

PICTURE QUEENSLAND

Guidelines for the Use of Metadata in the Description of Digital Images

Document Details

Document Name:	Guidelines for the Use of Metadata in the Description of Digital Images
Version Number:	1.4
Documentation Status:	Final
Program:	Client Services & Collections
Unit:	Resource Discovery
Next Scheduled Review Date	July 2008

Version History

Version Number	Date	Reason/Comments
0.01	13 September 2002	First consultation draft, distributed for comment and feedback to Cataloguing/metadata Working Group.
0.02	10 October 2002	Revised draft following pilot ENCompass work.
1	20 October 2002	Guidelines agreed and approved.
1.2	5 March 2003	Major update of guidelines.
1.3	21 May 2003	Additional of culturally sensitive material and minor explanatory details added to Title, Creator, Date.
1.4	February 2007	Draft revision of guidelines with major portions of text rewritten and updated, and addition of Rights Holder, and Provenance elements, table of contents, and appendices.
	21 May 2007	Endorsed by Digitisation Steering Committee.

CONTENTS

1.	Introduction	4
2.	Methods of contributing records for Picture Queensland	4
3.	General requirements	5
4.	General rules for entering data	6
4.3	Spelling	6
4.4	Capitalisation	6
4.4.2	Exceptions	7
4.5	Full stops	7
4.5.2	Exceptions	7
4.6	Quotation marks	8
4.7	Military abbreviations and terminology	8
4.8	Dates	8
4.9	Doubtful information	9
4.10	Style and comprehension	9
4.11	Repetition of words	10
4.12	Culturally sensitive materials	11
4.12.4	Offensive text	11
4.12.5	Special cases	11
5.	TITLE	12
	Main title	12
	Alternative title	13
6.	CREATOR	13
	Form of name	15
	Personal names	15
	Organisation names	16
	Commercial photographers and studios	17
7.	CONTRIBUTOR	19
	Newspapers	20
8.	COVERAGE (Location and Period)	21
	Location (spatial coverage)	21
	Suburbs	23
	Streets, roads, avenues, etc.	23
	Street corners	24
	Period (temporal coverage)	24
9.	DATE (Record Created and Record Modified)	25
10.	DESCRIPTION	26
	House names and station properties	29
	Citing the source of information	29

Information supplied with image	30
Citing information from other sources	30
Citing a book source	30
Citing a newspaper source	30
Citing a website source	31
11. FORMAT (Digital and Physical)	32
Digital format	33
Physical format	33
12. IDENTIFIER	35
Control number	35
Image number	35
Negative number	36
Digital image	36
Thumbnail image	36
Research image	36
Location URL and System No.	36
13. PUBLISHER	36
14. RELATION	37
Accession number	38
Is Part Of	39
15. TYPE (Resource type)	39
16. RIGHTS (Rights management)	40
17. RIGHTS HOLDER	41
18. SOURCE (Managed by and Origin)	42
Managed by	43
Origin of image	43
19. SUBJECT (APT, JOL and LCSH)	44
Australian Pictorial Thesaurus (APT)	45
John Oxley Library Subject Thesaurus (JOL)	45
Library of Congress Subject Headings (LCSH)	46
Personal and corporate names as subjects	46
Named subject headings (LCSH)	47
Geographic places as subjects	48
20. PROVENANCE	48
Sources consulted	49
APPENDIX A	49
GUIDELINES FOR ESTABLISHING NAMED LCSH HEADINGS	50
General	50
Names of bridges	50
Names of houses	51

Names of stations (properties) _____	52
Names of parks and botanic gardens _____	52
Wars and conflicts _____	52
Government departmental buildings _____	52
Buildings whose names and functions have changed over time _____	53
APPENDIX B _____	54
EXAMPLES FOR PHYSICAL FORMAT _____	54
APPENDIX C _____	56
MAPPING OF MARC21 TO THE PICTURE QUEENSLAND DUBLIN CORE SCHEMA _____	56

1. Introduction

1.1 The Guidelines are intended to assist with the creation of quality, consistent, descriptive metadata for digital images that will ensure high quality resource discovery for users of Picture Queensland. The service is based on *Dublin Core Metadata Element Set (DCMES)* www.dublincore.org/documents/dces/.

1.2 The elements used in the Picture Queensland schema are: Title, Creator, Contributor, Coverage, Date, Description, Format, Identifier, Publisher, Relation, Type, Rights, Rights Holder, Source, Subject. In some instances it is necessary to use qualifiers as an additional level of detail and these would be either an Element Refinement or an Encoding Scheme

2. Methods of contributing records for Picture Queensland

2.1 Picture Queensland accepts data for its service in a number of ways.

2.2 At the State Library of Queensland data is entered directly into the digital collections management system ENCompass using Dublin Core metadata.

