

Managing Image Metadata Building Workflows for Effective Discovery

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Worth a Thousand Words: A Global Perspective on Image Description, Discovery, and Access

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Image Metadata: Purposes

- Goal of metadata activity is to support discovery and use of visual resources
 - Researchers
 - Staff
 - Computers

Image Metadata Workflows

- Should to be carefully planned before any work begins
 - ... and adjusted as you go
- Usually require several types of expertise

- Building blocks
 - Resources themselves
 - Existing metadata
 - Expertise
 - Tools: Standards, Automation, Systems

Standards



- Many standards for different purposes
- Applying standards helps you and others
- Document and be consistent in your practice

Image Metadata: Types

- **Technical metadata**
 - Support display, preservation, and use
 - Digital file characteristics
 - Structural metadata
 - Rights
- **Descriptive metadata**
 - Text must stand in for the image ... for now
 - Identify non self-describing resources
 - Capture the meaning of complex resources

Igloo?



Technical Metadata: Key Considerations

- Automation
 - Capture at time of imaging
 - Extract into metadata store
- Batch application
 - Example: most items in the group have the same rights, so only modify the ones with variation

Descriptive Metadata: Key Considerations

- Unit(s) of description
 - Work
 - Image
 - Digital file
 - Single description
 - Aggregate description
- Technical capability

Ohio State University Libraries Policy And Workflows

OSUL Environment

Launched summer 2015:

- Fedora digital preservation environment
- Sufia, a Hyrda head, for image collections
- Currently supports only one-file object
- Actively migrating from a storage environment

Constant development:

- Scope expanding to non-image resources
- Hope to support complex objects soon

OSUL Policy: Technical Metadata

- Existing practice within digital imaging department included robust embedded metadata
- Implemented some PREMIS elements
- Consistent rights statements

OSUL Policy: Descriptive Metadata

- Committed to standards-based practice, in balance with flexibility for our varied collections
- Clarified that most description expresses the *intellectual content* of the resource
 - Creator = entity responsible for the work, not the entity who created the digital file
- VRA Core thinking underlies our approach, but cannot technical support hierarchical structure
- Mapped to Dublin Core to support data interoperability
- Strongly recommends using standards for data values, but does not necessarily prescribe the vocabularies to use

Elements to Support Researcher Discovery and Access

- Title for basic identification
- Description: opportunity to include many words for retrieval, and support access for people with visual disabilities
- Keywords: Uncontrolled terms
 - What do you see?
- Subject terms: Controlled vocabulary terms
 - What do these represent?

Roles and Expertise

- Curators and other staff are the content experts
 - Identification
 - Context
- Metadata staff are description experts
 - Schemes
 - Controlled vocabularies
- Metadata Working Group manages policy
 - Membership includes variety of expertise communities
- Consultation model
 - Policy and training documentation
 - Meetings to plan projects
 - Constant communication

Single Item Process

- Routine workflows within collections
- Metadata usually entered by student assistants, and QC by staff
- System requirements and type-ahead based on indexing help with data entry
- Interface allows “bulk description” for values that are the same across sets of items

New Item Workflow

Cartoon Image Database ▾

Individual Titles

Applies to individual files uploaded

Filename will be the default title. Please provide a more meaningful title, and filenames will still be preserved by the system.

Title 1



Bulk Descriptions

Applies to all files just uploaded

Type



Image
Other



Keyword



+ Add

Creator



Morag Boyd

- Remove

+ Add

Rights



The Ohio State University Libraries believes this object is in the Pul ▾

+ Add

Hide Additional Fields

Large Batch: New

- Project planning
 - Reformatting proposal
 - Metadata consultation
- Digital imaging to our [guidelines](#)
- Master files in digital processing space
- Metadata entered into spreadsheets by collection staff, including students
- Batch ingest managed by Special Collections Description and Access
 - Metadata normalization and clean-up
 - Create batch ingest
- Post-batch Quality Control by Curator
- Files removed from processing space

MPLP for Digital Images



Credit line: Expeditions: Wilkins-Ellsworth Transarctic Submarine Expedition Nautilus, The Ohio State University Byrd Polar and Climate Research Center Archival Program

Actions

Analytics

Export to: EndNote | Zotero | Mendeley



Collection

This file is in the following collection:

Sir George Hubert Wilkins Papers

Byrd Polar and Climate Research Center Archival Program

Handle:	1811/1db24604-f6d5-41cb-99d5-76e9ec7c0f18	responsible for making a final determination of copyright status.
Type:	Image	
Notes:	[Image taken upon the Nautilus' arrival at Bergen where scientific personnel came aboard. The photo shows a port, with several small boats rowing out into the water, presumably to pull alongside the Nautilus whose deck is visible in the right foreground of the image. In the distance is a multitude of houses.]	
Rights:	This item, made available for research and educational purposes, may be protected by copyright; the user is	
Provenance:	Donor: S. Michael Ross	
Publisher:	Byrd Polar and Climate Research Center Archival Program	
Identifier:	Nautilus1_132	
Related URL:	http://rave.ohiolink.edu/archives/ead/OhCoUBP0002	
Call number:	Nautilus1_132	
Sub-Collection:	Expeditions: Wilkins-Ellsworth Transarctic Submarine Expedition Nautilus	
Preservation level ratio...	Provisional Master	
Preservation level:	Full	

