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# Working with Data in Archival Settings

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# Working with Data in Archival Settings

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# Open Archives: Digital Collections at the University of Massachusetts Boston

Open Archives Home | Browse This Collection | About the Road Show | Open Archives Blog | Log in | Favorites | ? Help

Search snow new search Search Advanced Search

### Add or remove other collections to your search:

- Mass. Memories Road Show
- AFSC Vietnam Curriculum Project - Children's Drawings
- Boston State College Photograph Collection
- Descriptions of UMass Boston's Collections (Finding Aids)
- Doug Clifford Photograph Collection, 1988
- [Show 13 more](#)

### Narrow your search by:

- ▶ Location Names
- ▶ Decade
- ▶ Road Show Name

### Browse suggested topics

- [Boston Harbor Islands Mass. Memories Road Show](#) (186)
- [Halifax Mass. Memories Road Show](#) (163)
- [Lowell Mass. Memories Road Show](#) (245)
- [Milton Mass. Memories Road Show](#) (333)
- [Sharon Mass. Memories Road Show](#) (175)

You've searched: Mass. Memories Road Show

All fields: snow x (15 results)

Sort by: Title Display Options Save to favorites

Display: 50 Check/uncheck all



""Farm in Snow"" - Circa 1835 farm manager's cottage at the Governor Gore estate



A ""Snow Day"" on Spectacle Island



Easter Sunday



Edward Rowe Snow with Friends of the Boston Harbor Islands Volunteers



Enjoying snow in our garden



Gramma and Grampa go wild with snowfolk



Hockey



My First Winter in Massachusetts



My Husband, Will Reiter - First Winter in Massachusetts



My Snow Day in Halifax



### My Husband, Will Reiter - First Winter in Massachusetts

View Description

Download Print



#### Description

**Title** My Husband, Will Reiter - First Winter in Massachusetts

**Description** 'My husband and I moved to Massachusetts in August, 2007. Although Will grew up in suburban Philadelphia, he had not seen snow as heavy and deep as we get in New England. After spending 14 years in California, he welcomed coming back to four seasons. Pictured: Will Reiter.'

**Contributor Name** Blakburn, David

**Date of Original** 2007-12

**Decade** 2000-2009

**Location Names** Skyline Commons Apartments  
[Dracut](#)  
 Middlesex  
 Massachusetts  
 United States

**People** Reiter, Will



# Open Archives: Digital Collections

at the University of Massachusetts Boston

Open Archives Home Browse This Collection About the Road Show Open Archives Blog Log in Favorites

Search  within results ▼ Search Advanced Search

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### Narrow your search by:

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- [Milton Mass. Memories Road Show](#) (333)
- [Sharon Mass. Memories Road Show](#) (175)
- [Waltham Mass. Memories Road Show](#) (569)

You've searched: Mass. Memories Road Show

All fields: Draout ✕

Sort by: Title ▼ Display Options Save to favorites

Display: 20 ▼  Check/uncheck all



Centerville Square, Bridge Street



Grammy's Last New Year's



My Dad and Me



My Father's Palonia Baking Company Truck



My First Winter in Massachusetts



My Husband, Will Reiter - First Winter in Massachusetts



My Mom and Me



Relatives at the Beach



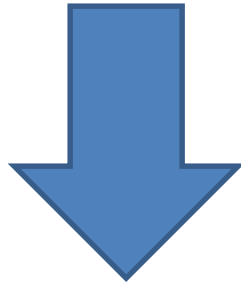
# What is Metadata

Standard definitions:

- “Data About Data”
- “Information About Information”

*But what, really, does that MEAN?!*

[ CDs store audio information ]





Information about information



*Tchaikovsky composed this piece*

*This song is 1'30" long*

*This is my favorite song*

*I own every Big Mama Thornton' recording*  
*That album has 17 tracks*

*This CD is Rock 'n Roll*  
*That CD is jazz*



Organize this information in a structured way and it becomes  
"metadata"



# iTunes stores Metadata...



The screenshot shows the iTunes application window. At the top, there's a menu bar (File, Edit, Controls, Visualizer, Advanced, Help) and playback controls (play/pause, stop, next, previous, volume). The main area displays a music library with the following columns: Song Name, Track, Time, Artist, Album, Genre, My Rating, and Play Count. The library contains 1351 songs, 3.9 days of audio, and 7.01 GB of data. The status bar at the bottom shows the Caprera logo.

