

## Metadata Information Form: Requests --EXAMPLE

- This form is for partners that will **not** be creating their own metadata records
- This form is for special requests to include information from your own records or for reference, for example:
  - subjects and keywords
  - descriptions from your records
  - information that you have in your records that does not easily fit into one of our fields
- Information in this form will be used for EVERY record in the collection
- Please include your request, how the information will be used or why you're making the request (this will help us understand how best to include the information in our records), and the relevant metadata field, when applicable.

**\*\*Please note:** all records must follow UNTL guidelines, therefore some information may be re-formatted to fit our standards. (For more information about appropriate values and formatting, please see <http://www.library.unt.edu/digitalprojects/metadata/descriptive-metadata>.) We will not be able to accommodate all requests, but in some cases we may be able to suggest alternatives.

| Request   | Reason/How the information will be used   | UNTL Field (if applicable) |
|---|---|----------------------------|
| Include acquisition information (listed in the information forms we are attaching to the items) | We like to keep this information with the objects and we want to have it in the item records for reference    | Non-display note           |
| Add the subject "studio portraits" to all of the professional photographs                       | This is a term we use to mark/distinguish the photographs and we often need to search for this group of items | subject                    |
|   |   |                            |
|   |   |                            |

Additional notes and comments:



## Metadata Information Form: Requests

- *Why do we need this?* This form is for partners that will **not** be creating their own metadata records. This is your opportunity to tell us about any metadata concerns or about information that you want us to include from your own records or for reference purposes, for example:
  - subjects and keywords
  - descriptions from your records
  - information that you have in your records that does not easily fit into one of our fields
- Information in this form will be used for EVERY record in the collection
- Please include your request, how the information will be used or why you're making the request (this will help us understand how best to include the information in our records), and the relevant metadata field, when applicable.

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| Request | Reason/How the information will be used | UNTL Field (if applicable) |
|---------|---|----------------------------|
|         |   |                            |
|         |   |                            |
|         |   |                            |

**No special requests?** Just check this box and leave the rest of the form blank:

Additional notes and comments: