



MIT Libraries Communication Images Cataloging Project

Proposed Element Set and Workflow

16 December 2008

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Introduction

Element Set

Element name	Cardinality	Datatype	Usage
Administrative			
Identifier	1 and only 1	URI	Preloaded
Rights	1 and only 1	String	Preloaded
Provenance	0 or 1	String	Handled by Thalia
Descriptive			
Caption	1 and only 1	String	A descriptive title for the image.
Credit	1 or more	String	Photographer responsible for image.
Creation Date	0 or 1	Datetime	
Owner	1 and only 1	String	Preloaded
Published In	0 or more	String	Provided by Communications Office.
Type	0 or 1	String	Default: Photograph
Subject Analysis			
People	0 or more	String	
Places	0 or more	String	
Events	0 or more	String	
Topics	0 or more	String	

Workflow

Thalia Cataloging Workflow

Step 0: Ready tools

Step 0.1: Open Thalia <https://ocw.thalia.mit.edu/>

Step 0.2: Open Filemaker Pro Timekeeping Database

Step 0.2.1 Open existing file

Step 0.2.2 Open remote file

Step 0.2.3 Hosts = libserv-001.mit.edu ; Available File = timekeeping

Step 0.3 Open Project Wiki Page <https://wikis.mit.edu/confluence/display/LIBMETADATA/MLCI>

Step 1: Find your Starting Point

Step 1.1 Refer to CD Checklist on wiki, Find the next CD assigned to you that you have not completed.

Step 1.2 Search Filemaker Pro Database to find the last image you cataloged on this CD

Step 1.2.1 Choose “Tasks” Tab

Step 1.2.2 Click “Find” Button

Step 1.2.3 select “project000014” in Project Field

Step 1.2.4 select [your Kerberos ID} in Staff Field

Step 1.2.5 select “Closed” in Status Field

Step 1.2.6 click “Find” button on left

Step 1.2.7 browse records until you find the last one you completed

Step 1.3 Search Thalia for images to cataloging

Step 1.3.1 Click “More...” Button on top right next to “Search” Box

Step 1.3.2 Under “Match the following rule(s)” select “Identifier” “contains” [The number of the CD you are working on, e.g. “CD0003”]

Step 1.3.3 Click “Search” button on the bottom right

Step 1.3.4 Select Table View Button (Icon on top right with four horizontal lines)

Step 1.3.5 Select the record that contains the next Identifier in sequence in the Title Field.

Step 1.3.6 Open the image for reference

Step 1.3.7 Click the “i” button on the bottom of the screen

Step 2: Catalog Next Record

Step 2.1 Record task in Filemaker Pro Database

Step 2.1.1 Click “New Task” button in Filemaker Pro Database

Step 2.2 Select appropriate values for Project and Staff fields

Step 2.3 In Task Field enter Identifier of next image to catalog

Step 2.2 Review CD data

Step 2.2.1 Open “[cd #] Notes” file on wiki

Step 2.3 Catalog image in Thalia

Step 2.3.1 Replace filename in Caption field with a descriptive caption for the image.

Step 2.3.2 Review information in Credit, Creation Date, Identifier, Copyright, Owner and Type fields. Compare against CD data and image itself.

Step 2.3.3 If image or CD data contains publication information for the image, enter this information in the Published In field.

Step 2.3.4 Enter subject keywords in the Topics field, separate each keyword or phrase with a comma and a whitespace character. Restrict your keywords to descriptions of the content of the image, that is what the images is an image of, rather than what it is an image about. Do not include persons, places or events in this list of keywords.

Step 2.3.5 Using information from the CD data and the image itself, select events from Events custom metadata field. If no events are depicted do not select any events. If the event is not on the list, record this fact in the Filemaker Pro Database in the Notes Field for the task.

Step 2.3.6 Using information from the CD data and the image itself, select people from People custom metadata field. If no people are depicted do not select any people. If the person is not on the list, record this fact in the Filemaker Pro Database in the Notes Field for the task.

Step 2.3.7 Using information from the CD data and the image itself, select places from places custom metadata field. If no places are depicted do not select any places. If the place is not on the list, record this fact in the Filemaker Pro Database in the Notes Field for the task.

Step 2.3.8 Save metadata by clicking “Save” button on bottom right.

Step 2.3.9 Record completion of the task in Filemaker Pro

Step 2.3.9.1 In Time spent section fill in correct values for Time, Date and Staff Fields

Step 2.3.9.2 Change Status to “Closed”

Step 2.3.9.3 Enter today's date in the Completed field

Step 2.3.10 Got Step 1.3 until CD is complete

Step 2.3.11 When you have finished all images for a CD put a “Y” in the DONE? Column of the checklist on the wiki and move on to the next CD assigned to you.