

**Canadian Heritage Information Network
Required and Recommended Fields for Contribution to Artefacts Canada**

List of fields in the Data Dictionary	page
• INSTITUTION FIELDS	
1. INSTITUTION.....	3
2. INSTITUTION CITY.....	3
3. INSTITUTION PROVINCE.....	3
• IDENTIFICATION FIELDS	
4. DISCIPLINE.....	4
5. CLASSIFICATION.....	4
6. CATEGORY.....	5
7. SUB-CATEGORY.....	5
8. OBJECT NAME.....	6
• TITLE FIELDS	
9. TITLE.....	7
• ARTIST & MANUFACTURER FIELDS	
10. ARTIST/MAKER.....	7
11. MANUFACTURER.....	8
• DATING FIELDS	
12. DATE OF OBJECT, FROM.....	9
13. DATE OF OBJECT, TO (1).....	10
14. PERIOD.....	10
15. SCHOOL/STYLE.....	11
• DIMENSIONS FIELDS	
16. HEIGHT.....	11
17. LENGTH.....	12
18. WIDTH.....	12
19. DEPTH.....	13
20. UNIT LINEAR.....	13
• DESCRIPTIVE FIELDS	
21. MATERIAL.....	14
22. MEDIUM.....	15
23. SUPPORT.....	15
24. TECHNIQUE.....	15
25. SUBJECT/IMAGE.....	16
26. DESCRIPTION.....	17
27. NARRATIVE.....	17
28. HISTORY OF USE.....	18
29. OPERATING PRINCIPLE.....	18
30. CULTURAL CONTEXT.....	18
31. ADDITIONAL ASSOCIATIONS.....	19

	page
• ORIGIN/USE FIELDS	
32. ORIGIN-COUNTRY.....	19
33. ORIGIN-PROVINCE.....	20
34. USE COUNTRY.....	20
35. USE-PROVINCE.....	21
• ETHNOLOGICAL FIELDS	
36. CULTURE.....	21
• REGISTRATION FIELDS	
37. ACCESSION NUMBER.....	22
38. CATALOGUE NUMBER.....	23
• CREDIT & COPYRIGHT FIELDS	
39. BRAND NAME.....	23
40. MODEL NAME/NUMBER.....	24
41. CREDIT LINE-IMAGE.....	24
42. COPYRIGHT-IMAGE.....	24
• PHOTO & IMAGES FIELDS	
43. IMAGE THUMBNAIL.....	25
44. IMAGE THUMBNAIL URL.....	25
45. IMAGE FULL SIZE.....	25
46. IMAGE FULL SIZE URL.....	26
47. IMAGE USER NAME.....	26
48. IMAGE SERVER.....	26
49. IMAGE DETAILS.....	27

RECOMMENDED CONTROLLED VOCABULARIES FOR:

• DISCIPLINE.....	4
• CLASSIFICATION & OBJECT NAMES.....	6
• ARTISTS NAMES.....	8
• PERIOD & SCHOOL/STYLE.....	11
• MATERIAL & TECHNIQUE.....	16
• SUBJECT.....	17
• GEOGRAPHICAL DATA.....	21

To know more about those controlled vocabularies, please refer to the Standards section of the CHIN site at http://www.chin.gc.ca/English/Standards/vocabulary_vocabulary.html

INSTITUTION FIELDS

Field Label: INSTITUTION

Status: Default value when mapping to Artefacts Canada.

Field Mnemonic: INS

Field Name(s): Institution Name

Field Definition: This field contains the full name of the institution responsible for the creation and maintenance of the document. Ownership of the object cannot necessarily be assumed.

Entry Rules: Enter the full name of the institution. Repeating the same information in each record is not necessary, because data in this field may be automatically generated.

Related Fields: If an item is on long term loan, enter the owner's name under Current Owner (CO), or use Source (SR) and enter "loan" in Acquisition Mode (MO).

Data Type: alpha-numeric string

Reference: CHIN. 1997. Guide to Canadian Museums and Galleries. Canadian Heritage Information Network, Hull. [Internet Web site] <http://www.chin.gc.ca> Museums & Galleries [Accessed January 1998].

Examples: New Brunswick Museum

Musée Nouveau-Brunswick

Nova Scotia Museum

Provincial Museum of Alberta

Musée du Québec

Source: Archaeology (Specimens) Task Force; History Task Force; Ethnology Task Force; Fine and Decorative Arts Task Force

Étiquette de zone: ÉTABLISSEMENT

Code Mnémonique: ETAB

Field Label: INSTITUTION CITY

Status: Default value when mapping to Artefacts Canada

Field Mnemonic: INSCTY

Field Name(s): Institution City/Town/Municipality

Field Definition: This field contains the full name of the city, town or municipality in which the institution is located.

Entry Rules: Enter the city name in full. Repeating the same information in each record is not necessary, because data in this field may be automatically generated.

Data Type: alpha-numeric string

Examples: Red Deer

Toronto

Ottawa

Source: Archaeology (specimens) extra Task Force

Étiquette de zone: VILLE DE L'ÉTABLISSEMENT

Code Mnémonique: VETAB

Field Label: INSTITUTION PROVINCE

Status: Default value when mapping to Artefacts Canada

Field Mnemonic: INSPR

Field Name(s): Institution Province/Territory/State

Field Definition: This field contains the name of the province, territory or state in which the institution is located.

Entry Rules: Enter the name of the province in full. Repeating the same information in each record is not necessary, because data in this field may be automatically generated.

Data Type: alpha-numeric string

Examples: Manitoba

Northwest Territories

California

Source: CHIN

Étiquette de zone: PROVINCE DE L'ÉTABLISSEMENT

Code Mnémonique: PRETAB

IDENTIFICATION FIELDS

Field Label: DISCIPLINE

Status: Required field for uploading to Artefacts Canada.

Field Mnemonic: DSC

Field Name(s): Discipline

Field Definition: This field names the discipline or branch of learning under which the object may fall.

Entry Rules: Please use the document "Discipline Authority List proposed for the Humanities (2006) Derived from the Art & Architecture Thesaurus" to enter the name of the discipline under which the object falls. A semicolon and a space should separate multiple entries.

