

Explanation of metadata terms for Raster Image files deposited with the ADS

TERM	MEANING	EXAMPLE
File name	This is the name of the file.	Image_2.jpg
Caption	Add a short caption for each image which should describe what the image depicts. This metadata will appear next to the image within the interface, and will be used by those searching your collection.	Photograph showing excavations trench 2, east-facing section of the Hungate Excavations, York.
Subject keywords	Where possible provide a list of at least three keywords that describe the subject matter contained within the image (period and locational terms can be recorded elsewhere). Where possible use accepted terms from Historic England, Royal Commission on the Ancient and Historical Monuments of Scotland and Royal Commission on the Ancient and Historical Monuments of Wales's thesauri. Available here: http://heritagedata.org/live/getAllSchemes.php	Excavation Post Hole Pit
Period Term	This is the temporal coverage for the image. For projects based in the UK you should use the correct MIDAS, Historic England, Historic Environment Scotland or RCAHMW period terms. Available here: http://heritagedata.org/live/schemes/eh_period.html	Iron Age Roman Early Medieval
Period Date	This is the date range for the image expressed as a numeric value. These should be expressed in calendar years and expressed in BC/AD terms. N.B. Dates before the common era should be prefixed using a "-" {minus} symbol. For dates later than this, there is no need to include the AD suffix.	-500 to 1000
Creator	The person and/or organisation responsible for the creation or capture of the image.	Levi Little, Blackstreet Excavations
Copyright holder	The copyright holder for the image. This can be either an individual and/or an organisation.	C Black Associates
Location	If applicable provide a list of locational terms for the image. Each set of terms should be entered in a single cell with a comma between each name	Hungate, The Stonebow, York North Yorkshire, England

TERM	MEANING	EXAMPLE
Locational Coordinates/ Extent	Where appropriate provide locational grid references for your image. These should be a single reference that is entered in the appropriate fields according to the reference system used (LL = Latitude and Longitude or OSGB = Ordnance Survey Great Britain). OSGB coordinates should be expressed numerically with the tile reference (e.g. SE, NX) converted into its numeric equivalent.	LL - 53.959290, -1.0761815 OSGB - 460714, 451862
Creation date	The date when the image was created/captured.	01/03/2012
Software used	The software, or device, that was used to create the file.	Adobe Illustrator Canon EOS 700D
Software version	The version of software used to create the GIS.	6 5

Example of completed metadata sheet for Geographical Information Systems files deposited with the ADS

File Name	Caption	Subject Keyword 1	Subject Keyword 2	Subject Keyword 3	Period term 1	Period term 2	Period term 3
YH12_120001.jpg	Trench 2 under excavation at Hungate, York.	Excavation	Pit	Post Hole	Iron Age	Roman	
YH13_13002.tif	East facing section, trench 3, Dundas Street, Hungate, York.	Evaluation	Layer		Prehistoric	Roman	Medieval
Brooch_Hungate.png	Brooch recovered from Trench 3, Palmer Lane, Hungate, York.	Brooch			Early Medieval		

Period date		Creator (if more than one individual/organisation, add on a new row)			Copyright holder (if more than one individual/organisation, add on a new row)		
Start date	End date	First Name	Last Name	Organisation	First Name	Last Name	Organisation
-500	350	Tionne	Watkins				TLC Ltd
-1000	1200	Lisa	Lopes	TLC Archaeology	Lisa	Lopes	TLC Archaeology
600	650			TLC Consultants			TLC Consultants

Location	Locational Coordinates				Creation date	Software	Software Version
	Longitude (LL)	Latitude (LL)	Easting (OSGB)	Northing (OSGB)			
Hungate, York, North Yorkshire, England			460714	451862	03/03/2012	Canon EOS 4000D	1.0123456
Dundas Street, York, North Yorkshire, England	53.959142	-1.0753480			05/04/2013	Sony A68	2
Palmer Lane, Hungate, York, North Yorkshire, England			460732	451820	23/06/1915	Adobe Photoshop CC 2018	19.1.6.784