

Newfane/Brookline Community Memory Project Archival Basics: Images

Part Two: Digital Images

This document will go over: **1)** Naming and saving your files and **2)** Metadata for portrait photographs, images of objects and scanned images **3)** Image Metadata Template--organizing metadata for Omeka and **4)** Storing files

1. Naming and saving your files

For this project digital file names need to do three things:

1. Be unique.
2. Be consistent.
3. Convey some minimal information about the file and its contents.

File names for digital images need to include the following information:

- Name of:
 - If a portrait, name(s) of subject(s)
 - If an object or scanned photograph, donor or owner.
- Date:
 - If a portrait or photograph of an object, date photograph was taken
 - If a scan of a photography, date original photograph was taken
- The type of media file.
- Image sequence number
 - If a scanned image, add “**H**” to the end of sequence number for High Resolution image, and “**L**” to the end of sequence number for Low Resolution image.

And should be formatted like this:

LastName-FirstName_YYYY-MM-DD_MediaType+ImageSequenceNumber.Extension

Practical examples:

For a single photo:

wilson-jack_2020-10-03_image01.JPG

For multiple photographs taken on same day:

wilson-jack_2020-10-03_image01.JPG

wilson-jack_2020-10-03_image02.JPG
wilson-jack_2020-10-03_image03.JPG
Etc.

For scanned images:

wilson-jack_2020-10-27_image01H.JPG
wilson-jack_2020-10-27_image01L.JPG

3. Recording Metadata: Who, where, when? What is in the image?

Metadata is the word used by librarians and archivists to describe information about resources in their care. In this section we will cover metadata for three different kinds of images: **A) Portrait photographs**, **B) Photographs of Objects** and **C) Scanned Images**.

A) Portrait Photographs

For the project, a **Portrait Photograph** is an image of a person or people taken by a project volunteer specifically for the Community Memory Project. Record the following metadata for Portrait Photographs:

- Name of the photographic subject(s)
- Name of the photographer
- Location of the photograph
- Date of the photography
- Restrictions
- File names for all photographs in the series

Example:

Wilson, Jack (photographic subject)
Kolovos, Andy (photographer)
Newfane, VT
2010-10-03

B) Photographs of Objects

For the project, an **Object Photograph** is an image of an object or structure taken by a project volunteer specifically for the Community Memory Project. Record the following metadata for Object Photographs:

- Description of the object
- Name of the owner of the object
- Name of the photographer
- Location of the photograph
- Date of the photography
- File names for all the photographs in the series

Example 1:

Photograph of fishing creel
 Wilson, Jack (owner)
 Kolovos, Andy (photographer)
 Newfane, VT
 2010-10-03

Example 2:

Photograph of Moore Free Library
 Moore Free Library (owner)
 Kolovos, Andy (photographer)
 Newfane, VT
 2010-10-27

C) Scanned Photographs

For the project a **Scanned Photograph** is a digital image file created by scanning an existing photographic print, slide or negative for inclusion in the project's Omeka database. Record the following metadata for Scanned Photographs:

- Description of the content of the image
- Name of the donor of image
- Name of person scanning
- Location of the content of photograph
- Date of of photograph
- File names for all the photographs in the series

Example 1:

Photograph of Wilson Family at Santa's Land USA
 Wilson, Jack (donor)
 Kolovos, Andy (photographer)

1982
Putney, VT

Example 2:

Photograph of Jeddah Wilson
Wilson, Jack (donor)
Kolovos, Andy (photographer)
1898
Newfane, VT

In addition to the basic information above, you should also write down two other bits of metadata

- A **Title**--very brief description of the resource.
- A short, narrative **Description** of the contents of the image.

Title

The **Title** should be simple.

A) **Portrait photograph:** Name of the photographic subject(s)

Example: Photograph of Jack Wilson

B) **Photograph of objects:** Brief description of object

Example 1: Photograph of fishing creel

Example 2: Photograph of Moore Free Library

C) **Scanned photographs:** brief description of the contents of the photograph.

