



# METADATA POLICY FOR DIGITAL ARCHIVES

THE POLICY HAS BEEN APPROVED BY THE DECISION OF  
THE SCIENTIFIC COUNCIL OF NAKHCHIVAN STATE  
UNIVERSITY AT THE MEETING HELD ON  
SEPTEMBER 18, 2024 (PROTOCOL NO: 01)



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## Metadata Policy for Digital Archives

### 1. Purpose

The metadata policy for digital archives aims to ensure the following:

- Effective description of archive objects.
- Improved search, retrieval, and dissemination capabilities.
- Management of information for compliance, security, and long-term preservation.

### 2. Scope

This policy applies to all types of information stored in digital archives (texts, images, multimedia, databases, etc.).

### 3. Metadata Standards

Internationally recognized standards should be used for metadata creation.

Recommended standards include:

- Dublin Core (for basic metadata structure).
- PREMIS (for preservation metadata).
- METS (for data storage and exchange format).
- MODS (for detailed descriptive metadata).

### 4. Metadata Categories

Metadata should be organized according to the following categories:

#### 1. Descriptive Metadata

- Object name, author, subject, description, keywords.

#### 2. Structural Metadata

- File structures, content relationships.

#### 3. Preservation Metadata

- Preservation date, file type, version, preservation policies.

#### 4. Technical Metadata

- File format, size, technical specifications.

#### 5. Administrative Metadata

- Object's legal status, ownership rights, access restrictions.



## 5. Metadata Creation and Updating

- Metadata should be created automatically or manually during the digitization of objects.
- Metadata should be regularly updated and its compliance verified.

## 6. Access and Usage Rights

- Metadata should be provided in accordance with open access principles.
- Restrictions (if any) should be specified at the metadata level.
- Role-based access control should be used to manage access rights.

## 7. Metadata Quality

The following criteria must be met to ensure high-quality metadata:

- Completeness: Metadata must be comprehensive for all objects.
- Accuracy: Metadata must accurately reflect the information.
- Consistency: Metadata should be presented in a uniform structure and format.
- Accessibility: Metadata should be easy to search and read.

## 8. Compliance and Security

- Metadata must be maintained in accordance with standards and support inter-archive integration.
- Preservation and security measures should be implemented for metadata and digital objects.

## 9. Training and Management

- Staff responsible for implementing the metadata policy should receive proper training.
- A dedicated entity or individual should be assigned responsibility for metadata management.

## 10. Policy Updates

The metadata policy should be regularly updated to reflect advancements in technology and changes in archive requirements.