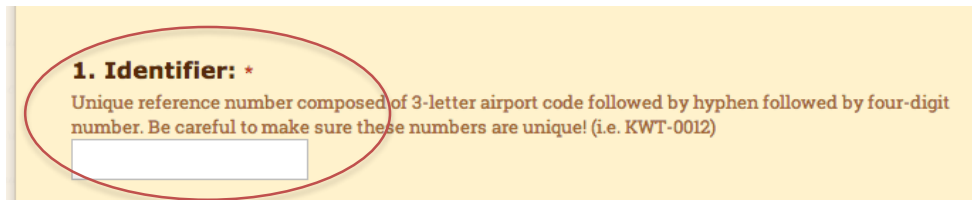


Guide to assigning identifiers.

Unique items like note books, maps, packets of letters, items in a folder, boxes of photographs usually get just one identifier and then the contents are listed in the description. This saves time and if the description is good then the items will be discoverable. If there are hundreds of photos there is probably no need to catalog each one. However if a LHR wanted to catalog photos separately because they were really interesting and unique and there were only a few of them, that would be fine. If items clearly come from different people or very different times then cataloging them separately makes better sense.

There is definitely no problem if they are lumped together in one identifier and no problem if they are separated, in the end, the digital files are fine. So don't worry too much.



We're going to break this guide down into:

- I. Texts (books, notebooks, paper documents, birth certificates...)
- II. Photos (polaroid's, glossy/matte, daguerreotypes, card stock)
- III. Non paper: any physical object, including audio/visual materials

I. TEXTS

- For text materials you may find, first sort through the items, and decide if there are any duplicates, drafts, or if they are at all related.
- If they are drafts or related, you can use one identifier, identifying the subsequent items with 01, 02, 02 etc. etc. OR if you have already begun using a, b, c, for this purpose, continue to do so. You will do this in the description box.
- If the text materials you find are separate, unrelated materials, you can give them each their own identifier. [EEK-0090; EEK-0091; EEK0092]

1. Identifier: *

Unique reference number composed of 3-letter airport code followed by hyphen followed by four-digit number. Be careful to make sure these numbers are unique! (i.e. KWT-0012)

EEK-0090

2. Title: *

The title of the resource (e.g., book title). If no title is listed on the resource, please assign a short descriptive title and place it in square brackets to indicate that you are assigning the title (e.g., [Elena Charles talking about sewing])

Cup'ig Eskimo Dictionary

3. Description: *

A text description of the material. This can be as long as necessary to describe the resource. What material is it?

Book: Cup'ig is a Yup'ik Eskimo dialect spoken in Mekoryuk on Nunivak Island. Howard and Muriel Amos researched the 535 page dictionary by interviewing elders including: Walter Amos, Nona Amos, George Williams, Mildred Whitman, Nan Kiokun, Richard Davis, Irene Davis, Dorothy Kiokun, Prudy Olrun. Steven Jacobson edited the work to regularize the spelling, edit english phrases and format. 535 pp.

II. PHOTOS

- For photos you may find, first sort through them, and decide if they are at all related. Should they remain as a collection? (appearing together in the same Google Form entry). Are any of the photos a rare find, or very important to your community? Are the photos all taken by the same person (creator)?
- If they are related, you can use one identifier, identifying the subsequent items with 01, 02, 02 etc. etc. OR if you have already begun using a, b, c, for this purpose, continue to do so. You will do this in the description box.
- If the photos you find are separate and unrelated, you can give them each their own identifier. [EEK-009023; EEK-0024; EEK0025]

1. Identifier: *

Unique reference number composed of 3-letter airport code followed by hyphen followed by four-digit number. Be careful to make sure these numbers are unique! (i.e. KWT-0012)

EEK-0023

2. Title: *

The title of the resource (e.g., book title). If no title is listed on the resource, please assign a short descriptive title and place it in square brackets to indicate that you are assigning the title (e.g., [Elena Charles talking about sewing])

Photographs of landscapes and local vegetation.

3. Description: *

A text description of the material. This can be as long as necessary to describe the resource. What material is it?

EEK-0023a Photo of Eek River, likely 1970's.
EEK-0023b Photo of berries and wild plants in bloom. Black and white. 1950 written on photo.
EEK-0023c Photo of three small bushes at sunset, likely 1970's.

III. NON-PAPER

- For non-paper items you may find, such as cassette tapes, a parka, a mask etc. etc., first sort through them, and decide if they are at all related.
- You will not be digitizing any audio-visual materials, but they will all need to get identifiers, and entered into the Google Form, so that when they are digitized, the digital file will have metadata (metadata: descriptive information about the item) to associate with it.
- If they are related, you can use one identifier, identifying the subsequent items with 01, 02, 02 etc. etc. OR if you have already begun using a, b, c, for this purpose, continue to do so. You will do this in the description box.

- If the non-paper items you find are separate and unrelated, you can give them each their own identifier.