**What is metadata?**

Metadata is data about data i.e. it provides information about content. This information could include data of creation of content, last accessed date, owner, format, location etc. that form the interface of the content to other tools accessing or referring it.

**What is a metadata policy?**

A metadata policy for a digital library describes the rules guiding the creation and maintenance of metadata for the library’s content. It contains information about the metadata standards used per content-type and other information such as contact information for personnel in charge of the metadata.

**Components of metadata policies for digital libraries**

1. Minimal metadata requirements for all content in the digital library.
2. List of metadata standards followed categorized
   1. Content type (text, audio, video, image, ETD, digitized work, program etc.)
   2. Metadata type (descriptive, technical, structural, administrative or preservation)
3. Exceptions and complicated cases (For example, multiple forms of same item.)
4. Metadata update policies (periodic checking for relevance)
5. Custom metadata policies

**Sample digital library metadata policies**

* York digital library: <http://www.york.ac.uk/library/collections/yorkdigitallibraryyodl/yorkdigitallibrarypolicy>
* Arizona State University: <http://repository.asu.edu/about/policies/metadata/>
* North Carolina Digital State Documents: <http://digitalstatelibnc.contentdm.oclc.org/cdm4/images/pdf/Metadata_for_NCDOCS_General_Guidelines.pdf>

**Useful Links**

* Metadata for digital libraries: state of the art and future directions <http://www.jisc.ac.uk/media/documents/techwatch/tsw_0801pdf.pdf>
* Metadata standards: <http://en.wikipedia.org/wiki/Metadata_standards>
* Metadata policies and procedures: <http://filer.case.edu/rlw54/metadata2.html>
* ALCTS E-Forum: Developing a Library Metadata Policy: <http://celeripedean.wordpress.com/2010/10/29/alcts-e-forum-developing-a-library-metadata-policy/>

***Dublin Core***

* *Dublin Core Metadata Initiative*. Using Dublin Core. <http://dublincore.org/documents/usageguide>/
* Dublin Core Extensions
* GEM 2.0: Element Descriptions:<http://www.thegateway.org/about/documentation/metadataElements/>

***Administrative Metadata***

* *Metadata Encoding & Transmission Standard (METS)*
* <http://www.loc.gov/standards/mets/>
* *Text Encoding Initiative (TEI)*
* Sperberg-McQueen, C. M., Burnard, L. (2002). Guidelines for Text Encoding and Interchange. University of Oxford.

***Preservation Metadata***

* *Open Archival Information System (OAIS) reference model*
* Consultative Committee for Space Data Systems. (2002). Reference Model for an Open Archival Information System (OAIS), CCSDS 650.0-R-2, Red Book, Issue 2.<http://public.ccsds.org/publications/archive/650x0b1.pdf>
* *PREMIS (PREservation Metadata: Implementation Strategies)*
* OCLC/RLG PREMIS Working Group. (2005). Data Dictionary for Preservation Metadata: Final Report of the PREMIS Working Group. Dublin, OH: OCLC Online Computer Library Center, Inc.
* <http://www.oclc.org/research/projects/pmwg/premis-final.pdf>
* OCLC/RLG PREMIS Working Group. (2004). Implementing Preservation Repositories for Digital Materials: Current Practice and Emerging Trends in the Cultural Heritage Community. Dublin, OH: OCLC Online Computer Library Center, Inc. <http://www.oclc.org/research/projects/pmwg/surveyreport.pdf>

***Metadata for Harvesting***

* *The Open Archives Initiative Protocol for Metadata Harvesting*. <http://www.openarchives.org/OAI/openarchivesprotocol.html>
* *Metadata Preparation for the Gateway to Educational Materials.* <http://www.thegateway.org/about/documentation/metadata-preparation/metaprep/>
* *National Science Digital Library Metadata Primer*: <http://nsdl.org/collection/metadata-guide.php>
* National Science Digital Library Metadata Registry: <http://metadataregistry.org/>