

## “Digitization to Data” Metadata Fields Worksheet

### “Assembly-Line” Combined Workflow

#### 1) Graduate Assistant A

- Removes item from folder.
- **Metadata Fields**
  - Creator
  - Physical Description
  - New York Heritage Topics
  - Description

#### 2) Undergraduate Assistant

- Scans item.
- **Metadata Fields**
  - Type
  - Physical Format
  - Local Location
  - Filename
  - Date of Digital

#### 3) Graduate Assistant B

- Returns items to folder.
- **Metadata Fields**
  - Title
  - LCSH Subjects
  - Location
  - Date

#### 4) Project Archivist

- Reviews metadata for quality control.
- Combines spreadsheets.
- Inserts 9 **Default Fields**
  - Collection ID
  - Contact Information
  - Digital Collection
  - Format of Digital
  - Holding Institution
  - Library Council
  - Publisher of Digital
  - Rights
  - Technical Data

*Created for the CLIR Hidden Collections Pioneers of Wilderness Conservation project  
at Union College, Schenectady, NY by A. Simkovic.*

## **“Digitization to Data” Metadata Fields Worksheet**

- As a team, use this worksheet (with pencil) to mimic the workflow and describe an object.
- This training worksheet was created to be used in conjunction with the Metadata Reference Guide.

<b>Undergraduate Fields</b>	
Date of Digital	
Filename	
Local Location	
Physical Format	
Type	

<b>Graduate Assistant A Fields</b>	
Date	
Identifier	
Location	
Subjects (LCSH)	
Title	

<b>Graduate Assistant B Fields</b>	
Creator	
Physical Description	
New York Heritage Topic(s)	
Description	

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