This Style Guide is an outline of the procedures, standards, and styles for cataloging metadata in the Omeka image database of the American Museum of Natural History Research Library, Digital Special Collections.

This Guide is an on-going work, revised as necessary as the image database grows and evolves. An Omeka upgrade as well as an update to Dublin Core for our metadata was made in November, 2013. Therefore, readers will find the previous element names still referenced in this guide for mapping and crosswalks, as cataloging was conducted in another schema for several years prior to the fall of 2013.

Please see the Resources page at the end of the Guide for resources and contact information.

Research Library Digital Special Collections Public URL: http://images.library.amnh.org/digital/

For administrative URL and credentials; Please see the Visual Resources Librarian or Digital Projects Manager
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Cataloging Descriptive Image Metadata: The Interface

Images are cataloged in Omeka (http://omeka.org/) with metadata on one main interface with three pages, navigated by a selection menu at the top of each image record. Catalogers select interface pages at the top; these are:

1. **Dublin Core**: This page shows the metadata elements that are universal to all collections. These elements and their definitions will be present on the interface for all images, even if there is no data to enter for a given image.

2. **Item Type Metadata**: This page shows the metadata elements that have been customized, some will apply to all collections, and some will apply to specific collections.

3. **Tags**: Assigned to each image for work flow and sorting, for internal use and view only.
Catalogers should approach each record and element in the same order each time to maintain accuracy and consistency. Upon opening Omeka, the cataloger logs in and selects the collection or set of images to begin work. After selecting *Edit* at the top right, the cataloger should select Dublin Core to begin cataloging those elements and to review the source, or raw (original), data.

To begin cataloging, select Edit at the top, right.
Descriptive Metadata Fields

Dublin Core Metadata Elements

**Element: Source**

**Mandatory**

**Not Repeatable**

DC Definition: A related resource from which the described resource is derived.

Local Definition: The raw data and its source ingested into the record about the image and/or item.

Examples: logbooks, spreadsheets, negative envelopes.

If this is not pre-populated from an import, the cataloger should enter the type of source she is using to gather the original data about the image.
**Element: Identifier (Former term: Image Number)**

**Mandatory**

**Not Repeatable**

DC Definition: An unambiguous reference to the resource within a given context.

Local Definition: The image number by which the image is identified, linking the digital image with the analog item or to the record in the OPAC. Image Number is not to be confused with the *item* number sequentially assigned to each record by the database.

The image number is uploaded into the database along with the image and record and is pre-populated. If there is an error, the data will most likely not match the image. In this event, the cataloger should tag the record “problem” to alert the Visual Resources Librarian.

Some data sets have image numbers with a suffix or prefix, indicating to which collection the negatives belong. Examples:
- Carl Lumholtz Collection identifiers begin with a CL.
- The Print Collection identifiers have a suffix of P.
- Color Transparency identifiers have a prefix of C.
**Element: Title**

**Mandatory**

**Not Repeatable**

**DC Definition:** A name given to the resource

**Local Definition:** A succinct but thorough description created by the cataloger using the raw data sources - image, original caption, negative envelope, finding aid, etc.

The title is a succinct description of the item(s) or scene in the image, the creator or culture of the item(s), and the location in which the item in the image was created, discovered, or collected.

The order of *what, who, where, when*... is followed as closely as possible in describing each image, as applicable.

*What or who* may be transposed depending upon whether the image is a field photograph of people doing things or an object made by a person. Crafting the title for each image is achieved by incorporating all of the data available in a concise manner without being redundant. The imported raw data is often incomplete and is usually without the syntax described above. A new title is therefore crafted using the information from the unprocessed data, the negative envelope, and the image itself. Discrepancies among sources are noted in the cataloger’s note field.

The syntax of the title field is based on *Getty Data Standards and Guidelines: Categories for the Description of Works of Art* (CDWA) which can be viewed at: [http://www.getty.edu/research/publications/electronic_publications/cdwa/](http://www.getty.edu/research/publications/electronic_publications/cdwa/) and was adapted to the Library’s needs. Information that may be useful to a researcher that is neither suitable in the title nor applicable in another field is entered into a public note field, such as additional information about a hand-colored slide or an object on loan. For details on the note field, see page 34.

**HTML** can be used by selecting the HTML box at the bottom of the entry field. This is useful for italicizing scientific names, ship names, etc. Special characters often cause display errors and they should be avoided if possible.

The original caption item type element is imported raw data which maintains the historical integrity and information of the image. This may include incorrect or obsolete words or spelling, or even offensive terms. These terms are edited into a modern title, but are not edited in the original caption field. For example, the cataloger would update the term *natives* to *indigenous peoples* for the new title, but the term *natives* would remain available for researchers in the original caption field.
**Paintings or Drawings:**
Painting title (with capital letters at the beginning of each appropriate word), material and/or technique (oil on canvas, for example), artist, the year or date the item was created, if available. Dimensions, if known, may go into a note field, but dimensions are not mandatory.

Example: Little Blue Herons, watercolor by Allen Brooks

**Artwork or Plates from a Rare Book:**
The cataloger enters a sentence of free text using a formula: What, by whom, from book title. Title should include keywords useful for searching that may not appear elsewhere. Extensive titles may be truncated, as indicated in the Library’s OPAC, but should be verbatim in the original language.

Example 1: Beetle from Seguy’s Insectes
Example 2: Beetle, Plate 72 from Seguy’s Insectes
Example 3: Northern carmine bee-eater by William T. Cooper from Kingfishers and Related Birds by Joseph Michael Forshaw

**Syntax for additional elements of title:**

**Dimensions for an object in an image:**
Dimensions, if known, may go into a note field, but dimensions are not mandatory.

**Artist/Culture Information:**
An artist name or the name of the culture to which an artifact is attributed is included in the title when known. Birth and death dates of an artist are noted in the artist field, not in the title field. Regarding images of artwork: if an artist name is not known, the cataloger enters “unknown” in the artist name field. The *Library of Congress Names Authority* is the standard used for controlled vocabulary to enter the artist name. If an authority cannot be located in LC, then the cataloger uses a local authority from the AMNH Library catalog, vertical files, or other credible source. More information for cataloging the Artist and Culture elements is provided later in this Guide.

**Punctuation:**
Elements in the sentence are separated by commas. Multiple items or objects in the title are separated by a semicolon. (See more on multiple items below.) The cataloger should correctly retype any words pre-populated in the record that are all in capital letters. Additionally, no period follows the title statement. AMNH groups and exhibits are capitalized, such as: Zebra Group or Water Hole Group.

