Metadata Basics

Creating Metadata Records in the Rare Books and Special Collections Library at the American University in Cairo

Carolyn Runyon, Digital Collections Archivist
Rare Books and Special Collections Library
Learning Outcomes

By the end of this workshop, participants should be able to:

• define metadata;
• describe types of metadata;
• identify different metadata standards;
• understand descriptive standards;
• use authorities and controlled vocabularies;
• understand the different between Dublin Core elements and refining properties/qualifiers;
• create a descriptive metadata record for record and a photograph;
• and use the RBSCL Best Practices for Digitizing and Describing Cultural Heritage Materials guidelines.
What is metadata?

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

What does it do?

• Allows resources to be found by relevant criteria
• Identifies resources
• Brings similar resources together
• Organizes resources
• Distinguishes dissimilar resources
• Promotes interoperability
• Gives location information
• Supports preservation and archiving

Types of metadata

• **Descriptive** metadata is used for discovery of objects.
• **Structural** metadata is used primarily for storage of objects in a repository and for presentation.
• **Administrative** metadata is used for managing and preserving objects in the repository.

Metadata Standards

• DCMI Dublin Core Metadata Initiative
• EAD Encoded Archival Description
• EAC-CPF Encoded Archival Context - Corporate bodies, Persons, and Families
• MARC MAchine-Readable Cataloging
• MADS Metadata Authority Description Standard
• METS Metadata Encoding and Transmission Standards
• MODS Metadata Object Description Schema
• PBCore Public Broadcasting Metadata Dictionary Project
• TEI Text Encoding Initiative
• VRA Core Visual Resources Association Core
Why Dublin Core?

- It’s flexible and interoperable.
- Can be used to combine vocabularies from different metadata standards.
- Semantic web implementations are endless.
# Crosswalking Metadata

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<th>Description</th>
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<td>720 #$a with $e=author Added Entry--Uncontrolled Name/Name</td>
<td>260 #$c Date of publication, distribution, etc.</td>
<td>520 #$a Summary, etc. note</td>
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Descriptive Standards

- DACS
  Describing Archives: A Content Standard
- ISAD(G)
  General International Standard Archival Description
- ISO
  International Organization for Standardization
- RDA
  Resource Description and Access
Why do we need descriptive standards?

• Allows resources to be found by relevant criteria
• Identifies resources
• Brings similar resources together
• Organizes electronic resources
• Distinguishes dissimilar resources
• Promotes interoperability
• Gives location information
Authorities and Vocabularies

- Library of Congress
  - LC Subject Headings
  - LC Name Authority File
  - LC Genre/Format Terms
  - Thesaurus for Graphic Materials

- Getty Research Institute
  - Art and Architecture Thesaurus
  - Cultural Objects Name Authority
  - Thesaurus of Geographic Names
  - Union List of Artist Names
Why do we need authorities and vocabularies?

- Allows resources to be found by relevant criteria
- Identifies resources
- Brings similar resources together
- Distinguishes dissimilar resources
- Promotes interoperability
Unqualified Dublin Core Record

- Title
- Creator
- Contributor
- Publisher
- Description
- Subject
- Coverage
- Date
- Type
- Format
- Language
- Identifier
- Source
- Relation
- Rights

Describe a Photograph

[Image of a person holding a small sign that reads "No Mubarak" and a cat.]
Photograph Description

• Title
  Anti-Mubarak demonstrator holding a cat in Tahrir Square
• Creator
  Eldiwany, Ahmed
• Contributor
• Publisher
• Description
  Banner reads, “No Mubarak.”
• Subject
  Demonstrations; Egypt; Protest movements; Revolutions; Cats; Protest posters
• Coverage
  Cairo; Egypt
• Date
  February 2, 2011
• Type
  Still Image
• Format
  Digital photograph
• Language
  English
• Identifier
• Source
  University on the Square: Documenting Egypt’s 21st Century Revolution
• Relation
  Documenting Egypt’s 21st Century Revolution
• Rights
  Copyright 2011, American University in Cairo. All rights reserved.
Qualified Dublin Core Record

- Title
  - Alternative Title
- Creator
- Contributor
- Publisher
- Description
  - Abstract
  - Accrual Method
  - Accrual Periodicity
  - Accrual Policy
  - Provenance
  - Table of Contents
- Subject
- Coverage
  - Spatial Coverage
  - Temporal Coverage
- Date
  - Date Accepted
  - Date Available
  - Date Copyrighted
  - Date Created
  - Date Issued
  - Date Modified
  - Date Submitted
  - Date Valid
- Format
  - Extent
  - Medium
- Type
- Language
- Identifier
  - Bibliographic Citation
- Source
- Relation
  - Conforms to
  - Is Format Of
  - Is Part Of
  - Is Referenced By
  - Is Replaced By
  - Is Version Of
  - References
  - Replaces
  - Requires
- Rights
  - Access Rights
  - License
  - Rights Holder

