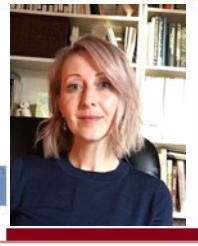

Collection Access

Describing, cataloging and processing with the future in mind

Beth Knazook

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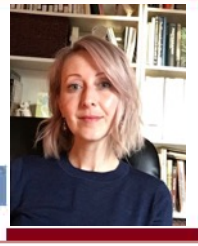

Outline

Introduction

1. Why do we catalog?
2. Choosing and using standards
3. Dealing with legacy data
4. Sharing records

Questions, Answers, Feedback

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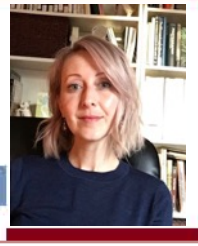

Discussion

What is cataloging? What makes it useful?

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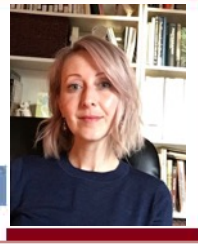
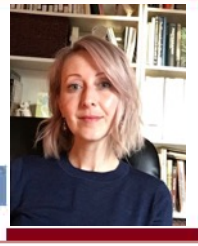


The group spent 5 minutes discussing this question. A complete transcript of Chat 1, What is Cataloging, can be downloaded on the webinar's home page found in the text below.

Discussion

What is cataloging? What makes it useful?

Made possible through the generous support of The Andrew W. Mellon Foundation.



"Metadata has been defined as "*data describing the context, content and structure of records and their management through time*' (ISO 15489-1 s 3.12). It is an inextricable part of managing records in any format. The use of metadata supports methods to identify, authenticate, describe, locate and manage resources in a precise and consistent way that meets business, accountability, and archival requirements."

http://www.niso.org/apps/group_public/download.php/5271/N800R1_Where_to_start_advice_on_creating_a_metadata_schema.pdf

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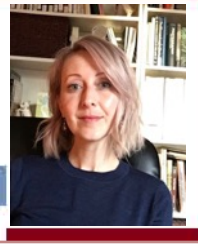

Benefits of cataloging

- Describes our collections to end users
- Support our daily activities
- Connect our content to that of other institutions

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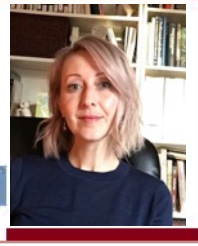

Discussion

What are some of the perceived barriers to cataloging? What do you struggle with?

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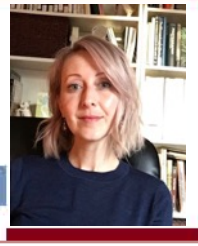

The group spent 5 minutes discussing this question. A complete transcript of Chat 2, Cataloging Concerns, can be downloaded on the webinar's home page found in the text below.

Discussion

What are some of the perceived barriers to cataloging? What do you struggle with?

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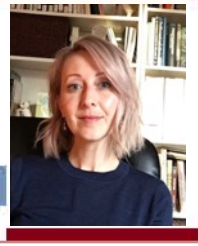

Barriers to cataloging

- Lack of trained/available staff to create records
- Poor access to technology and technological support
- No connections or support from other institutions

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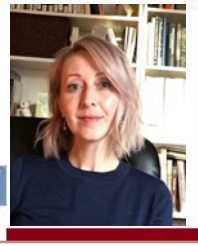

Breaking down barriers

- Meet staff at their skill levels
- Seek training opportunities and budget for them
- Start with the technology you have
- Seek community partnerships and be willing to join projects
- Explore social media
- Use linked and controlled metadata to build connections

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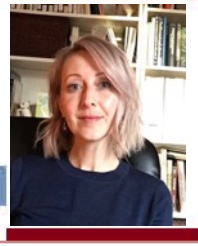

Developing a plan for **the future**

What do you need to know to manage your resources?

What do your user communities need to know?

How can you preserve your work?

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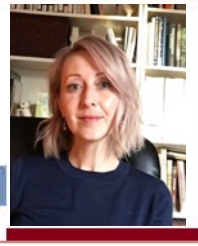

Developing a plan for **the future**

What do you need to know to manage your resources?

- Descriptive information
- Administrative information
- Technical/preservation information

What do your user communities need to know?

