

Descriptive metadata

Process sketches and designs

Descriptive metadata

A definition

- Provides descriptive information about a digital object
- Is used for discovery and identification
- Provides important context
- Examples for descriptive metadata elements are
 - Title
 - Author
 - Creation date

Process sketches

Overview page

The National Archives

Transfer Digital Records

Step 5 of 6

Add descriptive metadata

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar sic tempor. Sociis natoque penatibus et magnis.

Top folder

testconsignment

Add

Subfolder

testsubfolder1

Add

testsubfolder2

Add

Files

testfile1

Add

testfile2

Add

testfileFROMSUBFOLDER1

Add

testfileFROMSUBFOLDER2

Add

Continue

Using a list

The National Archives

Transfer Digital Records

Step 5 of 6

Add descriptive metadata

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar sic tempor. Sociis natoque penatibus et magnis.

Top folder	testrecords	Add
Subfolders	subfodler1	Add
	subfolder2	Add
Files	testfile1	Add
	testfile2	Add
	fileFromSubfolder1	Add
	fileFromSubfolder2	Add

Continue

Using a table

Questions

- What if many folders/ files? Pagination?
- How to avoid too many ‘Add’ buttons?
- When recommend CSV file instead?
- Folder structure necessary?

Adding: Design 1

Tick checkboxes

The National Archives

Transfer Digital Records

Step 5 of 6

Add descriptive metadata

Name
testconsignment

Total files
12

Which properties would you like to add?

- ☐ Original creation date
- ☐ Date range
- ☐ Language
- ☐ Crown Copyright
- ☐ Legal status
- ☐ Creating body
- ☐ Summary
- ☐ Other, please specify

Continue

Using a list

The National Archives

Transfer Digital Records

Step 5 of 6

Add descriptive metadata

Name	testrecords
Total files	12

Which properties would you like to add?

- ☐ Original creation date
- ☐ Date range
- ☐ Language
- ☐ Crown Copyright
- ☐ Legal status
- ☐ Creating body
- ☐ Summary
- ☐ Other, please specify

Continue

Using a table

Step 5 of 6

Add descriptive metadata

Name

testconsignment

Total files

12

Original creation date

Day

Month

Year

Date range

Summary

Save

- only shows input fields for the ones that were ticked on the page before
- Always shows what has already been added in a list/table above it
- Adding all in one go saves clicking

Step 5 of 6

Add descriptive metadata

Name
testconsignment

Total files
12

Original creation date
01.02.1993

Language
English

Summary
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar sic tempor. Sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus pronin sapien nunc accuan eget.

Edit

Back to overview

- Gives overview of what just added
- Lets user edit it again (goes back to the input fields with prepopulated answers)
- Lets user go back to overview of folders/files

Adding: Design 2

Select from dropdown

The National Archives Transfer Digital Records

Step 5 of 6
Add descriptive metadata

Name
testconsignment
Total files
12

Which elements would you like to add?

Please choose

Using a list

The National Archives Transfer Digital Records

Step 5 of 6
Add descriptive metadata

Name	testrecords
Total files	12

Which elements would you like to add?

Please choose

Using a table

Questions

- Filter or 2nd dropdown for the dropdown? In order to populate a subset instead of having all properties

Step 5 of 6

Add descriptive metadata

Name
testconsignment

Total files
12

Which elements would you like to add?

Language

Language

Add

Using a list

Step 5 of 6

Add descriptive metadata

Name	testrecords
Total files	12

Which elements would you like to add?

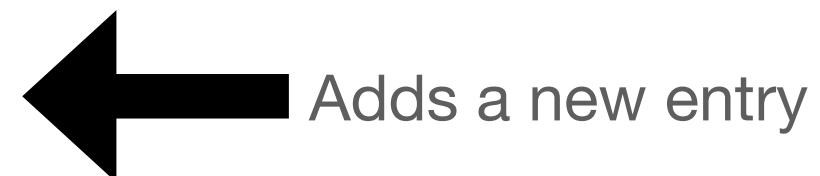
Language

Language

Add

Using a table

Step 5 of 6

Add descriptive metadata**Name**
testconsignment**Total files**
12**Language**
English

Which elements would you like to add?

Language

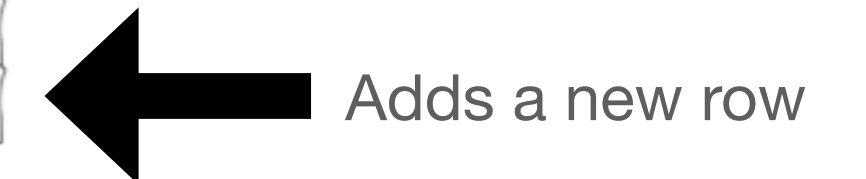
▼

Using a list

Step 5 of 6

Add descriptive metadata

Name	testrecords
Total files	12
Language	English



Which elements would you like to add?

Language

▼

Using a table

Adding: Design 3

Selecting buttons

The National Archives Transfer Digital Records

Step 5 of 6

Add descriptive metadata

Name
testconsignment

Total files
12

- + Language
- + Legal status
- + Date range

Step 5 of 6

Add descriptive metadata

Name	testrecords
Total files	12

Original creation date

Day	Month	Year

Date range

Language

Crown Copyright

Legal status

Creating Body

Summary

Other, please specify

Save

Adding: Design 4

Input for all

- potentially too much scrolling because of too many properties

Designs

BETA

This is a new service – your feedback will help us to improve it. Please [get in touch \(opens in new tab\)](#).

Step 5 of 6

Add descriptive metadata

You can now add further description to your transfer. Or you can proceed without adding data by clicking 'Continue' at the bottom of this page.

Add metadata for all files in folder or alternatively select individual files. For 200 files or more, you might want to download a CSV for adding data instead.

Folder uploaded: testrecords

Add metadata for all files in folder

Download CSV for adding data

Search for files

Subfolder: test reports	NOT ADDED
Subfolder: test report folder	ADDED
test test report	NOT ADDED
test statistics	NOT ADDED
test statistics	NOT ADDED
test image	NOT ADDED
test image	ADDED
test image	NOT ADDED
test image	NOT ADDED
test image	NOT ADDED

Showing 20 - 30 of 50 files

[« Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next »](#)

Continue

- Folder structure needed?
- Label ‘Added’ and ‘Not added’ not meaningful enough
- Clicking on the folder/file not necessarily intuitive in order to add data to it



BETA

This is a new service – your feedback will help us to improve it. Please [get in touch \(opens in new tab\)](#).

Step 5 of 6

Add descriptive metadata

[testrecords](#) > [test reports](#)

Add metadata for all files in folder

test statistics	NOT ADDED
test image	NOT ADDED

Showing 1 - 2 of 2 files

Back to overview



BETA

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Step 5 of 6

Add descriptive metadata

testrecords

Name	testrecords
Total files	14
Date created	Edit
Geolocation	Edit
Language	Edit
Original department	Edit
Summary	Edit

Back to overview

- should the user be able to choose which elements to add or presented with all of them?
- How to avoid excessive clicking? Are there any we can group together?
- Is a table suitable for a long summary?



Questions

- Folder structure?
- Add vs. Edit
- How often does a bulk edit occur? For example, a subfolder contains 2000 files and the user wants to set the language of 50 of them to Welsh.
- User sets the language of the top folder to English. If they change one file to Welsh, should the top folder be set to “English, Welsh” or “several” or no language?
- Does the user need an explanation of properties?