This will be available on NYU Classes and updated periodically.
Spring 2016 – Mondays, 6 pm – 10 pm, 721 Broadway room 652
Instructor: Rebecca Guenther

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Cell: (703) 298-0157

Office hours: Mondays 4-6pm by appointment. 721 Broadway room 679
Class dates: Jan. 25; Feb. 1; Feb. 8; Feb. 29; Mar. 7; Mar. 21; Mar. 28; Apr. 4; Apr. 11; Apr. 18; Apr. 25; May 2; May 9 (makeup class for Feb. 22 to be determined; may be field trip to MoMA)

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.

In order to facilitate students’ skills in the practical implementation of metadata within real-world contexts, this class will have an added component of technologies for data storage and exchange. Core concepts will include data modeling, data quality, and databases. Students will also become familiar with tools to create and manage metadata.

EXPECTATIONS:

Attendance at all classes is expected unless excused, as our work together will be intensive. Grades will be based on a combination of class preparedness and participation (20%); metadata searching comparison (10%); data mapping project (30%); 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. Also available on NYU Google Drive.

  Available from NYU Google Drive at:
• https://drive.google.com/a/nyu.edu/folderview?id=0B15icbsejHfMdFdLa2w3WpmTms&usp=sharing
Available from NYU Google Drive at: https://drive.google.com/a/nyu.edu/folderview?id=0B15icbsejHfMcGjc3ZteDNVXzg&usp=sharing

TECHNOLOGIES
• FileMaker Pro
• oXygen XML editor

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). Due March 7 (10%).

#2: Data mapping project. Create a crosswalk between three data structure 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). Due April 11 (30%)

#3: Metadata project. Analyze a moving image collection you can physically or digitally access. Throughout the semester, you will work toward building and populating a database for this collection. You will start early in the semester with creating a data model and application profile for the collection, which will be based on an existing metadata standard, but localized for your collection needs. Later you will build your database in FileMaker Pro, including a search/data entry user interface. Finally, you will populate the database with a set of sample records. The database should demonstrate your understanding of entity relationships, data types, controlled vocabularies, and the relationship between local data stores to metadata standards. Each student will give a presentation about his/her project (see longer description on NYU Classes). Proposal for collection due Feb. 8. Physical model of database due Mar. 28. Database setup due Apr. 4. Database design first draft due Apr. 18. Database design final draft Apr. 18. Database layout final draft May 2. Final assignment due May 9 (40%)

MIAP DIGITAL ARCHIVE: Your papers will be made part of the MIAP Digital Archive in a private space for faculty use, and on the MIAP web site, where appropriate. Please inform me of any papers that cannot be published on the web due to confidentiality restrictions or special circumstances. In some cases, the title of a paper will be published, but access to the paper will be restricted to selected MIAP faculty and staff. File submission format for assignments:

year semester_class number_author’s last name_assignment number.ext
FIELD TRIP

MoMA Film Study Center: Date TBD

Outline of topics, activities and assignments (makeup class TBD)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Activities and assignments</th>
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<td>1</td>
<td>1/25/16 Introduction to metadata</td>
<td>Exercise: Introduction to metadata</td>
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<td>2</td>
<td>2/1/16 Metadata models</td>
<td>Exercise: Data models</td>
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<td>Exercise: ER notation</td>
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<td>3</td>
<td>2/8/16 Data structure standards; Intro to databases</td>
<td>Workshop on databases (Deena Engel)</td>
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<td>Due: Proposal for collection</td>
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<td>4</td>
<td>2/29/16 Data structure standards; descriptive and archival standards</td>
<td>Exercise: comparison of EAD, MARC 21 and MODS</td>
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<td>Due: Homework on databases (ungraded)</td>
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<td>5</td>
<td>3/7/16 Metadata syntaxes; XML</td>
<td>Exercise: Creating XML</td>
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<td>Due: Assignment #1: Using metadata for searching</td>
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<td>6</td>
<td>3/21/16 Controlled vocabularies and authority control; Databases</td>
<td>Workshop on databases (Deena Engel)</td>
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<td>3/28/16 Metadata systems and tools; Databases</td>
<td>Workshop on databases (Deena Engel)</td>
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<td>Due: Physical model of final project database</td>
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<td>4/4/16 Metadata interoperability; XSLT</td>
<td>XSLT Workshop (Ashley Blewer)</td>
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<td>4/11/16 Cataloging workshop</td>
<td>Workshop by Andrea Leigh</td>
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<td>10</td>
<td>4/14/16 Migrating and managing metadata</td>
<td>MAKE UP CLASS</td>
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<td>Guest: Thelma Ross</td>
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<td>4/18/16 Preservation, technical and legal data</td>
<td>Exercise: Technical metadata</td>
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<td>Due: Initial database setup</td>
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<td>12</td>
<td>4/25/16 Managing and using metadata</td>
<td>Workshop on Collective Access (Seth Kaufman)</td>
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<td>Due: FMP database design draft</td>
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<td>13</td>
<td>5/2/16 Linked Data</td>
<td>Workshop on Linked Data tools</td>
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<td>Due: FMP database layout draft</td>
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<td>14</td>
<td>5/9/16 Student presentations</td>
<td>Due: Final assignment</td>
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Class 1: January 25 – Introduction to Cataloging and Metadata
Due this class:
• Reading: *Descriptive Metadata for Television.* Pages 1-18 (on reserve) Also available on NYU Google Drive.

