

Entering Metadata on Images



ELIZABETH CATHCART

**DIGITAL ARCHIVE CATALOGING LIBRARIAN
ACADEMY OF MOTION PICTURE ARTS AND SCIENCES
MARGARET HERRICK LIBRARY
ECATHCART@OSCARS.ORG**

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The Record and fields to catalog



Work

Descriptive Title: Douglas Fairbanks and Mary Pickford, 1920.

Date Earliest: 1920.0

Date Latest: 1920.0

Work Type: Photograph

Is Part Of: Mary Pickford papers

Creator: Daily Sketch Publications

Creator Role: photographer

Persons Depicted:

Persons Depicted

Fairbanks, Douglas

Pickford, Mary

Description: Douglas Fairbanks and Mary Pickford arrive in London, England from Southampton, England during their honeymoon, 1920.
Photographer's blind stamp in medium and ink stamp on verso.

Form/Genre:

Form/Genre

News photographs

Portrait photographs

Descriptive Title and Description



- Standardized: always the same and/or very similar.
- Descriptive Title: Brief summary of image.
- Description: Very detailed. But how much detail?
- The nitty gritty details:
 - Circa vs. ca vs. ca. what about decades? Undated?
 - Abbreviations or spell out fully
 - Numbers
 - Order of persons depicted
 - Use of commas

Free text versus dropdown picklists



- Certain fields are best used with dropdown lists or pick lists or validation lists
- Other fields you will want as free text fields because a pick list would be too cumbersome for all the combinations.
- Even when you are unable to have pick lists, always try to ensure standardization in all fields

Creators and Persons Depicted



- The Virtual International Authority File (viaf):
<http://viaf.org/>
- Library of Congress Name Authority (lcna):
<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
- California Death Index and Census Records
- Printed resources such as books, Obituaries, Newspaper articles (LAT, NYT, etc.)
- Local Resources that you would consider authoritative

Subject Term Sources



- Library of Congress Subject Headings (lcsb):
<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
- Thesaurus of Graphic Materials (tgm):
<http://www.loc.gov/pictures/collection/tgm/>
- The Getty Art & Architecture Thesaurus (aat):
<http://www.getty.edu/vow/AATSearchPage.jsp>
- Local Terms

Title, Description, People, Subjects



Work

Descriptive Title: Mary Pickford and Mary Louise Miller in SPARROWS, 1926.

Work Type: Photograph

Is Part Of: Mary Pickford papers

Creator: Not credited

Persons Depicted:

Persons Depicted

Miller, Mary Louise

Pickford, Mary

Description: Mary Pickford holding Mary Louise Miller in a scene from SPARROWS, 1926.

Form/Genre:

Form/Genre

Film stills

Local Term: Scenes

Subjects: Topics: Children [tgm]

Physical Item – Scanned Asset



- Because your images come in all forms to be scanned, make sure you are noting what the original item is.
 - 35mm slide, Transparency, Photographic print, etc.
- Note if it's color, black & white, or hand-colored
- Note the dimensions
 - 4 x 5, 8 x 10, 12 x 15, etc.

Physical Description

Format/Materials:	photographic print
Medium/Technique:	gelatin silver
Color:	B & W
Dimensions:	8 x 10
Condition Notes:	Three holes punched along linen-backed top edge. Caption partially obscured.
Sleeve Label (Filed As):	MEET ME IN ST. LOUIS
Orientation:	Portrait

Physical Item – Scanned Asset (continued)



- Note condition of the item
Is the border frayed? Maybe a corner is missing or it's a slide not living in a slide mount.
- Where could you find it again, where does the item live?
Add in any notation needed to be able to find this item again.

Physical Description

Format/Materials:	negative
Medium/Technique:	gelatin silver
Color:	B & W
Dimensions:	4 x 5
Condition Notes:	Vertical and horizontal bends on 3 x 4.25 photographic print.
Sleeve Label (Filed As):	1952-03-07 Barry Sullivan and son
Orientation:	Portrait

Physical Item – Digitally Born



- Digitally born don't have the same characteristics as a tangible image.
- If the image is resaved as a preservation file, which is different from the original file:
 - Note this in the record.
 - Example: Preservation reformatting applied to source jpeg.

Physical Description

Format/Materials:	tiff
Color:	Color
Conservation Notes:	Preservation reformatting applied to source jpg
Sleeve Label (Filed As):	INFERNO (2016) DPK04487 Downloaded from studio website, 10/24/2016
Orientation:	Landscape

Physical Item – Digitally Born (continued)



- Is the digital file from a hard drive? CD? DVD?
 - Capture all the information about where the file comes from in the record.
- Make sure the embedded metadata (IPTC/EXIF) is captured somewhere in the record
 - This will include the original filename, creator/photographer, and sometimes a description, as well as camera info or if it's a composite, what program was used
 - If the database/system you are using doesn't have this capability, make sure it is still captured somewhere

Physical Description

Format/Materials:	tiff
Medium/Technique:	CD-ROM
Color:	Color
Sleeve Label (Filed As):	TAKING LIVES DPK01076
Orientation:	Landscape

Administrative Information of the Item



- Department Item comes from
- If it's been transferred from a collection
- If the item was donated by a person or organization
- Any Usage or Copyright restrictions on this particular item

Administrative Information

Repository: Margaret Herrick Library, Fairbanks Center for Motion Picture Study

Department.: Photograph Archive

Donor: Gift of Eleanor Phillips Colt

Transferred From: Ethel Barrymore papers

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Thank you!



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