

# Digital Special Collections Image Cataloging Procedures & Style Guide

## Special Collections, Research Library American Museum of Natural History

Compiled by Stacy J. Schiff, Revised, November, 2019



Image 323273, Visitors using Guide-a-phone, Whitney Hall, 1954.  
American Museum of Natural History Library, Special Collections

The Image Cataloging Procedures and Style Guide is an outline of the procedures, standards, and styles for cataloging metadata in the image database of the American Museum of Natural History Research Library, Digital Special Collections.

This Guide is an on-going work, revised as necessary as the image database grows and evolves.



Research Library Digital Special Collections Public URL: <http://images.library.amnh.org/digital/>. For administrative URL and credentials please see the Visual Resources Librarian or Digital Projects Manager

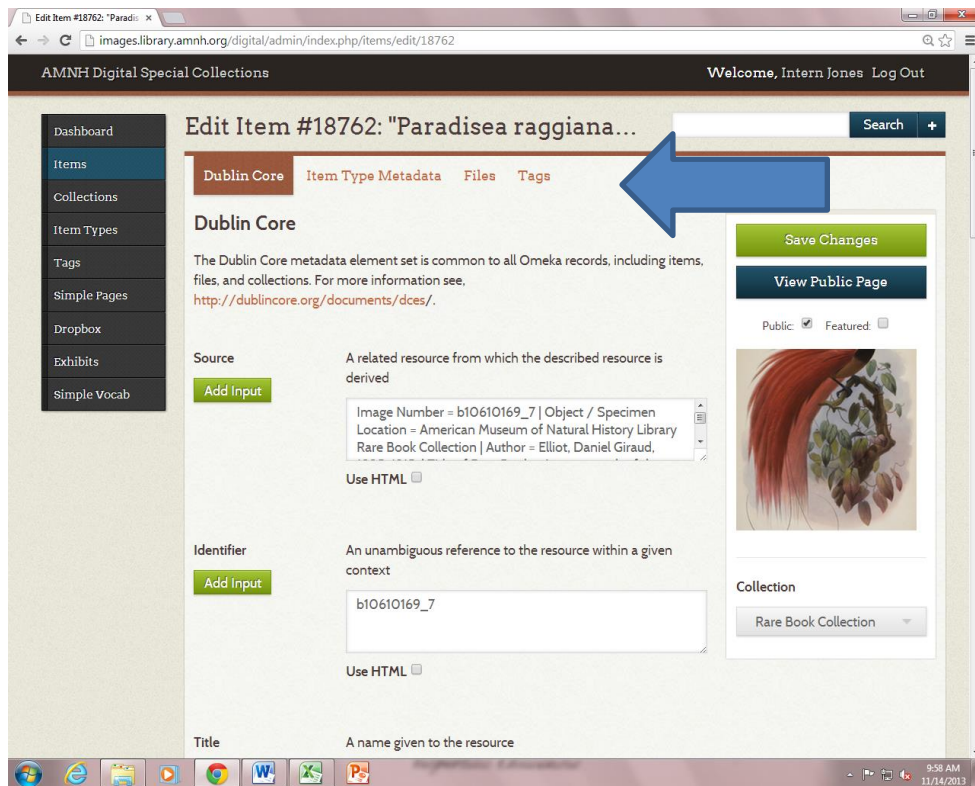
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Is Part of  
Relation  
Is Referenced By  
References  
Publisher  
Rights

### Customized Fields – Item Types

Other Identifiers  
Catalog / Specimen Number  
Digital Master  
Copy Photographer  
Copy Date  
Copy Medium  
Copy Format  
Source Data  
Original Caption  
Expedition  
Department / Discipline  
Cultural Context  
Associated Name  
Note (Internal view only)  
  
Collection Name  
Repository



After selecting *Edit* at the top right, the cataloger should select Dublin Core to begin cataloging those elements and to review the source, or raw (original), data.

Item #18762: "Paradisea raggiana fro..."

AMNH Digital Special Collections Welcome, Intern Jones Log Out

Dashboard Items Collections Item Types Tags Simple Pages Dropbox Exhibits Simple Vocab

Search +

Prev Item Next Item

Edit View Public Page

Public: Yes Featured: No

Collection  
Rare Book Collection

Tags

- gd
- nhexhibition
- ok
- rarebook
- ss

File Metadata

- http://lbrary-web-002.amnh.org/san/naturalhistories/b10610169\_7.jpg

Output Formats

- atom
- dc-rdf
- dcmes-xml
- json
- omeka-json
- omeka-xml

Source  
Image Number = b10610169\_7 | Object / Specimen Location = American Museum of Natural History Library Rare Book Collection | Author = Elliot, Daniel Giraud, 1835-1915. | Title of Rare Book = A monograph of the Paradiseidae or birds of paradise. | Imprint = [London] For the subscribers, by the author, 1873. | Date of Publication = 1873 | Description of Publication = xxxii, [90] p. 37 col. pl. 62 x 50 cm. | Language of Publication = English | Call Number = RF-108-J | Source data is based on MARC data extracted from the AMNH Library OPAC.


Identifier  
b10610169\_7

Title  
Paradisea raggiana from Elliot's A monograph of the Paradiseidae

Medium  
Lithography

Date  
2011

Coverage  
New Guinea



To begin cataloging, select Edit at the top, right.

## Element: Identifier

DUBLIN CORE Definition: An unambiguous reference to the resource within a given context.

Local Definition: The image number by which the image is identified, linking the digital image with the analog item or to the record in the OPAC. Image Number is not to be confused with the *item* number sequentially assigned to each record by the database.

The image number is uploaded into the database along with the image and record and is therefore pre-populated. If there is an error, the data will most likely not match the image. In this event, the cataloger should tag the record “problem” and alert the Visual Resources Librarian.

Some data sets have image numbers with a suffix or prefix, indicating to which collection the negatives belong.

- LS -- Lantern Slide (Collection)
- PPC -- Photographic Print Collection
- PSC -- Photographic Slide Collection
- PTC -- Photographic Transparency Collection (includes interpositives)
- PNC -- Photographic Negative Collection
- NNC -- Nitrate Negative Collection

The screenshot shows the 'Edit Item' form for item 10812 in the AMNH Digital Special Collections system. The form is divided into several sections:

- Source:** A related resource from which the described resource is derived. The input field contains: "Image Number=CLO571 | Original Format=Nitrate negatives | Collection Name=Carl Lumholtz Collection | Note=check | Department / Discipline=Anthropology".
- Identifier:** An unambiguous reference to the resource within a given context. The input field contains: "CLO571". A blue arrow points to this field.
- Title:** A name given to the resource. The input field contains: "Young Mestizo woman holding fan and parasol, standing near chair, Mexico, 1890-1898".
- Medium:** The material or physical carrier of the resource. The input field contains: "Nitrate negatives".

On the right side of the form, there are buttons for "Save Changes" and "View Public Page", and a preview of the image showing a young woman standing near a chair.

## Element: Title

DUBLIN CORE Definition: A name given to the resource.

Local Definition: A succinct but thorough description created by the cataloger using the raw data sources: image, original caption, negative envelope, finding aid, etc.

The title is a succinct description of the item(s) or scene in the image, the creator or culture of the item(s), and the location in which the item in the image was created, discovered, or collected.

The order of *what, who, where, when...* is followed as closely as possible in describing each image, as is reasonably applicable. The title will vary depending upon whether the image is a field photograph, a Museum space, or a cultural object or collection item. Crafting the title for each image is achieved by incorporating the essential pieces of the data available in a concise manner without being redundant. The title is typically used by researchers as a caption or citation and should be helpful in describing the image and its contents. Imported raw data is often incomplete and is usually without the syntax described above. A new title is therefore crafted using the information from the unprocessed data, the negative envelope, and the image itself. Effort should be made to resolve any data discrepancies in raw data sources. Library authority records should be consulted to capture additional information, such as expedition depicted, and to provide a larger context for an image. For italicizing words within a title, HTML must be selected first in the Omeka interface.

The syntax of the title field is based on the [Getty Data Standards and Guidelines: Categories for the Description of Works of Art \(CDWA\)](#) and was adapted to the Library's collection needs. Information that may be useful to a researcher that is neither suitable in the title nor applicable in another field is entered into a description field, such as additional information about a hand-colored slide, exhibit or storage information, or an object on loan.

The original caption item type element is imported raw data which maintains the historical integrity and information of the image.



**Photography of artwork** is considered copy photography, so the artist is the creator and the photographer is entered into the copy photographer field.

**Paintings, Drawings, and other Original Artwork:**

The title will include the painting title (with capital letters at the beginning of each appropriate word), material and/or technique (oil on canvas, for example), artist, and the year or date the item was created, if available. If this data is in the Library's OPAC, it may be imported or copied from the OPAC record. Extensive titles may be truncated, as indicated in the Library's OPAC, but should be verbatim in the original language.

Examples:

Little Blue Herons, watercolor by Allen Brooks

Northern carmine bee-eater by William T. Cooper from Kingfishers and Related Birds by Joseph Michael Forshaw

**Syntax for additional elements of title:**

**Dimensions for an object in an image:**

Dimensions, if known, may go into a description field, but dimensions are not mandatory.