Song Name	Track	Time	Artist	Album	Genre	My Rating	Play Count
I Want To Be The Boy	6	3:20	The White Stripes	Elephant	Roc...		
You've Got Her In Your Pocket	7	3:39	The White Stripes	Elephant	Roc...	★★★★	2
Ball And Biscuit	8	7:19	The White Stripes	Elephant	Roc...		2
The Hardest Button To Button	9	3:32	The White Stripes	Elephant	Roc...	★★★★★	1
Little Acorns	10	4:09	The White Stripes	Elephant	Roc...		1
Hypnotize	11	1:48	The White Stripes	Elephant	Roc...		1
The Air Near My Fingers	12	3:40	The White Stripes	Elephant	Roc...		2
Girl, You Have No Faith In Medicine	13	3:17	The White Stripes	Elephant	Roc...		3
It's True That We Love One Another	14	2:42	The White Stripes	Elephant	Roc...		2
Dead Leaves and the Dirty Grou	1	3:03	The White Stripes	White Blood Cells	Other	★★★★	2
Hotel Yorba	2	2:10	The White Stripes	White Blood Cells	Roc...	★★★★	2
I'm Finding It Harder to Be a Gentl...	3	2:54	The White Stripes	White Blood Cells	Roc...	★★★★	1
Fell in Love With a Girl	4	1:50	The White Stripes	White Blood Cells	Roc...	★★★★	2
Expecting	5	2:03	The White Stripes	White Blood Cells	Roc...	★★★★	2
Little Room	6	0:50	The White Stripes	White Blood Cells	Roc...	★★★★	2
The Union Forever	7	3:26	The White Stripes	White Blood Cells	Roc...	★★★★	1
The Same Boy You've Always Known	8	3:09	The White Stripes	White Blood Cells	Roc...	★★★★	2
We're Going to Be Friends	9	2:22	The White Stripes	White Blood Cells	Roc...	★★★★	1
Offend in Every Way	10	3:06	The White Stripes	White Blood Cells	Roc...	★★★★	1
I Think I Smell a Rat	11	2:04	The White Stripes	White Blood Cells	Other	★★★★	1
Aluminium	12	2:19	The White Stripes	White Blood Cells	Roc...	★★★★	
I Can't Wait	13	3:38	The White Stripes	White Blood Cells	Roc...	★★★★	
Now Mary	14	1:47	The White Stripes	White Blood Cells	Roc...		
I Can Learn	15	3:31	The White Stripes	White Blood Cells	Other		
This Protector	16	2:12	The White Stripes	White Blood Cells	Roc...		
say yeah (radio)		3:22	x-session				
kernkraft 400		6:06	zombie nation	dance train 2000 -club ...	Club		
Kernkraft 400 Live remix		5:34	Zombie Nation		Tra...		
[Moby] - Animal Rights - 07 - Soft		3:54					
[opus III] its a fine day		3:34					
01-Chemical_Brothers-Block_Rock...		5:15					

...about audio resources



# [ What is Metadata? ]

“Metadata is structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource.”

