

Metadata Information Form: Super-Templates -- EXAMPLE

- *Why do we need this?* This form is for partners of The Portal to Texas History that will be creating their own metadata records. Information in this form will go into EVERY template record so that you will not have to repeat the same information in a large number of records.
- Leave fields blank if they do not apply
- To add more information, insert rows using Microsoft Word or use the “Additional notes and comments” section
- For more information about appropriate values and formatting, please see <http://www.library.unt.edu/digitalprojects/metadata/descriptive-metadata>
- Notes: (1) do not add your organization/institution as a “Contributor”; it will be included as a “Partner”
(2) information will be re-formatted if it does not meet our guidelines

PLEASE NOTE: For the purposes of this example, every field has been filled in to show appropriate entries. You may not need to fill in every field; please only include the information that is relevant and only fill in the applicable fields.

<p>Creator</p>	<p>Name: Smith, John</p> <p>Type: <input checked="" type="checkbox"/> Person <input type="checkbox"/> Organization (Choose one)</p> <p>Role: <input type="checkbox"/> Author <input type="checkbox"/> Artist <input checked="" type="checkbox"/> Photographer Other: (Choose one or write in another from our list)</p>
<p>Contributor</p>	<p>Name: Jane Doe Lithographers</p> <p>Type: <input type="checkbox"/> Person <input checked="" type="checkbox"/> Organization (Choose one)</p> <p>Role: <input type="checkbox"/> Editor <input type="checkbox"/> Donor <input type="checkbox"/> Photographer Other: Lithographer (Choose one or write in another from our list)</p>
<p>Publisher</p>	<p>Name: Taylor Publishing Company</p> <p>Place: Dallas, Texas</p> <p>Information: Taylor Publishing Co.</p>
<p>(Creation) Date</p>	<p>1900~ (Note, in our system the tilde “~” represents “circa”)</p>
<p>Language</p> <p>Note: this field is required; it will be defaulted based on the general sense of the collection unless you specify something else</p>	<p>Choose one or write in another from our list:</p> <p><input type="checkbox"/> No Language <input checked="" type="checkbox"/> English Other:</p>

Content Description	Yearbook for University of North Texas in Denton, Texas includes photos of and information about the school, student body, professors, and organizations.
Subjects	Vocabulary: <input checked="" type="checkbox"/> Library of Congress <input type="checkbox"/> Sears <input type="checkbox"/> Chenhall's Other Controlled Vocabulary: Subject(s): University of North Texas -- Students -- Yearbooks.
Keywords	faculty, athletics, freshmen, sophomores, juniors, seniors, activities
Primary Source Note: this field is required; it will be defaulted to "Yes" or "No" based on the general sense of the collection	Choose one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Coverage	Place: United States - Texas - Denton County - Denton Era: new-sou New South, Populism, Progressivism, and the Great Depression, 1877-1939 – for our list of coverage eras, see the coverage guidelines or the list at http://purl.org/NET/UNTL/vocabularies/coverage-eras/ . You can also ask for the appropriate era to be added based on the coverage dates and fill in the segment below. Date(s): 1900~
Resource Type Note: this field is required; it will be defaulted to one resource type based on the general sense of the collection	Choose one or write in another from our list: <input type="checkbox"/> Photograph <input type="checkbox"/> Map <input type="checkbox"/> Book <input checked="" type="checkbox"/> Other: Yearbook

Additional notes and comments:



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Creator	Name: Type: ___Person ___Organization (Choose one) Role: ___Author ___Artist ___Photographer Other: (Choose one or write in another from our list)
Contributor	Name: Type: ___Person ___Organization (Choose one) Role: ___Editor ___Donor ___Photographer Other: (Choose one or write in another from our list)
Publisher	Name: Place: Information:
(Creation) Date	
Language Note: this field is required; it will be defaulted based on the general sense of the collection unless you specify something else	Choose one or write in another from our list: ___No Language ___English Other:

<p>Description</p> <p>Note: the physical description will be defaulted based on the general sense of the collection, but it will save time if you specify characteristics that are the same across all or most of the collection</p>	<p>Content:</p> <p>Physical:</p>
<p>Subjects</p>	<p>Vocabulary: __Library of Congress __Sears __Chenhall's</p> <p>Other Controlled Vocabulary:</p> <p>Subject(s):</p>
<p>Keywords</p>	
<p>Primary Source</p> <p>Note: this field is required; it will be defaulted to "Yes" or "No" based on the general sense of the collection</p>	<p>Choose one: __Yes __No</p>
<p>Coverage</p>	<p>Place:</p> <p>Era:</p> <p>Date(s):</p>
<p>Resource Type</p> <p>Note: this field is required; it will be defaulted to one resource type based on the general sense of the collection</p>	<p>Choose one or write in another from our list:</p> <p>__Photograph __Map __Book Other:</p>

Additional notes and comments: