

# ICO Getting Started Guide



## Definitions

- [ICO Cataloger/PhotoCat](#) is the cataloging tool that "sits" behind Image Collections Online
  - It requires a special setup per image collection and login access for collection owners and catalogers (per collection)
- [Image Collections Online](#) (ICO) is the public-facing portal web site of all IU-affiliated image collections
- Sometimes when we say ICO, we reference it as a digital library "repository service," which includes both PhotoCat and the ICO porta



## Important Links

- PhotoCat (the cataloging tool for Image Collections Online): <http://webapp1.dlib.indiana.edu/photocat2/>
- Existing PhotoCat/ICO Instructions for digitization, quality control and cataloging:
  - [Capture and Ingest for Image Collections Online](#)
  - [Using ICO Cataloger/Photocat](#)

## Uploading Images Tips

- Upload the images you scanned to your collection in ICO
  - Make sure you have [completed visual quality control](#) before uploading images
  - Make sure you copy the original filename (including the file extension ".tif") from the file itself or as referenced in the scanning inventory spreadsheet into the "Alternate ID" field
  - Change status to "in progress"
  - **Click the "Save" button, but do not click "Save, Create New Record"** if you don't have another image to upload. This will create an empty record.
  - The upload will take a while so prepare to wait 10-15 minutes for an image to upload and show in ICO Cataloger/PhotoCat
- Make sure the images you have uploaded to ICO Cataloger/PhotoCat actually uploaded. The easiest way to do this is by clicking on the "View All Items" link, or as the collection grows in size, by browsing by "Last modified by:"
  - Click on "Browse" on the top menu
  - Click on "Last modified by" in the list of linked fields
  - On the right, find your username and click on "View records" next to your name
  - For those images that uploaded correctly (you can see the images) in ICO Cataloger/PhotoCat, you can begin cataloging!

## Cataloging Tips

- Draft local cataloging guidelines for your collection to ensure consistent data entry. If you are planning to take several passes at the cataloging (i. e., students enter basic information; collection manager conducts subject analysis), be sure to reflect the steps in your local cataloging guidelines.
- Consult the usage notes for each field by clicking on the field name. The usage notes contain helpful information including explanations to disambiguate fields that may seem to overlap, examples, and controlled vocabularies and content standards to reference. To close the usage note, click the field name again.
- To help you with cataloging, reference the item preview to the right of the record page you are completing. If the thumbnail is too small, download a larger image size (usually opens in a new tab or window).
- ICO relies on a set of [17 core fields](#) to facilitate searching across all the image collections hosted on the ICO portal. Complete as many of these fields as possible to ensure optimal discovery for users. Of the 17 core fields, we recommend the following:
  - **DATE\_TAKEN**
    - Year ranges are acceptable, but make sure the range is reasonable (e.g., 1999-2010) otherwise don't enter a date.
  - **TOPICAL\_SUBJECT**
    - **TGM I**: Thesaurus for Graphic Materials: Subject Terms is the only thesaurus that has a pre-populated pick list. You will likely still need to consult the [online version of the thesaurus](#) to determine the preferred term to enter. For example, if you type "cars" it is not an option, but "automobiles" is an option). You might find this list is outdated compared to the [online version of the thesaurus](#). If this is the case, enter the preferred term in the "local" cataloging field, but make a note for yourself that the term is actually in TGM I, just not in the pick-list.
      - Sometimes the pick list won't appear or will take a long time to generate. If this is the case, **save your record and reload your browser page** (shift + F5 or right-click to Reload Page).
    - **LCSH**: The LC Subject Headings are not pre-populated. You will need to consult the [subject authority list](#) and enter the authorized heading.
      - Once a term has been entered like "Card catalogs," that term will be automatically added to a pick list for the LCSH field. The next time you need to use "Card catalogs" or someone else is cataloging images of card catalogs, that term will not need to be entered again. It should appear in the pick list. We provide this functionality to ensure consistency in data entry.
    - **LCNAF**: Reference the LC Name Authority list to enter names of personal or corporate entities that are subjects of a photo (e. g., Wells, Herman B or Indiana University, Bloomington. Libraries).
    - **Local Subjects**: Use this field to describe a salient feature of the image that is not available in any of the above controlled vocabularies (e.g., Reference desks).
      - Follow TGM I conventions for entering subjects:
        - Plural (e.g., Patrons as opposed to Patron)
        - In multi-word terms, only the first letter of first word is in uppercase (e.g., Reference desks)
  - **STATUS**

- Make sure to keep status as "in progress" while you are working on a record. Once you feel you have cataloged all that you can, set the status to "pending completion." This will alert the Collection Manager that the record is ready for review.
- Once a collection is live via the ICO portal web site, the statuses will control what is published to the public and what is not. The two statuses that will trigger the publication of new records overnight are: "minimal" and "cataloged."
- **PERSON\_PICTURED:** For photos with identifiable people who may or may not be in LCNAF, use this field. Enter names following the LCNAF authorized format (last name, first name). In some cases, you may have the same names in the "subject" and "persons pictured" fields.
  - **Location in Picture:** This is a free-text field used to describe how people are positioned for easier identification. For example:
    - From left to right, name of person 1, name of person 2, etc.