

# Reference Pages

(7.1)

## William Brumfield Russian Architecture Digital Collection

### Recommended guidelines for scanning

September 6, 2006

#### 1. Slides

##### 1.1 Master Files

###### 1.1.1 Device

1.1.1.1 WCB's machine: Nikon Super Coolscan 8000 ED; may have to be replaced

1.1.1.2 Moldanner's machine: Kodak HR 500 +, Kodak Professional software

###### 1.1.2 Input resolution

1.1.2.1 35 mm slides: 4000 ppi

1.1.2.1.1 4000 x 5900 pixels output

1.1.2.1.2 ~20MB GS/~40MB RGB using LZW; without compression I'd expect 60-70 MB RGB)

1.1.2.2 Other sizes include: 120 film; some 4x5s that may not be used; probably will also scan at 4000 ppi.

###### 1.1.3 Bit depth

1.1.3.1 24-bit RGB

1.1.3.2 8-bit grayscale

###### 1.1.4 File type: TIFF 6.0

1.1.4.1 TIFFs produced at Tulane will use LZW compression

1.1.4.2 TIFFs outsourced will be uncompressed

###### 1.1.5 File name: 6 elements:

1.1.5.1 Collection designation: "brumfield"

1.1.5.2 Four-character oblast/region code

1.1.5.3 numeric code roll #

1.1.5.4 numeric code image #

1.1.5.5 color code: color = "c" ; b&w requires no code

#### 1.1.5.6 file type extension

#### 1.1.5.7 examples:

1.1.5.7.1 brumfieldgria-01-06.tif

1.1.5.7.2 brumfieldtoboc-01-12.tif

1.1.5.7.3 brumfieldvolof-02-08.tif

1.1.5.7.3.1 “f” after “volo” is a mystery

1.1.5.7.4 brumfieldirkuc-02-17.tif

#### 1.1.6 Settings of capture software: Nikon Scan 4.02

##### 1.1.6.1 Positive/negative film/transparency

##### 1.1.6.2 Crop

1.1.6.2.1 Although WCB told Theo TIFFs will arrive cropped, the scanned images seem to have a preliminary crop only.

1.1.6.3 Dynamic range setting: uncertain; scanning software could not be checked. Will be set as WCB likes anyway. If outsourced, we’ll recommend an “auto” setting.

##### 1.1.6.4 Res/bit depth: 24-bit RGB/8-bit Grayscale

##### 1.1.6.5 Infrared channel: he’s not using ICE

##### 1.1.6.6 Color profile setting: unknown

##### 1.1.6.7 Film type setting: unknown

##### 1.1.6.8 name file/store file – named using his convention

##### 1.1.6.9 Filters: as WCB likes, practices not recorded.

1.1.6.10 Other adjustments (clip end-tones, create input/output differential, etc.): as WCB likes, without recording actions used.

1.1.6.10.1 N.B: WCB will be editing the master images; he will want the derivatives to look like these masters (whatever they may look like on resized on his monitor). There will be no information about what has been done to the masters.

#### 1.1.7 Storage media: stored on external hard drives at Tulane; copy to UW.

1.1.7.1 UW master file location on \\archive.lib.washington.edu\BrumfieldFiles-1 and \\archive.lib.washington.edu\BrumfieldFiles-2 .

#### 1.1.8 Storage media name: not necessary.

#### 1.1.9 Backup

1.1.9.1 Tulane master on external hard drive in WCB’s office, backed up on another external hard drive in WCB’s office. Unknown if backed-up in standard Tulane University routine.

1.1.9.2 UW master on \\archive.lib.washington.edu\BrumfieldFiles-1 and \\archive.lib.washington.edu\BrumfieldFiles-2 , backed-up during usual ITS back-up routine.

#### 1.1.10 University of Washington Archive

1.1.10.1 Masters will be saved as received; even if compressed using LZW.

1.1.10.2 Masters will be permanently stored on a UW server to-be-determined (may be “in D-Space”).

1.1.11 Targets: none.

#### 1.1.12 Additional Quality Control

1.1.12.1 Color Management: WCB does not embed any color profiles.

1.1.12.1.1 ICC Color space: we can embed sRGB IEC61966-2.1 using Photoshop.

1.1.12.2 Calibrations required: use Adobe Gamma to calibrate monitors.

1.1.12.3 Quality Assurance: review of images

1.1.12.3.1 Inspect TIFFs while producing JPEGs; no formal procedure for this. Assumption: WCB produced and edited them, they must be OK.

#### 1.1.13 Required Metadata at Time of Capture

1.1.13.1 XMP metadata, as WCB likes; however the areas tend to be

1.1.13.1.1 Title

1.1.13.1.2 Photo Date

1.1.13.1.3 Oblast

1.1.13.1.4 City

1.1.13.1.5 Photo Credit

1.1.13.1.6 File name

1.1.13.1.7 File path

## 1.2 Derivative Files

1.2.1 File Type: JPEG (JFIF)

1.2.2 Compression: JPEG

1.2.3 Use of Photo Editing Software

1.2.3.1 Rotate/orient – WCB says this will be necessary from time to time.

1.2.3.2 Crop

1.2.3.2.1 Image data should never be cropped.

1.2.3.2.2 No slide mounts should be included in the final image.

1.2.3.2.3 Curved edges of mounts can display; image data should be preserved.

1.2.3.3 Resize, to whichever size comes first in the resizing process:

1.2.3.3.1 Width: 990 pixels

1.2.3.3.2 Height: 710 pixels.

1.2.3.4 Histogram/color adjustment

1.2.3.4.1 DR = no DR adjustment; use full DR created by scanner.

1.2.3.4.2 Mid-tone adjustment: as judged by photo editor.

1.2.3.5 Sharpen

1.2.3.5.1 UMF, Amt=100, R=1.0, T=1 as standard setting.

1.2.3.6 Save as JPEG, Photoshop QR=3.

1.2.4 Thumbnail surrogate: produce later in the project if needed.

1.2.5 Quality assurance

1.2.5.1 Review images as they're produced and described.

1.2.6 Storage: store in a directory structure that duplicates WCB's directory structure in \\archive.lib.washington.edu\BrumfieldFiles-2\jpegs .

1.2.7 Uploading [for web site]: undecided

1.2.8 Band / Watermark / Brand/property statement: undecided; will probably be external metadata; entered in TIFF as XMP data (may carry-over to TIFF)

### **1.3 Other output**

1.3.1 Printing

1.3.1.1 Printing Master File: undecided

1.3.1.2 Printing Derivative File: undecided

1.3.2 Projection: undecided.

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## **(7.2) SELECTED METADATA SCHEMAS**

### **(7.2.1) William Craft Brumfield Russian Architecture Photograph Collection Data Dictionary (RELATIONAL DATABASE)**

Created 2006; last edit February 2013

**Work or Subwork Record:**

Database (Access)	Data Entry Form Label	Authority	Comments
vracore.vrarecid	vrarecid		System supplied.
vracore.recordtype	Record type	VRA Core 4.0	Data value = "work"
vracore.worktype	Work Type		Single heading from AAT that best describes the work. Usually this will describe/duplicate a subject heading: for a church enter "churches," for an apartment building enter "apartment houses," etc.
parentids.parentid	parentid		<p>vrarecid of larger entity.</p> <p>This field is required for every database record.</p> <p>If there is no parent (the record represents a top level work) then the parentid = "0" – this is system assigned.</p> <p>For example, for building <i>components</i>, enter vrarecid of parent <i>building</i> (if available); for <i>buildings</i>, enter vrarecid of parent <i>complex</i> (if available).</p>
varianttitles.title & varianttitles.preferred="yes"	Title	(XMP metadata stored in the vracore table and in the image headers)	<p>Formulate an English building based on the descriptive information provided by Professor Brumfield.</p> <p>If Brumfield has not provided a title, formulate a title using a proper name.</p> <p>If a proper name cannot be applied, use appropriate descriptive or generic terms.</p> <p>Be sure to enter an appropriate title type, based on the way the title is formulated.</p> <p><u>Examples:</u> Church of the Merciful Savior</p>

			Log house Stained glass window Iconostasis
varianttitles.titletype	Type	VRA Core 4.0	<p>Values available:</p> <ul style="list-style-type: none"> <li>• descriptive (a concise title in the language of the catalog record that indicates what the work is, or what is depicted in it ; use when the title is formulated using Brumfield’s descriptions)</li> <li>• other (use when the title is cataloger-supplied, not using Brumfield’s description, to distinguish those titles)</li> <li>• cited (title that is commonly used in the literature and secondary sources; include the citation in the source table)</li> <li>• translation (a translation supplied by the cataloger, whether English or Russian)</li> <li>• former (title by which a work or image was known previously; this should be used for all former titles, not “descriptive” or “other”)</li> <li>• popular (popular name or a colloquial appellation that may not be considered valid by current scholarship)</li> </ul>
varianttitles.preferred	Preferred		<p>For preferred titles, always enter yes.</p> <p>There can only be one preferred title per work.</p> <p>All other titles are preferred = “no”</p>
varianttitles.lang	Language		<p>English language titles: enter “english.”</p> <p>Russian language titles: enter “russian.”</p>
varianttitles.script	Script		<p>At present, only script = “roman” is used.</p> <p>A future project may involve added Russian language titles with script = “cyrillic”</p>
dates.date_begin	begin date	ISO 8601	<p>Enter earliest date. Required when a date is entered. Can be the same as the end date.</p> <p>Format: ISO 8601:</p> <ul style="list-style-type: none"> <li>• YYYY-MM-DD</li> <li>• YYYY-MM</li> </ul>

