DAMS Guidelines for Required and Recommended DAMS Metadata
in Digital Still Images, Audio, Video, and Digital Art Files
by SI DAMS TEAM – Smithsonian Institution, July 2020.

Document Information

Title	**DAMS Guidelines for Required and Recommended DAMS Metadata in Digital Still Images, Audio, Video, and Digital Art Files**
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Document Type	DAMS Metadata Guidelines
Publication Date	2016; revised June 2017; revised July 2020

I. Introduction

This document defines the recommended DAMS guidelines for embedded and DAMS level metadata for digital images, audio and video at the Smithsonian Institution. Please note that this document does not include all of the DAMS metadata fields. **This document defines only the required and minimum recommended fields** and is based on the 2010 EMDaWG Basic Guidelines for Descriptive Embedded Metadata, as well as discussions in the SI AVAIL Working Group, and practices of units using the SI DAMS. It represents a consensus of practitioners across various units about how to better manage the data that is populated into our digital image, audio, and video files. Its intention is not to dictate practice, but rather to provide guidance for those working with digital assets across the media types within the SI DAMS.

Though we acknowledge that this information continues to evolve, we also recognize the Institution's desire for clarity about how to identify and use digital materials at this point in time. Further, a commonly understood and implemented metadata terminology will assist in the implementation of the goals and objectives of the overall Smithsonian Strategic Plan, as well as museum Unit Digitization Plans.

The group recommends that the DAMS metadata management criteria be reviewed every 2 years to stay current with best practices.

This document is presented in Sections and identifies the following:

1. Required core set of DAMS level metadata
2. Recommended set of DAMS level metadata
3. Recommended set of embedded metadata for Images
4. Recommended set of metadata for Audio
5. Recommended set of metadata for Video
6. Recommended set of metadata for Digital Art
7. Required set of DAMS level metadata for Non-SI content
8. Recommendations of data value types not to embed in digital files
9. Appendices

II. Background

In the previous EMDaWG document, we introduced the concept of metadata, its uses, and types of metadata. For an introduction to metadata please refer to the EMDaWG document, available on the DAMS SharePoint site.

The Digital Asset Management System (DAMS) has evolved the metadata models across images, audio, and video, and has recently added a fourth metadata model, the Digital Art Model. The four established metadata models were created collaboratively by various pan-institutional working groups of digital content stakeholders. All files stored in the DAMS are assigned to one of these metadata models upon import. Each model contains fields for administrative and rights tracking, technical documentation about the files, embedded data, and enhanced description. The Core Image Model was the first model that was collaboratively designed and established the standard for the additional models. With the recent introduction of the Digital Art Model, some additions and modifications have been standardized across all models.

A minimal amount of metadata within digital assets takes on critical importance when it comes to the Institution's enterprise Digital Asset Management System (DAMS). The SI DAMS is an Institution-wide application used for storing, searching, retrieving, transforming, and delivering digital assets. Without the requisite metadata to accompany each digital asset, the DAMS would safely store the millions of assets being held in the repository, but there would be no efficient way to search for or to retrieve assets. The SI DAMS' extensive Core Metadata Models[1] form the basis for the DAMS functionality.

The initial group tried to keep in mind digitization workflows, productivity, and availability of software across the Institution to facilitate practical implementation. We realize that a variety of people--photographers, digital imaging specialists, video and audio producers, web practitioners, scientists, interns, vendors, etc.—are now creating a wide variety of digital assets. Units are also managing collections using various databases and Collection Information systems (CIS). The DAMS is now integrated to various CIS's through CDIS and CDIS units can specify which CIS metadata they want synched to DAMS asset metadata. In addition, embedded metadata is being applied to assets by digital asset creators (i.e. photographers, digital imaging specialists, vendors, interns).

In 2018, in collaboration with the units, a set of required metadata fields was established to store Non-SI content in the SI DAMS.[2] This content may have limited-use restrictions, may be licensed content either for a specific amount of time or in perpetuity, may have strict license use terms, and/or may be 3rd party licensed. DAMS annual reporting to units will rely on these fields.

