Metadata is integral for resource discovery, interoperability and sustainability of digital collections. Every resource should, at the very least, be described according to the following requirements:

Metadata requirements: Minimal
• Title • Physical description – media type (audio, images, text, video) • Unique identifier

However, a more complete metadata set allows for greater manipulation of records for resource discovery, faceted browsing, and other enhanced functionalities.

Metadata requirements: Recommended
• Title • **Name of creator** • **Dates of creation** • Physical description – media, item type and dimensions • **Description** • **Subject** • **Copyright status** • Unique identifier

For metadata to be effective it must be consistent. Use authoritative forms and controlled vocabularies whenever possible.

Recommended Content Standards

- AACR2: Anglo-American Cataloguing Rules
- RAD: Rules of Archival Description
- CCO: Cataloguing Cultural Objects: A Guide to Describing Cultural Works and their Images
- LCSH and GM: Graphic Materials: Rules for Describing Original Items and Historical Collections

Part 2	Creating Digital Objects for VITA

Your organization is responsible for coming up with policies and best practices for creating, handling and storing your digital objects. The following are a set of recommendations for creating derivative objects for uploading into VITA.

2.1	Images

We recommend that image files uploaded to VITA should be:
- 100% quality JPEG – as close to a lossless as possible
- 300 dpi (dots per inch) or higher
- Derived from your archival master [the original scan of the master, which we recommend should be a 300-400dpi TIFF file] which is stored elsewhere
- File size for any image file should not exceed 40MB

Thumbnail
- A thumbnail of the digital image is an integral part of the search result.
- If the object does not lend itself to an appropriate thumbnail, then a generic image/logo is required from the contributing partner for display of the search results to represent records of your organization.

2.2	Video & Audio

VITA supports any audio or video files that can be downloaded, e.g. .mp3, .mov, .mp4, or .wmv files. Streaming services are available for certain agencies.

For download videos, upload a thumb/regular image that will represent the image (until you do this a default icon will be associated as a thumbnail). Upload the video or audio file using the appropriate size/category setting from the upload page. **Note:** you can associate an audio or video file with *any* existing record using this method. If do you add audio or video to an existing object, please be sure to note this by adding additional media types as appropriate (as this is not done automatically).

2.3   Text

VITA has a number of features to accommodate different kinds of text files. A separate manual called Text Object Management is available for detailed descriptions and workflows for processing, uploading, and creating records for the kinds of text objects listed here

- o Clippings
- o PDFs
- o Scrapbooks
- o Postcards
- o and more…

For more detailed information on managing multi-page text uploads, creating and uploading Zoomify files, full text extraction, OCR processing and associating full-text files, uploading and splitting PDFs, and managing Clippings, see the Text Object Management manual.

2.4   Full run newspapers

VITA is a sophisticated system that can handle complex relationships within object components like full run newspapers: publications with multiple issues per year, multiple pages per issue and with Birth Marriage and Death (BMD) record or article index records associated with those pages.

For more information on managing these kinds of materials, see the Newspaper content management manual. For more information about having your full run newspaper scans processed for hit highlighting results, please take a look at http://vitatoolkit.ca/newspapers/all-in-one-newspaper-digitization-service/.