

IMLS Recommended Metadata Elements

DRAFT PROPOSAL

mandatory (m), mandatory if applicable (ma), optional (o), irrelevant (i)

Descriptive Metadata (m)

- owner/creator
- collection
- title
- author or creator
- subject
- publisher
- publication date
- type (serial, monograph, etc.)
- format (print, microfilm, microfiche, etc.)
- attributes (e.g., stained, brittle, bound, heavily illustrated, etc.)
- dimensions
- source (original or intermediate)
- series
- resource identifier

Administrative Metadata

Project Information (m)

- name of funding agency
- project team

Default Header Fields for TIFF Images (Image Width, Image Length, BitsPerSample, XResolution, etc.)
(ma)

Preservation Intention (m)

Image Production and Reformatting (m)

- date/time of capture
- methodology/rationale (benchmarking information)
- capture device and its characteristics
- capture device lighting
- scanner software
- scanner settings
- control targets
- processing filters used
- image quality control
- file size (o)

Format Issues

- MIME type (m)
- file format (m)
- compression (m)
- class id / genotype (d)

Resolution Issues

- pixel array size / count (m)
- spatial resolution at capture (ma)
- orientation (ma)

Encoding

- tonal resolution (m)
- channels and layers (m)
- byte order (m)
- photometric interpretation (m)
- color space (m)
- color management (m)
- CLUT (o)
- gamma correction (o)
- white-point / black-point (o)

Compression

- compression (m)
- layering (m)
- sub-sampling (ma)

Image Processing

- image enhancements
- access derivatives (ma)
- processing derivatives - OCR, XML, etc. (ma)

Known System Requirements

Rights Management/Copyright Statement

Access Control

- watermark (ma)
- encryption (ma)

Validation

- checksum (m)

Change History

- migration activities (m)

Structuring Metadata

Relationship to Other Resources (ma)

Metadata Locations (m)

Monographs

- title page (m)
- copyright page (m)
- table of contents (m)
- list of illustrations (o)
- list of tables (o)
- beginning segments (e.g., forward, preface, acknowledgements) (m)
- End segments (e.g., epilogue, afterword, conclusion, etc.) (m)
- chapters/parts (m)
- notes (o)

bibliography (o)
index (m)
colophon (o)

Miscellaneous

errata (m)
page numbers (m)
blank page (m)

Serials

Entire Publication

volume (m)
issue (m)
supplements (m)
table of contents (m)
index (at issue and volume level) (m)
corrections and retractions (m)
serial front matter (m)
serial part (o)
serial section (o)
name index (if separate from other index) (o)
subject index (if separate from other index) (o)
page (m)

Articles

article title (o)
author (o)
abstract (o)
date (o)
tables/figures (o)

References:

tt:

NDLP, MOA1, MOA2, Dublin Core, MARC 007, RLG Metadata Recommendations, various style manuals including MLA, APA, etc.

oyr:

OAIS, National Library of Australia Metadata Proposal, PANDORA, NISO/CLIR/RLG Workshop on Technical Metadata, LC/CNRI Metadata Set, SagaNet, CLIR Hybrid Approach Report, Goettingen Digitization Center