

## **“Software Metadata”**

### **Institution Name**

*This worksheet builds on the card sorting activity you just completed.*

### **Purpose & Goals:**

The purpose of this activity is to think through software metadata in relation to your organizations' programmatic software collection, curation, preservation and emulation activities. The goal is to determine what types of policy and workflow changes might be needed to address your software collection, curation, preservation and emulation metadata needs.

### **Instructions:**

**Step 1)** Type up your programmatic goals and the metadata elements you associate with those goals.

**Step 2)** Think through any possible policy or workflow changes implicated by your responses from **Step 1**

**Step 3)** Identify 1 thing you can do in the SHORT term to address these needed changes, 1 thing you can do in the MEDIUM term (perhaps over the course of your FCoP project) and one thing that is a LONG term change/goals.

NOTE: Keep these MEDIUM and LONG term changes in mind for our Inreach & Outreach activity later on.

### **STEP 1**

#### **Programmatic goals and associated metadata from card sort**

- Ex. Create metadata for software at Institution 1 that fits with evolving best practices in the field, and also maps to archival description practices. This structured metadata should reflect current use cases with proprietary software, as well as build in future fields/scenarios that may include unique software development from the institution.
- Ex. Test out dependency tools as well as source docs
- Ex. Create metadata that will allow for authentication and unique identification that will allow for actions like the checking of duplicates, checking of software at other institutions, yield technical data that will allow for identifying dependencies at they may exist
- Ex. Create structured metadata (based on review of existing schema, such as PREMIS) that will allow for the capture of important archival concepts such as provenance and authenticity, legal/copyright, and contextual/donor info into structure.

### **STEP 2**

#### **Using google comments, annotate your responses to Step 1 with possible policy or workflow changes implicated by your responses from Step 1**

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**STEP 3**

**SHORT TERM ACTION**

- Ex. Test out dependency tools as well as source docs

**MEDIUM TERM ACTION**

- Ex. Create structured metadata (based on review of existing schema, such as PREMIS) that will allow for the capture of important archival concepts such as provenance and authenticity, legal/copyright, and contextual/donor info into structure.

**LONG TERM ACTION**