Federal Agencies
Digitization Guidelines Initiative

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Guidelines: Embedding Metadata in Broadcast WAVE Files - BWF MetaEdit Help: LIST-INFO Audio Metadata Information

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Chunk ID	Name	Description
IARL	Archival Location	Indicates where the subject of the file is archived. **FADGI Application:** This element is an approximate equivalent to the Originator element in the BEXT chunk which records the entity responsible for the 'archiving' (creation, maintenance, preservation) of this digital item. If used, this element could repeat the data from the Originator element in the same structured format. In some applications, it is automatically carried over to the MP3 ID3 element 'ArchivalLocation.' Of all the info list chunk elements, this is the most important for Federal Agencies because it is vital to document the archival responsibility for a content item. Entity designations should be as specific as possible including a two-character county code to avoid the potential for conflict in the archiving entity's name. The archival entity should be identified at the most specific level within the institution. **FADGI Requirement:** Strongly recommended ('required') if using LIST-INFO chunk. **FADGI Formatting:** 1. Two capital letters which must be derived from ISO 3166 Country Codes 2. One comma 3. One space 4. Institutional Acronym. Almost always one word all caps but there are some acronyms that are more than one word. The resource GovSpeak: A Guide to Government Acronyms and Abbreviations is suggested as a source but not required. 5. This string should be identical to what is in the Originator data space. If any fields in LIST-INFO are used, this data should automatically carry over from Originator. **FADGI Examples:** US, NARA US, LOC/RSS
IART	Artist	Lists the artist of the original subject of the file. For example, Michaelangelo.
ICMS	Commissioned	Lists the name of the person or organization that commissioned the subject of the file. For example, Pope Julian II.
ICMT	Comments	Provides general comments about the file or the subject of the file. If the comment is several sentences long, end each sentence with a period. Do not include newline characters. **FADGI Application:** If used, this element should repeat the principal and other identifiers from the OriginatorReference and/or Description element in the BEXT chunk. Each identifier will be labeled as to its origin or purpose using the 'type' and 'comment' qualifiers. Using the tag 'local' in the 'type' qualifier implies the entity identified in the BEXT Originator element. In some applications, this info list element may carry forward automatically to the MP3 ID3 tagged element 'Comment.' NOTE: The Working Group perceived value in the practices of labeling identifiers (see examples) but wished to leave this as an optional practice. **FADGI Requirement:** Optional **FADGI Formatting:** If labeled: Identifier [comma space] type [comma space] comment [semicolon-space if more than one identifier] If no labeling: Identifier **FADGI Examples:** NARA 58979818, local, principal ID original filename NARA 306-MUSA-9658B, local, RG-Series-Item Number LC 1201566-2-1, local, system-generated number; RYI 6039, local, source location number LC http://hdl.loc.gov/loc.mbrsmi/westhpp.2033, URL, principal ID Handle Digital Library ark.cdlib.org.org/ark:/13030/tf5p30086k, URL, ARK LC http://lccn.loc.gov/mp76000002

ICOP	Copyright	Records the copyright information for the file. For example, Copyright Encyclopedia International 1991. If there are multiple copyrights, separate them by a semicolon followed by a space. **FADGI Application:** Information about copyright and other restrictions (donor, privacy, etc.). Usage by federal agencies will often refer to the documentation of restrictions provided by other, non- embedded metadata. This element has no equivalent in the BEXT chunk. In some applications, this info list element may carry forward automatically to MP3 ID3 tagged element 'Copyright.' If used, this element may contain the information as known at the time of embedding. The Working Group understands that metadata may be updated over time. Users who refer to an embedded block of metadata should understand that this may not represent the latest and best information, and they should be counseled to follow one of the identifiers in order to obtain later and/or better data. **FADGI Requirement:** Optional **FADGI Examples:**

LC	Publication and other forms of distribution may be restricted. For details, contact the Recorded Sound Section of the Library of Congress. [Preferred wording from LC, RSS]
LC	(p) Rhino Records 2002.
LC	1201566-2-1, local, system-generated number; RYI 6039, local, source location number
LC	See Copyright Restriction Statement. [Used by LC, American Folklife Center]

ICRD	Creation date	Specifies the date the subject of the file was created. List dates in year-month-day format, padding one-digit months and days with a zero on the left. For example: 1553-05-03 for May 3, 1553. The year should always be given using four digits. **FADGI Application:** This element is an equivalent to the OriginationDate in the BEXT chunk. If used, this element could repeat the information from the OriginationDate element in the BEXT chunk using the same structured format. In some applications, this info list element may carry forward automatically to MP3 ID3 tagged element 'CreationDate.' **FADGI Requirement:** Optional. **FADGI Example:** 2005-11-30
IENG	Engineer	Stores the name of the engineer who worked on the file. If there are multiple engineers, separate the names by a semicolon and a blank. For example: Smith, John; Adams, Joe.
IGNR	Genre	Describes the original work, such as jazz, classical, rock, etc.
IKEY	Keywords	Provides a list of keywords that refer to the file or subject of the file. Separate multiple keywords with a semicolon and a blank. For example, Seattle; zoology; The Civil War.
IMED	Medium	Describes the original subject of the file, such as record, CD and so forth.
INAM	Name (Title)	Stores the title of the subject of the file, such as Seattle From Above. **FADGI Application:** If used, this element should contain a working title. This phrase is intended to convey the Working Group's understanding that metadata may be updated over time. Users who refer to elements like titles in an embedded block of metadata should understand that this may not represent the latest and best information, and they should be counseled to follow one of the identifiers in order to obtain later and/or better data. **FADGI Requirement:** Optional. **FADGI Examples:**

LC	Symphony no. 3 in A minor, op. 56
LC	Interview with Bo Dollis at WWOZ, New Orleans, 1999-03-24 [title assigned by cataloger]
LC	Adventures in research. No. 587, Sawing off Manhattan Island [episode in a radio series]

IPRD	Product (Album)	Specifies the name of the title the file was originally intended for, such as The Civil War: The Musical.
ISBJ	Subject	Describes the contents of the file, such as Metadata Management.
ISFT	Software	Identifies the name of the software package used to create the file, such as Audacity 1.3.9.
ISRC	Source	Identifies the name of the person or organization who supplied the original subject of the file. For example: NARA.
ISRF	Source Form	Identifies the original form of the material that was digitized, such as record, sampling CD, TV sound track and so forth. This is not necessarily the same as IMED.
ITCH	Technician	Identifies the technician who sampled the subject file. For example: Smith, John.

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Working Groups

Still Image Working Group
This group is involved in a cooperative effort to develop common digitization guidelines for still image materials.

Audio-Visual Working Group
This group works collaboratively on common and sustainable technical guidelines, methods, and practices for digitized and born digital sound recordings and moving images.

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