**Scientific names** have the first word capitalized, common names do not. Catalogers may consult the Encyclopedia of Life [http://eol.org/](http://eol.org/) for scientific names and the use of italics.
Examples of Various Titles:

- Figure, wood, glass beads, bark cloth, and plant fiber, Mangbetu, Africa
- Collars, stone, Puerto Rico
- Spoons and forks, Mangbetu, Africa
- Winter house, Chukchi, Siberia, 1901
- Young boy selecting lantern slides for project at Speyer School, Slide Library
- View of Laguna de Chapela
- Landform, Ayacucho Valley
- Basket, Kwakwaka’wakw [Kwakiutl], Fort Rupert
- Man is a Hominid: Toolmaking, exhibit, Hall of Biology of Man

Culture Names in the Title
Modern spelling is used in the title but older culture terms should stay in the title in brackets so that the items are searchable. Authorities are to be consulted.
Example: Basket, Kwakwaka’wakw [Kwakiutl]

General notes about the title:
Syntax is kept consistent for each set of images that are most similar. For example, titles for all images of paintings are given the same syntax and order; all images of artifacts are given the same syntax and order, etc. Within collections of varying images, such as 35mm slides, catalogers can find like images and sets that have similar data despite gaps in image number sequence by performing a keyword search.

Exceptions:
The image collection is vast and varied with many collections recorded over many time periods by many people. This makes adhering to a set title standard challenging. There are cases in which a title lends itself to another order or the recommended order above does not logically apply to a record. When changing the order of the title enables more or unique metadata to be incorporated, or grammar calls for a different order, the cataloger will carefully consider an exception to the above guidelines. Titles for images of gemstones and fossil fishes are often an exception in order and syntax.

Example from image 4788: 4.03 carat cut spinel and an octahedral crystal, 1 cm across in marble

When challenging cases arise, consult with the Visual Resources Librarian.

Researching Data for a Record:
When original data seems incorrect, illegible, or confusing, the cataloger should briefly search for additional information or verify what is available. Resources include the Getty Thesaurus of Geographic Names, the Library of Congress Authorities for names and subjects, department pages at the AMNH web site, finding aids, and vertical files. Only credible and reliable sources should be used to research and verify data, such as major institutions and universities.
To confirm or locate additional information about an artifact that has a catalog/specimen number in an image, catalogers may consult the *AMNH Division of Anthropology Collections* Database. Dates, dimensions, culture name spellings, object names, or more specific geographic location or cultural context may be available for objects that are also cataloged by the Anthropology Department: [http://research.amnh.org/anthropology/database/collections](http://research.amnh.org/anthropology/database/collections).

More information on this is provided in the Catalog / Specimen Number element section.

Screen view of the cataloger’s interface showing the Title element with text.
Element: Medium (Former term: Original Format)
Mandatory if known
Not repeatable

Authority list provided.

DC Definition: The material or physical carrier of the resource.

Local Definition: The original material of the image or the item in the image.

Authority List of Medium Terms as of 5/13/16
Lantern slides
Lantern slides -- Color
Film negatives
Glass negatives
Nitrate negatives
Photographic prints
Slides
Transparencies
Transparencies -- Color
Interpositives
Studies (Visual works)
Drawings
Sketches
Illustrations
Ephemera
Scrapbooks
Manuscripts
Mixed media
Paintings
Hand-colored woodblock prints
Hand-colored engravings
Woodblock prints
Pochoir prints
Engravings
Lithography
Stereographs
Copper plates

The cataloger selects the original format from an authority drop-down list. This data may be pre-populated and if so, should be verified and/or edited by the cataloger. The terms in the drop down list were selected using the Library of Congress Thesaurus of Graphic Materials (TGM II) at http://www.loc.gov/pictures/collection/tgm/ as well as Library of Congress Subject Headings (LCSH), and local authority terms. Please see the table above for the list as of 5/13/16. This list is updated as new collections are imported.
**Element: Format (Former Term: Size)**

**Mandatory if known**

**Not Repeatable**

Authority list provided.

DC Definition: The file format, physical medium, or dimensions of the resource.

Local Definition: The size of the analog image.

The size is selected from the drop-down list. This data may be pre-populated and if so, should be verified and/or edited by the cataloger.

Integers generally indicate an image size, and are as follows:
- Collection numbers beginning with a 1 are 5" x 7"
- Collection numbers beginning with a 2 are 4" x 5"
- Collection numbers beginning with a 3 are 8" x 10"
- Collection numbers beginning with a 4 are 6" x 8"
- Collection numbers beginning with a 5 are 11" x 14"
- Collection numbers beginning with a 6 are 35mm

**Rare book image sizes** note the size of the entire book, which is listed in the OPAC. Because of the wide range, the information will be captured in another field, as a description or item type element, and not in the Format field for rare books.
Element: Date

Mandatory

Not Repeatable

DC Definition: A point or period of time associated with an event in the lifecycle of the resource.

Local Definition: This is the date the original photograph was taken.

The date element refers to the date when the image was created, not the date of the specimen, event, or item in the image. Dates of artwork may go in the title. Dates of field photographs should go in the title and in the date field.

The date is entered by consulting the raw source material. If no dates are listed in a series of images, a date may be researched and decided upon with help from the Museum Archivist and Visual Resources Librarian. For example, a date range of expedition years may be used for field photos without years recorded from a given known expedition. See examples below.

The date is entered as YYYY-MM-DD.
If the date is unknown, Unknown is entered into the field.

Careful attention should be paid when cataloging the copy of a photograph as there will be a copy photographer name in this case, and the date of the original photograph is the date entered into the date field. It should be noted that images of rare book plates are cataloged with the date of the photograph of the work, just like other images. If a date of copy for the image is known, it should go into the Note field: (Copy made 1989)

Sometimes a date is pre-populated; however, it is often incomplete and not in a standard format, and more information may be available. Data standard used: WC3.

Example year: 2008
Example year and month: 2008-03
Example year, month, day: 2008-03-17
Example for approximate date: 1900, approximate
Example for date range: 1901-1908
Element: Coverage (Former Term: Geographic Location)

Mandatory
Repeatable

DC Definition: The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

Local 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 coverage element, previously termed geographic location, refers also to the origin location of the object(s) in the image.

Syntax and Standard Used: The Getty Thesaurus of Geographic Names (TGN) as outlined in DLF/Aquifer Implementation Guidelines for Shareable MODS Records is used to craft standard location names. A hierarchy or parent string should be retrieved from the TGN. Geographic names are entered with the child, parent hierarchy and separated by a comma. A continent is used only when there is no additional information available. Historic place names contemporary to an image, those found in original data, or those not found in TGN should still go in the title, and the TGN authority goes in the coverage field. This helps ensure data isn't lost and records remain searchable.

Effort is made to be specific and detailed. As this is a repeatable field it includes the place of origin of the object (first and foremost) and may also include the place the photograph was taken or other geographic associations, especially for field photos and/or images of exhibit halls. Each location string is entered in a separate, repeatable field. This is applicable, for example, when a river shown flows through two states or countries. Another example would be an item found in one place and used in another, such as a gemstone found in Sri Lanka and carved in China. National parks may be listed in 2 ways in the TGN. And more than one geographic name may be needed for a record when the image shows a group of items from different locations. The current, preferred standard name should be used for countries that have changed names as shown in the Getty Thesaurus of Geographic Names (TGN).

http://www.getty.edu/research/tools/vocabularies/tgn/

Unknown is entered if data is not available, but a continent should be entered at a minimum if no other data is available and one can be listed.