Data Type: alpha-numeric string

Examples: agriculture

Medicine

Social history

Source: CHIN

Étiquette de zone: DISCIPLINE

Code Mnémonique: DSC

RECOMMENDED CONTROLLED VOCABULARIES FOR DISCIPLINES

- **Canadian Heritage Information Network (CHIN), 2006, Discipline Authority List proposed for the Humanities (Derived from the Art & Architecture Thesaurus).** Please contact CHIN to obtain a copy.

Field Label : CLASSIFICATION

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: CLSN

Field Name(s): Classification

Field Definition: This field contains the super-category for the object.

Entry Rules: Enter the super-category. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: If only one level of classification is needed, it is preferable to use Category (CTGY). If two levels are needed, it is preferable to use Category (CTGY) and Sub-category (SCAT). If three levels are needed, it is preferable to use Category (CTGY), Sub-category (SCAT) and Group (GRP).

Data Type: alpha-numeric string

Examples: works of art on paper
model

man-made artifact

Source: Canadian Museum of Civilization

Étiquette de zone: CLASSIFICATION DE L'OBJET

Code Mnémonique: CLOB

Field Label: CATEGORY

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: CTGY

Field Name(s): Category

Field Definition: This field contains the primary level of classification for the object.

Entry Rules: Enter the primary classification. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: See also, Classification (CLSN).

Data Type: alpha-numeric string

Examples: art objects

personal artifacts

tools & equipment

societal artifacts

Source: History Task Force; Archaeology (Specimens) Task Force; Ethnology Task Force

Étiquette de zone: CATÉGORIE DE L'OBJET

Code Mnémonique: COB

Field Label: SUB-CATEGORY

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: SCAT

Field Name(s): Sub-category

Field Definition: This field contains the second level of classification for the object.

Entry Rules: Enter the second level of classification. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: See also, Classification (CLSN).

Data Type: alpha-numeric string

Examples: original art

clothing, underwear

Armament T&E, firearm

governmental artifact

Source: History Task Force

Étiquette de zone: SOUS-CATÉGORIE DE L'OBJET

Code Mnémonique: SCOB

Field Label: OBJECT NAME

Status: Required field for uploading to Artefacts Canada

Field Mnemonic: OB

Field Name(s): Object Name

Field Definition: This field contains the common name of the object described in the record.

Entry Rules: Enter the object name in singular form. Classification terms and descriptive modifiers should not be entered in this field. A semicolon and a space should separate multiple entries.

Related Fields: Classifications to which the item belongs are cited in the Category (CTGY), Sub-category (SCAT) and Group (GRP) fields. Modifiers that normally distinguish this item from similar ones of the same name are cited in the Object Type (OT) and Object Sub-type (OST) fields. The common name is composed of the Object Name (OB) modified by the Object Type (OT) and Object Sub-type (OST) fields. Refer to CHIN documentation research papers on object name for further clarification. Qualities and attributes not incorporated into the common name of the item are cited in other fields such as Material (MA), Period (PER), Culture (CU), etc.

Data Type: alpha-numeric string

Reference: Delroy, Stephen H. 1994. Object Name and Related Standards. Canadian Heritage Information Network, Ottawa.

Examples: painting

undershirt

slip

musket

voting box ?

cup

saucer

Source: History Task Force; Archaeology (specimens) Task Force; Ethnology Task Force

Étiquette de zone: NOM DE L'OBJET

Code Mnémonique: OB

RECOMMENDED CONTROLLED VOCABULARIES FOR CLASSIFICATION AND OBJECT NAMES

- *The Revised Nomenclature for Museum Cataloging: A Revised and Expanded Edition of Robert G. Chenhall's System for Classifying Man-Made Objects.*
- *Parks Canada Classification System for Historical Collections.*
- *Parks Canada Look and Learn: Descriptive and Visual Dictionary of Objects.*
- *Social History and Industrial Classification: A Subject Classification for Museum Collections (SHIC)* More information or entire resource available at <http://www.holm.demon.co.uk/shic> (consulted 2006-09-26)
- *ICONCLASS*, More information or entire resource available at <http://www.iconclass.nl> (consulted 2006-09-26)
- *Outline of Cultural Material.* Murdock, G.P., et al. 1961. Fourth revised edition. Human Relations Area Files, Inc., New Haven.

- Art & Architecture Thesaurus (AAT) created by the J. Paul Getty Trust. More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/aat
- *Religious Objects - User's Guide and Terminology*
- *Vocabulary of Basic Terms for Cataloguing Costume*. More information or entire resource available online at <http://www.collectionstrust.org.uk/spectrum-terminology/t0006>
- *British Museum Object Names Thesaurus*. More information or entire resource available online at <http://www.collectionstrust.org.uk/bmobj/Objintro.htm>
- *Thesaurus of Monument Types*. More information or entire resource available online at http://thesaurus.english-heritage.org.uk/thesaurus.asp?thes_no=1
- *mda Archaeological Objects Thesaurus*. More information or entire resource available online at <http://www.collectionstrust.org.uk/archobj/archint.htm>

TITLE FIELDS

Field Label: TITLE

Status: Required field for uploading to Artefacts Canada where applicable for the object.

Field Mnemonic: TI

Field Name(s): Title

Field Definition: This field contains the title of the object. For fine art, the curatorial title is based on that assigned by the artist.

Entry Rules: Enter the title in full in English or French, without quotation marks or additional punctuation. If the artist, maker or designer did not assign a title, this field is left blank. A semicolon and a space should separate multiple entries.

Related Fields: See also, Original Title (TIO), Title Variation (TIV), Title Translation (TITR) and Series/Volume Title (SVTI).

Data Type: alpha-numeric string

Examples: A Winter Scene

Snow No. 3

Nude Study In Red

Untitled

Mona Lisa

Source: Fine and Decorative Arts Task Force

Étiquette de zone: TITRE

Code Mnémonique: TI

ARTIST & MANUFACTURER FIELDS

Field Label: ARTIST/MAKER

Status: Required field for uploading to Artefacts Canada where applicable for the object.

Field Mnemonic: AR

Field Name(s): Artist/Maker/Designer Name

Field Definition: This field indicates the name of the artist, maker or designer responsible for the design and/or execution of the object. Sometimes it is not entirely clear that a particular artist, maker or designer was the creator of the object, and so may be modified by the phrase

"Attributed to" after the name or a "?" to indicate significant doubt. The names of multiple artists, makers or designers can be cited here.

Entry Rules: Enter names of individuals, from senior to junior or alphabetically, in the following format: surname, given name(s) or initial(s). Enter organization or business name(s) without inverting in the format: name in full, followed by suffixed information in parentheses. Honorific titles or other information that ordinarily precede the name, should be entered after the given name or initials, and separated from them by a comma. Other descriptive information may be appended within parentheses. Initials should be followed by periods. Commas and periods should be followed by a space unless they are followed by other punctuation. A semicolon and a space should separate multiple entries. Uncertainty in the attribution to an artist/maker/designer is indicated at one of two levels. A reasonably positive assertion that the work is by an artist should be indicated by the phrase "Attributed to" after the name. Significant doubt about the attribution to an artist should be indicated by following the name with a space "?".

Related Fields: See also, other Artist/Maker/Designer fields with mnemonics prefixed by 'AR' and, for prints, Other Artist (ATEC).

Data Type: alpha-numeric string

Reference: NGC Library. 1993. Artists in Canada. National Gallery of Canada, Ottawa.
<http://www.chin.gc.ca> Professional Resources, Research & References.

Examples: Michael Wright, Attributed to
Tiepolo, Giovanni Battista ?

Browne, Archibald

C.A. Roy

Roy, C. A., Dr. (Director)

Roy, C. A. (M.Sc.)

Parker, Louise, Mrs. (Education)

Acme Insurance Limited

Global Museum Associates

John Forbes and Son Limited

Source: Ethnology Task Force; History extra Task Force; Fine and Decorative Arts Task Force; Fine and Decorative Arts Working Group, 1987

Étiquette de zone: ARTISTE, ARTISAN OU CONCEPTEUR

Code Mnémonique: AR

RECOMMENDED CONTROLLED VOCABULARIES FOR ARTISTS NAMES

- *The Artists in Canada database.* . More information or entire resource available online at http://www.chin.gc.ca/English/Reference_Library/index.html
- *The Union List of Artist Names (ULAN).* More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/ulan/index.html

Field Label: MANUFACTURER

Status: Required field for uploading to Artefacts Canada where applicable for the object.

Field Mnemonic: MF

Field Name(s): Manufacturer Name

Field Definition: This field contains the preferred name of the manufacturer of the object.

Entry Rules: Enter organization or business name(s) without inverting in the format: name in full, followed by suffixed information in parentheses. Enter names from most senior to junior or alphabetically. A semicolon and a space should separate multiple entries.

Related Fields: See also, other Manufacturer fields with mnemonics prefixed by 'MF'.

Data Type: alpha-numeric string

Examples: John Forbes and Son Limited

Forbes Manufacturing

A. Thibert, Carriage Builder

Source: History Task Force; Fine and Decorative Arts Task Force

Étiquette de zone: FABRICANT

Code Mnémonique: FAB

DATING FIELDS

Field Label: DATE OF OBJECT, FROM

Status: Required field for uploading to Artefacts Canada where applicable for the object.

Field Mnemonic: BPD1

Field Name(s): Begin Date 1;Date of Object, From

Field Definition: This field indicates the date of production of the object. In this case, it is the date that production of the object began, or the lower limit of the beginning of a chronological date range for the object.

Entry Rules: Enter a numeric date. Always record the date in YYYYMMDD order (always give all four digits of the year). Dates can be qualified by adding one of the following attributes: circa (C), prior to (P), later than (L), decade ('s), between (-) and uncertain (?). Attributes should be separated from the date with a space, except for decade ('s) and between (-). Dates can also be described as "unknown". BC dates should be expressed as negative integers.

Related Fields: If only one date is known for the object, then use Date of Object, To (EPD2). If a date range is known, enter the earliest date in Date of Object, From (BPD1) and the most recent date in Date of Object, To (EPD2). If only a date range is known for the earliest date, then enter the lower value in Date of Object, From (BPD1) and the higher value in Date of Object, From (2) (BPD2). Similarly, if only a date range is known for the most recent date, then enter the less recent date in Date of Object, To (1) (EPD1) and the more recent date in Date of Object, To (EPD2). BP dates should be converted to BC dates. See also, Date of Object, From (2) (BPD2), Date of Object, To (1) (EPD1), Date of Object, To (EPD2), and Absolute Date (ABD).

Data Type: alpha-numeric string

Examples: 1950

1950 c

c 1950

100 BC

1940's

1935-08-29

19350829

1928-1945

unknown

Source: History Task Force; Ethnology Task Force

Étiquette de zone: DATE DE DÉBUT DE PRODUCTION 1
Code Mnémonique: DDP1

Field Label: DATE OF OBJECT, TO (1)

Status: Required field for uploading to Artefacts Canada

Field Mnemonic: EPD1

Field Name(s): End Date 1;Date of Object, To (1)

Field Definition: This field indicates the lower limit of the end of a chronological date range for the object.

Entry Rules: Enter a numeric date. Always record the date in YYYYMMDD order (always give all four digits of the year). Dates can be qualified by adding one of the following attributes: prior to (P), later than (L), decade ('s), between (-) and uncertain (?). Attributes should be separated from the date with a space, except for decade ('s) and between (-). Dates can also be described as "unknown". BC dates should be expressed as negative integers. If 'circa' is used in End Date 2 (EPD2), do not use this field.

Related Fields: If only one date is known for the object, then use Date of Object, To (EPD2). If a date range is known, enter the earliest date in Date of Object, From (BPD1) and the most recent date in Date of Object, To (EPD2). If only a date range is known for the earliest date, then enter the lower value in Date of Object, From (BPD1) and the higher value in Date of Object, From (2) (BPD2). Similarly, if only a date range is known for the most recent date, then enter the less recent date in Date of Object, To (1) (EPD1) and the more recent date in Date of Object, To (EPD2). BP dates should be converted to BC dates. BC dates should be expressed as negative integers. See also, Date of Object, From (BPD1), Date of Object, From (2) (BPD2), Date of Object, To (EPD2) and Absolute Date (ABD).

