ID**[[1]](#footnote-1)**

0

REQUIRED – MUST BE UNIQUE (NO OTHER RECORD CAN HAVE THE SAME ID)

Type**[[2]](#footnote-2)**

Object

REQUIRED – MUST BE ONE OF: object, person, video, theme or image

Title

A specific record about something important.

OPTIONAL – can be any amount of text.

Subtitle

This is a subtitle for the the record.

OPTIONAL – can be any amount of text.

Content

Some longer descriptive body of text.

OPTIONAL – can be any amount of text.

Credit

A credit that can be added after the content in a record

OPTIONAL – can be any amount of text.

Location

A small text describing where the record is from.

Date

A small text specify the date of the object.

OPTIONAL – can be any amount of text.

Images and Captions**[[3]](#footnote-3)**

|  |  |
| --- | --- |
| ImageName0.png | A caption that could go on the image, leave blank for no caption |
| ImageName1.png | Ordered names are easiest, however… |
| AnotherImage.png | Names can be anything, but we will preserve the order you specify here |

REQUIRED – Each record should have a least one image.

Video filenames

|  |  |
| --- | --- |
| movie0.mov | A caption that could be shown alongside the movie, leave blank for no caption |

OPTIONAL – Typically there should be only a single movie per entry. If an interview is split into two components, then best practice is to create separate records for each part.

Related Items**[[4]](#footnote-4)**

|  |  |  |
| --- | --- | --- |
| **Type** | **ID** | **Title** |
| **Objects** | 0 | Title |
|  | 3 | Title |
| **Themes** | 1 | Title |
|  | 2 | Title |
| **Images** |  |  |
| **Videos** | 5 | Title |

NOTE – using the ID or title is fine without the other, so long as the data provided is consistent.

OPTIONAL – A record that has no other related items will be a dead-end, requiring the user to go back to the previous record or to the main menu.

1. ID values should be unique for a record or material. [↑](#footnote-ref-1)
2. Please choose a single word from the following options: object, theme, unknown [↑](#footnote-ref-2)
3. We will use the first image in this sequence as the thumbnail, extension / filetype can be anything. [↑](#footnote-ref-3)
4. For related items, please try to organize these into categories by object, theme, etc. in the table. If you have the opportunity to identify each record by a unique id please do so, otherwise L&F can handle this component. [↑](#footnote-ref-4)