

CVCE Metadata Model Description (MED) Overview

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Author	Madeleine Hubert
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Executive summary for metadata element description

The policy comprises two documents which describe in detail the metadata policy as defined by the Digital Humanities Lab at the Centre Virtuel de la Connaissance sur l'Europe (CVCE). The documents are as follows:

Document 1: metadata_policy_overview_final

1. Short executive summary (EN)
2. Overview of core components for the descriptive metadata of an object (EN)

Document 2: metadata_guidelines_and_rules_final

3. Guidelines and cataloguing rules (FR)
4. Rules for authority lists (FR)

Background to the CVCE

The CVCE's mission is to build a sustainable research infrastructure for European integration studies (EIS), which encompasses the creation, management and sharing of enhanced ePublications. The CVCE aims to move from serving as a mere publishing platform to developing a robust, reliable and trustworthy infrastructure which conforms to open and linked data standards. This will enable the CVCE to collaboratively contribute to the development of core knowledge on the subject of EIS.

The purpose of the policy

The aim of the metadata policy is to enable the CVCE to turn raw data into enriched data within its digital research infrastructure. This will facilitate the CVCE's long-term ePublication strategy, the purpose of which is to enable its collections to be linked with other institutions and thus to collaboratively contribute to the building of knowledge about European integration studies.

To achieve these aims, the CVCE needs to enhance the workflows associated with its ePublications to ensure that its research outputs are searchable, shareable and citable. This requires the creation of (1) a set of descriptive metadata at the object level, and (2) a set of metadata at the collection level. The creation of descriptive metadata contributes to the goal of enhancing identification of and access to the CVCE's ePublications. A series of structural metadata will be developed in order to facilitate naming of links between identified objects and to ease navigation and discovery among a group of documents. In parallel the aim is to collect specific metadata such as technical metadata and administrative metadata with the aim of facilitating the usability and exploitability of CVCE resources. Therefore, the more structured the metadata are, the more findable and shareable an ePublication is. In general, the development of structured CVCE data impacts the following:

- Citation visibility: producing citations with different styles and offering the possibility of extracting bibliographical reference details to increase impact
- Searchability: improving our search engine with advanced query options to improve findability

- Shareability: improving interoperability by aligning metadata with common interoperable standards used in other institutions

Descriptive metadata, object level

Descriptive metadata describe the resource object to enable its discovery and identification. If we consider the field of library and information science, these are almost equivalent to **cataloguing elements** which describe the physical attributes of the resource. To develop the CVCE's metadata the following standards and norms have been investigated and recommendations identified:

- Qualified Dublin Core
- ISO 690:2010 (bibliographies and bibliographical references)
- AFNOR (Association de normalisation française)
- FRBR (Functional Requirements for Bibliographic Records)
- ISBD (International Standard Bibliographic Description)
- CSL (Citation Style Language)
- ISLI (Identification Standard Link Identifier)

In developing the CVCE policy, we have taken guidance from the ISBD, where proposed sets are divided into *areas*, and have taken into account the specific needs of the CVCE, which are outlined in detail in the policy.

The CVCE's expectations

- Automatically generate bibliographical references for researchers
- On the website: enable users to export citation details in different styles and through various scientific platforms such as Zotero, Mendeley, etc.
- Become a recognised digital research infrastructure in the field of European integration studies
- Share and open our enriched data to encourage resource exploitation
- Improve the advanced search and navigation possibilities for ePublications
- Named entities documented by the CVCE reused externally

Aims of the CVCE model

From a documentation perspective and in line with the current objectives of the CVCE, the model will:

- Be applicable to all multimedia sources (grey literature, sound recordings, videos, maps, etc.);
- Make it possible to deal with granularity of all document types (contribution, extract, journal, series, etc.);
- Enrich in-house authority lists of entities in order to ease access and workflow (auto-completion);
- Enable specific treatment according to the format of the resource (text, images, audiovisual and multimedia material);

- Provide an extendable and flexible set of metadata according to the user's needs;
- Include a quality control process of the authority list;
- Provide mapping guidelines in order to align the CVCE with external models or schemas;
- Incorporate a quality control process to ensure metadata fields are fit for purpose;
- Make it possible to provide and archive new sources — the CVCE's ePublications will offer better quality information and sufficient elements for access, citation and sharing.