Example: New Jersey, United States
Example: Palenque, Chiapas, Mexico

Geographic names that do not appear in the TGN are not used in the geographic location field but should be added to the title construction so the record is complete and can be located during a search. For example: The location of Kingcome in Canada does not appear in TGN.
Therefore, the database entry would be British Columbia, Canada. Kingcome would be entered into the title field. Catalogers should make an effort to research place names that are listed when they do not appear in TGN, so that context and accuracy are achieved in terms of spelling, location, and relation to culture names or expeditions.

(Please note that the use of commas in the place name string was executed in this project as a style rule in May, 2013. Prior to May, 2013, place names were cataloged with dashes and records completed before this date will reflect the previous syntax until universal database edits are possible.)
Element: Subject (Former Term: Browsable Subject)
Mandatory
Repeatable

DC Definition: The topic of the resource.

Local Definition: Search terms or keywords which utilize controlled vocabulary from LC or local Museum authorities that describe the objects, people, or place in the image.

Subject terms will allow researchers to find images of interest to them in a basic or advanced search. This is a repeatable field, and the cataloger selects as many terms from the drop-down authority list as are applicable, being careful to include all possible user query search terms without getting too granular. The authority drop-down list was crafted using local Museum authorities and the Library of Congress Subject Headings [http://authorities.loc.gov/](http://authorities.loc.gov/). If a cataloger comes across a set of images for which new subject terms would be applicable, the terms are proposed to the Visual Resources Librarian and added to the drop-down list after approval and authority verification is performed. A full list of terms is at the back of the Style Guide.

The subject terms are added, **one term per field**, as shown in the subject heading entry in the Library of Congress Subject Headings. Terms need *not* be listed alphabetically in the record, but are alphabetized in the selection list for efficiency. Many terms are often applicable, but at a minimum, a continent and a main subject area should be selected. The more terms that are added, the more accessible and searchable the image record will be to a user.

Example: Gems
Example, repeated field: Geology
Element: Language
Mandatory
Repeatable

DC Definition: A language of the resource.

Local Definition: Language(s) of the original resource used only for images from rare or other books and publications.

This element was added to the project with the addition of the Natural Histories online exhibit in October, 2013. The language data was imported from the Library’s OPAC and edited as necessary.

Image b10715216_3, Various species of fish from Renard’s Poissons, écrevisses et crabs, American Museum of Natural History Library, Special Collections
Element: Publisher
Mandatory
Not Repeatable

DC Definition: An entity responsible for making the resource available.

Local Definition: (DC) An entity responsible for making the resource available.

May be pre-populated from an import, or may need to be completed, especially with lab requests and one-off images.

Correct Statement to enter: American Museum of Natural History Research Library

Records cataloged prior to 2013 have a slightly different statement, but may be batch edited at a later date to match current standards.
Element: Rights
Mandatory
Not Repeatable

DC Definition: Information about rights held in and over the resource.

Local Definition: (DC) Information about rights held in and over the resource.

May be pre-populated from an import, or may need to be completed, especially with lab requests and one-off images.

Correct Statement to enter: Information on rights available at the repository.
Element: Relation
Mandatory if applicable
Repeatable

DC Definition: A related resource.

Local Definition: A related resource, providing links to finding aids, EAC records, OPAC records, or related records in other Museum departments.

For example: Images from the Jesup North Pacific Expedition include the link below for an online finding aid to offer users more information about the expedition.

http://library.amnh.org/finding_aids_Jesusp/biographical_notes/index.html
Customized Fields – Item Types

To catalog the following elements, select Item Type Metadata from the top menu, as shown in the screen image below.
Element: Original Photographer
Mandatory
Repeatable

Authority list provided.

DC Definition (from Creator): An entity primarily responsible for making the resource.

Local Definition: The name of the photographer who created the original photograph.

The original photographer is cataloged from the information available in the raw data and, when necessary, the negative and/or envelope. Names are selected from the authority list provided for the field. This is a repeatable field as more than one photographer may be associated with an image. Only one name should appear in each field. If a name is not already in the authority list, effort is made to find the correct spelling of a name by searching the Library of Congress name authorities: http://authorities.loc.gov/ and/or consulting the biographical files in the Research Library and/or the Museum’s Library catalog; http://libcat.amnh.org/; and/or the Museum website for a local authority.

If a photographer name is unknown, Unknown is entered into this mandatory field, which is found on the authority list.

If a name isn’t on the drop-down authority list, the cataloger should find an authority for the name and give it to the Visual Resources Librarian, who will add it to the list. Names which are not on the drop-down list, even those appearing in source data, will not populate into the element field and cannot be added as free-text. Therefore, any photographer names added after a collection is imported into Omeka will not be pre-populated and will need to be selected for each subsequent record in the entire collection. Names added to the original photographer drop-down list should also be added to the copy photographer list, done only by the Visual Resources Librarian. Unresolved discrepancies, especially when an authority cannot be located are so noted in a cataloger’s note.

Example: Kirschner, Julius
Example: Curtis, Edward S., 1868-1952

A note about names and dates for photographs:
Careful attention should be paid when cataloging the copy of a photograph as there will be a copy photographer name in this case, and the date of the original photograph, if available, is the one entered. If there is a date for the copy photograph, that is indicated in the note field.
Element: Copy Photographer
Mandatory
Repeatable

Authority list provided.

DC Definition (from Creator): An entity primarily responsible for making contributions to the resource.

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

Please see Original Photographer element for procedures for this element.

Screen view of Original and Copy Photographer elements with a portion of the authority list. The date of a copy should be entered in a Note field.
Element: Artist
Mandatory
Repeatable

Authority list provided.

DC Definition (from creator): An entity primarily responsible for making the resource.

Local Definition: The person(s) who created the visual work in the image. For images of artwork, this element is mandatory.

The artist is cataloged from the information available in the raw source data and, when necessary, the negative and/or envelope, or image itself. Names are selected from the authority list provided for the field. This is a repeatable field as more than one artist may be associated with an image. Only one name should appear in each field. If a name is not already in the authority list, effort is made to find the correct spelling of a name by searching the Library of Congress name authorities: http://authorities.loc.gov/ and/or consulting the Museum’s Library catalog; http://libcat.amnh.org/; and/or the Museum website for a local authority.

If a name isn’t on the drop-down authority list, the cataloger should find an authority for the name and give it to the Visual Resources Librarian, who will add it to the list. Names which are not on the drop-down list, even those appearing in source data, will not populate into the element field and cannot be added as free-text. Therefore, any artist names added after a collection is imported into Omeka will not be pre-populated and will need to be selected for each subsequent record in the entire collection. Names are added to the artist drop-down list by the Visual Resources Librarian. Unresolved discrepancies, especially when an authority cannot be located are so noted in a cataloger’s note.

For images that are not of artwork, the field should read: select below, which hides the field from public view.

