

Image and Text Information for *Artefacts Canada*

March 13, 2003

A. IMAGE SPECIFICATIONS:

Thumbnail image

125 - 150 pixels (maximum) along longest dimension

File format: JPEG

8-bit greyscale or 24-bit colour

File size: less than 5 K.

Display (or full-size) image

500-800 pixels (maximum) along longest dimension

File format: JPEG

8-bit greyscale or 24-bit colour

File size: less than 50 K.

Image files may be located on CHIN's server or any other server identified by the Institution.

B. RECORDS

Refer to the CHIN Data Dictionaries for information about the fields. The approach to providing species and specimen information for Natural Science projects is under review.

Humanities

Provide the following **MANDATORY** information:

- Institution
- Institution City
- Institution Province
- Object Name AND where applicable Object Type
- Dimensions (Height, Length, Width, Unit – Linear)
- Interpretive Notes
- Image Thumbnail (or Image Thumbnail URL)
- Image Full Size (or Image Full-size URL)
- Credit Line Image

Complete **AT LEAST ONE** of the following **MANDATORY** registration fields:

- Accession No.
- Catalogue No.

Complete **AS MANY AS POSSIBLE** of the following date fields.

- Date of Object From
- Date of Object To
- Period
- School/Style

The following fields are **REQUIRED** for works of art:

- Subject
- Title
- Artist/Maker
- Medium
- Support

NON-MANDATORY FIELDS: Completion of the following fields is not required, but will increase the objects' visibility:

Complete **AS MANY AS POSSIBLE** of the following ethnographic fields:

- Cultural Context
- Culture
- Geo Cultural Area
- Ethnolinguistic Group

Complete **AS MANY AS POSSIBLE** of the following geographic origin fields:

- Origin - Province
- Origin – Country
- Origin – Continent
- Use – Country
- Use – Province

Complete **AS MANY AS POSSIBLE** of the following fields:

- Material
- Technique
- Manufacturer
- Merchant
- Decorative Technique

Complete **AS MANY AS POSSIBLE** of the following fields for classification:

- Classification
- Category
- Sub-category
- Group