In 2020, this document was updated to reflect changes to the Rights module under a revised Smithsonian Directive 609. Additional requirements are added for content defined under the Smithsonian Privacy rules.

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[1]Go to the DAMS SharePoint site for full metadata model information
https://sinet.sharepoint.com/:f:/r/sites/DAMS/Shared%20Documents/Metadata%20Documentation
[2]NOTE: Files containing sPII should not be ingested to DAMS.

III. Recommendations

In addition to the recommendations defined in this document, the group recommends a *minimal core set* of embedded metadata *when supported for the target file format and workflow*. Since many units across the institution are already using a version of the International Press Telecommunications Council (IPTC) format[3] for images; BEXT, INFO[4], and ID3[5] for audio; and a limited set of XMP Dublin Core[6] fields for video, this document provides a recommended suggested set of embedded metadata as an extension to the core set of fields. Depending on the file format, embedded metadata can be stored within the file itself in a variety of methods. For example, in recent versions of many image viewing and processing programs, embedded IPTC data is increasingly being saved in XMP[7] format. However, the recommendations in this document do not indicate a preference on which method should be used to add the embedded metadata to the file.

The tables below contain the element name, definition of that element, sample data values, and notes. It should also be noted that when considering digitization, file naming conventions should be established beforehand and contained within the units digital file specifications. When repurposing the digital surrogates, i.e. Web use, image fulfillment, we recommend *against* stripping out the embedded metadata for various reasons stated above.

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[3]Go to www.iptc.org for detailed information regarding IPTC

[4]Go to www.digitizationguidelines.gov/guidelines/digitize-embedding.html for details on BEXT and INFO chunks in WAVE files or http://bwfmetaedit.sourceforge.net

[5]Go to http://id3.org for ID3 tag documentation in MP3 files

[6]Go to http://dublincore.org/documents/dces/ for Dublin core elements

[7]Go to www.adobe.com/products/xmp/ for detailed information regarding XMP, and to www.adobe.com/devnet/xmp/for the XMP specification documents.

Common Metadata Fields

This section defines guidelines and recommendations for DAMS metadata fields that are present in all metadata models.

Required Common Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
SI Holding Unit	SI Unit that is currently responsible for management and stewardship of the digitized or born-digital asset.	• AAA-Archives of American Art • CFCH–Center Folklife & Cultural Heritage	These are controlled domain vocabulary values presented in a drop down list.
Administrative Class	Defines the SI Classification for the Digital Asset.	• SD600 – Collection Item: Identifies the Digital Asset as a Collection Item component and does not need to specify whether surrogate or PDCO. • SD600-PDCO – Primary Digital Collection Object: As defined by the Smithsonian Digitization Program Office (DPO) - Identifies a Primary Digital Collection Object. (Born Digital when acquired or a Digital file that replaces the physical object once deaccessioned). • SD600-S - Collection Digital Surrogate: Identifies a digital representation of a physical collection object. • None: For all other assets.	These are controlled domain vocabulary values presented in a drop down list.
Integrated System ID and Source Type	This field is required for CDIS integrated assets and will be auto populated by CDIS from the Unit Collection Information System (CIS). The Integrated System ID field contains Source system ID#, Accession #, or Unit	• 1980-14-1314 • ELS2006.1.1.1-3	This field is required for CDIS Integrated assets and will be auto populated. For non CDIS units, the unit will be required to update the **Source System Identifier** field after ingest into the DAMS for

	assigned ID for the digital asset to reflect the Collection Object ID. The Source Type field is also auto populated with a domain value identifying the CDIS linked system. If the asset is not integrated, units should add the collection identifier to the DAMS Source System ID field for SD600 collection assets.		any asset tagged with an SD600 value. **NOTE: The logic may be different for each unit in mapping from the CIS. The DAMS team will work with the Units to configure the format.**
Global Unique Identifier (GUID)	The Global Unique Identifier (GUID) is used to uniquely identify the associated Object or Collection Item across all SI systems[8]. GUIDs are assigned on the object level and media level.	• Integrated System ID: http://n2t.net/ark:/65665/m31482951d-52b1-4c1f-a95b-b743480271cf Source Type: GUID - MultiMedia ID • Integrated System ID: http://n2t.net/ark:/65665/fd5188a4a9d-759b-4d33-a26e-41f1b976ea86 Source Type: GUID - Collection ID	This value is auto generated and populated from the CIS for integrated assets. This is a required field for all SD600 collection assets and the value is added to the Integrated System ID field for integrated assets. The Source Type field is then also auto populated with the GUID type. For Information on SI GUID implementation go to the Open Access Confluence Site.

