

Carleton College

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### Metadata Schema

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*Carleton College Staff*

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## Carleton COVID-19 Archive Metadata Schema

*Elizabeth Budd*

Metadata fields that are not directly contributed by the submission will/can be added by site administrators.

Item Metadata	Standard Definition	Site Definition	Contributed Info?
Title	A name given to the resource.	If the item does not already have a title, give it a descriptive title.	Yes
Description	An account of the resource.	What is this item? What is important to know about it? Why is it relevant? What does it tell us about the response to or experience of the COVID-19 pandemic?	Yes
Creator	An entity primarily responsible for making the resource.	The creator may be an individual, several individuals, institution, or organization.  *For oral histories, include both interviewer and interviewee, and who is which.	Yes
Contributor	An entity responsible for making contributions to the resource.	The person submitting or adding this item to the archive. Leave blank if same as creator.	Yes
Date	A point or period of time associated with an event in the lifecycle of the resource.	For some items, this will be the date created or issued. For items created over a period of time, a date range is appropriate.	Yes
Type	The nature or genre of the resource.	Contributor selects item type, but this field is not automatically filled with that information. Now, it appears on the form with a drop-down menu of the same choices at the top of the page.	Yes
Subject	A topic of the resource.		No
Rights	Information about rights held in and over the resource.		No
Format	The file format, physical medium, or dimensions of the resource.	The file format (or physical format) of the item. For example, pdf rather than “announcement”	No

Language	A language of the resource.		No
Identifier	An unambiguous reference to the resource within a given context.		No
Spatial Coverage	Spatial characteristics of the resource.	Added by curators using controlled vocab based on geolocation submitted by contributor?	No

Non-metadata Elements			Contributed Info?
File	All types allow submissions; some require it.		Yes
Geolocation			Yes
Collection			No
Tags			No

Item Type Metadata	Types Associated With	Definition	Contributed Info?
Connection to Carleton	All	<p>The connection of the resource, creator or contributor to Carleton and its communities.</p> <p>Would like to use controlled vocab of “current student, alum, faculty/staff, community member, other” but can’t figure out how to create checklist.</p> <p>*Possible to have it be freehand and have curators move to controlled vocab later when can insert multiple entries for each element.</p>	Yes
Transcription	Audio or Video; Oral History/Interview		No
Location	Oral History/Interview	Where did the interview take place? If it occurred virtually, how and where were the participants?	Yes

Restriction to Materials	Oral History/Interview, Journal	Select yes if you would like your submitted materials to be sealed to readers for up to 50 years.	Yes
Length of Restrictions	Oral History/Interview, Journal	If you answered yes to restriction of materials, please enter how long you would like them to be sealed, up to 50 years.	Yes
Restriction End Date	Oral History/Interview, Journal	The date on which the restrictions of materials ends.	No
URL	Website or Link	A link to the active page online.	Yes
Birth Year	Journal	If you are comfortable, please provide us with your year of birth. This will provide important contextual information to future researchers about your age at the time of writing.	Yes
Original Format	Creative Work	The original format and/or materials, such as painting, sculpture, paper, photo, or clay.	Yes