

File Name	Identifying Description	Title	Resource Type	Caption
<p>This should be a uniquely named file with the correct file extension. List the objects in the order that they will display in the work.</p> <p>Please use alphanumerics and underscores only (please do not include periods); do not use symbols or diacritics.</p>	<p>A quick, descriptive title for internal purposes that will make clear what the image is.</p> <p>Example: the green frog among the red flowers.</p> <p>For internal use during editing, design, and production, not for use in the final project.</p>	<p>The title of the object. A name given to the resource. Examples: title of a painting, photo, video.</p> <p>This title will frequently be seen in the context of the work and other metadata (dates, creator) associated with this object, and should be appropriately brief, typically no more than 50 characters.</p> <p>Some examples: --<i>Kapellmeister Kreisler in Insanity</i>, drawing --Costume design for the Kapellmeister/Pianist in <i>Columbine's Veil</i> --Map of Maine's Moosehead Lake --Shooting the Rapids</p>	<p>The type of resource the asset is.</p> <p>For example: image, dataset, video, audio, text, 3D model, table, etc.</p> <p>Please select from among the terms in the drop-down list.</p>	<p>A short explanation or description of the object as it will appear in the book.</p>

Fulcrum requires

Alternative Text	Copyright Holder	Copyright Status	Rights Granted	Rights Granted - Creative	Permissions Expiration Date
<p>This is alternative text describing resources (especially images or video) for visually impaired users. This should be a short, clear description of the content of the resource.</p> <p>For example: A watercolor painting of two people paddling through rapids in a birch bark canoe.</p>	<p>This is the copyright holder; NB this may be different from what appears in the credit line.</p>	<p>Public domain, considered fair use, under copyright, or copyright status unknown.</p>	<p>Indicate the rights granted for use.</p> <p>For example: --Exclusive, World-wide, perpetual --Non-exclusive, North America, term-limited</p> <p>If a Creative Commons license has been obtained for this digital asset, fill out the Rights Granted - Creative Commons column.</p>	<p>If a Creative Commons license has been obtained, please indicate the license.</p>	<p>Indicate the permissions expiration date of the digital asset (YYYY-MM-DD).</p>

Credit Line	Holding Contact	Primary Creator Last Name	Primary Creator First Name	Additional Creator(s)	Section
<p>If the copyright holder granting permission to use the digital asset on the platform requires a specific credit line to be used on the platform, please include that credit line here.</p>	<p>This column should be used to enter the Holding Contact of the object itself, rather than the file being used to illustrate the book.</p> <p>For example: While the Copyright Holder, License, and Credit Line refer to the digital asset being used in editing, design, production, and Fulcrum, e.g. a photograph of a painting, the holding information about the painting itself, e.g. the museum where it resides, can be entered here.</p>	<p>An entity primarily responsible for making the content of the illustration file, not the digital asset itself.</p> <p>Examples: Author/authors, artists, photographers, institutional authors or producers, such as a university or federal agency.</p> <p>Other possibilities: Unknown, anonymous.</p>	<p>The first name of the primary creator.</p>	<p>Last name, first name, separated by a semi-colon.</p> <p>For example: Smith, Jane; Jones, Michael</p> <p>You may also include the role of this creator in parentheses after the name.</p> <p>For example: Smith, Jane (Director); Jones, Michael (Set Designer)</p>	<p>Placement within the book. E.g. Chapter 7 or Preface.</p> <p>If the section title is known, please include it. E.g. Chapter 7: Pens and Paperclips.</p> <p>If asset can be related to more than one section, create another row for the asset indicating that section.</p>

Language	Transcript	Translation	Comments
<p>The language of the resource. Examples: English, Russian, Spanish, et al. For multiple languages, separate with semicolons.</p>	<p>If there is a transcript of the digital asset, for example, a transcript for an audio interview, make the transcript its own file, put the file name here, and include the file with the rest of the digital assets for this metadata template.</p>	<p>If there is a translation of the object, for example, an English translation of text that appears on the object, make the translation its own file, put the file name here, and include the file with the rest of the digital assets for this metadata template.</p>	<p>Include any additional information about the image. For example, does the digital asset need to be cropped, was the digital asset created in a particular way.</p>