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Export for Delivery Service*	For images, a “Yes” value will auto generate a derivative asset that is delivered to the Smithsonian Image Delivery Service (IDS). IDS image derivatives are also used by CIS systems integrated through CDIS. For audio assets a “Yes” value will deliver an MP3 derivative that can be used in public facing web sites. For video assets, the Export for Delivery Service value will always be “No” until automated video delivery becomes available for video assets. If a video derivative is required it will be necessary to manually export the derivative in the desired delivery format.	• Yes • No	Note: For images, SI has an internal and external IDS. The Export for Delivery Service = Yes generates and delivers a derivative asset. To control IDS delivery to internal only use the DAMS “Delivery Restriction” field=Yes. *Export for Delivery Service was formerly called For Public Use. Delivery Restriction was formerly called Is Restricted For more information, reference the DAMS Image Delivery Guide.
SI Usage Statement	Summary categories for usage rights for the digital asset. Please refer to the common vocabulary as defined in SD609: Digital Asset Access and Use.	Domain values: • CC0 • Usage conditions apply • Not determined	Default value is “Not determined” If “Usage conditions apply” is selected, user must fill out the “SD 609 Restrictions” field and the optional “SI Usage Notes” field. See SD609 for Restrictions definitions. If CC0 is selected, assets will be prepared for Open Access delivery. See the SI DAMS Open Access Implementation Guide for requirements.

SD 609 Restrictions	Specifies the nature of the restrictions for usage, access and/or distribution of this digital asset. Please refer to the common vocabulary as defined in SD609: Digital Asset Access and Use.	Domain values: • A1a Copyright • A1b Moral Rights • A1c Trademark • A1d Patent • A1e Rights of Privacy and Publicity • A1f Sensitive Personally Identifiable Information • A2 Contractual Restrictions • A3 Native American and Native Hawaiian remains and objects • A4 Cultural items returned to their country of origin • A5 Rare, threatened, or endangered species • A6 Images, media, or data that reveal site locations • A7 Uncertain provenance • A8 Records not covered by this policy • A9 Other legal restrictions • B1 Sensitive content • B2 Unpublished research data, resources • B3 Resource limitations	If "Usage conditions apply" is selected, user must fill out the "SD 609 Restrictions" field and has the option to enter text in the "SI Usage Notes" field. See SD609 for Restrictions definitions.

Recommended Common Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
SI Department	Department which is directly responsible for approving access to and use of the digitized or born digital asset.	• NMNH-Collections 33200 • CHSDM-Curatorial-584000	These are controlled domain vocabulary values.
Other Managing Unit	In some cases, a Holding Unit will share responsibility for the asset with another unit. The "Other Managing Unit" will have shared responsibility for management and stewardship of the digitized or born-digital asset.	Values will combine unit abbreviation followed by name: • AAA-Archives of American Art • CFCH–Center Folklife & Cultural Heritage	
Description	Description of the content of the digital asset or what the digital asset represents.	"This raw video footage of Chilean fisherman was captured by Chris Bezamat during an expedition to the …"	
Asset Creator	The name of the person or vendor that created or generated the digital asset file.	• Smith, Stephanie • Picturae	When entering the name of a person, it is recommended to enter data in Last Name, First Name format.
Original Content Type	Categorical classifications for content types. Used for reporting and integrity processes.	• Archival Content • Artwork • Collection Item • Communications Materials • Documentation of Collections • Educational Productions • Event Documentation • Exhibition Components • Interviews • Oral Histories	These are controlled domain vocabulary values presented in a drop down list.

