

Wikimedia Commons File Information Template Guidelines

Minitex Wikimedia Pilot Project
Summer 2023

Table of Contents

[Resources](#)

[Upload Tips](#)

[File Information: Summary Field Guidelines](#)

[Captions](#)

[Author](#)

[Description](#)

[Date](#)

[Source](#)

[Standardized Rights Statement](#)

[Category](#)

[Release Rights/Licensing](#)

[Full Record Example](#)

Resources

- [Quality and description](#), Wikimedia Commons (See “good file descriptions”)
- [Template: Information](#), Wikimedia Commons
- [North Dakota guide to uploading content to Wikimedia Commons](#)

Upload Tips

[Image File Guidelines](#)

- [Maximum FILE Size](#) for any file = 4 GB

File Formats

- SVG is the preferred format for diagrams, charts, illustrations, maps, and any graphic that needs labels.

- PNG is preferred over JPEG for scanned graphics and low color depth images. BUT PNG can have inferior thumbnails. Overall, PNG are preferred because they are lossless.
- JPEG is okay for photographs and JPEG thumbnails receive extra sharpening and may be better than a PNG thumbnail. If the photo is saved as a JPEG, leave it as a JPEG (do not convert to PNG). JPEGs are lossy and so the pixel color can be degraded after being saved repeatedly.
- Avoid using GIF and TIFF format if possible.
- BMP formatted files are not permitted.

File Information: Summary Field Guidelines

For complete examples, see the [Portrait of Adolf F. Bechdolt, Mankato](#) or [Portrait of President Edward Searing, Mankato State Normal School, 1880-1898](#). All examples below are taken from these items.

Captions

Definition: Add a one-line explanation of what this file represents, including only the most relevant information.

Note: As there is no “Title” field in this template, you may wish to copy the information from the Title field in your source record into the caption field. This information will display as the caption in Wikipedia (be aware that others will be able to edit the caption in Wikipedia once it is there).

Displays in Wikimedia Commons as:

Captions	
English	Portrait of President Edward Searing, 1880-1898, Mankato State Normal School

Author

Definition: Original author[s] of the file; where appropriate.

Note: For Minnesota Digital Library contributing organizations Author = Creator. If the author/creator is not known, add the word “Unknown” as this Wikimedia Commons field requires a value. Authors can be individuals or corporate bodies and should be entered in “natural language order.”

Example/s:

George Eldon Keene

Mankato State Normal School

Displays in Wikimedia Commons as:

Author Elias F. Everitt

Description

Definition: Description of the image or other media file. The contents of the description should provide brief (if possible) but complete information about the image.

Note: Use the existing description for the item that is found in your content management system and/or the Minnesota Digital Library.

Displays in Wikimedia Commons as:

Description English: Portrait of Edward Searing (1835-1898), President of Mankato State Normal School in Mankato, Minnesota. Searing served as President from 1880-1898. Three individuals served as the Principal of the Mankato State Normal School prior to Searing, but Searing was the first to serve as President.

Date

Definition: The date the original item was created.

Note: Please see the Minnesota Digital Library Metadata Guidelines for complete information on dates. In the Wikimedia Commons upload wizard, you can select the calendar icon to choose a date if you have an exact date (yyyy, mm, dd), otherwise, select the pencil tool for any other type of date (yyyy or yy-mm, etc). Dates should be expressed as follows:

- Year only: use when only the year is known. Record in the form of yyyy
- Year and Month: use when the year and month are known. Record in the form yyyy-mm
- Year, Month, Day: use when the exact date is known. Record in the form yyyy-mm-dd
- Date Range: use when date is uncertain but falls within a likely range. Record the earliest and latest dates separated by one space-a hyphen-one space in the form of yyyy - yyyy.

Examples:

- yyyy: 1872
- yyyy-mm: 1976-07
- yyyy-mm-dd: 1981-11-04
- Date range: 1950 - 1965

Displays in Wikimedia Commons as:

Date 1880

Source

Definition: Information about where the file is from, with at minimum a link to the original source file.

Notes: To create a source:

- Copy the standard statement language in the example and edit the content as needed (to include your organization name and link to source record).
- You will need your organization's unique Wikidata Q number, and a link to the source file in the Minnesota Digital Library or your own digital collection.
- Create your own variation on the standard statement if you are adding items that are not in the Minnesota Digital Library.

Example:

```
|source= {{Institution|wikidata=Q1937387}}
```

This item was contributed to the [<https://collection.mndigital.org/catalog/msu:335> Minnesota Digital Library] by Minnesota State University, Mankato.

Displays in Wikimedia Commons as:



Standardized Rights Statement

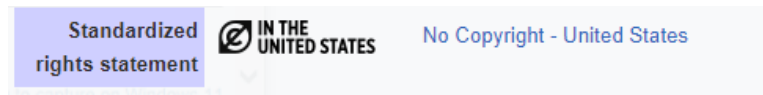
Definition: The standardized rights statements are derived from rightsstatements.org and in most cases are already included in your source record.

Note: The Wikimedia Commons Information template does not include this field. After you upload and describe the item, edit the Summary of the item and copy the information from the example so that the icon and the Rights Statement are captured.

Example:

```
| other fields = {{InFi|Standardized rights statement|{{rights statement|http://rightsstatements.org/vocab/NoC-US/1.0/}}}}
```

Displays in Wikimedia Commons as:



Category

Definition: A category is a special page intended to group related pages and media. Apply at least 3-5 categories (subjects/tags/keywords) to each item. You can add them either at the bottom of the item information page or in the source code.

- [How to create new categories](#)

- [Categories help](#), Wikimedia Commons

If adding categories in the source code, it is important to follow the proper format, or else the categories will not work. This is the format:

- They are enclosed in double brackets
- The word “category” appears before the actual term
- The word “category” is followed by a colon and the term comes last

Notes: You may be able to pull information from other areas in your source record. Category ideas include: Library of Congress Subject Headings, Keywords, Types, Physical Formats, etc.

Examples for Editing Source Code:

- Name of your organization:
[[Media contributed by Blue Earth County Historical Society]]
- Type:
[[Category: Cartographic]]
- Physical Format:
[[Category: Postcards]]
- Geographic feature:
[[Category: Burntside Lake]]
- Library of Congress Subject Heading:
[[Category: Bridges of Minnesota]]

Examples from Minnesota State University, Mankato

[Portrait of Adolf F. Bechdolt, Mankato](#) and [Portrait of President Edward Searing](#)

- Media contributed by Minnesota State University, Mankato
- University and college presidents
- Minnesota State University, Mankato
- Universities and colleges in Minnesota


Release Rights/Licensing

Definition: License and other usage limitations and warnings.


Notes: This field changes names during the upload process. It is called “Release Rights” during the upload process; and it later appears as “Licensing” under the “Summary” information.


Displays in Wikimedia Commons as:

Licensing [\[edit \]](#)



*This media file is in the **public domain** in the United States. This applies to U.S. works where the copyright has expired, often because its first publication occurred prior to January 1, 1928, and if not then due to lack of notice or renewal. See [this page](#) for further explanation.*





This image might not be in the public domain outside of the United States; this especially applies in the countries and areas that do not apply the [rule of the shorter term](#) for US works, such as Canada, Mainland China (not Hong Kong or Macao), Germany, Mexico, and Switzerland. The creator and year of publication are essential information and must be provided. See [Wikipedia:Public domain](#) and [Wikipedia:Copyrights](#) for more details.

Full Record Example

```

=={{int:filedesc}}==
{{Information
|description={{en|1=Portrait of Edward Searing (1835-1898), President
of Mankato State Normal School in Mankato, Minnesota. Searing served
as President from 1880-1898. Three individuals served as the Principal
of the Mankato State Normal School prior to Searing, but Searing was
the first to serve as President.}}
|date=1880
|source = {{Institution|wikidata=Q1937387}}
This item was contributed to the
[https://collection.mndigital.org/catalog/msu:270 Minnesota Digital
Library] by Minnesota State University, Mankato.
|author=Elias F. Everitt
|permission=
| other fields = {{InFi|Standardized rights statement|{{rights
statement|http://rightsstatements.org/vocab/NoC-US/1.0/}}}}
}}

```

Summary

Description	English: Portrait of Edward Searing (1835-1898), President of Mankato State Normal School in Mankato, Minnesota. Searing served as President from 1880-1898. Three individuals served as the Principal of the Mankato State Normal School prior to Searing, but Searing was the first to serve as President.	
Date	1880	
Source	<div> Minnesota State University, Mankato  </div> <p>This item was contributed to the Minnesota Digital Library by Minnesota State University, Mankato.</p>	
Author	Elias F. Everitt	
Standardized rights statement	 IN THE UNITED STATES	No Copyright - United States