**Collection**: Community Voices Collection  
**Metadata Liaison**: Denise Hattwig

<table>
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<th>FIELD NO.</th>
<th>ELEMENT</th>
<th>DESCRIPTION</th>
<th>EXAMPLE</th>
<th>REQUIRED?</th>
<th>COMPOUND OBJECT OR ITEM LEVEL?</th>
</tr>
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</table>
| 1         | Title         | A brief phrase that describes the content of the audio recording or transcript | Example (object): Rose Arensberg interview  
Example (item): Calvin Armstrong interview transcript | Yes       | Both                           |
|           |               | Format: [Name of interviewee] interview [Name of interviewee] interview transcript |                                                                         |           |                                |
| 2         | Interviewee Name | Name of person interviewed.                                                | Examples: Daiber, Ome  
Daiber, Ome; Armstrong, Calvin  
Colbert, Curt, 1947- | Yes       | Object                         |
|           |               | Format: Lastname, Firstname                                                |                                                                         |           |                                |
|           |               | If the interviewee is a public figure or has otherwise published or been written about, her/his name may appear in the Library of Congress Name Authority File. Use the LC form of the name, including dates, if available. Find name authorities here: http://authorities.loc.gov  
Separate multiple entries with a semicolon. |                                                                         |           |                                |
<p>| 3         | Interviewee Place of birth of the person interviewed.                      | Examples:                                                               | Yes, if     | Object                         |</p>
<table>
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<tr>
<th><strong>Birthplace</strong></th>
<th><strong>Interviewer</strong></th>
<th><strong>Interview Date</strong></th>
<th><strong>Interview Year</strong></th>
<th><strong>Earliest Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave blank if unknown&lt;br&gt;Format: [city], [state], [country]&lt;br&gt;If there are multiple interviewees, associate the person with the place using a parenthetical qualifier.&lt;br&gt;Aasal, Punjab, India&lt;br&gt;Seattle, Washington, United States&lt;br&gt;Aasal, Punjab, India (Prem Kumar); Seattle, Washington, United States (Curt Colbert)</td>
<td>Name of person conducting the interview.&lt;br&gt;Format: Lastname, Firstname&lt;br&gt;Examples:&lt;br&gt;Gossett, Larry&lt;br&gt;Meyers, Richard D.&lt;br&gt;Colbert, Curt, 1947-&lt;br&gt;Yes unless student interviewer; Optional if student interviewer</td>
<td>Specific date the interview took place.&lt;br&gt;If the interview took place over more than one date, enter the range of dates.&lt;br&gt;Examples:&lt;br&gt;23 April 2001&lt;br&gt;October-November 2006&lt;br&gt;5 January – 17 February 2013</td>
<td>Year the interview took place.&lt;br&gt;Example:&lt;br&gt;2004&lt;br&gt;2004, 2005</td>
<td>Earliest date interview took place.&lt;br&gt;Use the most specific date known. Use standardized W3C-DFM format: YYYY, or YYYY-MM, or YYYY-MM-DD (<a href="http://www.w3.org/TR/NONE-datime">http://www.w3.org/TR/NONE-datime</a>)&lt;br&gt;Examples:&lt;br&gt;1965-05-31&lt;br&gt;1965-05&lt;br&gt;1965</td>
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<tr>
<td></td>
<td>Latest Date</td>
<td>Latest date interview took place. Use the most specific date known. Use standardized W3C-DTF format: YYYY, or YYYY-MM, or YYYY-MM-DD [<a href="http://www.w3.org/TR/N">http://www.w3.org/TR/N</a> ROTE-datetime](<a href="http://www.w3.org/TR/N">http://www.w3.org/TR/N</a> ROTE-datetime) If interview occurred on a single date, Earliest Date and Latest Date will be the same.</td>
<td>Examples: 1965-05-31 1965-05 1965</td>
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<td>9</td>
<td>Interview Description</td>
<td>Brief description of the interviewee and the interview contents. Description should be no more than 5-6 sentences, and should provide information about the interviewee, the basic contents of the interview, and names of people, corporations, and places. Include neighborhood or community names if relevant.</td>
<td>Example: Mr. Kumar grew up in a small town of Punjab, where he received his early education. He came to the University of Idaho in 1970 and worked towards Master’s Degree. He taught English and Humanities at Washington State University, University of Miami, and Colorado State University until 1986 when he joined Boeing. This interview describes his experience working at Boeing.</td>
<td>Yes</td>
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<td>10</td>
<td>Segment Descriptions</td>
<td>Brief descriptions of interview segments with timecode ranges.</td>
<td>Example: (00:00:00-00:06:02) Growing up in West Seattle during the 40s and 50s; (00:06:03-00:12:20) Acting in plays during high school and college; (00:23:11-00:29:00) Trip to Europe - Spain</td>
<td>No</td>
</tr>
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<td>11</td>
<td>Faculty Advisor</td>
<td>If interviewer is a student, name of faculty member supervising the project. Format: Lastname, Firstname Use LC Name Authority File for form of name if relevant: <a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a></td>
<td>Examples: Freidberg, Jill Meyers, Richard D. Colbert, Curt, 1947-</td>
<td>Yes, if relevant</td>
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<td>Item</td>
<td>Other Contributors</td>
<td>Photograph Date</td>
<td>Photograph Description</td>
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<td>12</td>
<td>Names and roles of people involved in recording or producing the oral history. Format: Lastname, Firstname (role or roles) Use LC Name Authority File for form of name if relevant: <a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a> Separate multiple entries with a semicolon.</td>
<td>Specific date the interviewee was photographed. If more than one interviewee photograph is included with the oral history, assign numbers to the photos and include these numbers in parentheses after the dates. Include the phrase “all photographs” if all photographs were taken on the same day. Separate multiple entries with a semicolon.</td>
<td>Brief description(s) of the photograph(s) of the interviewee. Description should be a short phrase or two, and should include information about where the photograph was taken, when it was taken, who is in the photograph, any action or activity, and any other relevant identifying and descriptive information. Example: Mr. Kumar (second from left) at the Everett Boeing plant with his coworkers in 2001. Photo 1: Mr. Kumar (second from left) at the Everett Boeing plant with his coworkers in 2006.; Photo 2: Mr. Kumar brushing snow off of his car in front of his Shoreline home on February 17, 2013.</td>
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<td>14</td>
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<td>15</td>
<td><strong>Notes</strong></td>
<td>Any information of importance that is not represented elsewhere.</td>
<td>Examples: Parts of the interview are conducted in Norwegian.</td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Dwight Watson’s description of his historic ascent of Mt. Watson is recounted at timecode 01:31:00</td>
<td>Either or Both</td>
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<tr>
<td>16</td>
<td><strong>Subjects</strong> <em>(LCSH)</em></td>
<td>Subject headings taken from the Library of Congress Subject Headings <em>(LCSH)</em>: <a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a> Enter here topical headings and headings for places (this includes neighborhoods, which are not entered in the Geographic Coverage field below). Separate multiple entries with a semicolon. Enter Subjects <em>(LCSH)</em> in CONTENTdm document descriptions only. Individual items do not require subject headings. Note: LCSH is often applied by UW catalogers; enter “xyz” in this field if it should be applied by UW catalogers.</td>
<td>Examples: Mountain Rescue Council Temple B’nai Torah <em>(Mercer Island, Wash.)</em> Capitol Hill <em>(Seattle, Wash.)</em> University District <em>(Seattle, Wash.)</em> xyz</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td><strong>Individuals Discussed</strong></td>
<td>Names of individuals given significant attention in the interview. Format:</td>
<td>Examples: Whittaker, James Williams, Paul B.</td>
<td>Yes, if relevant</td>
</tr>
</tbody>
</table>

