**Collection Information Templates 2024**

**New York Heritage Collection Information.** Your NYH landing page contains several fields to give users information about your organization and collection. The fields and their requirements are listed below. Asterisked fields are required. Others are optional depending on your type of collection.

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| **New York Heritage Collection Information Template** | |
| **Attribute** | **Your Collection Information** |
| **\*Collection** **Title:** name of your collection. Must be the same as the “Digital Collection” field in your metadata: |  |
| **\*Collection ID:** an ID to differentiate your collection from others. This will be assigned. |  |
| **\*Abstract:** a short description of the collection. Appears when browsing collections. |  |
| **Topic Areas:** A list of NYH topic areas that can be applied to your collection. A full list is found in the Metadata Dictionary |  |
| **Collection Type**: what sort of items are contained in the collection? Full list in Metadata Dictionary |  |
| **Dates of Original:** the dates or date range of the collection materials |  |
| **Creator Attribution:** Who created the works within the collection, or compiled the collection |  |
| **Publisher of Digital:** if published digitally, the entity that published it |  |
| **Finding Aid URL:** A web address for any finding aids that refer to your collection |  |
| **Historical Context:** short paragraph about the context of your collection |  |
| **Scope:** What the collection contains |  |
| **Content Source:** Where was it compiled from? |  |
| **Special Content:** any special or unique things that you wish to highlight about the collection |  |

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| **Institutional Landing Page Template** | |
| **\*Organization Name:** Name of your organization, library, or location |  |
| **\*About:** short paragraph describing your organization |  |
| **\*Address:** street address and coordinates of organization location |  |
| **\*Website:** web address of organization |  |
| **\*Contact Person:** Who should be contacted if further research or information from the collection is desired. Can include name, email, and phone contacts. |  |