

# THE PHOTOS CATALOG

Photographs provide a special view of the past. They are a record of people, places, events, and architecture at a specific point in time. Since the invention of the daguerreotype in 1839, photographs have provided a kind of time machine that allows modern viewers to hold history in their hands.

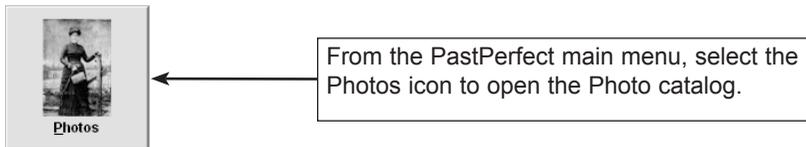
Your historic photograph collection can provide insights into the dress, landscapes, architectural styles, transportation, interior decorating, marriage customs, and even social attitudes of past times. Therefore, the care of photograph collections is extremely important.

All museum objects must be marked with their object ID number. This provides an immediate link between the object and its documentation. However, because marking is one of the most invasive procedures in the registration process, the method of marking must be selected with care. The rule for marking any object is reversibility. If the numbering method cannot easily be reversed, don't do it.

The recommended method for marking photographs is to use a pencil. Mark the item on the reverse side behind a non-image area at the lower margin. Modern resin-coated photographic papers may resist standard pencil markings. Try a #1 pencil or an all graphite pencil. If the photograph cannot be marked directly, place the photo in an archival quality sleeve and place the identification number on the sleeve.

The Photos screen in PastPerfect has specialized fields for entering the information you need to catalog a photograph. These include Place, Date, Photographer, Print Size, Negative Number, and Film Size. To begin cataloging a photograph, press

the **Photos** command button on the main menu. If the catalog already contains data, the catalog record that was last viewed will display. If this is the first photograph entered, the screen will display blank data fields.



## ADD A NEW CATALOG RECORD

Click on the **Add** command button and the following screen will appear.

Figure 7-1  
Add New  
Photo

Enter the accession number here.

Enter the object ID number.

Enter the object name.

Each record in the catalog must be assigned a unique object ID number. An object ID number can be any combination of alpha-numeric characters or numbers up to 25 characters in length.

PastPerfect will verify that the object ID number you assign has not already been used. If it has, you will receive a message asking you to assign a different number.

Type in the object name, or access the authority file of commonly used object names by clicking the **Search Authority File** command button.

Figure 7-2  
Photo object  
name author-  
ity file

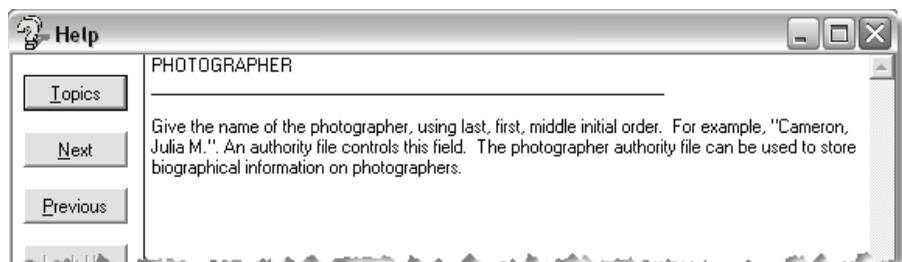


Once an object ID number and object name are approved, press the **Add** button to proceed.

## COMPLETE THE RECORD BY ENTERING DATA IN EACH FIELD

The Photo Catalog field descriptions can be printed from the Reports menu. Go to Reports | Photos | Photo Field Descriptions. You may also use the  help button. Click on the question mark at the upper right of the screen. Place the question mark over a field and the description of the field will appear.

