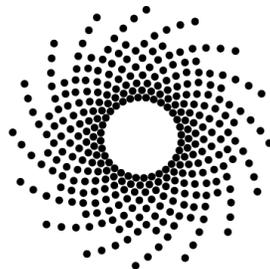


Brooklyn Historical Society
Photographic Cataloging Manual
Digitizing Standards and Cataloging Procedures



BROOKLYN
HISTORICAL
SOCIETY

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Introduction

The purpose of this manual is to articulate the procedures for processing and digitizing photographic collections at the item level. This manual is applicable after processing and collection-level description is completed using the BHS Processing Manual and the BHS Archivists' Toolkit Manual (located in the **p_drive**).

History of the photography collection at Brooklyn Historical Society

Like many historical societies and special collections, the photography collection at BHS was donated, sometimes as part of a manuscript collection and sometimes on its own, to the archives. Where in 2011, archivists would never split up collections by medium, 19th and 20th century archivists and librarians at BHS did this as common practice. In short, photographs were separated from the family papers or collections they visualized and lost valuable contextual and descriptive information. It is the goal of current BHS collection staff to reconnect photographs to the papers with which they arrived in order to reestablish the context that the photographs were created or collected by the creator, to make the photographs more valuable for scholarly research and more accessible through improved cataloging.

Software

BHS Library & Archives uses Aleph/Bobcat to catalog published works (books, serials, etc.) and maps in partnership with NYU. For archival collections, BHS uses Archivists' Toolkit for accession information, location, and description. AT records are currently exported as PDFs and attached to blog posts in Emma, our online access tool for archival collections (<http://brooklynhistory.org/library/wp/>). BHS uses PastPerfect for item-level description of Photographic and Oral History Collections, Works on Paper, and Fine Art. At this time, we scan as much as possible in-house and store it on Gowanus, our server. We do not have a Digital Assets Management (DAM) system at this time.

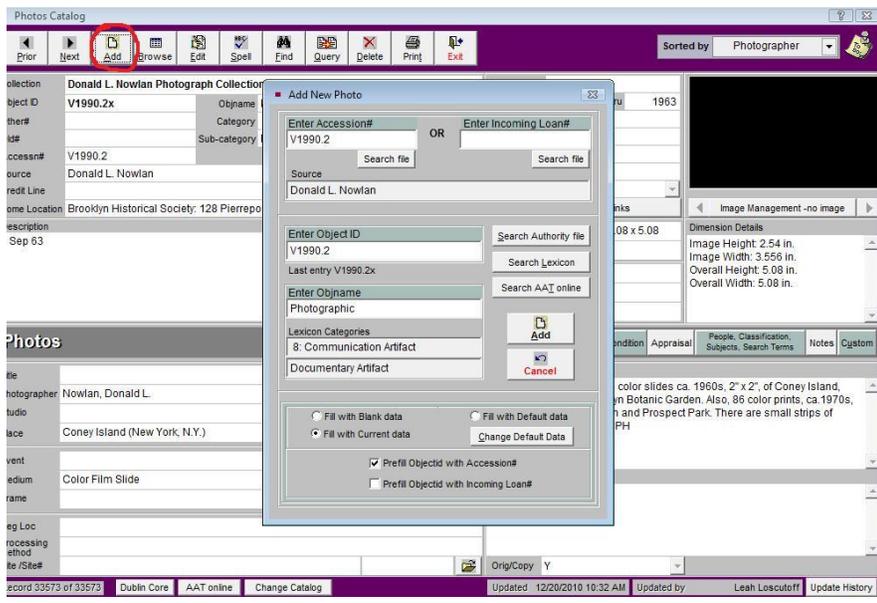
PastPerfect Records

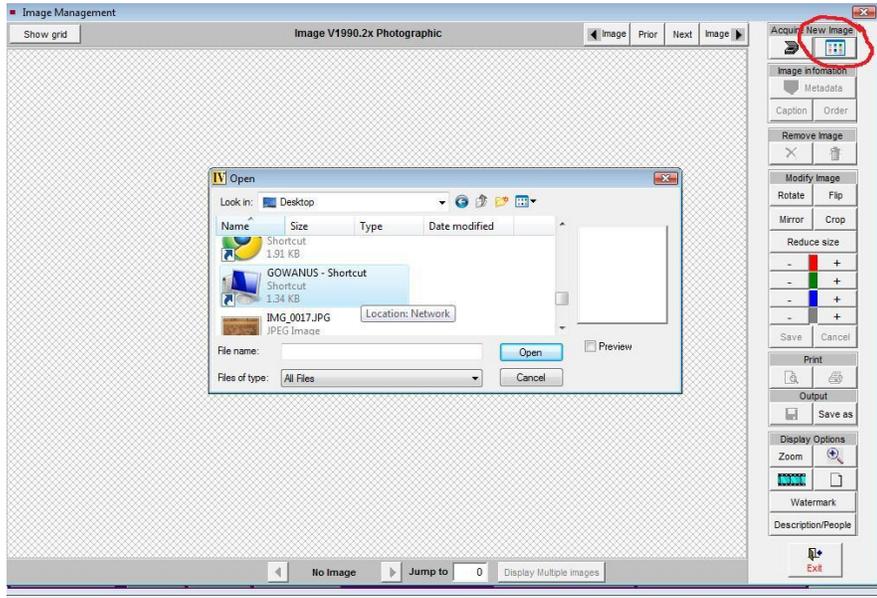
PastPerfect is the software application used to manage BHS's image-based collections, mostly photographs but also works on paper, postcards, fine art, and oral histories. It includes item level information about most, though not all, of

BHS's various image-based collections. Many of these records include a digital version of the original image. Most of the digital versions of the images were made in the 1990s and are 72dpi scans. Therefore, it is necessary to rescan each image at current archival specifications.

