

## **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