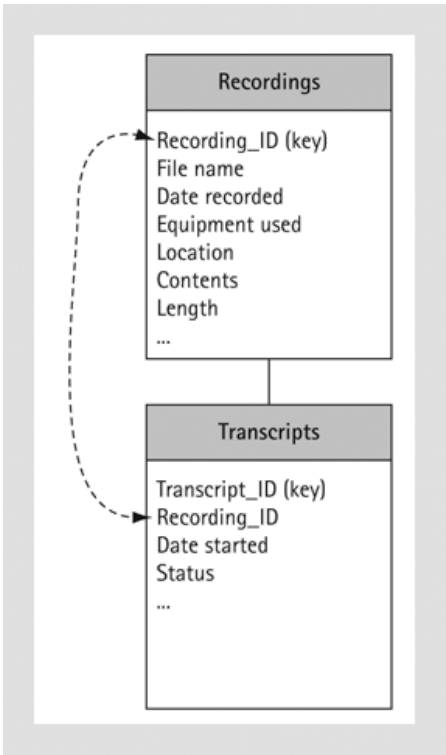


Figure 4.6.



Establishing the relation between tables using keys.

Your catalogue could also include tables listing photographs, interlinearized texts, or geographic data. As long as your metadata catalogue conforms to a few basic principles, it should be possible to export textual data from it into an archive's catalogue. These principles include using appropriate file names, including only one kind of information in each field of your catalogue database, and using standard forms where possible, e.g. ISO standards for dates<sup>22</sup> (YYYY-MM-DD), country names,<sup>23</sup> and language names.<sup>24</sup> ↴

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### Open Language Archives Community (OLAC) metadata

The most commonly used open-access metadata system is Dublin Core,<sup>25</sup> with a set of fifteen terms that form the basis of most library catalogues, as well as the Open Archives Initiative.<sup>26</sup> If we want our material to be locatable via international search mechanisms, then all we need to do is to prepare our metadata in a form that they can read. Luckily, OLAC provides a ready-made set of terms that can be the minimum or at least the core of a description of items in our collection. OLAC provides services that aggregate catalogues from cooperating archives and create a set of webpages listing what is available, not only in each archive, but also providing a dynamic page showing what is available in all archives for each of the world's languages, updated every eight hours.

There seems to be some confusion over the use of OLAC metadata. It is not, and was never designed to be, an exhaustive set of terms for describing linguistic data. Your catalogue can have much more information in it than just that provided by the OLAC terms. The key consideration is that if you take the OLAC terms into account in your archive's system, then you can participate in a global information system about the world's languages.