Attribution-ShareAlike, Attribution-NonCommercial-Share-Alike, Attribution-NoDerivatives, Attribution-NonCommercial-NoDerivatives
- Through the '+Digital Heritage' uploader on the portal (not batch import), there is a drop-down list of the Creative Commons licenses that can be used.

Additional Metadata

Format

- *The physical or digital manifestation of the resource. Typically, format may include the media-type, physical medium, duration, or dimensions of the resource.*
- eg: 35mm film, 12x18" print, scanned from book, 15 minute clip from cassette

Type

- *The nature or genre of the content. Type includes terms describing general categories, functions, or genres for content. For example, Image, Physical Object, Text, etc. You may enter multiple types, separated by semicolons.*

Identifier

- *An unambiguous reference to the resource within a given context. Your institution may already have its own system of unique identifiers for your materials. Recommended best practice is to identify the resource by a string of numbers and/or letters conforming to a formal identification system.*

Language

- *The language or languages use in the piece of content. This includes text, audio, video. You may enter multiple languages, separated by semicolons.*

Source

- *Reference to a source from which the present content is derived, for example, if the content is part of a larger collection, ie: "McWhorter Collection" or "Smith Photos".*

Subject

- *The main topic of the content. Typically a subject will be expressed by keywords or key phrases, or classification codes the describe the topic of the resource. You may have your own subject headings you wish to use. You may enter multiple subjects, separated by semicolons.*

People

- *The person or people in the content. Typically this will be people identifiable in a photograph, people speaking on an audio file, or the main people mentioned in a document. Commas are valid (last name, first name). Multiple names should be separated with a semicolon (John Smith; Jane Doe).*

Transcription

- *The transcription of audio, video, or writing in a textual document. You can use this field to make searching the content easier, or to help manage content that is difficult to read or hear.*

Geocode Address

- *You can enter street addresses here to locate them on the included map, and to generate latitude and longitude.*

Latitude

- *Used for precisely identifying a location associated with your DH item. This information can be accurately generated by a GPS device, or collected from a service such as Google Maps.*

Longitude

- *Used for precisely identifying a location associated with your DH item. This information can be accurately generated by a GPS device, or collected from a service such as Google Maps.*

Location Description

- *Describe the location of this resource. If it was an event, where did it take place? If it is a document or physical object, where was it created or where can it be located now? You are allowed to drag items from the media library into this field. For this to work, there must be some content below where you place the item (even just a blank line). The media item will be inserted, along with a line of text showing its title and author (which you may choose to remove). Note, certain media types (eg. audio, Youtube video) do not render well or at all within the edit box, but show correctly within the content view. If you wish to visualize or adjust the placement of such media items, try switching to the plain text editor.*
-

Relations

- Relations are reciprocal connections - when you include a related record on a DH item, that DH item will also appear as related on the other record.
 - You can create relations between a DH item and a
 - Collection: creating this relation will automatically add the DH item to the Collection
 - Related Item (DH item)
 - Community Record
 - Book Page
-

Category vs Keyword

Functionally, Categories and Keywords work the same way: they both serve to relate and connect Digital Heritage Items (DHI) that have something in common. When viewing a DHI that has categories or keywords (they will appear on the right side of the page, along with other metadata about the DHI), you can click on a category or keyword to be taken to a page that shows all of the DHI with that same category or keyword.

While categories and keywords function very similarly to each other, they are intended for different conceptual purposes. Categories are applied site wide, across all your communities, and help with navigation and browsing. They are generally broad concepts, rather than specific identifiers (eg: Architecture, as opposed to Seattle Public Library). It is best to select a relatively small number of categories (the number if of course up to you, but likely no more than 12) that represent a wide scope of your DH. We recommend treating the list of categories as a closed vocabulary. Don't allow just anyone to add categories as they see fit - having a hundred different categories with one DHI in each of them is not effective.

Keywords, unlike categories, are meant to be more open and flexible. Keywords are also applied site wide. They can be used more like tags, and a DHI can have as many keywords appended to it as are useful. Use keywords to highlight features or connections to the DHI. New keywords can be added much more freely than with categories - you may choose to implement

an internal review process, but we suggest letting your administrators and curators add keywords as they see fit.