Data Type: alpha-numeric string

Examples: 1950

1950 c

c 1950

100 BC

1940's

1935-08-29

19350829

1928-1945

unknown

Source: History Task Force

Étiquette de zone: DATE DE FIN DE PRODUCTION 1

Code Mnémonique: DFP1

Field Label: PERIOD

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: PER

Field Name(s): Period Designation

Field Definition: This field contains the name of the historical period or any non-numeric chronological data associated with the object.

Entry Rules: Enter the historical period or textual date. Dates can be qualified by adding one of the following attributes: centry, early, mid, late, first half, second half, first and last. A semicolon and a space should separate multiple entries.

Related Fields: See also, School/Style (SA) and Style (STY).

Data Type: alpha-numeric string

Examples: Victorian

Renaissance

16th century

Last decade of XVIIth Century

First half of XIXth Century

Source: Archaeology (Specimens) Task Force; History extra Task Force; Fine and Decorative Arts Task Force

Étiquette de zone: PÉRIODE

Code Mnémonique: PER

Field Label: SCHOOL/STYLE

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: SA

Field Name(s): School/Style

Field Definition: This field contains the school and/or stylistic associations for the object.

Entry Rules: Enter the school and/or stylistic associations. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: See also, Period (PER) and Style (STY).

Data Type: alpha-numeric string

Examples: Cubist

Canadian

Group of Seven

Source: History extra Task Force

Étiquette de zone: ÉCOLE OU STYLE

Code Mnémonique: ES

RECOMMENDED CONTROLLED VOCABULARIES FOR PERIOD & SCHOOL/STYLE

- Art & Architecture Thesaurus (AAT) created by the J. Paul Getty Trust. More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/aat

DIMENSIONS FIELDS

Field Label: HEIGHT

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: HT

Field Name(s): Height

Field Definition: This field contains the measurement of the object's overall height, excluding any frame or pedestal. If the object is irregular, the measurement represents the greatest height including all component parts.

Entry Rules: Enter a single dimension measurement, expressed as numerics only. Measure paintings, face down, to the outer edges of the stretcher or panel. If the object is irregular, measure the greatest height including all component parts.

Related Fields: Comments about partial or questionable measurements should be noted in the Dimension Remarks field (DIREM). For recording the image, composition or plate mark height for prints, use the Image Height field (IHT). See also, Unit-Linear (UNL).

Data Type: real number

Examples: 70.5

50

9.217

Source: History Task Force; Ethnology Task Force; Fine and Decorative Arts Task Force

Étiquette de zone: HAUTEUR

Code Mnémonique: HT

Field Label: LENGTH

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: LEN

Field Name(s): Length

Field Definition: This field contains the measurement of the overall length, excluding any frame or pedestal. If the object is irregular, the measurement represents the greatest length including all component parts.

Entry Rules: Enter a single dimension measurement, expressed as numerics only. If the object is irregular, measure the greatest length including all component parts. Attributed data should be followed by space "?".

Related Fields: Comments about partial or questionable measurements should be noted in the Dimension Remarks field (DIREM). See also, Unit Linear (UNL).

Data Type: real number

Examples: 90.5

50

9.217 ?

Source: Archaeology (Specimens) Task Force; History Task Force; Ethnology Task Force

Étiquette de zone: LONGUEUR

Code Mnémonique: LO

Field Label: WIDTH

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: WI

Field Name(s): Width

Field Definition: This field contains the measurement of the object's overall width, excluding any frame or pedestal. If the object is irregular, the measurement represents the greatest width including all component parts.

Entry Rules: Enter a single dimension measurement, expressed as numerics only. Measure paintings, face down, to the outer edges of the stretcher or panel. If the object is irregular, measure the greatest width including all component parts.

Related Fields: Comments about partial or questionable measurements should be noted in the Dimension Remarks field (DIREM). For recording the image, composition or plate mark width for prints, use the Image Width field (IWI). See also, Unit Linear (UNL).

Data Type: real number

Examples: 50.5

70

9.217

Source: Archaeology (specimens) Task Force; History Task Force; Ethnology Task Force; Fine and Decorative Arts Task Force

Étiquette de zone: LARGEUR

Code Mnémonique: LA

Field Label: DEPTH

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: DP

Field Name(s): Depth

Field Definition: This field contains the measurement of the overall depth or the internal depth of a hollow object.

Entry Rules: Enter a single dimension measurement, expressed as numerics only. Attributed data should be followed by space "?".

Related Fields: Comments about partial or questionable measurements should be noted in the Dimension Remarks field (DIREM). See also, Unit Linear (UNL).

Data Type: real number

Examples: 5.5

30

70 ?

Source: Ethnology Task Force; Fine and Decorative Arts Task Force

Etiquette de zone: PROFONDEUR

Code Mnémonique: PROF

Field Label: UNIT LINEAR

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: UNL

Field Name(s): Unit Linear

Field Definition: This field contains the linear unit of measurement (metric or Imperial) used consistently for the dimension fields, according to international codes or abbreviations.

Entry Rules: Enter the internationally accepted abbreviation for the unit of measurement. All measurements of the object should be made in the same unit. For units of measurement, the accepted practice is to enter Imperial abbreviations followed by a period and metric codes without a period.

Related Fields: See also, Height (HT), Length (LE), Width (WI), Depth (DP), Thickness (TH), Inside Diameter (IDIA), Outside Diameter (ODIA), Circumference (CI), Image Height (IHT), Image Width (IWI), Base Width (BWI), Base Length (BLE), Base Thickness (BASTH), Body

Diameter (BDIA), Body Thickness (BTH), Shoulder Diameter (SHDIA), Shoulder Thickness (STH), Neck Diameter (NDIA), Lip Diameter (LDIA), Lip Thickness (LTH), Rim Thickness (RIMTH), Bore Diameter (BORE), Working Edge Length (WELE), Working Edge Width (WEWI), Width at Haft (HFTWI), Platform Width (PLWI), Platform Depth (PLDP), Notch Length (NOL), and Notch Depth (NOD).

Data Type: alpha-numeric string

Examples: in.

cm

mm

Source: Archaeology (specimens) Task Force; History Task Force; Ethnology Task Force; Fine and Decorative Arts Task Force

Étiquette de zone: UNITÉ DE MESURE LINÉAIRE

Code Mnémonique: UNL

DESCRIPTIVE FIELDS

Field Label: MATERIAL

Status: Required field for uploading to Artefacts Canada where applicable for the object.

