Metadata Guidelines

Marjorie Kinnan Rawlings Collection: [http://ufdc.ufl.edu/mkr](http://ufdc.ufl.edu/mkr)

General Guidelines

Update records to meet the general guidelines for UFDC metadata (see Aleph@UF LibGuide): [http://guides.uflib.ufl.edu/c.php?g=147853&p=2257286](http://guides.uflib.ufl.edu/c.php?g=147853&p=2257286)

Specific Enhancements

Specifically, update the following features:

**Abbreviations**
Spell out abbreviations used in the finding aid.
*Example:* “MKR” should be spelled out “Marjorie Kinnan Rawlings.”

**Genre:**
Add genre terms from the FAST vocabulary: [http://fast.oclc.org/searchfast/](http://fast.oclc.org/searchfast/)
*Examples:* Photographs, Portraits

**Subjects:**
Add appropriate subject headings, and ensure that each record has a heading for Marjorie herself:
Rawlings, Marjorie Kinnan, 1896-1953

**Title:**
Specify material type and subject/persons depicted.
*Example:* Desk portrait of Marjorie Kinnan Rawlings as adult, aged 30-40