Table of Contents

Introduction ........................................................................................................................................... 2
OWLS Contacts .................................................................................................................................. 3
Acknowledgements .............................................................................................................................. 3
Instructions ........................................................................................................................................... 4
List of Metadata Elements ................................................................................................................. 5
Sample Records ................................................................................................................................... 6
Description of Metadata Elements ...................................................................................................... 8
  Title .................................................................................................................................................... 8
  Creator ............................................................................................................................................... 9
  Date .................................................................................................................................................. 10
  Special Note on Recording Postcard Dates ...................................................................................... 11
Description .......................................................................................................................................... 12
Subject ............................................................................................................................................... 13
Local Subject ...................................................................................................................................... 14
Contributors ....................................................................................................................................... 15
Publisher ............................................................................................................................................ 15
Language ............................................................................................................................................ 16
Community ......................................................................................................................................... 17
County ............................................................................................................................................... 17
State .................................................................................................................................................. 18
Type ................................................................................................................................................... 18
Format ................................................................................................................................................. 19
Medium .............................................................................................................................................. 20
Dimensions ....................................................................................................................................... 21
Submitter ............................................................................................................................................. 21
Introduction

The purpose of this style guide is to assist organizations participating in the InfoSoup Memory digitization project as they create metadata for their digital objects. It also serves to ensure consistency across the various collections in InfoSoup Memory and will result in a better experience for the users. Consistent and complete metadata also makes it more likely that your digital objects will be found, especially when the data is integrated with other online digital collections.

Browse the Infosoup Memory Project: http://memory.infosoup.org/
OWLS Contacts

For help with detailed metadata issues, including item description and choosing appropriate subject headings, contact:

**Anne Paterson**  
Catalog Librarian  
Phone: 920-832-6386  
Email: apaterso@mail.owls.lib.wi.us

For help with project planning and management, general scanning and metadata issues, or item approval and indexing, contact:

**Bradley Shipps**  
Continuing Education and Outreach Librarian  
Phone: 920-832-6368  
Email: bshipps@mail.owls.lib.wi.us

Outagamie Waupaca Library System  
225 North Oneida Street  
Appleton, Wisconsin 54911  
FAX: 920-832-6422  
[www.owlsweb.info](http://www.owlsweb.info)  
[www.infosoup.org](http://www.infosoup.org)

Acknowledgements

This guide is based on the Central New York Heritage Metadata Style Guide, which in turn was based on the Hudson River Valley Heritage metadata elements and the North Country Digital History Metadata Style Guide. Any misrepresentation of these sources or inaccuracies may be attributed to OWLS.
Instructions

Before you submit a complete collection, you must submit 2-10 metadata records to Bradley Shipps at OWLS for review. The number of records required depends on the size of the project and variety of objects. Contact Bradley for guidance.

- Before sending metadata to OWLS, be sure that all “Required” fields are filled in. If they are not, OWLS will return the metadata for completion.
- Do not use a field for anything other than for what it was intended. Cross-collection searching will break down if the use of a field varies from collection to collection.
- If you decide to use an optional field, then use that field in as many records as you can in your project. This consistency helps meet user expectations.
- Some fields will let you enter multiple values, but you must separate them with a semicolon and a space. Ex. "Buildings; Automobiles; Animals;"
- Using the vocabulary lists...
  o When a controlled vocabulary is assigned, you MUST select a value from that list.
  o If the value you want to enter is not found in the vocabulary list, contact OWLS to add it to the vocabulary list. Please note, however, that some vocabulary lists are fixed standards and thus should not be expanded.
  o Fields for which you might want to add entries to the vocabulary list include Medium and Language.
  o Vocabulary lists that are unique to your collection can be created to speed up data entry and ensure consistency. You might find it useful to have vocabulary lists for the following fields: Local Subjects, Rights, and Contact Information. Ask OWLS to create these for you.
- Throughout this guide, metadata examples are enclosed in quotation marks. These are used to distinguish specific examples from general instructions. Do not put quotation marks around submitted metadata.
- If you have any questions as you prepare your metadata, please contact OWLS for guidance.
## List of Metadata Elements

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Priority</th>
<th>Enforced Controlled Vocabulary</th>
<th>Recommended Controlled Vocabulary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creator</td>
<td>Required if available</td>
<td></td>
<td>Library of Congress Name Authority File (LCNAF)</td>
</tr>
<tr>
<td>Date</td>
<td>Required if available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>Required</td>
<td></td>
<td>Thesaurus of Graphic Materials (TGM)</td>
</tr>
<tr>
<td>Local subject</td>
<td>Optional</td>
<td></td>
<td>Local</td>
</tr>
<tr>
<td>Contributors</td>
<td>Optional</td>
<td></td>
<td>LCNAF</td>
</tr>
<tr>
<td>Publisher</td>
<td>Required if available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>Optional</td>
<td></td>
<td>Languages</td>
</tr>
<tr>
<td>Community</td>
<td>Required if available</td>
<td></td>
<td>Wisconsin Heritage Online (WHO) Communities</td>
</tr>
<tr>
<td>County</td>
<td>Required if available</td>
<td></td>
<td>WHO Counties</td>
</tr>
<tr>
<td>State</td>
<td>Required if available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Required</td>
<td></td>
<td>Dublin Core Metadata Initiative (DCMI) Type</td>
</tr>
<tr>
<td>Format</td>
<td>Required</td>
<td></td>
<td>Internet Medium Type (IMT)</td>
</tr>
<tr>
<td>Medium</td>
<td>Required</td>
<td></td>
<td>TGM</td>
</tr>
<tr>
<td>Dimensions</td>
<td>Optional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitter</td>
<td>Required</td>
<td></td>
<td>Local</td>
</tr>
<tr>
<td>Date digitized</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File name</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital collection</td>
<td>Required</td>
<td></td>
<td>Local</td>
</tr>
<tr>
<td>Subcollection</td>
<td>Optional</td>
<td></td>
<td>Local</td>
</tr>
<tr>
<td>Source</td>
<td>Recommended if applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rights</td>
<td>Required</td>
<td></td>
<td>Local</td>
</tr>
<tr>
<td>Contact</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hidden field</td>
<td>Optional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcript</td>
<td>Recommended if applicable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enforced Controlled Vocabulary** = a vocabulary displayed by CONTENTdm from which users choose values.

