

Field Name	Is the field required by my instructor?  Does the field align with a DublinCore Standard element?  Is the field required by Collection Managers?  Is it a CollectionBuilder required or optional field?	Obligation: Required or Optional	Definition	Is a Controlled Vocabulary Required?	Data Entry How-to	Example
Alternative Text	DublinCore Alignment: None  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	Alternative description for visually impaired or other disabilities, to access information. Usually used with a screen reader.	No	Appropriate textual description of the image_small representation of the item.	Man standing with pump machinery next to a river with trees and mountains in the distance
Creator	DublinCore Alignment: Yes, creator  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	The creator/artist of the object.	No	Use the creator/artist name used by the GLAM the object was taken from.	Umpqua Artist

Date	DublinCore Alignment: Yes, date  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No, unless visualization is wanted	Required	The year the object was known to be created or suspected of being created.	No	Use only the year the object was created or thought to be created. If GLAM says “ca. 1850” then enter “1850”.  Given a range of years, use the most recent year possible. For example given “ca. 8th century to 12th century” enter “1100”.	1850
Description	DublinCore Alignment: Yes  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: Yes	Required	A description of the object.	No	Enter a description describing the structure, subject and artist of the object. It should be brief.	A beaded pouch created by an unknown artist in the Southern Oregon Coast.
Display Template	DublinCore Alignment: None  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	“Sets the template type used for the Item page and is used in logic to choose representations in other pages”(from CollectionBuilder)	No	Only use image.	image
Format	DublinCore Alignment: Yes, format  Instructor Requirement: Yes  Collection Managers	Required	The type of file format.	No	Enter the file format of the object.  Only use JPEG	image/jpeg

	Requirement: Yes  CollectionBuilder Requirement: Yes					
Identifier	DublinCore Alignment: Yes, identifier  Instructor Requirement: Optional  Collection Managers Requirement: No  CollectionBuilder Requirement: No	Optional	The identifier field is used to preserve the unique identifier assigned to the object by the object's (usually physical) source collection.	No	Enter the identifier the GLAM uses for the object	2017.026.040
Object ID	DublinCore Alignment: None  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: Yes	Required	Unique identifier for each object. The same as the file name without the file extension.	No	Enter the identifier according to the document naming standard without the file extension at the end.	sculpture_01_sauvieisland_1830
Location	DublinCore Alignment: Yes, coverage  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No unless visualization is wanted	Required	The location where the object was created.	Yes	Use the location that the GLAM provides for the object.  Given multiple locations, use all separated by a semicolon.	Oregon; California

Rights Statement	DublinCore Alignment: Yes, Rights  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	This field is a standardized rights statement, designated in the form of a URI.	Yes	Use a rights statement that matches the copyright status for an item.  Required to use the <a href="http://rightsstatements.org">RightsStatements.org</a> URI addressed as the authority control.  Do not hyperlink. CollectionBuilder will automatically transform the URI into hyperlinked text.	<a href="http://rightsstatements.org/vocab/InC/1.0/">http://rightsstatements.org/vocab/InC/1.0/</a>
Rights	DublinCore Alignment: Yes, Rights  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	Information about the rights held in and over the resource	No	If rights are not able to be determined then add Undetermined; include people, orgs, business, government agencies, estates, or other entities that could hold ownership.	No known copyright restrictions
Source	DublinCore Alignment: Yes, source  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	The GLAM that the object is collected at	Yes	List the name of the GLAM.	Portland Art Museum
Subject	DublinCore Alignment: Yes, subject  Instructor Requirement: Yes	Required	The topic of the resource	Yes	Separate multiple subjects using a semicolon “;”	Bone Carvings; Ivory Carvings

	Collection Managers Requirement: Yes  CollectionBuilder Requirement: No					
Title	DublinCore Alignment: Yes, title  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: Yes	Required	Indicate the name of an item	No	Enter the title used by the GLAM the object was received from.	Handled Gathering Basket
Type	DublinCore Alignment: Yes, type  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement:	Required	The genre of an object	No	All in our collection are listed as Image; StillImage.	Image; StillImage
Structure	DublinCore Alignment: None  Instructor Requirement: No  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	The structure that the artwork takes on in form	Yes	Choose the fitting structure from core requirements.	Basket
File Name	DublinCore Alignment: None	Required	The name of the file in the	No	Enter the name of the file according to the	drawing_01_oregon_1

	Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: Yes		collection		standard we have set  The order: structure, number, location, year.	855.jpg
Cataloger	DublinCore Alignment: None  Instructor Requirement: No  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	Name of the team member that catalogued the item and its metadata	Yes	Enter the name of the person who uploaded the object.	Conner
Citation	DublinCore Alignment: None  Instructor Requirement: No  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	MLA citation of the object	No	Enter the MLA citation of the object.  Format: Creator. Title. Date, GLAM, Location of GLAM, Address	Southern Oregon Coast artist. Beaded Pouch. ca. 1850, Portland Art Museum, Portland, Oregon, <a href="http://www.portlandartmuseum.us/mwebcgi/mweb.exe?request=record;id=33092;type=101#">http://www.portlandartmuseum.us/mwebcgi/mweb.exe?request=record;id=33092;type=101#</a>

# Controlled Vocabulary Lists

<b>Field Name</b>	<b>Controlled Vocabulary</b> Use these controlled vocabularies for each designated field. Identify if it is a pick list or an authority control.
Rights Statements	<b>Controlled List Type:</b> Authority Control  Any URIs found at <a href="http://RightsStatements.org">RightsStatements.org</a> should be used for this field's controlled vocabulary.
Structure	<b>Controlled List Type:</b> Pick list  Choose from: Basket, Painting, Sculpture, Textile, Bag, Clothing, Drawing
Location	<b>Controlled List Type:</b> Authority Control  Use the locations with their Getty Art and Architecture Thesaurus link according to the controlled vocabulary standard
Subject	<b>Controlled List Type:</b> Authority Control  Use the subject with its Getty Thesaurus of Geographic Names link according to the controlled vocabulary standard.
Source	<b>Controlled List Type:</b> Pick list  Choose from: Portland Art Museum, Hallie Ford Museum of Art, The Metropolitan Museum of Art, Oregon Historical Society Museum, Oregon Historical Society Research Library
Cataloger	<b>Controlled List Type:</b> Pick list  Choose from: Conner, Hunter, Quinn, David, Anna