**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 10,000 records?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 is written in **Arabic** script)

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**5. If possible, would it be helpful to have some of the metadata guidelines provided in an alternative language?** [Please note, this help cannot be guaranteed]

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| Yes | [ ]  | No | [ ]  | Please specify preferred language |  |

**6. Do you expect to provide any material that will contain 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?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |  |  |

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

|  |  |
| --- | --- |
| Accounting and Finance |[ ]  Land use |[ ]
| Administration |[ ]  Landscapes |[ ]
| Agriculture |[ ]  Languages and Grammar |[ ]
| Animals |[ ]  Law and Legal affairs |[ ]
| Anthropology |[ ]  LGBT |[ ]
| Archaeology |[ ]  Literature |[ ]
| Architecture |[ ]  Manual work |[ ]
| Art |[ ]  Marriage |[ ]
| Astrology |[ ]  Materials and Products |[ ]
| Astronomy |[ ]  Mathematics |[ ]
| Birth |[ ]  Migration |[ ]
| Building construction |[ ]  Military |[ ]
| Business |[ ]  Missionary work |[ ]
| Castes and Tribes |[ ]  Monuments and Memorials |[ ]
| Charity |[ ]  Music |[ ]
| Children |[ ]  Mysticism |[ ]
| Cinema and Television |[ ]  Nationalism |[ ]
| Clothing and Dress |[ ]  Occupations and Employees |[ ]
| Colonialism |[ ]  Parish Records |[ ]
| Commentaries |[ ]  Philosophy |[ ]
| Conflicts |[ ]  Plants |[ ]
| Crime |[ ]  Poetry |[ ]
| Customs and traditions |[ ]  Politics |[ ]
| Dance |[ ]  Portraits |[ ]
| Death |[ ]  Pottery and Ceramics |[ ]
| Demography |[ ]  Propaganda  |[ ]
| Diaspora |[ ]  Psychology |[ ]
| Didacticisms |[ ]  Publishing |[ ]
| Diplomacy |[ ]  Rites and ceremonies |[ ]
| Education |[ ]  Royalty and rulers |[ ]
| Engineering |[ ]  Science |[ ]
| Epic poetry |[ ]  Second World War (1939-1945) |[ ]
| Eroticism |[ ]  Slavery |[ ]
| Ethics |[ ]  Social Welfare |[ ]
| Ethnic groups |[ ]  Sport and Leisure |[ ]
| First World War (1914-1918) |[ ]  Theatre |[ ]
| Folklore |[ ]  Theology |[ ]
| Food and Drink |[ ]  Trade and Industry |[ ]
| Forestry |[ ]  Trade unions |[ ]
| Genealogy |[ ]  Transport |[ ]
| Geology |[ ]  Travel |[ ]
| Government |[ ]  Utilities |[ ]
| Health and Medicine |[ ]  Weapons |[ ]
| History |[ ]  Weather |[ ]
| Human Settlements |[ ]  Women |[ ]
| Hunting and Fishing |[ ]  Yoga |[ ]
| Indigenous populations |[ ]   |  |
| 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 |[ ]  Old Believers |[ ]
| Buddhism |[ ]  Paganism |[ ]
| Atheism |[ ]  Rastafari |[ ]
| Candomblé |[ ]  Santeria |[ ]
| Christianity |[ ]  Shinto |[ ]
| Eastern Orthodox |[ ]  Sikhism |[ ]
| Hinduism |[ ]  Sufism |[ ]
| Islam |[ ]  Taoism |[ ]
| Jainism |[ ]  Zoroastrianism |[ ]
| Judaism |[ ]   |  |

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

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