# [ Benefits of Metadata ]

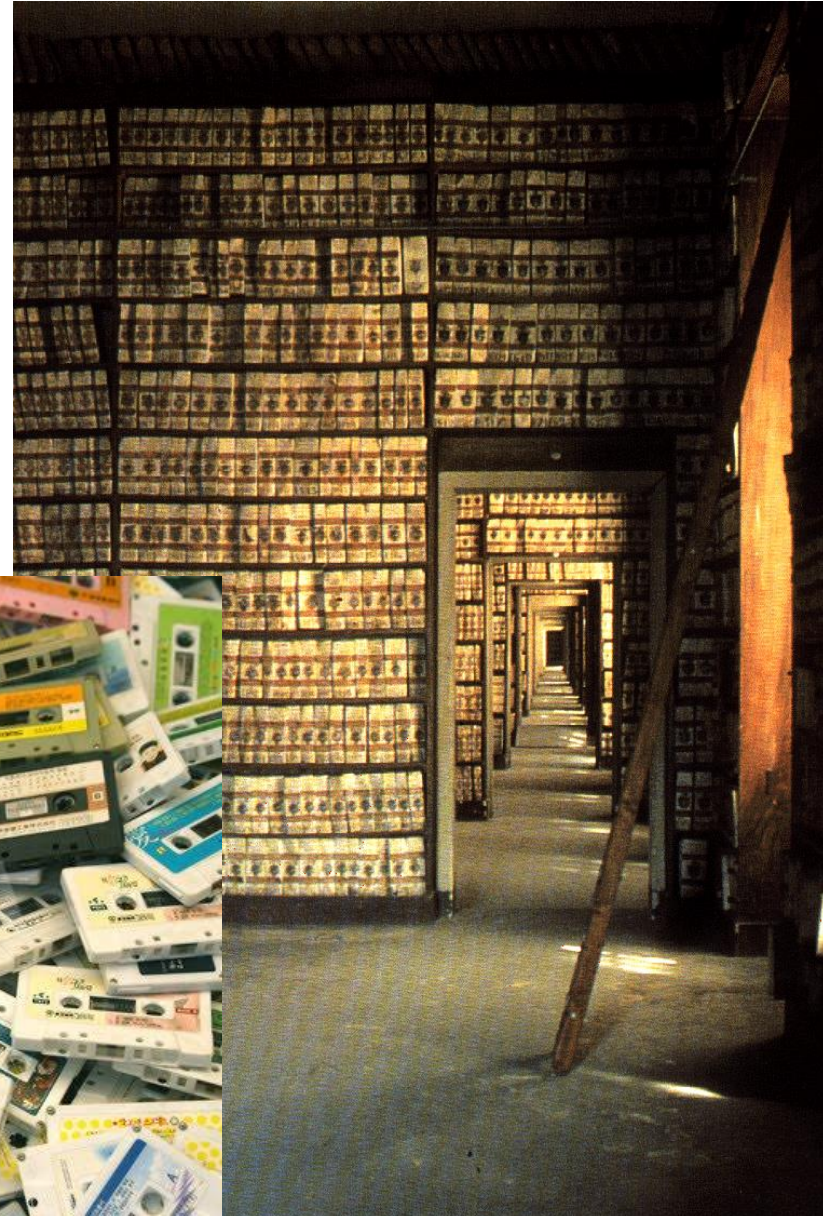
- Allows resources to be found, identified, described, annotated, collocated, shared and disambiguated
- “Describing a resource with metadata allows it to be understood by both humans and machines in ways that promote interoperability.”
- Offers “ability to search resources seamlessly across a network”



# Archives are chock full of resources in need of metadata

*Visual  
Information*

*Textual  
Information*



*Audio  
Information*

Semantic information on the web can be expressed in three different ways:

1. Inferred
2. Free-form tagging
3. Structured data

These go in order from the **consumer** of data doing most of the work, to the **producer** of data doing most of the work.

Source: "A brief introduction to the Semantic Web"

Yaron Koren

National Library of Israel

August 11, 2011

<http://wikiworks.com/nli-seminar/intro-to-semantic-web.pdf>

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# [ Three Case Studies ]

1. [Medici Archive Project: Documentary Sources for the Arts and Humanities 1537 – 1743](#)  
*(Relational database)*
2. [The History of the Accademia di San Luca, c. 1590 – 1635: Documents from the Archivio di Stato di Roma](#)  
*(Text markup – TEI )*
3. Healey Library's [OpenArchives](#) (login [server15774.contentdm.oclc.org](http://server15774.contentdm.oclc.org))  
*(Dublin Core Schema in a proprietary data system)*



# The History of the Accademia di San Luca, c. 1590–1635: Documents from the Archivio di Stato di Roma

← → ↻ [www.nga.gov/casva/accademia/index.shtm](http://www.nga.gov/casva/accademia/index.shtm)



NATIONAL GALLERY OF ART | CENTER FOR ADVANCED STUDY IN THE VISUAL ARTS

ENGLISH | ITALIANO



## The History of the Accademia di San Luca, c. 1590–1635: Documents from the Archivio di Stato di Roma

A project of the National Gallery of Art, Center for Advanced Study in the Visual Arts,  
in association with the Archivio di Stato di Roma and the Accademia di San Luca

[INTRODUCTION](#) [SEARCH](#) [IMAGES](#) [CREDITS](#)



← → ↻ The History of the Accademia di San Luca, c. 1590–1635: Documents from the Archivio di Stato di Roma + ☰

NATIONAL GALLERY OF ART | CENTER FOR ADVANCED STUDY IN THE VISUAL ARTS ENGLISH | ITALIANO

# The History of the Accademia di San Luca, c. 1590–1635: Documents from the Archivio di Stato di Roma

HOME INTRODUCTION SEARCH IMAGES CREDITS

## How to Search

The **Free Search** allows you to search for a combination of words, a name, or a number or letter sequence in the transcriptions of documents.

In the **Guided Search**, use the drop-down menus to browse and select a **Personal Name**, **Place Name**, **Key Term**, **Type of Document**, **Notary**, or **Year**. You may refine your search by combining any of these fields. The search parameters you select from the drop-down menus will connect you to all related documents. You will find summaries, transcriptions, and digitized images of the original documents. Search results for artists also include bibliography and related images from the National Gallery of Art.

