



2024/2025 Metadata Guidelines for Audiovisual Objects

Use these guidelines to create metadata records for **audiovisual objects** (such as films, tapes, etc.) and **digital moving image and sound files** (such as .mov, .mp4, .wav, .mp3).

Robust metadata promotes wide discovery of your collection and helps create connections between collections.

California Revealed (CA-R) requires accurate and consistent item-level description—called metadata—for each object submitted. Much like how entries in a library catalog help librarians and patrons identify and find books, your metadata records are used to manage and track your objects throughout the process of the program and will help users identify and find your materials online.

Taking the time to create consistent, properly formatted, and well-described metadata records will ensure that your items are processed efficiently and accurately during every step of the CA-R digitization and ingest process. After publication, **item-level metadata serves as the primary point of reference for members of the public to discover and use your digital collections on the [CA-R website](#).**

These guidelines will help you prepare your metadata records for submission to California Revealed. Please contact us at team@californiarevealed.org with any questions - **we are here to help!**

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Overview

What is metadata?

Metadata is structured, descriptive information about an object that is used for reference and discovery. There are different types of metadata, including descriptive, technical, rights and legal, and administrative.

Consider a smart phone you used in 2015 to take hundreds of photographs. You'd like to find a particular photograph you took of your friend Sally standing on a beach during a road trip. You know who took it (you), who is in it (your friend Sally), and where it was taken (at the beach), but it's difficult to find because none of this information is attached to the image. If you had created metadata for the photograph, you might have labeled it with key terms like "road trip" and "beach," or titled it "Sally on a road trip." If that was the case, you'd be able to find the image quickly instead of searching for the image like a needle in a haystack.

How do I submit and edit my metadata records?

Metadata records can be submitted using the [Nominations Spreadsheet](#) which the CA-R team will review and ingest into the CA-R Repository. This method is **preferred** since it allows us to easily review your submissions.

You can also directly submit and edit individual metadata records using the webform on the CA-R Repository.

- If you are a **new user without a preexisting login**, please email team@californiarevealed.org to register for a new account.
- Step-by-step access instructions for returning users can be found [here](#).

Why are item-level metadata records so important for digitization?

Because it is best practice to digitize objects individually, we need a separate metadata record (i.e., line on the spreadsheet) for each object you nominate. A metadata record can represent a single object (e.g., an individual photograph, a letter, or a digital file), or an object with multiple parts or pages (e.g., a book of many pages).

Prior to digitization, your metadata records serve as an item-level inventory of the objects your organization has nominated for digitization and digital preservation. We use this inventory to **estimate digitization and ingest costs and understand how your nominations meet [CA-R's Selection Criteria](#)**. If your objects are accepted, your metadata records will be used to identify and track your materials during our process. We use the records to:

- Confirm that we received the correct objects after shipment.
- Coordinate the needs and costs of each object with our vendors.
- Ensure that your physical materials are digitized accurately and in a timely manner.
- Ensure that your digital materials are processed accurately according to CA-R standards.

After publication, **item-level metadata serves as the primary point of reference for members of the public to discover and use your digital collections on the [CA-R website](#)**. *The metadata fields that will be viewable to the public are identified and outlined within this document.*

For more details regarding the deliverables and specifications associated with our program, please review California Revealed's [Statement of Work](#).

Are there any exceptions to submitting item-level metadata?

California Revealed will consider entries for metadata record submissions that are not on an item-level on a case-by-case basis. Please email team@californiarevealed.org before proceeding with anything other than item-level record creation.

We can also provide organizations with funding opportunities for the creation of item-level metadata records through the [Description Assistance: Cataloging California program](#).

Why is it important to ensure that my metadata records accurately describe my materials?

We use your metadata records to track and manage your physical and digital materials through the CA-R Repository. The CA-R Repository is an online database that tracks the digitization and ingest process, stores digitized files and corresponding metadata records, and provides access to the digital objects on our public-facing website. If the metadata is incorrectly formatted or inaccurate, it could lead to the wrong materials being digitized or published, as well as other issues that could hinder the digitization and preservation process.

Accurate and descriptive metadata is also crucial for public access. Some of the fields are published online in connection with your digitized materials. Well-described metadata allows people searching online to find your materials through the CA-R website, Calisphere, WorldCat, the Internet Archive, and even Google. The public will use your metadata records to understand the context, content, and importance of your materials, as well as the scope of your organization. If you misspell or abbreviate a word in your title or description, or choose to forgo including a Subject Topic, it will make it harder for users to understand the object - or find it in the first place.

As the steward of your collection, you are the expert in describing the object's content. **It is your responsibility to submit metadata that accurately reflects the objects you wish to submit to CA-R.** Please commit to submitting well-described metadata records to the best of your organization's knowledge, abilities, and resources.

California Revealed can provide advice and guidance. [Please reach out to us](#) with any questions or concerns.

What if the date, creator, and/or other information is unknown?

When working with historical materials, sometimes a creator, date, or another metadata field might truly be unknown. The required metadata fields that allow for the condition of "Unknown" are explicitly defined throughout this document. *Whenever possible, an inference or guess is preferred for access and description purposes.* Advice regarding how to format an approximation or guess is provided. For the non-required fields, if a value is unknown and cannot be inferred, please leave it blank.

Controlled Vocabularies and Standardized Formatting

CA-R relies on controlled vocabularies and standardized formatting for metadata records. These standards are used nationally and internationally by libraries, archives, museums, and other collecting organizations, allowing us to be in conversation with a wide network of organizations and materials. For more information, please see the [Metadata Resources and Controlled Vocabularies](#) section of this document.

While creating your metadata records, please use existing controlled vocabulary lists when applicable. The metadata fields that use controlled vocabularies are named throughout this document. We are also able to add local terms if the need arises. If you wish to add a term to a vocabulary list, [please email us](#).

Partner Organization Metadata Responsibilities

- Creates accurate item-level metadata records according to CA-R guidelines.
 - Submissions must be properly formatted and include all the required metadata fields. If not, the submissions will be returned for corrections.

- If metadata exported from a database is populated into the CA-R inventory spreadsheet, Partner must review and reformat the data according to CA-R Metadata Guidelines.
- Maintains metadata records throughout the digitization and preservation process.
 - Partners have continuous access to their records and can freely edit them via the CA-R Repository.
- Reviews metadata records after publishing, supplementing them with additional information to improve discoverability.
- Communicates with CA-R regarding the need for guidance, as well as any changes to the records and/or the physical materials.

California Revealed Metadata Responsibilities

- Reviews Partner's metadata records for formatting, accuracy, discoverability, etc. and communicates to Partner regarding necessary changes to the metadata records.
- Offers support to the Partner and answers questions relating to what information is required and why.
- Ingests metadata spreadsheet into the CA-R Repository.
- Publishes records once objects are digitized.
- Contacts the Partner if there are any questions or issues relating to metadata.

For more information regarding expectations and responsibilities associated with participating, please review [CA-R's Digitization and Preservation Agreement](#).

California Revealed serves many volunteer-based organizations with limited funding, labor, and expertise. We recognize that cultural heritage organizations, particularly those dedicated to preserving the history of minoritized and oppressed communities, experience a chronic lack of funding, labor, and other resources. We fully commit to a reflexive and reparative digitization and preservation process that meets our Partners where they are.

If you have any questions about our metadata requirements, please email us at team@californiarevealed.org. Thank you for participating in [California Revealed](#)!

1. Required Metadata Fields

This section provides guidance and definitions regarding metadata fields that Partners are **required** to include and properly format in their CA-R submission. Refer to each section for specific guidance regarding formatting, sources of information, and entering "Unknown" as a value.

1.1 Contributing Organization

The name of your organization used to identify and group your materials in our repository. This field will be viewable to the public and used to find and access your materials.

Sources of Information

1.1.1 Take the information from your official, public-facing documentation.

General Rules

1.1.2 If submitting for the first time, make sure to use the form of your institution's name that you want visible on the public CA-R site.

1.1.3 If you have already submitted to CA-R, make sure to use the same name used in previous submissions.

Example Sacramento Public Library

1.2 Title

A unique and descriptive name used to identify and discover the item within the repository. Titles may be formal or supplied. Materials part of a series should be titled using a standardized naming convention. This field will be viewable to the public and used to find and access your materials.

Sources of Information

1.2.1 A *formal title* is the official title of the object, and usually appears prominently on the materials being described, such as the title of a book. When recording a formal title, transcribe the information as written. If the formal title is insufficient or misleading, use a *supplied title* instead, and record the formal title within the [3.1 Alternative Title](#) field.

1.2.2 A *supplied title* should be used when there is no formal title included, or when the formal title is insufficient, misleading, or inaccurate. Use the subject matter or topics contained within the item and the nature of the materials to create a title that will sufficiently identify and describe the nature of the item to the public. This can include the formal title, in addition to other information.

1.2.3 Review [6.2 Descriptive Metadata Resources](#) for additional guidance regarding title creation.

General Rules

1.2.4 It is strongly recommended that titles, whether formal or supplied, are unique. Distinguish similar or duplicate titles with dates, sequential numbers, or additional description.

1.2.5 When possible, titles should follow the archival standard of using "Sentence Case." In other words, only use uppercase letters to indicate a proper noun or formal title, beyond the first letter. See examples below.

1.2.6 All titles should be consistently formatted with respect to the naming conventions used for other items within the submission. For example, if you title one of your objects "Santa Cruz trip: home movie," you would title a similar object "San Diego trip: home movie," rather than "Home movie, San Diego Trip". This will allow users to find multiple items using the same search terms, and ease sorting search results.

1.2.7 Do not submit titles that include abbreviations or special characters (e.g., use "National Endowment for the Humanities" instead of "NEH," "and" instead of "&," and "dollar" instead of "\$") unless they are part of the official/formal title. If the formal title includes an abbreviation, we encourage you to use the [3.1 Alternative Title](#) field to include the version of the title with the special character or abbreviation instead. This will improve discoverability for users searching for materials using non-abbreviated terms and avoid causing encoding errors.

1.2.8 Proofread your submissions to make sure there are no typos or misspelled words. If you wish to submit a formal title of an item that includes a misspelling, use the term "[sic]" to indicate it is intentional. We also encourage you to use the [3.1 Alternative Title](#) field to include a title without misspellings.

1.2.9 If you are a returning Partner submitting items to CA-R that are additions to previously digitized collections, make sure to use the same naming conventions used in your previous submission.

1.2.9.1 See [2.11 Related Materials/Relationship Type](#), [3.1 Alternative Title](#), [3.2 Series Title](#), and [3.3 Collection Guide Title/Collection Guide URL](#) to learn how to link your submissions to previously digitized items.

1.2.10 Non-Latin (for example, Chinese, Cyrillic, Arabic, Japanese, etc.) characters are supported on the California Revealed website and are acceptable for this field. However, if you include them, please also include an English translation in the field using the forward slash as a separator (e.g. Title in Non-Latin Characters / Translation). Remember to update the Language field for the object accordingly. See examples below.

Example (Open reel tape, supplied title)

Oral History: Bill Robinson

Example (Film, supplied title)	[Anne and Bill Armor, Summer 1948]
Example (Audiocassette, formal title)	Interview with William H. Golden
Example (VHS, part 1 of 2, supplied title)	Holiday party part 1
Example (VHS, part 2 of 2, supplied title)	Holiday party part 2
Example (Title / Translation)	/ كشفت كاليفورنيا نتيجة الموسيقى California Revealed music

1.3 Partner-supplied Identifier (Call Number -or- Temporary Identifier)

A unique identifier, in the form of a Call Number **or** Temporary Identifier, is required to distinguish each object. Each metadata record **MUST** have its own, separate, identifier so that each object can be individually identified.

Sources of Information

1.3.1 A Call Number is the unique identifier used by your organization to identify and locate the object. This field could also be used to record the accession number for the object, and/or a Box number. This field will be displayed online and will be used by both your own organization and the public to identify the items within your organization's holdings.

1.3.2 If a Call Number does not exist, create a Temporary Identifier. Temporary Identifiers will not display online. If your organization does not want Call Number information displayed to the public, use this field.

