

Field Name	Required; Repeatable ()	Example
<i>Enter the info below on the Frogbear_Printable Creator Metadata</i>		
Series [Cluster & Trip] The number & name of the cluster as formatted in the example.	Required	<i>Cluster 1.1: From Oral To Digital</i>
Creator The person(s) responsible for creation of the digital object(s). Enter as "Last Name, First Name"	Required; Repeatable ()	<i>Doe, John Doe, Jane</i>
Scholarly Level The scholarly level(s) of the creator(s). Choose from: Faculty; Graduate; Undergraduate; Postdoctoral; Other	Required; Repeatable ()	<i>Graduate</i>
Affiliation If at least 1 creator is from UBC, list the UBC faculty, school, department, etc. to which s/he belongs. If not from UBC, enter "Non UBC".	Required; Repeatable ()	<i>Non UBC</i>
Affiliation –alt If at least 1 creator is not from UBC, list their non-UBC institution(s). Separate multiple institutions with a semi-colon.		<i>Author Affiliation: University of Calgary</i>
<i>Enter the info below on the Frogbear_Printable Metadata</i>		
Date Date of digital object creation, in YYYY-MM-DD format.	Required	<i>2017-06-10</i>
Title For a devised (created) title, enter the title for the digital object, with Roman/Asian translations when applicable. Refer to the abbreviated CCO guidelines for title creation (provided by UBC Library)	Required	<i>View of small shrine within Takuhi Shrine (Takuhi jina 焼火神社) precincts</i>
Alternate Title Use if there are additional titles or multiple languages of a transcribed title.	Repeatable ()	
Language List the languages in the digital object (textual & audio/visual material only). Do not use for photographs.	Required; Repeatable ()	<i>English Japanese</i>
Geographic Location The location/geographical place covered by the digital object (when it is substantially about a particular place or when image depicts a particular place). Give to as detailed level of granularity as deemed important (province, village, etc.).	Repeatable ()	<i>Nishinoshima Island</i>
Latitude Enter in decimal format.		<i>27.246667</i>
Longitude Enter in decimal format.		<i>140.875556</i>
Subject Key words/phrases that describe the "aboutness" of the content; can be people, topics, etc. Aim for 3-5 broad subjects, plus all specific subjects applicable.	Repeatable ()	<i>Takuhi Shrine Buddhism Shinto</i>
Description Description of the content, including narratives, important information, etc. Could include time periods etc. Refer to the abbreviated CCO guidelines for abstract creation (provided by UBC Library).	Required	<i>Small shrine in precincts of Takuhi Shrine (Takuhi jina 焼火神社) built into rock wall with Buddhist deity and lion-dogs (koma-inu 狛犬).</i>
Filename(s) Enter the filenames for the digital object (including file extension).	Repeatable ()	
Consent Forms Enter the name of each individual appearing in the record. Be sure to include one consent form for each person.	Repeatable ()	
Notes for FROGBEAR Note any information about the record that is relevant for the internal project team.		