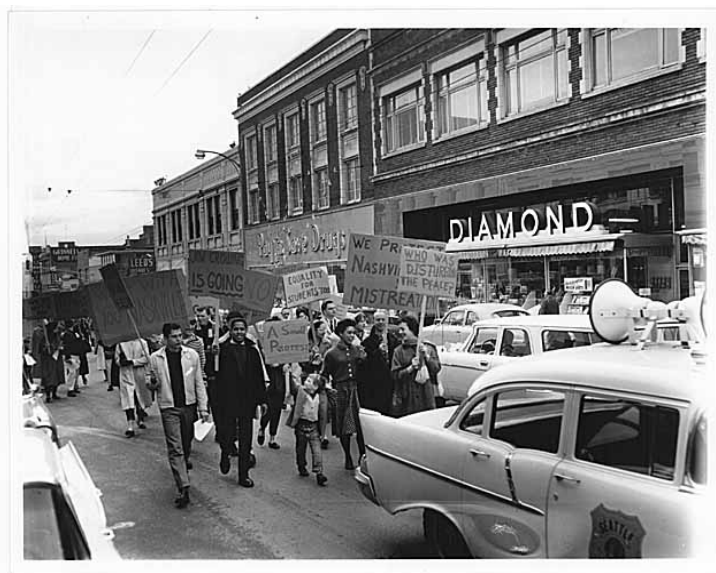


SAMPLE METADATA FIELDS

| Field Name | Description |
|----------------------------------|--|
| Title | The title should identify the image in a brief phrase or sentence. |
| Photographer | Photographer or firm associated with the creation of the image. |
| Date | Date original photograph was taken. |
| Notes | Notes can include any information of importance that is not represented elsewhere. Examples might include original captions or additional information about the person/object/event depicted in the image. |
| Subjects | Subjects taken from subject heading lists. |
| Location Depicted | Name of the physical/spatial setting shown in the image. |
| Order Number | Unique number that users can reference to order a copy of the image (negative number, shelf location, etc. – whatever your institution uses to identify the image). |
| Ordering Information | Instructions for ordering copies of images. |
| Repository | The institution where the object is physically located. |
| Repository Collection | If the image is part of a larger collection, this can be noted here. |
| Digital Collection | The name of the digital database. |
| Object description | Description of the physical object: for example, whether it is a photograph or a negative, its size and condition, etc. |
| Digital reproduction information | Describes the process by which the digital image was created. |
| Acquisition | This field lists the source and date of acquisition of the image. |
| Restrictions | This field lists any restrictions on the use of an image. |

Note: These fields are suggestions only – you may wish to add or remove fields for your collections, depending on the materials you choose. **Not all fields will be filled in for every image.**

SAMPLE RECORD



| | |
|---|--|
| Title | Civil rights protestors marching on University Way, ca. 1963 |
| Photographer | Unknown |
| Date | ca. 1963 |
| Notes | These marchers may be protesting sit-in arrests in Nashville. |
| Subjects | University District (Seattle, Wash.) Civil rights demonstrations—Washington (State)—Seattle |
| Location Depicted | United States—Washington (State)—Seattle |
| Order Number | UW17132 |
| Ordering Information | To order a reproduction or inquire about permissions contact: speccoll@u.washington.edu . Please cite the Order Number. |
| Repository | University of Washington Libraries, Special Collections, Manuscripts and University Archives Division |
| Repository Collection | University of Washington Campus History Collection |
| Digital Collection | University of Washington Campus History Collection |
| Object description | Photographs : b/w ; 8 x 10 inches |
| Digital reproduction information | Original prints scanned to produce TIFF files, resized and compressed as JPEGs using Photoshop 6.0. |
| Acquisition | Unknown |
| Restrictions | Permission required for use. MSCUA, University of Washington Libraries. |