

File_name_no_punctuation_marks	Unique Ingest ID	Directory and path	RosettaCollection	Date Created	Date modified	Title	Author	Description	Patron Usage	Add other col
FILENAME	ITEM_ID	FILEPATH	COLLECTION	DATE_CREATED	DATE_MODIFIED	TITLE	CREATOR	DESCRIPTION	RIGHTS_POLICY	

ums starting here

Instructions for using the default template for Rosetta digital preservation:

The purpose of this template is to provide the important information about objects that are to be included in the BYU Digital Preservation System. This completed template and the objects described here are to be forwarded to the Library for processing. Below are instructions, along with contact information if you have questions.

Rows:

Each numbered row in this spreadsheet is to represent one object, such as a document, and image, a video, or some other item. Each cell on the row is to contain an important piece of information about that object.

Columns:

Each lettered column is to contain a specific type of information about the object, such as the name of the file, who created it, who can access it, and so forth. There can be as many columns as needed.

Requirements for the columns:

The name of each column in Row 1 should be the name that you use, such as Author or Summary.

The name of each column in Row 2 must match one of the names in this **Mapping list**:

FILENAME	DESCRIPTION	PUBLISHER
ITEM_ID	RIGHTS	RELATION
COLLECTION (only one)	CONTRIBUTOR	SOURCE
DATE_CREATED	DATE	SUBJECT
DATE_MODIFIED	FORMAT	TYPE
TITLE	IDENTIFIER	COVERAGE
CREATOR	PROVENANCE	FILEPATH

If you are not certain which name to use in this field, leave the field name blank.

The spreadsheet columns in red are required fields. The mapping name for these fields should not be changed, nor should the columns be moved. If additional columns are needed, add them to the right of the existing columns, put in the name of the field that you wish in row 1, and in row 2 add a name from the mapping list above.

FILENAME: The name of the file, including the extension. It must be unique in this spreadsheet (unless FILEPATH is used).

The file name **must not** contain spaces or punctuation marks, except for an underscore mark "_" if a spacing character is needed.

The file name must not contain spaces or punctuation marks, except for an underscore mark "_" if a spacing character is needed.

ITEM_ID: An item name, such as call number. It must be unique in this spreadsheet, it can be the same as the file name if you wish.

DATE: The date fields can refer to what ever date you want, such as date created, date digitized, etc. For clarity, you can change the label in row number 1 to differentiate the various dates. Please ask if you have a question.

When complete, the metadata spreadsheet and the objects will be harvested into the BYU digital preservation system by the library personnel.

Questions:

Gordon Daines, Special Collections. (801) 422-5821

Chris Erickson, Digital preservation manager. (801) 422-1851

Additional options:

SPREADSHEET	DC	DCTERMS
FILENAME	identifier	identifier
FILEPATH	identifier	identifier
ITEM_ID	identifier	identifier
COLLECTION	relation	isPartOf
DATE_CREATED	date	created
DATE_MODIFIED	date	modified
TITLE	title	title
CREATOR	creator	creator
DESCRIPTION	description	description
RIGHTS	rights	rights
CONTRIBUTOR	contributor	contributor
DATE	date	date
FORMAT	format	format
IDENTIFIER	identifier	identifier
PROVENANCE	provenance	provenance
PUBLISHER	publisher	publisher
RELATION	relation	relation
SOURCE	source	source
SUBJECT	subject	subject
TYPE	type	type
COVERAGE	coverage	coverage

