

## How to use ExSite9 - Guidance for PARADISEC depositors

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paradisec.org.au

### PURPOSE

This document has been prepared for guidance for PARADISEC depositors on how to use the ExSite9 tool to prepare data for submission to PARADISEC for eventual upload to our online catalog system (NABU, see [catalog.paradisec.org.au](http://catalog.paradisec.org.au)). This document should be read in conjunction with the [ExSite9 User Manual](#), which fully documents the structure and possibilities of the software. ExSite9 is a very flexible tool that is designed to be customisable for a range of different repository and metadata structures.

This document is limited to the customisation (schema and workflow) designed for PARADISEC's application of ExSite9, including preparation for fieldwork, creation of the data collection, and how to submit to PARADISEC. ExSite9 has many additional features that are not described here, please consult the User Manual for full details.

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## PREPARING FOR FIELDWORK

Establish a relationship with PARADISEC (email [admin@paradisec.org.au](mailto:admin@paradisec.org.au)).

1. Receive collection ID from PARADISEC administrators.
2. Download a deposit form (linked from the bottom of the page <http://www.paradisec.org.au/deposit.html>).
3. Consult the information for depositors on <http://www.paradisec.org.au/deposit.html> and <http://www.paradisec.org.au/info.html>, Take particular note of the file formats we will accept, and contact the PARADISEC administrator if you have any questions about conversion.
4. Familiarise yourself with the PARADISEC filenames conventions <http://www.paradisec.org.au/naming.html>.
5. Keep note of the standard name of your institution as it currently appears in the PARADISEC catalog at <http://catalog.paradisec.org.au>. If your institution does not appear there, please ask [admin@paradisec.org.au](mailto:admin@paradisec.org.au) to add it.
6. Inform yourself of the correct ISO 3166-1 codes and standard country names for the country or countries in which you plan to work (search at [http://www.iso.org/iso/country\\_names\\_and\\_code\\_elements](http://www.iso.org/iso/country_names_and_code_elements)).
7. Inform yourself as to the correct ISO 639-3 codes and standard language names for the languages or cultural groups you plan to work on (search at [http://www.ethnologue.com/site\\_search.asp](http://www.ethnologue.com/site_search.asp)). If there is no standard code for the language, please select the closest code to the language you work on (this helps others to find the information), and you can later enter the preferred language name into our catalog field 'Language as given'.
8. Choose and take note of the field of research code that best applies to your research from <http://www.abs.gov.au/ausstats/abs@.nsf/mf/1297.0>.
9. If your research is funded by a granting body that you wish to acknowledge, keep note of the standard name of your granting body as it appears in PARADISEC's catalog (see the dropdown list on the collection page). If your granting body is not listed contact a PARADISEC administrator to get them to add it. Also keep note of the identifying code and title of any relevant grant.
10. If you are computer-savvy: Download ExSite9 from <http://jenkins.intersect.org.au/job/Exsite9/lastStableBuild/> (choose the build that matches your operating system), unpack the zip file and install it;  
OR
11. If you wish a PARADISEC administrator to do the initial setup of your project for you, advise the PARADISEC administrator of the operating system of the computer you will be using during your fieldwork (choose from: Windows, Mac or Linux - if Windows or Linux, advise whether running in 32-bit or 64-bit mode). You will then be provided with a link from which to download your personalised version with a dummy collection ("project" in ExSite9 terminology)
12. Obtain a copy of the user guide for ExSite9 from <https://github.com/IntersectAustralia/exsite9/wiki/User-Manual>. This will explain in detail the operations and possibilities of the software.

## CREATING YOUR DATA COLLECTION

### Formats

Record and create your files in one of PARADISEC's accepted formats (see [step 3](#) above):

Text:	txt, xml, pdf, rtf (we can undertake to convert from MS Word to these formats if necessary)
Audio:	.WAV (16bit 48khz, or as close to the archival standard of 24bit, 96Khz as possible).
Images:	.TIF/ TIFF
Video:	mxp (.mp4, .mov, DV native format can be accessioned)

If you capture files in any other format, please convert them to an accepted format before beginning to describe your collection.

### File naming

Name your files according to the PARADISEC file naming conventions (see [step 4](#) above), which needs to be in three parts separated by hyphens (e.g. LB1-AT01-01.jpg):

- a. use your allocated collection identifier (e.g. LB1, see [step 1](#) above) as the prefix
- b. use a logical grouping name (your local identifier, e.g. AT01) as the second element
- c. use a part name as the third element (e.g. -01 to signify the first file in a grouping). Even if you only have one file in a grouping, we still need a part element to be entered so that the filename will conform to our three-part standard).

### Organising your files into directories

Note that PARADISEC's recommended folder structure is:

- \* a top-level folder named for the collection ID, e.g. "LB1"
- \* child folders named for the item ID e.g. "AT9301"
- \* files within the folder named with the pattern [collection ID]-[item ID]-[part].[extension], e.g., "LB1-AT9301-A.jpg"

Organising your files to match the recommended directory structure will facilitate describing them in ExSite9 and thus minimise the time taken in preparing your submission to the repository. This may not always be possible, e.g., some researchers use software that requires them to keep the files for a particular item in different locations.

### **MAKE SURE YOU BACK UP YOUR FILES EVERY DAY!**

**If you are making digital recordings, don't rely on a single hard drive or your laptop. You may wish to use a RAIDED hard drive, or two hard drives, or burn files daily to DVD or CD. Don't forget to label the media appropriately.**

## DESCRIBING YOUR DATA USING ExSite9

Before beginning to add metadata to the files with ExSite9, identify the external device (portable hard drive or flash media) that you intend to use to submit the files and metadata to PARADISEC. Make sure that there is ample storage available, because the zip package that will be created at the end of the process is likely to be of a similar size to the directory in which your files are stored.

### Describe your collection as an ExSite9 “Project”

When you first start ExSite9 you will need to open a project (“Project > New...” if you have downloaded directly from the ExSite9 site, or “Project > Open...” if you have received your copy of ExSite9 from PARADISEC).

When you have created or opened your project you will have to fill in the following fields, which will match those in your collection record in PARADISEC’s catalog. Note that a “project” in ExSite9 equates to a “collection” in PARADISEC’s system. Required fields are marked with an asterisk, and the software will not allow you to move to the next screen unless they have been filled in. All other fields are optional. You can come back later to edit this information if need be.

The screenshot shows a window titled "Edit Project" with the following fields and values:

- Identifier: LB1
- Project Name: \* LB test metadata 2012-09-29
- Name: \* Barwick, Linda
- Institution: University of Sydney
- Email: \* Linda.Barwick@example.com
- Description: Test data set 11, based on Linda Barwick's Philippines material on Ilocos Sur komedya dramas
- Collection Type: Collection
- Rights Statement: (empty)
- Access Rights: Open (subject to agreeing to PDSC access form)
- Licence: (empty)
- Subject: (empty)

At the bottom of the form are four buttons: "< Back", "Next >", "Cancel", and "Finish". The "Finish" button is highlighted in blue.

**Identifier:** Use the PARADISEC collection identifier provide by the PARADISEC administrator (see [step 1](#) above) - in this case it is LB1.

**\*Project Name:** this should be a descriptive title for your collection.

**\*Name:** Insert your name, in the order lastname, firstname.

**Institution:** Insert the standard name of your institution as it appears in PARADISEC's catalog (see [step 5](#) above).

**\*Email:** Insert your email address. This will be used by PARADISEC's administrators to contact you should there be any questions about your collection. Note that this will **not** be publicly available through our catalog.

**Description:** Insert a summary of the context, purpose and contents of your collection.

**Collection type:** Select "collection" (PARADISEC does not use the alternative collection type "dataset").

**Rights statement:** [Enter any access condition details here - see the "Access rights" field]

**Access rights:** Enter one of the following five options, using the exact wording below:

- "As yet unspecified"
- "Closed (subject to the access condition details)"
- "Mixed (check individual items)"
- "Open (subject to agreeing to PDSC access form)"
- "Open (subject to the access condition details)"

If you have chosen the second or fifth option here, enter the access condition details in the "rights statement" field above

**Licence:** Leave blank

**Subject:** Leave blank

Select the "Next >" button to see the second screen of project information.

