

MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM

CINE-GT 1803: METADATA FOR MOVING IMAGE COLLECTIONS

Syllabus Version #1: This will be available on NYU Classes and updated periodically.
Fall 2014 – Mondays, 6 pm – 8 pm, 721 Broadway room 652
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Office hours: Mondays 4-6pm by appointment. 721 Broadway room 679
Class dates: Sept. 8; Sept 15; Sept 22; Sept. ? (field trip to NYPL Performing Arts Library; Sept. 29; Oct. 20; Oct 27; Nov 3; Nov 10; Nov 17; Nov 24; Dec 1; Dec. 8; Dec. 10

GOALS:

Students in this course will learn about describing and managing moving image collections through metadata, or “data about data”. Metadata may be defined as “structured information that describes, explains, locates, and otherwise makes it easier to retrieve and use an information resource.” Because it facilitates the access, management and preservation of moving image resources, it is crucial that metadata be created and collected throughout the life cycle of the resource. Topics include how metadata supports various functions in the moving image archives; metadata models; specific metadata schemes used for describing, providing subject access to and managing moving image resources; the importance of standards for resource description; information needed for preservation of moving image resources; and how metadata is implemented and used in a variety of settings.

EXPECTATIONS:

Attendance at all classes is expected unless excused, as our work together will be intensive. There will be one field trip to the New York Library for the Performing Arts. Grades will be based on a combination of class preparedness and participation (20%); metadata searching comparison (20%); data mapping project (20%); final metadata project (40%). Feedback on assignments will be given electronically.

TEXTS: The following are texts for the course, along with the articles listed below in the class descriptions. Books are on reserve at Bobst. Some readings from these are available in NYU Classes (as indicated). It is recommended that students purchase the first book, which is available in the NYU Bookstore, but it is also on reserve.

- *Metadata.* Marcia Lei Zeng and Jian Qin. New York, NY : Neal-Schuman Publishers, Inc., 2008
- *Descriptive Metadata for Television: an End-to-End Introduction.* Mike Cox, Linda Tadic, Ellen Mulder. Amsterdam: Focal Press/Elsevier, 2006.
- *Keeping Archives.* 2nd ed. Judith Ellis, ed. Port Melbourne: Thorpe (with the Australian Society of Archivists), 1993.

ASSIGNMENTS

#1: **Metadata for searching moving image collections comparison.** Choose 2 of the websites from the list and try searching for AV material of interest to you. Search for at least two types of resources at each (e.g. involving a person, subject, type of material, etc.) that you are interested in. Answer the questions detailed in the assignment description. (See longer description on NYU Classes). (20%).

#2: **Data mapping project.** Create a crosswalk between three data standards. Map a minimum of 20 fields, selecting fields from different categories of information (descriptive, physical, legal, preservation, technical). Describe strengths and weaknesses of each data standard (minimum of 1 paragraph per standard); See longer description on NYU Classes). (20%)

#3: **Metadata project.** Analyze a moving image collection that you can physically or digitally access. Identify the qualities you want to record about your collection. This should include descriptive, administrative, preservation, technical or use qualities. List and provide a brief description of each of the qualities—this is a metadata wish-list. Select two or more possible standards that would be appropriate for your collection and provide an analysis of each and identify which quality corresponds to which element in the appropriate standard. Create 3 sample records for objects from your collection (see longer description on NYU Classes). (40%)

FIELD TRIPS

New York Library for the Performing Arts at Lincoln Center, 40 Lincoln Center Plaza) (Sept. ? TBD)

Guests: Tanisha Jones and Crystal Rangel, Dance Division; Jonah Volk, Conservation Lab

Topics/activities:

- On-site tour of LPA's Dance Division, Theatre on Film and Tape, and Preservation Reformatting Lab
- Discussion of metadata issues for media preservation, cataloging the moving image collections, providing access to collections through metadata

Class 1: September 8 – Introduction to Cataloging and Metadata

Due this class:

The following reading list was sent out over the summer to prepare for this class:

- Gilliland, Anne. (2008). "Setting the Stage," in *Introduction to Metadata*.
http://www.getty.edu/research/publications/electronic_publications/intrometadata/setting.html
- Gill, Tony (2008). "Metadata and the Web," in *Introduction to Metadata*.
http://www.getty.edu/research/publications/electronic_publications/intrometadata/metadata.html
- National Information Standards Organization. *Understanding Metadata*. Bethesda: NISO Press, 2004. p.1-3.
<http://www.niso.org/standards/resources/UnderstandingMetadata.pdf>

- Elings, Mary W. and Günter Waibel. "Metadata for All: Descriptive Standards and Metadata Sharing across Libraries, Archives and Museums." *First Monday* 12:3 (2007).
<http://firstmonday.org/htbin/cgiwrap/bin/ojs/index.php/fm/article/view/1628/1543>

Also due this class:

- Reading: Digital video archives: managing through metadata (2002)
<http://www.clir.org/pubs/reports/pub106/video.html>
- Reading: *Descriptive Metadata for Television*. Pages 1-18 (on reserve)

Topics/activities:

- Overview of class goals and expectations; review of syllabus.
- Overview of the principles of cataloging and metadata
- Review of typical issues with description of different formats and genres
- Review the history of creating union catalogs and current union catalog projects
- Compare item-level and collection-level records, and finding aids

Class 2: September 15 – Metadata models

Due this class:

- Reading: *What is FRBR?* <http://www.loc.gov/cds/downloads/FRBR.PDF> (Library of Congress, Cataloging Distribution Service, 2004)
- Reading: Riva, Pat. *Introducing the Functional Requirements for Bibliographic Records and Related IFLA developments* (ASIS&T Bulletin, August/September 2007) <http://www.asis.org/Bulletin/Aug-07/riva.html>
- Reading: *Bibliographic Framework as a Web of Data: Linked Data Model and Supporting Services*, Washington, D.C.: Library of Congress, 1012, p. 3-16
- Review: Metadata Standards for Cinematographic Works (filmstandards.org)
http://filmstandards.org/fsc/index.php/Main_Page
especially data model: http://filmstandards.org/fsc/index.php/EN_15907 and EN 15744: “Film identification — Minimum set of metadata for cinematographic works”, http://filmstandards.org/fsc/index.php/EN_15744

Topics/activities:

- Review metadata models
 - Define FRBR (Functional Requirements for Bibliographic Records) and FRBR’s applicability to moving image materials.
<http://www.ifla.org/VII/s13/frbr/frbr.htm>
 - DCMI Abstract Model
 - EN 15907 (*Film identification - Enhancing interoperability of metadata - Element sets and structures*)
 - Introduction to BIBFRAME
- Data modeling exercise

Class 3: Sept 22 – Data structure standards and element sets

Due this class:

- Reading: *Understanding MARC Bibliographic:* <http://www.loc.gov/marc/umb>
- Reading: Data Standards List [on NYU Classes]
- Reading: *Metadata:* p. 15-42; p. 52-59; p. 76-81
- Reading: *Descriptive Metadata for Television*. Pages 19-22; 106-112, 113-130 (sample records)

- Review: Riley, Jenn. “Seeing Standards: a Visualization of the Metadata Universe” <http://www.dlib.indiana.edu/~jenlrile/metadatamap/>
- Review: Metadata Standards for Cinematographic Works (filmstandards.org) EN 15744: “Film identification — Minimum set of metadata for cinematographic works”, http://filmstandards.org/fsc/index.php/EN_15744
- **Handouts:** Download the 13 handouts on individual data standards **from NYU Classes** (in Handouts folder under Readings) These are for this week and next week

Topics/activities:

- Discuss and compare data structures: MARC21, MODS, Dublin Core, DMS-1, PBCore, EBU Core, FIAT, VRACore
- Review metadata records
- Discuss and compare data structures

Class 4: Sept. 29 - Descriptive standards; Archival standards

Due this class:

- Reading: “Resource Description and Access (RDA)” <http://www.dlib.org/dlib/january07/coyle/01coyle.html>
- Reading: *Describing Archives: a Content Standard (DACs)*. Chicago: Society of American Archivists, 2007. p. xi-xv [**on NYU Classes**]
- Reading: Roe, Kathleen D. *Arranging & Describing Archives & Manuscripts*, p. p. 11-31 [**on NYU Classes**]
- Reading: *Keeping Archives*. Chapter 9: Finding Aids. Pages 248-272.
- Reading: Schaefer, Sibyl and Bunde, Janet M. “Standards for Archival Description” in *Archival Management and Description*. Chicago: Society of American Archivists, 2013. [**handout**]

