Training:

Introduction to Metadata & Creating Metadata Online Using the Self-Submittal Tool
Learning Objectives

1. Define metadata
2. Define good metadata
3. Identify existing metadata sources
4. Identify Core Elements
5. Create metadata using the online self-submittal form
6. Create metadata using the spreadsheet template
7. Identify where to find additional information
1. What is Metadata?

Metadata is *data about data*, or *defined information about a particular thing*. 
1. What is Metadata?

Library and museum metadata may look something like this:

- **Format:** Greek Vase
- **Date:** 470 - 460 BC
- **Height:** 35 centimeters
- **Title:** [Greek Vase of Odysseus and Eumaiosthe Swineherd]
- **Notes:** from Homer’s story of the Odyssey
1. What is Metadata?

Library and museum metadata may look something like this:

100 1 |a Mialhe, Frédéric |d 1810-1881
245 10 |a [Early lithographed views of Havana].
260 |a [Habana] : |b Litografía de L. Marquier, |c [ca. 1850]
300 |a [7] leaves : |b all ill. ; |c 27 x 36 cm.
500 |a Each sheet bears a printed title descriptive of its content, and the names in letterpress of Mialhe and Marquier, identified respectively as the lithographer and publisher. |8 UF
2. What is Good Metadata?

- Good metadata is: "constructed, constructive, and actionable."

- Good metadata creates intellectual access.

- Good metadata is interoperable.

- Good metadata draws on and builds upon existing metadata sources.
2. What is Good Metadata?

Good metadata supports imperfect information seeking behavior and works in a web scale world.
2. Creating Good Metadata

- Assistance from specialists (Subject Matter Experts, Curators, Collection Managers, Archivists, Catalogers, Registrars, etc.) to locate or create traditional metadata forms, which can then be imported.

- Creating metadata using the online self-submittal form.
3. Existing Metadata Sources

- Catalog records
- Finding aids
- Museum object records
4. Creating Metadata: Core Elements

1. Title
2. Other titles (where available)
3. Type
4. Physical description
5. Language
6. Identifier (where available; unique identifier will be created through this process)
7. Holding location
8. Source
9. Creator
10. Publisher
11. Place of publication
12. Date of publication
13. Subject
14. Spatial subject
15. Coordinates
16. Abstract
17. Note
4. Core Elements - Title

The title is the name given to the resource. All items should include information in the Title field. Title information may come from the cover or title page of a book or document or may come from a description of a map or image.

The system looks for identifiable leading articles in English, Spanish, and French and removes them for sorting purposes. In some systems you would need to remove the initial articles (e.g.; a, an, the). Thus, the initial articles should be included when entering titles.

Ex: The Arawak girl

For items where there is not a clear title, the most important or unique keywords (who, what, where, when) should come first.
4. Core Elements – Other Titles

“Other titles” refers to title information after the title proper. For each item, decide how many fields should be included.

The sub-fields that can be added are the following:

- Subtitle
- Abbreviated title
- Alternate title
- Series title
- Translated title
- Uniform title
4. Core Elements – Other Titles

The *subtitle* is a word, phrase, character, or group of characters that contains the remainder of the title information after the title proper.
4. Core Elements – Other Titles

The *abbreviated title* is a shorter version of the main title.

Ex: in the case of a map with a very long title such as the following map (http://dloc.com/UF00029173: L' isle St. Domingue ou Espagnole decouverte en 1492 par les espagnols dressee sur les memoires de dessunt Mr. De Cussy), the abbreviated title could be “L'isle St. Domingue ou Espagnole”
4. Core Elements – Other Titles

The *alternative title* is a variation of the main title.
4. Core Elements – Other Titles

The *series title* is the title of a series to which the item belongs:

Ex: the individual item has its own title and is also part of a series that contains various titles. For instance, the *All Jamaica Library* series includes:

- *One Brown Girl and a Jamaica Story*
- *Maguerite: a Story of the Earthquake*
- *Maroon Medicine*
- *Becka's Bukra Baby: Being an Episode in the Life of Noel*
4. Core Elements – Other Titles

The *translated title* is the original or translated title of a foreign language item. It should be included only if it mentioned on the document.

