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## Metadata Worksheet Template - Spring 2022 Iowa Documents Class Projects

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## Metadata Worksheet Template

### Spring 2022 Iowa Documents Class Projects

The carte-de-visites depicting monuments have been uploaded and posted to UNI ScholarWorks (UNI's institutional repository) in the [Spring 2022 Monuments Class Projects](https://scholarworks.uni.edu/his_monuments_sp2022/) collection (at [https://scholarworks.uni.edu/his\\_monuments\\_sp2022/](https://scholarworks.uni.edu/his_monuments_sp2022/))

The following items will be uploaded to each UNI ScholarWorks entry

1. Iowa Document (original document)
2. Transcript (transcript created by you)
3. Background Research (document created by you)
4. Bibliography of Sources (document created by you)

This class project will give you experience using and administering information in a digital repository.

I have created the following worksheet to help you collect the metadata (information describing the entry in the repository). I will give you experience with the backend of the repository. You will upload the metadata and your documents to the repository.

- Title [already assigned to record]:
- Creator [person who wrote the document, see title for creator]:
- Student Author [your name]:
- Identifier [already assigned to record - specific collection number]:
- Keywords [think of words that will make it easier for people to identify and find the work]:  
Example:  
Statue of Richard I of England, London, England  
history -- Europe -- Western; cartes-de-visite (card photographs);  
Richard -- I, -- King of England, -- 1157-1199; Baron Carlo Marochetti; equestrian statue; 1860
  - [Resource link to WorldCat](#) (catalog of library catalogs - use for help in finding ideas for keywords/subject headings to use. :

- Object Description [example: 1 PDF (xx pages)]
- Date Created [when was the document written? If not available, we will use the second free text field called "Date Creation". We can use this field only if we have a specific date or year - limitation of the system]:
- Date Created [free text field, use this field if you have a date range; example: 1870-1875]
- City [where was the letter or document written?]
- State [where was the letter or document written?]
- Description [create a one to three sentence description]

Example

A carte-de-viste historical photograph of the Lion's Mound, a large conical artificial hill commemorating the battlefield of Waterloo fought on June 18, 1815. The mound was ordered by King William I of the Netherlands and construction was begun in 1820 and completed in 1826. A statue on a lion standing upon a stone-block pedestal surmounts the hill. Jean-Louis Van Geel (1787-1852) sculpted the model lion.

- Comments. [can use to include short list of selected sources]:

The user can view the document in the pdf viewer located at the bottom of the page. To enlarge the document, download the pdf of the document and increase the percentage.-- already in record

[you can add more information - example]:

Selected Resources:

- [\*Illustrated London News\*. "Duke of Wellington." Nov. 1852](#)
- [The Traveller's Handbook for Belgium and the Ardennes](#) (1911)
- [Belgium: The Land of Art: Its History...](#) (1912)
- [Handbook to Belgium and the Battlefields](#) (1921)

- Digital Date [already assigned to record - 01/20/2022]:
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- File Format [application/pdf]:
- Additional Files [please check this if you'd like to add additional files - this is where you will be uploading transcript, Background Research, and Bibliography of Sources]:

#### Contact Information

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