**Metadata Collection Form**

Equipment Used to Digitize:

Photographer/Creator (if known):

Type of Item (photo/document/map/etc.):

Original Date of Item:

Individuals Depicted (if applicable):

Landmarks Depicted (if applicable):

Event Depicted (if applicable):

General Description of Item (if needed):

Special Notes (if needed):

**Item ID­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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