The CVCE format

For more autonomy the CVCE has developed and continues to enhance its own digital research infrastructure. With the introduction of the metadata policy the CVCE's data will be sufficiently structured for it to be aligned with external models or schemas.

Quality control process for metadata description

The quality of an ePublication is dependent upon two factors:

1. The integrity and validity of the database: structure, links, authority lists, etc.
2. The quality of the encoded and enriched information

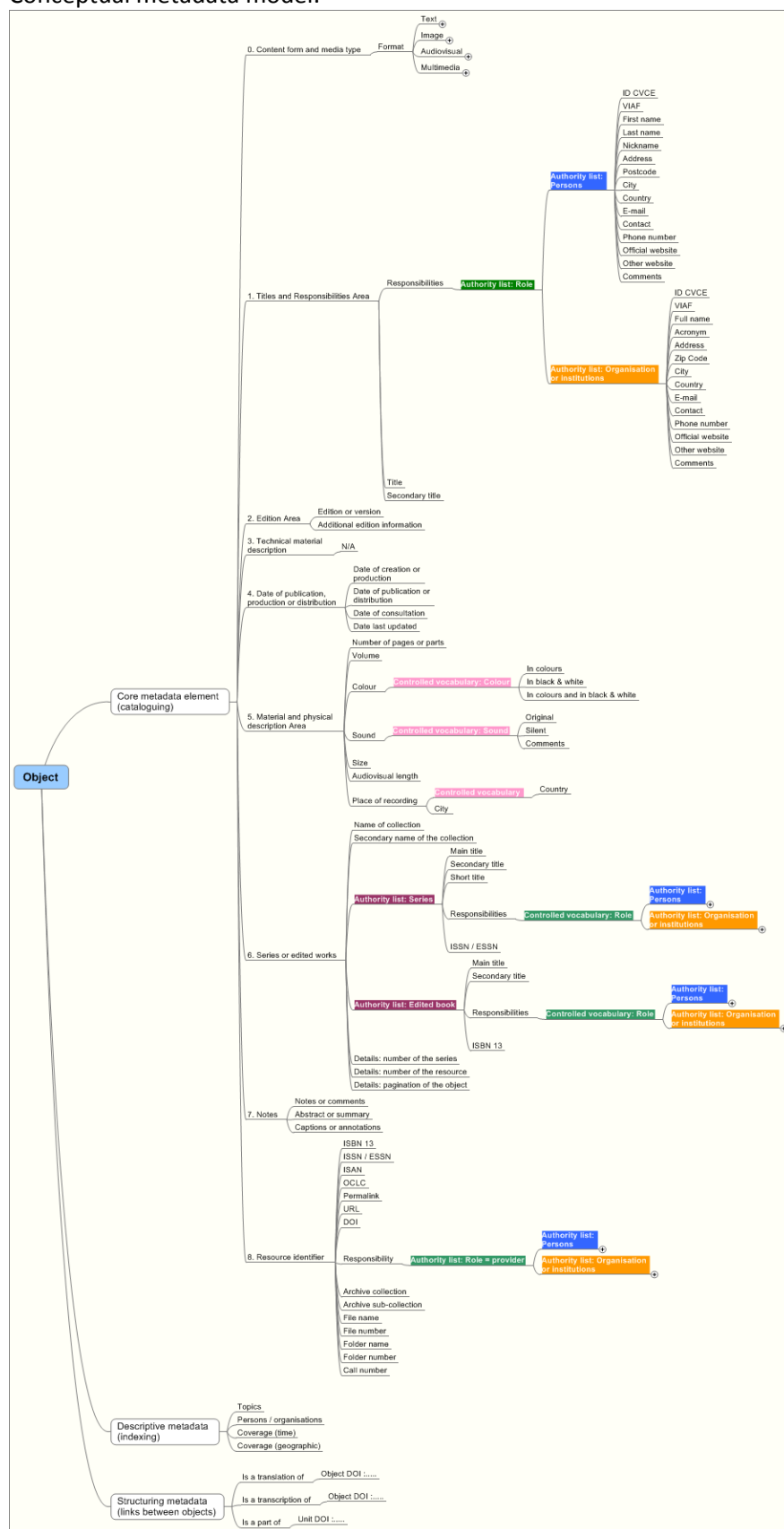
The first is mainly a task for the DH Lab, which is responsible for maintaining consistency and ensuring that:

- Authority lists are clean (without duplications, misspellings, irrelevant entities, etc.);
- The components of authority lists refer correctly to external repositories (e.g. VIAF);
- New fields or tables can be added to meet researchers' needs.