**Recommended Controlled Vocabulary** = a vocabulary (not displayed by CONTENTdm) from which users are advised to choose values.

**Local vocabulary** = a vocabulary set up for a collection to improve speed and consistency of data entry for fields with repetitious values.
**Title**  Industrial Kaukauna  
**Creator**  Bowman, Francis Favill, 1903-1939  
**Date**  1939  
**Description**  A thirty two (32) page booklet containing a brief outline of the development of the city of Kaukauna, including the first deed. The rest of the booklet briefly describes the services, schools, churches, recreational parks, and industry the City of Kaukauna had to offer in 1939.  
**Subject**  Industry; Commerce; Municipal services; Lumber industry  

| **Local subject** | Fox River (Columbia County-Brown County, Wis.); Kaukauna (Wis.)—History  
| **Contributors** | [This field left blank]  
| **Publisher** | [This field left blank]  
| **Language** | eng  
| **Community** | Kaukauna  
| **County** | Outagamie County  
| **State** | Wisconsin  
| **Type** | Still Image; Text  
| **Format** | image/jpeg  
| **Medium** | Books  
| **Dimensions** | 11" H x 8" W  
| **Submitter** | Kaukauna Public Library  
| **Digitization information** | [This field left blank]  
| **Date digitized** | 2010-07-18  
| **File name** | KPL-IH-010.jpg  
| **Digital collection** | Kaukauna Memory Project  
| **Source** | Industrial Kaukauna - Kaukauna, Wisconsin 1939; KPL-LH FILE 0055  
| **Rights** | This publication is in the public domain. There are no restrictions on the use of this digital resource.  
| **Contact** | http://www.kaukaunalibrary.org |
Description of Metadata Elements

Title

<table>
<thead>
<tr>
<th>Element</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The name given to the resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Typically, Title will be a name by which the resource is formally known.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- The title is a brief, descriptive phrase. The title may be transcribed from the resource itself (inscriptions on a photograph, captions on a postcard, title of a painting from a label, etc.). Frequently the items won't have titles, and you will have to supply one.
- It is recommended that supplied titles not be enclosed in brackets.
- When possible, omit initial articles at the beginning of a title (The, An, A, etc.).
- Capitalize only the first word of the title and proper nouns.
Creator

<table>
<thead>
<tr>
<th>Element</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator</td>
<td>An entity primarily responsible for making the content of the original resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Examples of Creator include a photographer, painter, author, or composer. Creator may be a person or an organization.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required if available</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Enter personal names in inverted form: Last Name, First Name, Middle Name or initial, (include birth and death dates if known). Ex. "Kirkland, Samuel M., 1741-1808" and "McGinnis, Thomas J., 1935- "
- If the creator is unknown, leave the field blank.
- Separate multiple creators with a semicolon and one space. Ex. “Smith, John A.; Doe, Jane M.”
- Always consult the Library of Congress Name Authority File (LCNAF) for the correct form of personal names, corporate names, and government agency names: [http://authorities.loc.gov](http://authorities.loc.gov) (help page available at: [http://authorities.loc.gov/help/name-auth.htm](http://authorities.loc.gov/help/name-auth.htm))
- If there is no entry in LCNAF, consult the Union List of Artist Names (Getty) for the correct form of artists’ names: [http://www.getty.edu/research/tools/vocabulary/ulan](http://www.getty.edu/research/tools/vocabulary/ulan)
- If there is no entry in the LCNAF or ULAN...
  - Construct the most complete form of the name that is known, even if the attribution on the original resource uses a shorter version.
  - In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods. (Example: Syracuse University. Department of Music)
- If a name is likely to be used again in this or future collections record the format you have used and use the same, complete format every time.
**Date**

<table>
<thead>
<tr>
<th>Element</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The creation date of the original resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Typically, this is a date associated with the creation or availability of the original resource.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required if available</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Dates should be entered in this format: YYYY-MM-DD. See the examples in the table below.
- If the Date of the original is not known, leave the field blank.
- Provide the date the work was created, the date it was published, or a reasonable estimate of the original date.
- If only an approximate date is known, place it in the Description field where qualifiers such as "ca.,” “before,” and “after” are allowed.
- If multiple dates are known for the work, you may enter them all in this field, separated by semicolons (e.g., "1805; 1925"), and explain any differences between them in the Description field (e.g., written in 1805 and published in 1925).

