MExIndex Guidlines-Version 1.0

Contributors

Alice Butler, Curator in Residence 2016, MExIndex, Dublin
Anja Mahler, Digital Collection Management Officer, IFI Irish Film Archive, Dublin

Introduction

These guidelines are aimed for content creators and users of MExIndex and intend to aid the creation and sharing of meaningful data about visual arts-based and experimental moving image. The guidelines are closely based on PBCore Metadata standard, a set of core elements, published by the Public Broadcasting Metadata Dictionary Project[1]. The documentation standard is closely based on the widely adapted Dublin Core Metadata standard, created by the Dublin Core Metadata Initiative[2] but more tailored to the documentation needs of moving image. To format the content of the metadata elements we have followed recommendations by PB Core and The International Federation of Film Archives (FIAF). These include Open Metadata Registry, the International Standards Organisation (ISO) and the Library of Congress.

Key to the Tables

Label
This is the name of the metadata element.

Metadata Element
This is the PBCore XML encoding of the metadata element, for example pbcoreTitle.

Definition
This is the formal definition of the element, taken from the PBCore documentation.

Format of content
This is the type of data entered in the metadata element, for example free text, or a suggested controlled vocabulary. For example, The Moving Image Genre and Form Guide from The Library of Congress

---

1[ ] http://pbcore.org/

2[ ] http://dublincore.org/

Obligation

This field details whether or not the element is a required field. Elements are designated as either Mandatory or Recommended. Optional elements are not detailed in this document.

Repeatable

This field details whether or not the metadata standard allows more than one use of the metadata element. For example, if it is possible to enter more than one Subject the element is repeatable.

Examples

This field gives example instances.

Elements

Title

Label:	Title
PBCore Element:	pbcoreTitle
Definition:	A name given to the resource.
Format of Content:	Free Text
Obligation:	Mandatory
Repeatable:	Not repeatable
Example:	Black Tower

Creator

Label:	Creator
PBCore Element:	pbcoreCreator
Definition:	An entity primarily responsible for making the resource.
Format of Content:	First name followed by second name separated by space only.
Obligation:	Mandatory
Repeatable:	Repeatable
Example:	John Smith

Date

Label:	Date
PBCore Element:	pbcoreAssetDate
Definition:	Dates associated with the Intellectual Content, a point or period of time associate with an event in the lifecycle of the resource such as year of creation or publishing.
Format of Content:	Year only, expressed fully.
Obligation:	Mandatory
Repeatable:	Not repeatable
Examples:	1987

Medium

Label:	Medium
PBCore Element:	instantiationMediaType
Definition:	Identifies the general, high level nature of the content of an instantiation. It uses categories that show how content is presented to an observer, for example, as a sound, text or moving image.
Format of Content:	Choose Moving Image. For Moving Image installation or performance choose Moving Image, Performance or Moving Image, Installation
Obligation:	Mandatory
Repeatable:	Repeatable
Examples:	Moving Image

Description

Label:	Description
PBCore Element:	pbcoreDescription
Definition:	An account of the resource.
Format of Content:	Free Text, Cite source of information and date source was accessed.
Obligation:	Mandatory
Repeatable:	Not repeatable
Examples:	"*The Black Tower* expands the core of Smith's interests: chiefly, the image as a filmic fact which is constantly questioned and often undermined by language and soundtrack. Like his earlier films, *The Black Tower* is concerned with description, but this time framed by a story whose undertow of melancholy balances its wit and wry humour, and which is a remarkable fiction in its own right." (*A.L. Rees, 'Art in Cinema', National Film Theatre, London 1987*)

Genre

Label:	Genre
PBCore Element:	pbcoreGenre
Definition:	The nature or genre of the resource. A categorical description informed by the topical nature or a particular style or form of the content.
Format of Content:	Choose from category Genre of Moving Image Genre and Form Guide http://www.loc.gov/rr/mopic/miggen.html
Obligation:	Recommended
Repeatable:	Repeatable
Examples:	Experimental

Form

Label:	Form
PBCore Element:	pbcoreGenre
Definition:	The nature or genre of the resource. A categorical description informed by the topical nature or a particular style or form of the content.

Format of Content:	Choose from category Form of Moving Image Genre and Form Guide http://www.loc.gov/rr/mopic/migform.html
Obligation:	Recommended
Repeatable:	Repeatable
Examples:	Short

Subject

Label:	Subject
PBCore Element:	pbcoreSubject
Definition:	The topic of the resource. Topic headings or keywords that portray the intellectual content of the asset.
Format of Content:	Validate term using Subject Headings, Place Names and Name Authority File by the Library of Congress http://id.loc.gov/search/?q=running+shoe&q=
Obligation:	Recommended
Repeatable:	Repeatable
Examples:	London, England, Architecture, Nineteen eighties

