**What is Metadata?**

Metadata is **"data about data."** It provides information that describes, categorizes, or structures other data, making it easier to find, understand, and use.

**Types of Metadata**

1. **Descriptive Metadata** – Provides details to identify and find data.
   * Example: Title, author, keywords, tags, or description of a document or image.
2. **Structural Metadata** – Defines how data is organized or related.
   * Example: Table of contents, page order in a book, or the relationship between database tables.
3. **Administrative Metadata** – Helps with data management and rights.
   * Example: File format, creation date, permissions, and copyright information.
4. **Technical Metadata** – Provides technical details about data.
   * Example: Image resolution, file size, and compression type.
5. **Provenance Metadata** – Tracks the history and origin of data.
   * Example: Version history, modifications, and contributors.
6. **Statistical Metadata** – Used in datasets for analysis.
   * Example: Definitions of variables, measurement units, or data collection methods.

**Where is Metadata Used?**

* **Webpages** – SEO tags (title, description, keywords) help search engines.
* **Digital Images** – Camera settings (shutter speed, ISO) are stored.
* **Databases** – Schema definitions describe table relationships.
* **Files & Documents** – Properties like author, creation date, and version.
* **Social Media** – Post timestamps, location tags, and engagement data.

**Why is Metadata Important?**

* **Improves Searchability** – Makes data easier to find.
* **Enhances Organization** – Structures and categorizes information.
* **Aids Data Management** – Helps in version control and tracking.
* **Ensures Compliance** – Supports security and legal requirements.