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digitalcolls-metadataprofile

Metadata Application Profile (MAP) for the Carnegie Hall Digital Collections

Carnegie Hall Digital Collections Metadata Application Profile

Site Link

https://carnegiehall.github.io/digitalcolls-metadataprofile/

Overview

Last updated: April 2018

This profile describes metadata elements for item-level asset records created and managed by the Carnegie Hall Archives for its Digital Collections. The purpose of establishing this profile is to document current metadata standards, cataloging procedures, and controlled vocabularies to allow for self-assessment and interoperability across cultural institutions. Future additions to this profile will include mapping to DPLA properties, Dublin Core, and other appropriate metadata schemas.

The elements outlined in this initial profile represent metadata for assets available within Carnegie Hall's Digital Collections. The elements represent descriptive, administrative, and technical aspects of the digital objects. These assets serve as digital representations of a broad range of archival materials including photographs, program books, flyers, posters, correspondence, and recordings to support Carnegie Hall's mission and to share our rich history with the widest possible audience. The Carnegie Hall Digital Collections are currently managed in a digital asset management system (DAMS), and we aim to present a public preview of the collection material online in the near future.

Please note this is a preliminary draft release of our metadata profile. Ask questions or share recommendations by following the Feedback instructions.

Contents

This site includes a quick look at each element and obligation. This information appears in more detail on the Elements page, sorted by obligation and element name. We also provide a representative sample of authority sources which contribute to our custom metadata profile.

- A Quick Look summary table with element names and obligations.
- Details about CH Digital Collections metadata elements.
- Overview of controlled vocabularies, schemas, and formatting applied to portions of the input values for select elements.

Feedback

CH Archives welcomes your thoughts, questions, and recommendations.

Add or Comment on Topics

Anyone is welcome to start a new topic ("issue") by selecting the `Issues` tab in GitHub and clicking the green New Issue button in the upper right.

All existing issues, open and closed, may be reviewed or commented upon in the Issues section.

Contact the Archives

Email your thoughts to the Carnegie Hall Archives at **archives@carnegiehall.org** with the subject line *Digital Collections: Metadata Application Profile Feedback*.

Acknowledgements

CH Archives would like to thank the following individuals/projects/organizations for making resources freely available and usable.

Strategy and structuring informed by information in the Digital Library Federation (DLF) Assessment Interest Group (AIG) Metadata Working Group's Assessment Toolkit, including resources from the Metadata Application Profile Clearinghouse:

- South Carolina Digital Library Metadata Schema & Guidelines
- Ohio Digital Network Metadata Application Profile
- Digital Public Library of America Metadata Application Profile, version 4.0
- University of Houston, Bayou City DAMS Metadata Application Profile

Additional referenced resources:

- Cornell University Library Metadata Application Profiles
- Metadata Application Profile, University of Notre Dame, Hesburgh Libraries

Feedback section of this Overview document cribs contributing instructions from AMIA Open Source analog-inspection.

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Metadata Application Profile (MAP) for the Carnegie Hall Digital Collections

Quick Look

Below is a summary (alphabetized by element) of Required, Mandatory (if applicable), and Optional elements in the CH Digital Collections metadata profile.

See details on the Elements page.

Element	Obligation
Asset Type	Required
Content Type	Required
Department	Required
Height	Required
Purpose	Required
Relationship Indicator	Required
Size	Required
Source	Required
Subtype	Required
Title	Required

Width	Required
System ID	Required [automated]
Approval Conditions	Mandatory (if applicable)
Archives Unique ID	Mandatory (if applicable)
Carnegie Hall Archives Collection	Mandatory (if applicable)
Copyright	Mandatory (if applicable)
Date	Mandatory (if applicable)
Date (Free Text)	Mandatory (if applicable)
Date (Year)	Mandatory (if applicable)
Description	Mandatory (if applicable)
Digital Accession Date	Mandatory (if applicable)
Legacy Filename	Mandatory (if applicable)
Production Keyword	Mandatory (if applicable)
Season	Mandatory (if applicable)
Source ID	Mandatory (if applicable)
Usage	Mandatory (if applicable)
Venue	Mandatory (if applicable)
Internal Notes	Optional
Keywords	Optional
Language	Optional
Names	Optional
Notes	Optional

Original Format	Optional
Place	Optional
Stereo/Mono	Optional

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CH Digital Collections Element Details

Each element is presented in a table format under Element Details. Directly below is an description of each field in this table template.