Language

Label:	Language
PBCore Element:	pbcore instantiationLanguage
Definition:	Identifies the primary language of the tracks' audio or text. Languages, Language term and language usage type must be indicated.
Format of Content:	For Language and Language Term use ISO 639-3 followed by Language Usage Type published in FIAF Moving Image Cataloguing Manuals: -Dialogue language(s): Spoken language Sung language Signed language No dialogue -Written languages: Subtitles Captions Intertitles http://www-01.sil.org/iso639-3/codes.asp?order=639_3&letter=e http://www.fiafnet.org/images/tinyUpload/E-Resources/Commission-And-PIP-Resources/CDC-resources/FIAF_Moving_Image_Cataloguing_Manual_2016.pdf
Obligation:	Recommended
Repeatable:	Repeatable
Examples:	

Original Format

| Label: | Original Format |

PBCore Element:	pbcore instantiationDigital / instantiationPhysical
Definition:	The description of the physical artefact on which the first known manifestation of the moving image work was fixed. Choose physical or digital to describe the format.
	Physical identifies as format of a particular moving image work as it exists in a physical form that occupies physical space (e.g., a tape on a shelf). This includes physical digital media, such as a DV tape, audio CD or authored DVD, as well as analogue media such as 16mm film. Digital identifies the format of a particular moving image work that exists as a digital file on a server, hard drive, or other digital storage medium. Include File format and video format. For example, Quicktime File Format (container) , Apple ProRes 422 video format (codec).
Format of Content:	Indicate 'Physical' or 'Digital' followed by format. Choose from list: Physical: http://metadataregistry.org/concept/list/vocabulary_id/145.html Digital: http://www.digitalpreservation.gov/formats/fdd/video_fdd.shtml
Obligation:	Recommended
Repeatable:	Repeatable
Examples:	Physical, Film: 16mm

Duration

Label:	Duration
PBCore Element:	pbcore instantiationDuration
Definition:	The overall length or duration of the moving image work. It represents the playback time.
Format of Content:	Express in minutes unless the work is under a minute long in which case, express in seconds.
Obligation:	Recommended
Repeatable:	Not Repeatable
Examples:	24 minutes

Aspect Ratio

Label:	Aspect Ratio
PBCore Element:	pbcore essenceTrackAspectRatio
Definition:	Indicates the ratio of horizontal to vertical proportions in the display of a static image or moving image.
Format of Content:	Choose ratio from the Open Metadata Register http://metadataregistry.org/concept/list/vocabulary_id/129.html
Obligation:	Recommended
Repeatable:	Not Repeatable
Examples:	4:3

Sound

Label:	Sound

PBCore Element: pbcore instantiationTracks
Definition: Whether the moving image work has sound or is silent.
Format of Content: Sound or Silent
Obligation: Recommended
Repeatable: Not Repeatable
Examples: Sound

Colour

Label: Colour
PBCore Element: pbcore instantiationColors
Definition: Whether the moving image work is in colour or black and white or both.
Format of Content: Enter 'Colour' or 'Black and White' or 'Both Colour and Black and White'
Obligation: Recommended
Repeatable: Not Repeatable
Examples: Colour

Rights

Label: Rights
PBCore Element: pbcore rightsSummary
Definition: Information about rights held in and over the moving image work including copyright holder details such as name, family or institution, year of copyright and contact details if possible.
Format of Content: Free text
Obligation: Mandatory
Repeatable: Repeatable
Examples: John Smith Films, 1987, Email: info@johnsmithfilms.com

Link to Work

Label: Link to Work
PBCore Element: RelationType, RelatedTo
Definition: Online link to resource in full, extract of resource or trailer for resource or combination of some or all of these
Format of Content: URL
Obligation: Recommended
Repeatable: Repeatable
Examples: https://vimeo.com/74645010

Link to Artist Website

Label: Link to Artist Website
PBCore Element: RelationType, RelatedTo
Definition: Online link to Artist Website

Format of Content: 'URL'
Obligation: Recommended
Repeatable: Repeatable
Examples: http://johnsmithfilms.com/

The format of the index

The principles for documentation recommended by the standard's provider can be understood as follows:

> Describe resources in a consistent way by using a set of defined labels or elements, for example 'Creator' which is defined as 'the entity primarily responsible for making the resource'

> When describing the resource do so in a way that is repeatable, preferably by using a type of vocabulary. For example, when describing 'Aspect Ratio' decide whether '4:3' or '1.33:1'

> Document the information in a schematic way. This means the standard set of elements which are populated in a formatted way can now be expressed using a schema that is both human and machine readable. For example, <pbcoreTitle >Black Tower </pbcoreTitle> , <pbcoreCreator>John Smith</ pbcoreCreator>

We have followed these principles closely, which resulted in this set of guidelines, defining each element used to describe the moving image work, explaining how to format the content of each element and whether it is mandatory or recommended to populate the document. We currently document this information at the back end of the web side in the form of a spreadsheet. Here we have laid the foundation for a schematic approach by assigning each label to its equivalent according to the PB Core standard. Additionally we accumulate administrative information such as who collected the information and when.