**Preliminary Metadata Questionnaire**

**EAP Reference Number** Please include this reference in all correspondence

**1. Which of the following content types do you expect to catalogue?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artefact |  | Audio |  | Book |  | Booklet |  |
| Correspondence |  | Court/Legal Records |  | Diary |  | Document |  |
| Illustration |  | Manuscript |  | Map |  | Minute book |  |
| Newsletter |  | Newspaper |  | Newspaper clipping |  | Notebook |  |
| Painting |  | Pamphlet |  | Passport |  | Periodical |  |
| Photograph |  | Plan |  | Postcard |  | Register |  |
| Report |  | Score |  | Statistical Table |  | Thesis |  |
| Video |  | Volume |  |  |  |  |  |
| Other (please specify |  |  | | | | | |

**2. Do you expect to catalogue more than 50,000 records?** (i.e. Will you create more than 50,000 rows on the listing spreadsheet?)

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| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  |  |  |

**3. Which languages do you expect might be used within the original material?**

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**4. Which scripts do you expect might be used within the original material?** (e.g. English and Spanish are written in **Latin** script; Russian is written in **Cyrillic** script; Arabic and Persian is written in **Arabic** script)

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**5. Historical titles and related content may use words that are now considered distasteful and insensitive. This is particularly true of records related to enslavement and colonialism. Does this apply to your project? If yes, please give us more details. It would be helpful to provide us with a list of frequently used offensive terms used within the archive.**

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**6. Do you expect to provide any material that will be restricted access?**

Yes  No  If yes, please provide details (NB: All digitised material should be available for upload to the EAP website without restrictions)

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**7. Do you expect to provide any material that is still in copyright or subject to data protection issues?**

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| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  |  |  |

If yes, have you obtained consent for the material to be included on the EAP website?

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| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  |  |  |

If yes, have you sent all written permissions to the EAP office?

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| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  |  |  |

**8. Which of the following subject terms do you expect the original material might relate to?**

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| --- | --- | --- | --- |
| Accounting and Finance |  | Land boundaries |  |
| Administration |  | Land use |  |
| Agriculture |  | Landscapes |  |
| Animals |  | Languages and Grammar |  |
| Anthropology |  | Law and Legal affairs |  |
| Archaeology |  | Literature |  |
| Architecture |  | Love |  |
| Art |  | Magic |  |
| Astrology |  | Manual work |  |
| Astronomy |  | Marriage |  |
| Baptisms |  | Materials and Products |  |
| Biography |  | Mathematics |  |
| Birth |  | Migration |  |
| Burials |  | Military |  |
| Castes and Tribes |  | Missionary work |  |
| Charity |  | Monuments and Memorials |  |
| Children |  | Music |  |
| Church records and registers |  | Nationalism |  |
| Cinema and Television |  | Nature conservation |  |
| Clothing and Dress |  | Occupations and Employees |  |
| Colonialism |  | Philosophy |  |
| Commentaries |  | Plants |  |
| Commerce |  | Poetry |  |
| Conflicts |  | Politics and government |  |
| Construction industry |  | Portraits |  |
| Crime |  | Pottery and Ceramics |  |
| Customs and traditions |  | Propaganda |  |
| Dance |  | Psychology |  |
| Death |  | Public utilities |  |
| Demography |  | Publishing |  |
| Diaspora |  | Rites and Ceremonies |  |
| Didacticisms |  | Royalty and Rulers |  |
| Diplomacy |  | Science |  |
| Education |  | Sculpture |  |
| Engineering |  | Second World War (1939-1945) |  |
| Epic poetry |  | Sexual minorities |  |
| Erotica |  | Slavery |  |
| Ethics |  | Social Welfare |  |
| Ethnic groups |  | Sports and recreation |  |
| First World War (1914-1918) |  | Supernatural |  |
| Folklore |  | Theatre |  |
| Food and Drink |  | Theology |  |
| Genealogy |  | Transport |  |
| Geology |  | Travel |  |
| Health and Medicine |  | Violence |  |
| History |  | Weapons |  |
| Human Settlements |  | Weather |  |
| Hunting and Fishing |  | Wills and Probate |  |
| Indigenous populations |  | Women |  |
| Industries |  | Yoga |  |
| Labour movements |  |  |  |
| Other (Please specify) |  | | |

**9. Which of the following religions / belief systems do you expect the original material might relate to?**

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| --- | --- | --- | --- |
| Animism |  | Mysticism |  |
| Buddhism |  | Paganism |  |
| Atheism |  | Rastafari |  |
| Candomblé |  | Santeria |  |
| Christianity |  | Shinto |  |
| Hinduism |  | Sikhism |  |
| Islam |  | Spiritualism |  |
| Jainism |  | Taoism |  |
| Judaism |  | Zoroastrianism |  |

Other(s)  Please specify

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**10. We will provide you with a spreadsheet template to capture the metadata. Which spreadsheet software will you use this template in?** [We recommend using Microsoft Excel, which we use to create the template]

Microsoft Excel (Recommended)  Other  Please specify

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What version of this software will you be using? (e.g. Microsoft Office Standard 2016)

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**11. Have you created more than 50 digital images/recordings?**

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| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | If yes, please send a sample to the EAP team so that we can check that they are compatible with EAP requirements |  |

**12. Which key texts/manuscripts/books, if any, might the material relate to?** (e.g. Bible, Qur’an, Hadith, Rigveda, Ramayana etc.)

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