Example 1: Photograph of Jeddah Wilson

Example 2: Photograph of Wilson Family at Santa's Land USA

Description

Record some basic information about the **contents** of a photograph or group of photographs. There is no need to go into deep detail at this point, just the big picture.

However, if there are any particularly significant or interesting details make note of them.

A) **Portrait photograph:** Name(s) of the subject(s) and description of location

Example: Photograph of Jack Wilson standing by a pond in the woods behind his house holding a fishing pole.

B) **Photograph of objects:** Brief description of object

Example: Photograph of fishing creel made by Jack Wilson's great-great uncle Jeddah Wilson in 1908.

C) **Scanned photographs:** brief description of the contents of the photograph.

Example: Studio portrait of Jeddah Wilson, great-great uncle of Jack Wilson (see interview wilson-jack_2020-10-03_audio.WAV). Jeddah Wilson made fishing creel photographed by Andy Kolovos (see image wilson-jack_2020-10-02-002.JPG). Scanned by Andy Kolovos.

To record the metadata you can use the template we provide below or your own spreadsheet, word processing file, or even a pad of paper to keep track--whatever approach you prefer.

You will need easy access to all this information when you upload your media file/s to the **Internet Archive** and for **Omeka**, the database used for the project website that will provide access to the materials.

4. Metadata Template

It might be helpful if you organize your photograph metadata in ways that will simplify entering it into **Omeka**. To facilitate this process, we've created an **Image Metadata Template** you can use--on paper or a computer--to record information about your interviews.

Omeka

Title: Same as **Title** above.

Description: same as **Description** above.

Creator: Photographer of a Portrait or Image

Contributor: Donor of image or owner of object

Date: Same as **Date** above. Date photograph taken or

Coverage: Location of photograph.

Type: Always “Image”

Overviews of how to enter photograph metadata into Omeka are available in the documents titled *Creating tem Records in Omeka - Portrait and Object Photographs* and *Creating tem Records in Omeka - Scanned Images*

Metadata Template Sample:

Omeka	Admin	Metadata	Instructions
Title			Brief description
Description			Fuller description
Creator			Portrait: Photographer Object: Photographer Scanned: Blank unless original photographer known
Contributor			Portrait: Photographic subject(s) Object: Object owner Scanned: Donor or Owner of original image
Date			Portrait: Date photograph taken Object: Date photograph taken Scanned: Date of original photograph
Type			Always “Image”
Coverage			Location of photograph
	Restrictions		
	File Name(s)		

Example of filled out Metadata Template for Portrait

Omeka	Admin	Metadata
Title		Photograph of Jack Wilson

Description		Photograph of Jack Wilson at the edge of the pond behind his house holding a fishing pole.
Creator		Kolovos, Andy
Contributor		Wilson, Jack
Date		2020-10-03
Coverage		Newfane, VT
Type		Image
	Restrictions	None
	File Names	wilson-jack_2020-10-03_image01.JPG

Example of filled out Metadata Template for Object

Omeka	Admin	Metadata
Title		Photograph of a fishing creel
Description		Photograph of fishing creel made by Jack Wilson's great, great uncle Jeddah Wilson in 1908.
Creator		Kolovos, Andy
Contributor		Wilson, Jack
Date		2020-10-03
Coverage		Newfane, VT
Type		Image
	Restrictions	None
	File Names	wilson-jack_2020-10-03_image02.JPG

Example of filled out Metadata Template for Scanned Images

Omeka	Admin	Metadata
Title		Photograph of Jeddah Wilson
Description		Studio portrait of Jeddah Wilson, great-great uncle of Jack Wilson (see interview wilson-jack_2020-10-03_audio.WAV). Jeddah Wilson made the fishing creel photographed by Andy Kolovos (see image wilson-jack_2020-10-02-002.JPG). Scanned by Andy Kolovos.
Creator		
Contributor		Wilson, Jack
Date		Circa 1890
Coverage		Newfane, VT
Type		Image
	Restrictions	None
	File Names	wilson-jack_2020-10-27_image01L.JPG

5. Storing Files

Image files generated through the project will be stored on two external hard drives maintained by the Moore Free Library.

It is **important** to bring your photograph metadata records to the library so Erica can save this information.