**Edit Project**  
Please amend the details of your project

Electronic Location

Physical Location

Place or Region Name

Geographical Coverage

Dates of Capture

Citation Information

Countries

Languages

Field of Research

Funding Body

Grant ID

Related Party

Related Grant

Related Information

< Back   Next >   Cancel   Finish

**Electronic location:** Leave blank for now.

**Physical location:** If known, enter the physical location your data is stored.

**Place or Region Name:** Enter the location(s) where you collected or captured the data, in the format [locality], [state or province], country

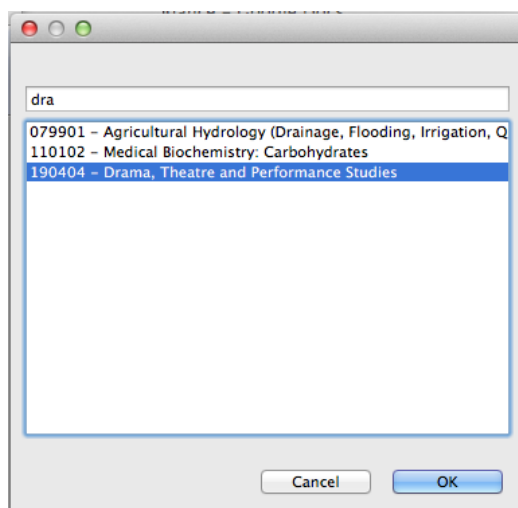
**Geographical coverage:** Leave blank for now

**Citation information:** Leave blank for now (this will be automatically generated by the PARADISEC catalog system)

**Countries:** Enter the name of the country or countries where you collected or captured the data, using the international country code and the standard name of the country (see [step 6](#) above), separated by space-hyphen-space. Separate multiple country names with a pipe (e.g. "PH - Philippines | AU - Australia").

**Languages:** Enter the name(s) of the languages that you are documenting, using the ISO 639-3 language codes and the standard language names (see [step 7](#) above), separated by space-hyphen-space. Separate multiple language names with a pipe (e.g. "ilo - Ilocano | eng - English").

**Field of Research:** Enter the Australian Bureau of Statistics field of research code that best matches your research (see [step 8](#) above). You can access and search the list via a selection window that appears when you click the "Select..." button next to the field.



**Funding Body:** Enter the name of the relevant funding body using the standard name as it appears in PARADISEC’s catalog (see [step 9](#) above).

**Grant ID:** Enter the funding body’s identifying code for your grant, if applicable (see [step 9](#) above). (Note: enter only the code: for Australian Research Council grants this will allow the record to be matched in Research Data Australia with the relevant record from the ARC). If the grant has no identifying code, enter the title in the “Related Grant” field below.

**Related Party:** Enter the names of any co-researchers (e.g. first-named Chief Investigator on your grant), in the format Lastname, Firstname. Separate multiple entries with a pipe (e.g. “Pertierra, Raul | Thieberger, Nicholas”).

**Related Grant:** Enter the title of your grant here (see [step 9](#) above)

**Related Information:** Leave this field blank for now.

Once you have entered as much information as you wish, click on the “Finish” button to enter the main screen. You can go back later to edit any of these fields via the “Project > Edit...” menu.

### The main screen

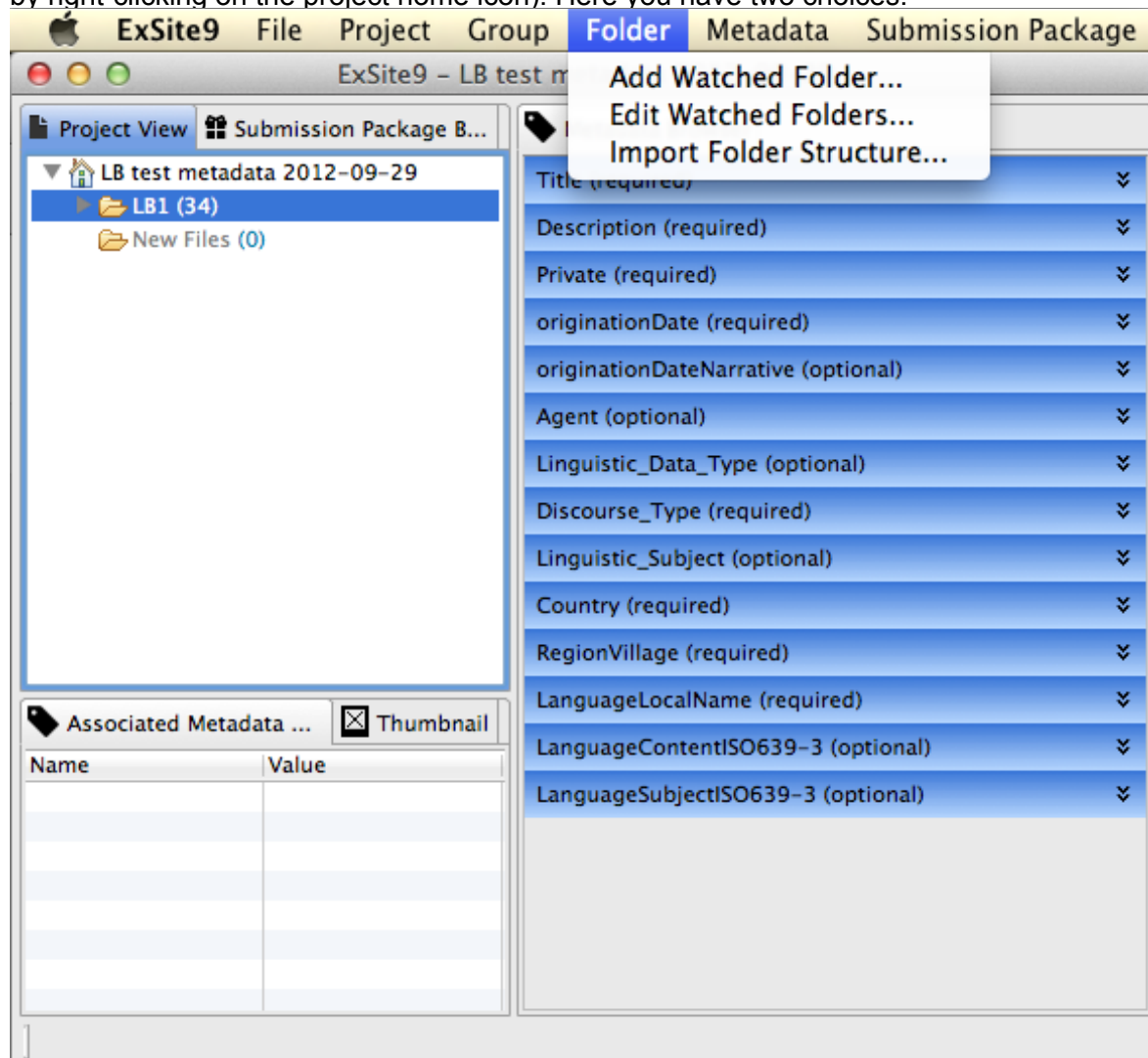
On the left is the “Project view screen”, while on the right is the “metadata browser pane”. The default schema loaded has been designed to match PARADISEC’s requirements.<sup>1</sup> We will discuss this schema [later](#). In the first instance we need to identify and structure the set of files you wish to submit to the repository.

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<sup>1</sup> if you wish to create your own schema or load another one, you can do so via the “Metadata > Select Schema...” dialogue.

**Project view: Structure the view of your collection files in ExSite9**

The first step is to create a list of all the files you wish to describe, via the “Folder” menu (or by right-clicking on the project home icon). Here you have two choices.

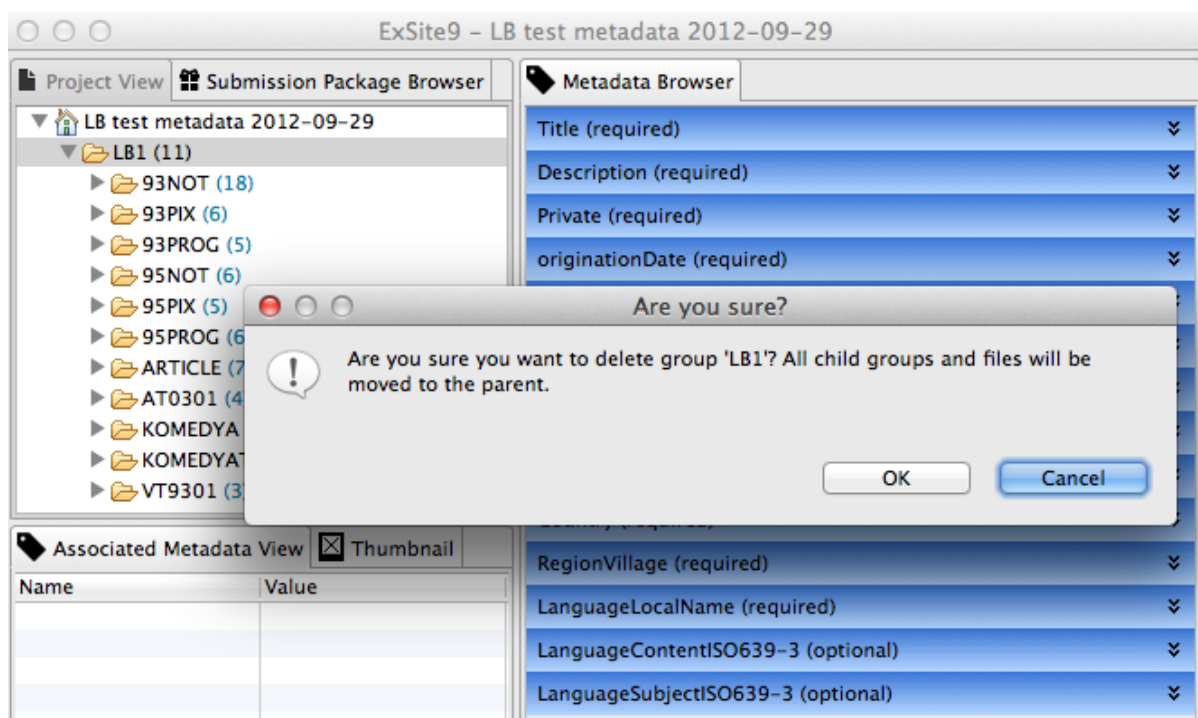


A. If you have already structured your files into folders and subfolders that you wish to keep in your deposit structure (see “[Organising your files into directories](#)” above), select “Folder > Import Folder Structure...” and browse to the top-level enclosing folder. This will replicate your existing folder structure in the left-hand pane.

