Title:	**Audio Video Metadata Best Practices, University of Notre Dame, Hesburgh Libraries**
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Date Issued:	2013-08-21
Identifier:	audiovideometadataprofile20130821
Replaces:	
Is Replaced By:	
Latest Version:	1.0
Status of Document:	This is a Digital Standards Team recommendation.
Description of Document:	This best practices document recommends the implementation of a core set of metadata elements and PB Core Metadata Element Set mappings (http://pbcore.org/schema) for use in audio and video projects in the digital repository at the University of Notre Dame Hesburgh Libraries.

Change Log:

Audio and Video Metadata Best Practices
Rev04252013

The following are the guidelines for describing audio and video items. The schematic being used is PBCORE and can be reviewed in detail at: http://www.pbcore.org/elements/

Date Created: The date the item was created.

Date Issued: The date the item was issued.

Identifier: Unique identifier for the item and/or a standardized identifier like a upc code.

Title: The title of the item or track.

Subject: Subject headings or keywords related to the topic.

Description: The description of what the item is about or what the item is discussing.

Genre: The general overall topic of interest. Ex: History

Related Materials: Items related to the item being described.

Related Materials Identifier: The identifier to locate the items that are related to the items.

Coverage Temporal: The time span that the topic covers.

Coverage Spatial: The geographic location that is covered if it is available.

Audience Level: The user group for the item.

Audience Rating: The appropriate rating for user groups for the item.

Creator: Primary person or organization responsible for creating the item.

Creators Role: The person or organizations primary responsibility. Ex: actor

Contributor: The persons or organizations that contributed to the creation of the item.

Contributors Role: The persons or organizations responsibilities.

Publisher: The primary publisher responsible for the distribution of the item.

Publishers Role: The responsibilities of the publisher.

Rights Summary: The rights statement so that the user understands how the item can be used and who owns it.

Rights Link: A URI to the rights statement.

Track Identifier: An individual instance or clip from a main body of works identifier.

Date: Date the clip or individual instance was created.

Dimensions: The dimensions that are expected for use with the item. Ex: letterbox

Physical Description: The physical description of the item. Ex: Cassette Tape

Digitial Format: The format of the digital file.

Location Physical: The location of the physical item.

Location Digital: The location for the digital item.

Media Type: The type of media being used in the item. Ex: text, moving image, or sound.

File Size: the size of the digital item.

Time Start: The start time of the item on the recording.

Time End: The end time of the item on the recording.

Duration: The overall length of time that the item is played.

Data Rate: The amount of data in the digital file that is encoded, delivered or distributed for every second of time.

Color Space: The color space of the item. Ex: black and white, Greyscale, Color

Tracks: The number and types of tracks found in the item.

Channel configuration: The arrangement or configuration of specific channels.

Language: The language or languages used in the item.

Alternative Modes: Equivalent modes of the item.

Track Type: The type of media in the track.

Track Encoding: How the media item is compressed, interpreted, or formulated using a particular scheme.

Track Data Rate: The data rate for the individual track.

Track Frame Rate: The frame rate for the individual track.

Track Playback Speed: The rate that the item should be played so that humans can understand it.

Track Sampling Rate: The rate for how often the data is sampled for digitization.

Track Bit Depth: Specifies how much data is sampled when information is digitized, encoded, or converted for a media item (specifically, audio, video, or image).

Track Frame Size: Indicates the horizontal and vertical resolution of a format type.

Track Aspect Ratio: indicates the ratio of horizontal to vertical proportions in the display of a static image or moving image.

Track Start Time: The start time of the track.

Track Duration: The length of time that the track runs.

Track Language: The primary language or languages of the track.