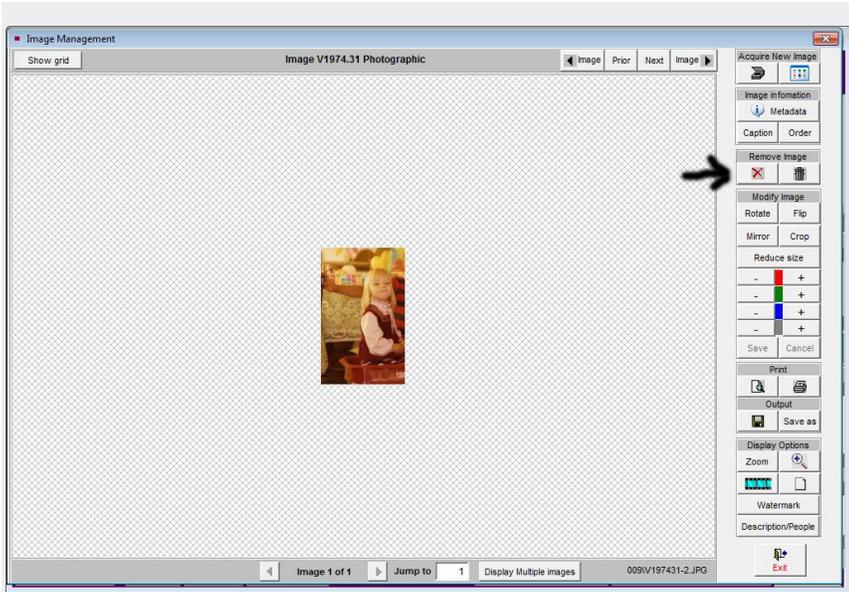
The PastPerfect database is maintained on BHS servers and the front-end application can be launched from the library's desktops and laptops. PastPerfect requires a login name and password in order to access the information. Check with your supervisor or the reference desk for login information.

ADDING NEW IMAGES AND RECORDS TO PAST PERFECT

	<p>1. Adding new images to Past Perfect</p> <p>Log in to Past Perfect and click on the ADD button.</p> <p>When entering a collection at a time these fields can be prefilled:</p> <ul style="list-style-type: none"> Accession # Object Name Lexicon Categories Object Id <p>Required Past Perfect fields should be completely filled out, refer to the cataloging and metadata standards. See (pgs. 42-48)</p> <p>Click on the Image management toolbar (toolbar below image screen).</p>
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	<p>2. Uploading Images</p> <p>It will take you to this screen. This is where you will upload the image.</p> <p>Click on Acquire new image in the top right hand corner, and upload the 72 dpi watermarked thumbnails to Past Perfect. If you are uploading an image that already has a record in Past Perfect, then go through the metadata fields and clean up/add information where necessary. Also, just upload the most recent scan.</p> <p>*We will only upload the 72 DPI thumbnails to Past Perfect!</p>
--	--

ADDING NEW IMAGES AND RECORDS TO PAST PERFECT

	<p>3. Deleting old images in Past Perfect</p> <p>Click on the Image management toolbar.</p> <p>If there was already an image attached to the Past Perfect record and you need to delete one of the two, then click on Delete this image files (trashcan!)</p> <p>Your most recent image uploaded should be the second one in the record.</p> <p>(i.e., image 2/2)</p>
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CATALOGING AND METADATA

Adding metadata into Past Perfect:

- Opening screen: Log on with name and password. Administrator will add new names and password permissions.
- Click on "Photographs" Module (Note: paintings and artifacts are cataloged in "Objects.")

Required Past Perfect Fields:

Collection

All photographs unattached to a specific collection should be "Photography Collection."

For photographs that do not belong to a collection, use the collection name that is already in **AT** and is **DACS** compliant (2.3).

***See AT cataloging manual (pg.3) for more specific details.**

Title

The title element identifies or names material. When devising titles for documentary material, give the factual content as far as possible (eg., who, what, where, when). Many photographs can share the same title. *Graphic Materials* rule 1C2 suggests using the following kinds of information as appropriate:

- Main subject(s) depicted, i.e., persons, events, activities, and objects
- Geographical location(s) depicted, if known and significant
- If the title is derived from the cataloger and not original to the photograph, put the title in brackets.
[Title of photograph]

Title Examples:

"A Group of German immigrants at Ellis Island"

"Getting tagged by an official for a railroad trip, Ellis Island"

ObjectName ***(this field is automatically filled, and must be selected and checked before the file can be saved)**

Photographic

8.Communication Artifact

Documentary Artifact

Object ID

Identifier number (item level) (eg. **V1973.2.40**)

Other No.

If there is another number associated with this collection, please fill this field out. For example the ARC number which is collection level and can be found in the resource records of AT.

(eg. **ARC.028**)

Accession No.

Collection level identification. BHS accession numbers are formatted so that the accession year and sequential numbering are separated by a decimal point (eg., 1973.80). The accession number can be found in **AT**. Make sure to use the **original archival accession number!** Search the **accession** records for the correct accession number. Accession numbers can also be found in the **resource identifier** field in **AT**.

CATALOGING AND METADATA

For Example:

In **AT** the Eberhard Faber Pencil Company Collection is linked to 3 different accession numbers:

- 1988.017** (Eberhard Faber Papers)
- 1988.019 (Eberhard Faber Pencil Company Portfolio of Sketches)
- v1988.035 (Photographs from the Eberhard Faber Papers)

Photographs were originally pulled from the collection and given a “**v**” accession number. CLIR technicians are currently intellectually and sometimes physically linking collections together, so the original archival accession number is **1988.017**. This is the correct accession number to enter into the Past Perfect field. If you are unsure, please ask the Photo Archivist.

***See also AT cataloging manual for more details on the accession number (pg. 2)**

Home Location

Repository, which in this case will always be “Brooklyn Historical Society, 128 Pierrepont St. Brooklyn, NY.”

Location

Please search **AT resource records (manage locations)** for the collection location. There is an authority list in Past Perfect with location ID. There should be no need to add any new location authorities, just right click or hit **F7**.

- Room (**eg. 4C**)
- Shelf (**eg. 12.2.C**)
- Container (**box and label if any**)

Date entered/modified

Captures the date that the metadata is entered or modified.

Date

Format of date in PP date field is yyyy/mm/dd or yyyy ca.

Year Range

The year range, for item level this will be the same year (eg. 1941 to 1941). For circa dates use a 5 year time span to describe the date range (eg. 1945-1950ca.).

Print Size (format)

The dimensions of the print H x W (in inches) in using whole numbers and fractions (**eg. 3 ¼” x 4”**)

Medium

Getty AAT (**eg. color slides**).