Element:	*Metadata element name*
Description	*General overview of element*
Obligation	*Element use requirement; Required, Mandatory (if applicable), or Optional*
Repeatable?	*Ability to include more than one instance of the element*
Range	*Data type or value*
Input Guidelines	*How to specifically populate the element field*
Controlled Vocabulary	*Suggested vocabularies to populate the element field. See the Controlled Vocabularies for more details on how these are utilized.*
Example(s)	*Sample inputs from the specific element field*

Element Details

Element:	Asset Type
Description	Format of described resource based on technical characteristics
Obligation	Required
Repeatable?	No
Range	Controlled text
Input Guidelines	Automatically generated by system based on file type
Controlled Vocabulary	DCMI Type Vocabulary, ebu_MediaTypeCS
Example(s)	Image; Audio

Element:	Content Type
Description	Specific and explicit definition of what is represented in the resource
Obligation	Required
Repeatable?	Yes
Range	Controlled text string
Input Guidelines	The type of asset or what the asset depicts. For example, the content type can be as concrete as "flyer" or "3-sheet," or it can describe the specific event taking place with keywords such as "interview" or "workshop recording."
Controlled Vocabulary	PBCoreAssetType Vocabulary, PBCore @descriptionType Vocabulary, ebu_ContentGenreCS, ebu_EditorialFormatCodeCS
Example(s)	event image; program page

Element:	System ID
Description	System-generated ID of described resource
Obligation	Required (automated)

Repeatable?	No
Range	Identifier
Input Guidelines	Automatically generated by system
Example(s)	CH1378771

Element:	Department
Description	Carnegie Hall Department that mediates access to the resource and for whom the resource is intended or useful
Obligation	Required
Repeatable?	No
Range	Controlled text string
Input Guidelines	The field must be populated to determine an asset's usage, visibility, and rights
Example(s)	Rose Museum and Archives; Public Relations

Element:	Height
Description	Height of digital resource
Obligation	Required
Repeatable?	No
Range	Controlled text string
Input Guidelines	Automatically generated by system
Example(s)	360px

Element:	Relationship Indicator

Description	Relationship field that links a resource to an event record or to a collection
Obligation	Required
Repeatable?	No
Range	Controlled text string
Input Guidelines	Associates asset to a record representing: an event described in CH's performance history; a named archival collection; or a specific department, program, or project. Current system implementation is the asset exists in a folder representing one of the concepts described. The system field which establishes this link is populated with folder name or specific event identifier pertaining to the asset.
Example(s)	Louis Salter Collection; Artist Management Provided Images; Jazz at the Philharmonic (March 26, 1967 performance in the Main Hall featuring Ella Fitzgerald, Duke Ellington, and others)

Element:	Purpose
Description	A class of entity for whom the resource is intended or useful
Obligation	Required
Repeatable?	No
Range	Controlled text string
Input Guidelines	Assets are automatically assigned the purpose "Pending Process" upon ingest. Administrator upgrades the purpose based on usage and rights.
Example(s)	Pending Process; For Staff Reference Only

Element:	Size
Description	Extent, height, width, and file size of digital resource
Obligation	Required
Repeatable?	No
Range	Controlled text string

Input Guidelines	Automatically generated by system
Example(s)	490px by 360px; 5MB; 26 pages

Element:	Source
Description	Person, organization, or service responsible for contributions to defined resource
Obligation	Required
Repeatable?	No
Range	Controlled text string
Input Guidelines	Includes photographers, lendors, institutions, organizations, etc.
Example(s)	Carnegie Hall Archives

Element:	Subtype
Description	Functional field that dictates how descriptive information is presented to the user
Obligation	Required
Repeatable?	No
Range	Controlled text string
Input Guidelines	Automatically generated by system, but editable where necessary. Most visual assets will be assigned "default image," but can be edited to reflect specific subtypes such as "flyer."
Controlled Vocabulary	DCMI Type Vocabulary
Example(s)	Default Image; Flyer

