

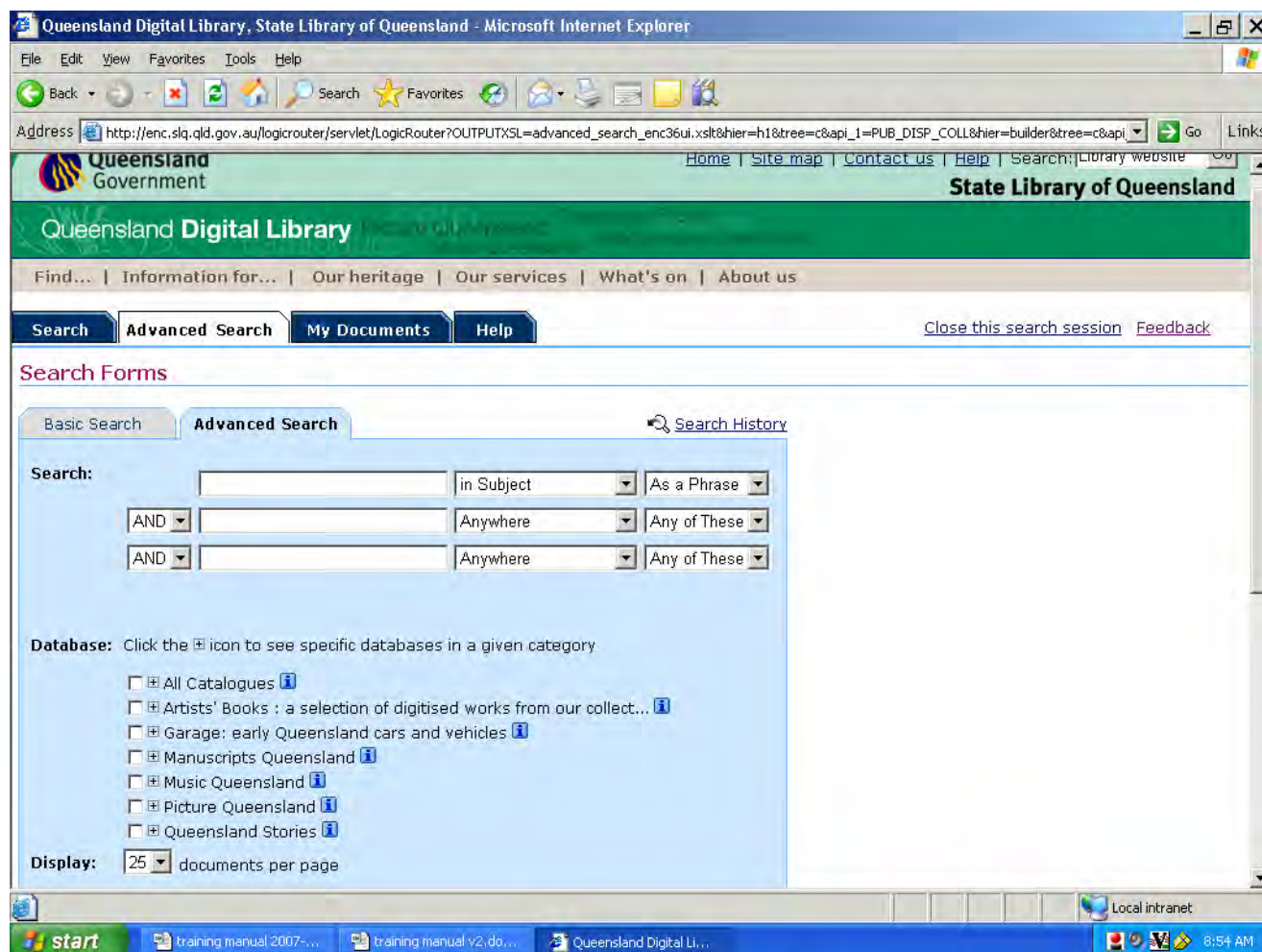
## Basic searching

You can conduct a basic keyword search on Picture Queensland, the most frequent search conducted. This is a full record search – if the search term is present anywhere in the record it will be retrieved. It defaults to an “and” search, so a search for “dog track” will only retrieve those records with both “dog” and “track” mentioned.

