

## XML TEMPLATE FOR DCM PROJECT

This document describes the XML schema which can be used to automatically import data and assets into the DCM (Create-Clips) project database.

### Important!

1. You don't have to provide a value for every field in the schema (apart from the mandatory ones) – if you don't provide a value, the field will just be left blank.
2. You cannot deviate from the order of the fields.
3. You must enter **one** of the valid values for multi-choice fields (eg Yes or No) – you cannot enter more than one value, and you can't enter a value which deviates from the list (eg, 'Maybe'). (You can choose to not submit one though if it is not a mandatory field).
4. Dates can be specified either dd/mm/yy or dd/mm/yyyy, both will work
5. Please don't fill in the value for 0/0/0 in the date formatted fields – it's just an idiosyncrasy of our database – it just needs to be there to provide a 'To' range. Our date field can store a range, but if 'TO' is 0/0/0 then it is a single date (entered in the 'From' field). This 'To' value can be 0/0/0 or 00/00/00 or 00/00/0000. All are ok.

### Comments are in red.

```
<?xml version="1.0" encoding="utf-8"?>  
<CISImport Title="DCM" NumRecords="2">
```

You don't need to tell us the number of records in your export if you don't know it – leave blank if not known.

```
<Record Number="1">
```

```
-----  
<Field Number="1">The name of the creator field</Field>
```

**CREATOR FIELD**

The person(s) or organization(s) primarily responsible for the object creation

Mandatory field

Free Text

```
-----  
<Field Number="2">The Title field</Field>
```

**TITLE**

Reference name

Mandatory field

Free Text

```
-----  
<Field Number="3">The Actors or people in image field</Field>
```

**ACTORS OR PEOPLE IN IMAGE**

May be actors featured or portrait in a still image.

Free Text

---

<Field Number="4">The Subject field</Field>

**SUBJECT**

Topic

Free Text

---

<Field Number="5">The Musical Conmposer field</Field>

**MUSICAL COMPOSER**

Additional credits

Free Text

---

<Field Number="6">The Musician field</Field>

**MUSICIAN**

Additional credits

Free Text

---

<Field Number="7">The Production Organisation field</Field>

**PRODUCTION ORGANISATION**

The organization(s) primarily responsible for the object creation

Free Text

---

<Field Number="8">The Director field</Field>

**DIRECTOR**

Associated creator of the media object

Free Text

---

<Field Number="9">Enter a Keyword here</Field>

**KEYWORDS**

Additional keywords to further describe content

Free Text

---

<Field Number="10" From="1977" To="0/0/0"></Field>

**YEAR (OR FROM)**

Year shown on object or lower year if an approximation

Four digit year eg 1855 (only fill in the From section)

Bear in mind that the main production date for the item is entered later on in the 'Date Produced' field. This is just to give a general date range.

Leave: To="0/0/0"> as is.

---

<Field Number="11" From="1980" To="0/0/0"></Field>

**YEAR (TO)**

Upper year if an approximation

Four digit year eg 2000 (only fill in the From section)

Bear in mind that the main production date for the item is entered later on in the 'Date Produced' field. This is just to give a general date range.

Leave: To="0/0/0"> as is.

---

<Field Number="12">The Contributors field</Field>

## CONTRIBUTORS

Additional credits

Free Text

---

<Field Number="13">The Costume Designer field</Field>

## COSTUME DESIGNER

Additional credits

Free Text

---

<Field Number="14">The Summary Description field</Field>

## SUMMARY DESCRIPTION

Brief Description

Mandatory Field

Free Text

---

<Field Number="15">The Full Description field</Field>

## FULL DESCRIPTION

A broad description of the content identifying key features

Free Text

---

<Field Number="16">The Language field</Field>

## LANGUAGE

Audio language

Free Text

---

<Field Number="17">The Location field</Field>

## LOCATION

Place name

Free Text

---

<Field Number="18">The Venue field</Field>

## VENUE

Additional Place name

Free text

---

<Field Number="19" From="01/01/1977" To="0/0/0"></Field>

## DATE PRODUCED

The date the object/item was produced

dd/mm/yyyy (fill in 'From' section only - Leave: To="0/0/0"> as is)

---

<Field Number="20">Norfolk Broads</Field>

## RELATED OBJECTS

Light box – if you want your material to be grouped then put in a term here and we can make sure they are grouped as a single lightbox – eg 'Norfolk Broads'.

