

**NTM-Metadata-Schema**  
**Metadata-Schema for non-textual Materials**

*Based on DataCite metadata scheme version 2.1*  
Version 1.8

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## Mandatory Properties

The indicator A/C shows whether the property being described is an attribute (A) or a child (C) of the corresponding property that has preceded it. The attribute **Occurrence** explains if a property can have multiple instances, which is indicated by the notation: Occ.1-n, meaning that a property must occur once (1), and may occur multiple times (n). A notation of “Req” indicates that an attribute is required if the parent property is applied; “Opt” indicates that it is optional.

ID	NTM-Property	Definition	A/C	Occ	Allowed values, examples, other constraints
1	<b>Identifier</b>	The Identifier is a unique string that identifies a resource. The identifier will be the media-asset-management number, which will be generated automatically.		1	MAM-ID For internal use only.
<identifier>144</identifier>					
2	<b>Creator</b>	Name of the persons, who are responsible for the content of the film.		1-n	May be a corporate/institutional or personal name. The personal name format should be: family, given. Non-roman names should be transliterated according to the ALA-LC schemes found at <a href="http://www.loc.gov/catdir/cpsd/roman.html">http://www.loc.gov/catdir/cpsd/roman.html</a>
<creators> <creator>Meyer, Konrad</creator> <creator>Müller, Martina </creator> </creators>					
3	<b>Title</b>	Title of the film		1-n	The format is open.
3.1	<b>titleType</b>	Type of the title. Use to indicate a subtitle.	<b>A</b>	Opt	Fixed Value: Subtitle
<titles> <title>any title</title> <title titleType="Subtitle">any subtitle</title> </titles>					
4	<b>Publisher</b>	Persons or organization(s) who are making the film available to the general public.		1	Example: Leibniz Universität Hannover (LUH); Rachel Carson Center for Environment and Society (RCC);
<publisher>Fraser, Oliver</publisher>					
5	<b>PublicationYear</b>	The year when the film was or will be made publicly available.		1	YYYY If an embargo period has been in effect, use the date when the embargo period ends.
<publicationYear>2011</publicationYear>					

ID	NTM-Property	Definition	A/C	Occ	Allowed values, examples, other constraints
6	Language	The primary language of the resource.		1	Controlled Vocabulary: ISO 639-2/B ; Example: eng, fre, ger
<language>ger</language>					
7	SubjectArea	Classification into the subject areas of the TIB.		1-n	Controlled List: <ul style="list-style-type: none"> <li>- Architecture</li> <li>- Chemistry</li> <li>- Information Technology</li> <li>- Mathematics</li> <li>- Physics</li> <li>- Technology/Engineering</li> <li>- Other</li> </ul>
<subjectArea>Physics</subjectArea>					
8	Rights	Determination of the terms of use		1	Controlled List: <ul style="list-style-type: none"> <li>- CC-Namensnennung - Deutschland 3.0</li> <li>- CC-Namensnennung - keine kommerzielle Nutzung - Deutschland 3.0</li> <li>- CC-Namensnennung - keine kommerzielle Nutzung - Weitergabe unter gleichen Bedingungen - Deutschland 3.0</li> <li>- CC-Namensnennung - Weitergabe unter gleichen Bedingungen – Deutschland 3.0</li> <li>- CC-Namensnennung - keine kommerzielle Nutzung - Deutschland 3.0</li> <li>- CC-Namensnennung - keine kommerzielle Nutzung - keine Bearbeitung - Deutschland 3.0</li> <li>- Einverständniserklärung - keine Open Access-Lizenz</li> <li>- Campuslizenz</li> <li>- Sonderfall</li> </ul>
<rights>CC-Namensnennung - Deutschland 3.0</rights>					
9	Rightholder	Holder of the copyright of the resource.		1-n	May be a corporate/institutional or personal name. The personal name format should be: family, given. Non-roman names should be transliterated according to the ALA-LC schemes found at <a href="http://www.loc.gov/catdir/cpsol/roman.html">http://www.loc.gov/catdir/cpsol/roman.html</a>
<rightholder>Technische Informationsbibliothek (TIB)</rightholder>					

## Optional Properties

The indicator A/C shows whether the property being described is an attribute (A) or a child (C) of the corresponding property that has preceded it.

The attribute **Occurrence** explains if a property can have multiple instances, which is indicated by the notation: Occ. 0-n, meaning that a property can occur never (0), once, or multiple times (n). A notation of “Req” indicates that an attribute is required if the parent property is applied; “Opt” indicates that it is optional.