The screenshot shows the Picture Queensland website in a Microsoft Internet Explorer browser window. The address bar displays <http://pictureqld.slq.qld.gov.au/home>. The website header includes the Queensland Government logo and navigation links: Home, Site map, Contact us, Help, and Search SLQ site. A search bar is prominently displayed on the right side of the header, circled in red with an orange arrow pointing to it. The main content area features a navigation menu with links like 'Information for...', 'Our heritage', 'Our services', 'What's on', and 'About us'. Below this, there is a 'Picture Queensland' section with a list of links: About Picture Queensland, Find images, Contributors, Features, Resources, Activities/Products, Your say, Image Reproduction, and Outreach Project. The main text area is titled 'Picture Queensland' and describes the collection of images of Queensland. It includes a note about slow response times and a 'New!' section for 'Images of Cyclone Larry damage'. A sidebar on the right shows the 'Image of the week' for 04 June 2007, featuring a photograph of a woman in a long dress. The footer indicates the current number of images is 36,563.

## Advanced searching

There are advanced searching options available in the Queensland Digital Library (<http://enc.slq.qld.gov.au>). You are able to restrict searches to the Title, Creator/Contributor or Subject fields. This search will retrieve any mention of a keyword or phrase in that chosen field.



## Metadata

Metadata is generally defined as “information about information objects.” It is a modern term for information that libraries and collecting institutions have always captured. Library catalogue records or entries in databases are examples of metadata.

Creating metadata is an important part of any digitisation project. Some studies have estimated that approximately 80% of a digitisation project's duration is taken up with creating metadata records. All the stages involved in creating the records must be included in the project's workflow. Activities such as collating historical information, identifying individuals, checking facts and entering data are time-consuming and should not be underestimated in the project planning stages.

There are four key metadata categories:

- Resource discovery – ensuring the materials that the Library has collected are locatable and retrievable by clients.
- Structural – presenting objects in context and not just as a bunch of files (eg., the pages of a digitised book) and navigating within this context (eg page 1 to page 2 etc).
- Rights management and access control – ensuring protection of intellectual property rights, authentication of clients and authorisation of clients to access online objects.
- Technical and administrative – identifying the essential attributes of digital objects and the processes and technologies that create them which are required for long term storage, management, preservation and access.

## **Dublin Core**

Dublin Core is an internationally recognised metadata standard composed of fifteen basic elements, or descriptive categories, used to describe a variety of digital resources. State Library uses the Dublin Core metadata schema to describe its digital images.

Dublin Core has the following objectives (Collaborative Digitization Program, Dublin Core Metadata Best Practices, Version 2.1.1):

- **Simplicity of creation and maintenance**

The intention of the Dublin Core element set is to remain as simple and accessible as possible, in order to allow a non-specialist to create descriptive records for online resources both easily and efficiently, while providing for optimum retrieval of those resources in an online environment.

- **Commonly understood terminology**

The Dublin Core was developed with the non-specialist searcher in mind. By supporting a common set of elements, the semantics of which are universally understood and supported, resource discovery across different descriptive practices from one field of knowledge to another will increase. By using terminology that is generic yet applicable to a variety of disciplines, the visibility and accessibility of resources across these disciplines is enhanced.

- **International in scope**

The involvement of representatives from almost every continent in establishing Dublin Core specifications has ensured that the standard will address the multicultural and multilingual nature of digital resources.

- **Extensibility**

Although the Dublin Core element set was developed with simplicity in mind, the need for precise retrieval of resources has also been recognised. As the standard develops, the Dublin Core element set could serve as the core descriptive information that will be usable across the internet, while also allowing other, additional elements to be added that make sense within a specific discipline. These

additional element sets can be linked with the Dublin Core to meet the need for extensibility, to aid in additional resource discovery, and to accommodate the granularity (defined by Wikipedia as “the extent to which a system contains discrete components of ever-smaller size”) needed for access.

### ***Picture Queensland indexing***

There are 15 fields for indexing Picture Queensland records. Some of these fields, for example Coverage, is divided into two parts – Geographic Location and Date of Photograph. Some Dublin Core fields are also assigned a different label, so that it is more meaningful for the object being described. An example of this is using the label “Photographer” rather than “Creator”. The fields are as follows:

- Title
- Creator (labelled Photographer in Picture Queensland)
- Coverage (divided into Geographic Location and Date of Photograph)
- Description
- Subject
- Contributor
- Publisher
- Format (divided into Digital Format and Physical Format)
- Type (labelled Resource Type)
- Identifier
- Date (divided into Date Created and Date Modified)
- Relation (divided into Relation and Is Part Of)
- Source
- Rights
- Rightsholder

The following table summarises the Dublin Core fields that are used to describe Picture Queensland images. The table lists whether the fields are mandatory, required or optional and provides an example of an entry in that field. This table is a summary of how to complete each field. For full details on how to complete these fields, consult *Guidelines for cataloguing images using the Picture Queensland web form* (available at <http://pictureqld.slq.qld.gov.au/home/resources>).