Check that each folder contains the files that you expect. Exclude any unwanted files from your collection by selecting them, and then right-clicking and selecting “exclude files”. You can check which files you have excluded by selecting “Project > Excluded files...”, and if necessary select files to re-include.

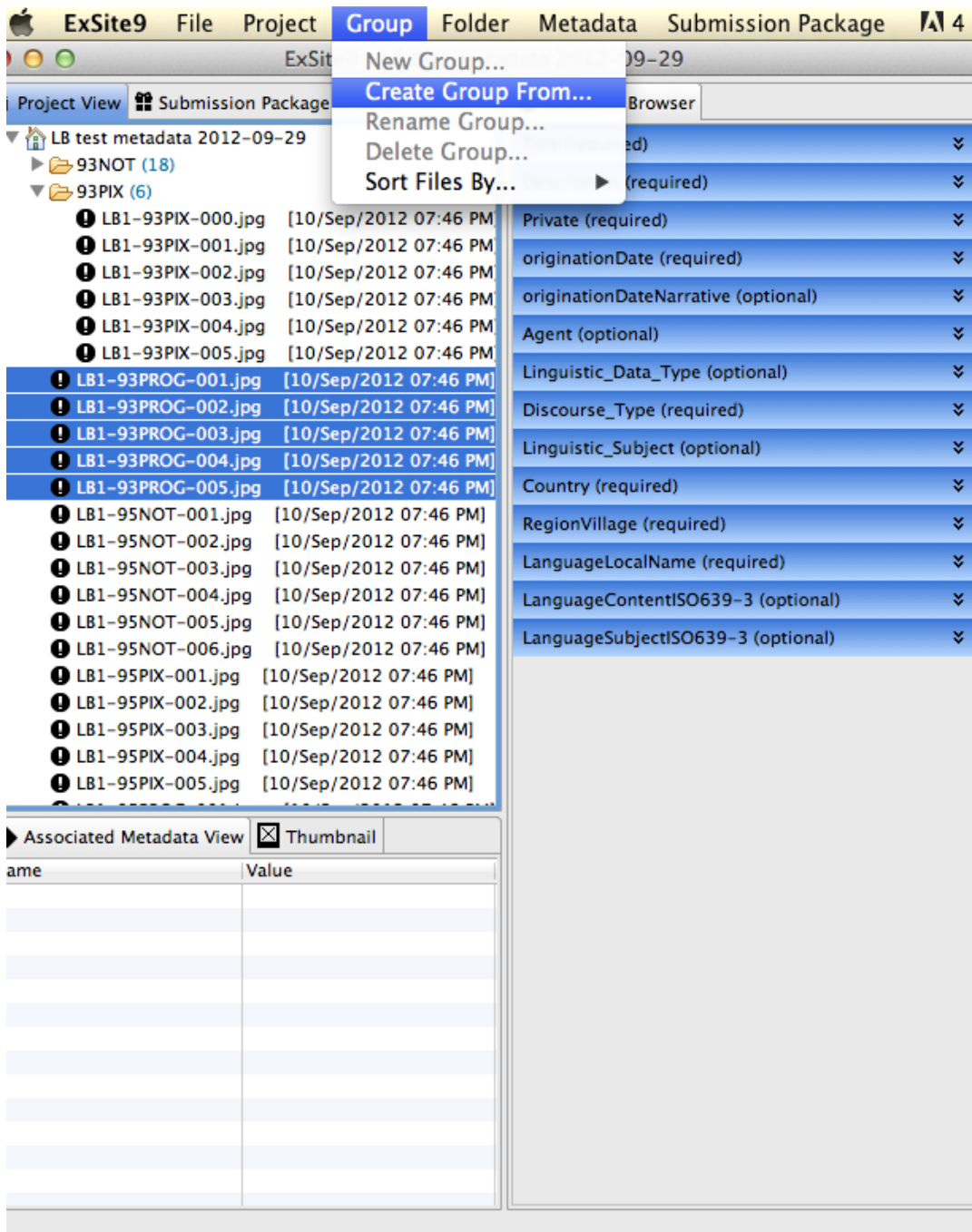
Once you have checked everything, delete the top-level folder (this is because the project will serve as the parent). You will be warned that “all child groups and files will be moved to the parent” - select OK.





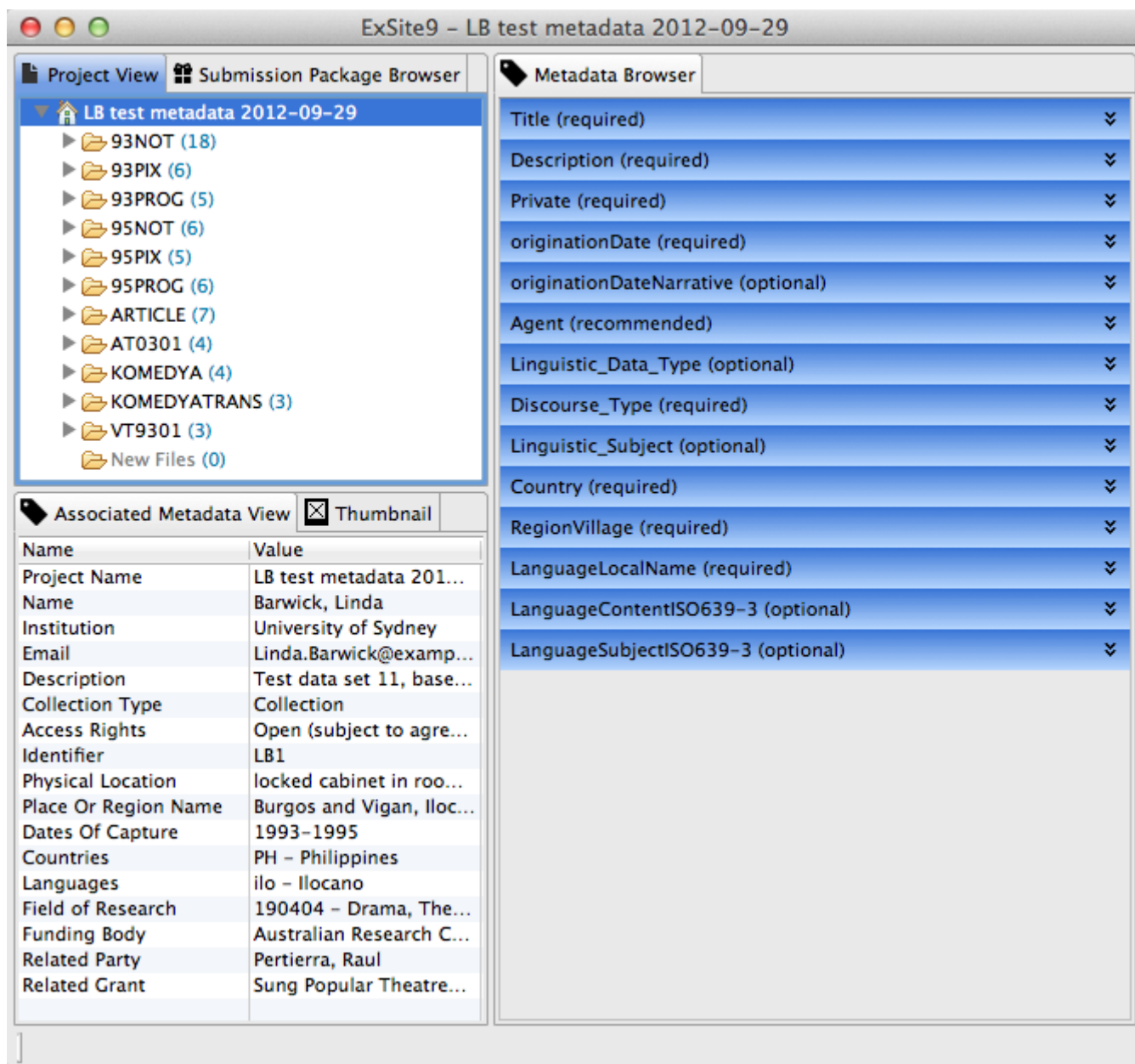
B. If you keep files that you wish to group together in your deposit in different locations on your hard drive (e.g., if other software requires the files to be kept in the same directory as the application), you can create a flat list of all the relevant files and then apply your own abstract groupings for the deposit without having to move them on your hard drive by selecting "Folder > Add watched folder..." and then browsing to the relevant folder or folders. You can add as many watched folders as you wish. Make sure to exclude any unwanted files as described above under A.

