**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 Overview  Architectural Documentation  Architectural Survey  Bioarchaeological Research  Collections Research  Consultation  Data Recovery / Excavation  Environment Research  Ethnographic Research  Ethnohistoric Research  Geophysical Survey  Ground Disturbance Monitoring | Heritage Management  Historic Background Research  Methodology, Theory, or Synthesis  Reconnaissance / Survey  Records Search / Inventory Checking  Remote Sensing  Research Design / Data Recovery Plan  Site Evaluation / Testing  Site Stabilization  Site Stewardship Monitoring  Systematic Survey |

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| **Material Types**  (check all that apply) | |
| Basketry  Building Materials  Ceramic  Chipped Stone  Dating Sample  Fauna  Fire Cracked Rock  Glass  Ground Stone  Other (enter keyword) | Hide  Human Remains  Macrobotanical  Metal  Mineral  Pollen  Shell  Textile  Wood |

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| **Cultural Terms**  (Check all that apply) |
| Pre-Clovis  PaleoIndian  Clovis  Folsom  Dalton  Archaic  Early Archaic  Middle Archaic  Late Archaic  Hopewell  Woodland  Early Woodland  Middle Woodland  Late Woodland  Plains Village  Mississippian  Ancestral Puebloan  Hohokam  Mogollon  Patayan  Fremont  Historic  African American  Chinese American  Euroamerican  Japanese American  Historic Native American  Spanish  Other (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 house  Resource extraction/Production/Transportation Structure or Features  Agricultural or Herding  Agricultural Field or Field Feature  Canal 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 structure  Great house/big house  Governmental Structure  Ancient governmental structure  Historic governmental structure  Kiva/great kiva  Military structure  Mound/earthwork  Building substructure  Ancient earthwork  Military earthwork  Geometric/effigy/zoomorphic mound  Palace  Palisade  Plaza  Pyramid  Stairway  Structure  Ancient structure  Historic structure  Sweat house/sweat lodge  Temple  Archaeological Feature  Artifact scatter  Cairn  Fence  Hearth  Isolated artifact  Isolated feature  Kiln  Midden  Burned rock midden  Sheet midden  Trash midden  Milling Feature  Bedrock grinding feature  Milling bin  Pit  Refuse pit  Roasting pit/oven/horno  Storage pit  Post hole/post mold  Rock alignment  Rock Art  Intaglio/geoglyph  Petroglyph  Pictograph  Water-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