Example: Merian, Maria Sibylla, 1647-1717
Element: Cultural Context
Mandatory if applicable
Repeatable

DC Definition (from Subject): The topic of the resource.

Local Definition: Culture to which the object in the image is attributed.

This field is crafted using Library of Congress Subject Heading authorities. http://authorities.loc.gov/.

Cultural Context refers to a group of people. If another type of term has been pre-populated into this field it should be edited. For example, if “Antiquities – Mexico” was imported into the field, the cataloger should edit this to read Mexicans and/or Indians of Mexico. Each record should include both broad and narrow terms for searching. For example, one record may have all 3 of the following terms: Indians of North America, Native Americans, and Navajo Indians.

Modern and historic cultural terms should both go into the title field. Please see the Title element for more information. Many images may not be associated with a culture at all, and in that case Cultural Context is left blank. Only LCSH terms are used to populate cultural context. Cultural Context is repeatable. If there are alternate names or spellings that are not authorities, they may be noted in a Note field to enhance searchability.

Cultural Context is used for images of cultures being studied on expedition, ethnological and cultural objects, specimens, cultural buildings and dwellings, ceremonies, or clothing. This element is not used for visitors to and members of the Museum staff going about Museum tasks, such as painting, exhibition preparation, or education.

Example of a subject record from the Library of Congress Authorities website.
Element: Expedition
Not Mandatory
Repeatable (to reflect authority terms)

DC Definition (from subject): The topic of the resource.

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

The cataloger enters an authority term from the AMNH Library catalog or from other Museum and Library materials and resources. An internal authority list will be used as these images are encountered in large collections or in small series. For large collections of photographs taken on expedition, the expedition name will likely be pre-populated, and similar, if not the same as the collection name. Alternate forms are common with expeditions and several may be entered as applicable.

Example: Jesup North Pacific Expedition
Example: Lumholtz Expeditions to Mexico (1890-1898)
Element: Associated Name (Former Term: Personal Name)
Not Mandatory
Repeatable

DC Definition (from subject): The topic of the resource.

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

If a known or named person is present in an image their name is entered into this field. Both the *Library of Congress Name Authority* and the AMNH Library catalog local authority are used for entering names. One name is entered per field; this field is repeatable. If a name is new data or unverified and the cataloger chooses to include it, the name should be entered within brackets. Resources are being developed to standardize names wherever possible, such as for Museum staff or expedition members. See the Visual Resources Librarian for resources as needed. Names should go into the Title field, as well.

Example: Clark, James L. (James Lippitt), 1883-1969
**Element: Department / Discipline**

Mandatory if Applicable
Not Repeatable

DC Definition (from subject): The topic of the resource.

Local Definition: Department or discipline for the objects in the image.

If no department or discipline is in the raw data, one must be designated. Department or discipline names are spelled out. See the AMNH website, as shown below, to clarify departments when necessary, [http://www.amnh.org/our-research](http://www.amnh.org/our-research), and to see subdivisions within the major departments, such as Mammalogy. The cataloger assigns an appropriate department or discipline when no data is available. This does not mean the item in the image resides in said department, *it is the field of study to which an image or object belongs*. Although Omeka provides repeatable fields, the cataloger chooses only one department/discipline. Should an image require additional disciplines or subdivisions with narrower terms, those should be added as subject terms. Expedition images sometimes pose a unique challenge when images do not reflect the designated department, for example, ethnology portraits may appear in images from a paleontology expedition. Archivists may be consulted for such cases.

Museum divisions as seen on the main Museum website [www.amnh.org](http://www.amnh.org)
Element: Permanent Hall
Mandatory, if applicable
Repeateable

DC Definition (from Coverage): The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

Local Definition: For an image taken in an AMNH exhibit hall.

Authority terms with documentation for the hall names can be found at http://images.library.amnh.org/hiddencollections/resources/. Imported permanent hall data may appear even when the hall itself is not visible in the image and will denote the hall in which an item in the image is exhibited. Most terms require American Museum of Natural History as an element and is entered into the first field. The hall authority name then goes into a repeated field. This method was chosen to alphabetize the list in a helpful way.

With 150 years of Museum history, halls, spaces, and galleries have changed and evolved over time. The authority spreadsheet, completed in spring, 2016, was compiled from a variety of Museum sources and helps catalogers determine both the current term and the hall name that was used at the time the photograph was taken. The authority name should be used in the Permanent Hall field, and the name used when the photograph was taken should go into the title, and both, as needed, may be selected as subjects. The spreadsheet will help determine hall history through dates and other means of documentation.
Element: Catalog / Specimen Number
Not Mandatory
Repeatable

DC Definition (from Identifier): An unambiguous reference to the resource within a given context.

Local Definition: The number given to an object in the image by the Museum department to which it belongs.

The catalog/specimen number is imported from the unprocessed, raw data or can be found in the source field. Multiple catalog/specimen numbers are entered into separate fields, one per field. This number, which most often applies to ethnology collection items, can often be validated through the AMNH Division of Anthropology Collections Database. To find a number, follow the Collections Database section of the site and use the search function. The Anthropology database has many access points for locating items and is helpful for researching, especially place and culture names.


Example from the AMNH Division of Anthropology Collections Database:
Element: Original Caption
Mandatory if applicable
Repeatable

DC Definition: An alternative name for the resource.

Local Definition: Unedited title from original data source; used to craft title.

The Original Caption from the image is retained for historical integrity and is not edited. The raw data in this field will be mapped to the title field as well, to expedite the composition and editing for a new title if one is needed. If there was no original caption available, meaning a title was entirely composed by the cataloger, the field is left blank. Prior to fall, 2013 the term None was entered in Original Caption to indicate that a new caption had been composed. As of this writing, the field should be left blank and if no original caption is known, imported, or found, the element will not display in public view. Anything found written on a negative itself should be entered into an Original Caption field. If there are multiple original caption statements, such as raw data from a logbook, or handwritten captions on negatives and negative sleeves, they may go in repeated fields.

However, for images of rare book plates, text appearing on the plate is the Original Caption and may not be populated through an import. In this case, the cataloger must record the data.
Element: Collection Name
Mandatory
Not Repeatable

DC Definition: (Subject) The topic of the resource.

Local Definition: Name of the collection the image belongs to.

The cataloger will select the appropriate collection from an authority drop-down list. Pre-population is based on import of each collection, but the cataloger should verify that the correct name is selected in each record. The Visual Resources Librarian will let catalogers know which collection(s) to select for given sets, chosen in advance with new series of images, imports, or collections. Legacy items migrated from previous databases may have no collection assignment and the cataloger should make this selection in two places, as indicated in the image below. The Collection Name indicates the digital or analog term, and the Collection, at the right, assigns the image within the Omeka database. Most often these will match.
**Element: Note**  
Not Mandatory  
Repeatable  

DC Definition: An account of the resource.

Local Definition: Descriptive data entered when there is additional information that would be useful to a researcher but is not found in other fields. This element is in the public view.

