Title: Audio Video Metadata Best Practices, University of Notre Dame, Hesburgh Libraries

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Status of Document: This is a Digital Standards Team recommendation.
Description of Document: This best practices document recommends the implementation of a core set of metadata elements and PB Core Metadata Element Set mappings (http://pbcore.org/schema) for use in audio and video projects in the digital repository at the University of Notre Dame Hesburgh Libraries.

Change Log:
The following are the guidelines for describing audio and video items. The schematic being used is PBCORE and can be reviewed in detail at: http://www.pbcore.org/elements/

Date Created: The date the item was created.

Date Issued: The date the item was issued.

Identifier: Unique identifier for the item and/or a standardized identifier like a upc code.

Title: The title of the item or track.

Subject: Subject headings or keywords related to the topic.

Description: The description of what the item is about or what the item is discussing.

Genre: The general overall topic of interest. Ex: History

Related Materials: Items related to the item being described.

Related Materials Identifier: The identifier to locate the items that are related to the items.

Coverage Temporal: The time span that the topic covers.

Coverage Spatial: The geographic location that is covered if it is available.

Audience Level: The user group for the item.

Audience Rating: The appropriate rating for user groups for the item.

Creator: Primary person or organization responsible for creating the item.

Creators Role: The person or organizations primary responsibility. Ex: actor

Contributor: The persons or organizations that contributed to the creation of the item.

Contributors Role: The persons or organizations responsibilities.
Publisher: The primary publisher responsible for the distribution of the item.

Publishers Role: The responsibilities of the publisher.

Rights Summary: The rights statement so that the user understands how the item can be used and who owns it.

Rights Link: A URI to the rights statement.

Track Identifier: An individual instance or clip from a main body of works identifier.

Date: Date the clip or individual instance was created.

Dimensions: The dimensions that are expected for use with the item. Ex: letterbox

Physical Description: The physical description of the item. Ex: Cassette Tape


Location Physical: The location of the physical item.

Location Digital: The location for the digital item.

Media Type: The type of media being used in the item. Ex: text, moving image, or sound.

File Size: the size of the digital item.

Time Start: The start time of the item on the recording.

Time End: The end time of the item on the recording.

Duration: The overall length of time that the item is played.

Data Rate: The amount of data in the digital file that is encoded, delivered or distributed for every second of time.

Color Space: The color space of the item. Ex: black and white, Greyscale, Color

Tracks: The number and types of tracks found in the item.

Channel configuration: The arrangement or configuration of specific channels.

Language: The language or languages used in the item.

Alternative Modes: Equivalent modes of the item.
Track Type: The type of media in the track.

Track Encoding: How the media item is compressed, interpreted, or formulated using a particular scheme.

Track Data Rate: The data rate for the individual track.

Track Frame Rate: The frame rate for the individual track.

Track Playback Speed: The rate that the item should be played so that humans can understand it.

Track Sampling Rate: The rate for how often the data is sampled for digitization.

Track Bit Depth: Specifies how much data is sampled when information is digitized, encoded, or converted for a media item (specifically, audio, video, or image).

Track Frame Size: Indicates the horizontal and vertical resolution of a format type.

Track Aspect Ratio: indicates the ratio of horizontal to vertical proportions in the display of a static image or moving image.

Track Start Time: The start time of the track.

Track Duration: The length of time that the track runs.

Track Language: The primary language or languages of the track.