

Metadata Fields and Definitions

There are **21** metadata fields. Although all fields are ideal for the retrieval and use of the archived content there are **12** fields that must be completed when adding new content to the archive. These are columns: **A, B, C, D, F, H, I, J, K, L, M** and **N**.

A Location -

Where can the item be retrieved from in the Drogheda Local Voices archive?

B Title -

Definition: A name given to the resource.

Example: Interview with Vera Beirth, Life in Drogheda factories.

C Subject -

Definition: The topic of the resource.

Example: Typically, the subject will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary. Controlled vocabularies can be found here: <http://dri.ie/vocabularies>

D Description -

Definition: An account of the resource.

Example: Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.

E Type -

Definition: The nature or genre of the resource.

Example: Image, Sound, Text, Software etc.

F Duration -

The length of time of the recording.

G Source -

Definition: A related resource from which the described resource is derived.

Example: A note of where the content originally came from - Moved from tape to minidisc to CD to a digital file.

H Relation -

Definition: A related resource.

Example: How this item relates to other parts of the archive.

Title="Reading Turgenev"

Relation="Two Lives" [Resource is a collection of two novellas, one of which is "Reading Turgenev"]

[Relationship described is Is Part Of]

I Coverage -

Definition: The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

Example: Drogheda, Louth, Ireland.

Governor's House, Millmount, Drogheda, Co. Louth, Ireland.
Joe Bobs House, Ship Street, Drogheda, Co. Louth, Ireland.

J Creator -

Definition: An entity primarily responsible for making the resource.

Example: Person Doing the interview or the organisation who recorded the event.

K Publisher -

Definition: An entity primarily responsible for making the resource.

Example: Person Doing the interview or the organisation who recorded the event.

L Contributor -

Definition: An entity responsible for making contributions to the resource.

Example: The person/people/group who are the focus of the recording.

M Rights -

Definition: Information about rights held in and over the resource.

Example: Is there any written or oral consent that the archive is the copyright holder?

YES/NO - If YES where is this documentation stored.

N Date -

DD/MM/YYYY

O Format -

Definition: The file format, physical medium, or dimensions of the resource.

Example:

CD: TDK CD-R80, up to 52x speed, 700MB/80min

Mini Disk: Sony MD 74

Digital Files: .jpg/.pdf/.tiff etc. Some more examples here or search for Internet Media Types [MIME]

https://developer.mozilla.org/en-US/docs/Web/HTTP/Basics_of_HTTP/MIME_types/Complete_list_of_MIME_types

P Identifier -

Definition: An unambiguous reference to the resource within a given context.

Example: The new file name that will be given to the file when there is full metadata available.

Q Language -

Definition: A language of the resource.

Example: use the abbreviation of the language code

ENG-IRL = English from Ireland

IRI-GAI = Irish Language

R Audience -

Definition: A class of entity for whom the resource is intended or useful. A class of entity may be determined by the creator or the publisher or by a third party.

Example: secondary school students, ESL teachers, researchers, local historians etc. Best to define a standard list and use from that.

S Provenance -

Definition: A statement of any changes in ownership and custody of the resource since its creation that are significant for its authenticity, integrity and interpretation. The statement may include a description of any changes successive custodians made to the resource.

Example: This copy once owned by Benjamin Spock.

T I/E/P/L/M -

I/E/P/L/M

I = Interview

E = Event

P = Performance

L = Lecture

M = Meeting

U Notes -

Any comments you want to add about the record. Possibly about the physical condition of the item or the quality of the recording.

References:

Dublin Core Metadata Fields:

<http://dublincore.org/documents/dces/>

<http://dublincore.org/documents/usageguide/elements.shtml>

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