

DESCRIBING YOUR RECORDS WITH VITA

Make your VITA records easy for users to find and understand!

Title

Create a short formal title that describes your record clearly



Saint Paul's Elementary School
Sports Day 1968



Avoid identifiers that might not make sense to your users, like item or accession numbers



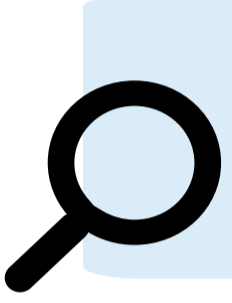
14795.321-24



Tip! You can go back and edit your title at any point

Use VITA's thesaurus to search for subject terms that describe the content of the item

Subject

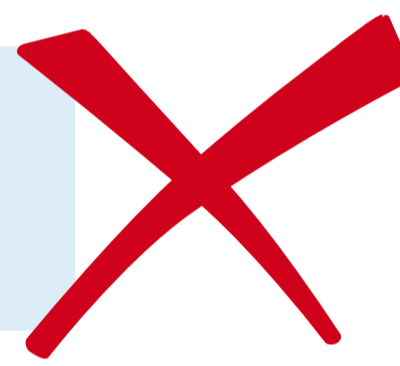


Elementary schools - use **Schools**
Track and field - use **Field athletics**



Avoid creating overly specific subject terms or using terms that might work better in other fields

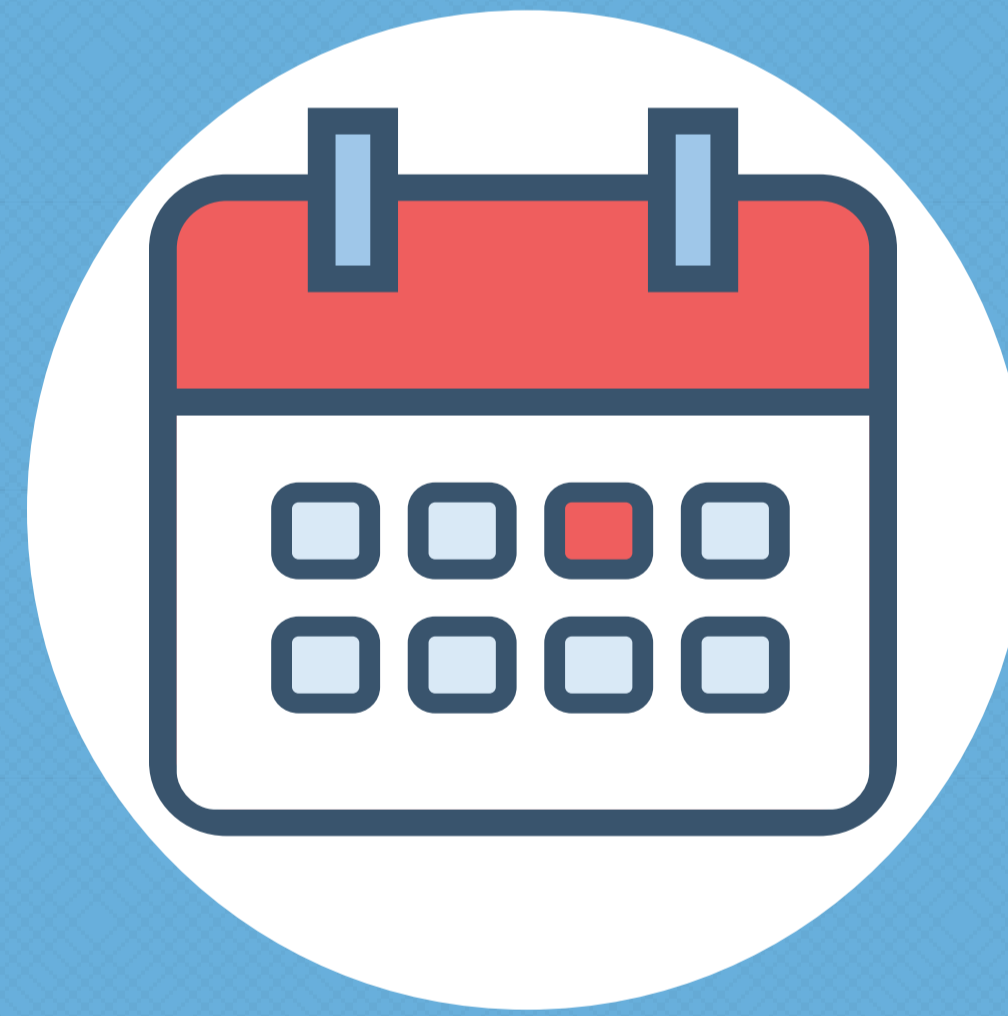
? Saint Paul's Elementary School
Sports Day 1968



Tip! Authorized subject terms will give your users better search results

Date

The "Date of Original" field is for the date that the item was made or created



A newspaper retrospective about a 1968 Sports Day, written in 1978
Date of Original: June 1978



Avoid using the date the event happened here if it is different from the creation date



A newspaper retrospective about a 1968 Sports Day, written in 1978
Date of Original: June 1968



Tip! Use the "Date of Event Depicted/ Described" field to capture the date your item is about

The Creator of an item is the person who made it

Names



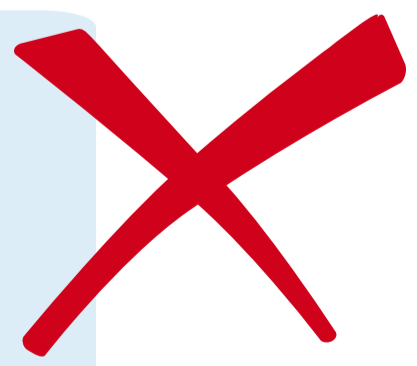
Sam Smith took a photo of Jill Jones at a Sports Day event
Creator: Smith, Sam
Personal Names: Jones, Jill



The "Personal Names" field should be used to capture anyone else associated with an item



Sam Smith took a photo of Jill Jones at a Sports Day event
Creator: Jones, Jill



Tip! If you're listing several names in the personal names field, separate them with a semi-colon