Digital Records Curation Programme (DRCP) - English Version

Week 4 – Class: Metadata

Learning Outcomes

At the end of this class, students should be able to:

- explain what metadata is and why it is important for record-keeping
- understand the different types of metadata
- know the main metadata standards used in archiving, records management and digital preservation;
- crosswalk metadata element sets

Lesson Plan

1. Introduction

Ask students to summarise their learning from the previous class.

2. Lecture – What is Metadata? (10 minutes)

Use the DRCP slides for this class to provide a short lecture on metadata.

3. Group Work – Building Blocks (20 minutes)

Ask the students to work in groups. Distribute pre-prepared identical sets of interlocking building blocks to each group and ask them to construct a duck. Distribute blank index cards to the groups and ask them to describe their ducks. Once they're finished, ask the groups to leave their ducks on a desk, and to hand in their index cards. Shuffle the cards and distribute them to the groups, and ask the groups to use the descriptions to identify the duck documented on the card. Whether or not the students can correctly identify the ducks, this exercise can be used to:
- explain the use of metadata for describing records so that they can be searched and retrieved
- illustrate the need for metadata to explain how digital records are structured (the groups will build different ducks from the same pieces – how they fit together needs to be documented in metadata if they are to be reconstructed, bearing in mind that each time a digital record is being displayed on a computer, it is being reconstructed using metadata)

4. Lecture – Metadata Standards (20 minutes)

Use the DRCP slides for this class to provide a short lecture on metadata standards.

5. Group Work - Crosswalking Exercise (20 – 30 minutes)

Divide the students into groups. Ask each group to 'crosswalk' two metadata element sets. Students could use a spreadsheet or work on paper. Ask the groups to present their results to the class, explaining the choices they made and the difficulties they faced in aligning the element sets.

6. Lecture – Encoding, Containers and Enrichment + Application Advice (10 minutes)

Use the DRCP slides for this class to provide a short lecture on metadata encoding, containers and enrichment.

7.Conclusion

Summarise what you have covered in class in relation to learning outcomes for this class.

Divide the students into groups and assign the metadata task (see Course Handbook) for presentation in the metadata seminar.