Descriptive Metadata Instructions
Digital Stewardship Curriculum

1. This is an example of a list of some fields you might want to collect for descriptive metadata on a digitized file. You can expand or take away certain fields based on your own projects, community needs, and institution.

2. Fill out the following fields as best you can from information you gather from the photo or document, finding aid, visual inspection, or other knowledge. Bold fields are recommended for this particular project, and some fields can be filled in with the supplied text.

   a. **Title***
   b. **Creator**
   e. **Contributor**
   f. **Subject**
   g. **Description**
   h. Rights
      i. **Example text:** *For permission to publish please contact Washington State University Libraries, Manuscripts, Archives, and Special Collections (509) 335•6691.*
   i. Publisher
      ii. **Example text:** *Manuscripts, Archives, and Special Collections, Washington State University Libraries*
   j. **Date**
   k. **Format**
   l. **Type**
   m. **Original Identifier**
   n. **Filename**
   o. **Language**
   p. Source
      iii. **Example text:**
      PC 85 L. V. McWhorter Photograph Collection Manuscripts, Archives, and Special Collections, Washington State University Libraries
      or
      Cage 55: Lucullus Virgil McWhorter Papers, 1848•1945. Manuscripts, Archives, and Special Collections, Washington State

University Libraries

(The Source field is also a place where you can include the original identifier, if different from the Identifier field)

q. **People**
r. **Location**
s. **Notes**
t. **Date of scanning**
u. Date digitization process completed – when files and metadata
v. Quality Control check completed