

Mapping the PastPerfect Photos Catalog to Wisconsin Heritage Online Metadata Elements

REQUIRED

PastPerfect Field	PastPerfect export code	WHO Element	Sample Data	Notes
Title	title	Title	100 East Main Street	Title (assigned by photographer or by cataloger)
Subjects	subjects	Subject (LCTGM)	Drugstores; Grocery stores; Commercial streets	Recommended: Library of Congress Thesaurus for Graphic Materials (already loaded in PastPerfect's Authority File for the Subjects field); also searchable online at http://www.loc.gov/rr/print/tgm1
Object name	objname	Subject (PastPerfect Classification)	Print, Photographic	Built into the PastPerfect Lexicon, which is based on the <i>Revised Nomenclature for Museum Cataloging</i> (aka Chenhall's)
Category	gparent	Subject (PastPerfect Classification)	8: Communication Artifact	Automatically filled in from the PastPerfect Lexicon
Sub-category	parent	Subject (PastPerfect Classification)	Art	Automatically filled in from the PastPerfect Lexicon
Image file name	imagefile	Identifier	Samp001a.jpg	Name of digital file (loaded automatically when image is loaded into PastPerfect)
Catalog date	catdate	Date Digitized	11/04/2009	Date digital file was created and/or cataloged
Copyrights	copyright	Rights	See https://wiheritage.pbworks.com/Copyright for sample rights statements	Statement of ownership and copyright
N/A—add to Excel file after export	N/A	Type	Still Image	Type of original material
N/A—add to Excel file after export	N/A	Format	image/tiff OR image/jpeg	Format of digital file
N/A—add to Excel file after export	N/A	Submitter	Yournamehere Historical Society	Name of WHO Content Provider

Required IF KNOWN

PastPerfect Field	PastPerfect export code	WHO Element	Sample Data	Notes
Photographer	creator	Creator	Doe, Jane, 1875-1963	Use format: Last Name, First Name, Birth Date-Death Date
Studio	studio	Contributor	H. H. Bennett Studio	Name of photography studio
Place	place	Coverage (Spatial)	Madison, Dane County, Wisconsin	Location of creation of original image
Date	date	Date Created	1911	Date of creation of original image
Collection	collection	Relation (Is Part Of)	Images of Historic Main Street	Name of local collection

OPTIONAL

PastPerfect Field	PastPerfect export code	WHO Element	Sample Data	Notes
Description	descrip	Description	Free text descriptive summary of resource	
Medium	medium	Format (Medium)	Gelatin silver print	Physical characteristics of original item
Print size	printsize	Format (Extent)	3 ½" x 5"	Size of original item
Object ID	objectid	Identifier	2009.001.0015	Local accession number or other identifier
Search terms	sterms	Subject (Local)	Orchard Lawn	Names of local buildings, landmarks, or other keywords or categories not found in LCTGM or Chenhall's
People	people	Subject (Local)	Gundry, John H.	Names of people identified in the image or other associated names other than the photographer. Use format: Last Name, First Name
Related publications	pubnotes	Relation (Is Referenced By)	Dorothy McCarthy, "Tales of Old Portage," Portage Daily Register, May 15, 1922	Provide full citations if image published previously elsewhere
N/A—add to Excel file after export	N/A	Digitization Information	Scanned as RGB with Nikon Coolscan 4000 at 800ppi	Technical and procedural information about the digital file