<b>Field label</b>	<b>Requirement</b>	<b>Description</b>	<b>Example</b>
Title	Mandatory	Title of the photograph.	Bullock teams working along the railway line at Chinchilla, Queensland, ca. 1895
Photographer	Required if available	Person responsible for creating the photograph.	Boag, William Irmer, Reina  [Default: Unknown]
Geographic Location	Required if available	Geographic locations or areas covered in the photograph.	Queen Street, Brisbane, Queensland. Longreach, Queensland

Date of photograph	Required if available	The date or approximate date of the original photographic item.	1880-1890 ca. 1934
Description	Optional. Highly recommended	Free text summary that describes the photograph.	Men ploughing the soil beside railway lines at Chinchilla, with ploughs drawn by bullock teams. A long row of tents run in a line parallel to the railway tracks.
Subject (APT)	Mandatory	Subjects that describe the photograph.	bullock teams railway lines tents ploughs
Subject (LCSH)	Optional	Named places, people, events, etc as subjects.	Campbell, James, 1963-1910 Australian Workers Heritage Centre (Barcaldine, Qld.) Queen's Park (Maryborough, Qld.) Jimbour House (Dalby, Qld.) Gympie District Gold Rush Festival
Contributor	Optional	Person or organisation responsible for making contributions (ie, secondary to the creator/photographer ) to the intellectual content of the resource.	Albert Lomer Studio, Brisbane Courier Mail
Publisher	Mandatory	A person or organisation responsible for making the resource available in its present (digital) form.	Chinchilla Shire Council  John Oxley Library, State Library of Queensland
Digital Format	Mandatory	Digital format of the work.	image/jpeg
Physical Format	Mandatory	Physical format of the work.	photographic print : b&w
Resource Type	Mandatory	Category of genre of the resource	image
Identifier: (Thumbnail URL)	Mandatory	Provides the URL of the thumbnail image	<a href="http://enc.slq.qld.gov.au/qhbp/tnl/qhbp00001b.jpg">http://enc.slq.qld.gov.au/qhbp/tnl/qhbp00001b.jpg</a>
Identifier: (Control number)	Mandatory	A unique number used to identify each metadata record	chi00001 chi00002 chi000168

Date Created	Mandatory	The date the image was indexed	2004-07-08
Date Modified	Mandatory	The date the record was modified	2005-01-29
Relation	Optional	Indicates a different relationship to Is Part Of.	Is based on: Shaw's play Pygmalion
Is Part Of	Optional. Highly recommended if available	Indicates that an image is related to another resource. May be used to indicate the image is part of an accession, has been included in an online or other exhibition, or is part of a photo album, etc.	Accession No.: 99-5-4 <or> Accession No.: OMR 98/2967 Rawson Archives <or> Online exhibition: Child's Play <a href="http://childsplay.slq.qld.gov.au/">http://childsplay.slq.qld.gov.au/</a> <or> Album: APA 58
Source: (Managed by)	Mandatory	A reference to a resource from which the present resource is derived either in whole or in part. Clarifies responsibility and ownership. The organisation that owns or houses the original.	Item is held by the Chinchilla Shire Council
Source: (Origin of Image)	Optional. Highly recommended if applicable	The collection or source from which the item originates.	Digitised from an original photograph held in the Chinchilla Public Library photographic collection. <or> Photographed and digitised from an image appearing in <i>The Queenslander</i> , 25 July 1929, p.32
Source: (Image Number)	Optional. Highly recommended if applicable	A record of any unique identifier used to locate the physical image in the Contributor's collection.	AC32 KRL Album 1.00006 (image 6 in KRL Album 1) VIEW P19/127
Rights	Mandatory	A statement or pointer regarding copyright and/or other access constraints.	This image is free of copyright restrictions. For further information view <a href="http://www.slq.qld.gov.au/legals.htm">http://www.slq.qld.gov.au/legals.htm</a> <or> This image is in copyright. For further information view <a href="http://www.slq.qld.gov.au/legals.htm">http://www.slq.qld.gov.au/legals.htm</a>

