Name DescInsci	ribed DISO	8601 D	Team memItem DescriVideo	lengt Digitizing	Category
4-H Genera 8-N	Nov-00 11/	8/2000	Fernando SA VHS casse N/A		VHS cassette tape
Highlight R(1983	3 - 1995	1983	William DrrA set of anr N/A		Folder
1982 N.A.E.Octo	ber 31 ##	######	Patrick Pol _§ A folder co ₁ N/A		Folder
National 4- Apri	l, 2000	2000	Fernando SA VHS casse N/A		VHS cassette tape
Partners - EN/A	N/A	4	Rameen Ka A VHS casse	2:02	VHS cassette tape
National 4- Apri	l 9th, 2 4/	9/2002	Rameen Ka A VHS casse	1:47	VHS cassette tape
N.A.E.4-H A 21-A	Aug-91 8/2	1/1991	William DrrThis is a fol ₁ N/A		Folder
4-H'ers Me N/A	N/A	A	Rameen Ka A VHS casse	1:55	VHS cassette tape
USDA TV N(N/A	N/A	A	Fernando SA VHS casse N/A		VHS cassette tape
White Hous N/A	N/A	4	Bryce Dane A VHS casse	2:02	VHS cassette tape
National 4-	∕lar-02	2002	Rameen Ka A VHS casse	1:54	VHS cassette tape
1985 Annui 1983	3 - 1995	1983	Patrick Pol _§ A folder co ₁ N/A	Scanned by	/ Folder
"A TraditiorJuly	7th, 19 7/	7/1991	Bryce Dane A folder by N/A		Folder
Cooperativ ₍ Febr	uary 2:2/2	1/1990	William DrrA folder coi N/A		Folder
Holly Hall 41986	5 - 1991	1986	Patrick Pol _§ A folder co ₁ N/A		Folder
Epsilon SigrFebr	uary 142/1	4/1995	Bryce Dane A newslett N/A	Scanned by	Newsletter
Epsilon Sigr 1994	4 - 1995	1994	Bryce DaneThere are n N/A		Folder
National HcSept	ember 9/2	9/1993	Jess Fayer A folder coi N/A		Folder
Explore! Co	1996	1996	Bryce Dane A brochure N/A	Scanned by	/ Brochure
47th AnnuaOcto	ber 24 ##	######	William DrrReports of †N/A		Folder
NAE4-HA OSept	ember 9/2	7/1993	Fernando SA report bo N/A	Scanned by	/ Booklet
Cat Helpers	2005	2005	Bryce Dane A box full o N/A		Booklet
Leaping For	2005	2005	Patrick Pol _{\(\xi\)} A guide det N/A	Scanned by	/ Booklet
Pet Pals	1998	1998	Rameen Ka A project ac N/A		Booklet
Climbing up	2005	2005	Fernando SA children's N/A	Scanned by	/ Booklet
Leading the	1994	1994	Fernando SA children's N/A		Booklet
Sportfishin	2002	2002	Wiliam DrnA project acN/A		Booklet
Dairy 1: Cov	2005	2005	Patrick Pol _§ A project acN/A		Booklet
Growing in	2000	2000	Bryce Dane A child dev N/A		Booklet
Growing Al	1998	1998	Rameen Ka A guide for N/A		Booklet
	4-H Genera 8-N Highlight Rc1983 1982 N.A.E.Octo National 4-I Apri Partners - E N/A National 4-I Apri N.A.E.4-H A 21-A 4-H'ers Me N/A USDA TV No N/A White Hous N/A National 4-I N 1985 Annuc1983 "A TraditiorJuly Cooperative Febr Holly Hall 41986 Epsilon Sigr Febr Epsilon Sigr Febr Epsilon Sigr 1994 National HcSept Explore! Co 47th AnnucOcto NAE4-HA O Sept Cat Helpers Leaping For Pet Pals Climbing up Leading the Sportfishing Dairy 1: Coo Growing in	4-H Genera 8-Nov-00 11/ Highlight Rc1983 - 1995 1982 N.A.E.October 31 ## National 4-I April, 2000 Partners - E N/A N/A National 4-I April 9th, 2-I 4/ N.A.E.4-H A 21-Aug-91 8/2 4-H'ers Mei N/A N/A USDA TV Ni N/A N/A White Hous N/A N/A National 4-I Mar-02 1985 Annuc 1983 - 1995 "A Traditior July 7th, 19 7/ Cooperativi February 2: 2/2 Holly Hall 4 1986 - 1991 Epsilon Sigr February 1-I 2/1 Epsilon Sigr February 1-I 2/1 Epsilon Sigr 1994 - 1995 National Hc September 9/2 Explore! Co 1996 47th Annuc October 24 ## NAE4-HA O September 9/2 Cat Helpers 2005 Leaping For 2005 Pet Pals 1998 Climbing up 2005 Leading the 1994 Sportfishing 2002 Dairy 1: Con 2005 Growing in 2000	4-H Genera 8-Nov-00 11/8/2000 Highlight Rc1983 - 1995 1983 1982 N.A.E.October 31 ####### National 4- April, 2000 2000 Partners - E N/A N/A National 4- April 9th, 2 4/9/2002 N.A.E.4-H A 21-Aug-91 8/21/1991 4-H'ers Me N/A N/A USDA TV N N/A N/A White Hous N/A N/A National 4- Mar-02 2002 1985 Annuc 1983 - 1995 1983 "A TraditiorJuly 7th, 19 7/7/1991 Cooperativ February 2:2/21/1990 Holly Hall 41986 - 1991 1986 Epsilon Sigr February 1 2/14/1995 Epsilon Sigr February 1 2/14/1995 Epsilon Sigr 1994 - 1995 1994 National HcSeptember 9/29/1993 Explore! Co 1996 1996 47th Annuc October 24 ####### NAE4-HA O September 9/27/1993 Cat Helpers 2005 2005 Leaping For 2005 2005 Pet Pals 1998 1998 Climbing up 2005 2005 Leading the 1994 1994 Sportfishing 2002 2002 Dairy 1: Cor 2005 2005 Growing in 2000 2000	4-H Genera 8-Nov-00 11/8/2000 Fernando S A VHS cassε N/A Highlight Rc1983 - 1995 1983 William Drr A set of anr N/A 1982 N.A.E.October 31 ####### Patrick Polε A folder col N/A National 4- April, 2000 2000 Fernando S A VHS cassε N/A Partners - E N/A N/A Rameen Ka A VHS cassε N/A National 4- April 9th, 2 4/9/2002 Rameen Ka A VHS cassε N.A.E.4-H A 21-Aug-91 8/21/1991 William Drr This is a foli N/A 4-H'ers Mei N/A N/A Rameen Ka A VHS cassε USDA TV Ni N/A N/A Rameen Ka A VHS cassε N/A White Hous N/A N/A Bryce Dane A VHS cassε N/A White Hous N/A N/A Bryce Dane A VHS cassε N/A White Hous N/A N/A Bryce Dane A VHS cassε N/A White Hous N/A N/A Bryce Dane A folder col N/A "A Traditior July 7th, 19 7/7/1991 Bryce Dane A folder col N/A Cooperativi February 2: 2/21/1990 William Drr A folder col N/A Holly Hall 41986 - 1991 1986 Patrick Pole A folder col N/A Epsilon Sigr February 1 2/14/1995 Bryce Dane A newslett ε N/A Epsilon Sigr 1994 - 1995 1994 Bryce Dane A brochure N/A National Hc September 9/29/1993 Jess Fayer A folder col N/A Explore! Co 1996 1996 Bryce Dane A brochure N/A A7th Annua October 24 ####### William Drr Reports of 1 N/A NAE4-HA OSeptember 9/27/1993 Fernando S A report bo N/A Cat Helpers 2005 2005 Bryce Dane A box full o N/A Leaping For 2005 2005 Patrick Pole A guide det N/A Pet Pals 1998 1998 Rameen Ka A project at N/A Climbing ur 2005 2005 Fernando S A children's N/A Leading the 1994 1994 Fernando S A children's N/A Sportfishing 2002 2002 William Drn A project at N/A Dairy 1: Co 2005 2005 Patrick Pole A project at N/A Growing in 2000 2000 Bryce Dane A child dev N/A	Highlight Rr 1983 - 1995