			<ul style="list-style-type: none"> <li>• YYYY</li> </ul>
dates.date_end	end date	ISO 8601	<p>Enter latest date. Required when a date is entered. Can be the same as the begin date.</p> <p>Format: ISO 8601:</p> <ul style="list-style-type: none"> <li>• YYYY-MM-DD</li> <li>• YYYY-MM</li> <li>• YYYY</li> </ul>
dates.date_display	display		<p>Don't leave blank. Be sure to include all four digits for all years. Spell out months. Days should be represented as numbers. Spelled out form should be [month] [day], [year].</p> <p>Date ranges can be described with two date values with a dash in between (for example, 1876-1892) or with a descriptive word or phrase. YYYYs is also used (for ex., 1800s). Descriptive words or phrases currently available:</p> <ul style="list-style-type: none"> <li>• After</li> <li>• Around</li> <li>• Before</li> <li>• [between removed, replaced with a numerical date range only]</li> <li>• Early <ul style="list-style-type: none"> <li>○ Early 1100s=1100-1125, Early 1200s=1200-1225, Early 1300s=1300-1325, Early 1400s=1400-1425, Early 1500s=1500-1525, Early 1600s=1600-1625</li> <li>○ Early 1700s=1700-1720</li> <li>○ Early 1800s=1800-1815, Early 1900s=1900-1915</li> </ul> </li> <li>• Late</li> <li>• Mid</li> </ul> <p>When those phrases are used, date begin and end should be entered consistently, as follows:</p> <ul style="list-style-type: none"> <li>• Late 1800s: beg 1890 end 1899</li> <li>• Around 1900 may require some judgment; : beg 1890 end 1910 are recommended entries.</li> <li>• Mid 1800s: beg 1840 end 1860</li> <li>• “Before” will require some judgment: <ul style="list-style-type: none"> <li>○ “before 1782” could require beg 1700 end 1782</li> <li>○ but: “before 1710” could require beg 1600 end 1710</li> </ul> </li> <li>• Early 1900s: beg 1900 end 1915</li> <li>• around 1730s may require some judgment; beg 1725 end</li> </ul>

			<p>1745 are recommended values</p> <p><b>Examples:</b>  begin: 1649, end: 1654, display: 1649-1654  begin: 1500 end:1599, display: 1500s  begin: 1905 end: 1915, display: ca. 1910</p>
dates.date_type	type	VRA Core 4.0	<p>Date types available:</p> <ul style="list-style-type: none"> <li>• creation: date(s) when materials being described were originally created.</li> <li>• design: date(s) when structure being described was designed.</li> <li>• alteration: date(s) when structure being described was altered (an alteration other than restoration).</li> <li>• restoration: date(s) when structure being described was restored.</li> <li>• destruction: date(s) when structure being described was destroyed.</li> </ul>
subjects.subject	Subject	AAT or LCNAF, LCSH, TGM	<p>Headings preferably from AAT that describe the work. Usually this will describe/duplicate the work type: for a church enter “churches,” for an apartment building enter “apartment houses,” etc.</p> <p>If a term is needed but not listed in AAT, LCSH or TGM can be used, or a local term can be entered. Be sure the subjects.authority field is appropriately entered.</p> <p>Proper name for a building does not need to be entered here (it will be in the title field). However if a proper name is needed, enter the form in the LCNAF when available.</p>
subjects.authority	Subject Authority		Enter either AAT, LCNAF, LCSH, local, or TGM, as appropriate.
subjects.type	Subject Type	VRA Core 4.0	<p>Almost all subject types are “descriptiveTopic.”</p> <p>Other values available are “conceptTopic,” “iconographicTopic,” “otherTopic,” “builtworkPlace,” “geographicPlace,” “otherPlace,” “corporateName,” “familyName,” “personalName,” “scientificName,” “otherName.” If any of these seem necessary, see rules governing their use at <a href="http://www.loc.gov/standards/vracore/VRA_Core4_Restricted">http://www.loc.gov/standards/vracore/VRA_Core4_Restricted</a></p>

			<a href="#">_schema_type_values.pdf</a>
subjects.authority_id	[not in form]		Not yet in db
creator.name	Name	LCNAF	Use form of name in LCNAF when available.  Invert name.  Example: Ivanov, Ivan
creator.display	[not in form]		Not in db.
creator.nametype	Name type	VRA Core 4.0	“personal,” “corporate,” “family,” or “other.”
creator.nameauth	Name auth.		“LCNAF” or “local.”
creator.nameauth_id	[not in form]		Not yet in db
creator.role	Role	AAT	Use an appropriate AAT heading. If the appropriate term is not available in AAT, enter the appropriate term and enter creator.roleauth= “local.”  Unpredictable roles for work records include: patron, owner (CCO advises against this value in the creator field), occupant (not in AAT).
creator.roleauth	Role authority		AAT, local, or LC Relators.
creator.roleauth_id	[not in form]		Not yet in db
creator.date_begin	Date Begin		Enter creator date of birth or creator’s earliest date.
creator.date_end	Date End		Enter creator’s date of death or creator’s latest date.
creator.date_type	Date Type	VRA Core 4.0	“life,” “activity,” or “other.”