The second is the responsibility of the European Integration Studies Department, which must encode appropriate information. Cataloguing guidelines will be drawn up and training sessions will be held based on recommendations from AFNOR (Association française de normalisation) or AACR2 (Anglo-American Cataloguing Rules).

Overview of core components for the metadata model

Conceptual metadata model:



0. Content form and media type

Format

Definition	This indicates the type of data category that an object falls under
Reference	[MIME] http://www.iana.org/assignments/media-types/
Attribute name CVCE	Format
Metaname DC	dc:format
Type	Controlled authority list
Repeatable	NO

Category

Definition	This indicates the type of data category that an object falls under
Reference	CVCE
Attribute name CVCE	Category
Metaname DC	dc :type
Type	Controlled authority list
Repeatable	NO
Comments	An exception will be made for official and institutional documents, which form one category.

1. Titles and responsibilities

Proper title

Definition	The name given to the resource
Reference	Dublin Core
Attribute name CVCE	Title
Metaname DC	Dc :title
Type	Free text
Repeatable	NO

Secondary title

Definition	The secondary title of the resource
Reference	Dublin Core
Attribute name CVCE	Secondary title
Metaname DC	DC :Title.Subtitle
Type	Free text
Repeatable	NO
Comments	A main title is required before (a) secondary title(s) may be used.

Responsibilities

Definition	Persons, authorities or organisations responsible for the creation/production of the document
Reference	FRBR
Attribute name CVCE	Responsibilities
Metaname DC	dc :creator, dc:publisher
Type	Controlled vocabulary with authority list and attribution of a role
Repeatable	Yes
Comments	The tool should make it easy to add a new entry and define a new role.

2. Edition

Edition or version

Definition	Edition or version of an object
Reference	
Attribute name CVCE	Edition
Metaname DC	n/a
Type	Free text
Repeatable	NO

Additional edition information

Definition	Additional information about the edition or version
Reference	
Attribute name CVCE	Additional edition information
Metaname DC	
Type	Free text
Repeatable	NO
Comments	An edition or version is required before this field may be used.

3. Technical material description

Not applicable at this stage.

4. Date of publication, production or distribution

Date of publication or distribution

Definition	Date on which the published object became available
Reference	
Attribute name CVCE	Publication date
Metaname DC	dcterms:available
Type	[W3CDTF] http://www.w3.org/TR/NOTE-datetime
Values	Controlled entry for unique date and time interval
Repeatable	NO
Comments	The tool should be able to specify if the date is uncertain or unspecified.

Date of creation or production

Definition	Date on which the object was created or produced
Reference	
Attribute name CVCE	Creation or production date
Metaname DC	dcterms:created
Type	[W3CDTF] http://www.w3.org/TR/NOTE-datetime
Values	Controlled entry for unique date and time interval
Repeatable	NO
Comments	The tool should be able to specify if the date is uncertain or unspecified.

Date of consultation

Definition	Date of the last use of the given electronic source
Reference	
Attribute name CVCE	Date of consultation
Metaname DC	
Type	[W3CDTF] http://www.w3.org/TR/NOTE-datetime
Values	Controlled entry for unique date
Repeatable	NO
Comments	When displaying a bibliographical reference, this unique date will be preceded by 'Last consulted'.

Date last updated

Definition	Date of the most recent changes made to the given electronic source
Reference	
Attribute name CVCE	Date last updated
Metaname DC	
Type	[W3CDTF] http://www.w3.org/TR/NOTE-datetime
Values	Controlled entry for unique date
Repeatable	NO
Comments	When displaying a bibliographical reference, this unique date will be preceded by 'Last updated'.

