Enhancing Photograph Metadata in the Digital Keeping Place with Essential Information – for Community Experts

Northern Territory Education Mob Inc.

Enhancing Photograph Metadata in the Digital Keeping Place with Essential Information – for Community Experts

Version 2

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1 Introduction

Information can be added to Photograph Records in the Digital Keeping Place that improves knowledge about an item. Adding more information also helps:

- the records become more discoverable in searches
- people who see it better understand the item and its context
- group records as a result set for use by users and administrators

The main places in the record that it is useful to improve/add the metadata are:

- Caption
- Community Collection
- Date
- Place
- People as Features.

2 Your Task

Your task is to make each image as findable as possible by checking and editing collection information about places and people that you know so your special knowledge can be shared and preserved. It can be time consuming, but once added, it is there for others.

Sometimes the images come from photo albums we can print, or if they may be loose but have information on the back. Where there is an album, be guided by what is written there. Some language from older times is inappropriate so don't use it if you think it will offend or upset. [You can read more detailed information about how to write good captions in the "***Photo Captions***" document – ask for a copy if you are interested]

3 Some background information about records

The appendix to this document describes how records are structured. Understanding how records are structured can help you understand why we do things in a certain way. Reading this is optional.

You can complete your task by following the instructions.

How to ...

3.1 Log in

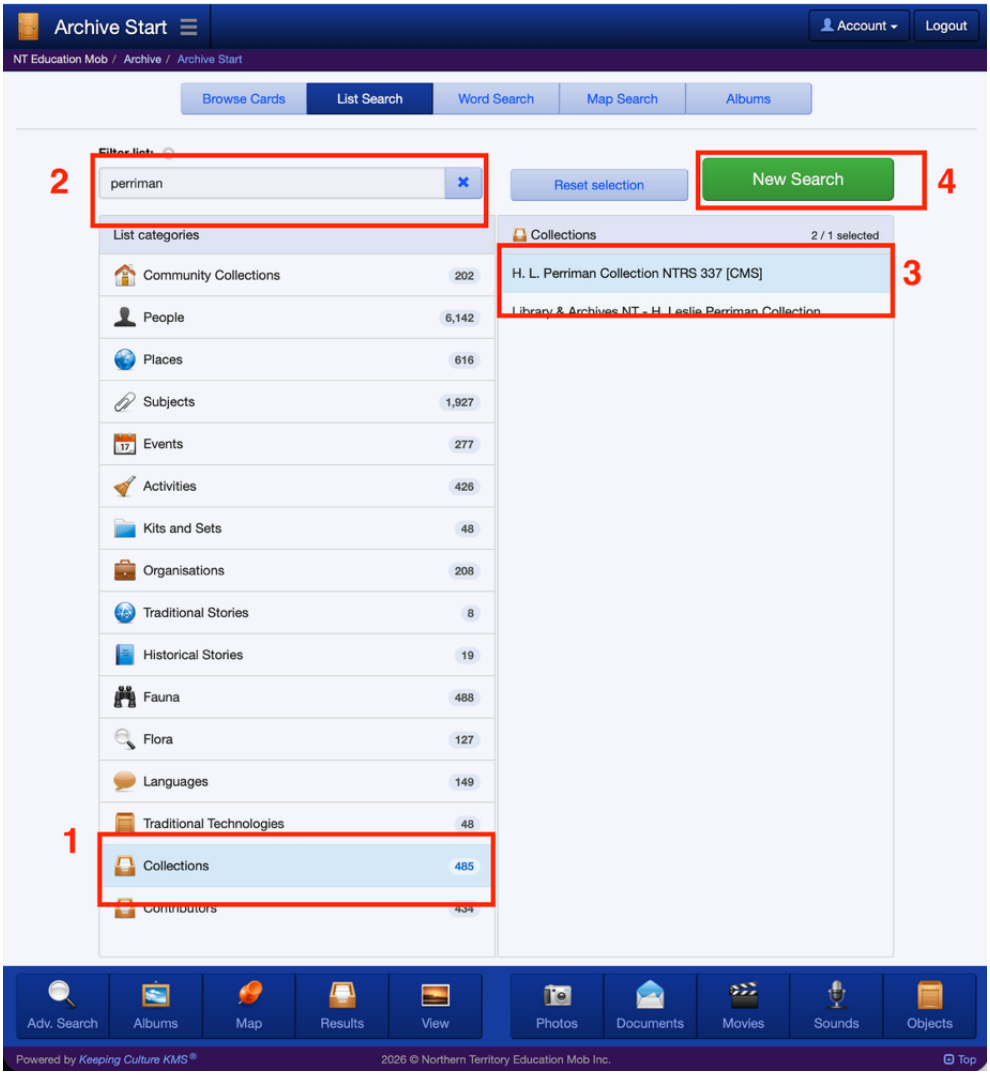
Log in to the Education Mob Digital Keeping Place using your username and password. This will take you to the **List Search Screen**.

3.2 Find the photographs to work on

You will usually be working on a specific collection.

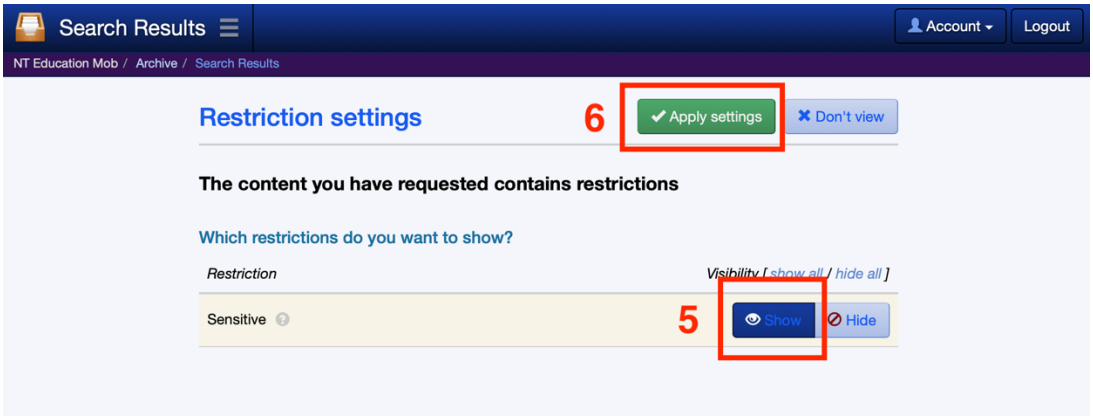
To find the photographs in that collection, search by the collection name:

1. Click on Collections in the **List Categories**
2. Type in the the start of the name of the **Collection** you are working on
3. Click on the **Collection** you want to work on
4. Click **New Search** button to start the search

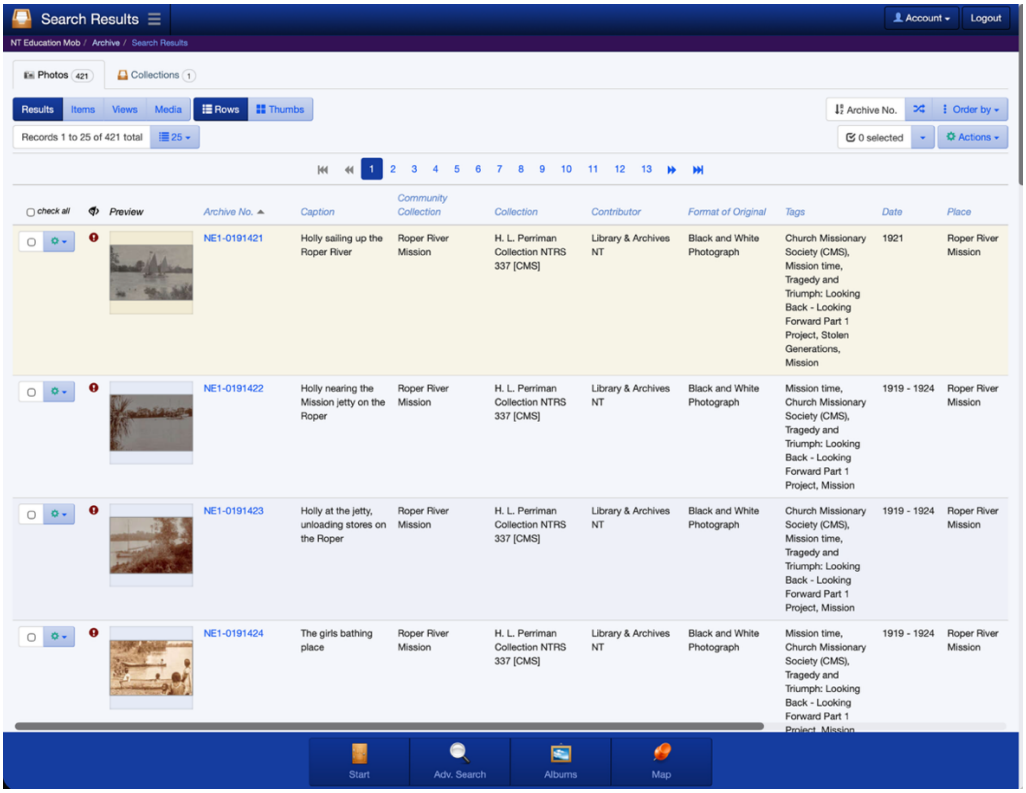


5. Change the Restriction Setting from 'Hide' to 'Show' so you will be able to view all the photographs in the collection. This setting will remain in place until you log out.

6. Click **'Apply settings'**

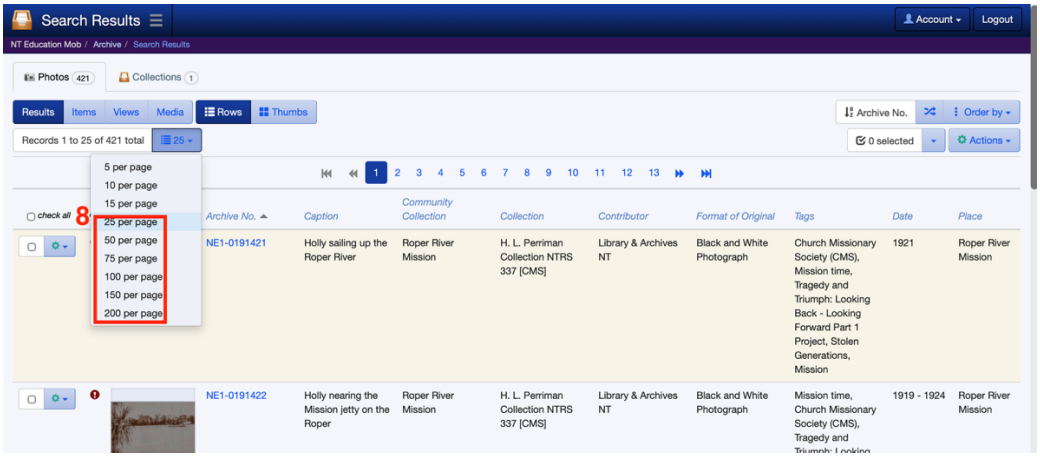


7. The **Search Results** screen will display.



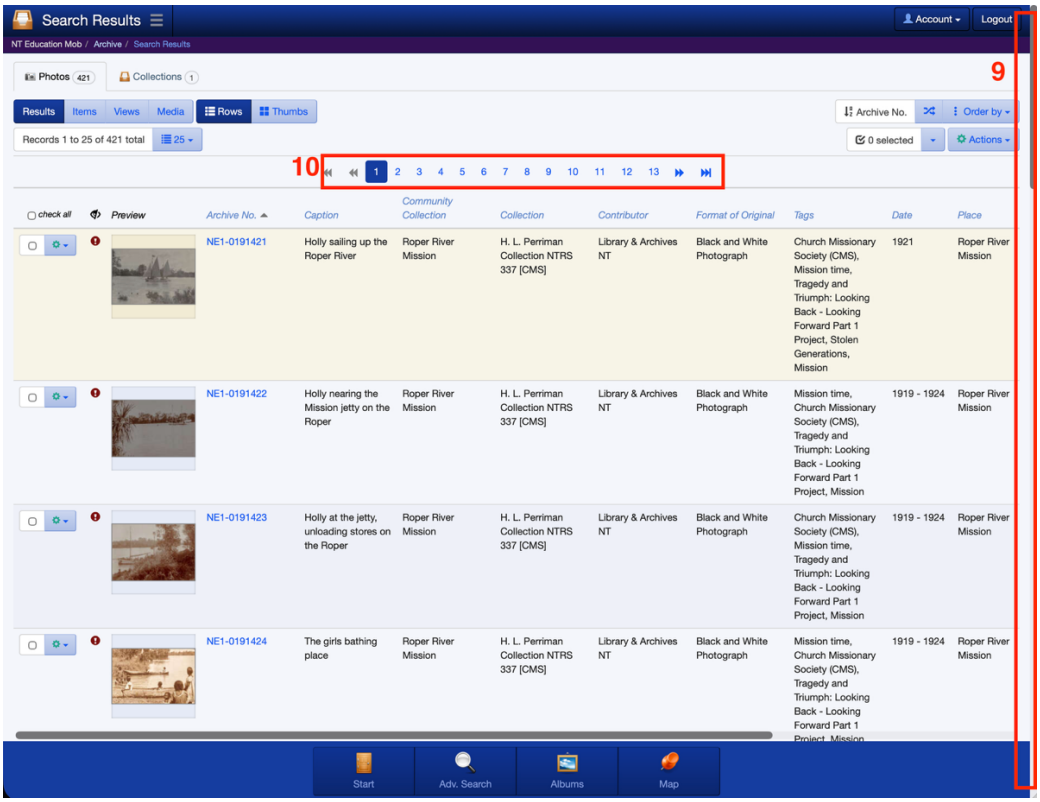
IMPORTANT HINT: The restrictions setting will remain in place until you log out. It isn't always obvious when the system logs you out because it has "timed out" – (no activity for a long time). If you are not seeing the results you expect, log in again

8. Change the setting so you can see more records at a time and reduce the number of pages of results. This will make the list on a single page longer. Most people select 200 per page, but you can use whatever number is best for you.



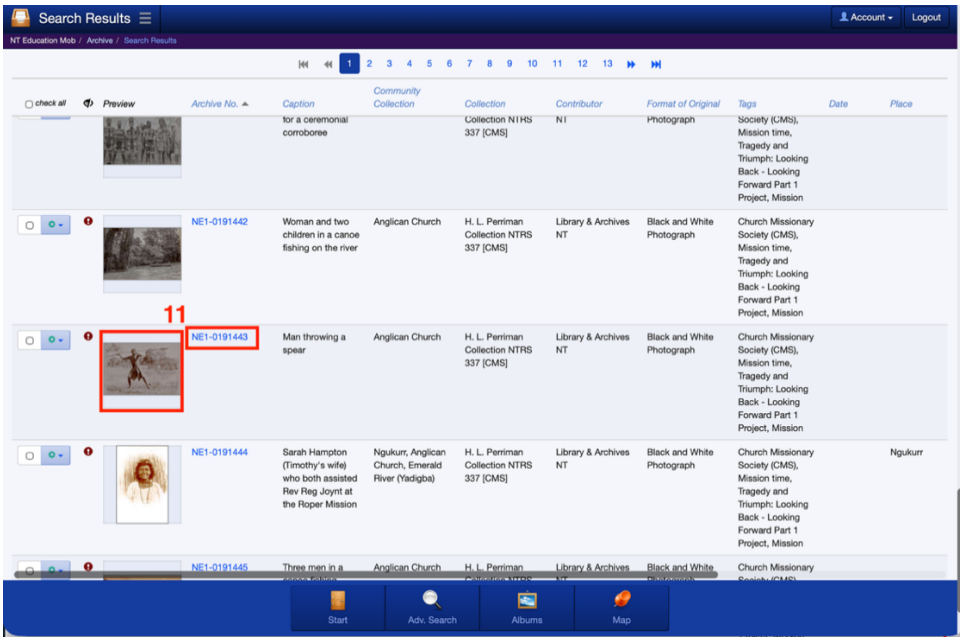
9. Use the scroll bar on the right-hand side to move up and down through the list of images in the results and

10. Move forwards and backward through the results pages using the numbers and arrows at the top of the page.



3.3 Working on a photograph

11. Find the photograph you want to work on and click on the thumbnail of the photograph, or the Archive Number of the photograph.



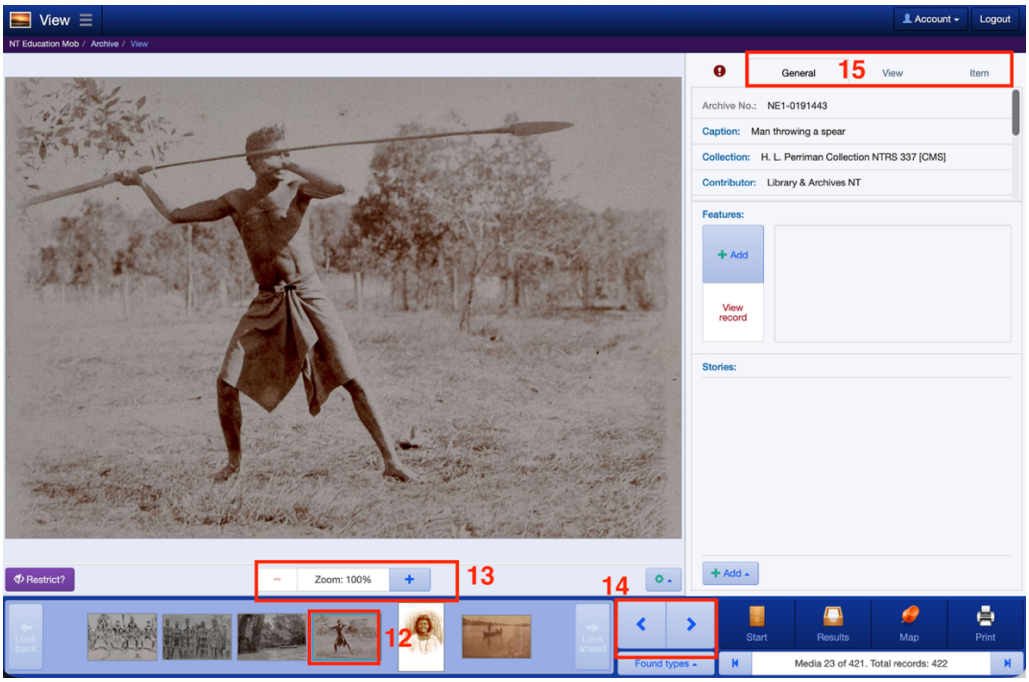
The ITEM Record screen will appear.

12. Every photograph in this collection displays as a thumbnail along the bottom and the photo you want to check/edit will be larger on the screen.

13. You can make the photograph bigger or smaller if you want using the zoom buttons.

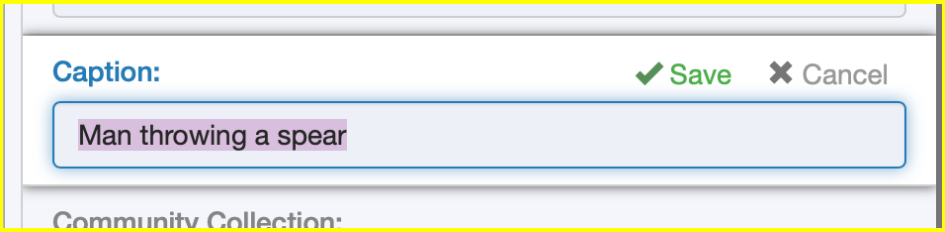
14. You can move backwards and forwards through the collection using the left and right arrow buttons. Clicking on the thumbnail of a photograph will display the ITEM record for that photograph.

15. There are three tabs on the right-hand side: 'General', 'View' and 'Item'. It doesn't matter what order you work on them, but there are five things to check.



IMPORTANT: Each time you want to change something, you must click the 'Edit' button and then when you have changed something, click 'Save'. The system will not let you continue unless you do

If you don't want to save the change you made click "cancel"



3.3.1 ITEM TAB

Under 'Item', your task is to check 'Caption' and 'Community Collection'.

3.3.1.1 Caption

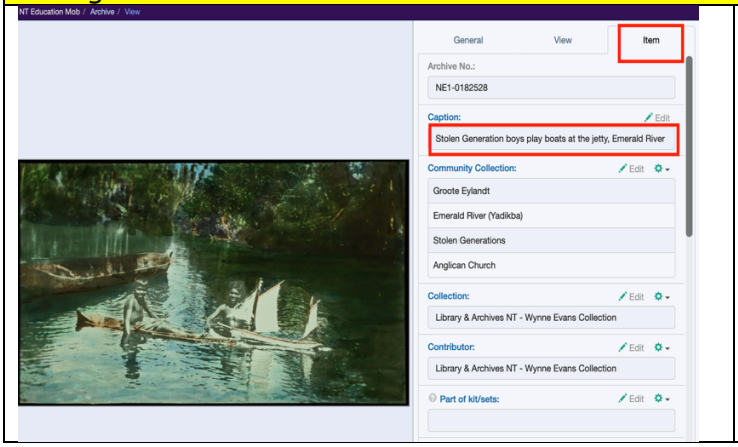
16. Caption': Is there one? Are you happy with it?

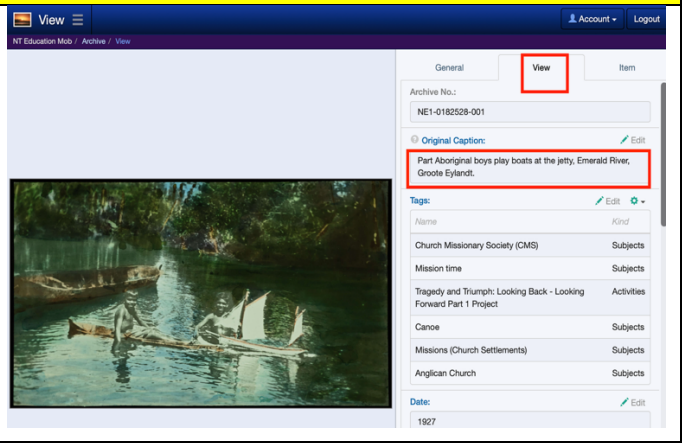
    If not, edit, or write one – imagine you are describing it to someone who cannot see the image – Who, What, When, Where, Why - only write a phrase or sentence – start with a Capital, and do not use a full stop [for more information ask for a copy of the ***"Photo Captions"*** document].



When you are happy with your edits click on **Save**

Important Hint: If you are editing an historical caption to remove offensive language, first copy the original caption to the "Original Caption" field in the View screen. Our First Nations colleagues tell us it is important to preserve these captions for historical accuracy and truth telling.

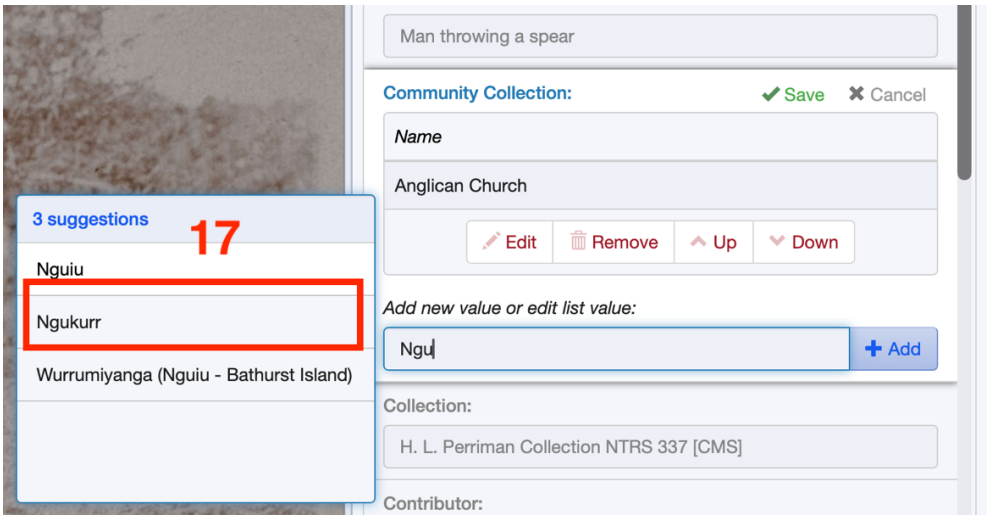




3.3.1.2 Community Collection

17. 'Community Collection': Members of which physical or social community would want to see this image?

    Community Collections are "Profiles" and linked to a Community Collection Name. After you type three letters a list of suggestions will pop up. Click on the correct Community Collection and it will automatically be added to the list.



When you are happy with your edits click on **Save**

IMPORTANT HINT: Always add the related PLACE on the VIEW TAB. We need both pieces of information as people search in different ways.

18. There can be more than one Community Collection on an item. Add any additional Community Collections that are needed.



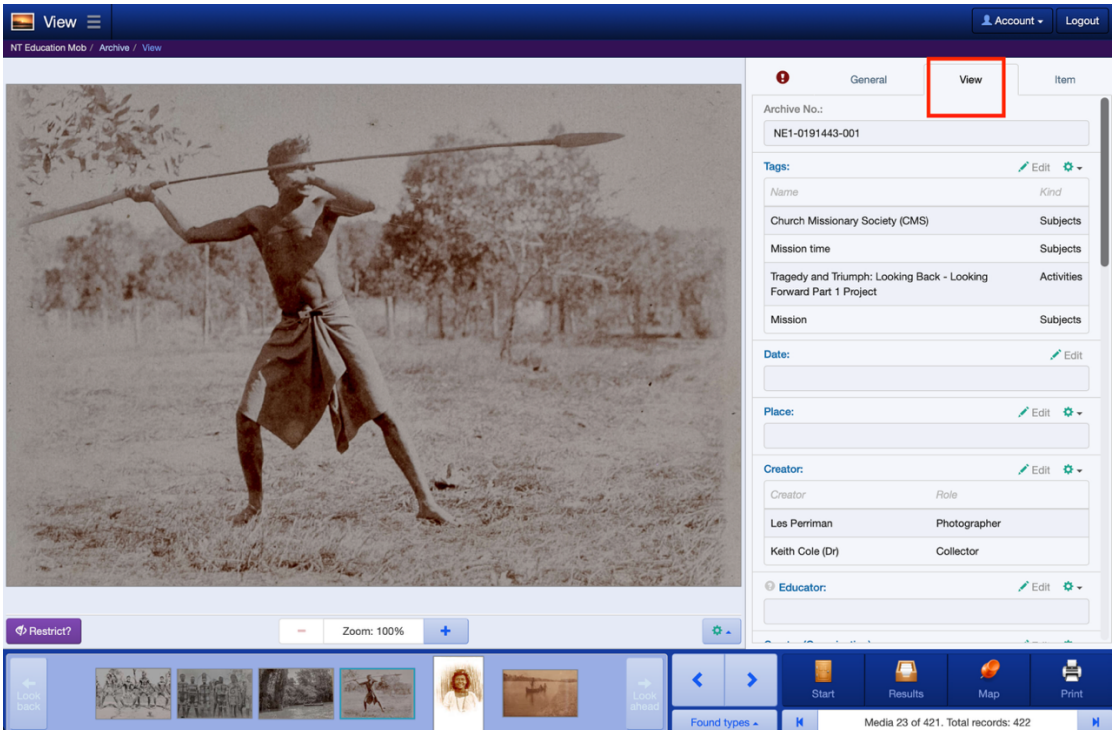
When you are happy with your edits click on **Save**

HINT: For Community Collection' – Think about the social or geographical community that will want to find the image. Eg the image may be from Roper River Mission but the families of people who grew up at Emerald River might also be connected to the image and so might the people who connect to Borroloola.

NOTE: IF you think there is another Community Collection that is not in the list that should be added you can type in the new name. Please advise Sue if you do create another Community Collection so she can check if we have an equivalent Community Collection with another name. She can add the name you think people will search for to a single record so all the Photographs will be found together.

3.3.2 View Tab

On the View tab check **'Date'** and '**Place'**.



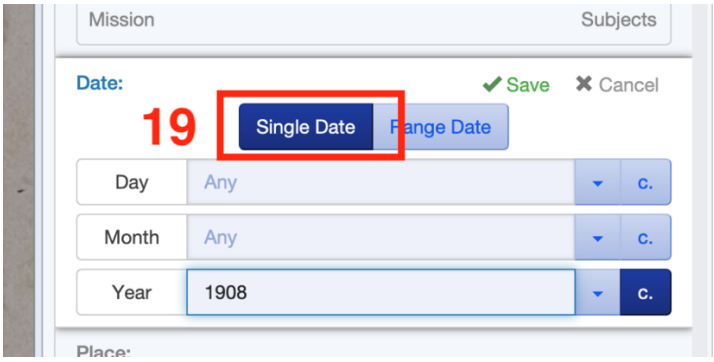
3.3.2.1 Date

HINT: Sometimes we are not sure when a photo might be taken when we add the photograph to the Keeping Place - - you can help if you are sure (maybe the photo has a date on it, or a place it is in a book), add it in.

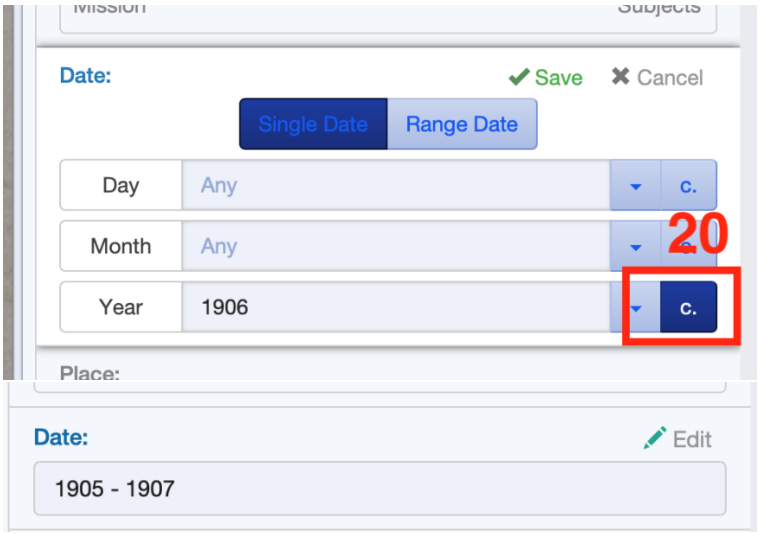
There are two ways of entering a date – a **single date**, or a **range date.**

19. To enter a single date, click on the **Edit** button next for date, then select **Single Date.**

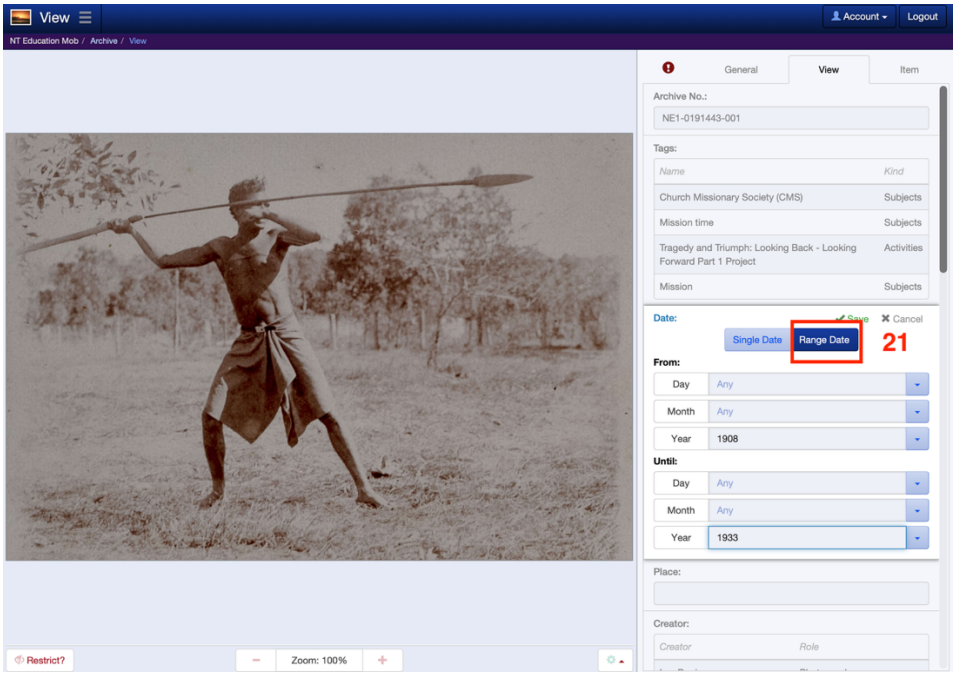
    If we are lucky, the image will have a full date – day, month, year. These can all be added under 'Single Date'. If we only know the year, just add that. If we know the month and the year, just add the two.



20. If we think we know the date within a year or two, enter the best approximate date and then click **'c'** (circa) – on saving the system will automatically create a range date and add an extra year either way



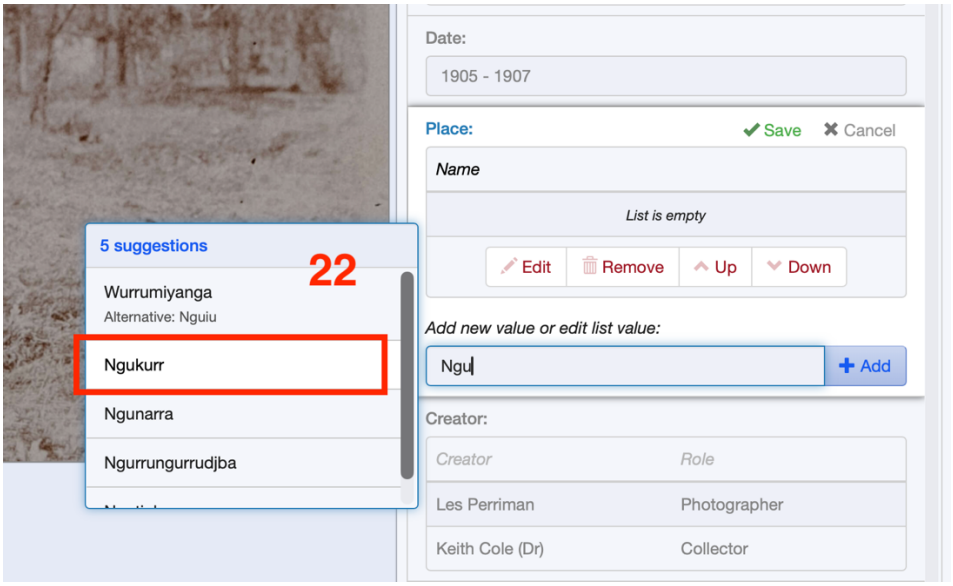
21. Sometimes we have to have a best guess on what we know. In this case, click 'Range Date' and add the possible years when the photo was taken.