After this you can proceed to organise your data into the PARADISEC recommended directory structure in a virtual fashion by creating the relevant collection-item directory structures in the left-hand-pane. If you have named your files correctly this should be relatively straightforward. Simply select all the files in an item (that is, those with the same item ID as second element, in the example below, it is "93PROG")



and then select “Group > Create Group From...” and type the name of the item ID as the group name in the dialogue box that appears (if you make a mistake, you can correct later using the “Group > Rename Group...” dialogue box).

The final result from either method A or method B should be PARADISEC’s recommended three-level collection/item/file structure. Note that the top-level project icon equates to PARADISEC’s collection, the group (folder) level equates to PARADISEC’s item, and your files named according to PARADISEC’s conventions appear as the third level.



You will see that the project/collection details you entered in the first screens appear in the associated metadata view when you have selected the top-level project icon. When the record is imported into our NABU catalog system at [catalog.paradisec.org.au](http://catalog.paradisec.org.au), these details will populate the matching fields at the collection level.

### Metadata browser: the PARADISEC Schema

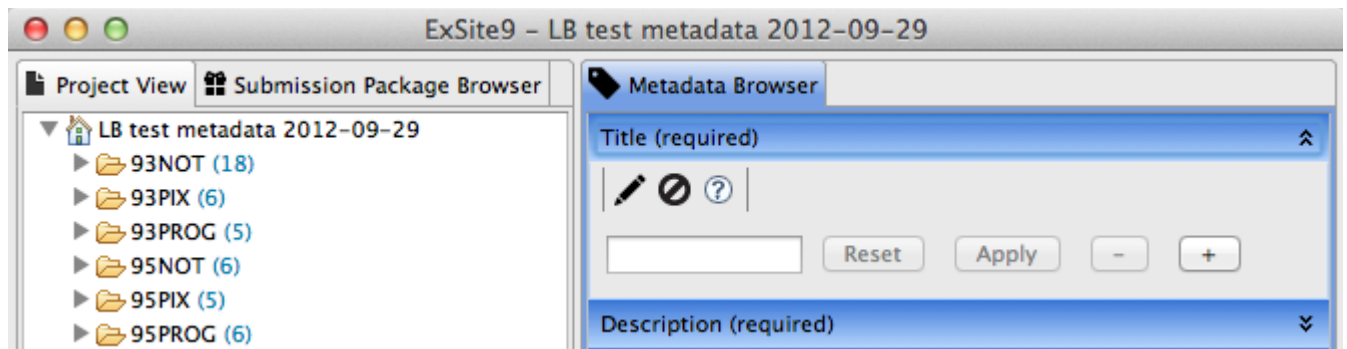
The right-hand pane is preloaded with the PARADISEC schema, which contains the set of recommended metadata that should be applied to each item (group).

*NB: Although the ExSite9 tool allows for adding metadata to either files or groups, the PARADISEC system cannot ingest file-level metadata, it must be added to the items.*

*Therefore once all your files are organised into items on the left-hand pane, we recommend closing the grouping folders, so that files are not visible.<sup>2</sup>*

The various metadata elements (categories) can be expanded or contracted by clicking the arrows on the far right of each bar. Within each element, icons allow you to edit or delete the element.

**IMPORTANT: PLEASE DO NOT DELETE ANY ELEMENTS, because this will break the metadata import into our catalog.**



The pencil icon indicates edit, the warning icon is for deletion of the element, and the question mark icon indicates a tooltip (accessed by hovering your mouse over the question mark icon). Whether the element is required, recommended or optional is indicated in the element label.

Note that some elements are free-text, and should have unique values for each item (e.g. Title and Description). In this case a box appears to allow you to enter the required value. For the PARADISEC catalog, free-text fields should not be repeatable (so do not add a new element using the + button to the right).

Other elements (such as country) are closed vocabularies that can be added to multiple items in your collection. For example, if all the items in your collection were captured or collected in the same country, select all the items in the left-hand pane and click on the relevant country in the right-hand pane.

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<sup>2</sup> ExSite9 places an exclamation-mark icon next to files that have had no metadata entered, but for PARADISEC's purpose you should ignore this, because we do not want metadata added to files.

ExSite9 - LB test metadata 2012-09-29

Project View Submission Package Browser Metadata Browser

LB test metadata 2012-09-29

- 93NOT (18)
- 93PIX (6)
- 93PROG (5)
- 95NOT (6)
- 95PIX (5)
- 95PROG (6)
- ARTICLE (7)
- AT0301 (4)
- KOMEDYA (4)
- KOMEDYATRANS (3)

Associated Metadata View Thumbnail

Name	Value
Country	PH - Philippines
Private	False

Title (required) v

Description (required) v

Private (required) v

originationDate (required) v

originationDateNarrative (optional) v




Agent (recommended) v

Linguistic\_Data\_Type (optional) v

Discourse\_Type (required) v

Linguistic\_Subject (optional) v

Country (required) ^

AU - Australia ID - Indonesia

NZ - New Zealand PH - Philippines

RegionVillage (required) v

LanguageLocalName (required) v

LanguageContentISO639-3 (optional) v

LanguageSubjectISO639-3 (optional) v

To add new values to the controlled vocabulary, click on the edit icon and then the “add” button on the screen that follows.

**Edit Metadata Category**  
Edit the details of the metadata category you have selected

Category Title \* Country

Description This should be the standard name of the country in which the file was recorded (see [http://www.ethnologue.com/country\\_index.asp](http://www.ethnologue.com/country_index.asp)). Prefix the country name with the two-letter ISO3166-1 code ([http://www.iso.org/iso/country\\_codes.htm](http://www.iso.org/iso/country_codes.htm)).

Type Controlled Vocabulary

Use required

Inextensible

Metadata Values ID - Indonesia  
NZ - New Zealand  
PH - Philippines  
AU - Australia

Attribute

Enter Value  
Enter a new metadata value  
IN - India

Buttons: Add..., Remove, Edit..., Cancel, Finish

### PARADISEC schema metadata elements

Here is a complete annotated list of the various metadata elements in the PARADISEC schema. The explanatory text here also appears in the tooltips for each element.

**Title (required):** Free-text field, unique to each item. This title should be a sensible title briefly summarising the contents of the item, for example "Ilocano songs recorded in Burgos, Ilocos Sur, Philippines, 17 April 1993"

**Description (required):** Free-text field, unique to each item. Description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content, or a free-text summary account of the content. [DCMT] Description may also offer an annotation, or a qualitative or evaluative comment about the resource, such as a statement about suitability for a particular application or context.

**Private (required):** Inextensible controlled vocabulary (this means you cannot add extra values here). Choose either "false", meaning that the metadata for the item should be publicly available, or "true", meaning that the metadata for the item should be hidden (perhaps because you plan to check it and edit it later).

**OriginationDate (required):** Free-text field. Date the item was captured or created, using the format yyyy-mm-dd. If you are unsure of the day, month or decade enter the first day of the relevant period: e.g. "1970s" 1970-01-01, "2001" 2001-01-01, "February 1993" 1993-02-01. If entering a date of this type, clarify in the originationDateNarrative field. If you really did record on 1 January 2001, say so in the originationDate field.

**OriginationDateNarrative (optional):** Use this field to provide any necessary comments on the scope of the value you entered in the origination date field, e.g. "unknown date in February 1993"

**Agent (recommended):** This field is a combination of free-text (for the agent name) and a closed controlled vocabulary (for the agent role), and is repeatable. Enter participant name in the format Lastname, Firstname. Choose the participant role from the closed vocabulary provided. Use the description field to provide additional information on role or agents. Enter



participant name in the format Lastname, firstname. Choose the participant role from the closed vocabulary provided. Add more participants by clicking the "+" button to the right. If you need to provide extra information on the agent or the role, use the item "Description" field to provide additional information on role or agents.

**Linguistic\_Data\_Type (optional):** Closed controlled vocabulary (from OLAC). If data is relevant to linguistics, choose one of the three basic linguistics data types. Primary text: Linguistic material which is itself the object of study; Lexicon: a systematic listing of lexical items; Language description: describes a language or some aspect(s) of a language via a systematic documentation of linguistic structures. If your data is not relevant to linguistics, leave this field blank.

