

Title	Creator	Description	Subject	Location Depicted	Date	Source	Rights	Administrative Notes	Object File Name
<p>Use the order Who, What, Where, When. Don't use leading articles (A, An, The) or generic descriptions such as "View of" at the beginning of the Title. Try to use full forms of words, such as Street (rather than St.). Capitalize only the initial first letter and proper names. End the title with a period(.).</p>	<p>You! Use the fullest preferred form of your name to disambiguate yourself from everyone else with the same name. Format by Last Name, First [Middle Name/Middle Initial optional]. Follow your name with your role, in parentheses: (photographer).</p>	<p>Provide background, context, and specifics about the image, comparable to what would appear on an exhibit label.</p>	<p>What the image is about or what it is, expressed by keywords from specific vocabulary sources (see list of URLs). Separate each entry by a semicolon and a space.</p>	<p>Street (or streets, if at an intersection), Neighborhood, City, and County where photo was taken. Use terms already included on Digital Collections website (see list of URLs). If new streets need to be added, follow format of those already in use: Street Name (Louisville, Ky.).</p>	<p>Date the photo was taken, using the format YYYY-MM-DD.</p>	<p>Make and model of camera used.</p>	<p>Creative Commons license, with URL for license</p>	<p>Questions or comments on your metadata, such as information you'd like to include but didn't know where to put it.</p>	<p>The name of the file associated with this metadata record. Please rename files to include your last name and/or the location, rather than the generic numbers generated by the camera.</p>
<p>Example: Steiden Store at Bardstown Road and Douglass Loop, Louisville, Kentucky, 1936.</p>	<p>Example: Howard, Rachel I. (photographer)</p>	<p>Example: Address: 2200 Bardstown Road, Louisville, Kentucky. View of Taylor Drugs and Steiden Stores. The drug store advertises cigars and sodas and Steiden Stores showcase canned goods and fruit and vegetables in their display windows. Ghost sign outside building reads "Mail Pouch Tobacco."</p>	<p>Example: Stores & shops; Drug stores; Signs (Notices); Brick wall signs; Show windows; Window displays; Buildings</p>	<p>Example: Bardstown Road (Louisville, Ky.); Douglass Boulevard (Louisville, Ky.); Belknap (Louisville, Ky.); Louisville (Ky.); Jefferson County (Ky.)</p>	<p>Example: 2011-06-07</p>	<p>Example: Canon PowerShot SX30 IS</p>	<p>Example: Attribution-NonCommercial-ShareAlike License</p>		<p>Example: Howard_Bardstown_001</p>