

Element Names used in Google Spread Sheet for Data Entry	Appearance	Meaning	Description/Format	Example
URI	Required [1]	<b>The database identification, this must be unique for the inventory database.</b>	Database URI	<a href="http://app.cias.kyoto-u.ac.jp/infolib/meta_pub/G0000003THAI">http://app.cias.kyoto-u.ac.jp/infolib/meta_pub/G0000003THAI</a>
Metadata Language	Required [1]	<b>The main language that describes the metadata of the database.</b> For example, if a database contains Thai news articles, but its bibliographic data is described in English, <b>Metadata_Language</b> should be "eng" and <b>Contents_Language</b> should be "tha".	ISO 639-3	eng
Contents Language	Optional [0,1]	<b>The main language of the contents of the database.</b> For example, if a database contains Thai news articles, but its bibliographic data is described in English, <b>Metadata_Language</b> should be "eng" and <b>Contents_Language</b> should be "tha".	ISO 639-3	tha
Title (in metadata language)	Required [1]	<b>Database Title on the Web.</b> In many cases, the <b>Title</b> will be written in the <b>original language</b> . However, for example, if a Japanese institute builds a database about Thai materials (that is, the original language is Thai), but the database name on the Web is written in Japanese, in this case, the language of <b>Title</b> should be <b>Japanese</b> .	Sub-title (if exists) should be included here. Format is not specified.	三印法典データベース
Title (in english)	Required [1]	<b>Database title on the Web in English.</b>	Sub-title (if exists) should be included here. Format is not specified.	The Database of Three Seals Law
Title (in any other language)	Optional [0, 1]	<b>Database title on the Web in the other language.</b> For example, if a Japanese institute builds a database about Thai materials (that is, the original language is Thai), but the database name on the Web is written in Japanese, in this case, the language of <b>Title_Other</b> should be <b>Thai</b> . Thus, if the language of <b>Title</b> is Thai, you do not need to write data here.	Sub-title (if exists) should be included here. Format is not specified.	พระราชบัญญัติกฎหมายตราสามดวง
Subject	optional [0, .....]	<b>Authorized subjects about the database contents.</b>	URIs of LCSH or DDC. Free Words are not allowed. Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	<a href="http://id.loc.gov/authorities/subjects/sh85090214">http://id.loc.gov/authorities/subjects/sh85090214</a> ; <a href="http://id.ndl.go.jp/class/ndc/913">http://id.ndl.go.jp/class/ndc/913</a>
Keywords	Required [1, ...]	<b>Appropriate free phrases (words) about the database contents.</b>	It is preferable that languages of key phrases (words) should be in the original language and in English. Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	自然災害: natural disasters; 地震: earthquake
Description (in metadata language)	Required [1]	<b>Abstract about the contents of the database.</b> In many cases, the Description will be written in the original language. However, for example, if a Japanese institute builds a database about Thai materials (that is, the original language is Thai) and the description about the database on the Web is written in Japanese, in this case, the language of <b>Description</b> should be <b>Japanese</b> .	Format is not specified.	京都大学東南アジア研究所がタイ国で収集した映像コレクション。ラーマ7世博物館所蔵の王室記録映画をふくむVCD、DVD化された劇場用公開映画、民俗芸能、ドキュメント、仏教僧による説法などのタイトルおよび映画ポスターと関連書籍の情報が収録されている。時代は1925年から現代までをカバーしている。
Description (in English)	Required [1]	<b>Abstract about the contents of the database in English.</b>	Format is not specified.	A Thai database on the titles of the collection of the movie collection collected by CSEAS, Kyoto University. The database contains VCD and DVD of public movies including Rama VII collection, folk performing arts, documentation, Buddhist priest 's explanations, posters and related books. The era covers from 1925 to the present age.
Description (in any other language)	Optional [0,1]	<b>Abstract about the contents of the database in the other language.</b> In many cases, <b>Description_Other</b> will be void. However, for example, if a Japanese institute builds a database about Thai materials (that is, the original language is Thai), and the description about the database on the Web is written in Japanese, in this case, the language of <b>Description_Other</b> should be <b>Thai</b> . Thus, if language of <b>Description</b> is Thai, you do not need to write data here.	Format is not specified.	

