ITEM Metadata: Define if/how you will use each field below.

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| --- | --- | --- |
| **Dublin Core Field** | **Description** | **Field definition for your project** |
| Title | Name the resource |   |
| Subject | Topic of the resource. You can use the Library of Congress subject headings or create your own. |   |
| Description |  Use 2-3 phrases or sentences to describe item, especially visual material |   |
| Creator | Author, artist, interviewer/interviewee, etc. |   |
| Source | Archive, book, or other source of the item |   |
| Publisher | Entity responsible for making the resource available |   |
| Date | Date of item's creation or event |   |
| Contributor | Donor or team member who adds item |   |
| Rights | What rights and restrictions pertain to the item? Can someone download it, reuse it, view the physical item, etc.? |   |
| Relation | A related resource in Omeka site or external |   |
| Format | Physical format: dimensions or original digital file type (mp3, wav, etc.) |   |
| Language |   |   |
| Type | Optional: Choose one of the 14 Omeka Item Types (list is on the next page) |   |
| Identifier | Unique name |   |
| Coverage | Location & time period/date |   |

COLLECTION Metadata: Determine which fields to use if you decided to add your items to Collections.

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| **Dublin Core Field** | **Description** | **Field definition for your project** |
| Title | Name the resource |   |
| Subject | **Optional:** Topic of the resource. You can use the Library of Congress subject headings or create your own. |   |
| Description |  **Optional** |   |
| Creator | **Optional** |   |
| Source | **Optional**: Archive, book, or other source of items in the Collection. |   |
| Publisher | **Optional**: Entity responsible for making the resource available |   |
| Date | **Optional**: Date (range) of items in the collection. |   |
| Contributor | **Optional**: Donor or team member who adds item |   |
| Rights | **Optional**: What rights and restrictions pertain to the item? Can someone download it, reuse it, view the physical item, etc.? |   |
| Relation | **Optional**: A related resource in Omeka site or external |   |
| Format | **Leave blank unless all items are the same format (text documents, photographs, etc.)** |   |
| Language |   |   |
| Type | **Leave blank unless all items are the same** |   |
| Identifier | Unique name |   |
| Coverage | Location & time period/date(s) |   |

Potential **Collections**

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**TAGS Brainstorming:**

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Other Examples: Musical Score
(You will need to add this Item Type if you want to use it) 

**Team Project Plan:**

Site Title:

Description:

Team members and roles:

Materials to include:

Audience:

Purpose:

**Appearance:** See [omeka.net/showcase](http://omeka.net/showcase) for ideas.

Colors (Background, Text, Buttons):

Header (Image, Icon, Logo, etc.):

What should the home page look like? (describe or sketch below)



Potential **Exhibit** Topics

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Sketch some ideas for exhibits below:



