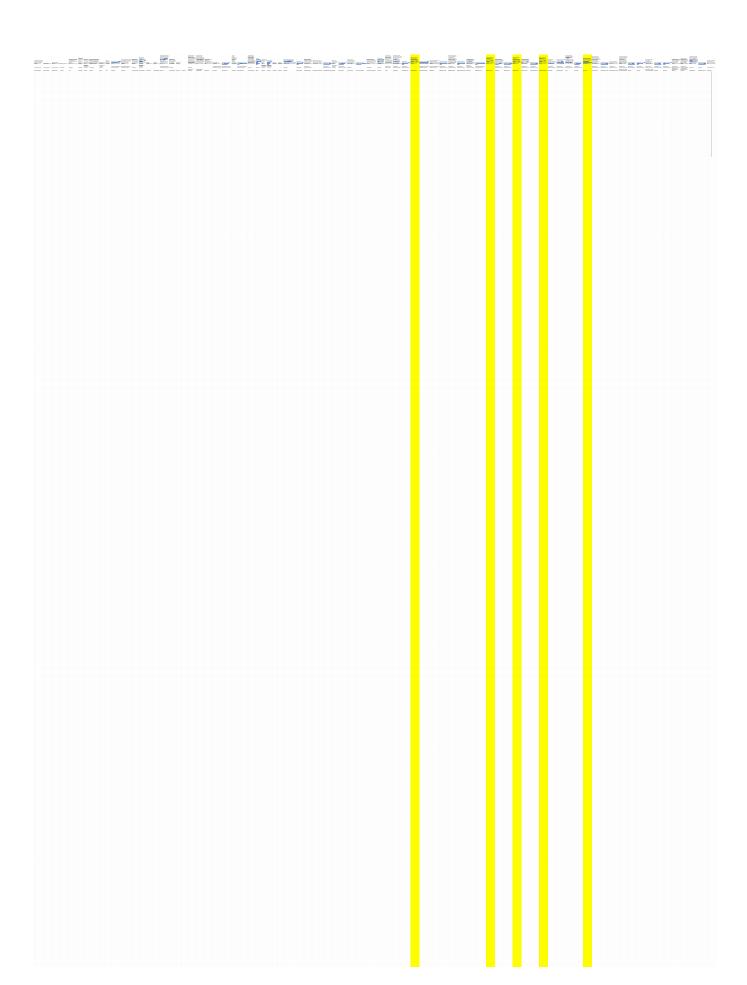
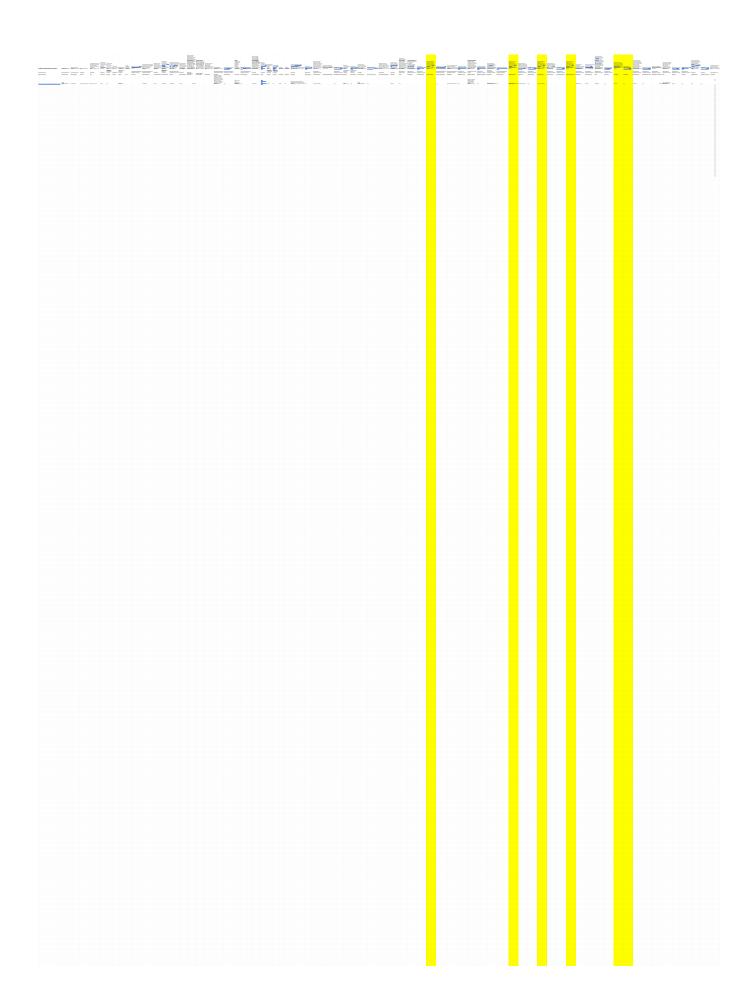
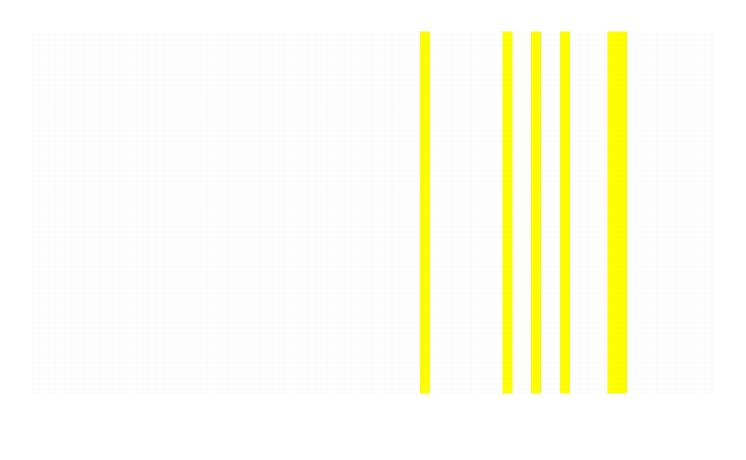
This template is archived - due to the changed format of the DAMS and possible new archival management systems, this sheet is no longer applicable. Please see the DAMS 1 > DAMS 2 page for more guidance.									
What Is This Template:									
This metadata template is for the creation of descriptive metadata for various collections.									
The template consists of current metadata fields, field names, and specifications for each field.									
Extra fields for multilingual metadata are also added. These are highlighted in yellow; they are not required, but recommended to expand access/reach of the collections. Contact Devon Murphy for possible terms.									
The template also contains an example record and an example of a tracking sheet to record progress on multiple collections/batches.									
Metadata standards are always subject to change; this template may have updates. Current standards are based from DAN	IS standards, located here.								
For more information/questions, contact devon.murphy@austin.utexas.edu									
How To Use This Template:									
Make a copy of the template and create descriptive metadata according to the template's structure.									
One spreadsheet can be used for an entire collection, with tabs denoting different "batches" or particular p	rojects.								
If creating a new batch or adding new records to a series that has already been processed, please put them on a separate tab or spreadsheet.									
When complete, share with the archivist(s) or parties responsible for the collection/batch. For questions about the template is	tself, please direct these to De-	von Murphy.							



March Marc	Section (Section Section Secti	1000000		AND STATE OF THE PROPERTY OF T	The control of the			
	THE PARTY OF THE P	MARKET			- NATION - N			





If available, use the DAMS identifier for the collection; if unavailable, provide the file path or link to the collection.	Name of the full collection in the DAMS.	Name(s) of the person working on the metadata in that collection.	Notes about issues in the collection or questions about the metadata.	Check when the metadata for a batch or the whole collection is complete.		have been created. NOTE: Subject to	Check when the MODS XML records for a batch or the whole collection have been reviewed. NOTE: Subject to change after migration		Check when all items have been ingested into the DAMS.	Check when all items have been published.
Collection Identifier	Collection Name	Employee Name	Processing Notes	Metadata Complete	Metadata QC Complete	MODS Created	MODS QC Complete	Image QC Complete	Ingest Complete	Published
									П	П
								ō		П
										n
				ñ	ī	ā				ī
					- i	- i		- i		n
				ň	ñ			i i	n	n
				H	i i		i i	ñ	n	i i
				H	H		i	ñ	H	- i
				i i	H		П	H	H	H
							ä	H	Н	H
				H		ä		H		
						ä		H	H	
						ä		H		
								H		
									<u> </u>	<u> </u>
									H	
									H	