

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