

the world of... METADATA

Metadata is defined as the data providing information about one or more aspects of the data; it is used to summarize basic information about data which can make tracking and working with specific data easier. It can be categorized into three main types.

- 1 structural
how data is organized
- 2 descriptive
information for identification
- 3 administrative
technical source, data type
- right management
- preservation rights

KEYWORDING

KEYWORDING PROCESS



Keywords are most useful if they are applied in a consistent, collection-wide manner. One tool that can help to achieve consistency is a controlled vocabulary. This concept means your list of available keywords is restricted to an approved set of terms. This can help ensure proper spelling and can help you keyword consistently.

DUBLIN CORE

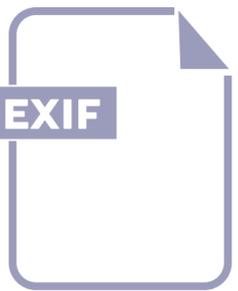
- | | |
|-------------|-----------|
| Contributor | Language |
| Coverage | Publisher |
| Creator | Relation |
| Date | Rights |
| Description | Title |
| Format | Type |
| Identifier | |

WHAT ARE KEYWORDS?

Keywords are words or phrases that you associate with an asset to describe the subject matter, style, uses, or connotations of the image. These descriptions help when organizing and searching your asset collection.

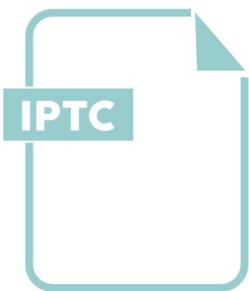
The Dublin Core Metadata Element Set is one of the simplest and most widely used metadata schema. Originally developed to describe web resources, it has been used to describe a variety of digital resources

STANDARDS



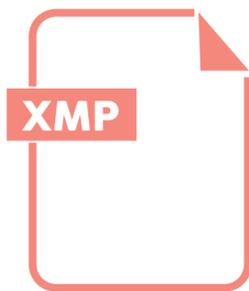
Exchangeable Image File Format

A standard format for storing interchange information in digital photography image files using JPEG compression



International Press Telecommunications

The most widely used standard to describe photos. It structures and defines metadata properties that allow users to add precise and reliable data about images.



eXtensible Metadata Platform

An ISO standard, originally created by Adobe Systems Inc., for the creation, processing and interchange of standardized and custom metadata for digital documents and data sets



Auxiliary Information

Constitutes the metadata for the dataset, notably it is likely to be more extensive and less standardised. Text.

METADATA ENTRY



AUTOMATICALLY ADDED

Added by a device, software or program that makes the file

MANUAL ENTRY

Inputting additional more relevant data

EXAMPLE: ITUNES MUSIC FILES

This is all the data that is automatically stored within each song on iTunes. The audio file also includes the album artwork.

Basic Space	3:32	xx
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Song: Basic Space
Artist: xx
Album: X
Album Artist: xx
Genre: Indie Pop
Composer: Jamie Smith
Year: 2009
Track: 8 of 11
Disc: 1 of 1

EXAMPLE: ADOBE PHOTOSHOP

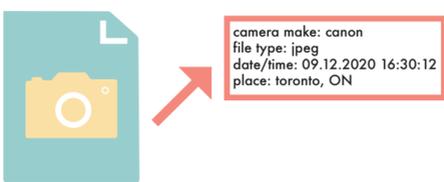
Adobe Photoshop allows the user to input their own metadata for any image. There are multiple categories that help organize the information being manually entered



METADATA STORAGE

1 EMBEDDED

metadata contained within the file



eg. EXIF, IPTC, & XMP

2 EXTERNAL

metadata that is separate or found outside the file

