

Guidelines for Metadata Content – Intangible Cultural Heritage Inventory

The following metadata elements have been defined for use in describing digital resources in the Intangible Cultural Heritage Inventory projects in the Digital Archives Initiative Collections. Each of the elements has been mapped to an element in the Dublin Core Qualified metadata set as required by CONTENTdm and the DAI to facilitate cross-collection searching and OAI harvesting.

The following elements should be applied as necessary and/or appropriate to each digital object in the collection. It is not necessary to complete every field in all cases. The **Descriptive Title** is mandatory, and it is best to complete as many of the other fields as is possible/practical. A metadata record should contain at least: **Descriptive Title, Category, Description, Date, Collector, and Collection.**

(These guidelines assume that the CONTENTdm Workstation Client is being used to add metadata.)

Label: Descriptive Title

DC Element: Title

This field contains a title that clearly and concisely describes the content of the item. The Descriptive Title should consist of a phrase or group of phrases that give enough detail to convey the content of the item. The title should be unique. If you have items with very similar content, vary the description—or, add a numeric designation in Arabic numerals. If the item is a video or audio interview, give the Last Name, First Name of the interviewee at the start of the Descriptive Title. If you have a photograph or other item that is directly linked to that interview, start the Descriptive Title the same way.

Examples:

Brett, Joseph. 1. Part one of interview about the Brett House, Joe Batt's Arm.

Brett, Joseph. 2. Part two of interview about the Brett House, Joe Batt's Arm.

Brett, Joseph. Photograph of Joseph Brett taken during oral history interview, Joe Batt's Arm.

Antlers above the door of Martin Hart's store, Deep Bay.

Artifacts in the attic of the Brett house, Joe Batt's Arm

View from Barr'd Island 3, Barr'd Island

Label: Category

DC Element: None

This field indicates the one or more broad categories to which the item belongs. The list of possible categories to choose from is provided in the Controlled Vocabulary. Clicking on a category term will move that term into the metadata field. Use as many categories as you think are needed, the software will separate each with a semi-colon space [;]

Examples: Food; Objects; Oral traditions, expressions and the written word;

Label: Topic

DC Element: Subject

This field expresses the topic or subject content of the resource. *All terms in this field are from the Ethnographic Thesaurus (ET).* Where appropriate, select terms from the

existing Controlled Vocabulary list. Clicking on a term will populate the metadata field. (NOTE: The vocabulary list consists of terms that have already been applied to ICH Collections and is intended to be expanded. In addition to authorized terms, it contains references both from unused terms [USE] and to related terms [SEE ALSO]. Take care to choose only authorized terms).

If no appropriate terms are found in the existing list, consult the **Ethnographic Thesaurus** online <http://et.afsnet.org/index.html>. Take care to select only preferred/authorized forms. (*Note that unauthorized/unused forms appear in the alphabetical list in italics*). Select the display format: 'Terms with thesaurus relationships' to see related and more specific terms. Select the most specific terms that express your subject adequately. Apply as many terms as necessary; separating each with a semi-colon space [;]. If no suitable term can be found in the ET, express the topic in your own word/s and enter it in the **Keywords** field.

(Any new terms that are selected from the **ET** will be added to the Controlled Vocabulary at the approval stage. The Topic and Keyword list will be reviewed periodically by the DAI metadata team and corrected/updated as necessary).

Examples: Abandoned houses; Folk music; Personal experience narratives;

Label: Keywords

DC Element: Subject

This field provides supplementary free-text subject terms contributed by ICH content providers. The terms may be expressions in the local vernacular; or they may represent concepts for which no equivalent could be found in the ET. There is an existing vocabulary list consisting of keywords that have already been assigned in ICH collections and which is intended to be expanded. Try to select appropriate terms from this list. If none fit the subject of your item, provide a new term or terms, typing them into the field.

(*Note: Prefer the plural form for countable objects. (e.g., Chainsaws, not Chainsaw)*).

(As with the Topics, any new Keyword terms assigned will be added to the Vocabulary list at the approval stage. The Topic and Keyword lists will be reviewed periodically by the DAI metadata team and corrected/updated as necessary).