Figure 7-3  
Question mark  
help

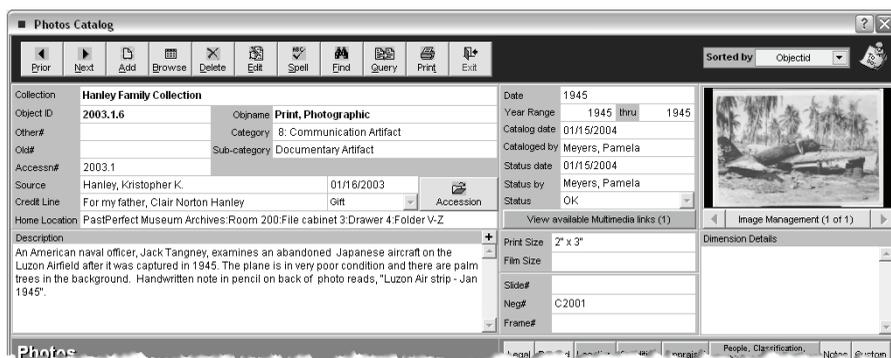


## DATA ENTRY BASICS

To enter data in a field, click the cursor in the field and start typing. To advance the cursor to the next field, press the Tab key. To move the cursor to the previous field, press Shift-Tab. You may use the mouse to jump to any field on the screen by positioning the mouse arrow over the field and pressing the left mouse button once.

The upper portion of the photo screen contains fields that are necessary for cataloging any object. This upper portion is essentially the same on all four catalogs. These fields include Date, Date Range, Description and Dimensions, and Image Management.

Figure 7-4  
Upper portion  
of the Photo  
Screen



**Image Management** - If your PastPerfect system is equipped with the optional Multi-media Upgrade, clicking the **Image Management** command button opens the Image Management screen, where you may add images to your photo record.

The lower part of the screen is devoted to the specific fields used in cataloging photographs. These are Title, Photographer, Studio, Place, Event, Medium, Frame, Original/Copy, Negative Location, Processing Method, Provenance, and Copy-right.

Notice the **File Folder Icon** to the right of the Photographer, Studio, and Event fields. This icon indicates that there may be additional information about the entry in that field. For example, click on the file folder icon to the right of the Photographer field to view the biographical information about the photographer.

## DEFAULT DATA SCREEN

The Photo Catalog screen has an associated Default Data screen. Data entered on the default screen may be used to pre-fill the catalog screen when adding new records. For example, if only one person will be cataloging a group of items, you may want to fill in his or her name in the Cataloged By field on the Default Data screen. Or, if you are cataloging a large accession, you may enter the accession number on the default screen. When new records are added, the Cataloged By or Accession Number fields will be pre-filled with the default data.

The default data can be changed at any time. The Default Data screen is accessed from the Photo Catalog screen by pressing Add. On the Add New Photo screen, you will see an option box with three choices, **Fill with Blank Data**, **Fill with Current Data**, and **Fill with Default Data**. You will also see a command button labeled **Change Default Data**. When pressed, it reveals the Default Photos Data screen.

