

Appendix C: Sample Digital Newspaper Metadata Template

The sample below shows the kinds of data collected about a reel of microfilm before it was digitized. The columns listed are examples and not exhaustive. Each reel within a title run has a separate “inventory sheet,” the term used for the table below. The Header area contains metadata pertinent to the entire reel; the Inventory area contains metadata for each issue on the reel, which was collected through an issue-by-issue inventory of that reel. *Note that the title of the newspaper changes on **December 9**.*

[Header]

Title (MARC 130|a or 245|a): The San Francisco call; The San Francisco call and post
 Place of publication (MARC 260|a): San Francisco, [Calif.]
 Source repository (MARC org. code): CU-Riv
 Start / End date on reel: 1913-12-01 to 1913-12-31
 Orientation: 1A
 Reduction ratio (from target, if available): 14.5X
 Print dimensions: 17x23 in.
 Number of page images on reel: 657
 General notes to processor:

[Inventory]

title	lccn	volume number	issue number	edition label	issue date (yyyy-mm-dd)	date as printed	Issue page count	Missing page numbers	duplicate page numbers	Reel number	notes
The San Francisco call	sn85066387	115	1	Alameda County Edition	1913-12-01		10			00000000064	
The San Francisco call	sn85066387	115	2		1913-12-02		10			00000000064	
The San Francisco call	sn85066387	115	3		1913-12-03		12		3,4	00000000064	
The San Francisco call	sn85066387	115	4		1913-12-04		10			00000000064	
The San Francisco call	sn85066387	115	5		1913-12-05	1913-12-04	10			00000000064	Date misprint
The San Francisco call	sn85066387	115	6	Alameda County Edition	1913-12-06		10			00000000064	
The San Francisco call	sn85066387	115	7		1913-12-07		8	9,10		00000000064	
The San Francisco call	sn85066387	115	8		1913-12-08		10			00000000064	