2.3 Other participants in Picture Queensland will choose to use a web form that will be mapped to the appropriate metadata elements and appropriate instructions have been given in the document *Guidelines for cataloguing images using the Picture Queensland web form* [available from the [Picture Queensland website](http://www.pictureqld.slq.qld.gov.au/home/resources#standards) <http://www.pictureqld.slq.qld.gov.au/home/resources#standards>]

2.4 Some participants 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 Schema to help participants develop image collections that will conform to Picture Queensland guidelines. The MARC to Dublin Core mapping guide is

attached as Appendix C - *Mapping of MARC21 to the Picture Queensland Dublin Core Schema.*

3. General requirements

3.1 Mandatory elements are: Title, Creator (if known), Date Created, Date Modified, Identifier (Control no.), Identifier (Negative no.) (or Image no. if there is no negative), Identifier (Digital image), Identifier (Thumbnail image), Identifier (Research image), Publisher, Relation (Accession no.) (if available), Type, Rights, Source, Subject.

3.2 Elements that are automatically generated, either by a default entry or by the system, are: Creator (default entry Unknown), Date Created, Format (Physical), Format (Digital), Identifier (Control no.), Identifier (Negative no.) (or Image no.), Identifier (Digital image), Identifier (Thumbnail image), Identifier (Research image), Publisher, Type, Rights, Source.

3.3 To provide a full service to users of Picture Queensland, complete as many elements as possible, as all these fields are useful for both discovery and display. The more elements 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 an element is listed as 'Optional' and the information is readily available, complete the element.

Mandatory	Required, if available	Optional
Title	Creator	Contributor
Date Created	Relation (Accession no.)	Coverage
Date Modified		Description
Identifier (Control no.)		Format (Digital)
Identifier (Negative no.) or (Image no.)		Format (Physical)
Identifier (Digital image)		Relation (Is Part Of)
Identifier (Thumbnail image)		Rights holder
Identifier (Research image)		Source (Origin)
Publisher		
Type		
Rights		

Source (Managed by)		
Subject		

3.4 When considering information to include in each element, all tags are repeatable. For multiple entries, use repeated tags rather than putting them all in one tag.

4. General rules for entering data

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

4.2 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.

4.3 Spelling

4.3.1 Use Australian spelling, not American. Use:

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

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

4.4 Capitalisation

4.4.1 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

4.4.2 **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

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

4.5 Full stops

4.5.1 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. If the brackets only surround part of the sentence, the full stop goes outside.

4.5.2 **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

4.6 Quotation marks

4.6.1 Generally use single quotation marks where required.

4.6.2 Use double quotation marks only for quotes within quotes.

4.6.3 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.

4.7 Military abbreviations and terminology

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

4.7.2 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.

4.7.3 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>>.

4.7.4 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.

4.8 Dates

4.8.1 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

- 4.8.2 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)

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

4.9 Doubtful information

4.9.1 *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.

- 4.9.2 *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.

4.10 Style and comprehension

- 4.10.1 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.

- 4.10.2 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.
- 4.10.3 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.
- 4.10.4 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.
- 4.10.5 Consult texts such as the *Style manual for authors, editors and printers* where necessary.

4.11 Repetition of words

- 4.11.1 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.
- 4.11.2 *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.
- 4.11.3 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.

(Previous practice was to leave out the term Queensland in the Title element in circumstances where the word appeared elsewhere, eg, in the Coverage element, or the town referred to was well known enough not to warrant qualification. It was only included where it was considered to be beneficial to

users. General keyword searching within ENCompass will still retrieve records of places in Queensland if the word does not appear in the Title.)

4.12 Culturally sensitive materials

- 4.12.1 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.
- 4.12.2 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.)
- 4.12.3 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

4.12.4 *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.

4.12.5 *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)

5. 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

Refinements: .alternative – another title by which the resource is known.

Schemes: None

Input guidelines

Main title

- 5.1 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 elements 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.
- 5.2 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.

For example:

- *Portrait of Caroline Chisholm* **not** [*Portrait of Caroline Chisholm*] or “*Portrait of Caroline Chisholm*”

- 5.3 When creating a title ensure that information crucial to resource discovery is included in the title element. Do not rely on only the DESCRIPTION element to bring out crucial information. (PictureAustralia simple search searches only Title, Creator, Subject and Coverage elements). Link together other descriptive field values 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:

SLQ – Guidelines for the Use of Metadata in the Description of Digital Images

Last revised: February 2007

- 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*

- 5.4 When creating a title do not simply repeat the description. Keep it succinct but meaningful.
- 5.5 Do not include initial articles such as A, An, The. This is for filing purposes as ENCompass cannot ignore articles and will file under the first word
- 5.6 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.
- 5.7 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.
- 5.8 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 entry *First General Post Office in Brisbane and Moreton Bay Savings Bank, ca. 1868*.
- 5.9 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.

Alternative title

- 5.10 Additional title elements can be created if other access points would assist the user.
- 5.11 If the main title consists of or includes acronyms, spell these out in an additional title entry, if this would assist the user.