Figure 7-5  
Default Data  
screen

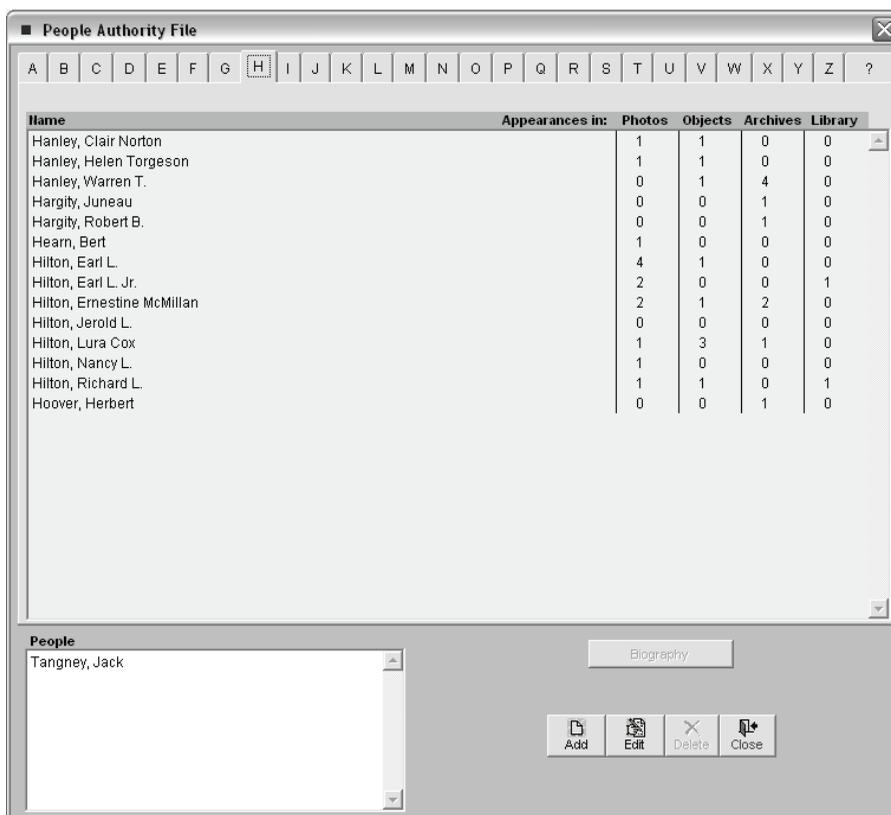
## PEOPLE / SUBJECTS / CLASSIFICATION / SEARCH TERMS AUTHORITY FILES

These four fields and their associated authority files are helpful in creating searchable access points for your photograph catalog records. These access point fields are People, Classification, Subjects, and Search Terms.

PastPerfect uses authority files to help standardize data input. Common entries can be saved in each file. Authority files are available whenever you are adding or editing catalog records. When the cursor is in a field with an authority file, a reminder appears on the screen that reads “**Press Right-mouse or F7 to View Authority File**”.

The **People authority file** is unique. Not only does it look different, with alphabetic tabs at the top, but it is populated automatically with peoples' names as they are entered in the People field of any of the four catalogs. Since the number of entries could be large, the tabs make it faster to locate specific names. To the right of each person's name are the Appearances columns, indicating the number of photos, objects, archives, or library items that are associated with each name.

Figure 7-6  
People  
Authority file



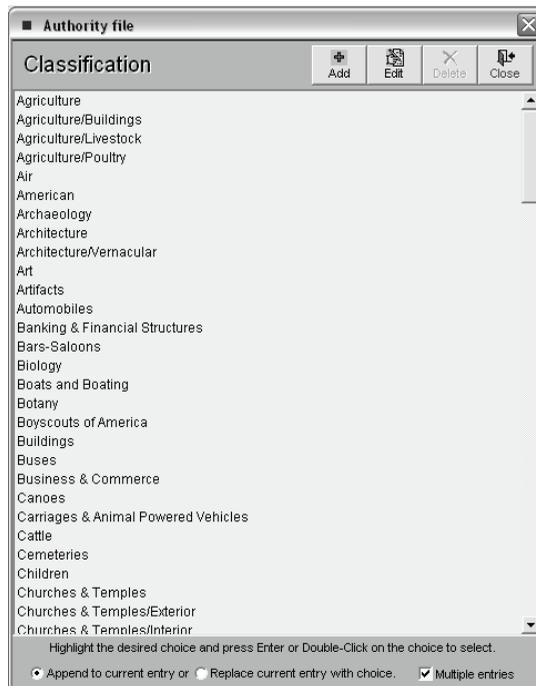
The People authority file can be populated manually from the Setup | Authority file screen or automatically from the catalog screens. When a name is entered in the People field of the Photo Catalog record and you press F2 or Save, the author-

ity file will be searched for the name. If the name is already in the file, the number of appearances will be incremented, and if the name is new, it will be added to the file automatically. If you remove a name from the people field of a catalog record, the number of appearances in the authority file will be decreased by one.