Field Mnemonic: MA

Field Name(s): Material

Field Definition: This field lists the materials used to make a three-dimensional object such as a sculpture, historical artifact or ethnographic artifact. Materials are listed from the most to the least predominant.

Entry Rules: Enter singular nouns except where it is inappropriate to do so. Enter the materials from the most to the least predominant. A semicolon and a space should separate multiple entries. Attributed data should be followed by space "?".

Related Fields: This field should be used in conjunction with the Technique field (MT). Refer to CHIN documentation research papers on material and technique for further clarification. The AAT may also be useful. It is available on-line through CHIN or as a paper copy: Petersen, Toni. 1990. Art and Architectural Thesaurus. Published on behalf of The Getty Art History Information Program, Oxford University Press, New York. A two-dimensional item, eg. painting, print, or photograph should use the Medium (MED) and Support (SUP) fields. See also, Technique (MT), Medium (MED), Support (SUP), Additive Material (MAAD), and Alternate Material Name (MAA).

Data Type: alpha-numeric string

Reference: Ewing, Calum. 1992. Standards for the Use of the Material, Technique and Related Fields in the CHIN Humanities Databases. Manuscript. Canadian Heritage Information Network, Ottawa.

Examples: wood, pine ?

metal, gold

fibre, nylon

fibre, cotton

Source: Archaeology (specimens) Task Force; History Task Force; Ethnology Task Force

Étiquette de zone: MATÉRIAUX

Code Mnémonique: MA

Field Label: MEDIUM

Status: Required field for uploading to Artefacts Canada where applicable for the object.

Field Mnemonic: MED

Field Name(s): Medium

Field Definition: This field lists the methods, processes or materials used to create a two-dimensional object such as a painting, print or photograph. The information is generally listed in the order of usage from the front face to the backing.

Entry Rules: Enter the medium in the order of usage from the front face to the backing. Terms should be singular nouns, except where the singular is inappropriate, even if several types of the same medium are used, eg. "oil" not oils. Attributed data should be followed by space "?".

Related Fields: This field must be used in conjunction with the Support (SUP) field which will contain the primary support. For three-dimensional works, use the Material (MA) and Technique (MT) fields. See also, Support (SUP), Material (MA), and Technique (MT).

Data Type: alpha-numeric string

Examples: oil

watercolour

pencil

pastel

Étiquette de zone: MÉDIUM

Code Mnémonique: MED

Field Label: SUPPORT

Status: Required field for uploading to Artefacts Canada where applicable for the object.

Field Mnemonic: SUP

Field Name(s): Support

Field Definition: This field lists, starting with the primary support, the support material used for a two-dimensional object such as a painting, print or photograph.

Entry Rules: Enter the primary support first. Terms should be singular nouns and as specific as possible. Attributed data should be followed by space "?".

Related Fields: This field must be used in conjunction with the Medium field (MED), which will contain the material applied to this support. A three-dimensional item such as a sculpture, historical object or ethnographic artifact should use the Material (MA) and Technique (MT) fields. See also, Medium (MED), Material (MA), and Technique (MT).

Data Type: alpha-numeric string

Examples: pine panel

canvas

fibreglass

masonite mounted on steel

Source: User's Conference 1983

Étiquette de zone: SUPPORT

Code Mnémonique: SUP

Field Label: TECHNIQUE

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: MT

Field Name(s): Technique

Field Definition: This field lists, from most to least predominant the processes, methods or techniques used to create a three-dimensional object.

Entry Rules: Enter the techniques from the most predominant to the least predominant. Terms should be as specific as possible and in a past participle form. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: Refer to CHIN documentation research papers on material and technique for further clarification. The field should be used in conjunction with the Material field (MA) for a three-dimensional item such as a sculpture, historical object or ethnographic artifact. For a two-dimensional item such as a painting, print or photograph use the Medium (MED) and Support (SUP) fields. The Technique field (MT) may be used for outstanding or unique entries. See also, Material (MA), Medium (MED), Support (SUP), and Decorative Technique (DT).

Data Type: alpha-numeric string

Reference: Ewing, Calum. 1992. Standards for the Use of the Material, Technique, and Related Fields in the CHIN Humanities Databases. Manuscript. Canadian Heritage Information Network, Ottawa.

Examples: carved

painted

woven

appliquéd

hand blown

pressed

embossed

Source: Archaeology (specimens) Task Force; Ethnology Task Force

Étiquette de zone: TECHNIQUE DE FABRICATION

Code Mnémonique: TF

RECOMMENDED CONTROLLED VOCABULARIES FOR MATERIAL & TECHNIQUE

- *British Museum Materials Thesaurus*. More information or entire resource available online at <http://www.collectionstrust.org.uk/bmmat/matintro.htm>
- Art & Architecture Thesaurus (AAT) created by the J. Paul Getty Trust. More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/aat

Field Label: SUBJECT/IMAGE

Status: Required field for uploading to Artefacts Canada where applicable for the object.

Field Mnemonic: SUB

Field Name(s): Subject/Image

Field Definition: This field contains keywords or terms that refer to iconographic content to describe the subject or image of the object.

Entry Rules: Enter user defined keywords to describe the subject or image of the item. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: Refer to CHIN documentation research papers for further clarification. The actual system of classification should be noted in the Subject References field (SUBRF). See also, Iconographic Meaning (ICON).

Data Type: alpha-numeric string

Examples: costume, footwear, moccasin architecture, domestic architecture, tipi ? costume, jewellery and ornaments, earring, Indian cornucopia

Source: Fine and Decorative Arts Task Force

Étiquette de zone: SUJET OU IMAGE

Code Mnémonique: SUJ

RECOMMENDED CONTROLLED VOCABULARIES FOR SUBJECT

- *Thesaurus of Graphic Materials I: Subject Terms (TGM I)*. More information or entire resource available online at <http://www.loc.gov/rr/print/tgm1>
- *Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms (TGM II)*. More information or entire resource available online at <http://www.loc.gov/rr/print/tgm2>
- *Government of Canada Core Subject Thesaurus*. More information or entire resource available online at http://en.thesaurus.gc.ca/intro_e.html

Field Label: DESCRIPTION

Status: Required field for uploading to Artefacts Canada.