Source (in metadata language)	optional [0, .....]	<b>Resource Names from which the database is created.</b> In many cases, <b>Source</b> will be described by the original language. However, for example, if a Japanese institute builds a database about Thai materials (that is, the original language is Thai) and description about the sources on the Web is written in Japanese, in this case, the language of <b>Source</b> should be <b>Japanese</b> .	Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	トムソーヤの冒険; ハックルベリー・フィンの冒険
Source (in English)	Optional [0, .....]	<b>Resource Names in English from which the database is created.</b> If language of <b>Source</b> is English, you do not need to write data here.	It is preferable that the order of phrases in Source_EN should be same as these in Source.  Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	The Adventures of Tom Sawyer; Adventures of Huckleberry Finn
Source (in any other language)	optional [0, .....]	<b>Resource Names in other language from which the database is created.</b> In many cases, <b>Source_Other</b> will be <b>void</b> . However, for example, if a Japanese institute builds a database about Thai materials (that is, the original language is Thai) and the description about the sources on the Web is written in Japanese, in this case, the language of <b>Source_Other</b> should be Thai. Thus, if language of <b>Source</b> is Thai, you do not need to write data here.	It is preferable that the order of phrases in Source_Other should be same as these in Source.  Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	การผจญภัยของ Tom Sawyer; การผจญภัยของ Huckleberry Finn
Creator (in metadata language)	Optional [0, .....]	<b>Persons/Institutes that are responsible for CREATING the database.</b> In many cases, <b>Creator</b> will be described in the original language. However, for example, if a Japanese institute builds a database about Thai materials (that is, the original language is Thai) and the description about the creators on the Web is written in Japanese, in this case, the language of <b>Creator</b> should be in <b>Japanese</b> .	Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	柴山 守; 原 正一郎
Creator (in English)	Optional [0, .....]	<b>Persons/Institutes that are responsible for CREATING the database in English.</b>	It is preferable that the order of phrases in Creator_EN should be same as these in Creator.  Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	Shibayama, Mamoru; Hara, Shoichiro
Creator (in any other language)	Optional [0, .....]	<b>Persons/Institutes that are responsible for CREATING the database in the other language.</b> In many cases, <b>Creator_Other</b> will be <b>void</b> . However, for example, if a Japanese institute builds the database about Thai materials (that is, the original language is Thai) and the description about the creators on the Web is described in Japanese, in this case, the language of <b>Creator_Other</b> should be <b>Thai</b> . Thus, if the language of <b>Creator</b> is Thai, you do not need to write data here.	It is preferable that the order of phrases in Creator_Other should be same as these in Creator.  Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	
Creator (URI)	Optional [0, 1]	URI of a <b>primary</b> Person/Institute that is responsible for <b>CREATING</b> the <b>database</b> .	URI	
Publisher (in metadata language)	<b>Required [1, .....]</b>	<b>Names of Person/Institute that PUBLISHE/OPERATE the database system.</b> In many cases, <b>Publisher</b> will be written in the original language. However, for example, if a Japanese institute builds a database about Thai materials (that is, the original language is Thai) and the description about the publisher on the Web is written in Japanese, in this case, the language of <b>Publisher</b> should be Japanese.	Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	京都大学東南アジア地域研究研究所; 人間文化研究機構
Publisher (in English)	<b>Required [1, .....]</b>	<b>Names of Persons/Institutes that PUBLISHE/OPERATE the database system in English.</b>	It is preferable that the order of phrases in Publisher_EN should be same as these in Publisher.  Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	Center for Southeast Asian Studies Kyoto University; National Institutes for Humanities