5. Material description

Number of pages or parts

Definition	Indicates the number of pages or physical parts which make up the object
Attribute name CVCE	Material
Type	Free text
Repeatable	NO
Comments	

Volume

Definition	Volume forming part of a larger work
Attribute name CVCE	Volume
Type	Free text
Repeatable	NO

Colours

Definition	Indicates the colour of the object
Reference	ECMD
Attribute name CVCE	Colour
Type	Controlled vocabulary
Repeatable	NO
Comments	Unique selection

Size

Definition	Indicates the size of the original object or the scale of a map
Reference	AFNOR Z44-050
Attribute name CVCE	Size
Metaname DC	dcterms:extent
Type	Free text
Repeatable	NO

Sound

Definition	Provides information about the sound
Reference	ECMD
Attribute name CVCE	Sound
Type	Controlled vocabulary
Repeatable	NO
Comments	Unique selection

Audiovisual length

Definition	Provides information about the length of audiovisual material
Reference	
Attribute name CVCE	Length
Metaname DC	dcterms:extent
Type	Format W3C http://www.w3.org/TR/NOTE-datetime
Values	(hh:mm:ss)
Repeatable	NO
Comments	This technical information can be retrieved by using a media asset management solution (MAM).

Languages

Definition	The language(s) of the content of the resource
Reference	Dublin Core
Attribute name CVCE	Languages
Metaname DC	dc:language
Type	Linguistic code using [RFC4646] http://www.ietf.org/rfc/rfc4646.txt
Values	2 lower case letters (en, fr, es, etc.)
Repeatable	Yes
Comments	Synchronised with the original title

Place of recording

Definition	Country and city where the event was held
Reference	
Attribute name CVCE	Recording location
Metaname DC	dc:coverage
Type	Country: ISO 3166-1 City: not yet defined; will be part of indexation project
Repeatable	YES
Comments	This concerns mainly images or multimedia material.

6. Series or edited works**Name of the collection**

Definition	Name of the collection
Attribute name CVCE	Collection name
Metaname DC	
Type	Free text
Repeatable	NO

Secondary name of the collection

Definition	Secondary name of the collection
Reference	

Attribute name CVCE	Secondary collection name
Type	Free text
Repeatable	NO
Comments	A collection name is required before a secondary name may be used.

Collection number

Definition	Number of the collection
Reference	
Attribute name CVCE	Collection number
Type	Free text
Repeatable	NO
Comments	A collection name is required before a number may be used.

Series

Definition	A group of separate items related to one another by the fact that each item bears, in addition to its own title, a collective title applying to the group as a whole. The individual items may or may not be numbered.
Reference	AACR2
Attribute name CVCE	Series
Metaname DC	DcTerm :isPartOf
Type	Referencing to an authority list
Repeatable	NO
Comments	This field requires the encoded object to be an extract or part of a larger document.

Details: number of the series

Definition	Number of the series
Attribute name CVCE	Series number
Type	Free text
Repeatable	NO

Details: number of the resource

Definition	Number of the object within the series
Attribute name CVCE	Resource number
Type	Free text
Repeatable	NO

Details: pagination of the object

Definition	Page number
------------	-------------

Attribute name CVCE	Pagination
Metaname DC	
Type	Free text
Repeatable	NO

7. Notes

Notes

Definition	Additional information about the object
Attribute name CVCE	Notes
Type	Free text
Repeatable	NO
Comments	This field is for internal use only.

Abstract

Definition	Description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content
Reference	Dublin Core
Attribute name CVCE	Abstract
Metaname DC	Dc:abstract
Type	Free text
Repeatable	NO

Captions

Definition	Original captions or annotations
Attribute name CVCE	Captions
Metaname DC	dc:description
Type	Free text
Repeatable	NO
Comments	This concerns mainly images or multimedia material.

8. Resource identifier

ISBN 13

Definition	An internationally agreed upon standard number that identifies a book uniquely
Attribute name CVCE	ISBN13
Metaname DC	dc:identifier
Type	Controlled entry of 13 digits
Repeatable	YES
Comments	978 will be placed at the beginning of an ISN 10.

ISSN/ESSN

Definition	International Standard Serial Number identifies periodical publications, including electronic serials
Attribute name CVCE	ISSN
Metaname DC	dc :identifier
Type	Controlled entry of 8 digits
Repeatable	YES
Comments	Electronic version of an ISSN is an ESSN. Both co-exist.

ISAN

Definition	International Standard Audiovisual Number
Attribute name CVCE	ISAN
Metaname DC	dc:identifier
Type	Controlled entry of 24 digits
Repeatable	NO
Comments	This concerns audiovisual material.

