CollectionBuilder Metadata Entry Procedures

Follow these instructions **precisely**; CollectionBuilder has very strict formatting requirements. Incorrect formatting
The fields you will leave blank are shaded dark grey in your assigned spreadsheet. Staff will complete those fields

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.

o Duplicate the information from those fields in the folder content sheet entry for the same fields for all documents in that folder.

o 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	Maps
objectid	LEAVE BLANK---EXCEPT MAPS	map id
filename	LEAVE BLANK---EXCEPT MAPS	extension
number of pages	LEAVE BLANK	
number of copies	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	
map type	If the document is not a map, skip this field.	Choose from the following: claim, underground, composite, plan, workings, surface, longitudinal, vertical long sections, cross section, geologic, stope, assay, sample, topographic, location
title	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.	
mils number	Mineral Industry Location System number from US Bureau of Mines	
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.	
drawer	skip this field for doucments	Map file drawer number
map scale	skip this field for doucments	map scale
map length	skip this field for doucments	length in inches
map width	skip this field for doucments	width in inches
material	skip this field for doucments	linen, mylar, tracing paper, vellum, card stock, paper
company	skip this field for doucments	
description	Brief account of the object. Each object should only have one description; include page numbers if the object is an excerpt of a publication/newsclipping Example: Postcard of the Memorial Gymnasium on the University of Idaho campus in Moscow, Idaho.	Brief account of the object. Each object should only have one description.
	Keywords of the contents of the object. This field **MUST** contain **AT LEAST** the document type. Additional field contents may include: · broad subjects, including but not limited to:	

subject	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 · additional mines/claims mentioned	County
county	County	County
district	Enter the mining district listed on the folder	Enter the mining district listed on the folder
historic mining district	** Locate the contents for this field from the appropriate entries in the spreadsheet. OR LEAVE BLANK	
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	"MBMG Archives"	"MBMG Archives"
identifier	LEAVE BLANK	for maps, map id number
type	"Image;StillImage"	"Image;StillImage"
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"	Enter "image/jpeg"
language	"eng"	"eng"
associated names	** Locate the contents for this field from the appropriate entries in the spreadsheet.	
rightsstatement	LEAVE BLANK	LEAVE BLANK
publications link	LEAVE BLANK	LEAVE BLANK
earth mri link	LEAVE BLANK	LEAVE BLANK