

To submit images and metadata to be added to the Past and Present collection, the CONTENTdm Acquisitions Workstation will not be used. Instead, follow this general procedure to submit items to the collection:

1. First, make sure you have the 'MetaData.txt' file. To obtain a copy, contact Jonathan Hinck at [jhinck@viterbo.edu](mailto:jhinck@viterbo.edu).
2. Keep an unaltered copy of this as the original. You will be making copies of the "MetaData.txt" file and e-mailing those copies with the corresponding images.
3. Create an empty folder on your computer and put copies of the "MetaData.txt" file, as well as the digital images that will be submitted to the digital collection, into that folder.
4. You should not be submitting the original high-resolution preservation-level images, such as "tiff" files; rather, you should be sending presentation-level images in "jpeg" format instead.
5. Send this folder to [jhinck@viterbo.edu](mailto:jhinck@viterbo.edu) each time you have some images and metadata to submit from your institution.
6. Keep e-mail messages under the 5MB limit, even if that means sending only a few images and corresponding metadata at a time.

To use the metadata document:

1. Again, create a copy of the original metadata.txt file and paste it into the folder with the files you will be e-mailing.
2. Open the document with MS Excel. If you are not able to do that, contact your technical support. (Do not input metadata into the document while it is in txt format unless you are sure to keep the tab delimited format intact.)
3. Type the data in the appropriate cells in this MS Excel format. Cells can be expanded if you wish while you are inputting metadata.
4. When entering new information, type over the examples provided in the cells. (See further information, below.)
5. Some of the metadata fields may not have to be used, depending upon the objects. If a certain field is not used, delete the example information and leave the field blank.
6. Each row represents the metadata for a separate digital image, identified at the end of each row in the "Filename" column.
7. In the metadata template, five rows are provided for entering metadata for five separate images.
  - a. The very top row represents the descriptors for each type of metadata and should not be deleted!
  - b. You can add or delete rows below this top row if you want, but remember that each of these rows represents metadata for an individual image.
  - c. The metadata for multiple images can therefore be inputted into this document.

8. When finished, save, and then choose “Yes” to “Do you want to keep the workbook in this format?” message.
9. Then, click on the “X” to exit and choose “No” to “Do you want to save the changes?”
10. Again, always remember to preserve the original MetaData.txt file as an unaltered template and make copies of it for each separate submission!

To enter metadata for various metadata fields, type in the correctly formatted information under each column heading (“A” through “T”):

1. Delete “Enter\_Title\_here” and type in the title of the image.
2. Delete “Enter\_Alternative\_title\_here” and type in the alternative title of the image.
3. Delete “Enter\_Date\_of\_event\_here” and type in the date of the event in the image.
4. Delete “Enter\_Decade\_here” and type in the decade of the image.
5. Delete “Enter\_Description\_here” and type in the description of the image. (Information in this field may be very long.)
6. Delete “Enter\_Geographic\_location\_here” and type in the geographic location of the image.
7. Delete “Enter\_Subject\_here” and type in the subject of the image.
8. Delete “Enter\_Creator\_here” and type in the creator of the image.
9. Delete “Enter\_Contributors\_here” and type in the contributors of the image.
10. Delete “Enter\_Publisher\_here” and type in the publisher of the image.
11. Delete “Enter\_Type\_here” and type in the type of the image.
12. Delete “Enter\_Format\_here” and type in the format of the image.
13. Delete “Enter\_Local\_ID\_here” and type in the local i.d. of the image.
14. Delete “Enter\_Digitization\_information\_here” and enter the digitization information.
15. Delete “Enter\_Rights\_statement\_here” and enter the standard rights statement.
16. Delete “Enter\_Submitting\_institution\_here” and enter your submitting institution name.
17. Delete “Enter\_Date\_digitized\_here” and enter the date the image was digitized.
18. Delete “EnterFilenameXhere” and enter the exact file name of the image.
19. If certain metadata fields have no information, then delete the “Enter\_...” defaults and leave the fields blank.