Rights Holder	Optional. Highly recommended if applicable	Identification of the copyright holder of the resource	Chinchilla Shire Library <or> Australian War Memorial
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### ***Indexing considerations***

Always refer to the *Guidelines for cataloguing images using the Picture Queensland web form*. It provides clear rules for how to enter information into each field. To answer questions regarding format like “is it ca. or circa or c.a.?” refer to the *Guidelines*.

Fill in as many of the fields as you can. The more information available in the record, the greater the chance that it can be retrieved by a keyword search. It will also provide more contextual information for searchers. Be sure to balance the creation of extensive records with the time that is available. Sometimes it is not efficient to spend hours researching and entering extra information, when a few brief details are sufficient.

Use language that is professional and appropriate for the audience. Avoid using abbreviations such as “photo” or contractions such as “can’t”. Also ensure that spelling and grammar are correct.

Your images will be displayed to a world-wide audience. As such, you need to take into consideration that your audience may not have an intimate knowledge of the place you are describing. In the Geographic Location field, enter “Charters Towers, Queensland” rather than just “Charters Towers”.

Use distinctive key words in your records. When creating titles, include names of people, places or things. Vague words like “car” or “building” are not very useful, since this will return many hits. Be as specific as you can when entering information into searchable fields.

Time permitting, contextual information in the Description field can give searchers useful background to the digital image.

Indexing is something that is learnt by doing and consistently referring to the *Guidelines*. When first starting out, keep them close at hand. They are the ultimate guide to how to enter information into each field.

### ***Subject headings***

Picture Queensland uses the Australian Pictorial Thesaurus (APT) for its subject headings. The purpose APT “is to provide Australian terms for indexing Australian pictorial and object collections and a controlled vocabulary for searching across image databases on the Internet. It is intended that the APT will become a national standard for describing pictorial materials.”

(<http://www.picturethesaurus.gov.au/about.html>)

Subject terms in APT are arranged in a hierarchical order. Terms can have broader, narrower or related terms. There are also preferred terms. For example “farm & gardening equipment” is the preferred to “horticultural equipment.” Use the most specific term available to you. For example, if you know the exact model of a car, use that subject heading.

Generally four to six APT terms will adequately cover an image. In some cases you may only be able to use two, while for more complex images you may need five or more subject terms.

Most APT terms are in lower case and plural (eg. fox terriers, spades). Be sure to enter the terms into your record exactly as they are displayed on APT. Copying-and-pasting terms is a good way to ensure that terms are entered correctly.

The search function of APT is located at:  
<http://www.picturethesaurus.gov.au/search.html>.

If it is required you may enter one Library of Congress (LCSH) or local subject heading. Use a LCSH or local subject heading for individuals or named landmarks.

Library of Congress Name Authorities: <http://authorities.loc.gov/>

There are also controlled vocabularies for place names. The following two sites may be used to check geographical place names:

- Geoscience Place Names of Australia: <http://www.ga.gov.au/map/names/>
- Department of Natural Resources and Mines Place Names Online: <http://www.nrw.qld.gov.au/property/placenames/>

# Picture Queensland web form



[Home](#) | [Site map](#) | [Contact us](#)

State Library of Queensland

## Queensland digital library

Edit Object

Repository: *Picture Queensland Regional Participants*

Object ID: *<unknown>*

### Metadata

Title\* Family group with a baby rabbit, 1949

Photographer\* Unknown

Geographic Location\* Water Street, Stanthorpe, Queensland

Geographic Location\* Compton Avenue, Stanthorpe, Queensland

Date of Photograph\* 1949

Description  
Angelo and Mary Scalora (née Puglisi) and cousin, Connie Sorbello, find a baby rabbit while harvesting grapes.

Subject\* children

Subject\* families

Subject\* vineyards

Subject\* rabbits

Contributor

Publisher\* John Oxley Library, State Library of Queensland

Digital/Physical Format\* image/jpeg;

Digital/Physical Format\* photographic print : b&w

Resource Type\* image

Identifier\* http://enc.slq.qld.gov.au/rabbits/tnl/rab00001b.jpg

Identifier\* rab00001

Date Created\* 2006-05-19

Date Modified\* 2006-05-19

Relation

Is Part Of Fluffy Bunny Collection

Source\* Item is held by John Oxley Library, State Library of Queensland.