Inscribed Date	The date of the item as read on any writing physically inscribed on the item.		
ISO 8601 Date Format	The date, in ISO 8601 format, of when the item was created or published.	The dates v	vere formed
Name Descriptio n	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. description was primarily based on factors that would allow each item to be easily discernabl e from other items within the boxes. The description generally included the title of the item (if	
ltem	A brief descriptio n of the items contents, category, and	applicable), what category the item belonged to (folder, vhs, etc.), and the	
Descriptio n	appearanc e. The order in which each item was	appearanc e of the When an ite	em is acces
identifier	accessed by the group.	This was exclusive	
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.	for cassette tapes and if there was no run time written down, then we would write "none". We would write them in "hours:min utes" format.	
Category		Rules for	mapping to complete
name VHS cassette	Items that are stored in the VHS format that can only be watched using a VHS	and document the time interval to which the VHS	1a, 1d, 1e, 1f, 2a, 2b,
Folders	ltems that consisted of a file folder with several other document s inside. This folder might contain the title of the subject along with the date.	records. 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	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	
Newsletter	Items that consisted of a press cover and information catering to members of the 4H organizati on.	the years the newspape r was published, the purpose of any events it advertises , and general informatio n contained within the newsletter .	3 d
Brochure	An informativ e paper document (often also used for advertisin g) 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 considere d to be a part of the brochure category.	4a

Field

name

Rules for

standardiz ation. The curator will search through the

use for this column will be read of the physical item and represents the date found on the item prior to any form of

Definition