American Archive of Public Broadcasting Cataloging Guidelines

last updated August 6, 2015

Label	Rules for AAPB	Definition	Rules for input	Crosswalks
AssetType	min occ = 1 max occ = 1	Identifies the broad editorial format of the content.	String from AAPB Asset Type, available in Appendix A Examples • Episode • Raw Footage • Program	
AssetDate	min occ = 1 (if known) max occ = unbounded	Date associated with the creation and/or distribution of the content, rather than with the creation of the physical or digital media item.	Format dates adhering to ISO-8601, outlined for AAPB purposes as follows: YYYY-MM-DD YYYY-MM YYYY Examples • 1984-10-23 • 1975-03 • 1969	
dateType	per Asset Date: min occ = 1 (if known) max occ = 1	Defines the specific significance of the Date value as associated with the creation and/or distribution of the content.	String from AAPB Asset Date Type, available in Appendix A Examples • created • broadcast	
Title	min occ = 1, max occ = unbounded	Represents the name of the work being described, Names that are formally assigned are titles under which the work was broadcast or published	Free text Formally assigned titles: To format formally assigned titles: • use title case capitalization • retain initial articles • retain punctuation	

Devised titles are created to identify content when no title has been formally assigned. Do not devise a title when a formally assigned title is provided.

Examples

- North Carolina Today
- Cincinnati: The War Years
- Take Back Your Mind. Part 1
- The Ralph Stanley Story

Devised titles:

To devise titles, identify as many of the following pieces as possible, preferably from the content itself, or from external sources if necessary.

Nature of the content:

This piece identifies the general broad content or form type, such as an interview, speech, lecture, outtakes, etc. Add "Unidentified" as the first element for content that cannot be easily ascertained.

Person(s) involved:

This piece identifies the name(s) of the people is or classes of persons (veterans, historians, scientists, etc.) featured in the content, when applicable. Use the version of the name by which the person is most widely known.

General topic:

This piece describes the general ideas discussed or featured.

Only use this piece if it is necessary to further identify the content.

Coverage:

This piece identifies the place discussed or depicted, when known.

If referring to a city or other location, also indicate the state or country in parentheses; for example, use "Chicago (Illinois)" rather than "Chicago,"; use Paris (France), rather than "Paris"; use Yosemite National Park (California), rather than "Yosemite National Park."

			Build the devised title by stringing these pieces together in the order they're listed. Examples Interview with Penelope Smith B-roll of Neighborhoods in Chicago (Illinois) Speech by Jimmy Carter on the United States Economy Interviews with World War II Veterans Footage of grizzly bears catching salmon at Brooks River in Katmai National Park (Alaska) Unidentified radio program	
titleType	per Title: min occ = 1 max occ = 1	Defines the specific type of title for each Title value.	String from AAPB Title Type, available in Appendix A Examples • Series • Element • Episode	
Subject	min occurence = 0 max occ = unbounded	Phrases, keywords, or controlled values that describe what the content contains or is about.	Best practice is to choose a value from Library of Congress Subject Headings or Library of Congress Name Authority File. Choose subject terms and other headings that are significant and representative, in order to catalog to the most specific level possible Examples • Anti-war demonstrations • Dickinson, Emily, 1830-1886 • Arlington Street Church (Boston, Mass.)	
subjectType	per Subject: min occ = 0 max occ = 1	Defines the specific subject type of a Subject value.	Free text Use Concept Type or other subject type data provided by the controlled vocabulary from which the subject comes.	

			Examples Topic Personal Name Corporate Name	
subjectSour ce	per Subject: min occ = 0 max occ = 1	Provides the name of the authority used to declare the Subject value.	Free text Examples • Library of Congress Subject Headings • AAPB Local Authority	
subjectRef	per Subject: min occ = 0 max occ = 1	Denotes a URI assigned to the Subject value by the authority used.	Valid url	
Description	min occ = 1 max occ = unbounded	Brief narrative providing an overall summary or listing of the content. The description can include a transcript, edit decision list, reviews, or anecdotal interpretations.	Free text Descriptions should use natural language to explain the most significant information about and presented by the content. Important things to identify in descriptions include the format and topic of the content or segments of content, as well as notable people, places, and landmarks that appear. Examples • This episode explores the food of Xian, China. Martin Yan demonstrates how to cook Fragrant Peppercorn Tofu, Tangerine Peel Beef, and Dan Dan Noodles. • B-roll of the interiors of the House of Representatives Chambers at the Connecticut State House. Speaker of the House convenes the House of Representatives. Various people speak, including the minority leader. Other representatives discuss issues amongst	