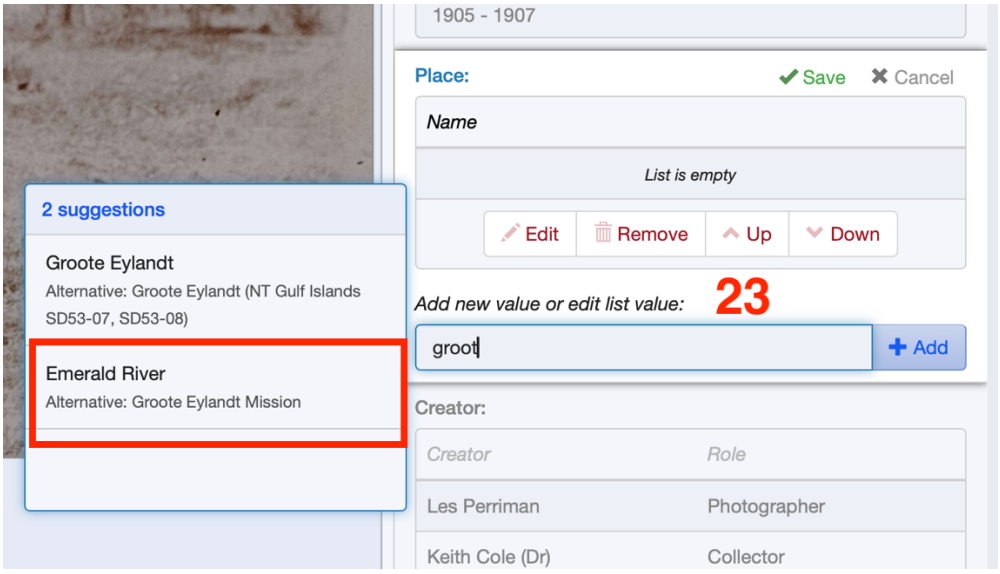
When you are happy with your edits click on **Save**

3.3.3 Place

22. If you know the place the photograph was taken, add the place name.



23. Sometime the information on the photo will have a different name e.g. Emerald River, might be called Groote Eylandt Mission. We know a place might have many names and we can link them all together behind the scenes as the one place. When you search for Groote Eylandt Mission, it will find Emerald River. We can put the names in any order and usually use the name a place is know by now, first. If you know of any alternate names that are missing, let us know so we can add them.

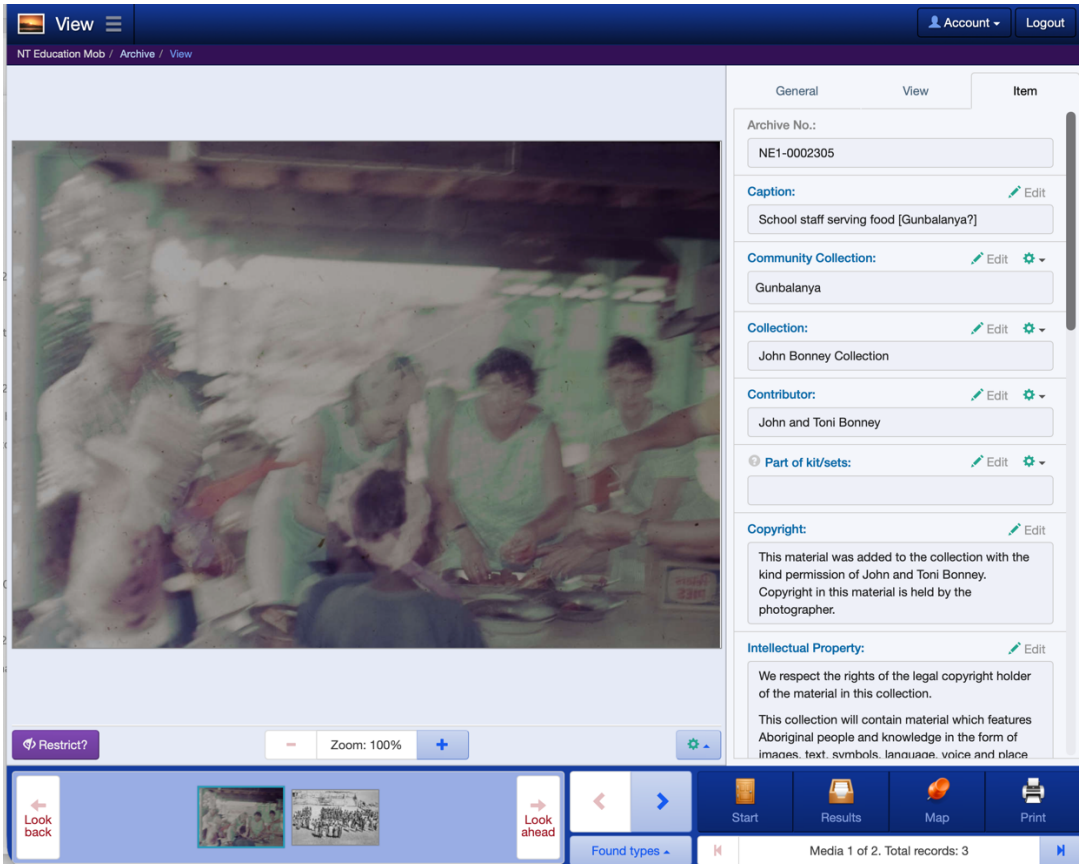


When you are happy with your edits click on **Save**

IMPORTANT HINT: If you know the place then always add the related Community Collection on the ITEM TAB. We need both pieces of information as people search in different ways.

HINT: If we do not know the date and place, we need to think about who the photographer was and where they might have been to take the photo. The tricky thing is that some of the teachers and missionaries who took the photos were at a few communities. If you are fairly sure, add in the name of the place and the dates of the photo to the dates they were there. (It is easy to change if we find more information later)

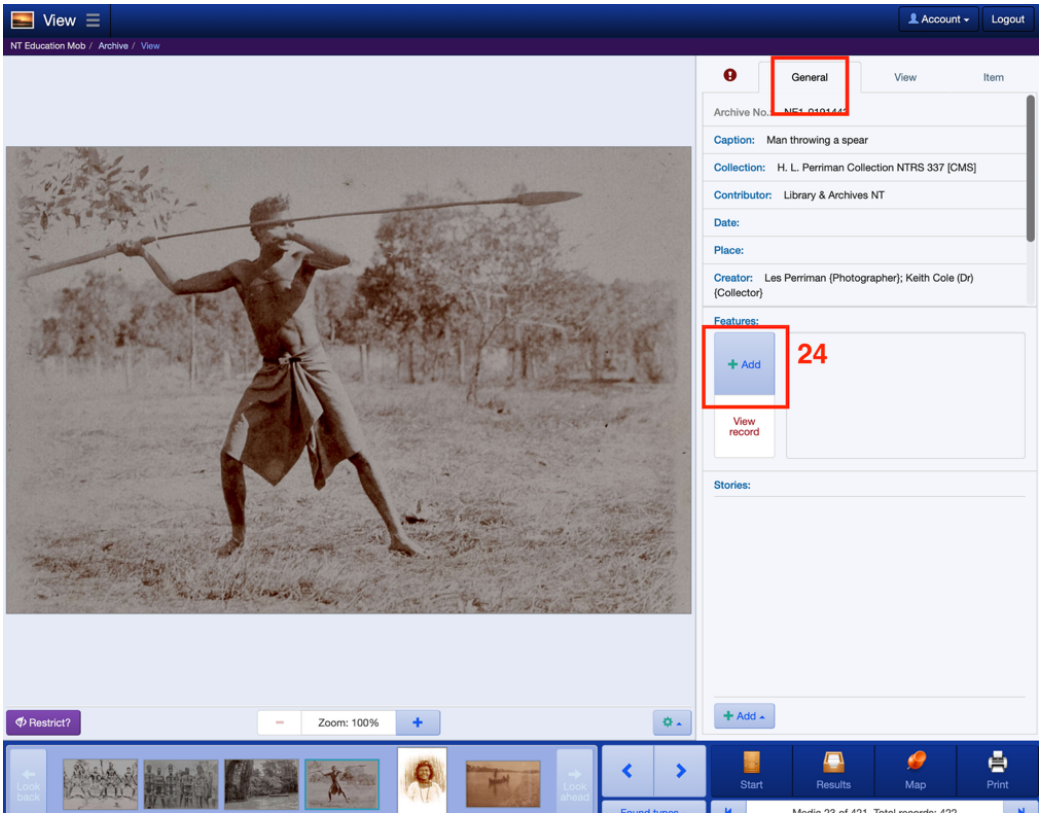
If you are fairly sure, but not 100 percent sure of the place, add the place you think it is, and then in the **caption** you can always use word like, 'maybe' or 'could perhaps be' or add a question mark?