location.address	Address		Street address.  Leave blank if unknown. Free text. Try to remain consistent.
location.city	City	LCSH (modified )	Enter city, town or village name.  Use a heading from LCSH when available; however many cities are entered as follows: "Moscow (Russia)." In those cases we will enter the city name only, without the qualifier.
location.cityauth	[not in form]		Not yet in db.  LCSH, local, TGN, are all acceptable values. Others are possible.
location.cityauth_id	[not in form]		Not yet in db
location.raion	raion	LCSH (modified)	Enter raion.  Use a heading from LCSH when available; however raions are entered as follows: "Omskii raion (Russia)." In those cases we will enter the raion name only (without the qualifier) and we will omit the diacritics.
location.raionauth	[not in form]		Not yet in db  LCSH, local, TGN, are all acceptable values. Others are possible.
location.raionauth_id	[not in form]		Not yet in db
location.oblast	Oblast	LCAF modified: we will use LC form, just leave out qualifier for higher jurisdiction	Enter oblast, Krai or Respublika as appropriate.  Use a heading from LCSH when available; however oblasts are entered as follows: "Omskaiā oblast' (Russia)." In those cases we will enter the oblast name only (without the qualifier) and we will omit the diacritics.
location.oblastauth	[not in		Not yet in db.

	form]		LCSH, local, TGN, are all acceptable values. Others are possible.
location.oblastauth_id	[not in form]		Not yet in db
location.country	Country	LCAF	Enter "Russia (Federation)."
location.countryauth	[not in form]		Not yet in db
location.countryauth_id	[not in form]		Not yet in db
location.authority	Authority		<p>Phase out of db. Used 2005-2008 when a "location" was described with a heading from an authority. However the field was inadequate to account for all location subfields. Usually it signified that any heading except Russia (Federation) was taken from the cited authority.</p> <p>If possible, existing values should be analyzed and distributed to appropriate db column(s).</p>
location.type	Type		<p>Types available:</p> <ul style="list-style-type: none"> <li>• current site: The geographic location for a cultural work. This is our most common location type.</li> <li>• former site: A former geographic location for a cultural work.</li> <li>• creation site: The place where creation, design, or production of a cultural work or its components took place.</li> <li>• discovery site: The place where a cultural work was excavated or discovered.</li> <li>• current repository: An administrative body or a building that houses or displays a cultural work. May not necessarily be the same as the location of the owner of the work or collection</li> <li>• former repository: An administrative body or a building that formerly housed a cultural work.</li> <li>• Other: use when none of the other type attributes apply.</li> </ul>
location.latitude	[not in form]		Field for a future project.

location.longitude	[not in form]		Field for a future project
styleperiod.style	Style/Period	AAT or local (local list at)	<p>Use AAT as much as possible.</p> <p>Local terms can be used.</p> <p>We will phase out all Brumfield's headings as listed at \\Files\shreddocs\LibraryCollections\InternationalStudies\Slavic\Brumfield-NEH-2006\Metadata\Research-Prelim\Styles 2.28.07</p>
styleperiod.authority	Authority		
styleperiod.authority_id	[not in form]		Not yet in db
styleperiod.extent	Extent		Use Extent to indicate if the Style/Period only refers to a part of the work
vracore.description	Description		Free text for to record research outputs intended for public viewing.
status.status			<p>Codes to track the status of metadata. By default this field is empty.</p> <p>All records that are complete must be marked "done."</p> <p>All other codes signify partial completion.</p> <p>Metadata Specialists are free to design their own codes. Consistency is important. The meaning of the codes should be documented.</p> <p>Original codes devised in 2006 (several have been added since):</p> <ul style="list-style-type: none"> <li>● mdip: metadata in progress.</li> <li>● mdwcb: metadata held-up because item needs info from WCB.</li> <li>● mdwcb200701: metadata held-up for in-person review by WCB during January 2007 visit to Seattle.</li> <li>● mdr: record returned to Research Department for revisions.</li> <li>● done: record complete.</li> </ul>

status.initials	initials		Metadata Specialists should enter their initials.
status.date	date		Enter date status code is entered.
vracore.admin_notes	Admin Notes		Any notes for internal use, for staff, to help administer our collection/project.
sources.source	source		Enter all sources of the metadata. This is to track any research done by Metadata Specialists and Project Researchers.  Use MLA rules for bibliographic citation.
sources.mediaType	mediaType	VRA Core 4.0	book, donor, electronic, serial, vendor, other
sources.notes	notes		Enter anything that seems important about the source.

Note: Fields in the database no longer in use:

- materials.material
- materials.type
- materials.extent
- materials.authority
- technique.technique
- technique.authority
- vracore.image\_status [not included in data entry form]
- vracore.pilot [not included in data entry form]

Note: Fields in database not used for works (but may appear in data entry form):

- vracore.viewtype
- vracore.imageno
- vracore.parentdirectory
- vracore.measurements
- vracore.measure\_unit
- vracore.measure\_type
- vracore.rights