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4/7/2014
<p>| 18 | <strong>Organizations Discussed</strong> | Names of organizations given significant attention in the interview. Use heading found in LC Name Authority File (LCNAF) when available. <a href="http://authorities.loc.gov">http://authorities.loc.gov</a> Separate multiple entries with a semicolon. | Examples: Schipperke Club of America International Longshoremen's Association. Local 38-97 (Tacoma, Wash.) United States. Central Intelligence Agency. Conflict Issues Division | Yes, if relevant | Object |
| 19 | <strong>Geographic Coverage</strong> | Broad and local geographic locations given significant attention in the interview. Use LC Subject Headings for location when available. Use the following format for states/cities: [Country]—[State]—[City] For neighborhoods or other types of locales below the city level, include the information in Description and add a LCSH heading in the Subjects (LCSH) field above. Separate multiple entries with a semicolon. | Examples: United States—Washington (State)—Seattle Pakistan—Lahore United States—Washington (State)—Bellingham | Yes, if relevant | Object |
| 20 | <strong>Time Period Discussed</strong> | Representation of time periods given significant attention in the interview. | Examples: 1964 | Yes, if relevant | Object |</p>
<table>
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<th>Description</th>
<th>Notes</th>
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<td><strong>Genre</strong> Genre headings taken from the Library of Congress Subject Headings (LCSH). This will be “oral histories.”</td>
<td>Example: Oral histories</td>
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<td>22</td>
<td><strong>Language</strong> Name of language(s) used in the interview fully spelled out.</td>
<td>Examples: Spanish, English</td>
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<tr>
<td>23</td>
<td><strong>Language Code</strong> Name of language(s) used in the interview. Preferred: use an ISO 639-3 code.</td>
<td>Examples: spa, eng, fra</td>
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<td><strong>Type</strong> Appropriate name from DCMI Type vocabulary: <a href="http://dublincore.org/documents/dcmi-type-vocabulary">http://dublincore.org/documents/dcmi-type-vocabulary</a></td>
<td>Examples: Text, Sound, Image, MovingImage</td>
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<td><strong>Extent</strong> Duration of audio file or length of document.</td>
<td>Examples: 12 minutes, 58 seconds, 6 pages</td>
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<td><strong>File Format</strong> File format of the digital object</td>
<td>Examples: audio/wav, image/jpeg, application/pdf, text/plain, video/mov</td>
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<td><strong>Digital ID Number</strong> Unique number assigned to each digital object for identification purposes.</td>
<td>Examples: UWBOH0847_2013_audio, UWBOH0847_2013_transcript</td>
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<td>Identifies rights holder and restrictions.</td>
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<td>Name of the digital collection into which the digital objects will be uploaded in UW Bothell Library Digital Collections (CONTENTdm).</td>
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### MAPPING TO CONTENTDM:

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<td>Segment Descriptions</td>
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**Notes:**
Fields in **Bold**: Information supplied by Interviewer
Fields in *Italics*: Information supplied by Curator