Examples: Fishing stages; Flakes; Piggins;

Label: Person as Topic

DC Element: Subject

This field contains the name/s of the person or persons shown or discussed in the item. Enter names in last name, first name order. Include a birth date if possible, expressed as an open date for living persons. Include as much information as possible to distinguish the individual from other individuals of the same name—such as middle names, initials, nicknames, titles, etc. **Always enter the name of a given person in the same way**. If the person is well-known, e.g. Joey Smallwood, check in the MUN Library catalogue to establish how to enter the name. Multiple names should be separated by a semi-colon space [;]

Examples: Smallwood, Joseph Roberts, 1900-1991; Emberley, Joe;

Label: Description

DC Element: Description. Abstract This field describes the content of the item in free-text. The description should be

concise, but detailed enough to convey a clear idea of the content. It is fine to duplicate or

repeat information already given in the Descriptive Title.

Try to keep the style consistent with that of descriptions in the ICH collections already on the DAI. Use these existing descriptions as models for the textual style.

Examples: A bag of blackberries picked by Bridget Jacobs, lying on the kitchen table of her home in Joe Batt's Arm.

Lewis Payne flips through a book of poems that he has written, reading one about the story of his life. He speaks about his childhood, fishing and the boats he was on. He wrote this poem to read at a birthday party.

Label: Date

DC Element: Date.Created

This field contains the date when the item was created. (The DAI system will record the date when the item is added to the online collection). Just the year is sufficient, but include the month or the month and day, if known. The date must be entered in the form: yyyy; yyyy-mm; or yyyy-mm-dd

Examples: 2007
2007-08 (for August, 2007)
2007-08-05 (for August 5, 2007)

Label: Contents

DC Element: Description.TableofContents

This field is used when the resource has several defined parts or units; for example, a video having three separate sequences. If significant, list the subunits of the item, either formally or informally; as a table of contents, menu, or in some other form. This field can be used either in addition to, or in place of, the Description field.

Example: Interview with Fred Smith. – Interview with Bridget Foley. – Scenes of berry picking.

Label: Collector

DC Element: Creator

This field contains the name of the person or persons, such as the interviewer, primarily responsible for collecting and documenting the content of the resource. Enter names in conventional last name, first name order. Include a birth date when known, expressed as an open date for living persons. Include as much information as possible to distinguish the individual from other individuals of the same name—such as middle names, initials, nicknames, titles, etc. Multiple names should be separated by a semi-colon space [;]

Example: Pocius, Gerald L.; Power, Maureen;

Label: Informant

DC Element: Contributor

This field may contain the names of persons or of corporate bodies or groups who have provided information and content. Enter as many names as are needed. Enter personal names in last name, first name order. Include a birth date if possible, expressed as an open date for living persons. Include as much information as possible to distinguish the individual from other individuals of the same name—such as middle names, initials, nicknames, titles, etc. Enter corporate names formally in the fullest form available. Multiple names should be separated by a semi-colon space [;]

Example: Payne, Lewis, 1922-; Fish, Food and Allied Workers Union

Label: Biographical Data

DC Element: None

This field may be used to provide additional information about the persons discussed and/or depicted in the item. Enter here informative details that are known about the lives of these persons, such as place of birth, parents' names, work history, family, major activities, etc.

Example: Lewis Payne, 85, and Bessie Dawe, 82, live together in Seldom-Come-By. Bessie is from Stag Harbour and Lewis is from the Town of Fogo. Lewis is not sure where his family is from originally. They are both Anglican. Lewis has one child, Bruce, who is a teacher and owns a store called the 'This and That' in the Town of Fogo. Bessie has eight children.

Label: Location Depicted/Discussed

DC Element: Coverage.Spatial

This field indicates the geographical location of the content of the item. The location should be entered in text in the following order: Country—Province/State, etc.—Local place. More than three levels may be used. Enter as many locations as there are places depicted or discussed. Multiple locations should be separated by a semi-colon space [;] (Note: If you have GPS coordinates for the location, enter these in the GPS field below)

Examples: Canada—Newfoundland and Labrador—Fogo Island—Seldom Come By;
United States—Massachusetts—Boston;

Label: Recording Location

DC Element: None

This field provides the geographical location at which the item was recorded. It should only be used in cases where the recording was done in a place different from the location described or depicted; for example, when an individual is interviewed in St. John's about early days in Deep Bay. The location should be entered in text in the following order: Country—Province/State, etc.—Local place. More than three levels may be used.