For example:

- *Mrs L. A. Meredith seated at a table with papers [main title]*
- *Louisa Anne Meredith [alternative title]*

- *AFU Amalgamation Conference, Wagga [main title]*
- *Australian Farmers Union Amalgamation Conference, 1980 [additional title]*

6. CREATOR

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: Mandatory where known. Default is Unknown

Refinements: None

Schemes: Established forms of names in State Library of Queensland Name Authority files or Library of Congress Name Authorities. In general follow guidelines in AACR2.

Input guidelines

- 6.1 This element 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).
- 6.2 Consult the John Oxley Library description card for information. Alternatively consult the Oxley Pictorial Librarian. Frequently if the name of the photographer is not on the card, it is not known. However, in some instances, eg, photographs within collections, the name is not readily available but is known by Oxley staff. Consult the Oxley Pictorial Librarian when in doubt.
- 6.3 If there is no information available, use the default entry 'Unknown'. Do not leave the element blank.
- 6.4 If the creator of the item is also the subject of the item, enter the name in both the CREATOR and SUBJECT elements.

For example:

- A self-portrait of photographer William Boag would include *Boag, William, d. 1878* in both SUBJECT and CREATOR elements.

- 6.5 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 CREATOR element as the person primarily responsible for the content of the resource and enter the organisation's name in the CONTRIBUTOR element.

Form of name

- 6.6 Consistency in the format of names will assist with accurate searching. Where possible, check the State Library South Bank Collections 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 the catalogue first to see if the name already exists in a particular format before attempting to construct a name heading.
- 6.7 Indexers are advised that the following guidelines are general only and do not cover every eventuality.

Personal names

- 6.8 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*

- 6.9 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)

- 6.10 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.

- 6.11 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.)*

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

For example:

- *Abdullah bin Nuh*

6.13 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*

6.14 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*

6.15 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*

6.16 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

6.17 For single level organisation names, or where a hierarchy cannot be determined, enter the name as it is known. 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.)*

6.18 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 the State Library catalogue.

For example:

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

Commercial photographers and studios

6.19 Use the name of the photographer or studio that appears on the image or accompanying material (such as card mount, or envelope) or on the description card, 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*

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

For example:

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

- 6.21 Generally, treat a commercial photographer as a personal name and therefore entered in the CREATOR element, and a commercial photographic studio as a corporate body and therefore entered in the CONTRIBUTOR element. 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 CREATOR element will display the 'Unknown' default entry.
- 6.22 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.
- 6.23 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).
- 6.24 Where there is only a single photographer listed, ie, not obviously a company, enter as a personal name in the CREATOR element.

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.*

- 6.25 Where a photographer's name *and* a studio name is listed on the description card or copy print, enter the photographer as a personal name in the CREATOR element and the studio name as a corporate body in the CONTRIBUTOR element.

For example:

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

- 6.26 Where there is only a studio name, enter the studio name as a corporate body in the CONTRIBUTOR element.
- 6.27 If a studio is listed as the photographer on the description card or on the copy print, but it has not been established in the State Library catalogue (which will often be the case), enter the name of the studio without further qualification in the CONTRIBUTOR element. 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*.
- Lomer & Co. would be entered as *A. Lomer & Co.*
- Mathewson & Sons, Petries Bight, Brisbane would be entered as *Mathewson & Sons*.

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

6.29 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.)*

7. 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 organisation contributed to the resource, and it is important to discover the resource by searching for that person or organisation.

Obligation: Optional

Refinements: None

Schemes: Established forms of names in State Library of Queensland Name Authority files or Library of Congress Name Authorities. In general follow guidelines in AACR2.

Input guidelines

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

7.2 Follow *Form of Name* in CREATOR element.

Newspapers

7.3 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 CREATOR element with the title of the newspaper in the CONTRIBUTOR element.

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

7.5 *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 element. 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.)

7.6 An image taken from a newspaper that is part of a collection requires an entry in the CONTRIBUTOR element for the title of the newspaper and an entry in the RELATION (isPartOf) element for the title of the collection.

For example:

- an image taken from the Sunday sun that is also part of the Sunday Sun collection would have a CONTRIBUTOR entry *Sunday sun (Brisbane, Qld.)* as well as a RELATION (isPartOf) entry *Sunday Sun collection*
- an image taken from the Truth that is also part of the Sunday Sun collection would have a CONTRIBUTOR entry *Truth (Brisbane, Qld.)* as well as a RELATION (isPartOf) entry *Sunday Sun collection*.

Commercial photographic studios

7.7 Use the CONTRIBUTOR element for photographic studios instead of the CREATOR element. 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 CREATOR element for full guidelines.