- What is this resource?
- Who created this resource? Can I trust it?

How can you preserve your work?

- Documentation and workflows
- Implement shared standards and practices

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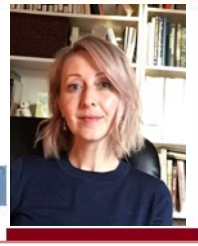

Developing a plan for **the future**

Produce the plan:

- Outline how much information is available.
- Identify your user communities and determine their needs.
- Determine desired output.

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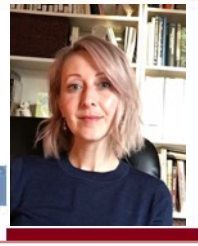

Metadata Standards

(Or, how we organize and present information)

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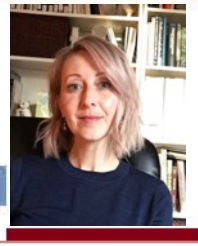

Anne of Gr. Gables l.m. Montgomery 1908

Title: Anne of Green Gables

Author: L.M. Montgomery

Date: 1908

Format: Book

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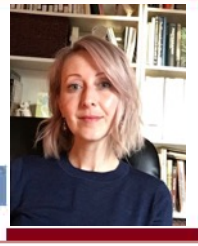

Sort by title:

- Anne of Green Gables
- Alice's Adventures in Wonderland
- James and the Giant Peach
- The Little Prince

Find other books by the same author:

- Anne of the Island
- Emily of New Moon
- The Story Girl
- A Tangled Web

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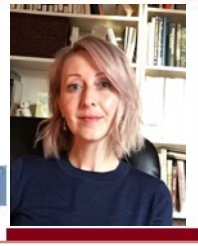

Administrative Metadata

Acquired: October 5, 2016

Appraisal value: $20

Barcode: 3254573489673

Examples:

- *The Small Museums Cataloging Manual*
- *Standards for Archival Description, a Handbook*

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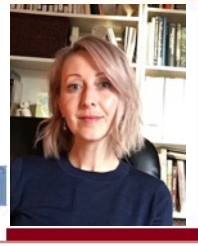

Technical/Preservation Metadata

Digitized by: Beth Knazook

File format: JPEG

File size: 2 MB

Date: November 2, 2016

Checksum:845346y897&%445

Examples:

- PREMIS (PREservation Metadata: Implementation Strategies)
- ANSI/NISO Technical Metadata for Still Images

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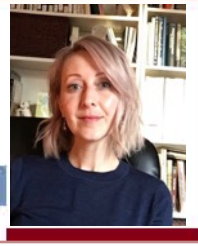

Technical/Preservation Metadata

File Types
File Dimensions and Size
Date
Inhibitors
Provenance
Significant properties
Rights

What is it?
Who created it?
Where did the information about it come from?
What can users do with this information?
How do I know that the information has not been altered?

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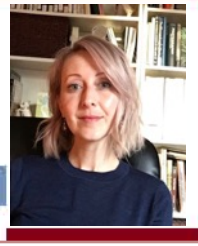

Technical/Preservation Metadata

Storage options:

- Metadata is stored within the digital file
- Metadata is stored in a database and linked to the file

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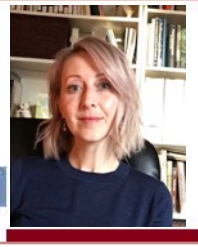