**Artist or Culture Information:**

An artist name or the name of the culture to which an artifact is attributed is included in the title when known. Birth and death dates of an artist are noted in the creator field. The [Library of Congress Names Authority](#) is the standard used for controlled vocabulary to enter an artist's name. If an authority cannot be located in LC, then the cataloger uses a local authority from the AMNH Library authority database, vertical files, or another credible source or consult with the Metadata Librarian.

**Punctuation:**

Elements in the sentence are separated by commas. Multiple items or objects in the title are separated by a semicolon. (See more on multiple items below.) The cataloger should correctly retype any words pre-populated in the record that are all in capital letters from a legacy import. AMNH groups and exhibits are capitalized, such as: Zebra Group or Water Hole Group.

**Scientific names**

Scientific names have the first word capitalized, common names do not. Catalogers may consult the [Encyclopedia of Life](#) for scientific names and the use of italics.

Examples of Various Titles:

- Figure, wood, glass beads, bark cloth, and plant fiber, Mangbetu, Africa
- Collars, stone, Puerto Rico
- Spoons and forks, Mangbetu, Africa
- Winter house, Chukchi, Siberia, 1901
- Young boy selecting lantern slides for project at Speyer School, Slide Library
- View of Laguna de Chapela
- Landform, Ayacucho Valley
- Basket, Kwakwaka'wakw [Kwakiutl], Fort Rupert
- Man is a Hominid: Toolmaking, exhibit, Hall of Biology of Man



### **Culture Names in the Title**

Modern spelling is used in the title but historic culture terms should remain in the record in so that the items are searchable. Authorities are to be consulted. A description field may also be utilized for culture name when it's not suitable in a title.

Example: Basket, Kwakwaka'wakw [Kwakiutl]

### **Exceptions:**

The image collection is vast and varied with many collections recorded over many time periods by many people. This makes adhering to a set title standard challenging. There are cases in which a title lends itself to another order or the recommended order above does not logically apply to a record. When changing the order of the title enables more or unique metadata to be incorporated, or grammar calls for a different order, the cataloger will carefully consider an exception to the above guidelines. Titles for images of gemstones and fossil fishes are often an exception in order and syntax.

Example from image 4788: 4.03 carat cut spinel and an octahedral crystal, 1 cm across in marble

When challenging cases arise, consult with the Visual Resources Librarian.

### **Researching Data for a Record:**

When original data seems incorrect, illegible, or confusing, the cataloger should search for additional information or verify what is available.

Resources include:

[The AMNH Library Authority Database](#)

[Getty Thesaurus of Geographic Names](#),

[Library of Congress Authorities](#)

[AMNH website](#)

Additionally, finding aids, the OPAC, the Museum's Annual reports, and vertical files can be consulted. If necessary, additional sources that are credible and reliable may be used to research and verify data, such as major institutions and universities, journals, and newspapers.

To confirm or locate additional information about an artifact that has a catalog/specimen number in an image, catalogers may consult the [AMNH Division of Anthropology Collections Database](#). Dates, dimensions, culture name spellings, object names, or more specific geographic location or cultural context may be available for objects that are also cataloged by the Anthropology Department.

More information on this is provided in the Catalog / Specimen Number element section.

## Element: Creator

Authority list provided.

DUBLIN CORE Definition: An entity primarily responsible for making the resource.

Local Definition: The name of the photographer who created the original photograph or the artist who created the artwork or object.

The original photographer is cataloged from the information available in the raw data and, when necessary, the negative and/or negative envelope. Names are selected from the authority list provided for the field. This is a repeatable field as more than one creator may be associated with an image. If a name is not already in the authority list, the cataloger must find a standardized name by consulting the Authority database, another local authority, and/or through consult with and approval from the Metadata Librarian.

Photography of artwork is considered copy photography, so the artist is the creator and the photographer is entered into the copy photographer field.

The standardized name is then qualified with the creator type in parentheses, lowercase.

(artist)

(author)

(contributor)

(creator)

(photographer)

If the creator name is unknown, **Unknown (qualifier)** is entered into this mandatory field, which is included on the authority list. The authority list does not include the role of the named and that is then entered as free text.

Before import names should be standardized when known and added to the list. Names which are not on the drop-down list, *even those appearing in source data*, will not populate into the element field. Therefore, any creator names added after a collection is imported into Omeka will not be pre-populated and will need to be selected for each subsequent record in the entire collection or batch edited.

Example: Knight, Charles Robert, 1874-1953 (artist)

Example: Curtis, Edward S., 1868-1952 (photographer)

Example: Merian, Maria Sibylla, 1647-1717 (artist)

### A note about names and dates for photographs:

Careful attention should be paid when cataloging the copy of a photograph as there will be a copy photographer name in this case, and the date of the original photograph, if available, is the one entered. If there is a date for the copy photograph, that is indicated in the copy date field.

## Element: Date

DUBLIN CORE Definition: A point or period of time associated with an event in the lifecycle of the resource.

Local Definition: This is the date the original photograph was taken, or for original artwork this is the date the artwork in the image was created.

The date element refers to the date when the image was created. Dates of artwork should appear in the title field and the date field.

For artwork, the photograph date should be entered into the copy date field as the photograph is considered copy work. (Update April, 2019)

Dates of field photographs should go in the title and in the date field.

The date is found by consulting the raw source material. If an image of a Museum collection item has been made by Museum photographers and transferred to the library, the date is embedded data from the AMNH photo studio. If no dates are listed in a series of images, a date may be researched and decided upon with help from the Museum Archivist and Visual Resources Librarian. For example, a date range of expedition years may be used for field photos from a given known expedition.

The date is entered as YYYY-MM-DD, following the standard of WC3.

If the date is unknown, **Unknown** is entered into the field.

For field work and other non-art items, careful attention should be paid when cataloging the copy of a photograph, as there will be a copy photographer name in this case, and the date of the original photograph is the date entered into the date field. All dates pre-populated should be verified and standardized.

Example year: 2008

Example year and month: 2008-03

Example year, month, day: 2008-03-17

Example for approximate date: 1900, approximate

Example for date range: 1901-1908

[Select for sample record showing date of photo and date of artwork](#)

## Element: Medium

Authority list provided.

DUBLIN CORE Definition: The material or physical carrier of the resource.

Local Definition: The original material of the image or the item in the image.

AMNH Research Library | Digital Special Collections

Welcome, Stacy Schiff Log Out

Johnson, Martin (photographer)

Use HTML ☐

Medium

The material or physical carrier of the resource.

Format

Description

Save Changes

View Public Page

Public: ☐ Featured: ☐

Collection

Photographic Collection

## Authority List of Medium Terms as of 5/14/2019

Architectural drawings  
Artotypes  
Books  
Copper plates  
Digital Photographs  
Drawings  
Engravings  
Ephemera  
Film negatives  
Glass negatives  
Hand-colored engravings  
Hand-colored woodblock prints  
Illustrations  
Interpositives  
Lantern slides

Lantern slides -- Color  
Lithography  
Manuscripts  
Maps  
Mixed media  
Nitrate negatives  
Paget plates  
Paintings  
Photographic prints  
Pochoir prints  
Posters  
Safety film negatives  
Scrapbooks  
Sketches  
Slides  
Stereographs  
Studies (Visual works)  
Title pages  
Transparencies  
Transparencies -- Color  
Watercolors  
Woodblock prints  
Woodcuts

**Element: Format (Former Term: Size)**

Authority list provided.

DUBLIN CORE Definition: The file format, physical medium, or dimensions of the resource.

Local Definition: The size of the analog image.

The size is selected from the drop-down list. This data may be pre-populated upon import.

Integers generally indicate an image size, and are as follows:

- Collection numbers beginning with a 1 are 5" x 7"
- Collection numbers beginning with a 2 are 4" x 5"
- Collection numbers beginning with a 3 are 8" x 10"
- Collection numbers beginning with a 4 are 6" x 8"
- Collection numbers beginning with a 5 are 11" x 14"
- Collection numbers beginning with a 6 are 35mm

Rare book image sizes note the size of the entire book, which is listed in the OPAC. Because of the wide range, the information will be captured in a description element, and not in the Format field for rare books.

The screenshot shows the 'Edit Item #22932' page in the AMNH Digital Special Collections system. The left sidebar contains a navigation menu with options: Dashboard, Items, Collections, Item Types, Tags, Simple Pages, Dropbox, Exhibits, and Simple Media. The main content area is divided into sections for 'Medium', 'Format', and 'Coverage'. The 'Format' section is active, showing a dropdown menu with options: 8 x 10, 3 1/4 x 4 1/4 in., 4 x 5, 5 x 7, 6 x 8, 8 x 10 (highlighted), and 35mm. An orange arrow points from the 'Simple Media' option in the sidebar to the 'Format' section. The right sidebar contains buttons for 'Save Changes' and 'View Public Page', along with a preview of a photograph of three antelope heads and a 'Collection' dropdown set to 'Photographic Collection'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 10:17 AM on 11/14/2013.

**Element: Description**

DUBLIN CORE Definition: An account of the resource.

Local Definition: Any information that would be of use to a researcher that is not found in another field. This may include artwork dimensions, collection item loan details, expedition or collection data, material or exhibit data, etc.

Example: The Ahnighito meteorite is currently on exhibit in the Arthur Ross Hall of Meteorites (2019). It was collected on the Peary Expedition to Greenland (1897)



## Element: Coverage

DUBLIN CORE Definition: The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

Local Definition: The geographic location of the place pictured in the photograph and/or the geographic location of the place where the object in the photograph was created.

The coverage element, previously termed geographic location, refers also to the origin location of the object(s) in the image.

**Syntax and Standard Used:** The [Getty Thesaurus of Geographic Names \(TGN\)](#) is the standard used to craft Digital Special Collections coverage names. A hierarchy or parent string should be retrieved from the TGN. Geographic names are entered with the *child, parent* hierarchy and separated by a comma. A continent is used by itself **only** when there is no additional information available. Historic place names contemporary to an image, those found in original data, or those not found in TGN should still go in the title, and the TGN authority goes in the coverage field. This helps ensure data isn't lost and records remain searchable.

Effort is made to be specific and detailed. As this is a repeatable field it includes the place of origin of the object and may also include the place the photograph was taken or other geographic associations, especially for field photos and/or images of exhibit halls. Each location string is entered in a separate, repeatable field. National parks may be listed in 2 ways in the TGN. And more than one geographic name may be needed for a record when the image shows a group of items from different locations. The current, preferred standard name should be used for countries that have changed names as shown in the *Getty Thesaurus of Geographic Names (TGN)*.

Unknown is entered if data is not available, but a continent should be entered at a minimum if no other data is available and one can be listed.

Example: New Jersey, United States, North America

Example: Palenque, Chiapas, Mexico, North America

Geographic names that do not appear in the TGN are not used in the geographic location field but should be added to the title construction so the record is complete and can be located during a search. For example: The location of Kingcome in Canada does not appear in TGN.

Therefore, the database entry would be British Columbia, Canada and Kingcome would be entered into the title field. Catalogers should make an effort to research place names that are listed when they do not appear in TGN, so that context and accuracy are achieved in terms of spelling, location, and relation to culture names or expeditions, and changes in name are reflected historically.

Please note that the use of commas in the place name string was executed in this project as a style rule in May, 2013. Prior to May, 2013, place names were cataloged with dashes and records completed before this date will reflect the previous syntax until batch database edits are made.

Beginning with migration to the Cortex Digital Asset Management system in early 2020 the coverage field will include a continent. Records cataloged prior to the migration in Omeka will not have a continent in the coverage string.

The screenshot shows the 'AMNH Digital Special Collections' admin interface. The left sidebar contains a menu with 'Items' selected. The main content area is titled 'Edit Item #20091: "African"' and shows various metadata fields. A large blue arrow points to the 'Coverage' field. The 'Coverage' field is labeled 'The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant' and contains the text 'South Carolina, United States'. Other fields include 'Format' (6 x 8), 'Date' (1905-11-16), and 'Subject' (Portraits). The right sidebar shows a 'Save Changes' button, a 'View Public Page' button, and a 'Collection' dropdown set to 'Julian Dimock Collection'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 10:55 AM on 11/14/2013.

AMNH Digital Special Collections

Welcome, Intern Jones Log Out

Dashboard

Items

Collections

Item Types

Tags

Simple Pages

Dropbox

Exhibits

Simple Vocab

Add Input

Glass negatives

Format

The file format, physical medium, or dimensions of the resource

Add Input

6 x 8

Date

A point or period of time associated with an event in the lifecycle of the resource

Add Input

1905-11-16

Use HTML ☐

Coverage

The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant

Add Input

South Carolina, United States

Use HTML ☐

Subject

The topic of the resource

Add Input

Portraits

Save Changes

View Public Page

Public: ☒ Featured: ☐

Collection

Julian Dimock Collection

10:55 AM 11/14/2013

## Element: Subject

DUBLIN CORE Definition: The topic of the resource.

Local Definition: Search terms or keywords which utilize controlled vocabulary from Library of Congress or local Museum authorities that describe the objects, people, or place in the image.

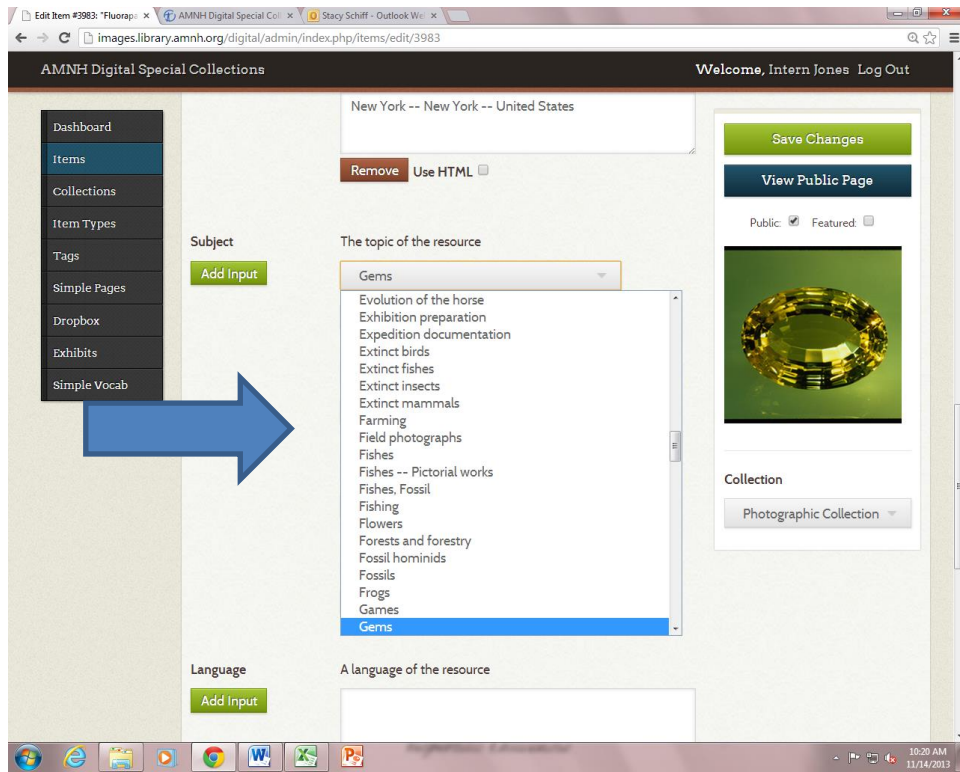
*TAGS WILL BE CHANGING TO REFLECT DESCRIPTIVE DETAIL IN ITEM LEVEL RECORDS AND WILL BE EITHER LCSH OR LAY TERMS*

*SUBJECT HEADINGS WILL DESCRIBE LARGER CATEGORIES OF ITEMS, SUCH AS SCIENTIFIC TOPIC, EXPEDITION, ETC.*

Subject terms will allow researchers to find images of interest to them in a basic or advanced search. This is a repeatable field, and the cataloger selects as many terms from the drop-down authority list as are applicable, being careful to include all possible user query search terms without getting too granular. The authority drop-down list was crafted using local Museum authorities and the [Library of Congress Subject Headings](#). If a cataloger comes across a set of images for which new subject terms would be applicable, the terms are proposed to the Visual Resources Librarian and the Metadata Librarian then added to the drop-down list after approval and authority verification is performed. A full list of terms is available to view on the back-end interface of [AMNH Library Digital Special Collections](#). The list, which grows as needed, includes iconic Museum items, hall names, people, science topics, and subjects.

The subject terms are added, **one term per field**, as shown in the subject heading entry in the Library of Congress Subject Headings. Terms need *not* be listed alphabetically in the record but are alphabetized in the selection list for efficiency. Many terms are often applicable, but at a minimum, a continent and a main subject area should be selected. If there is a detailed location in the coverage field, a continent doesn't need to be included as a subject term. The more terms that are added, the more accessible and searchable the image record will be to a user. Subject terms include Museum hall name authority terms when applicable, for images of hall spaces. (Formerly these were entered into a hall field, which has been discontinued as of Spring, 2019, when they were migrated as a subject.)

Example terms selected: Gems, Geology, Morgan Memorial Hall of Gems



## Element: Source

DUBLIN CORE definition: To provide standard formatting of the Dublin Core “Source” field for digitized Archives and Rare Books.

**Term Name:** source

**URI:**

<http://purl.org/Dublin Core/elements/1.1/source>

**Label:**

Source

**Definition:**

A related resource from which the described resource is derived.

**Comment:**

The described resource may be derived from the related resource in whole or in part.  
Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.

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SOURCE TEMPLATE OVERVIEW

[RARE BOOK](#)

[IMAGE, B&W NEGATIVE WITH NO COLLECTIVE PROVENANCE](#)

[IMAGE, COLOR TRANSPARENCY WITH NO COLLECTIVE PROVENANCE](#)

[IMAGE WITH COLLECTIVE PROVENANCE](#)

[ITEM FROM AN ARCHIVAL COLLECTION](#)

[FIELD BOOK](#)

[OBJECT, ARTWORK SINGLE ITEM](#)

[OBJECT, MEMORABILIA SINGLE ITEM](#)

[OBJECT, COPY PHOTO OF OTHER AMNH](#)

[DEPARTMENT’S ITEM](#)

## SOURCE TEMPLATE OVERVIEW

**Source template by type with accompanying fields**

[Rare book](#)

Source: AMNH Library: [title], [author], [date], [volume or equivalent], [page or equivalent], [figure number, if exists].

Is Part Of: [Title of work as controlled heading]

Collection: Rare Book Collection

[Image b&w](#)

Source: AMNH Special Collections, Photographic Negative Collection: [negative number]

Is Part Of: n/a

Collection: Photographic Collection

[Image color](#)

Source: AMNH Special Collections, Photographic Transparency Collection: [transparency number]

Is Part Of: n/a

Collection: Photographic Collection

[Image with collective provenance](#)

Source: AMNH Special Collections, [archives call number]: [title of collection with creator], [date], [box number, if applicable], [folder number, if applicable], [image number].

Is Part Of: [Title of collection as controlled heading]

Collection: Archives

[Item from archival collection](#)

Source: AMNH Special Collections, [archives call number]: [title of collection with creator], [date], [box number], [folder number], [item number, if available].

Is Part Of: [Title of collection as controlled heading]

Collection: Archives

[Field book](#)

Source: AMNH [repository], [archives call number]: [name of book], [creator], [date], [page number].

Is Part Of: [Title of collection as controlled heading]

Relation: link to book in BHL or DSpace, and/or Library catalog record

Collection: Archives

[Artwork](#)

Source: AMNH Special Collections, [Art Survey no. or archives call number]: [name of item], [creator], [date].

Is Part Of: n/a

Collection: Art & Memorabilia

[Single object, e.g. sculpture or realia](#)

Source: AMNH Special Collections, [archives call number]: [name of item], [creator], [date].

Is Part Of: n/a

Collection: Art & Memorabilia

[Other dept's item, copy photo](#)

Source: AMNH Special Collections, Photographic Negative or Transparency Collection: [image number].

Is Part Of: n/a

Collection: Photographic Collection

RARE BOOK



b10464177\_4

Is Part Of: *Erpétologie générale*  
Collection: Rare Book Collection

**Source template**

**Repository**

**Title**

**Author**

**Date/imprint**

**Volume (equivalent)**

**Page (equivalent)**

**Figure number**

AMNH Library

*Erpétologie générale*

A.M.C. Duméril and G. Bibron

1836

t. 3 or tome 3

pl. 27 or plate 27

n/a

Source: AMNH Library: *Erpétologie Générale*, A.M.C. Duméril and G. Bibron, 1836, tome 3, plate 27.

NOTE: Volume and page/plate designations transcribed from book.

NOTE: Pages with no numbers may be left blank or “unpaginated”.



B&W IMAGE (NEGATIVE), NO COLLECTIVE PROVENANCE



324474

Is Part Of: n/a

Collection: Photographic Collection

**Source template**

**Repository**

**Archives Collection**

**Image number**

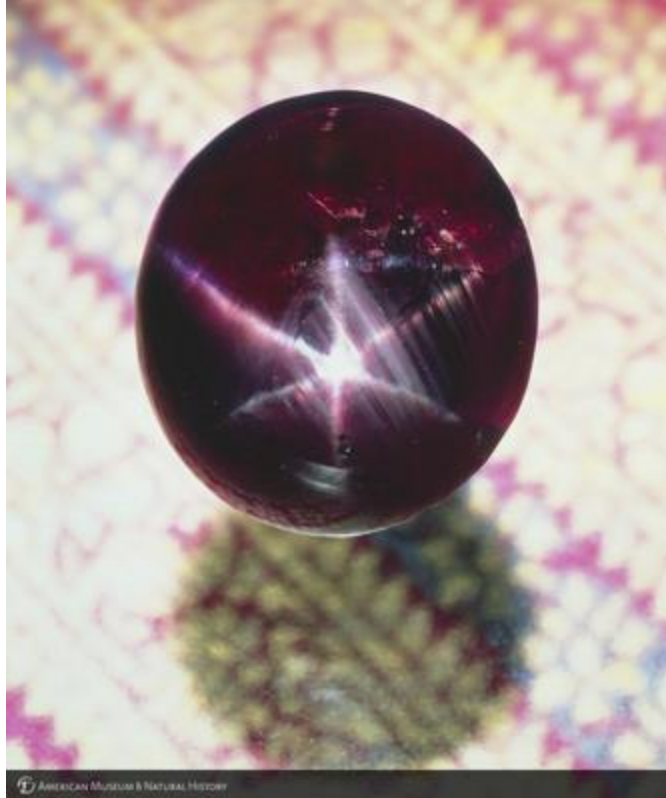
AMNH Special Collections

Photographic Negative Collection

Negative no. 324474

Source: AMNH Special Collections, Photographic Negative Collection: Negative no. 324474.

IMAGE (COLOR TRANSPARENCY), NO COLLECTIVE PROVENANCE



PTC4760

Is Part Of: n/a

Collection: Photographic Collection

**Source template**

**Repository**

**Archives Collection**

**Image number**

AMNH Special Collections

Photographic Transparency Collection

PTC4749

Source: AMNH Special Collections, Photographic Transparency Collection: PTC4749.

[IMAGE WITH COLLECTIVE PROVENANCE](#)



336284

Is Part Of: Collection of Chinese albumen prints  
Collection: Archives

**Source template**

**Repository**

**Archives call number**

**Title**

**Creator**

**Date**

**Box number**

**Folder number**

**Image number**

AMNH Special Collections

PPC .L381

Collection of Chinese albumen prints

Berthold Laufer (collector)

undated

n/a

n/a

Laufer #132

Source: AMNH Special Collections, PPC .L381: Collection of Chinese albumen prints, Berthold Laufer (collector), undated, Laufer #132.

[ITEM FROM ARCHIVAL COLLECTION](#)



ppc\_533\_b02\_f049\_005

Is Part Of: James L. Clark exhibitions working files

Collection: Archives

**Source template**

**Repository**

**Archives call number**

**Title**

**Date**

**Box number**

**Folder number**

**Item number**

AMNH Special Collections

PPC .C533

James L. Clark exhibitions working files

1879-1959 (bulk 1916-1959)

box 2

folder 49

item 5

Source: AMNH Special Collections, PPC .C533: James L. Clark exhibitions working files, 1879-1959 (bulk 1916-1959), box 2, folder 49, item 5.

NOTE: if title is following DACS, the name of the creator should be in the title.

[FIELD BOOK](#)



100239389

Is Part Of: Nicolas Pike Illustrations and Field Notes of Mauritius Fishes, 1871-1874  
Collection: Archives

**Source template**

**Repository**

AMNH Special Collections

**Archives call number**

Mss .P55

**Title**

Nicolas Pike Illustrations and Field Notes of  
Mauritius Fishes

**Date**

1871-1874

**Volume number**

volume 6

**Page number**

plate 24

Source: AMNH Special Collections, Mss .P55: Nicolas Pike Illustrations and Field Notes of Mauritius Fishes, 1871-1874, volume 6, page 24.

NOTE: Name of creator in title

NOTE: This example has multiple volumes with plate numbers rather than page numbers. Pages with no designation may be left blank or marked "unpaginated".

NOTE: If the digitized volume is available in BHL or the Library's digital repository, add "Relation" with link to BHL or DSpace.

[ARTWORK, SINGLE ITEM](#)



1012 (may be renamed to ct1012)

Is Part Of: n/a

Collection: Art & Memorabilia

**Source template**

**Repository**

**Archives call number**

**Title**

**Creator**

**Date**

AMNH Special Collections

Art Survey No. 752

Colombian Mammoths

Charles R. Knight

1909

Source: AMNH Special Collections, Art Survey No. 752: Colombian Mammoths, Charles R. Knight, 1909.

[MEMORABILIA, ITEM IN COLLECTION](#)



CC\_Mikeno\_cast

Is Part Of: Carl Akeley Collection  
Collection: Art & Memorabilia

**Source template**

**Repository**

**Archives call number**

**Title**

**Date**

**Box number**

**Item number**

AMNH Special Collections

MEM 47

Carl Akeley Collection

[TBD]

box 14

Source: AMNH Special Collections, MEM 47: Carl Akeley Collection, [date TBD], box 14.

NOTE: If this item gets barcoded, the barcode can be used as the "item number".

[COPY PHOTOGRAPH OF ITEM IN OTHER AMNH DEPARTMENT](#)





326297

Is Part Of: n/a

Collection: Photographic Collection

**Source template**

**Repository**

**Archives collection**

**Image number**

AMNH Special Collections

Photographic Negative Collection

negative no. 326297

Source: AMNH Special Collections, Photographic Negative Collection: Negative no. 326297.

NOTE: Image cataloged as a photograph of an object. Other departments' objects are cataloged in their home departments and can be linked to from "Relations".

### Element: Is Part of

DUBLIN CORE Definition: A related resource in which the described resource is physically or logically included.

Local Definition: Statement reflecting the collection, including call number, from which the item in the image or the image itself comes.

Example: For negatives:

From a set of photographic prints collected in the field by Berthold Laufer during the Jacob H. Schiff Chinese Expedition, 1901-1904. A copy negative of the original print was produced by the AMNH Photo Studio.

Example: For PPC Prints:

From a set of photographic prints collected in the field by Berthold Laufer during the Jacob H. Schiff Chinese Expedition, 1901-1904.