			themselves. Segments: McNamara: Press confusion over McNamara resignation – Morgan Meat Reprise (Clean Meat Bill) Goodbye & Good Luck: Louis Jenkins, Black Vietnam Purple Heart, return to Chicago South side Acheson & Students: Dean Acheson assesses U.S. role in Europe & Asia in conversation with students Sculpture: Whatever Happened to Statues.	
descriptionT ype	per Description: min occ = 1 max occ = 1	Defines the specific format or scope of the Description value.	String from AAPB Description Type, available in Appendix A Examples • Episode • Series • Program	
Genre	min occ = 0 max occ = unbounded	Characterizes the category to which the content belongs.	String from AAPB Format Genre or AAPB Topical Genre, available in Appendix A Examples • Documentary • News • Science • Talk show	
genreSource	per Genre: min occ = 0 max occ = 1	Provides the name of the authority used to declare the Genre value.	Free text Examples • AAPB Topical Genre • AAPB Format Genre	
genreRef	per Genre:	Denotes a URI assigned to	Valid url	

	min occ = 0 max occ =1	the Genre value by the authority used.		
Coverage	min occ = 0 max occ = unbounded	Describes either the geographic location or the time period covered by the content. Temporal coverage in intellectual content may be expressed by a date, period, era, or time-based event. Spatial coverage at the intellectual content level may be expressed by geographic location. Actual place names may be used. Numeric coordinates and geo-spatial data are also allowable, if useful or	Free text For temporal values: Dates and years should be expressed as numbers, and adhere to ISO 8601 Examples	
		supplied.	Mexico	
coverageSo urce	min occ = 0 max occ = 1	Provides the name of the authority used to declare the Coverage value.	Free text Examples • Geonames • Library of Congress Names	
coverageRef	min occ = 0 max occ = 1	Denotes a URI assigned to the Coverage value by the authority used.	Valid url	
CoverageTy	per Coverage:	Describes whether the	String	

pe	min occ = 1 max occ = 1	Coverage value is spatial or temporal information.	either "Spatial" or "Temporal from PBCore coverageType Examples • Spatial • Temporal	
coverage TypeSource	min occ = 0 max occ = 1	Provides the name of the authority used to declare the CoverageType value.	Free text default to PBCore coverageType	
coverageTy peRef	min occ = 0 max occ = 1	Denotes a URI assigned to the CoverageType value by the authority used.	Valid url	
Creator	min occ = 0 max occ = unbounded	Identifies the primary person, people, or organization(s) responsible for creating the content.	Use names from LCNAF. If the name is not established in LCNAF, format the name LastName, FirstName, preferably following guidelines in RDA. For names that you only hear spoken, but never see written, use your best judgement to record the name accurately. Examples Burns, Ken, 1953- Hennessey, John	
creatorSourc e	per Creator: min occ = 0 max occ = 1	Provides the name of the authority used to declare the Creator value.	Free text Examples • Library of Congress Names • AAPB Local Authority	
creatorRef	per Creator: min occ = 0	Denotes a URI assigned to the Creator value by the	Valid url	

	max occ = 1	authority used.		
CreatorRole	per Creator min occ = 0 max occ = unbounded	Defines the role played by the person or group identified in the Creator value.	String from AAPB Creator Role, available in Appendix A Examples Producer Director	
creatorRole Source	per CreatorRole: min occ = 0 max occ = 1	Provides the name of the authority used to declare the CreatorRole value.	Free text Default to AAPB Creator Role	
creatorRole Ref	per CreatorRole: min occ = 0 max occ = 1	Denotes a URI assigned to the CreatorRole value by the authority used.	Valid url	
Contributor	min occ = 0 max occ = unbounded	Identifies a person or organization that has made substantial creative contributions. This contribution is considered to be secondary to the primary role played by the person or organization identified as a creator.	Use names from Library of Congress Name Authority File (LCNAF). If the name is not established in LCNAF, format the name LastName, FirstName, preferably following guidelines in Resource Description and Access (RDA). For names that you only hear spoken, but never see written, use your best judgement to record the name accurately. Examples Ifill, Gwen Thurman, Lucille Clinton, Bill, 1946-	

