

PICTURE QUEENSLAND

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

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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. General requirements

- 2.1. Mandatory elements are: Title, Creator, Identifier (Control no.), Identifier (Negative no.) (or Image no. if there is no negative), Publisher, Relation (Accession no.) (if available), Type, Rights, Source, Subject.
- 2.2. 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	Coverage: spatial	Contributor
Creator	Relation (Accession no.)	Description
Coverage; temporal		Format (Physical)
Identifier		Rights holder
Format (Digital)		Source (Origin)
Relation (Is Part Of) - PQ breadcrumb	Relation (Is Part Of) – other relations if required	
Publisher		
Type		
Rights		
Source (Managed by)		
Subject		

- 2.3. 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.

3. General rules for entering data

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

3.3. Spelling

3.3.1. Use Australian spelling, not American. Use:

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

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

3.4. Capitalisation

3.4.1. Capitalise the following:

- first word of a title
- first word of each sentence or statement
- proper names, e.g., Sir Samuel Griffith, William Boag; University of Queensland; Cairns Historical Society
- geographic names, e.g., North Queensland; Longreach; Burnett River; Boundary Road; Lake Tinaroo, Coral Sea
- letters of an initialism or acronym according to the predominant usage, e.g., 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, e.g., Anzac, Qantas
- specific historical and cultural periods, e.g., World War I, World War II, (or alternatively, First World War, Second World War), the Depression, Battle of Long Tan

3.4.2. Exceptions:

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

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

3.5. Full stops

3.5.1. Use full stops:

- at the end of each sentence or statement
- at the end of abbreviations, e.g., Qld.; Mt.
- after initials, e.g., P. G. Wodehouse. Include a space after the full stop
- between letters of uncommon acronyms, e.g., G.U.O.O.F. Spell the acronym out in parenthesis to make it clear, e.g., 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.

3.5.2. Exceptions:

- at the end of the title statement
(*Note:* If a title statement is particularly long and its comprehension would benefit from the addition of punctuation, including full stops, then add them.)
- well known acronyms or an acronym pronounced as a word, e.g., 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, e.g., Anzac, Qantas
- certain contractions, particularly Mr and Mrs unless they occur at a point where you would normally use a full stop such as the end of a sentence

3.6. Quotation marks

3.6.1. Generally use single quotation marks where required.

3.6.2. Use double quotation marks only for quotes within quotes.

3.6.3. Do not use quotation marks for:

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

3.7. General abbreviations

3.7.1. Spell out all abbreviations in full if used only once or the first time the abbreviation is used. All subsequent occurrences can be abbreviated.

- E.g. – New South Wales, United States, etc.

3.8. Military abbreviations and terminology

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

3.8.2. Consult the Glossary on the Australian War Memorial website (<https://www.awm.gov.au/glossary/>) for access to abbreviations and acronyms for Australian, New Zealand, British and U.S. forces, as well as weaponry, wars, and other more general terms.

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

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

3.9. Dates

3.9.1. 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, e.g., 2, 19 not 2nd, 19th (exception is for centuries – 19th century). This is to avoid any confusion and to assist free text searching.

For example:

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

3.9.2. If the exact date is unknown give an approximate date. Use the conventions –

- ? for probable date
- ca. for approximate date. Always use ca. when referring to dates. Do not use the abbreviation c. for approximate date or the full word circa.

For example:

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

3.9.3. Where the date cannot be determined, use the term 'Undated'.

3.9.4. Use the plural 's' when representing decades in numerals and do not include an apostrophe, e.g., 1890s not 1890's. Do not use this format for Coverage:Temporal. Use a date range instead.

3.10. **Doubtful information**

3.10.1. *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), e.g., 'unidentified woman' rather than 'unknown woman'. It is possible they will be identified in the future.

3.10.2. *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.

3.10.3. *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, e.g., Residence belonging to the Klinger family?, or, Wearing a long, striped, silk? dress.

3.11. **Style and comprehension**

3.11.1. It is important that index records have a professional appearance. They should not have typing and spelling errors and should be grammatically correct. Punctuation should be correctly used as well as spacing associated with punctuation.

3.11.2. Avoid including numerous concepts within a single sentence, either strung together by the word 'and' or by punctuation. Sentences easily lose their clarity if they are too long. They should be coherent and each sentence should flow logically from one to another.

3.11.3. Use clear words and phrases to convey meaning. Avoid using words like 'something', e.g., he is holding something. If you are unsure of what is represented in the image, either seek another opinion or leave it out.

3.11.4. Try to inject interest into the description. The DESCRIPTION element is important to describe the resource, but also to engage the user and encourage him/her to explore the database further.

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

3.12. **Repetition of words**

3.12.1. Try not to repeat the same words too often in different elements. However, do not consciously try to find alternatives unless you feel they would provide meaningful access points.

3.12.2. *Use of the word Queensland*

Sometimes the term Queensland appears to be overused, particularly when it may be in several elements on a record, e.g., Title, Coverage, Description, Publisher, Source, etc. However, Picture Queensland does include some images that do not contain Queensland content. Also, images in Picture Queensland are accessible via Google and it is helpful if locations are quickly identified as part of Queensland on the short citations on Google.

3.12.3. Optionally, include Queensland in the TITLE element where relevant for all Queensland images including images that relate to major towns and cities within Queensland. Use judgement for its use.

3.13. Culturally sensitive materials

- 3.13.1. The Library has significant photographic materials that feature culturally sensitive material, including offensive terminologies, images of deceased people and religious ceremonies. Indexers should follow the guidelines below.
- 3.13.2. Subject headings: Australian Pictorial Thesaurus (APT) and Library of Congress Subject Headings (LCSH) are the chosen authorities for assigning subject headings. (See SUBJECTS below.)
- 3.13.3. In line with the State Library's Indigenous protocols, the following subject headings are to be used to provide the broadest access to images for users with diverse background and varying forms of terminology.

