**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?**

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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 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?**

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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 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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