3.3.4 General Tab – Naming People

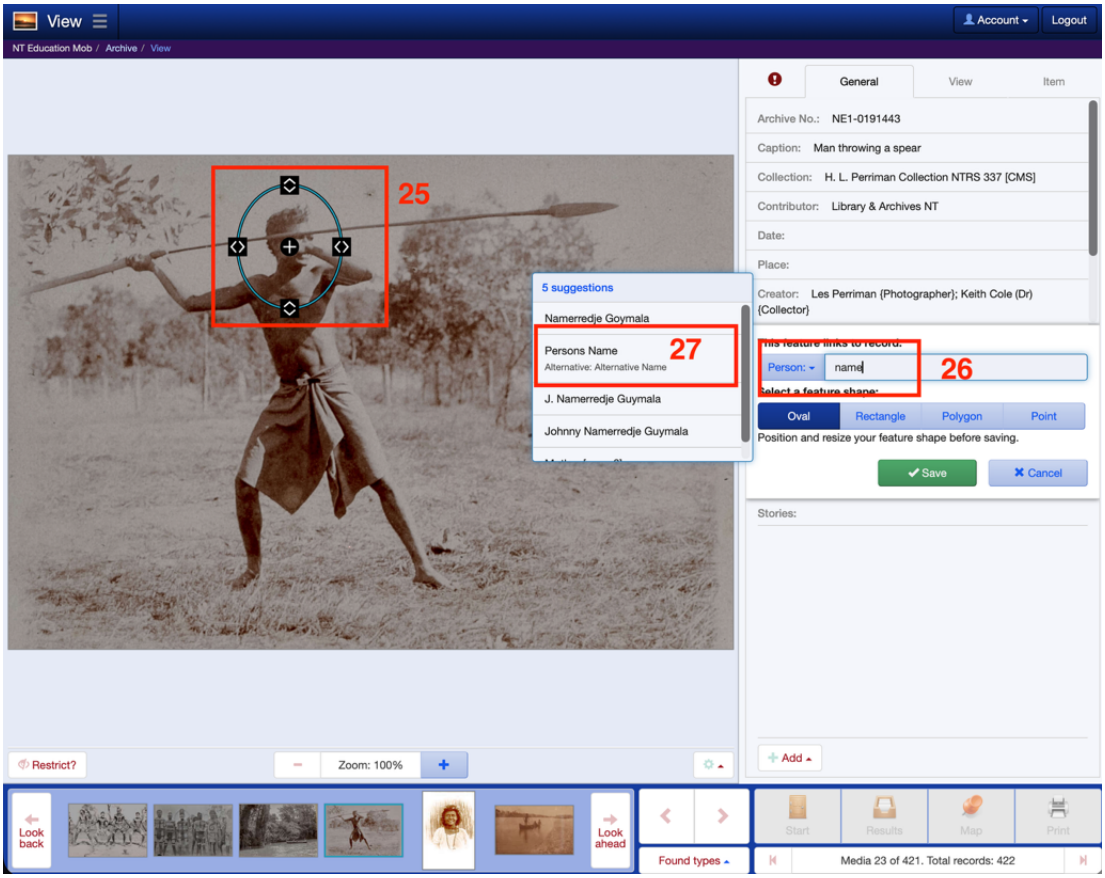
The last thing is to check and see if we can name any people in the photo. This is under the 'General' tab.

24. If you know the name of any of the people in the photograph, click the **'Add'** button.



25. A shape will appear on the image. Click on the middle of the shape and center it over the person's head. You may need to resize it.
26. Type in the person's name. Only add their name if you are **reasonably certain** – the last thing we want to do is upset people – it is also easy to change!
27. If the person's name is in the system already, the 'Suggestion Box' will come up. As with places, people may have alternate names.

    If their name does not come up, type in the name you know them by – when you save the record their name will be added to the system.



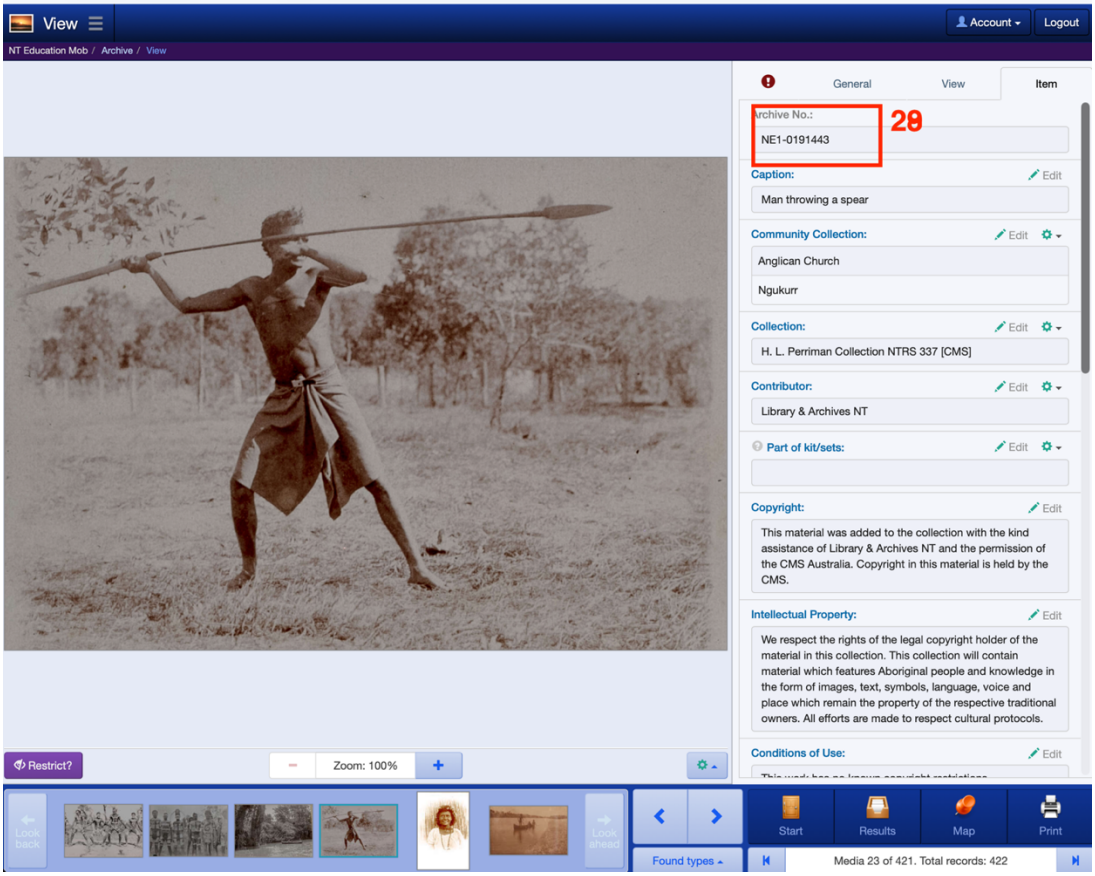
When you are happy with your edits click on **Save**

HINT: We know that people can be known by many names. As with 'Place', we can link their names together on the one record behind the scenes. Let us know of any alternate names so we can add them, or if you see two names for the same person, we can merge the records.

3.3.5 Mistakes

Mistakes. It is okay to make mistakes, just make a note of it.

28. The best way to do this is to note the record number and the mistake.



You will find you follow the same pattern for each process of adding and editing. It takes a while to get used to it, but you will be fine.

THANK YOU for sharing your knowledge!