The medium field should be used for format types. Right click or use **F7** to download the authority list. The medium field authority fields are approved Getty AAT terms. The thesaurus was imported into Past Perfect. Select the medium type from the controlled authorities. If for some reason the medium type you are looking for is not listed, please consult the Photo Archivist.

Description

Describe the image as succinctly as possible with brief historical background and as many keywords as possible in this section; locations, place names, information on recto, verso and the name of photographer and persons in the image (if known).

CATALOGING AND METADATA

Item-level Description:

- Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource. Dublin Core metadata elements is a good framework for item-level description. (Dublin Core)
- A prose description of the content and context of a work—explaining, summarizing, or otherwise elaborating on the record for the work. Useful for keyword access.
Ideal: A description of the content and context of a work.
Good: A description of the content.

Description Example:

View from off Point Lobos looking towards San Francisco Bay with Steamship John L. Stephens and clipper ship Flying Cloud just entering the Golden Gate.

For images with original writing on the front or back, please transcribe in the description

Recto – Writing on the **front**. If the image is a poster/flyer the whole description does not need to be transcribed, just the main title (**see example**).

Verso – Writing on the back. Please transcribe writing from the back of the photograph (**verbatim**). Please note that verbatim transcription does not include the exact capitalization/punctuation as written on the item.

When transcribing a description from the photograph itself, please site where the description is derived from in brackets (**see example below**).

Example:



Description:

Paul Bauer's West Brighton Hotel, Coney Island [printed on image]; Purchased from J.S. Hall Mar 7 1939. 1.50 [handwritten on verso]

CATALOGING AND METADATA

Description Tip:

Description often provides information not otherwise on the photographs. It is used as a document *with* the photographs, as well as for access to the photographs. Description often compensates for the lack of textual information on photographs. This does not mean however that all description has to be elaborate.

In a group photo list all of the identified persons in the description field as <first name last name>, <first name last name>, etc. Add only the main subject names to the **people** field, as an authority.

For Example: A group photo of James Patterson with his grade school friends from the Patterson Family Papers and Photographs Collection should add **Patterson, James** to the **people** authority file; then, list all identified group photo in the **description field** as <first name last name>, <first name last name>, etc.

***Look over the biographical/historical note in AT for further collection information.**

For more details on what the biographical/historical note entails, please consult the AT manual (pg. 14)

Provenance

Include history of the item and/or information about the donor if known.

***Look at the custodial history note in AT. For more details on what the custodial history is please consult the AT manual (pg. 16)**

Introduction to Authorities:

Authorized access points are used for the metadata fields of medium, photographer, people, subjects, and search terms. The purposed of an authorized access point is to bring together variant forms of a name. Every authorized access point that is not locally created should be taken from the 1xx (MARC field – Authorized heading) of an authority record. Authority records can be search through OCLC Connexion. For more information of how to read an authority record, please see Carolyn’s authority handout.

- Carolyn’s PowerPoint slide presentation on authorities for a more detailed overview, which can be found in **p_drive > Authorities folder > Documentation > Authority headings for corporate bodies**

Authorities in Past Perfect

For the metadata fields of medium, photographer, people, subjects, and search terms, only supervisors will have the access rights to edit these authority lists. The “subjects’ and “medium” fields already have approved terms, from the Library of Congress and The Getty AAT thesaurus. Terms that are found in the approved authority lists can be selected from the list. If the term is not yet added to the authority list, search for approved authorities using OCLC Connexion. If you find the authority in OCLC, you can go ahead and add it to the spreadsheet for photographs, which can be found under the **p_drive**, in the cataloging folder (photographs).

- File path is p_drive > cataloging and book processing > photograph cataloging > past perfect cleanup > copy of authorities pending.

Either the Photo Archivist or the Digitization Archivist will approve these new authorities and add them to the authority list in Past Perfect.

For local corporate or personal names that are not found in OCLC connexion, please add to Carolyn’s personal/corporate name spreadsheet for approval. All newly approved authorities will be entered into the Past Perfect authority list by a supervisor.

See also: Guidelines for adding new authorities (**pg. 48**) for further details on adding new authorities go to the **Authorities** folder on the **_p drive**.

CATALOGING AND METADATA

Place

The place field in Past Perfect will not be used, please leave **blank**. All geographic terms should be entered into the “**search terms**” field.

People (Personal and Corporate Names)

The people field will be used for personal names and names of businesses and organizations (corporate names). The metadata in Past Perfect will be cleaned up, which will be an on-going responsibility of supervisors. Personal and corporate names are currently in the **subjects**. These names will need to be moved to **people** while editing the metadata in Past Perfect.

A name should be added to the **People** field when it is of particular importance. The subjects of a group photo should not be individually listed in the **People** field – only the most significant subjects.

Personal Names:

Only add a personal name as an authority if the person is the main subject in the photograph. In a photograph with a group of persons with names transcribed, please write these names in the **description** field.

For Example (again!): A group photo of James Patterson with his grade school friends from the Patterson Family Papers and Photographs Collection should add **Patterson, James** to the people authority file; then, list all identified group photo in the **description fields** as <first name last name>, <first name last name>, etc.

General Rules for Personal and Corporate Names:

Determine the name by which a person is commonly known from the chief sources of information of works by that person issued in his or her language. If the person works in a nonverbal context (e.g., a painter, a sculptor) or is not known primarily as an author, determine the name by which he or she is commonly known from

- reference sources can include books and articles written about a person.

Determine the name of a corporation by deriving the name from chief sources of information of works by that corporation. In our case the information might be derived from the photographs themselves. If available also use,

- reference sources can include books and articles written about a corporation.
- reference sources issued in an official letter, or publication.
- Refer to archival materials (if there are some) for further guidance.
- For corporate names use the name if the name of a corporate body consists of or contains initials, omit or include periods and other marks of punctuation according to the predominant usage of the body. In case of doubt omit the periods, etc. Do not leave a space between such punctuation and a following initial.