General Rules

1.3.3 All identifiers, whether a Call Number or a Temporary Identifier, must be unique. Distinguish duplicate Call Numbers using an additional number, or another convention amenable to your organization's internal cataloging system.

1.3.4 For digital materials, the Temporary Identifier is REQUIRED and must be the digital file name, including the extension.

1.3.5 If the digital object also has a Call Number, please include it.

Examples R385.005 (01), R385.005 (02), R385.005 (03)

Examples TRL_Homemovie001.mov, TRL_Homemovie001.mp4

1.4 Created Date

Date of the creation of the original resource. Dates **MUST** be formatted as YYYY-MM-DD in order to be ingested into the CA-R repository. This field will be viewable to the public and used to find and access your materials.

Commentary: If a date is Unknown, the value XXXX is acceptable. However, it is more useful and descriptive to include an approximate date for access purposes. Whenever possible, please include an exact or approximate value in the 1.4 Created Date field and the 2.8 Temporal Coverage field.

Sources of Information

1.4.1 Take the information from any reliable source, including internal evidence of the materials being described. Review 6.2 Descriptive Metadata Resources for additional guidance regarding dating materials.

1.4.2 Dates are formatted in accordance with the Library of Congress Extended Date/Time Format: <https://www.loc.gov/standards/datetime/>

General Rules

- 1.4.3 If unknown and not possible to assume or approximate, enter the value: XXXX. Whenever possible, please include a basic approximation instead of XXXX (e.g. if you don't know the exact date but you do know that the creator worked between 1960 and 1980, please enter "1960/1970?").
- 1.4.4 If date is approximate, use "~" at the end, e.g. YYYY~.
- 1.4.5 If date is uncertain, assumed, or inferred, use "?" at the end, e.g. YYYY-MM?
- 1.4.6 To date an object within a general time span, such as a decade, use "X" at the end, e.g. YYYYX.
- 1.4.7 To date an object within a specific time span, use a "/" between the two dates, e.g. YYYY-MM-DD/YYYY-MM-DD.
- 1.4.8 If an object has multiple dates of creation, use curly brackets and a comma, e.g. {YYYY,YYYY,YYYY}.

Example	1976-07-04
Example (May 1976)	1976-05
Example	1976
Example (1990s)	199X
Example (circa 1990s)	199X~
Example (August 1, 1993 to April 5, 1994)	1993-08-01/1994-04-05
Example (July 1, 1993 and July 3, 1993)	[1993-07-01,1993-07-03]
Example (20 th century?)	19XX?
Example (Unknown)	XXXX

1.5 Creators and Contributors

A person, family, or group responsible for, or involved in, the creation and dissemination of the material, such as the director, producer, or writer (see full list below). **It is required to provide a value for at least one of these fields.** Record information for as many of the roles as possible for increased discoverability. Multiple values are accepted. Individual names must be formatted as Last Name, First Name. This field will be viewable to the public and used to find and access your materials.

1.5 See the PBCore controlled vocabulary [Creator/Contributor roles](#) for more information on the roles below:

- Producer
- Director
- Writer
- Editor
- Cinematographer
- Interviewer
- Interviewee
- Actor
- Artist
- Artistic Director
- Author
- Camera Operator
- Choreographer
- Commentator
- Composer
- Conductor
- Costume designer

- Filmmaker
- Host
- Moderator
- Musician
- Narrator
- Panelist
- Performer
- Photographer
- Recording engineer
- Reporter
- Set designer
- Sound designer
- Speaker
- Technical director

Sources of Information

1.5.1 Take the information from any reliable source, including internal evidence of the materials being described, or information from an outside source, such as a donor. Once the record has been digitized, update the records and refer to any introductions, title pages, or credits to correct or fill in missing fields.

1.5.2 A *Creator* is a person, family, or group responsible for the creation of the material. Use this field if values for more specific roles such as Producer, Director, Interviewee, etc. are unknown or not applicable.

1.5.3 If an entity is named, and their role is known, designate their role using the appropriate term listed in the PBCore Controlled vocabulary: <https://pbcore.org/pbcore-controlled-vocabularies/creatorrole-and-contributorrole-vocabulary/>

1.5.4 Record the name in the form by which the entity is generally known, even if different from what is listed on the object.

1.5.4.1 If created by a well-known entity, use the same format of the name used in the Library of Congress Name Authority File: <http://id.loc.gov/authorities/names.html>

General Rules

1.5.5 Individual names must be formatted as *Last Name, First Name*.

1.5.6 Spell out abbreviations.

1.5.7 If creator is assumed, enclose in brackets.

1.5.8 If creator is uncertain, use “?” at the end.

Example Doe, John
Example [Kennedy family]
Example United States. Bureau of Insular Affairs

1.6 Significance

This field will *not* be displayed online. This field is used to determine whether the materials are appropriate for digitization and inclusion in California Revealed. Explain why the object or collection is significant to California and/or local history. Justify why the object should be preserved and made accessible for future generations. Please carry over any descriptive information that will be helpful for users to the 1.7 Description field.

Sources of Information

1.6.1 Take the information from any reliable source, including internal evidence of the materials being described, or information from an outside source.

General Rules

1.6.2 This field will be used by CA-R staff and the CA-R Advisory Board to determine how the nominated materials fit into [CA-R's Selection Criteria](#). Please keep the explanation relatively brief if possible. If your justification is the same across submissions, the same statement can be used for all records submitted.

1.6.3 If the statement also includes contextual information important for research, preservation, discovery, and/or access purposes, such as key words, **please also include the information in the Description field, which will display online**. If appropriate, you can use the same statement for both fields.

1.6.4 Use complete sentences when writing the significance statement.

Example The California Public Broadcasting Commission, Sacramento Update newscast tapes are significant because they reveal insight into the political happenings in the State Capitol during the early 1980s.

1.7 Description

A summary of the intellectual content of the object and any contextual information necessary to understand the importance of the object from a research perspective. Use as much detail as possible to enhance discoverability. This field will be viewable to the public and used to find and access your materials.

Sources of Information

1.7.1 Take the information from any reliable source, including internal evidence of the materials being described, or information from an outside source, such as a collection description.

