

# Examples: Administrative Metadata (Issue)

**Administrative metadata can include information about preservation, rights and access, and technical issues. A lot of it is interspersed and overlapping with and within the descriptive metadata.**

This is a modified Issue Level XML file. Only one page is represented in this issue. Actual issues, like those of 4 pages or more, would have repeating tag sets for each page in the *descriptive metadata* under `<dmdSec ID="pageModsBib1">`; *file section* `<fileGrp ID="pageFileGrp1">`, and *structural map* `<div TYPE="np:page" DMDID="pageModsBib1">`.

All XML pages begin with a header that looks similar to this...

**<!--LOC DTD-->**

```
<?xml version="1.0" encoding="UTF-8"?>
<mets TYPE="urn:library-of-congress:ndnp:mets:newspaper:issue" PROFILE="urn:library-of-congress:mets:profiles:ndnp:issue:v1.5" LABEL="Hopkinsville Kentuckian, 1910-02-24"
  xmlns:mix="http://www.loc.gov/mix/" xmlns:ndnp="http://www.loc.gov/ndnp" xmlns:premis="http://www.oclc.org/premis" xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xlink="http://www.w3.org/1999/xlink" xmlns="http://www.loc.gov/METS/" >
```

**<!--METS HEADER-->**

```
<metsHdr CREATEDATE="2008-01-30T23:16:28">
  <agent ROLE="CREATOR" TYPE="ORGANIZATION">
    <name>University of Kentucky</name>
  </agent>
```

**<!--DESCRIPTIVE METADATA-->**

```
<dmdSec ID="issueModsBib">
  <mdWrap MDTYPE="MODS" LABEL="Issue metadata">
    <xmlData>
      <mods:mods>
        <mods:relatedItem type="host">
          <mods:identifier type="lccn">sn86069395</mods:identifier>
          <mods:part>
            <mods:detail type="volume">
              <mods:number>32</mods:number>
            </mods:detail>
            <mods:detail type="issue">
              <mods:number>24</mods:number>
            </mods:detail>
            <mods:detail type="edition">
              <mods:number>1</mods:number>
            </mods:detail>
          </mods:part>
        </mods:relatedItem>
        <mods:originInfo>
          <mods:dateIssued encoding="iso8601">1910-02-24</mods:dateIssued>
        </mods:originInfo>
        <mods:note type="noteAboutReproduction">Present</mods:note>
      </mods:mods>
    </xmlData>
  </mdWrap>
</dmdSec>
```

**A web interface, like KDL's DLXS, can be programmed to sort issues and pages by a number of tags, like those identified in green**

```
<dmdSec ID="pageModsBib1">
  <mdWrap MDTYPE="MODS" LABEL="Page metadata">
    <xmlData>
      <mods:mods>
        <mods:part>
          <mods:extent unit="pages">
            <mods:start>1</mods:start>
          </mods:extent>
        </mods:part>
        <mods:relatedItem type="original">
          <mods:physicalDescription>
            <mods:form type="microfilm"/>
          </mods:physicalDescription>
          <mods:identifier type="reel number">00175045545</mods:identifier>
          <mods:identifier type="reel sequence number">203</mods:identifier>
          <mods:location>
            <mods:physicalLocation authority="marcorg" displayLabel="University of Kentucky, Lexington, KY">KyU</mods:physicalLocation>
          </mods:location>
        </mods:relatedItem>
        <mods:note type="agencyResponsibleForReproduction" displayLabel="University of Kentucky, Lexington, KY">KyU</mods:note>
        <mods:note type="noteAboutReproduction" >Present</mods:note>
      </mods:mods>
    </xmlData>
  </mdWrap>
</dmdSec>
```

**Provenance is recognized  
by those tags in red**

**The location and owner of the film as  
well as the responsible digital  
repository are identified in blue**

These sections represent the structure of the files

<!--FILE SECTION-->

```
<fileSec>
  <fileGrp ID="pageFileGrp1">
    <file ID="masterFile1" USE="master" >
      <FLocat LOCTYPE="OTHER" OTHERLOCTYPE="file" xlink:href="0207.tif" />
    </file>
    <file ID="serviceFile1" USE="service" >
      <FLocat LOCTYPE="OTHER" OTHERLOCTYPE="file" xlink:href="0207.jp2" />
    </file>
    <file ID="otherDerivativeFile1" USE="derivative" >
      <FLocat LOCTYPE="OTHER" OTHERLOCTYPE="file" xlink:href="0207.pdf" />
    </file>
    <file ID="ocrFile1" USE="ocr" >
      <FLocat LOCTYPE="OTHER" OTHERLOCTYPE="file" xlink:href="0207.xml" />
    </file>
  </fileGrp>
</fileSec>
```

<!--STRUCTURAL MAP-->

```
<structMap xmlns:np="urn:library-of-congress:ndnp:mets:newspaper">
  <div TYPE="np:issue" DMDID="issueModsBib">
    <div TYPE="np:page" DMDID="pageModsBib1">
      <fptr FILEID="masterFile1" />
      <fptr FILEID="serviceFile1" />
      <fptr FILEID="otherDerivativeFile1" />
      <fptr FILEID="ocrFile1" />
    </div>
  </div>
</structMap>
</mets>
```