For Aboriginal images:

- APT – Aboriginal peoples (Australians)
- LCSH – Aboriginal Australians [subdivided by place, if appropriate]
- An additional LCSH heading for the name of the people, if known, e.g. - LCSH – Kamilaroi (Australian people)

For Torres Strait Islander images:

APT – Torres Strait Islanders
LCSH – Torres Strait Islanders [subdivided by place, if appropriate]

For indentured Pacific Island workers brought to Australia in the nineteenth century, commonly called 'Kanakas', and their descendants:

APT – Australian South Sea Islanders
LCSH – Australian South Sea Islanders [subdivided by place, if appropriate]

- 3.13.4. 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.

Kanakas:

- If it is part of a caption or accompanying text, then apply the method described in *Offensive text* (above)

- 3.13.5. Conditions of use statement
The text of the rights statement to be included is shown in Section 14

4. TITLE

Element:	dc: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
Related:	dcterms:alternative – another title by which the resource is known.
Schemes:	None

Input guidelines

Main title

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

For example:

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

- 4.3. When creating a title ensure that information crucial to resource discovery is included in the title element. Do not rely only on the DESCRIPTION element to bring out crucial information. 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:

- an image of a group of people attending the Longreach May races in 1934 would have a TITLE *Group of men and women attending the Longreach May races, 1934* and **not** a simplistic title like Group portrait 1934

- 4.4. Where possible, make each title unique to avoid records merging when exported to external discovery systems (such as One Search and Trove).
- 4.5. When creating a title do not simply repeat the description. Keep it succinct but meaningful.
- 4.6. Do not begin a title with initial articles such as A, An, The. Named residences are the exception. In these cases the initial ‘The’ can be included i.e. – The Hollows is acceptable.
- 4.7. Do not use HMAS, SS, etc. for ships. In the TITLE element qualify the name of the ship with the word ship in parenthesis, e.g., Canberra (ship), Skitty Belle (ship), as these will be alphabetised and filed by title.
- 4.8. A date should be included in the title when it is adjacent to the title and adds meaning to it. Do not drop the date if it is part of the title.
- 4.9. 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*.

4.10. For works of fine art, use the information contained in the Finding Aid in the first instance (if the Library holds the original work), or use the wall label, exhibition catalogue or other promotional material if the Library does not hold the original work. If the work is known as 'Untitled' use this as the title.

Alternative title

4.11. Additional title elements can be created if other access points would assist the user or where the information will not be included in any other element.

4.12. 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]*

5. CREATOR

Element:	dc:creator
Definition:	An entity primarily responsible for the making the content of the resource.
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 Unidentified
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

- 5.1. 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).

Follow *Form of name* as set out in Appendix C - *Form of name*

- 5.2. Consult the John Oxley Library description card for information.
- 5.3. If there is no information available, use the default entry 'Unidentified'. Do not leave the element blank.
- 5.4. 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.
- 5.5. 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.
- 5.6. Where there is only a studio name, enter the studio name as a corporate body in the CONTRIBUTOR element.
- 5.7. If more than one studio is listed use multiple CONTRIBUTOR elements.

6. CONTRIBUTOR

Element:	dc: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

- 6.1. 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.
- 6.2. Follow *Form of Name* as set out in Appendix C – *Form of name*

Newspapers

- 6.3. 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.
- 6.4. Use the contemporary newspaper title for the period in which the photograph was taken and not the newspaper's current title.
- 6.5. *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.)
- 6.6. A CONTRIBUTOR must be entered for images from newspapers where a SOURCE element has been included.
 - 6.7. Where an image cannot be attributed to a particular newspaper but is known to belong to the Queensland Newspapers collection, use Queensland Newspapers Pty Ltd as the CONTRIBUTOR and leave the SOURCE element blank.

Commercial photographic studios

- 6.8. 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, e.g., Albert Lomer and Co. See *Commercial Photographers and Studios* in Appendix C– *Form of name* for full guidelines.

7. COVERAGE (Location and Period)

Element:	dcterms:spatial (Location)
Element:	dcterms:temporal (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:	Mandatory for Coverage (temporal)
Schemes:	ISO 8601 (Standard for Date Encoding) - Optional http://www.w3.org/TR/NOTE-datetime

Input guidelines

- 7.1. Use COVERAGE–SPATIAL 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.
- 7.2. Use COVERAGE–TEMPORAL to indicate the time period or the date of the image.

Location (Coverage–Spatial)

- 7.3. 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. .
- 7.4. For images where there is no location depicted (e.g. a studio portrait), there is value in recording the location as information relating to the creation of the image. In the example of a photographic studio, if the studio was in Brisbane, record Brisbane, Queensland in the COVERAGE–SPATIAL element. If the Studio had more than one location, e.g. Cairns and Townsville, include the town only if it is clearly indicated in which studio the image was taken, otherwise record the State alone. If there is no information at all about the location of the studio insert 'Unidentified'.
- 7.5. Do not use this element for geographic structures, e.g., Story Bridge, Brisbane. Use SUBJECT-GeoSH for this type of geographical entity.
- 7.6. If a geographic area is relevant to a resource, but is not actually depicted, use COVERAGE–SPATIAL to bring out that particular area and to put the image into a geographical context.
- 7.7. Use standard place names from the controlled list (e.g., Geoscience Australia (<http://www.ga.gov.au/place-names>), Queensland place names online search (<https://www.dnrm.qld.gov.au/qld/environment/land/place-names/search>) or State Library of Queensland Subject Authorities).
- 7.8. 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–Spatial entry *Toowoomba, Queensland*
- an image of Lake Tinaroo would have a Coverage–Spatial 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–Spatial 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–SPATIAL 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–SPATIAL entry *Diamantina Shire, Queensland*
- an image of the Victoria Bridge in Brisbane, would have a COVERAGE–SPATIAL entry *Brisbane, Queensland*, and a SUBJECT-GeoSH entry *Victoria Bridge (Brisbane, Qld.)*