If you're unsure then just leave this blank.

Free Text

---

<Field Number="21">CAMIM0012</Field>

**ORGANISATION REFERENCE**

A unique reference within submitting organisation to enable original object and any related information to be located – eg the original URN

Mandatory Field

Free Yext

---

<Field Number="22">The Group field</Field>

**GROUP**

Additional reference for batch or collection identification

Free Text

---

<Field Number="23">The Source field</Field>

**SOURCE**

Source of original resource

Free Text

---

<Field Number="24" NumTerms="1"><TermText>Video</TermText></Field>

**MEDIA TYPE OFFERED**

Resource type – this is the type of asset you are selling/distributing

Mandatory Field

Select from list: Video, Still image, Audio, Text, Object (use Object for Pdfs)

---

<Field Number="26" NumTerms="1"><TermText>.mp4</TermText></Field>

**SOURCE FORMAT**

This is format that the media file is held by the content provider – this is not necessarily a format that the system accepts. A list of accepted formats will be published separately.

**Select from:**

Standard 8mm

Super 8mm

16mm

Hi-8

Betamax

VHS

S-VHS

Betacam SP

Digital Betacam

Mini DV

DV Cam

CD Rom

DVD

Audio Cassette

Colour Negative

Colour Print

B+W Print

B+W Negative

Object

.Jpeg

.mov  
.wav  
.mp3  
.mp4  
.wmv  
.psd  
.bmp  
.png  
.tiff

---

<Field Number="27">The Cataloguer name field</Field>

CATALOGUER

Person entering object information

Free Text

---

<Field Number="28" NumTerms="1"><TermText>Yes</TermText></Field>

COLOUR

Is object in Colour? – Yes/No

Text from list

---

<Field Number="29" NumTerms="1"><TermText>Yes</TermText></Field>

SOUND

Does object have sound Yes/No

Select from list

---

<Field Number="32">00:00:00:00</Field>

START TIMECODE FIELD – MUST BE VALID TIMECODE OR DO NOT INCLUDE ONE

This field will be used by CIS for tape ingest but you are welcome to use it if it may indicate where footage exists on your own tapes.

Requires valid Time code

---

<Field Number="33">00:05:00:00</Field>

END TIMECODE FIELD – MUST BE VALID TIMECODE OR DO NOT INCLUDE ONE

This field will be used by CIS for tape ingest but you are welcome to use it if it may indicate where

footage exists on your own tapes.

Requires valid Time code

---

<Field Number="34">60 minutes</Field>

DURATION

Length of material if moving image

Free text field

---

<Field Number="35">Excellent condition</Field>

CONDITION

Comment on quality of original asset

---

<Field Number="36" From="25/12/2008" To="0/0/0"></Field>

**DIGITISED**

Date of digitisation

Date format (dd/mm/yyyy)

Enter 'From' only - Leave: To="0/0/0"> as is.

---

<Field Number="37">This is the Trading Organisation field</Field>

**TRADING ORGANISATION**

Organisation submitting the Object – eg EAFA

Free text

Mandatory Field

---

<Field Number="38">This is the Camera Settings field</Field>

**CAMERA SETTINGS**

Any relevant camera settings

Free Text

---

<Field Number="39">This is the publisher field</Field>

**PUBLISHER**

Creator in its current form – eg Anglia TV

Mandatory field

Free text

---

<Field Number="40">This is the rights owner field</Field>

**RIGHTS OWNER**

IPR of material

Free Text

Mandatory Field

---

<Field Number="46">10.10</Field>

**LICENSE PRICE 2**

The price you want to sell the item at according to License 2 (private use)

Pounds and pence with decimal point – eg 12.99 – do not include the pound sign.

---

<Field Number="47" NumTerms="1"><TermText>Yes</TermText></Field>

**FREE ACCESS – Y OR NO**

Can the user download the content and use it according to the 'Free access license'

Mandatory Field

---

<Field Number="56"><http://www.cambridgeimaging.co.uk/example.html></Field>

**RELATED LINKS**

Optional web links relevant to this object (maybe a link to where it occurs on your own site)

Free Text – (hyperlink)

---

<Field Number="58">20.00</Field>

**LICENSE 3 PRICE**

The price you want to sell the item at according to License 3 (corporate use)

Pounds and pence with decimal point – eg 25.99 – do not include the pound sign.

-----  
<Field Number="59">25.00</Field>

**LICENSE 4 PRICE**

The price you want to sell the item at according to License 4 (Broadcast/Publishing) Pounds and pence with decimal point – eg 50.99 – do not include the pound sign.

-----  
<Field Number="61">This is the custom license right here...</Field>

**LICENSE 5 CUSTOM LICENSE**

Here you can set your own custom license detailing the usage rights of the item.

-----  
<Field Number="62">2.50</Field>

**LICENSE 5 PRICE**

The price you want to sell the item at according to License 5 (Your own custom license) Pounds and pence with decimal point – eg 50.99 – do not include the pound sign.

-----  
<Field Number="63">test.mpg</Field>

**NAME OF ASSET FOR THIS RECORD – IMPORTANT.** Our software will attempt to ingest the media asset associated with this record – and will look for this media item – it must have the correct relative path to the record. For instance this example shows a media item which resides in the same directory as the XML import file. If the media was in a separate directory relative to the XML file it would look like this \media\test.mpg and so on.

</Record>

<Record Number="2">

<Field Number="1">Arthur Davies</Field>

<Field Number="2">This is the title</Field>

<Field Number="3">John Hurt</Field>

<Field Number="4">Nature</Field>

<Field Number="5">John Williams</Field>

<Field Number="6">Jimi Hendrix</Field>

<Field Number="7">Production Organisation</Field>

<Field Number="8">Stephen Spielberg</Field>

<Field Number="9">IT</Field>

<Field Number="10" From="2004" To="0/0/0"></Field>

<Field Number="11" From="2005" To="0/0/0"></Field>

<Field Number="12">Contributors</Field>

<Field Number="13">Steve the Costume Designer</Field>

<Field Number="14">Nice Meadow</Field>

<Field Number="15">Fantastic footage of a...</Field>

<Field Number="16">English</Field>

<Field Number="17">Cambridge</Field>

<Field Number="18">Corn Exchange</Field>

<Field Number="19" From="01/01/1998" To="0/0/0"></Field>

<Field Number="20">IT films</Field>

<Field Number="21">CAMIM0013</Field>

<Field Number="22">Group</Field>

<Field Number="23">Source</Field>

<Field Number="24" NumTerms="1"><TermText>Video</TermText></Field>

<Field Number="26" NumTerms="1"><TermText>.mp4</TermText></Field>

<Field Number="27">Dave the cataloguer</Field>

<Field Number="28" NumTerms="1"><TermText>Yes</TermText></Field>  
<Field Number="29" NumTerms="1"><TermText>Yes</TermText></Field>  
<Field Number="32">00:15:00:00</Field>  
<Field Number="33">00:20:00:00</Field>  
<Field Number="34">3 minutes</Field>  
<Field Number="35">Excellent</Field>  
<Field Number="36" From="25/12/2001" To="0/0/0"></Field>  
<Field Number="37">REGIE TRADERS</Field>  
<Field Number="38">Full Pan</Field>  
<Field Number="39">Anglia TV</Field>  
<Field Number="40">ITV</Field>  
<Field Number="46">10.10</Field>  
<Field Number="47" NumTerms="1"><TermText>Yes</TermText></Field>  
<Field Number="56"><http://www.cambridgeimaging.co.uk/news.html></Field>  
<Field Number="58">15.00</Field>  
<Field Number="59">25.00</Field>  
<Field Number="61">Licence 5 Custom License – here is the special condition...</Field>  
<Field Number="62">03.50</Field>  
<Field Number="63">test2.mpg</Field>.  
</Record>  
</CISImport>