1.7.2 Copy and paste any important contextual information provided for the object in the [1.6 Significance](#) field to this field.

General Rules

1.7.3 Use complete sentences and intentionally include specific key words likely to be searched by researchers looking for materials covering topics that pertain to the object.

1.7.4 Use consistent formatting so that each Description record in your submission follows the same conventions. Review [6.2 Descriptive Metadata Resources](#) for additional guidance regarding creating descriptions.

1.7.5 Avoid using abbreviations or special characters.

1.7.6 Discuss the topic and nature of the specific object, as well as any information related to the collection as whole.

1.7.7 If you have access to contextual information regarding the material that is important for research, preservation, discovery, and/or access purposes, include it. The description field is the main way for the public to understand your collection materials. It is also a valuable way to advertise the importance of your institution's holdings.

1.7.8 If submitting via the CA-R Repository, use the "Add" button to create an additional entry if your description includes multiple paragraphs.

1.7.9 Non-Latin (for example, Chinese, Cyrillic, Arabic, Japanese, etc.) characters are supported on the California Revealed website and are acceptable for this field. However, if you wish to use them within the Description field, please also supply an English translation of the Description in the [2.11 Transcript](#) field.

1.7.10 Content within the description that is also relevant to other fields should also be listed in those fields. For example, please use the 1.5 Contributor field to list people who contributed to the creation of the object, the 2.4 Subject (Topic) field to list topics discussed in the content, the [2.5 Subject \(Entity\)](#) field to list the names of people present in the content, and the [2.6 Spatial Coverage](#) field to list the geographic areas covered within the content.

Example Silent color film shows installation of 1st NASA automatic weather station (now called RAWWS) at Hopland, CA. Film shows field work done on site by California Department of Forestry employees and equipment being installed. Scenes appear to be at location of modern day "Hogs Lake" weather station near Hopland Forestry station.

1.8 Condition/Condition Notes

Use the Condition field to classify the object's physical condition using the following controlled vocabulary: Excellent, Good, Fair, Poor, Unknown. If the object's condition is anything other than Excellent or Good, you are required to further describe the state of the material using the Condition Notes field.

Please note any prior damage, where and how the material has deteriorated, or if the object requires special handling.

This field **will not display** online. The field will help CA-R staff and the digitization vendor properly handle the materials for nomination and processing purposes during the digitization cycle.

Sources of Information

- 1.8.1 Survey the item and describe its condition: *Excellent, Good, Fair, Poor, Unknown*.
- 1.8.2. Using the Condition Notes field, record any deterioration or damage to the object.

General Rules

- 1.8.3 Description of condition should be brief, but sufficient for us to understand the existing condition of the item and how to handle it during digitization.

Example Poor; Film is brittle and smells like vinegar.

1.9 Media Type

A controlled field denoting the type of resource within the CA-R Repository. For audiovisual materials, choose between two options: *Moving Image* or *Sound*. This field will be viewable to the public and used to find and access your materials.

Sources of Information

- 1.9.1 *Moving Image* refers to motion picture materials, such as film, that capture movement. These can include sound, in addition to moving visuals.
- 1.9.2 *Sound* refers to audio materials, such as a recording of an interview. Sound media does not have a visual component.

General Rules

- 1.9.3 Controlled vocabulary field. This field may not contain more than one value per metadata record.

Example Moving Image
Example Sound

1.10 Gauge and Format

Identify the physical format of the resource using our controlled vocabulary (listed in 1.11.1 below). See the PBCore controlled vocabularies for a complete set of formats: [Audio](#), [Video](#), [Film](#). You can also consult the [CA-R AV Format Guide](#) if you are unsure of the item's format. This field will be viewable to the public and used to find and access your materials.

Sources of Information

1.10.1 Choices include but **are not limited to** the following: *1 inch audio tape, 1/2 inch audio tape, 1/4 inch audio tape, 1/8 inch audio cassette, VHS, U-matic, Betamax, Betacam, MiniDV, Hi8, 16mm film, 35mm film, 8mm film, Super 8mm film, Audio CD, DVD, Blu-Ray Disc, LaserDisc, Vinyl Recording.*

1.10.1.1 If submitting audiovisual material in a digital format, list the digital file format: *.mov, .mp4, .m4a, .mp3, .wav, .mkv, .ogv, or .dv.*

Example 16mm film

Example MiniDV

1.11 Total Number of Items per Record/Object

The Total Number of Items per Record/Object field describes the total number of reels, tapes, or discs contained within an object. This field is used by CA-R staff to calculate a digitization price estimate, as well as to identify and digitize your materials. This field will be viewable to the public and used to describe your materials.

Sources of Information

1.11.1 Count the total number of physical items (reels, tapes, or discs) within the object, e.g., 4 tapes and then record just the number of items.

Example 1

Example 2

1.12 Copyright Statement

This field provides information about rights held in and over the resource. Please note that CA-R may request to confirm copyright status of your materials, and confirmation can affect the digitization timeline and/or our ability to proceed with digitization. This field will be viewable to the public. Use one of three boilerplate statements provided by California Revealed.

Sources of Information

1.12.1 Please see [CA-R Permissions Guidelines](#) for guidance regarding determining the copyright status of your materials. Choose between the 3 boilerplate statements provided.

1.12.2 As of January 1, 2023, most materials created prior to 1928 are considered Public Domain and can be freely used by the public. Objects that are Public Domain can be downloaded by users at the Internet Archive. To determine if an object falls in the Public Domain, consult:

<https://copyright.cornell.edu/publicdomain>

General Rules

1.12.3 Copy and paste the one of the three boilerplate statements supplied below, amending the text in red brackets to associate the statement with your institution.

Public Domain Public Domain. No Restrictions on use.

Copyrighted

Copyrighted. Rights are owned by [insert name of Copyright Holder]. Copyright Holder has given Institution permission to provide access to the digitized work online. Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the copyright owner. In addition, the reproduction of some materials may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user.

Unknown

Copyright status unknown. This work may be protected by the U.S. Copyright Law (Title 17, U.S.C.). In addition, its reproduction may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. This work is accessible for purposes of education and research. Transmission or reproduction of works protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user. [Insert name of Library/Archive] attempted to find rights owners without success but is eager to hear from them so that we may obtain permission, if needed. Upon request to [insert email at Library/Archive], digitized works can be removed from public view if there are rights issues that need to be resolved.

