|  |  |
| --- | --- |
| Institution Name | Click here to enter text. |
| Date | Click here to enter a date. |
| Name of Collection | Enter collection name. |
| Primary Contact Name | Primary contact for entire project. |
| Primary Contact Phone # | Click here to enter text. |
| Primary Contact Email | Click here to enter text. |
| Collection Contact Name | Click here to enter text. |
| Collection Contact Phone # | Click here to enter text. |
| Collection Contact Email | Click here to enter text. |

|  |  |
| --- | --- |
| DSpace Permissions |  |
|  |  |
| Name | Person that needs DSpace permission to this collection. |
| Phone Number / Email | Phone Number. |
|  |  |
| Name | Person that needs DSpace permission to this collection. |
| Phone Number / Email | Phone Number. |
|  |  |
| Name | Person that needs DSpace permission to this collection. |
| Phone Number / Email | Phone Number. |
|  |  |
| Name | Person that needs DSpace permission to this collection. |
| Phone Number / Email | Phone Number. |

|  |  |
| --- | --- |
| Public or Private Collection? | Click here to enter text. |
| List Media Types | Click here to enter text. |
| Server Space Needed | Click here to enter text. |

Place a checkmark in the box next to each index tag you’d like to use for the collection.

|  |  |
| --- | --- |
|  | **USE ALL TAGS LISTED BELOW** |
|  | Contributor.author |
|  | Contributor.editor |
|  | Contributor.illustrator |
|  | Contributor.other |
|  | Contributor |
|  | Coverage.spatial |
|  | Coverage.temporal |
|  | Creator |
|  | Date.accessioned |
|  | Date.available |
|  | Date.copyright |
|  | Date.created |
|  | Date.issued |
|  | Date.submitted |
|  | Date |
|  | Description.abstract |
|  | Description.provenance |
|  | Description.sponsorship |
|  | Description.statementofresponsibility |
|  | Description.Tableofcontents |
|  | Description.uri |
|  | Description |
|  | Format.extent |
|  | Format.medium |
|  | Format.mimetype |
|  | Format |
|  | Identifier.citation |
|  | Identifier.govdoc |
|  | Identifier.isbn |
|  | Identifier.ismn |
|  | Identifier.issn |
|  | Identifier.other |
|  | Identifier.sici |
|  | Identifier.uri |
|  | Identifier |
|  | Language.iso |
|  | Language |
|  | Publisher |
|  | Relation.haspart |
|  | Relation.hasversion |
|  | Relation.isbasedon |
|  | Relation.isformatof |
|  | Relation.ispartof |
|  | Relation.ispartofseries |
|  | Relation.isreferencedby |
|  | Relation.isreplacedby |
|  | Relation.isversionof |
|  | Relation.replaces |
|  | Relation.requires |
|  | Relation.uri |
|  | Relation |
|  | Rights.uri |
|  | Rights |
|  | Source.uri |
|  | Source |
|  | Subject.classification |
|  | Subject.ddc |
|  | Subject.lcc |
|  | Subject.mesh |
|  | Subject.other |
|  | Subject |
|  | Title.alternative |
|  | Title |
|  | Type |
|  | Put custom name here. |
|  | Put custom name here. |

* For help creating a custom metadata field for your collection, contact Sara Martin

at 313-993-1074.