

PART 1

APPLYING THE RIGHT METADATA

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:

Minimal Metadata Requirements
<ul style="list-style-type: none">• 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.

Recommended Metadata Requirements
<ul style="list-style-type: none">• Title• Name of creator• Dates of creation• Physical description – media, item type and dimensions• Description• Subject• Copyright status• Unique identifier

The VITA workflow allows you to easily capture all of these facets via a series of data management screens.

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
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Each data screen contains fields that allow you capture specific types of data.

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