

Do Your Exhibit Items Have Geo Metadata? How To Enable Map Features

Check Your Metadata

- Does your descriptive metadata include geo metadata? Bounding box coordinates, point coordinates, and geo place names are all supported, provided they are encoded correctly.
- Spotlight requires geo metadata to be structured in a very specific way so that it can properly parse and render the information.
- Check with your metadata/cataloging representative, project manager, or contact the Spotlight service team if you have questions or need assistance with your metadata.

Reindex Your Items

- Just in case geo metadata has been recently added or corrected, it is good practice to reindex all items in your exhibit: *Configuration > Items > Reindex Items*

Enable “Show Map” in Item View

- Go to *Curation > Metadata > Inline Maps* (check box under item view) and click Save changes
- NOTE: Inline Maps checkboxes are disabled for all but Item View

Enable Map View for Search Results Display

- Go to *Configuration > Search > Results > Result Type Pages > Map* (check box) and click Save changes

**Questions? Contact the Spotlight Service Team:
exhibits-feedback@lists.stanford.edu**