The free-text Note field is reserved for metadata about an image or record that is not appropriate in any other field but that is important to the researcher or user. This can include information about the image, the negative, housing or storage issues, rights specifications, or items in the image. One note is entered per note field, and with text verbatim (within reason and abridged when logical) as found on the negative envelope, negative, or source data. **The Note element is public. Cataloger’s notes for internal use are not to be entered here.** If there is additional information that may not be suitable for public view for the record, it should go in the Cataloger’s Note field, or the Visual Resources Librarian should be consulted for resolution. If necessary, data about an image researched during the cataloging process can also be placed within brackets in the note field to indicate that it was not an original data statement or caption.

Example: Original returned March 1991; property of the Roosevelt Collection, Widener Library and Harvard University.  
Example: [Photo was taken for Running Press]  
Example: Donated by Bashford Dean  
Example: Negative damaged 1956  
Example: Copied 1990  
Example: Published in *Time Magazine*, April, 1964
**Element: Repository (Former Term: Institution)**

**Mandatory**

**Not Repeatable**

DC Definition: (Coverage) The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

Local Definition: The repository in which the object in the photograph resides, and/or in whose collection the negative or pictured item (such as a rare book scan) resides.

This may refer to the negative, objects in the image, the institution which sponsored field work, or materials, such as images of artwork, rare books, etc.

The repository in the AMNH Digital Special Collections is most frequently **American Museum of Natural History** and will likely be pre-populated, with the exception of one-off requests in records generated by the digital lab.

For Museum sponsored field work and expeditions, American Museum of Natural History is entered. If another institution is involved and is not clear, catalogers should consult with the Visual Resources Librarian or Museum Archivist.

A Note field may be used when there are multiple institutions associated with an image, such as a photograph taken by an AMNH staff member in another Museum, or a photograph taken by another entity of items on loan, or an event in conjunction with another publication, source, or entity.

**Element: Original Number**

**Not Mandatory**

**Repeatable**

DC Definition: (Identifier) An unambiguous reference to the resource within a given context.

Local Definition: The number by which the item was originally identified in the collection.

This is pre-populated into the field but should be checked for accuracy if possible. This library number should not be confused with a catalog/specimen number, which is a number from a science department.
Element: Cataloger’s Note
Not Mandatory
Repeatable

DC Definition: (Description) An account of the resource.

Local Definition: For internal use by catalogers to enter questions or comments about an image and its data.

This area is designed for the cataloger to enter any information or issues regarding a given image, i.e.: data discrepancies, cultural sensitivity, questions about the image, data, or ownership, problems with data not matching an image, or image quality and processing. The cataloger should enter initials in this field to document who edited the record and for future follow-up. **This field is for internal use only.**

Questions are reviewed by the Visual Resources Librarian, who either resolves the issue or consults the Museum Archivist, and/or Digital Project or Digital Lab Managers. To alert the Visual Resources Librarian, catalogers should flag the records with data or image issues needing attention with the appropriate tag. Any images that are tagged with anything other than “edited” should include an explanation in the Cataloger’s Note field.

Please see the pages describing tagging for further details on work flow procedures and how these cases are resolved.
Additional Item Type Elements Used in Previously Cataloged Items or Specific Collections

Some previously imported and/or cataloged series and collections have customized data fields - some of which are outlined below - which were specific to those image series for the purpose of capturing unique data. When the project team moved to Dublin Core, data elements were simplified across collections. Some data elements no longer in use as of November, 2013 are still present in the database, and more may be needed in the future. Some examples are below:

**Element: Common Name [DC: Subject]**  
Not Mandatory  
Repeatable

Local Definition: The non-scientific name by which a plant or an animal is commonly known.

One term per field is entered for images with multiple specimens. Common name is not capitalized in the field unless it’s the start of a sentence, such as in the title. If there is no data in the field, catalogers should not enter anything. If it is redundant and appears in the title, common name may be omitted.

**Element: Scientific Name [DC: Subject]**  
Not Mandatory  
Repeatable

Local Definition: The scientific name by which a specimen is known. The scientific name is the recognized Latin name given to an organism, consisting of a genus and species, according to a taxonomy.

Reasonable, brief verification can be done using credible web sites, such as EOL, in some cases. However, due to volume and time, a scientific name is not researched if there is none listed already in the raw data. One term per field is entered for images with multiple specimens. Scientific names have the first word capitalized, and are italicized as applicable.

Example: *Fratercula arctica*  
Example: *Phasianus colchicas*

**Element: Collection Call Number [DC: Identifier]**  
Not Mandatory  
Not Repeatable

Local Definition: The arrangement number used in the collection for storage and retrieval. A number from the OPAC or Special Collections.
**Element: Publication [DC: Relation]**
Not Mandatory
Repeatable

Definition: Refers only to books from which an image was generated, or historic publications in
which the photograph was used, such as Dimock images.

Imported metadata may appear in this field from raw data and is removed if it does not meet
the criteria. Syntax from unprocessed source data is kept unless there is an error in spelling, or
does not follow cataloging rules. The Library OPAC should be consulted.

In rare book plate images the publication can also be considered a citation. The following MARC
entries are included when available:

Example: Merian, Maria Sibylla. Over de Voortteelingen in Wonderbaerlijke Veranderingen der
Surinaemsche Insecten. Amsterdam, 1719.

Example: Swainson, William. A selection of the birds of Brazil and Mexico: the drawings. London :
H.G. Bohn, 1841.

**Element: Temporary Exhibition [DC: Coverage; Subject]**
Mandatory if applicable
Not Repeatable

Definition: Refers to an image taken of or in a Temporary Museum Exhibit.

This field is reserved for special temporary exhibitions only. The cataloger enters an exhibit
name using an authority if it can be found in the Library catalog or other Museum resource. An
authority list is forthcoming. Example: Ice Age Art, 1978-1979

**Considerations for the Collections and Data Variations in Special Collections**

Every collection imported in the future, and even subsequent imports for images in previously
added collections may have changes in descriptive metadata, decisions needed, and research
required. Catalogers assigned these images will be trained and provided with the tools and
resources necessary to complete these unique records. The Visual Resources Librarian maintains
a documentation folder on each collection for the purposes of data normalization,
standardization, authorities, customized fields, research, and importing raw data. All of this is
shared with catalogers on the team.
Authority List for Subjects

Below is the subject term controlled vocabulary list (as of May, 2016). Most terms are Library of Congress Subject Headings, although some are local authority terms, such as hall names or AMNH exhibit topics. Additional terms are added as needed by the Visual Resources Librarian; please check the image database in Omeka frequently for a current list. For definitions or scope notes and for help with assigning terms, please see the heading in LC, or consult with the Visual Resources Librarian. To request new terms, please see the Visual Resources Librarian.

