

PICTURE QUEENSLAND**Guidelines for cataloguing images using the Picture Queensland web form****Document Details**

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1.01	6 August 2004	Formatting changes and added example in Publisher field.
1.02	9 September 2004	<i>Style manual</i> added to the bibliography.
2	13 March 2006	Changes to reflect new qualified DC schema and Picture Queensland web form. Title changed from <i>Guidelines for applying the Picture Queensland standard for indexing digital images</i> .
2.01	13 April 2007	Updated to include current information in accordance with the recently revised Picture Queensland guidelines. Appendix B updated, new Appendices C and D.

TABLE OF CONTENTS

	Page
1. Introduction _____	5
2. General Requirements _____	5
3. General rules for entering data _____	6
3.3 Spelling _____	6
3.4 Capitalisation _____	6
3.4.2 Exceptions: _____	6
3.5 Full stops _____	6
3.5.2 Exceptions: _____	7
3.6 Quotation marks _____	7
3.7 Military abbreviations and terminology _____	7
3.8 Dates _____	7
3.9 Doubtful information _____	8
3.10 Style and comprehension _____	8
3.11 Repetition of words _____	9
3.12 Culturally sensitive materials _____	9
3.12.4 Offensive text _____	9
3.12.5 Special cases _____	9
4. TITLE _____	10
5. CREATOR _____	11
Form of Name _____	11
Personal Names _____	11
Organisation Names _____	12
Commercial Photographers and Studios _____	13
6. COVERAGE _____	14
GEOGRAPHIC LOCATION _____	15
Suburbs _____	16
Streets, roads, avenues, etc. _____	16
Street corners _____	16
DATE OF PHOTOGRAPH _____	17
7. DESCRIPTION _____	17
House names and station properties _____	19
Citing the source of information _____	19
Information supplied with image _____	19
Citing information from other sources _____	19
Citing a book source _____	19
Citing a newspaper source _____	20
Citing a website source _____	20
8. SUBJECT _____	21
Australian Pictorial Thesaurus (APT) _____	22

Library of Congress Subject Headings (LCSH)	22
Personal and Corporate Names as Subjects	22
Named Subject Headings (LCSH)	22
Geographic Places as Subjects (Geographic coverage)	23
9. CONTRIBUTOR	23
Newspapers	23
Commercial Photographic Studios	24
10. PUBLISHER	24
11. FORMAT	24
DIGITAL FORMAT	25
PHYSICAL FORMAT	25
12. TYPE	26
13. IDENTIFIER	26
CONTROL NUMBER	27
THUMBNAIL URL	27
14. DATE	27
15. RELATION	27
IS PART OF	28
16. SOURCE	29
Origin of Image	29
Image Number	30
17. RIGHTS	30
18. RIGHTSHOLDER	31
BIBLIOGRAPHY	33
APPENDIX A	34
GUIDELINES FOR ESTABLISHING NAMED LCSH HEADINGS	34
General	34
Names of bridges	34
Names of houses	34
Names of stations (properties)	35
Names of parks and botanic gardens	35
Wars and conflicts	35
Government departmental buildings	35
Buildings whose names and functions have changed over time	36
APPENDIX B	37
THUMBNAIL URLS – CODES FOR CONTRIBUTORS	37
Contributor codes for Picture Queensland contributors	37
APPENDIX C	39
EXAMPLES FOR PHYSICAL FORMAT	39
APPENDIX D	40

MAPPING OF MARC21 TO THE PICTURE QUEENSLAND DUBLIN CORE SCHEMA

Example MARC record	40
	43

1. Introduction

1.1 These Guidelines will assist Picture Queensland contributors to create quality, consistent, descriptive metadata for digital images. Quality and consistency in the way that images are catalogued will ensure the best possible discovery by users of Picture Queensland.

1.2 Establishing and maintaining as much consistency as possible in our metadata is a challenge in an environment like Picture Queensland where many organisations are contributing records.

1.3 Contributors to Picture Queensland use a web form that will be mapped to the appropriate metadata elements and these guidelines support indexing via the web form.

1.4 Some contributors will choose to enter data into their own library systems using MARC coding. The MARC coding will then be mapped to the appropriate metadata elements. Libraries using MARC will conform to the appropriate MARC and cataloguing standards for their library. The State Library of Queensland supplies a guide for the mapping of MARC coding to the Picture Queensland Dublin Core Scheme to help contributors develop image collections that will conform to Picture Queensland guidelines. The mapping guide is attached as Appendix D – *Mapping of MARC21 to the Picture Queensland Dublin Core Schema*.

1.5 Picture Queensland uses the qualified Dublin Core (DC) schema to catalogue or index images. The emphasis is on providing multiple ways for users to find images that meet their information needs, and using language that is as accessible as possible to users. Within this framework, Picture Queensland utilises existing standards and tools, such as established subject thesauri.

1.6 The elements (or fields) used in the Picture Queensland qualified DC schema are: Title, Creator, Subject, Description, Publisher, Contributor, Format, Type, Source, Coverage, Relation, Rights, Date, Identifier and Rightsholder. In most cases, simple Dublin Core will be used without the use of qualifiers. If qualified elements are desired, refer to document *Guidelines for the Use of Metadata in the Description of Digital Images* (available from <http://www.slq.qld.gov.au/about/pub/pol>).

1.7 Dublin Core elements are also known as Fields and within Picture Queensland some elements have a different field label: eg, the Creator element becomes the Photographer field; the Coverage element is split into two fields – Date of Photograph and Geographic Location.

2. General Requirements

2.1 To provide as full a description to users of Picture Queensland, complete as many fields as possible, as all are useful for both discovery and display. The more fields completed, the greater the likelihood users will find relevant images. However, if the information is not easily available, do not spend time searching for it. If a field is listed as 'Optional' and the information is readily available, complete the field.

Mandatory	Required, if available	Optional
Title	Creator (Photographer)	Description
Subject (APT)	Coverage (Date of Photograph)	Contributor
Publisher	Coverage (Geographic Location)	Source (Origin of Source)
Format (Physical)		Source (Image Number)
Format (Digital)		Relation
Publisher		Relation (Is Part Of)
Identifier (Thumbnail url)		Rights Holder
Identifier (Control Number)		
Type (Resource Type)		

Date Created		
Date Modified		
Source		
Rights		

3. General rules for entering data

3.1 Generally apply standard English usage of grammar, punctuation and language.

3.2 Some of the examples below are based on the *Style manual for authors, editors and printers, 6th ed. (2002)*. However, other examples do not conform with the *Style manual* but have been included after discussion with Picture Queensland staff as the preferred method of entering data.

3.3 Spelling

3.3.1 Use Australian spelling, not American. Use:

- 's' not 'z' – organise not organize
- 'our' not 'or' – harbour not harbor

3.3.2 Consult the *Macquarie Dictionary* where necessary. Where two or more spelling variations are cited, use the first example given.

3.4 Capitalisation

3.4.1 Capitalise the following:

- first word of a title
- first word of each sentence or statement
- proper names, eg, Sir Samuel Griffith, William Boag; University of Queensland; Cairns Historical Society
- geographic names, eg, North Queensland; Longreach; Burnett River; Boundary Road; Lake Tinaroo, Coral Sea
- letters of an initialism or acronym according to the predominant usage, eg, ALP, TAFE
- acronyms that are very familiar and which usually appear as a word do not require all the letters to be in upper case; only the first letter needs to be capitalised, eg, Anzac, Qantas
- specific historical and cultural periods, eg, World War I, World War II, (or alternatively, First World War, Second World War), the Depression, Battle of Long Tan

3.4.2 **Exceptions:**

- terms from Australian Pictorial Thesaurus (APT), except where capitalised in the thesaurus. Enter exactly as displayed
- first word of a subtitle unless it is a proper name
- some default entries are intentionally in lower case, eg, copy print in Format. Do not capitalise

3.4.3 Consult the *Style manual for authors, editors and printers, 6th ed. (2002)* for further examples.

3.5 Full stops

3.5.1 Use full stops:

- at the end of each sentence or statement
- at the end of abbreviations, eg, Qld.; Mt.

- after initials, eg, P. G. Wodehouse. Include a space after the full stop
- between letters of uncommon acronyms, eg, G.U.O.O.F. Spell the acronym out in parenthesis to make it clear, eg, G.U.O.O.F. (Grand United Order of Odd Fellows)
- with parenthesis (brackets): If the brackets surround an entire sentence then the full stop at the end of the sentence stays within the brackets. (*This is the procedure you should follow.*) If the brackets only surround part of the sentence, the full stop goes outside. (*This is the procedure you should follow, under normal circumstances.*)

3.5.2 **Exceptions:**

- at the end of the title statement
(*Note: If a title statement is particularly long and its comprehension would benefit from the addition of punctuation, including full stops, then add them.*)
- well known acronyms or an acronym pronounced as a word, eg, ALP, CSIRO, ASIO. Leave out full stops between letters. Some acronyms are very familiar and do not require all the letters to be in upper case; only the first letter needs to be capitalised, eg, Anzac, Qantas
- certain contractions, particularly Mr and Mrs unless they occur at a point where you would normally use a full stop such as the end of a sentence

3.6 Quotation marks

3.6.1 Generally use single quotation marks where required.

3.6.2 Use double quotation marks only for quotes within quotes.

3.6.3 Do not use quotation marks for:

- names of houses and properties – capitalise only, eg, Monahilla, Eulalia House.
- names of ships – capitalise only. In the TITLE element, qualify the name of the ship with the word ship in parenthesis, eg, Canberra (ship), Skitty Belle (ship). It is not necessary to use the qualification in the DESCRIPTION element, eg, Pearling schooner, the Skitty Belle.

3.7 Military abbreviations and terminology

3.7.1 Follow the usage of the Australian War Memorial for military ranks, and military abbreviations and terminology.

3.7.2 Consult the Glossary on the AWM website <<http://www.awm.gov.au/glossary/index.asp>> for access to abbreviations and acronyms for Australian, New Zealand, British and U.S. forces, as well as weaponry, wars, and other more general terms.