<table>
<thead>
<tr>
<th>Example</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1917-09-15</td>
<td>yyyy-mm-dd, exact date is known (= September 15, 1917)</td>
</tr>
<tr>
<td>1900-05</td>
<td>yyyy-mm, year and month are known (= May 1900)</td>
</tr>
<tr>
<td>1921</td>
<td>yyyy, only the year is known (= 1921)</td>
</tr>
<tr>
<td>1915-1917</td>
<td>yyyy-yyyy, a date range</td>
</tr>
<tr>
<td>1805; 1810</td>
<td>two dates associated with this resource.</td>
</tr>
</tbody>
</table>
Special Note on Recording Postcard Dates

<table>
<thead>
<tr>
<th>If my postcard has:</th>
<th>Record it as follows:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A date printed by the publisher</td>
<td>Record it in the <strong>Date</strong> field, using standard date format per the metadata style guide.</td>
<td>1916</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1908-12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1963-04-01</td>
</tr>
<tr>
<td>A postmark</td>
<td>Record it in the <strong>Description</strong> field, reproducing the date format as it appears on the card.</td>
<td>Has postmark Dec. 29, 1905.</td>
</tr>
<tr>
<td>A handwritten date</td>
<td>Record it in the <strong>Description</strong> field, reproducing the date format as it appears on the card.</td>
<td>The date May 1, 1908 is handwritten on the front.</td>
</tr>
<tr>
<td>A date printed by the publisher AND a postmark or handwritten date, or all three.</td>
<td>Record the printed date in the <strong>Date</strong> field.</td>
<td>1922</td>
</tr>
<tr>
<td></td>
<td>Record the postmark date and/or handwritten date in the <strong>Description</strong> field</td>
<td>Has postmark March 17, 1911. The year 1912 is handwritten on card.</td>
</tr>
<tr>
<td>Two different dates, both printed by the publisher.</td>
<td>Record both dates in the <strong>Date</strong> field.</td>
<td>1910; 1911</td>
</tr>
<tr>
<td>Perhaps there is a date printed in the caption on the front and a different copyright date printed on the back.</td>
<td>Explain why there are two dates in the <strong>Description</strong> field.</td>
<td>The caption on the front of the card indicates a date of 1910. The copyright statement on the back of the card says 1911.</td>
</tr>
</tbody>
</table>

If you are not uploading images of the backs of your postcards, but you are recording information from the back of a postcard in its metadata, indicate where the information came from. “Has postmark Dec. 29, 1905 on back.”
Description

<table>
<thead>
<tr>
<th>Element</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Notes on the content, physical appearance, or condition of the original resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Examples of Description include, but are not limited to: an abstract, table of contents, or statement about the resource that is not covered by any other field.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- A descriptive summary of the resource.
- An abstract or table of contents may be transcribed directly from the original resource.
- Captions or inscriptions that are not used in the Title field may be included in the Description field.
  Ex. "Caption on original reads: Children enjoying the annual ice cream social."
- Names of people depicted in a photograph may be listed here in any format (no need to use last name, first name format).
  Ex. “Front row: John Smith, Jane Doe…”
- Any secondary markings on a resource added by the owner, vendor, or librarian after the original object was created should be noted and transcribed in the Description field.
- Approximate dates or other date clarifications may be entered here.
- Keywords that are not in the Subject controlled vocabulary should be used in the description field.
- Examples
  - Typewritten letter on AAFS stationary from A. Piatt Andrew to Henry E.M. Suckley, dated July 20, 1916, regarding new section equipped by the New York Stock Exchange through efforts of H.E.M. Suckley’s uncle; Suckley’s services are desired as the leader of a section of the American Ambulance Field Service.
  - Diary of Christine Ladd-Franklin, Vassar College Class of 1869. Describes her experience as a Vassar student, the challenges of financing her education, and her early years of teaching before beginning her graduate work in mathematics.
  - House to the north of Council House across the road, apparently after a lacrosse game, ca. 1905. The photograph is damaged from being folded. Back row: John Smith, Mary Jones, Front row: Billy Bob Gilligan.
### Subject

<table>
<thead>
<tr>
<th>Element</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>A topic of the content of the resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Choose appropriate terms from a controlled vocabulary of subject headings to describe what the resource is about.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Subjects reflect what the content of the resource is **about** rather than what the resource is.
- Select Subjects from the Thesaurus for Graphic Materials (TGM) vocabulary. See page 27 of this document for more information and links to TGM resources.
- If an appropriate term cannot be found in TGM, enter keywords in the Description field or the Local Subject field.
- There is no recommended limit on the number of subject terms assigned in this field. Include as many as are necessary to characterize the resource.
- Separate terms with a semicolon and one space.
- Community, County, and State should be recorded in the fields designed for those purposes.
- Examples: “Clothing & dress; Farm life; Animal shelters; Indian encampments; Soldiers”
Local Subject

<table>
<thead>
<tr>
<th>Element</th>
<th>LOCAL SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>A topic of the content of the resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Choose appropriate terms from a locally developed controlled vocabulary of subject headings to describe what the resource is about.</td>
</tr>
<tr>
<td>Priority</td>
<td>Optional</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **Consult with OWLS before creating a local vocabulary.**
- If you find that the TGM subject terms do not adequately describe the topics included in your digital collection, you may wish to create a local controlled vocabulary.
- If your local history collections have already been indexed or otherwise organized, you might use this field to include the terms that were used to describe the physical collection.
- Local Subject terms might include standardized forms for the names of local businesses and organizations; local geographic terms that do not belong in the Community or County fields; synonyms for TGM terms that better reflect local usage (and are therefore more likely to be entered as search terms).
- It is important to document this list of terms so that it will be used consistently across all of your collections.

