SCLS Digitization Projects
Standard Metadata Field Descriptions

Display Name	Description	Controlled Vocabulary
File Name	Name of digital file. For simple objects: Include three-letter file extension, e.g. .jpg, or .pdf. For compound objects: Use the folder name. (Required)	
Title	Provide a descriptive title for the item. Capitalize first word and proper nouns only. (Required)	
Subject (LCSH)	Provide 1-5 search terms/keywords/tags that describe the content of the resource. Choose terms from Library of Congress Subject Headings (LCSH) that are labeled as "**Authorized**". Capitalize first letter of each term. Separate each term with a semicolon.	LCSH
Keywords	Provide 1-5 search terms/keywords/tags that describe the content of the resource. Capitalize first letter of each term. Separate each term with a semicolon.	
Description	Briefly describe the item.	
Place	Location described or represented in the item. Use format place name, city, county, state. Do not use abbreviations. If multiple places, separate with a semicolon. Example: Pardeeville, Columbia County, Wisconsin	List
Creator	Name of photographer, author, artist or other creator. Leave blank if unknown. Use format Last name, First name. Separate names with a semicolon.	List
Date Created	Date the original item was created. If exact date is known, use format YYYY-MM-DD. If exact date is unknown, provide a year range, or use "ca." (circa). Leave blank if unknown.	
Type (DCMI)	Broad category characterizing the type of item being described. Select from drop-down menu. (Required)	MIME
Format	Term describing the materials or physical characteristics of the original item. Select from drop-down menu.	TGM
Transcript	Type words into the cell or provide name of text (or Google Doc) file. Leave blank if ORC will be applied.	
Collection	Name of subcollection. Example: Newspaper Clippings.	List
Submitter	The organization submitting the digital object. Leave blank.	
Rights	Provide a statement describing the copyright status of the original item (e.g. in copyright, no copyright, or copyright undetermined). (Required)	List
Rights URI	Leave blank.	