

Material Culture Ethnography Metadata Schema

Metadata Elements Description

Version 0.2

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Nik Petek-Sargeant
The British Museum
npetek@britishmuseum.org

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Version control

1 Introduction, motivation, and objective

This document is an ontology for the Material Culture Ethnography Metadata Schema (MCEMS), providing a formal definition of metadata elements and the schema's structure. The schema is intended to be used by material culture-focused projects recording cultural practices, material knowledge and living heritage. It aims to facilitate the inclusion and preservation of metadata for project creating primarily digital recordings, documentation, datasets and archives and provides the potential to connect these to museum collections. Work on MCEMS began in 2019 by Nik Petek-Sargeant and continues to be developed under the auspices of the *Endangered Material Knowledge Programme* (EMKP), based at the British Museum and funded by Arcadia – a charitable fund by Lisbet Rausing and Peter Baldwin.

The impetus for the schema was the lack of a publicly available metadata standard or schema designed for organising digital data and capturing supporting information when working with living communities and their material culture. The intention was to have a schema that could incorporate and connect tangible and intangible knowledge and heritage, help preserve and elucidate personal and community relationships, and provide space for emphasizing social, temporal, and location-based ways of knowing about material culture and community ontologies. Different elements are designed to capture different aspects of the material knowledge (e.g. where, when and how knowledge is passed on and to whom). Although different appropriate elements and segments of structures were found in various standards used in the GLAM sector and disciplines working with indigenous communities or minorities (e.g. IMDI,¹ SPECTRUM,² VRA Core,³ CIDOC CRM,⁴ Dublin Core,⁵ and content management systems like Mukurtu CMS⁶), these needed to be re-configured to be suitable for describing living object-centred knowledge systems. The schema also needs to consider the sensitivities of working with different individuals (often from marginalised communities) and consent, while also complying with legal frameworks, such as the GDPR. Moreover, a project-centred schema was required rather than an institution-based one. This expands its usefulness beyond institutional boundaries to individual researchers but also mirrors the modern funding structure and in-field work, which are commonly designed around projects.

The schema was designed for ethnographic material culture projects with the objective to capture and structure supportive metadata describing the breadth of social practices and cultural knowledge associated with the material culture, as well as acknowledging the people and the skills and resources that are required. Specifically, the schema aims to:

- Facilitate the recording of metadata for digital assets and datasets among ethnographers with the rise of born-digital materials and increasing accessibility of various digital recording tools
- Provide an accessible metadata structure with which ethnographic and material culture projects can contextualise and organise their recordings and documentation based around contributors, production processes, resources, identities, geography, space and time
- Facilitate the preservation of social, temporal, locational and other contextual information that constitute knowledge and different ways of knowing (and which has previously commonly been lost or not recorded in digital and physical ethnographic collections)

¹ https://tla.mpi.nl/wp-content/uploads/2012/06/IMDI_MetaData_3.0.4.pdf

² <https://collectiontrust.org.uk/spectrum/>

³ <http://core.vraweb.org/>

⁴ http://www.cidoc-crm.org/sites/default/files/CIDOC%20CRM_v6.2.9%2030-4-2020%20.pdf

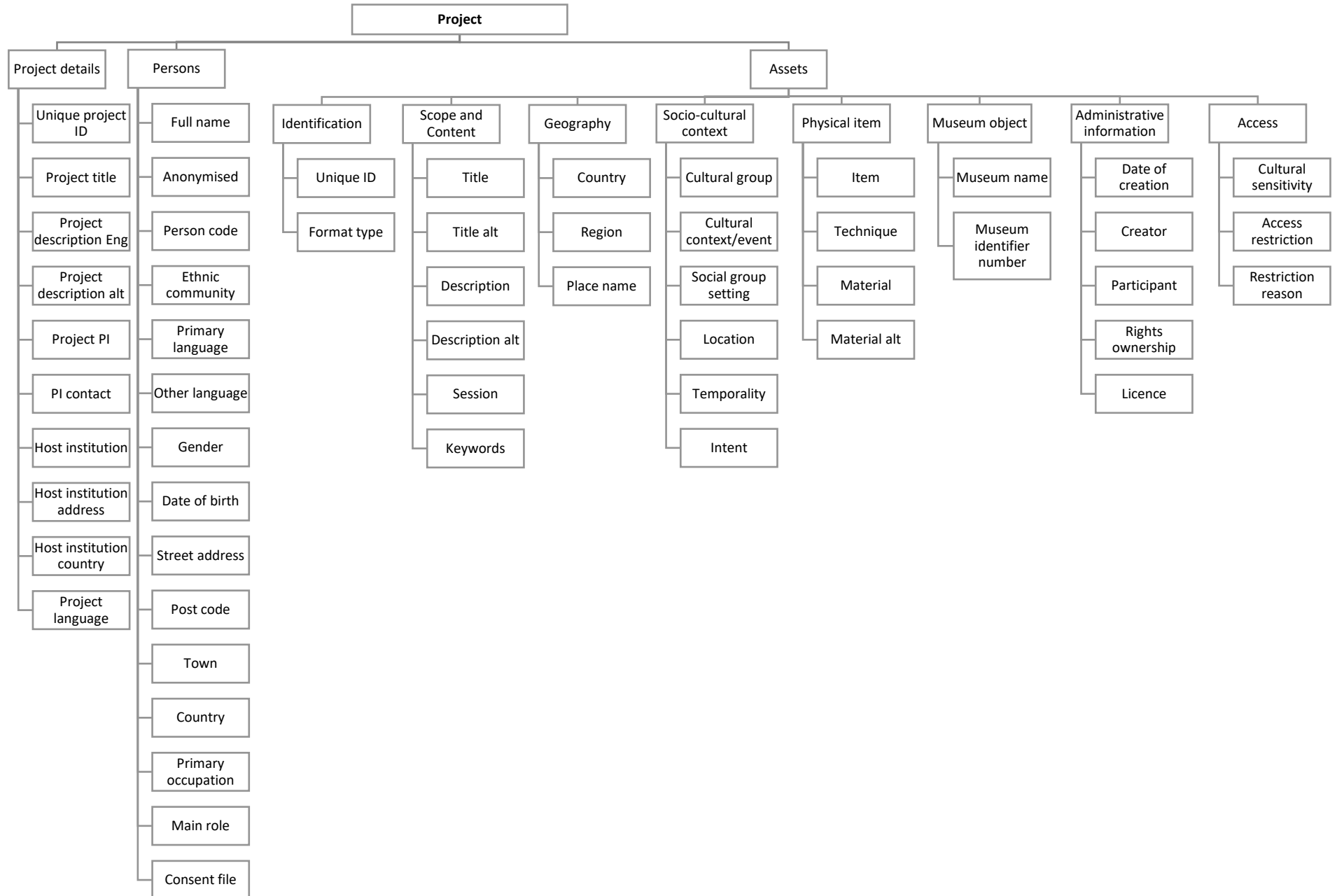
⁵ <https://dublincore.org/specifications/dublin-core/>