Examples:
- Charles A. Grignon Mansion
- Door County (Wis.)--Description and travel
- Fox River (Columbia County-Brown County, Wis.)
- Fox River Valley (Columbia County-Brown County, Wis.)
- Lawe Street Bridge
- Menominee Indians—History
- Paper mills--Wisconsin--History
- Thilmany Pulp & Paper Company
### Contributors

<table>
<thead>
<tr>
<th>Element</th>
<th>CONTRIBUTORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>A person or organization, other than the primary creator, who contributed to making the content of the original resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Examples of Contributor include an illustrator, translator, editor, or printer.</td>
</tr>
<tr>
<td>Priority</td>
<td>Optional</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Consult LCNAF (http://authorities.loc.gov) or ULAN (http://www.getty.edu/research/tools/vocabulary/ulan) for correct forms of names.
- To construct an entry, see the instructions under Creator above.

### Publisher

<table>
<thead>
<tr>
<th>Element</th>
<th>PUBLISHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>A person or organization responsible for making the original resource available.</td>
</tr>
<tr>
<td>Comment</td>
<td>Examples of Publisher include a person, organization, or service.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required if available</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Enter a Publisher if the original item was published and if you know the name of the publisher.
- The name of the publisher -- even if it is a person -- should appear in this field exactly as it appears on the piece.
- If the original item was never published or you do not know the name of the original publisher, leave the field blank.
Language

<table>
<thead>
<tr>
<th>Element</th>
<th>LANGUAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The language in which a work is expressed in writing or sound.</td>
</tr>
<tr>
<td>Comment</td>
<td>May be the languages of a written text or sound recording.</td>
</tr>
<tr>
<td>Priority</td>
<td>Optional</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Choose from the list of codes below. Contact OWLS if you need codes for additional languages.

<table>
<thead>
<tr>
<th>Language code</th>
<th>Represents</th>
</tr>
</thead>
<tbody>
<tr>
<td>dut</td>
<td>Dutch</td>
</tr>
<tr>
<td>eng</td>
<td>English</td>
</tr>
<tr>
<td>fre</td>
<td>French</td>
</tr>
<tr>
<td>ger</td>
<td>German</td>
</tr>
<tr>
<td>spa</td>
<td>Spanish</td>
</tr>
<tr>
<td>zxx</td>
<td>No language - may be used for objects with no text at all (optional).</td>
</tr>
</tbody>
</table>

- Note that the codes are all three lowercase letters.
- There is no need to use this field if there are no words associated with the content of the item, no captions, and no inscriptions, but if you want to use a code for such non-language resources, use “zxx.”
## Community

<table>
<thead>
<tr>
<th>Element</th>
<th>COMMUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Standardized name of the city, town, or village that is associated with the content of a resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Place depicted in a photograph, work of art, or as the subject of a text. Not the place of publication.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required if available</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Community names must be taken from a list of Wisconsin communities compiled by WHO.
- See the Metadata Resources Appendix at the end of this document for the current list.
- If your community’s name does not appear in the list, please contact OWLS.

## County

<table>
<thead>
<tr>
<th>Element</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Standardized name of the county that is associated with the content of a resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Place depicted in a photograph, work of art, or as the subject of a text.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required if available</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- County names must be taken from a list of Wisconsin counties compiled by WHO.
- See the Metadata Resources Appendix at the end of this document for the current list.
- The word “county” must be included in the field. Examples: “Outagamie County”, “Waupaca County”
State

<table>
<thead>
<tr>
<th>Element</th>
<th>Definition</th>
<th>Comment</th>
<th>Priority</th>
<th>Searchable</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE</td>
<td>State covered by the content of a resource.</td>
<td>Place depicted in a photograph, work of art, or as the subject of a text.</td>
<td>Required if available</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **Do not** abbreviate the name of the state.
- **Example:** “Wisconsin”

Type

<table>
<thead>
<tr>
<th>Element</th>
<th>TYPE</th>
<th>Definition</th>
<th>Comment</th>
<th>Priority</th>
<th>Searchable</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE</td>
<td>The nature or genre of the content of the original source.</td>
<td>Select from a controlled vocabulary of terms that characterize the manner in which the content of the resource is expressed. The enforced controlled vocabulary for this field is the DCMI Type vocabulary, which is provided in CONTENTdm.</td>
<td>Required</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

- Select "Still Image" for non-textual images such as photographs and picture postcards.
- If the image contains just text, select "Text."
- If the image is a photograph and also contains text (printed or handwritten), select both "Still Image" and "Text" separated by a semicolon and a space, "Still Image; Text".
- Moving Image (video), Sound, and Physical Object are not valid “Type” values because InfoSoup Memory Project is not accepting submissions of these kinds of resources at this time.
Format

