

Explanation of metadata terms for Database files deposited with the ADS

TERM	MEANING	EXAMPLE
Filename	This is simply the name of the file.	database.mdb
Description	A brief description of the contents of the database.	
Creation Date	The date when the image was created/captured.	10/Nov/2011
Software Used	The software that was used to create the file.	Microsoft Access FoxPro for Windows Apache OpenOffice Base
Software Version	The version of software used to create the file.	2013 2.6a 3.4.1
Entity relationship diagram	In order to document the relationships between individual tables and fields we also require a database model or entity relationship diagram. These can typically be exported from most database packages (e.g. Microsoft Access). These should be enclosed as an image (.tif, .jpg or .png) or in .pdf format.	ERDiagram.pdf ERDiagram.tif
Supporting documentation	Please enclose any further supporting documentation associated with the database, this would typically include any codes, abbreviations or terminology utilised in the database. Ideally this should be enclosed in an accepted file format (.doc, .docx or .pdf).	Abbreviations.pdf
DATABASE STRUCTURE:		
TABLE: (Please list all Tables within the database).		
Table Name	This should be used to record the name of each individual table used within the database. N.B. Please list all tables within the database.	Contexts Bone Samian ware
Table Description	Provide a brief description of the function of the table.	The Roman pottery discovered during excavations in York.

TERM	MEANING	EXAMPLE
Primary Key	<p>In a relational database the primary key is used to uniquely identify each record or row. Often the primary key has a characteristic which means that it cannot be repeated or duplicated by another row or record. Any primary key should not contain null values. The primary key can use a single or combination of column or fields, to create the unique identifier for each record. All of these should be recorded here.</p> <p>If the database has a column (s) or field(s) that is used as the primary key within the database it should be recorded here.</p>	Finds_number
Foreign Key	<p>In a relational database the foreign key is a column, or group of columns, that are used to provide a link between data in two or more discrete tables. These fields act as a cross-reference between tables, and are particularly used as a mechanism to link with the primary key which may be in another table.</p> <p>If the database uses a foreign key the appropriate field(s) should be recorded here.</p>	
FIELDS: (Please list all fields within each table).		
Field Name	Please provide a list of fields used within this table. N.B. Please list all fields within the table.	Finds_number
Field Description	Here you should provide a brief textual description of the data contained within each field.	Records the finds number of discoveries from the excavation.
Field Data Type	This field should be used to record the type of data the field holds. These can vary considerably and are often dependent on the software used to create the database.	Text Memo VarChar Integer
Field Length	This should be used to record the maximum size of the field expressed in characters or bytes. This should be expressed as an integer.	4 10 255

Example of completed metadata sheet for Database files deposited with the ADS

File Name	Description	Creation date	Software used	Software version	Entity relationship diagram file name (this should be enclosed separately)	Supporting documentation file name (this should be enclosed separately)	
database.mdb	finds database	10-Nov-11	Microsoft Access	2013	ERDiagram.pdf	Abbreviations.pdf	
Table Name	Table Description	Primary Key	Foreign Key	Field Name	Field Description (inc. units of measurements, description of codes, etc. used within each field).	Field Data Type	Field Length
Sites	Records site-level information	Site_code		Site_code	Unique site code	Text	5
				Start_date	Start date of site	Date	
				End_date	End date of site	Date	
				Supervisor	Supervisor initials	Text	5
				Description	Site description	Text	500
Trenches	Records trench-level information	Trench_code		Trench_code	Unique trench code	Text	5
				Length	Trench length in metres	Number	1000
				Width	Trench width in metres	Number	1000
				Start_date	Trench start date	Date	
				Site_code	Links to Site table	Text	5
				State	Land use, e.g. wood, close, meadow, open field,	Text	20