For example:

W.H. Ross Foundation for the Study of Prevention of Blindness

- For personal names, fill out the **Primary Name** (i.e. surname), **Rest of Name** (i.e. first and middle) as well as any other applicable options such as prefix, title, suffix, number, qualifier or fuller form.
- For corporate names, fill in the **Primary Name**, and Subordinate elements, **Qualifiers**, or **Numbers** that apply
 - A **Subordinate Element** is an organizational unit within the corporate body specified in the **Primary Name** field. For example, “New York (N.Y.). Dept. of Health. Office of Vital Statistics would be entered into Past Perfect with New York (N.Y.) in the Primary Name field, Dept. of Health in the **Subordinate 1** field, and Office of Vital Statistics in the **Subordinate 2** field.

CATALOGING AND METADATA

- Please refer to Carolyn's PowerPoint slide presentation on authorities for a more detailed overview, which can be found in **p_drive > Authorities folder > Documentation > Authority headings for corporate bodies**

People (Personal and Corporate Names)

- If the Personal/corporate name is in the Past Perfect authority list (F7), make sure the term is selected and entered into the **People** field.
- If the term is not in the Past Perfect authority list (F7) but it was found in **OCLC Connexion**, go ahead and enter the term in Excel spreadsheet located in the **p_drive**, in the cataloging folder (photographs).
- *Grandfathering Names:* If a personal or corporate name has been used on an earlier BHS record, use that form of the name, even if the form does not comply with best local practice. Do change the form if it has an error. In these cases, we will need go into earlier records and change the form to the correct version (A supervisor would make these changes).
 - File path is p_drive > cataloging and book processing > photograph cataloging > past perfect cleanup > copy of authorities pending.
- If the term can **not** be found in an approved authority list (eg., Library of Congress or OCLC Connexion), please enter the term into the personal/corporate names spreadsheet for **Carolyn's** approval. This spreadsheet can be found in the **p_drive** under the authorities folder. Once it is approved the Photo Archivist or Digitization Archivist will update the Past Perfect authority list, so the term may be selected.

See also: Guidelines for adding new authorities (**pg. 48**) for further details on adding new authorities go to the **Authorities** folder on the **_p drive**.

Photographer

- If the name is known, select from the authority list (F7) e.g., "Armbruster, Eugene L., 1865-1943."
- If the name is known and not in the authority list (F7), then add the new authority to the Past Perfect authorities pending spreadsheet, located in the **p_drive** under the cataloging folder (photographs).
- Always enter the photographer's name (Last name, First name). Please include the middle initial and date range if that is known.
For example: Armbruster, Eugene L., 1865-1943
- **For unknown photographer:** choose "unknown" from the authority list
- If not in local authority list, use LC authority files or Clark Marlor's *Brooklyn Artists Index* (Reference shelf).
- **For unknown birth and death dates:** use "flourished" (fl.). This denotes the years in which we know the creator was living, e.g.: "Huntington, Edna, fl. 1928-1952."

See also: Guidelines for adding new authorities (**pg. 48**) for further details on adding new authorities go to the **Authorities** folder on the **_p drive**.

***Please read and review DACS, chapters 12-14 for more overview of personal and corporate names. Also, refer to AACR2 chapters 21-24, which describe how to form names. This is available through Cataloger's Desktop.**

Subjects

This field is for subject terms (**LCSH** authorities). Proper nouns will be entered into subjects. The LCSH authorities have been imported into Past Perfect. Also, refer to the subject terms already assigned to the collection in Archivists' Toolkit (AT). Please note that the collection level subject headings assigned in AT will be more **broad**, since they are collection level and not item level. The subject terms in AT should be used as guidance, although not all of the terms will apply to each individual image. Item level subject terms in Past Perfect will be more specific to the individual photograph. Since place names and location will be entered into the **search terms** there will be no need to geographically qualify the

CATALOGING AND METADATA

subject terms in Past Perfect, or subdivide the terms any further. Select already approved authorities by right-clicking or F7.

Subjects

- The Library of Congress thesaurus was imported into the Past Perfect authority list. The term should be selected from this authority list. *Please note that format type will be from the AAT thesaurus and located in the “medium” field.
- Please use the Library of Congress (LOC) authorities that are already uploaded into the Past Perfect authority list.
- Local terms should not need to be created for the “subjects” field, since we are only using LOC.

Examples of Subject Terms:

-Abolition Movement
-Aircraft
-Playgrounds
-Floods

Search terms

Search terms will be used for “**place**” names. Place names already populate the search and subject terms in Past Perfect. These fields will need to be cleaned up as we proceed with this project. This will be done in phases and on going, until it is complete. Place is currently found in both subject and search terms. This will be rectified when the Past Perfect clean up is complete.

Rules for Place Name:

- Include here the location that is photographed. Use only: city (or fort) and state; city and country; or geographical feature and locality (Rocky Mountains; Mississippi River) in LC format.
- If the exact address is visible or noted on the photograph, then enter the exact address
(**eg. 145 Atlantic Avenue**)
- Geographic qualifiers need to be entered in the “**place**” field **eg. Eleventh Street (New York, N.Y.)**
- If the same street name is located in more than one borough, make sure to disambiguate the term by borough name, **eg. Fulton Street (Brooklyn, New York, N.Y.)**
- If the street name is not located in more than one borough then you can qualify the term as (New York, NY.), **eg. Dekalb Avenue (New York, N.Y.)** *Dekalb Avenue is located in Brooklyn, but there is only one Dekalb Avenue in New York.
- Use **OCLC Connexion** to access and obtain authority location terms.

Search Terms (Place)

- If the **search term** is in the Past Perfect authority list (F7), make sure the term is selected and entered into Search Terms.
- Search the local authority file in the p_drive folder to make sure there isn’t already an established local heading that would be appropriate to use. Go to the **Authorities** folder on the **_p drive**.
- If the term is not in the Past Perfect authority list (F7), or the already approved local headings, but it was found in OCLC Connexion, go ahead and enter the term in Excel spreadsheet located in the **p_drive**, in the cataloging folder (photographs).

CATALOGING AND METADATA

- If the term can **not** be found in an approved authority list (eg., Library of Congress or OCLC), please enter the term into the Excel spreadsheet located in the **p_drive**, in the cataloging folder (photographs).
 - File path is p_drive > cataloging and book processing > photograph cataloging > past perfect cleanup > copy of authorities pending.
- The Photo Archivist or Digitization Archivist will then approve the search term and update the Past Perfect authority list, so the term may be selected.