		• Research or Study Collections • Non-SI • TBMA	
Collection ID	ID# for this set of related digital assets.	Example: “5589” or “afc2010039”	

Core Image Metadata Model
Strongly Recommended: Core Set of Image Embedded IPTC Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
IPTC Document Title	File number, Accession Number, Catalog Number, Digital File Name, Negative, Number, Unique Identifier root level etc.	1) LB016021-a; 2) 08596201; 3) 23456.000; 4) 123457.000; 1234568.000 * 5) P00001 6)20100121_01a_csf_ps_001.tif	3) Example of a catalog number 4) Example of multiple objects in one image 5) Example of a catalog number 6) Example of file name representing coverage of event at NMAI
IPTC Copyright Notice	Copyright Notice	1) The Smithsonian continues to research information on its collections. Contact Smithsonian for current status. 2) This image is in the public domain. 3) Copyright National Anthropological Archives, Smithsonian Institution 4) Copyright William M. Groethe	Smithsonian staff should provide accurate copyright information particularly if the copyright status is known. The following default statement should only be used if the unit does not know the copyright status of the work. 'The Smithsonian continues to research information on its collections. Contact

			Smithsonian for current Status[9].
IPTC Source	Name and Abbreviation of SI owning unit, Smithsonian Institution	1) NMAI-Natl. Museum of the American Indian, Smithsonian Institution 2) NAA- Natl. Anthropological Archives, Smithsonian Institution	
IPTC Creator (*Note: Unit makes decision. Unit documents how they reached this decision). In the DAMS the IPTC Creator field is mapped to the Asset Creator field, which is the creator of the digital object.	Creator of digital object *or* Creator of original object	1) Smithsonian Institution Libraries 2) Department of Anthropology 3) National Anthropological Archives 4) Photographer Name 5) Cynthia Frankenburg 6) William Greene	4) **If author is not known then default to department name (refrain from using acronyms)* *5)* *if Creator=name then Creators Title field is populated. Job Title=Photographer 6) **if Creator=name then Creators Title field is populated. Job Title=Scanner* *Creator original object

Recommended Set of Image IPTC Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
IPTC Date In the DAMS IPTC Date is mapped to Asset Creation	Date of Object *or* Date of Creation of Digital Asset	1) 07/23/1967 2) 02/14/2009	Date structure for IPTC is MM/DD/YYYY. Description field can be used if date range or other date

[9] The DAMS Team recognizes that copyright data may change; however, since copyright data is important it is best to enter if it is known.

Date, which is the creation date of the digital object.		3) 01/01/2001	structure is being used. If year is only known, then default to the first day of the first month of the year. 01/01/2001 would be the value for sometime during the year 2001.
IPTC Description	Free narrative text	1) 123457.000(right);123458.000 (left) 2) Cultural Resources Center 2007 Powwow Open House, CRC Open House, CRC Exterior, Chief Joseph, Nez Perce 3) scan from 4x5 CT, slide or B&W negative 4) media of original art (oil on canvas, watercolor, etc.)	1) **see above under Title example. This field is used to locate individual objects within an image that contains multiple objects.*
IPTC Keywords	Free text field but should be used to store a list of standard term(s) separated by a common delimiter such as semicolon.	1) Lighting Archive; Electrification; Lighting; Lighting Fixtures; Architectural History; History of Architecture 2) Object; Publication; Our Lives 3) Alice Fletcher; Francis La Flesche; 4558 4) Viento de Agua; plena; bomba	This list can come from any existing controlled vocabularies like your unit CIS' Iconography lookup list, public resources such as Library of Congress Subject Headings, taxonomic checklists, etc. The goal is to be *consistent* with in your unit as this is a field whose data is often used for searching. For instance, if you use singular form, stick with singular form, don't alternate between

		5) rugby; Wales; sports	singular and plural. Don't alternate between variations, like US, USA, or United States. *(See below for links to controlled vocabularies 2) ** taken from defined look-up list in database: Object=image of object in the collection; Publication= quality suitable for publication; Our Lives=imaged for Our Lives exhibition.*
IPTC Credit/Provider	What you would like to accompany the image in a publication. Ex: Image Number, SI owning Unit, Smithsonian Institution	1) Image Number, NAA, Smithsonian Institution 2) Don Hurlbert, Smithsonian Institution 3) Photographer's name, museum (i.e. National Portrait Gallery) ** Ernest L. Spybuck (Absentee Shawnee, 1883– 1949), *Procession before War Dance*, ca. 1910. Watercolor on paperboard, 42.2 x 63.9 cm. Oklahoma. Photo by David Heald. 2/5735	
IPTC Job Identifier	Instructions or unit id	MSC07-04608	
IPTC Headline	(Formally called Caption) A descriptive title or a caption.	This field was formerly known as "Caption". If you are using older software you may still have Caption and not have "Headline"	