Rights\* This image is free of copyright restrictions. Permission to use this image for any purpose other than private study and research may attract a fee for reproduction rights. For further information <http://www.slq.qld.gov.au/legals.htm>

Rights Holder

Add more fields:

Geographic Location\*

[Guidelines for Picture Queensland Partner indexes](#)

[Exit](#)

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) |  [Other languages](#)

*Example of a Picture Queensland image and record*



**Title:** American soldier singing and playing guitar in performance with the U.S. Army Band in Brisbane

**Location:** Brisbane, Queensland

**Date:** 1942

**Creator:** Unknown

**Description:** American soldier, in uniform, singing and playing guitar in performance with the U.S. Army Band in Brisbane, 1942. Image shows the performer in a dark interior with microphone and two globe lights.

**Accession number:** 79-8-17

**Original format:** copy print : b&w

**Digital format:** image/jpeg; 23KB

**Publisher:** John Oxley Library, State Library of Queensland

**Image number:** 177574

**Digital ID:** picqld-2003-02-04-10-47

**Rights:** This image is free of copyright restrictions. Permission to use this image for any purpose other than private study and research may attract a fee for reproduction rights. For further information <http://www.slq.qld.gov.au/legals.htm>

**Source:** Item is held by John Oxley Library, State Library of Queensland.

**Large image:** <http://enc.slq.qld.gov.au/slq/neg/research/177000/177574r.jpg>  
The large image will be 4 times larger than the one on this page so may take some time to download

**Subjects:** [soldiers](#)  
[multiculturalism](#)  
[musicians](#)  
[Americans in Queensland](#)  
[World War, 1939-1945](#)

## Resources

The following links provide useful information on a range of issues relating to conducting a digitisation project.

### *Digital image collections*

- Picture Queensland – Over 36,000 digital images from the collections of State Library and other Queensland cultural organisations  
[www.pictureqld.slq.qld.gov.au](http://www.pictureqld.slq.qld.gov.au)
- PictureAustralia – over 2 million images from Australian collecting organisations  
[www.pictureaustralia.org/guide.html](http://www.pictureaustralia.org/guide.html)
- New York Public Library Digital Gallery – over 550,000 images from original and publish works.  
<http://digitalgallery.nypl.org/nypldigital/index.cfm>
- Tyrrell Photographic Collection  
[www.phm.gov.au/tyrrell](http://www.phm.gov.au/tyrrell)
- Museum Victoria – The biggest family album in Australia  
<http://www.museum.vic.gov.au/bfa/>

### *Online digitisation courses*

- Picture Queensland resources page  
<http://pictureqld.slq.qld.gov.au/home/resources>
- Capture your collections  
[www.amol.org.au/capture](http://www.amol.org.au/capture)
- Moving theory into practice: Digital imaging tutorial  
[www.library.cornell.edu/preservation/tutorial](http://www.library.cornell.edu/preservation/tutorial)
- Introduction to imaging  
[www.getty.edu/research/conducting\\_research/standards/introimages/index.html](http://www.getty.edu/research/conducting_research/standards/introimages/index.html)

### *Copyright*

- Australian Copyright Council  
<http://www.copyright.org.au/>
- Copyright Act 1968  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ca1968133/](http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133/)
- Copyright Amendment Act 2006  
[http://www.comlaw.gov.au/ComLaw/Legislation/Act1.nsf/0/5A32BBA137EC7020CA2572440000E793/\\$file/1582006.pdf](http://www.comlaw.gov.au/ComLaw/Legislation/Act1.nsf/0/5A32BBA137EC7020CA2572440000E793/$file/1582006.pdf)