OCLC

Definition	Online Computer Library Center. Official website
Attribute name CVCE	OCLC
Metaname DC	dc :identifier
Type	Free text
Repeatable	NO

Permalink

Definition	A permalink is a URL that permanently links to the document.
Attribute name CVCE	Permalink
Metaname DC	dc :identifier
Type	URL
Repeatable	NO

Object URL

Definition	Uniform Resource Locator
Attribute name CVCE	URL
Metaname DC	dc:identifier + URL
Type	URL
Repeatable	NO
Comments	Unlike permalinks, URLs are not protected using a permanent URL mechanism.

DOI

Definition	Digital Object Identifier
Attribute name CVCE	DOI
Metaname DC	dc:identifier +
Type	Free text
Repeatable	NO

Provider or supplier

Definition	Entity that provides the document
Attribute name CVCE	Provider
Metaname DC	
Type	Role = provider + authority list
Repeatable	NO
Comments	The 'provider' role is mandatory for an external digitised resource.

Archive collection

Definition	Name of the archive collection
Attribute name CVCE	Archive collection
Type	Free text
Repeatable	NO

Archive sub-collection

Definition	Name of the archive sub-collection
Attribute name CVCE	Sub-collection name
Type	Free text
Repeatable	NO

File name

Definition	Name of the file
Attribute name CVCE	File name

Type	Free text
Repeatable	NO

File number

Definition	Number of the file
Attribute name CVCE	File number
Type	Free text
Repeatable	NO

Folder name

Definition	Name of the folder
Attribute name CVCE	Folder name
Type	Free text
Repeatable	NO

Folder number

Definition	Number of the folder
Attribute name CVCE	Folder number
Type	Free text
Repeatable	NO

Call number

Definition	Set of symbols (usually a combination of letters/numbers) that identifies an item in a library collection and indicates its location
Reference	IPG
Attribute name CVCE	Call number
Type	Free text
Repeatable	NO

Authority list components

As mentioned above, this helps guarantee the quality of the data. A control process will be set up to maintain the quality level and encourage improvements.

Person list

```
<Person>
  <firstname>Ernst Maria</firstname>
  <lastname>Lang</lastname>
  <nickname>LANG</nickname>
  <identifier>VIAF:1246858 </identifier>
  <address></address>
  <zip code></zip code>
  <city></city>
  <country>France</country>
  <email></email>
  <contactname></contactname>
  <phone></phone>
  <website></website>
  <otherwebsite></otherwebsite>
</Person>
```

Organisation list

```
<Organisation>
  <fullname>Bibliothèque nationale du Luxembourg</fullname>
  <acronym>BNL</acronym>
  <identifier>VIAF:26875445 </identifier>
  <address></address>
  <zip code></zip code>
  <city>Luxembourg</city>
  <country>Luxembourg</country>
  <email></email>
  <contactname>Madame XYZ</contactname>
  <phone></phone>
  <website>www.bnl.lu</website>
  <otherwebsite></otherwebsite>
</Organisation>
```

Roles

The role or function is a mandatory field.

The current list is composed of the following roles:

Author
Editor
Publisher
Editorial coordinator (ed.)
Sender
Receiver
Narrator
Musician
Interviewer
Interviewee
Speaker
Camera operator
Sound technician
Rapporteur
Proofreader
Translator
Provider

Sounds

These values have been taken from the CVCE's previous content management database, ECMD.

- Original
- Silent
- Comments

Colours

These values have been taken from the CVCE's previous content management database, ECMD.

- In colour
- In black & white
- In colour and in black & white

Series

These fields appear when the object belongs to a larger collection. They are mainly associated with **series**.

Title

Definition	Title of the series
Attribute name CVCE	Main title
Metaname DC	
Type	Free text
Values	
Repeatable	NO

Secondary title

Definition	Secondary title of the series
Attribute name CVCE	Secondary title
Metaname DC	
Type	Free text
Values	
Repeatable	NO

Short title

Definition	Short title given by the ISSN
Attribute name CVCE	Short title
Metaname DC	
Type	Free text
Values	
Repeatable	NO

Responsibilities

Definition	Persons, authorities or organisations responsible for the creation/production of the document
Reference	FRBR
Attribute name CVCE	Responsibility
Metaname DC	dc:creator, dc:publisher
Type	Controlled vocabulary with authority list and attribution of a role
Repeatable	Yes
Comments	The tool should make it easy to add a new entry and define a new role.