**Discourse\_Type (required):** Closed controlled vocabulary (from OLAC). Used to describe the content of a resource as representing discourse of a particular structural type. Dialogue: interactive discourse with two or more participants; drama: planned, creative, rendition of discourse involving two or more participants; formulaic: ritually or conventionally structured discourse; ludic: language whose primary function is to be part of play, or a style of speech that involves a creative manipulation of the structures of the language; oratory: public speaking, or of speaking eloquently according to rules or conventions; narrative: monologic discourse which represents temporally organized events; procedural: explanation or description of a method, process, or situation having ordered steps; report: a factual account of some event or circumstance; singing: words or sounds [articulated] in succession with musical inflections or modulations of the voice; unintelligible: utterances that are not intended to be interpretable as ordinary language.

**Linguistic\_Subject (optional):** Closed controlled vocabulary (from OLAC). Use to describe the content of a resource if it is about a particular subfield of linguistic science.

**Country (required):** Repeatable and editable controlled vocabulary. This should be the standard name of the country or countries in which the file was recorded (see [http://www.ethnologue.com/country\\_index.asp](http://www.ethnologue.com/country_index.asp)). Prefix the country name with the two-letter ISO3166-1 code ([http://www.iso.org/iso/country\\_codes.htm](http://www.iso.org/iso/country_codes.htm)). We have pre-populated this field with some common countries. To add another, select the pencil (edit category) icon, and add the additional values using the "add" button.

**RegionVillage (required):** Repeatable and editable controlled vocabulary. Indicate the geographical scope of the item. Enter data in the order locality, state or province, country. We have prepopulated this element with some sample data. Add your own, and if desired delete the sample data, by selecting the pencil icon to edit the category, and then add or remove values using the "add" button.

**LanguageLocalName (required):** Repeatable and editable controlled vocabulary. The purpose of this field is to reflect language names in local use, with local spellings.

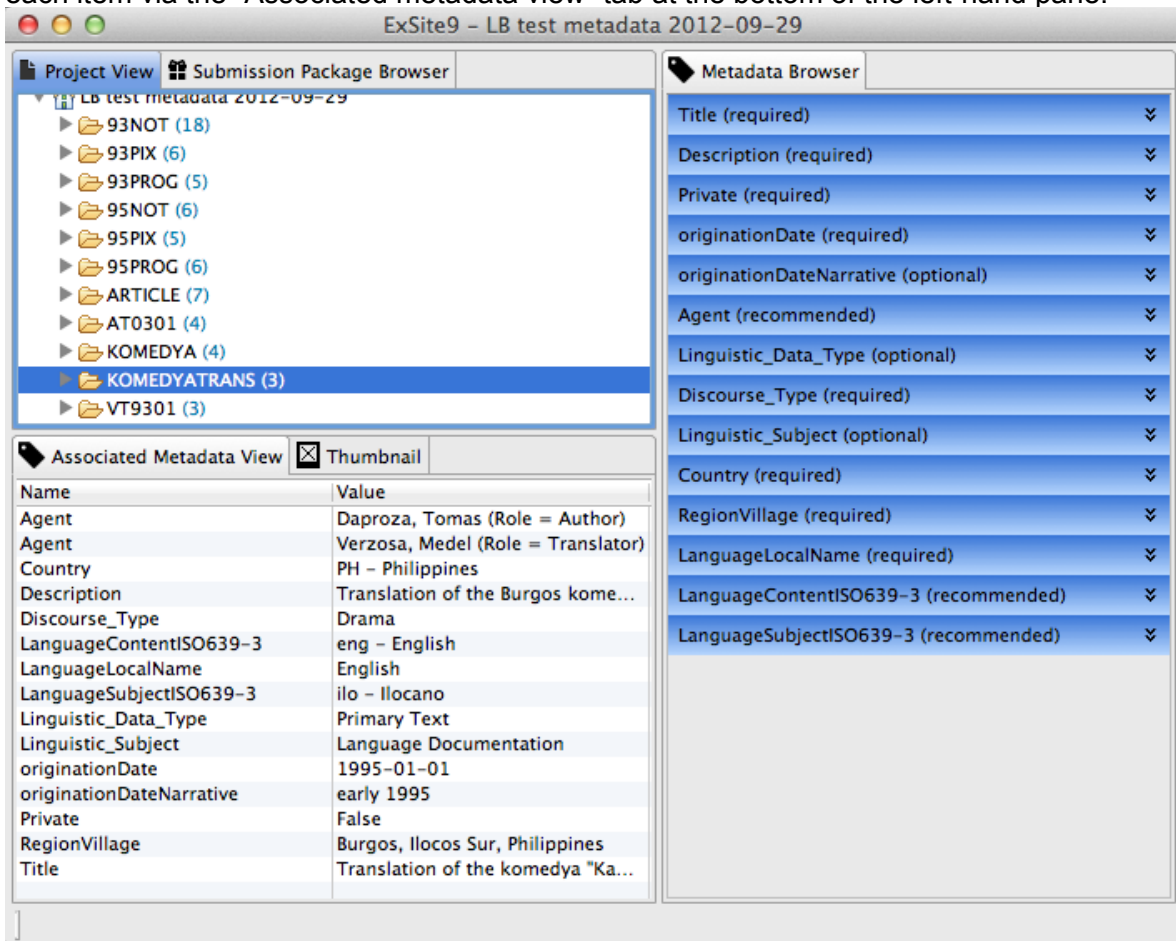
**LanguageContentISO639-3 (optional):** Repeatable and editable controlled vocabulary. Content language is the language included in your data (spoken and/or written). Insert the 3-letter ISO 639-3 code for your language, and the standard name of the language as spelt in the ethnologue entry [search on [www.ethnologue.com/site\\_search.asp](http://www.ethnologue.com/site_search.asp)]. Separate the code and the language with a hyphen, e.g. "ilo - Ilocano". We have prepopulated this element with some sample data. Add your own, and if desired delete the sample data, by selecting the pencil icon to edit the category, and then add or remove values using the "add" button.

**LanguageSubjectISO639-3 (recommended):** Repeatable and editable controlled vocabulary. Subject language is the language that is the subject of your research. Insert the 3-letter ISO 639-3 code for your language, and the standard name of the language as spelt in the ethnologue entry [search on [www.ethnologue.com/site\\_search.asp](http://www.ethnologue.com/site_search.asp)]. Separate the code and the language with a hyphen, e.g. "ilo - Ilocano". We have prepopulated this element with some sample data. Add your own, and if desired delete the sample data, by selecting the pencil icon to edit the category, and then add or remove values using the "add" button.

## Using the PARADISEC schema to describe your items

The free-text elements (such as Title, Description and OriginationDate) are likely to be unique to each item, so should be added one at a time by selecting the items in the left-hand pane one at a time, then typing into the relevant field on the right-hand pane. The controlled vocabularies are likely to apply to multiple items in your collection, so you may wish to apply them to more than one item at once by selecting the relevant items in the right hand pane (using control-click to select more than one item) and then selecting the relevant value from the right-hand pane. The same technique can be used to apply free-text elements to multiple items (e.g., OriginationDate may be the same for more than one item). When applying metadata to multiple items, you will receive a warning message.

Once you have finished editing your metadata, we recommend checking your metadata for each item via the “Associated metadata view” tab at the bottom of the left-hand pane.