***Image Record:***

Database (Access)	Data Entry Form Label	Authority file?	Comments
vracore.vrarecid	vrarecid		System supplied.
vracore.viewtype	viewtype	AAT	<p>One of the following:            exterior view            interior view            aerial view</p> <p>[These all appear in AAT (Objects Facet), although in the plural form.]</p>
parentids.parentid	parentid		<p>vrarecid of the work depicted in the image.</p> <p>A value must be entered in this field for every image. By default, an undescribed image has parentid=0; when all the work is done, all images will have a value not equal to zero.</p> <p>If the work depicted is a sub-work of another work, do not enter the vrarecid of the parent work (do not go up the hierarchy of works). Enter only the specific work depicted.</p> <p>If more than one work is depicted, enter up to three works; if more than 3 works are depicted, go up one level in the hierarchy, and enter the larger work, if possible. If this cannot be done and exception must be made, do what you need to do then describe what you've done in Admin Notes.</p> <p>When an image does not depict a work (as with natural landscapes) enter parentid = "999999." These images will receive special treatment below (most notably, they will require location information).</p>
vracore.imageno	image number		<p>Image file names. These were automatically added when the database was set up. Nothing needs to be entered.</p> <p>Example image number:  brumfieldvoloc-12-1</p>
vracore.parentdirectory	path		Directory path of the image. These were automatically added

			when the database was set up. Nothing needs to be entered.
vracore.recordtype	Record type (work or image)	VRA Core 4.0	Data value = "image"
vracore.worktype	Work Type	AAT	<p>Values: color slides black-and-white slides</p> <p>These were added automatically in 2007; nothing needs to be entered.</p> <p>(Use the plural form, as they appear in AAT.)</p>
dates.date_begin	begin date	ISO 8601	<p>The date the photo was taken.</p> <p>Format: ISO 8601: YYYY or YYYY-MM-DD.</p> <p>Same date in both begin date and end date for a single date.</p> <p>These were added automatically in 2007; however values should be checked, as many dates are incorrect; also a few images may not have dates.</p>
dates.date_end	end date	ISO 8601	<p>The date the photo was taken.</p> <p>Format: ISO 8601: YYYY or YYYY-MM-DD.</p> <p>Same date in both begin date and end date for a single date.</p> <p>These were added automatically in 2007; however values should be checked, as many dates are incorrect; also a few images may not have dates.</p>
dates.date_display	display		<p>Display version of date, not in ISO. These were added automatically in 2007.</p> <p>Format: [month] [day], [YYYY]</p> <p>There should be no date ranges.</p>
dates.date_type	type		Value = "creation." This should have been added automatically in 2007.

varianttitles.title	Title		<p>View description.</p> <p>The elements of an image title, in this order, if possible:</p> <ol style="list-style-type: none"> <li>1. “Exterior” of “Interior.”</li> <li>2. Orientation (as in “east view,” “view looking north,” etc.</li> <li>3. Details depicted.</li> </ol> <p>Examples (there are many, many variations):</p> <ul style="list-style-type: none"> <li>• Exterior, west side viewed over garden</li> <li>• Exterior, northwest corner</li> <li>• Exterior, view looking east of colonnade</li> <li>• Interior, Church of the Georgian Mother of God, iconostasis</li> <li>• Exterior, Ferapontov Tower viewed close up</li> </ul>
varianttitles.titletype	Type		<p>All image titles should be type type= “descriptive”</p> <p>If another title type is entered, enter that type (as described above, in title types for work records).</p>
varianttitles.preferred	Preferred		<p>One title should be preferred = “yes.” Additional titles should be preferred = “no.” There can only be one preferred title. Almost all images will have only one title with preferred = “yes.”</p>
varianttitles.lang	Language		<p>“english” for all images. If by chance a Russian title is entered, enter Language = “Russian.”</p>
varianttitles.script	Script		<p>At present, only script = “roman” is used.</p>
subjects.subject	Subject	AAT & LCNAF for proper names. LCSH OK.	<p>Primarily architectural details.</p> <p>These headings pertain only to what is depicted in the image and is absent in related work/subwork records.</p> <p>General terms for work types (for example, “churches,” “monasteries,” “hospitals”) should be entered in the work record.</p> <p>However an image of a work inside the work – like a painting inside a church – may not have a work record and may</p>

			<p>appropriately be described with a general type heading like “paintings (visual works).”</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• onion domes</li> <li>• pilasters</li> <li>• courtyards</li> <li>• gables (architectural elements)</li> <li>• cupolas</li> <li>• pictorial maps</li> </ul>
subjects.authority	Subject Authority		AAT, LCNAF, LCSH, local, TGM. Other values can be used as needed.
subjects.authority_id	[not in form]		Not yet in db
subjects.type	Subject Type	VRA Core 4.0	<p>Almost all subject types are “descriptiveTopic.”</p> <p>Other values available are “conceptTopic,” “iconographicTopic,” “otherTopic,” “builtworkPlace,” “geographicPlace,” “otherPlace,” “corporateName,” “familyName,” “personalName,” “scientificName,” “otherName.” If any of these seem necessary, see rules governing their use at <a href="http://www.loc.gov/standards/vracore/VRA_Core4_Restricted_schema_type_values.pdf">http://www.loc.gov/standards/vracore/VRA_Core4_Restricted_schema_type_values.pdf</a></p>
status.status	status		<p>Codes to track the status of metadata. By default this field is empty.</p> <p>All records that are complete must be marked “done.”</p> <p>All other codes signify partial completion.</p> <p>Metadata Specialists are free to design their own codes. Consistency is important. The meaning of the codes should be documented.</p> <p>Original codes devised in 2006 (several have been added since):</p> <ul style="list-style-type: none"> <li>• mdip: metadata in progress.</li> <li>• mdwcb: metadata held-up because item needs info from WCB.</li> </ul>