The place terms should include specific, narrower terms (**eg. Fulton Street Mall**). Always spell out Street, Road, Place, and Avenue (no abbreviations). Include business names if discerned from the image.

***Just a note, search terms will most likely be local terms and need to go through the approval process!**

See also: Guidelines for adding new authorities (**pg. 48**) for further details on adding new authorities go to the **Authorities** folder on the **_p drive**.

Legal field

Copyright information, restrictions, and rights. Check **AT** for copyright information.

If Unrestricted, enter Public Domain. If Restricted, elaborate:

e.g. Copyright is held by BHS. Permission to reproduce or publish must be secured by the repository.

e.g. Donor is not creator or copyright holder. Donor gave only physical ownership of the film to the Brooklyn Historical Society.

e.g. Copyright is held by the Brooklyn Historical Society. All uses beyond fair use require a licensing agreement as per Title 17 of the U.S. Copyright Law. Please consult library staff for more information.

e.g. Photographer retains copyright. BHS has rights to license.

Copyrights: "Restricted" or "Unrestricted".

ADDING NEW AUTHORITIES

Basic step-by-step procedure for creating local authority headings:

1. Search authority records in OCLC to make sure that there isn't already an authorized heading that would be appropriate.
2. Search the local authority file in the p_drive folder to make sure there isn't already an established local heading that would be appropriate to use.
3. Search for the heading in OCLC to see if there is a particular format of the heading being used by other institutions. If there is one, use that format.
4. For corporate name headings, double-check the LOC ambiguous headings list, <http://lib2.dss.go.th/elib/marc21/ambiguous-headings.html> to make sure that you are classifying your heading appropriately. Categories marked X00, X10, X11, and X30 belong to the field types personal name, corporate name, conference name and title, respectively. The ambiguous headings list tells you whether to set up a name as a corporate body (110) or a geographic entity (151). For example, a train station would be set up as a 110, and a park as a 151.
5. For corporate names entered directly, always qualify geographically when possible/appropriate for disambiguation. Geographic qualification need not get more specific than "Brooklyn, New York, N.Y." unless differentiating between two organizations of the same name located in Brooklyn.

The spreadsheet supervisors are as follows:

- Personal names – Matthew
- Corporate/conference names – Carolyn
- Geographic names – Carolyn

REQUIRED METADATA FIELDS IN PAST PERFECT

Photos Catalog

Viewing Selected Records
Return to Full Catalog

Sorted by Photographer

Collection: Harry Kalmus Photograph Collection
 Object ID: V1991.11.32.1
 Objname: Photographic
 Category: 8: Communication Artifact
 Sub-category: Documentary Artifact
 Date: 1950 ca.
 Year Range: 1945 thru 1955
 Catalog date: //
 Cataloged by:
 Status date: 06/25/1994
 Status by:
 Status:
 Print Size: 10.16 x 12.7
 Film Size:
 Slide#:
 Neg#:
 Frame#:
 Dimension Details:
 Image Height: 10.16 in.
 Image Width: 12.7 in.

Home Location: Brooklyn Historical Society: 128 Pierrepont Street Brooklyn:Film Negative

Description: Kalmus, Mrs. / (Mother of Harry Kalmus) [from envelope]

Photos

Legal | Related | Location | Condition | Appraisal | **People, Classification, Subjects, Search Terms** | No

Provenance: Natalie Kalmus And Frana Kalmus Baruch Collection of approximately b&w negatives, 108 prints, 186 stereoscopic views, and 880 slides belong to the late Harry Kalmus, a Brooklyn photographer who specialized in weddings and bar mitzvahs. PH

Copyrights:

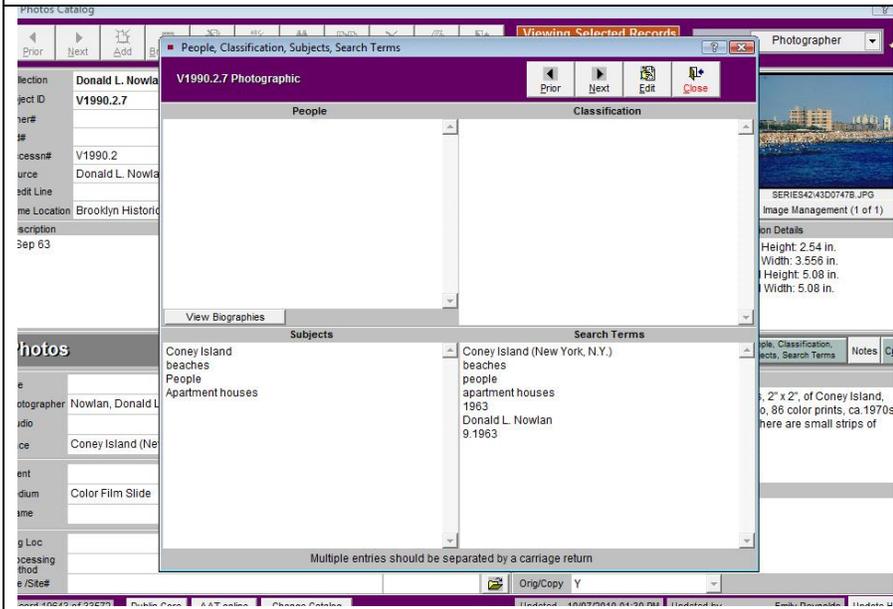
Orig/Copy: Y

Record 10750 of 33572 | Dublin Core | AAT online | Change Catalog | Updated 10/08/2010 12:16 PM | Updated by Emily Reynolds | Upd

Metadata Fields:

- Collection
- Object ID
- Other No.
- ObjectName
- Accession No.
- Home Location
- Date (entered/modified)
- Date
- Print Size (format)
- Medium
- Description
- Provenance
- Photographer
- *People
- *Subjects
- *Search terms
- * Legal (Copyright info, restrictions)
- *These 3 fields are not visible on the screen shot. You must click on the **“People, Classification, Subjects, Search Terms”** for the Subjects and search terms. Click on **“Legal”** for the copyright information. (see pgs. 30-31)

REQUIRED METADATA FIELDS IN PAST PERFECT

	<p>People, Subjects and Search Terms</p> <p>If you click on the “People, Classification, Subjects, Search Terms” this screen will appear. Enter or edit people, subject and search terms here.</p> <p>People – Personal and corporate names (business names and organizations) Subject- LCSH authorities (follow the authorities procedures, pg. 31) Search Terms- Place names only! *Please refer to pg. 29 for more details</p>
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DIGITIZATION PROCEDURES CHECKLIST

Past Perfect Custom Menu

One memo field in the custom menu has been customized to hold the link from individual photographic records to the collection level finding online in the NYU Finding Aid Portal. Once the records have been uploaded to Past Perfect online this field can be populated.

1. Execute a query for the active collection in the NYU Finding Aid Portal at <http://dlib.nyu.edu/findingaids/>.
2. Open the custom menu; choose edit; copy and paste the finding aid script into the Collection FA Link: `Collection title (call #)`.
3. Replace *collection url* with the link copied from the NYU Finding Aid Portal for the active collection.
4. Replace *Collection title* with the name of the active collection.
5. Replace *call #* with the accession # or arc# for the collection.

Example: `Brooklyn Prohibition collection (1977.127)`

Archivists' Toolkit

The link to Past Perfect online records should be made in the Existence and Location of Originals note of the active collection and the record updated on the portal to activate.

1. Execute a query for the collection in AT.
2. Choose the Notes, Etc. & Deaccessions Tab
3. From the middle of the screen, choose Add Note etc. and Existence and Location of Originals note.
4. Change the Note Label to Photograph Records
5. Paste the photograph records link into the Note Content window: Item-level description and digital versions of images from the collection are available for searching via the `<extref actuate="onRequest" href="photograph records" show="new">online image database</extref>`.
6. Go to Past Perfect online; execute a query for the active collection so that all the records will be located (usually a collection search under "click & search"). Copy the url.
7. Paste the url from Past Perfect online in place of *photograph records* in the AT Note Content window's photograph records link.
8. Select OK; then Save.

Example: Item-level description and digital versions of images from the collection are available for searching via the `<extref actuate="onRequest" href="http://brooklynhistory.pastperfect-online.com/35872cgi/mweb.exe?request=clicksearch;dtype=d;subset=0;_t1101=brooklyn%20prohibition%20collection" show="new">online image database</extref>`.

NYU Finding Aid Portal

Once your AT record is saved, you should upload it to the portal. Instructions are located here: L:\p_drive\Archival Processing Manuals\Procedure for Posting EAD FA to NYU and Emma.doc. It's useful to read through this entire document, but for this specific task, start with *Create EAD/xml finding aid and publish on the portal* on page 4.

- Save your xml file in the *CLIR Project EAD* folder. You will be overwriting the existing file in that location.

DIGITIZATION PROCEDURES CHECKLIST

- Continue with the instructions for each section as they appear in the document.

Emma

An additional hyperlink should be added to the collection's post in the catablog. Follow the procedures to create a new post or edit an existing post as per below.

- Click admin to login to Emma
 - Locate the post by browsing or executing a search; choose edit
 - Scroll to the bottom of the post and insert the following after the *View Full Finding Aid* line: `View Collection title photographs (object id range)`
 - Replace *photograph records* with the Past Perfect online query for the active collection so that all the records will be located (usually a collection search under "click & search").
 - Replace *Collection title* with the appropriate title followed by photographs if the title does not include the word photographs.
 - Replace *object id range* with the range of ids that represent the photographs.
 - Click update from the right. Preview the changes to ensure it displays in red, bold underneath *View Full Finding Aid*.
- To insert a rotating gif to post:
 - Create your rotating gif in Photoshop.
 - Save as an animated gif to: L:\p_drive\ArMs\Catablog\catablog images with the following naming convention: "bhs_[call#]_[brief collections name].gif"
 - Recommended size is 400 pixels wide
 - In wordpress edit window, in the first line of code, insert image from file folder at 100% (if you modify the size in wordpress, the animation will not work).
 - Save and preview.

Example:

```
<a href="http://brooklynhistory.pastperfect-online.com/35872cgi/mweb.exe?request=clicksearch;dtype=d;subset=0;_t1101=brooklyn%20prohibition%20collection" target="_blank">View Brooklyn Prohibition collection photographs (v1977.127.1-19)</a>
```

MARC XML

XML will be exported at the collection level from AT. Records have been sent to NYU for testing so this section is in development. More information to come.

BROOKLYN VISUAL HERITAGE

Exporting Data to Brooklyn Visual Heritage Website

*First, make sure the export tool is installed in your local version of Past Perfect. Directions below!

This is the program that will export your data to excel based on having a check mark in the "Include on Web" box and being part of the collection you select.

To install:

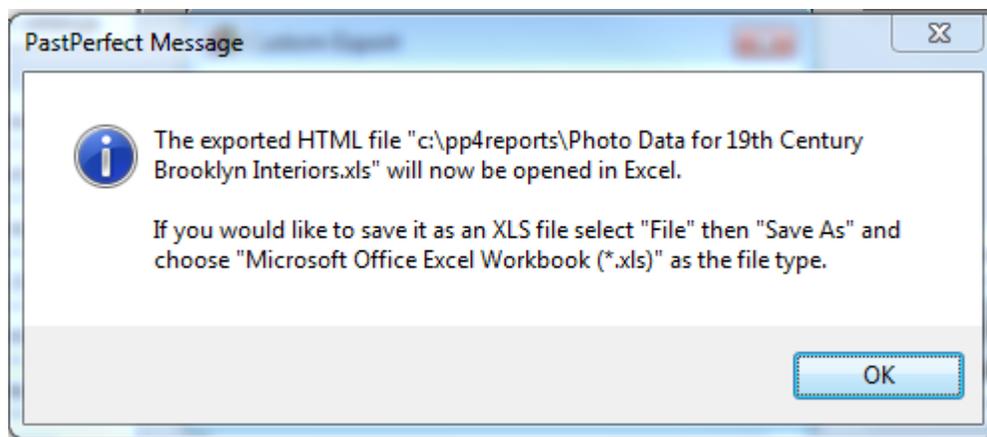
Inside this zip are two files, customreports.scx and sct. Copy those files to your local pp4 folder (not the zip, the files)