Adobe buildings
Adams, George
Africa
African Hall
Aerial photographs
Akeley, Carl Ethan, 1864-1926
Akeley Memorial Hall of African Mammals
Airplanes
Alaska
Aleutian Islands (Alaska)
Alligators
American Museum Congo Expedition (1909-1915)
American Museum of Natural History -- Pictorial works
Amphibians
Anatomy
Ancestral Pueblo culture
Andrews, Roy Chapman, 1884-1960
Anne and Bernard Spitzer Hall of Human Origins
Antarctica
Anthropometry
Aquatic invertebrates
Arachnida
Archaeology
Archbold Expedition to New Guinea
Architecture
Architecture, Ancient
Arctic peoples
Arctic regions
Arrows
Art
Art, African
Art, Asian
Arthur Ross Hall of Meteorites
Asia
Astronomy
Astrophysics
Auditorium
Audubon Gallery
Australia
Automobiles
Axes
Bags, pouches, and sacks
Bandelier, Adolph Francis Alphonse, 1840-1914
Barnacles
Baskets
Bats
Beadwork
Bear Mountain
Bears
Belts
Bennett, Dorothy A.
Bickmore, Albert S. (Albert Smith), 1839-1914
Biodiversity
Biology
Biology of Invertebrates
Bird Art Gallery
Birds
Birds -- Pictorial works
Birds of North America
Birds of South America
Bison
Blankets
Boas, Franz, 1858-1942
Boats and boating
Bodies of water
Borden Alaska Expedition of 1913
Botany
Botany Hall
Boxes
Brontosaur Hall
Buildings
Burden East Indian Expedition of the American Museum of Natural History (1926)
Burden, W. Douglas (William Douglas), 1898-1978
Butterflies
Butterflies -- Pictorial works
Camels
Cameras
Canoes and canoeing
Caribbean
Caterpillars
Cave dwellings
Central America
Cephalopods
Chaco Canyon (N.M.)
Cheyenne art
Chemistry
Children
Children’s Room
Chinese and Siberian Collections
Chrysalis
Cliffs
Climate
Clothing and dress
Clouds
Coins
Collections from the Philippine Islands
Conservation
Containers
Cooking
Corals
Coral reefs and islands
Corner Gallery
Correspondence
Crabs
Crawford, M. D. C. (Morris De Camp), 1882-1949
Crayfish
Crocker Land Expedition (1913-1917)
Crocodiles
Crustacea
Cretaceous Hall
Cultural anthropology
Dance
Darwin Hall
David S and Ruth L Gottesman Hall of Planet Earth
Decorative arts
Deer
Dickerson, Mary Cynthia, 1866-1923
Dinosaur Hall
Dinosaurs
Dioramas
Dogs
Dolphins
Domestic animals
Dorling Kindersley dinosaur photos (1991-1992)
Dorothy and Lewis B. Cullman Hall of the Universe
Dragonflies
Ducks
Dwellings
Eels
Eagles
Early man
Earth and Planetary Sciences
Earthquakes
Eastern Indians (temporary location)
Effie M. Morrissey
Embroidery
Elephants
Entomology
Environmental science
Equipment and supplies
Erickson, Ernest, 1893-1983 -- Art Collections
Eskimo Hall
Ethnography
Ethnology
Ethnology -- Africa
Ethnology -- Asia
Ethnology -- Australia
Ethnology -- Central America
Ethnology -- Europe
Ethnology -- Greenland
Ethnology -- Islands of the Pacific
Ethnology -- Mexico
Ethnology -- North America
Ethnology -- Oceania
Ethnology -- Peru
Ethnology -- South America
Europe
Evolution
Evolution of the horse
Exhibition preparation
Expedition documentation
Extinct amphibians
Extinct animals
Extinct birds
Extinct fishes
Extinct insects
Extinct mammals
Farming
Feathers
Felidae
Felix M. Warburg Hall of New York State Environment
Field notebooks
Field photographs
First nations of North America
Fisher, Te Ata, 1895-1995
Fishes
Fishes -- Pictorial works
Fishes, Fossil
Fishing
Flags
Flowers
Food
Forests and forestry
Fossil Fishes
Fossil hominids
Fossil Mammal Hall
Fossils
Frogs
Fuertes, Louis Agassiz, 1874-1927
Fur
Furniture
Games
Gardner D Stout Hall of Asian Peoples
Gems
Geological Hall
Geology
Giant Sloth Hall
Giraffes
Gold
Grand Gallery
Great Gull Island
Haida Totem Pole
Hall of Advanced Mammals
Hall of African Peoples
Hall of Animal Behavior
Hall of Asian Mammals
Hall of Astronomy
Hall of Biodiversity
Hall of Biology of Man
Hall of Birds of the World
Hall of Conchology
Hall of Comparative Anatomy
Hall of Dinosaurs
Hall of Early Dinosaurs
Hall of Early Mammals
Hall of Earth History
Hall of Eastern Woodlands Indians
Hall of Fishes of the World
Hall of Fossil Mammals Horse Alcove
Hall of Fossil Fishes
Hall of Fossil Reptiles
Hall of Fossil Vertebrates
Hall of Geology
Hall of Human Biology
Hall of Invertebrates
Hall of Late Dinosaurs
Hall of Living Invertebrates
Hall of Mammals
Hall of Man in Africa
Hall of Mental Life (Proposed)
Hall of Meteorites, Minerals and Gems
Hall of Mexican Archaeology
Hall of Mexico and Central America
Hall of Mollusks and Mankind
Hall of Mongolian Vertebrates
Hall of Natural History of Man
Hall of New York City Birds
Hall of New York State Mammals
Hall of North American Birds
Hall of North American Forests
Hall of North American Mammals
Hall of Northwest Coast Indians
Hall of Oil Geology
Hall of Ocean Life and the Biology of Fishes
Hall of Ocean life
Hall of Ornithischian Dinosaurs
Hall of Petrology
Hall of Plains Indians
Hall of Public Health
Hall of Primates
Hall of Primitive Mammals
Hall of Reptiles and Amphibians
Hall of Saurischian Dinosaurs
Hall of Small Mammals
Hall of South American Peoples
Hall of South Asiatic Mammals
Hall of the Age of Man
Hall of the Biology of Mammals
Hall of the Biology of Man
Hall of the Natural History of Man
Hall of the Peoples of the Pacific
Hall of the Universe
Hall of Vertebrate Origins
Hall of Vertebrate Paleontology
Harry Frank Guggenheim Hall of Minerals
Hats
Hawks
Hayden Planetarium
Herpetology
Horse Under Domestication
Horses
House furnishings
Houses
Human biology
Hurricanes
Hyde Exploring Expedition
Ichthyology
Illustrations
Implements, utensils, etc
Indians of Central America
Indians of Mexico
Indians of North America
Indians of North America -- Northwest, Pacific
Indians of North America -- British Columbia
Indians of North America -- Great Plains
Indians of North America -- Southern States
Indians of North America -- Southwest, New
Indians of South America
Indians of South America -- Peru
Industries
Insect Hall
Insects
Insects -- Pictorial works
Invertebrate Zoology
Islands of the Pacific
Jesup Collection of Building Stones
Jesup Collection of North American Woods
Jewelry
John Burroughs Corridor
John Lindsley Hall of Earth History
Jurassic Hall
Kangaroos
Labor
Lakes
Landscape Hall
Landscapes
Latin America
Lecture Hall
Leonard C. Sanford Hall of North American Birds
Lepidoptera -- North America -- Pictorial works
Library
Lightning
Lila Acheson Wallace Wing of Mammals and their Extinct Relatives
Lincoln Ellsworth Exhibit
Lions
Lizards
Lizards--Pictorial works
Local Birds
Long Island (N.Y.)--History
Louisiana Purchase Exposition (1904 : Saint Louis, Mo.)
Main Entrance, Central Park West
Mammals
Mammals -- Pictorial works
Mammals of New York State
Mammals of the Polar Regions
Manners and customs
Manuscripts
Maps
Marine biology
Marine mammals
Marine reptiles
Margaret Mead Hall of Pacific Peoples
Marsupials
Masks
Maya Sculptures Mexican Textiles
Meerkats
Memorabilia
Men of the Montana
Merriam, C. Hart (Clinton Hart), 1855-1942
Meteorites
Meteorology
Mexico and Central America
Mexico and Central America Hall
Mice
Microscopy
Minerals
Miriam and Ira D. Wallach Orientation Center
Mollusca
Mollusks and Mankind
Moon
Morgan Halls of Mineralogy
Morgan Memorial Hall of Gems
Moths
Mountains
Mural painting and decoration
Museum artists
Museum buildings
Museum exterior
Musical instruments
National parks and reserves
Native Americans
Natural disasters
Natural History of Man
Natural history museums -- Educational aspects
Natural history museums -- Employees
Naturalists
Nature Room
Nests
New York City history and culture
New York State Exhibits
New York State Roosevelt Memorial
North America
North Asiatic Hall
North Corridor: Eskimo, Building Stones, Meteorites
North Pacific Hall
Northwest, Pacific
Numismatics
Ocean
Oceania
Ocean life
Octopuses
Opossums
Ornithology
Osborn Hall of Tertiary Mammals
Osprey Group
Owen, Richard, 1804-1892.
Owls
Painting
Paleocene Hall
Paleolithic period
Paleontology
Paul and Irma Milstein Hall of Advanced Mammals
Peary Arctic Club
Penguins
Peruvian Hall
Physical anthropology
Planets
Plants
Polar Maps
Portraits
Potlatch
Pottery
 Primates
Pre-Columbian artifacts
Prehistoric peoples
Pro-Astronomic Hall
Pterosaurs
Public health
Pupae
Puppets
Rabbits
Raccoons
Rare books
Reading Room
Recent Fishes
Religion
Reptiles
Reptiles and Amphibians
Ritual
Rivers
Robes
Rocks
Roosevelt, Theodore, 1858-1919
Rose Center for Earth and Space
Sanford Memorial Hall of the Biology of Birds
Scientists
Sculpture
Sea anemones
Sea lions
Seals (Animals)
Seahorses
Seismology
Sharks
Shell Hall
Shells
Shells -- Pictorial works
Ships
Siberian Hall
Signs and signboards
Skeletions
Sleds
Slide Room
Snakes
Snow
South America
South Atlantic States
South Sea Island Hall
Southwest Indian Hall
Space
Special Exhibition Hall
Spiders
Squids
Stars
State parks
Stone carving
Storms
Sun
Tankas (Tibetan scrolls)
Tattooing
Tipis
Tents
Textile fabrics
Theodore Roosevelt Memorial Hall
Theodore Roosevelt Rotunda
Tools
Tornadoes
Totem poles
Turquoise
Transportation
Trees
Turtles
Tyrannosaurus rex
United States History Civil War, 1861-1865
Urban parks
Vertebrate zoology
Volcanoes
Ward-Coonley Meteorites
Weapons
Weather
Weaving
Whales
Whitman, Charles Otis, 1842-1910
Whitney Memorial Gallery of Oceanic Birds
Whitney Memorial Hall of Oceanic Birds
Whitney Memorial Hall of Pacific Bird Life
Wilson, James Perry, 1889-1976
Women in science
Wood-carving
World politics -- Caricatures and cartoons
Worms
Zebras
77th Street Entrance

