

## Metadata for Moving Image Collections

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### Application Profile

This application profile is designed to allow small institutions with small and narrow focused moving image collections to quickly generate catalog records. It is meant to be utilized by volunteer staff, who come and go on a more frequent basis than full time staff, with oversight by a permanent staff member as needed. The permanent staff member can adopt it easily to be more or less granular as needed.

The profile is broken down into two entities: Work and Relation. The Work is the original item or intellectual content. Relation is intellectual content or items that are closely related to the work.

#### Work

Element Name	Collection
Data element	Collection/Collection
Definition	a group of materials linked by their provenance, or curation by an individual or organization
Expected values	Controlled values: name
Repeatability	Repeatable in Relation.
Cardinality	Optional
Notes	Use last name only.

#### Work/Relation

Element Name	Identifier
Data element	Identifier/Identifier
Definition	a unique system of lettering and numbering to distinguish either an item or its underlying intellectual content.
Expected values	ID Authority: X#####

Repeatability	Repeatable in Relation.
Cardinality	Mandatory
Notes	Use letter of collection name or unique letter

### Work

Element Name	Title
Data element	Title/Title
Definition	title of the item or the intellectual content connected to it.
Expected values	Text (varchar)
Repeatability	Not repeatable
Cardinality	Mandatory
Notes	Write titles with definite article (A, The, An, etc.) after ex.: Spirit of St. Louis, The

### Work

Element Name	Personnel
Data element	Personnel/Personnel
Definition	individuals connected with the creation of the item or intellectual content.
Expected values	Controlled naming authority: last name, first name
Repeatability	Repeatable
Cardinality	Optional

### Work

Element Name	PersonnelRole
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Data element	PersonnelRole/PersonnelRole
Definition	title or description of an individual's association in creating the item or intellectual content.
Expected values	Controlled vocabulary: Creator, Contributor, Presenter
Repeatability	Repeatable
Cardinality	Optional

### Work

Element Name	ContentDescription
Data element	ContentDescription/ContentDescription
Definition	Describes the intellectual content of the item and anything related to it.
Expected values	Text (varchar)
Repeatability	Not repeatable
Cardinality	Optional

### Work/Relation

Element Name	PhysicalDescription
Data element	PhysicalDescription/PhysicalDescription
Definition	Describes the physical attributes of the item.
Expected values	Text (varchar)
Repeatability	Repeatable only in Relation.
Cardinality	Mandatory

### Work/Relation

Element Name	PreservationStatus
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Data element	PreservationStatus/PreservationStatus
Definition	States the generation of the item, what condition it is in, and the actions taken to preserve it.
Expected values	Text (varchar)
Repeatability	Can only be repeated in Relation
Cardinality	Mandatory

### Work/Relation

Element Name	DateCreated
Data element	DateCreated/DateCreated
Definition	The date the work was originated.
Expected values	YYYY-MM-DD
Repeatability	Can be repeated in Relation
Cardinality	Optional

### Work Only

Element Name	Publisher
Data element	Publisher/Publisher
Definition	The individual or organization responsible for publishing the intellectual content.
Expected values	Text (varchar)
Repeatability	Not repeatable
Cardinality	Optional

### Work Only

Element Name	Rights
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Data element	Rights/Rights
Definition	The current rights holder of the intellectual content.
Expected values	Text (varchar)
Repeatability	Not repeatable
Cardinality	Optional

### Work/Relation

Element Name	HasRelationTo
Data element	HasRelationTo/HasRelationTo
Definition	If the intellectual content or item is the same as, or a version of, a given work.
Expected values	Unique ID: X##### (Work Identifier)
Repeatability	Linked to Work.
Cardinality	Optional in Work; Mandatory in Relation.
Notes	Can only be contained within a record with the field TitleRelation. Must include identifier of work/record it is related to.

### Relation Only

Element Name	RelationTitle
Data element	RelationTitle/RelationTitle
Definition	The title of an item or intellectual content connected to a work.
Expected values	Text (varchar)
Repeatability	Not repeatable
Cardinality	Mandatory
Notes	Can only be used if creating a record with the field "HasRelationTo".

### Work Only

Element Name	IsPartOf
Data element	IsPartOf/IsPartOf
Definition	The intellectual content or item has a connection to, is part of, or is referenced by, another work.
Expected values	Unique ID: X#####
Repeatability	Can only be contained within a Work record.
Cardinality	Optional