

## Final Project—Application Profile

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### I. INTRODUCTION

This project will provide a metadata schema and database for the intellectual control of a collection of my personal photos and videos. Having accumulated (and continuing to accumulate) photos and videos from various travels and events has resulted in hundreds of items for which I have little to no intellectual control. Though organized into a file directory structure on my computer, I have never generated any item-level inventory or catalog to describe where, when, and how each item was created, nor for any of the technical aspects such as type of camera used, size, duration, etc. As time passes, my ability to remember these specific details of some of my earliest photos and videos diminishes; I don't doubt that some of these details have already been forgotten. With that in mind, generating a metadata schema and database catalog of these items feels imminently important for the purpose of preserving both the items and their contextual information for the long-term.

For this application profile, I have decided to use the Dublin Core schema as a foundation. Dublin Core provides a rather robust set of elements for the description of archival materials, the significant number of which will allow me to narrow the schema to the elements essential to my needs. Additionally, it offers a number of elements for technical metadata that will be useful for describing photos and moving images without providing too great a level of granularity (in that respect, PBCore was felt to be too granular in its technical metadata, a level which is outside the scope of my project). Though narrowing the existing elements in Dublin Core should provide me with the vast majority of elements deemed necessary for my purposes, I will edit and shape the schema if necessary. Controlled vocabularies—either existing or created by myself—will be used whenever applicable to ensure the greatest possible standardization.

The following sections will divide the elements into **Core Elements** (applicable to both images and moving images), **Moving Image-Specific**, **Collection**, and **Trip**. In the CollectiveAccess database, Trips will be entered as Events.

In the CollectiveAccess database, I created records for 10 sample objects: 7 still images and 3 moving images. To fully describe these objects, I also created records for 6 trips (events) and 7 collections. The CollectiveAccess database can be found at: [miap7.collectihost.com](http://miap7.collectihost.com).

## II. CORE ELEMENTS (Applicable to Images and Moving Images)

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | objectIdentifier  |
| <b>Definition</b>     | A unique identifier applied to all discrete entities in the database. |
| <b>Expected value</b> | Unique number assigned automatically by CollectiveAccess.             |
| <b>Repeatability</b>  | Identifiers are unique and not repeatable.                            |
| <b>Cardinality</b>    | Identifiers are mandatory.  |
| <b>Notes</b>          | Identifiers will be automatically assigned by CollectiveAccess.       |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | title  |
| <b>Definition</b>     | The title of a given entity.   |
| <b>Expected value</b> | String text.   |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Titles are mandatory.  |
| <b>Notes</b>          | If titles are unknown or undetermined, use “[unknown]” including brackets. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | creator   |
| <b>Definition</b>     | The name of the person who took the image or recorded the moving image. |
| <b>Expected value</b> | String text.  |
| <b>Repeatability</b>  | Not repeatable.   |
| <b>Cardinality</b>    | Creator name is optional.   |
| <b>Notes</b>          | Use “Lastname, Firstname” for this element.                             |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | date (created)  |
| <b>Definition</b>     | The date on which the entity was created.   |
| <b>Expected value</b> | Date.   |
| <b>Repeatability</b>  | Not repeatable.   |
| <b>Cardinality</b>    | Date of creation is mandatory.  |
| <b>Notes</b>          | Dates should follow the YYYY-MM-DD format. If exact date of creation is not known, use known month of creation or year of creation. |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | mediaType  |
| <b>Definition</b>     | The type of media for each entity (e.g. Image, Moving Image, etc.)                     |
| <b>Expected value</b> | Controlled vocabulary.   |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Mandatory.   |
| <b>Notes</b>          | This element will be determined by the object type interface used in CollectiveAccess. |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | description  |
| <b>Definition</b>     | A written description of the entity's content.   |
| <b>Expected value</b> | String text.   |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Optional.  |
| <b>Notes</b>          | Description should focus on the nature of the event, location, people, purpose, etc. of the content in question. |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | location—country   |
| <b>Definition</b>     | The country in which the entity was created.   |
| <b>Expected value</b> | Places—Controlled Vocabulary.  |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Mandatory.   |
| <b>Notes</b>          | For controlled vocabulary, use Getty Thesaurus of Geographic Names. Controlled list of place names used in CollectiveAccess will be built as object, collection, and event entities are created. |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | location—city  |
| <b>Definition</b>     | The city in which the entity was created.  |
| <b>Expected value</b> | Places—Controlled Vocabulary.  |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Optional.  |
| <b>Notes</b>          | For controlled vocabulary, use Getty Thesaurus of Geographic Names. For cities, include state/province (e.g. Missoula, Montana or Vancouver, British Columbia). Controlled list of place names used in CollectiveAccess will be built as object, collection, and event entities are created. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | isPartOfCollection (related collections list)                                       |
| <b>Definition</b>     | Defines the collection to which the entity belongs.                                 |
| <b>Expected value</b> | CollectiveAccess Relationship (object to collection).                               |
| <b>Repeatability</b>  | Not repeatable.   |
| <b>Cardinality</b>    | Mandatory.  |
| <b>Notes</b>          | Use the related entities function in CollectiveAccess to build these relationships. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | format—fileFormat   |
| <b>Definition</b>     | The file format of the digital entity.  |
| <b>Expected value</b> | Controlled vocabulary.  |
| <b>Repeatability</b>  | Not repeatable.   |
| <b>Cardinality</b>    | Mandatory.  |
| <b>Notes</b>          | Controlled vocabulary lists within CollectiveAccess for both video and file formats will be used and expanded if necessary. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | format—physicalFormat   |
| <b>Definition</b>     | The physical format in which the entity exists or from which the digital version was derived. |
| <b>Expected value</b> | Controlled vocabulary.  |
| <b>Repeatability</b>  | Not repeatable.   |
| <b>Cardinality</b>    | Optional.   |
| <b>Notes</b>          | Controlled vocabulary will be created by myself as new types are added.                       |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | fileSize   |
| <b>Definition</b>     | The size of the digital file.  |
| <b>Expected value</b> | Numeric.   |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Mandatory.   |
| <b>Notes</b>          | Enter all file sizes using MB as the unit, round to one-tenth decimal point. |