<table>
<thead>
<tr>
<th>Element</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The internet media type used to encode the digital content of a resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Indicated by the file name extension, i.e. &quot;.jpg&quot; or &quot;.tif&quot;</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- The enforced controlled vocabulary for this field is IMT (Internet Medium Type).
- Choose the term that describes your files:
  - Use "image/tiff" for TIFF images
  - Use "image/jpeg" for JPEG images
  - Use "image/jp2" for JPEG2000 images
  - Use "application/pdf" for PDF files
- If the format of your object is not on the vocabulary list provided, ask OWLS to add the appropriate IMT term to the list.
### Medium

<table>
<thead>
<tr>
<th>Element</th>
<th>MEDIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Genre, format, and image process terms that describe the original object.</td>
</tr>
<tr>
<td><strong>Comment</strong></td>
<td>Choose appropriate terms from the Thesaurus for Graphic Materials (TGM).</td>
</tr>
<tr>
<td><strong>Priority</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Searchable</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Medium terms describe the *original* object.
- Medium terms reflect what the object *is* rather than what it is about.
- OWLS has selected terms from The Thesaurus for Graphic Materials (TGM) for the vocabulary list.
- If you need a term added to the list, please contact OWLS. These changes/additions will only be done on a limited basis.
  - Ex. There is no TGM term for "Finding aids" so if you want to use it you would need to ask OWLS to add it to the controlled vocabulary.
- Whenever possible, use as specific a term as you can find (for example, for a daguerreotype photograph, use "Daguerreotypes" rather than "Photographs"). You may use both terms if you wish.
- See the Metadata Resources Appendix at the end of this document for the current list.
Dimensions

<table>
<thead>
<tr>
<th>Element</th>
<th>Definition</th>
<th>Comment</th>
<th>Priority</th>
<th>Searchable</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS</td>
<td>Describes the physical characteristics of the original resource.</td>
<td>May include the size and extent of the physical item.</td>
<td>Optional</td>
<td>No</td>
</tr>
</tbody>
</table>

- Recommended: include the physical dimensions, size, or length of the original resource (height x width, height x width x depth, number of pages, duration of audio/video, etc). Examples:
  - 11" H x 8.5" W
  - 6.5" H x 9.5" W x 0.75" D; 24 pages

Submitter

<table>
<thead>
<tr>
<th>Element</th>
<th>SUBMITTER</th>
<th>Definition</th>
<th>Comment</th>
<th>Priority</th>
<th>Searchable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of the institution responsible for the digital collection and/or where the original item is physically located.</td>
<td>Include the full name or title of the institution</td>
<td>Required</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- The controlled vocabulary is provided to ensure that institution names are entered in the same format whenever they are used.
- If you enter the name incorrectly, CONTENTdm will display an error message.
- Examples: Appleton Public Library; Clintonville Public Library; Kaukauna Public Library
### Digitization Information

<table>
<thead>
<tr>
<th>Element</th>
<th>DIGITIZATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Notes on the digitization process that created this resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>May include specifics about the digital process or digital attributes of the resource. May include name of person or agency that performed the digitization.</td>
</tr>
<tr>
<td>Priority</td>
<td>Optional</td>
</tr>
<tr>
<td>Searchable</td>
<td>No</td>
</tr>
</tbody>
</table>

- Describe your scanning process and settings so that they can be duplicated in the future if necessary.
- Example: "Scanned paper photograph to a TIFF file at 600 ppi using an Epson V700 flatbed scanner by James Hooper. Straightened, cropped, and sharpened slightly in Photoshop Elements 7 to improve online appearance."

### Date Digitized

<table>
<thead>
<tr>
<th>Element</th>
<th>DATE DIGITIZED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Date digital file was created.</td>
</tr>
<tr>
<td>Comment</td>
<td>Enter the date in this format: YYYY-MM-DD.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>No</td>
</tr>
</tbody>
</table>

- Format as described in the Date field above.
  - 2010-06-15, yyyy-mm-dd, exact date
  - 2010-05, yyyy-mm, year and month
  - 2006, yyyy, only the year is known
- If you created your files over a period of days, the "Date Digitized" will vary. You might then choose to enter only the month and year into the project template in the Project Client.
### File Name

<table>
<thead>
<tr>
<th>Element</th>
<th>FILE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>An identifier code assigned to this resource that is unique within a given context.</td>
</tr>
<tr>
<td>Comment</td>
<td>Best practice is to identify the resource by means of a string or number conforming to a formal identification system.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>No</td>
</tr>
</tbody>
</table>

- Define your file naming convention before scanning.
- CONTENTdm uploads items by file name in ascending order. This is especially important when working with compound objects.
- Carefully consider how your file naming convention will affect future access to both the digital files and the physical collection by staff and patrons who were not involved in the digitization process.
- Local naming conventions are acceptable, however OWLS strongly recommends adapting the following three-part naming convention to your library’s and collection’s needs:
  1. Three-letter library code
  2. Project identifier: generally an abbreviation of the project title or name
  3. Item identifier: examples could include page numbers, call numbers, accession numbers, or scanning sequence numbers

  Example:
  KAU = Kaukauna Public Library
  IK = Industrial Kaukauna project
  001 = image number, may or may not correspond to page number

  Therefore, file name = KAU_IK_001.tif

- Consult with OWLS on the naming of files for compound objects.
Digital Collection

<table>
<thead>
<tr>
<th>Element</th>
<th>DIGITAL COLLECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Name of the digital collection in InfoSoup Memory Project of which this resource is a member</td>
</tr>
<tr>
<td>Comment</td>
<td>May be different from the name of physical collection. A single library might have subcollections in their digital collection.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Select the name of your collection from the vocabulary list provided.
- If it does not appear there, ask OWLS to add it to the list.
- Examples:
  - Appleton Memory Project
  - Clintonville Memory Project
  - Kaukauna Memory Project
- If you would like to set up a subcollection, contact OWLS.