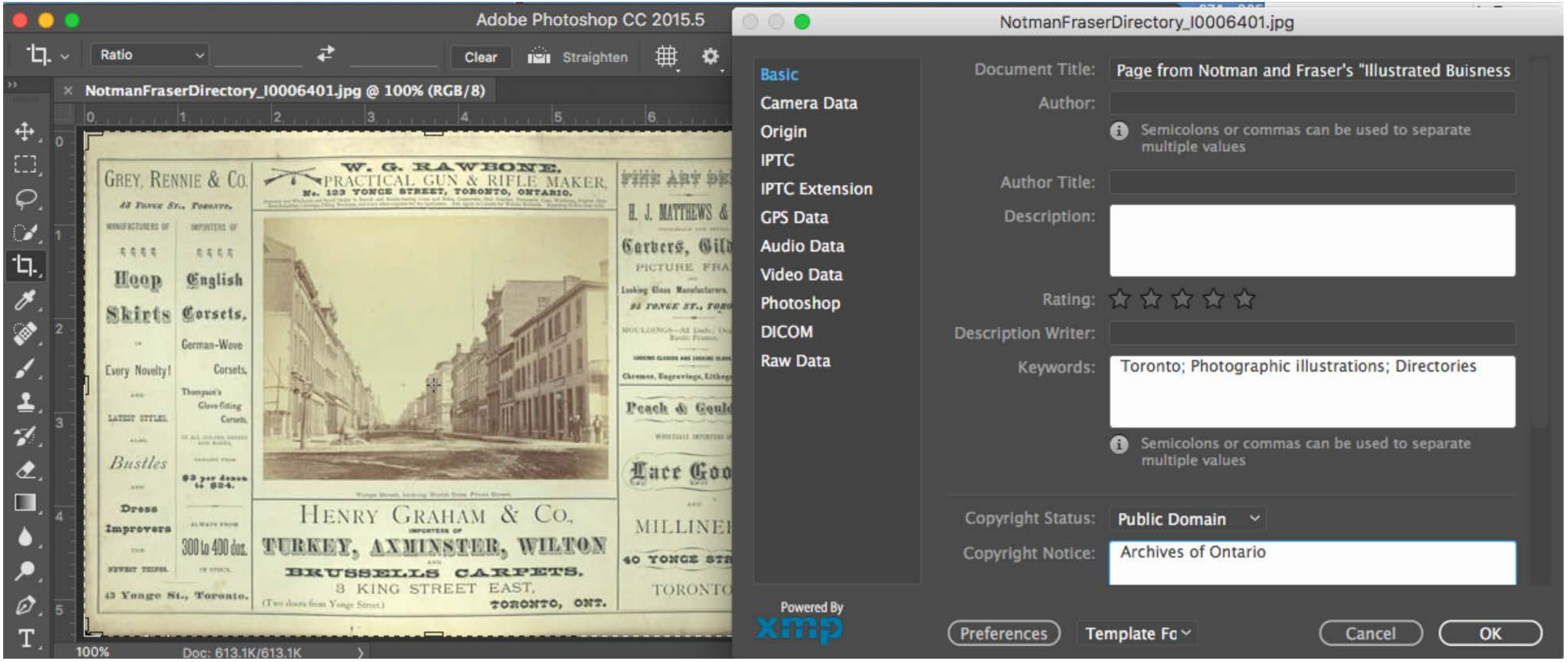
Adobe Photoshop CC 2015.5
Ratio
Clear
Straighten
NotmanFraserDirectory_I0006401.jpg @ 100% (RGB/8)
GREY, RENNIE & CO.
Hoop Skirts
English Corsets,
German-Wove Corsets,
Bustles
Dress Improvers
W. G. RAWBONE,
PRACTICAL GUN & RIFLE MAKER,
No. 123 YONGE STREET, TORONTO, ONTARIO.
H. J. MATTHEWS &
HENRY GRAHAM & CO.
TURKEY, AXMINSTER, WILTON
BRUSSELLS CARPETS.
8 KING STREET EAST,
TORONTO, ONT.
100%
Doc: 613.1K/613.1K
NotmanFraserDirectory_I0006401.jpg
Basic
Camera Data
Origin
IPTC
IPTC Extension
GPS Data
Audio Data
Video Data
Photoshop
DICOM
Raw Data
Document Title: Page from Notman and Fraser's "Illustrated Buisness
Author:
Semicolons or commas can be used to separate multiple values
Author Title:
Description:
Rating:
Description Writer:
Keywords: Toronto; Photographic illustrations; Directories
Semicolons or commas can be used to separate multiple values
Copyright Status: Public Domain
Copyright Notice: Archives of Ontario
Powered By XMP
Preferences
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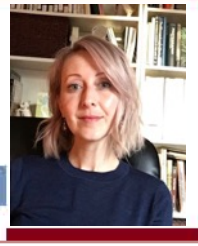
Cancel
OK



Structural Metadata

Title

Date

Creator

Description

Rights

Source

Examples:

- Libraries – MARC, MODS, DC
- Archives – EAD
- Museums/Galleries – CDWA
- Visual Resource libraries – VRA Core

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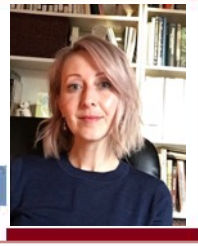

Descriptive Content Metadata

Silver-plated kettle

[ca. 1900]

unknown

Decorative hot water kettle with flowers, foliage and scrolls with shaped carrying handle.