			<ul style="list-style-type: none"> <li>• mdwcb200701: metadata held-up for in-person review by WCB during January 2007 visit to Seattle.</li> <li>• mdr: record returned to Research Department for revisions.</li> <li>• done: record complete.</li> </ul>
status.initials	initials		Metadata Specialists should enter their initials.
status.date	date		Enter date status code is entered.
vracore.description	Description		<p>Free text for to record research outputs intended for public viewing.</p> <p>Care should be taken that image Descriptions describe the image and not the work.</p> <p>Most images do not have Description information.</p>
vracore.admin_notes	Admin Notes		Any notes for internal use, for staff, to help administer our collection/project
sources.source	source [not in some image forms]		<p>Enter all sources of the metadata. This is to track any research done by Metadata Specialists and Project Researchers.</p> <p>Use MLA rules for bibliographic citation.</p>
sources.mediaType	mediaType [not in some image forms]	VRA Core 4.0	book, donor, electronic, serial, vendor, other
sources.notes	notes [not in some image forms]		Enter anything that seems important about the source.
location.address	Address		<p>Use only for images with parentid = "999999."</p> <p>Street address.</p> <p>Leave blank if unknown. Free text. Try to remain consistent.</p>
location.city	City		Use only for images with parentid = "999999."

			<p>Enter city, town or village name.</p> <p>Use a heading from LCSH when available; however many cities are entered as follows: "Moscow (Russia)." In those cases we will enter the city name only, without the qualifier.</p>
location.cityauth	[not in form]		<p>Not yet in db.</p> <p>Use only for images with parentid = "999999."</p> <p>LCSH, local, TGN, are all acceptable values. Others are possible</p>
location.cityauth_id	[not in form]		<p>Not yet in db.</p> <p>Use only for images with parentid = "999999."</p>
location.raion	raion		<p>Use only for images with parentid = "999999."</p> <p>Enter raion.</p> <p>Use a heading from LCSH when available; however raions are entered as follows: "Omskii raion (Russia)." In those cases we will enter the raion name only (without the qualifier) and we will omit the diacritics</p>
location.raionauth	[not in form]		<p>Not yet in db.</p> <p>Use only for images with parentid = "999999."</p> <p>LCSH, local, TGN, are all acceptable values. Others are possible.</p>
location.raionauth_id	[not in form]		<p>Not yet in db.</p> <p>Use only for images with parentid = "999999."</p>
location.oblast	Oblast		<p>Use only for images with parentid = "999999."</p> <p>Enter oblast, Krai or Respublika as appropriate.</p> <p>Use a heading from LCSH when available; however oblasts are entered as follows: "Omskaia oblast' (Russia)." In those cases we will enter the oblast name only (without the qualifier) and we will omit the diacritics.</p>

location.oblastauth	[not in form]		Not yet in db. Use only for images with parentid = "999999."
location.oblastauth_id	[not in form]		Not yet in db. Use only for images with parentid = "999999."  LCSH, local, TGN, are all acceptable values. Others are possible.
location.country	Country		Use only for images with parentid = "999999."  Enter "Russia (Federation)."
location.countryauth	[not in form]		Not yet in db. Use only for images with parentid = "999999."
location.countryauth_id	[not in form]		Not yet in db. Use only for images with parentid = "999999."
location.authority	Authority		Use only for images with parentid = "999999."  Phase out of db. Used 2005-2008 when a "location" was described with a heading from an authority. However the field was inadequate to account for all location subfields. Usually it signified that any heading except Russia (Federation) was taken from the cited authority.  If possible, existing values should be analyzed and distributed to appropriate db column(s).
location.type	Type		Use only for images with parentid = "999999."  All images with parentid = 999999 will be "current site." If there is an exception, see above, location.type for Work records.
location.latitude	[not in form]		Not yet in db. Use only for images with parentid = "999999."
location.longitude	[not in		Not yet in db.

	form]		Use only for images with parentid = "999999."
creator.name	Name [not in some image forms]	LCAF	Brumfield, William Craft  Should have been entered when the database was set up. Nothing needs to be entered.
creator.nametype	Name type [not in some image forms]		"personal."  Should have been entered when the database was set up. Nothing needs to be entered.
creator.nameauth	Name auth. [not in some image forms]		"LCNAF."  Should have been entered when the database was set up. Nothing needs to be entered.
creator.nameauth_id	[not in form]		Not yet in db.
creator.role	Role [not in some image forms]	AAT	"photographer."  Should have been entered when the database was set up. Nothing needs to be entered.
creator.roleauth	Role authority [not in some image forms]		"AAT."  Should have been entered when the database was set up. Nothing needs to be entered.
creator.roleauth_id	[not in form]		Not yet in db.
creator.date_begin	Date Begin [not in some image		"1944"  Should have been entered when the database was set up. Nothing needs to be entered.