7.9. 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–SPATIAL entry *Mossman District, Queensland* and a SUBJECT-GeoSH entry *Mossman region (Qld.)*

7.10. 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–SPATIAL 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–SPATIAL 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 COVERAGE–SPATIAL fields of *Darnley Island, Queensland* and *Erub, Queensland* as the island is also known as Erub. Only one SUBJECT-GeoSH would be used - *Darnley Island (Qld.)*

7.11. 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 a brief explanation of the area's history in the DESCRIPTION element where possible.

7.12. If there is a current name for the area add another COVERAGE–SPATIAL 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 Geoscience Australia (<http://www.ga.gov.au/place-names>), Queensland place names online search (<https://www.dnrm.qld.gov.au/qld/environment/land/place-names/search>).

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–SPATIAL 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–SPATIAL entries of *Glenhaughton, Queensland* and *Baroondah, Queensland*.

7.13. For place names with Mt. or Mount, follow the form as used by Geoscience Australia.

7.14. If the geographic location cannot be determined, insert the term 'Unidentified'.

Suburbs

7.15. 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*

7.16. Consider using the APT term *suburbs* in the SUBJECT element as well as the name of the suburb in the COVERAGE–SPATIAL element if the image depicts a significant part of the suburb (e.g. – a panorama).

Streets, roads, avenues, etc.

7.17. If a street is explicitly depicted in the resource, include the name in the COVERAGE–SPATIAL 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.

7.18. 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, e.g., 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

7.19. For images that depict a street corner and it is necessary to include the names of the streets in the COVERAGE–SPATIAL element, use multiple fields.

7.20. 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–SPATIAL entries –

- *Queen Street, Brisbane, Queensland*
- *Edward Street, Brisbane, Queensland*

7.21. Do not enter a COVERAGE–SPATIAL element of the type *Corner of Queen and Edward Streets, Brisbane, Queensland*, or *Queen Street and Edward Street, Brisbane, Queensland*.

7.22. 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–SPATIAL element where the image clearly depicts a street.

7.23. Omit Queensland from the COVERAGE–SPATIAL element if this is doubtful. If the location cannot be determined, use the term 'Unidentified'.

Geographic co-ordinates

7.24. Where a COVERAGE–SPATIAL element is included, the latitude and longitude of the location is to be included.

7.25. Provide the geographic co-ordinates in decimal degrees.

7.26. Positive latitudes are north of the equator, negative latitudes are south of the equator. Positive longitudes are east of Prime Meridian; negative longitudes are west of the Prime Meridian. Latitude and longitude are expressed in that sequence, latitude before longitude.

7.27. Default co-ordinates are to be entered where the location can only be identified as within the state of Queensland. These co-ordinates are – **-24.13,145.65**

7.28. The geographic co-ordinates are separated from the place name using a semi-colon

For example - Mackay, Queensland; -21.142309,149.178711

7.29. Geographic co-ordinates are obtained from the following web sites

- Geoscience Australia (<http://www.ga.gov.au/place-names>) (Australian properties, stations, natural features)
- Queensland place names online search (<https://www.dnrm.qld.gov.au/qld/environment/land/place-names/search>) (Queensland properties, stations, natural features)
- <http://itouchmap.com/latlong.html> (general locations and specific street addresses)

Period (Coverage–Temporal)

7.30. Refers to the date the photograph was taken.

7.31. 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-TEMPORAL entry *1947*
- a studio portrait of an unidentified woman taken approximately 1888-1890 (information from description card) would have a COVERAGE-TEMPORAL entry *1888-1890*
- an image of a sugar cane train taken approximately 1930 would have a Coverage - Temporal entry *ca. 1930*

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

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

7.34. 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* (only if century is clearly identifiable)

7.35. Do not use the plural 's' in this element when representing decades in numerals. Use a date range instead.

7.36. Where the date cannot be determined, use the term **Undated**.

7.37. 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, e.g., *1945-11-11*, *1901-06*, or *1856*. However, where this format does not clearly reflect the period, use a more familiar format.

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

8. DESCRIPTION

Element:	dc: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.
Obligation:	Optional
Refinements:	None
Schemes:	None

Input guidelines

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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 or history of the town.
- 8.6. 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'.
- 8.7. 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 could have a DESCRIPTION entry - *Horse drawn wagons of sugar cane being loaded onto rail trucks at South Isis Mill in the early 1900s.*
- an image of the General Post Office in Brisbane could have a DESCRIPTION entry – *Front elevation of the General Post Office, 1877. This image highlights the arches, pillars, columns, clock and steps of the front of the building, with pedestrians milling about on the footpath and under the arches.*

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

For example:

- 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.*

- 8.9. 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.*

- 8.10. 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.

House names and station properties

- 8.11. Within the DESCRIPTION element the names of houses and stations are capitalised only. Do not use quotation marks (exception – see 8.12).

For example:

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

- 8.12. For images of named aircraft, where both the name of the aircraft and its make are included, surround the name of the aircraft with single quotes.

- 8.13. *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

- 8.14. When a DESCRIPTION has been supplied with the photograph, i.e., 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.)'
- 8.15. 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 8.14 above, then add a separate paragraph (element) for the extra information.

