

# ARTigo Image Import Guidelines

## *Description for artigo-template.csv*

- Format: CSV
- Separator: ,
- Delimiter: "
- Charset: UTF-8
- First line contains header
- Columns:

Column name	Mandatory?	Description
Filename	yes	Name of delivered file (including file extension, no path), must be unique
Image ID	no	ID of the image in external database
Title	no	Title of the image
Artist forename	no	Firstname of the artist
Artist surname	no	Surname of the artist (including particles like "von"). If the artist is unknown, leave both columns empty
Year created	no	The year when the image or the object in the image has been created
Location	no	Current location where the image / object is located
Institution	no	Current institution where the image / object is located
Origin	no	How the image / object was obtained
Easement	no	Whether the image may be publicly displayed (in a legal sense), can be "true" or "false"

## *Images*

- Format: JPEG
- Filename: characters [A-Za-z0-9\_.-] only, no blanks, lower case preferred
- All in one folder (no subfolders)