

METADATA FOR SURREY COUNTY COUNCIL VISIBLE VOICES ONLINE ARCHIVE – GUIDELINES

(req: field required and not optional rep: repeatable, Y: yes N: no)

Field Name	req	rep	Explanation
Title	Y	N	The main title of the resource. For a series use the series title; for a programme, the programme title; for an item, the item title. To differentiate between a series title + programme title where identical, best practise is to use a date along with programme title e.g. News 2000-11-12. Where there is no natural date, put a number at the start.
Alternative Title	N	Y	Any form of the title used as a substitute or alternative to the formal title of the resource. This can include abbreviations as well as translations (only the main title may be translated). Abbreviations and alternative titles should only be provided in the original language.
Creator	Y	Y	A person or organisation primarily responsible for making the programme or item. The name of the person or organisation should be used here, there can be more than one person listed. Write names Surname, First Name . If in doubt whether Creator or Contributor, use Contributor.
Creator Role	N	Y	Select one or more from the following list for each Creator: Artist, Author, Commentator, Composer, Copyright Holder, Correspondent, Designer, Director, Editor, Funder / Sponsor, Interviewee, Interviewer, Narrator, Participant, Performer, Producer, Production Personnel, Speaker, Transcriber, Translator, Other.
Subject	Y	N	Select one of SCC's list of Topics: "What's it like in your area?", "What is there to do where you live?", "What you want in your area?", "What issues are important in your area?", "What do you think of public transport?", "Do the people in authority listen to you?", "Relationship with the Police", "Moving towards fairer schools", "Sexual Health/Teenage Pregnancy", "Environment issues", "Leisure and youth club facilities", "Democracy and young people".
Spatial Coverage	Y	Y	Select one of Surrey County Council's (SCC's) list of County Areas: Elmbridge, Epsom and Ewell, Guildford, Mole Valley, Reigate, Banstead, Runnymede, Spelthorne, Surrey Heath, Tandridge, Waverley, Woking, Surrey
Description	Y	N	An account of the content of the resource. May include but is not limited to: an abstract, reference to a graphical representation of content or a free text account of the content.
Publisher	Y	N	http://www.urcountyursay.tv/
Contributor	N	Y	Others involved in the production of the material; an entity responsible for making contributions to the content of the resource. If in doubt as to whether entity is Creator or Contributor, use Contributor. Write names Surname, First Name
Contributor Role	N	Y	Select one or more from the following list for each Contributor: Artist, Author, Commentator, Composer, Copyright Holder, Correspondent, Designer, Director, Editor, Funder / Sponsor, Interviewee, Interviewer, Narrator, Performer, Producer, Production Personnel, Speaker, Transcriber, Translator, Other.
Date	Y	N	Date of the creation of the resource, to be written in YYYY-MM-DD format; for example the 13 th of July 2004 would read 2004-07-13 . A date range can be included. http://www.w3.org/TR/NOTE-datetime
Date Created	Y	N	Date of the creation of the resource, to be written in YYYY-MM-DD format; as above.
Date Available	Y	N	For time limited material, e.g. if we can only use the material on our site for a set period of time – if it has an availability start date and expiry. In YYYY-MM-DD format as above. Often a date range.
Date Modified	Y	N	(Required <i>if applicable</i>) The date that SCC last uploaded or modified the digitised file. To be written in YYYY-MM-

			DD format as above.
Type	Y	N	Select one from the following list: Audio, Video, Interactive Multimedia, Text
Format	Y	Y	Select one or more from a list of MIME types: audio/x-pn-realaudio, audio/mpeg, audio/mpegurl, audio/x-ms-wma, video/x-pn-RealVideo, video/x-ms-asf, video/x-ms-wmv, text/html.
Extent	N	Y	To be written HHMMSS , e.g. if resource is 22 min long, put 002200. Where necessary, include file size and bit-rate of digitised resource.
Medium	Y	N	Only required if material is offline. If resource is offline, put 'offline'; if online, put 'online'.
Identifier	Y	N	URI of a holding page for the digitised file/online resource(s); which will include links to all available versions. If the resource is offline or unavailable, a unique URI to a relevant web page.
Language	Y	Y	The main language(s) of the resource. More than one can be listed. Use ISO-639 3-letter codes – see http://www.w3.org/WAI/ER/IG/ert/iso639.htm for list of language codes. (Solution for non designated languages is to put x- before language with spelling)
Relation Is Version Of, Has Version	N	Y	Used if there are language translations of the material – Changes in version imply substantive changes in content rather than differences in format. Link to the metadata of the related resource, or the related resource or a page about the resource.
Relation Is Part Of, Has Part	N	Y	Used if the resource has membership in a series, e.g. to show the relation between a part of a radio programme and the whole programme; a link to the page about the whole programme. URI to metadata of related resource ideally. URI to holding page?
Relation Is Format Of, HasFormat	N	Y	Other digitised material of this media that is available and links to them, i.e. transcripts, etc (NOT the media file itself). A URI to metadata of related resource ideally or holding page but not to material itself.
Temporal Coverage	N	Y	The time period covered by the content of the resource. To be written YYYY-MM-DD and HHMMSS , for example the 13 th of July 2004 would read 2004-07-13 . 8:30pm would read 203000 . Only use this field if it is relevant to the content (e.g. a documentary about the 1960s). http://www.w3.org/TR/NOTE-datetime
Rights	Y	N	To include one of the following: Surrey County Council has exclusive rights to use this work in the Visible Voices Online Video Archive. Surrey County Council has non-exclusive rights for the use of the work in the Visible Voices Online Video Archive, but the overall copyright rests with xxxxx xxxxxxxx.
Extended Information	N	Y	A catch-all field that can be adapted to the needs of the Visible Voices project if there is a requirement to add further information to the archive.
Extended Information Scheme	Y	N	If the above field is utilised then the field may be repeated as required.