Multiple locations should be separated by a semi-colon space [;]

Example: Canada—Newfoundland and Labrador—Avalon Peninsula--St. John's

Label: Relation.Is Part Of

DC Element: Relation.IsPartOf

This field refers back to another resource of which the current resource is a physical or logical part. Use this field only when describing a part of something else, such as an audio or video clip. Provide enough information to identify the parent resource. If the other item is on the DAI, use the identifier of that item with its title; or, use the identifier and the name of the Collection to which it belongs.

Example: ICHFP00181: Berry picking with Bridget Jacobs, Joe Batt's Arm.
ICHFP00181: Intangible Cultural Heritage Inventory—Joe Batt's Arm.

Label: Relation

DC Element: Relation

Use this field to record any other related resource.

Example: See also Photograph of George Finch (ICHB0006)

Label: Notes

DC Element: Description

Use this field for miscellaneous information for which there is no other obvious field.

Label: Format

DC Element: Format

This field indicates the digital format of the item. The values to be used are controlled and should be chosen from the list provided. **Use one or more of the following only: *Image/jpeg; Video/wmv; Audio/wav; Audio/wma; application/pdf***

Label: Extent

DC Element: Format.Extent

This field indicates the size and/or duration of the item. Apply multiple expressions of extent as appropriate to the item, each separated by a semi-colon space [;].

Examples: 35:12 minutes; 1.5 MB

Label: Identifier

DC Element: Identifier

This field provides a unique and unambiguous identifier for the item within the DAI. For the ICH collections, a sequential ID number is assigned with the prefix ICH. An additional distinctive letter/letters may be added to the prefix to group other communities or groups of communities. Be sure that the pattern is kept consistent

Examples: ICHFP00359 (for Fogo Island Project); ICHB (for Branch)

Label: Type

DC Element: Type

This field has standard content expressing the digital genre of the item. The values to be used are controlled and should be chosen from list provided. **Use one or more of the following only: *Still Image* [for photographs and other pictures]; *Moving Image* [for videos]; *Sound* [for audio recordings]; *Text* [for manuscripts and other written documents]**

Label: Resource Type

DC Element: Type

This field provides a more descriptive and specific expression of the item type than that provided in the Type field. The values to be used are controlled and should be chosen from the provided.

Examples: Photograph; Audio; Video; Book;

Label: Language DC Element: Language

This field indicates the language of the item. ***Use the language codes: eng for English; or fre for French.***

Label: Repository

DC Element: Contributor

This field contains the name of the institution or agency which houses the original item. Give the name in its full form.

Example: Memorial University of Newfoundland. Folklore and Language Archive.
Fogo Island Collection 2007-225

Label: Collection

DC Element: Relation.Is Part of

This field records the name of the DAI collection to which the item belongs and allows for all the items in a collection to be drawn together in an online search.

Example: Intangible Cultural Heritage Inventory—Joe Batt's Arm

Label: Rights

DC Element: Rights

This field contains any statement of copyright or other rights that may apply. In general, the ICH collections on the Digital Archives Initiative fall under this Creative Commons license, and this text should be included as default under rights: Attribution-NonCommercial 2.0 Canada (CC BY-NC 2.0 CA)

You can see the description of this here:

<http://creativecommons.org/licenses/by-nc/2.0/ca/>

This field can be used if it is necessary to state more specific rights.

Label: Access Restrictions

DC Element: Rights

This field provides details on any restrictions that may apply when viewing/using the item.

Label: Log

DC Element: None

This field contains a detailed formal log of the contents of an audio or video resource.

Label: Transcript

DC Element None

This field should be used to enter a transcript of the content of an item, such as an audio interview, when one is available.

Label: GPS

DC Element: Coverage.Spatial

This field contains any geographic coordinates from a GPS that may be available to situate the context of the resource.