

Photocat Core Fields: Purpose, Usage, & Glossary

Introduction

Resulting from discussions with stakeholders and metadata experts, the following list of fields is highly recommended for use with any new collection in Photocat, the IUB Libraries' online image collection cataloging application. This field selection represents a unified endorsement of those elements widely shared by image collections. All new collections added to Photocat will automatically contain these fields and collections are encouraged to make use of them, adhering to the definitions for each field.

Only fields within the core are aggregated for searching and browsing across collections within [Image Collections Online](#) (ICO), the search and discovery access system for exhibiting collections maintained in Photocat. Additionally, only fields within the core are shareable for indexed discovery beyond Photocat/ICO in services such as [Digital Collections Search](#).

The field names in this glossary should be understood as historical and merely what have been passed down to the current system by previous project development activities. Within Photocat, these fields can be labeled per collection in any way that helps the collection catalogers input appropriate data. Please consult the glossary definitions provided for each field to decide if and how a core field is used in a collection. Customizing the label for a field is acceptable, but should reflect a relationship to that field's definition. For example, CREATOR, as defined in the glossary, is a field meant to identify the person or entity responsible for the depicted item. Some collections might coincidentally prefer the field to be labeled as CREATOR. However, some collections may wish to use a particular label, such as PHOTOGRAPHER or ARTIST, to clarify what is meant by the glossary definition of CREATOR for a collection (for both cataloging and end-user purposes). Both PHOTOGRAPHER and ARTIST adhere to the glossary definition of CREATOR and would be acceptable to use within Photocat and ICO.

Collections are also encouraged to make use of ACCESSION_NUMBER and/or CALL_NUMBER to provide a uniquely identifying connection between the Photocat record for an item and the information available about the original item - an external/original source identifier. Maintaining a connection to the entirety of metadata about an item will enhance the use of Photocat for catalogers. These identifiers can be for internal use only or they can also be shared with end-users in ICO and labeled in whatever way is best for the collection. Either ACCESSION_NUMBER or CALL_NUMBER can be used or both fields can be used, if appropriate.

Each entry in the glossary is arranged as follows:

- [FIELD NAME]
 - Required status; repetition status.
 - Definition.
 - Examples, when helpful.

Glossary

- ABSTRACT
 - Not required; not repeatable.
 - This is a field that stores a free text description of the contents of the image or other information related to the image. Different from Caption in that this field can contain descriptions from the cataloger. This field should contain information that cannot be placed in other fields and placement of information in this field should not create any redundancies within the record. To track text included on an item from the artist/photographer, see Caption.
 - Examples: "Prairie schooner | Wheels a-Rolling Pageant - Chgo RR Fair." ([Cushman slide](#) description from notebook); The Chicago Railroad Fair was an event organized to celebrate and commemorate 100 years of railroad history west of Chicago, Illinois. It was held in Chicago in 1948 and 1949 along the shore of Lake Michigan, and is often referred to as "the last great railroad fair" with 39 railroad companies participating. The board of directors for the show was a veritable "Who's Who" of railroad company executives. From [Wikipedia](#): ([Cushman slide](#) note from cataloger)
- ACCESSION_NUMBER
 - Not required; repeatable.
 - This field connects this record in Photocat to the original record for a collection that contains this item. Use Accession Number as a collection-level identifier. For an item-level identifier, see Call Number. This identifier can be used for internal use only or it can be shared with end-users in ICO. The field name can be given a more collection-appropriate display label. Not a URL.
 - Example: SC 87 (collection number for AAAMC photograph collection)
- ALTERNATE_ID
 - Not required; repeatable.
 - This field can be used to record the original file name(s) for the image(s) uploaded to a Photocat record. To be automatically completed when batch uploading images. This field is recommended for internal use only.
 - Example: slide003.tif (on record VAXXXX-000001 in Photocat)
- CALL_NUMBER
 - Not required; repeatable.
 - This field connects this record in Photocat to the original record for the item. Use this field name as an item-level identifier. This identifier is not restricted to a call number. The field name can be given a more appropriate display label. For a collection-level identifier, see Accession Number. This identifier can be used for internal use only or it can be shared with end-users in ICO. Not a URL.
 - Examples: FP 3.1 (donor's image no. for a picture of a storage vessel); G4093 .C5H1 1869 .L3 (call number for map)
- CAPTION
 - Not required; not repeatable.
 - This is a field that stores a caption that is a verbatim transcription of notes or text written or printed on the physical item. Textual information that was published with the image, such as text captured in a photograph, does not belong in the caption. Instead, such information may be included in the Abstract field. Caption should contain creator-supplied descriptions that are included on the physical image vs. Abstract, which contains the cataloger's description or creator-supplied descriptions that are not written on the physical image (accompanying documentation such as notebooks, ledgers, or photo identification interviews).

