ACCESSING YOUR METADATA ENTRY FORM

The link to your data entry form can be found at this web page:
http://www.library.wisc.edu/digital-library-services/uwdcc/for-project-partners/multimedia-remote-filemaker-pro-access/

The link to your database will be listed under the section *UW Colleges Project* in alphabetical order by campus. Click on your link. On the next login page, leave the “Account Name and Password” option selected. Enter your User name and Password (case sensitive) as given to you.
WORKING WITH FILEMAKER PRO

This is roughly what your database entry form currently looks like. The boxes on the right contain information on how to enter data.
To start entering a new record, click the new record button. The top toolbar will change from this:

![Top toolbar before submitting](image)

...to this:

![Top toolbar after submitting](image)

This means that that record is active and you can then freely type in the white entry fields.

When you are finished entering data for this record, you must click Submit at the top to save (this will also return the top toolbar to the first view above).

To edit an existing record, either click into any white field of that record or click the toolbar “Edit Record” button. Remember to click Submit when finished.

***Remember to **Log Out** of your database when you are finished entering records or taking a break. If you don’t log out, the server will **time out after 15 minutes of idle time** and will lock you out for the rest of the day.***
**METADATA ENTRY QUICK GUIDE**

Here is a guide to our modified Dublin Core schema for descriptive metadata. You will probably need to use the vertical pipe in your data entry.

![Vertical pipe on your keyboard. Use the shift key!](http://en.wikipedia.org/wiki/File:KB_United_States-NoALTGr.svg)

**IMPORTANT** data entry notes:

- When using the pipe symbol in your data entry to separate values, remember that the pipe is always **followed by a single** space. As is the colon when used (e.g. Creator when adding a display label or in Place/Time after entering a type). For example:
  
