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Dr. Upen Rabha Hakacham
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Dr. Lalit Chandra Rabha
Dr. Neeva Rani Phukan

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ড° উপেন বাভা হাকাচাম
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SIGNIFICANCE OF METADATA IN DIGITAL ENVIRONMENT

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Abstract

Metadata is information of information. Metadata solves many significant purposes like data description, data browsing, data transformation. Metadata has an important initiative in digital resource management. Metadata means information that a machine can understand to identify, locate and to describe a web resources. Selections of a particular metadata standard which surround the preservation of digital information are discussed, and in particular the act of metadata in all aspects of the system design for describing how the idea of metadata sometimes is used. Here various metadata used in digital environment are discussed.

Keywords: Collection Management, Digital Preservation, Preservation Metadata, Selection for Preservation, Dublin Core

Introduction:

Metadata is information about information, data about data. It is a machine understandable bibliographical details to identify, locate and or description of web resources. Traditionally card catalogues were used in library. Those cards contained the bibliographical information like title of the book, subject of the book, author, date of publication, pages of the book. Those card catalogues were metadata. This catalogue card is a form of metadata and it makes use of MARC 21 and set of rules associated with it, such as AACR2 and metadata standards. Metadata may consists of bibliographic information, Libraries and librarians have been using metadata since a long time. They address it as cataloguing rules, controlled vocabulary and Indexing format etc. for machines they have developed. It is a set of rules and norms to enable machine exchanges of cataloguing records. Dublin Core has the capacity of being accepted as an international standard for resource description and discovery on the web and as Linger Franca for metadata, partly because of the simplicity. In recent development of digital libraries, Librarians have joined the other efforts concerned with metadata.

What is Metadata?

Metadata is data about data. "It is data associated with document or object, which makes their potential users to have full advance knowledge of their existence and characteristics. In other words standard bibliographic information, indexing terms, summaries and abstracts is all substitutes for the original information and hence they can also be called metadata. The term metadata is generally applicable to e resources and refers to "data" in the broadest sense of data sets, graphics, textual information and anything else that is likely to appear electrically. Information about authenticity availability and accessibility, digital signature, copyright, reproduction etc is also metadata.

Metadata Definitions:

The most popular description of metadata is "data about data". Metadata describes the aspects of information bearing object document, data set, database, image, artificial, collection etc. Metadata acts as a representation of the content, context, structure, quality, province, condition and other characteristics of document for the purpose of representing the document to a potential user for evaluation, discovery, access, fitness for use, citation and transfer.

Getty Information Institute (2000): "Metadata consists of data related with either an information object or an information system for purposes of description, legal requirements, administration, usage, technical functionality use and preservation."

Velucci (1998) defines: "Metadata is data that describes aspects of resources, characterize its relationships. It supports its discovery and effective use and exist in an electronic environment."

Three features of metadata:

- 1) Content: Content relates to what the object contains or is about, and is intrinsic to an information object.
- 2) Context: Context presents what, who, where, why, and how aspects associated with the objects creation and is extrinsic to an information object.
- 3) Structure: Structure is related to the formal set of associations within or among individual information objects and can be intrinsic or extrinsic.

Types of Metadata:

1. Administrative Metadata: Administrative metadata presents information that manages the source of resource e.g. when and how the resource has been created.
2. Descriptive Metadata: Descriptive metadata presents the bibliographical information of the resource e.g. title, author, abstract, page no. etc.
3. Structural Metadata: The information which is necessary to record the internal structure of a resource so that it can be presented to the user in a sensible form (for instance, a book must be delivered in its page order.) This type of metadata is important as an item may often be comprised of multiple (often thousands) of files. For example, the images of individual pages that makes up a digitized book.

Significance of Metadata

Metadata is significant because it works to process and identify some types of important information needed for a wide variety of organizational and marketing purposes – to be used later. As mentioned above metadata helps in marketing and sales purposes, search engine rankings, security reasons, document organization, and much more.

Also, an added value of metadata is helpful in making affiliations and connections among things that everyday clientele, users and customers interact regularly such as an ERP or CRM system. In these kind of applications, metadata will check out and find the whole advanced lifecycle of significant business data, including the procedures, methodology, and clients that influence parts and procedure of the business. In the end, this helps us in giving an exact review and “audit trail” for our industries and businesses and alike. Arranging and securing an audit trail like this is just one more reason for metadata should be used in the professional and business life.

While explaining the characteristics of museum objects, metadata describes them in a systematic way. : Metadata is important for organizing informational resources of the article, It is necessary to create new patterns and standards to organize, store and precisely recall digital resources while referring to metadata as a solution to this new need. The most common metadata standards are Dublin Core, METS and MODS. Metadata designs to boot and organize digital resources.

Conclusion

There are two methods of metadata creation: manual or through an automated process. The manual creation is more precise, using a person’s eyes to input and cross-check information. Manual feeded information is more relevant, accurate and more appropriate. Whereas, the automated metadata creation is more basic, it usually displays pre-calculated information which puts a number of limitations. Metadata also plays an important function in helping manage a wide variety of content. Smart marketers have realized that one more sophisticated metadata use is tracking usage of documents, and connecting that data to other contents.

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