Languages

Definition	The language(s) of the content of the resource
Reference	Dublin Core
Attribute name CVCE	Languages
Type	dc :language
Repeatable	Linguistic code using [RFC4646] http://www.ietf.org/rfc/rfc4646.txt
Comments	This field has to be synchronised with the title of the series

ISSN/ESSN

Definition	International Standard Series Number
Attribute name CVCE	ISSN
Metaname DC	
Type	Free text
Repeatable	NO

Edited book

These fields appear when the object belongs to a larger collection. They are mainly associated with edited books.

Title of the book

Definition	Title of the book
Attribute name CVCE	Main title of the book from which the object is taken
Metaname DC	
Type	Free text
Values	
Repeatable	NO

Secondary title

Definition	Secondary title of the book
Attribute name CVCE	Secondary title
Metaname DC	
Type	Free text
Values	
Repeatable	NO

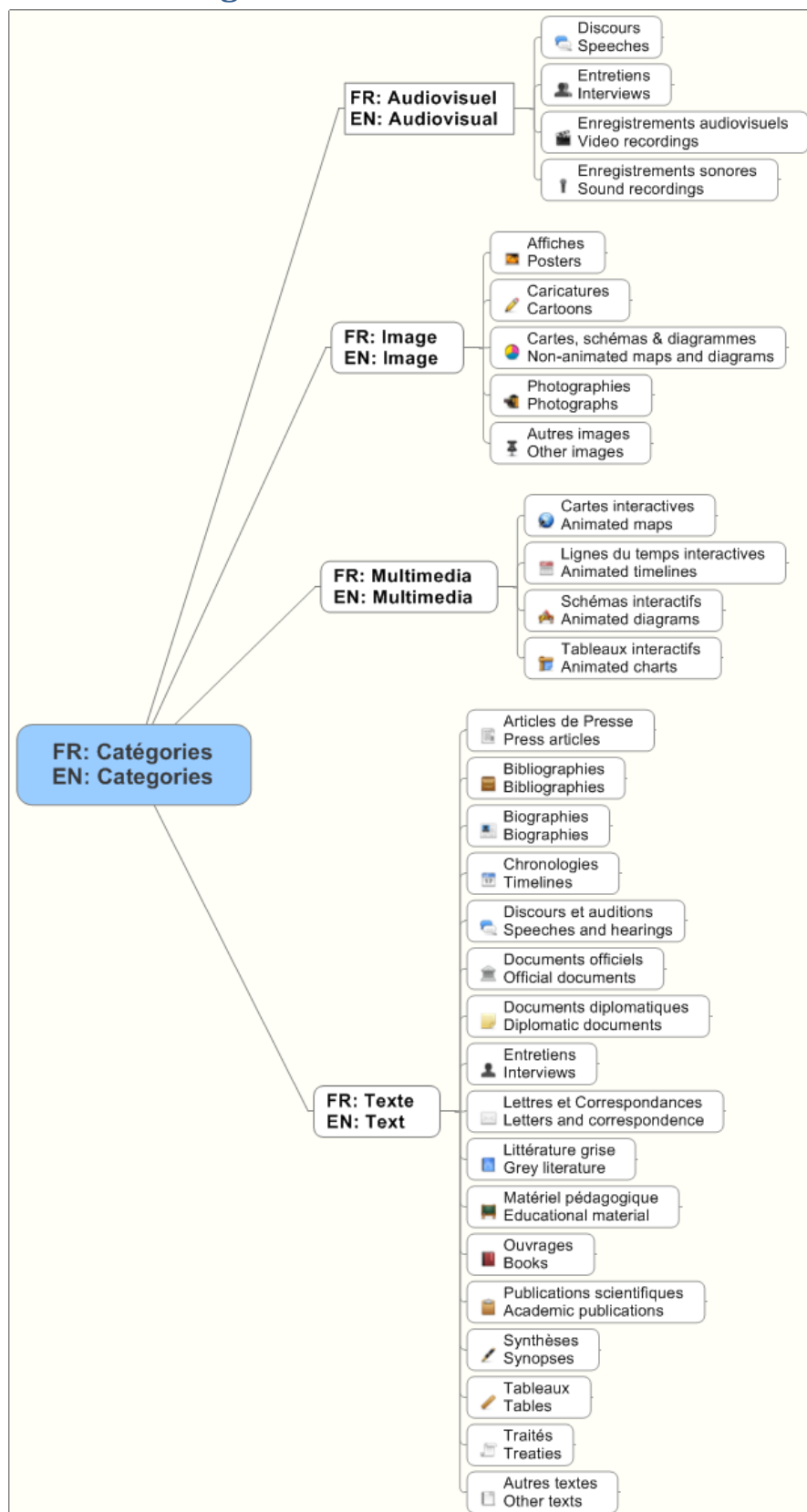
Responsibilities

Definition	Persons, authorities or organisations responsible for the creation/production of the document
Reference	FRBR
Attribute name CVCE	Responsibility
Metaname DC	Dc :creator, dc :author, dc :producer, dc:publisher, dc:editor
Type	Controlled vocabulary with authority list and attribution of a role
Values	Role + a person or organisation authority list
Repeatable	Yes
Comments	The tool should make it easy to add a new entry and define a new role.

ISBN 13

Definition	An internationally agreed upon standard number that identifies a book uniquely
Attribute name CVCE	ISBN13
Metaname DC	Dc:identifier
Values	13 numbers (12 numbers + 1 control character)
Repeatable	YES
Comments	ISBN 10 co-exists with ISBN 13. Some documents allow several ISBNs.

Annex 1: Categories



Annex 2: Model

Controlled vocabulary: a list of predefined terms, e.g. place names

Authority list: an authoritative list, e.g. organisations, authors, etc.

Free text: a field for unstructured text

Controlled entry: a standardised field

Elements	TEXT	PICTURE	AUDIOVISUAL	MULTIMEDIA
0. Content form and media type				
Format	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary
Category	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary
1. Titles and responsibilities				
Responsibilities	Authority list	Authority list	Authority list	Authority list
Title	Free text	Free text	Free text	Free text
Secondary title	Free text	Free text	Free text	Free text
2. Edition				
Edition or version	Free text	Free text	Free text	Free text
