



Metadata Matters


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Purpose of Metadata

- Re-use/Re-purposing
- Organization and description
- Validation
- Search and retrieval
- Preservation
- Disposition



Metadata Types

- **Descriptive** metadata to support resource discovery
- **Structural** metadata to support resource use
- **Administrative** metadata to support resource management (rights management, preservation, and technical metadata)



Administrative Metadata

Technical – provides information such as file type and when and how a resource was created

Preservation – contains information needed to archive and preserve a resource.

Rights management (legal) – deals with intellectual property rights


Descriptive Standards

TYPE	DEFINITION	EXAMPLE
Content	How descriptive data is expressed; often referred to as rules or best practices guidelines	AMIM2, DACS, CCO, RAD, AACR2R (RDA), Chicago Manual of Style
Value (Authorities)	How descriptive data is controlled; often referred to as access points	LCNAF, LCSH, AAT, LCGFT, MIGFG, MIM, TGM, ULAN, SMPTE RP224
Field or Structure	Specification of the elements of description and their relationships to each other; often referred to as a schema	MARC/ISBD (also content/display standard), MODS, Dublin Core, PBCore, IEEE-LOM, MPEG-7, EAD
Format/ Interchange	How description is formatted and transmitted	MARC/ISO2709, XML, RDF, MXF, METS




Community Standards

- Establish quality baselines
- Facilitate cooperation among cultural heritage organizations
- Enable the exchange of data between systems
- Avoids re-inventing the wheel




Application Profile

- Set of metadata elements, policies, and guidelines defined for a particular community
- Elements may be from one or more element sets and local specifications
- Profile not complete without documentation that defines policies and best practices



Metadata Matters!

- Increased accessibility
- Maintain relationships among resources (provides context)
- Track rights information
- Provides ability to track resources (film loans, circulation requests)
- Multiversioning
- Preservation and persistence



Quality metadata is usable and shareable metadata

QuickTime™ and a decompressor are needed to see this picture.