	forms]		
creator.date_end	Date End [not in some image forms]		[leave blank]
creator.date_type	Date Type [not in some image forms]		“life”  Should have been entered when the database was set up. Nothing needs to be entered.
creator.display	[not in form]		Not in db.
vracore.measurements	Measurements [not in some image forms]		Measurement of analog image. Number only.  Should have been entered in 2007. Nothing needs to be entered.  Example: measurement: 35
vracore.measure_type	Measurements Type [not in some image forms]		“height” or “width.”  Example: type: width
vracore.measure_unit	Measurements Unit [not in some image forms]		Two-letter abbreviation with no punctuation.  Example: unit: mm
vracore.rights	[no label, text box only; does not appear in most		“Copyright held by William C. Brumfield.”  Should have been entered in 2007. Nothing needs to be entered.

	image forms]		
vracore.temp_title	[not in form]		Brumfield's title info. Extracted from image header. Nothing further needs to be added.
vracore.temp_city	[not in form]		Brumfield's city info. Extracted from image header. Nothing further needs to be added.
vracore.temp_oblast	[not in form]		Brumfield's oblast info. Extracted from image header. Nothing further needs to be added.
vracore.temp_description	[not in form]		<p>Brumfield's additional descriptive info. Extracted from image header. Nothing further needs to be added.</p> <p>Most images do not have additional descriptive info in image headers, but when they do, it is very useful to metadata specialists. Care should be taken that all images' vracore.temp_description are checked.</p>
vracore.canonical_image	[not in form]		Field to be populated to identify the image that displays for a given work in the user interface.
vracore.temp_oblast_countable	[not in form]		Unknown who created this field and why.
vracore.photo_date	[not in form]		Brumfield's date info. Extracted from image header. Nothing further needs to be added.

Note: Fields in the database no longer in use:

- materials.material
- materials.type
- materials.extent
- materials.authority
- technique.technique
- technique.authority
- vracore.image\_status [not included in data entry form]
- vracore.pilot [not included in data entry form]

Note: Fields in database not used for images (but may appear in data entry form):

- styleperiod.style
- styleperiod.authority
- styleperiod.authority\_id
- Styleperiod.extent

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\*\*\*[end of page 7.2.1., "Data Dictionary (RELATIONAL DATABASE)"]

Notes on page 7.2.1:

2016-06-27: TG: Done

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## (7.2.2) William Craft Brumfield Russian Architecture Photograph Collection Metadata Schema (Contentdm)

Cdm field name	Database source	DC map	Search	Hide	Explanation
Cdm Level	[upload spreadsheet only]	xx	xx	xx	CONTENTdm administrative field
Cdm Level Name	[upload spreadsheet only]	xx	xx	xx	CONTENTdm administrative field
Title	varianttitles.title & varianttitles.preferred="yes"	Title	Yes	No	Image data. Preferred titles go here. Image "titles" are a little odd: --Exterior, east view --Exterior, tower, domes, gables
Work Depicted	Parent's varianttitles.title & preferred="yes"	Title-Alternative	Yes	No	Work data. Preferred title of the work depicted.
Part Of	Parent's varianttitles.title & preferred="yes"	Title-Alternative	Yes	No	Work data. Preferred title of the parent work of the work depicted.
Alternative Title	varianttitles.title & preferred=no & varianttitle.language != "russian"	Title-Alternative	Yes	No	Work data, image data possible. Non-preferred titles for the image, the work depicted, and any super-works.
Russian Title	varianttitles.title & preferred="no" & varianttitles.language = "russian" of parent work	Title-Alternative	Yes	No	Work data, image data possible. Russian titles for the image, the work depicted, and any super-works.
Photographer	creator.name & creator.role="photographer"	Creator	Yes	No	Image data. Photographer name. Inverted: Brumfield, William

					Craft.
Architect	Parent's creator.name & creator.role="architect"	Creator	Yes	No	Work data. Most names inverted.
Architect's Era	creator.date_begin and creator.date_end	None	Yes	No	Work data. Single year. Single date or date range using two years: 1712-1769.
Associated Name	creator.name & creator.role != "architect   photographer"	Contributors	Yes	No	Work data, image data possible. All creators that are neither photographers nor architects. Names are probably inverted.
Associated Name's Role	creator.role	None	Yes	No	Work data, image data possible. Creator role information.
Associated Name's Era	creator.date_begin and creator.date_end	None	Yes	No	Work data, image data possible. Single year. Single date or date range using two years: 1712-1769.
Site Street Address	location.address when location.type="current site   site"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999" (i.e. images that do not depict a work, as with natural landscapes,). Street address, as it appears in the database; samples: --Ulitsa Sergeeva 8 --Lenin Quay --Cathedral Square --16 Ulitsa 3-ogo Internatsionala --161100 --Ul. Kremlevskaia
Site City	location.city when location.type="current site   site"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."
Site Raion	location.raion when location.type="current site   site"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."
Site Oblast	location.oblast when location.type="current site   site"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."
Site Country	location.country when location.type="current site   site"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."
Former Site Street Address	location.address when location.type = "formerSite"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."
Former Site City	location.city when location.type = "formerSite"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."
Former Site Raion	location.raion when location.type = "formerSite"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."

