Minimum metadata card

Quick start and fictional worked example

Choose the few fields that help people find and understand one collection.

1. Start with a retrieval question, not a long list of possible fields.
2. Define a small set and show what good entries look like.
3. Test three items with another person, then revise.

A useful finish: Each field has a purpose, a definition and an example another person can use.

FICTIONAL EXAMPLE / Adapt the process, not the facts.

Collection and retrieval question	Fictional policy library: which policy is approved for staff use?
Fields to keep	Title, owner, status, version, approval reference, official location.
Meaning of each field	Owner is the role responsible for content. Status describes approval, not file age.
Values and naming examples	Status: draft, approved, superseded, unknown. Use unknown when evidence is missing.
Who maintains the fields	Policy coordinator updates the record when approval or ownership changes.
Small retrieval test	Three sample policies tested. Added approval reference because status alone could not be checked.

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Your worksheet / Start here

Type into the boxes or print these two pages. Save a copy and reopen it to check your entries. For longer notes, use the text template or browser tool.

1. Collection and retrieval question

What does someone need to find or distinguish?

2. Fields to keep

Begin with a short list. Add a field only when it supports a real task.

3. Meaning of each field

Define each field in everyday language.

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Your worksheet / Continue and review

Type into the boxes or print these two pages. Save a copy and reopen it to check your entries. For longer notes, use the text template or browser tool.

4. Values and naming examples

Give examples and say how to mark unknown values.

5. Who maintains the fields

Name a responsible role and when an update is needed.

6. Small retrieval test

Try the fields on three items and record one change.

Before you finish: Each field has a purpose, a definition and an example another person can use.

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