Digital Asset Management:
Digital Images of Collection Items
Policies and Standards

OBJECT COLLECTION

General Notes: For Objects, in most cases, a digital image serves as a *reference* for the object. This digital file is not, itself, a *preservation copy* of an artifact in the manner of digitized copies of Image Collection items. The digital image will be retained and backed up, but in most cases will not need to be a High Resolution Image.

High Resolution Object Photos: There are cases where it is determined that High Resolution Images of objects should be created and retained - for example, a professional photoshoot for an exhibit catalog. In these cases the High Resolution Images would become part of the Image Collection. These images should be transferred to the Archival team along with contextual information, receive Image Collection IDs, and be subject to the policies, procedures, and standards of the Image Collection. The resulting Reference Image File would be attached to both the Object Record and the Image Record.

Naming Standards: Reference Images for Objects should always be named in the following format:
- The full Trinomial + "_#" + ".ref"
- Example: JPGs "1999.001.0023_1.ref" and "1999.001.0023_2.ref" refer to front and back views of the object with the ID "1999.001.0023".
- Always include the "_#", even if there is only one image of an object. In the case of the first image of an object the "_#" should be "1". This allows future additional images to be added without requiring the renaming of the original object photo.
- Image file names must be correct and consistent for the file as stored on our server, not just for the Media ID on CSpace.
- For the Media ID in Cspace, do not include the File Type in the ID. So the Media ID would be "1999.001.0023_2.ref" NOT "1999.001.0023_2.ref.jpg"
- NOTE: Existing (older) images of objects which have already been incorporated into the Image Collection may have P or S #s. This is generally true if a physical copy of the image exists as a print, negative or slide. In these cases, archival staff would attach the P or S #'d reference photo to both the cataloging record for the object, and that of the image itself. The image should **not** be copied **nor** given an object reference number.
- NOTE: If existing images are deemed to be no longer of documentary use (ie. blurry, degraded, bad, have been replaced with better) – simply delete from the catalog record, leaving all original files in place on the server. This way, the numbering for future images will not be disturbed.

Storage and Backup: The correctly named Reference Image File should be stored on the I Drive at [location redacted]. All Reference images should also be FTP'd to BPOC and the Piction staging server.

IMAGE COLLECTION

General Notes: Digitization of the image collection is intended not only as a *reference* to the physical object, but as a way of *preserving* the content of the image. As such, we are careful to save a High Resolution Image file as a form of digital preservation of the image. For CollectionSpace, as well as for other online uses such as Flickr, we also create a lower resolution Reference Image file.

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NOTE: In many cases older documentary Object photos have been incorporated into the Image Collection and have been assigned P or S #s. In these cases, archival staff should attach the P or S #'d reference photo to both the cataloging record for the object, and that of the image itself.

Naming Standards:
High Resolution Image File: The Master High Resolution Image File should be the same as the Object ID of the Image Collection item it represents. This file should be saved in a TIFF format. For example: "P001234.tif"
Reference Image File: The reference File should be the Object ID, with ".ref" appended to it. This file should be saved in a JPG format. Example "P001234.ref.jpg"

Storage and Backup: The correctly named High Resolution Image Files should be stored on the Image Drive at [location redacted]. The correctly named Reference image Files should be stored on the Image Drive at [location redacted]. For backup, the High Resolution and Reference Files should also be FTP'd to BPOC at the Piction staging server.

Terms and Definitions:

Object Record: In CollectionSpace, an Object Record is the Cataloging Record for a given item, which is part of the Object Collection.

Image Record: In CollectionSpace, an Image Record is the Cataloging Record for a given item, which is part of the Image Collection.

Media Record: A Media Record is the record for a digital file uploaded into CollectionSpace. It can be of any format, including digital image formats, as well as documents, spreadsheets, and pdfs. In the context of digital images of items in the SDMOM collections, the Media Record will always be a Reference Image.

Object ID: The unique Identification Number for an item in the SDMOM Object or Image collection. This ID is used to identify the **Physical Object** and is the **Identification Number** in the Cataloging Record for that object in CollectionSpace. For the Object Collection, this is a trinomial number of the format "XXXX.XXX.XXXX". For the Image Collection, this is a 6 digit number preceded by a "P" or an "S" reflecting if the image is in the **P**hotograph or **S**lide sub-collection.
       Example "1935.001.0127" (Object Collection) or "P001234" (Image Collection)

File Name: The name used to uniquely identify a computer file. File names should be unique. That is, two distinct files should never share the same File Name. The file name usually references the Object ID, and includes an extension (file format).
       Example "P001234.tif" or "1923.034.0024_1.ref.jpg"

Media ID: The unique Identification Number for a Media Handling Record in Collection Space. For Reference Images these should always end in ".ref".
       Example "P001234.ref"

High Res Image File: Preservation Quality Image in TIFF format of **3000 to 6000 pixels** on the long edge.

Reference Image File: Reference Copy of a given image. JPG format easily viewable on screen. Resolution **not to exceed 1600 pixels** on the long edge. **Ideal resolution 1024 pixels** on long edge. Reference Images should always have ".ref" appended to the Object ID in the file name.