

Field Name	Definition	Inputting guidance	Examples
*Title	Unique name identifying the resource	Copy title from the resource; if title is unknown, construct a descriptive, unique title.	Gone with the wind Johnson family portrait Mary Smith Diary Diary of Mary Smith
Alternate Title	Additional or other name(s) given to the resource	Copy alternate title from resource or construct a descriptive unique title.	
Description	Descriptive text related to the content of the resource.	Free text, use LTR paragraph styling.	A scrapbook of newspaper clippings and Johnson family memorabilia.
**Subject	A topic generally representative of the contents of the resource	A controlled vocabulary is available to populate this field, or you can build your own list of terms.	American Civil War; Soldiers Mining – Safety Measures Clay, Henry Ink drawing
Subject, Local	Additional specialized or localized topics	Create your own subject headings unique to your collections.	
Creator	The person or entity primarily responsible for the intellectual content of the resource	Do not repeat the same information in creator, contributors or publisher fields.	Smith, John A. Johnson, Irma Jones, T.
Contributors	The person or entity that made significant intellectual contributions to the resource.	Do not repeat the same information in creator, contributors or publisher fields. A controlled vocabulary is available to populate this field, but new terms may be added.	
Publisher	The entity responsible for making the resource available.	Do not repeat the same information in creator, contributors or publisher fields.	Michigan Dept. of Education; Local Newspaper Publishing, Inc.
Date	A known or exact date related to the content or publication of the resource.	Follow year-month-day formatting. yyyy-mm-dd yyyy-mm yyyy	1966-01-27 1966-01 1966
Time Period	A point in time (i.e. decade), identifiable era or other time-period related to the content of the resource.	Free text; separate unique values with a semicolon	20th century 1880's; 19th century;

**County	County with which the resource is most associated.	This field is populated through a controlled vocabulary. Leave blank if not relevant.	Select from 'County' controlled vocabulary. New terms not allowed.
Place	A named place or location relevant to the intellectual content of the resource.	City, village, township, region, identified locale, building name.	Lansing, MI; Upper Peninsula; Hancock, MI;
Source	Used to cite any other resource from which the digital resource was derived.	A free-text account of the source of the original item.	Digitized from library vertical files; Smith-Johnson family photo album
Relation	A reference to a related resource.	Cite resource's relationship to other sources.	Addendum to Famous People of Ingham County, v.2
*/**Originating Institution	The holding institution or physical repository of the original resource.	This field is populated through a controlled vocabulary. This is a required field.	Select relevant term from 'Digital Hosting Partners' controlled vocabulary.
Local File ID	A character string or number that uniquely identifies a digital object.	Use to record a unique identifier that references the organization of master files. May be a repeat of 'Filename'.	abc123.pdf carnegielib17.jpg
*/**Data Provider	The entity responsible for making the resource available.	This field is populated through a controlled vocabulary.; This is a required field.	Library of Michigan, LMDigital Collections
*/**Copyright Status	Refers to the current standing of the resource under U.S. copyright law.	This field is populated through a controlled vocabulary and is a required field. Read more at rightsstatements.org	Select relevant URI from 'Rights Statements URI' controlled vocabulary.
Terms of Use	Statement of permitted use of content.	Free text statement re: allowed use of content. May be populated with a CC license assigned by copyright holder.	Content on this site is licensed under CC BY-NC 4.0
Rights Holder Contact	Contact information for collection owner/developer.	Textual statement with one or more contact methods.	For questions, please contact xyz@michigan.gov
**Language	Primary language of the content of the resource.	Select the appropriate term(s) from the 'Language' controlled vocabulary. Multiple terms allowed, separate by semicolon.	eng; spa; pol;

**Media Type	Information related to the physical nature of the original resource	Select appropriate term(s) from the 'Type' vocabulary. New terms may be added as needed.	Audio Text Postcards; photograph
**File Format	The file format of the digital resource.	Select appropriate term(s) from the format vocabulary. New terms may be added as needed.	PDF MP4
Inputter	Initials of data inputter	Use consistent acronyms or abbreviations, not full names. If edited by multiple inputters, insert a semicolon between values.	BMB; MPP
Transcript	Field that captures text embedded in the digital resource.	This field is auto populated if textual data is present in the resource.	
***Filename	A character string followed by a standard file format designation that represents the name of the digital file.	Use this field to note the original file name.	abc123.pdf carnegielib17.jpg

* Denotes a required field. Follow guidance for populating required fields.

**Indicates there is a specific (controlled) vocabulary for information in this field. Vocabularies are listed in the metadata standard appendix.

*** This field does not appear in your collection, but it must appear in your spreadsheet. CONTENTdm uses it to identify the digital item from your files with the associated metadata in the spreadsheet.