How much metadata can archivists really expect?

DPC: Preservation Metadata

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How much metadata can archivists really expect?

Only what can be reasonably supplied by the producer – and preferably captured in an automated way

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What we need for each file

1. Filepath

2. Filename

3. [Description]

4. Folder or File

5. Date

6. Checksum

7. Copyright

8. Legal Status

9. Held By

10. + closure information

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Main challenges encountered when we released our first born-digital records onto our catalogue

o The date is wrong!

o That file name is meaningless!

o Don't you check spellings?!

o That file name doesn't meet our cataloguing standard!

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The debate on the cataloguing standards… and the ease and ability to search and browse (1/2)

The challenges we experienced

- What the **date of born-digital** records really means

How we are addressing these challenges

- Preparation of a **paper on born-digital dates** and **trigger dates for transfer**
- **Guidance** on our website to help end-users understand the what the dates presented on the catalogue mean

Reference:	WA 11/JB/Z
Description:	Quarterly Meeting Minutes 11 November 2009.doc
	Cofnodion Cyfarfod Chwarterol 11 Tachwedd 2009.doc
Date:	2010 Feb 18

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The debate on the cataloguing standards… and the ease and ability to search and browse (2/2)

The challenges we experienced

- Varying levels of compliance **with naming conventions, with some meaningless file titles**

- **Spelling mistakes…** but in some cases, what is the "correct" spelling?

How we are addressing these challenges

- Internal discussions on the potential need to **revise our cataloguing standards** for born-digital records

- **Research** within our Systems Development team to increase the ease with which end-users can search and browse our records and **capture the untapped opportunities** offered by born-digital material

Reference:	RW 33/MT/Z
Description:	LD41[A181476].jpg
Date:	2006 Apr 20
Arrangement:	This born digital record was arranged under the following file structure: RW 33 >> Preservation >> Archival conservation >> Binders >> Domesday >> Lesser Domesday Boards

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To conclude…

- Lots of questions and challenges…

- … but also some answers that we are testing with our government departments pilots

- … new opportunities and functionalities offered by technology that we need to explore further

We are not the only ones - most of the UK and international peer institutions are experiencing similar challenges. There is a lot of room for collaborative exchanges and learning in the digital field!

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Thank you!

Q & A

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