



## Types of Metadata

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Photograph Preservation, Selection, and Digitization Planning

Metadata Type	Description	Examples
Descriptive Metadata	Metadata used to identify and describe collections and related information resources. Descriptive metadata at the local level helps with searching and retrieving. In an online environment, descriptive metadata helps to discover resources. For example, a user could search the Web to find digitized collections from your institution.	Title, subject, date, description, type of resource, identifier, cultural knowledge
Structural Metadata	Structural metadata enables navigation and presentation of electronic resources. It documents how the components of an item are organized. For example: how pages are ordered to form chapters of a book. Structural metadata can also describe relationships between materials. For example, a photograph that is included in a manuscript or scrapbook. Or for another example: linking the JPEG and TIF files that were created from the original photograph negative.	Chapter numbers, indexes, pages, sections, tables of contents
Administrative Metadata	Metadata used in managing and collections and information resources. Administrative metadata is helpful for both short-term and long-term management and processing of digital collections. This is information that will not usually be relevant to the public, but will be essential for staff to manage collections internally.	Rights management, access control and use requirements, acquisition/location information, selection criteria for digitization.

<b>Technical Metadata</b>	Metadata related to how a system functions or metadata behaves. Includes technical data on creation and quality control. Technical metadata is sometimes captured automatically by certain types of software.	Hardware and software documentation, technical digitization information tracking of system response times, authentication and security data.
<b>Preservation Metadata</b>	Metadata related to the preservation management of collections and information resources. Preservation metadata is essential to preservation activities (backup/refreshing cycles, migration, etc.)	File type and extension, software needed to open digital file, actions taken to preserve physical materials and digital files, documentation of any changes occurring during digitization or preservation.