The bottom section of the People authority file displays the names that are entered in the current Photo Catalog record. It also has a Biography command button that can be clicked to add, display, or print biographical information about the people listed in the authority file.

**Classification** - The Classification field is based on a photograph classification system developed by the Bishop Museum in Honolulu, Hawaii. In their system, each classification corresponds to a file folder in the filing cabinets that contain the actual photographs. Within the folders, the photos are enclosed in Mylar sleeves and are placed in numerical order. This system works very well for quick and easy retrieval. Thus, the classification system is actually a finding aid. This field is designed to contain classifications organized in a hierarchical system.

Figure 7-7  
Classification  
Authority file



It is recommended that you arrange your authority files from the general to the specific, as in, Agriculture, Livestock, Cattle. Separate each term with a carriage return.

You may wish to create your classification system and corresponding file folders before beginning data entry.

If you are not using a hierarchical classification system, or the names in the People field are not organized by the position of the person in the photograph, you have the option of sorting entries in these four fields alphabetically. Press the A/Z sort button to arrange the entries alphabetically. This process cannot be reversed without deleting the entries and re-entering.

**The Subjects authority file** is based on the *Library of Congress Thesaurus for Graphical Materials-Subject Terms*, or *LCT GM I*. This subject file provides terms for subject indexing of pictorial materials, particularly collections of historic photographs.

Figure 7-8  
Subjects  
Authority File



In photographs, the Subject may be used to record objects that appear in the photograph. List the incidental details captured on film. For example, a photo may depict a child carrying a cat standing next to an oak tree in a crowd of spectators at a parade. The description of the photo may or may not mention any of these details. Use the Subjects field to record this information, for example; Parades & procession, Children, Cats, Trees, Oaks

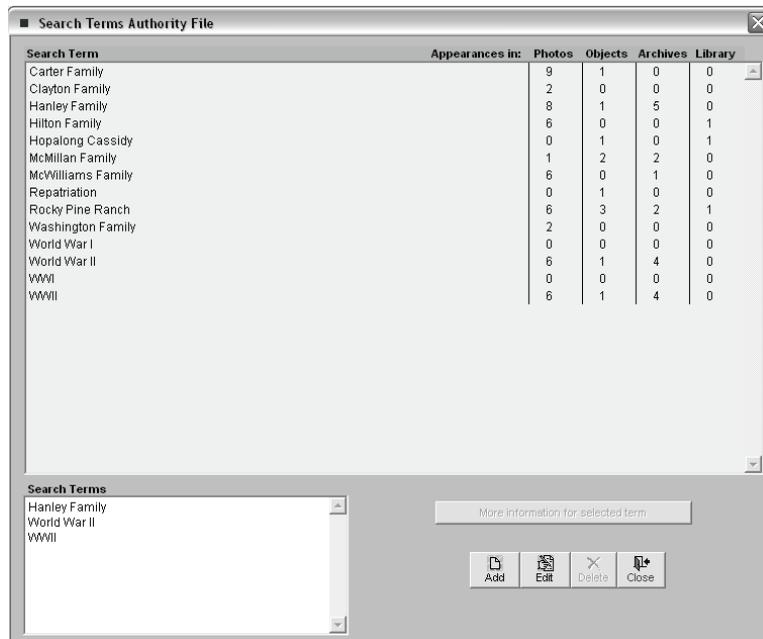
You never know what researchers may be looking for. This Subject file is for describing graphical materials such as photographs and artworks. This field is especially useful in researching the photo or art object catalog when a researcher is interested in viewing all graphical materials in your collection that contain a particular subject such as “Cats”. To learn more about *LCT-GM-1* go to <http://www.loc.gov/rr/print/tgm1/>.