⁶ <https://mukurtu.org/>

- Encourage information exchange and data re-use, and, if desired, make data more findable and accessible through digital repositories (acknowledging that not all data and knowledge should be for everyone)

Although the schema was developed with a wide range of ethnographic projects in mind, it primarily serves projects funded by EMKP. It is also intended to be compatible with other widely used standards, with key elements mapped to elements of the Dublin Core Metadata Standard and complementary to standards used by the GLAM sector and educational institutions with their own repositories. As previously indicated, other schemas contained elements useful to MCEMS. Therefore, some elements and their definitions in the Group 'Persons' were copied and adapted from IMDI and OLAC standards, while some elements and their definitions in the Group 'Assets' were copied and adapted from SPECTRUM and CIDOC CRM. Certain vocabularies for MCEMS are also based on different lists already designed for other resource management systems.

2 Elements overview



3 Metadata term definitions

The elements are defined using the following attributes

Group

The name of a large set of elements that bring together metadata on a specific class of information

Subset

The name of a set of elements that divide a 'Group' into a smaller subset

Element

The name of the element

Definition

A brief statement that describes and represent the concept and essential nature of the element

Type

The type of element defined by what data can be input

- *String-ov*: the element can be filled with text (a sequence of alphanumeric symbols including punctuation and spaces) and has an open vocabulary, meaning there are few to no constraints on what is put into the element
- *String-ovl*: the element can be filled with content selected from a pre-defined set of alphanumeric values or can be user defined
- *String-cv*: the content of the element must be selected from a closed pre-defined list of alphanumeric values
- *Integer*: only whole numeric values can be put into the element
- *Constrained*: the values of the element are constrained by a certain, enforced formatting
- *Boolean*: either true or false

Repeatable

Indication if the element can be included in the schema more than once

Modality

A description if the modality of the element. Options are:

- *Mandatory*: must be completed
- *Mandatory if*: must be completed if the condition noted is the case for a particular value in another element
- *Optional*: Entry depends on the judgement of the cataloguer

Guideline

The purpose, guidelines and rules for the use of the element

Example

Additional information about the element and its intended application using a practical example

Dublin Core equivalent (DC equivalent)

Some elements are equivalent to the Dublin Core Metadata Element Set (DCMES). Where this is the case, it will be stated.

4 Group constitution and element description

4.1 Group: Project

Group	Project
Definition	A planned, long-term activity with a defined aim and intention to collect data and records, executed by an individual or a group of people.

4.1.1 Unique project identifier

Element	Unique project identifier
Definition	A unique alphanumeric identifier for the project
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	You will receive a unique project identifier. This is stated on your signed grant agreement with the Endangered Material Knowledge Programme
Example	EMKP2019LG01

4.1.2 Project title

Element	Project title
Definition	The full title of the project
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Write the whole title of the project, including any subtitles. Do not use any punctuation between the title and subtitle. Only capitalise the first letter of the project title, any personal, geographic or institutional names, and acronyms
Example	Endangered material knowledge programme an open source ethnographic database at the British Museum, London

4.1.3 Project description Eng

Element	Project description
Definition	An detailed description of the scope and goals of the project in English
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Provide a detailed description in English of the project, include background, scope and goals of the project. You are welcome to re-use the description in the signed grant agreement with the Endangered Material Knowledge Programme.
Example	Highlighting, documenting and making accessible the disappearing knowledge around material culture, crafts and practices, the Endangered Material Knowledge Programme (EMKP) is a major grant-giving programme that supports research projects and communities to preserve their skills, traditions and wisdom.

