

**The Survey of California and Other Indian Languages
Collection-level metadata form**

This form collects information about an accession as a whole. Details about individual resources that comprise an accession should be recorded in an item-level metadata list, following the format in Section 4.

1. Depositor

Name: _____

Address: _____

E-mail: _____

Affiliation: _____

2. Description of the material

Title (devise a title that conveys the contents of the accession as a whole, e.g. "Kashaya field notes"):

Date material was created (approximate if exact dates are unknown, e.g. 1960s):

Location material was created (include location(s) of field work):

Researcher (if other than Depositor):

Consultant(s):

Elicitation Language:

Language(s) documented (include ISO-639 code, if known, and specific dialect or variety information, if relevant):

Linguistic type (check all that apply):

field notes _____
sound recording _____
video recording _____
language description _____
narrative text _____
song _____
lexicon or word list _____

Description of the material (describe in a few sentences the content and research interest of the material as well as a brief indication of the research project that resulted in the creation of the material):

3. Consultant Information (repeat for each consultant)

Name: _____

Date of Birth: _____

Sex: _____

Tribal Affiliation: _____

Residence (city, village, etc.): _____

Language(s): _____

4. Item-level information

For each item (audio recording, notebook, group of notes, set of photographs) provide the following information. A sample spreadsheet is available.

Identifier (e.g. Notebook 1, Recording 020)

Title (e.g. Arapaho field notebook, Havasupai horse song)

Format (e.g. 1 notebook; .wav file; 1 audio cassette)

Extent (e.g. circa 100 pages; 254 Mb; 34 minutes)

Date (date created, e.g. 1967, 1960s, 2001-2002)

Language(s) (include ISO-639 codes if known, e.g. Arapaho [arp])

Contributor(s) (name each person responsible for some contribution to the resource, and designate a role for each person. Possible roles are: annotator, author, compiler, consultant, data inputter, depositor, developer, editor, illustrator, interpreter, interviewer, participant, performer, photographer, recorder, researcher, research participant, responder, signer, singer, speaker, sponsor, transcriber, translator)

Description (one or more sentences that convey the contents and research importance of the material)