

Field definitions and notes for Collection Information Form

Collection Owner (**Required**)

The name of the organization or individual directly responsible for the collection.

Collection Owner Category

This field describes the type of entity that owns the collection. This is a controlled vocabulary field, with a number of options as well as a free-text “Other” field. Please select all appropriate choices.

Collection Owner Contact Name

The name of the individual to contact about the collection if the collection owner is an organization. If the owner is an individual and that person is the best contact, this field can be left blank.

Collection Owner Contact Email (**Required**)

The email address for the contact person for the collection.

Collection Owner Contact Phone

The phone number for the contact person for the collection.

Collection Owner Location: State

The state in which the collection owner resides. If the collection owner resides in multiple states, the location of the physical office in charge of this specific collection should be chosen.

Collection Owner Location: City

The city in which the collection owner resides. If the collection owner resides in multiple cities, the location of the physical office in charge of this specific collection should be chosen.

Collection Title (**Required**)

The official title of the collection. This will be the main collection title displayed on the website.

If there is an existing archival finding aid, please use the most current title from the finding aid.

If there is no archival finding aid or catalog record, please generate a title for the collection.

If the official title includes dates, these dates should be represented in the Dates field below, and can be kept in the official collection title.

Collection Accessibility Level (Required)

Please select the level of accessibility you would like for the information about your collection.

Collection Description (Required)

A very brief summary (one paragraph) of the materials being described, used primarily to include bits of biographical or historical information about the creator and abridged statements about the scope, content, arrangement, or other descriptive details about the collection.

Collection Local ID

This is a free-text field for the owner to include a local collection ID used to identify the collection.

Collection Creators

Information about the individual or organization responsible for the creation, accumulation, or assembly of the described materials (this may include correspondents, independent collectors, dealers, etc. as well as creators). In some cases the collection owner is the creator, and in others the collection owner received or purchased the collection from the creator.

The preferable formatting of personal names for this field is Lastname, Firstname. If there is a Library of Congress authority record for the individual or organization, we strongly encourage using the exact text from the authority record.

Example:

Terkel, Studs, 1912-2008; Smithsonian Institution

Collection Dates: Start Date

The earliest year represented by the materials in the collection. The date should be formatted YYYY. If the date is approximate, you can use circa (e.g. "circa 1950").

Collection Dates: End Date

The latest year represented by the materials in the collection. The date should be formatted YYYY. If the date is approximate, you can use circa (e.g. "circa 1950").

Collection Content Types

This is a controlled vocabulary field that describes the broad categories of the materials in the collection. The list of options is a subset of the RDA "content types" list. Please select as many of the options as are appropriate. There is also an "Other" free-text field to include an additional type not covered by the choices.

Collection Formats

This is a controlled vocabulary list to describe the formats in the collection. Please select all appropriate choices from the available options. There is also an "Other" free-text field to include an additional format not covered by the available choices.

Collection Extent

This element indicates the extent and the physical nature of the materials being described. This is handled in two parts, a number (quantity) and an expression of the extent or material type. The second part of the Extent Element may be either:

- the physical extent of the materials expressed either as the items, containers or carriers, or storage space occupied; or
- an enumeration of the material type(s), usually physical material type(s), to which the unit being described belongs. Material types may be general or specific.

Examples:

45 linear feet

100,000 audiocassettes

5,321 items

16 boxes

2 film reels

15 folders + 145 Digital Audio Tapes

10.0 cubic feet

Collection Languages

This is a free-text field to include any languages represented in the collection, either through audio or textual. Please separate all languages included with a semicolon.

Collection Genres

Please use the Library of Congress Genre/Form term list for genre terms when there is a term available on the list. The list can be searched here:

<http://id.loc.gov/authorities/genreForms.html>

Additional terms can be included that are not on the Library of Congress genre/form list.

Please separate all genre/form terms by a semicolon.

Collection Condition

A controlled vocabulary field with several choices and an "Other" option. Please select as many as are appropriate.

Collection Finding Aid URL

This is a free-text field for the full URL of the online finding aid for this collection.

Collection Website URL

This is a free-text field for the full URL of the website for this collection. If the collection has a catalog record page or an archival finding aid online, please insert those URLs into the appropriate fields instead of here.

Collection Catalog Record URL

This is a free-text field for the full URL of the public catalog page specific to this collection.

Collection OCLC Record Number

This is a free-text field for an OCLC record number - if the collection has a collection-level record in OCLC.

Collection Inventory Description

A controlled vocabulary field to describe what form(s) of metadata about the collection exist, along with an Other field. Please select all options that are appropriate.

Collection Supporting Documentation Description

A free-text field to briefly describe what kinds of supporting documentation exist related to, but not included in, the collection.

Collection Historical Relevance

A free-text field to briefly describe the importance of the collection.

Collection Access Statement

A free-text field for including information about conditions that affect the availability of the materials being described. These conditions may be based on location, physical condition, and restrictions imposed by another party. It may also indicate that there are no restrictions on the described materials.

Collection Usage Statement

A free-text field for including information about conditions which affect use of the described materials. This should not be confused with the Collection Access Statement field, which is used to indicate *whether* the materials may be accessed at all. The usage field may include any regulations, limits or special procedures related to the reproduction, publication, or quotation of these materials, or the absence of any such restrictions.

Collection Notes

This is a free-text field for any important notes about the collection that did not fit into one of the other fields.