Element:	Title
Description	Primary name given to described resource

Obligation	Required
Repeatable?	No
Range	Free-text
Input Guidelines	Format as performer or event name. For archival assets, include the date (Month Day, YYYY).
Controlled Vocabulary	
Example(s)	New York Philharmonic; Carnegie Hall exterior, 1900

Element:	Width
Description	Width of digital resource
Obligation	Required
Repeatable?	No
Range	Controlled text string
Input Guidelines	Automatically generated by system
Controlled Vocabulary	
Example(s)	490px

Element:	Approval Conditions
Description	Information about who can access the resource or its security status
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Free-text
Input Guidelines	Used to clairify or specify rights and usage statuses. Populate with an explanation of why an asset is approved or not approved, a range of dates for an asset's usage, or specific approval instructions not already clarified by the usage field.

Example(s)	Contact Public Relations before use; Image to only be used for 2017-2018 season

Element: Archives Unique ID

Description	Carnegie Hall Archives ID of the physical version of the described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Free-text
Input Guidelines	Populate with exact formatted ID
Example(s)	CHA-FL-02923_001

Element: Carnegie Hall Archives Collection

Description	Carnegie Hall Archives Collection of which described resource is a part
Obligation	Mandatory (if applicable)
Repeatable?	Yes
Range	Controlled text string
Input Guidelines	Only populate for assets managed by the Carnegie Hall Archives. List of collections represents both general and named collections.
Example(s)	Photographs Collection; Programs Collection

Element: Copyright

Description	Information about rights held in and over described resource, including more specific contributor or creator rights
Obligation	Mandatory (if applicable)
Repeatable?	No

Range	Controlled text string
Input Guidelines	Populate this field with text exactly as it should read, including the "©" and any associated year or date where appropriate. Includes photographer copyright.
Example(s)	©Carnegie Hall; Photo by Carnegie Hall Corporation

Element:	Date
Description	Date depicted in or by the defined resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Date
Input Guidelines	Only populate this field if the asset pertains to a specific date
Controlled Vocabulary	ISO 8601
Example(s)	43013

Element:	Date (Free Text)
Description	Temporal date(s) of described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Free-text
Input Guidelines	Populate with date information that is not implied by Date, Season, or Date (Year), such as a known range of dates pertaining to the asset, a month and year combination (if the specific day and formatted date is unknown), an "undated" or "date unknown" clause, etc.
Example(s)	August 1980; May 5, 1891 through May 8, 1891

Element:	Date (Year)
Description	Year of the described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Free-text
Input Guidelines	Populate as YYYY
Example(s)	2018

Element:	Description
Description	Textual account of described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Free-text
Input Guidelines	Recommended for entering descriptive information not present in other fields. Do not populate this field with any general notes or internal notes.
Example(s)	This photograph shows the interior of Carnegie Hall as it appeared for the November 1, 1949 recital of tenor Miklos Gafni.

Element:	Digital Accession Date
Description	Date resource was uploaded/ingested to Carnegie Hall to provide a clear delineation point for the assumption of responsibility for the digital content's preservation.
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Date

Input Guidelines	For migrated assets, populate with the date of original ingest into previous system or storage environment.
Controlled Vocabulary	ISO 8601
Example(s)	2018-04-11

Element:	Legacy Filename
Description	Previous filename of described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Free-text
Input Guidelines	Populate with filename from previous system or filename other than Original Filename (filename upon ingest)
Example(s)	CHA-FL-00402_001.jpg

Element:	Production Keyword
Description	Production status of described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Controlled text string
Input Guidelines	Only applies to audio/video assets. This field is highly recommended for video and audio assets, as it will group together assets in specific production stages.
Controlled Vocabulary	PBCore instantiationGenerations Vocabulary
Example(s)	demo; indexed by work

Element:	Season
Description	Temporal date range of described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Controlled text string
Input Guidelines	As determined by concert season, which begins in September and ends in August.
Example(s)	1891-1892

Element:	Source ID
Description	Original, legacy, or source-generated ID of described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Free-text
Input Guidelines	Populate with original source IDs (not original filenames) from other systems, databases, etc.
Example(s)	OLD86700

Element:	Usage
Description	Information about approval and use ratings of resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Controlled text string
Input Guidelines	Affects an asset's visibility and users. Recommended when a specific approval is known (not estimated).