ID	NTM-Property	Definition	A/C	Occ	Allowed values, examples, other constraints
10	<b>ProductionYear</b>	The year in which the film was produced.		0-1	YYYY If an embargo period has been in effect, use the year when the embargo period ends.
<code>&lt;productionYear&gt;2011&lt;/productionYear&gt;</code>					
11	<b>ProductionPlace</b>	Place of production.		0-1	
<code>&lt;publicationPlace&gt;Berlin&lt;/publicationPlace&gt;</code>					
12	<b>Contributor</b>	All persons and organizations that were involved in the making of the film.		0-n	The personal name format should be: family, given. The functions of the contributors may be given in brackets. Example: Fraser, Oliver (camera) Non-roman names should be transliterated according to the ALA-LC schemes found at <a href="http://www.loc.gov/catdir/cpsol/roman.html">http://www.loc.gov/catdir/cpsol/roman.html</a>
12.1	<b>contributorType</b>	Type of the Contributors.	A	Req	Controlled List: - Distributor - Producer - RelatedPerson
<pre> &lt;contributors&gt;   &lt;contributor contributorType="Producer"&gt;Meier, Max &lt;/contributor&gt;   &lt;contributor contributorType="RelatedPerson"&gt;Fraser, Oliver (camera)&lt;/contributor&gt;   &lt;contributor contributorType="Distributor"&gt;&lt;/contributor&gt; &lt;/contributors&gt; </pre>					

ID	NTM-Property	Definition	A/C	Occ	Allowed values, examples, other constraints
13	ResourceType	Type of the film.		0-1	Controlled List: - Computer Animation - Conference - Experiment - Interview - Lecture - Research Data
<resourceType>Lecture</resourceType>					
14	Keywords	Assignment of keywords.		0-n	The format is open.
<pre> &lt;keywords&gt;   &lt;keyword&gt;descriptor 1&lt;/keyword&gt;   &lt;keyword&gt;descriptor 2&lt;/keyword&gt;   &lt;keyword&gt;descriptor 3&lt;/keyword&gt; &lt;/keywords&gt; </pre>					
15	Description	Abstract or comments about technical features, which must be considered in long-term archiving and encoding into another format, such as color or sound.		0-n	The format is open.
15.1	descriptionType	The type of the description.	A	Req	Fixed Value: - Abstract - TechnicalRemarks
<pre> &lt;descriptions&gt;   &lt;description descriptionType="Abstract"&gt;Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus congue arcu sed augue imperdiet pharetra. Vestibulum ac elit metus, id scelerisque erat. Pellentesque malesuada sem non orci fringilla pulvinar. &lt;/description&gt; &lt;/descriptions&gt; </pre>					
16	Format	File Format Use file extensions.		0-1	The format is open. Example : „flv“, „mpg“,
<format>mpg</format>					

ID	NTM-Property	Definition	A/C	Occ	Allowed values, examples, other constraints
17	<b>ObjectType</b>	The type of the object.		0-1	Controlled List: - Audio                      - InteractiveResource - AV                            - Model - Collection                - PhysicalObject - Dataset                    - Service - Event                        - Software - Image                       - Other
<code>&lt;objectType&gt;AV&lt;/objectType&gt;</code>					
18	<b>Size</b>	File Size		0-1	The format is open. Example: „300 MB“
<code>&lt;size&gt;155 MB&lt;/size&gt;</code>					
19	<b>Duration</b>			0-1	Controlled Format: hh:mm:ss:ms
<code>&lt;duration&gt;00:20:16:09&lt;/duration&gt;</code>					
20	<b>DOI</b>	Digital Object Identifier (DOI), if a DOI already exists.		0-1	Name of the DOI.
<code>&lt;DOI&gt;10.5446/44&lt;/DOI&gt;</code>					
21	<b>Series</b>			0-1	
21.1	<b>seriesTitle</b>	Title of the series.	<b>C</b>	0-1	
21.2	<b>seriesPublisher</b>	Publisher of the series.	<b>C</b>	0-1	
21.3	<b>seriesMAM</b>	The MAM-number, if a MAM-number already exists.	<b>C</b>	0-1	The MAM-number is the media-asset-management number of a series. When needed we send you your MAM-series-number. It is used to uniquely identify the series, which is required for subsequent additions.
21.4	<b>totalPartNo</b>	Total Part Number of all videos of the series.	<b>C</b>	0-1	
21.5	<b>partNo</b>	Part number of the video.	<b>C</b>	0-1	The format is open.
<pre> &lt;series&gt;   &lt;seriesTitle&gt;Philosophie in der Technik&lt;/seriesTitle&gt;   &lt;seriesPublisher&gt;The publisher&lt;/seriesPublisher&gt;   &lt;seriesMAM&gt;MAM 155&lt;/seriesMAM&gt;   &lt;totalPartNo&gt;6&lt;/totalPartNo&gt;   &lt;partNo&gt;3&lt;/partNo&gt; &lt;/series&gt; </pre>					