Field Mnemonic: DE

Field Name(s): Description

Field Definition: This field contains text to describe the object, and is used for descriptive information that is not in other fields.

Entry Rules: Enter descriptive information that is not in other fields.

Related Fields: See also, other Description fields with mnemonics prefixed by 'DE'.

Data Type: alpha-numeric string

Examples: Pressed glass oil lamp without chimney. Short pedestal and side handle.

Source: Archaeology (Specimens) Task Force; History Task Force; Ethnology Task Force; Fine and Decorative Arts Task Force

Étiquette de zone: DESCRIPTION

Code Mnémonique: DE

Field Label: NARRATIVE

Status: Required field for uploading to Artefacts Canada.

Field Mnemonic: NAR

Field Name(s): Narrative

Field Definition: This field contains comments, stories, or contextual information about the object. Can include associated people, organizations, places, and events in the object's history, comments from an interpretive/curatorial perspective, text of a wall label, entry from a published catalogue, etc.

Entry Rules: Enter comments, stories, or contextual information about the object.

Related Fields: For physical description of the object, see Description (DE).

Data Type: alpha-numeric string

Examples: George Smith said his grandfather used this as a leather hammer.

Source: History Task Force; Ethnology Task Force

Étiquette de zone: COMMENTAIRES

Code Mnémonique: COM

Field Label: HISTORY OF USE

Status: Required field for uploading to Artefacts Canada.

Field Mnemonic: HU

Field Name(s): History of Use

Field Definition: This field describes the original and subsequent use made of the object, as assessed by an authority such as a curator, archaeologist or ethnologist.

Entry Rules: Enter the history of use.

Related Fields: See also, Modification Through Use (MTU) and Location of Retouch (RET).

Data Type: alpha-numeric string

Examples: Oil drum used as a bush camp stove

Worn by men when dancing.

Source: History Task Force; Ethnology Task Force

Étiquette de zone: FONCTIONS

Code Mnémonique: FON

Field Label: OPERATING PRINCIPLE

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: OPR

Field Name(s): Operating Principle

Field Definition: This field contains information on the principle governing the operation of the object. The operating principle refers to the mechanisms, processes and physical or chemical principles that govern the operation of the object.

Entry Rules: Enter the operating principle.

Related Fields: Do not confuse the Operating Principle (OPR) field with the History of Use (HU) field. The Operating Principle field contains a brief description of the operating mechanisms of the object, whereas the History of Use field contains information on the different uses of the object.

Data Type: alpha-numeric string

Examples: The image is reflected in the first mirror and then in the second, where the image is inverted, before being reflected into the dual eyepiece.

Source: SOCIÉTÉ DES MUSÉES QUÉBÉCOIS, Documenting Your Collections: Info-Muse Network Documentation Guide, Montréal, by Françoise Simard and France Desmarais, "Caring for Your Collections" series, 2nd ed., 2002, page 108.

Étiquette de zone: PRINCIPE DE FONCTIONNEMENT

Code Mnémonique: PF

Field Label: CULTURAL CONTEXT

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: CUC

Field Name(s): Cultural Context

Field Definition: This field indicates the original historical, social, economic, religious or other cultural context of the object. A description of the ritual significance or connection with religious or social ceremonies may be included.

Entry Rules: Enter user-defined keywords to describe the original cultural context. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: See also, Culture (CU).

Data Type: alpha-numeric string

Examples: Sun Dance

Tourism

Trade

Initiation ?

Feasts

Trapping

Warfare

Source: History Task Force; Ethnology Task Force

Étiquette de zone: CONTEXTE CULTUREL

Code Mnémonique: CCU

Field Label: ADDITIONAL ASSOCIATIONS

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: ASSN

Field Name(s): Additional Associations

Field Definition: This field provides a cross-reference, such as accession or catalogue number, to other objects in the collections that are associated by collection, history or usage.

Contradictory and comparative material may also be included.

Entry Rules: Enter the reference including the accession or catalogue number of the associated items.

Data Type: alpha-numeric string

Examples: Also see Haines Collection

Compare with 1978.19.1

identical design to H78. 50a-c

Source: History Task Force; Ethnology Task Force

Étiquette de zone: OBJETS ASSOCIÉS

Code Mnémonique: OBASS

ORIGIN/USE FIELDS

Field Label: ORIGIN-COUNTRY

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: ORCRY

Field Name(s): Originating Country

Field Definition: This field contains the name of the country where the object originated. Places that are the equivalent of a country may also be included, e.g., some islands or states within a political union.

Entry Rules: Enter the name of the country in full except for the "USA" and the former "USSR". The names of former colonies and countries with or without new borders may change, and should be entered by current name, semicolon, and name in use when the object was collected.

Related Fields: See also, Source Country (SRCRY).

Data Type: alpha-numeric string

Examples: Canada

Australia

Italy ?

France

Source: Ethnology Task Force

Étiquette de zone: PAYS D'ORIGINE

Code Mnémonique: PYOR

Field Label: ORIGIN-PROVINCE

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: ORPR

Field Name(s): Originating Province/Territory/State

Field Definition: This field contains the name of the province, territory, state, Swiss canton, French department, Japanese islands or other equivalent place where the object originated. The name should not be abbreviated.

Entry Rules: Enter the name in full. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Data Type: alpha-numeric string

Examples: Manitoba

Northwest Territories

Alberta

California ?

Source: Archaeology (Specimens) Task Force; Ethnology Task Force

Étiquette de zone: PROVINCE D'ORIGINE

Code Mnémonique: PROR

Field Label: USE-COUNTRY

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: UCRY

Field Name(s): Use Country

Field Definition: This field contains the name of the country where the object was used. Places that are the equivalent of a country may also be included, such as some islands or states within a political union.

Entry Rules: Enter the name in full, except for the "USA" and the former "USSR". Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: Where the name of the country or its boundaries have changed, see Origin-Country (ORCRY).

Data Type: alpha-numeric string

Examples: Scotland

Canary Islands

Canada
USA
Trinidad & Tobago ?
Zambia
Northern Rhodesia
Étiquette de zone: PAYS D'UTILISATION
Code Mnémonique: PYU

Field Label: USE-PROVINCE

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: UPR

Field Name(s): Use Province/Territory/State

Field Definition: This field contains the name of the province, territory, state, Swiss canton, French department, Japanese islands or other equivalent place where the object was used.

Entry Rules: Enter the name in full. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Data Type: alpha-numeric string

Examples: Manitoba

Northwest Territories

California ?

New Mexico

Étiquette de zone: PROVINCE D'UTILISATION

Code Mnémonique: PRU

RECOMMENDED CONTROLLED VOCABULARIES FOR GEOGRAPHICAL DATA

- *Thesaurus of Geographic Names (TGN)*. More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/tgn
- *Canadian Geographical Names Data Base (CGNDB)*. More information or entire resource available online at http://geonames.nrcan.gc.ca/index_e.php

ETHNOLOGICAL FIELDS

Field Label: CULTURE

Status: Required field for uploading to Artefacts Canada.

Field Mnemonic: CU

Field Name(s): Culture

Field Definition: This field identifies the culture associated with the object based on its social/geographic origin, and contains the primary information on culture.

Entry Rules: Enter the name of the culture. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Related Fields: This field is the main cultural identifier and should always be entered, even if no other cultural fields are used. Refer to CHIN documentation research papers on culture for

further clarification. See also, Cultural Context (CUC), Geographic Cultural Area (GCUD), Culture Original (CUO), and Cultural Identifier (CUI).

Data Type: alpha-numeric string

Examples: Canadian

Chinese

Mexican

Babylonian

Inuit

Cree

Chipewyan

Late Woodland

Source: Archaeology (Specimens) Task Force

Étiquette de zone: CULTURE

Code Mnémonique: CU

REGISTRATION FIELDS

Field Label: ACCESSION NUMBER

Status: Required field for uploading to Artefacts Canada unless Catalogue Number is used.

Field Mnemonic: AN

Field Name(s): Accession Number

Field Definition: This field contains the museum accession number of the object. If there is only one number to identify the object, it should be entered here. Ideally, the accession number is a unique record identifier.

Entry Rules: Enter the accession number. The suggested format is the four digit year (YYYY), followed by the accession lot number, the item number and the pieces, for example 1978.14.10a-b. The most widely used system of accession numbers in the museum world consists of compound numbers. The first part of the number represents the year; the second part, the accession (sample, lot, or group) received by or collected for the institution in that year; the third part, the item or specimen within the lot or group. A sequence of simple numbers is disadvantageous in dealing with large collections or accessions of large groups of specimens. Alphabetical prefixes designating collections, material, or geographic areas are disadvantageous as they require immediate identification or determination of origin. Do not use colons, commas or semicolons.

Related Fields: If there is only one number for the item, then it should always be entered in the Accession Number field (AN), regardless of the number's format. For clarification, refer to Dudley, Dorothy H., Irma Bezold Wilkinson et al. 1979. *Museum Registration Methods*. American Association of Museums, Washington, D.C. and to Reibel, Daniel B. 1978. *Registration Methods for the Small Museum*. American Association for State and Local History, Nashville. See also, Acquisition Number (AQN) and Catalogue Number (CN).

Data Type: alpha-numeric string

Reference: Dudley, Dorothy, Irma Wilkinson, et al. 1979. *Museum Registration Methods*. Third edition. American Association of Museums and the Smithsonian Institution, Washington. 437 pp.; Info-Muse. 1995. *Comment gérer vos collections : le guide de gestion du Réseau Info-Muse*. Info-Muse Network, Montreal. 126 pp.

Examples: 1978.14.10

1978.15.1

1980.1.01

1962.10.1a-d

Source: Archaeology (Specimens) Task Force; History Task Force; Ethnology Task Force; Fine and Decorative Arts Task Force

Étiquette de zone: NUMÉRO D'ACCESSION

Code Mnémonique: NAC

Field Label: CATALOGUE NUMBER

Status: Required field for uploading to Artefacts Canada unless Accession Number is used.

Field Mnemonic: CN

Field Name(s): Catalogue Number

Field Definition: This field contains the museum catalogue number of the object. If there is only one number to identify the object, it should be entered in the Accession Number field.

Entry Rules: Enter the catalogue number or code if different from the accession number. The catalogue number usually includes coded cataloguing information such as loan, location, material, culture or period.

Related Fields: See also, Accession Number (AN), Cataloguer (CAT) and Catalogue Date (CD).

Data Type: alpha-numeric string

Examples: E782.21.8

I978.02.1a-d

VII.104.10

VII.104.11

C456.7

Source: Archaeology (Specimens) Task Force; History Task Force; Ethnology Task Force

Étiquette de zone: NUMÉRO DE CATALOGUE

Code Mnémonique: NC

CREDIT & COPYRIGHT FIELDS

Field Label: BRAND NAME

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: BRN

Field Name(s): Brand Name

Field Definition: This field contains the manufacturer's brand name for the object.

Entry Rules: Enter the brand name of the manufactured product. Attributed data should be followed by space "?".

Related Fields: See also, Medium Brand Name (MEDBRN), Manufacturer Brand Names (MFBRN), Pattern Name (PTN) and Marks/Labels (MKSL).

Data Type: alpha-numeric string

Examples: Imperial Brand

Special Blend Tobacco ?

Cheerios

Étiquette de zone: MARQUE DE FABRIQUE

Code Mnémonique: MQ

Field Label: MODEL NAME/NUMBER

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: ML

Field Name(s): Model Name/Number

Field Definition: This field contains the manufacturer's model name and/or number for the object.

Entry Rules: Enter the manufacturer's model name and/or number. Attributed data should be followed by space "?". A semicolon and a space should separate multiple entries.

Data Type: alpha-numeric string

Examples: model 612b

improved model a

no. 2100

remodel 210 ?

Source: History Task Force

Étiquette de zone: NOM OU NUMÉRO DU MODÈLE

Code Mnémonique: MODL

Field Label: CREDIT LINE-IMAGE

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: CRLIM

Field Name(s): Credit Line-Image

Field Definition: This field contains the credit line or acknowledgement to be used with the digital image of the object.

Entry Rules: Enter the exact text of the credit or acknowledgement to be used for exhibition or publication.

Related Fields: See also, Copyright-Object (CRT), Copyright-Photo (CRTPH) and Copyright-Image (CRTIM).

Data Type: alpha-numeric string

Examples: From the Hilton Price Collection

Published with permission of the Williams family.

Source: Fine and Decorative Arts Task Force

Étiquette de zone: MENTION DE CRÉDIT-IMAGE

Code Mnémonique: MENCRI

Field Label: COPYRIGHT-IMAGE

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: CRTIM

Field Name(s): Copyright Holder Name-Image

Field Definition: This field contains the name of the person or their agent who holds the copyright of the digital image of the object and the copyright date.

Entry Rules: Enter names of individuals, from most recent to original, in the following format: surname, given name(s) or initial(s). Honorific titles or other information that ordinarily precede the name, should be entered after the given name or initials, and separated from them by a comma. Other descriptive information may be appended within parentheses. Initials should be followed by periods. Commas and periods should be followed by a space unless they are followed by other punctuation. Enter organization or business name(s) without inverting in the

format: name in full, followed by suffixed information in parentheses. A semicolon and a space should separate multiple entries.

Related Fields: See also, Record Restrictions (RESRC).

Data Type: alpha-numeric string

Examples: C.A. Roy, PhD. 1985

Roy, C. A. 1985

Parker, Louise 1997

Global Museum Associates 1985

John Forbes and Son Limited 1997

Étiquette de zone: COPYRIGHT-IMAGE

Code Mnémonique: COPYIM

PHOTO & IMAGES FIELDS

SEE ONLINE DOCUMENT ON CHIN'S SITE FOR IMAGE SIZE AND NAMING

- http://www.chin.gc.ca/English/Pdf/Artefacts_Canada/Contribute/e_contributor.pdf .

Field Label: IMAGE THUMBNAIL

Status: Required for uploading to Artefacts Canada.

Field Mnemonic: IMTHUMB

Field Name(s): Image Thumbnail

Field Definition: This system field contains a file name for a thumbnail image.

Entry Rules: Enter the file name for a thumbnail image.

Data Type: alpha-numeric string

Examples: T1998-1-1.JPG

Étiquette de zone: VIGNETTE

Code Mnémonique: VIGNE

Field Label: IMAGE THUMBNAIL URL

Status: Required for uploading to Artefacts Canada.

Field Mnemonic: IMTHUMBURL

Field Name(s): Image Thumbnail URL

Field Definition: This system field contains the URL for a thumbnail image, and is entered by the institution that provided the image.

Entry Rules: Enter the URL for a thumbnail image.

Data Type: alpha-numeric string

Examples: <http://www.anymuseum.ca/directoryname/1998-1-2.JPG>.

Étiquette de zone: URL DE LA VIGNETTE

Code Mnémonique: VIGNEURL

Field Label: IMAGE FULL SIZE

Status: Required for uploading to Artefacts Canada.

Field Mnemonic: IMFULL

Field Name(s): Image Full Size

Field Definition: This system field contains file names for full size images.

Related Fields: CHIN recommends that contributors use the Image Full Size URL field (IMFULLURL). In the case where a museum uses the Image Full Size (IMFULL) field, a URL will be built by the server, using the fields Image Server (IMSRV), Image User Name (IMUNM), and Image Full Size (IMFULL).

Data Type: alpha-numeric string

Examples: 1998-1-2.JPG

Étiquette de zone: IMAGE PLEIN ÉCRAN

Code Mnémonique: IMPE

Field Label: IMAGE FULL SIZE URL

Status: Required for uploading to Artefacts Canada.

Field Mnemonic: IMFULLURL

Field Name(s): Image Full Size URL

Field Definition: This system field contains URLs for a maximum of five full-size images. They are entered by the institution that provided the images.

Entry Rules: Enter the URL for a full size image.

Data Type: alpha-numeric string

Examples: <http://www.anymuseum.ca/directoryname/T1998-1-2.JPG>

Étiquette de zone: URL DE L'IMAGE PLEIN ÉCRAN

Code Mnémonique: IMPEURL

Field Label: IMAGE USER NAME

Status: Required for uploading to Artefacts Canada.

Field Mnemonic: IMUNM

Field Name(s): Image User Name

Field Definition: This field contains a user name to identify the institution and to provide image access. This information is provided by CHIN to institutions whose images will be located on a CHIN server. Data for this field should be confirmed with CHIN. Please contact us at 1-800-520-2446.

Related Fields: CHIN recommends the use of the Image Full Size URL (IMFULLURL) and/or Image Thumbnail URL (IMTHUMBURL) fields. In the case where a museum does not provide URLs, a URL will be built by the server from the Image Server (IMSRV), Image User Name (IMUNM), Image Thumbnail (IMTHUMB) and/or Image Full Size (IMFULL) fields.

Data Type: alpha-numeric string

Étiquette de zone: NOM DE L'UTILISATEUR DE L'IMAGE

Code Mnémonique: UTILIM

Field Label: IMAGE SERVER

Status : Required for uploading to Artefacts Canada. Data for this field should be confirmed with CHIN. Please contact us at 1-800-520-2446.

Field Mnemonic: IMSRV

Field Name(s): Image Server

Field Definition: This field identifies the location of the images, whether on the CHIN server or on a museum server.

Entry Rules: Enter the full path (directory names) to access the images. Data should be entered into this field as a default value.

Related Fields: CHIN recommends the use of the Image Full Size URL (IMFULLURL) and/or Image Thumbnail URL (IMTHUMBURL) fields. In the case where a museum identifies an Image Server filename, a URL will be built by the server, using the fields Image Server (IMSRV), Image User Name (IMUMN), and Image Full Size (IMFULL).

Data Type: alpha-numeric string

Examples: www.susan.gc.ca
www.anymuseum.ca/directoryname

Étiquette de zone: SERVEUR D'IMAGES

Code Mnémonique: SERVIM

Field Label: IMAGE DETAILS

Status : Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: IMDET

Field Name(s): Image Details

Field Definition: This field describes details about the digital images that illustrate the object.

Entry Rules: Enter details. A semicolon and a space should separate multiple entries.

Data Type: alpha-numeric string

Examples: Images were digitized by students from the local high school.

Étiquette de zone: DONNÉES SUR L'IMAGE

Code Mnémonique: PIM