Guide to Metadata Elements
Customer Orders

Repository (R): Name of owning library
*Examples:* Rare Book and Manuscript Library, Starr East Asian Library, Butler General Collections

Collection (R/A): Specific collection within repository
*Examples:* George A. Plimpton Papers, Avery Classics Collection, Agency (Social Work) Collection

Call number /Location (R/A): Call number for manuscripts and publications (preferred). Location such as box number, folder number from finding aid, if no call number available.

CLIO number (R): Unique identifier for things cataloged in CLIO. Located in the 001 field of the MARC record and at the top left margin of the screen in Voyager

Name (R/A): Name of author, creator, preferable last name, first name. Related dates are suggested but not required
*Examples:* Poe, Edgar Allen, 1809-1849
Butler, Samuel, 1835-1902

Title (R): The title of the object. For a published title, it is preferred that is transcribed from the title page or taken from the 245 field in a MARC record. For other materials, such as a single photograph, a description of the image should act as the title.
*Examples:* Anna Karenina
Daguerreotype of Edgar Allen Poe in silver frame

Edition (R/A): Transcribe as appropriate from the title page or title page verso. Copyright date may also be used if appropriate and desired.

Work Title (R/A): Title of work that contains the resource being digitized
*Examples:* the title of a serial from which an article is copied, the title “Correspondence collection” from the Lehman papers when a portion such as a letter is scanned
**Format (R):** Genre type.

- Full list:
  - Genres
  - i. Albums
  - ii. Books
  - iii. Cartoons
  - iv. Drawings
  - v. Manuscripts
  - vi. Maps
  - vii. Objects
  - viii. Paintings
  - ix. Papyri
  - x. Periodicals
  - xi. Photographs
  - xii. Playing Cards
  - xiii. Posters
  - xiv. Printed ephemera
  - xv. Prints
  - xvi. Slides (photographic)
  - xvii. Sound recordings
  - xviii. Scrapbooks

**Date (R/A):** Write in date in any format. If unknown, mark as unknown. If questionable, indicate as such. Date information will be normalized upon ingest into digital repository.  
*Examples:* 1891, December 7, 1941, 18--?, unknown.

R = Required
R/A = Required if applicable