Example(s)	artist rejects use of image; approved

Element:	Venue
Description	Event location associated with or depicted by described resource
Obligation	Mandatory (if applicable)
Repeatable?	No
Range	Controlled text string
Input Guidelines	Includes event locations within Carnegie Hall (including historic venue names) and external venues
Example(s)	Isaac Stern Auditorium / Ronald O. Perelman Stage; Zankel Hall; Knockdown Center; Carnegie Lyceum

Element:	Internal Notes
Description	Internal-facing notes pertaining to the described resource
Obligation	Optional
Repeatable?	No
Range	Free-text
Input Guidelines	Use for internal-only notes, excluding approval condition notes. Notes in this field will not be visible to public users, but are visible to Carnegie Hall staff members.
Example(s)	Provided via email to the Archives; Original TIFF image contained this and another ticket stub in the same scan

Element:	Keywords
Description	Content depicted by the described resource
Obligation	Optional
Repeatable?	Yes

Range	Controlled text string
Input Guidelines	Populate to increase searchability of specific content, programs, projects, etc.
Controlled Vocabulary	LCSH
Example(s)	children; audience

Element:	Language
Description	Language(s) of described resource
Obligation	Optional
Repeatable?	Yes
Range	Controlled text string
Input Guidelines	Populate for audio, video, or textual assets
Controlled Vocabulary	ISO 639-3
Example(s)	English; French

Element:	Names
Description	Entities featured as content of the resource
Obligation	Optional
Repeatable?	Yes
Range	Controlled text string
Input Guidelines	Populate with performance and non-performance entities, such as artists, speakers, designers, board members, etc., associated with the asset
Controlled Vocabulary	LCNAF
Example(s)	New York Philharmonic; Frank Sinatra (1915-1998)

Element:	Notes
Description	Notes pertaining to the described resource
Obligation	Optional
Repeatable?	No
Range	Free-text
Input Guidelines	Populate with public-facing notes, such as notes that do not specifically pertain to an asset's description or to another tagging field, but are nonetheless important. For example, include in this field notes about the physical asset, such as copies or similar materials available.
Example(s)	60s Festival Brochure Images; Price: Fifty cents, includes printed address label

Element:	Original Format
Description	Physical medium of defined resource
Obligation	Optional
Repeatable?	No
Range	Controlled text string
Input Guidelines	Select from the list based on the format types available
Controlled Vocabulary	PBCore instantiationPhysical Vocabularies
Example(s)	Betacam; audiocassette

Element:	Place
Description	Spatial characteristics of described resource, such as country, city, county, or other geographical term
Obligation	Optional

Repeatable?	No
Range	Controlled text string
Input Guidelines	Cities and counties must have accompanying states, formatted by state abbreviation
Controlled Vocabulary	GeoNames
Example(s)	New York, NY; London

Element:	Stereo/Mono
Description	Representation of original version of audio
Obligation	Optional
Repeatable?	No
Range	Controlled text string
Input Guidelines	Select from the list based on technical characteristics of physical item
Example(s)	Mono

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Referenced Controlled Vocabularies, Schemas, and Formatting

The following information serves as a basis for ongoing metadata development. These references will continue to expand and formalize as CH Archives works towards more interoperability across internal and external resources. Goals include more comprehensive alignment to authorities and standards adopted in the cultural heritage field.

You can see how each schema is related to an element on the element details page.

Referenced Schemas

Dublin Core Metadata Initiative

- Type (URI)

EBU CORE Metadata Set

- ContentGenreCS
- EditorialFormatCodeCS
- MediaTypeCS

Geographic/Location

- GeoNames

International Organization for Standardization (ISO) –

Languages and Dates

- ISO 639-3
- ISO 8601

Library of Congress authorities

- Name Authority File
- Subject Headings (LCSH)

PBCore – Public Broadcasting Metadata Dictionary Project

- @descriptionType
- instantiationGenerations
- instantiationPhysical Vocabularies
- AssetType

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