

## Explanation of metadata terms for Raster Images files deposited with the ADS

TERM	MEANING	EXAMPLE
<b>Filename</b>	This is simply the name of the file.	image.jpg
<b>Caption</b>	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.	
<b>Subject Keyword</b>	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 <i>English Heritage</i> , <i>Royal Commission on the Ancient and Historical Monuments of Scotland</i> and <i>Royal Commission on the Ancient and Historical Monuments of Wales</i> thesauri. Available here: <a href="http://heritagedata.org/live/getAllSchemes.php">http://heritagedata.org/live/getAllSchemes.php</a>	Hillfort Malt House Chimney Pot Fishing Vessel Auger Survey
<b>Period</b>	This is the temporal coverage for the image. For projects based in the UK you should use the correct <i>MIDAS</i> or <i>English Heritage</i> Period list terms. Available here: <a href="http://heritagedata.org/live/schemes/eh_period.html">http://heritagedata.org/live/schemes/eh_period.html</a>  For non-UK projects, or for non-standard period terms, please use an appropriate and widely acknowledged term.	Iron Age Early Bronze Age Modern Minoan Maurya Pre-Classic Period
<b>Period Date</b>	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. <b>N.B. Dates BC should be prefixed using a " - " (minus) symbol. For dates later than this, there is no need to include the AD suffix.</b>	-500 to 500
<b>Creator</b>	This is the person and/or organisation responsible for the creation or capture of the image.	Ronan Keating, Wessex Archaeology. Stephen Gately, MoLAS
<b>Copyright Holder</b>	The copyright holder for the image. This can be either an individual and/or an organisation.	Mikey Graham, English Heritage. Keith Duffy, NAU Archaeology.

TERM	MEANING	EXAMPLE
<b>Location</b>	If applicable provide a list of locational terms for the image. Each new term should be added in a new cell/row.	UK England Wiltshire Salisbury Stonehenge
<b>Grid Reference</b>	Where appropriate provide locational grid references for your images. Select the appropriate reference system LL (Latitude and Longitude) or OSGB (Ordnance Survey Great Britain), and add the numeric coordinates.	
<b>Creation Date</b>	The date when the image was created/captured.	01/Mar/2012
<b>Software</b>	The software, or device, that was used to create the file.	Adobe Illustrator CorelDraw Graphics Suite Canon EOS 700D Nikon D5
<b>Software Version</b>	The version of software used to create the file.	6 5

## Example of completed metadata sheet for Raster Images files deposited with the ADS

File name	Caption	Subject Keyword 1	Subject Keyword 2	Subject Keyword 3	Period term 1 (MIDAS)	Period term 2 (MIDAS)	Period term 3 (Other)	Period date (BC dates should be prefixed using a minus symbol).	
								Start date	End date
example1.jpg	Selection of finds recovered during excavations at the King's Manor, York	Pot	Brooch	Key (locking)	Medieval			1300	1350
example2.jpg	Pottery recovered during excavations at the King's Manor, York	Pot			Medieval			1300	1350
example3.jpg	Brooch recovered during excavations at the King's Manor, York	Brooch			Medieval			1300	1350
example4.jpg	Key recovered during excavations at the King's Manor, York	Key (locking)			Medieval			1300	1350
example5.jpg	Nine Maidens stone circle showing north/south gap looking north	Stone Circle	Standing Stone	Scraper	Late Neolithic	Bronze Age		-2500	-800
example6.jpg	Nine Maidens stone circle from the east	Stone Circle	Standing Stone		Late Neolithic	Bronze Age		-2500	-800
example7.jpg	Nine Maidens stone circle from the west	Stone Circle	Standing Stone		Late Neolithic	Bronze Age		-2500	-800
example8.jpg	Nine Maidens stone circle showing north/south gap looking north	Stone Circle	Standing Stone	Scraper	Late Neolithic	Bronze Age		-2500	-800

Creator			Copyright holder			Location	Grid Reference				Creation date	Software	Software Version
First Name	Last Name	Organisation	First Name	Last Name	Organisation		Longitude (LL)	Latitude (LL)	Easting (OSGB)	Northing (OSGB)			
Basil	Hayden		Elijah	Craig	Heaven Hill Archaeology	King's Manor, York, North Yorkshire			460562	450281	38477	XnView	2
Basil	Hayden		Elijah	Craig	Heaven Hill Archaeology	King's Manor, York, North Yorkshire			460562	450281	38477	XnView	2
Basil	Hayden		Elijah	Craig	Heaven Hill Archaeology	King's Manor, York, North Yorkshire			460562	450281	38477	XnView	2
Basil	Hayden		Elijah	Craig	Heaven Hill Archaeology	King's Manor, York, North Yorkshire			460562	450281	38477	XnView	2
Jim	Beam	Jim Beam Archaeology			Jim Beam Archaeology	St Buryan	50.089858	-5.6192722			40096	Adobe Photoshop	13.0.1
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