METADATA MANAGEMENT
THE FORGOTTEN WORLD OF THE BACK OFFICE

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METADATA MANAGEMENT

- overlooked section of digital data life cycle
- records populated by cut and paste
- frequently updated web pages given to non-web editors
- back office not a high organisational priority
• highlight how ESDS strategy has made cataloguing and web page update straightforward
WHO ARE THE BACK OFFICE?

- not users
- create catalogue records
- maintain authority lists
- update staff lists
- organise events
- update web pages
- people who make things work
THE FORGOTTEN WORLD

Three areas of metadata management:

- catalogue records
- event organisation
- web pages
CATALOGUE RECORDS

DEPOSIT FORM → INPUT PROGRAM

information from depositor

value-added

CATALOGUE RECORD

online access
CATALOGUE RECORD

- data creator, data collector, sponsor
- sampling, weighting, data collection methods
- abstract
- geographical coverage
- temporal coverage

- references to publications
- subject keywords
- variables online documentation
- lists of related datasets
Title: Quarterly Labour Force Survey, September - November, 2005

Series: (Labour Force Survey Series)

Subject Categories: Labour Force Survey - Major studies
                 General - Employment and labour

Depositor(s): Office for National Statistics. Social and Vital Statistics Division

Principal Investigator(s): Office for National Statistics. Social and Vital Statistics Division
                         Northern Ireland Statistics and Research Agency. Central Survey Unit

Sponsor(s): Office for National Statistics
            Northern Ireland. Department of Enterprise, Trade and Investment

Other Acknowledgements: Until 5 July 1995, the Labour Force Survey (LFS) was the responsibility of the Employment Department. On that date, the Employment Department was abolished and responsibility for the survey was passed to the Central Statistical Office (CSO). In April 1996, the Central Statistical Office and the Office of Population Censuses and Surveys amalgamated to become the Office for National Statistics (ONS).

Abstract: The Labour Force Survey (LFS) is a unique source of articulated information using international definitions of employment and unemployment and economic inactivity, together with a wide range of related topics such as occupation, training, hours of work and personal characteristics of household members aged 16 years and over. The first LFS was conducted in 1973, under the terms of a regulation derived from the Treaty of Rome, and the provision of information for the Statistical Office of the European Communities (SOEC) continues to
DEPOSIT FORMS

depositor add information

- data format e.g. SPSS
- documentation format
- abstract
- depositor
- title

- dates of fieldwork
- time period
- publications
- geographic coverage
DEPOSIT FORMS

LEGACY
- Microsoft Word
- data on floppy disc
- details copied

CURRENT
- download forms
- Visual basic
- export DDI XML
INPUT PROGRAMS

LEGACY

• add/copy all fields

Deposit form → Input program

General Household Survey, 2004-2005
Office for National Statistics
01 April 2004-31 March 2005
Repeated cross-sectional study
INPUT PROGRAMS

CURRENT

- DDI XML from deposit forms
- added to underlying database fields
- flag fields to check
- add: keywords, subject category, links and other resources, access codes, notes for internal use
INPUT PROGRAMS

Advantage to back office

• no cutting and pasting
• more accurate records
• more time to add value to catalogue record
## EVENT MANAGEMENT

- database of events
- training courses
- news items
- RSS feed
- online booking

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Title</th>
<th>Description</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDS 1555</td>
<td>Invitation to participate in a JISC-funded study on UK Data Archive</td>
<td>Invitation to participate in a JISC-funded study on UK Data Archive</td>
<td><a href="http://www.data-archive.ac.uk/news/newsdetail.asp?ID=1555">http://www.data-archive.ac.uk/news/newsdetail.asp?ID=1555</a></td>
</tr>
<tr>
<td>EDS 1554</td>
<td>An introduction to UK Microdata - focus on ethnicity</td>
<td>An introduction to UK Microdata - focus on ethnicity</td>
<td><a href="http://www.ecs.ac.uk/esds/events/">http://www.ecs.ac.uk/esds/events/</a></td>
</tr>
<tr>
<td>EDS 1552</td>
<td>Workshop on content for re-use of qualitative data, organised by the Qualdata Program</td>
<td>Workshop on content for re-use of qualitative data, organised by the Qualdata Program</td>
<td><a href="http://www.esds.ac.uk/qualdata/news/eventdetail.asp?ID=1552">http://www.esds.ac.uk/qualdata/news/eventdetail.asp?ID=1552</a></td>
</tr>
<tr>
<td>EDS 1550</td>
<td>REALM UK Project Evaluation Day</td>
<td>REALM UK Project Evaluation Day</td>
<td><a href="http://www.rsc-wales.ac.uk/event/display.asp?key=1261">http://www.rsc-wales.ac.uk/event/display.asp?key=1261</a></td>
</tr>
<tr>
<td>EDS 1549</td>
<td>The British Household Panel Study: Data Confrontation Workshop</td>
<td>The British Household Panel Study: Data Confrontation Workshop</td>
<td><a href="http://www.essex.ac.uk/methods/ccourses/descriptions/1s05.shtml">http://www.essex.ac.uk/methods/ccourses/descriptions/1s05.shtml</a></td>
</tr>
<tr>
<td>EDS 1548</td>
<td>JISC Capital Programme</td>
<td>JISC Capital Programme</td>
<td><a href="http://www.jisc.ac.uk/capital.html">http://www.jisc.ac.uk/capital.html</a></td>
</tr>
<tr>
<td>EDS 1547</td>
<td>2008 NCDs and BCS70 consultative conference</td>
<td>2008 NCDs and BCS70 consultative conference</td>
<td><a href="http://www.cls.ioe.ac.uk/events.asp?section=0001000100046&amp;item=402">http://www.cls.ioe.ac.uk/events.asp?section=0001000100046&amp;item=402</a></td>
</tr>
</tbody>
</table>
• same event on more than one web page

• need more information than appears on web page
EVENT MANAGEMENT - programme

LEGACY

• Word

CURRENT

• HTML
• use template
• print-friendly
Advantage to back office

- easy to create for new event
- always have latest version
- easy to print out
EVENT MANAGEMENT - booking

LEGACY

- create new form for each event
- Word
- sent via email
- paste into Excel
- create delegate list
EVENT MANAGEMENT - booking

CURRENT

- tick boxes
- update fields
- submit from web
- new booking email
- dynamic delegate lists
EVENT MANAGEMENT - booking

Advantage to back office

- no duplication of information
- simple to add booking form for event
- checking a few boxes - costs, max numbers, contact, special note for event
- delegate lists always up-to-date
NEW ESDS WEB SITE

designed with back office in mind
NEW ESDS WEB SITE

- use of metadata in navigation
- metadata used in design
- use of style sheets
- common include files
- use of standards

```
<% if topMenu == "deposit" then %>
<!-- #include virtual="/includes/deplinks.inc" -->
<% end if %>

<% if topMenu == "create" then %>
<!-- #include virtual="/includes/createlinks.inc" -->
<% end if %>
```
NEW ESDS WEB SITE

Advantage to back office

- web pages easy to update
- easy flexible design
- consistent look and feel
- more time to make changes
CONCLUSION

If task is:

• repetitive
• repetitive
• repetitive
• repetitive

Find a way to make it easier for the back office