### Element: Relation

DUBLIN CORE Definition: A related resource.

Local Definition: A related resource provides links to [finding aids](#), [Library Authority Records](#), OPAC records in the [Research Library Catalog](#), or related records in other Museum departments. The statement prior to the link should describe the resource.

For an authority record the statement is: **AMNH Library authority record:** [authority or controlled term string is inserted following the related resource type.]

HTML is selected for the field and the following is entered, please note that full authority term or title of resource is used:

AMNH Library catalog record: <a href="https://libcat1.amnh.org/record=b1216209" target="\_blank">Paintings of snakes and frogs [art original]</a>

AMNH Special Collections finding aid: <a href="http://data.library.amnh.org/archives/repositories/3/resources/7766" target="\_blank">Indians moving their tents, Sioux</a>

AMNH Library authority record: <a href="http://data.library.amnh.org/archives-authorities/id/amnhp\_1000361" target="\_blank" rel="noopener">Catlin, George 1796-1872</a>

Mail - Sta X Recent - C X Image cal X Recent - C X DCM: Du X Library of X Getty Th X American X Edit Item X

← → ↻ Not secure | lbry-web-007.amnh.org/digital/admin/items/edit/66485

AMNH Research Library | Digital Special Collections Welcome, Stacy Schiff Log Out

Add Item  
Dashboard  
Items  
Collections  
Item Types  
Tags  
Simple Pages  
Exhibits  
User Profiles  
Simple Vocab  
Bulk Editor  
History Logs  
Simple Vocab Plus

Portraits

Remove

Relation

Add Input

A related resource

B I U

Library authority record: [Knight, Charles Robert 1874-1953](#)

Use HTML ☒

Description

Add Input

An account of the resource

Use HTML ☐


Is Referenced By

A related resource that references, cites, or otherwise points to the described resource.

Save Changes

View Public Page

Public: ☒ Featured: ☐



Collection  
Photographic Collection

Type here to search

7:14 PM 5/14/2019

### Element: Is Referenced By

**Local Definition:** A related resource that references, cites, or otherwise points to the described resource. Publication in which the described image appeared.  
Followed by hyperlink to OPAC record

#### Chicago Style Quick Guide:

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)

Example:

Gilman, C., *The way to independence : memories of a Hidatsa Indian family, 1840-1920*. St. Paul : Minnesota Historical Society Press, 1987.

[AMNH Library catalog record link](#)

### Element: References

**Local Definition:** A related resource that references, cites, or otherwise points to the described resource.

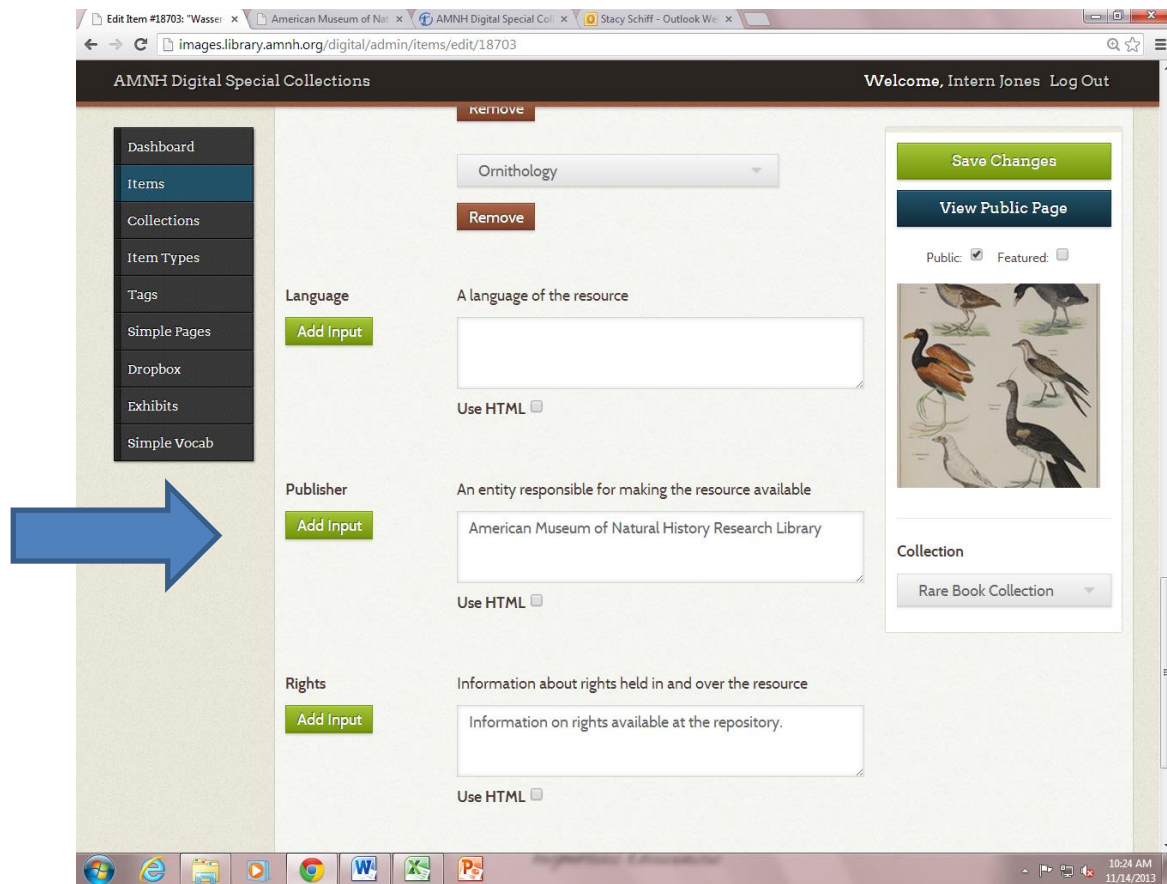
Chicago Style citation for publication, followed by hyperlink to OPAC record if the AMNH Library olds a copy.

### Element: Publisher

DUBLIN CORE Definition: An entity responsible for making the resource available.

Select from the auto-fill or drop-down the following statement if applicable: **American Museum of Natural History Research Library**

Records cataloged prior to 2013 have a slightly different statement but may be batch edited at a later date to match current standards.



**Element: Rights**  
**Mandatory**  
**Not Repeatable**

DUBLIN CORE Definition: Information about rights held in and over the resource.

Local Definition: (DUBLIN CORE) Information about rights held in and over the resource.

May be pre-populated from an import, or may need to be completed, especially with lab requests and one-off images. Select from auto-fill or drop-down: Information on rights available at the repository. Additional statements concerning rights are being considered and will be added to the drop-down when vetted and known for a given resource.

Identifier  
b11364932\_2

Title  
Wasser-hühner (waterfowl) from Oken's Allgemeine Naturgeschichte für alle Stände

Medium  
Hand-colored engravings

Date  
2011

Subject  
[Rare books](#)  
[Europe](#)  
[Birds](#)  
[Birds -- Pictorial works](#)  
[Ornithology](#)

Publisher  
American Museum of Natural History Research Library

Rights  
Information on rights available at the repository.

Original Photographer

Collection  
[Rare Book Collection](#)

Citation  
Finnin, Denis. "Wasser-hühner (waterfowl) from Oken's Allgemeine Naturgeschichte für alle Stände," *AMNH Digital Special Collections*, accessed November 14, 2013, <http://images.library.amnh.org/digital/items/show/18703>.

**Element:**  
**Access Rights**

Information about who can access the resource or an indication of its security status. Access Rights may include information regarding access or restrictions based on privacy, security, or other policies.

**Element:**  
**Has Version**

A related resource that is a version, edition, or adaptation of the described resource.





## Customized Fields: Dublin Core Extended and Item Types

To catalog the following elements, select **Item Type Metadata** from the top menu, as shown in the screen image below.

AMNH Digital Special Collections

Welcome, Intern Jones Log Out

Dashboard  
Items  
Collections  
Item Types  
Tags  
Simple Pages  
Dropbox  
Exhibits  
Simple Vocab

Edit Item #22933: "Arc lamps in use f..."

Dublin Core Item Type Metadata Files Tags

Item Type Metadata

Item Type Picturing the Museum

Original Photographer The name of the photographer who created the original photograph.  
Add Input AMNH Photo Studio

Copy Photographer The name of the photographer who created a copy photograph.  
Add Input Select Below

Artist Refers to the person(s) who created the visual work in the image.  
Add Input Select Below

Save Changes

View Public Page

Public: ☒ Featured: ☐

Collection Photographic Collection

Cultural Context Culture to which object in image is attributed

**Element: Other Identifier – (Formerly Original Number) [DUBLIN CORE: Identifier]**

DUBLIN CORE Definition: (Identifier) An unambiguous reference to the resource within a given context.

Local Definition: The number by which the item was originally identified in the collection.

This may be found in some cases on the negative sleeve. This library number should not be confused with a catalog/specimen number, which is a number from a science department.