4.1.4 Project description alt

Element	Project description alt
Definition	A detailed description of the scope and goals of the project in the language of the source community or a language other than English if appropriate
Type	String-ov

Repeatable	No
Modality	Optional
Guideline	Provide a detailed description of the project in the language of the source community. Include background, scope and goals of the project. This should be a translation of the element 'Project description Eng'. You are welcome to re-use the description in the signed grant agreement with the Endangered Material Knowledge Programme.

Example

4.1.5 Project PI

Element	Project PI
Definition	The name of the lead project investigator
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Provide the first name followed by the surname of the lead project investigator without any commas [,] between the names.
Example	Jane Smith; Janez Novak; Björn Novak-Smith

4.1.6 PI contact

Element	PI contact
Definition	Contact information of the lead project investigator
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Provide an up-to-date email address of the person responsible for the project. If that person, for example, moves institutions before the project is completed and the final metadata details are submitted, please provide the most recent email address.
Example	janez.novak@email.com

4.1.7 Host institution

Element	Host institution
Definition	The name of the institution overseeing the project
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Please provide the full name of the host institution that is responsible for the project. If a specific department at a larger institution hosts the project, please specify. Avoid using any punctuation unless it is a necessary part of the institution's name
Example	British Museum Department of Africa Oceania and the Americas; University College London

4.1.8 Host institution address

Element	Host institution address
Definition	The postal address of the institution overseeing the project
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Please provide the full postal address of the host institution that is responsible for administering this project. Provide the street or PO box, post

	code and town/city/village name, as appropriate. Separate lines using a comma [,]. Do not include the country.
Example	Great Russell Street, London, WC1B 3DG

4.1.9 Host institution country

Element	Host institution country
Definition	The country where the institution overseeing the project is located
Type	String-cv – ISO3166-1
Repeatable	No
Modality	Mandatory
Guideline	Select the country where your host institution is located.
Example	United Kingdom; Mali

4.2 Group: Persons

Group	Persons
Definition	Information about all the persons in and contributing to the project.
Guideline	Include in this section all the people participating and contributing to the project, including the PI and collaborators, research assistants, and anyone sharing their knowledge with the project.

4.2.1 Full name

Element	Full name
Definition	The full name of the person participating in the project
Type	String-ov
Repeatable	No
Modality	Mandatory if
Guideline	Write the full official name of the participant. Provide the first, middle and last names in that order without any commas [,]. This field is mandatory if the person did not agree to be anonymised.
Example	Janez Novak; Jane Smith

4.2.2 Anonymised

Element	Anonymised
Definition	Indicates if the 'Full name' of the person participating have been replaced by pseudo names to make them anonymous
Type	Boolean
Repeatable	No
Modality	Mandatory
Guideline	Please state either 'TRUE' if the elements 'Full name' and 'Name' include pseudo names or 'FALSE' if the elements 'Full name' and 'Name' include the actual name of the person
Example	TRUE; FALSE

4.2.3 Person code

Element	Person code
Definition	A three letter code used to identify a participating individual in records and documentation
Type	Strong-ov
Repeatable	No
Modality	Optional
Guideline	The three letter 'Person code' is used to identify individuals throughout documentation files such as annotations, transcriptions, fieldnotes etc.

Example	NPS; CAS
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4.2.4 Ethnic community

Element	Ethnic community
Definition	The ethnic group with which the individual identifies
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Provide the name of the ethnic group of the participant, which can be equivalent to their nationality
Example	Xingu; French; Yoruba

4.2.5 Primary language

Element	Primary Language
Definition	The primary language spoken by the participant
Type	String-cv – ISO639-3
Repeatable	No
Modality	Mandatory
Guideline	Please provide the language that the participant mostly speaks in their day-to-day life.
Example	Maa; Xhosa; Tuvalu; Lao

4.2.6 Other language

Element	Other language
Definition	Language(s) spoken by the participant other than their primary language
Type	String-cv – ISO639-3
Repeatable	Yes
Modality	Optional
Guideline	Provide the language(s) with which the participant is familiar with and uses during the project
Example	Maa; Xhosa, Tuvalu; Lao

4.2.7 Gender

Element	Gender
Definition	The gender with which the individual identifies
Type	String-ovl – Gender
Repeatable	No
Modality	Mandatory
Guideline	Provide the gender of the participant. If the individual is anonymised or the gender is not recorded, please select 'Unknown'. If the appropriate gender is not listed, please add it to the vocabulary.
Example	Male; Female; Undefined

4.2.8 Birth date

Element	Date of Birth
Definition	The date of birth of the participant according to the Gregorian calendar
Type	Numeric
Repeatable	No
Modality	Mandatory
Guideline	Please provide the birth date of the participant using the Gregorian calendar, if known. The date should be given as YYYY-MM-DD. If the person

	is anonymised please use NA. The 'Date of Birth' will help identify individuals in case of take-down notices.
Example	1920-02-29

4.2.9 Street address

Element	Street address
Definition	The name of the road, lane, or street where the participant's abode is located and the number of the house
Type	String-ov
Repeatable	No
Modality	Mandatory if
Guideline	Please provide the street address of the participant, if possible, as you would for a letter addressed to that person. This can include a PO box. If anonymised, please input 'NA' as the address
Example	Imagined lane 19