contributorS ource	per Contributor: min occ = 0 max occ = 1	Provides the name of the authority used to declare the Contributor value.	Free text Examples • Library of Congress Names • AAPB Local Authority	
contributorR ef	per Contributor: min occ = 0 max occ = 1	Denotes a URI assigned to the Contributor value by the authority used.	Valid url	
ContributorR ole	per Contributor: min occ = 0 max occ = unbounded	Identifies the role played by the person or group identified in the Contributor value.	String from AAPB Contributor Role, available in Appendix A Examples Guest Host Interviewee	
contributorR oleSource	per ContributorRole : min occ = 0 max occ = 1	Provides the name of the authority used to declare the ContributorRole value.	Free text Defaults to AAPB Contributor Role	
contributorR oleRef	per ContributorRole : min occ = 0 max occ = 1	Denotes a URI assigned to the ContributorRole value by the authority used.	Valid url	
Publisher	min occ = 0 max occ = unbounded	Identifies a person or organization primarily responsible for making the content available.	Use names from LCNAF. For organizational names not available in LCNAF, record the name in direct order as it is found in the content.	

			Examples • AETN (Television station: Conway, Ark.) • WXPN (Radio station: Philadelphia, Pa.)	
PublisherSo urce	per Publisher: min occ = 0 max occ = 1	Provides the name of the authority used to declare the Publisher value.	Free text Examples • Library of Congress Names • AAPB Local Authority	
PublisherRef	per Publisher: min occ = 0 max occ = 1	Denotes a URI assigned to the Publisher value by the authority used.	Valid url	
PublisherRol e	per Publisher: min occ = 0 max occ = unbounded	Identifies the role played by the specific person or entity identified in the Publisher value.	String from AAPB Publisher Role, available in Appendix A Examples Copyright Holder Publisher Presenter	
publisherRol eSource	per PublisherRole: min occ = 0 max occ = 1	Provides the name of the authority used to declare the PublisherRole value.	Free text Defaults to AAPB Publisher Role	
publisherRol eRef	per PublisherRole: min occ = 0 max occ = 1	Denotes a URI assigned to the PublisherRole value by the authority used.	Valid url	
RightsSumm	min occ = 0	Information known about	Free text	

ary	max occ = unbounded	the item that may be used to determine copyright status and whether or not there are restrictions imposed on	At a minimum, record the copyright statement as it is presented in the content. If there is no copyright statement, note the lack of it.	
		access.	If further research is conducted, note whether or not there are restrictions imposed on access. Include the name or corporation responsible for the creation of the content and the name of the copyright holder from an authoritative source of information. "Undetermined" may be used if research was done but no copyright holder was found.	
			 Examples Copyright held by WGBH Educational Foundation, 1999. No copyright statement in content. Copyright 2003 by WETA-TV & MT Prize Partners, JV as listed in U.S. Copyright database. Copyright holder undetermined. 	

Appendix A: Controlled Vocabularies

- 1. AAPB Asset Type
- 2. AAPB Asset Date Type
- 3. AAPB Title Type
- 4. AAPB Description Type
- 5. Genre
 - 5.1. AAPB Topical Genre
 - 5.2. AAPB Format Genre
- 6. AAPB Creator Role
- 7. AAPB Contributor Role
- 8. AAPB Publisher Role

1. AAPB Asset Type

Term	Definition	URI (to be filled in at later date)
Album	A collection of audio recordings packaged as a single item.	
Clip	An excerpt or extract of a larger edited work. Not a segment.	
Compilation	A single asset containing multiple different sub-assets; for example, a reel with programs, clips, and raw footage.	
Episode	A single installment of a series.	
Program	Content that has been prepared for broadcast/publication and is presented as a single work.	
Promo	An edited piece of audio or video announcing an upcoming work (like a program or series).	
Raw Footage	Originally captured footage or other unedited content, not intended for broadcast in its current form.	
Segment	A self-contained portion of a program/episode, which serves its own function, but operates within the larger program/episode.	

2. AAPB Asset Date Type

Term	Definition	URI (to be filled in at later date)
broadcast	Date on which content aired.	
copyright	Date in the copyright statement, or date on which content was considered copyrighted.	
created	Date on which an element or other type of content was originally captured in its current form, meaning the form of the asset being described.	
edit	Date on which a program or other piece of edited content was compiled in its current form, meaning the form of the asset being described.	