Source

<table>
<thead>
<tr>
<th>Element</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Related resource of which the described resource is a version, edition, adaptation or direct reproduction. Or the source from which this digital resource was copied or excerpted.</td>
</tr>
<tr>
<td>Comment</td>
<td>Include the repository name, call number or accession number of the item that was digitized to create this digital resource.</td>
</tr>
<tr>
<td>Priority</td>
<td>Recommended if applicable</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- This field is used to record any information that will aid in locating the physical resource at the holding institution (location, call number, accession number, box and folder numbers, etc.).
- This field may be used to record the name of the physical collection from which the original resource is derived.
- Examples:
  - Liverpool Public Library, Rare Book Room, wp_lc06620.1917.04
  - Kaukauna Public Library, Local History Room, FILE 0055
  - Photograph scanned from page 5 of ISBN 1-59863-543-3
  - Detail scanned from large map, accession no. 002.3.44
### Rights

<table>
<thead>
<tr>
<th>Element</th>
<th>RIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Information about rights held in and over the resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>No</td>
</tr>
</tbody>
</table>

- The appropriate rights statement should be determined at the beginning of a project, before time is invested in scanning or creating metadata.
- Detailed copyright statements may be provided to make explicit the copyright status of the object or to express the conditions of use specified by the copyright owners.
- Please see the “InfoSoup Memory Project Guide for Contributors” for more information on clearing copyright.

### Contact

<table>
<thead>
<tr>
<th>Element</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Contact information for the holding institution.</td>
</tr>
<tr>
<td>Comment</td>
<td>This is the contact information that patrons will use for their inquiries about resources found on the InfoSoup Memory Project site. Should include all of the following: mailing address, phone number, email address and/or URL to the organization's Web site.</td>
</tr>
<tr>
<td>Priority</td>
<td>Required</td>
</tr>
<tr>
<td>Searchable</td>
<td>No</td>
</tr>
</tbody>
</table>

- Ex. “Clintonville Public Library, 75 Hemlock St., Clintonville, WI 54929, 715-823-4563, www.clintonvillelibrary.org”
### Hidden Field

<table>
<thead>
<tr>
<th>Element</th>
<th>HIDDEN FIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Information recorded by the contributing institution for internal use.</td>
</tr>
<tr>
<td>Comment</td>
<td>May contain information about the status of the metadata or further processing needed.</td>
</tr>
<tr>
<td>Priority</td>
<td>Optional</td>
</tr>
<tr>
<td>Searchable</td>
<td>No</td>
</tr>
</tbody>
</table>

Examples:
- Originally scanned at 200 dpi only. Should be rescanned at 600 dpi.
- The original was returned to the archives after scanning on Feb. 12, 2009 by John Carter.
- Metadata still needs to be checked by a cataloger.

### Transcript

<table>
<thead>
<tr>
<th>Element</th>
<th>TRANSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Transcript of the text of a resource.</td>
</tr>
<tr>
<td>Comment</td>
<td>The Transcripts field is indexed by CONTENTdm which facilitates full-text searching.</td>
</tr>
<tr>
<td>Priority</td>
<td>Highly recommended if applicable</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Use the Transcript field for text that was originally part of the item.
  - The message and address added on a postcard should be put into the Transcript field.
  - Do not use this field to record markings/text that were added later by an owner, library, or other (unknown) person. Ex. “Wisconsin Room Collection” handwritten at the top of a pamphlet.
  - Put such “added text” in the Description field.
- CONTENTdm does not support any formatting of the text files.
- Clarifying information may be included inside square brackets, [ ]
- There are several ways to extract a transcript from an image file and several ways to enter text into the Transcript field. Contact Bradley at OWLS to discuss your options.
Appendix: Metadata Resources

Standard Controlled Vocabularies Used in InfoSoup Memory Project

These are widely accepted controlled vocabularies that provide limited sets of carefully defined terms used for names or people, places and subjects.

**LCNAF** = Library of Congress Name Authority File
http://authorities.loc.gov/

**TGM** = The Thesaurus for Graphic Materials is a tool for indexing visual materials by subject and genre/format. The thesaurus includes more than 7,000 subject terms to index topic shown or reflected in pictures, and 650 genre/format terms to index types of photographs, prints, design drawings, ephemera and other categories. New terms are added regularly. TGM is searchable through the Prints and Photographs Online Collection (PPOC).
- Search: http://www.loc.gov/pictures/collection/tgm/
- Alphabetical List: http://www.loc.gov/pictures/collection/tgm/index/terms/

Standards-Based Vocabulary Lists

These are widely accepted sets of terms designed to provide consistency of data entry in specific domains of meaning.