For original artwork:

In the other identifiers field, use a repeated field for each element to document the following data:

- **Barcode Number (which is also the image number)**
- **Library catalog ID (b number) from Sierra**
- **Art Survey ID, or call number of the item in the OPAC record**

**Artwork example record:**

Example from record: <https://lbry-web-007.amnh.org/digital/items/show/90730>

Bibliographic Number: b10007283

Art Survey Number: 729

Barcode: 100141346

Transparency Number: 4406

## Element: Catalog / Specimen Number

**DUBLIN CORE Definition (from Identifier):** An unambiguous reference to the resource within a given context.

**Local Definition:** The number given to an object in the image by the Museum department to which it belongs. (Museum collections objects)

The catalog/specimen number is imported from the unprocessed, raw data or can be found in the source field. Multiple catalog/specimen numbers are entered into separate fields, one per field. This number, which most often applies to ethnology collection items, can often be validated through the [AMNH Division of Anthropology Collections Database](http://anthro.amnh.org/anthropology/databases/common/image_dup.cfm?catno=50%20%20%2F%204358). To find a number, follow the Collections Database section of the site and use the search feature. The Anthropology database has many access points for locating items and is helpful for researching, especially place and culture names, object origins, donor or collection information, dimensions, etc.


### Example from the AMNH Division of Anthropology Collections Database:

Full Image and Description | Anthropology - Google Chrome

anthro.amnh.org/anthropology/databases/common/image\_dup.cfm?catno=50%20%20%2F%204358

Full Image and Description | Manuscript Catalog

▼ Roll cursor over the image to see its details, click to zoom it.



**DRESS, GIRL'S**  
NORTH AMERICAN ETHNOGRAPHIC COLLECTION

Catalog No: 50 / 4358 Field No: 19  
Culture: SIOUX, LAKOTA, OGLALA  
Locale: SD, SHANNON COUNTY, PINE RIDGE INDIAN RESERVATION, PINE RIDGE  
Region: PLAINS  
Country: USA  
Material: HIDE, BEADS, SINEW  
Dimensions: L:92.5 W:63.5 H:2.5 [in CM]  
Acquisition Year: 1903 [EXPEDITION]  
Donor: WISSLER, CLARK, DR.

[Share Object](#)


**Curatorial Notes:** Lakota Sioux girl's dress was collected by AMNH anthropologist Clark Wissler in 1903. Exhibited in Costumes of the Great Plains (Islip Art Museum 1986-1987) and published in Wissler 1904.

**Exhibition History:**

- COSTUMES OF THE GREAT PLAINS (ISLIP ART MUSEUM, EAST ISLIP, NY, November 1986-January 1987)

**Publication History:**

- DECORATIVE ART OF THE SIOUX INDIANS. WISSLER, CLARK. BULLETIN, Volume 18, 1904.



Copyright © 2013 American Museum of Natural History

99% 11:33 AM 11/18/2013

### **Element: Copy Photographer**

Authority list provided.

DUBLIN CORE Definition (from Creator): An entity primarily responsible for making contributions to the resource.

Local Definition: The name of the photographer who created a copy photograph.

Please see Original Photographer element for procedures for this element. Photographs of original artwork are considered copy work, therefore, the artist is considered the creator and the photographer is entered into copy photographer field. In the case of a print, which is a copy of another photograph, the name gets entered into the copy photographer field.

**Element: Copy Date**

**Mandatory if applicable**

Local Definition: Date of the copy work. See Date Field for formatting the date string.

This field should be utilized in the event of copy work for photography and for the photograph of original artwork. The first Dublin Core date field in the case of original artwork is reserved for the art creation date, and this copy date field captures the photograph date.

The date is entered as YYYY-MM-DD, following the standard of WC3.

**Element: Copy Medium**

**Mandatory if applicable**

Authority list provided.

DUBLIN CORE Definition: The material or physical carrier of the resource.

Local Definition: The original material of the image or the item in the image.

See Medium section for additional information on this field.

**Element: Copy Format**

**Mandatory if applicable**

DUBLIN CORE Definition: The file format, physical medium, or dimensions of the resource.

Local Definition: The size of the analog image.

The size is selected from the drop-down list. This data may be pre-populated upon import.

Integers generally indicate an image size, and are as follows:

- Collection numbers beginning with a 1 are 5" x 7"
- Collection numbers beginning with a 2 are 4" x 5"
- Collection numbers beginning with a 3 are 8" x 10"
- Collection numbers beginning with a 4 are 6" x 8"
- Collection numbers beginning with a 5 are 11" x 14"
- Collection numbers beginning with a 6 are 35mm

See Format section for additional information on this field.

## Element: Cultural Context

Mandatory if applicable

Repeatable

DUBLIN CORE Definition (from Subject): The topic of the resource.

Local Definition: Culture to which the object in the image is attributed.

This field is crafted using [Library of Congress Subject Heading authorities](#).

Cultural Context refers to a group of people. If another type of term has been pre-populated into this field it should be edited. For example, if “Antiquities – Mexico” was imported into the field from raw data, the cataloger should edit this to read Mexicans and/or Indians of Mexico. Each record should include both broad and narrow terms for searching. For example, one record may have all 3 of the following terms: Indians of North America, Native Americans, and Navajo Indians.

Modern and historic cultural terms should both go into the title field. Please see the Title element for more information. Many images may not be associated with a culture at all, and in that case Cultural Context is **left blank**. **Only** LCSH terms are used to populate cultural context. Cultural Context is repeatable. If there are alternate names or spellings that are not authorities, they may be noted in a description field to enhance searchability.

Cultural Context is used for images of cultures being studied on expedition, ethnological and cultural objects, specimens, cultural buildings and dwellings, ceremonies, or clothing. This element is not used for visitors to the Museum or members of the Museum staff.



Example of a subject record from the Library of Congress Authorities website.



## Element: Expedition

DUBLIN CORE Definition (from subject): The topic of the resource.

Local Definition: Name of the expedition during which the photograph was created.

This field is populated only with approved and standardized authority terms from the Metadata Librarian which can be found in the [Library Authorities database](#). To capture expedition data in a record for images that include collection items, the expedition can be included in the description field. The expedition field should be reserved for images that depict the expedition itself, such as fieldwork.

The screenshot shows a web browser window with the URL `images.library.amnh.org/digital/admin/index.php/items/edit/17382`. The page is titled "AMNH Digital Special Collections" and includes a user greeting "Welcome, Intern Jones" and a "Log Out" link. On the left is a sidebar menu with options: Dashboard, Items, Collections, Item Types, Tags, Simple Pages, Dropbox, Exhibits, and Simple Vocab. The main content area contains several metadata fields:

- Artist:** "Refers to the person(s) who created the visual work in the image." Includes an "Add Input" button and a "Select Below" dropdown menu.
- Cultural Context:** "Culture to which object in image is attributed." Includes an "Add Input" button and a text field containing "Yakut (Turkic people)". There is also a "Use HTML" checkbox.
- Expedition:** "Name of the expedition upon which the photograph was created and/or on which the object in the image was collected." Includes an "Add Input" button and a text field containing "Jesup North Pacific Expedition". There is also a "Use HTML" checkbox.
- Associated Name:** "Name of person(s) portrayed in the image." Includes an "Add Input" button and an empty text field.

On the right side of the form, there are buttons for "Save Changes" and "View Public Page", checkboxes for "Public" and "Featured", a thumbnail image of a person in traditional clothing, and a "Collection" dropdown menu showing "Jesup North Pacific Expedition". A large blue arrow is overlaid on the image, pointing from the left towards the "Expedition" field.

## Element: Associated Name (Former Term: Personal Name)

**Not Mandatory**

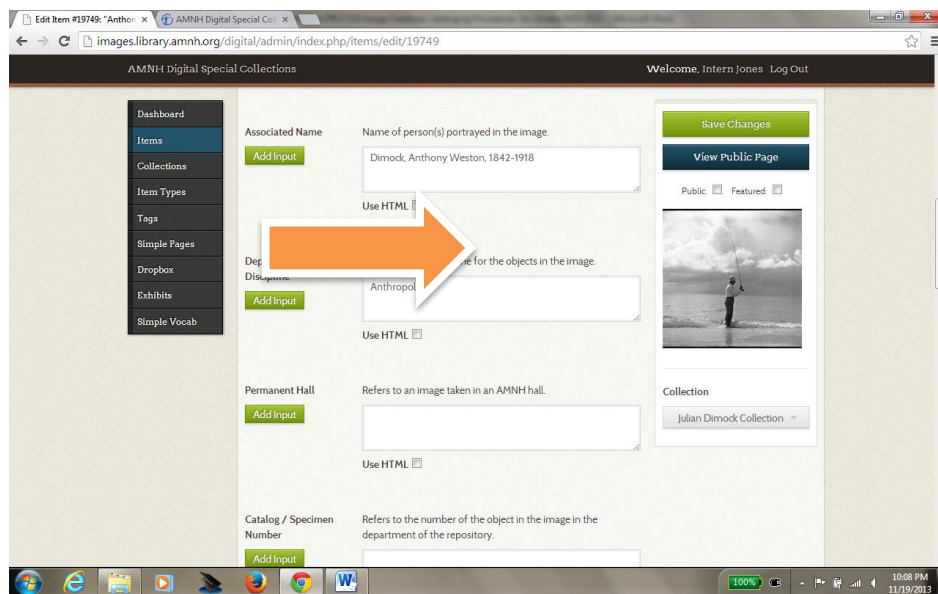
**Repeatable**

DUBLIN CORE Definition (from subject): The topic of the resource.

Local Definition: Name of person(s) portrayed in the image.

If a known or named person is present *in* an image their name is entered into this field. Both the *Library of Congress Name Authority* and the AMNH Library catalog local authority are used for entering names. One name is entered per field; this field is repeatable. The [Library Authorities database](#) should be consulted to populate standardized names.

Example: Clark, James L. (James Lippitt), 1883-1969



## Element: Department / Discipline

DUBLIN CORE Definition (from subject): The topic of the resource.

Local Definition: Museum Department or discipline for the objects in the image.

If no department or discipline is in the raw data, and it makes sense to add one, one should be designated. Not all images lend themselves to this field. See the AMNH website, as shown below, to clarify departments when necessary, <http://www.amnh.org/our-research>, and to see subdivisions within the major departments, such as Mammalogy. The cataloger assigns an appropriate department or discipline when no data is available. This does not mean the item in the image resides in said department, *it is the field of study to which an image or object belongs*. Although Omeka provides repeatable fields, the cataloger chooses only **one** department/discipline. Should an image require additional disciplines or subdivisions with narrower terms, those should be added as subject terms. Expedition images sometimes pose a unique challenge when images do not reflect the designated department, for example, ethnology portraits may appear in images from a paleontology expedition. Archivists may be consulted for such cases.



Museum divisions as seen on the main Museum website [www.amnh.org](http://www.amnh.org)

**Element: Original Caption**  
**Mandatory if applicable**  
**Repeatable**

DUBLIN CORE Definition: An alternative name for the resource.

Local Definition: Unedited title from original data source; used to craft title.

The Original Caption from the image is retained for historical integrity and is **not edited**. The raw data in this field will be mapped to the title field as well, to expedite the composition and editing for a new title if one is needed. This field is hidden from public view but is utilized in cataloging and is searchable.

The screenshot displays the 'Edit Item #22905' page in the AMNH Digital Special Collections system. The browser address bar shows the URL 'images.library.amnh.org/digital/admin/index.php/items/edit/22905'. The page has a dark header with the site name and a user welcome message. A left sidebar contains navigation links: Dashboard, Items, Collections, Item Types, Tags, Simple Pages, Dropbox, Exhibits, and Simple Vocab. The main content area is divided into sections for 'Original Caption', 'Collection Name', and 'Note'. Each section has an 'Add Input' button and a 'Use HTML' checkbox. The 'Original Caption' field contains the text 'At work on Killer Whale Group'. The 'Collection Name' dropdown is set to 'Photographic Collection'. The 'Note' field is empty. On the right, there are buttons for 'Save Changes' and 'View Public Page', along with checkboxes for 'Public' and 'Featured'. A small thumbnail image of a person is visible. The Windows taskbar at the bottom shows the time as 9:49 PM on 11/19/2013.

## Element: Collection Name

DUBLIN CORE Definition: (Subject) The topic of the resource.

Local Definition: Name of the collection the image belongs to.

The cataloger will select the appropriate collection from an authority drop-down list. Pre-population is based on import of each collection, but the cataloger should verify that the correct name is selected in each record. The Visual Resources Librarian will let catalogers know which collection(s) to select for given sets, chosen in advance with new series of images, imports, or collections. Legacy items migrated from previous databases may have no collection assignment and the cataloger should make this selection in two places, as indicated in the image below. The Collection Name indicates the digital or analog term, and the Collection, at the right, assigns the image within the Omeka database. Most often these will match.

AMNH Digital Special Collections

Welcome, Intern Jones Log Out

Dashboard  
Items  
Collections  
Item Types  
Tags  
Simple Pages  
Dropbox  
Exhibits  
Simple Vocab

Original Caption  
DO NOT EDIT - Unedited title from original data source which is ingested; used to craft title.  
At work on Killer Whale Group  
Add Input

Use HTML ☐

Collection Name  
Name of the collection.  
Photographic Collection  
Select Below  
Carl Lumholtz Collection  
Images of the Ainu People  
Jesup North Pacific Expedition  
Julian Dimock Collection  
Lantern Slides  
Nature, Knowledge and the Knower  
Photographic Collection  
Rare Book Collection  
Add Input

Note  
Add Input

Save Changes  
View Public Page  
Public ☒ Featured ☐  
Collection  
Photographic Collection

Repository  
The institution pictured in the photograph. The institution in whose collection the object in the photograph resides.  
American Museum of Natural History  
Add Input

Collection Name and Collection Assignment



**Element: Note (Hidden from public view)**

DUBLIN CORE Definition: An account of the resource.

Local Definition: Descriptive data entered when there is additional information that would be useful to a researcher but is not found in other fields.

This field is hidden from public view and can be used to keep cataloger's notes. The description field has been added for public data.

**Element: Repository (Former Term: Institution)**

DUBLIN CORE Definition: (Coverage) The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

Local Definition: The repository in which the object in the photograph resides, and/or in whose collection the negative or pictured item (such as a rare book scan) resides.

This may refer to the negative, objects in the image, the institution which sponsored field work, or materials, such as images of artwork, rare books, etc.

The repository in the AMNH Digital Special Collections is most frequently **American Museum of Natural History** and will likely be pre-populated, with the exception of one-off requests in records generated by the digital lab. For Museum sponsored field work and expeditions, American Museum of Natural History is entered. If another institution is involved and is not clear, catalogers should consult with the Visual Resources Librarian or Museum Archivist.

## Considerations for the Collections and Data Variations in Special Collections

Every collection imported in the future, and even subsequent imports for images in previously added collections may have changes in descriptive metadata, decisions needed, and research required. Catalogers assigned these images will be trained and provided with the tools and resources necessary to complete these unique records. The Visual Resources Librarian maintains a documentation folder on each collection for the purposes of data normalization, standardization, authorities, customized fields, research, and importing raw data. All of this is shared with catalogers on the team and is vetted prior with the Digital Projects Manager, Archivists, Metadata Librarian, and Lab Manager.



Subject terms as of 5/14/19, including hall authority terms

Adobe buildings  
Africa  
Aerial photographs  
Ahnighito (Meteorite)  
Akeley, Carl Ethan, 1864-1926  
Akeley Gallery  
Akeley Hall of African Mammals  
Airplanes  
Alaska  
Aleutian Islands (Alaska)  
Allen Hall of North American Mammals  
Alligators  
American Museum Congo Expedition (1909-1915)  
American Museum of Natural History -- Pictorial works  
American Museum-Sinclair Dinosaur Expedition  
Amphibians  
Anatomy  
Ancestral Pueblo culture  
Andrews, Roy Chapman, 1884-1960  
Anne and Bernard Spitzer Hall of Human Origins  
Antarctica  
Anthropometry  
Aquatic invertebrates  
Arachnida  
Archaeology  
Archbold Expedition to New Guinea  
Architecture  
Architecture, Ancient  
Arctic peoples  
Arctic regions  
Arrows  
Art  
Art, African  
Art, Asian  
Arthur Ross Hall of Meteorites  
Asia  
Asiatic Zoölogical Expedition (1st : 1916-1917)  
Asiatic Expedition (2nd : 1918-1919)  
Astronomy  
Astrophysics  
Auditorium  
Audubon Gallery  
Australia  
Automobiles  
Axes  
Bags, pouches, and sacks  
Bandelier, Adolph Francis Alphonse, 1840-1914

Barnacles  
Bashford Dean Hall of Fossil Fishes  
Baskets  
Bats  
Beadwork  
Bear Mountain  
Bears  
Belts  
Bennett, Dorothy A.  
Bernard Family Hall of North American Mammals  
Bickmore, Albert S. (Albert Smith), 1839-1914  
Biodiversity  
Biology  
Bird Art Gallery  
Birds  
Birds -- Pictorial works  
Birds of North America  
Birds of South America  
Bison  
Blankets  
Boas, Franz, 1858-1942  
Boats and boating  
Bodies of water  
Borden Alaska Expedition of 1913  
Botany  
Botany Hall  
Boxes  
Bridges  
Building Stones (Exhibit)  
Buildings  
Burden East Indian Expedition of the American Museum of Natural History (1926)  
Burden, W. Douglas (William Douglas), 1898-1978  
Butterflies  
Butterflies -- Pictorial works  
Camels  
Cameras  
Canoes and canoeing  
Caribbean  
Caterpillars  
Cattle  
Cave dwellings  
Caves  
Central America  
Cephalopods  
Central Asiatic Expeditions (1921-1930)  
Cetology  
Chaco Canyon (N.M.)  
Cheyenne art

Chemistry  
Children  
Children's Room  
Chinese and Siberian Collections (Hall)  
Chrysalis  
Cliffs  
Climate  
Clothing and dress  
Clouds  
Coins  
Collections from the Philippine Islands  
Conservation  
Containers  
Cooking  
Corals  
Coral reefs and islands  
Corner Gallery  
Correspondence  
Cougars  
Coyotes  
Crabs  
Crawford, M. D. C. (Morris De Camp), 1882-1949  
Crayfish  
Crocker Land Expedition (1913-1917)  
Crocodiles  
Crustacea  
Cretaceous Hall  
Cuba  
Cultural anthropology  
Dance  
Darwin Hall  
Deer  
Desert  
Dickerson, Mary Cynthia, 1866-1923  
Dinosaurs  
Dioramas  
Dogs  
Dolphins  
Domestic animals  
Dorling Kindersley dinosaur photos (1991-1992)  
Dorothy and Lewis B. Cullman Hall of the Universe  
Dragonflies  
Ducks  
Dwellings  
Eels  
Eagles  
Early man  
Earth and Planetary Sciences

