

Directions for Adding Dogs to the Collection. There are five categories now and the directions for all are below. When filling out the fields with information on your furry friend, please use semicolons to separate terms and sentences in the free text fields. You might want to keep this document open and toggle between this document and the url. If you run into problems uploading your file, you might want to try downsizing your image (hint: a photograph over 2MB is too big. To downsize, use the software that comes with your camera or a program like <http://www.flipmyphotos.com/>). Thanks much!
<http://content.mpl.org/cgi-bin/admin/add.exe?CISODB=Wldogs>

user name: **addadog** password: **canine**

Wisconsin Dogs	Dogs Read	Dogs and their Animal Families	Dogs in Memoriam	Dog Fellows
All living dogs except those in the Dog Fellows category need to be added to this collection first. Please fill out all of the appropriate fields. These photos should be only of your dog.	Take a photograph of your dog or dogs reading their favorite books! Add one photo of each dog plus a group photo. Librarians and library workers <i>may</i> (and are encouraged to) appear in these pictures. You will not need to fill in fields from <i>Dogs Alternative Names</i> through <i>Source of Dog</i> . You can also skip <i>Other Animals in Family</i> , <i>Dogs Hobbies</i> and <i>Dogs Story</i>	Add photos of your dog with other pets you have. Please fill in the first five fields under <i>Add metadata</i> as well as <i>Region of State</i> , <i>Collection Name</i> and <i>Date</i>	Add a photograph of a dog who used to share your life. Please fill in the first four fields under <i>Add metadata</i> , as well as <i>gender</i> , <i>dogs birth year</i> , <i>year of death</i> , <i>hobbies</i> , <i>story</i> , <i>collection name</i> , and <i>date</i> .	This is a loose category. Tell a good story to get your dog included. <i>Dogs Story</i> should be your <i>and</i> your dogs story. Fill in all fields. You may also add your dog to the Dogs Read category.

Add item

Add items to the pending queue where they must be reviewed and approved before they are added to the collection. Use the Acquisition Station to import full resolution items and items with transcripts.

Annotations:

- File Upload:** A callout box with a dog image says "Browse your files for a jpeg (.jpg) file." pointing to the "Browse..." button.
- Metadata Fields:** A large callout box states: "All of these fields have controlled vocabularies. Please browse the controlled vocabulary before adding a new term. If you choose more than one term, separate the terms with a semicolon. In some cases (such as with size), it might be easiest to just cut and paste from the controlled vocabulary." It lists an example: "Even Larger (121 pounds and over), Extra Large (91-120 pounds), Extra Small (under 10 pounds), Large (60-90 pounds), Medium (21-59 pounds), Small (10-20 pounds)".
- Category Selection:** A callout box says "Choose one of these categories." with a list: "Dog Fellows, Dogs and their Animal Families, Dogs in Memoriam, Dogs Read, Wisconsin Dogs".
- Date Entry:** A callout box says "For date entered, please enter the month and year for example: October 2008".
- Email Address:** A callout box says "Please enter your email address. This information is not publicly displayed and if we have any questions, we'll be able to contact you." pointing to the "Email address" field.
- Thumbnail:** A callout box says "You do not need to fill in the Filename and Permissions box. Also let CONTENTdm generate your thumbnail." pointing to the "Filename" and "Permissions" fields.

Form Fields (Visible):

- Add an item:** (selected), (with arrow)
- Add a URL:**
- Add metadata:**
 - Name:
 - Breed: (controlled vocabulary)
 - Library Employees Name:
 - Name of Library: (controlled vocabulary)
 - Type of Library: (controlled vocabulary)
 - Type of Librarian: (controlled vocabulary)
 - Dogs Alternate Names:
 - Gender of Dog: (controlled vocabulary)
 - Size: (controlled vocabulary)
 - Dogs Birth Year:
 - Year of Dogs Death:
 - Source of Dog: (controlled vocabulary)
 - Region of State: (controlled vocabulary)
 - Other Animals in Family:
 - Dogs Favorite Book:
 - Dogs Hobbies:
 - Dogs Story:
 - Category Name: (controlled vocabulary)
 - Date Entered:
 - Email address:
 - Filename:
 - Permissions: (edit)
- Select thumbnail:**
 - Use CONTENTdm thumbnail. Thumbnails are generated automatically for JPEG, GIF, and TIFF files. Other file types use default thumbnails.
 - Use custom thumbnail