

Metadata: Principles and Practice

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Programme

Participants may like to bring examples of any metadata formats which they are currently using.

09.45	Registration and coffee
10.00	Introduction to course
10.15	What is Metadata? Using Metadata
11.15	Practical exercise 1: why metadata?
11.30	Break
11.45	Descriptive metadata
12.30	Practical exercise 2: creating descriptive metadata
13.00	Lunch
14.00	Subject metadata
14.45	Practical exercise 3: creating subject metadata
15.15	Break
15.30	Metadata policies Choosing metadata formats Cataloguing and indexing policies
16.00	Practical exercise 4: creating a metadata policy
16.15	Summary and conclusion
16.30	Close