Metadata Quality Control Checklist

Collection: Completed by:

Date Initial QC Completed: Date Finalized:

☐ Technical metadata is present (items were uploaded using a [metadata template](#)) - older collections may not have this information, make note below if this is the case

☐ No duplicate titles

☐ No unnecessarily duplicated items

☐ Unnecessary semicolons at the end of field text have been removed (this applies only to fields that do not accommodate multiple entries – e.g. Title, Description, Source etc.)

☐ Double quotations have been converted into single quotations

All required fields are present:

☐ **Date** (including **ISO** date and **Original** date)

   ☐ **ISO or Search** date follows the correct format:

   - YYYY
   - YYYY-YYYY (date ranges are automatically converted to semicolon-separated list of single years)

   ☐ **Original** dates follow any of the correct formats:

   - YYYY
   - YYYY-YYYY
   - YYYY-MM
   - YYYY-MM-DD
   - MM/YYYY
   - MM/DD/YYYY
   - MM-YYYY
   - MM-DD-YYYY
   - DD-MM-YYYY
   - [Month] [Day], [Year]

☐ **Description**
☐ **Format**
☐ **Identifier/Filename**
☐ **Rights**
☐ **Subject**
☐ **Title**
☐ **Type**

All required (if applicable) fields are present:

☐ **Conversion Specs:**

Use FileMaker Pro and this document (https://usu.box.com/s/7m1ysz9c8vxylforz11zouwlnwvjno2o) to determine the appropriate field information

☐ **Creator**

☐ **Alternative Title** (needed for Digital Content Linking process)

☐ **Creator(s)** and **Contributor(s)** follow correct format:

(Last Name, First Name for personal names – other standards followed for family or corporate names)

☐ Official LOC authority headings were used for **Creator(s)** and **Contributor(s)** names if possible

☐ **Geographic Locations** follow standards and include the correct geonames links (if not, contact Melanie S.)

[City], [County], [State], [Country], [http://sws.geonames.org/XXXXX]

☐ *If present*: **Genre** contents contain only vocabulary terms taken directly from the Art & Architecture Thesaurus

☐ There is at least one **Subject (LCSH)** and it is an official Library of Congress Subject Heading

☐ **Time Periods** follow correct format:

(XX century AND date range, separated by a semicolon)

☐ The correct **Type** has been used for all items and follows controlled vocabulary

☐ The correct **Format** has been used for all items and follows controlled vocabulary

☐ **Source** information follows correct format (adjust as needed for collections outside SCA):

Utah State University, Merrill-Cazier Library, Special Collections & Archives, [Collection Name], [Call Number]

☐ *If applicable:* The **Physical Collection** information is correct and follows correct format:

[Collection Name (as seen in EAD finding aid or library catalog)], [Collection number]

☐ *If applicable:* The **Call Number** is correct

☐ *If applicable:* The **Collection Inventory** field only contains the link to the corresponding EAD finding aid and follows the correct format:

Example: http://archiveswest.orbiscascade.org/ark:/80444/xv64944

☐ The **Rights** statement is correct (adjust as needed for collections outside SCA):

Example: Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of the USU Merrill-Cazier Library, Special Collections & Archives (435) 797-8248

☐ The **Holding Institution** is correct:

Utah State University, Merrill-Cazier Library, Special Collections & Archives (unless held by another institution)

☐ The **Digital Collection** is correct

☐ The **Digital Publisher** is correct:

Digitized by: Utah State University, Merrill-Cazier Library or Hosted by: Utah State University, Merrill-Cazier Library

☐ *If applicable*: contains the field for **What do you know about this item?** which includes the correct link to the web form

Click this link to tell us more about this item:
http://library.usu.edu/main/forms/diginfo.php?id=XXXX&collection=XXXX

☐ **ARKs** and **ARK URLs** have been assigned

☐ **Filename** has the updated/correct "SCA" pre-fixed filename (if not, make note of it in this document)

Examples: SCAP0014Bx002Fd05-016.jpg or SCAMSS0001Ser02Bx001-Crim-v05n02-1907-11.pdf

NOTES: