

## Explanation of metadata terms for Database files deposited with the ADS

TERM	MEANING	EXAMPLE
<b>Filename</b>	This is the name of the file.	database.mdb
<b>Title</b>	This is the title of the database.	Database for finds recovered from St. Breaca Close, Breage.
<b>Description</b>	A brief description of the contents of the database	
<b>Creator</b>	The individual(s) or organisation(s) responsible for the creation of the database.	Jim Kerr Charlie Burchill Ged Grimes
<b>Copyright holder</b>	The individual(s) or organisation(s) who holds the copyright for the database.	Simple Minds Associates
<b>Period of Creation</b>	The start and end date for the creation of the database.	Start date: 01/01/2012 End date: 30/02/2012
<b>Software used</b>	The software that was used to create the file.	Microsoft Access
<b>Software version</b>	The version of software used to create the file.	2013
<b>Language</b>	The language(s) used within the document.  Select the required language from the drop down list. If the language you require does not appear in the in the list then add the required language manually.	English
<b>Entity relationship diagram file name(s)</b>	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).  <b>These should be enclosed as an image (.tif, .jpg or .png) or in .pdf format.</b>	ERDiagram.pdf

TERM	MEANING	EXAMPLE
<b>Supporting documentation file name(s)</b>	<p>Please enclose any supporting documentation associated with the database, this would typically include any codes, abbreviations or terminology utilised in the database.</p> <p><b>This should be enclosed in an accepted file format (.doc, .docx or .pdf).</b></p>	Abbreviations.pdf
<b>DATABASE STRUCTURE:</b>		
<b>TABLE: (Please list all Tables within the database).</b>		
<b>Table Name</b>	<p>This should be used to record the name of each individual table used within the database.</p> <p>N.B. Please list <b>all</b> tables within the database.</p>	Contexts
<b>Table Description</b>	<p>Provide a brief description of the function of the table.</p>	<p>The Roman pottery discovered during excavations in York.</p>
<b>Primary Key</b>	<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
<b>Foreign Key</b>	<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>	

TERM	MEANING	EXAMPLE
<b>Row Count</b>	Record the number of rows of data (excluding any headers) within each table.	34
<b>FIELDS: (Please list all fields within each table).</b>		
<b>Field Name</b>	Please provide a list of fields used within this table. N.B. Please list all fields within the table.	Finds_number
<b>Field Description</b>	Here you should provide a brief textual description of the data contained within each field.	Records the finds number of discoveries from the excavation.
<b>Field Data Type</b>	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.	Integer
<b>Field Length</b>	This should be used to record the maximum size of the field expressed in characters or bytes. This should be expressed as an integer.	5



**Example of completed metadata sheet for database files deposited with the ADS**

File Name	Title	Description	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)			Period of Creation	
			First Name	Last Name	Organisation	First Name	Last Name	Organisation	Start Date	End Date
Database1.mdb	Finds database for the discoveries at York Minster.	[database description]	Shaznay	Lewis		Shaznay	Lewis		10/11/2017	01/12/2018
			Melanie	Blatt	All Saints Associates			AS Consultants		
Contexts1.odt	Contexts for the excavations at York Minster.				Appleton Excavations			Appleton Excavations	01/09/2017	30/08/2018

Software used	Software version	Language	Entity relationship diagram file name(s)	Supporting documentation file name(s)
Microsoft Access	2013	English	ERDiagram_for_Database1.jpg	Abbreviations_for_Database1.pdf
Apache OpenOffice	4.1.5	English	ERDiagram_for_Contexts1.tif	Abbreviations_for_Contexts1.docx

Table Name	Table Description	Primary Key	Foreign Key	Row Count		Field Name	Field Description	Field Data Type	Field Length
Sites	Records site-level information	Site_code		155		Site_code	Unique site code	Text	5
						Start_date	Start date of site	Date	7
						End_date	End date of site	Date	7
						Supervisor	Supervisor initials	Text	5
						Description	Site description	Text	255
Trenches	Records trench-level information	Trench_code	Site_code	234		Trench_code	Unique trench code	Text	100
						Length	Trench length in metres	Number	5
						Width	Trench width in metres	Number	5
						Start_date	Trench start date	Date	7
						Site_code	Links to Site table	Date	7
						State	Land use, e.g. wood, close, meadow, open field	Text	255