To Use:

From the Main Menu, click Reports, then click "Special Reports"

Select your collection to export, then click "Export Now"

When it is finished, you will see this message

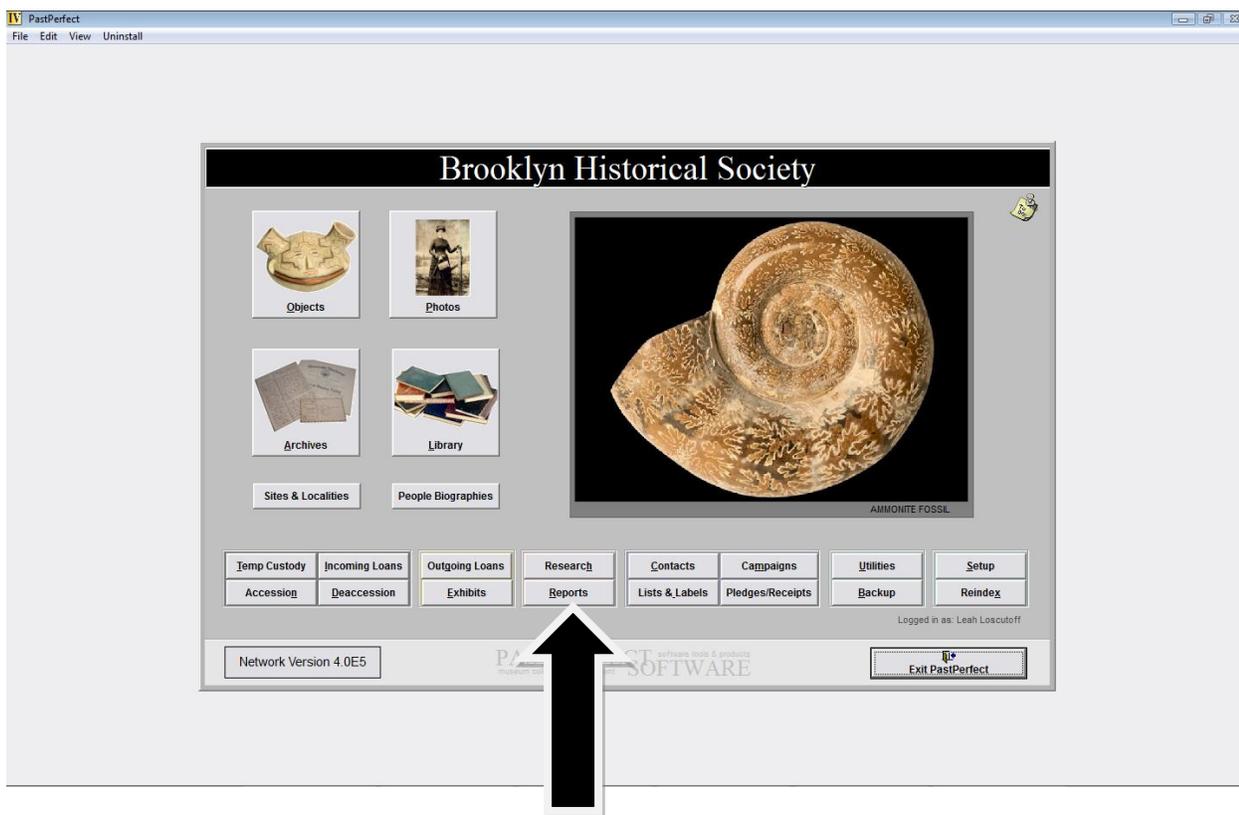


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Click OK and Watch for Excel to open on your computer. It will be opening a .htm file so you will need to click Save As and select the appropriate excel version. I selected Excel 2003 for our test.

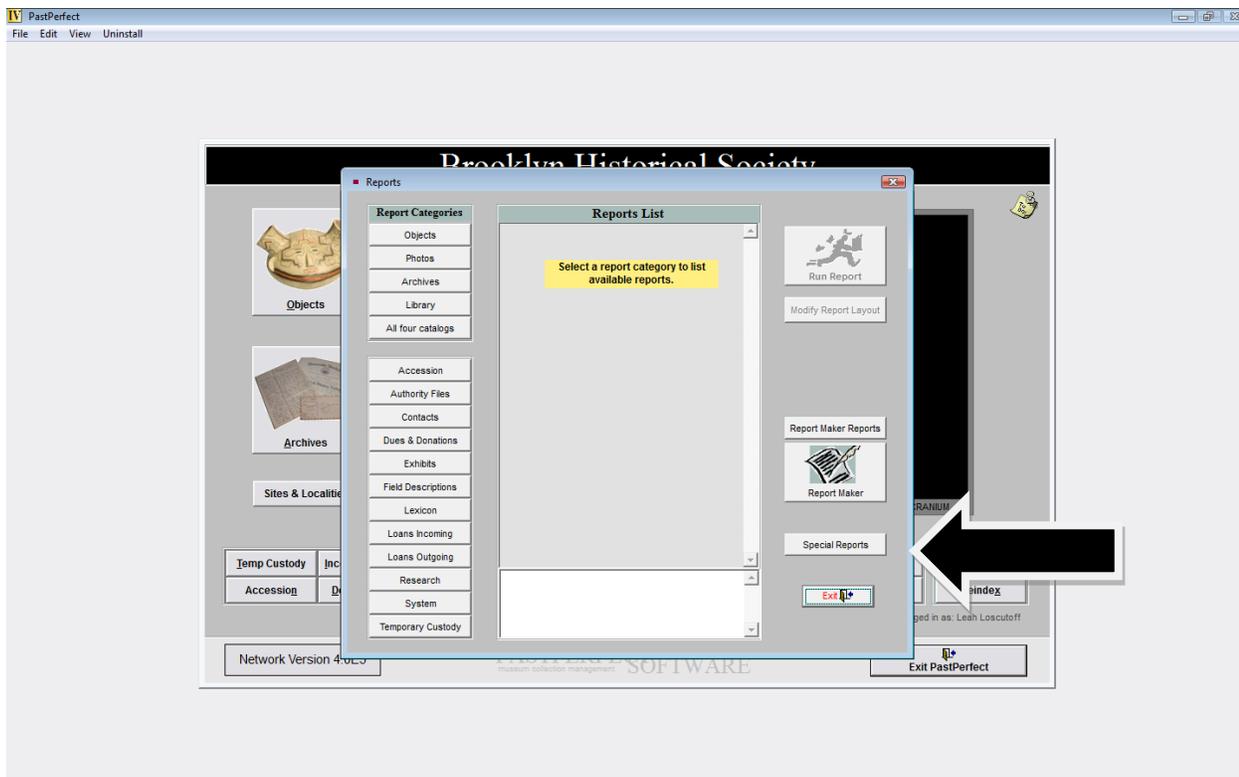
By default it saves to our c:\pp4reports folder, but when you click Save As in excel, you can name and save it whatever you want.