1.13 Duration

This field provides information on the exact or approximate duration of the audiovisual recording being nominated by the partner.

Sources of Information

1.13.1 Pre-existing inventories are a good resource for duration information.

1.13.2 The recording's container may have duration information.

General Rules

1.13.3 Enter duration formatted as hh:mm:ss.

1.13.4 If duration is uncertain or approximate, use brackets.

Example 01:55:23

Example [01:56:00]

2. Recommended Metadata Fields

This section provides guidance and definitions regarding metadata fields that CA-R **highly recommends** filling out to adequately describe and promote the online discovery of your objects. However, certain fields might require information that the Partner is unable to obtain.

If any of the following fields are unknown, leave blank.

Including as much metadata as possible is crucial to helping the public access your digitized objects through the CA-R Repository. CA-R will reach out to Partners to provide us with additional metadata if the original submission is insufficient.

2.1 Partner Administrative Notes

Administrative or technical notes to California Revealed staff and/or vendor(s), as needed. This field will not display online.

Example Tapes are arranged in alphabetical order by subject – not chronologically. - J.D.,
11/23/2021

2.2 Generation

A controlled field denoting the status of the item as a copy or an original. CA-R prefers to digitize the original source or the closest available source to the original (a first-generation copy). This field will be viewable to the public and used to describe your materials.

Sources of Information

2.2.1 Take the information from any reliable source, including internal evidence of the materials being described, or information from an outside source, such as a collection description.

General Rules

2.2.2 Values will differ depending on the type of Audiovisual material (film, videotape, audiotape, etc.) Select a value such as *Original*, *Negative*, *Dub*, or *Copy*.

Example Original
Example Copy

2.3 Item Annotations

Any relevant information as it is recorded on the container, item(s), or backs of items, including captions, notes, and distribution information. This field will be viewable to the public and used to find and access your materials.

Sources of Information

2.3.1 Survey the item for any relevant information as it is recorded on the object, such as the label on a VHS tape or writing on a film can. Review [6.2 Descriptive Metadata Resources](#) for additional guidance regarding recording item annotations.

General Rules

2.3.2 This field is typically for information that will not be OCR'd, digitized, or recorded otherwise.

2.3.3 To include multiple paragraphs or separate annotations, please use the "Add" button to create an additional entry.

Example Film can label: "Preview 1967. Sniff & Snuff and the Smokey Bear Jingle."

2.4 Subject Topic

The topic (or topics) contained within the material. This field functions similarly to a "Search Term," and should contain keywords or subjects that summarize the material. This field will be viewable to the public and used to find and access your materials.

Sources of Information

2.4.1 Survey the item for any relevant information and record it, referencing the Library of Congress Subject Headings: <http://id.loc.gov/authorities/subjects.html>

General Rules

2.4.2 To add multiple entries, please click “Add another item” if inputting online. If submitting using a spreadsheet, separate multiple entries using a “;”

Example Wildfires; Airplanes; Fire engines and equipment

2.5 Subject Entity

The people, group, or corporation discussed or involved within the material. The Subject (Entity) field can be viewed as the equivalent of a ‘Search Term,’ and should contain names that are found within the material. This field will be viewable to the public and used to find and access your materials.

Sources of Information

2.5.1 Survey the item for any relevant information and record it.

2.5.2 Record the name in the form by which the subject is generally known.

2.4.2.1 If the entity is widely known, use the same format of the name used in the Library of Congress Name Authority File: <http://id.loc.gov/authorities/names.html>

General Rules

2.5.3 Individual names must be formatted as Last Name, First Name.

2.5.4 To add multiple entries, please click “Add another item” if inputting online. If submitting using a spreadsheet, separate multiple entries using a “;”

2.5.5 This field is used to describe what is discussed within the material, NOT the person or entity that created the material.

Example Rickard, Joseph, -1994

Example University of California, Berkeley

Example California. Division of Forestry

2.6 Genre

Categorical description informed by the topical nature or a particular style or form of the content. This field will be viewable to the public and used to find and access your materials.

Sources of Information

2.6.1 Survey the item for any relevant information and record it, referencing the Library of Congress Genre/Form Controlled Vocabulary: <https://id.loc.gov/authorities/genreForms.html>

General Rules

2.6.2 To add multiple entries, please click “Add another item” if inputting online. If submitting using a spreadsheet, separate multiple entries using a “;”

Example Home movies

Example Oral histories

2.7 Spatial Coverage

The geographic area discussed within a resource, or relevant to a resource. Most often a named place or a location. **Because California Revealed is a project specifically centered on spatial coverage, this field is especially important to many users.** This field will be viewable to the public and used to find and access your materials.

Sources of Information



2.7.1 Survey the item for the relevant information and record it, referencing the location as stated in the Library of Congress Name Authority File: <http://id.loc.gov/authorities/names.html>

General Rules

2.7.2 Format as [city/territory] (Calif.), e.g. Santa Cruz (Calif.).

2.7.3 To add multiple entries, please click “Add another item” if inputting online. If submitting using a spreadsheet, separate multiple entries using a “;”

Example San Francisco (Calif.)

Example Ferry Building (San Francisco, Calif.)

2.8 Temporal Coverage

Temporal coverage identifies a span of time discussed in a resource, and is intended to list dates, years, and time periods not already covered in the date created or date published fields. Coverage may also be a named period, date, or date range. To add multiple entries, please click “Add another item”.

Sources of Information

2.8.1 Survey the item for the relevant information and record it, referencing the Library of Congress Extended Date/Time Format: <https://www.loc.gov/standards/datetime/>

General Rules

2.8.2 Format as YYYY-MM-DD.

2.8.3 To add multiple entries, please click “Add” if inputting online. If submitting using a spreadsheet, separate multiple entries using a “;”

2.8.4 For guidance on formatting, see [1.4 Created Date](#).

Example 1776-07-04

Example (1890s) 189X

Example (circa March 1972) 1972-03~

Example (August 1, 1993 to April 5, 1994) 1993-08-01/1994-04-05

2.9 Language

The three-letter code for the language, or languages, used in the material. Input “eng” for English. This field will be viewable to the public and used to find and access your materials.

Sources of Information

2.9.1 Survey the item for the relevant information and record it, referencing the language using the ISO 639.2 Codes for Names of Languages: https://www.loc.gov/standards/iso639-2/php/code_list.php

General Rules

2.9.2 To add multiple entries, please click “Add” if inputting online. If submitting using a spreadsheet, separate multiple entries using a “;”

Example (English and Cherokee) eng; chr

Example (Armenian) arm

Example (Spanish) spa

2.10 Country of Creation

The two-letter code for the country that the object was created in. This field will be viewable to the public and used to find and access your materials.

Sources of Information

2.10.1 Survey the item for the relevant information and record it, referencing the country code using the ISO 3166-1 Country Codes list: <https://www.iso.org/obp/ui/#search>

2.10.2 Enter two-letter country code in the field, using the ISO 3166-1 controlled vocabulary for reference.

Example (United States of America) US

Example (Mexico) MX

Example (Canada) CA

2.11 Related Materials/Relationship Type

List related Title(s), with the Partner-supplied identifier in parentheses, if the resource is directly connected (either physically or intellectually) to another object within the CA-R Repository. This will create a publicly viewable link between the two objects on CaliforniaRevealed.org that users will use to view both of the objects.

These fields should be used for items that are directly related to each other, such as an audio recording of an oral history and a transcript of that oral history. For less direct relationships, such as the same collection or grouping, see fields [3.2 Series Title](#) and [3.3 Collection Guide Title](#).

If you are submitting metadata records via the CA-R Repository record form (rather than the Nominations spreadsheet) and you wish to relate to an object that is not already in the CA-R Repository, Related Materials/Relationship Type should be entered in [2.1 Partner Administrative Notes](#).

Sources of Information

2.11.1 Survey the items, in addition to objects you have previously digitized with CA-R, and record any direct connections between the objects. List the related Identifier(s) in the Relationship field.

2.11.2 Use the Relationship Type field to define the relationship. Options include “is Related To”

General Rules

2.11.3 Depending on what objects you listed in the Relationship field, define the connection using the Relationship Type field. A complete list of Relationship Type options can be found within the Nominations Ingest spreadsheet and the webform on the CA-R Repository.

Example (Oral history recording and oral history transcript)

Title	Related Objects	Relationship Type
Ed Jones oral history recording (AV-44)	Ed Jones oral history transcript (CC-24)	Is Related To
Ed Jones oral history transcript (CC-24)	Ed Jones oral history recording (AV-44)	Is Related To

2.12 Transcript

If there is a transcript that is not part of the CA-R Repository but is associated with an AV object, please provide it here. If you are creating an AV record in the CA-R Repository record form, you can either copy the transcript text directly into the Transcript field or provide a URL to an external transcript document via the Transcript URL field.

Sources of Information

2.12.1 Survey the item for the relevant information and record it,

General Rules

2.12.2 This field should contain URLs of the transcript associated with the AV record.

Example: <https://archive.org/details/makingsolidarity00eiterich>

2.13 Asset Type

The broad type of intellectual content being described. This field will be viewable to the public and used to find and access your materials.

Sources of Information

2.13.1 Survey the item for any relevant information and record it, referencing the PBCore Asset Type Controlled Vocabulary: <https://pbcore.org/pbcore-controlled-vocabularies/pbcoreassettype-vocabulary/>

General Rules

2.13.2 This field may only contain a single value.

Example Album

Example Raw Footage

3. Context Dependent Metadata Fields

This section provides guidance and definitions regarding metadata fields that depend on the context of the object, such as Partner-specific collection management practices, the format of the object, or its relation to other objects. CA-R **recommends** filling out these fields on an “as needed” basis to sufficiently describe and promote the online discovery of your objects. However, these fields do not apply to every object, and certain fields might require information that the Partner is unable to obtain.

If any of the following fields are unknown, leave blank.

Including as much metadata as possible is crucial to helping the public access your digitized objects through the CA-R Repository. CA-R will reach out to Partners to provide us with additional metadata if the original submission is insufficient.

3.1 Alternative Title

The Alternative Title(s) field is used to record a Title as indicated by a label on the original object. This field can also be used to record another version of a Title, such as a name by which a resource is popularly known, in order to help find the item. This field is used to record information not included in the 1.2 Title field.

Sources of Information

3.1.1 Survey the item for a physical label or formal title and record it.

General Rules

3.1.2 Do not submit titles with abbreviations or special characters. If you wish to submit the formal title of an item and it includes abbreviations or a misspelling, use the term “[sic]” to indicate that it is intentional.

3.1.3 Non-Latin (for example, Chinese, Cyrillic, Arabic, Japanese, etc.) characters are supported on the California Revealed website and are acceptable for this field. However, if you include them, please also include an English translation in the field using the forward slash as a separator (e.g. Title in Non-Latin Characters / Translation). Remember to update the Language field for the object accordingly. See examples below.

Example Johnny’s R.O.T.C.[sic] Tape

3.2 Series Title

Used to identify and group items that are part of the same the same archival series, collection, or an equivalently broad grouping. A Series Title will link your items together on californiarevealed.org, and help users find items that are related or relevant to each other. The fields are used to group materials that are associated with each other but are not directly linked using the [2.11 Relationship/Relationship Type](#) field.

Sources of Information

3.2.1 If the materials have been arranged and described using a Finding Aid, record the name of the Series as it is stated in the Finding Aid.

3.2.2 If the materials have NOT been arranged and described using a Finding Aid, survey the items (in addition to objects you have previously digitized with CA-R) and identify any groupings or connections between the objects, such as similar topics or creators. Create a name for the grouping that accurately describes the materials within it.

3.2.3 Non-Latin (for example, Chinese, Cyrillic, Arabic, Japanese, etc.) characters are supported on the California Revealed website and are acceptable for this field. However, if you include them, please also include an English translation in the field using the forward slash as a separator (e.g. Title in Non-Latin Characters / Translation). Remember to update the Language field for the object accordingly. See examples below.

General Rules

3.2.3 Do not submit Series Titles with abbreviations or special characters.

3.2.4 If you have used the Series Title field to describe a grouping in past submissions, and you wish to submit additional items in the same grouping, use the same Series Title to connect current and past Submissions.

Example Audiovisual Recordings from the Earl Warren Papers
Example Southern California Edison Motion Picture Films

3.3 Collection Guide Title/Collection Guide URL

The Collection Guide Title is used to identify and group items that are part of a larger named collection, or that have been described and arranged within a reference resource, such as a Finding Aid. By using this field and the Collection Guide URL field, we can highlight collection-level relationships and direct users to additional resources not available on californiarevealed.org. CA-R can link to Finding Aids hosted by the Partner as well as those hosted by the [Online Archive of California](#) (OAC).

Commentary: We encourage Partners to participate in the OAC as contributors, as it can serve as another platform for accessing Partner materials. The OAC also offers free tools, such as [RecordEXPRESS](#) (an EAD compliant collection guide writing form), and training opportunities via their parent organization (the [California Digital Library](#)).

Sources of Information

3.3.1 If the materials have been arranged and described using a Finding Aid, or if they are part of the same official archival collection, record the official name of the Finding Aid/Collection within the Collection Guide Title field.

3.3.1.1 If you have used the Collection Guide Title field in past submissions, and you wish to submit additional items in the same grouping, use the same Collection Guide Title you used previously to connect your current and past submissions.

3.3.2 If there is a webpage that provides additional reference materials for users regarding the Collection, such as an online Finding Aid, copy and paste the URL into the Collection Guide URL field, e.g. <https://oac.cdlib.org/findaid/ark:/13030/kt0j49r8t8/>

3.3.3 Non-Latin (for example, Chinese, Cyrillic, Arabic, Japanese, etc.) characters are supported on the California Revealed website and are acceptable for this field. However, if you include them, please also include an English translation in the field using the forward slash as a separator (e.g. Title in Non-Latin Characters / Translation). Remember to update the Language field for the object accordingly. See examples below.

Example	Southern California Edison Motion Picture Film: Finding Aid
Example	Inventory of the Earl Warren Papers, 1924-53

3.4 Published Date

The Published Date field denotes the date of formal issuance of the material, if different from the [1.4 Created Date](#) field.

Sources of Information

3.4.1 Survey the item for the relevant information and record it, referencing the Library of Congress Extended Date/Time Format: <https://www.loc.gov/standards/datetime/>

General Rules

3.4.2 Format as YYYY-MM-DD.

3.4.3 For further guidance, see General Rules under [1.4 Created Date](#).

Example	1976-09-20
Example (1960s)	196X
Example (circa March 1972)	1972-03~
Example (August 1, 1993 to April 5, 1994)	1993-08-01/1994-04-05

3.5 Distributor

Distributor identifies a person, people, or organization primarily responsible for distributing or making the asset available to others. The Distributor may be a person, a business, organization, group, project or service. This field will be viewable to the public and used to find and access your materials.

If submitting metadata records using the CA-R Repository (rather than the spreadsheet), the Distributor can be entered by clicking “Add” within the “Creators and Contributors” section. Enter the name of the Distributor under “Entity Name” and type in “Distributor” under “Entity Role”.

Sources of Information

- 3.5.1 Take the information from any reliable source, including internal evidence of the materials being described, or information from an outside source, such as a donor.
- 3.5.2 Record the name in the form by which the publisher is formally known.
 - 3.6.2.1 If the entity is widely known, use the same format of the name used in the Library of Congress Name Authority File: <http://id.loc.gov/authorities/names.html>

General Rules

- 3.5.3 Individual names must be formatted as Last Name, First Name.
- 3.5.4 Spell out abbreviations.
- 3.5.5 If assumed, enclose in brackets.
- 3.5.6 If uncertain, use “?” at the end.

Example KQW (Radio station : San Francisco, Calif.)
Example Kennedy family?
Example [United States. Bureau of Insular Affairs]

3.6 Copyright Date

The Copyright Date field denotes the date of formal issuance of copyright.

Sources of Information

- 3.6.1 Use your institutional records to find the copyright date and record it, referencing the Library of Congress Extended Date/Time Format: <https://www.loc.gov/standards/datetime/>

General Rules

- 3.6.2 Format as YYYY-MM-DD.
- 3.6.3 For further guidance, see General Rules under 1.4 Created Date.

Example 1986-09-04

3.7 Copyright Holder

The people, group, or corporation who own the copyright for the material. This field will not display online.

If submitting metadata records using the CA-R Repository record form (rather than the spreadsheet), the Copyright Holder can be entered by clicking “Add” within the “Creators and Contributors” section. Enter the name of the Copyright Holder under “Entity Name” and type in “Copyright Holder” under “Entity Role”.

Sources of Information

- 3.7.1 Record the name in the form by which the copyright holder is formally known.
 - 3.7.2.1 If the entity is widely known, use the same format of the name used in the Library of Congress Name Authority File: <http://id.loc.gov/authorities/names.html>

General Rules

- 3.7.2 Individual names must be formatted as Last Name, First Name.
- 3.7.3 Spell out abbreviations.

Example Doe, John

3.8 Copyright Holder Information

The contact information for the people, group, or corporation who own the copyright for the material. This field will not display online.

General Rules

3.8.1 You also have the option to enter “Consult owning institution for copyright holder contact information.”

Example John.Doe@hotmail.com

3.9 Copyright Notice

If copyrighted, copyright statement as it appears in the work. This is different from the Copyright Statement field above, which requires one of our three boilerplate statements.

General Rules

3.9.1 Enter the copyright statement as it appears in the work.

Example ©1977 Paramount Pictures

3.10 Internet Archive URL

Please provide the Internet Archive URL for the object if it already exists on the Internet Archive. This field will not display online.

3.11 ARK Identifier

Please provide the ARK (Archival Resource Key) Identifier for the object if there is one created. This field will not display online.

3.12 OCLC Number

OCLC identification number used to sync records in WorldCat. This field will not display online.