- **Type** = Dublin Core Metadata Initiative (DCMI) Type
  http://www.dublincore.org/documents/dcmi-type-vocabulary/
- **Format** = Internet Media Types (IMT)
  http://www.iana.org/assignments/media-types/
- **Language** = ISO 639-2 Language Codes
Vocabulary List for MEDIUM Field

Abstract paintings  Night photographs
Abstract photographs  Oil paintings
Aerial photographs  Paintings
Albums  Pamphlets
Almanacs  Panoramic photographs
Ambrotypes  Periodicals
Architectural photographs  Photocopies
Blueprints  Photograph albums
Books  Photographs
Broadsides  Plats
Circulars  Portrait paintings
Clippings  Portrait photographs
Correspondence  Postcards
Daguerreotypes  Posters
Digital photographs  Publicity photographs
Documents  Registries
Drawings  Scrapbooks
Ephemera  Sketchbooks
Fashion photographs  Slides
Film stills  Snapshots
Fire insurance maps  Sound recording
Fliers  Stereographs
Glass negatives  Still life photographs
Group portraits  Telephone directories
Handbills  Timetables
Identification photographs  Topographic maps
Interviews  Video recording
Landscape paintings  Watercolors
Landscape photographs
Lantern slides
Leaflets
Maps
Memorial photographs
Mixed media
Negatives
Newspapers

Additional TGM terms can be added to this list upon request.
### WHO Communities Vocabulary List

<table>
<thead>
<tr>
<th>A</th>
<th>Abbotsford</th>
<th>Bellevue</th>
<th>Clintonville</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Abells Corners</td>
<td>Belmont</td>
<td>Colby</td>
</tr>
<tr>
<td></td>
<td>Abrams</td>
<td>Beloit</td>
<td>Columbus</td>
</tr>
<tr>
<td></td>
<td>Ackerville</td>
<td>Benton</td>
<td>Conover</td>
</tr>
<tr>
<td></td>
<td>Ada</td>
<td>Berlin</td>
<td>Corinth</td>
</tr>
<tr>
<td></td>
<td>Adams</td>
<td>Berry</td>
<td>Cornelia</td>
</tr>
<tr>
<td></td>
<td>Adams Beach</td>
<td>Bevent</td>
<td>Cottage Grove</td>
</tr>
<tr>
<td></td>
<td>Addison</td>
<td>Black Creek</td>
<td>Cross Plains</td>
</tr>
<tr>
<td></td>
<td>Adell</td>
<td>Black Earth</td>
<td>Cuba City</td>
</tr>
<tr>
<td></td>
<td>Adella Beach</td>
<td>Black River Falls</td>
<td>Cudahy</td>
</tr>
<tr>
<td></td>
<td>Advance</td>
<td>Bloom City</td>
<td>Cumberland</td>
</tr>
<tr>
<td></td>
<td>Aetna</td>
<td>Bloomer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Afton</td>
<td>Bloomimg Grove</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alaska</td>
<td>Bloomville</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Albany</td>
<td>Boaz</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Albertville</td>
<td>Bon</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Albion</td>
<td>Boscabel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alden</td>
<td>Bosstown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alderley</td>
<td>Bowen's Mill</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Algoma</td>
<td>Bradley</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allouez</td>
<td>Brighton</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alma</td>
<td>Bristol</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Altoona</td>
<td>Bradhead</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amery</td>
<td>Brokaw</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Antigo</td>
<td>Brookfield</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appleton</td>
<td>Brooklyn</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arcadia</td>
<td>Brule</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arena</td>
<td>Buchanan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Argyle</td>
<td>Buck Creek</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ash Ridge</td>
<td>Bundy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ash Ridge Village</td>
<td>Burke</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ashippun</td>
<td>Burlington</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ashland</td>
<td>Buzzardville</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ashley</td>
<td>Byrd's Creek</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ashwaubenon</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Athens</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aubrey Corners</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Augusta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Baileys Harbor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baldwin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Balmoral</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baraboo</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barnes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barron</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Basswood</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bayfield</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bayside</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bear Valley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beaver Dam</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Belgium</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Caledonia</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Callon</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cambria</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cambridge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campbellsport</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cassville</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cazenovia</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cedarburg</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Centerville</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chase</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cherokee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chilton</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chippewa Falls</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clayton</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleveland</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clifford</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinton</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Dale</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dancy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>De Pere</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deerfield</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DeForest</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delafield</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delavan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Denmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doering</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dog Hollow</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dudley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dunn</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Durand</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Eagle</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eagle Corners</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>East Troy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eau Claire</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edgar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elderon</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elk Mound</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elkhorn</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elm Grove</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Empire</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ephraim</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evansville</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excelsior</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Fairwater</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Farmington</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fennimore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fenwood</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ferryville</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fifield</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fitchburg</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Five Points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fond du Lac</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fontana</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fox Lake</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fox Point</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Francis Creek</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Franklin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fredonia</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Freedom</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fremont</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fulton</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Galloway</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gays Mills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Genesee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geneva</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Germantown</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gibraltar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gillett</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gillingham</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gilman</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glionder</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glenside</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glendale</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gotham</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grafton</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Chute</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Rapids</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Granite Heights</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grantsburg</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green Bay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greendale</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greenfield</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greenville</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Halder</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hales Corners</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hammond</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hancock</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Harrison</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hartford</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hartland</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hatley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hazel Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hayford Junction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Henrietta</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hewitt</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hiles</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hillsboro</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hobart</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hogarty</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Holland</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Holt</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Horicon</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Hortonville
Howard
Hub City
Hudson
Hustisford

