



Basic Metadata Form

Metadata is the information about an image or other media resource. Please use this only for <20 images with simple information; one form for each resource. Otherwise please request the NBII-LIFE Metadata Table.

Required metadata is marked by a “*”

Thought of the day: The more metadata you provide, the more ways users will be able to find your image!

*Your **Name** _____

address: _____

email: _____ phone: _____

Organization Affiliation (if relevant): _____

Are you contributing for yourself, or for the organization?

***Filename:** _____

(The name given by your camera or whatever name you create for your media file, e.g., "DSC_853")

Is it a(n) image, audio-recording, or video-recording?

If an image, is it a photograph, illustration, or graphic?

***Title** (if species related; please use 'Common name (Scientific name)'; if a behavior or other action, please describe):

***Creator/Photographer:** _____

Other contributors, and their roles: _____

***Rights:**

Public Domain (free to download and use for all uses)

Copyright held by: _____

For Copyrighted Resources, the *LIFE* requires a license allowing nonprofit uses, please choose either:

a Creative Commons license (six choices, <<http://creativecommons.org/about/licenses>>): _____

or “The Creator/Rights Holder allows all nonprofit uses for the images; commercial users must contact the Responsible Party for permission.”

Responsible Party Name (If not yourself): _____

email: _____ phone: _____

Nature of Content of the Media Resource:

<input type="checkbox"/> Natural Scene	<input type="checkbox"/> Technical (equipment or methods)
<input type="checkbox"/> Artificial Setting (backdrops used, in a zoo)	<input type="checkbox"/> Event (a meeting, training, ...)
<input type="checkbox"/> Specimen (preserved, housed)	<input type="checkbox"/> Other

***Description** (The visible animals, actions, elements and environment of the image, or media provided): _____

***Keywords** (Descriptive words to help users locate your media via a search, e.g., mammals, nocturnal, etc.; please follow <<http://thesaurus.nbii.gov>>): _____

Scientific Name (if species related; use Genus species. Use the taxonomic authority ITIS <www.itis.gov> to validate): _____

Common Name(s) (if species related): _____

Geographic coverage:

Continent or Ocean: _____ Country: _____

State or Province: _____ County or SubProvince: _____

City or Place Name: _____

Locality (additional, more detailed info, such as "on east bank of river", elevation, coordinates): _____

Content coverage (helpful information when the media resource is of a species or habitat):

Life Stage (larva, juvenile, ...): _____ Sex: _____

Landscape (or Fuel) Classification: _____

Classification Source: _____

Specimen Catalog Code: _____

Other Comments Related to Specimen: _____

Capture and Digitization (technical aspects of the image):

Capture Device (**camera, scanner** make/model): _____

Lens: _____ Film: _____

Other: _____

Date of the original image (mm/dd/yyyy): _____ **Time of Day:** _____

Digitization Method:

<input type="checkbox"/> Digital Media (a digital camera)	<input type="checkbox"/> Reflective (scanned an object directly)
<input type="checkbox"/> Digitized Film (scanned a slide, negative)	<input type="checkbox"/> Digitized via microscope
<input type="checkbox"/> Digitized from Print (scanned a photo)	<input type="checkbox"/> Altered from a resource (e.g. Video Frame)
<input type="checkbox"/> Computer Generated	

Have you altered the image or other media in any way digitally? If so, please describe (and give date): _____

Related Media Resources (e.g., before and after images of the same organism or location, or of sequential events): _____

Additional comments: _____

If you have not signed a Letter of Collaboration with us, or if you are not a U.S. Geological Survey government employee, before we can accept the images into our library you'll need to sign our document *NBII-LIFE Images Meet Requirements.pdf*, stating that you are the owner of these images.

Thank you. Questions may be directed to Dr. Annette Olson, LIFE Lead, life@nbii.gov, 703-648-4080.