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>Element Name</b>   | fileName                              |
| <b>Definition</b>     | The name of the digital file.         |
| <b>Expected value</b> | Text string.                          |
| <b>Repeatability</b>  | Not repeatable.                       |
| <b>Cardinality</b>    | Mandatory.                            |
| <b>Notes</b>          | Include file extension if applicable. |

### III. MOVING IMAGE-SPECIFIC ELEMENTS

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | language  |
| <b>Definition</b>     | The language(s) spoken in the moving image content.                             |
| <b>Expected value</b> | Controlled vocabulary.  |
| <b>Repeatability</b>  | Repeatable.   |
| <b>Cardinality</b>    | Optional.   |
| <b>Notes</b>          | LCSH languages controlled vocabulary list will be used within CollectiveAccess. |



|                       |                                   |
|-----------------------|-----------------------------------|
| <b>Element Name</b>   | Extent (Duration)                 |
| <b>Definition</b>     | The duration of the moving image. |
| <b>Expected value</b> | Timecode.                         |
| <b>Repeatability</b>  | Not repeatable.                   |
| <b>Cardinality</b>    | Mandatory.                        |
| <b>Notes</b>          | Express durations using HH:MM:SS. |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | aspectRatio  |
| <b>Definition</b>     | The aspect ratio of the frame of the moving image.                   |
| <b>Expected value</b> | Text string.   |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Mandatory.   |
| <b>Notes</b>          | Express aspect ratios in XX:YY form (can be 4:3, 1.66:1, 16:9, etc.) |

#### IV. COLLECTION ELEMENTS

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | collectionIdentifier   |
| <b>Definition</b>     | A unique identifier for the collection.  |
| <b>Expected value</b> | Text string using collection identifier convention (see notes).  |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Mandatory.   |
| <b>Notes</b>          | Follow collection identifier convention: YYYY.CCCC, in which Y is a 4-digit year and C is a 4-character collection identifier. |