4. Metadata Fields Used After Submission

4.1 Partner QC Notes

Please leave any questions, feedback, comments, or concerns about the digitized object for CA-R staff and/or vendor. **This field should not be filled in until the QC process.** This field will not display online.

4.2 Revision Log Message

Add a summary of the fields that you edited when you update a record in the repository. e.g. “Changed created date due to new information gleaned from object” or “Edited title to correct typo.” This will help us ensure your changes are reflected across all access platforms. This note will not display online.

5. Submission Examples

An example of a digitized object and its submitted metadata record, as published on the CA-R website:

Black Power Rally Speeches

Collection: Ethnic Studies Library, University of California, Berkeley



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A220773>

Share this item:

Metadata

Note to User	Due to original recording and/or condition when digitized: distortion at times, high background noise, part 2 has speed fluctuations at beginning.
Title	Black Power Rally Speeches
Alternative Title	Reies Lopez Tijerina speaking at Black Congress Rally - Los Angeles, CA
Date Created	1968-02-18
Description	Reies Lopez Tijerina was a well known activist in the Chicano Movement who led a struggle in the 1960s and 1970s to restore New Mexican land grants to the descendants of their Spanish colonial and Mexican owners. Other speakers at the rally include Montezuma Espada(?), Anselmo Tijerina, Jamil Abdullah Al-Amin aka H. Rap Brown and Stokely Carmichael. This is a KPFK Los Angeles radio broadcast program.
Creator	KPFK (Radio station : Los Angeles, Calif.)
Speaker	Tijerina, Reies Carmichael, Stokely, 1941-1998 Al-Amin, Jamil, 1943-

Distributor	KPFK (Radio station : Los Angeles, Calif.)
Subject Topic	Racism Chicano movement Civil rights movements Reparations for historical injustices Police Brutality Classism Black power Military-industrial complex Racism in education
Subject Entity	National Brown Beret Organization Newton, Huey P.
Genre	Radio shows Speeches
Location	Los Angeles (Calif.)
Language	eng
Media Type	Sound
Format	1/4 inch audio tape
Number of Parts	1 Tape of 1
Stock Manufacturer	Audio Magnetics
Copyright Statement	Copyright status unknown. This work may be protected by the U.S. Copyright Law (Title 17, U.S.C.). In addition, its reproduction may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. This work is accessible for purposes of education and research. Transmission or reproduction of works protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user. The Ethnic Studies Library, University of California, Berkeley attempted to find rights owners without success but is eager to hear from them so that we may obtain permission, if needed. Upon request to the esl@library.berkeley.edu digitized works can be removed from public view if there are rights issues that need to be resolved.
Country of Creation	US
Source Institution	Ethnic Studies Library, University of California, Berkeley
Source Call Number	CS.2020.1.Audio009
Source Institution Contact Information	U.C. Berkeley, 30 Stephens Hall, Berkeley, CA, 94720-2360, US, Telephone: (510) 643-1234, email: esl@library.berkeley.edu , http://eslibrary.berkeley.edu/

5.1 Examples of Published Metadata Records by Format

Format	Link to Example
VHS	Video Recording of Tsunami Waves
DVD	TANG (Tradeswomen Address the Next Generation) Project Interviews
16mm film	The Psychedelic Experience
MiniDV	Interview with cartoonist Morrie Turner
¼ Inch Audio Tape	Bing Barroga the Aloha Serenaders: At Eddie's
Audio cassette	The Land Dispute Struggle of the Pit River Indians and Pacific Gas and Electric Company

6. Metadata Resources and Controlled Vocabularies

CA-R creates metadata records for audiovisual objects (film, video, and audio recordings, etc.) in the [PBCore metadata schema](#), a standard for describing audiovisual media that was developed by the public broadcasting community. We work with digitization service providers to format descriptive, rights, administrative, and technical metadata as a master xml metadata file to be “wrapped” with the digital object. The metadata record for each object will comprise all information relating to the original source, the master digital file, the associated sets of derivative digital files, and technical details regarding the transfer of the original source materials.

For more information regarding this process, review California Revealed’s [Statement of Work](#).

6.1 PBCore Resources

- An Introduction to the PBCore Metadata Schema
<https://pbcore.org/>
- PBCore Metadata Elements
<https://pbcore.org/elements/element-hierarchy>
- PBCore Controlled Vocabularies
<https://pbcore.org/pbcore-controlled-vocabularies>

6.2 Descriptive Metadata Resources

- Description and Access: A Content Standard (DACS) from the Society of American Archivists
https://files.archivists.org/pubs/DACS_2019.0.3_Version.pdf
- Archives for Black Lives in Philadelphia’s Anti-Racist Description Resources
https://archivesforblacklives.files.wordpress.com/2019/10/ardr_final.pdf

6.3 Controlled Vocabularies

- Library of Congress Extended Date/Time Format
<https://www.loc.gov/standards/datetime/>
 - CA-R Metadata fields: 1.4 Created Date, 2.7 Temporal Coverage, 3.5 Published Date, 3.8 Copyright Date
- Library of Congress Name Authority File (LCNAF)
<https://id.loc.gov/authorities/names.html>
 - CA-R Metadata fields: 1.5 Creators and Contributors, 2.5 Subject (Entity), 2.6 Spatial Coverage, 3.6 Publisher, 3.7 Publication Location, 3.9 Copyright Holder
- MARC Code List for Relators Scheme
<https://id.loc.gov/vocabulary/relators.html>
 - CA-R Metadata fields: 1.5 Creators and Contributors
- Library of Congress Subject Headings (LCSH)
<https://id.loc.gov/authorities/subjects.html>
 - CA-R Metadata fields: 2.4 Subject (Topic)
- ISO 639.2 Codes for Names of Languages
https://www.loc.gov/standards/iso639-2/php/code_list.php
 - CA-R Metadata fields: 2.8 Language
- ISO 3166-1 Country Codes
<https://www.iso.org/obp/ui/#search>
 - CA-R Metadata fields: 2.9 Country of Creation
- PBCore Controlled Vocabularies
<https://pbcore.org/pbcore-controlled-vocabularies>
 - CA-R Metadata fields: 1.11 Gauge and Format, 1.9 Media Type