Title:

If the resource is published material, use the original title from the item. Example:
The Danmark Mystery, New York Times (title of article, title of newspaper).

If it is an object or unpublished item, be as specific as possible without including the entire description. Examples:
Letter from Kermit Fleming to Kathleen Fleming, May 17, 1914
Marriage Notice for Jacob "Jake" Schuetz and Mary Herr, 1902

Do not use item type in the title. For example:
Longfellow School (use this)
Framed Picture of Longfellow School (do not use this)

Subject:

This field should contain semicolon-delimited term or terms, not free text. For example, if the item corresponds to a historical period, use here i.e. Gilded Age, World War II, Civil War, Great Depression. If identifiable people are in the work, name them here. For example: Civil War; Lincoln, Abraham, 1809-1865; Grant, Ulysses S., 1822-1885. Consult this Library of Congress (authorities.loc.gov) or Virtual International Authorities File (viaf.org) for help; otherwise, as a general rule, use Last, First M.

Only use a person's name in the subject field if s/he is well-known, i.e. Abraham Lincoln, Martin Luther King Jr., Jane Adams

Description:

Should be complete sentences and as thorough as possible. Use first and last names of people and complete spellings of organizations. Use citations if adding information not found on the resource, for example information provided by the collector or books or websites consulted. (Use Chicago Style note citation)

Creator:

The person or entity primarily responsible for making the original resource (not the person putting it into Omeka). Examples: Author(s); artist(s); photographer(s); institutional authors or producers, such as university or federal agency. Names should be listed Last, First M. If unknown, leave blank.

Source:

The name of the person who donated the item to the Harvest as well as the particular History Harvest at which the item was donated. For example, Sue and Charlie Eickhoff Collection, Nebraska City History Harvest, 2010.

Publisher:

If the original item had a formal publisher, list it. If unknown or not applicable, leave blank.

Date:

The date of the resource (not the date collected). Be as specific as possible (yyyy-mm-dd, yyyy-mm, or yyyy). When using "circa" to signify an approximate date add "circa" **after** the date to allow for better sorting. Example: March 14, 1915 should be 1915-03-14. Example: an item from the late 1940s or early 1950s should be dated 1950 circa. Ambiguity in the date can be explained in the description field.

Contributor:

Should be used for anyone who helped with the creation of the original resource. Examples would include book illustrators, translators, editors, etc. If unknown or not applicable, leave blank.

Rights:

Creative Commons 4.0 License

Relation:

If other History Harvest resources relate to the item, link to them in this field: Use: Item Title, URL. For example: The Corral Café, https://www.youtube.com/watch?v=1keFQH_jdqM&list=UUyAOQ0-U4Ei1_p328LdlZaQ

Format:

Be as specific as possible in describing the format of the original item—letter, currency, photograph, poster, etc. Include item dimensions if available. For example: 8 x 10 inch color photograph. (Use this information when filling out the separate tab "Item type metadata")

Language:

If the item contains text, list the language(s) that text is in. This field should be a semicolon-delimited list, not full text. For example: English; French.

Type:

General type—image, text, audio, video

Identifier:

 Use only if an id has been assigned by the collector. For example, items from a museum or archive may have a record group or manuscript number.

Coverage:

Spatial identification of the item, i.e., Omaha (Neb.) or Berlin (Germany). If city or town is unknown, be more general i.e. Nebraska or Germany. Like subject, this can be a semicolon-delimited list if more than one coverage area is mentioned. For example: Scottsbluff (Neb.); Kearney (Neb.).

Item type metadata:

In the item type metadata tab use the dropdown menu. This field will correspond to the specific document, image. Use this dropdown as a guide when filling in the **format** field. Only use the "person" item type if the person is identifiable, otherwise, use still image.