**Adobe Bridge Metadata**

*IPTC Core*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dublin Core Term** | **Description** | **Example** | **Notes** |
| Creator |  |  |  |
| Creator: Job Title | Only use if their title is relevant for the collection. |  |  |
| Creator: Address | LEAVE BLANK |  | NEVER embed someone’s personal information into an image |
| Creator: City | Only use if relevant to the collection. |  |  |
| Creator: State/Province |  |  |  |
| Creator: Postal Code | LEAVE BLANK |  | NEVER embed someone’s personal information into an image |
| Creator: Country |  |  |  |
| Creator: Phone(s) | LEAVE BLANK |  | NEVER embed someone’s personal information into an image |
| Creator: Email(s) | LEAVE BLANK |  | NEVER embed someone’s personal information into an image |
| Creator: Websites | LEAVE BLANK |  | NEVER embed someone’s personal information into an image |
| Headline | LEAVE BLANK |  |  |
| Description | Use finding aid Scope and Contents |  |  |
| Keywords | Use subjects as indicated on the finding aid | Juneteenth; African Americans; African American Churches; Slavery--Texas; Liberty; Slaves--Emancipation--United States; Celebrations; Anniversaries | Separate with semicolon |
| IPTC Subject Code | LEAVE BLANK |  |  |
| Description Writer |  |  |  |
| Date Created |  | 2018-06-18 | Use YYYY-MM-DD format |
| Intellectual Genre | LEAVE BLANK |  |  |
| IPTC Scene Code | LEAVE BLANK |  |  |
| Sublocation | Use for specific area in a city | Restlawn Cemetery |  |
| City |  | Edinburg |  |
| State/Province |  | Texas |  |
| Country |  | United States |  |
| ISO Country Code |  |  |  |
| Title | Title of Collection | Juneteenth Celebrations 2018 |  |
| Job Identifier | Number of Collection | BD0013 |  |
| Instructions | LEAVE BLANK |  |  |
| Credit Line | LEAVE BLANK |  |  |
| Source |  | Pastor Michael Smith |  |
| Copyright Notice |  |  |  |
| Copyright Status |  |  |  |
| Right Usage Terms | LEAVE BLANK |  |  |