## SUBMITTING TO PARADISEC: CREATING A SUBMISSION INFORMATION PACKAGE

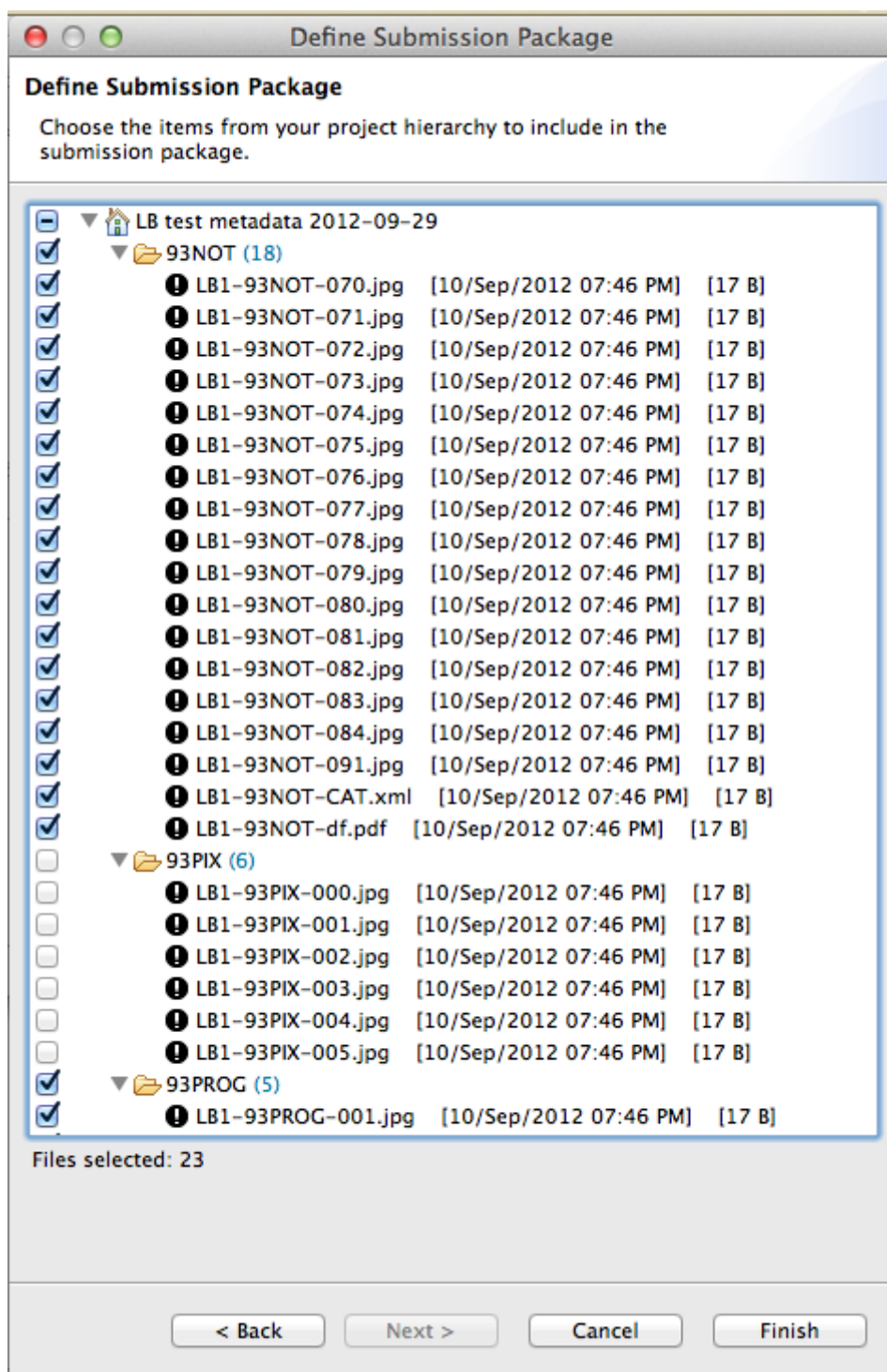
When you have finished entering your metadata, you are ready to package your data and metadata together for submission to PARADISEC. You do this by creating a Submission Information Package (SIP).

### Defining the submission information package

The first step is to select the data you are ready to submit. Under the “Submission Package” menu select “Define Submission Package”

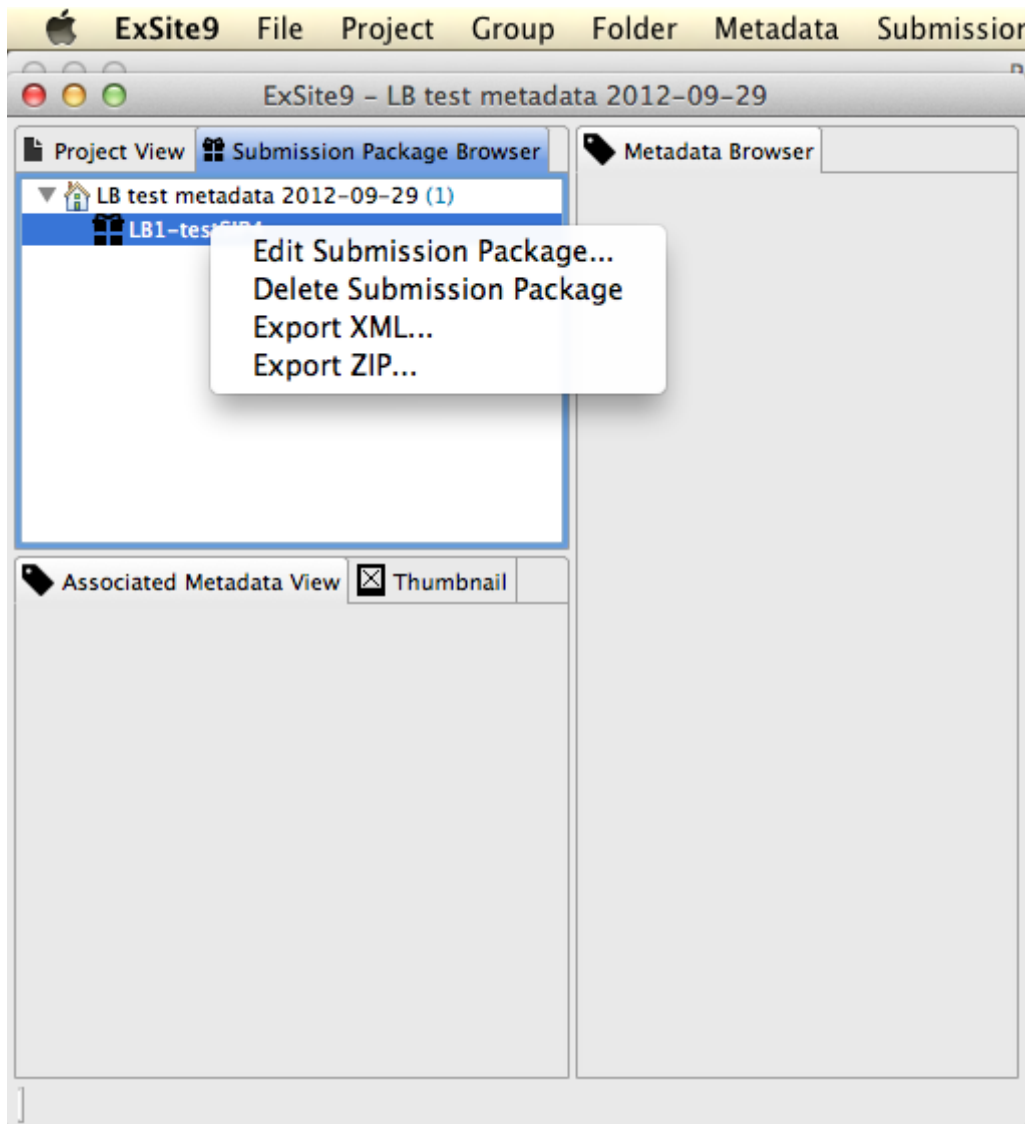
The screenshot shows a window titled "Define Submission Package" with a subtitle "Configure properties of the submission package". It contains two text input fields. The "Name" field is marked with a red asterisk and contains the text "LB1-testSIP4". The "Description" field contains the text "Linda Barwick test metadata 2012-09-29, trial submission package created 2012-10-04.". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Finish".

Use your collection ID as the first part of the submission package name. Add any useful details describing the submission package in the “Description” field (for example, if you have decided to submit some but not all of your collection in this package, say so here). On the next screen, you can choose some or all of the files you have described to submit.



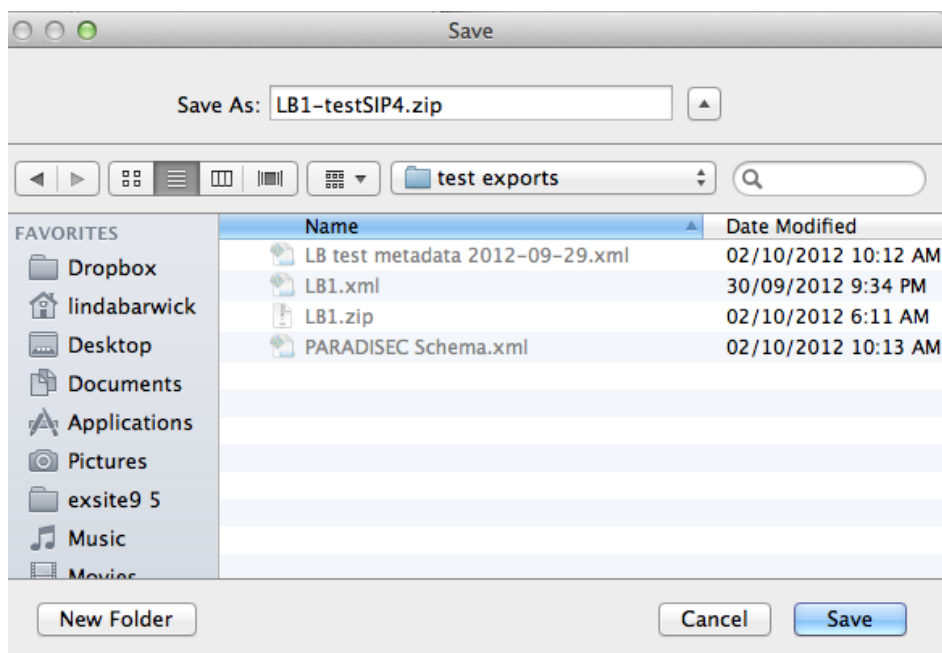
If you need to go back to edit the SIP description you can do so here. Click “Finish” and you will see that an icon for the submission package you have just created appears in the “Submission Package Browser” in the left-hand pane of your main screen.