Public Domain

Private collection

Examples:

- Libraries – AACR2, RDA
- Archives – DACS
- Museums/Galleries – CCO
- Visual Resource libraries – CCO

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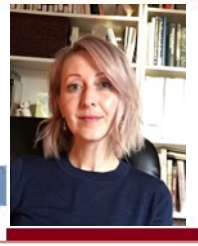

How do you choose the right standards?

- Standards appropriate for material type

- Standards appropriate for institution type

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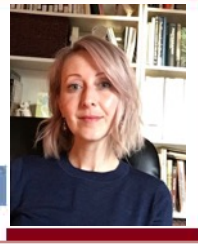

How do you choose the right standards?

- Standards fit the needs of my collections

- Standards are open and extensible (can adapt to new uses)

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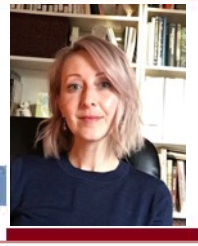

Dealing with Legacy Data

(Or, getting the most out of our old records)

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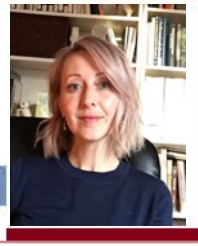

Discussion

What are some concerns that you have regarding 'legacy data'?

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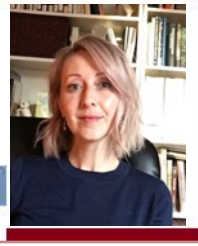

The group spent 3 minutes discussing this question. A complete transcript of Chat 3, Legacy Data & You, can be downloaded on the webinar's home page found in the text below.

Discussion

What are some concerns that you have regarding 'legacy data'?

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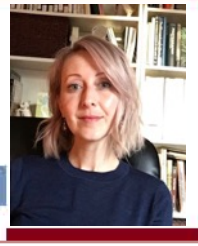

Steps for evaluating and transforming legacy data

1. Locate your metadata
2. Create a metadata crosswalk
3. Clean-up your metadata
4. [Import it into a new database]

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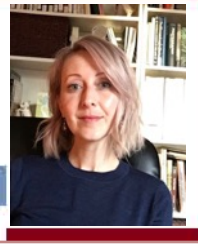

Locate all your data

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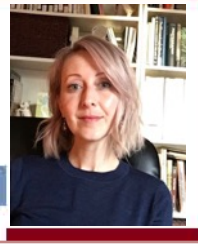

Create a metadata crosswalk

Dublin Core	VRA Core 4.0
Title	Title
Date	Date
Creator	Agent
Type	Worktype

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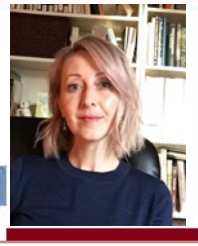

Create a metadata crosswalk

Dublin Core	VRA Core 4.0
Contributor	Agent
	Location
Publisher	---
Format	Materials
	Measurements
	Technique

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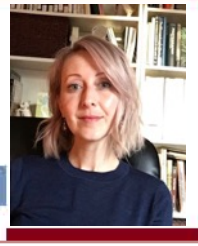

Getty Electronic Publications, Metadata Standards Crosswalk

http://www.getty.edu/research/publications/electronic_publications/intrometadata/crosswalks.html

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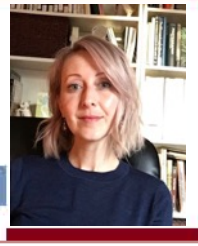

Clean-up your data

Old record data	New data
2005.001.7.165	2005.001.7.165
2005.001.7.165	
Cin Kodak Model BB	Ciné Kodak Model BB
Photography--Artificial light; Photography--Equipment and supplies.	Photography--Artificial light
	Photography--Equipment and supplies.
Hanheld mov. Camera By Kodak	Handheld movie camera produced by Kodak Canada Ltd. for amateur use.