4.2.10 Post code

Element	Post code
Definition	The code used by the local postal system that is assigned to the area where the participant's abode is located
Type	String-ov
Repeatable	No
Modality	Mandatory if
Guideline	Please provide the post code, if available, as you would for a letter addressed to that person. If anonymised, please input 'NA' as the post code
Example	6537; WC1B 3DG; 00100

4.2.11 Town

Element	Town
Definition	The name of the town where the post office responsible for the area in question is located
Type	String-ov
Repeatable	No
Modality	Mandatory if
Guideline	Please provide the name of the city, town or village associated with the postal address of the. If no postal address is available, please provide the closest available settlement. If anonymised, please input 'NA' as the address
Example	Pleasantville; London; Brasilia

4.2.12 Country

Element	Country
Definition	The name of the country where the participant resides
Type	String-cv - Country
Repeatable	No
Modality	Mandatory
Guideline	Please provide the name of the country where the participant resides and which forms the final part of a postal address.
Example	United Kingdom; Mongolia; Bolivia

4.2.13 Primary occupation

Element	Primary occupation
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Definition	The main economic occupation of the participant, with which they provide for themselves and others
Type	String-ov
Repeatable	No
Modality	Optional
Guideline	Please provide the main occupation with which the participant earns a living and provide for themselves and others. This can be a waged employment, a craft specialism, or a broad term such as 'Herder', 'Farmer' etc. Only provide a single term and do not use punctuation marks if unnecessary
Example	Blacksmith; Woodworker; Student; Researcher

4.2.14 Main role

Element	Main role
Definition	The main contributing role of the person participating in the project
Type	String-ovl – Role
Repeatable	No
Modality	Mandatory
Guideline	Please choose from the list a role that most closely describes the activity of the participant. If the list does not contain a suitable descriptor, you can add additional roles. The role is meant to roughly categorise the participants and their contributions: e.g. interviewer, translator, consultant, researcher
Example	Project Investigator; Collaborator; Translator; Interviewee

4.2.15 Consent file

Element	Consent file
Definition	The name given to the file recording the consent of the individual
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Provide the name of the file that records the consent of the individual participating in the project
Example	2019SG-04-A05-0001.mp4

4.3 Group: Assets

Group	Assets
Definition	This group assembles all the information about all the assets associated with the project. The elements are divided into smaller groups termed subset.

4.3.1 Identification

Subset	Identification
Definition	This subset includes elements whose values can be used to refer to and identify individual assets

4.3.1.1 Unique ID

Element	Unique ID
Definition	A unique string of characters to identify and reference the asset by within the project
Type	Strong-ov
Repeatable	No

Modality	Mandatory
DC equivalent	dc:identifier
Guideline	Provide the unique file name of the asset based on the formal file naming system used by your project. Apart from files that are associated to each other (e.g., an audio and annotation file accompanying a video), the ID should not be repeated even across different file formats.
Example	2019SG-04-C01-0001.mp4

4.3.1.2 *Format type*

Element	Format type
Definition	The digital file format of the asset
Type	String-cv
Repeatable	No
Modality	Mandatory
DC equivalent	dc:format
Guideline	Select the file format that describes the asset in question
Example	Image/tiff; Video/mp4; Shapefile/shp

4.3.2 *Scope and content*

Subset	Scope and content
Definition	This subset includes elements whose values provide basic description of what the asset contains

4.3.2.1 *Title*

Element	Title
Definition	A name given to the asset
Type	String-ov
Repeatable	No
Modality	Mandatory
DC equivalent	dc:title
Guideline	The title should succinctly describe the event, (set of) object(s), person(s) or content recorded in the asset and what is happening
Example	Making of the Cambodian mouth harp; Fieldwork notes on the Cambodian mouth harp

4.3.2.2 *Title alt*

Element	Title alt
Definition	A name given to the asset in the source community's language
Type	String-ov
Repeatable	No
Modality	Optional
Guideline	The value of this element should be a translation of the element 'Title' and reflect what the asset records
Example	Izdelava Kambodijske ustne harfe [Slovenian translation of example above]

4.3.2.3 *Description*

Element	Description
Definition	An account of the asset
Type	String-ov
Repeatable	No
Modality	Mandatory
DC equivalent	dc:description

Guideline	The element should include an elaborated description of the contents of the asset, and should include the names of objects, events and people visible in the asset, as well as information on what information the asset is conveying
Example	An interview with Person X on acquiring skills required for the production of the Y, how that knowledge has been passed on through the patri- and matriline, and the new ways transfer of knowledge is taking place.

4.3.2.4 Description alt

Element	Description alt
Definition	An account of the asset in the source community's language
Type	String-ov
Repeatable	No
Modality	Optional
Guideline	The value of this element should be a translation of the element 'Description' and can include an abstract or another account of the asset
Example	Pogovor z osebo X o pridobitvi veščin za izdelavo Y, kako se je znanje prenašalo po patri in matriliniji ter o novih načinih pridobivanja znanja [Slovenian translation of example above]

4.3.2.5 Session

Element	Session
Definition	An alphanumeric identifier grouping together related assets
Type	String-ov
Repeatable	No
Modality	Optional
DC equivalent	dc:IsPartOf
Guideline	Provide the session identifier consisting of a letter followed by two digits. A session is a group of related assets recording similar things and sessions are used to provide a structure to the whole dataset. For example, multiple interviews with Individual X can be session A01, multiple interviews with individual Z can be session A02, photographs of one lacquer box can be grouped in session C01, photographs of a second lacquer box in session C02 and so on. How assets are grouped into sessions and the structure of sessions can be defined by the project.
Example	A22; G01; J07

