
Regional Workshop: Cataloging and Metadata 101

May 18-19, 2007 – New York, NY

Libraries, archives, and museums take in a wide variety of moving images (film, video, digital files). What are the challenges to organizing and providing access to these resources? Learn what traditional and emerging standards have developed in both the bibliographic and archival domains and how they can be applied to moving images. Gain a basic understanding of the types of metadata necessary to a well-maintained collection.

This 2-day workshop is unique in its mindful synthesis of metadata and cataloging concepts to provide a greater understanding of the foundations of metadata practice and the application of cataloging principles to all types of moving image resources amidst rapidly changing production environments and evolving technologies.

This workshop is designed for people working in libraries, museums, archives, studios or anyone else who wants to develop better skills in organizing and providing access to moving image materials. All participants are asked to review the Moving Image Collections (MIC) Cataloging and Metadata Portal prior to arrival:
http://mic.imtc.gatech.edu/catalogers_portal/cat_index.htm.

Workshop Schedule

May 18, 2007

9:00 - 9:15 am

Introductions and Workshop Overview

9:15 - 9:45 am

The Rise of the Librarian in DAM: Knowledge Manager, Information Finder, and Informed Indexer

Madi Solomon

Technological developments in content creation and dissemination have not only transformed traditional production processes, it has sparked an evolutionary leap in the role of the librarian in media asset management. The stereotype of the scowling bespectacled librarian from elementary school is as outdated as the Laserdisc. Emerging from the rubble of lost digital files is the savior of the 21st century: the knowledge manager, the information finder, the informed indexer – the librarian. Without their precision and coordinated efforts, all is chaos. The RISE of the librarian looks at the emerging role of librarians in the digital asset management and media production realm to see how some businesses have integrated their services in the new workflow.

9:45 - 10:45 am

Cataloging and Metadata: Introduction and Principles

Andrea Leigh and Linda Tadic

This session introduces traditional and evolving cataloging principles, such as the objectives of the catalog, principles of description, and FRBR user tasks. The speakers will define terminology, for example metadata and cataloging, and will present an overview of types of standards (schemas, content standards, controlled vocabularies, classification, markup languages), their value, and the library paradigm of description vs. access. Additional requirements for tracking information in the digital realm will be presented, including capturing metadata at creation to flow with the resource through its life cycle, for management and use, through migration to a new format as the existing one becomes unviable, and binding metadata to essence to create content. The session will conclude by addressing why it's important to track technical metadata,

especially with digital assets; and the importance of tracking authenticity of digital assets within the metadata.

10:45 – 11:00 am

Break

11:00 - 11:45 am

Cataloging and Metadata: Introduction and Principles (cont.)

11:45 - 12:15 pm

Metadating Game

Madi Solomon

Metadata is more than just data about data. Metadata also includes data used to describe people, places, resources, physical objects, and filmed assets (essence). Metadata may be defined through schemas, data elements, permissible values, terms, phrases, dates or numerical citations. How do you keep all this information straight? How do we know what to put where? In a fun and dynamic interactive exercise called The Metadating Game, we'll explore how metadata elements and their values (the wrists and ankles of a digital record) bring a contextual whole in describing a moving image asset, and how this aggregated data informs discovery.

12:15 - 1:15 pm

Lunch

1:15 – 2:30 pm

Metadata Schemas and Structures

Linda Tadic

Delve into more detail about the parts of a schema, including data labels, data

constraints, documenting a schema, etc. Learn about descriptive metadata (MARC, Dublin Core, PBCore, MODS, SMPTE, FIAT, IPTC, MPEG7; preservation metadata (Premis); rights metadata (rights expression languages, MPEG21); technical metadata; and structural metadata. METS and METS profiles will also be described, as well as the MIC application profile for preservation and source metadata. Presents the pros and cons of each standard.

2:30 – 2:45 pm

Break

2:45 – 4:00 pm

What is FRBR?

Andrea Leigh and Madi Solomon

It's not a metadata model, or a set of cataloging rules, nor a system design. The Functional Requirements for Bibliographic Records (FRBR) is the product of a study undertaken by the International Federation of Library Associations and Institutions (IFLA) "to delineate in clearly defined terms the functions performed by the bibliographic record with respect to various media, various applications, and various user needs." FRBR does so by means of a conceptual model that identifies and defines entities of interest to users of bibliographic records; their attributes; and the relationships that operate between them. For the moving image community, FRBR holds enormous promise as we grapple with associating relationships not only among the many versions and formats that exist for a single moving image work, but with related products (books, scripts, sequels, etc.) as well. This session will illustrate the FRBR Group 1 entities work/expression/manifestation/item with examples from the perspective of the studio, the library, and the archive.

4:00 – 5:00 pm

Introduction to ISAN

Madi Solomon

A discussion of the International Standard Audiovisual Number, the audiovisual equivalent of the ISBN. This relatively new ISO standard is already embedded in many data exchange formats. It is designed for use throughout the production lifecycle and can be used to uniquely identify works, as well as families of works. The speaker will use ISAN to address difficult issues of identifying an intellectual property, its assorted manifestations, and the ever-changing “object” of the metadata or cataloging record as it moves through the production lifecycle, generating output in multiple formats.

5:00 – 5:30 pm

Q&A

Also: Each participant writes down one question on an index card and submits; presenters will respond in the morning.

May 19

9:00 - 10:00 am

Panelists answer submitted questions.

10:00 - 11:30 am

Content Standards

Nancy Goldman

Describes content standards (cataloging rules) including AMIM2, AACR2, RDA, RAD,

and FIAF. Presents features of each standard, discussing what type of organizations of collections would best match each. Includes hands-on exercise.

11:30– 11:45 am

Break

11:45 am – 12:45 pm

Vocabularies and Classification

Amy Lucker

Introduces subject and genre/form headings; using thesauri vs. subject heading lists; syndetic structure; and keyword vs. browse searches. Presents pros and cons of each standard, including when to use and why and what type of organizations or collections would best match each.

12:45-1:45 pm

Lunch

1:45 - 2:30 pm

Collection-Level Description

Andrea Leigh

Describes differences and similarities between archival control and bibliographic description. Offers overviews of DACS, RAD, ISAD (G) and EAD. Provides explanations through clips and examples of the pros and cons of using collection level description for moving image materials.

2:30 - 3:00 pm

Cataloging Management and Workflow

Nancy Goldman and Linda Tadic

This talk will cover management issues such as setting cataloging priorities, choosing a system, levels of cataloging, and analog and digital workflows.

3:00 - 3:15 pm

Break

3:15 – 4:15 pm

Archivist's Toolkit

Jason Varghese and Lee Mandell

This talk will introduce the Archivists' Toolkit: the first open source archival data management system to provide integrated support for accessioning, description, donor tracking, name and subject authority work, and location management for archival materials.

4:15 - 5:15 pm

Hands-on exercise

5:15 - 5:30 pm

Wrap up and Q&A