- Example: "Pageant at Chgo RR fair Prairie schooner." ([Cushman slide](#) description from slide)
- CITY
 - Not required; not repeatable.
 - Any location identifier that is smaller than a state/province (such as cities, villages, neighborhoods). The city should refer to the object of interest. Collections can decide whether that would be the subject of an image or the actual item being pictured. For consistency within a single collection and across collections, please use a controlled vocabulary, such as the [Getty Thesaurus of Geographic Names](#) (TGN).
 - Examples: Bloomington; Brooklyn; Mei ami; Ballycastle
- COPYRIGHT_OWNER
 - Not required; not repeatable.
 - The name of the individual or corporation that owns the copyright to this image. Can also include copyright information relevant to a particular item. For collection-level copyright information, use Terms of Use statement for collection.
- COPYRIGHT_STATUS
 - Not required; not repeatable.
 - This box should be checked when the image or images associated with this record contain copyrighted material that may not be disseminated to the public. In such cases, a small view will be presented to give the users some indication of the nature of the image without providing a sufficiently high resolution representation that would allow commercial exploitation of the work in question.
- COUNTRY
 - Not required; not repeatable.
 - The country/principality pictured or where the photograph was taken. The country should refer to the object of interest. Collections can decide whether that would be the subject of an image or the actual item being pictured. For consistency within a single collection and across collections, please use a controlled vocabulary, such as the [Getty Thesaurus of Geographic Names](#) (TGN).
 - Examples: United States; Japan; Sealand
- CREATOR
 - Not required; repeatable.
 - The name of an individual or entity who either created the depicted work or is responsible for the depiction of the work. Collections can use the display label to identify for their collection what is meant by creator. For consistency within a single collection and across collections, please use an authorized source for names, such as the [Getty Union List of Artist Names](#) or [Library of Congress Authorities](#).
 - Examples:
 - Cushman Photograph Collection
 - Photographer: Cushman, Charles W., 1896-1972
 - The Sage Collection (folding fan)
 - Maker: Old Spice
 - Lilly Library Maps
 - Creator: Lay, Amos, 1765-1851
- DATE_TAKEN
 - Not required; not repeatable.
 - This represents the date the photograph was originally taken, in the form YYYY-MM-DD. The date should refer to the object of interest (the subject of the image or the image itself). Supply estimated date if no firm date is known. Can provide year, year/month, year/month/day, or a range of years (YYYY-YYYY), following the [W3C Date and Time Formats](#) (W3CDTF) profile.
 - Examples: 1966-10-31; 1970-1979; 1945; 1980-03; 1923 (with "approximate" checkbox, this date example becomes "circa 1923")
- FEATURED
 - Required for collections available in ICO; not repeatable.
 - This box should be checked if this item should be considered a featured item within this collection. The *minimum* number of featured images per collection is 5. Featured items will be presented on the collection splash page on the public-facing site ([Image Collections Online](#)) once that collection has been released to the public. If less than 5 images are selected, the splash page will default to the last three items updated within the collection.
- MODIFYING_USER
 - Required (automatic); not repeatable.
 - This field is automatically updated with the username of the user who last modified this record in Photocat.
- STATUS
 - Required; not repeatable.
 - Shows the status of the Photocat record. Besides being used internally to track the status of a metadata record for an item, the status field is also tied to the public-facing web application to determine whether a particular record is public. Status fields are defined as:
 - auto-generated: initial submission (you can't save a modified record with this status)
 - in progress: indicates a record is being worked on and should not be published
 - minimal: published, but has the minimal amount of metadata necessary
 - pending completion: some checks may be necessary, but published
 - cataloged: metadata is complete - published
- TITLE
 - Required; not repeatable.
 - This field represents the "title" of an item. A title is a cataloger-assigned one-line description of the item meant to describe or identify it as concisely as possible. If the item has identifying text written on the back of it or beneath it which may not serve as a general purpose title, consider using Caption for that text (which has a more specific meaning) and having the cataloger assign a more consistent or useful title in this field. By default, this field will be rendered with the label "Title" and a single line input box. For best use, titles should typically be brief (10 or fewer words) but be sufficient to describe this item to someone who cannot view the thumbnail image.
 - Examples: folding fan; Warrick and Spencer Counties soil map; Bobo the magician
- TOPICAL_SUBJECT
 - Not required; repeatable.

- This is any topic that is the subject of the photograph. Typically topics are constrained to a source vocabulary when included in collection configurations. The data format retains information about the source of the term which may make values entered as topics more specific (since "topic" is pretty vague). It is NOT recommended to use this field type without including a controlled vocabulary source, and supplying a clearer display label and usage notes. This is the primary core field to identify subject. If additional, more specific subjects exist, such as geographical subject, it is possible to use other subject field types within Photocat. However, this is the recommended field for subject and the field that will be shared across Photocat/ICO collections and with external aggregators. For consistency within a single collection and across collections, please use a controlled vocabulary, such as the Library of Congress Thesaurus for Graphic Materials - [Subject Terms](#) (TGM I), [Genre & Physical Characteristic Terms](#) (TGM II), and/or [Library of Congress Subject Headings](#) (LCSH).
- US_STATE
 - Not required; not repeatable.
 - The state or province featured in the photograph. In this case, "state" is meant as a subdivision of a politically recognized country rather than in the historical sense (like nation state). The state should refer to the object of interest. Collections can decide whether that would be the subject of an image or the actual item being pictured. For consistency within a single collection and across collections, please use a controlled vocabulary, such as the [Getty Thesaurus of Geographic Names](#) (TGN).
 - Examples: Idaho; British Columbia; Limpopo Province; Queensland

Additional Notes

Other fields are available for use within Photocat, but the collection should be aware that using fields outside of the core will mean that any information placed in those fields is excluded from cross-collection facets for search and browse within Image Collections Online. Definitions and recommended use of these other fields are forthcoming and will be posted soon.