CollectionBuilder Metadata Entry Procedures

Follow these instructions **precisely**; CollectionBuilder has very strict formatting requirements. Incorrect formatting will cause link breakage on the website. **PLEASE ASK a staff member any questions as they arise.**

The fields you will leave blank are shaded dark grey in your assigned spreadsheet. Staff will complete those fields at a later time.

Special Instructions:

- For fields that require a defined entry, the entry will be listed in this table with quotation marks. ***Do not copy the quotation marks into the spreadsheet***.
- You will copy some information from existing entries in your assigned table. Those fields are indicated with asterisks (**) in this table.
    - Duplicate the information from those fields in the folder content sheet entry for the same fields for all documents in that folder.
    - Find the correct mine, copy the field contents, and paste into the new section. Leave this field blank if there is no information in the existing entry's field contents.

Field Name	Field contents
objectid	LEAVE BLANK
filename	LEAVE BLANK
document type	Choose one of the following appropriate for the object: (Must be typed **EXACTLY** how it appears below) Assays Correspondence Forms Maps Miscellaneous Newsclippings Notes Photos Publications Reports Surveys Other
title	Title of document if present (Newspaper headline, publication title, etc.) If title is not present, assign brief title based on content, or ask a staff member for help. Example: USBOM location information report will be entered as USBOM Ajax Location Information
claim name	Claim or mine name on the folder
claim number	** Locate the contents for this field from the appropriate entries in the spreadsheet.

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Field Name	Field contents
claim type	** Locate the contents for this field from the appropriate entries in the spreadsheet.
date	Date format **MUST** be mm/dd/yyyy. If only the year is known, enter yyyy. Leave blank if no date is identified. **ASK** a staff member if you are unsure.
description	Brief account of the object. Each object should only have one description. Example: Postcard of the Memorial Gymnasium on the University of Idaho campus in Moscow, Idaho.

subject	Keywords of the contents of the object. This field **MUST** contain **AT LEAST** the document type.
	
	Additional field contents may include:
	  • additional mines/claims mentioned
	  • broad subjects, including but not limited to:
	
	    coal mining geology minerals
	    oil equipment water geology
	    gas "summary" "description" "history"
	    company name
	  • other relevant subjects mentioned
	
	Refer to existing data for examples.
	
	==*EACH SUBJECT MUST BE SEPARATED BY A SEMICOLON (;)*==

location	County
county	County
district	Enter the mining district listed on the folder
latitude	** Locate the contents for this field from the appropriate entries in the spreadsheet.
longitude	** Locate the contents for this field from the appropriate entries in the spreadsheet.
township	** Locate the contents for this field from the appropriate entries in the spreadsheet.
range	** Locate the contents for this field from the appropriate entries in the spreadsheet.
section	** Locate the contents for this field from the appropriate entries in the spreadsheet.
source	LEAVE BLANK
identifier	LEAVE BLANK
type	"Image;StillImage"

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Field Name	Field contents
format	If object is an *assay, correspondence, form, miscellaneous, newsclipping, note, publication, report, survey*, or *other*, please enter "application/pdf" If object is a *map* or *photo*, please enter "image/jpeg"
language	"eng"
associated names	** Locate the contents for this field from the appropriate entries in the spreadsheet.
rightsstatement	LEAVE BLANK

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