Metadata Guidelines -- Image Level Records

The metadata guidelines for Picture Collection Online included three levels of records: folder, image, and source. Folder level records are descriptions of individual folders, which contain images on one subject. Image level records are full descriptions of each image within a folder. Source level records are descriptions of the book, magazine or other source in which the images were originally published or presented.

The abridged image level guidelines included here are intended for use with the accompanying document "Metadata Form -- Image Level."

Source code
Numerical or letter code established by PC staff indicating the book or magazine in which the picture was originally published. (Local field)

Barcode
Barcode assigned to each image for inventory purposes and for creating holdings data for The Branch Libraries LEO catalog. (Local field)

Title
Use printed or written caption from picture. If no title exists, create a descriptive title and place it in brackets. (MARC 245 a, b)

Title Indicator
Enter value to specify the number of character positions at the beginning of the title which should be disregarded in the filing process. (MARC 245 2\textsuperscript{nd} indicator)

Alternative title
If an alternate form of the title exists (including variant spellings) enter here. (MARC 246)

Place published
Include place of publication for picture, if picture is published individually and is not associated with a source code. (MARC 260 a)

Publisher
Include publisher of picture, if picture is published individually and is not associated with a source code. (MARC 260 b)

Description
Give physical description of item, include whether color or black & white and include measurements in centimeters and inches. (MARC 300 a, b, c)

Specific material type
Include term from pre-established list. (MARC 300 a)

Medium
Only include when describing an original (not a reproduction) and only when there is certainty of the specific process used to create picture. (MARC 300 b)
Publication date
Include date when a picture was published, as either part of a book or by itself. (MARC 260 c)

Creation date
Include date that the artist created the picture or photograph. (MARC 260 c)

Depicted date
Include date that the picture depicts. Use year only. (Local field; related to 6XX y)

Creator & Additional Name
Include name information for those responsible for the creation of the picture. (MARC 1XX & MARC 7XX)

Thesaurus
Give authority source from where name information was taken. Choices include LCNAF (Library of Congress Name Authority File), ULAN (Union List of Artist Names), or local authority coded as AACR2. (same codes used in 6XX, 2)

Relator
Include the role of the creator or additional name responsible for the creation of the picture. (MARC 1XX & 7XX e)

Dates
Enter the life span of the creator or additional name, taken from either LCNAF or ULAN. (MARC 100 & 700 d)

Subject
Use terms from TGM (Thesaurus of Graphic Materials). If terms from TGM are not applicable, use terms from LCSH (Library of Congress Subject Headings). Include folder level subject heading first, and include genre term. (MARC 6XX)

Thesaurus
Choices include LCSH, LCNAF, TGM, AACR2 (local authority), or GMGPC (TGMII: Genre and Physical Characteristics). (same codes used in 6XX 2)

Subject Type
Choices include MARC fields 600, 610, 630, 650, 651, 655.

Notes
Include additional information from picture (either printed or written) and comments on physical condition of picture. (MARC 500)
Sources:


