Guide to Metadata Elements for Customer Orders

About: In order to locate the items for your scanning order and convey your exact requests to our digitization staff, we ask that you provide as much information about the materials as possible, as well as any special instructions for our photographer. This guide accompanies the Customer Order Metadata Excel spreadsheet.

Instructions: Please input the information described below in the Excel spreadsheet to the best of your ability. The Excel spreadsheet should be used when multiple items are being requested at once, or if there is not enough space on the order form. We recommend using information obtained from the item's/collection's CLIO record (in our local catalog at https://clio.columbia.edu/) and/or the collection's finding aid (there will be a link to it on the CLIO page or via the Archival Collections Portal at https://library.columbia.edu/collections/archives-portal.html). *Please create one row on the spreadsheet for each individual new image to be created by our digitization department (for example: a single page, the recto of a photograph, the verso of an envelope, etc.).*

R = Required
R/A = Required if applicable
O = Optional

Column Headings

Description (R/A): A description of the item to be photographed, such as the page number or recto/verso of a photograph or letter. *Note that there should be only one page or side of an object per row in the Excel spreadsheet, as they will correspond to individual digital image files.*

Title (R): The title of the object. For a published title, it is preferred that it is transcribed from the title page or taken from the CLIO record. For materials without a given title, such as a photograph, a description of the image should act as the title.

Work Title (R/A): Title of the work that contains the resource being digitized, usually in the case of periodicals. The article/column's name should go in the **Title** field.

Creator(s) (R/A): Name of creator(s) in order Last, First. Related dates are suggested but not required. Use LC Name Authority File format if possible. In case of correspondence, also include name of recipient(s).

> *Example: Poe, Edgar Allan, 1809-1849*

Collection (R/A): The specific collection within the repository that the material belongs to.

Examples: Joseph Urban Papers, Frank Lloyd Wright Foundation Archives, Makino Mamoru Collection on the History of East Asian Film

Date(s) (R/A): Associated date(s) in any format. If unknown, estimate a date if possible. A broad date range is acceptable. If questionable, indicate as such. Indicate "unknown" as a last resort.

Examples: 1891; December 7, 1941; 18--?; unknown.

Repository (R): Name of owning library.

Examples: Rare Book and Manuscript Library, Starr East Asian Library, Butler General Collections

Box (R/A): The box number.

Folder (R/A): The folder number.

Call Number (R): The call number for the item or collection.

Bib. ID (CLIO #) (R): The bibliographic ID number for a book or collection, located in the URL after "https://clio.columbia.edu/catalog/".

Format (R): The form that the original material takes. If in doubt, choose a more general term. For more information, see the CU Metadata Documentation on Form Terms (CUL staff access only): https://wiki.library.columbia.edu/display/metadata/Form+Terms

Choose from among the following:

- administrative records
- agendas (administrative records)
- albums
- architectural drawings
- architectural elements
- books
- card indexes
- caricatures and cartoons
- ceramic ware (visual works)
- clippings
- collages (visual works)
- corporation reports
- correspondence
- decorative arts
- diaries
- documents
- drawings
- ephemera
- figurines
- filmstrips
- furniture
- illustrations
- lantern slides
- legal documents
- manuscripts
- maps
- masks (costume)
- metalwork (visual works)
- miniatures (paintings)
- minutes (administrative records)
- mixed materials
- mixed media
- models (representations)
- moving images

- music
- negatives
- objects
- ostraka
- oral histories
- paintings
- pamphlets
- papyri
- periodicals
- photographs
- playing cards
- postcards
- posters
- printed ephemera
- printouts

- prints
- puppets
- record covers
- scrapbooks
- scrolls (information artifacts)
- sculpture (visual works)
- slides (photographs)
- sound recordings
- stone (worked rock)
- transcripts
- video recordings
- watercolors (paintings)
- woodwork (general work

Scanning Instructions (O): Any specific instructions for our photographer relating to image file size, closeups of details or cropping, special angles or lighting conditions, etc. *Digitization staff may not be able to accommodate all requests.*

Notes (O): Any other information that helps to identify the material requested or clarify the nature of the imaging request, or handling instructions for material.