ID	NTM-Property	Definition	A/C	Occ	Allowed values, examples, other constraints
22	Link	a) Link that leads to the low-quality version of the video. b) Link that leads to the high-quality version of the video. 1. Link that leads to video on your own website, if the video will not be hosted by the TIB. 2. Link that leads to the thumbnail of your video.		0-n	The link to the low-quality version (linkType: flash_lq) and the link to the high-quality version (linkType: flash_hq) of the video will be generated automatically. Both links are for internal use only.
22.1	linkType	Type of the Link.	A	Req	Controlled List: - linkToExternalData - linkToThumbnail
<pre> &lt;links&gt;   &lt; linkType="linkToExternalData"&gt;http://www.linkexample/your_video&lt;/link&gt;   &lt;link linkType="linkToThumbnail"&gt;www.linkexample/to_the_thumbnail_of_the_video&lt;/link&gt; &lt;/links&gt; </pre>					
23	AdditionalMaterial	Information about the additionalMaterial.		0-n	
23.1	additionalMaterialType	Type of the additionalMaterial: Link or a MS-Office-file.	A	0-1	Controlled List: - File - URL
23.2	additionalMaterialTitle	The title of the additionalMaterial.	A	0-1	
23.3	relatedIdentifier	Identifier of related resource.		0-n	Example: 10.1594/PANGAEA.726506
23.4	relatedIdentifierType	The type of the RelatedIdentifier.	A	Req	Controlled List: - ARK                - ISTD - DOI                - LISSN - EAN13             - LSID - EISSN             - PURL - Handle            - UPC - ISBN               - URN - ISSN               - PROBADO

ID	NTM-Property	Definition	A/C	Occ	Allowed values, examples, other constraints
23.5	relationType	Description of the relationship of the resource being registered (A) and the related resource (B).	A	Req	Controlled List: <ul style="list-style-type: none"> <li>- isCitedBy (indicates that B includes A in a citation)</li> <li>- cites (indicates that A includes B in a citation)</li> <li>- isSupplementetTo (indicates that A is a supplement to B)</li> <li>- IsSupplementedBy (indicates that B is a supplement to A)</li> <li>- IsPartOf (indicates A is a portion of B)</li> </ul>
<pre> &lt;additonalMaterials&gt;   &lt; additionalMaterial additionalMaterialType="File" additionalMaterialTitle="title of the additional material" relatedIdentifer="10.1594/PANGAEA.726506"     relatedIdentifierType="DOI" relationType="IsSupplementTo" &gt;example.pdf&lt;/additionalMaterial&gt;   &lt; additionalMaterial additionalMaterialType="URL" additionalMaterialTitle="title of the additional material" relatedIdentifer="10.1594/PANGAEA.726505"     relatedIdentifierType="DOI" relationType="IsSupplementTo" &gt;http://www.beispiel.de/hier geht es direkt zum Begleitmaterial&lt;/additionalMaterial&gt; &lt;/additonalMaterials&gt; </pre>					
24	TargetGroup	Group of people, for whom this video is of particular interest.		0-n	Controlled List: <ul style="list-style-type: none"> <li>- Students</li> <li>- Scientists</li> <li>- General Public</li> <li>- Practitioners</li> </ul> To be filled in by TIB
<pre> &lt;targetGroups&gt;   &lt;targetGroup&gt;Students&lt;/targetGroup&gt;   &lt;targetGroup&gt;-Scientists&lt;/targetGroup&gt; &lt;/targetGroups&gt; </pre>					
25	Subject	Classification code or key phrase describing the resource.		0-n	To be filled in by TIB
25.1	subjectScheme	The name of classification.	A		Controlled List: <ul style="list-style-type: none"> <li>- BKL (Basic Classification)</li> <li>- DDC (Dewey Decimal Classification)</li> <li>- SWD (Schlagwortnormdatei)</li> <li>- Other</li> </ul>



ID	NTM-Property	Definition	A/C	Occ	Allowed values, examples, other constraints
					<pre> &lt;subjects&gt;   &lt;subject subjectScheme="BK"&gt;31.00&lt;/subject&gt;   &lt;subject subjectScheme="DCC"&gt;371.192&lt;/subject&gt;   &lt;subject subjectScheme="SWD"&gt;Mathematische Optimierung&lt;/subject&gt; &lt;/subjects&gt; </pre>
26	<b>Stock</b>	Decision about the inclusion of the video in the stock.		0-1	Controlled List: - TIB stock - not TIB stock but included in GetInfo - not included  To be filled in by TIB.
					<pre>&lt;stock&gt;TIB stock&lt;/stock&gt;</pre>
27	<b>Reasons</b>	Reasons for the stock decision.		0-1	To be filled in by TIB.
					<pre>&lt;reasons&gt;Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus congue arcu sed augue imperdiet pharetra.&lt;/reasons&gt;</pre>
28	<b>ArchivalDate</b>	Archiving date in the MAM-System. This will be generated automatically.			For internal use only.
					<pre>&lt;archivalDate&gt;2011-04-14&lt;/archivalDate&gt;</pre>
29	<b>TIB-Distribution</b>	Documentation of the distribution channels of each audio-visual media.		0-n	Controlled List: - AV-Portal - GetInfo - OPAC - LGZ - Europeana - WGL - hannover.de  To be filled in by TIB.
					<pre> &lt;TIB-Distributions&gt;   &lt;TIB-Distribution&gt;GetInfo&lt;/TIB-Distribution&gt;   &lt;TIB-Distribution&gt;LGZ&lt;/TIB-Distribution&gt; &lt;/TIB-Distributions&gt; </pre>
30	<b>Delete</b>	Delete information for GetInfo.		0-1	
					<pre>&lt;delete&gt;&gt;true&lt;/delete&gt;</pre>