|  |  |  |  |
| --- | --- | --- | --- |
| **History Harvest Metadata Worksheet** | | | |
|  | | | |
| **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** |  | | |