**Metadata Required for 3D & Sensory Data**

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| **Basic Information** |
| **Status** | Stage of a resource’s lifecycle and how tDAR treats its content |
| *Draft* | The resource is under construction and/or incomplete |
| *Active* | The resource is considered to be complete |
| *Flagged*  | This resource has been flagged for deletion or requires attention |
| *Deleted* | The item has been “deleted” from tDAR workspaces and search results and is considered deprecated |
| **Title** | If a formal title is given for the resource (as with a report) use this. If no title is supplied, the suggested formula is 'Content, Investigation Type or Site Name, Site Name or Specific Geographic Location'. |
| **Year** | Four digit year, e.g. 1966 or 1995. The publication year for a document or the year a photograph was taken. Otherwise, the year a resource was created. |

**Object/Monument#**

**Choose an Account to Bill From**

Select the billing account you wish to use. Must have a billing account set up.

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| **3D & Sensory Data Creators**Credit individuals and institutions for their contribution to the resource. Can enter multiple contributors. |
| **Person** | Last name, first name, creator or analyst (select one), email (optional), institution name (optional). |
| **Institution** | Institution name, creator or analyst (select one) |

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| **Additional Citation Information** |
| Publisher | Institution or entity that published the item |
| Publisher Location | Location of the publisher |
| DOI | Digital object identifier |
| URL | Stable URL for objects available elsewhere online |

**Abstract/Description**

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| **Survey Information** Select from the options in the left column in a toggle menu. Once a selection is made, additional data entry prompts will appear. Data entry prompts are shown in the left column. |
| **Toggle Menu Selection** | **Additional Data Entry** |
| Not Specified | Description of Final Datasets for Archive |
| Time of flight | Survey begin (mm/dd/yyyy), Survey End (mm/dd/yyyy), conditions, company name, scanner details, average data resolution, # scans, planimetric map filename, control data filename, RGB capture (none, internal, external), lighting setup information, description of final datasets for archive, camera details. |
| Phase-based | Survey begin (mm/dd/yyyy), Survey End (mm/dd/yyyy), conditions, company name, scanner details, average data resolution, # scans, planimetric map filename, control data filename, RGB capture (none, internal, external), lighting setup information, description of final datasets for archive, camera details. |
| Triangulation | Survey begin (mm/dd/yyyy), Survey End (mm/dd/yyyy), conditions, company name, scanner details, average data resolution, # scans, turntable used (yes/no), planimetric map filename, control data filename, RGB capture (none, internal, external), lighting setup information, description of final datasets for archive, camera details. |
| Combined | Description of Final Datasets for Archive |

**Scan Metadata Templates**

Metadata collected for 3D scan data will vary based on differences in scan technology and instrumentation. Individualized templates are provided below, please select and download the template that is appropriate to the scan project. Complete the metadata for the original scan files in the project and any additional products that will be archived (only registered point clouds and polygonal mesh datasets can be accepted at this time). Include the completed template in the zip file upload (See instructions below for suggested upload file structure).

##### Available Templates

* [scan\_metadata\_tof.xlsx](https://core.tdar.org/includes/sensory-data/scan_metadata_tof_phase.xlsx) best for time-of-flight and phase-based scans
* [scan\_metadata\_triangulation.xlsx](https://core.tdar.org/includes/sensory-data/scan_metadata_triangulation.xlsx) best for triangulation scans
* [scan\_metadata\_combined.xlsx](https://core.tdar.org/includes/sensory-data/scan_metadata_combined.xlsx) best for scans that involve multiple scan technologies

##### **Upload Structure**

All 3D data and the associated metadata template should be zipped into a single zip file prior to upload. Additional images should be uploaded individually and image metadata should be completed for each image. The suggested folder structure for the zip file is as follows:

* *SurveyName*
	+ *SurveyName\_L1* — contains original scan files in .e57 or .txt format
		- *Trans\_Matrices* — contains transformation matrices for each original scan file, file naming should match original scan file names
	+ *SurveyName\_L2* — contains registered point cloud or registered polygonal mesh in appropriate format
	+ *SurveyName\_L3* — contains merged polygonal mesh in appropriate format, if applicable
	+ *SurveyName\_metadata.xls* — completed metadata template for all scan data and final products