Since the list of subjects is long, using the scroll bars or Page Up and Page Down keys may not be as efficient as you’d like. You can also use the keyboard to move through the list. First, click on the list and then start typing the subject term. You will be advanced to the name that most closely matches the letters. For example, typing “CHIC” will take you to Chickadees and Chickens.

The Subjects, Search Terms, and Classification authority files can be single or multiple entries. To allow for multiple entries, check the box **Append to Current Entry**. Be sure to check the **Multiple Entries** box so that you do not exit the authority file until you have made all your selections. The multiple entries are added to the current field data and separated by a carriage return to form a list.

**Search Terms** - This field is used to record any terms, words, names, phrases, or entities that will be helpful in researching the catalog database.

Figure 7-9  
Search Terms  
Authority File



Search Terms are specific to the individual organization and may include family names, organizations, or entities that are associated with items in your collection. For example, you may have books, photographs, objects and archival materials from the Rocky Pine Ranch. Including "Rocky Pine Ranch" as a search term allows all items connected with this entity to be related. Separate the entries with a carriage return to enable PastPerfect to create the authority file from the terms it finds in this field.

## PHOTOGRAPH CATALOGING TUTORIAL

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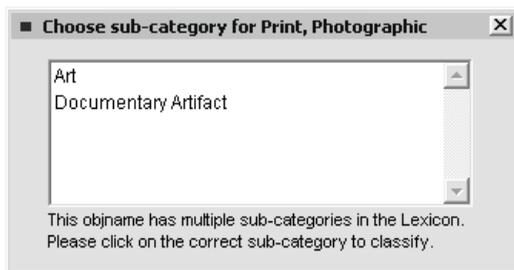
Now that you are aware of the options for cataloging photos, let's walk through the steps. For this example, let's catalog a photograph with the object ID 2003.1.4. First, launch the PastPerfect program and click on the **Photos** command button on the main menu. On the Photo Catalog screen, click the **Add** command.

Enter this information on the Add New Photos screen:

1. Enter the accession number: 2003.1.
2. Enter the new object ID number: 2003.1.4.
3. Enter the object name: Print, Photographic.
4. Click **Save**.

The following Alert screen will appear:

Figure 7-10  
Lexicon Alert



Since the object name "Print, Photographic" appears in two Chenhall Lexicon sub-categories, you must select the proper sub-category. In this case choose "Documentary Artifact" by clicking on it. This will take you back to the Photo Catalog screen, where you can enter more information.

Notice that the category and sub-category are filled in from the Lexicon. Also, since the accession number 2000.3 was already entered in the Accession screen, the source and credit line are also filled, based on information previously entered for that accession on the Accession screen.

## PHOTO CATALOG SCREEN

Figure 7-11  
Photo Catalog  
screen

The screenshot displays the 'Photos Catalog' application window. The main area is divided into several sections:

- Collection:** Hanley Family Collection
- Object ID:** 2003.1.4
- Objname:** Print, Photographic
- Category:** 8: Communication Artifact
- Sub-category:** Documentary Artifact
- Date:** 1944
- Year Range:** 1944 thru 1945
- Catalog date:** 09/17/2003
- Cataloged by:** Parr, Mary L.
- Status date:** 09/17/2003
- Status by:** Parr, Mary L.
- Status:** OK
- Source:** Hanley, Kristopher K. (01/16/2003)
- Credit Line:** For my father, Clair Norton Hanley
- Home Location:** PastPerfect Museum Archives, Room 200, File Cabinet 2, Drawer 4, Folder V-Z
- Description:** Crew of the Old 101\* U.S.S. PC (C) 1601. Known to the crew as the P.I.B. (Pig Iron Bastard). PC-1601 (USS Fierce) PC-1568 class Submarine Chaser (ex-Adroit class Minesweeper). Displacement: 450 tons Length: 173'8" Beam: 23'
- Print Size:** 2" x 3"
- Print Size:** 2" x 3"
- Slide#:**
- Neg#:** C1999
- Frame#:**
- Photos:**
  - Title:** Crew of the P.I.B.
  - Photographer:** Hanley, Clair N.
  - Studio:** None
  - Place:** SouthPacific
  - Event:** World War II
  - Medium:** Cardstock/Paper/Photographic Emulsion
  - Frame:**
  - Orig/Copy:** Original
  - Neg Loc:** Copy Negative Storage Box 1
  - Processing Method:**
- Provenance:** The photographer of these WWII Pacific Theater photographs is Claire Norton Hanley. Claire Hanley was a young naval officer during WWII. He served on the ship as Lieut. (jg) in the Pacific Theater. His ship, the USS Fierce, participated in major naval operations at the end of WWII including the invasions at Okinawa and Akashima Japan and Leyte and Luzon in the Philippines.
- Copyrights:** All rights belong to the PastPerfect Museum without restriction.

The interface includes a toolbar at the top with icons for navigation and editing, and a status bar at the bottom showing 'Record 19 of 30', 'Dublin Core', 'AAT online', 'Change Catalog', 'Updated: 06/23/2004 09:34 AM', and 'Update History'.

**Description Field** - This field provides an unlimited memo field for writing a description of the photo.

**Title Field** - Use this field to enter the title of the photograph. If there is no formal title for the item, it is a good idea to generate a title based on the content of the photo. Titles are useful when generating exhibit labels.

**Photographer** - Once a photographer's name is entered in the photographer field, click the **File Folder Icon** to create and display biographical information about the photographer. A separate screen is provided, with fields for other names, dates and places of birth and death, places and/or geographical areas of residence, nationality, titles and honors, occupation, relationships, and notes.

If you have multiple photographs by the same photographer, this detailed information need only be entered once. Each photo with the same name in the Photographer field will share a single Photographer Information screen.

Figure 7-12  
Photographer  
Detail Screen

**Authority file**  
Artist / Author / Creator / Photographer

Name: Hanley, Clair N.  
Other names: Bud, Buddy  
Dates and places of birth and death: B. 01/03/1923 Santa Barbara, CA; D. 09/24/1964 Seattle, WA  
Places and/or geographical areas of residence:  
Titles and honors: Lieutenant (jg) Clair N. Hanley served in the Pacific Theater aboard the U.S.S. PC (C) 1801 (USS Fierce) from July 1943 to February 1946  
Relationships: Father Hanley, Warren T.; Spouse Torgeson, Helen  
Education: 1947 B.A. University of Iowa; 1952 Ph.D. University of Iowa, Speech Pathology  
Publications:  
Role: Engineer  
Nationality: U.S. citizen  
Occupation, sphere of activity: 1944-1946 - Naval Officer; 1952-1964 - University of Washington faculty  
Notes: UW Archives- 2004; Dr. Hanley was born in Santa Barbara, California. He was a 1947 graduate of the University of Iowa, receiving his doctorate in 1952. He was on the University of Washington faculty from 1952 until his death on September 24, 1964.  
Related works table:  

Object ID	Objname	Title
P 2003.1.4	Print, Photographic	Crew of the P.I.B.

**Studio Information Screen** - This screen provides additional information about the photographic studio where the photograph was created. Press the File Folder Icon to the right of the Studio field to record the studio's address, photographers, founder information and history.

**Place** - This field is used to record the place that the photograph depicts or the location where the photo was taken. Place names should be entered from the general to the specific. For example: Pennsylvania/Chester County/Tamaqua. An authority file is provided for this field.

**Event Information Screen** - This screen provides a way to create named events for which you have objects in your collection. For example: You may have a hat, a balloon, three photos, and a program from a high school graduation. The event may be listed in the authority file and you may use the unlimited event description field to describe the event. The Events field is available in all catalogs, so you can relate objects, archives, photographs, and library items through a shared event.