I
Independence
Iola
Irma
Ithaca

J
Jackson
Janesville
Jefferson
Jim Town
Johnson Creek
Juneau

K
Kalinke
Kaukauna
Kelly
Kendall
Kenosha
Keyesville
Kickapoo
Kildare
Kimberly
Knowlton

L
La Crosse
La Valle
Lac du Flambeau
Lake Geneva
Lake Mills
Lake Tomahawk
Lakewood
Lancaster
Ledgeview
Liberty
Liberty Grove
Linn
Lisbon
Little Chicago
Little Chute
Little Eau Claire
Little Rose
Little Wolf
Lodi
Lone Rock
Loyd
Luxemburg

M
Madison
Manawa
Manitowish Waters
Manitowoc
Marathon
March Rapids
Marinette
Marion
Marshall
Marshfield
Mason
Mauston
Mayville
Mazomanie
McCord
McFarland
Medford
Menasha
Menomonie Falls
Menomonie
Mequon
Merrill
Merrimac
Merton
Middleton
Milan
Milton
Milwaukee
Mineral Point
Minocqua
Minong
Mondovi
Monona
Moon
Morrison
Mosinee
Mount Horeb
Mount Pleasant
Mount View
Mukwonago
Muscooda
Muskego

N
Nashotah
Naugart
Navarino
Neenah
Neillsville
Neptune
New Berlin
New Glarus
New Holstein
New Lisbon
New London
New Richmond
Newbold
Newburg
NORIE
North Fond du Lac
North Prairie
Norway
Nutterville

O
Oak Creek
Oconomowoc
Oconomowoc Lake
Oconto Falls
Omro
Onalaska
Oostburg
Oregon
Orfordville
Orion
Oshkosh
Ottawa

P
Peplin
Perry
Peshtigo
Pewaukee
Phillips
Pine River
Plain
Pleasant Prairie
Pleasant Springs
Plover
Plymouth
Polk
Poniatowski
Port Andrew
Port Edwards
Port Washington
Portage
Prairie Du Chien
Prairie du Sac
Prentice
Prescott
Princeton
Racine
Randolph
Rangeline
Readstown
Redgranite
Reedsburg
Rhineland
Rib Falls
Rib Mountain
Rice Lake
Richfield
Richland Center
Richland City
Richmond
Ringle
Rio
Ripon
River Falls
Riverview
Roberts
Rochester
Rockbridge
Rocky Corners
Rome
Rothschild
Round Lake
Rozellville
Rudolph

S
Sabin
Salem
Sampson
Sand Lake
Sand Prairie
South
Scandinavia
Scott
Sevastopol
Sextonville
Seymour
Sharon
Sheboygan
Shelby
Sheridan
Sherwood
Shiocton
Shorewood
Shorewood Hills
Shullsburg
Silver Lake
Sister Bay
South Milwaukee
Sparta
Spiderlake
Spooner
Spring Green
Springdale
Springfield
St. Francis
St. Joseph
St. Nazianz
Stella
Stephenson
Stevens Point
Stockton
Stoughton
Sturgeon Bay
Sturtevant
Suamico
Sun Prairie
<table>
<thead>
<tr>
<th>Superiors</th>
<th>Sussex</th>
<th>Sylvan</th>
<th>Syresville</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>T</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tavera</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thiensville</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three Lakes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tigerton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trego</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trempealeau</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trenton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turtle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turtle Lake</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twin Bluffs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twin Lakes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Rivers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>U</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>V</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vernon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verona</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vienna</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viola</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viroqua</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>W</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wales</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walworth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wausau</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washburn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterford</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterloo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watertown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waukesha</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waunakee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waupaca</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waupun</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wausau</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wausau Junction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wautoma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wauwatosa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wayne</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webster</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wescott</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Allis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Bend</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Kraft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Lima</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Salem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weston</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weyauwega</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whitefish Bay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whitewater</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whiting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wien</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Williams Bay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wind Point</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windsor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winneconne</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wisconsin Dells</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wisconsin Rapids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodstock</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrightstown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wuertsburg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Y</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>York</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yuba</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Z</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zion City</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WHO Counties Vocabulary List

A
Adams County
Ashland County

B
Barron County
Bayfield County
Brown County
Buffalo County
Burnett County

C
Calumet County
Chippewa County
Clark County
Columbia County
Crawford County

D
Dane County
Dodge County
Door County
Douglas County
Dunn County

E
Eau Claire County

F
Florence County
Fond du Lac County
Forest County

G
Grant County
Green County
Green Lake County

I
Iowa County
Iron County

J
Jackson County
Jefferson County
Juneau County

K
Kenosha County
Kewaunee County

L
La Crosse County
Lafayette County
Langlade County
Lincoln County

M
Manitowoc County
Marathon County
Marinette County
Marquette County
Menominee County
Milwaukee County
Monroe County

O
Oconto County
Oneida County
Outagamie County
Ozaukee County

P
Pepin County
Pierce County
Polk County
Portage County
Price County

R
Racine County
Richland County
Rock County
Rusk County

S
Sauk County
Sawyer County
Shawano County
Sheboygan County
St. Croix County

T
Taylor County
Trempealeau County

V
Vernon County
Vilas County

W
Walworth County
Washburn County
Washington County
Waukesha County
Waupaca County
Waushara County
Winnebago County
Wood County