This guide outlines the procedures for cataloging the metadata for the images in the Picturing the Museum Collection.
The cataloging interface is described as well as the steps involved in entering descriptive and administrative metadata about each image into the database.
The instructions are arranged in the same order as the fields appear in the cataloging interface.

This guide addresses the following:

The Cataloging Interface
Descriptive Metadata Fields:
The Image Number
Cataloging the Image Source Format Medium
Cataloging the Size
Cataloging the Title
Cataloging the Original Photographer’s Name
Cataloging the Copy Photographer’s Name
Cataloging the Date
Cataloging the Geographic Location
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The cataloging interface

The cataloging interface is accessed at https://images.library.amnh.org/repository/admin/list
To allow access to the server and database a username and password are provided to catalogers. Please note that to view the interface, a username and password are necessary. The public site for Picturing the Museum is accessed through http://images.library.amnh.org/photos/index.html.

Each record in the cataloging interface, as shown above, is separated into 3 main areas:
1. descriptive metadata fields, found on the left of the page
2. administrative and record status box, found on the upper right of the page
3. unprocessed source box, found on the bottom right of the page

Each record has 5 views which can be selected, as shown above, at the top of the page:
1. descriptive
2. technical
3. public
4. administrative
5. image
The descriptive view shows the cataloging fields with an option of simultaneously viewing either the image or the record status box and the unprocessed source data; the technical view shows the technical metadata for the image; the public view shows the metadata the public will see (only completed fields appear; those left blank do not) with an option to view the corresponding image simultaneously; the administrative view shows the unprocessed source data, status box, and cataloging fields; and the image view shows the edited metadata to the left with the corresponding image to the right, and is then the same as the public view.

One can additionally view the XML by selecting “View XML” at the bottom of the public view page. See below.

XML View:

Descriptive Metadata Fields Defined
(See the Cataloging Interface above)

The Image Number

Definition: This is the number by which the image is identified and is assigned to each image.
Links original analog (or born digital) object to digital representation. It links the data record to the image in the database.

The image number is ingested from the source material and is the number of the image in the photograph collection. The image number in the record is checked against the image numbers on the negative envelope. If the image numbers match and the scanned image matches the description on the ingested source metadata and negative envelope, cataloging continues. If the image numbers do not match, the discrepancy is so noted on an Excel spreadsheet and corrections will be addressed once all the data for the set has been input. Records with such an image number discrepancy are not cataloged and will be reviewed at a later date.

Image Number Example: 287919

**Cataloging the Image Source Format Medium**

Definition: Indicates the format of the analog object (or born digital) source of the digital image.

Image Source Format Medium select box open:

The cataloger selects from a drop-down list the term for the type of format of the original image used. The medium options are: film negative, glass negative, nitrate negative, lantern slide, lantern slide (hand-colored), photographic print, slide, film transparency (color), and interpositive. These terms are from the Thesaurus of Graphic Materials (TGM) with 2 local exceptions: lantern slide (hand-colored), and interpositive. See screen above with pick list shown.
Cataloging the Size

Definition: The size of the analog image source.

The image size is selected from a drop-down list; images in this collection are available in sizes which are distinguished by the assigned image number, as follows:

- Images with collection numbers beginning with a 1 are 5 x 7
- Images with collection numbers beginning with a 2 are 4 x 5
- Images with collection numbers beginning with a 3 are 8 x 10
- Images with collection numbers beginning with a 4 are 6 x 8
- Images with collection numbers beginning with a 6 are 35mm

Size select box open:

Example: Image 239767 is originally a 4x5 image
Cataloging the Title

Descriptive metadata fields with Title field highlighted:

Definition: A succinct but thorough description created by the cataloger, editing the information using additional data sources; e.g. original caption and negative envelope and by looking at the image and its photo card. Title should include keywords useful for searching.

This field is entered as a descriptive phrase in same subject order each time: who, what, where, why. The first word in the entry is capitalized. All proper names, hall names, group, or exhibit names are capitalized. No period following title. Sections or elements are separated by commas. (Not to include geographic location or institution name as these fields appear later.)

Example from image 260219: School children arriving at the Museum to view film 'Abraham Lincoln'
This example is shown in the screen shot above.

Halls are included when known, but hall names are often listed incorrectly, in multiple ways, or are out of date. As AMNH Hall (Permanent Hall) is a separate field and a local authority list is forthcoming, these will be edited. Search needs are first priority when crafting each title.

Modern spelling is used when terms shown in the Logbook or negative envelope are thought to be out of use.

Cataloging Original Photographer’s Name

Definition: The name of the photographer who created the original photograph.
The original photographer is cataloged from the information available in the unprocessed source data and the negative envelope. A drop-down list exists for selecting the name(s) and expands when new names are added. This is a repeatable field as often more than one photographer is involved with an image and only one name should appear in each field. After entering the first name, the cataloger must scroll to the bottom of the interface to add the second name. The record can then be saved. If there are more than 2 names, the record must be saved for another blank geographic location field to appear. (This field is often pre-populated with multiple photographers in one field and needs to be edited.) Effort is made to find the correct spelling of a name when there are discrepancies by searching the Library of Congress name authorities and/or consulting the Museum’s Library Catalog as a local authority. Unresolved discrepancies, especially when an authority name cannot be located are so noted on a documentation spreadsheet and in a cataloger's note when necessary.

This field is entered as name, inverted, first name if possible, or first initial. If data is unknown, Unknown is entered, capitalized. If photographer was a corporate entity, the full corporate name is entered, written out. To add a name to the authority list the cataloger selects "pending list" from the administrative screen and enters and saves a new entry. Names not already on the authority list cannot be directly added into the field from the administrative view. Please see the section on authority lists below in the administrative metadata outline on how to make a new entry.

Example: Rice, H. S.

Photographer field shown with name drop-down list:
Cataloging Copy Photographer’s Name

Definition: The name of the photographer who created the copy photograph.

See Cataloging Original Photographer’s Name for additional information. See notes on authority lists below, as well.

Example: Kirschner, Julius

Cataloging the Date

Date field highlighted:

Definition: This is as full an expression of the date as exists in the data; it may be day, month, year, or date and month, or simply year. This is the date the original photograph was taken.

This field refers to the date when the image was created. The date is entered by examining the logbook material, the image, the photo card, and the negative envelope to find the date the image was created. (If data for a year is questionable or if there are discrepancies, this is so noted in a cataloger's note and the entry itself is qualified with the term “approximate” with comma following the date if there is a range available.) The year is entered as YYYY. If the date is unknown, Unknown is entered into the field.
Often the date is pre-populated, however, it is usually incomplete and more information is available on the negative envelope. In these cases there is a month or day noted and these are added to the year. Lastly, pre-populated data is often in the wrong syntax and should be edited. Justification: WC3; Syntax: YYYY-MM-DD or Unknown

Example: 2008
Example: 2008-03
Example: 2008-03-17
Example: 1900, approximate

**Cataloging the Geographic Location**
Definition: The geographic location of the place pictured in the photograph and/or the geographic location of the place where the object in the photograph was created.

The location is re-defined as a geographic location only. This field is not pre-populated. The Getty Thesaurus of Geographic Names (TGN) is used to craft standard location names. Often the Logbook entry reflected the location from which objects or specimens in the image are or were found, such as Africa; this is changed to reflect the geographic location where the image was created, which in most cases is American Museum of Natural History due to the nature of this particular image collection. As Picturing the Museum documents events and exhibits in the Museum in New York City, the entry is New York, New York. Exceptions should be checked in the TGN.

This field allows for the possibility of multiple geographic locations in one image and is therefore repeatable. For an image with two geographic locations, each is entered into a separate field. After entering the first location, the cataloger must scroll to the bottom of the interface to add the second location. The record can then be saved. If there are more than 2 locations, the record must be saved for another blank geographic location field to appear.

Example: New York, New York
Cataloging Personal Name (Person)

Definition: Name of the Person(s) portrayed in the image.

If a person is present in an image and their name is indicated in the original caption from the logbook, photo card, or negative envelope, the name is entered into this field, inverted. If no first name is included, the title should be inverted (such as in Mr. Smith: Smith, Mr.). Spellings are researched when necessary through the Library of Congress Authorities and in the AMNH Library Catalog. If a name is questionable or appeared to have been added to the photo card available much later, the name is left out. These will need to be proofread and edited for accuracy, and to add first names in some cases. If a name is present in an original caption or elsewhere but the person is not visible in the image, the name is left out of the person field. After a name is entered once, it is added to an auto-text list and may be selected again later.

Example: Orth, Jack

Cataloging the Institution

Institution field highlighted:

Definition: The institution pictured in the photograph and/or the institution in whose collection the object in the photograph resides.

