

## SAA METADATA AND DIGITAL OBJECT ROUNDTABLE –METADATA SAMPLE FORM

The MDOR Steering Committee invites you to contribute metadata samples to our website. We would like for the sample records to include technical, preservation, and administrative data elements that the public may not typically see. Our goal is to provide a useful source of information for archivists and others working with metadata.

Along with your sample metadata we ask that you please fill out this PDF form, save it and return it to us as an attachment. Please send all samples and accompanying forms to: [cgarciaspitz@ucsd.edu](mailto:cgarciaspitz@ucsd.edu)

<b>INSTITUTION (OPTIONAL):</b>  	<b>INSTITUTION TYPE:</b> <input type="checkbox"/> Academic <input type="checkbox"/> Government <input type="checkbox"/> Public Library <input type="checkbox"/> Historical Society <input type="checkbox"/> Other: _____
<b>REPOSITORY/SYSTEM USED AT YOUR INSTITUTION:</b> (DSpace, ContentDM, Fedora, etc.)	
<b>CONTACT INFORMATION:</b>   <input type="checkbox"/> Please check if you would like your contact information kept private	

### METADATA SAMPLE INFORMATION

Format Type	Encoding Scheme	Descriptive Standard Used
<input type="checkbox"/> image <input type="checkbox"/> text <input type="checkbox"/> audio <input type="checkbox"/> video <input type="checkbox"/> mixed media <input type="checkbox"/> data set <input type="checkbox"/> other: _____	<input type="checkbox"/> Dublin Core <input type="checkbox"/> MODS <input type="checkbox"/> METS <input type="checkbox"/> VRA <input type="checkbox"/> EAD <input type="checkbox"/> EAC-CPF <input type="checkbox"/> PREMIS <input type="checkbox"/> PBCore <input type="checkbox"/> EBUCore <input type="checkbox"/> Local/other: _____	<input type="checkbox"/> DACS <input type="checkbox"/> AACR2 <input type="checkbox"/> RDA <input type="checkbox"/> CCO <input type="checkbox"/> Local <input type="checkbox"/> Other: _____

<b>DESCRIPTION (OPTIONAL):</b> (background info, highlights, and/or caveats)	<b>LINKS TO MORE INFORMATION (OPTIONAL):</b> (articles, websites, etc.)
<b>DATE SUBMITTED:</b>	<b>FILE SUBMITTED:</b> Please provide us with the file name of the metadata sample referenced above