The **Personal Name** list includes participants in the Accademia di San Luca, witnesses of transactions, and others. Preferred spellings of names appear in boldface type, followed by

## Free Search

## Guided Search

Personal Name:

- Agostini, Cesare
- Select ...
- Abbatini, Guido Ubaldo
- Abbatini, Guidobaldo
- Abbatinus, Guido Baldus
- Albertini, Guido Baldi
- Acconio, Mario**
- Aconius, Marius
- Acomandutio, Vincenzo
- Acomandutio, Vincentio
- Adimari, Giacomo
- Agazzini, Alessandro
- Agazzini, Alesandro
- Agazzini, Alisandro
- Agazzino, Alessandro
- Agazzino, [...]o
- Agazzinus, Alexander
- Agostini, Cesare**
- Agosta, Cesare
- Augustus, Cesar
- Agostino (de), Nicolo

## Document Transcription

[fol. 210r]

Congregatio

Die 25 Mensis septembris 1611

IN Mei etc. *Constituti personaliter*, et Congregati pro secunda ut moris est in loco infrascripto *omnes* infrascripti *Videlicet*

Ill.res DD. [Cherubinus Albertus](#) Princeps

[Gaspar Cellius](#) Consiliarius

[Durantes Albertus](#)

[Horatius Borgiannus](#)

[Io'es Bap'ta de Novaria](#)

[Carolus Oldradus](#)

[Antivedutus Gramatica](#)

[Hieronimus Masseurus](#)

[Marcellus Provenzanus](#), et

[Hieronimus Nanni](#)

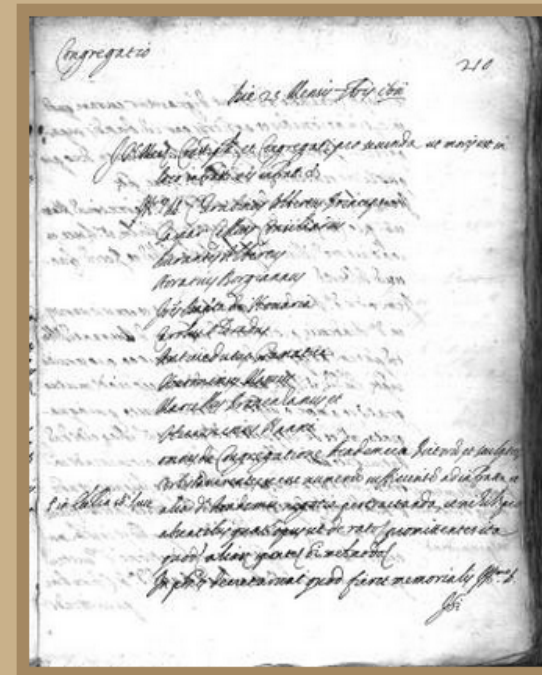
omnes de Congregatione Academica Pictorum, et sculptorum

^in [Ecclesia sancti Lucae](#)^

asserentes se esse *numerum sufficientem* ad infrascripta et alia *dictae* Academiae negotia pertractanda, et *nihilominus* pro absentibus *quatenus* opus sit de rato etc. promittentes ita quod etc. alias etc. sponte etc. *omni meliori modo* etc.

In *primis* decretarunt quod fieret memorialis Ill.mo D.

Io'i



ASR, TNC, uff. 15, 1611, pt. III, vol. 52, fol. 210r



```

<body>
  <pb xml:id="leaf01r" type="recto"/>
  <lg type="poem">
    <head rend="underline" type="main-authorial">Af
      <del type="overstrike" seq="1">an</del>
      <add place="supralinear" type="insertion" seq="1"
        type="overstrike">unsolv'd</del> </add>
    </subst> argument</head>
    <l>
      <seg>
        <del type="overstrike">The</del>
        <add place="supralinear" type="insertion">
          <del type="overstrike">Coming in,</del>
          <subst>
            <del type="overwrite" seq="1">a</del>
            <add place="over" type="overwrite" seq="2">Λ </add>
          </subst>
          group of </add>
        little children, and their</seg>
        <seg>ways and chatter, flow
          <add place="inline" type="unmarked">in, </add>
          <del type="overstrike">
            <add place="supralinear" type="unmarked">upon me</add>
          </del>
        </seg>
      </l>
    </l>
    <l>
      <seg>Like <add place="supralinear" type="insertion">welcome </add>
        rippling water o'er my </seg>
      <seg>heated <add place="supralinear" type="insertion">nerves and
        </add> flesh.</seg>
    </l>
    <closer>
      <signed>Walt Whitman</signed>
    </closer>
  </lg>
</body>

```

After the ~~unsolv'd~~ argument  
~~Coming in~~ a group of  
 The little children, and their  
 ways and chatter, flow in,  
 Like rippling water o'er my  
 heated <sup>nerves and</sup> flesh.  
 Walt Whitman

# [ Accademia di San Luca ]

The transcriptions are encoded in Extensible Markup Language (XML) following the guidelines of the Text-Encoding Initiative (TEI) for digital encoding of literary and linguistic texts (<http://www.tei-c.org>).