**Institution Authorizing Upload of this 3D & Sensory Data**

Enter institution name

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| **Individual and Institutional Roles** |
| **Person** | Last name, first name, contact (contact, contributor, translator, field director, lab director, principal investigator, project director, landowner, sponsor), email (optional), Institution name (optional) |
| **Institution** | Institution Name, contact (contact, contributor, collaborator, landowner, sponsor, permitting agency, repository, prepared by, submitted by) |

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| **3D & Sensory Data Specific or Agency Identifiers**Names or numbers specific to the document, project, or institution that would be used to identify the resource (e.g. a museum catalog number or archive call number) |
| Name | Description of the following agency identifier |
| Value | Number, code or other identifier |

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| **Spatial Terms** |
| **Geographic Terms** | Enter geographic keyword |
| **Geographic Region** | Enter coordinates of geographic location of dataset, or use the map to draw a bounding box around the region |

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| **Temporal Coverage** |
| **Temporal Terms** | Enter temporal keyword |
| **Coverage Dates** | Enter date type (calendar date or radiocarbon date), start year, end year, and description of date |

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| **Investigation Types**(check all that apply) |
| Archaeological OverviewArchitectural DocumentationArchitectural SurveyBioarchaeological ResearchCollections ResearchConsultationData Recovery / ExcavationEnvironment ResearchEthnographic ResearchEthnohistoric ResearchGeophysical SurveyGround Disturbance Monitoring | Heritage ManagementHistoric Background ResearchMethodology, Theory, or SynthesisReconnaissance / SurveyRecords Search / Inventory CheckingRemote SensingResearch Design / Data Recovery PlanSite Evaluation / TestingSite StabilizationSite Stewardship MonitoringSystematic Survey |

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| **Material Types**(check all that apply) |
| BasketryBuilding MaterialsCeramicChipped StoneDating SampleFaunaFire Cracked RockGlassGround StoneOther (enter keyword) | HideHuman RemainsMacrobotanicalMetalMineralPollenShellTextileWood |

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| **Cultural Terms** (Check all that apply) |
| Pre-ClovisPaleoIndian  Clovis Folsom DaltonArchaic Early Archaic Middle Archaic  Late ArchaicHopewellWoodland Early Woodland Middle Woodland  Late WoodlandPlains VillageMississippianAncestral PuebloanHohokamMogollonPatayanFremontHistoric African American Chinese American Euroamerican Japanese American Historic Native American SpanishOther (enter a keyword) |

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| **Site Terms** |
| Site Information | Site name/number |
| **Site Type**(Check all that apply) |
| Domestic Structure or Architectural Complex Settlements Encampment Hamlet/village Town/city Domestic structures Brush structure Cave House House Mound Wattle & Daub (Jacal) structure Longhouse  Pit house/earth lodge Room block/compound/pueblo Rock Shelter Shade structure/ramada Tent ring/tipi ring Platform mound Wigwam/wetu Plank houseResource extraction/Production/Transportation Structure or Features Agricultural or Herding Agricultural Field or Field FeatureCanal or canal feature Corral Reservoir Terrace Water control feature Commercial or industrial structures Factory/workshop Mill Fish trap/weir Hunting/trapping  Butchering/kill site Hunting blind Large game jump Mine Mine Tunnels Mine-related structures Quarry Road, trail, and related structures or features Bridge Causeway Linear Feature Railroad Road Trail Funerary and Burial Structures or Features Cemetery Burial Mound Charnel House Isolated Burial Ossuary Burial Pit Tomb Non-domestic structures Ball court Church/religious structure  Ancient church/religious structure Historic church/religious structure Communal/Public structure Ancient communal/public structure Historic communal/public structureGreat house/big houseGovernmental Structure Ancient governmental structure Historic governmental structureKiva/great kivaMilitary structureMound/earthwork Building substructure Ancient earthwork Military earthwork  Geometric/effigy/zoomorphic moundPalacePalisadePlazaPyramidStairwayStructure Ancient structure Historic structureSweat house/sweat lodgeTemple Archaeological Feature Artifact scatterCairnFenceHearthIsolated artifactIsolated featureKilnMiddenBurned rock middenSheet middenTrash middenMilling FeatureBedrock grinding featureMilling binPitRefuse pitRoasting pit/oven/hornoStorage pitPost hole/post moldRock alignmentRock Art Intaglio/geoglyph Petroglyph PictographWater-related Shipping-related structure Shipwreck Submerged aircraft |

**General Keywords**

Enter general keyword

**Notes**

Enter type of note (general, redaction, rights & attribution, administrative)

Enter note

**Museum or Archive Collections**

Enter source collection

Enter related or comparative collections