4.3.2.6 Keywords

Element	Keywords
Definition	Descriptor words or compounds that concisely describe the contents of the asset
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	Provide up to five [5] words or compounds that concisely describe the contents of the asset. Separate the keywords using a comma [,].
Example	Instrument, carving, harp playing, teaching, disposal

4.3.3 Geography

Subset	Geography
Definition	This subset includes elements that provide geographical information on where the asset was created

Guidelines	Assets that include transcriptions or annotations could have been made in the home country of the researcher and not the country of the source community. In this case please provide the location of the origin of the knowledge/information that is being recorded.
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4.3.3.1 Country

Element	Country
Definition	The country where the asset was recorded or originated
Type	String-cv
Repeatable	No
Modality	Mandatory
DC equivalent	dc:spatial
Guideline	From a controlled vocabulary list select the country where the asset was recorded or originated.
Example	Burkina Faso; Cambodia

4.3.3.2 Region

Element	Region
Definition	The region where the asset was recorded or originated
Type	String-ov
Repeatable	No
Modality	Mandatory
DC equivalent	dc:spatial
Guideline	This element should contain the name of the local administrative unit or political division of a country, e.g. county, region, shire, territory etc. Which level is most appropriate, is at the discretion of the cataloguer, however best practice recommends using a unit that will remain relatively stable for the foreseeable future (if political/administrative units change every 5 years, then choose a higher-level, more stable unit). Some units might have the same name as the settlement. If using the English version of the region's name, we recommend checking the Thesaurus of Geographical Names to find the preferred spelling and use.
Example	Worcestershire; California; Amapá; Gannan

4.3.3.3 Place name

Element	Place name
Definition	The name of the place where the asset was recorded or originated
Type	String-ov
Repeatable	No
Modality	Mandatory
DC equivalent	dc:spatial
Guideline	Provide the name of the village, town, city etc., or geographical feature (hill, mountain, lake, valley etc.) where the asset was recorded. Settlement names are preferred, if asset was not recorded considerable distance from a settlement. Some settlement names might have the same name as the region. If using the English version of the region's name, we recommend checking the Thesaurus of Geographical Names to find the preferred spelling and use.
Example	New York; Vumba Kuu; Jenne;

4.3.4 Socio-cultural context

Subset	Socio-cultural context
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Definition	This subset includes elements that provide information on the socio-cultural context within which the asset was created and knowledge is performed
Guidelines	The aim of this subset is to answer who, where, what, and why and to provide ethnographic context which might not be preserved within the asset itself. While some fields are not mandatory and others are format-specific, please complete as fully as possible.

4.3.4.1 Cultural group

Element	Cultural group
Definition	The cultural/ethnic group the asset records (related to items or people)
Type	String-ov
Repeatable	No
Modality	Mandatory
Guideline	This element will generally refer to the cultural community within which the project is undertaking its research. For example, if a researcher is recording Hadza material culture or Hadza social interaction, then the value of the element should be 'Hadza'.
	However, if an item from community Y is found in community X's possession and this is a rare occurrence, then the value should be 'Y'. For example, if a Datoga item is found among Hadza and this is a very rare occurrence, then the value for 'Cultural group' should be 'Datoga'.
	If a type of item that is produced by community X is commonly found in community Y, then the situation is more complicated. The value should then depend on if community Y see this object as part of their material culture or not. To elaborate a complex relationship please use the space provided in the 'Description' element.
Example	Hadza; Datoga; Inari Sami; Waiapi

4.3.4.2 Cultural context or event

Element	Cultural context/event
Definition	The cultural context or event the asset records or is associated with its production
Type	String-ovl – Cultural context
Repeatable	No
Modality	Mandatory
Guideline	The element is meant to answer the questions "What was happening when the asset was created? What event is the asset recording?". Please provide information regarding the cultural context or event associated with the creation of the asset. This can include events such as 'initiation ceremony', specific rituals, or general social gatherings, production, etc.
	A list of suggested events is provided but add additional, more specific values to the vocabulary.
Example	Initiation ceremony; social gathering; breakfast; prayer

4.3.4.3 Social group setting

Element	Social group setting
Definition	Descriptor defining the social dynamic of the group the asset records
Type	String-ovl – Social group setting

Repeatable	No
Modality	Optional
Guideline	<p>The element is meant to answer the questions “Who is being recorded in the asset? What is the relationship between the people involved?” Please provide information that most succinctly and aptly describes the group and relationship between the people being recorded.</p> <p>Of particular importance is the interaction that the asset records. For example, if the asset records a teacher talking to a group of students, the suggested value that described the relationship of this interaction is ‘Teacher-student’. However, if the asset records students interacting with each other, a more apt value would be ‘Class’.</p> <p>A list of suggested events is provided but add additional, more specific values to the vocabulary</p>
Example	Family; private; peers; teacher-student; senior-junior