The transcriptions may be searched by personal name (under all known variant spellings), place name, key term, document type, notary name, and year. The documents included are not only newly available to students and scholars of early modern Italy, but are also accessible in a way that both promotes their use and allows for the identification of additional archival material.

Implementation description: We used TEI tagsets specific to manuscript material, personal names, and place names. Our programmer implemented Perl script to batch process the documents from MSWord to XHTML to XML to HTML. We tagged the XML files in TEI according to the standards of the Text Encoding Initiative (TEI) P5 Guidelines (November 2007).

# [ Organizing Metadata ]

## STRUCTURE

- Which fields
- What they're called
- Whether they're required or not
- **Best to base the structure on a standardized schema**

## FIELD CONTENTS

- Guidelines  
*("in our project we enter names as "Last, First MI")*
- Controlled vocabularies  
*("in our project we use LOCSH for subject terms and TGN for Places")*

# [ Widely used schemas ]

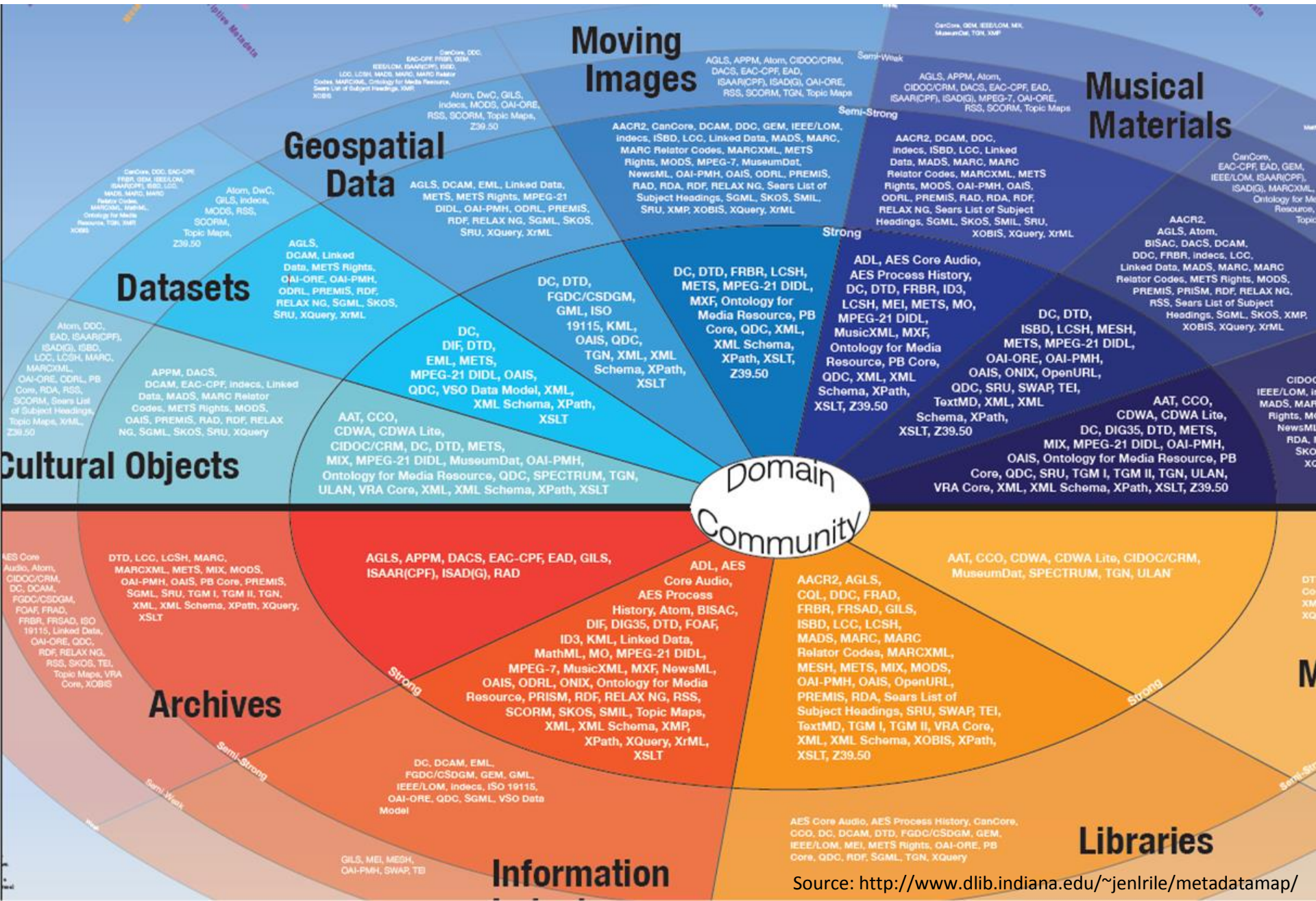
- MARC 91% *Used by librarians for library collections*
- EAD 84% *Used by archivists for finding aids*
- Dublin Core 78% *Used by cultural heritage practitioners for items*



