Explanation of metadata terms for Vector files deposited with the ADS

TERM	MEANING	EXAMPLE
File name	This is the name of the file.	cad _drawing_1.dwg drawing2.dxf illustration.svg
Caption	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.	Plan of trench 5 during development at Coppergate, York.
Description	A longer description for each vector graphic which should describe what is depicted in more detail and will be used by those searching your collection.	
Creator	The person and/or organisation responsible for the creation of the drawing.	Antony Costa Blue Archaeology Ltd Lee Ryan, Blue Excavations
Copyright holder	The copyright holder for the drawing. This can be either an individual and/or an organisation.	Duncan James Blue Heritage Lee Ryan, Blue Consultants
Period of Creation	The start and end date for the creation of the spreadsheet.	Start date: 03/05/2012 End date: 30/12/2015
Location	If applicable provide a list of locational terms for the image. Each term should be accompanied by an identifying type. New identifiers can be added where necessary. Each distinct term should be entered on a new cell/row.	Place: Coppergate Place: York Parish: York District: York County: North Yorkshire British Isles Country: England
Locational Coordinates/ Extent	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. OSGB coordinates should be expressed numerically with the tile reference (e.g. SE, NX) converted into its numeric equivalent.	LL: 53.957862 -1.0807653 OSGB: 460415 451699
Layer/Drawing Conventions	Where possible an layer or drawing conventions should be documented and	Supplied: layer_conventions.doc

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	supplied as part of the archive. If supplied, then a note of the associated file name should be made. If the drawing uses a recognised standard documented elsewhere then a reference to this schema should be added. **This should be enclosed in an accepted file format (.doc, .docx or .pdf).**	Standard: CIfA drawing conventions followed. Elsewhere: Documented in report which forms part of the archive. Not supplied.
Language	The language(s) used within the drawing or graphic. 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 Welsh German
Software used	The software, or device, that was used to create the drawing.	Autodesk AutoCAD CorelDraw Graphics Suite Adobe Illustrator
Software version	The version of software used to create the drawing.	2013 5 16.0.2
Supporting documentation file name(s)	Please enclose any supporting documentation associated with the drawing, this would typically include any codes, abbreviations or terminologies used. **This should be enclosed in an accepted file format (.doc, .docx or .pdf).**	Codes_and_Abbreviations.pdf

Example of completed metadata sheet for vector 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
Coppergate_plan.dwg	Plan showing the trench locations at Coppergate.	[drawing description]	Amy	Ray	Indigo Archaeology	Stina	Tweeddale	University of Edinburgh	01/09/2018	28/09/2018
			Emily	Saliers						

Location		Locational Coordinates/Extent			Layer/Drawing Conventions		Language
Type	Term	Coord Type	Easting	Northing	Documented	File name	
Place	Coppergate	LL	53.957862	-1.0807653	Supplied	layer_conventions.docx	English
Parish	York						Spanish
District	York						
County	North Yorkshire						
British Isles Country	England						

Software used	Software version	Supporting documentation file name(s)
Autodesk AutoCAD	2010	Abbreviations_for_Coppergate_trenches.pdf