From here, you can choose to edit, delete or export the package. These commands are accessed either by control-click on the submission package, or by selecting from the “Submission Package” menu (top right).



### Exporting the submission information package

There are two export possibilities. To export only the metadata as an xml file, select "Export XML...". To export the data with the XML in a zip package, choose "Export ZIP...". You will be prompted to save the resultant file in a suitable location. Be aware that the ZIP package can take some time to create if it contains many large media files, and it will also require plenty of HD space (you will need approximately double the space taken by the original files).



### Contents of the SIP ZIP

When unpacked, the Zip package will create a folder named for the collection identifier containing the following components:

- all the collection files, organised into folders named for the items;
- an inventory file, named “[collectionID]\_inventory.xml”, listing the the filepaths, file size and date and time created of each file in the collection (e.g., LB1/93NOT/LB1-93NOT-070.jpg | 17 Bytes | 10/09/2012 19:46:24; LB1/93NOT/LB1-93NOT-071.jpg | 17 Bytes | 10/09/2012 19:46:24)
- an xml file, named “[collectionID].xml”, containing all the metadata (see sample XML file attached as Appendix 1).

Name	Date Modified
LB1	Today 3:36 PM
93NOT	02/10/2012 6:11 AM
93PIX	02/10/2012 6:11 AM
LB1-93PIX-000.jpg	02/10/2012 6:11 AM
LB1-93PIX-001.jpg	02/10/2012 6:11 AM
LB1-93PIX-002.jpg	02/10/2012 6:11 AM
LB1-93PIX-003.jpg	02/10/2012 6:11 AM
LB1-93PIX-004.jpg	02/10/2012 6:11 AM
LB1-93PIX-005.jpg	02/10/2012 6:11 AM
93PROG	02/10/2012 6:11 AM
95NOT	02/10/2012 6:11 AM
95PIX	02/10/2012 6:11 AM
95PROG	02/10/2012 6:11 AM
ARTICLE	02/10/2012 6:11 AM
AT0301	02/10/2012 6:11 AM
KOMEDYA	02/10/2012 6:11 AM
KOMEDYATRANS	02/10/2012 6:11 AM
VT9301	02/10/2012 6:11 AM
LB1_Inventory.txt	02/10/2012 6:11 AM
LB1.xml	02/10/2012 6:11 AM

### Fill out your deposit form

Print out and fill in a deposit form (linked from the bottom of the page <http://www.paradisec.org.au/deposit.html>), sign it and post it with your SIP, or (preferably) convert it to an electronic format for submission with the rest of your files. In this case, to ensure it doesn't get separated from the SIP, you may wish to create a new zip file from within your operating system, containing both the exSite9 zip file and the file containing your deposit file.

### Submit to PARADISEC

[As already mentioned](#), we recommend that you save the ZIP package onto an external HD that you plan to use to transfer the package to PARADISEC. Alternatively, if your collection is small enough (4.5GB or less) you can burn the ZIP to a DVD and post to us, or upload to a secure web filesharing service for web sharing with us.

Postal address:  
 PARADISEC Sydney  
 Room 238  
 Transient Building F12  
 Fisher Road, Camperdown Campus  
 University of Sydney NSW 2006  
 email: [admin@paradisec.org.au](mailto:admin@paradisec.org.au)

## END MATTER

### Terminology Equivalences

Metadata Category (ExSite9) = Metadata Element (DC)

Group/Folder (ExSite9) = Item (PARADISEC)

Project (ExSite9) = Collection (PARADISEC)

### Credits

ExSite9 software was developed by Intersect Australia with funding from the Australian National Data Service. Researcher input and PARADISEC customisation was provided by Linda Barwick and Nick Thieberger, with assistance from Aidan Wilson and Amanda Harris.

## APPENDIX 1: SAMPLE XML FILE PRODUCED USING EXSITE9 AND THE PARADISEC SCHEMA

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<project>
  <project_info collectionType="Collection" identifier="LB1">
    <projectName>LB test metadata 2012-09-29</projectName>
    <name>Barwick, Linda</name>
    <institution>University of Sydney</institution>
    <email>Linda.Barwick@example.com</email>
    <description>Test data set 11</description>
    <rightsStatement>open, subject to agreeing to PARADISEC access
conditions</rightsStatement>
    <accessRights/>
    <license/>
    <subject/>
    <electronicLocation/>
    <physicalLocation/>
    <placeOrRegionName>Burgos and Vigan, Ilocos Sur, Philippines</
placeOrRegionName>
    <geographicalCoverage/>
    <datesOfCapture>1993-1995</datesOfCapture>
    <citationInformation/>
    <countries>PH - Philippines</countries>
    <languages>ilo - Ilocano</languages>
    <fieldOfResearch>190404 - Drama, Theatre and Performance Studies</
fieldOfResearch>
    <fundingBody>Australian Research Council</fundingBody>
    <grantID/>
    <relatedParty/>
    <relatedGrant/>
    <relatedInformation/>
  </project_info>
  <groups numGroups="1">
    <group name="LB1">
      <groups numGroups="11">
        <group name="93NOT">
          <Title>1993 Fieldnotes</Title>
          <Description>Linda Barwick's 1993 Philippines fieldnotes from trip to record
komedyas in Burgos (Ilocos Sur) in February 1993</Description>
```

```

<Private>False</Private>
<originationDate>1993-02-01</originationDate>
<originationDateNarrative>February 1993</originationDateNarrative>
<Agent Role="Author">Barwick, Linda</Agent>
<Linguistic_Data_Type>Language Description</Linguistic_Data_Type>
<Discourse_Type>Report</Discourse_Type>
<Linguistic_Subject>Language Documentation</Linguistic_Subject>
<Country>PH - Philippines</Country>
<RegionVillage>Burgos, Ilocos Sur, Philippines</RegionVillage>
<LanguageLocalName>Ilocano</LanguageLocalName>
<LanguageLocalName>English</LanguageLocalName>
<originationDateNarrative>covers various dates in February 1993</
originationDateNarrative>
<originationDate>1993-02-01</originationDate>
<Agent Role="Author">Barwick, Linda</Agent>
<LanguageSubjectISO639-3>ilo - Ilocano</LanguageSubjectISO639-3>
<LanguageContentISO639-3>eng - English</LanguageContentISO639-3>
<files numFiles="18">
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<name>LB1-93NOT-070.jpg</name>
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</file>
<file>
<name>LB1-93NOT-071.jpg</name>
<path>LB1/93NOT/LB1-93NOT-071.jpg</path>
</file>
<file>
<name>LB1-93NOT-072.jpg</name>
<path>LB1/93NOT/LB1-93NOT-072.jpg</path>
</file>
<file>
<name>LB1-93NOT-073.jpg</name>
<path>LB1/93NOT/LB1-93NOT-073.jpg</path>
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<file>
<name>LB1-93NOT-074.jpg</name>
<path>LB1/93NOT/LB1-93NOT-074.jpg</path>
</file>
<file>
<name>LB1-93NOT-075.jpg</name>
<path>LB1/93NOT/LB1-93NOT-075.jpg</path>
</file>
<file>
<name>LB1-93NOT-076.jpg</name>
<path>LB1/93NOT/LB1-93NOT-076.jpg</path>
</file>
<file>
<name>LB1-93NOT-077.jpg</name>
<path>LB1/93NOT/LB1-93NOT-077.jpg</path>
</file>

```

```

<file>
<name>LB1-93NOT-078.jpg</name>
<path>LB1/93NOT/LB1-93NOT-078.jpg</path>
</file>
<file>
<name>LB1-93NOT-079.jpg</name>
<path>LB1/93NOT/LB1-93NOT-079.jpg</path>
</file>
<file>
<name>LB1-93NOT-080.jpg</name>
<path>LB1/93NOT/LB1-93NOT-080.jpg</path>
</file>
<file>
<name>LB1-93NOT-081.jpg</name>
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</file>
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<path>LB1/93NOT/LB1-93NOT-082.jpg</path>
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<file>
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<path>LB1/93NOT/LB1-93NOT-083.jpg</path>
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</file>
<file>
<name>LB1-93NOT-df.pdf</name>
<path>LB1/93NOT/LB1-93NOT-df.pdf</path>
</file>
</files>
</group>
<group name="93PIX">
<Linguistic_Subject>Historical Linguistics</Linguistic_Subject>
<Linguistic_Subject>Language Documentation</Linguistic_Subject>
<Linguistic_Subject>Typology</Linguistic_Subject>
<Agent>0</Agent>
<Country>PH - Philippines</Country>
<Agent Role="Photographer">Barwick, Linda</Agent>
<RegionVillage>Burgos, Ilocos Sur, Philippines</RegionVillage>

```