3.7.3 A concise list of Australian army, navy and air force ranks and their abbreviations is available at the Australia-Japan Research Project website <<http://ajrp.awm.gov.au/ajrp/AJRP2.nsf/db281b271191efc3ca2565d20081e7a6/a64097fdf564d119ca2565e70011a347?OpenDocument>>.

3.7.4 If any rank, abbreviation or term is not listed in the above guides, use the term in its full form initially, and thereafter use an abbreviation (if available from any other source) for any further occurrences of the term. If an abbreviation cannot be identified, continue to use the full form.

3.8 Dates

- 3.8.1 Enter dates in full in elements where free text is used and no other guidelines exist. Do not abbreviate. Do not include any letters next to the numbers, eg, 2, 19 not 2nd, 19th (exception is for centuries – 19th century). This is to avoid any confusion and to assist free text searching.

For example:

- enter 1883/4 as *1883/1884*; 1827-9 as *1827-1829*; '61 as *1861* or *1961* as the case may be
- enter 22-8-1876 as *22 August 1876*

- 3.8.2 If the exact date is unknown give an approximate date. Use the conventions ? for probable date, and ca. for approximate date. Always use ca. when referring to dates. Do not use the abbreviation c. for approximate date or the full word circa.

For example:

- *1911?* (probable date)
- *ca. 1868* (approximate date)
- *ca. 1890-1900* (approximate dates/decade)

- 3.8.3 Use the plural 's' when representing decades in numerals and do not include an apostrophe, eg, 1890s not 1890's.

3.9 Doubtful information

3.9.1 *Unknown person/s*

If the name of a person or persons is unknown, describe them as 'unidentified' rather than 'unknown' (someone must have known them at some time), eg, 'unidentified woman' rather than 'unknown woman'. It is possible they will be identified in the future.

- 3.9.2 *Note:* Use of the term 'unidentified' should be used with discretion and not applied indiscriminately to all images of persons that are unable to be identified. If in doubt, don't use it.

4.9.3 *Identification doubtful*

It is sometimes better to omit any doubtful information, names, places and dates. If in any doubt at all, follow with a question mark, eg, Residence belonging to the Klinger family?, or, Wearing a long, striped, silk? dress.

3.10 Style and comprehension

- 3.10.1 It is important that index records have a professional appearance. They should not have typing and spelling errors and should be grammatically correct. Punctuation should be correctly used as well as spacing associated with punctuation.
- 3.10.2 Avoid including numerous concepts within a single sentence, either strung together by the word 'and' or by punctuation. Sentences easily lose their clarity if they are too long. They should be coherent and each sentence should flow logically from one to another.
- 3.10.3 Use clear words and phrases to convey meaning. Avoid using words like 'something', eg, he is holding something. If you are unsure of what is represented in the image, either seek another opinion or leave it out.
- 3.10.4 Try to inject interest into the description. The DESCRIPTION element is important to describe the resource, but also to engage the user and encourage him/her to explore the database further.

- 3.10.5 Consult texts such as the *Style manual for authors, editors and printers* where necessary.

3.11 Repetition of words

- 3.11.1 Try not to repeat the same words too often in different elements. However, do not consciously try to find alternatives unless you feel they would provide meaningful access points.
- 3.11.2 *Use of the word Queensland*
Sometimes the term Queensland appears to be overused, particularly when it may be in several elements on a record, eg, Title, Coverage, Description, Publisher, Source, etc. However, Picture Queensland does include some images that do not contain Queensland content. Also, images in Picture Queensland are accessible via Google and it is helpful if locations are quickly identified as part of Queensland on the short citations on Google.
- 3.11.3 Optionally, include Queensland in the TITLE element where relevant for all Queensland images including images that relate to major towns and cities within Queensland. Use judgement for its use.

3.12 Culturally sensitive materials

- 3.12.1 The Library has significant photographic materials that feature culturally sensitive material, including offensive terminologies, images of deceased people and religious ceremonies. Indexers should follow the guidelines below.
- 3.12.2 Subject headings: Australian Pictorial Thesaurus (APT) is the preferred thesaurus. Library of Congress Subject Headings (LCSH) will be used by some libraries. (See SUBJECTS below.)
- 3.12.3 After consultation with staff from the State Library's Indigenous Library Services Unit, the following subject headings were chosen in order to provide the broadest access to images for users with diverse background and varying forms of terminology.

For all Aboriginal images, add the following headings:

- APT – Aboriginal peoples (Australians)
- LCSH - Indigenous peoples--Australia

For Torres Strait Islander images, add:

- APT - Torres Strait Islanders
- LCSH - Indigenous peoples--Australia

- 3.12.4 *Offensive text*
Sometimes the original information that accompanies photographs may be of an offensive nature such as outdated terms and descriptions. Include the text in the description if it is part of a caption or text accompanying the original. State that it is a caption and place the text in inverted commas.
- 3.12.5 *Special cases*
Discussions between staff from the Picture Queensland team and Indigenous Library Services have decided the following special cases:
- Kanakas:
- If it is part of a caption or accompanying text, then apply the method described in *Offensive text* (above).

4. TITLE

Field Label: TITLE

Definition: A name given to the resource

Purpose A primary search point for users who know the title of the resource or who are searching for specific words or aspects relating to a resource.

Obligation: Mandatory

Input Guidelines

Main Title

- 4.1 If a resource has a title, use that title if it has enough information to adequately identify and describe the resource and assist searching. If the title is vague and lacks adequate description, either add extra information to the given title or create a new one in order to bring out the fields as described below. If the title on the resource is used as the main title and the source of the title is considered significant (eg, a caption title that accompanies an image that appeared in a newspaper), include that information in the DESCRIPTION field, eg, Title taken from caption, or a similarly worded phrase.
- 4.2. If no title is available create a title based on the content of the resource. Do not put the created title in brackets or quotation marks as these may create problems in external systems.

For example:
 - *Portrait of Caroline Chisholm* **not** [*Portrait of Caroline Chisholm*] **or** "*Portrait of Caroline Chisholm*"
- 4.3 When creating a title ensure that information crucial to resource discovery is included in the title field. Do not rely on only the DESCRIPTION field to bring out crucial information. (Keep in mind that the most common search in PictureAustralia is the simple search which searches only Title, Creator, Subject and Coverage fields). Link together other descriptive information to 'name' the resource. For example, use dates, location, name of subject, etc. Where possible, always include Subject, Place, Date, and add other aspects if necessary.

For example:
 - an image of a group of people attending the Longreach May races in 1934 would have a TITLE *Group of men and women attending the Longreach May races, 1934* and **not** a simplistic title like Group portrait 1934
- 4.4 When creating a title do not simply repeat the description. Keep it succinct but meaningful.
- 4.5 Do not include initial articles such as A, An, The, at the beginning of the title. External systems may not be able to handle them. Also, do not use HMAS, SS, etc. for ships, as these will be alphabetised by title. (Note: Do not use full stops in well known acronyms).
- 4.6 Do not use HMAS, SS, etc. for ships. In the TITLE element qualify the name of the ship with the word ship in parenthesis, eg, Canberra (ship), Skitty Belle (ship), as these will be alphabetised and filed by title.
- 4.7 A date should be included in the title when it is adjacent to the title and adds meaning to it. Do not drop the date if it is part of the title.

- 4.8 If a title is created and a date is available from the description, include the date.

For example:

- an image of the first General Post Office in Brisbane with a neighbouring building would have a TITLE *First General Post Office in Brisbane and Moreton Bay Savings Bank, ca. 1868*.

- 4.9 For untitled works of fine art, use the information on the wall label, exhibition catalogue or other promotional material. If the work is known as 'Untitled' use this as the title.

5. CREATOR

Field Label: PHOTOGRAPHER

Definition: An entity primarily responsible for the making the content of the resource. Examples of a Creator include a person, an organisation, or a service.

Purpose: This element allows users to discover resources based on the creator of the resource. The creator could be a photographer, an artist, an author of written documents, or an illustrator of visual resources, etc.

Obligation: Required if available. Default is Unknown

Input Guidelines

- 5.1 This field is used for the creator of the intellectual content of the resource, not its presentation (eg, the name of the photographer of the *original* photograph, **not** the creator of the *digital* image).

- 5.2 If there is no information available, use the default entry 'Unknown'.

- 5.3 If the creator of the item is also the subject of the item, enter the name in both the PHOTOGRAPHER and SUBJECT (LCSH) fields.

For example:

- A self-portrait of photographer William Boag would include *Boag, William, d. 1878* in both SUBJECT (LCSH) and PHOTOGRAPHER fields.

- 5.4 If it is obvious that the image is produced by an individual on behalf of an organisation then enter the individual's name in the PHOTOGRAPHER field as the person primarily responsible for the content of the resource and enter the organisation's name in the CONTRIBUTOR field.

Form of Name

- 5.5 Consistency in the format of names will assist with accurate searching. Where possible, check the State Library South Bank Collections catalogue or your own contributor's catalogue, in the Name and Subject search indexes. Library of Congress Name Authorities (LCNA) can also be consulted. Names are established according to general cataloguing principles, ie, according to AACR2 guidelines. It is recommended that indexers consult these catalogues first to see if the name already exists in a particular format.

Personal Names

- 5.6 Personal names are entered surname or family name first, followed by a comma and then the given name(s). Include an honorific only if it is necessary for clarification (gender, etc.).

For example:

- *Smith, William*
- *Chapman, I. K., Mrs*

If dates of birth and/or death are known, add these also, preceded by a comma.

For example:

- *Smith, William, 1867-1902 (dates of birth and death are known)*
- *Boag, William, d. 1878 (only the date of death is known)*

If only a date of birth or death is known, use the convention b. for date of birth, and d. for date of death, eg, McDonald, Elsie, b. 1893, Baker, James, d. 1915.