|                       |                              |
|-----------------------|------------------------------|
| <b>Element Name</b>   | title                        |
| <b>Definition</b>     | The title of the collection. |
| <b>Expected value</b> | Text string.                 |
| <b>Repeatability</b>  | Not repeatable.              |
| <b>Cardinality</b>    | Mandatory.                   |
| <b>Notes</b>          | N/A.                         |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | description   |
| <b>Definition</b>     | A written description of the contents of the collection and its items.  |
| <b>Expected value</b> | Text string.  |
| <b>Repeatability</b>  | Not repeatable.   |
| <b>Cardinality</b>    | Optional.   |
| <b>Notes</b>          | Description should focus on location, purpose, and nature of the collection as a whole and its items in specific. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | location—country  |
| <b>Definition</b>     | The country(s) in which the items in the collection were created.   |
| <b>Expected value</b> | Places—Controlled vocabulary.   |
| <b>Repeatability</b>  | Repeatable.   |
| <b>Cardinality</b>    | Mandatory.  |
| <b>Notes</b>          | For controlled vocabulary, use Getty Thesaurus of Geographic Names. Controlled place names lists will be built as new entities are created in CollectiveAccess. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | location—city   |
| <b>Definition</b>     | The city (or cities) in which the items in the collection were created.   |
| <b>Expected value</b> | Places—Controlled vocabulary.   |
| <b>Repeatability</b>  | Repeatable.   |
| <b>Cardinality</b>    | Optional.   |
| <b>Notes</b>          | For controlled vocabulary, use Getty Thesaurus of Geographic Names. If in the US, include state name (e.g. Missoula, Montana or Vancouver, British Columbia). Controlled place names lists will be built as new entities are created in CollectiveAccess. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | temporalCoverage  |
| <b>Definition</b>     | The span of time in which the items in the collection were created. |
| <b>Expected value</b> | Date range.   |
| <b>Repeatability</b>  | Not repeatable.   |
| <b>Cardinality</b>    | Mandatory.  |
| <b>Notes</b>          | For dates, use YYYY-MM-DD format.                                   |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | isPartOfTrip (related occurrences)  |
| <b>Definition</b>     | The trip to which the collection belongs.                                 |
| <b>Expected value</b> | CollectiveAccess Relationship (collection to occurrence).                 |
| <b>Repeatability</b>  | Not repeatable.   |
| <b>Cardinality</b>    | Optional.   |
| <b>Notes</b>          | Use CollectiveAccess relationship functions to build these relationships. |

## V. TRIP ELEMENTS

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | identifier   |
| <b>Definition</b>     | A unique identifier for each trip.   |
| <b>Expected value</b> | Text string using trip identifier convention (see notes).  |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Mandatory.   |
| <b>Notes</b>          | For trip identifier convention, use: YYYY.SS.TTTT, in which Y is a 4-digit year, S is a 2-character season (WI, SP, SU, FA), and T is a 4-character trip identifier. |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | title  |
| <b>Definition</b>     | The title of the trip.   |
| <b>Expected value</b> | Text string.   |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Mandatory.   |
| <b>Notes</b>          | Trip title should include a location, season, and year. E.g. “France (Summer 2014)”. |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | description  |
| <b>Definition</b>     | A written description of the nature of the trip.       |
| <b>Expected value</b> | Text string.   |
| <b>Repeatability</b>  | Not repeatable.  |
| <b>Cardinality</b>    | Optional.  |
| <b>Notes</b>          | Description should include nature/purpose of the trip. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | location—country  |
| <b>Definition</b>     | The country(s) in which the trip took place.  |
| <b>Expected value</b> | Places—Controlled vocabulary.   |
| <b>Repeatability</b>  | Repeatable.   |
| <b>Cardinality</b>    | Mandatory.  |
| <b>Notes</b>          | For controlled vocabulary, use Getty Thesaurus of Geographic Names. Controlled place names lists will be built as new entities are created in CollectiveAccess. |

|                       |   |
|-----------------------|---|
| <b>Element Name</b>   | location—city   |
| <b>Definition</b>     | The city (or cities) in which the trip took place.  |
| <b>Expected value</b> | Controlled vocabulary.  |
| <b>Repeatability</b>  | Repeatable.   |
| <b>Cardinality</b>    | Optional.   |
| <b>Notes</b>          | For controlled vocabulary, use Getty Thesaurus of Geographic Names. If in the US, include state name (e.g. Missoula, Montana or Vancouver, British Columbia). Controlled place names lists will be built as new entities are created in CollectiveAccess. |

|                       |  |
|-----------------------|--|
| <b>Element Name</b>   | temporalCoverage                               |
| <b>Definition</b>     | The span of time in which the trip took place. |
| <b>Expected value</b> | Date range.                                    |
| <b>Repeatability</b>  | Not repeatable.                                |
| <b>Cardinality</b>    | Mandatory.                                     |
| <b>Notes</b>          | For date format, use YYYY-MM-DD.               |