

Description

Digital Stewardship Curriculum

Description Thought Questions

What ways you describe the collections you have?

How do you share with others?

Definition

- Information used to describe the content and context of a collection to your users.
- A summary of the collection.

Different names for description

- Finding aid
- Register
- Collection guide
- Collection summary
- Metadata

“Metadata”

- Information about an item or collection
- Item-level metadata
- We will go in depth in a virtual session

“Good” level Description

- From general to specific.
- Minimum - collection-level description
- Can keep developing description over time

Information to Gather

- Determine the level of description
- Core elements of information
- Context and history
- Physical information about collection

Information to Gather

- Subjects, topics
- Related collections or items
- Administrative information

Basic Structure of Our Example

Overview of Collection

Biographical/Historical Note

Administrative Info (donor, repository, restrictions, etc.)

Container Listing/Inventory

Container List

Examples of how you can create list/structure.

Collection:

Series

Folder

Item

Good Better Best - Levels of Description

Good - Minimum elements of a collection described

Better - More specific information in each section, more than minimum information

Best? - Standardized, item level, complete finding aids, adding information from the community

Description Thought Questions

What levels of description would work well for your collections?

Identify several levels in your collections, and what level you would use for what material.

Examples of Finding Aids, etc.

- WSU
- Karuk People's Center Photographs
- OAC Family Papers

Practice Project - Description

Create a finding aid using the provided template. Create a series or contents list.

If You Complete a Finding Aid...

What was challenging?

How might you adapt this finding aid template for your institution?