Setting a Course:
Using Google Forms for Navigating Metadata for Digital Projects

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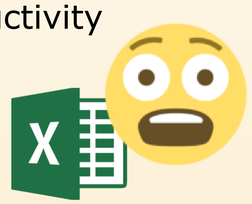
Abstract

Working with faculty and staff to create digital projects requires a complex group of skills and activities. Potential collaborators often jump to the end vision without fully grasping the need for proper description & metadata. Using Google Forms & Sheets is perceived as neutral and less frightening than working in a repository platform or using other proprietary productivity software.



Goals

- Metadata without fear
- Improve chances of project completion
- Find a common vocabulary for metadata and preservation requirements
- Streamline process of metadata creation to facilitate student, staff, and faculty collaboration

References

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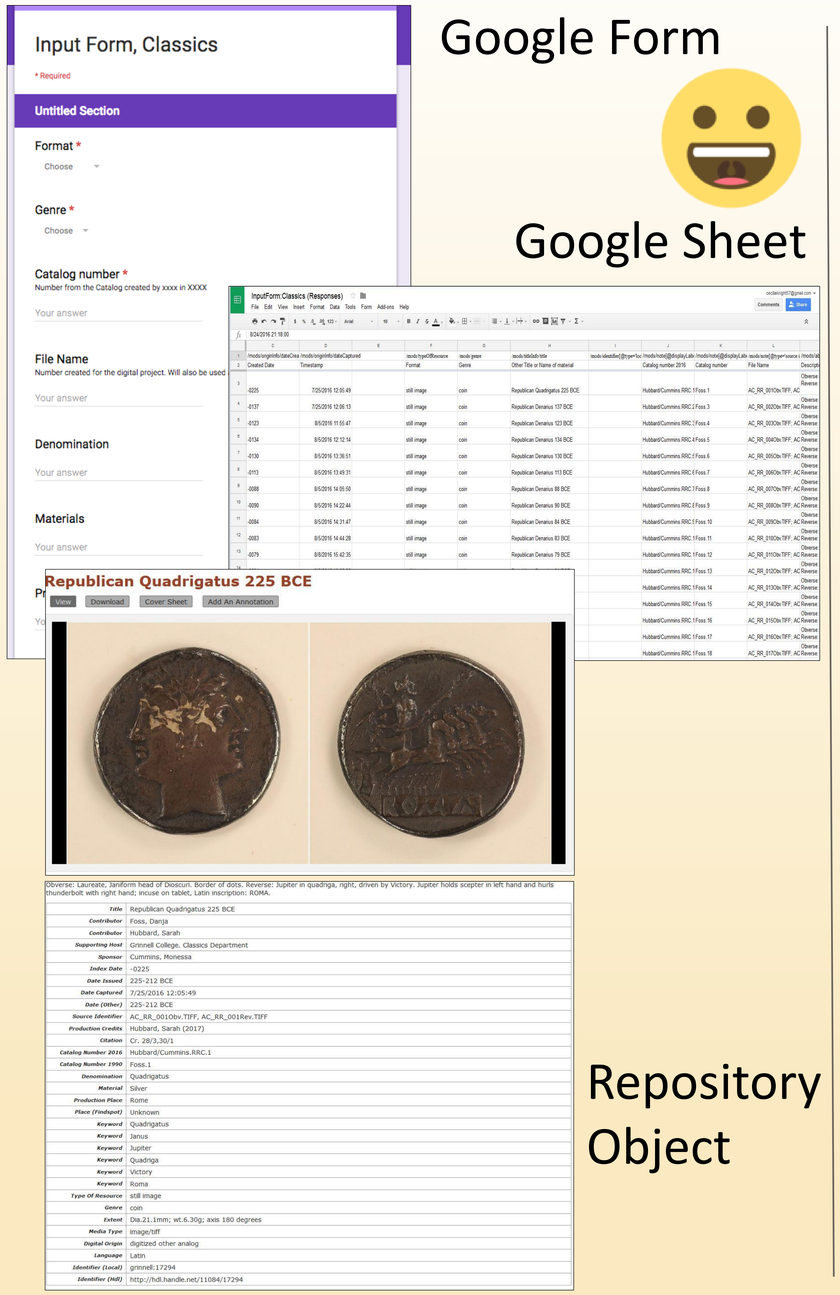

The Process

- Establish necessary metadata
- Decide on controlled vocabulary
- Map the agreed upon vocabulary to metadata elements
- Create Google Form, which in turn populates a Google Sheet

Case Study: Ancient Coins

Who: Classics faculty member, student assistant, and metadata librarian
What: A physical collection of Roman Coins (225 BCE to 383 CE)
Project: Digital image archive with extensive custom metadata

- Class use comparing digital and physical
- Exhibits created by students
- Share with the world

Metadata

- Possible to use collection in multiple platforms:
  - Digital Repository
  - Omeka
  - WordPress site
  - Publications
- Enter the scholarly conversation
  - British Museum. Roman Republican Coins in the British Museum. (online)