RBSCL Best Practices for Description

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*Only for famous works of art, etc.*
### RBSCL Best Practices for Description

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# RBSCL Best Practices for Description

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MINUTES OF THE SECOND MEETING
OF THE
BOARD OF TRUSTEES OF CAIRO UNIVERSITY
Bronxville, N. Y., October 30 - November 1, 1915.

1. ORGANIZATION
The Trustees of Cairo University met in Hotel Gramatan, Bronxville, N. Y., at 10:30 A.M., Saturday, October 30, 1915, with Dr. McClurkin presiding.

The following members were present: J.K. McClurkin, D.D., Hon. Henry Wallace, D.D., LL.D., M. G. Kyle, D.D., LL.D., George L. Robinson, D.D., LL.D., Mr. Ralph W. Harbison, C. R. Watson, D.D., Mr. George Innes, Mr. E. E. Olcott, Mr. Fred O. Shane. Professor Harlan P. Beach arrived during the afternoon.

The President conducted a very helpful devotion period.

The minutes of the last meeting were approved as typed and distributed. The action taken by circular vote after the 1914 meeting, separating the offices of Treasurer and Recording Secretary and electing Mr. F. O. Shane to the latter office was approved and ordered to stand as a part of the original Minutes.

Excuses were accepted for the absences of Dr. W. B. Hill, on a tour around the world and of Mr. George M. Paden, unavoidably detained by business duties.
Record Description

- **Title**: Board of Trustees report, October 30-November 1, 1915
- **Creator**: American University in Cairo. Board of Trustees
- **Description**: Minutes of the second meeting of the Board of Trustees of Cairo University, Bronxville, New York, October 30-November 1, 1915.
- **Name**: American University in Cairo
- **Topic**: Universities and colleges
- **Location**: Cairo; Egypt; Africa
- **Date Created**: 1915-10-31; 1915-10-31; 1915-11-01
- **Type**: Still Image; Text
- **Format**: application/pdf
- **Extent**: 54 p.
- **Medium**: reports
- **Language**: en
- **Identifier**: UA-R-GC-1914-01-01-1915-10-30
- **Collection**: Board of Trustees Meetings Minutes
- **Source**: Meetings Minutes; Board of Trustees and Founders; Governing Bodies and Committees; Records; University Archives; Rare Books and Special Collections Library; American University in Cairo
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Describe a Photograph

This photograph depicts a large cannon, possibly from a historical or military setting, given its size and construction. The cannon is mounted on a heavy, sturdy carriage, suggesting it is designed for long-range artillery fire. The background appears to be a sandy or desert-like environment, with sparse vegetation, indicating a remote or desert warfare scenario. The text on the image, "Les batteries du Mex démantelées," suggests that these are remnants of a battery, possibly from Mexico, which have been dismantled. The photographer's name, "L. Fiorello," is also visible, indicating the credit for the photograph. Overall, the image captures a momentous and perhaps significant historical event, frozen in time through the medium of photography.
Photograph Description

- **Title**
  Al Maks cannons

- **Photographer**
  Fiorillo, L., 1870-1889

- **Description**
  Photographer's description: Les batteries du M ex démantelées.
  Translation of photographer's description: The dismantled cannons of Al Maks.
  Text in image: CASURA, GZ, MISTER LOLO.

- **Topic**
  Bombardment of 1882

- **Subject**
  Cannons; Forts & fortifications; War damage

- **Location**
  Al Maks; Al-Iskandarīyah governorate; Egypt; Africa

- **Date Created**
  1882

- **Type**
  Still Image

- **Format**
  image/jp2

- **Extent**
  26.7 x 18.9 cm.

- **Medium**
  Albumen prints

- **Language**
  fr

- **Identifier**
  SC-1956-01-PA-1882-01-004_2c

- **Original Identifier**
  2(c)

- **Collection**
  Alexandria Bombardment of 1882 Photographs

- **Source**
  Alexandria Bombardment of 1882 Photograph Album; Egypt and Middle East Architecture, Landscape, and Travel Photograph Album Collections; Rare Books and Special Collections Library; American University in Cairo

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Questions?