Bracero History Archive Metadata Schema

Introduction:

This document contains the metadata schema for the *Bracero History Archive* project. The fields are divided into two categories: core and item type. We have set these fields for the system using standards that are common to digital archive projects based on the Dublin Core Metadata Initiative. Using these metadata fields will generate the best possible outcome on both the front and back ends, e.g., usability and database normalization and design.   Additionally, we will be able to import and export archive records from other collection management systems with the least amount of modification of data.

Core metadata refers to the basic fields that are common for each and every item in the archive, regardless of what kind of item it is.

Item type metadata refers to the additional fields that accompany specific kinds of items (still images, oral histories, documents, etc.)

Due to the large number of collaborators on this project it is imperative that we agree on the ways that we are using the metadata fields. This standardization of usage is necessary in order to properly integrate and disseminate the collection. In some cases we will need to determine and maintain a limited set of acceptable terms to identify objects (subject terms) and in other cases we may want to use a controlled list of terms in extended metadata fields (spatial and temporal coverage, etc).

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I. Core Metadata

The Dublin Core recommended metadata element set, a standard for cross-domain information resource description. Dublin Core provides a baseline group of descriptors that are common to all objects, physical and digital.

II. Item Types

This section lists all object types part of the *Bracero Archive*, including descriptions, examples, common file formats and extended metadata elements.

I. Core Metadata

Metadata Element Name	Metadata Element Description
Identifier	An unambiguous reference to the resource within a given context. Recommended best practice is to identify the resource by means of a string conforming to a formal identification system. For the *Bracero History Archive*, this number is automatically generated by the archival system.
Title	The formal title of the object. If none is apparent, a short description of the object is sufficient; this is not the file name.
Description	An account of the resource. Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.
Creator	An entity primarily responsible for making the resource.
Additional Creator	A second entity responsible for making the resource.
Subject	The topic of the resource. Typically, the topic will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary. To describe the spatial or temporal topic of the resource, use the Coverage element.
Source	The resource from which the described resource is derived. The described resource may be derived from the related resource in whole or in part. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.
Publisher	An entity responsible for making the resource available.
Date	The date the described resource was created.

Contributor	An entity responsible for making contributions to the resource.
Rights	Information about rights held in and over the resource. Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights.
Rights Holder	A person or organization owning or managing rights over the resource. Recommended best practice is to use the URI or name of the Rights Holder to indicate the entity.
Relation	A related resource. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.
Spatial Coverage	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant. Spatial topic may be a named place or a location specified by its geographic coordinates. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies. Recommended best practice is to use a controlled vocabulary such as the Getty Thesaurus of Geographic Names [TGN].
Temporal Coverage	Date range.
Language	A language of the resource.
Provenance	A statement of any changes in ownership and custody of the resource since its creation that are significant for its authenticity, integrity and interpretation. The statement may include a description of any changes successive custodians made to the resource.
Bibliographic Citation	A bibliographic reference for the resource. Recommended practice is to include sufficient bibliographic detail to identify the resource as unambiguously as possible, whether or not the citation is in a standard form.

II. Metadata for Item Types

Document (Text)

Object Type Name	
Document	
Object Type Description	
A resource consisting primarily of words for reading.	
Examples of Object Type	
Books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.	
Common File Formats	
TXT, DOC, PDF, XML, JPEG, TIFF	
Metadata Element Name	**Metadata Element Description**
Text	Any textual data included in the document

Still Image:

Object Type Name	
Still image	
Object Type Description	
A static visual representation. Recommended best practice is to assign the type Text to images of textual materials. Instances of the type Still Image must also be describable as instances of the broader type Image.	
Examples of Object Type	
Examples include paintings, drawings, graphic designs, plans and maps.	
Common File Formats	
GIF, JPEG, PNG, TIFF	
Metadata Element Name	**Metadata Element Description**
Original Format	If the image is of an object, state the type of object, such as painting, sculpture, paper, and additional data; if it was an original 35mm photo
Resolution	Resolution of the still image determined by pixel dimensions, pixels per inch, or dots per inch
Dimensions	In pixels of digital file
Physical Dimensions	Actual physical size of the original image

Moving Image:

Object Type Name	
Moving image	
Object Type Description	
A series of visual representations imparting an impression of motion when shown in succession.	
Examples of Object Type	
Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation. Instances of the type Moving Image must also be describable as instances of the broader type Image.	
Common File Formats	
AVI, MPEG, MP4, QT, SWF, WMV	
Metadata Element Name	**Metadata Element Description**
Transcription	Any written text transcribed from the sound
Original Format	16mm, DV, et al
Duration	The length of time
Compression	Rate of compression for moving image file
Producer	Names
Director	Names

Sound:

Object Type Name	
Sound	
Object Type Description	
A resource primarily intended to be heard.	
Examples of Object Type	
Examples include a music playback file format, an audio compact disc, and recorded speech or sounds.	
Common File Formats	
AIFF, MIDI, MP3, OGG, QT, RA, WAV	
Metadata Element Name	**Metadata Element Description**
Transcription	Any written text transcribed form the sound
Original Format	Analog or digital
Duration	The length in time
Bit rate/Frequency	The number of bits used to represent each sample in an audio file, determining the accuracy of the sample

Oral History:

Object Type Name	
Oral history	
Object Type Description	
A resource containing historical information obtained in interviews with persons having firsthand knowledge.	
Examples of Object Type	
Audio recordings, video recordings, written transcripts	
Common File Formats	
[various sound, moving image, and text files]	
Metadata Element Name	**Metadata Element Description**
Transcription	Any written text of the interview
Interviewer	Person performing the interview
Interviewee	Person being interviewed
Location	Location of the interview
Original format	Analogy or digital format, or any other specifics
Duration	The length in time
Bit rate/Frequency	The number of bits used to represent each sample in an audio file, determining the accuracy of the sample
Time summary	Summary of interview at different type stamps throughout the interview
Translation	Interview translated from one language to another language

Email:

Object Type Name	
Email	
Object Type Description	
A resource that contains text and information from an email, but not necessarily a scanned document of an email.	
Examples of Object Type	
Email text and attachments	
Common File Formats	
[various text files]	
Metadata Element Name	**Metadata Element Description**
Body	The main body of the email, including all replied and forwarded text and headers
Subject line	The content of the subject line of the email
From	The name and email address of the person sending the email
To	The names and email addresses of the person to whom the email was sent
CC	The names and email addresses of the person to whom the email was carbon copied
Bcc	The names and email addresses of the person to whom the email was blind carbon copied
Number of attachments	The number of attachments to the email

Lesson Plan:

Object Type Name	
Lesson plan	
Object Type Description	
Document or set of documents used for educational purposes	
Examples of Object Type	
Common File Formats	
[various text, sound and moving image files]	
Metadata Element Name	**Metadata Element Description**
Standards	National or local
Objective	Meaning of exercise
Materials	Description of text, sound, and moving image elements
Duration	Amount of time, in class periods or days, to complete lesson plan
Lesson Plan text	Text of lesson plan

Website:

Object Type Name	
Website	
Object Type Description	
A resource comprising a web page and all its related assets (such as images, sounds, and video files, etc.) These objects will link to a local directory containing all assets of the web page or web site.	
Examples of Object Type	
Individual web pages, collection of web pages	
Common File Formats	
[various sound, moving image, and text files]	
Metadata Element Name	**Metadata Element Description**
Local URL	URL of the local directory containing all assets of the website.

Hyperlink:

Object Type Name	
Hyperlink	
Object Type Description	
A resource that is a reference to an active, outside link	
Examples of Object Type	
URL	
Common File Formats	
Text of URL	
Metadata Element Name	**Metadata Element Description**
Title	Title of hyperlinked page
URL	Contains active link
Description	Annotation or summary of the link

Event:

Object Type Name	
Event	
Object Type Description	
A non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, and responsible agents associated with an event.	
Examples of Object Type	
Examples include an exhibition, webcast, conference, workshop, open day, performance, battle, trial, wedding, tea party, conflagration.	
Common File Formats	
[various sound, moving image, and text files]	
Metadata Element Name	**Metadata Element Description**
Duration	Length in time
Event type	What type of event
Participants	Names of individuals or groups participating in event

Person:

Object Type Name	
Person	
Object Type Description	
An individual, biographical data, birth and death, etc.	
Examples of Object Type	
Common File Formats	
[various sound, moving image and text files]	
Metadata Element Name	**Metadata Element Description**
Birth date	Person's date of birth
Birth place	Person's place of birth
Death date	Person's date of death
Occupation	Occupation of person
Biographical text	Biography of person
Bibliography	Contains outside resources