# Choose a schema (set of fields)

- ❑ A Metadata Schema is a “*set of metadata elements designed for a specific purpose, e.g. describing a particular type of info resource for a specific community of practice.*”
- ❑ Many possible schemas!
  - ❑ Always best to adopt a schema already in use by many others
  - ❑ But you can also make up your own... if you must...
- ❑ **Choose** which to employ based on:
  1. **your resource types**
  2. **your audience**
  3. **your community of practice**

# Seeing Standards: A Visualization of the Metadata Universe



# Simple Dublin Core (metadata schema)

## 15 metadata elements or fields:

1. Title
2. Creator
3. Subject
4. Description
5. Publisher
6. Contributor
7. Date
8. Type
9. Format
10. Identifier
11. Source
12. Language
13. Relation
14. Coverage
15. Rights

← Structural Elements

*But what controls the  
content?*

# Metadata in Action at UMB

mass: Memories Road Show - Mozilla Firefox

File Edit View History Delicious Bookmarks Tools Help

http://cdm15774.contentdm.oclc.org/cdm/search/collection/p15774coll6

McAfee

CONTENTdm Administration Mass. Memories Road Show

## Open Archives: Digital Collections at the University of Massachusetts Boston

Open Archives Home Browse This Collection About the Road Show

Search  within results  Advanced Search

**Add or remove other collections to your search:**

- Mass. Memories Road Show
- AFSC Vietnam Curriculum Project - Children's Drawings
- Boston State College Photograph Collection
- Descriptions of UMass Boston's Collections (Finding Aids)
- Disappeared Children in Argentina

Show 3 more

**Narrow your search by:**

- Location Names
- Road Show Name
- Decade

**Browse suggested topics**

- Sharon Mass. Memories Road Show (175)

Browsing items in: Mass. Memories Road Show

Sort by: Contributor Name

Display: 20



Olawale Adeyemi at the Waltham Mass. Memories Road Show



When I Became President of the Nigeria Football Supporters Club, USA Chapter



My Mom's 70th Birthday



Mr. Boreto



Mr. Boreto and Infant



The Bizzo and Scalin



Banks School, 1926

CONTENTdm Administration - Mozilla Firefox

File Edit View History Delicious Bookmarks Tools Help

https://server15774.contentdm.oclc.org/cgi-bin/admin/ed/conf.exe?CIS00B=%2Fp15

McAfee

CONTENTdm Administration Open Archives at UMass Boston

### Collection field properties

View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.

Field name	DC map	Data type	Large	Search	Hide	Required	Vocab	add field	
1 Title	Title	Text	No	Yes	No	Yes	No	move to	edit   delete
2 Contributor Name	Contributors	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
3 Contributor NameTag#	None	Text	No	No	Yes	No	No	move to	edit   delete
4 Signed Form	Rights	Text	No	No	Yes	No	No	move to	edit   delete
5 Date of Original	Date	Date	No	Yes	No	No	No	move to	edit   delete
6 Date Information	None	Text	No	No	No	No	No	move to	edit   delete
7 Decade	Coverage-Temporal	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
8 Description	Description	Text	Yes	Yes	No	No	No	move to	edit   delete
9 Location Names	Subject	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
10 People	Subject	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
11 Language	Language	Text	No	Yes	Yes	No	Yes-shared	move to	edit   delete
12 Road Show Name	Identifier	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
13 Road Show ID	Relation-Is Part Of	Text	No	Yes	Yes	No	Yes-shared	move to	edit   delete
14 Type	Type	Text	No	Yes	Yes	No	Yes	move to	edit   delete
15 Publisher	Publisher	Text	No	No	No	No	Yes	move to	edit   delete
16 Rights	Rights	Text	No	No	No	No	No	move to	edit   delete
17 Identifier	Identifier	Text	No	Yes	No	Yes	No	move to	edit   delete



Mapped  
to DC

### Collection field

View, add, edit, and delete collection fields. You can use text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection.