```

<Private>False</Private>
<Title>1993 Philippines photographs</Title>
<Description>Linda Barwick's 1993 Philippines photos from trip to record
komedyas in Burgos (Ilocos Sur) in February 1993</Description>
<originationDateNarrative>covers various dates in February 1993</
originationDateNarrative>
<originationDate>1993-02-01</originationDate>
<files numFiles="6">
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<file>
<name>LB1-93PIX-001.jpg</name>
<path>LB1/93PIX/LB1-93PIX-001.jpg</path>
</file>
<file>
<name>LB1-93PIX-002.jpg</name>
<path>LB1/93PIX/LB1-93PIX-002.jpg</path>
</file>
<file>
<name>LB1-93PIX-003.jpg</name>
<path>LB1/93PIX/LB1-93PIX-003.jpg</path>
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<file>
<name>LB1-93PIX-004.jpg</name>
<path>LB1/93PIX/LB1-93PIX-004.jpg</path>
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</file>
</files>
</group>
<group name="93PROG">
<Country>PH - Philippines</Country>
<RegionVillage>Burgos, Ilocos Sur, Philippines</RegionVillage>
<LanguageLocalName>Ilocano</LanguageLocalName>
<Private>False</Private>
<Title>Programme of the Burgos Town Fiesta, 15 February 1993</Title>
<Description>Programme of the Burgos Town Fiesta, 15 February 1993,
including names of the komedyas performers</Description>
<originationDate>1993-02-01</originationDate>
<originationDateNarrative>February 1993</originationDateNarrative>
<Agent Role="Author">Burgos Town Fiesta Committee</Agent>
<LanguageContentISO639-3>ilo - Ilocano</LanguageContentISO639-3>
<LanguageContentISO639-3>tlg - Tagalog</LanguageContentISO639-3>
<LanguageContentISO639-3>eng - English</LanguageContentISO639-3>
<LanguageSubjectISO639-3>ilo - Ilocano</LanguageSubjectISO639-3>
<files numFiles="5">

```

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<group name="95NOT">
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<RegionVillage>Vigan, Ilocos Sur, Philippines</RegionVillage>
<Private>False</Private>
<Description>Linda Barwick's 1995 Philippines fieldnotes from trip to record
komedyas in Vigan (Ilocos Sur) in April 1995</Description>
<Title>1995 Philippines fieldnotes</Title>
<originationDateNarrative>Covers various dates in April-May 1995</
originationDateNarrative>
<originationDate>1995-04-01</originationDate>
<Discourse_Type>Report</Discourse_Type>
<Agent Role="Author">Barwick, Linda</Agent>
<LanguageContentISO639-3>eng - English</LanguageContentISO639-3>
<LanguageSubjectISO639-3>ilo - Ilocano</LanguageSubjectISO639-3>
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<path>LB1/95NOT/LB1-95NOT-001.jpg</path>
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<file>
<name>LB1-95NOT-003.jpg</name>
<path>LB1/95NOT/LB1-95NOT-003.jpg</path>
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```

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<group name="95PIX">
<Country>PH - Philippines</Country>
<Agent Role="Photographer">Barwick, Linda</Agent>
<Linguistic_Subject>Language Documentation</Linguistic_Subject>
<RegionVillage>Vigan, Ilocos Sur, Philippines</RegionVillage>
<Private>False</Private>
<Description>Linda Barwick's 1995 Philippines photographs from trip to
record komedya in Vigan (Ilocos Sur) in April 1995</Description>
<Title>1995 Philippines photos</Title>
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<group name="95PROG">
<Country>PH - Philippines</Country>

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<RegionVillage>Vigan, Ilocos Sur, Philippines</RegionVillage>
<LanguageLocalName>Ilocano</LanguageLocalName>
<Private>False</Private>
<Description>Programme of the Vigan Town Fiesta, 30 April-1 May 1995,
including names of the various komedya companies and details of other
performances recorded.</Description>
<originationDateNarrative>April 1995</originationDateNarrative>
<originationDate>1995-04-01</originationDate>
<Agent Role="Author">Vigan Town Fiesta Committee</Agent>
<Title>1995 Vigan Town Fiesta Programme</Title>
<LanguageContentISO639-3>ilo - Ilocano</LanguageContentISO639-3>
<LanguageContentISO639-3>tlg - Tagalog</LanguageContentISO639-3>
<LanguageContentISO639-3>eng - English</LanguageContentISO639-3>
<LanguageSubjectISO639-3>ilo - Ilocano</LanguageSubjectISO639-3>
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<group name="ARTICLE">
<Country>PH - Philippines</Country>
<Private>False</Private>
<Discourse_Type>Report</Discourse_Type>
<Agent Role="Author">Barwick, Linda</Agent>
<Description>Barwick, L. (1994). The Filipino Komedya and the Italian
Maggio: Cross-Cultural Perspectives on Related Genres of Popular Music Theatre.
In A. M. Gibbs (Ed.), Masks of Time: Drama and its Contexts (pp. 71-108).
Canberra: Australian Academy of the Humanities.

```

```

</Description>
  <originationDate>1994-01-01</originationDate>
  <originationDateNarrative>published in 1994</originationDateNarrative>
  <Linguistic_Data_Type>Language Description</Linguistic_Data_Type>
  <Title>Article by Linda Barwick on Komedya compared to the Italian Maggio
performance tradition</Title>
  <LanguageContentISO639-3>ilo - Ilocano</LanguageContentISO639-3>
  <LanguageContentISO639-3>eng - English</LanguageContentISO639-3>
  <LanguageContentISO639-3>ita - Italian</LanguageContentISO639-3>
  <LanguageSubjectISO639-3>ilo - Ilocano</LanguageSubjectISO639-3>
  <LanguageSubjectISO639-3>ita - Italian</LanguageSubjectISO639-3>
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  <name>LB1-ARTICLE-002.jpg</name>
  <path>LB1/ARTICLE/LB1-ARTICLE-002.jpg</path>
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  <name>LB1-ARTICLE-007.jpg</name>
  <path>LB1/ARTICLE/LB1-ARTICLE-007.jpg</path>
  </file>
  </files>
  </group>
  <group name="AT0301">
  <Country>PH - Philippines</Country>
  <Discourse_Type>Drama</Discourse_Type>
  <Linguistic_Subject>Language Documentation</Linguistic_Subject>
  <RegionVillage>Burgos, Ilocos Sur, Philippines</RegionVillage>
  <LanguageLocalName>Ilocano</LanguageLocalName>
  <Private>False</Private>
  <Linguistic_Data_Type>Primary Text</Linguistic_Data_Type>

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<Agent Role="Recorder">Barwick, Linda</Agent>
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<LanguageSubjectISO639-3>ilo - Ilocano</LanguageSubjectISO639-3>
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<path>LB1/AT0301/LB1-AT0301-B.wav</path>
</file>
</files>
</group>
<group name="KOMEDYA">
<Country>PH - Philippines</Country>
<Discourse_Type>Drama</Discourse_Type>
<Linguistic_Subject>Language Documentation</Linguistic_Subject>
<RegionVillage>Burgos, Ilocos Sur, Philippines</RegionVillage>
<LanguageLocalName>Ilocano</LanguageLocalName>
<Private>False</Private>
<Linguistic_Data_Type>Primary Text</Linguistic_Data_Type>
<Description>Text of the Burgos komedya "Kabibiag ni Floramante" by
Tomas Daproza, in Ilocano, composed circa 1975</Description>
<originationDate>1975-01-01</originationDate>
<originationDateNarrative>circa 1975</originationDateNarrative>
<Title>Text of the Burgos komedya "Kabibiag ni Floramante" by Tomas
Daproza</Title>
<Agent Role="Author">Daproza, Tomas</Agent>
<LanguageContentISO639-3>ilo - Ilocano</LanguageContentISO639-3>
<LanguageSubjectISO639-3>ilo - Ilocano</LanguageSubjectISO639-3>
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```

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<RegionVillage>Burgos, Ilocos Sur, Philippines</RegionVillage>
<Private>False</Private>
<Linguistic_Data_Type>Primary Text</Linguistic_Data_Type>
<Description>Translation of the Burgos komedya "Kabibiag ni Floramante" by
Tomas Daproza, translated into English by Medel Verzosa in 1995. Translation
commissioned by Linda Barwick</Description>
<Title>Translation of the komedya "Kabibiag ni Floramante" by Tomas
Daproza, translated into English by Medel Verzosa in 1995</Title>
<originationDate>1995-01-01</originationDate>
<originationDateNarrative>early 1995</originationDateNarrative>
<Agent Role="Author">Daproza, Tomas</Agent>
<Agent Role="Translator">Verzosa, Medel</Agent>
<LanguageLocalName>English</LanguageLocalName>
<LanguageContentISO639-3>eng - English</LanguageContentISO639-3>
<LanguageSubjectISO639-3>ilo - Ilocano</LanguageSubjectISO639-3>
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