Earthquakes  
Eastern Indians (temporary location)  
Effie M. Morrissey  
Egypt -- Antiquities  
Embroidery  
Elephants  
Ellis Island Immigration Station (N.Y. and N.J.)  
Entomology  
Environmental science  
Equipment and supplies  
Erickson, Ernest, 1893-1983 -- Art Collections  
Eskimo Hall  
Ethnography  
Ethnology  
Ethnology -- Africa  
Ethnology -- Asia  
Ethnology -- Australia  
Ethnology -- Central America  
Ethnology -- Europe  
Ethnology -- Greenland  
Ethnology -- Islands of the Pacific  
Ethnology -- Mexico  
Ethnology -- North America  
Ethnology -- Oceania  
Ethnology -- Peru  
Ethnology -- South America  
Europe  
Evelyn Miles Keller Memorial Exhibit  
Evolution  
Evolution of the horse  
Exhibition preparation  
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Hall of Birds of the World (1929-)  
Hall of Birds of the World (circa 1900-1946)  
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Hall of Fossil Mammals Horse Alcove  
Hall of Fossil Reptiles  
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Hall of Geology and Invertebrate Paleontology  
Hall of Human Biology  
Hall of Late Dinosaurs  
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Hall of Mammals  
Hall of Man in Africa  
Hall of Mental Life (Proposed)  
Hall of Meteorites, Minerals and Gems  
Hall of Mexican Archaeology  
Hall of Mexico and Central America  
Hall of Mollusks and Mankind  
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Hall of New York City Birds  
Hall of New York State Mammals  
Hall of North American Forests  
Hall of Northwest Coast Indians  
Hall of Oil Geology  
Hall of Ornithischian Dinosaurs  
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Hayden Planetarium. Astronomia (Gallery)  
Hayden Planetarium. Billy Rose Hall of the Sun

Hayden Planetarium. Guggenheim Space Theater  
Hayden Planetarium. Hall of the Sun  
Hayden Planetarium. Main Lobby  
Hayden Planetarium. Meteorites and Tektites (Gallery)  
Hayden Planetarium. Outer Space Black Light Gallery  
Hayden Planetarium. Perkin Wing  
Hayden Planetarium. Sky Theater  
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John Lindsley Hall of Earth History  
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Leonard C. Sanford Hall of North American Birds  
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Rose Center for Earth and Space. David S. and Ruth L. Gottesman Hall of Planet Earth  
Rose Center for Earth and Space. Dorothy and Lewis B. Cullman Hall of the Universe  
Rose Center for Earth and Space. Harriet and Robert Heilbrunn Cosmic Pathway  
Rose Center for Earth and Space. Hayden Big Bang Theater  
Rose Center for Earth and Space. Hayden Planetarium  
Rose Center for Earth and Space. Scales of the Universe (Exhibit)  
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Whitney Memorial Gallery of Oceanic Birds  
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Whitney South Sea Expedition of the American Museum of Natural History (1920-1941)  
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77th Street Entrance  
81st Street Subway Station Entrance

Reference Table of Dublin Core and Item Type Descriptive Metadata Elements **PUT THESE IN ORDER**

Metadata Element (* Authority List)	Mandatory?	Repeatable?	Dublin Core or Local Definition
Source	Yes	Yes	A related resource from which the described resource is derived (the analog item).
Identifier	Yes	No	An unambiguous reference to the resource within a given context.
Title	Yes	No	A name given to the resource.
Date	Yes	No	A point or period of time associated with an event in the lifecycle of the resource.
Creator			
Format	Yes, if known	No	
Description	Yes, if known	No	
Coverage	Yes	Yes	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant. Getty used.
Subject *	Yes	Yes	The topic of the resource. LC and local authorities.
Source			
Is Part of	Yes	No	A related resource in which the described resource is physically or logically included.
Relation			
Is Referenced By			
References			
Publisher	Yes	No	An entity responsible for making the resource available.
Rights	Yes	Yes	Information about rights held in and over the resource.

<b>Original Number (Other Identifiers)</b>	No	Yes	The number by which the item was originally identified in the collection.
<b>Copy Photographer*</b>	Yes, if copy work	Yes	An entity responsible for making contributions to the resource.
<b>Cultural Context</b>	Yes, if applicable	Yes	Culture to which the object in image is attributed. LC terms only.
<b>Expedition</b>	No	Yes	Name of the expedition during which the photograph was created and/or the expedition on which the object in the image was collected. Controlled terms only.
<b>Associated Name</b>	No	Yes	Name of person(s) portrayed in the image.
<b>Department / Discipline</b>	Yes	No	Department or discipline for the objects in the image.
<b>Catalog / Specimen Number</b>	No	Yes	The number given to an object in the image by the Museum department in which it belongs.
<b>Original Caption</b>	Yes, if applicable	Yes	Unedited title from original data source; used to craft title.
<b>Collection Name *</b>	Yes	No	Name of the collection the image belongs to.
<b>Repository</b>	Yes	No	The repository pictured in the photograph. The repository in whose collection the object in the photograph resides.

## Work Flow Process and Quality Control

### Cataloging Workflow and Quality Control

#### Making a Record Public

If an image doesn't meet the guidelines for the public website, the record may be viewed on-site only, or by request. Catalogers may flag images in question "review". The reviewer will tag these image records with "restrict" and document in a cataloger's note field on the back-end why the image received the tag. These records are still cataloged, however, and will be available for research.

Images reviewed and approved will be considered ready for public view. The visual resources librarian then selects the check box to make the records public, and in some cases, featured, as well, in curated online exhibits. Only the Visual Resources Librarian, or in some cases a project cataloger, makes records public after performing quality control.

#### Internal Tagging Process

Tags should be entered and saved, lowercase, separated by a comma.

#### Current tags include:

**unedited:** for records with raw imported data not yet worked on.

**edited:** for fully edited records.

**ok:** used by Visual Resources Librarian to indicate that record has been proofed for quality control, has no review edits remaining, has no omit tag – and is ready for public view. The edited tag is replaced with the ok tag.

**restricted:** Restricted is used for culturally sensitive images, images containing sensitive subject matter or those not owned by AMNH which will not be approved for public view. Images not posted on the website are still available in the Library by request. May also be used to indicate that an image is of poor visual quality, is difficult to discern, or is otherwise damaged and not suitable for the website.

**problem:** to document records that have image quality or data upload issues. The issue should be noted in the cataloger's note field. When a problem is corrected, the tag is deleted and replaced with another appropriate tag. Issues are resolved by the Visual Resources Librarian, Digital Lab Manager, or Digital Projects Manager.

**processed:** for corrected images uploaded into Omeka, used by the digital lab manager. Unrelated to editing data.

**review:** this tag alerts the reviewer to look at cataloger's note field for questions or problems regarding data encountered by the cataloger. Records with this tag are proofed by Visual

Resources Librarian. If they cannot be resolved, they are passed to the appropriate staff member for additional review.

**Restricted:** To designate images that will be cataloged but not published due to culturally sensitive or other criteria that dictates restriction to the backend, such as those images depicting sacred ceremonies, human remains, nudity, violence, etc.

**lab:** used by the digital lab manager to indicate records uploaded for researcher requested images, as opposed to collection imports. This is replaced with “edited” and then by “ok” following the cataloging process.

The Visual Resources Librarian periodically checks the tags list to be sure each is entered properly and universally changes any incorrect tags. Images can be sorted by tags, including by each cataloger’s work and collection, to adhere to workflow and enhance procedure, training, and productivity.

*TAGS WILL BE CHANGING TO REFLECT DESCRIPTIVE DETAIL IN ITEM LEVEL RECORDS AND WILL BE EITHER LCSH OR LAY TERMS*

*SUBJECT HEADINGS WILL DESCRIBE LARGER CATEGORIES OF ITEMS, SUCH AS SCIENTIFIC TOPIC, EXPEDITION, ETC.*

## Resources and Contacts

Please direct questions regarding processes described in this Guide to  
Stacy Schiff, Visual Resources Librarian, American Museum of Natural History  
Research Library, Special Collections

[sschiff@amnh.org](mailto:sschiff@amnh.org)

AMNH (science pages, etc.)  
<http://www.amnh.org/>

AMNH Hall Authority Spreadsheet  
<http://images.library.amnh.org/hiddencollections/resources/>

AMNH Library  
<http://www.amnh.org/our-research/research-library>

AMNH Anthropology Collections  
<http://research.amnh.org/anthropology/database/collections>

LC TGM II, Library of Congress Thesaurus for Graphic Materials  
<http://www.loc.gov/pictures/collection/tgm/>

TGN, Getty Thesaurus of Geographic Names  
<http://www.getty.edu/research/tools/vocabularies/tgn/>



LCSH, Library of Congress Authorities, Subject Headings and Names  
<http://authorities.loc.gov/>

Omeka  
<http://omeka.org/>

Dublin Core Metadata Initiative  
<http://dublincore.org/schemas/xmls/>