	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Title	Title	Text	No	Yes	No	Yes	No	move to	edit   delete
2	Contributor Name	Contributors	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
3	Contributor NameTag#	None	Text	No	No	Yes	No	No	move to	edit   delete
4	Signed Form	Rights	Text	No	No	Yes	No	No	move to	edit   delete
5	Date of Original	Date	Date	No	Yes	No	No	No	move to	edit   delete
6	Date Information	None	Text	No	No	No	No	No	move to	edit   delete
7	Decade	Coverage-Temporal	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
8	Description	Description	Text	Yes	Yes	No	No	No	move to	edit   delete
9	Location Names	Subject	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
10	People	Subject	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
11	Language	Language	Text	No	Yes	Yes	No	Yes-shared	move to	edit   delete
12	Road Show Name	Identifier	Text	No	Yes	No	No	Yes-shared	move to	edit   delete
13	Road Show ID	Relation-Is Part Of	Text	No	Yes	Yes	No	Yes-shared	move to	edit   delete
14	Type	Type	Text	No	Yes	Yes	No	Yes	move to	edit   delete
15	Publisher	Publisher	Text	No	No	No	No	Yes	move to	edit   delete
16	Rights	Rights	Text	No	No	No	No	No	move to	edit   delete
17	Identifier	Identifier	Text	No	Yes	No	Yes	No	move to	edit   delete

Controlled Vocabulary



# The Case for Content Control

## **LOCATION:**

- Massachusetts?
- MA?
- Mass?

## **DECADE:**

- 1950s?
- Early 1950s?
- 1950-1959?

## **PEOPLE:**

- Mary Smith?
- Mary C. Smith?
- Smith, Mary?

## **FORMAT:**

- Sound?
- Audio?
- MP3?

# The Case for Content Control



Chekhov, Anton Pavlovich, 1860-1904 🇰🇷 🇦🇺 🇺🇸 🇨🇦  
Čechov, Anton P. 1860-1904 🇩🇪  
Čehov, Anton Pavlovič (1860-1904). 🇪🇸 🇵🇱 🇫🇷  
Čechov, Anton Pavlovič [forme avant 2007] 🇷🇺  
Chejov, Anton Pavlovich 1860-1904 🇪🇸  
Čechov, Anton Pavlovič, 1860-1904 🇨🇪  
Tjechov, Anton, 1860-1904 🇸🇪  
Čechov, Anton Pavlovič 🇨🇭  
Чехов, Антон Павлович, 1860-1904 🇰🇷  
1860-1904 , צ'כוב, אנטון פבלוביץ', 🇰🇷  
Tchekhoff, Anton, 1860-1904 🇵🇹  
تشيكوف, انطون, 1904-1860 م 🇸🇦  
Tchekhov, Anton Pavlovitch, 1860-1904 🇨🇦  
NAME ID: 95949505



# Widely Used Content Vocabularies:

- AAT - *Art & Architecture Thesaurus – Getty Institute*
- LCSH - *Library of Congress Subject Headings*
- LC Name Authority File – *Library of Congress Name Auth.*
- MeSH – *Medical Subject Headings*
- TGM - *Thesaurus of Graphic Materials (LOC)*
- TGN - *Thesaurus of Geographic Names – Getty Institute)*
- ULAN -*Union List of Artists' Names – Getty)*

# Project Profile – which fields should contain controlled content?

## STRUCTURAL ELEMENTS:

1. Title
2. Creator
3. Subject
4. Description
5. Publisher
6. Contributor
7. Date
8. Type
9. Format
10. Identifier
11. Source
12. Language
13. Relation
14. Coverage – e.g. spatial
15. Rights

## POSSIBLE CONTROLLED CONTENT:

1. Title
2. **Creator**
3. **Subject**
4. Description
5. Publisher
6. Contributor
7. **Date**
8. Type
9. **Format**
10. Identifier
11. Source
12. Language
13. Relation
14. **Coverage**
15. Rights

# “Decade” element: Controlled Vocabulary – pick one!

1700-1709

1710-1719

1720-1729

1730-1739

1740-1749

1750-1759

1760-1769

1770-1779

1780-1789

1790-1799

1800-1809

1810-1819

1820-1829

1830-1839

1840-1849

1850-1859

1860-1869

1870-1879

1880-1889

1890-1899

1900-1909

1910-1919

1920-1929

1930-1939

1940-1949

1950-1959

1960-1969

1970-1979

1980-1989

1990-1999

2000-2009

2010-2019

2020-2029

2030-2039

2040-2049

2050-2059



# Open Archives: Digital Collections at the University of Massachusetts Boston

Open Archives Home

Browse This Collection

About the Road Show

Search

within results

Search

Advanced Search

### Add or remove other collections to your search:

Mass. Memories Road Show

AFSC Vietnam Curriculum Project - Children's Drawings

Boston State College Photograph Collection

Descriptions of UMass Boston's Collections (Finding Aids)

Disappeared Children in Argentina

Show 3 more

### Narrow your search by:

Location Names

Road Show Name

Decade

### Browse suggested topics

- Sharon Mass. Memories Road Show (175)

Browsing items in: Mass. Memories Road Show

Sort by: Contributor Name

Display Options

1

Display: 20



Olawale Adeyemi at the Waltham Mass. Memories Road Show



When I Became President of the Nigeria Football Supporters Club, USA Chapter



My Mom's 70th Birthday



Friend's Party



My Parents



My Parents and Infant



The Pizza and Seals



Banko School, 1976

# [ Digital Repositories ]

- There are decisions to be made before creating any digital resources project
  - Which schema to use (fields)?
  - Which content standards to apply?
- Those decisions are never clear-cut
  - Think them through, commit to standards and move on
- **Standards** (schemas and content) allow for sharing, finding, interoperability

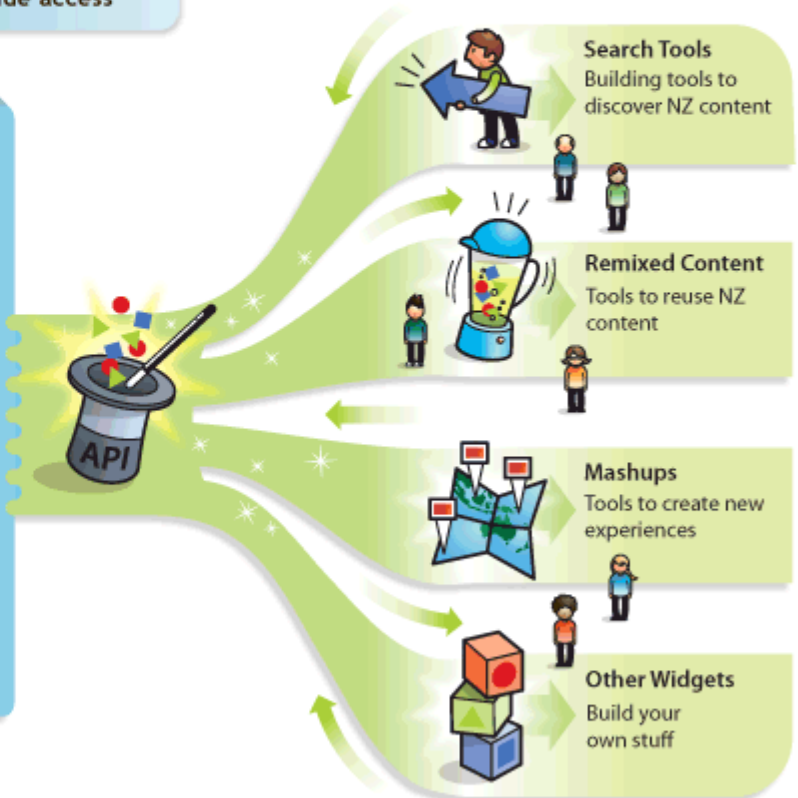
People and organisations contribute content



We store information about the content and provide access



Content is easier to find, share and use



Much of New Zealand's rich content is hidden or buried. We're working on new ways to create, describe, licence, store, surface & share NZ digital content.

Source: <https://natlib.govt.nz/about-us/open-data/digitalnz-api>



# [ Some Useful Resources ]

- [Understanding Metadata, NISO Press. 2004.](#)
- [Metadata. SPEC Kit #298: Executive Summary. 2007.](#)
- [A Practical Application of Dublin Core: Worthington Memory. 2002. Allen and Davis.](#)
- This presentation: Metadata Lecture\_Riley  
<https://docs.google.com/leaf?id=0B68-DLZjnv5INmI2MzU2NDYtZjA3NC00YzE2LWJlZjYtOWZjMDAwOTk5ZGE3&hl=en&authkey=CJDIgfgK>