

## SCLS Digitization Projects

### Metadata Formatting & Controlled Vocabulary Lists

- Separate terms (in a list) with a semicolon (;). Do not put any punctuation at the end of a list of terms.
- Only a single term can be selected from a drop-down list. To enter more than one term, add a semicolon and type the additional terms.
- Do use standard sentence/paragraph structures and punctuation in the description field.
- Either the Subject OR Keyword field must have at least one term entered. Do not repeat terms in the Subject, Keyword, or Place fields.
- Use the spell checker tool.
- If metadata needs to be edited, let SCLS staff know (do not edit it in Google Sheets)

Simple Vs Compound Objects:

- Simple Objects=Anything that is a single page/file.
  - Compound Objects=Anything that is two or more pages/files.
  - Copy the Simple\_Master or Compound Master tabs to create new tabs.
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- For compound objects that are just a few pages: Multiple objects can be entered on a single sheet. Leave a few blank spaces between objects.

Each sub-collection can have a tab of its own.

- Right click on the Simple\_Master or Compound\_Master tab.
- Select Duplicate.
- A tab labeled Copy of (Simple or Compound)\_Master will be created.
- Right click on that tab and select Rename.
- Type in the name of the new tab.

## Controlled Vocabulary Lists

### Type (DCMI)

- Moving Image
- Sound
- Still Image
- Text

### Format

Albums	Digital photographs	Newsletters	Records (documents)
Annual reports	Drawings	Newspapers	Scrapbooks
Audio cassettes	Ephemera	Paintings	Sketchbooks
Audio tapes	Fire insurance maps	Pamphlets	Sound Recordings
Blueprints	Glass negatives	Periodicals	Stereographs
Books	Lantern slides	Photograph albums	Tintypes
City directories	Leaflets	Photographs	Video recording
Clippings	Manuscripts	Plats	Watercolors
Correspondence	Maps	Postcards	Yearbooks
Daguerreotypes	Negatives	Posters	

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