**Example**

The man who would be king and other short stories

L'homme qui voulut être roi et autres nouvelles

4. Core Elements – Other Titles

The *uniform title* is the title chosen to represent a work that has appeared under varying titles:

Ex: a newspaper that has remained with the same publisher and publication place, but where the name has varied over time.
4. Core Elements – Type

- **Aerial** for large scale overhead photographs, generally taken from an airplane
- **Archival** is selected for materials that may not be individually cataloged. This type can also be applied to digitally born documents, such as slide show presentations. Individual archival items, like letters are also archival. Diaries and manuscripts are often listed under archival or book, with further information provided in the physical description and genre. Archival encompasses more variety and is one of the most commonly seen types.
- **Artifact** refers to three dimensional objects, like ephemera items, such as cigar labels
- **Audio** for a resource which is predominantly a sound recording in nature
- **Book** for single-volume textual materials or any monograph, including bound theses. Diaries and manuscripts are often listed under archival or book, with further information provided in the physical description and genre.
- **Map** for cartographic materials or a non-photographic image of a specified area
- **Newspaper** for digitized newspapers
- **Photograph** for any non-aerial photography
- **Serial** for multi-volume, non-newspaper material
- **Video** for a resource which is predominantly a video recording in nature
4. Core Elements – Physical Description

The physical description contains information relating to the physical characteristics of the resource described. For best results, the physical description information should be entered as:

[Page Number Information] : [Illustration Information] ; [Size or Dimensions Information].

The actual physical description may not be this complete; there is no minimum requirement for physical description information. If no information is entered in the Physical Description field, the Resource Type information will display as the Physical Description in the citation information. Any physical description information that is known can be entered here.

Ex:
12 p.: ill. ; 23 cm.
141 p. : illus. ; 19 cm
120 p., 2 leaves of plates : ill. (some col.) ; 17 cm.
128 p., 16 leaves of plates : col. ill. ;

13 p. : col. ill. ; 15 cm.
4. Core Elements – Language

The language field is a designation of the language in which the intellectual content of a resource is expressed. For language material (i.e., books and continuing resources), the language code is based on the text of the item. The term “text” refers to the principle work(s) included within the publication, excluding the preface, introduction, foreword, appendices, etc. For maps, the language of names and text associated with the map or globe determines the code used. For original or historical graphic material, opaque graphic material, and three-dimensional materials, the language content is that associated with the material (i.e., captions or other text associated with the item or collection) that are part of the chief source of information. For mixed materials, the language code is based on the predominant language of an item or materials in a collection.

The language field is repeatable and represents each of the major languages used in the resource being described.

Languages should be entered either by the text of the language, the ISO code, or by the term from the [MARC Code List of Languages](https://www.loc.gov/marc/).
### 4. Core Elements – Language

<table>
<thead>
<tr>
<th>Text of the language</th>
<th>ISO code 639 2-B</th>
<th>MARC Code list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arawak</td>
<td></td>
<td>arw</td>
</tr>
<tr>
<td>Carib</td>
<td></td>
<td>car</td>
</tr>
<tr>
<td>Creoles and Pidgins, English-based</td>
<td></td>
<td>cpe</td>
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<tr>
<td>Creoles and Pidgins, French-based</td>
<td></td>
<td>cpf</td>
</tr>
<tr>
<td>Creoles and Pidgins, Portuguese-based</td>
<td></td>
<td>cpp</td>
</tr>
<tr>
<td>Creoles and Pidgins (Other)</td>
<td></td>
<td>crp</td>
</tr>
<tr>
<td>Dutch</td>
<td>dut</td>
<td>dut</td>
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<tr>
<td>English</td>
<td>eng</td>
<td>eng</td>
</tr>
<tr>
<td>French</td>
<td>fre</td>
<td>fre</td>
</tr>
<tr>
<td>Haitian French Creole</td>
<td>hat</td>
<td>hat</td>
</tr>
<tr>
<td>Latin</td>
<td>lat</td>
<td>lat</td>
</tr>
<tr>
<td>Portuguese</td>
<td>por</td>
<td>por</td>
</tr>
<tr>
<td>Spanish</td>
<td>spa</td>
<td>spa</td>
</tr>
</tbody>
</table>
4. Core Elements – Identifier

The identifier is an unambiguous reference to the resource within a given context (e.g. LCCN, ISBN, ISSN). It distinctively identifies a resource. This code is given/decided by the reference system(s) in use. For instance, for museum objects the identifiers are the local accession numbers. These are given by the individual museums and reference their own internal system. Similarly, libraries can give their call numbers. If a national or international identifier is available, like an ISBN or ISSN, then the number is in relation to those systems.
4. Core Elements – Holding Location

In this field must be indicated where the original resource is held.

A menu allows the user to enter the holding location's controlled code and (optionally) enter a description for the holding location.

If no description is entered, the default will be used. The best practice for entering the holding location is to select the institution code from the controlled list. If you wish to use a non-standard for of the institution's name for any reason, you can type that into the provided field and it will be used instead.
4. Core Elements – Source

This field indicates the institution or sub-institutional source for the digital instance of the resource. It may be different from the Holding location, which usually represents the institution that houses the original item from which this digital resource is derived. For born-digital objects, both fields will be identical.

In case the source institution and holding location are the same entity, the source institution usually holds the highest level information about the institution:

Ex: University of Florida

Meanwhile, the holding location may hold more specific information:

Ex: Latin American Collections, University of Florida
4. Core Elements – Creator

The creator is an entity (person, group, corporation, institution) primarily responsible for making the content of the resource available or associated with the item in some way.

For example, it could be the authors, illustrators, binders, etc. This field is repeatable as many times as necessary to include all relevant mentions (Use the plus sign to the right of the field to add any additional authors of this material).

Enter names as “FirstName MiddleInitial.”
4. Core Elements – Creator

In entering names, the goal is to be able to locate materials by the same creator easily. The examples below show a typical standard name format. This may vary, however, because the reason to enter the names in a particular form is to support the overall goal of findability and disambiguation. Findability is supported by being consistent in the way the name is entered, which allows people to find materials by the same creator. Creators with the same or similar names can be disambiguated with middle initials and birth dates, or other information. The goals of findability and disambiguation should guide the entry of names.

*Example of standard form:*
Williams, Eric E., 1911-1981

*Examples of possibly non-standard forms:*
Williams, Eric Eustace, 1911-1981
Williams, Eric, 1911-1981
Williams, E.E., 1911-1981

Most items should include information about at least one creator. All persons, corporations, or conferences related to the item should be included in the metadata.
4. Core Elements – Creator

A role can be added between parentheses if necessary. When setting roles, you can use any appropriate role name.

Some standard role names linked to examples appear in the table on the next slide.
# 4. Core Elements – Creator

<table>
<thead>
<tr>
<th>Actor</th>
<th>Consultant</th>
<th>Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animator</td>
<td>Curator</td>
<td>Musician</td>
</tr>
<tr>
<td>Architect</td>
<td>Degree Grantor</td>
<td>Narrator</td>
</tr>
<tr>
<td>Artist</td>
<td>Director</td>
<td>Papermaker</td>
</tr>
<tr>
<td>Author, primary</td>
<td>Dissertant</td>
<td>Performer</td>
</tr>
<tr>
<td>Author, secondary</td>
<td>Designer</td>
<td>Photographer</td>
</tr>
<tr>
<td>Binder</td>
<td>Editor</td>
<td>Printmaker</td>
</tr>
<tr>
<td>Calligrapher</td>
<td>Engraver</td>
<td>Printer</td>
</tr>
<tr>
<td>Cartographer</td>
<td>Engineer</td>
<td>Programmer</td>
</tr>
<tr>
<td>Choreographer</td>
<td>Illustrator</td>
<td>Producer</td>
</tr>
<tr>
<td>Cinematographer</td>
<td>Interviewee</td>
<td>Publisher</td>
</tr>
<tr>
<td>Compiler</td>
<td>Interviewer</td>
<td>Puppeteer</td>
</tr>
<tr>
<td>Composer</td>
<td>Landscape Architect</td>
<td>Recipient</td>
</tr>
<tr>
<td>Conductor</td>
<td>Lithographer</td>
<td>Researcher</td>
</tr>
<tr>
<td>Conference</td>
<td></td>
<td>Research team head</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributor</td>
<td>Manufacturer</td>
<td>Research team member</td>
</tr>
<tr>
<td>Curator</td>
<td>Musician</td>
<td>Reviewer</td>
</tr>
<tr>
<td>Degree Grantor</td>
<td>Narrator</td>
<td>Scientific advisor</td>
</tr>
<tr>
<td>Director</td>
<td>Papermaker</td>
<td>Sculptor</td>
</tr>
<tr>
<td>Dissertant</td>
<td>Performer</td>
<td>Signer</td>
</tr>
<tr>
<td>Designer</td>
<td>Photographer</td>
<td>Singer</td>
</tr>
<tr>
<td>Editor</td>
<td>Printmaker</td>
<td>Speaker</td>
</tr>
<tr>
<td>Engraver</td>
<td>Printer</td>
<td>Sponsor</td>
</tr>
<tr>
<td>Engineer</td>
<td>Programmer</td>
<td>Surveyor</td>
</tr>
<tr>
<td>Illustrator</td>
<td>Producer</td>
<td>Stereotyper</td>
</tr>
<tr>
<td>Interviewee</td>
<td>Publisher</td>
<td>Thesis advisor</td>
</tr>
<tr>
<td>Interviewer</td>
<td>Puppeteer</td>
<td>Transcriber</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>Recipient</td>
<td>Translator</td>
</tr>
<tr>
<td>Lithographer</td>
<td>Researcher</td>
<td>Woodcutter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wood-engraver</td>
</tr>
</tbody>
</table>
4. Core Elements – Creator

The specified role(s) are listed in a separate subfield so that all of the names can be easily cross-searched under “Creator”. This facilitates searching, especially given that a single “Creator” may have many roles in different texts.

Ex: http://dloc.com/UF00003801
Bonheur, Raymond (Illustrator)
Levasseur, Victor (Cartographer)
Laguillermie, Frédéric (Engraver)
4. Core Elements – Publisher

The publisher is the entity responsible for making the original resource available to the public.
4. Core Elements – Place of Publication

This field refers to the geographic location of the publisher or the location where the material was created. The place of publication information is generally found with publisher information on the title page of physical items.

For large cities, only the city name is necessary; for smaller, less well-known cities, or for cities that may be mixed up with others, state or country information should be included as well.

Ex: New York
Ex: Gainesville, Fla.
Ex: Kingstown, Saint Vincent and the Grenadines
4. Core Elements – Date of Publication

This field is dedicated to the publication date of the resource. The best practice for entering the publication date for monographs is to enter the full 4-digit year. If the publication date is uncertain, this can be indicated by using the abbreviation “ca.” for circa, or by entering a likely range of dates; other abbreviations, brackets, or question marks should not be used.

Ex: 2011
Ex: ca. 1677

For items like newspapers or other frequently published materials, a more specific publication date may be provided in “Month Date, Year” format.

Ex: May 10, 2011
4. Core Elements – Subject

This field informs the topic(s) of the content of the resource. It can be repeated.

The subject terms or phrases must represent the primary topic(s) on which a work is focused.
4. Core Elements – Subject

Subject will be expressed as keywords, key phrases or classification codes that describe a topic of the resource.

Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme. A classification scheme is the descriptive information for the arrangement of objects into groups based on shared characteristics. Formal classification schemes which allow items with shared subject matter to be arranged together include: Bibliothèque Nationale de France’s RAMEAU, Library of Congress Subject Headings (LCSH), and OCLC’s FAST.

Subject added entries are assigned to a bibliographic record to provide access according to generally accepted thesaurus-building rules (e.g., LCSH, Medical Subject Headings (MeSH)).

http://id.loc.gov/authorities/subjects.html
4. Core Elements – Subject

Subjects are complex elements and include the following sub-elements:

- *Topical subject terms* which consist of general subject terms, including names of events or objects
- *Chronological subject terms*
- *Geographic subject terms* which consist of jurisdiction names and subject subdivisions
- *Form/Genre subject terms* indicating the genre, form, and/or physical characteristics of the materials being described. A genre term designates the style or technique of the intellectual content of textual materials or, for graphic materials, aspects such as vantage point, intended purpose, characteristics of the creator, publication status, or method of representation. A form term designates historically and functionally specific kinds of materials distinguished by their physical character, the subject of their intellectual content, or the order of information within them. Physical characteristic terms designate historically and functionally specific kinds of materials as distinguished by an examination of their physical character, subject of their intellectual content, or the order of information with them.
- *Occupational subject terms*
- Name of the *Authority* the term comes from.
4. Core Elements – Spatial Subject

This field refers to the spatial characteristics of the intellectual content of the resource. Spatial coverage refers to a physical region (e.g., celestial sector) using place names.

Enter as much detailed information about the spatial information as possible, down to the actual area or address if possible. The area can generally be entered as commonly referenced.

Ex: Martinique
Ex: Caracas, Venezuela
Ex: Miami, Florida
4. Core Elements – Spatial Subject

The sub-elements of the hierarchical spatial data are:

- Continent
- Country
- Province
- Region
- State (or the equivalent first-level political divisions under country)
- Territory
- County (or the equivalent second-level political divisions under country)
- City
- CitySection (neighborhood, parks, or streets)
- Island
- Area (Non-jurisdictional geographic region/feature; e.g.; Nile River)
- Name of the Authority the term comes from
- The Language of the term may also be included

To enter a deeper hierarchy for the spatial subject, you can use two dashes between the different levels of hierarchy:

Ex: United States -- Florida -- Miami-Dade County -- Miami Beach -- South Beach -- South Pointe Park
4. Core Elements – Coordinates

Coordinate points contain the spatial characteristics of the intellectual content of the resource, referring to a physical region using coordinates.

Multiple coordinates can be entered, but none are required. Adding them will allow the item to appear on a map. Coordinates can be entered as decimal degrees. They should not be entered in notation with degrees, minutes, and seconds; the degree symbol should not be entered.
4. Core Elements – Abstract

The abstract provides a summary of the content of the resource.

This field should be used for unformatted information that describes the scope and general contents of the materials. This could be a summary, abstract, annotation, review, or only a phrase describing the material.
4. Core Elements – Abstract

Best practices for the specific case of oral histories: in the abstract should be included:

a) interviewer’s name;
b) interviewee’s name;
c) address of the interview;
d) date of the interview; and,
e) project name or reason for the interview.
4. Core Elements – Note

Many kinds of information can be included in this field, as for instance (but not limited to):

- Edition or expression (translation, abridgement and arrangement information)
- Information about the immediate source of acquisition of the described materials (used primarily with original or historical items, or other archival collections)
- Biographical information about an individual or historical information about an institution or event used as the main entry for the item being cataloged
- Information about the current and former issuing bodies of a continuing resource (a journal, for example)
- Unformatted note giving irregularities and peculiarities in numbering or publishing patterns, report year coverage, revised editions, and/or issuance in parts
- Copy-specific field that contains information concerning the ownership and custodial history of the described materials from the time of their creation to the time of their accessioning, including the time at which individual items or groups of items were first brought together in their current arrangement or collation
- General note about the donation of the source document.
- Designation of an academic dissertation or thesis and the institution to which it was presented
- Contract, grant, and project numbers when the material results from a funded project. Information concerning the sponsor or funding agency also may be included
Example of a funding note:

Publication of this article was funded in part by the University of Florida Open-Access Publishing Fund.
4. Creating Metadata: Core Elements

1. Title
2. Other titles (where available)
3. Type
4. Physical description
5. Language
6. Identifier (where available; unique identifier will be created through this process)
7. Holding location
8. Source
9. Creator
10. Publisher
11. Place of publication
12. Date of publication
13. Subject
14. Spatial subject
15. Coordinates
16. Abstract
17. Note
5. Creating Metadata Online

Overview of Complete Steps:

1. Create an account (if needed)
2. Login
3. Edit your preferences (if needed)
4. Start a new item
5. Read and accept the permissions agreement
6. Enter metadata
7. Load files
8. Review and edit metadata
5. Creating Metadata Online

Create an account (if needed)

- Go to: www.dloc.com or ufdc.ufl.edu
- Click the “myDLOC” or “myUFDC” link in the top left
- Click on “Register now”
5. Creating Metadata Online

Log in

• Go to: www.dloc.com or ufdc.ufl.edu

• Click the “myDLOC” or “myUFDC” link in the top left.

• Log in
5. Creating Metadata Online

Edit your preferences
5. Creating Metadata Online

Start a new item
5. Creating Metadata Online

Read and accept the permissions agreement

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Step 1 of 3: Grant of Permission

You must read and accept the below permissions to continue.

I, as copyright holder or licensee with the authority to grant copyright permissions for the title, hereby authorize the Digital Library of the Caribbean and the University of Florida, acting on behalf of the State of Florida, to digitize and distribute the title for nonprofit, educational purposes via the Internet or successive technologies. This is a non-exclusive grant of permissions for on-line and off-line use for an indefinite term. Off-line uses shall be consistent either, for educational uses, with the terms of U.S. copyright legislation's “fair use” provisions or, by the Digital Library of the Caribbean or University of Florida, with the maintenance and preservation of an archival copy. Digitization allows the Digital Library of the Caribbean and University of Florida to generate image- and text-based versions as appropriate and to provide and enhance access using search software. This grant of permissions prohibits use of the digitized versions for commercial use or profit unless I specifically grant rights for those uses in the rights field for this item.

Please review the Policies if you have any questions or please contact us with any questions prior to submitting files.

You must read and accept the above permissions agreement to continue.
5. Creating Metadata Online

Enter metadata

Step 2 of 3: Item Description
Enter the basic information to describe your new item

Enter Material Information
Main Title: Metadata Training Presentation Slides
Material Type: Other
Larger Body of Work:
Creator:
Publication Status: Select
Publisher:
Publisher's URL:
Place of Publication:
Publication Date:

Enter Note Information
Abstract:
Note:

Step 2 of 3: Item Description
Enter the basic information to describe your new item

Title Information
Main Title:
Other Titles:

Physical Description
Resource Type:
Physical Description:
Language:
Identifier:
Identifier Type:

Holding Location:
Source Institution:

Name Authorities
Creator:
Publisher:
Place of Publication:
Publication Date:

Subject
Subject Keywords:
Spatial Coverage:
Coordinates:
Notes
Abstract:
Note:
5. Creating Metadata Online

Load files

Step 3 of 3: Upload Files (Optional)

Upload the related files for your new item. You can also provide labels for each file, once they are uploaded.

Add a new item for this package:

Choose File  No file chosen  Upload

Once all files are uploaded, press SUBMIT to finish this item.
5. Creating Metadata Online

Review and edit metadata

**CONGRATULATIONS!**

Your item has been successfully added to the digital library and will appear immediately.

Search indexes may take a couple minutes to build, at which time this item will be discoverable through the search interface.

What would you like to do next?
- Return to myUFDC Home
- View this item
- Edit this item
- Add another item
- View all my submitted items
5. Creating Metadata Online

Editing metadata for other items

Welcome to mydLOC. This feature allows you to add items to your bookshelves, organize your bookshelves, and email your bookshelves to friends.

What would you like to do today?

