

Creating a Catalog (40 min)

We will be creating a catalog for the collection using a simple data model. During this segment, you will be building out this model in a spreadsheet.

- Create tabs for Collection and Item
- Set all worksheets to Text format (walk through how to do this together)
- Create an identifier scheme (hint: make it sequential and use pull down method)
- Create at least one controlled vocabulary and implement it (walk through how to do this together)
- Create a set of guidelines that document what information to enter in each field, and in what format. Document specifically your entry formats for:
 - Dates
 - Technical information (e.g., bitrate, file size)

Once you are finished,

- Swap your Catalog form and guidelines with another team. You will be using the other team's Catalog form for cataloging in the next activity.
- Review your new Catalog form and guidelines. Do you have any questions for the other group?

Cataloging the Collection (30 min)

Using the Catalog and guidelines you received from the other group, create some records!

Reflection and Reality (20 min)

Reflect on how the activities we conducted this afternoon align to your organizational context. 2 volunteers translate these activities to their organization, and we will discuss them as a group. Be prepared to present challenges or lingering questions that you would like help with!