8. COVERAGE (Location and Period)

Definition: The extent or scope of the content of the resource. Coverage will typically include spatial location (a place name or geographic coordinates), or 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: Optional

Refinements: .spatial – the geographic coverage
.temporal – the time period covered

Schemes: ISO 8601 (Standard for Date Encoding) - Optional
<<http://www.w3.org/TR/NOTE-datetime>>

Input guidelines

- 8.1 Use COVERAGE (Location) when the resource is about or of a geographical area, or to put an image in geographical context when the place is not obviously depicted.
- 8.2 Use COVERAGE (Period) to indicate the time period or the date of the image.

Location (spatial coverage)

- 8.3 The geographic locations or areas that are 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.
- 8.4 Do not use this element for geographic structures, eg, Story Bridge, Brisbane. Consider using SUBJECT (LCSH) for this type of geographical entity.

- 8.5. If a geographic area is relevant to a resource, but is not actually depicted, use COVERAGE (Location) to bring out that particular area and to put the image into a geographical context.
- 8.6 Use standard place names from the controlled list (eg, Gazetteer of Australia <<http://www.ausliq.gov.au/mapping/names/natgaz.htm> >, the Dept. of Natural Resources and Water's Place Name Online Search <<http://www.nrw.qld.gov.au/property/placenames/>> or State Library of Queensland Subject Authorities). 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 COVERAGE (Location) entry *Toowoomba, Queensland*
 - an image of Lake Tinaroo would have a COVERAGE (Location) entry *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 COVERAGE (Location) entry *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 COVERAGE (Location) entry *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 COVERAGE (Location) entry *Diamantina Shire, Queensland*
 - an image of the Victoria Bridge in Brisbane, would have a COVERAGE (Location) entry *Brisbane, Queensland*, and a SUBJECT (LCSH) entry *Victoria Bridge (Brisbane, Qld.)*
- 8.7 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 COVERAGE (Location) entry *Mossman District, Queensland*.
- 8.8 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 COVERAGE (Location) entry for that name as well. 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 COVERAGE (Location) entries 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.

- 8.9 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.
- 8.10 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.auslig.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

- 8.11 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*

- 8.12 Consider using the APT term *suburbs* in the SUBJECT element as well as the name of the suburb in the COVERAGE (Location) element.

Streets, roads, avenues, etc.

- 8.13 If a street is explicitly depicted in the resource, include the name in the COVERAGE (Location) element. If the street is not a significant part of the image, do not include the street name, but use the town/city name instead.
- 8.14 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

8.15 For images that depict a street corner and it is necessary to include the names of the streets in the COVERAGE (Location) element, 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 COVERAGE (Location) entries, *Queen Street, Brisbane, Queensland* and *Edward Street, Brisbane, Queensland*

8.16 Do not enter a COVERAGE (Location) element of the type *Corner of Queen and Edward Streets, Brisbane, Queensland*, or *Queen Street and Edward Street, Brisbane, Queensland*.

8.17 Consider using an APT term such as *town streets*, *suburban streets*, etc. in the SUBJECT element as well as the name of the street in the COVERAGE (Location) element where the image clearly depicts a street.

8.18 Omit Queensland from the COVERAGE (Location) element if this is doubtful.

Period (temporal coverage)

8.19 Refers to the date the photograph was taken.

8.20 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. A range of dates can be given.

For example:

- an image of the 1947 Brisbane Royal National Show would have a COVERAGE (Period) entry *1947*
- a studio portrait of an unidentified woman taken approximately 1888-1890 (information from description card) would have a COVERAGE (Period) entry *1888-1890*
- an image of a sugar cane train taken approximately 1930 would have a COVERAGE (Period) entry *ca. 1930*

8.21 May be used for events that occur at a particular time, such as conferences or festivals.

8.22 Temporal coverage may be expressed in the form of standard period names, however, dates should also be included to assist with resource discovery.

8.23 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*

8.24 Use of ISO 8601 <<http://www.w3.org/TR/NOTE-datetime>> in 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.

8.25 See *General rules for entering data, Section 4.8. Dates* at the beginning of these guidelines for further information.

9. DATE (Record Created and Record Modified)

Definition: A date associated with an event in the life of the resource Typically, Date is associated with the creation or availability of the resource.

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

Obligation: Mandatory (Record Created and Modified automatically generated)

Refinements: .created (creation date of the resource)
.modified (modification date of the resource)

Schemes: ISO 8601 – Standard for Date Encoding
<<http://www.w3.org/TR/NOTE-datetime>>

Input guidelines

- 9.1 The DATE (Record Created) and DATE (Record Modified) entries are automatically generated by macro. The DATE (Record Modified) must subsequently be changed by the indexer when a record is edited.
- 9.2 Use the DATE (Record Created) and DATE (Record Modified) to specify the date the index record for the resource was created or modified.
- 9.3 An eight digit number in the form YYYY-MM-DD is entered for both DATE (Record Created) and DATE (Record Modified) when the record is initially created. The DATE (Record Created) remains unchanged. Each time a record is edited DATE (Record Modified) is changed to reflect the date on which the edit was made.

For example:

- a record created on 1 September 2002 would have DATE (Record Created) and DATE (Record Modified) entries of *2002-09-01*
- if this record is edited on 28 October 2002 it would have a DATE (Record Modified) entry *2002-10-28*. DATE (Record Created) would remain as *2002-09-01*

10. DESCRIPTION

Definition: An account of the content of the resource.

Purpose:

1. 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.
2. Describes any enhancements made during image processing to the

digital image that would differ from the appearance or quality of the original photograph.

Obligation: Optional

Refinements: None

Schemes: None

Input guidelines

- 10.1 Use the DESCRIPTION/P element as set out in the template and not the general Description element. Repeat the DESCRIPTION/P element for each new paragraph. This is to ensure all paragraphs always have <p></p> tags around it, irrespective of the number of paragraphs. This is necessary for paragraphs to index correctly in ENCompass.
- 10.2 This element 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 a non-textual resource and to draw attention to details of interest that are not immediately obvious. It is an important element to engage the interest of the searcher and encourage further exploration of the database.
- 10.3 The DESCRIPTION element 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.
- 10.4 Do not simply repeat the title in this element. Information that is crucial to resource discovery should also be entered in TITLE, CREATOR, SUBJECT, or COVERAGE elements as these are the elements searched in PictureAustralia simple search.
- 10.5 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,
- 10.6 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.

10.7 Avoid repeating the same information in the DESCRIPTION element for groups of photographs, particularly if no mention is made of the specific subject of the image. This impacts on search results returning many 'false hits'.

10.8 Otherwise, 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 entry - *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 entry - *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.*

10.9 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:

- an image of the Registrar-General's Office building, ca. 1885 would have a DESCRIPTION entry - *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.*

10.10 Use the JOL subject heading as a guide to suggest additional descriptive detail.

For example:

- images with a JOL subject heading of Architecture, Domestic, 1890-1900 would have a DESCRIPTION entry that highlights architectural details:
 - *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 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.*

- images with a JOL subject heading of Costume, 1900-1910 (Female adult) would have a DESCRIPTION entry that highlights costume detail.
 - *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.*
 - *Portrait of an elderly woman probably from the Blackall district, sitting outside a house. She is dressed in a dark ankle length dress with a ruffle around the bottom, long sleeves and hat.*

10.11 When a caption accompanies a photograph but the caption is not used as the main title, include the caption in the DESCRIPTION usually at the end. Begin the text with the word 'Caption:' eg, Caption: Xmas '54.

10.12 Details of the format and date of the original version may also be included.

For example:

- *Scanned image of a cricket match from an original 10 x 8 inch glass negative taken in 1890 by Henry Cavendish.*

10.13 Generally, Picture Queensland will not describe a resource in this way if the information is also entered in other elements such as FORMAT (Physical) and COVERAGE (Period). However, include the information in the DESCRIPTION where it is considered relevant and particularly if it is not included elsewhere.

House names and station properties

10.14 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

10.15 *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

10.16 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.)*'

10.17 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

10.18 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.

10.19 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

10.20 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)

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

Citing a newspaper source

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

For example:

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

Citing a website source

10.23 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.

10.24 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.

10.25 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.

10.26 If you are unable to obtain this information reconsider the site as an authoritative source of information.

10.27 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\\$](http://www.austlit.edu.au/run?ex=ShowAgent&agentId=A)Y$)>)

10.28 Use angle brackets (<>) to enclose the URL so that any other punctuation, letters, etc, are not misconstrued as part of the address.

10.29 Optionally, include the author where it is relevant. Use the format <Author>, <Title>, <Date created or revised>, <retrieved (date) from <URL>>.

Description (Manipulation)

10.30 Provide information about cosmetic enhancements made to the resource during the imaging process that have resulted in the digital image differing in appearance from the original photograph.

For example:

- *Contrast has been sharpened. Fold marks on original have been eliminated. Sticky tape mark has been removed.*

11. FORMAT (Digital and Physical)

Definition: The digital or physical 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 – Optional (Default)
Physical – Optional (Default)

Refinements: .extent – the size or duration of the resource
.medium – the material or physical carrier of the resource
(Not currently used for Picture Queensland)

Schemes: Digital - Internet Media Types (MIME)
<<http://www.iana.org/assignments/media-types/>>

Input guidelines

Digital format

11.1 The default entry for DIGITAL FORMAT is:

image/jpeg

11.2 In circumstances where this description is not appropriate, assign a format 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/>>

For example:

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

Physical format

11.3 The default entry for PHYSICAL FORMAT is:

copy print : b&w

11.4 In circumstances where the default entry is not appropriate, change the data to reflect a true description of the resource, eg, when the copy print is in colour, the original resource is a drawing, not a copy print, etc.

For example:

- copy print : col.
- photographic print : sepia ; 8 x 10 in.
- drawing : b&w ; 15 x 18 cm.
- painting : watercolour ; 30 x 24 cm.
- print : lithograph, col. ; 50 x 30 cm.
- transparency : col. slide
- slide : col.
- label : col.

11.5 Include the size of the physical resource where appropriate.

11.6 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.

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

11.8 *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.

11.9 For images where we only hold the scanned image and have 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) field to acknowledge how the library's digital image was acquired.

Notes: 1: 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, indexers should use the term *photographic print* for a positive photograph where the item in hand is an original photograph.

2: At the beginning of the Picture Queensland project a decision was made not to include the dimensions of the copy prints as they were nearly all the same size. For other types

of resources include the size where appropriate, particularly when the item is not considered a standard size.

12. IDENTIFIER

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

Purpose:

1. Control number to uniquely identify each image across collections.
2. Identifies the negative number or the image number of the resource.
3. Provides the internet addresses for the location of the thumbnail, preview and research sized images.

Obligation:

- Control number – Mandatory (Automatically generated)
- Image number – Mandatory where available (Automatically generated)
- Negative No. – Mandatory where available (Automatically generated)
- Digital image – Mandatory (Automatically generated)
- Thumbnail image – Mandatory (Automatically generated)
- Research image – Mandatory (Automatically generated)

Refinements: .URL.Thumbnail (only for the thumbnail)

Schemes: URI (Uniform Resource Identifier)

Input guidelines

12.1 All identifiers are automatically generated by macro.

Control number

12.2 A unique number for the index record which will be automatically generated by a macro.

Image number

12.3 The number used to identify the image, when there is no negative number available.

Negative number

12.4 A unique form of identification for the image, usually a running number.

12.5 Use only the JOL negative number in cases where there are two negative numbers, eg, photographs in the Boag Collection have a JOL negative no. and a Boag Collection negative no.

Digital image

12.6 The identifier will be a web address to link to the preview image.

Thumbnail image

12.7 An extension to the Dublin Core schema (.URL.Thumbnail) to facilitate correct operation by PictureAustralia. The identifier will be a web address to link to the thumbnail image

Research image

12.8 The identifier will be a web address to link to the research image.

Location URL and System No.

12.9 These fields are not currently used.

13. PUBLISHER

Definition: An entity 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 (Default)

Refinements: None

Schemes: None

Input guidelines

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

13.2 For images from the State Library of Queensland, it would be the name of the unit or collection within the library that has made the image available in its digital form, qualified by the State Library of Queensland.

13.3 The default entry for this element is:

John Oxley Library, State Library of Queensland

13.4 If the default entry is not relevant, construct the publisher statement using the appropriate unit within the library.

For example:

- *Australian Library of Art, State Library of Queensland*

14. RELATION

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, which may be useful for the user to also access or retrieve.

Obligation: Mandatory for Accession No. where it exists, otherwise Optional

Refinements: isPartOf/hasPart

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

Schemes: URI (Uniform Resource Identifier)
ISBN (International Standard Book Number)
ISSN (International Standard Serial Number)

Input guidelines

14.1 Picture Queensland uses this element to identify relationships between resources. It is used to link the accession number of the resource and other resources accessioned under this number. This element is also used for other relationships such as linking an image to an on-line exhibition in which the particular image has been used and also to indicate that an image is part of a photo album, etc.

Accession number

14.2 Use this element to indicate the accession number and also to link to other resources within this accession.

For example:

- an image of a sugar cane train near Cairns ca. 1930 that is part of Accession 83-10-21 would have a RELATION (Accession Number) entry *83-10-21*

14.3 *Note:* Accession numbers vary in format. Copy what is on the description card or accession register. Do not include spaces before and after the dash where it exists.

14.4 If the Accession is also known by a common title, collection or series, add the title in the RELATION (Is Part Of) element..

For example:

- an image that is part of Accession no. OMR 98/2967 which is known as the Rawson Family Archive, would have a RELATION (Accession Number) entry *OMR 98/2967* and also a RELATION (Is Part Of) entry *Rawson Family Archive*

Other relationships

Is Part Of

14.5 The generic element RELATION (is Part Of) is used to identify other relationships such as exhibitions and photo albums. Use a text statement where necessary to indicate the specific relationship.

For example:

- an image that is part of the on-line exhibition Child's Play would have a RELATION (Is Part Of) entry *Online exhibition: Child's Play*
- an image that is part of a photo album held by the Library would have a RELATION (Is Part Of) entry *Album: APA 58*

14.6 An image taken from a newspaper that is part of a collection requires an entry in the RELATION (is Part Of) element for the title of the collection and an entry in the CONTRIBUTOR element for the title of the newspaper.

For example:

- an image taken from the Sunday sun that is also part of the Sunday Sun collection would have a RELATION (is Part Of) entry *Sunday Sun collection* as well as a CONTRIBUTOR entry *Sunday sun (Brisbane, Qld.)*
- an image taken from the Truth that is also part of the Sunday Sun collection would have a RELATION (is Part Of) entry *Sunday Sun collection* as well as a CONTRIBUTOR entry *Truth (Brisbane, Qld.)*

14.7 The RELATION element and its refinements as listed above can be used in the future for any other significant relationships to the resource.

15. TYPE (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 (Default)

Refinements: None

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

<http://www.au.dublincore.org/documents/dcmi-type-vocabulary/index.html>

Input guidelines

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

15.2 The default entry for this element is:

image

15.3 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.

15.4 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.

16. RIGHTS (Rights management)

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 (Default)

Refinements: None

Schemes: URI and/or free-text

Input guidelines

16.1 The default entry for copyright is:

*This image is free of copyright restrictions. For further information please view
<http://www.slq.qld.gov.au/legals.htm>*

16.2 Use this element for other rights or access information in circumstances that differ from the above statement or where the State Library of Queensland is not the owner of the image.

For example:

- an image that was supplied by the Australian War Memorial and includes a statement that it is not to be reproduced without prior written permission would have a RIGHTS MANAGEMENT entry *Research and private study only. Not to be reproduced without prior written permission*
- 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 MANAGEMENT entry *Research and private study only. Not to be reproduced without prior written permission*

16.3 *Note:* In the above two examples the original photographs reside with other institutions, therefore a SOURCE element would also be required (see No. 2 in SOURCE).

16.4 Where a specific person or organisation, other than the State Library of Queensland, has clearly asserted copyright or managing rights over the resource, include an entry under RIGHTS HOLDER naming that person or organisation.

17. 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.

Refinement: None

Schemes: None

Input guidelines

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

17.2 Use this element when copyright or managing rights over the resource by a person or organisation other than the State Library of Queensland, has been clearly asserted.

17.3 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

18. SOURCE (Managed by and Origin)

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 item being described.
2. To provide information about the resource in circumstances where the State Library of Queensland does not hold the original item.

3. To describe the original resource from which the current resource is derived.

Obligation: Managed by - Mandatory (Default)
Origin – Optional. Highly recommended if applicable.

Refinement: None

Schemes: None – use Default or free-text

Input guidelines

Managed by

18.1 The default entry for this element is:

Item is held by John Oxley Library, State Library of Queensland

Origin of image

18.2 When a resource has been loaned to the Library and we now hold a copy print and negative (used for ordering), add a further SOURCE (Origin) element to acknowledge ownership of the original image.

For example:

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

18.3 This is to clarify ownership of the original resource, but still adhere to PictureAustralia guidelines.

18.4 When a resource has been copied from another resource and we now hold a copy print, for example an image has been copied from a book or a newspaper, add a further SOURCE (Origin) element.

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 a Kodak postcard*
- *Copied and digitised from an original postcard. Murray series no. 1*
- *Copied and digitised from an original drawing*

18.5 When a resource has been digitised from another source and we have no access to the original photograph, add a SOURCE (Origin) element. 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.

19. SUBJECT (APT, JOL and LCSH)

Definition: The topic that describes 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, a name of a person or organisation, a place, an event, or other contextual information.

Obligation: Mandatory

Refinements: None

Schemes: APT (Australian Pictorial Thesaurus)
JOL (John Oxley Library Subject Thesaurus)
LCNA (Library of Congress Name Authorities)
LCSH (Library of Congress Subject Headings)

Input guidelines

19.1 Picture Queensland uses the Australian Pictorial Thesaurus (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.

19.2 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.

Australian Pictorial Thesaurus (APT)

19.3 This field is for topical terms from the Australian Pictorial Thesaurus. Consult the APT website and copy and paste terms from APT.

19.4 Enter the terms individually in the SUBJECT (APT) field.

For example:

- *air accidents*
- *horse-drawn vehicles*
- *Queenslander architecture*
- *timber houses*
- *women's clothing & accessories*

John Oxley Library Subject Thesaurus (JOL)

19.5 John Oxley Library staff developed a subject thesaurus in-house which was used extensively for the arrangement of the photographic collection. It is a primary finding aid for staff to locate copy prints as the prints are filed by subject.

19.6 When indexing a copy print, Picture Queensland will include subject headings from the JOL thesaurus in addition to APT terms. Use the subject headings at the top of each image description card. This is the only JOL subject string that is used. It is not necessary to search for any other headings in the JOL Thesaurus to include in the record.

19.7 Enter the heading in the SUBJECT (JOL) field.

19.8 Generally, use the punctuation on the description card.

19.9 *Note:* There is some variation in the way subject headings are printed on the description cards, eg, punctuation and capitalisation are not consistent. Therefore apply the following guidelines.

