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| **History Harvest Metadata Worksheet** |
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| **Donor Name** |  | **Donor / Item ID#**i.e. YYYYMMDD\_Name\_ID#(backside—use same ID# + “-VERSO”) |  |
|  |
| **Donor’s Email Address or Phone Number** |  |
|  |
| **Donor’s relationship to Item** |  | **Mini audio history?****(yes/no)** |  |
|  |
| **Item Medium** (photograph, pamphlet, certificate, journal, etc.) |  |
| **Name(s) associated with Item** (e.g. people appearing a photograph) |  |
| **Item Creator**(e.g. photographer, illustrator, organization, company) |  |
| **Item Location**(e.g. address, cross streets, neighborhood, town, etc. Be as specific as possible.) |  |
| **Date Item was created** |  |
| **Please give a detailed description of the Item:** |  |
| **Oral History Metadata Worksheet** |
|  |
| **Donor Name** |  | **Donor / Item ID#**i.e. YYYYMMDD\_Name\_ID# |  |
|  |
| **Donor’s Email Address or****Phone Number** |  |
|  |
| **Donor’s relationship to Item** |  | **Interview Date & Location** |  |
|  |
| **Interview Medium** (e.g. audio-only, video, written) |  |
| **Interviewer Name / Organization** (if applicable) |  |
| **Name(s) associated with the interview** (e.g. family members, historical figures, etc) |  |
| **Location(s) associated with the interview**(e.g. address, cross streets, neighborhood, town, etc. Be as specific as possible.) |  |
| **Significant dates** |  |
| **Brief Description of the Interview** |  |