  Smith, John| Doe, Jane
  Spatial: Madison, Wisconsin| Temporal: 20th century

- DO NOT include non-printing ‘invisible’ characters (e.g. tabs, hard returns) in your data entry. For example, many times when copying data from a catalog record (or from a Word document or an Excel spreadsheet), you will inadvertently copy a hard return at the end. These characters interfere with many of our automated processes and often end up ‘breaking’ the metadata record. Please make sure you delete any hard returns, tabs, unnecessary spaces, etc.
<table>
<thead>
<tr>
<th><strong>Resource Table. Note:</strong> You may not have all of these fields in your specific form.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QCFlag</strong></td>
</tr>
<tr>
<td><strong>Local Identifier</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
</tr>
</tbody>
</table>
| **Creator** | **Strongly Recommended If Available.** Primary entities responsible for creating the resource, i.e. the name of the creator of the resource. Use of Library of Congress Name Authority File (LCNAF) is strongly recommended. If name not in LCNAF, please use the following format:  
  - Last name, first name, middle initial  
  You can assign a display label to a creator, such as Photographer. To do this, enter the name followed by colon, then a single space, then the role, e.g.  
  **Smith, John: Photographer**  
  Instead of displaying as **Creator: Smith, John**, it will display as **Photographer: Smith, John**  
  Separate multiple names with a pipe and a single space. E.g. **Doe, John | Doe, Jane**  
  Examples:  
  Brahms, Johannes, 1833-1897  
  Jonas Hallgrimson, 1807-1845: Poet  
  Smiles, Samuel: Author | Gaskell, Charles A.: Author |
| **Date** | **Strongly Recommended If Available.**  
  Date the original resource was created.  
  Must follow this format: YYYY or YYYY-MM or YYYY-MM-DD  
  For questionable or approximate dates:  
  To enter a date range, enter as YYYY/YYYY  
  To enter circa, enter as n: YYYY  
  Examples:  
  1972-12-27  
  n: 1969 [displays as ca. 1969]  
  1980/1989  
  1997-12/1998-03 |
| Place / Time (DC_Coverage) | STRONGLY RECOMMENDED IF AVAILABLE. (Especially place data.) Spatial or temporal information about the subject content.  
When entering spatial information (i.e. the name of the location covered by the intellectual content of the resource), enter the most specific element of the location followed by the unabbreviated state name, i.e. spell out state names completely. Examples:  
**Spatial:** Marathon County, Wisconsin  
**Spatial:** Baraboo, Wisconsin  
For spatial information, your town and county have been **AUTOPOPULATED** for you. If you need to add more specific locations, follow the format above, Spatial followed by a colon, a single space, then the value, e.g.  
**Spatial:** Wausau, Wisconsin [displays as Place: Wausau, Wisconsin]  
For time, use an exact year. Follow this format:  
**Temporal:** 1973  
If you don’t know the time depicted to within a decade, then don’t enter a temporal element. If you know the decade enter in the format:  
**Temporal:** LCSH: Nineteen seventies [displays as Time: Nineteen seventies]  
Refer to the list of LC Subject Headings to find the heading for the appropriate decade.  
Separate multiple entries with a pipe and space, e.g.  
**Spatial:** Wausau, Wisconsin | **Temporal:** LCSH: Nineteen seventies |
| Description | **REQUIRED.** An account of the content of the resource. Use this field to record information about the people, places, events, or themes depicted in the resource. Format is free-text in a single block of plain text. Follow normal style guide rules for grammar and standard sentence structure. Consistency is key. **DO NOT use the enter key or other display formatting.** |
| Subjects | **REQUIRED FIELD (at least one).** Topics of the resource. Generally, this field will contain terms that describe what is depicted in an image. Select terms from list of commonly used LC subject headings. If you don't find an appropriate subject, contact Yvonne Niesen, UW Colleges metadata librarian at yvonne.niesen@uwc.edu Enter all LC subject headings with the "LCSH: " prefix. E.g. **LCSH: College football players.** Instead of displaying as Subjects: College football players the metadata will display as LCSH Subjects: College football players Separate multiple subjects with a pipe and single space. E.g. **LCSH: Track (Athletics)| LCSH: Coaching (Athletics)** Examples:  
  - **LCSH: College students| LCSH: Examinations**  
  - **LCSH: Commencement ceremonies** |
| Type | **REQUIRED FIELD.** A term broadly characterizing the type of resource being described/the nature or genre of the content, such as text, image, etc. **AUTOPOPULATED** with **StillImage** Selected from DCMI Type Vocabulary: [http://dublincore.org/usage/terms/dcmitype/#H7](http://dublincore.org/usage/terms/dcmitype/#H7) |
| Format | Physical characteristics of the resource. E.g. **Black and white photograph| 5 x 7 inches** See the list of Format terms to use. |
| Identifier | Your own unique identification number, if any. |
| Is Part Of | **AUTOPOPULATED.** With the subcollection title and your campus. |
| Rights | **REQUIRED FIELD.** Rights statement for the resource. Input, at minimum, the rights status of the resource, even if it only states that the resource may be protected under copyright. |
| Ownership | Info about copyright owner. |
| Terms | Terms of use. |
| Submitter | **AUTOPOPULATED.** Your institution. Contact us for editing. |
| Note | Use for notes not appropriate for other fields. Does display, but not indexed/searchable. |
EXAMPLE ENTRY

Data entry:
Quality Control Flag okay’d for publishing
Local Identifier [autopopulated] woodland00057
Title Aaron Barea sleeps in a cradleboard
Creator Koch, Lewis: Photographer | Daniels, Ned: Master Artist
Date 1994-12-08
Place / Time Spatial: Crandon, Wisconsin | Temporal: 20th century
Description Aaron Barea, of Omaha and Potawatomi heritage, sleeps in a Potawatomi cradleboard fashioned by his great-grandfather, Ned Daniels. The cradleboard’s floral beadwork is Potawatomi, the geometric ribbon work is Omaha.

Type StillImage
Format Color slide | 35 mm
Identifier CS LK 19 D’s 25
Is Part Of [autopopulated] The Arts Collection
Related Items LocalID: woodland00053 | LocalID: woodland00047
Rights The collective of James P. Leary, Lewis Koch, and Janet C. Gilmore owns the rights to the Woodland Indian Traditional Artist Project photographic images, sound recordings, related image and recording logs, exhibit arrangements, captions and text.
Terms Permission must be obtained from this collective for high quality duplication of these materials for public presentation, publication, or production. The respective fieldworker, photographer, and artist, and the “Woodland Indian Traditional Artist Project” must be credited in all cases of image or recording use.
Note Traveling Panel 1. Introduction, image C of 3
FOR HELP

Detailed documentation is available on the Digital Library Services website:

The UWDCC Data Dictionary is available here:
http://www.library.wisc.edu/digital-library-services/uwdcc/resources-documentation/dd-multimedia-and-bibliographic/

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