19.10 If the heading is subdivided enter [space] [dash] [space] as a separator for subdivisions.

For example:

- *Brisbane – Buildings – Registrar-General’s Office, ca. 1885*

19.11 If a heading is qualified, separate by a comma and capitalise the first word of the qualification.

For example:

- *Architecture, Domestic*

19.12 If a heading is qualified by a term in brackets, capitalise the first word of the qualification.

For example:

- *Costume, 1900-1910 (Female adult)*

19.13 If a heading is qualified by a period, precede it by a comma.

For example:

- *Social, 1910-1920*
- *Brisbane – Buildings – Lands and Works Dept., ca. 1894*
- *Airplane accidents, ca. 1950*

19.14 Do not use a JOL subject heading if the image is not a copy print or there is no heading on the description card.

Library of Congress Subject Headings (LCSH)

19.15 This field is 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.

19.16 All subjects that conform to LCSH and AACR2 principles whether they are topical, personal or corporate names or any other type of LC subject heading, should be entered in the SUBJECT (LCSH) field in the ENCompass template. Do not use the Subject (LCNA) field, even if it is a personal or corporate name. The LCNA field is no longer used.

Personal and corporate names as subjects

19.17 See the *Form of Name* section in the CREATOR element for details of the correct format for names.

19.18 Enter name in the SUBJECT (LCSH) field.

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

For example:

- an image of Sir Samuel Griffith would have a SUBJECT of *Griffith, Samuel, Sir, 1845-1920*
- an image of the Registrar-General's Office in Brisbane would have a SUBJECT of *Queensland. Registrar-General's Office*

19.20 If the subject of the item is also the creator of the item, enter the name in both the SUBJECT and the CREATOR elements.

For example:

- a self portrait of William Boag would include *Boag, William, d. 1878* in both SUBJECT as well as CREATOR elements

Named subject headings (LCSH)

19.21 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 films, names of events (festivals, cultural events, etc.).

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

19.23 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.

19.24 In other cases, it will be necessary to either check the State Library South Bank Collections 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 Story Bridge in Brisbane would have a SUBJECT (LCSH) *Story Bridge (Brisbane, Qld.)*
- an image of the Queen's Park in Maryborough would have a SUBJECT (LCSH) *Queen's Park (Maryborough, Qld.)*
- an image representing World War 2 would have a SUBJECT (LCSH) *World War, 1939-1945*
- an image representing the Battle of the Coral Sea would have a SUBJECT (LCSH) *Coral Sea, Battle of the, 1942*
- an image representing the making of the film Sons of Matthew would have a SUBJECT (LCSH) *Sons of Matthew (Motion picture)*
- an image of the Gold Rush Festival at Gympie would have a SUBJECT (LCSH) *Gympie District Gold Rush Festival*

Geographic places as subjects

19.25 Use COVERAGE for general geographic coverage, eg, towns, cities, districts, etc. as defined in the COVERAGE element. Use LCSH subject headings for named geographical features or structures, eg, names of bridges, names of parks, etc..

20. PROVENANCE

Definition: A statement of any changes in ownership and custody of the resource since its creation that are significant for its authenticity, integrity and interpretation. The statement may include a description of any changes successive custodians made to the resource.

Purpose: To provide information on the history of the resource that is significant for its authenticity, integrity and interpretation.

Obligation: Do not use

Refinement: None

Schemes: None

Input guidelines

20.1 Do not use this element.

20.2 All provenance information for original materials is recorded in the Finding guide.

Sources consulted

These guidelines are based on the following resources:

Anglo-American cataloguing rules 2005, 2nd ed., 2002 revision, American Library Association, Chicago.

Betz, Elisabeth W. 1982, *Graphic materials : rules for describing original items and historical collections*, updated 1996-1997, Library of Congress, Washington, D.C. Available online from < <http://www.loc.gov/rr/print/gm/graphmat.html> >

Dublin Core Metadata Initiative 2007, *Dublin Core metadata element set, Version 1.1 : reference description*, viewed 14 February 2007, <<http://au.dublincore.org/documents/dces/index.html>>

Hillmann, Dianne 2007, *Using Dublin Core*, viewed 6 February 2007, <<http://au.dublincore.org/documents/usageguide/index.html>>

National Archives of Australia 2002, *AGLS metadata element set, Version 1.3*, viewed 6 February 2007, <http://www.naa.gov.au/recordkeeping/gov_online/agls/metadata_element_set.html>

National Library of Australia 2002, *Guidelines for the creation of content for resource discovery metadata*, viewed 14 February 2007, <<http://www.nla.gov.au/guidelines/metaguide.html>>

Picture Australia 2002, *Creating resource discovery metadata for PictureAustralia : draft best practice guidelines*, Picture Australia, Canberra.

Snooks & Co. 2002, *Style manual for authors, editors and printers*, 6th ed., Wiley & Sons Australia, Milton, Qld.

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

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 C

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 \neq 85-1234; \neq 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.			General statement regarding

		gen.			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 \neq 3 Original photograph \neq 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 <i>[if unknown, leave out]</i>
Title*	Title	245	10	≠a Main street, Mackay, Queensland, 1901 ≠h [picture] /≠c photographed by John Smith. <i>[if photographer is unknown, leave out subfield c]</i>
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 [<i>Lastname, Firstname</i>]
	[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