

## Interview Guide for Archive Managers

1. Which metadata scheme is native to your archive (standard e.g. Dublin Core, MARC, OLAC, EAD, or locally developed)?
  - a. If using a locally developed metadata scheme, how did you decide which elements to include?
  - b. Did you consult existing metadata schemes to base your unique scheme on?
2. Do you have metadata creation guidelines? Do you make metadata creation guidelines available to depositors? Is this something you plan to implement in the future?
  - a. Do you have specific guidelines tailored to representing language data?
3. Are metadata records in your LA available in any other metadata scheme? If so, are they manually or automatically converted?
4. Are the metadata records in your archive harvestable via OAI-PMH, ResourceSync, etc.? If not, what factors impact this decision? Which metadata schemes (e.g. Dublin Core, etc.) are metadata records harvestable in?
5. Who are the primary creators of metadata records in your archive? What kind of training is offered?
6. When representing language data, do you use controlled vocabularies? If so, which of the following do you consider?
  - Library of Congress Subject Headings
  - MARC Relator Codes
  - Traditional Knowledge Labels
  - ISO 639-2 language codes
  - Thesaurus of Geographic Names
  - W3CDTF (date encoding)
  - DCMItype
  - MIMEtype
  - Name authority files for personal, corporate, and meeting names (LCNAF, VIAF, locally developed authorities, etc.)
7. Does your archive have multiple collections? What factors do you consider when organizing language data into collections and subcollections?
8. Is your archive open to deposits of language data?
  - a. Have you considered allowing self-depositing?
9. When you have non-English materials, how do you represent these in metadata records? Have you considered making metadata records available in languages other than English? If not, what factors impact this decision?
10. Have you considered making searching/ browsing functions available in languages other than English? If not, what factors impact this decision? Is this something you plan to implement in the future?

11. Are there any customization options (i.e., a password-protected user profiles with ability to save search terms, search results, options to tag information objects, ability to comment on items, organize them into user's own collections/sets, etc.)? Is this something you plan to implement in the future?
12. Does your archive have an advanced search function? Which fields are available for advanced search? Is this something you plan to implement in the future?
13. Does your archive expose metadata records in Linked Data file formats (e.g., RDF, RDF/XML, JSON-LD, BIBFRAME, etc.)? If so, which formats? If not, what factors impact this decision? Is this something you plan to implement in the future?
14. Are you familiar with OLAC (Open Language Archives Community) and/or E-MELD (Electronic Metastructure for Endangered Language Data) project? How have OLAC /E-MELD projects and tools affected the development of your archive?
  - a. Do you have any plans to make your metadata records available through OLAC, or become a participating archive of OLAC?
15. Are there any other recent metadata-related developments impacting your language archive? What (if anything) are you planning to change in information organization of your language archive?
16. Does your institution collect and analyze data on user interactions with your language archive (search logs, etc.)? If so, what are you learning about metadata and overall information organization in your archive?
17. Is there anyone at your institution who could answer any questions above that you did not have information to answer? Please provide contact information as appropriate.
18. Are there any depositors and/or other users of your language archive that you could recommend to invite for participation in this study? Please provide contact information as appropriate.

**Final (Optional) Question:** Would you like to add anything, or comment on your impressions of the interview?