Show Hidden Fields

File Details

Depositor	Darnelle Melvin	Last modified: 2016:06:06 16:53:41-04:00
Date Uploaded	2016-06-03T20:38:27.240+00:00	Filename: Nautilus1_132.tif
Date Modified	Wed Jun 22 14:58:14 2016	Original checksum: 399337d74f5519f9b41cac3ef3a6b094
Audit Status	Audits have not yet been run on this file.	Well formed: true
Characterization	File format: jpeg (Tagged Image File Format)	Valid: true
	Mime type: image/jpeg	Byte order: little endian
	File size: 6083832	Compression: Uncompressed
		Color space: RGB
		Profile name: sRGB IEC61966-2.1
		Profile version: 2.1.0
		Orientation: normal*
		Scanning software: Adobe Photoshop CC 2015 (Windows)

User Activity

<http://hdl.handle.net/1811/1db24604-f6d5-41cb-99d5-76e9ec7c0f18>

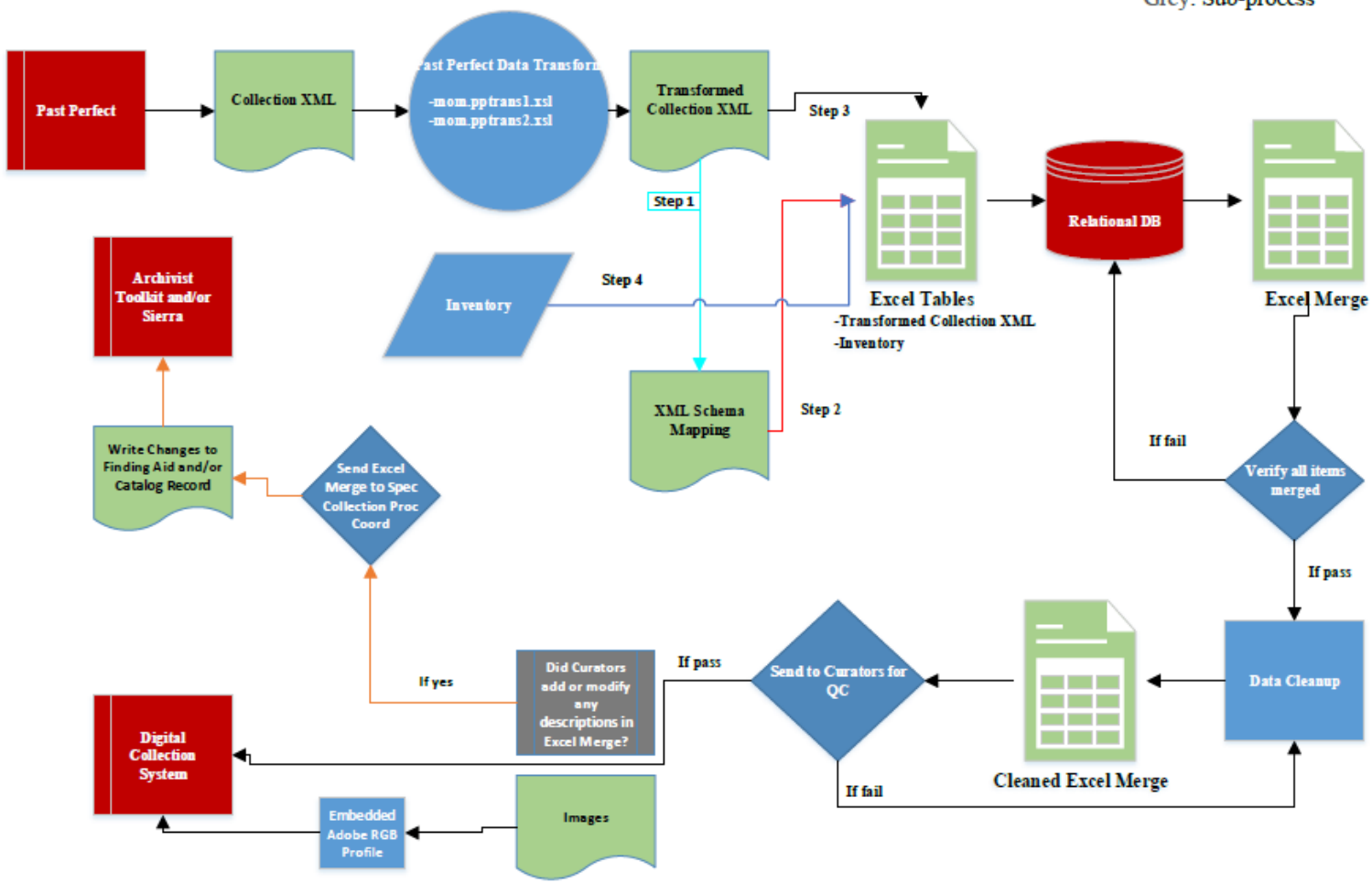
Large Batch: Migration

- Problem statement: files from a server need to be matched with available metadata
- Need to move through a large amount of material with minimal staff time
 - Minimize item-level activity
 - Focus expertise where needed

Master Objects Repository Migration Flowchart

Legend

- Red: Systems
- Green: Files
- Blue: Process/Decision
- Grey: Sub-process



Summary

- Standards-based practice is essential to the future
- Establishing policy and workflow necessary for of effective metadata creation
- Metadata will enable discovery and use of resources by all audiences

Thank you!