Core Audio Metadata Model

This section defines guidelines and recommendations for DAMS metadata fields for audio assets. Embedding BEXT and INFO chunks in WAVE files and ID3 tags for MP3 files is highly recommended. DAMS fields are offered as options, especially when not embedding.

Strongly Recommended Set of Embedded Audio Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
BEXT Originator	The entity responsible for the creation, maintenance, preservation of this digital item. The archival entity should be identified at the most specific level within the institution. Values: [Country code]comma space[Entity name]	US, SI, CFCH	Limited by 32 characters
BEXT OriginatorReference	a non ambiguous reference allocated by the originating organization. Values: Under 32 characters: Identifier string Over 32 characters: See Description	HAYS-RR-0024	Limited by 32 characters Recommended but not required to duplicate in BEXT Description field.
BEXT Description	This element is recommended as a container for identifiers for the work at hand and/or as pointers to additional, non-embedded (externally maintained) metadata. Values: If labeled: Identifier [comma space] type [comma space] comment [semicolon-space if more than one identifier] If no labeling: Identifier	HAYS-RR-0024	Limited by 256 characters Two common practices: The first is the tagging of identifiers (URLs) to permit them to be properly understood. The second is the repetition of the principal identifier (as provided without tagging) in OriginatorReference as the first identifier in Description, where labeling as to its origin or purpose can be provided. The last 192 characters can be

			used for details.
BEXT OriginationDate	The date of creation of the audio sequence. The file creation date. The format is YYYY-MM-DD (year-month-day).	2014:04:18 11:30:00	
BEXT Version	An unsigned binary number giving the version of the BWF.	2	Required by EBU specification. 2, the most recent version, is most often chosen.
ID3 Encoded By	The name of the person or organization that encoded the audio file. This field may contain a copyright message, if the audio file also is copyrighted by the encoder.		TENC
ID3 Band	Information about the performers in the recording.	David Bowie	TPE2
ID3 Audio Publisher	The name of the label or publisher.	Smithsonian Folkways	TPUB
ID3 Year	A numeric string with a year of the recording. Four characters long.	1994	TYER

Additional Recommended Set of Embedded Audio Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
BEXT OriginationTime	The time of creation of the audio sequence. The format is HH-MM-SS (hours-minutes-seconds). This is understood to mean the local time in the time zone for the archival entity.	2014:04:18 11:30:00	
BEXT CodingHistory	This element is designed to hold data on the digitizing process including signal chain specifics, sample rate and bit depth, and other	A=ANALOGUE,T=Tascam BR-20 A=PCM,F=96000,B=24,T=Benchmark ADC1 - RME HDSPe AIO	The first line documents the analog source recording, the second line contains data on the capture process, the third line of

	elements. It is defined as a collection of strings, each presented on a separate line, containing a history of the coding processes applied to the file.		data records information on the storage of the file. A new line is added when the coding history related to the file is changed.
INFO-IENG	Stores the name of the engineer who worked on the file. If there are multiple engineers, separate the names by a semicolon and a blank.	Walker, Dave	If Known
INFO-IARL	Archival Location Values: [Country code]comma space[Entity name]	US, SI, CFCH	
INFO-INAM	The title of the subject of the file also any descriptive information for the work.		Should put Description of the work in this field or ICMT, not in BEXT Description.
INFO-ICMT	Provides general comments about the file or the subject of the file.		Should put Description of the work in this field or INAM, not in BEXT Description.
INFO-ICOP	Copyright: Records the copyright information for the file.	This recording was obtained from the Smithsonian Institution. The recording or its contents may be protected by international copyright. Contact the Rinzler Archives of the Smithsonian Center for Folklife and Cultural Heritage for current copyright status.	Free text. Smithsonian staff should provide accurate copyright information particularly if the copyright status is known. The following default statement should only be used if the unit does not know the copyright status of the work. 'The Smithsonian continues to research information on its collections. Contact Smithsonian for current status'[10].