3. AAPB Title Type

Term	Definition	URI (to be filled in at later date)
Album	Title of a collection of audio recordings, which are packaged as a single item.	
Clip	Title of an excerpt or extract of a larger work.	
Collection	Title of a collection of programs or series. For example, if multiple series are broadcast under both their individual series title, and also one overarching title, referring to all of the series.	
Episode	Title of a single installment of a series.	
Episode Number	Number assigned to an episode denoting its sequence in the series.	
Label	Title derived from the label on an instantiation of an asset.	
Program	Title of a work prepared for broadcast/publication and presented as a single work.	
Promo	Title of an edited piece of audio or video announcing an upcoming work.	
Raw Footage	Title of originally captured footage or other unedited content, not intended for broadcast in its current form.	

Segment	Title of a self-contained portion of a program, which serves its own function, but operates within the larger program.	
Series	Title of a set of episodes broadcast in sequence, arranged into at least one broadcast season, usually more. Typically all episodes within a single series follow a specific theme/topic or continuous storyline, and are all broadcast under the same series title and branding.	

4. AAPB Description Type

Term	Definition	URI (to be filled in at later date)
Album Description	A natural language description of a collection of audio recordings, which are packaged as a single item.	
Clip Description	A natural language of an excerpt or extract of a larger work.	
Episode Description	A natural language of a single installment of a series.	
Log	A written record of what was recorded by a camera or other recording device, or what makes up a piece of content. Logs can include descriptions of all of the shots or scenes, and often note which parts will be most useful for editing a final work.	
Program Description	A natural language a work prepared for broadcast/publication and presented as a single work.	
Promo Description	A natural language of an edited piece or audio or video announcing an upcoming work.	
Raw Footage Description	A natural language of originally captured footage or other unedited content, not intended for broadcast in its current form.	
Rundown	A list of each topical unit or other segment making up a episode/program, with timings for each.	
Segment Description	A description of a self-contained portion of a program, which	

	serves its own function, but operates within the larger program.	
Series Description	A natural language description of a series, which is a set episodes broadcast in sequence, arranged into at least one broadcast season, usually more. Typically all episodes within a single series follow a specific theme or continuous storyline, and are all broadcast under the same series title and branding.	
Shot List	A list of each shot included in the content in sequential order.	
Transcript	A text version of all of the words and other sounds that make up the content.	

5. Genre

5.1. AAPB Topical Genre

Term	URI (to be filled in at later date)
Agriculture	
Animals	
Antiques and Collectibles	
Biography	
Business	
Consumer Affairs and Advocacy	
Cooking	
Crafts	
Crime	
Dance	
Economics	

Education	
Employment	
Energy	
Environment	
Exercise	
Film and Television	
	<u>, </u>
Fine Arts	
Gardening	
Geography	
Global Affairs	
Government	
Health	
History	

Holiday	
Home Improvement	
Humor	
Journalism	
LGBTQ	
Literature	
Local Communities	
Music	
Nature	
News	
Parenting	
Performing Arts	
Philosophy	

Politics	
Public Affairs	
Race and Ethnicity	
Religion	
Science	
Social Issues	
Sports	
Technology	
Theater	
Travel	
War and Conflict	
Weather	
Women	

5.2 AAPB Format Genre

Term	Definition	URI (to be filled in at later date)
Call-in	Broadcast content where the host takes calls from listeners/viewers live during the show.	
Children's	Broadcast content designed to entertain and/or educate children.	
Debate	Broadcast content featuring opponents arguing opposing sides of one or more issues.	
Documentary	Broadcast content documenting some aspect and/or version of reality, intended to inform listeners/viewers.	
Drama	Broadcast television content dramatizing a fictional story.	
Educational	Broadcast content during which the host explains facts and ideas to the listeners/viewers, much as they would in a classroom setting.	
Event Coverage	Content documenting an event such as a speech, press conference, demonstrations, or symposium.	
Fundraiser	Content designed to encourage listeners/viewers to donate money to the broadcasting organization.	
Game Show	Broadcast content featuring guests participate in a competition.	

