

infokit: Metadata

Metadata

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Metadata

An Introduction

This metadata infokit is intended to be used by anyone involved in developing or looking after a digital resource of any kind and who require an understanding of what metadata can do to help to administer the digital resource and make it accessible and sustainable.

The info-kit assumes no prior knowledge of metadata. It is an introductory guide to the various aims, objectives and concepts of metadata. It attempts to avoid the use of jargon and acronyms which can sometimes cloud discussion on metadata. Where it is appropriate, links are provided to further information or more detailed analysis of a given topic.

The infokit is a stand-alone resource, but users may also find the accompanying directories useful:

- For more information on specific metadata standards – [A Directory of Metadata Standards](#)
- For information on terminology controls: [Controlling your language: A Directory of Controlled Vocabulary](#)

Links are provided throughout the infokit to these documents at relevant places. It is anticipated that users new to metadata will use the infokit sequentially as one topic often leads onto another. However readers who have a grasp of the basic fundamentals of metadata may wish to jump straight into a particular topic.

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