

Virtual Exhibits Investment Program – Image and Record Requirements for Artefacts Canada

As specified in the Agreement, the institution shall create, for each object from its collection of which an image is included in the product, an Artefacts Canada record with associated image in accordance with the specifications provided below.

Image Specifications

Thumbnail image files submitted to Artefacts Canada should

- be 125 to 150 pixels along the longest dimension;
- use the JPEG format (8-bit greyscale or 24-bit colour); and,
- be less than 5 Kb in size.

Display (or full-size) image files submitted to Artefacts Canada should

- be 500 to 800 pixels along the longest dimension;
- use the JPEG format (8-bit greyscale or 24-bit colour); and,
- be less than 50 Kb in size.

Note: Image files may be located on CHIN's server or any other server identified by the submitting institution.

Natural Science Records

Refer to the CHIN Data Dictionaries for information about the fields to be completed for each Artefacts Canada natural science record submitted. The CHIN Natural Sciences Data Dictionary is available at the following page:

http://www.pro.rcip-chin.gc.ca/sommaire-summary/dictionnaire_naturelles-natural_dictionary-eng.jsp

Humanities Records

Please review the required and recommended fields to be completed for each Artefacts Canada Humanities record submitted. You can find detailed information about these fields and others in the CHIN Humanities Data Dictionary, available at the following page:

http://www.pro.rcip-chin.gc.ca/sommaire-summary/dictionnaire_humaines-humanities_dictionary-eng.jsp

Required

Each Artefacts Canada humanities record must include the following mandatory information where applicable:

Institution
Institution City
Institution Province
Discipline
Object Name AND, where applicable, Object Type
Manufacturer or Artist/Maker
Title
Subject
Medium and Support
Material
Date of Object - From
Date of Object – To
Period
School/Style
Dimensions (Height, Length, Width, Depth, Unit – Linear)
Culture
Thumbnail Image (or Thumbnail Image URL)
Full Size Image (or Full-size Image URL)
Image User Name and Image Server

Each Artefacts Canada humanities record must include at least one of the following mandatory registration fields:

Accession No.
Catalogue No.

Recommended

Note: Completion of the following fields for Artefacts Canada humanities records is not required, but will increase the objects' visibility.

Complete as many as possible of the following ethnographic fields:

Cultural Context
Geo Cultural Area
Ethno linguistic 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:

Technique
Decorative Technique
Merchant

Complete as many as possible of the following fields for classification:

Classification
Category
Sub-category
Group