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
• Compare item-level and collection-level records, and finding aids
• Activity: what is metadata?
• Download and set up software for the class (Oxygen, Filemaker Pro)
• Introduction to final project – students begin thinking of collections they can work with to create and populate a database using FileMaker Pro

Class 2: February 1 – Metadata models

Due this class:

Topics/activities:
• Metadata models for library, archive and museum contexts
  o Define FRBR (Functional Requirements for Bibliographic Records) and FRBR’s applicability to moving image materials. [http://www.ifla.org/VII/s13/frbr/frbr.htm](http://www.ifla.org/VII/s13/frbr/frbr.htm)
  o DCMI Abstract Model
  o EN 15907 (*Film identification - Enhancing interoperability of metadata - Element sets and structures*)
  o Introduction to BIBFRAME
• Data models: Entities and Relations
  o Notation (e.g. crows foot, UML)
• Activity: Conceptual Data modeling exercise
  o Hands-on group activity modeling entities and relations
• Activity: Simple entity-relationship diagram

Class 3: Feb. 8 – Data structure standards and element sets (part 1: general);
Introduction to databases

Due this class:
• Proposed collection for final project (submit by email)
• Reading: Understanding MARC Bibliographic: http://www.loc.gov/marc/umb
• Reading: Data Standards List [on NYU Classes]
• Reading: Metadata: p. 15-42; p. 76-81 (Available from Drive, see above)
• Reading: Descriptive Metadata for Television. Pages 19-22; 37-54; 113-130 (sample records) (Available from Drive, see above)
• Review: Metadata Standards for Cinematographic Works (filmstandards.org)
• Handouts: See handouts on individual data standards from NYU Classes (in Handouts folder under Resources/Readings)

Topics/activities:
• What is a data structure? Schemas and rules
  o Structure vs content vs value standards
• Data Structures for libraries, archives, museums:
  o Discuss and compare data structures: MARC21, MODS, Dublin Core, VRACore
• Review metadata records
• Introduction to data storage using databases (Guest speaker: Deena Engel)
  o Comparison between databases and spreadsheets
  o Database structures: tables/rows/columns, relationships, data types, keys (primary/foreign)
  o Data types
  o Character lengths
  o Query languages, e.g. SQL
  o Database vs UI
  o Examples: MySQL (web application backend), FileMaker (local storage, combining database and UI into one tool)

**********NO CLASS Feb. 15 President’s day *******************
**********NO CLASS Feb. 22 (in Culpeper)*******************
Class 4: Feb. 29 -- Data structure standards and element sets (part 2: moving image standards); Descriptive and archival content standards

Due this class:

- Homework assignment on databases (ungraded)
- Reading: Metadata, p. 52-59. (Available from Drive; see above)

Topics/activities:

- Review moving image standards: PBCore, EBU Core, DMS-1, FIAT
- Review archival standards: DACS (Describing Archives: a Content Standard) and EAD (Encoded Archival Description)
- Activity: comparison of EAD and MARCXML and MODS