Additional edition information	Free text	Free text	Free text	Free text
4. Date of publication, production or distribution				
Publication date	Controlled entry	Controlled entry	Controlled entry	Controlled entry
Creation date	Controlled entry	Controlled entry	Controlled entry	Controlled entry
Date of consultation	Controlled entry	Controlled entry	Controlled entry	Controlled entry
Date last updated	Controlled entry	Controlled entry	Controlled entry	Controlled entry
5. Material description				
Number of pages or parts	Free text	Free text	Free text	Free text
Volume	Free text	Free text	Free text	Free text
Colours	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary
Sound	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary
Size	Free text	Free text		Free text
Audiovisual length			Controlled entry	Controlled entry
Place of recording	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary
Languages	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary	Controlled vocabulary
6. Series or edited works				
Name of the collection	Free text	Free text	Free text	Free text
Secondary name of the collection	Free text	Free text	Free text	Free text
Collection number	Free text	Free text	Free text	Free text
Contribution				
Series	Authority list	Authority list	Authority list	Authority list
Details				
Number of the issue	Free text	Free text	Free text	Free text
Number of the document/object	Free text	Free text	Free text	Free text

Pagination	Free text	Free text	Free text	Free text
Elements	TEXT	PICTURE	AUDIOVISUAL	MULTIMEDIA
7. Notes				
Notes	Free text	Free text	Free text	Free text
Abstract	Free text	Free text	Free text	Free text
Captions		Free text		Free text
8. Resource identifier				
Provider	Authority list	Authority list	Authority list	Authority list
Archive collection	Free text	Free text	Free text	Free text
Archive sub-collection	Free text	Free text	Free text	Free text
File name	Free text	Free text	Free text	Free text
File number	Free text	Free text	Free text	Free text
Folder name	Free text	Free text	Free text	Free text
Folder number	Free text	Free text	Free text	Free text
Call number	Free text	Free text	Free text	Free text
ISBN 13	Controlled entry			
ISSN/ESSN	Controlled entry			
ISAN			Free text	
OCLC	Free text	Free text	Free text	Free text
Permalink	Free text	Free text	Free text	Free text
URL	Free text	Free text	Free text	Free text
DOI	Free text	Free text	Free text	Free text