Topics/activities:

- Review descriptive standards: AACR2 (Anglo-American Cataloging Rules, 2nd Edition), Resource Description and Access (RDA), AMIM2 (Archival Moving Image Materials: A Cataloging Manual), Explore RDA models: content, carrier, media; application of FRBR
- Review archival standards: DACS (Describing Archives: a Content Standard)
- and EAD (Encoded Archival Description)
- How to create a data dictionary

Class 5: Oct. 6 -- Cataloging systems

Guest speaker: William Jones, Catalog Maintenance Librarian, NYU Libraries (Note: I will be giving a workshop at AMIA and will not be there)

Due this class:

- Reading: *Metadata*. Chapter 6: Metadata Services, p. 211-244

Due this week:

- **ASSIGNMENT #1: Metadata for searching moving image collections comparison (emailed by Oct. 10)**

Topics/activities:

- Learn about Integrated Library Systems and their functionality

- Review database structures and tools for managing metadata
- Learn about methods for sharing metadata records
- Review the Open Archive Initiative for Metadata Harvesting (OAIPMH)

***** NO CLASS MONDAY OCTOBER 13 (Fall Recess) *****

Class 6: October 20 -- Controlled vocabularies and subject analysis; Authority Control

Due this class:

- Reading: Andreano, Kevin. "The Missing Link: Content Indexing, User-Created Metadata, and Improving Scholarly Access to Moving Image Archives." *The Moving Image* 7:2 (Fall 2007), p. 82-99. [on NYU Classes]
- Reading: Harpring, Patricia. *Introduction to Controlled Vocabularies, Terminology for Art, Architecture, and Other Cultural Works*. Chapter 2: "What Are Controlled Vocabularies?" Los Angeles, CA: J. Paul Getty Trust, 2010. http://www.getty.edu/research/publications/electronic_publications/intro_controlled_vocab/what.html[Accessed Sept. 2, 2013]
- Reading: National Information Standards Organization. "Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabulary." ANSI/NISO Z39.19-2005. **Ch. 5-7**. NISO Press. July 25, 2005. [on NYU Classes]
- Reading: *Descriptive Metadata for Television*. Pages 54-60
- Review:
 - LCSH (Library of Congress Subject Headings) (<http://authorities.loc.gov>)
 - LCNAF (Library of Congress Name Authority File) (<http://authorities.loc.gov>)
 - IPTC (International Press Telecommunications Council) (www.iptc.org)
 - Moving Image Genre-Form Guide (www.loc.gov/rr/mopic/migintro.html)
 - Taxonomy Warehouse <http://www.taxonomywarehouse.com/index.asp>
 - Metadata standards for Cinematographic Works: (http://filmstandards.org/fsc/index.php/Type_and_relationship_vocabularies#Vocabulary_initiatives)

Topics/activities:

- Review taxonomy construction and controlled vocabulary standards: LCSH, LCNAF, Moving Image Genre-Form Guide
- How to create a data dictionary
- Controlled vocabulary exercise

Class 7: October 27-- Cataloging moving images

Guest speaker: Andrea Leigh, Head, Moving Image Processing, Library of Congress

Topics/activities:

- Andrea will address cataloging moving images at the Library of Congress and will review use of PBCore.
- We will fully catalog a work together in class. Four records using different standards will be created for the same work: MARC record using AMIM2 rules, LCSH, and LCNAF; Dublin Core; PBCore using IPTC for subjects; DMS-1 and RP-210
- Cataloging levels and workflows

Class 8: November 3– Metadata interoperability and crosswalks

Due this class:

- Reading: *Metadata*: p. 119-122; p. 267-284.
- Reading: Chan, Lois Mai and Zeng, Marcia Lei, “Metadata Interoperability and Standardization: a Study of Methodology Part 1”, *Dlib Magazine*, June 2006
<http://www.dlib.org/dlib/june06/chan/06chan.html>
- Reading: Chan, Lois Mai and Zeng, Marcia Lei, “Metadata Interoperability and Standardization: a Study of Methodology Part 2”, *Dlib Magazine*, June 2006
<http://www.dlib.org/dlib/june06/zeng/06zeng.html>

Topics/activities:

- Explore issues in metadata interoperability and crosswalks
- Consider crosswalks for data structure standards

Class 9: Nov. 10 -- Metadata syntaxes; XML

Due this class:

- Reading: Myer, Tom. “A Really Really Really Good Introduction to XML”, August 2005, <http://www.sitepoint.com/really-good-introduction-xml/>
- Reading: *Metadata*: p. 131-193.