Citing information from other sources

- 8.16. 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.
- 8.17. Citations should be minimal and to the point to avoid false hits when searching.
- 8.18. If a description, or part thereof, has been taken from another source, e.g., book, etc., use the statement '(Information taken from:)'.

Citing a book source

- 8.19. 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)

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

Citing a newspaper source

- 8.21. 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

- 8.22. 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.
- 8.23. 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, e.g., a

government or educational site, and not one that is likely to 'move'. Generally, do not cite from commercial, entertainment, promotional or personal websites.

8.24. 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.

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

8.26. 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$))

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

9. FORMAT (Digital and Original)

Element:	dc:format
Definition:	The digital or physical manifestation of the resource.
Purpose:	This element is used to describe the digital and physical dimensions of the resource as this information is considered useful for resource discovery in image collections.
Obligation:	Digital – Mandatory (Default) Original – Optional (Default)
Refinements:	None
Schemes:	Digital - Internet Media Types (MIME) http://www.iana.org/assignments/media-types/

Input guidelines

- 9.1. The dc:format element is used to record information about both the digital and physical formats of the image. The element is repeated in the template to allow information on the digital and original formats to be recorded in separate element fields.

Digital format

- 9.2. The default entry for DIGITAL FORMAT is:

image/jpeg

Original format

- 9.3. The default entry for ORIGINAL FORMAT is:

copy print : b&w

- 9.4. In circumstances where the default entry is not appropriate, change the data to reflect a true description of the resource, e.g., 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
- drawing : b&w
- painting : watercolour
- print : lithograph, col.
- transparency : col. slide
- slide : col.
- label : col.

- 9.5. This element is not required where the item is born digital.
- 9.6. 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.

Further examples of physical format can be obtained from Appendix B – *Examples for Physical Format*. See also AACR2 and *Descriptive cataloging of rare materials: Graphics* (2013). (Chapter 5 Physical description area)(<http://rbms.info/dcrm/dcrmgl/>.)

- 9.7. 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: The term *copy print* means a photographic print that is a copy of another photographic print. It is the most commonly used term as a large portion of John Oxley Library photographs are copy prints 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 (a first generation print taken from a photographic negative).

10. IDENTIFIER

Element:	dc:identifier
Definition:	An unambiguous reference to the resource within a given context.
Purpose:	<ol style="list-style-type: none">1. Control number to uniquely identify each image across collections.2. Identifies the negative number or the image number of the resource.
Obligation:	Image number – Mandatory where available Negative number – Mandatory where available Former Digital ID – will only exist for records imported from ENCompass
Refinements:	None
Schemes:	URI (Uniform Resource Identifier)

Input guidelines

- 10.1. All identifiers are inserted automatically.
- 10.2. Separate Identifier fields are required for each different identifier type. Therefore the element is prefaced with 'Image number', 'Negative number' or 'DTL system number' in the template.

Image number

- 10.3. A unique number used to identify the image. Primarily used for digital images taken from sources other than the copy print collection. Either an image number will be used, or a negative number (see 12.4), but generally not both.

Negative number

- 10.4. A unique form of identification for the image, based on the negative numbering system in Visual Media. Primarily used for digital images taken from the copy print collection.
- 10.5. Use only the JOL negative number in cases where there are two negative numbers, e.g., photographs in the Boag Collection have a JOL negative no. and a Boag Collection negative no.

DTL system number

- 10.6. The DigiTool (DTL) system number (PID) is included to allow the creation of a link back to the One Search record.
- 10.7. The PID can be found as part of the display in the editing module (Meditor).

Former digital ID

- 10.8. Records imported to DigiTool from ENCompass will have an Identifier of Former digital ID: nnnn which is the former ControlNumber assigned by the ENCompass system. Records created directly in DigiTool will not have this data.

11. PUBLISHER

Element:	dc: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

- 11.1. The publisher is responsible for making the information available in its present form. It is the organisation or person who created the digital resource.
- 11.2. 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.
- 11.3. The default entry for this element is:
John Oxley Library, State Library of Queensland
- 11.4. 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

12. RELATION

Element:	dcterms:isPartOf
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:	None
Schemes:	URI (Uniform Resource Identifier) ISBN (International Standard Book Number) ISSN (International Standard Serial Number)

Input guidelines

12.1. 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.
- It is used to provide access to the finding aids of resources (if appropriate), or to provide the Bibliographic ID of images taken from published works.
- 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.

12.2. The element RELATION Is Part Of is used to record information about multiple types of relationships. Separate RELATION Is Part Of elements are required for each different relationship being recorded. The template is populated with prefaced multiple entries as follows –

- Accession number: [nnnn]
- Collection reference: [unitid finding aid unittitle] (where a finding aid exists)
- View finding aid: [finding aid handle] (where a finding aid exists)
- Online exhibition:
- Album:
- Is part of: Picture Queensland ~ State Library of Queensland : digital image collection [collection breadcrumb]
- Bib [nnnn]

Accession number

12.3. Use this element to indicate the accession number of original materials resources (as distinct from published works) and also to link to other resources within a particular accession. Data entry should take the form 'Accession number: nnnn' - where nnnn represents the accession number

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 Is Part Of entry *Accession number: 83-10-21*
- an image that is part of Accession 2967 would have a RELATION Is Part Of entry *Accession number: 2967*

12.4. *Note:* Accession numbers vary in format. Some collections will have multiple (superseded) accession numbers, and it is often a superseded number which appears on the backing cards of the copy print

collection. The first source of information for correct accession number information is the finding aid repository.

In general, if a backing card has an accession number beginning with "D", search for this number in Finding Aids or in the Photographic Accession registers to check if it has been given a new accession number. Only record the "D" number if there is no other accession number information. If a backing card has a number formatted for example as 77-5-12 (yy-m-donation number), use this number. Do not include spaces before and after dashes where they exist.