Publisher (in any other language)	Optional [0, .....]	<b>Names of Persons/Institutes that PUBLISHE/OPERATE the database system.</b> In many cases, <b>Publisher_Other</b> will be <b>void</b> . However, for example, a Japanese institute builds the database about Thai materials (that is, original language is Thai) and description about the publisher on the Web is described in Japanese, in this case, language of <b>Publisher_Other</b> should be <b>Thai</b> . Thus, if language of <b>Publisher</b> is Thai, you do not need to write data here.	It is preferable that the order of phrases in Publisher_Other should be same as these in Publisher.  Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	

<b>Publisher (Abbreviation)</b>	Optional [0, .....]	<b><u>Abbreviations of Persons/Institutes that PUBLISHE/OPERATE the database system other language.</u></b>	It is preferable that the order of phrases in Publisher_Abbr should be same as these in Publisher. Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	CSEAS
<b>Publisher (URI)</b>	Optional [0, .....]	<b><u>URIs of Persons/Institutes that PUBLISHE/OPERATE the database system.</u></b>	URI It is preferable that the order of phrases in Publisher_URI should be same as these in Publisher. Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	<a href="https://kyoto.cseas.kyoto-u.ac.jp/">https://kyoto.cseas.kyoto-u.ac.jp/</a>
<b>Related institutes</b>	Optional [0, .....]	<b><u>Related institutes of the publisher</u></b> (e.g., upper organizations)	Languages should be the original language and English. URI is be desirable. Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	京都大学, Kyoto University, <a href="http://www.kyoto-u.ac.jp">http://www.kyoto-u.ac.jp</a> ; 人間文化研究機構, National Institutes for Humanities, <a href="http://www.nihu.jp">http://www.nihu.jp</a>
<b>License</b>	<b>Required [1]</b>	<b><u>License of the contents.</u></b>	Format is not specified. If you can't confirm the license, you can write "All rights resesrved"	CC-BY-4.0
<b>Issued date</b>	Optional [0,1]	<b><u>issue date of this database.</u></b>	ISO 8601-2 (YYYY-MM-DD)	2010-04-10
<b>Modified date</b>	Optional [0,1]	<b><u>modification date of this database.</u></b>	ISO 8601-2 (YYYY-MM-DD)	2019-04-01
<b>Data Type</b>	Optional[0, ...]	<b><u>Contents type of the database.</u></b>	Getty-AAT URIs or labels are recommended. Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	codes <a href="http://vocab.getty.edu/page/aat/300027845">http://vocab.getty.edu/page/aat/300027845</a>
<b>Data Format</b>	Optional [0,1]	<b><u>Contents format of the database.</u></b>	MIME Type. Values are selected from pull down lists. If you specify none of the listed items, input directly.	text/plain
<b>Spacial Coverage</b>	Optional [0 ...]	<b><u>Spatial information about the database contents.</u></b>	If the entry is in non-English language, English representation in parentheses should be accompanied. Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	日本 (Japan); ประเทศไทย (Thailand)
<b>Tempral Coverage</b>	Optional [0 ...]	<b><u>Temporal information about the database contents.</u></b>	Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	ca. 16C
<b>Metadata Schema</b>	Optional [0, 1]	<b><u>Meta Data Definition (schema).</u></b> Schema definition(s) may be organized in a different file(s) and may be put somewhere on the Web.	URI Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	<a href="http://www.cseas.kyoto-u.ac.jp/Meta/G0000003THAI/Meta1">http://www.cseas.kyoto-u.ac.jp/Meta/G0000003THAI/Meta1</a> ; <a href="http://www.cseas.kyoto-u.ac.jp/Meta/G0000003THAI/Meta2">http://www.cseas.kyoto-u.ac.jp/Meta/G0000003THAI/Meta2</a>
<b>Maintenance Group</b>	Optional[0, ...]	<b><u>Name(s) of the database system maintenance group.</u></b>	English is preferable. Information about the maintenance group should be name, URI, etc. Each entry should be separated by semicolon. All spaces around each semicolon are ignored.	H-GIS group, <a href="http://h-gis.org">http://h-gis.org</a> ; Center for Southeast Asian Studies (CSEAS), <a href="https://caseas.kyoto-u.ac.jp">https://caseas.kyoto-u.ac.jp</a>
<b>Contact</b>	Optional [0, 1]	<b><u>A primary contact information for questions etc.</u></b> It might be representative of publisdher, creator or maintena ce group.	English is preferable. Information about the Contact should be name, e-mail address, URI, etc.	<a href="mailto:hatena@cseas.kyoto-u.ac.jp">hatena@cseas.kyoto-u.ac.jp</a>
<b>Inventory Created</b>	Optional [0,1]	<b><u>Date of creation for this Inventory record.</u></b>	ISO 8601-2 (YYYY-MM-DD)	2019-04-10
<b>Inventory Modified</b>	Optional [0,1]	<b><u>Date of last modifiction to this Inventory record.</u></b>	ISO 8601-2 (YYYY-MM-DD)	2019-04-30
<b>Comment</b>	Optional [0, 1]	<b><u>Comment for this inventory record.</u></b>	Format is not specified.	This entry is just an example.