The institution field entry is most frequently American Museum of Natural History, written out each time. When the institution is another entity, this is so noted. For correct names of other institutions, the cataloger consults the institution web site or the Library of Congress Authorities. If the institution is one
other than AMNH this may be a case when the image is non-AMNH regarding rights. This would then be so noted in the status area of the administrative section of the interface, detailed later in this guide.

Example: American Museum of Natural History
Example: Brooklyn Museum

**Cataloging Permanent Hall**

Definition: Refers to an image taken in an AMNH hall.

This is the hall in which the item(s) or activity in the image are on display or taking place. A drop-down local authority list is being created for this field. *List Forthcoming*

**Cataloging Expedition**

Definition: Name of the expedition upon which the photograph was created and/or on which the object in the image was collected.

This field is left blank for this collection and will be added later. This data is sometimes found someplace on the negative envelope or photo card when applicable. A forthcoming list will provide a local authority.

Example: Wanamaker Expedition

**Cataloging Temporary Exhibition**

Definition: Refers to an image taken in a temporary exhibit.

This field is reserved for special exhibitions only and will be added later in the proofreading phase. If a special exhibition is explicitly known or included in the data available, it is added. In some cases it is captured by the Logbook entry and is left in the field when appropriate by the cataloger, as additional editing will occur at a later date.

**Cataloging the Note**

Definition: Data entered when there is additional descriptive information that would be useful to a researcher but it is not found in other fields; or in the case of a discrepancy in data.

Data is entered verbatim and elements should be separated by a period. Examples include publications or notes marked on the negative envelope.

Example: Negative envelope reads: Remarks: published in Annual Report, 1932

**Database Logistics**

**A Note on Data Source** (Unprocessed Source Data)
Data Source:

This is the place where the data for each record is first recorded; the source of the data ingest. This data appears in the bottom right of the cataloger’s interface and is pre-populated in the appropriate fields, then edited. This data is useful and important in crafting the title and other fields for each image but should be correlated with data from other sources, as well, such as the image itself, the photo card, and the negative envelope.

Example: AMNH Negative Logbook 18

A Note on Original Caption

The original caption was created from the Logbook entries and is used to help formulate the title for each image. However, these entries often contain omissions, spelling errors, grammatical errors, etc. While this is a static field that cannot be edited, any inaccurate or incomplete information is remedied when crafting a title using the information from the negative envelopes, photo cards, and the images themselves.

Original Caption Example from image 287919:

Exhibition Hall Talk – Lesson on ` Baby Animals` in Classroom, A.M.N.H.  
(Note incorrect spelling and syntax)

Edited for new title for image 287919:
Children learning about baby animals at Exhibition Hall Talk
Saving Metadata to the Database

Data is saved in a routine fashion and frequently. Data is saved in each section before moving on to subsequent sections. The cataloger must select “save changes” to update the status box and “update metadata” to save metadata in the descriptive fields. Selecting one of these saving methods does not save everything on the interface, each box must be saved separately when data is entered or edited. A message stating “changes were updated successfully” will appear to the cataloger when the save tab is selected on the descriptive metadata side and “update successful” on the status/administrative side. These save messages fade after a few seconds. See section on status box below, as well.

Status box in the administrative view:

![Status box screenshot]

Administrative Section

Suppress Image

The Suppress Image check-box area is designed to note images that are not appropriate for public view through the web site for a variety of reasons. A second review of these records will occur when they are
made ready for release status and at this stage the project director can alter the status. See screen shot above.

**Non-AMNH**

This check-box area is designed to designate images to which AMNH does not hold the rights.

**Record Status and Pending List: Initial, Pending, Release**

The record status box is found on the upper right hand side of the page. This box allows the cataloger to note and change the status of the record throughout the cataloging stages. The first stage is termed “initialized”, denoting a record that has been uploaded with an image and unprocessed source data into the database; but has not been edited. Once the metadata has been edited and cataloged and the fields have been completed, the record is “pending”; to indicate this, the cataloger selects “pending” in the box and then selects “save changes”. Pending records are records that have been edited but can be checked for accuracy at a later date. Pending records appear in multiple views available with metadata and the image (see cataloger’s interface section) but are not yet available live to the public. Once the pending records have been edited they can be released, or finalized, by selecting “release” in the status box. Once released, a record and image are available on the site to the public. If a record is edited but the “pending” status is not selected or saved, the record will not appear on the pending list as edited and will be missed upon review for release onto the site. Therefore, attention to the status box is important.

The status of each record can also be found by viewing the ingest list which can be accessed from the database at many points. One may go from the ingest list to a list of records and images or to an individual record by clicking on “browse collection”, or to an individual record by clicking on an image number. Conversely, one may view the ingest list from the larger collection by clicking on “pending” from the cataloger interface.

To assist with proofing and editing, the pending list view allows the cataloger to sort both edited and unedited records. See the screen shot below. From this page, the most recently edited record can be brought up by selecting “last edited.” The list of records can be viewed on many pages of 50 records each, or on one page for easier scrolling. Furthermore, the list can be sorted by image number and date of edit (it can also be sorted by item number, but as of this writing, the item number is not utilized). To sort by these categories, the cataloger selects the appropriate tab from the row at the top of the page (see below). To filter by status – edited (“pending”) or unedited (“initialized”), the cataloger selects “filter by” and a box appears for choosing status, etc. To update the status of a record the cataloger must return to that record’s administrative section in the upper right area of the cataloger’s interface page, see screen above. The cataloger selects “save changes” to note or edit the status of each record.
Pending list screen:

Cataloger Note

This area is designed for the cataloger to enter any information or issues regarding a given image, i.e.: date discrepancies, illegible information, or questions about image or ownership. These issues will be revisited later during the proof reading and editing stage.

Example: Stamped for Museum Use Only
Example: Logbook entry and negative envelope show different dates

Collection Assignment
All images were assigned to a collection: Dioramas, Education, Exhibition, and Exhibition Preparation. A decision was made based on the image itself. Images were assigned to multiple collections when applicable as many images fit into more than one collection and appear in all those assigned to better assist researchers. An updated database no longer shows the collection assignment section as this has been completed.

**Authority Drop-Down Lists**

For the fields of Photographer and Copy Photographer (both repeatable) authority lists have been created and must be maintained. At the top of the “pending list” view the tabbed menu includes authorities, and subsequently a selection is made for the appropriate authority list. These are utilized to add new entries as well as to universally edit errors or changes. To add a new entry, select “new” at the top, left (see example of interface screens below) and type then save the new entry. Select “edit” to make edits to a name (or term) already edited. Edits made to the list will edit the name in each record where the authority name appears. If a term is listed more than once with different spellings, this may indicate an error and should be investigated or validated and corrected if necessary. The number to the left of each name shows how many records include this name. Once the cataloger returns to the cataloging interface, the record must be refreshed for the newly added entry to appear in the authority list.

Authority list tab in pending list view:
Documentation During Cataloging

Documentation is ongoing throughout the entire process to note progress, problems, discrepancies, and questions about images or image numbers. Spreadsheets should be maintained for later proofreading. The first dataset entered in 2008 had a cataloger’s interface without a pending/initialized list of records, therefore a spreadsheet was created of all records cataloged; images selected for the project but not cataloged were marked with a reason. Five spreadsheets were maintained during the process - one for each selection phase of the project (I and II), an Images for Review sheet, a locations sheet for recording the materials in their staging phase, and a cataloging issues record. In subsequent cataloging with an updated interface, cataloger’s notes may be made to the actual record, the maintenance of one overall spreadsheet documenting computer programmer needs and cataloging issues, and image/record problems.

Each negative envelope and photo card are stamped "cataloged" with a hand-written date before being replaced into their project boxes or back on the shelf.

Documentation Following Cataloging

Following the cataloging process, the hours invested are noted, procedures are recorded, and fields are further defined.
Quantity of Images Cataloged Summary: The 2008 Picturing the Museum project:

- 1049 images were organized for this project.
- 893 images were cataloged.
- 64 images were not cataloged due to a missing database record.
- 84 images were not cataloged due to a missing or unavailable negative.
- 8 images were not cataloged due to an image number matching error or other discrepancy.

For the 156 images not cataloged, each one was recorded with a reason and the materials were organized and staged exactly like the others, but without a "cataloged" stamp. The 156 images not cataloged took as much time to move through the process as the 893 cataloged images as they were documented and organized in the same way.

Time Involved in the Cataloging Process

Images took on average about 4 minutes to catalog. Additional time was used to pull, organize, stage, arrange, and retrieve images between and for cataloging sessions. Overall, cataloging and related tasks for 1049 images took 153.45 hours, exclusive of the time it took to select the images for the project from the greater collection.