

## Administrative Metadata Worksheet\*

Institution Name:

Scanning Technician(s):

Metadata Technician(s):

**Resource Identifier:**

**Physical Location:**

**Server/Hard Drive Location:**

**Copyright Information** (if any)

Do you own the copyright?	Yes ___ No ___ Don't know ___
If not, who does?	Unknown ___ Copyright owner's name:
Was copyright renewed before 1996?	Yes ___          No ___          Don't know ___
Is the item available for purchase?	Yes ___          No ___
Additional notes or important information:	

**Digital Object Information** (details of the scanning process and the digital file)

Scanner and scanning software used (make and model + software version)	
File name and format (example: sccc0001.jpg)	

Resolution (dpi) and other custom settings	
File size (in bytes)	
Compression	
Additional notes or important information:	

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