Great Lakes Culture Keepers Traveling Exhibit
Guidelines for Uploading Exhibit Submissions to Mukurtu

1) Digitize original items

Recommended formats and resolutions for access copies:

Audio	mp3
File	pdf, doc, docx, ppt, pptx, txt
Image	jpeg (150-200ppi; 600 pixels on long side)

2) Upload digital files to media library

a) Go to http://greatlakesculturekeepers.org/atom/add

b) Choose the type of item you want to add:

Audio: Music, spoken word or other sound recordings.
File: Book, article or other text-based documents.
Image: Photographs and other image files.
Video: *Because video files are very large, let us know before uploading any video!*

c) Click and drag the file you want to add from a folder on your computer into the box, or choose "Add files" to search or browse for files on your computer.

d) Click "Start upload." After the file has uploaded, click "Continue."

e) On the next screen, add a title for the file here, preferably the same title that you will use for the final digital heritage item, so that you can find it in the media library later. *Note: There are many other fields here, but you just need to add the title.*

f) Scroll down and click "Finish." The digital file should now be in the media library.

3) Create Digital Heritage Items

To start creating a Digital Heritage item, go to http://greatlakesculturekeepers.org/node/add/digital-heritage or click on "+ Digital Heritage." Use the tabs to navigate to each metadata section. When you're finished, be sure to choose Save!

Recommended Metadata Elements

Title	A short, descriptive title for the item.
Media Assets	Drag and drop one or more digital files here from the media library tab at the right.
Community	Click the "Select a community" box and choose **Culture Keepers**.
Protocol	Protocols define who is able to view the item online. Click the box and choose the **Exhibit Submissions** protocol and the **Culture Keepers Only** protocol.
Item Sharing Settings	Choose "This item may be shared with members of ANY protocol listed."
Category	The exhibition subtheme(s) associated with the item. • Colonization • Community Healing/7th Generation • Land/Environment • Language/Culture
Creator	The person, people, organization or tribal community primarily responsible for making an item -- who took the photograph, made the artifact, or wrote the document.
Contributor	Name of the library, archive, or museum submitting the item.
Original Date	When was the item created? Provide a specific year or, if only an approximate date is known, provide a range (YYYY-YYYY).
Cultural Narrative	Please explain the importance of your submission and why you chose it. From our conversations at Mille Lacs, how does this represent the living part—the energy—of your community? How does it tell the story that "We Are Still Here"? The Cultural Narrative will be used to determine your submission's place within the broader exhibition narrative.
Description	This is the primary field for describing the item's physical characteristics, such as dimensions and materials, as well as its content – for instance, what is depicted in an image or what a document is about.