



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 2nd 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:

Anglo American Cataloging Rules, 2nd edition, 1998 revision. Chicago: American Library Association, 1993.

Betz, Elizabeth. *Graphic Materials : Rules for Describing Original Items and Historical Collections.* Washington, D.C.: Library of Congress, 1982.

Library of Congress Authorities. Library of Congress [Website]. [cited 10/10/02] Available from <http://authorities.loc.gov/>

MARC standards. The Library of Congress [Website]. Library of Congress Network Development and MARC Standards Office. [cited 10/10/02] Available from <http://www.loc.gov/marc/>

Thesaurus for Graphic Materials. The Library of Congress [Website]. [cited 10/10/02] Available from <http://www.loc.gov/lexico/servlet/lexico>

Union List of Artist Names. The Getty [Website]. [cited 10/10/02] Available from <http://www.getty.edu/research/tools/vocabulary/ulan/>



Metadata Form -- Image Level

Source Code _____ Item Barcode _____

Title _____

Title Indicator _____

Alternative Title _____

Place Published _____ Publisher _____

Description _____

Specific Material Type _____ Medium _____

Publication Date _____ Creation Date _____ Depicted Date _____

Creator _____ Thesaurus _____

Relator _____ Dates _____

Additional Name _____ Thesaurus _____

Relator _____ Dates _____

Additional Name _____ Thesaurus _____

Relator _____ Dates _____

Subject (folder level) _____ Thesaurus _____ Sub. Type _____

Subject _____ Thesaurus _____ Sub. Type _____

Subject _____ Thesaurus _____ Sub. Type _____

Subject _____ Thesaurus _____ Sub. Type _____

Subject _____ Thesaurus _____ Sub. Type _____

Subject _____ Thesaurus _____ Sub. Type _____

Subject (genre term) _____ Thesaurus _____ Sub. Type _____

Notes _____

Prepared by _____ Date ____/____/____