[10] The DAMS Team recognizes that copyright data may change; however, since copyright data is important it is best to enter if it is known.

INFO-IKEY	A list of keywords that refer to the file or subject of the file.	zoology; The Civil War	Separate multiple keywords with a semicolon and a space.

Recommended Set of DAMS Audio Metadata Fields (especially if not embedding)

Metadata Field Name	Definition	Sample Data Value	Notes
Asset Creation Date	Date when the digital file was created	05/20/2007	
Asset Coding History	Notes regarding the coding processes applied to the assets from time of origination to present Preservation History or Transcoding History	1/4" Open Reel Half Track transferred to digital	For use especially if made in house
Caption	Caption to accompany digital asset		Note: To hold public data delivered out with the file
Event	The name of an Exhibition or other event associated with the digital asset	Secretary Clough Inauguration	For use when event related.
Title/Group Title	A word or phrase that names an asset or group of assets.		

Core Video Metadata Model

This section defines guidelines and recommendations for DAMS metadata fields for video assets. Embedding XMP Dublin Core tags is recommended for appropriate workflows with extraction supported by DAMS. DAMS fields are offered as options, especially when not embedding.

Recommended Set of Embedded Video Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
Core Title	A name given to the resource; title of the work.	The Rise and Fall of Ziggy Stardust and the Spiders from Mars	Dublin Core definitions
Core Rights	Information about rights held in and over the resource; contact statement recommended.	This recording was obtained from the Smithsonian Institution. The recording or its contents may be protected by international copyright. Contact the Rinzler Archives of the Smithsonian Center for Folklife and Cultural Heritage for current copyright status.	Free text. Smithsonian staff should provide accurate copyright information particularly if the copyright status is known. The following default statement should only be used if the unit does not know the copyright status of the work. 'The Smithsonian continues to research information on its collections. Contact Smithsonian for current status'.
Core Description	An account of the resource; description of the work		
Core Creator	An entity primarily responsible for making the resource. Can be a person, an organization, or a service	Weber, Charlie	When entering the name of a person, it is recommended to enter data in Last Name, First Name format.
Core Subject	The topic of the resource; keyword terms.	zoology; The Civil War	

Recommended Set of Video Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
Asset Creation Date	Date when the digital file was created	05/20/2007	
Asset Coding History	Notes regarding the coding processes applied to the assets from time of origination to present Preservation History or Transcoding History	1” video transferred to digital	Note: for use especially if made in house
Caption	Caption to accompany digital asset		Note: To hold public data delivered out with the file
Event	The name of an Exhibition or other event associated with the digital asset		Note: For use when event related.
Title/Group Title	A word or phrase that names an asset or group of assets.		
AV Asset Type	Functional asset types based on media management as a discipline. See list of sample values.	Video – Original	

Digital Art Metadata Model

This section defines guidelines and recommendations for DAMS metadata fields for digital assets that are components of Smithsonian artworks or SD600 collection items. Embedding is not recommended, as they are considered artefactual in nature. Highly recommended DAMS fields are listed below.

Highly Recommended Set of Digital Art Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
Source System Identifier	Accession # (for the Object)	08.20	This is the Collection Object Unique ID in the CMS.
1st Alternate Identifier	Component #	08.20l	This is the Collection Component Number in the CMS
2nd Alternate Identifier	File Unique ID	08.20l-001	If the Collection Component # in the CMS has multiple files, this is the unique ID for the file itself (root level)
Original Content Type	Categorical classifications for content types. Used for reporting and integrity processes.	TBMA	Use TBMA if a TBMA component, otherwise use Collection Item. Non-SD600 assets should not use the Digital Art Model (unless they are directly supporting artworks)
Administrative Component Type	Defines the component package type.	Acquisition	
Asset Source	Where asset was acquired	Created by artist/gallery name/vendor name	In other models this is the Asset Creator
Asset Source Date	When digital asset was created	06/13/2007	In other models, this is the Asset Creation Date