- Start a new item
- View all my submitted items
- View usage for my items
- View my descriptive tags
- View and organize my bookshelves
- View my saved searches
- Edit my account preferences
- Log Out
6. Creating Metadata - Using a Spreadsheet

For many items with similar metadata, metadata can be created by inputting the metadata into a spreadsheet in the appropriate format which can then be imported.

The spreadsheet method is particularly useful for archival materials.
6. Creating Metadata - Using a Spreadsheet

Spreadsheet template, full:
http://digital.uflib.ufl.edu/technologies/documentation/spreadsheettemplate.xls
6. Creating Metadata - Using a Spreadsheet

Spreadsheet template:

<table>
<thead>
<tr>
<th>BOX</th>
<th>DIVIDER</th>
<th>FOLDER</th>
<th>IDENTIFIER</th>
<th>SERIES TITLE</th>
<th>VOLUME TITLE</th>
<th>SUBTITLE</th>
<th>ALTERNATE TITLE</th>
<th>SUBJECT</th>
<th>NOTE</th>
<th>INTERNAL COMMENTS</th>
<th>AUTHOR</th>
<th>DONOR</th>
<th>MATERIAL TYPE</th>
<th>FORMAT</th>
<th>LANGUAGE</th>
</tr>
</thead>
<tbody>
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<th>YEAR</th>
<th>COPYRIGHT</th>
<th>CONTINENT</th>
<th>COUNTRY</th>
<th>STATE</th>
<th>COUNTY</th>
<th>CITY</th>
<th>AREA</th>
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<th>LONGITUDE</th>
<th>EAD NAME</th>
<th>EAD URL</th>
<th>AGGREGATION</th>
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6. Creating Metadata - Using a Spreadsheet

Example Completed Spreadsheet:

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<tr>
<th>BOX</th>
<th>DIVIDER</th>
<th>FOLDER</th>
<th>IDENTIFIER</th>
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<th>VOLUME TITLE</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Correspondence: Outgoing</td>
<td>John Anderson: Correspondence: 1875-1892</td>
<td>John Anderson Papers Relating to Ormond Beach</td>
<td>Letter from John Anderson to Aunt Nell dated Jan 27, 1877</td>
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<tr>
<td>2</td>
<td>Correspondence: Outgoing</td>
<td>John Anderson: Correspondence: 1875-1892</td>
<td>John Anderson Papers Relating to Ormond Beach</td>
<td>Letter from J.A. Bostrm to John Anderson dated Nov 18, 1895</td>
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<tr>
<td>3</td>
<td>Correspondence: Outgoing</td>
<td>John Anderson: Correspondence: 1875-1892</td>
<td>John Anderson Papers Relating to Ormond Beach</td>
<td>Letter from William Fagen to John Anderson dated Dec 20, 1895</td>
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<td>John Anderson Papers Relating to Ormond Beach</td>
<td>Hotel Ormond layout (floor plan), including names of guests, dated Feb 16, 1893</td>
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<td>John Anderson: Correspondence: 1875-1892</td>
<td>John Anderson Papers Relating to Ormond Beach</td>
<td>Brochure entitled &quot;The History of Ormond&quot; dated March 13, 1918</td>
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<th>SUBTITLE</th>
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<th>SUBJECT</th>
<th>NOTE</th>
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</tbody>
</table>
6. Creating Metadata - Using a Spreadsheet

Example Completed Spreadsheet:
6. Additional Resources

• For additional information on the core metadata elements and more on metadata, see the thorough online guide: http://dloc.com/help/metadata

• To locate or create traditional metadata forms, which can then be imported, assistance is often available from specialists (Subject Matter Experts, Curators, Collection Managers, Archivists, Catalogers, Registrars, etc.)
Review of Learning Objectives

1. Define metadata
2. Define good metadata
3. Identify existing metadata sources
4. Identify Core Elements
5. Create metadata using the online self-submittal form
6. Create metadata using the spreadsheet template
7. Identify where to find additional information
Training:

Introduction to Metadata & Creating Metadata Online Using the Self-Submittal Tool