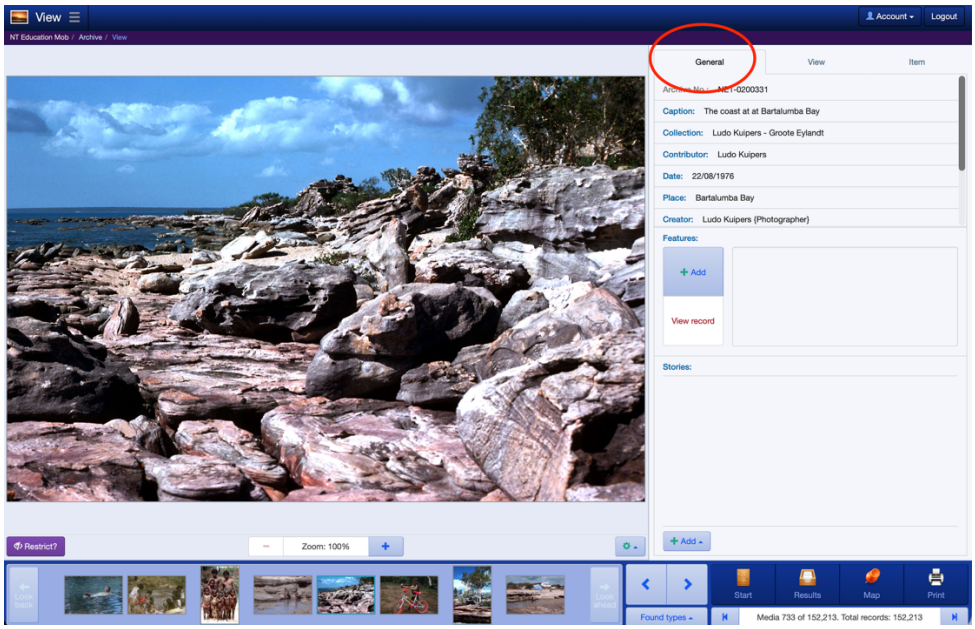
Appendix - Some background information about records

1 Photograph records

Each photograph has a record called an ITEM Record. When you view the record in the Keeping Place it will have three (3) Tabs. Each of these Tabs hold different information. To move between the tabs, click on the tab.

The system will remember the last tab you viewed and show that tab on the next record you look at.

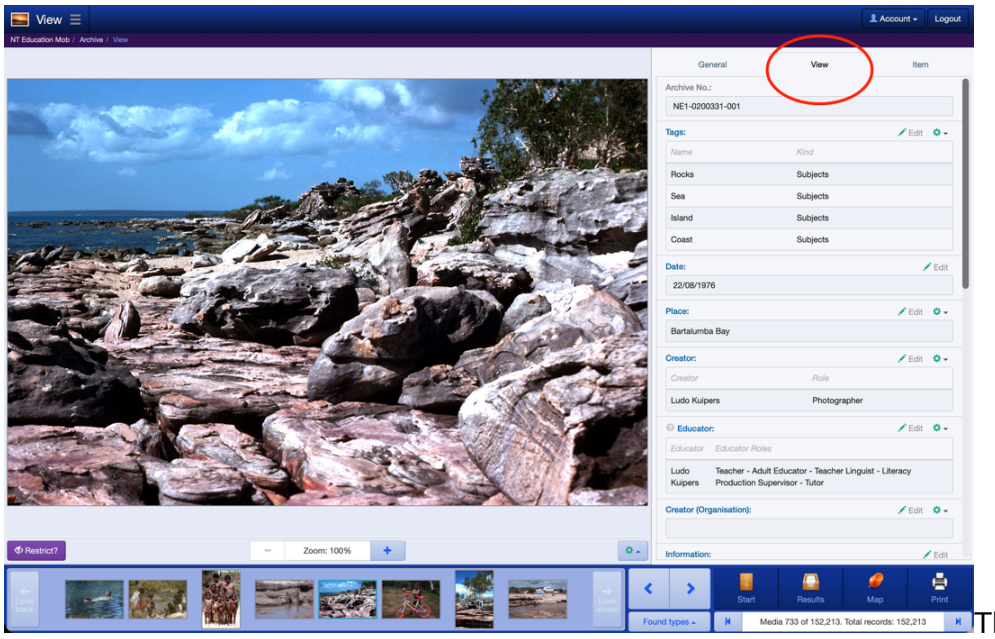
1.1 General Tab



The General tab has a summary of the metadata from the other tabs and is also where "Features" like people, and stories are recorded.

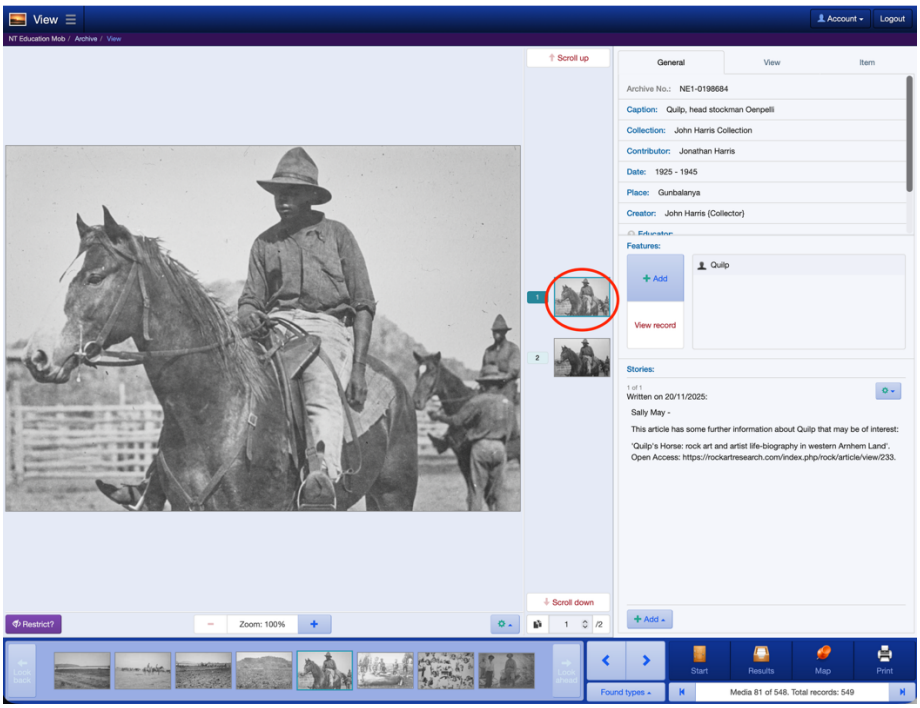
The look of the General Tab can change depending on your browser and screen size. Check for scroll bars – you may need to scroll to see the information you need.

1.2 View Tab

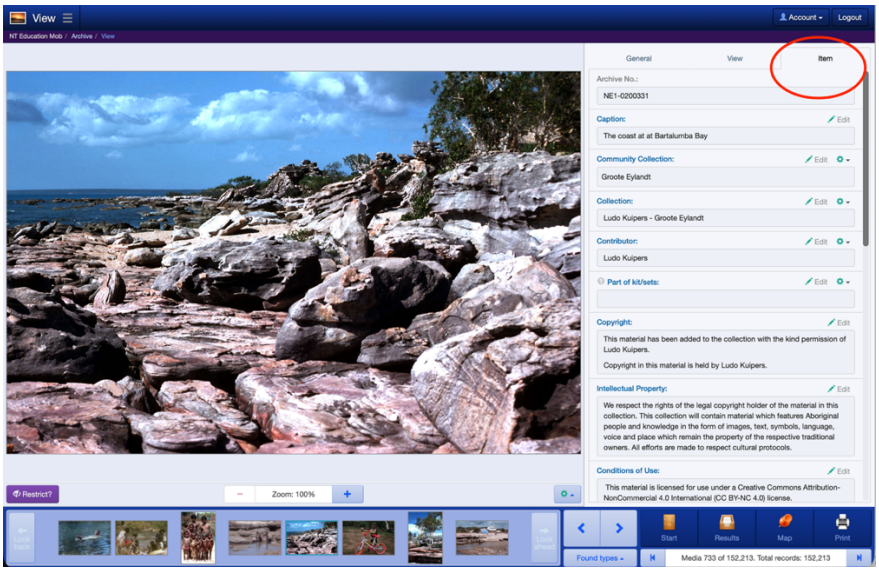


The view tab has metadata that is specific to an image including, Tags, Date, Place, Creator, Educator and Information.

While most photo records in NTEM have only one view record, sometimes there is more than one view for an ITEM record. For example, a colour and a black and white version of an image, or different resolution versions of the same image. Click on the thumbnail of the image you want to see in the main window.