Additional Recommended Set of Digital Art Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
Artist	Artist name of artwork	Guido van der Werve	
Artwork Date	Date of Artwork	2007	
Title	Title of Artwork	Nummer Negen (#9) The Day I Didn't Turn With the World	

Non-SI Content

This section defines metadata fields that are required for Non-SI content stored in the SI DAMS. This content may have limited-use restrictions, may be licensed content either for a specific amount of time or in perpetuity, may have strict license use terms, and/or may be 3rd party licensed. DAMS annual reporting to units will rely on these fields. Adding additional rights metadata, ingesting license agreements linked to the assets, and securing the files through appropriate security policies is also highly recommended. Note that documents containing sPII should not be ingested to DAMS.

Required Set of Non-SI Content Metadata Fields

Metadata Field Name	Definition	Sample Data Value	Notes
Original Content Type	Categorical classifications for content types. Used for reporting and integrity processes.	Non-SI	This is a multi-select field and other domain values can also be chosen. This tag will be used for reporting.
Embargo	Designates an asset as withdrawn from visibility or distribution within the DAMS repository. **IF YES**, Embargo Details, Embargo End Date and Embargo Begin date are required **IF NO**, Terms and Restrictions field is required to specify non-SI content holder/notes as appropriate	Yes/No	Must select Yes or No for Non-SI content. Note that this does not lock down the asset in DAMS. The asset must have a Security Policy as appropriate to either restrict or open up access to the asset within DAMS.

Required Set of Non-SI Content Metadata Fields IF Embargo is set to YES

Embargo Details	Information about the Embargo specifics.	Example: Can only be exhibited once within a 3 year period. Next exhibition date no sooner than 1/1/2018.	Details about the Embargo, limited-use, license, etc.
Embargo End Date	The date the Embargo period ends.	05/01/2016 (MM/DD/YYYY)	(MM/DD/YYYY) format. If restriction does not specify an

			end date, please enter 01/01/9999.
Embargo Begin Date	The date the Embargo period is to begin.	05/01/2016 (MM/DD/YYYY)	(MM/DD/YYYY) format. If restriction does not specify a begin date, please enter 01/01/9999.

Required Set of Non-SI Content Metadata Fields if Embargo is set to NO

Terms and Restrictions	Complete set of terms and restrictions related to the asset	Full text of legal terms and restrictions and/or details about the Non-SI content holder	Details about the Embargo, limited-use, license, etc.

Highly Recommended Set of Non-SI Content Metadata Fields

Rights Holder	Name and full contact information for the rights holder.	Example: Cleopatra Records, 11041 Santa Monica Blvd Los Angeles CA 90025. Phone: 310.477.4000	
Acquisition From	The person/organization from whom the digital asset was acquired.	Example: “Smith, Caroline T.”	

Data Value Types Not Recommended:

Embedded metadata by its nature is part of the digital file and therefore travels with the file throughout the entire lifecycle from creation to archiving or deletion. As a result, data that is embedded should be information that will remain valid as long as the file exists, which, for a cultural heritage institution is theoretically forever. Specific data that is subject to change over time is best maintained in a collections information system (CIS) or other management database linked to the image. Information such as specific website addresses, phone numbers, emails, etc. will not remain valid in the long term and should be avoided in embedded metadata schemas.

Also be aware that embedding data is not supported or recommended for all file formats. There are video formats that will not accept it. If the digital asset file is an artwork, embedding data will change the file and may thus compromise its artifact status. In these cases, one should use the DAMS recommended fields to appropriately describe the asset.

It is also important to note that a digital file will likely be repurposed or reused frequently throughout its lifetime. Any metadata embedded into the file should be acceptable for viewing by all persons, including the general public. Sensitive information such as insurance valuations, localities of endangered species, specific storage locations, etc. are not appropriate as embedded data values.