4.3.4.4 Location

Element	Location
Definition	A particular place or (un)delimited space. Not part of address
Type	String-ovl
Repeatable	No
Modality	Optional
Guideline	<p>Should the location be an important characteristic of the knowledge and practice, please provide an idea of where specific tasks and interactions take place. Provide the value that answers the questions “Where specifically was this asset recorded? Where are the individual(s)? Where is the interaction taking place?”.</p> <p>The element is not part of the address.</p> <p>A list of suggested events is provided but add additional, more specific values to the vocabulary.</p>
Example	Cooking area; livestock pen; bush; field; workshop

4.3.4.5 Temporality

Element	Temporality
Definition	Socially defined aspect and organisation of time
Type	String-ov
Repeatable	No
Modality	Optional
Guideline	<p>Many tasks, ceremonies, activities etc. take place during socially defined periods of time due to seasonal variation in resource availability or other aspects associated with the passing of time. If time is important to the task, interaction, ceremonies etc. that the asset records, please provide the appropriate value.</p> <p>The element should not record when the asset was created but the temporal characteristics of what the asset records.</p> <p>If what the asset records happens only during a specific season or month, put down the name of the season or month; if it occurs on a specific day,</p>

Example	record the day. Please use local names for sequences of time, as division and understanding of time may differ to the 'Western' understanding. Spring; Wednesday; evening; Purkula [Ilchamus month]; Ilkileku [Ilchamus age set]
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4.3.4.6 Intent

Element	Intent
Definition	The purpose or intention of task/interaction/movement
Type	String-ov
Repeatable	No
Modality	Optional
Guideline	This element is meant to provide details to the questions "Why is X happening? What is the objective of Y?". It is meant to provide information beyond the evident and link records to knowledge and intentions to broader beliefs and events that might occur outside of the record.

	The field is also useful for geospatial data to specify what it is intended to show and record.
Example	Appeasing of gods and ancestors; Flirting using a flute; Resource collection; Visiting relatives; Resource location; territorial division

4.3.5 Physical item

Subset	Physical item
Definition	This subset includes elements that provide information on the characteristics of physical objects recorded by assets

4.3.5.1 Item

Element	Item
Definition	The name of a physical object, set of objects, or thing that is characterised by relative stability and a solid physical form
Type	String-ov
Repeatable	No
Modality	Optional
Guideline	Please provide the common name used for an item/object/thing or their collective noun that the asset records in English. Only provide the name of a single object or the collective noun for that set of objects. You are encouraged to complete this field if the asset records an artefact, item, or natural resource
Example	Chisel; woodworking tools; begonia; grape; cedar tree

4.3.5.2 Technique

Element	Technique
Definition	A defined way of performing and completing a particular task using skill and technology
Type	String-cv - Technique
Repeatable	Yes
Modality	Optional
Guideline	Please select a value from the controlled vocabulary list that matches the technique used in the production/mending/use of an object (to which you likely referred to in the element 'Item'). You are encouraged to complete

	this field if the asset records an artefact, item, or a natural resource made use of. Only choose one value from the list.
Example	Carved; sewn; knotted

4.3.5.3 *Material*

Element	Material
Definition	The matter from which an item is made of
Type	String-cv - Material
Repeatable	Yes
Modality	Optional
Guideline	Please select a value from the controlled vocabulary list that matches the material the item is made out of. You are encouraged to complete this field if the asset records an artefact or item
Example	Textile-linen; Metal-gold; Feather-eagle feather;

4.3.5.4 *Material alt*

Element	Material alt
Definition	The matter from which an item is made out of in the source community's language
Type	String-ov
Repeatable	Yes
Modality	Optional
Guideline	The value of this element should be a translation of the element 'Material'
Example	Tekstil-lan; dhahabu; masiba a ntsu

4.3.6 *Museum object*

Subset	Museum object
Definition	This subset includes elements that provide identifying information on museum objects recorded by assets

4.3.6.1 *Museum name*

Element	Museum name
Definition	Official name of the museum where the object studied is stored and accessioned
Type	String-ov
Repeatable	No
Modality	Mandatory if
Guideline	Please provide the full official name of the museum where the object you are studying is located.
Example	The British Museum; National Museums of Kenya

4.3.6.2 *Museum identifier number*

Element	Museum identifier number
Definition	The alphanumeric string used by the museum to identify objects within its database
Type	String-ov
Repeatable	No
Modality	Mandatory if
Guideline	Please provide the same unique identifier that the museum assigns to objects in its collections to locate, trace etc. them.
Example	YCA62958 [PRN number for the Rosetta Stone at the British Museum]

4.3.7 Administrative information

Subset	Administrative information
Definition	This subset includes elements that help with managing the asset

4.3.7.1 Date of creation

Element	Date of creation
Definition	Date of creation of the asset
Type	Constrained
Repeatable	No
Modality	Mandatory
DC equivalent	dc:created
Guideline	Enter the date the asset was created according to the Gregorian calendar using the format YYYY-MM-DD
Example	2019-09-01

4.3.7.2 Creator

Element	Creator
Definition	A Creator is the individual primarily responsible for making of the asset
Type	String-cv - Persons
Repeatable	Yes
Modality	Mandatory
DC equivalent	dc:creator
Guideline	Select the person from the list that is most responsible for the creation of the asset and contributed the most. The list draws values from the Persons spreadsheet. The name of the creator will have to be put into the Persons spreadsheet before it can be selected from the list.
Example	Nik Petek-Sargeant; Janez Novak

4.3.7.3 Participant

Element	Participant
Definition	An individual responsible for contributions to the asset
Type	String-cv - People
Repeatable	Yes
Modality	Mandatory
DC equivalent	dc:contributor
Guideline	Select a person from the list, which draws values from the People tab. The name of the participant will have to be put into the People tab before it can be selected from the list. List people who have either helped create the asset or are recorded in it
Example	Nik Petek-Sargeant; Janez Novak

4.3.7.4 Rights ownership

Element	Rights ownership
Definition	Information about who owns the rights in and over the resource
Type	String-ovl - People
Repeatable	No
Modality	Mandatory
DC equivalent	dc:rights
Guideline	Please choose who or which entity owns the rights to the asset described. You can either choose from the list of suggested names based on information in the 'Persons' group or write in another person or entity.