Class 5: Mar. 7 – Metadata syntaxes; XML

Due this class:

- Reading: Metadata: p. 131-145. (Available from Drive, see above)
- Reading: Descriptive Metadata for Television. Pages 76-88. (Available from Drive, see above)
- ASSIGNMENT #1: Metadata for searching moving image collections comparison

Topics/activities:

- XML basics
- Schemas: structures and semantics
- Metadata creation and conversion tools
- Identifiers and identification
- Introduction to data storage using XML
  - Role of XML: Data exchange (why most standards have an XML schema) or display (e.g. EAD web access)
- Exercise: Creating XML metadata records using Oxygen

********* NO CLASS MONDAY MARCH 14 (Spring Recess) *********
Class 6: Mar. 21-- Controlled vocabularies and subject analysis; Authority Control; Databases Part 2 (Deena Engel)

Due this class:


- **Review**:
  - LCSH (Library of Congress Subject Headings) ([http://authorities.loc.gov](http://authorities.loc.gov))
  - LCNAF (Library of Congress Name Authority File) ([http://authorities.loc.gov](http://authorities.loc.gov))
  - IPTC (International Press Telecommunications Council) ([www.iptc.org](http://www.iptc.org))


**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
- **Logical data modeling: Entities, Relations, Attributes**
  - Activity: Creating attributes for an entity relation model
- Database design – Physical modeling (Guest speaker: Deena Engel)
  - Database normalization (1st, 2nd, 3rd normal forms)
  - Look up tables
  - Join tables

Class 7: Mar. 28-- Metadata systems and tools; Databases Part 3 (Deena Engel)

Due this class:


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


Topics/activities:
• Review database structures and tools for managing metadata
• Learn about designing application profiles
• Learn about methods for sharing metadata records
• FileMaker Pro set up and walk through (Guest speaker: Deena Engel)
  o Database and data model
  o Vocabularies
  o Layouts
  o Searching

Class 8: April 4 Metadata interoperability and crosswalks; XSLT Workshop

Due this class:
• Due: Physical model of database
• Reading: Metadata: p. 119-122; p. 267-284. (Available from Drive, see above)
• Reading: ChurcIer, Clare, Beginning Database Design: From Novice to Professional, Springer, 2012, Chapters 7 and 8. Online version available through NYU Libraries.

Topics/activities:
• Explore issues in metadata interoperability and crosswalks
• Consider crosswalks for data structure standards
• XSLT Workshop (Guest speaker: Ashley Blewer)

Class 9: April 11– Cataloging workshop

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

Due this week:
• ASSIGNMENT #2: Data Mapping exercise
  Descriptive Metadata for Television. Pages 106-112.
• Review: http://americanarchive.org/

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 using different standards.
• Case study: American Archive of Public Broadcasting
• Cataloging levels and workflows

Class 10 (MAKE-UP): April 14 – Migrating and managing metadata. Guest speaker: Thelma Ross, MoMA Film Study Center

Topics/activities:
• Thelma will discuss and demonstrate the process of migrating existing metadata into a new database and structuring it according to a database model
• Metadata quality and dealing with messy data
• Exercise: cleaning up metadata (OpenRefine)

Class 11: April 18 -- Preservation, technical, and legal data

Due this class:
• Initial FMP database setup
• Reading: *Descriptive Metadata for Television.* Pages 61-75
  For the following, just get a general familiarity with them:
• 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
• Identifiers: p. 52-54; Metadata: p. 58-85
• Activity: Extracting technical metadata


Due this class:
• FMP Database design draft
• Reading: *Descriptive Metadata for Television.* Pages 22-36. (Available from Drive, see above)
Topics/activities:

- Presentation on collective access and how it works (Guest speaker: Seth Kaufman)
- Containers and wrappers
- Metadata Encoding and Transmission Standard (METS)
- METS and extension schemas
- Using METS as a presentation and preservation format

Class 13: May 2 – Linked Data; Linked Data tools workshop

Due this class:

- FMP Database layout draft
- 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]

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
- Workshop on Linked Data tools (Guest speaker: Matt Miller, NYPL)

Class 14: May 9 – Student Presentations

Due this class:

- ASSIGNMENT #3: Final database with sample records

Topics/activities:

- Student Presentations