IV. Conclusion:

Digitization has become a critical part of the core business functions of the Smithsonian. In order to support the goals and objectives of the Smithsonian Strategic Plan and museum Unit Digitization Plans, we as creators and stewards of the Institution's digital wealth, must implement procedures and processes that encourage, support, and strengthen the Smithsonian's goal of making digital content easy for the public to find and use[11], while continuing to broaden access.

We will continue to make great strides in the development and creation of digital file metadata guidelines as future digital formats and standards come to our attention. By improving our workflow through improved standards and adoption of best practices, our digitization infrastructure will be better equipped in meeting future measures of success to include significant growth in the current rate of digitization, and the quality and reuse of digital assets.

As the Smithsonian continues to digitize and make its digital assets accessible to the public, it is building a digital foundation for its collections and research. Access to this digital foundation will be crucial to the Institution. As system changes continue to evolve and are implemented, the ability to search and readily locate these digital assets becomes a key component to the SI Digitization Strategic Plan and the museum Unit Digitization Plans. When creating digital assets, we must always be cognizant of the search and retrieval tools that will make these assets discoverable by the public. These assets will only be as accessible as we make them. In light of the goals and objectives of the SI Strategic Plan, a commonly understood and implemented metadata terminology will be beneficial to the Institution. It will help to minimize confusion in retrieving assets, aid in the identification of the unit and collection

[11] Delivering on the Promise of a Digital Smithsonian, Summer, 2014. http://www.si.edu/content/pdf/about/SmithsonianDigitalActionAgenda.pdf

holding the object or digital asset, and inform the user if there are any copyright restrictions and how to contact the holding unit regarding appropriate use of the digital asset.

This guideline has been created with the intention of providing guidance for those working with digital asset collections. As we offer these guidelines, we have kept in mind the various needs and types of data across the institution. Our core models suggest elements that are consistent across SI, while our suggested set of elements was established to accommodate the needs that one unit may have over another. We also realize there may be use cases which are not covered in this document.

V. Appendices

Appendix 1
Source Documents

Title
Basic Guidelines for Minimal Descriptive Embedded Metadata in Digital Images by EMDaWG (Embedded Metadata Working Group – Smithsonian Institution) April 2010. http://digitizationguidelines.gov/guidelines/GuidelinesEmbeddedMetadata.pdf Guidelines: Embedded Metadata in Broadcast WAVE Files, Federal Agencies Digitization Guidelines Initiative, April 2012. http://www.digitizationguidelines.gov/guidelines/digitize-embedding.html Dublin Core Metadata Element Set, Version 1.1 http://dublincore.org/documents/dces/ Extensible Metadata Platform (XMP) Standard http://www.adobe.com/products/xmp.html ID3 Tag Documentation http://id3.org/ IPTC Standard for Photo Metadata http://www.iptc.org/std/photometadata/specification/IPTC-PhotoMetadata All metadata model documents available on DAMS SharePoint Site https://sinet.sharepoint.com/:f:/r/sites/DAMS/Shared%20Documents/Metadata%20Documentation/SI%20DAMS%20Metadata%20Models DAMS Image Model (2010; updated May 2020) DAMS Video Model (2010; updated May 2020) DAMS Audio Model (2010; updated May 2020) DAMS Digital Art Model (2015; updated May 2020) Delivering on the Promise of the Digital Smithsonian http://www.si.edu/content/pdf/about/SmithsonianDigitalActionAgenda.pdf Smithsonian Directive 609: Digital Asset Access and Use, December 2019. https://sinet.sharepoint.com/sites/PRISM2/SIOrganization/OCFO/opmb/SD/SD609.pdf#search=sd%20609 Smithsonian Directive 600: Collections Management, October 2001 http://prism.si.edu/opmb/pdf/SD600.pdf Open Access implementation Guide and Image Delivery Guide https://sinet.sharepoint.com/:f:/r/sites/DAMS/Shared%20Documents/User%20Guides/Asset%20Delivery

Open Access Confluence Site
https://confluence.si.edu/x/Age3Aw

Smithsonian Directive 118 Privacy Policy
https://sinet.sharepoint.com/sites/PRISM2/SIOrganization/OCFO/opmb/SD/SD118.pdf

SI GUID Working Group Documentation
https://confluence.si.edu/display/SGWG/SI+GUID+Working+Group