Example	John Doe; Janez Novak; the British Museum; University of Ghana; Community X
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4.3.7.5 Licence

Element	Licence
Definition	A legal agreement under what conditions the asset can be used and distributed
Type	String-cv – Licence
Repeatable	No
Modality	Mandatory
DC equivalent	dc:license
Guideline	Select CC-BY-NC-SA 4.0
Example	CC-BY-NC-SA 4.0

4.3.8 Access

Subset	Access
Definition	This subset includes elements that help with managing access to assets and provide information on cultural sensitivity

4.3.8.1 Cultural sensitivity

Element	Cultural sensitivity
Definition	Community specific standards that govern practices and who has access to that knowledge
Type	String-ov
Repeatable	No
Modality	Optional
Guideline	Assets can record practices, rituals, and ceremonies and experiences and stories that could be considered culturally or personally sensitive by the source community and individuals. Therefore it would not be appropriate to share with the general public. Please specify the custom/norm/cultural/personal restriction that applies to what the asset records, if sharing that information would have serious detrimental consequences for the source community or an individual.
Example	Secret location of resource Y (for geospatial data for example); Personal experience of abuse

4.3.8.2 Access restriction

Element	Access restriction
Definition	Availability of the asset
Type	String-cv
Repeatable	No
Modality	Mandatory
Guideline	Choose 'TRUE' or 'FALSE' based on your assessment, if access to the asset should be restricted. If you choose 'Yes' you will have to justify your choice in 'Restriction reason' and specify if access should be restricted permanently or if for a specified period.
Example	Yes; No

4.3.8.3 Restriction reason

Element	Restriction reason
Definition	Justification for limiting access to the asset
Type	String-ov
Repeatable	No

Modality	Mandatory if
Guideline	This field is mandatory if the value for 'Access restriction' is TRUE. Please justify your choice and specify what consequences the publication of this asset could have for the community or individual. Specify if access should be restricted permanently or if for a specified period.
Example	Asset records location of resource Y. Making the asset public could result in illegal X.; Person Z recounts the experience from the civil war. Making the asset public would endanger person Z.

5 Vocabulary lists

5.1 Continent

The following controlled vocabulary list is used to identify the continent:

- Africa
- Asia
- Australia
- Europe
- Oceania
- North America
- Middle America and Caribbean
- South America

The list is based on consideration of geographical continents and broad cultural affinities.

5.2 Country

The metadata schema uses *ISO3166-1:2013 Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes* as the controlled vocabulary list for all elements requiring geographical specification at the country level.

5.3 Language

The metadata schema uses *ISO639-3 Language codes* as the controlled vocabulary list for all elements that specify the language of persons, assets, etc.

5.4 Gender

The following open vocabulary list is used to identify the gender of persons:

- Female
- Male
- Unidentified
- Unknown
- [Additional value]

Cataloguers can add any number of additional values they consider required to adequately record the gender and identity of project participants.

5.5 Role

The following open vocabulary list for person roles is used:

- *Annotator*: The person produced annotations and/or transcriptions of resources/assets

- *Author*: The person responsible for the creation of the content
- *Collaborator*: The person is a collaborator on the project and significantly contributes to the intellectual vision and development of the project
- *Consultant*: The person contributes expertise and advice
- *Demonstrator*: The person that demonstrates how something is done or used (a production or resource collection technique, how to play an instrument etc.). The choice between 'demonstrator' and 'performer' may depend on the environment and context of the resource creation. Generally, if a person is situated in a ritual, performative environment, they should be identified as a performer.
- *Editor*: The person reviewed, corrected, and/or tested a resource/asset
- *Filmer*: The person responsible for filming
- *Illustrator*: The person responsible for drawings and other illustrations
- *Interpreter*: The person translates in real-time or explains the discourse /event recorded. The choice between 'interpreter' and 'translator' may depend on the dynamics of the resource creation and process. Generally, if the person is translating live, they should be identified as an interpreter
- *Interviewee*: The person answering the interviewer's questions and whose responses form part of an asset/resource
- *Interviewer*: The person conducting an interview that forms part of an asset/resource
- *Performer*: The person performed some portion of a recorded or filmed asset; e.g. storyteller, dancer, musician etc.
- *Photographer*: The person responsible for taking photos
- *Project investigator*: The lead investigator and researcher of the project
- *Recorder*: The person making audio and/or visual recordings
- *Research assistant*: A person, generally from the local community, who significantly contributes to the data collection and other aspects of the project but is neither a collaborator or the project investigator
- *Researcher*: The person investigating and analysing the content of the data as part of the project
- *Translator*: The person producing a translation of the original content

The list is partially based on the IMDI Actor.Role⁷ and the OLAC Role Vocabulary⁸ terms.

