Metadata

An Introduction

This metadata infokit is intended to be used by anyone involved in developing or looking after a digital resource of any kind and who require an understanding of what metadata can do to help to administer the digital resource and make it accessible and sustainable.

The info-kit assumes no prior knowledge of metadata. It is an introductory guide to the various aims, objectives and concepts of metadata. It attempts to avoid the use of jargon and acronyms which can sometimes cloud discussion on metadata. Where it is appropriate, links are provided to further information or more detailed analysis of a given topic.

The infokit is a stand-alone resource, but users may also find the accompanying directories useful:

- For more information on specific metadata standards – A Directory of Metadata Standards
- For information on terminology controls: Controlling your language: A Directory of Controlled Vocabulary

Links are provided throughout the infokit to these documents at relevant places. It is anticipated that users new to metadata will use the infokit sequentially as one topic often leads onto another. However readers who have a grasp of the basic fundamentals of metadata may wish to jump straight into a particular topic.

Metadata Can Come From Various Sources

Producing metadata in-house
Crowdsourcing metadata
Deriving metadata from files and machines

Metadata by Format

Still image metadata
Time-based media metadata
Metadata for 3D objects

Metadata Storage

Storing metadata within the digital file
Storing metadata within a database

Metadata Management

Metadata standards
The benefits of using a metadata standard
The metadata application profile
Sharing metadata: also known as interoperability