Step 1) Open up Past Perfect and go to click on the “Reports” button



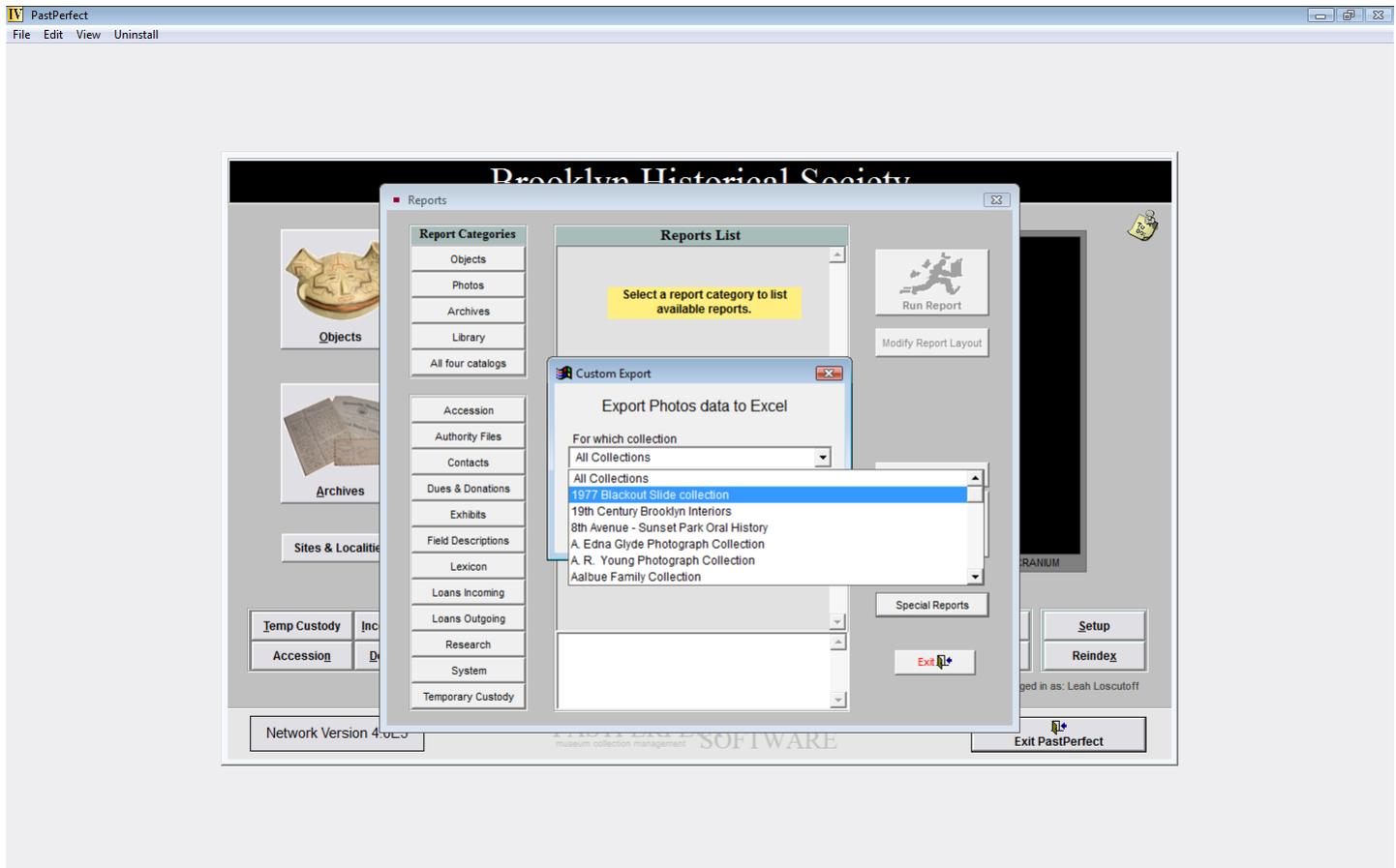
Step 2) Once you are in “reports” click on “special reports” to the right

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Step 3) At that point the custom export screen will appear and a drop down list of collections. You can export by **collection name**, just select from the list and it will export into Excel.

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Step 4) Select the collection name you want to export. After a minute the Excel spreadsheet will appear as an HTML file.

Step 5) Save the HTML file as an Excel document, using the collection number for the file name.

Example: v1981.15.xls

Step 6) Rename the spreadsheet headings exactly in this order:

- OBJECTID
- TITLE
- CREATOR
- DATE

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- REPOSITORY
- COLLECTION
- SUBJECTS
- SUBJECTS2
- DESCRIP
- MEDIUM
- RIGHTS
- LOCATION
- IMAGEFILE
- RECORDLINK

Step 7) Save the spreadsheet and save it in the “data dumps” folder in the p_drive

Step 8) Make sure the data is all there, and then email the spreadsheet to Amanda and Tom at BPL!

a.cowell@brooklynpubliclibrary.org

t.odea@brooklynpubliclibrary.org

Step 9) The data is emailed after the images are pushed online with Past Perfect.

REPAIRING A MISSING PHOTO IN AN IMAGE RECORD

- 1) Click on the original record link
- 2) Click on the image on the BVH page to make it larger

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3) Right click on the image and select view image info

4) Copy the whole link in the "location" field such as <http://brooklynhistory.pastperfect-online.com/35872images/019/V197817448.JPG>

5) On BVH select edit for the image

6) Paste this web address into the field Image: Leave all other fields alone.

7) Save the record