5.6 Format type

The following controlled vocabulary list is used to identify the file format of assets:

- Audio/wav
- Video/mp4
- Video/mts
- Text/pdf
- Text/html
- Shapefile/shp
- Image/tiff
- 3D image/STP
- 3D image/OBJ

⁷ https://tla.mpi.nl/wp-content/uploads/2012/06/IMDI_Metadata_3.0.4.pdf

⁸ www.language-archives.org/REC/role.html#participant

5.7 Cultural context and events

The following open vocabulary list is used to identify cultural contexts:

- *Building*: a structure is being built or renovated
- *Ceremony*: the asset is recording a ceremony or part thereof
- *Funeral*: the asset is recording a funeral or part thereof
- *General production*: the asset records somebody making an item/object
- *Gift exchange*: a person or persons are presenting or exchanging presents with another individual
- *Initiation ceremony*: assets records objects and events associated with an initiation ceremony
- *Meal*: asset records events and processes associated with making and eating a meal
- *Resource collection*: events and processes that lead to and are associated with any kind of resource collection and extraction
- *Rite of passage*: asset records events and objects used and associated with a rite of passage
- *Social gathering*: asset records a group of people socialising and items/objects generally used during such gatherings
- *Storytelling*: an individual or individuals tell stories to one another and/or a gathering of people
- *Teaching-learning*: asset records context where an actor has intention to teach/learn from another actor
- *Trade*: asset records persons trading items
- *Wedding*: asset records a wedding event and/or objects and resources associated with it.

5.8 Social group setting

The following open vocabulary list is used to identify social group settings:

- *Class*: a group of individuals whose relationship together would constitute a class
- *Client-Producer*: the relationship between individuals recorded is that of client and producer or seller
- *Community*: a large variety of ages, social standings, genders, life stages etc are captured in the asset
- *Controlled group*: a group of individuals specifically brought together for the purpose of creating the asset in question
- *Elders*: older or elderly members of a community who gained a respected social standing and could be considered leaders or advisors of that community
- *Family*: individuals who are related to each other by blood and/or marriage and can include close or extended family members
- *Husband-wife*: The individuals recorded are married
- *Interviewer-interviewee*: individuals having a discussion with the purpose of eliciting specific information
- *Parent-child*:
- *Peers*: a group of people of approximately the same age, age-set and social standing
- *Private*: a single individual is recorded
- *Senior-junior*: an individual has a higher social standing and is in a superior position to the person they are interacting with
- *Siblings*: two or more individuals who have the same mother and/or father

- *Teacher-student*: an individual is providing instructions on how to do something to other people

5.9 Location

The following open vocabulary list is used to identify locations:

- *Bedroom*
- *Bush*
- *Church*
- *Cooking area*
- *Enclosure*
- *Field*
- *Forest*
- *Grove*
- *Home*
- *Livestock pen*
- *Mosque*
- *Pasture*
- *River*
- *Sacred space*
- *Temple*
- *Workshop*
- *Garden*

5.10 Technique

An extensive list of production/manufacturing techniques, extracted from the British Museum's MuseumIndex+ database, has been provided as the controlled vocabulary for the element 'Technique'.

To find the right term, please search through the list and include synonyms among the search terms.

The controlled vocabulary has a 2-level hierarchy applied to some techniques to provide further specificity. Higher order terms start with an upper-case letter and lower order terms start with a lower-case letter. The two terms are linked by a hyphen [-]. Examples:

- Textile-lacework
- Metal-hammered
- Embroidered-cross stitch
- Applied-appliqué

From the examples you can see that higher order terms relate to a) the material that a technique is generally used on (Metal, Textile), or b) a general term for a method of making that can encompass a range of more specific methods (Applied, Embroidered). The lower order terms relate to the specific technique (lacework, cross stitch).

Terms that do not have a 2-level hierarchy applied to them start with a lower-case letter. Examples:

- engraved
- drilled
- sewn

If a term for a technique is not available in the list, please email emkp@britishmuseum.org and provide the name of the technique, if it can be added to one of the existing hierarchies and on what material it is generally used.

5.11 Material

A controlled vocabulary with an extensive list of materials, extracted from the British Museum's MuseumIndex+ database, has been provided for the element 'Material'.

To find the right term, please search through the list and include synonyms among the search terms, including scientific terms. Examples:

- Animal-arachnid tissue – for items made of spiders
- Carapace-armadillo shell – carapace for hard protective shells

The controlled vocabulary has a 2-level hierarchy applied to the majority of materials for easier searching and to provide further specificity. Higher order terms start with an upper-case letter and lower order terms start with a lower-case letter. The two terms are linked by a hyphen [-]. Examples:

- Animal-bird tissue
- Bird-eagle tissue
- Feather-eagle feather
- Bark-oil palm bark
- Ceramic-plumbago
- Fur-rabbit fur
- Mammal-gazelle tissue
- Metal-gold
- Stone-limestone
- Wood-acacia wood

From the first three examples you can see that the specificity of the material depends on the researcher and the level of detail they are able to provide. Please familiarise yourself with the list and choose the most appropriate value from the list.

If a term for a material is not available in the list, please email emkp@britishmuseum.org and provide the name of the technique, if it can be added to one of the existing hierarchies and on what material it is generally used.