

How To: Item Collection Form & Spreadsheet

Versión de español disponible [aquí](#).

There are two ways to collect items. Choose whichever way you prefer and use it. Both options were requested by different groups, so two options are available.

Item Collection Form

The Item Collection Form is the easiest way to upload items. Every required metadata field and its format is listed, with checkboxes and multiple choice lists available.

The Item Collection Form can be found here: <https://forms.gle/7nf3g5ktt4q8mVxf9>

If using the Item Collection Form, follow these steps:

- Select whether your item is a Document, Media, or Interview.
 - In general, if an item is a physical text document (newspaper, meeting notes, etc.), it is a document. If an item is an image, audio recording, or video, it is 'media'. If an item is an audio or video recording of an interview or an interview transcript, it is an interview.
- Enter information for each field following the instructions outlined in the [metadata manual](#).
- Rename file to match the file name you entered in the spreadsheet.
- Upload your file, then submit.
 - If you have a multi-part video, please submit metadata for the full video, then email Andy to have other files stitched together.

Item Collection Spreadsheet

The Item Collection Spreadsheet allows you to enter and view a large number of items at a time; however, it is less user friendly. If you are comfortable with spreadsheets or want to enter a large number of related items at the same time, the spreadsheet may be the best fit.

Each group has a folder with their Item Collection Spreadsheet and a place for uploading files. It can be found here:

<https://drive.google.com/drive/folders/1OQFru3xfY7GBBy7w4TJux92nl5ZdH1VTh?usp=sharing>

If using the Item Collection Spreadsheet for your organization, follow these steps:

- Enter information for each item in your organization's spreadsheet
 - The spreadsheet has three tabs at the bottom for Documents, Media, and Interviews.

- In general, if an item is a physical text document (newspaper, meeting notes, etc.), it is a document. If an item is an image, audio recording, or video, it is 'media'. If an item is an audio or video recording of an interview or an interview transcript, it is an interview.
 - Select from the drop down menus in each tab to describe your item.
 - Follow the instructions outlined in the [metadata manual](#) for each field.
- Rename files to match the file name you entered in the spreadsheet.
- Upload the renamed items to your organization's "File Uploads" folder.

Recommendations & Revisions

If you have specific recommendations or revisions, please contact Andy Boyles Petersen at andyjp@msu.edu.