Before you can access the Event Information screen, you must enter an event name in the Event field. You can type a new event name in the field or press F7 to access the authority file for a list of established events.

Once an event name has been entered, you can click the **Event Info** command button, which will display details of the event.

Figure 7-13  
Event Detail  
Screen



**Medium** - The medium field is used to list all media from which a photograph is made. You may choose to record a single entry such as "Paper" or "Mixed Media". However, you have the option to choose several entries separated by forward slashes as in, "Cardstock/Paper/Photographic Emulsion". Record multiple entries in descending order of percentage of composition. This field is controlled by an Authority File from which you may choose pre-defined media types. Click F7 or Right Mouse to view this authority file.

You have two options for creating entries in the field. Use the radio button to select which option you prefer: **Append to current entry** or **Replace current entry with choice**. The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the authority file.

To add, edit, or delete entries in the authority file use the buttons at the top of the screen. You may also go to Setup | Authority Files and highlight "Medium" on the left hand list and press **Next>** at the top of the screen. You may then use the **Add**, **Edit**, and **Delete** buttons to populate the authority file.

**Frame** - This field is used to describe the frame that is associated with the photograph. If the frame is stored separately, it is recommended that you catalog the frame in the objects catalog and relate the two items through the Related Items screen. See Chapter 6.

**Original/Copy** - Use this field to indicate whether the cataloged item is an original print or a reproduction. This field is controlled by a Combo Box. Click on the down arrow to the right of the field to view the choices. To add, edit, or delete entries on this list, go to the Setup menu on the Main Menu and select Authority Files.

**Negative Location** - Photographic prints and negatives should be stored separately due to differences in the chemical stability of the materials. Indicate the location of the negative for this photographic image. If no negative exists, leave the field blank.

**Processing Method** - The photographic process refers to the method used to capture and develop an image. It may include how the photographer prepared photographic materials and how the chemicals reacted to each other. Some historic photographic processes are cyanotype, daguerreotype, ambrotype, albumen print, and gelatin silver print.

**Provenance** - This field is used to give a detailed history of the past ownership of an item. Information, including dates, is recorded on successive transfers of ownership and custody. Ideally, the provenance field will list the history of the item from its creation, through subsequent owners, to its final transfer to your institution. This is an unlimited memo field. You may enter as much information as you wish.

**Copyright** - This field allows you to write a detailed description of any copyright restrictions or special circumstance that pertains to the reproduction, copy, sale or use of the image.

## THE ADDITIONAL INFORMATION SUB-SCREENS

In the right center portion of the Photo Catalog screen you will notice eight buttons.

- Legal
- Related
- Location
- Condition
- Appraisal
- People/Classification/Subjects/Search terms
- Notes
- Custom

These buttons provide access to additional data screens. These data screens are common to all catalogs and are described in detail in Chapter 6. To access these data screens, position the cursor over the button and click the left mouse button.

When any of the fields contained in the Additional Information Screens are populated with data, the button changes from gray to green. This lets you know that there is more information available for that catalog record.

## BUTTONS AT THE BOTTOM OF THE SCREEN

**Change Catalog** - Allows you to move the catalog record to a different catalog screen, such as Objects, Archives, or Library. Be aware that because the four catalogs contain different fields, changing an item from one catalog to another may result in lost data.

**Dublin Core** - The Dublin Core button generates a Dublin Core metadata record from your PastPerfect catalog record. Dublin Core is a set of fifteen metadata elements to be used as a core description record to facilitate discovery of documents and objects and may be used as an exchange format for the internet.

**AAT online** - The AAT online button provides a link to the website for the Getty Museum's Art and Architecture Thesaurus. This online resource gives you access to the Getty website, free of charge, for searching individual terms and names. The Getty vocabularies are made available via the internet to support limited research and cataloging efforts only. Licensing is required for more extensive use of these tools. For more information about the Getty thesauri, visit their website at: <http://www.getty.edu/research/conducting-research/vocabularies/>.