Due this week:

- **ASSIGNMENT #2: Data Mapping exercise (emailed by Nov. 14)**

Topics/activities:

- XML basics
- Schemas: structures and semantics
- Metadata creation and conversion tools
- Identifiers and identification
- Metadata services
- Exercise: Creating XML metadata records

Class 10: Nov. 17—Preservation, technical, and legal data

Due this class:

- Reading: Caplan, Priscilla. *Understanding PREMIS*. Library of Congress, 2009. **[on NYU Classes]**
- Reading: *Descriptive Metadata for Television*. Pages 61-75
- Reading: Whalen, Maureen. “Rights Metadata Made Simple.” In *Introduction to Metadata*. Online Edition, Version 3.0
http://www.getty.edu/research/conducting_research/standards/intrometadata/rights.html [Accessed Sept. 2, 2013]
For the following, just get a general familiarity with them:
- Review : PREMIS 2.2 <http://www.loc.gov/standards/premis/v2/premis-2-2.pdf> (just look at
- Review: SMPTE RP-210 (technical metadata dictionary) **[on NYU Classes]**

Topics/activities:

- Review data requirements and standards for technical, preservation, and legal metadata, including sources for controlled vocabularies for terms
- Discuss and compare the SMPTE Metadata Dictionary, PREMIS
- Review structuring legal data so the legal due diligence process is captured and reports can be generated
- Discuss data record construction, incorporating descriptive, physical, technical, legal, and preservation data

Class 11: Nov. 24—Metadata Encoding and Transmission Standard (METS)

Due this class:

- Review: *METS Primer*,
<http://www.loc.gov/standards/mets/METSPrimerRevised.pdf>

Topics/activities:

- Complex objects and metadata
- METS and extension schemas
- Application profiles
- Using METS as a presentation and preservation format

Class 12: Dec. 1 – Lifecycle management; Identifiers; Wrappers; Metadata quality

Due this class:

- Reading: *Descriptive Metadata for Television*. Pages 22-54; 76-88
- Reading: *Audio-Visual Format Documentation Project: Background Paper*, Federal Agencies Digitization Guidelines Initiative, Audio-Visual Working Group
http://www.digitizationguidelines.gov/guidelines/FADGI-AV_AppSpecProj_Bkgd_101007.pdf (also review:
<http://www.digitizationguidelines.gov/audio-visual/>)

Topics/activities:

- Creating and/or generating metadata at different stages of the lifecycle
- Wrappers: MXF, AAF
- Metadata quality issues

Class 13: December 8 – Linked Data

Due this class:

- Reading: Coyle, Karen. “Library Data in a Modern Context”, in *Understanding the Semantic Web: Bibliographic Data and Metadata*, Library Technology Reports, January 2010 [on NYU Classes]
- Reading: “Library Linked Data Incubator Group Final Report” (25 Aug. 2011)
<http://www.w3.org/2005/Incubator/lld/XGR-llid-20111025/>
- Reading: Van Maissen, Kara. *Bibframe AV Modeling Study: Defining a Flexible Model for Description of Audiovisual Resources*. (submitted May 15, 2014).
<http://www.loc.gov/bibframe/pdf/bibframe-avmodelingstudy-may15-2014.pdf>
(I encourage you to read it all, but at least Introduction (p. 2-9), parts 4 and 5 (p. 24-43))

Topics/activities:

- Review what Linked Data is and how it is beneficial to libraries, museums and archives

- Review Semantic Web relevant technologies
- Discuss use cases and how institutions are making their data available as LD
- Discuss the BIBFRAME Linked Data Model and how it is being adapted for audiovisual resources

Class 14: WEDNESDAY December 10 - Cataloging software and databases; time-based indexing; database structures

Guest speaker: Seth Kaufman, CollectiveAccess developer)

Due this class:

- **ASSIGNMENT #3: Metadata project (emailed by December 10)**

Topics/activities:

- Cataloging software demo: CollectiveAccess (<http://collectiveaccess.org/>)
- Indexing tools
- Discussion of metadata project