1.3 Item Tab

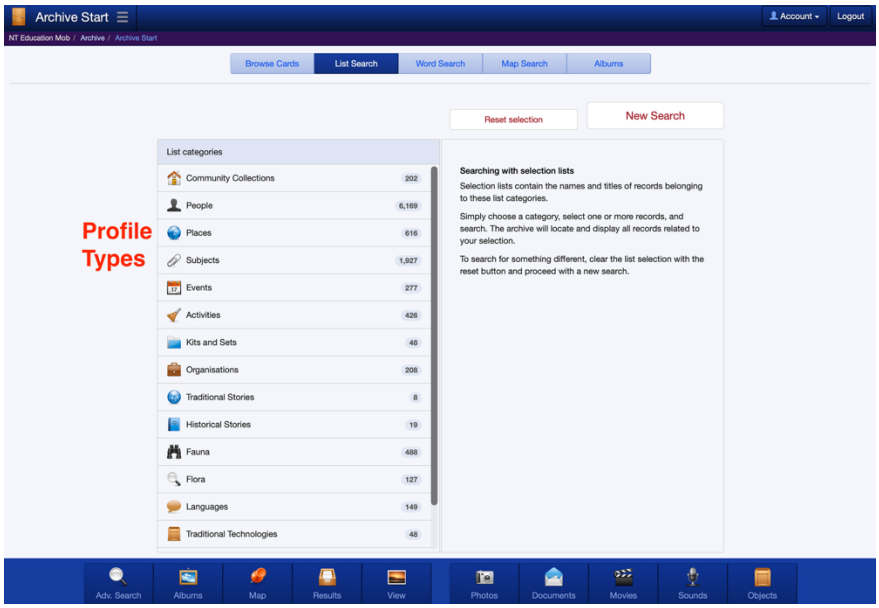


The item tab has metadata that applies to the whole record, including the Caption, Community Collections, Collection, Contributor and Copyright and Intellectual Property information.

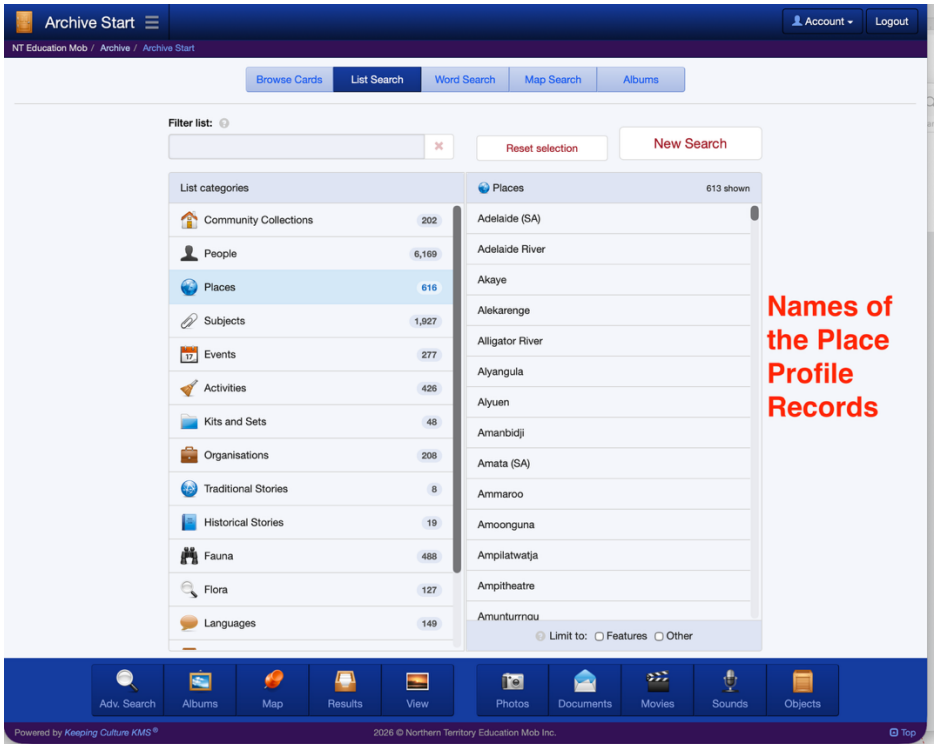
2 Profile Records

The text that we add to Community Collection, Place and People is the 'front end' view that links to another record call a **PROFILE Record.**

The PROFILE TYPES are the category of "things" that go into more detail behind the scenes and can be searched using the list search in the start screen.

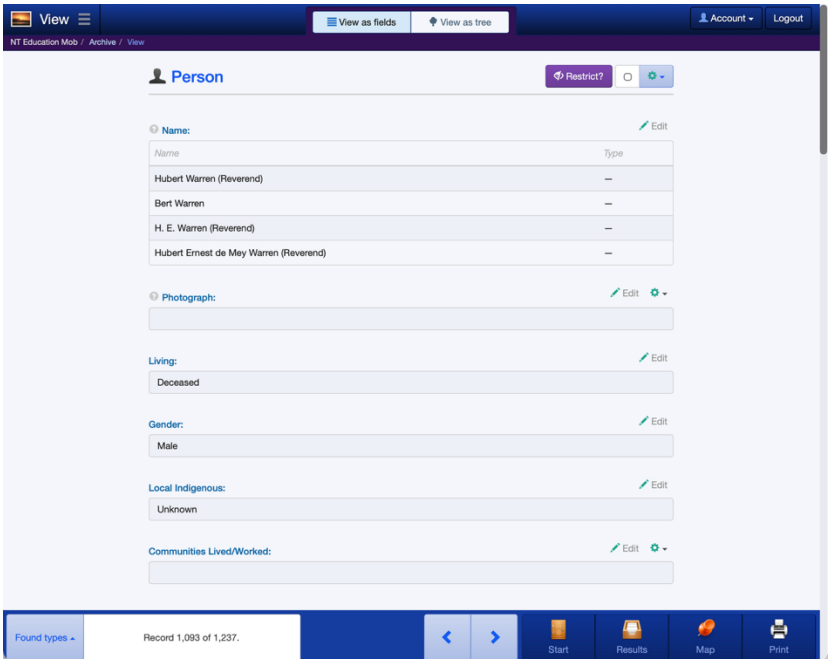


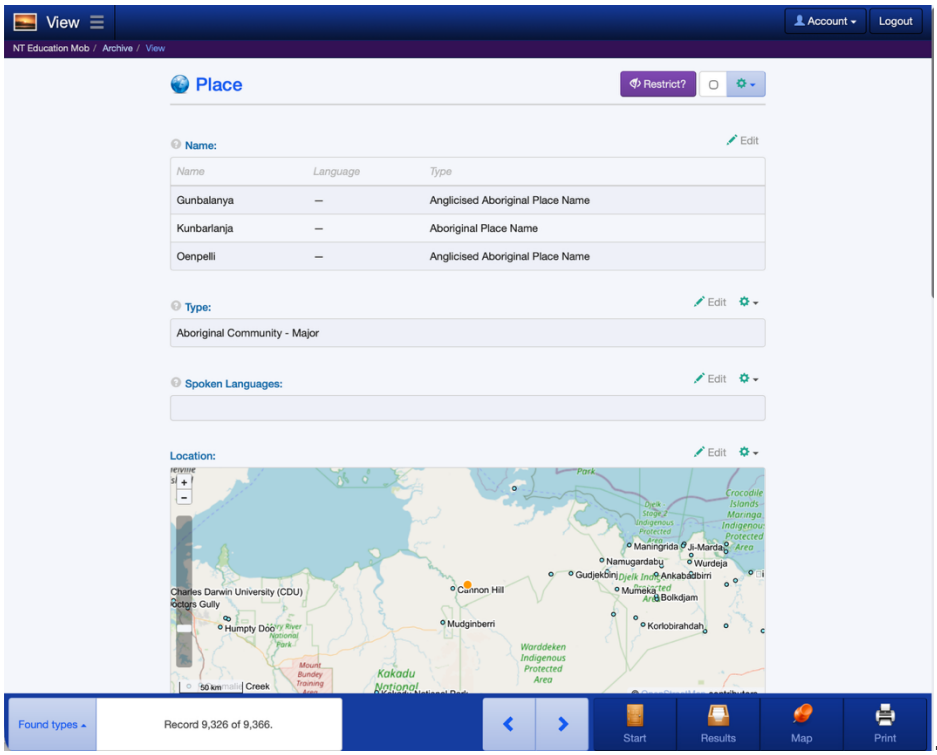
Each PROFILE TYPE has many records, and each record has a NAME. This name is the text that appears when a media item record is linked to the PROFILE TYPE RECORD, e.g. When you select Places in the List Search screen it displays the names of the Place Profile records. – you can just think of them as Place Names.



Each of these records contains knowledge about that NAMED thing – a little like a Wikipedia entry just for things in the Keeping Place. Each PROFILE TYPE has records that contain different pieces of information that are relevant to the NAMED thing.

- For example: A People record can hold biographical information about a person.



- A Place record can hold a lot of knowledge about that Place including a map location that means any record tagged with that place can be found in a MAP search
- 

Linking, or adding to a PROFILE record helps improve the quality of the metadata, decreases the possibility of duplicating records and enriches the information.

If you would like to help by improving the information on PROFILE Records let us know!