American Museum of Natural History Library, Special Collections
## Reference Table of Dublin Core and Item Type Descriptive Metadata Elements

<table>
<thead>
<tr>
<th>Metadata Element (* Authority List)</th>
<th>Mandatory?</th>
<th>Repeatable?</th>
<th>Dublin Core or Local Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>Yes</td>
<td>Yes</td>
<td>A related resource from which the described resource is derived.</td>
</tr>
<tr>
<td>Identifier</td>
<td>Yes</td>
<td>No</td>
<td>An unambiguous reference to the resource within a given context.</td>
</tr>
<tr>
<td>Title</td>
<td>Yes</td>
<td>No</td>
<td>A name given to the resource.</td>
</tr>
<tr>
<td>Medium *</td>
<td>Yes, if known</td>
<td>No</td>
<td>The material or physical carrier of the resource.</td>
</tr>
<tr>
<td>Format *</td>
<td>Yes, if known</td>
<td>No</td>
<td>The file format, physical medium, or dimensions of the resource.</td>
</tr>
<tr>
<td>Date</td>
<td>Yes</td>
<td>No</td>
<td>A point or period of time associated with an event in the lifecycle of the resource.</td>
</tr>
<tr>
<td>Coverage</td>
<td>Yes</td>
<td>Yes</td>
<td>The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.</td>
</tr>
<tr>
<td>Subject *</td>
<td>Yes</td>
<td>Yes</td>
<td>The topic of the resource.</td>
</tr>
<tr>
<td>Language</td>
<td>No</td>
<td>Yes</td>
<td>A language of the resource.</td>
</tr>
<tr>
<td>Publisher</td>
<td>Yes</td>
<td>No</td>
<td>An entity responsible for making the resource available.</td>
</tr>
<tr>
<td>Rights</td>
<td>Yes</td>
<td>Yes</td>
<td>Information about rights held in and over the resource.</td>
</tr>
<tr>
<td>Relation</td>
<td>No</td>
<td>Yes</td>
<td>A related resource.</td>
</tr>
<tr>
<td>Original Photographer*</td>
<td>Yes</td>
<td>Yes</td>
<td>An entity primarily responsible for making the resource.</td>
</tr>
<tr>
<td>Copy Photographer*</td>
<td>Yes, if copy</td>
<td>Yes</td>
<td>An entity responsible for making contributions to the resource.</td>
</tr>
<tr>
<td>Metadata Element (* Authority List)</td>
<td>Mandatory?</td>
<td>Repeatable?</td>
<td>Dublin Core or Local Definition</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------</td>
<td>-------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Artist *</td>
<td>Yes, if applicable</td>
<td>Yes</td>
<td>An entity primarily responsible for making the resource.</td>
</tr>
<tr>
<td>Cultural Context</td>
<td>Yes, if applicable</td>
<td>Yes</td>
<td>Culture to which the object in image is attributed.</td>
</tr>
<tr>
<td>Expedition</td>
<td>No</td>
<td>Yes</td>
<td>Name of the expedition during which the photograph was created and/or the expedition on which the object in the image was collected.</td>
</tr>
<tr>
<td>Associated Name</td>
<td>No</td>
<td>Yes</td>
<td>Name of person(s) portrayed in the image.</td>
</tr>
<tr>
<td>Department / Discipline</td>
<td>Yes</td>
<td>No</td>
<td>Department or discipline for the objects in the image.</td>
</tr>
<tr>
<td>Permanent Hall *</td>
<td>Yes, if applicable</td>
<td>Yes</td>
<td>For an image taken in an AMNH exhibit hall.</td>
</tr>
<tr>
<td>Catalog / Specimen Number</td>
<td>No</td>
<td>Yes</td>
<td>The number given to an object in the image by the Museum department in which it belongs.</td>
</tr>
<tr>
<td>Original Caption</td>
<td>Yes, if applicable</td>
<td>Yes</td>
<td>Unedited title from original data source; used to craft title.</td>
</tr>
<tr>
<td>Collection Name *</td>
<td>Yes</td>
<td>No</td>
<td>Name of the collection the image belongs to.</td>
</tr>
<tr>
<td>Note</td>
<td>No</td>
<td>Yes</td>
<td>Descriptive data entered when there is additional information that would be useful to a researcher but is not found in other fields.</td>
</tr>
<tr>
<td>Repository</td>
<td>Yes</td>
<td>No</td>
<td>The repository pictured in the photograph. The repository in whose collection the object in the photograph resides.</td>
</tr>
<tr>
<td>Original Number</td>
<td>No</td>
<td>Yes</td>
<td>The number by which the item was originally identified in the collection.</td>
</tr>
<tr>
<td>Cataloger’s Note</td>
<td>No</td>
<td>Yes</td>
<td>For internal use by catalogers to enter questions or comments about an image and its data.</td>
</tr>
</tbody>
</table>
Work Flow Process and Quality Control