Collection reference

12.5. Where an accession number is associated with a Finding Aid, repeat the RELATION Is Part Of to record this information. Data entry should take the form 'Collection reference: unitid finding aid unittitle'.

For example:

- an image that is part of Accession no. 2967 which has a finding aid titled Rawson Family Archive, would have a RELATION Is Part Of entry *Collection reference: 2967: Rawson Family Archive*

Note: in some instances the accession number and the unitid are NOT the same.

For example:

- an image that is part of Accession no. 6197, but whose unitid is APA-59, and has a finding aid titled Nicholson Family Photograph Album, would have a RELATION Is Part Of entry *Collection reference: APA-59: Nicholson Family Photograph Album*

12.6. To enable DigiTool to link from the PQ record to the finding aid, repeat the RELATION Is Part Of element to record the link. Data entry should take the form 'View finding aid: handle of Finding aid'

For example:

- an image that is part of Accession no. 2967 (which has a finding aid), would have a RELATION Is Part Of entry *View finding aid: <http://hdl.handle.net/10462/eadarc/7180>*

Images digitised from publications

12.7. Digital images taken from published sources (e.g. colour plates from books) require the bibliographic ID number to be recorded. Data entry should take the form 'Bib: nnnn' where nnnn is the bibliographic ID number.

- RELATION Is Part Of: Bib 725648

12.8. Where the image has been taken from a larger work (e.g. a plate from a book) – record the publication details of the work in the SOURCE element

- *Copied and digitised from an image appearing in the Queenslander, 19 May 1900, p. 936.*

Other relationships

12.9. The element RELATION Is Part Of is used to identify other relationships such as exhibitions and photograph albums. Use the appropriate standardised text statement 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 photograph album held by the Library would have a RELATION Is Part Of entry *Album: APA-58*
- an image that is part of a physical exhibition would have a RELATION Is Part Of entry *Exhibition: Panoramic Queensland*

Collection Breadcrumb

12.10. Every Picture Queensland record will have a collection breadcrumb statement. The statement will be generated by the template: Is part of: Picture Queensland ~ State Library of Queensland : digital image collection

12.11. 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.)*

12.12. The RELATION element can be extended in the future for any other significant relationships to the resource.

13. TYPE (Resource type)

Element:	dc: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 <i>images</i> of Sir Samuel Griffith” or “Find all <i>text</i> items in the Rawson Collection”
Obligation:	Mandatory (Default)
Refinements:	None
Schemes:	DCMI Type Vocabulary (Dublin Core Metadata Initiative List of Resource Types) http://dublincore.org/documents/dcmi-type-vocabulary/

Input guidelines

- 13.1. The resource type is selected from the controlled list of values in DCMI Type Vocabulary - <http://dublincore.org/documents/dcmi-type-vocabulary/>
- 13.2. The default entry for this element is:

image
- 13.3. 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, e.g., Moving image, Still image, and can be used where applicable.
- 13.4. 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.

14. RIGHTS

Element:	dc:rights
Definition:	A statement or pointer about rights held in and over the resource.
Purpose:	This element is intended to display to the user as significant information regarding the copyright and access constraints of a resource.
Obligation:	Mandatory (Default)
Refinements:	None
Schemes:	URI and/or free-text

Input guidelines

14.1. The RIGHTS element is used to record the copyright status of an image and to record the conditions of use appropriate to the copyright or license conditions..

Copyright statement

14.2. There is a choice of three copyright statements.

- Out of copyright. For further information <http://www.slq.qld.gov.au/home/copyright>
- In copyright. For further information <http://www.slq.qld.gov.au/home/copyright>
- Copyright undetermined. For further information <http://www.slq.qld.gov.au/home/copyright>

Conditions of use and license statements

14.3. Conditions of use statements or license statements are used to provide information about how an image may be used or reproduced. All Aboriginal and Torres Strait Islander images have a specific conditions of use statement. The statements vary depending on the copyright status.

- You are free to use this image without permission. Please attribute State Library of Queensland.
- You are free to use this image for personal research and study. For other uses contact copyright@slq.qld.gov.au
- Creative Commons licenses (listed below)
- Aboriginal and Torres Strait Islander material is accessed and used in accordance with State Library's Protocols for Aboriginal and Torres Strait Islander Collections <http://www.slq.qld.gov.au/about-us/corporate/policies/protocols-and-standards/protocols-for-aboriginal-and-torres-strait-islander-collections>. In some communities this material may be culturally-sensitive as it may cause distress or offence to some people due to words and descriptions used in the past but considered inappropriate today.

Out of copyright images

14.4. Out of copyright refers to images taken before 1 January, 1955.

14.5. In the case of photographs taken, or first published, by a Commonwealth, State or Territory government, out of copyright refers to images taken or published before 1 January, 1965.

14.6. An image that is out of copyright requires two RIGHTS entries – a copyright statement and a conditions of use statement:

Out of copyright. For further information <http://www.slq.qld.gov.au/home/copyright>

Conditions of use: You are free to use this image without permission. Please attribute the State Library of Queensland.

In copyright images

14.7. In copyright refers to images taken after 31 December, 1954.

In the case of photographs taken, or first published, by a Commonwealth, State or Territory government, In copyright refers to images taken or published after 31 December, 1964.

14.7.14.8. An image that is in copyright and has been licensed using a Creative Commons license requires two RIGHTS entries – a copyright statement and an appropriate Creative Commons license statement:

In copyright. For further information <http://www.slq.qld.gov.au/home/copyright>

Choose the appropriate license statement:

*Conditions of use: Licensed under Creative Commons CC-BY
<http://creativecommons.org/licenses/by/3.0/au>*

*Conditions of use: Licensed under Creative Commons CC-BY-NC
<http://creativecommons.org/licenses/by-nc/3.0/au>*

*Conditions of use: Licensed under Creative Commons CC-BY-SA
<http://creativecommons.org/licenses/by-sa/3.0/au>*

*Conditions of use: Licensed under Creative Commons CC-BY-ND
<http://creativecommons.org/licenses/by-nd/3.0/au>*

*Conditions of use: Licensed under Creative Commons CC-BY-NC-SA
<http://creativecommons.org/licenses/by-nc-sa/3.0/au>*

*Conditions of use: Licensed under Creative Commons CC-BY-NC-ND
<http://creativecommons.org/licenses/by-nc-nd/3.0/au>*

14.8.14.9. All images where copyright is owned by the Library Board of Queensland requires a RIGHTS entry with the appropriate Creative Commons licence above in addition to the in copyright statement. All images where copyright is owned by the Library Board of Queensland also require an entry under RIGHTS HOLDER naming the Library Board of Queensland.

14.9.14.10. An image that is in copyright and where the creator has given permission to the Library to display the image through One Search (e.g., via a License Agreement) but retains the right of reproduction for all other uses of their work requires two RIGHTS entries – a copyright statement and a conditions of use statement:

In copyright. For further information <http://www.slq.qld.gov.au/home/copyright>

Conditions of use: You are free to use this image for personal research and study. For other uses contact copyright@slq.qld.gov.au

Copyright undetermined images

- | 14.10.14.11. ___ Copyright undetermined refers to images where the copyright status cannot be determined.
- | 14.11.14.12. ___ An image that is copyright undetermined requires two RIGHTS entries – a copyright statement and a conditions of use statement:

Copyright undetermined. For further information <http://www.slq.qld.gov.au/home/copyright>

Conditions of use: You are free to use this image for personal research and study. For other uses contact copyright@slq.qld.gov.au

Aboriginal and Torres Strait Islander images

- | 14.12.14.13. ___ All Aboriginal and Torres Strait Islander images require two RIGHTS entries – an appropriate copyright statement from 14.2 above and the following condition of use statement:

Conditions of Use: Aboriginal and Torres Strait Islander material is accessed and used in accordance with State Library's Protocols for Aboriginal and Torres Strait Islander Collections <http://www.slq.qld.gov.au/about-us/corporate/policies/protocols-and-standards/protocols-for-aboriginal-and-torres-strait-islander-collections>. In some communities this material may be culturally-sensitive as it may cause distress or offence to some people due to words and descriptions used in the past but considered inappropriate today.

Images supplied by other institutions

- | 14.13.14.14. ___ An image that is supplied by another institution (e.g. Burdekin Library or the Fryer Library) and includes a statement that it is not to be further reproduced without prior written permission from that institution, requires two RIGHTS entries – a copyright statement and a conditions of use statement:

Use the appropriate copyright statement from 14.2

Conditions of use: You are free to use this image for personal research and study. For other uses contact copyright@slq.qld.gov.au

- | 14.14.14.15. ___ Also include a SOURCE element to acknowledge ownership of the original resource (see 16.2 in SOURCE).
- | 14.15.14.16. ___ Where a specific person or organisation has clearly asserted copyright or managing rights over the resource, e.g., © Australian War Memorial, include an entry under RIGHTS HOLDER naming that person or organisation.

15. 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

- 15.1. Do **not** use RIGHTS HOLDER if the photograph is out of copyright.
- 15.2. Use this element when copyright or managing rights over the resource by a person or organisation has been clearly asserted.
- 15.3. 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:

- Library Board of Queensland
- Chinchilla Shire Library
- Australian War Memorial
- Fryer Memorial Library, University of Queensland

- 7.39. For privacy reasons do not include the name of an individual unless specifically authorised.

16. SOURCE

Definition:	A reference to a resource from which the present resource is derived.
Purpose:	<p>1. This element is used to clarify responsibility and ownership for searchers (as a statement in PUBLISHER does not) 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.</p> <p>2. To provide information about the resource in circumstances where the State Library of Queensland does not hold the original item.</p> <p>3. To describe the original resource from which the current resource is derived.</p>
Obligation:	Managed by - Mandatory (Default) Origin – Optional. Highly recommended if applicable.
Refinement:	None
Schemes:	None – use Default or free-text

Input guidelines

Managed by

16.1. The default entry for this element is:

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

Origin of image

16.2. 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 element to acknowledge ownership of the original image.

For example:

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

16.3. This is to clarify ownership of the original resource, but still adhere to Picture Australia guidelines.

16.4. 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 element.

For example:

- *Copied and digitised from an image appearing in The Queenslander, 25 November 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*

16.5. Images from the Courier-Mail or Sunday Sun collections, which have no page numbers and therefore were not published in those newspapers, do not require a SOURCE element.

16.6. Where SOURCE is entered for a newspaper, a corresponding CONTRIBUTOR entry must be included.

16.7. When a resource has been digitised from another source and we have no access to the original photograph, add a SOURCE 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.*

17. SUBJECT (APT, JOL, LCSH & AIATSIS)

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) AIATSIS (Australian Institute of Aboriginal and Torres Strait Islander Studies Pathways thesauri)

Input guidelines

- 17.1. Picture Queensland uses the Australian Pictorial Thesaurus (APT) (<http://www.picturethesaurus.gov.au>) as its preferred thesaurus for topical subject headings. 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.
- 17.2. 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)

- 17.3. This field is for topical terms from the Australian Pictorial Thesaurus. Consult the APT website and copy and paste terms from APT.
- 17.4. Enter the terms individually in the SUBJECT-APT field.

For example:

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

17.5. NOTE: APT is no longer being updated by the State Library of New South Wales.

John Oxley Library Subject Thesaurus (JOL)

- ~~17.5.~~17.6. 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.
- ~~17.6.~~17.7. When indexing a copy print, Picture Queensland will include subject headings from the JOL thesaurus. 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.

| ~~47.7.17.8.~~ Enter the heading in the SUBJECT-JOL field.

| ~~47.8.17.9.~~ Generally, use the punctuation on the description card.

| ~~47.9.17.10.~~ *Note:* There is some variation in the way subject headings are printed on the description cards, e.g., punctuation and capitalisation are not consistent. Therefore apply the following guidelines.

| ~~47.10.17.11.~~ If the heading is subdivided enter [space] [dash] [space] as a separator for subdivisions.

For example:

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

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

For example:

- *Architecture, Domestic*

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

For example:

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

7.42. 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*

| ~~47.11.17.12.~~ Do not use a JOL subject heading if the image is not a copy print or there is no heading on the description card.

| ~~47.12.17.13.~~ Do not include any headings from the Added Entry field on the description card.

Library of Congress Subject Headings (LCSH)

| ~~47.13.17.14.~~ This field is used for headings from the Library of Congress Subject Headings list (LCSH). LCSH headings are mainly topical terms, although other categories of terms are included, e.g. names of sacred books; a few personal names that are used as ‘pattern headings’; names of families, dynasties and royal houses; names of gods; legendary and fictitious characters; geographic names. LCSH headings may be modified by topical, geographic, chronological and form subdivisions, which are added according to a prescribed set of rules.

| ~~47.14.17.15.~~ Consult the Classification Web website <http://classificationweb.net/> and also the Alma authorities and copy and paste the heading. Follow the punctuation as used in the Alma heading.

| ~~47.15.17.16.~~ Enter the terms individually in the SUBJECT-LCSH field.

For example:

- Dwellings—Queensland—Designs and plans
- Sailing—Queensland—Moreton Bay
- Visits of state—Queensland—Brisbane
- Aboriginal Australians—Missions—Queensland—Hope Vale

Personal and corporate names as subjects (LCNA)

| ~~47.16.~~17.17. Consult Appendix C Form of Name for details of the correct format for names.

| ~~47.17.~~17.18. Enter name in the SUBJECT-LCNA field unless it is subdivided by a Library of Congress subdivision. Note that the names of homesteads, residences, public buildings, ships, festivals and botanic gardens should be entered in this field.

For example:

- Griffith, Samuel, Sir, 1845-1920
- Conrad Jupiters Casino (Gold Coast, Qld.)
- Britannia (Yacht : 1953-1997)
- Victoria Downs (Qld. : Homestead)
- Mount Coot-tha Botanic Gardens (Brisbane, Qld.)
- Gympie District Gold Rush Festival

| ~~47.18.~~17.19. If the subject of the item is also the creator of the item, enter the name in both the SUBJECT-LCNA 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

| ~~47.19.~~17.20. If the name is followed by Library of Congress subdivisions enter it in the SUBJECT-LCSH field.

For example:

- Elizabeth II, Queen of Great Britain, 1926- --Travel--Queensland
- St. John's Cathedral (Brisbane, Qld.)--In art
- Atherton, James--Portraits

Named subject headings (LCSH)

| ~~47.20.~~17.21. As well as personal and corporate names that are established according to LCNA and AACR2 guidelines, other named subjects can be used, e.g., names of wars, names of films, names of events (festivals, cultural events, etc.).

| ~~47.21.~~17.22. A guide for establishing the more common types of named subject headings is attached as Appendix A – *Guidelines for establishing named LCSH headings*.

| ~~47.22.~~17.23. APT is the primary thesaurus for assigning topical subject headings but it also makes a few exceptions for establishing more specific terms, e.g., 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.

| ~~47.23.~~17.24. 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 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)*

Geographic places as subjects

- | ~~47.24.~~17.25. Where a Coverage-Spatial element has been entered insert an LCSH subject heading into SUBJECT-GeoSH corresponding to the Coverage-Spatial element.

For example:

- a photograph of Brisbane city would have a SUBJECT-GeoSH of *Brisbane (Qld)*
- a photograph taken inside a house at Indooroopilly would have a SUBJECT-GeoSH of *Indooroopilly (Qld.)*
- A photograph taken on North Stradbroke Island would have a SUBJECT-GeoSh of *North Stradbroke island (Qld.)*

- | ~~47.25.~~17.26. Use SUBJECT-GeoSH to create a geographic subject heading where a place (feature, structure, etc.) is specifically depicted in the image –

For example:

- a photo of the Story Bridge would have a SUBJECT-GeoSH of *Story Bridge (Brisbane, Qld.)*
- an image of the Queen's Park in Maryborough would have a SUBJECT-GeoSH *Queen's Park (Maryborough, Qld.)*

AIATSIS Pathways Thesauri - Places

- | ~~47.26.~~17.27. AIATSIS place headings are to be used as an additional heading where the resource –
- Is about an Indigenous community
 - Relates to an Indigenous issue

- | ~~47.27.~~17.28. Consult the Pathways website (<http://www1.aiatsis.gov.au/>) to determine the preferred heading for use. Always select the preferred term. If an entry indicates to 'use' another term, that is the preferred term.

- | ~~47.28.~~17.29. Do not add the AIATSIS heading if it is exactly the same as the European name, i.e. the heading does not begin with, or include an indigenous name, e.g. Hope Vale, Lockhart River.

- | ~~47.29.~~17.30. Copy and paste the heading into the SUBJECT–geoAIATSIS element.