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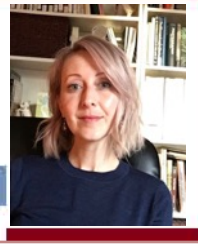

Clean-up your data

Database field	Questions/Comments/Requests	Decision
Accession number	• Can we use the auto-increment feature? • Past accessions overlap because the departments were originally separate.	• Auto-increment after January 2010. • Label past accession numbers with an *A* or *S* to avoid duplication.
Reference code	• Archives often have donations requiring more than one reference code.	• Make this a repeatable field so donations can be linked to multiple descriptive records.

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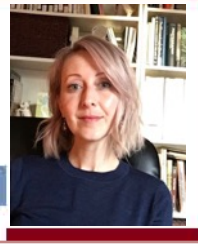

Finding the right database

- Supports selected structural/descriptive standard
- Provides appropriate fields for administrative and preservation metadata
- Supports the OAI Protocol for Metadata Harvesting
- You have the technical support to install and implement the database
- It fits your budget
- There are exit strategies

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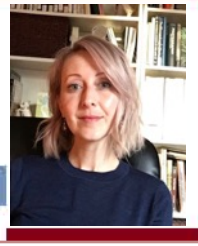

Controlled Vocabularies and Linked Open Data

(Or, how we connect words to ideas, people, and places)

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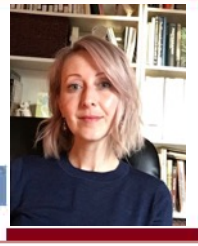
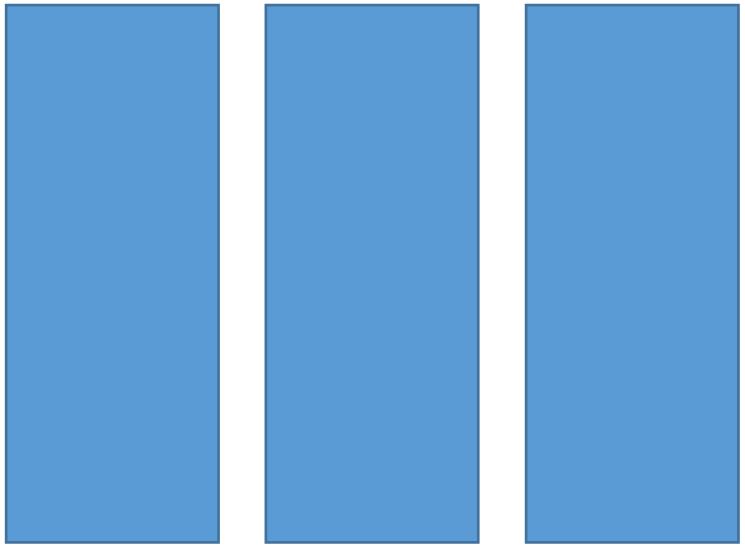
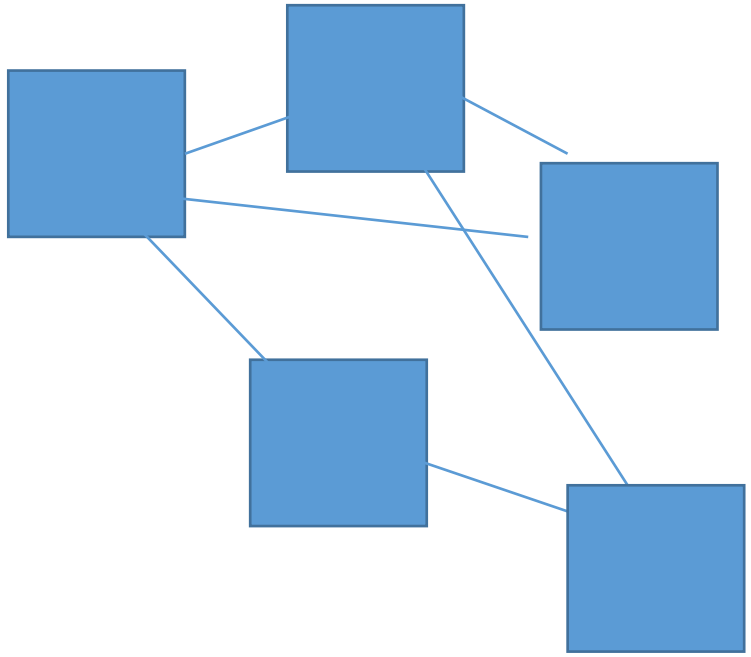


From Data Silos to the Web of Data





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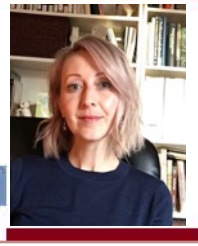

How do we create controlled terms?

- Work from an existing vocabulary resource

  Examples:

  - **Libraries – Library of Congress Authorities and Vocabularies, TGM, VIAF**
  - **Archives – DACS, RAD**
  - **Museums/Galleries – Getty Vocabularies, Chenhall's Nomenclature**
  - **Visual Resource libraries – Getty Vocabularies**
- Create a local vocabulary list
- Create terms as-you-go from guidelines

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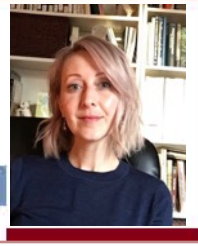

Using a Controlled Vocabulary

- Read scope notes /observe the hierarchy to confirm that the term selected is the desired one
- Use the preferred form of the term
- Use the narrowest term applicable

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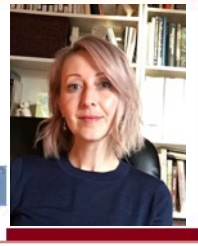


ID: 2098091 **Record Type: administrative**

Brazil (inhabited place)

Coordinates:
Lat: 35 55 00 N *degrees minutes* Lat: 35.9167 *decimal degrees*
Long: 089 03 00 W *degrees minutes* Long: -89.0500 *decimal degrees*

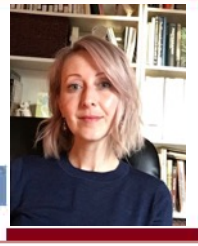
Names:
Brazil (**preferred**,C,V)
Poplar Grove (C,V)

Hierarchical Position:
World (facet)
.... North and Central America (continent) (P)
..... United States (nation) (P)
..... Tennessee (state) (P)
..... Gibson (county) (P)
..... Brazil (inhabited place) (P)

Place Types:
inhabited place (**preferred**, C)

Sources and Contributors:
Brazil..... [VP Preferred]
..... USGS, GNIS Digital Gazetteer (1994) GNIS47012757
Poplar Grove..... [VP]
..... USGS, GNIS Digital Gazetteer (1994) GNIS47012757

Getty Thesaurus of Geographic Names Online Record Display



Linked Open Data

"Linked Data is a method of exposing, sharing, and connecting data on the Semantic Web using URIs [Uniform Resource Identifiers] and RDF [Resource Description Framework]… Metadata are the backbone of this method, making **statements** about data and how they relate to each other."

"DCMI User Guide"
http://wiki.dublincore.org/index.php/User_Guide

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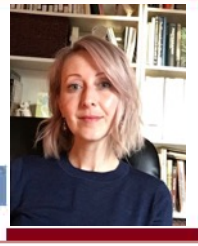

This statuette of a seated lion was made in Sparta, Greece around 550 B.C.
https://en.wikipedia.org/wiki/Sparta

J. Paul Getty Museum

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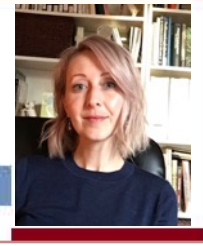

[This statuette of a seated lion]

↕

[place created]

↕

[Sparta, Greece]

http://www.getty.edu/art/collection/objects/29534/unknown-maker-statuette-of-a-seated-lion-greek-laconian-about-550-bc/?dz=0.4830,0.7192,4.74

↕

http://vocab.getty.edu/ontology#AdminPlaceConcept"

↕

https://en.wikipedia.org/wiki/Sparta

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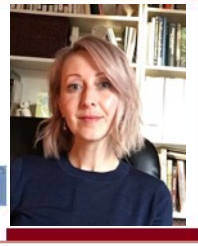

Activity

Tag, you're it!

Title: Red-billed Toucan
Artist: Aert Schouman
Date: 1748
Medium: watercolor drawing
Dimensions: 482mm x 319mm

Rijksstudio, Rijksmusem

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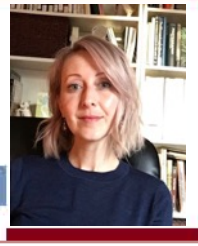

Options for harnessing the crowd:

- Purchase a database with tagging/social media tools built in or develop your own.
- Allow access to social bookmarking tools on your website such as del.icio.us, pinterest, LibraryThing, etc.
- Put an email address at the bottom of each record inviting questions.
- Put your content on a third-party website that supports comments and tagging.

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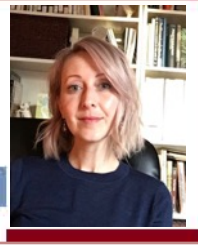

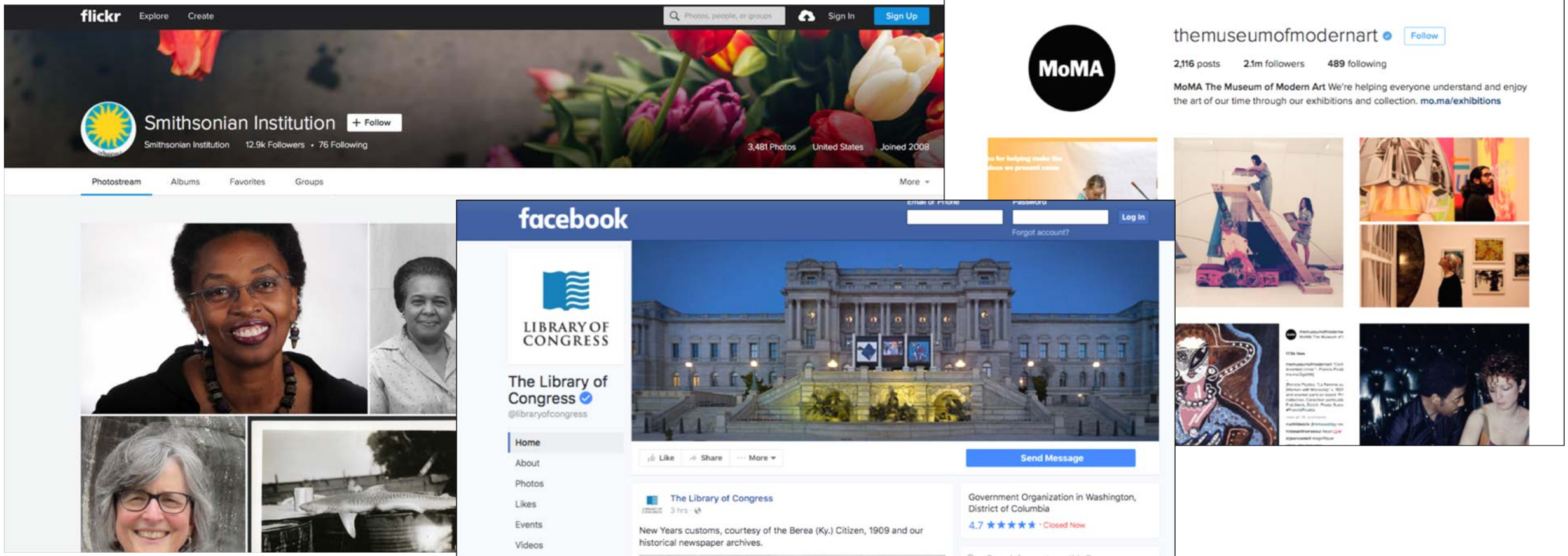
flickr
Explore
Create
Sign In
Sign Up
Smithsonian Institution
+ Follow
Smithsonian Institution
12.9k Followers • 76 Following
3,481 Photos
United States
Joined 2008
Photostream
Albums
Favorites
Groups
More
Instagram
Get the app
Sign up
Log in
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themuseumofmodernart
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2.1m followers
489 following
MoMA The Museum of Modern Art We're helping everyone understand and enjoy the art of our time through our exhibitions and collection. mo.ma/exhibitions
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About
Photos
Likes
Events
Videos
Notes
Reviews
Posts
Create a Page
Like
Share
More
Send Message
The Library of Congress
3 hrs
New Years customs, courtesy of the Berea (Ky.) Citizen, 1909 and our historical newspaper archives.
Customs and Superstitions of New Year's Day
Government Organization in Washington, District of Columbia
4.7
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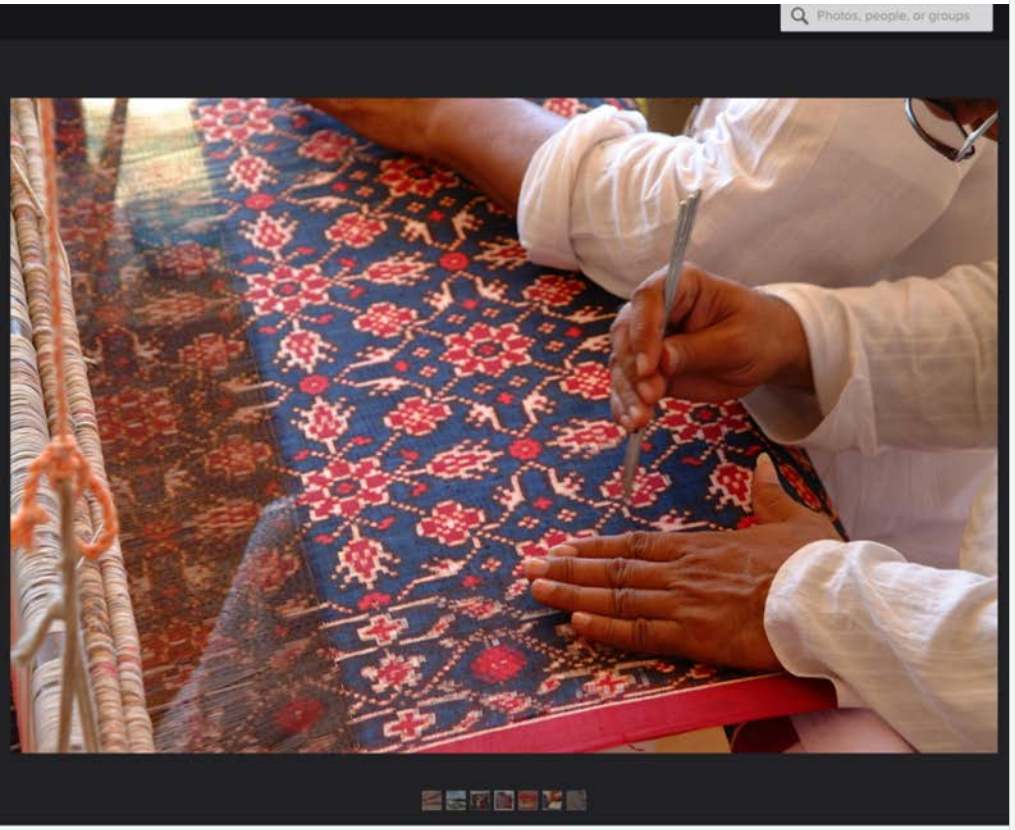
The Library of Congress is the largest library in the world, with millions of books, recordings, photos, maps and manuscripts in our collections.



