

Identifier	Name	Description	Inscribed	DISO 8601	Date	Team member	Item Description	Video length	Digitizing	Category
1a	4-H General	8-Nov-00	11/8/2000	Fernando SA	VHS cassette	N/A				VHS cassette tape
1b	Highlight Reel	1983 - 1995		1983 William Dorr	A set of	N/A				Folder
1c	1982 N.A.E. October 31	#####		Patrick Polg	A folder	com	N/A			Folder
1d	National 4-H	April, 2000		2000 Fernando SA	VHS cassette	N/A				VHS cassette tape
1e	Partners - E	N/A	N/A	Rameen Ka	A VHS cassette			2:02		VHS cassette tape
1f	National 4-H	April 9th, 2001	4/9/2002	Rameen Ka	A VHS cassette			1:47		VHS cassette tape
2a	N.A.E. 4-H	Aug-91	8/21/1991	William Dorr	This is a folder	N/A				Folder
2b	4-H's Memories	N/A	N/A	Rameen Ka	A VHS cassette			1:55		VHS cassette tape
2c	USDA TV News	N/A	N/A	Fernando SA	VHS cassette	N/A				VHS cassette tape
2d	White House	N/A	N/A	Bryce Dane	A VHS cassette			2:02		VHS cassette tape
2e	National 4-H	Mar-02	2002	Rameen Ka	A VHS cassette			1:54		VHS cassette tape
2f	1985 Annual	1983 - 1995		1983 Patrick Polg	A folder	com	N/A		Scanned by	Folder
3a	"A Tradition	July 7th, 19	7/7/1991	Bryce Dane	A folder	by	N/A			Folder
3b	Cooperative	February 2	2/21/1990	William Dorr	A folder	com	N/A			Folder
3c	Holly Hall 4	1986 - 1991		1986 Patrick Polg	A folder	com	N/A			Folder
3d	Epsilon Sign	February 1	2/14/1995	Bryce Dane	A newsletter	N/A			Scanned by	Newsletter
3e	Epsilon Sign	1994 - 1995		1994 Bryce Dane	There are	n	N/A			Folder
3f	National 4-H	September 9	9/29/1993	Jess Fayer	A folder	com	N/A			Folder
4a	Explore! Co	1996	1996	Bryce Dane	A brochure	N/A			Scanned by	Brochure
4b	47th Annual	October 24	#####	William Dorr	Reports of	n	N/A			Folder
4c	NAE4-HA O	September 9	9/27/1993	Fernando SA	report	bo	N/A		Scanned by	Booklet
4d	Cat Helpers	2005	2005	Bryce Dane	A box full of	N/A				Booklet
4e	Leaping Fro	2005	2005	Patrick Polg	A guide	det	N/A		Scanned by	Booklet
4f	Pet Pals	1998	1998	Rameen Ka	A project	ac	N/A			Booklet
5a	Climbing up	2005	2005	Fernando SA	children's	N/A			Scanned by	Booklet
5b	Leading the	1994	1994	Fernando SA	children's	N/A				Booklet
5c	Sportfishing	2002	2002	William Dorr	A project	ac	N/A			Booklet
5d	Dairy 1: Co	2005	2005	Patrick Polg	A project	ac	N/A			Booklet
5e	Growing in	2000	2000	Bryce Dane	A child dev	N/A				Booklet
5f	Growing All	1998	1998	Rameen Ka	A guide for	N/A				Booklet

Field name	Definition	Rules for use	
Inscribed Date	The date of the item as read on any writing physically inscribed on the item.	for this column will be read of the physical item and represents the date found on the item prior to any form of standardization. The curator will search through the contents of the item and assess whether the document provides any sort of date or range of dates within its	
ISO 8601 Date Format	The date, in ISO 8601 format, of when the item was created or published.	The dates were formed	
Name Description	The names of each item recorded.	We wrote down the title of the item that was usually on the front cover or written on the cassette cover. If no name was clearly present on the folder, our group would simply use the title of the first page in the folder detailing the folder's contents as the name.	
team member	The names of the team members that accessed and document the item.	The rule was that each team member had to write down their name of who recorded what item. The entry would be in the order of First Name followed by Last Name.	
Item Description	A brief description of the items contents, category, and appearance.	description was primarily based on factors that would allow each item to be easily discernable from other items within the boxes. The description generally included the title of the item (if applicable), what category the item belonged to (folder, vhs, etc.), and the appearance of the	
identifier	The order in which each item was accessed by the group.	When an item is accessed	
video length	The length of the video, in minutes, of items that consisted of a video format. If the item was not in a video format, "none" is applied.	This was exclusive for cassette tapes and if there was no run time written down, then we would write "none". We would write them in "hours:minutes" format.	
Category name	Definition	Rules for use	mapping to complete list
VHS cassette tapes	Items that are stored in the VHS format that can only be watched using a VHS player.	Document the title of the vhs and document the time interval to which the VHS records.	1a, 1d, 1e, 1f, 2a, 2b, 2c, 2d, 2e
Folders	Items that consisted of a file folder with several other documents inside. This folder might contain the title of the subject along with the date.	Any item that contains several other items inside its file. Document the main purpose of the file and provide a brief description as to the nature of its contents.	1b, 1c, 2a, 2f, 3a, 3b, 3c, 3e, 3f, 4b
Booklets	Items that consisted of a guide format with pages and a table of contents. They usually have a plastic cover with staples on the spine.	Any item that is consistent with a guide or book format. Document the main title of the guide and provide a brief description as to the purpose of the guide booklet. Document	4c, 4d, 4e, 4f, 5a, 5b, 5c, 5d, 5e, 5f
Newsletter	Items that consisted of a press cover and information catering to members of the 4H organization.	the years the newspaper was published, the purpose of any events it advertises, and general information contained within the newsletter.	3d
Brochure	An informative paper document (often also used for advertising) that can be folded into a template, pamphlet, or leaflet	Any item that was small enough as a guest guide and had crease lines would be considered to be a part of the brochure category.	4a