Cataloging Workflow

Editing:
The Visual Resources Librarian assigns each image cataloger a data set or collection. The image cataloger edits the metadata for assigned collections in the Omeka interface using the guidelines presented in this style guide, both Dublin Core and Item Type elements.

Unedited to Edited: The image cataloger tags each record with her initials and the edited tag. The unedited tag, which is added to each record during import, is then removed by the image cataloger.

Flagging Poor Images: If a cataloger sees image quality and processing issues, she tags the record problem and then documents the issue in the Cataloger’s Note field. The record is still cataloged if possible.

Flagging Images of Cultural Sensitivity: If a cataloger encounters an image with cultural sensitivity or data issues, the cataloger tags the record review and documents the issue in the Cataloger’s Note field. The record is still cataloged and in the internal database.
Quality Control

Quality Control and Review for Public View: The Visual Resources Librarian selects images tagged edited. Each data element is reviewed for accuracy and completeness. Emphasis is placed on style guidelines and making each record accessible and searchable for the end user. Corrections are made wherever necessary.

Edited to OK: All images proofed and edited are tagged ok and the edited tag is removed. Images tagged ok are ready for public view and the public view box is checked. These image records are immediately available on the website.

Omit or Suppress: The Visual Resources Librarian reviews all images tagged problem or review. Edits are made where necessary and whenever possible these are tagged ok. Images that do not meet cultural sensitivity guidelines are tagged omit; images of poor quality that cannot be resolved are tagged omit. These are cataloged for researchers but not posted to the website. Documentation is placed in the Cataloger's Note.

Making a Record Public

If an image doesn’t meet the guidelines for the public website, the record may be viewed on-site only, or by request. Catalogers may flag images in question “review”. The reviewer will tag these image records with “omit” and document in a cataloger’s note field on the back-end why the image received the tag. These records are still cataloged, however, and will be available for research. Images of poor quality are tagged “omit” and will also be cataloged and available for research, but not on the website.

Images reviewed and approved will be considered ready for public view. The visual resources librarian then selects the check box to make the records public, and in some cases, featured, as well, in curated online exhibits. Only the Visual Resources Librarian, or in some cases a project cataloger, makes records public after performing quality control.
Internal Tagging Process

Tags should be entered and saved, lowercase, separated by a comma.

Current tags include:

- **unedited**: for records with raw imported data not yet worked on.

- **edited**: for fully edited records.

- **initials of cataloger**: lowercase letters only, no periods between letters.

- **ok**: used by Visual Resources Librarian to indicate that record has been proofed for quality control, has no review edits remaining, has no omit tag – and is ready for public view. The edited tag is replaced with the ok tag.

- **omit**: used to indicate that an image is of poor visual quality, is difficult to discern, or is otherwise damaged and not suitable for the website. “Omit” is also used for culturally sensitive images, images containing sensitive subject matter or those not owned by AMNH which will not be approved for public view. Images not posted on the website are still available in the Library by request.

- **problem**: to document records that have image quality or data upload issues. The issue should be noted in the cataloger’s note field. When a problem is corrected, the tag is deleted and replaced with another appropriate tag. Issues are resolved by the Visual Resources Librarian, Digital Lab Manager, or Digital Projects Manager.

- **processed**: for corrected images uploaded into Omeka, used by the digital lab manager. Unrelated to editing data.

- **review**: this tag alerts the reviewer to look at cataloger’s note field for questions or problems regarding data encountered by the cataloger. Records with this tag are proofed by Visual Resources Librarian. If they cannot be resolved, they are passed to the appropriate staff member for additional review.

- **lab**: used by the digital lab manager to indicate records uploaded for researcher requested images, as opposed to collection imports. This is replaced with “edited” and then by “ok” following the cataloging process.

The Visual Resources Librarian periodically checks the tags list to be sure each is entered properly and universally changes any incorrect tags. Images can be sorted by tags, including by each cataloger’s work and collection, to adhere to workflow and enhance procedure, training, and productivity.
Resources and Contacts

Please direct questions regarding processes described in this Guide to Stacy Schiff, Visual Resources Librarian, American Museum of Natural History Research Library, Special Collections

sschiff@amnh.org

AMNH (science pages, etc.)
http://www.amnh.org/

AMNH Hall Authority Spreadsheet
http://images.library.amnh.org/hiddencollections/resources/

AMNH Library
http://www.amnh.org/our-research/research-library

AMNH Anthropology Collections
http://research.amnh.org/anthropology/database/collections

LC TGM II, Library of Congress Thesaurus for Graphic Materials
http://www.loc.gov/pictures/collection/tgm/

TGN, Getty Thesaurus of Geographic Names
http://www.getty.edu/research/tools/vocabularies/tgn/

LCSH, Library of Congress Authorities, Subject Headings and Names
http://authorities.loc.gov/

Omeka
http://omeka.org/

Dublin Core Metadata Initiative
http://dublincore.org/schemas/xmls/

Notes: