Field Name	Dublin Core Mapping	Required?	Multiple Values Allowed?	Description (Utilizing Dublin Core descriptions with *)	Directions	Formatting	Examples
Object ID	Identifier	Yes	No	A unique identifier given to an object within this particular collection.	Type Object ID into the text box	Type the word 'Object' with an underscore and the object number. Object numbers are determined by the time that they are entered, the next number being the next sequential number. For example, if the last object number was 005, then the object currently being entered would be 006.	Object_0001
File Name	Identifier	Yes	No	The name of the object as saved in the resospitory.	Type File Name into the text box	Enter the exact file name as it appears in the repository. This should appear with the 'Potter' underscore, then the source's name. If there are several items from one source, continue with an underscore, then the name of the image if there is one. Otherwise, this will be a sequential number following the format of the first entered and each subsequent number afterward. The type of file (ex. jpg, png) will need the be added.	Potter_Tale of Peter Rabit_005.jpg
Title	Title	Yes, if applicable	Yes, if applicable	A name given to the resource*.	Type title in text box	Title of the image as indicated. If there is no title for the image, as usual in a book illustration, enter 'No Title'. If this is a stand-alone image, such as for the Lineaus Society, and does not have a title, then enter 'Untitled.'	The Tale of Petter Rabbit or Unknown or No Title
Format	Media Type	Yes	No	The media type of the object.	Type the format into the text box	This is the formatting that was required by the Collection Builder site. These are image,pdf, video, audio, record, item, panorama, compound_object, and multiple. Further information on this can be found at https://collectionbuilder.github.io/cb-docs/docs/metadata/csv_metadata/. List the object (image) ,a back-slash ,and the fomrat (jpeg, png, etc.)	image/jpg
Creator*	Creator	Yes	No	An entity primarily responsible for making the resource.*	Type in author(s) name text box	The creator should listed as the author. Format author name Last, First	Potter, Beatrix
Subject	Subject	Yes	Yes	Content, motifis and objects identified within the item.	Type Subject into a text box	Enter the individual subject headings based on Library of Congress Subject Headings. https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html Each subject heading should be delineated by a semicolon	Hedgehog; Rabbits

Publisher	Publisher	Yes	No	An entity responsible for making the resource available.*	Type publisher name in text box	"Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity."	Frederick Warne & Co.
Date	Date	Yes, if found	No	A point or period of time associated with an event in the lifecycle of the resource.*	Enter publishing date in text box	YYYY-MM-DD format. If not found, enter based on YYYY-MM or YYYY format	1987
Rights	Rights	Yes	Yes, if applicable	Information about rights held in and over the resource*. This will focus specifically on copyright status of a particular image or work.	Type the rights status in the drop down box	Copyright Status listed on the materials.	Copyright owned by the institution, Frederick Warne & Co.
Rights Statement	Rights	Yes	No	Statement about various property rights associated with the resource, including intellectual property rights*	If applicable, enter the rights statement into the text box	If there is a rights statement that is attached to the copyright status, then copy the exact wording present in the rights statement. If there is no rights statement present, type NA	Copyright in all countries signatory to the Berne Convention
Characters Referenced	Subject	Yes	Yes, if applicable	Characters referenced in the texts	Type characters identified and referenced in the text box	List the individual that is identified with a semicolon in between if there are multiple individuals. If the individual is not identified list NI. If there are no individuals that are on the page, then list as NA for not applicable.	Tom Kitten; NA; NI

Dedication Inscription	Subject	Yes	Yes, if applicable	Dedication inscriptions listed in the texts	Type dedication inscription in enterity in the text box.	Taken from the dedication page, the entire statement should be recorded in its entirety. If there is not dedication on that page, list it as NA	A farmyard tale for Ralph and Betsy
Dedication Individual	Subject	Yes	Yes, if applicable	Individuals identified in the dedication inscription	Type the name or entity of individuals lisetd in the dedication inscription.	List the individual or entity identified in the dedication inscription with a colon between multiple values. For items that have multiple words, add quotations around the entire phrase. If there is no one listed, then enter NA.	Stephanie; Cousin B.; NA