Former Site Oblast	location.oblast when location.type = "formerSite"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."
Former Site Country	location.country when location.type = "formerSite"	Coverage-Spatial	Yes	No	Work data; image data when pid="999999."
Style/School/Period	styleperiod.style	Type	Yes	No	Work data. No data for this in CONTENTdm as of 2016-06-28.
Architectural Details Depicted	subjects.subject & vracore.recordtype="image" & subjects.authority="AAT"	Subject	Yes	No	Work data. Type of work pictured. AAT headings.
Additional Architectural Details Depicted	subjects.subject & subject.authority!=AAT	Subject	Yes	No	Image data. All headings not from AAT.
Work Type	subjects.subject & vracore.recordtype="work" and subjects.authority="AAT"	Subject	Yes	No	Work data. Type of work pictured.
Description	vracore.description	Description	Yes	No	Work and image data. Descriptions from image record, work record, parent work, grandparent work, etc.
Date of Photograph	dates.date_display & vracore.recordtype="image"	Date-Created	Yes	No	Image data. Date of the photo.
DateOfPhotographISO	dates.date_begin & vracore.recordtype="image"	Date	Yes	Yes	Image data. ISO date of the photo.
Date Created	dates.date_display & dates.date_type="created" and vracore.recordtype="work"	Date-Created	Yes	No	Work data. Date work was created.
EarliestDate	dates.date_begin	None	No	Yes	Work data. Date in ISO format. Earliest date work was created.
LatestDate	dates.date_end	None	No	Yes	Work data. Date in ISO format. Latest date work was created.
Other Date	dates.date_display & dates.date_type != created	None	Yes	No	Work data. Any significant date pertinent to the work that is not the date created. Date type should be added in "Other Date 1 Type."
Other Date Type	dates.date_type	None	Yes	No	Work data. Other date types are: alteration, design, destruction, discovery, exhibition, restoration, other.
OtherDateEarliest	dates.date_begin	None	No	Yes	Work data. Date in ISO format. "Begin" date for "Other Date 1."
OtherDateLatest	dates.date_end	None	No	Yes	Work data. Date in ISO format. "End" date for "Other Date 1."

Other Date 2	dates.date_display & dates.date_type != created	None	Yes	No	Work data. Any significant date pertinent to the work that is not the date created. Date type should be added in "Other Date 2 Type."
Other Date 2 Type	dates.date_type	None	Yes	No	Work data. Other date types are: alteration, design, destruction, discovery, exhibition, restoration, other.
OtherDate2Earliest	dates.date_begin	None	No	Yes	Work data. Date in ISO format. "Begin" date for "Other Date 2."
OtherDate2Latest	dates.date_end	None	No	Yes	Work data. Date in ISO format. "End" date for "Other Date 2."
Digital Collection	"William Craft Brumfield Digital Collection"	Relation-Is Part Of	Yes	No	Automatically entered in all CONTENTdm records.
Ordering Information	[not available]	Rights	No	No	Automatically entered in all CONTENTdm records.
Rights information	vracore.rights & vracore.recordtype="image"	Rights	No	No	Image data.
Latitude	[not available]	None	No	Yes	Coordinates were not entered in CONTENTdm.
Longitude	[not available]	None	No	Yes	Coordinates were not entered in CONTENTdm.
Original Photograph Type	vracore.worktype & vracore.recordtype="image"	Relation-Is Format Of	Yes	No	Image data. Examples: black-and-white negatives, color slides
Original Photograph Size	vracore.measurements & vracore.measure_unit & [if available:] vracore.measurementtype & vracore.recordtype="image"	Relation-Is Format Of	No	No	Image data. Should output as follows: --35 mm (width) --35 mm (height) --35 mm
Source of Information	sources.source	Relation-Is Referenced By	No	No	Work and image data. Information sources for the metadata.
Type	"StillImage"	Type	Yes	Yes	Automatically entered in all CONTENTdm records.
Administrative Notes	[not in database]	None	No	Yes	Field for use in CONTENTdm. Enter any notes that help administer the collection in CONTENTdm. Database admin_notes will remain in the database only.
Filename	vracore.imageno & vracore.recordtype="image"	Identifier	Yes	No	Image data. Image numbers without directory information.

Directory	vracore.parentdirectory & vracore.recordtype="image"	None	Yes	Yes	Image data. Not full directory paths on our server, but the directory that represents a Russian region, as Brumfield organized the images.
RecordType	vracore.recordtype	None	No	Yes	Image data. All records should have the value "vra:image." Administrative use only.
ID Number	vracore.vrarecid	Identifier	Yes	No	Image data. vrarecid for the image.
Parentid	parentids.parentid	None	Yes	Yes	Work data. vrarecid of the work depicted. If the work is a subwork, superwork vrarecids are not listed here. For administrative purposes only.