### Metadata Guidelines

Charles “Chas” E. Doe Collection, Florida Museum of Natural History, University of Florida

**Field Notebooks**
- 11 chronological notepads
- Estimated 50 leaves each (100 scannable pages)
  - Sample record: [http://ufdc.ufl.edu/l/AA00039389/00002/citation](http://ufdc.ufl.edu/l/AA00039389/00002/citation)

**Egg collection catalog cards**
- 100 cards
- 3” x 5” catalog cards
- Manuscript on front, typed transcriptions glued onto back
  - Sample record: [http://ufdc.ufl.edu/l/AA00039390/00036/citation](http://ufdc.ufl.edu/l/AA00039390/00036/citation)

**Photographs**
- Commercial bound album with albumen and silver gelatin prints
- 4” x 6” volume
- Approximately 50 snapshot images
- Reference numbers written on pages in manuscript ink and graphite
- Additional loose photographs
  - Sample record for loose photographs: [http://ufdc.ufl.edu/l/AA00039623/00001/citation](http://ufdc.ufl.edu/l/AA00039623/00001/citation)
  - Record for the album: [http://ufdc.ufl.edu/l/AA00039806/00001/citation](http://ufdc.ufl.edu/l/AA00039806/00001/citation)

### Start new item

For the field notebooks and catalog cards, add a volume to the parent records.
For photos, start new item.

Choose template: Internal

**Visibility:**
Set to private

**Aggregation:**
flmnh_doe
Material Information

Main Title
General guidelines for constructing titles: Always include material type. Include creator, subjects/things depicted, and place and date of provenance as known and relevant.

Examples:
Ornithology Field Notebook of Charles E. Doe, 1935-1936
Egg Catalog Card for Anas clypeata, Northern Shoveler (997)
Photograph of Anas clypeata, Northern Shoveler eggs, taken at Timbuktu, 1950 June 1

Other titles: (series title)
For the photographs, add a series title:
Charles “Chas” E. Doe Collection. Photographs

Resource Type:
For the parent “BIB” record for notebooks and cards: Serial
Photographs: Photograph
Album: Book

Physical Description:
Format: [count] [type of thing] ; [l x w dimensions]
Measurements always taken in cm or mm

Examples:
1 notebook ; 28 cm
1 card ; 10 x 15 cm
1 photograph : gelatin silver print ; sheet 24 x 15 cm

Language:
English

Creator:
Doe, Charles E.
From the drop-down, select “researcher” (for the field notebooks and photographs) or “curator” (for the catalog cards)

Publication Date:
Interpret as creation date for the field notebooks and photographs
Format: YYYY Month DD
Subjects and Notes

**Subject Keywords:**
Add generic subjects for all materials:
Birds--Eggs  (scheme: fast)
Ornithology  (scheme: fast)

For the field notebooks, add:
Ornithology--Field work  (scheme: fast)

And when appropriate for the photographs, add:
Birds--Nests  (scheme: fast)
Birds--Infancy  (scheme: fast)

For all materials, select bird names from FAST: [http://fast.oclc.org/searchfast/](http://fast.oclc.org/searchfast/)
Scheme: fast

When needed, create a local heading (scheme: local) and enter into the Google document: [https://docs.google.com/spreadsheets/d/1TSmkS_XSBCT5hMWgkl6y-jHsrUR4oCjwmME47x_R9G8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1TSmkS_XSBCT5hMWgkl6y-jHsrUR4oCjwmME47x_R9G8/edit?usp=sharing)

**Genre:**
Choose one:
Photographs  (authority: fast)
Catalog cards  (authority: fast)
Field notes  (authority: aat)

For the photographs, choose what type of print it is:
Gelatin silver prints  (authority: aat)
Albumen prints  (authority: aat)

**Temporal Coverage:**
For field notebooks, enter start year and end year
For the catalog cards, enter year for the egg

**Spatial Coverage:**
Enter place where sample collected, if known. Choose from FAST: [http://fast.oclc.org/searchfast/](http://fast.oclc.org/searchfast/)
Optionally, use GeoNames to find generic coordinates for places: [http://www.geonames.org/](http://www.geonames.org/)

**Abstract (scope and content):**
For the field notebooks, transcribe species names from the index. Format: name -- name -- name etc.
For the photographs, note details of egg collection. Format: Includes annual egg collection from ...
Note (biographical):
Details about the sample, where and when collected

Note:
Include other notes as appropriate. Include sufficient explanatory information to help users understand why the note is there.

Especially include notes regarding related resources, and why/how they are related (also, see below for “related item” links)

For the photographs, note reference number of eggs, nests, and hatchlings

Record Information

Holding location:
FLMNH Florida Museum of Natural History

Source institution:
FLMNH Florida Museum of Natural History

Rights Management:
Select “UF Rights Statements,” then select “Fair Use”

Identifier:
For the Alpha Codes: Number (identifier type: aou)
For the photographs: Number (identifier type: doe)

Related item:
Add the title and URL for any related items in the digital collection.
Also add an explanatory note in the “note” field

Other

(Scroll all the way down)

Taxonomy:
Opens new menu for Kingdom, Phylum, Class, Order, Family, Genus, Species, Common Name
Input Genus, Species, Common Name
Use for the catalog cards