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Instructional	Broadcast content demonstrating and/or explaining skills, with the intention that listeners/viewers will be able to replicate them on their own.	
Interview	Content that features a person (the interviewee) answering questions posed by a person (often off camera for moving image).	
Magazine	Broadcast content presenting multiple informational segments.	
Miniseries	Broadcast content dramatizing a fictional story in a predetermined number of episodes.	
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News Report	Broadcast content in which anchors and/or reporters relate information about current events directly to the audience.	
Performance in a Studio	Content featuring a performance done in a studio, usually musical, but applies to other performing arts too.	
Performance for a Live Audience	Content featuring a public performance in front of a live audience, such as a music concert, dance performance, or a theatrical performance.	
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Promo	Broadcast content promoting programming or the general brand of the broadcasting organization.	
Public Service Announcement	Broadcast content presenting a message to the public in order to raise awareness about a particular issue.	

Radio Theater	Broadcast radio content dramatizing a fictional story.	
Recorded Music	Broadcast radio content featuring previously recorded music.	
Special	Broadcast content presented on a special occasion or about a special topic, not typically part of the broadcast schedule.	
Stand-up	Broadcast content during which a comedian performs a comedic routine in front of a live or broadcast audience.	
Talk Show	Broadcast content during which a person or group of people discuss topics with the show's host.	
Unedited	Unedited content not intended for broadcast.	

6. AAPB Creator Role

Term	Definition	URI (to be filled in at later date)
Associate Producer	A person or group who is financially and/or administratively responsible for creating the content, in a subordinate capacity to the producer. For content with a creator in this role, the information will usually be noted as "Associate Producer" in the credits.	
Co-Producer	A person or group who, along with other co-producers, is financially and/or administratively responsible for creating the content. For content with a creator in this role, the information will usually be noted as "Co-Producer" in the credits.	
Composer	A person or group who wrote or put into form the music of the content.	
Director	A person or group responsible for interpreting the script and guiding the expression of the work. For content with a creator in this role, the information will usually be noted as "Director" in the credits.	
Executive Producer	A person or group who is ultimately financially and/or administratively responsible for creating the content. Executive Producers often oversee the work of producers, rather than producing individual works. For content with a creator in this role, the information will usually be noted as "Executive Producer" in the credits.	
Producer	A person or group who is financially and/or administratively	

	responsible for creating the content. For content with a creator in this role, the information will usually be noted as "Producer" in the credits.	
Writer	A person or group who wrote the script for the content. For content with a creator in this role, the information will usually be noted as "Writer" or "Screenwriter" in the credits, or it will say "Written by."	

7. AAPB Contributor Role

Term	Definition	URI (to be filled in at later date)
Actor	A person who portrays a character or figure in the content.	
Anchor	A person, especially in a news program, who introduces the separate segments of the content, and provides commentary to link the segments together into a cohesive work.	
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Announcer	A person who introduces the subjects and/or people featured in the content. This person is often not seen on camera, but does voice over announcing.	
Choreographer	A person who designs sequences of movements carried about a performer or performers.	
Conductor	A person who directs an orchestral performance.	
Editor	A person or group who is responsible for assembling the parts of edited content into the finalized form.	
Guest	A person or group who participates in a piece of broadcast content, often by talking with the host, but is not a member of the regular cast and crew of the work.	
Host	A person who hosts a program; for example, a host might present information to the audience or facilitate a conversation with a guest.	

Interviewee	A person who provides information to a person asking questions, specifically an interviewer.	
Interviewer	A person who seeks to obtain information by asking people questions.	
Moderator	A person who presides over a discussion in a program, usually between guests or panelists, such as in a debate.	
Narrator	A person who speaks to provide expository commentary and/or context in a program through voice overs.	
Panelist	A person who is part of a group of people discussing a specific topic. Panelists are often experts in a field, and not regular members of the program's cast and crew.	
Performer	A person who plays music, sings, dances, or otherwise performs for an audience, either recorded for broadcast or live.	
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Performing Group	A group of people who play music, sing, dances, or otherwise performs for an audience, either recorded for broadcast or live.	
Reporter	A person who provides an account of a news event and/or conducts an interview for a news story.	
Speaker	A person who delivers a speech, address, lecture, etc. to an audience.	

8. AAPB Publisher Role

Term	Definition	URI (to be filled in at later date)		
Copyright Holder	A person, persons, or organization who owns the copyright of a work.			
Distributor	A person, persons, or organization that is responsible for providing access to the content.			
Presenter	A person, persons, or organization who agrees to broadcast content that they did not produce or that they were not responsible for the creation of.			
Publisher	A person, persons, or organization who makes content they produced available to the public.			