If it is apparent from the resource that a creator commonly uses initials in lieu of first name/s, use the initials followed by the first names in brackets where these names are known. The expansion of initials is helpful to differentiate between two people with the same surname and initials but who probably have different first names. Use this form only if the information is readily available.

For example:

- *Lindt, J. W. (John William), 1845-1926*
- *Jackson, M. A. (Michael A.)*

- 5.7 If in doubt, give the name as it appears and do not invert.

For example:

- *Abdullah bin Nuh*

- 5.8 Enter a name that includes a term of address, a term of honour, or title of position or office under surname or family name first, followed by the given name/s or initials, as outlined above. Do not include the term of address, etc.

For example:

- Reverend James Woodforde, would be entered as *Woodforde, James*
- Sister Grace Francis would be entered as *Francis, Grace*
- Maj Gen Rodney Fay would be entered as *Fay, Rodney, 1933-1998*

- 5.9 If a person is known only by a surname or a given name include the term of address, etc.,

For example:

- Reverend Grumble would be entered as *Grimble, Rev.*
- Mrs Hemans would be entered as *Hemans, Mrs*
- Mother Teresa would be entered as *Teresa, Mother, 1910-1997*

- 5.10 Add the term of address of a married woman if she is identified only by her husband's name.

For example:

- Mrs I. K. Chapman would be entered as *Chapman, I. K., Mrs* (I. K. being her husband's initials)
- Mrs Lance Rawson would be entered as *Rawson, Lance, Mrs, 1851-1933*

- 5.11 Enter a name of Chinese origin that follows the normal Chinese order (surname first) under the first element of the name.

For example:

- a name that appears as Li Chiao-ping, would be entered as *Li, Chiao-ping*

Organisation Names

- 5.12 For single level organisation names, or where a hierarchy cannot be determined, enter the name as it is known in direct order. Qualify in parenthesis by a geographic location if there is likely to be a conflict with another organisation of the same name but in another location.

For example:

- *Chinchilla Field Naturalists' Club*
- *Atherton Tableland Co-operative Dairy Association*
- *Brisbane Boys' College*
- *Tattersall's Club (Brisbane, Qld.)*
- *Tattersall's Club (Melbourne, Vic.)*

- 5.13 For organisational names that are part of a hierarchy (eg, a division or branch within an organisation) enter the parts of the name from the largest to the smallest unit separated by full stops. Note that for government departments the first part of the name should be the jurisdiction (ie, the highest level of government, eg, Australia (Commonwealth government), Queensland (State government), Townsville (Qld.) (Local government). It is useful to check library catalogues.

For example:

- *University of Queensland. Alumni Association*
- *Queensland. Treasury Dept.*

Commercial Photographers and Studios

- 5.14 Use the name of the photographer or studio that appears on the image or accompanying material (such as a card mount, or envelope), ie, the name that was used at the time the photograph was taken. Use the form of name that appears on the photograph or accompanying information even if it appears in a different format on several photographs.

For example:

- *Mathewson & Sons*
- *Mathewson & Co.*
- *Mathewson Studio*
- *Mathewson Studios*

- 5.15 Do **not** include extra information such as an address or location.

For example:

- Mathewson & Sons, Brisbane would be entered as *Mathewson & Sons*

- 5.16 Generally, treat a commercial photographer as a personal name and therefore entered in the PHOTOGRAPHER field, and a commercial photographic studio as a corporate body and therefore entered in the CONTRIBUTOR field. This is based on the assumption that a studio may have more than one photographer employed and we cannot be sure of the individual photographer. The PHOTOGRAPHER field will display the 'Unknown' default entry.

- 5.17 Consider a studio to be corporate body if the name includes words that indicate it is not a photographer operating on his/her own. Therefore, treat as a corporate body a name that includes terms such as 'and Co.', 'and Son', 'Pty. Ltd', etc., eg, Albert Lomer and Co, Mathewson & Sons; or, if words such as Studio, Photographic Studio, etc., are clearly part of the name, eg, Poulsen Studio, Elite Studios.

- 5.18 A single photographer may be a commercial photographer with his own studio. In this case treat as a personal name unless there is something in the name to indicate that it is a firm (as above).

- 5.19 Where there is only a single photographer listed, ie, not obviously a company, enter as a personal name in the PHOTOGRAPHER field.

For example:

- Albert Lomer, Brisbane would be entered as *Lomer, Albert*.
- F. Whitehead, Ipswich would be entered as *Whitehead, F.*
- R. H. Bartlett, New Zealand would be entered as *Bartlett, R. H.*

- 5.20 Where a photographer's name *and* a studio name appears on the photograph, enter the photographer as a personal name in the PHOTOGRAPHER field and the studio name as a corporate body in the CONTRIBUTOR field.

For example:

- Information on the description card appears as A. A. White, White's Hill Studio, Brisbane, therefore the PHOTOGRAPHER would be entered as *White, A. A.* and the CONTRIBUTOR would be entered as *White's Hill Studio*.

- 5.21 Where there is only a studio name, enter the studio name as a corporate body in the CONTRIBUTOR field. The PHOTOGRAPHER field will display the 'Unknown' default entry.

- 5.22 If a studio is listed as the photographer on the photograph, but it has not been established in the State Library of Queensland catalogue (which will often be the case), enter the name of the studio without further qualification in the CONTRIBUTOR field. Do not include articles at the beginning of the name. If the name is in the catalogue, copy and paste with no alterations.

For example:

- The Marsden Studio, Laidley would be entered as *Marsden Studio*.
- Poulsen Studio, Brisbane would be entered as *Poulsen Studio*.
- Elite Studios, Bundaberg would be entered as *Elite Studios*.
- A. Lomer & Co. would be entered as *A. Lomer & Co.*
- Mathewson & Sons, Petries Bight, Brisbane would be entered as *Mathewson & Sons*.

- 5.23 If more than one studio is listed use multiple CONTRIBUTOR elements.

- 5.24 If it is necessary to resolve conflicts between studios of the same name, qualify by a geographic location (<city, state>) as outlined above in *Organisation Names*.

For example:

- *Elite Studio (Longreach, Qld.)*
- *Elite Studio (Ipswich, Qld.)*

6. COVERAGE

Field Labels: **GEOGRAPHIC LOCATION** and **DATE OF PHOTOGRAPH.**

Definition: The extent or scope of the content of the resource. Coverage will typically include:

1. A spatial location (a place name or geographic coordinates)
2. A temporal period (a period label, date, or date range)

Purpose: This element allows a search to be restricted to resources about a certain place or time.

Obligation: Required if available

Input Guidelines

- 6.1 Use GEOGRAPHIC LOCATION where the resource is about or of a geographical area, or to put an image in geographical context when the place is not obviously depicted.
- 6.2 Use DATE OF PHOTOGRAPH to indicate the time period or the date of the image.

GEOGRAPHIC LOCATION

- 6.3 The geographic location or area that is covered in the resource. Typically this is used for images that depict cities, towns, parks, suburbs, streets, rivers and other waterways, and other geographic areas, or where these areas are a significant part of the image and would be an important access point for users. Generally, large geographic areas such as a state, eg, Queensland, would not be used on its own.
- 6.4 If a geographic area is relevant to a resource, but is not actually depicted, use GEOGRAPHIC LOCATION to bring out that particular area and to put the image into a geographical context
- 6.5 Use standard place names from the controlled list (eg, Gazetteer of Australia <<http://www.ausliq.gov.au/mapping/names/natgaz.htm> >, State Library of Queensland catalogue or your own catalogue (subject listing)). Names of states should be spelled out in full. Generally, use the form <town/district/geographical feature>, <state>.

For example:

- an image of a property in Toowoomba would have a GEOGRAPHIC LOCATION of *Toowoomba, Queensland*.
- an image of Lake Tinaroo would have a GEOGRAPHIC LOCATION of *Lake Tinaroo, Queensland*.
- an image of gold miners taken in the Palmer River area in Far North Queensland in which the location is known but is not explicitly represented would have a GEOGRAPHIC LOCATION of *Palmer River, Queensland*.
- an image of a group of builders in front of their camp tent in the Biggenden area (area is not obvious, information taken from description card) would have a GEOGRAPHIC LOCATION of *Biggenden, Queensland*.
- an image of a group of Shire Councillors in the Diamantina Shire (which covers the towns of Bedourie and Birdsville) would have a GEOGRAPHIC LOCATION of *Diamantina Shire, Queensland*.

- 6.6 In instances where the geographic area covers a region or district, use the term District in conjunction with nearby town.

For example:

- an image of a sugar cane field in the Mossman area of Queensland would have a GEOGRAPHIC LOCATION of *Mossman District, Queensland*.

- 6.7 Use the most current form of name available. If the earlier form of name is known or the area is also known by another name, add another entry for that name in the same field. Give an explanation for the two locations in the DESCRIPTION element where possible.

For example:

- an image of Geraldton in North Queensland taken in 1898 would have two GEOGRAPHIC LOCATION fields of *Geraldton, Queensland* and *Innisfail, Queensland*, as the name was changed in 1910.
- an image of Darnley Island in the Torres Strait would have two GEOGRAPHIC LOCATION fields of *Darnley Island, Queensland* and *Erub, Queensland* as the island is also known as Erub.

- 6.8 In instances where a township or area was once settled, but is now uninhabited, eg, old mining camps, and there is no current name for the area, use the name as it was

originally known. Give an explanation of the area's history in the DESCRIPTION element where possible.

- 6.9 If there is a current name for the area add another COVERAGE (Location) entry for that name as well. Use for areas or localities that appear on mining maps but the name is not an official name as defined in gazetteers such as Gazetteer of Australia <<http://www.ausliq.gov.au/mapping/names/natgaz.htm>> or the Dept. of Natural Resources and Water's Place Name Online Search <<http://www.nrw.qld.gov.au/property/placenames/>>.

For example:

- a locality identified as Copperfield in the Queensland Mineral Index for 1914, but current gazetteers identify the area only as a parish with further information that the area was later absorbed by Clermont, would have two COVERAGE (Location) entries of *Copperfield, Queensland* and *Clermont, Queensland*.
- an area identified on a mining map as Glenhaughton and current gazetteers define that name as an earlier name for Baroondah, would have two COVERAGE (Location) entries of *Glenhaughton, Queensland* and *Baroondah, Queensland*.

Suburbs

- 6.10 Qualify the name of the suburb by the town and state.

For example:

- *Chelmer, Brisbane, Queensland*
- *Aitkenvale, Townsville, Queensland*
- *West End, Brisbane, Queensland*
- *West End, Townsville, Queensland*

- 6.11 Consider using the APT term *suburbs* in the SUBJECT field as well as the name of the suburb in the GEOGRAPHIC LOCATION field.

Streets, roads, avenues, etc.

- 6.12 If a street is explicitly depicted in the resource, include the name in the GEOGRAPHIC LOCATION field. If the street is not a significant part of the image, do not include the street name, but use the town/city name instead-

- 6.13 Street names should indicate the town in which it is located. If the street is part of a particular suburb, qualify by the suburb, town and state. This is important to resolve conflicts between the same street names, or two or more suburbs of the same name in the same state, etc. Use the form <street>, <town>, <state>, or <street>, <suburb>, <town>, <state>. The types of street, eg, street, road, avenue, etc. should be spelled out in full.

For example:

- *Queen Street, Brisbane, Queensland*
- *Blomfield Street, Miriam Vale, Queensland*
- *Pease Street, Manoora, Cairns, Queensland*
- *Ingham Road, West End, Townsville, Queensland*
- *Boundary Road, West End, Brisbane, Queensland*

Street corners

- 6.14 For images that depict a street corner and it is necessary to include the names of the streets in the GEOGRAPHIC LOCATION field, use multiple fields.

For example:

- an image of a building on the corner of Queen and Edward Streets in Brisbane and where the streets are clearly depicted, would have two GEOGRAPHIC

LOCATION fields, *Queen Street, Brisbane, Queensland* and *Edward Street, Brisbane, Queensland*.

- 6.15 Do not enter a GEOGRAPHIC LOCATION field of the type *Corner of Queen and Edward Streets, Brisbane, Queensland*, or *Queen Street and Edward Street, Brisbane, Queensland*.
- 6.16 Consider using an APT term such as *town streets, suburban streets*, etc. in the SUBJECT field as well as the name of the street in the GEOGRAPHIC LOCATION field.
- 6.17 Omit Queensland from the GEOGRAPHIC LOCATION field if it is not certain it is in fact Queensland.

DATE OF PHOTOGRAPH

- 6.18 Refers to the date the photograph was taken. The precise date, if known, should be given. If the approximate date can be estimated from what is known without further research, then give the date in the form *ca. 1930*, supplying the decade, and if possible, the year.

For example:

- an image of the 1947 Brisbane Royal National Show would have a DATE OF PHOTOGRAPH of *1947*.
- an image of a sugar cane train taken approximately 1930 would have a DATE OF PHOTOGRAPH of *ca. 1930*.
- a studio portrait of an unidentified woman taken approximately 1888-1890 would have a DATE OF PHOTOGRAPH of *1888-1890*.

- 6.19 May be used for events that occur at a particular time, such as conferences or festivals.
- 6.20 DATE OF PHOTOGRAPH may be expressed in the form of standard period names, however, dates should also be included to assist with resource discovery.
- 6.21 Use a single date, a date range or a phrase as appropriate.

For example:

- *11 November 1945*
- *7 May 1901*
- *1929*
- *1885-1895*
- *ca. 1889*
- *19th century*

- 6.22 Use of the format YYYY-MM-DD (or YYYY-MM or YYYY depending on circumstances) is an optional consideration, eg, *1945-11-11, 1901-06, or 1856*. However, where this format does not clearly reflect the period, use a more familiar format.
- 6.23 See *General Rules for Entering Data, Section 3.8. Dates* at the beginning of these guidelines for further information.

7. DESCRIPTION

Field Label: DESCRIPTION

Definition: An account of the content of the resource.

Purpose: This element allows searching based on words and phrases describing the resource. It is the least precise of all the search points, and will often be used by users with vague notions of what they are looking for. It is used to display to the searcher a summary of the resource content. It is very useful for allowing non-textual resources to be discovered using words or phrases and allows the user to determine if this is what they want.

Obligation: Optional. Highly recommended.

Input Guidelines

- 7.1 Add a new DESCRIPTION field for each new paragraph.
- 7.2 This field provides a free-text summary that describes the resource. It is the least precise method of searching, but it can be useful for picking up terms not included in the SUBJECT search. The DESCRIPTION can be used to clearly describe an image and to draw attention to details of interest that are not immediately obvious. It is an important field to engage the interest of the searcher and encourage further exploration of the database.
- 7.3 The DESCRIPTION field should provide objective information about the resource, not an evaluation or review. This does not imply that the DESCRIPTION should be written in a flat, impersonal style. It is possible and desirable to construct sentences and paragraphs in a manner to create interest without losing objectivity.
- 7.4 Do not simply repeat the title in this field. Information that is crucial to resource discovery should also be entered in TITLE, PHOTOGRAPHER, SUBJECT, GEOGRAPHIC LOCATION or DATE OF PHOTOGRAPH fields as these are the fields searched in PictureAustralia simple search. ENCompass simple search is a general keyword search.
- 7.5 If the TITLE provides adequate information about the image and there is nothing more to add for the DESCRIPTION, there is no need to complete the element.
- 7.6 The description should relate directly to the image and not to other information loosely associated with the image. For example, an image of a church in the town of Eidsvold should describe the features of the church and not a general description of the town.
- 7.7 Provide a brief outline of the content of the resource. It should supply enough information for a user to decide if the item is relevant. Generally, try to limit the length to approximately six sentences, but include more if relevant.

For example:

- an image of the sugar cane being loaded at the South Isis Mill would have a DESCRIPTION *Horse drawn wagons of sugar cane being loaded onto rail trucks at South Isis Mill, ca. 1900.*
- an image of the first General Post Office in Brisbane and a neighbouring building would have a DESCRIPTION *The buildings were originally erected as single-storeyed brick buildings, part of the convict establishment, serving as quarters for married soldiers and as a solitary confinement cell (1827-1829). After 1850 the Post Office occupied this site, with the Moreton Bay Savings Bank occupying the right hand section as early as 1862, although the newer building seen here was probably added in 1867. The Post Office remained on this site until 1872.*

- 7.8 Use the description to highlight any significant aspects of the resource. It can be particularly useful for including historical and graphic details of an image that are not obvious. Consider details such as architecture, building materials, wooden residences, costume, fences, clotheslines, etc.

For example:

- *Registrar-General's Office erected on the corner of Queen and George Streets, Brisbane 1872-1874. The building was demolished in 1923 to make way for the final stage of the Treasury Building. Some horse-drawn vehicles are illustrated.*
- *A wooden house with a group of women and children in the foreground dating from 1890-1900. The house is flat on the ground and has a slate roof, bow window, two chimneys, and verandah.*
- *A low-set wooden house with three women in the foreground. The house has a bull nose roof with wrought iron work on the verandah. It is enclosed with a decorative wooden paling fence with an inverted gate.*
- *A group of women pose on the steps and verandah of a house, either sitting or standing. They are dressed in long dresses, skirts and blouses, and hats of the Edwardian era. One woman wears a three-quarter length coat. Some carry umbrellas.*

House names and station properties

- 7.9 Within the DESCRIPTION element the names of houses and stations are capitalised only. Do not use quotation marks.

For example:

- *Newstead House*
- *Monahilla*
- *The Grange*
- *Havilah Station*
- *Jimbour Station*

- 7.10 *Note:* When the name of a house or station is used as a SUBJECT it is usually necessary to add a geographic qualifier and sometimes a further qualifier to identify the type of dwelling. See Appendix A – *Guidelines for establishing named LCSH headings*, for further guidance and examples.

Citing the source of information

Information supplied with image

- 7.11 When a DESCRIPTION has been supplied with the photograph, ie, indexers were not responsible for it, and that description will be used as the complete description, indicate this by including at the end of the description the statement '*Description supplied with photograph.*'
- 7.12 If a description has been supplied with the photograph and the indexer also adds further information to the description, construct the first paragraph as per 10.16 above, then add a separate paragraph for the extra information.

Citing information from other sources

- 7.13 Use discretion when using information in the DESCRIPTION element that has appeared in other sources. It is important to evaluate your source for accuracy, authority, currency, objectivity and coverage. Information should relate directly to the image described and not to other information loosely associated with the image.
- 7.14 If a description, or part thereof, has been taken from another source, eg, book, etc., use the statement '(Information taken from:)'.

Citing a book source

- 7.15 For information taken from a book, construct the reference in the following format: <Title>, <Edition>, <Date of publication>. If there is an author, use the format <Author>, <Title>, <Edition>, <Date of Publication>. Use only the initials and surname of a personal author. A personal author is someone who is chiefly responsible for the

intellectual content of a work. Do not treat an editor as an author. Separate each element by a comma.

For example:

- (*Information taken from: J.C.H. Foley, Timeless isle : an illustrated history of Thursday Island, 1982*)
- (*Information taken from: R. Longhurst, Gold Coast : our heritage in focus, 1995*)
- (*Information taken from: Australian dictionary of biography, v. 5, 1974*)
- (*Information taken from: The Australian encyclopaedia, 6th ed., v. 3, 1966*)

- 7.16 Include the number of a volume within a multi-volume work. Do not include page numbers.

Citing a newspaper source

- 7.17 For information taken from a newspaper use the format <Title>, <Date>.