- | ~~47.30.~~17.31. Pathways place headings include map references. These are to be retained in the SUBJECT–geoAIATSIS element

For example:

- a photo of Dauan Island would have a SUBJECT- geoAIATSIS Dauan / Cornwallis Island (Qld TSI SC54-08)

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.
<<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 23 Feb., 2010, <<http://dublincore.org/documents/dces/index.shtml>>

Hillmann, Dianne 2007, *Using Dublin Core*, 23 Feb., 2010,
<<http://dublincore.org/documents/usageguide/index.shtml>>

National Archives of Australia 2002, *AGLS metadata element set, Version 1.3*, viewed 23 Feb., 2010,
<<http://www.naa.gov.au/records-management/publications/agls-element.aspx>>

National Library of Australia 2002, *Guidelines for the creation of content for resource discovery metadata*, viewed 23 Feb., 2010, <<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.

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APPENDIX A

GUIDELINES FOR ESTABLISHING NAMED LCSH HEADINGS

General

A.1 When more specific (named) subject headings are required and APT does not cater for it, or gives instructions of the type to use the Name field, use the following guidelines to set up headings according to LCSH standards.

A.2 A geographic qualifier is the name of a geographic area added to another heading to provide better identification or resolve a conflict with another heading of the same name. The qualifier is added in parenthesis and is usually in the format of (<city/town>, <state>). The state is abbreviated.

Example:

- (Gympie, Qld.)
- (Tweed Heads, N.S.W.)

A.3 If it is not appropriate to use the name of the town, use only the state, e.g., (Qld.), (N.S.W.), (Vic.), (Tas.), (N.T.), (S. Aust.), (W.A.), (A.C.T.).

A.4 The following named entities are entered as LCNA headings –

- Schools
- Post offices
- Railway stations
- Churches
- Military units
- Banks
- Public buildings
- Residences and homesteads
- Theatres, cinemas and concert halls
- Lighthouses
- Racetracks
- Power plants
- Botanic gardens
- Zoos

Names of bridges (GeoSH)

A.4 Use the format <official name of bridge> (<geographic qualifier>)
(If there is no accepted, official name, do not add a GeoSH element. Assign a generic LCSH heading for the type of bridge, subdivided by the location, e.g. Railway bridges—Queensland—Atherton)

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, i.e., 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 (LCNA)

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, e.g., a private home, and Homestead for a rural one, e.g., 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', invert the heading.

Example:

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

Names of stations (properties) (GeoSH)

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

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

Example:

- Queen's Park (Rockhampton, Qld.)

Wars and conflicts (LCSH)

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 (LCNA)

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

Example:

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

Buildings whose names and functions have changed over time (LCNA)

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 Department 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

See also *AACR2* and *Descriptive cataloging of rare materials: Graphics* (2013).

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]

photographic print: hand col.

postcard : b&w

postcard : col.

print : lithograph, col.

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

sculpture : marble.

slide : col.

slide : lantern

stereographic print : b&w

stereographic print : sepia

transparency : col. slide

APPENDIX C Form of name

Form of name

- C.1 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, i.e., 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.
- C.2 Indexers are advised that the following guidelines are general only and do not cover every eventuality.

Personal names

Personal names (except for royalty and nobility) are entered under 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*

- C.3 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)

- C.4 If only a date of birth or death is known, use the convention b. for date of birth, and d. for date of death, e.g., McDonald, Elsie, b. 1893, Baker, James, d. 1915.

- C.5 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.)*

- C.6 If in doubt, give the name as it appears and do not invert.

For example:

- *Abdullah bin Nuh*

- C.7 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. However, if a name is generally associated with a term of honour, include the term of honour in the name heading.

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*
- *Smith, Henry Abel, Sir, 1900-1993* – usually referred to as Sir Henry Abel Smith
- *Hillary, Edmund, Sir, 1919-2008* – usually referred to as Sir Edmund Hillary

C.8 If a person is known only by a surname or a given name, include the term of address, etc.

For example:

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

C.9 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*

C.10 Enter nobility under title name, followed by personal name in direct order, term of rank, and dates.

For example:

- *Hopetoun, John Hope, Earl of, 1860-1908*
- *De L'Isle, William Philip Sidney, Viscount, 1909-1991*
- *Dunrossil of Vallaquie, William Shepherd Morrison, Viscount, 1893-1961*

Do not include a numerical designation in the term of rank, e.g. 7th Earl of, 1st Viscount of

C.11 Enter royal persons under given name, followed by a numerical designation, if appropriate, and a phrase consisting of the person's title, followed by dates (if known).

For example:

- *Elizabeth II, Queen of Great Britain, 1926-*
- *Victoria, Queen of Great Britain, 1819-1901*
- *Philip, Prince, consort of Elizabeth II, Queen of Great Britain, 1921-*
- *Charles, Prince of Wales, 1948-*
- *Andrew, Prince, Duke of York, 1960-*

C.12 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

C.13 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.)*

C.14 For organisational names that are part of a hierarchy (e.g., 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 (i.e., the highest level of government, e.g., 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 Department*
- *Bank of New South Wales. Ashgrove Branch*

Commercial photographers and studios

C.15 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, i.e., 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*

C.16 Do **not** include extra information such as an address or location.

For example:

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

C.17 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 'Unidentified' default entry.

C.18 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., e.g., Albert Lomer and Co, Mathewson & Sons; or, if words such as Studio, Photographic Studio, etc., are clearly part of the name, e.g., Poulsen Studio, Elite Studios.

C.19 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).

C.20 Where there is only a single photographer listed, i.e., 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.*

C.21 Where a photographer's name *and* a studio name are 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*.

C.22 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*.

C.23 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.)*