Tags BETA

Smithsonian Institution
artists
ikat
weaving
SilkRoad
Folklife
Festival
handcrafts
traditional
rug
loom
craft
craftsmen
South Asian
cloth
woven
floral
pattern
artisan
hand
peesian rug
persian
mending carpet
indian carpet
textile artist
folk art
americam folk art
2002
Center for Folklife and Cul...

rug

Smithsonian Institution + Follow

Untitled

Description: Textile artists demonstrate double ikat weaving at the 2002 Smithsonian Folklife Festival featuring The Silk Road.

Creator/Photographer: Mary Martin

Medium: Digital photograph

Geography: USA

Date: 2002

Repository: Center for Folklife and Cultural Heritage/Ralph Rinzler Folklife Archives and Collections

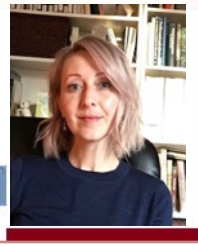
Accession number: 2002-09952

☆ KatKMeanders, missvintage and 7 more people faved this

Ameer Hamza 7y
you must mention the country whose artisans these people are.

mahele PRO 5y
Beautiful !

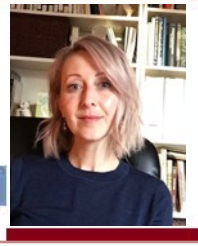
Add a comment



Revealing hidden collections through cataloging:

- Content is optimized
- Consistent
- Coherent
- Provides Context
- Communicated
- Conforms to standards

"Moving towards shareable metadata" by Sarah L. Shreeves, Jenn Riley, and Liz Milewicz *First Monday,* volume 11, number 8 (August 2006), URL: http://firstmonday.org/issues/issue11_8/shreeves/index.html



Beth Knazook

7emk2@queensu.ca

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