

## Cataloging 101 worksheet

### For a GOOD record

Unique ID/Identifier/Call No.:

Creator (if known):

Title:

Date:

Extent:

Description:

Location (if not already implied by Call No.):

### For a BETTER record (optional elements)

Administrative/Biographical History (becomes the first part of the description in a Dublin Core record):

Access points:

Contributors

Subjects

Medium (Dublin Core includes in subjects)

Publisher (if relevant)

Source

Identifier (how might you formulate a unique identifier for the digital file created from this item?)

Language

Relation

Rights