|  |  |
| --- | --- |
| 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.