## ***Image capture resources***

- Picture Queensland standard for image capture and format  
[http://pictureqld.slq.qld.gov.au/\\_data/assets/word\\_doc/35691/pg\\_image\\_capture\\_v1.doc](http://pictureqld.slq.qld.gov.au/_data/assets/word_doc/35691/pg_image_capture_v1.doc)
- A Few Scanning Tips – Information on scanners and digital imaging  
[www.scantips.com](http://www.scantips.com)
- Monitor calibration  
[www.epaperpress.com/monitorcal/index.html](http://www.epaperpress.com/monitorcal/index.html)
- Technical recommendations for digital imaging projects  
[www.columbia.edu/acis/dl/imagespecs.html](http://www.columbia.edu/acis/dl/imagespecs.html)
- Technical Advisory Service for Images  
<http://www.tasi.ac.uk/index.html>
- Selecting a Scanner  
<http://www.rlg.org/legacy/visguides/visguide2.html>
- Photo Review – Digital photography and imaging advice  
<http://www.photoreview.com.au/>

## ***Digitisation projects***

- Local History Digitisation Project - Victorian Public Libraries  
[www.libraries.vic.gov.au/downloads/Victorias\\_Virtual\\_Library\\_Digital\\_Collection/lochist.htm](http://www.libraries.vic.gov.au/downloads/Victorias_Virtual_Library_Digital_Collection/lochist.htm)
- Collaborative Digitization Program  
[www.cdpheritage.org](http://www.cdpheritage.org)

## ***Indexing tools***

- Guidelines for cataloguing images using the Picture Queensland web form  
<http://pictureqld.slq.qld.gov.au/home/resources>
- Australian Pictorial Thesaurus  
[www.picturethesaurus.gov.au](http://www.picturethesaurus.gov.au)
- Geoscience Place Names of Australia  
[www.ga.gov.au/map/names](http://www.ga.gov.au/map/names)
- Place Names Online Search  
[www.nrm.qld.gov.au/property/placenames](http://www.nrm.qld.gov.au/property/placenames)
- Queensland Heritage Register  
[www.epa.qld.gov.au/cultural\\_heritage/registers\\_and\\_inventories](http://www.epa.qld.gov.au/cultural_heritage/registers_and_inventories)

## ***Digitisation standards and policies***

- State Library of Queensland Digitisation Policy  
[www.slq.qld.gov.au/\\_data/assets/file/6286/digitisation.doc](http://www.slq.qld.gov.au/_data/assets/file/6286/digitisation.doc)
- State Library of Queensland - Digital Standard 1 – Cataloguing and Metadata for Digital Images  
[http://www.slq.qld.gov.au/\\_data/assets/word\\_doc/32644/sd1\\_meta\\_v1.3\\_current.doc](http://www.slq.qld.gov.au/_data/assets/word_doc/32644/sd1_meta_v1.3_current.doc)
- State Library of Queensland - Digital Standard 2 – Digital capture, format & file naming  
[www.slq.qld.gov.au/\\_data/assets/word\\_doc/29324/sd2\\_digicapture\\_v2.01.doc](http://www.slq.qld.gov.au/_data/assets/word_doc/29324/sd2_digicapture_v2.01.doc)

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- National Library of Australia Digitisation Policy 2000-2004  
[www.nla.gov.au/policy/digitisation.html](http://www.nla.gov.au/policy/digitisation.html)
- State Library of New South Wales – Guidelines for digitising images in NSW public libraries  
<http://www.sl.nsw.gov.au/pls/publications/pdf/digital.pdf>

## ***Preservation supplies***

Please note that the State Library of Queensland does not endorse the suppliers listed below.

- Albox Australia – polypropylene boxing, photographic albums, other storage systems  
56 North Tce  
Kent Town SA, 5067  
Ph: (08) 8362 4811, 1300 555 717  
Fax: (08) 8362 4066  
Email: [albox@albox.com.au](mailto:albox@albox.com.au)  
Website: [www.albox.com.au](http://www.albox.com.au)
- Archival Survival – archival storage products  
PO Box 2394  
Hawthorn VIC, 3122  
Ph: 1300 781 199  
Fax: 1300 781 146  
Email: [info@archivalsurvival.com.au](mailto:info@archivalsurvival.com.au)  
Website: [www.archivalsurvival.com.au](http://www.archivalsurvival.com.au)
- Studio 105 – authorised dealer of Albox products  
PO Box 444  
Toowong QLD, 4066  
Ph: (07) 3870 2675  
Fax: (07) 3871 2457  
Email: [marendym@flatrate.net.au](mailto:marendym@flatrate.net.au)

- Photomounts & Albums – distributors of Albox products  
21 Kensal St  
Moorooka QLD, 4105  
Ph: (07) 3892 5591  
Email: [cservice@photomounts.com.au](mailto:cservice@photomounts.com.au)