For example:

- (*Information taken from: The Queenslander, 12 January 1901*)
- (*Information taken from: Brisbane courier, 21 April 1932*)

Citing a website source

- 7.18 Caution should be exercised when citing information from websites as the internet can be dynamic, with sites moving to another address, content changing substantially, or disappearing altogether. Bear in mind that anyone can establish a website so it is important that the information provided is correct and can be verified independently.

- 7.19 Before citing from a website, it is essential to evaluate the site for its purpose, accuracy, authority, currency, objectivity and coverage. It is important to ensure that the site is authoritative, eg, a government or educational site, and not one that is likely to 'move'. Generally, do not cite from commercial, entertainment, promotional or personal websites, or sites that encourage a large unrestricted authorship, eg, Wikipedia.

- 7.20 The minimum amount of information that must be provided for the citation is:

Title

- The web page title is displayed at the very top of the screen in the browser's title bar. Give what you see here as the title when referencing websites. Do not use any subtitle that may display unless it is considered necessary to make the main title more informative.
- If the title in the title bar does not give a clear indication of the overall purpose of the website, give the title of the home page.
- If there is no title in the title bar, or it displays 'Untitled document' give the title of the home page of the website.
- Do not give a generic or made up title such as 'Internet database'.
- Do not add the word 'database' to the title.
- If in doubt as to the title, give the title of the home page of the website.

Date created or revised

- The date created or revised is usually displayed at the bottom of the page. Always give a last revised date, if one is available, in preference to a copyright date or date created as this identifies which *version* of the page you were looking at. If there is no revised date, use the date created or copyright date. If there is no date on the page you are viewing check the date on the home page.

Date retrieved/viewed

- Use the date you obtained the information from the website.

URL

- If the address does not work, credibility for the source of the information suffers. Use the URL of the page consulted. If it is unreasonably long, use the URL of the home page.
- 7.21 If you are unable to obtain this information reconsider the site as an authoritative source of information.
- 7.22 For information taken from a *website* use the format <Title>, <Date created or revised>, <retrieved (date) from <URL>>.
- For example:
- (*Information taken from: Australian Dictionary of Biography, 2006, retrieved 11 January 2007, from <http://www.adb.online.anu.edu.au/biogs/A030192b.htm>*)
 - (*Information taken from: AustLit : the resource for Australian literature, 13 June .2006, retrieved 1 February 2007, from<http://www.austlit.edu.au/run?ex=ShowAgent&agentId=A)Y\$>*)
- 7.23 Use angle brackets (<>) to enclose the URL so that any other punctuation, letters, etc, are not misconstrued as part of the address.
- 7.24 Optionally, include the author where it is relevant. Use the format <Author>, <Title>, <Date created or revised>, <retrieved (date) from <URL>>.

8. SUBJECT

Field Labels: SUBJECT

Definition: Topics that describe the content of the resource.

Purpose: This element is useful for users who wish to discover resources related to a particular topic. A subject may be topical, the name of a person organisation, a place, an event, or other contextual information.

Obligation: APT: - Mandatory
LCSH: - Optional

Input Guidelines

- 8.1 It is strongly recommended that a recognised thesaurus be used for choosing subjects as this will help clients retrieve consistent results with their searching. Examples of thesauri widely used are the Australian Pictorial Thesaurus (APT) or Library of Congress Subject Headings (LCSH).
- 8.2 Picture Queensland uses the APT <http://www.picturethesaurus.gov.au> as its preferred thesaurus for topical subject headings as recommended by PictureAustralia. The APT uses contemporary Australian words and phrases to describe objects, people, places, activities and concepts. Using APT terms will facilitate subject searches across national collections. APT includes topical terms only and does not include proper names.
- 8.3 When allocating subject terms, avoid using very broad terms that provide little assistance for someone trying to find a resource. Use the term/s appropriate to the breadth of the subject to enable retrieval of a targeted set of results. Also refer to the DESCRIPTION element to help select subjects that are both about a subject as well as of a subject and also to bring out the finer detail that is of interest to clients.
- 8.4 Enter one subject term per line. The SUBJECT field is repeatable.
- 8.5 Enter APT terms first. If any LCSH subject headings are used as well, enter them after the APT terms.

Australian Pictorial Thesaurus (APT)

8.6 Consult the APT website and copy and paste terms from APT.

8.7 Enter the subject terms one per line.

For example:

- *horse drawn vehicles*
- *Queenslander architecture*
- *timber houses*
- *bullock teams*

Library of Congress Subject Headings (LCSH)

8.8 Use LCSH for subject terms that are not catered for in APT, such as proper names, named events, named geographical structures, etc. They are established according to general cataloguing principles using LCSH and AACR2 guidelines. See *Personal and Corporate Names as Subjects* and *Named Subject Headings (LCSH)* below for further details.

Personal and Corporate Names as Subjects

8.9 See the *Form of Name* section in the PHOTOGRAPHER field for details of the correct format for names.

8.10 Use if the item is about a person or organisation.

For example:

- an image of Sir Samuel Griffith would have a SUBJECT *Griffith, Samuel, Sir, 1845-1920*
- an image of the Australian Workers Heritage Centre in Barcaldine would have a SUBJECT *Australian Workers Heritage Centre (Barcaldine, Qld.)*
- an image of the Chinchilla and District Cricket Association would have a SUBJECT *Chinchilla and District Cricket Association.*

8.11 If the subject of the item is also the creator of the item, enter the name in both the SUBJECT and the PHOTOGRAPHER fields.

For example:

- a self portrait of William Boag would include *Boag, William, d. 1878* in both SUBJECT and PHOTOGRAPHER fields.

Named Subject Headings (LCSH)

8.12 As well as personal and corporate names that are established according to LCNA and AACR2 guidelines, other named subjects can be used, eg, names of geographic features, (bridges, buildings, parks, etc.), names of wars, names of events (festivals, cultural events, etc.).

8.13 A guide for establishing the more common types of named subject headings is attached as Appendix A – *Guidelines for establishing named LCSH headings.*

8.14 APT is the primary thesaurus for assigning topical subject headings but it also makes a few exceptions for establishing more specific terms, eg, brands and models of cars (Holden FJ (cars)), or locomotives where indexers can specify the place of manufacture, names of manufacturer, class, etc. Follow APT directions in these instances.

8.15 In other cases, it will be necessary to either check the State Library of Queensland catalogue in the name or subject indexes to see if the heading already exists, and

then copy and paste, or establish subject headings according to LCSH guidelines. (See also Appendix A – *Guidelines for establishing named LCSH headings.*)

For example:

- an image of the Fitzroy Bridge in Rockhampton would have a SUBJECT *Fitzroy Bridge (Rockhampton, Qld.)*
- an image of the Queen's Park in Maryborough would have a SUBJECT *Queen's Park (Maryborough, Qld.)*
- an image representing World War 2, eg, soldiers, memorials, etc. would have a SUBJECT *World War, 1939-1945*
- an image representing the Battle of the Coral Sea would have a SUBJECT *Coral Sea, Battle of the, 1942*
- an image of the Gold Rush Festival at Gympie would have a SUBJECT *Gympie District Gold Rush Festival*

Geographic Places as Subjects (Geographic coverage)

- 8.16 Use the GEOGRAPHIC LOCATION field for general geographic coverage, eg, towns, cities, districts, etc. as defined in the GEOGRAPHIC LOCATION field. Use LCSH subject headings for named geographical features or structures, eg, names of bridges, names of parks, etc.

9. CONTRIBUTOR

Field Label: CONTRIBUTOR

Definition: The name of the person or organisation that has played an important but secondary role in creating the content of the resource and is not specified in the creator element.

Purpose: This element is useful if more than one person or organization contributed to the resource, and it is important to discover the resource by searching for that person or organisation.

Obligation: Optional

Input Guidelines

- 9.1 Use this field in circumstances where it is important to provide an access point for a person or organisation who is associated with the creation of the resource, but is not the primary creator.

- 9.2 Follow *Form of Name* in PHOTOGRAPHER field.

Newspapers

- 9.3 When an image is taken from a newspaper use the CONTRIBUTOR element to record the name of the newspaper. If the name of the actual photographer is known, record this information in the PHOTOGRAPHER element with the title of the newspaper in the CONTRIBUTOR element.

- 9.4 Use the contemporary newspaper title for the period in which the photograph was taken and not the newspaper's current title.

- 9.5 *Note:* Many newspapers have common titles and therefore are catalogued with a uniform title to resolve conflicts between newspapers with the same title. It is important to consult the State Library catalogue for the correct form of title.

For example:

- If an image is taken from the Brisbane courier use the heading *Brisbane courier (1864-1933)* in the CONTRIBUTOR field. Do not use the current title Courier-mail (Brisbane, Qld.) (Brisbane courier was the name of the newspaper between 1864 and 1933 and was then changed to the Courier Mail.)

Commercial Photographic Studios

- 9.6 Use the CONTRIBUTOR field for photographic studios instead of the PHOTOGRAPHER field. This is based on the assumption that a studio may have more than one photographer employed and we cannot be sure of the individual photographer. This applies also to studio names that include the name of the chief photographer, eg, Albert Lomer and Co. See *Commercial Photographers and Studios* under the PHOTOGRAPHER field for full guidelines.

10. PUBLISHER

Field Label: PUBLISHER

Definition: A person or organisation responsible for making the resource available in its present form.

Purpose: This element is usually the name of the agency that controls or publishes the resource in its current form. It allows a user to find all resources currently under the control of a particular agency.

Obligation: Mandatory

Input Guidelines

10.1 The publisher is responsible for making the information available in its present form. It is the organisation or person who created the digital resource.

10.2 Normally, this would be the name of the organisation that was responsible for digitising the photograph.

For example:

- *Chinchilla Shire Library*
- *Barcaldine Shire Council*

11. FORMAT

Field Label: DIGITAL/PHYSICAL FORMAT

Definition: The physical or digital manifestation of the resource.

Purpose:

1. This element is used to describe the physical dimensions of the resource as this information is considered more useful for resource discovery in image collections. (PictureAustralia guideline).
2. When used to describe the digital resource, this element allows a search to be restricted to resources of an explicit format. For example, 'Find all jpeg images of the Premier'. The element also allows users to decide if the resource is worth accessing or retrieving, based on the ability of their software to cope with the format of the resource.

Obligation: DIGITAL – Mandatory
PHYSICAL – Mandatory

Input Guidelines

11.1 Enter separate fields for digital and physical formats. The field is repeatable.

DIGITAL FORMAT

11.2 For a standard jpeg image use the default:

image/jpeg

11.3 In circumstances where this description is not appropriate, change the data to reflect a true description of the resource, eg, gif image or a tiff image, etc.

For example:

- *image/gif*
- *image/tiff*

11.4 These descriptions are taken from the recommended controlled vocabulary defining computer media formats *MIME media types* assigned by the Internet Assigned Numbers Authority (IANA) available at <<http://www.iana.org/assignments/media-types/>>.

PHYSICAL FORMAT

11.5 For a standard black and white photograph use:

photographic print : b&w

11.6 In circumstances where this description is not appropriate, change the data to reflect a true description of the resource, eg, when the photograph is in colour, your original resource is a drawing, not a photograph, etc.

For example:

- *photographic print : col.*
- *photographic print : sepia ; 8 x 10 cm.*
- *copy print : col.*
- *drawing : b&w ; 15 x 18 cm.*
- *drawing : pen and ink, b&w*
- *painting : watercolour*
- *print : lithograph, col.*
- *transparency : col. slide*
- *slide : col.*
- *label : col.*
- *negative : b&w*

11.7 Include the size of the physical resource where necessary, particularly if it is a non-standard size, eg, a very small or very large photograph.

11.8 It is not usually necessary to include the number of prints, slides, etc. as it is normally a single item. However, in circumstances where the image represents more than one physical item, include the number.

11.9 Further examples of physical format can be obtained from Appendix C – *Examples for Physical Format*. See also *AACR2* and *Graphic materials : rules for describing original items and historical collections*, compiled by Elisabeth W. Betz, (1982).

11.10 *Graphic materials* by Betz can be accessed online at <<http://www.itsmarc.com/crs/grph0199.htm>> Chapter 3 Physical description area. It is also available in PDF format at <<http://www.loc.gov/rr/print/gm/graphmat.html>>. Both these versions include the 1996/1997 updates. The 1982 print publication is out of print.

11.11 For images that are held in electronic format, eg, a scanned image, and there is no access to the original photograph, only use the DIGITAL FORMAT field. To indicate that the library does not hold the original, add a SOURCE (Origin of image) field to acknowledge how the library's digital image was acquired.

Note: The term 'copy print' means a photographic print usually that has been copied at least once and is the preferred term for a large portion of John Oxley Library photographs as the bulk of the collection are not original photographic prints. However, other libraries can use the term photographic print for a positive photograph, or where relevant, use the term copy print, particularly when they are sure their photograph is a copy of the original.

12. TYPE

Field Label: RESOURCE TYPE

Definition: The category or genre of the resource.

Purpose: This element is used to specify the nature of the resource and allows a search to be restricted to resources of a certain kind. For example "Find all *images* of Sir Samuel Griffith" or "Find all *text* items in the Rawson Collection"

Obligation: Mandatory

Schemes: DCMI (Dublin Core Metadata Initiative List of Resource Types)

Input Guidelines

12.1 The resource type is selected from the controlled list of values in *DCMI Type Vocabulary* available at <<http://www.au.dublincore.org/documents/dcmi-type-vocabulary/index.html>>.

12.2 The term used for images or photographs of physical objects, paintings, prints, drawings, etc is:

image

12.3 This resource type is used for images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that the term Image is a broad category and more specific terms for some images are available, eg, Moving image, Still image, and can be used where applicable.

12.4 Use the appropriate resource type for other types of resources. Consult the DCMI Type Vocabulary for the list of types and examples of their usage.

13. IDENTIFIER

Field Labels: CONTROL NUMBER and THUMBNAIL URL

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

Purpose:

1. Control number: Unique identifier for each metadata record
2. Thumbnail url: Provides the url of the thumbnail image.

Obligation: CONTROL NUMBER: - Mandatory
THUMBNAIL URL: - Mandatory

Input Guidelines

CONTROL NUMBER

13.1 A unique number used to identify each metadata record, similar to a bibliographic record number. The structure of the control number will be [contributor code][sequential running number]. A list of contributor codes is provided in Appendix B – *Thumbnail URLs – Codes for Contributors*.

13.2 Enter the CONTROL NUMBER using the format as specified above.

For example:

- *bro00001*
- *chi00002*
- *qmar00023*

THUMBNAIL URL

13.3 This identifier will be the url of the thumbnail image, ie, the file location on the State Library's server. The structure of the url is [http://enc.slq.qld.gov.au/\[contributor directory\]/tnl/\[control number\]b.jpj](http://enc.slq.qld.gov.au/[contributor directory]/tnl/[control number]b.jpj)

13.4 You will be provided with the thumbnail url via email once your images have been loaded on the State Library's server. Copy and paste this url into the field.

For example Maryborough Municipal Library would receive:

- <http://enc.slq.qld.gov.au/qmar/tnl/qmar00001b.jpj>

A list of contributor codes is provided in Appendix B - *Thumbnail URLs – Codes for Contributors* .

14. DATE

Field Labels: **DATE CREATED** and **DATE MODIFIED**

Definition:

1. The date the resource was created in its current form.
2. The date the resource was changed.

Purpose: This element allows a search to be restricted to resources created or modified on a certain date.

Obligation: Mandatory

Input Guidelines

14.1 Enter an eight digit number in the form YYYY-MM-DD for both DATE CREATED and DATE MODIFIED fields when initially creating the record. Each time a record is edited change the DATE MODIFIED to reflect the date on which the edit was made.

For example:

- a resource created on 1 September, 2003 would have a DATE CREATED and a DATE MODIFIED of *2003-09-01*
- if this resource was subsequently modified on 2 March 2006 the DATE MODIFIED would be changed to *2006-03-02*. DATE CREATED would remain as *2003-09-01*

15. RELATION

Field Labels: **RELATION** and **IS PART OF**

- Definition:** Identification of other resources that are related to the current resource and the type of relationship.
- Purpose:** This element permits links between related resources and should be used if there are significant resources that are related to the current resource, and which may be useful for the user to also access or retrieve.
- Obligation:** Optional. Highly recommended if available.

Input Guidelines

- 15.1 Picture Queensland uses this element to identify relationships between resources. The most frequently used relationship is the "is part of" relation (more detail provided below).
- 15.2 Add a new RELATION or IS PART OF field (which ever is appropriate) for each relationship. An image may be part of an album and also part of an exhibition, therefore it would have two IS PART OF fields to identify both types of relationships.
- 15.3 When typing text into the IS PART OF field do not type the relationship text "Is part of" but identify the specific relationship, eg, Accession No., Album, etc. as detailed below.
- 15.4 For all other types of relationships other than "Is part of" type the appropriate relationship text eg, "Is version of" into the RELATION field.

IS PART OF

- 15.5 Use the IS PART OF field to indicate that an image is part of an:

a) Accession number:

For example:

- an image of a sugar cane train near Cairns ca. 1930 that is part of the Accession 83-10-21 would have a IS PART OF field *Accession No.: 83-10-21*

If the Accession is also known by a common title, collection or series, include this as well.

For example:

- an image that is part of Accession no. OMR 98/2967 which is commonly known as the Rawson Family Archive, would have a IS PART OF field *Accession No.: OMR 98/2967. Rawson Family Archive*

b) Exhibition:

For example:

- an image that has been used in the online exhibition Child's Play would have a IS PART OF field *Online exhibition: Child's Play.*

c) Photo album:

For example:

- an image that is part of a photo album would have a IS PART OF field *Album: APA 58*

RELATION

- 15.6 Use the RELATION field to identify relationships other than "is part of". Use a text statement to indicate the specific relationship as outlined below:

isVersionOf/hasVersion

isFormatOf/hasFormat
isReferencedBy/references
isBasedOn/isBasisFor
isRequiredBy/requires
isReplacedBy/replaces
conformsTo

16. SOURCE

Field Label: SOURCE

Definition: A reference to a resource from which the present resource is derived.

Purpose:

1. This element is used to clarify responsibility and ownership for searchers (as a statement in PUBLISHER does not). Therefore, in accordance with PictureAustralia guidelines, the participating agency is referred to as the source from which the present resource is derived. It is the organisation that owns or houses the original item.
2. To provide information about the resource in circumstances where the Contributor does not hold the original item.
3. To describe the original resource from which the current resource is derived.
4. To record the location of the original resource within the Contributor's institution for retrieval purposes.

Obligation:

1	Mandatory (as per 16.1 below)
2-4	Optional

Input Guidelines

16.1 The entry for this field will be a statement about the organisation (eg, name of the library, shire council or contributor) where the item is located.

For example:

- *Item is held by Chinchilla Shire Library.*

Origin of Image

16.2 When a resource has been loaned to the Contributor, add another SOURCE field to acknowledge ownership of the original photograph.

For example:

- *Copied and digitised from an original photograph held by the Cairns Historical Society.*

16.3 When a resource has been copied from another resource, for example an image has been copied from a book or a newspaper, add a SOURCE field.

For example:

- *Copied and digitised from an image appearing in The Queenslander, 25 July 1929, p. 32.*
- *Copied and digitised from an image appearing in Jubilee history of Queensland, edited by E. J. T. Barton. Brisbane : H. J. Diddams & Co., 1909, p. 2*
- *Copied and digitised from an original postcard*
- *Copied and digitised from an original postcard. Murray series no. 1*
- *Copied and digitised from a Kodak postcard*
- *Copied and digitised from an original drawing*

- 16.4 When a resource has been digitised from another source and we have no access to the original photograph, add a SOURCE field. For privacy reasons do not include the name of the lender unless specifically authorised.

For example:

- *Digitised from an original photograph loaned to the library.*

Image Number

- 16.5 When a Contributor wishes to record the location within its institution of the physical image from which the digital image was scanned, use the SOURCE field to record the information.
- 16.6 The SOURCE field can be used to record any unique identifier used to locate the physical image in the Contributor's collection. This could be a call number, a negative number, or any form of identification used to organise a collection.

For example:

- 5732
- AC32
- *KRL Album 1.00006 (image 6 in KRL Album 1)*
- *VIEW P19/127*

Note: In circumstances where an image belongs to a larger part, such as one image within an album, also use the IS PART OF relation field to indicate that the image is part of KRL Album 1.

17. RIGHTS

Field Label: RIGHTS

Definition: A statement or pointer about rights held in and over the resource.

Purpose: This element is intended to display to the user as significant information regarding the copyright and access constraints of a resource.

Obligation: Mandatory

Input Guidelines

- 17.1 The web form provides a default rights statement that should be used if the resource is free of any copyright restrictions:

This image is free of copyright restrictions. This image is provided for research purposes only and must not be reproduced without prior permission. Please contact please view [Library Name] [library mailto OR web site URL] for more information.

- 17.2 Insert the name of the library in the [Library Name] section and the library's email address or URL in the [library mailto OR web site URL] section.

- 17.3 Do not edit any other part of the statement. Leave the text 'Please contact please view' as it displays because once the name and contact details are included it will display correctly with the library's name hyperlinked.

For example:

- text entered into the web form as:
This image is free of copyright restrictions. This image is provided for research purposes only and must not be reproduced without prior permission. Please contact please view Burdekin Library <http://lib.burdekin.qld.gov.au> for more information.

- would display in Picture Queensland as:
This image is free of copyright restrictions. This image is provided for research purposes only and must not be reproduced without prior permission. Please contact [Burdekin Library](#) for more information.

17.4 If the default statement is not appropriate, provide a statement outlining the rights management relating to the image. It may be a statement relating to copyright, usage, or other property rights, or a combination of these; or, a hyperlink linking to a rights statement.

For example:

- *This image is in copyright. For further information <http://www.slq.qld.gov.au/legals.htm>*
- *This image is provided for research purposes only and may not be reproduced or published. [Click here](#) for more information.*

17.5 Use this field for other rights or access information in circumstances where the Contributor is not the owner of the image and the rights statement may differ from your own.

For example:

- an image that was supplied to you by the Australian War Memorial and includes a statement that it is not to be reproduced without prior written permission would have a RIGHTS *Research and private study only. Not to be reproduced without prior written permission. (This statement was stamped on the back of the photograph).*
- an image that states that the location of the original is in the Fryer Memorial Library, University of Queensland and also that copies must be obtained from the Fryer Library would have a RIGHTS *Research and private study only. Not to be reproduced without prior written permission.*

Note: In the above two examples the original photographs reside with other institutions, therefore a SOURCE field would also be required (see SOURCE (Origin of image) field).

Note: Where it is clear that a person or organisation owns or manages rights or copyright over the resource, include an entry under RIGHTS HOLDER naming that person or organisation.

18. RIGHTSHOLDER

Field Label: RIGHTS HOLDER

Definition: A person or organisation owning or managing rights over the resource.

Purpose: This element is used to clearly identify the copyright holder of the resource.

Obligation: Optional. Highly recommended in circumstances where rights ownership or copyright has been clearly asserted.

Input Guidelines

18.1 Do **not** use RIGHTS HOLDER if the resource is copyright free.

18.2 Use this field when copyright or managing rights over the resource by a person or organisation other than the Contributor's library has been clearly asserted.

18.3 The entry should clearly state the name of the owner of the copyright or rights to the resource in a similar way a copyright statement appears in a text resource.

For example:

- *Chinchilla Shire Library*
- *Australian War Memorial.*
- *Fryer Memorial Library, University of Queensland*
- *Stuart Weibel*

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APPENDIX A**GUIDELINES FOR ESTABLISHING NAMED LCSH HEADINGS****General**

- A.1 When more specific (named) subject headings are required and APT does not cater for it, or gives instructions of the type to use the Name field, use the following guidelines to set up headings according to LCSH standards.
- A.2 A geographic qualifier is the name of a geographic area added to another heading to provide better identification or resolve a conflict with another heading of the same name. The qualifier is added in parenthesis and is usually in the format of (<city/town>, <state>). The state is abbreviated.
- Example:
- (Gympie, Qld.)
 - (Tweed Heads, N.S.W.)
- A.3 If it is not appropriate to use the name of the town, use only the state, eg, (Qld.), (N.S.W.), (Vic.), (Tas.), (N.T.), (S. Aust.), (W.A.), (A.C.T.).

Names of bridges

- A.4 Use the format <name of bridge> (<geographic qualifier>)
- A.5 Normally, qualify by the city and state with which the bridge is associated.

Example:

- Story Bridge (Brisbane, Qld.)
- Victoria Bridge (Brisbane, Qld.)
- Victoria Bridge (Townsville, Qld.)
- Fitzroy Bridge (Rockhampton, Qld.)

- A.6 *Note:* In the State Library catalogue you will find some exceptions to this and bridges may be qualified by the state only, particularly if the name of the area is part of the name of the bridge.

Example:

- Bribie Island Bridge (Qld.)

- A.7 Accept what is in the catalogue, ie, copy and paste from the catalogue. However, if you need to construct a heading, qualify it by the name of the city and state even if the name of the city appears as part of the bridge name:

Example:

- Sydney Harbour Bridge (Sydney, N.S.W.)

- A.8 If the bridge is in the middle of nowhere, qualify by the most precise geographic area, usually the state.

Names of houses

- A.9 Use the format <name of house> (<geographic qualifier>)
- A.10 Where the name incorporates the concept of a house or dwelling qualify by the city/town and state with which the house is associated. If the city/town cannot be identified, or is in a rural area use the state as the qualifier.

Example:

- Newstead House (Brisbane, Qld.)
- Shafston House (Brisbane, Qld.)
- Jimbour House (Dalby, Qld.)

A.11 If the name does not include the concept of house/dwelling, add the qualifier Residence or Homestead after the geographic qualifier.

A.12 Use Residence for an urban dwelling, eg, a private home, and Homestead for a rural one, eg, a residence on a station.

Example:

- Glengarrif (Brisbane, Qld. : Residence)
- Monahilla (Brisbane, Qld. : Residence)
- Wyldefel (Sydney, N.S.W. : Residence)
- Victoria Downs (Qld. : Homestead)
- Greenvale (Qld. : Homestead)

A.13 If the name of a house logically incorporates the article 'The', include this in the title.

Example:

- The Haven (Brisbane, Qld. : Residence)
- The Cedars (Brisbane, Qld. : Residence)
- The Hollow (Qld. : Homestead)

Names of stations (properties)

A.14 Use the format <name of station> (<geographic qualifier> : Station)

A.15 Add the qualifier Station after the geographic qualifier.

Example:

- Greenvale (Qld. : Station)
- Yandilla (Qld. : Station)
- Jimbour (Qld. : Station)
- Mt. Abundance (Qld. : Station)

Names of parks and botanic gardens

A.16 Use the format <name of park/gardens> (<geographic qualifier>)

Example:

- Queen's Park (Rockhampton, Qld.)
- City Botanic Gardens (Brisbane, Qld.)

Wars and conflicts

A.17 It is very likely names of wars will be found in the State Library catalogue subject index. Copy and paste from the catalogue.

Example:

- World War, 1939-1945
- World War, 1914-1918
- South African War, 1899-1902 <used for Boer War>
- Vietnam War, 1961-1975
- Coral Sea, Battle of the, 1942

Government departmental buildings

A.18 Use the heading for the name of the department.

Example:

- Queensland. Registrar-General's Office
- Queensland. Treasury Dept. <for the Treasury building before it became the Conrad International Treasury Casino>

Buildings whose names and functions have changed over time

A.19 Generally, use the name of the building that was current at the time the image was taken.

Example:

- an image of the Treasury building taken in 2000 would have the subject heading *Conrad International Treasury Casino*

A.20 If earlier or later names are known they can be recorded in the description if you feel they are important.

A.21 However, if you feel that the current name of the building as a subject heading on its own is insufficient, add the earlier name if you feel that would benefit the user.

A.22 You could do this also for buildings that have been superseded and are now known as 'Old ...', eg, Government House, Old Government House, and Parliament House, Old Parliament House.

Example:

- an image of Old Government House when it was still officially the Government House, could have the subject heading *Old Government House (Brisbane, Qld.)* as that is how we know it now, as well as the heading *Government House (Brisbane, Qld.)* as this was what it was known as when the image was taken

A.23 Don't try to apply this concept to the letter. It may not be possible given the information you have in hand and may involve extra work that is disproportionate to its importance. The above example of the Treasury Dept. and the Casino is very obvious and well known, especially in the Brisbane area – other instances may be more subtle and perhaps not of great interest to the user. It may not be important enough to give it a subject heading.

APPENDIX B**THUMBNAIL URLS – CODES FOR CONTRIBUTORS**

URLS for thumbnails must have the structure [http://enc.slq.qld.gov.au/\[contributor directory\]/tnl/\[control number\]b.jpg](http://enc.slq.qld.gov.au/[contributor directory]/tnl/[control number]b.jpg) where:

- <http://enc.slq.qld.gov.au> is the State Library server on which the image files are stored;
- contributor directory is the name of the directory containing all of the contributor's images;
- tnl is the directory containing thumbnail images;
- control number consists of:
 - the contributor code followed by a sequential running number padded to 5 digits.

State Library will provide you with the URL for each image you have submitted. After checking that this is the correct link, copy and paste the URL into the Identifier field.

For example:

- the URL of the 1st thumbnail image for Hervey Bay Library is <http://enc.slq.qld.gov.au/qhbp/tnl/qhbp00001b.jpg>
- the URL of the 2nd thumbnail image for Hervey Bay Library is <http://enc.slq.qld.gov.au/qhbp/tnl/qhbp00002b.jpg>
- the URL of the 10th thumbnail image for Hervey Bay Library is <http://enc.slq.qld.gov.au/qhbp/tnl/qhbp00010b.jpg>

Contributor codes for Picture Queensland contributors

These codes are used for the contributor code in the thumbnail URL:

Contributor	Contributor directory	Contributor code	Example
Atherton Shire Library	athertonlib	ath	http://enc.slq.qld.gov.au/athertonlib/tnl/ath00053b.jpg
Banana Shire Library	bananalib	ban	http://enc.slq.qld.gov.au/bananalib/tnl/ban00064b.jpg
Barcaldine Shire Library	barcaldinelib	bar	http://enc.slq.qld.gov.au/barcaldinelib/tnl/bar00092b.jpg
Beaudesert Shire Library	qbsc	qbsc	http://enc.slq.qld.gov.au/qbsc/tnl/qbsc00005b.jpg
Broadsound Shire Library	broadsound	bro	http://enc.slq.qld.gov.au/broadsound/tnl/bro00005b.jpg
Burdekin Library	burdekin	bur	http://enc.slq.qld.gov.au/burdekin/tnl/bur00023b.jpg
Caloundra City Libraries	qcdra	qcdra	http://enc.slq.qld.gov.au/qcdra/tnl/qcdra00010b.jpg
Chinchilla Shire Library	chinchillalib	chi	http://enc.slq.qld.gov.au/chinchillalib/tnl/chi00029b.jpg
Cooloola	N/A (images)	N/A	

Libraries	hosted locally)	(images hosted locally)	
Croydon Shire Library	croydon	cro	http://enc.slq.qld.gov.au/croydon/tnl/cro00034b.jpg
Hervey Bay Library	qhbp	qhbp	http://enc.slq.qld.gov.au/qhbp/tnl/qhbp00009b.jpg
Hinchinbrook Shire Library	hinchlib	hin	http://enc.slq.qld.gov.au/hinchlib/tnl/hin00005b.jpg
Mackay Libraries	qmc	qmc	http://enc.slq.qld.gov.au/qmc/tnl/qmc00587b.jpg
Maryborough Municipal Library	qmar	qmar	http://enc.slq.qld.gov.au/qmar/tnl/qmar00001b.jpg
Sarina Shire Library	sarina	sar	http://enc.slq.qld.gov.au/sarina/tnl/sar00065b.jpg
Toowoomba City Library	qtol	qtol	http://enc.slq.qld.gov.au/qtol/tnl/qtol00071b.jpg

EXAMPLES FOR PHYSICAL FORMAT

copy print : blue and white
copy print : col.
copy print : hand col.
copy print : sepia

drawing : b&w
drawing : col.
drawing : pen and ink, b&w
drawing : pen, ink and wash on paper ; image 20 x 31 cm., on irreg. sheet 24 x 37 cm.
drawing : pen, ink and watercolour drawing : pen, ink and wash on paper ; image 25 x 27 cm., on sheet 28 x 38 cm.

label : col

negative : glass, collodion ; [size]
negative : glass, stereograph ; [size]

painting : oil on composition board ; 102 x 82 cm., in frame 114 x 94 cm.
painting : pencil and watercolour ; 22 x 29 cm.
painting : shellac on oil on cardboard ; image 41 x 35 cm., on sheet 44 x 37 cm.
painting : watercolour ; 9 x 7 cm. within mount..
painting : watercolour painting : oil on canvas ; 62.5 x 86 cm.

photographic print : col.
photographic print : sepia
photographic print on carte-de-viste mount ; [size]

postcard : b&w
postcard : col.

print : lithograph, col.

sculpture : marble, white ; 88 x 66 x 31 cm.
sculpture : marble.

slide : col.
slide : lantern

transparency : col. slide

APPENDIX D

MAPPING OF MARC21 TO THE PICTURE QUEENSLAND DUBLIN CORE SCHEMA

Auto. gen. = Automatically generated.

* Required

** Required if available/known

Pic Qld field name (web form/Guidelines)	Qualified DC element & refinement	MARC Tag	Subfields	MARC Description	Notes/Comments
Title*	Title	245	a, b	Title proper/other title information	
Photographer**	Creator	100	all	Personal name main entry	
		110	all	Corporate name main entry	
		111	all	Conference/meeting name main entry	
Description	Description	520	a	Summary, etc.	Prefer tag 520. However, can map both tags (520 & 505; also 545 and 500) to Description if required.
Subject (LCSH)*	Subject	600	all	Personal name subject added entry	
		610	all	Corporate name subject added entry	
		611	all	Meeting name subject added entry	
		650	all	Topical subject added entry	
Geographic location**	Coverage spatial	651	a	Geographic subject added entry	
Date of photograph**	Coverage temporal	260	c	Date of publication (of photograph)	
Contributor	Contributor	700	all	Personal name added entry	Add the name of a donor as a 7xx tag and use ≠ e [relator term] to indicate the role the person played in relation to the work, eg, ≠ a Macintosh, Julius, ≠ e donor. This will ensure more efficient mapping of the Contributor element.
		710	all	Corporate name added entry	If an organisation is a donor add the name of the organisation as a 710 tag with ≠ e [relator term] to indicate the role the organisation played in relation to the work.
		711	all	Meeting name added entry	
Publisher*	Publisher	Auto. gen.			Name of Council or Library that published the digital object

Physical format**	Format	300	a, b, c	Physical description	
Digital format*	Format	856	q	Electronic format	Information taken from Internet Media Types
Resource type	Type	Leader	char. pos. 06	Type of record	Code as k = two dimensional non-projectable graphic
Identifier*	Identifier	856	u	Electronic location and access	
Identifier*	Identifier	856	y	Contains link text which is used for display in place of the URL in subfield u	
Identifier	Identifier	035	a	System control number	Any control number other than JOL negative no or 001 (BRN). This can be used to record the negative number used by the library.
Identifier	Identifier	037	a	Source of acquisition	This tag is used to record John Oxley Library negative number or any other number required for ordering a reproduction. Begin with the phrase 'JOL negative no.:' Use only if the source of library's photos is John Oxley Library.
Relation	Relation	541	e f (optional)	Immediate source of acquisition note (accession no.) Accession number Owner	Format could be 541 ± e 85-1234; ± f Arthur Johnson Estate (Subfield f would be optional.)
Is part of	Relation isPartOf)	440	a	Series statement	Could also be 490, or 800, 810, 811, 830
Source *	Source	Auto. gen.			General statement regarding ownership details of the image, eg, 'Item is held by ...'
Source	Source	535	3 (optional) a	Location of originals note Materials specified Custodian	Format would be ± 3 Original photograph ± a Cairns Historical Society (Subfield 3 would be optional, although it would be useful if the original was other than a photograph, eg, Original drawing.). If this is complicated or problematic for the library, the information can go in the Description (520 tag) and not be mapped, eg, if the information was Copied and digitised from an original

					postcard, it does not fit into this tag.
Rights*	Rights	540	a	Terms governing use and reproduction	
Rights holder	Rightsholder	540	c	Authorization – source of authority for the restriction	Identification of the copyright holder of the resource. Format would be the name of the owner of the copyright or rights over the resource.

Example MARC record

Pic Qld field name (web form/Guidelines)	Qualified DC element & refinement	Marc Tag	Ind	Text and coding
Resource type	Type	Leader		00000nkm
Identifier	Identifier (System no.)	001		55555
		008		040822s1901****qea*****eng*d
Identifier	Identifier	035		=a 3456
Identifier	Identifier (Image no.)	037	##	=a JOL negative no.: 1234
Photographer	Creator	100	1#	=a Smith, John, =d 1859-1935 [if unknown, leave out]
Title*	Title	245	10	=a Main street, Mackay, Queensland, 1901 =h [picture] / =c photographed by John Smith. [if photographer is unknown, leave out subfield c]
Date of photograph	Coverage temporal	260	##	=a Sarina, Qld. : =b Elite Studios, =c 1901.
Physical format	Format	300	##	=a 1 photographic print : =b b&w ; =c 26 x 9 in.
Is part of	Relation isPartOf	440	#0	=a Deveraux Federation collection
Description	Description	520	##	=a Mackay's main street taken after the Federation celebrations in 1901 showing the remains of the streamers and other decorations after the parade.
Origin of image	Source	535	##	=3 Original photograph =a Sarina Historical Society.
Rights	Rights	540	##	=a This image is provided for research purposes only and must not be reproduced for other purposes without the prior permission of Mackay Libraries.
Rights holder	Rightsholder	540	##	=c Raymond Deveraux.
Accession no.	Relation	541	##	=e 76-0003
Subject (LCSH)*	Subject	650	#0	=a Streets =z Queensland =z Mackay.
Geographic location	Coverage spatial	651	#0	=a Mackay (Qld.)
Contributor	Contributor	700	1#	=a [Lastname, Firstname]
	[Tag not mapped]	700	1#	=a Macintosh, Julius, =e donor.
Thumbnail url & digital format	Identifier & Format	856	41	=yThumbnail =u http://enc.slq.qld.gov.au/qmc/tnl/qmc00587b.jpg =q image/jpeg
	Identifier & Format	856	41	=yPreview =u http://enc.slq.qld.gov.au/qmc/tnl/qmc00587p.jpg =q image/jpeg
	Identifier & Format	856	41	=yResearch =u http://enc.slq.qld.gov.au/qmc/tnl/qmc00587r.jpg =q image/jpeg

Fields to be automatically generated by SLQ:

Publisher Mackay City Council (example)

Source (Managed by): Item is held by Mackay Libraries. (example)

Date (Record created) YYYY-MM-DD - Automatically generated on import

Date (Record modified) YYYY-MM-DD - Automatically generated on import

Identifier (Control no.) Automatically generated