

# Daguerreobase

Collective cataloging tool for daguerreotypes  
and daguerreotype literature



## DELIVERABLE

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Daguerreobase

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DAGUERREOBASE

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### D3.2.2 Community standard for the general description of daguerreotype objects

Version 2.3

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P	Public	PU
RE	Restricted to a group defined by the consortium and the Commission Services	
C	Confidential, only for members of the consortium and the Commission Services	

# 1. REVISION HISTORY AND STATEMENT OF ORIGINALITY

## Revision History

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Revision 1	26/07/13	Jens Petter Kollhoj, Wlodek Witek	NB	Remarks and suggestion structure of standard
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Version 2	14/09/13	Herman Maes	NFM	Modified document regarding collected remarks and suggestions
Revision 2	17/09/13	Andreas Gruber	IPR	Remarks and suggestion structure of standard
Revision 2	17/09/13	Jens Petter Kollhoj, Wlodek Witek	NB	Remarks and suggestion structure of standard
Version 2.1	21/09/13	Herman Maes	NFM	Modified document regarding remarks second review, tree structure digitisation and metadata mode Sepiades
Version 2.2	05/03/14	Sieta Neuerburg & Mark Lindeman	PIM	Improved document based on comments in Technical Review Report
Revision 3	15/03/2014	Jens Petter Kollhoj, Wlodek Witek	NB	Remarks and suggestions
Revision 3	15/03/2014	Andreas Gruber	IPR	Remarks and suggestions
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Table of Content

<b>1. REVISION HISTORY AND STATEMENT OF ORIGINALITY</b>	<b>2</b>
<b>2. INTRODUCTION</b>	<b>5</b>
<b>3. DEFINITION OF THE CONDITIONS</b>	<b>6</b>
<b>What do you know about daguerreotypes?</b>	<b>6</b>
<b>Do we want or need it all?</b>	<b>6</b>
<b>Less and more restricting</b>	<b>7</b>
<b>Requirements for a standard daguerreotype description</b>	<b>7</b>
<b>Required Images</b>	<b>7</b>
<b>4. SELECTION AND DEFINITION OF THE REQUIRED DESCRIPTIVE FIELDS</b>	<b>8</b>
<b>5. ANNEX 1. IMAGES AND ILLUSTRATIONS</b>	<b>9</b>
<b>Housing 1</b>	<b>9</b>
<b>Housing 2a</b>	<b>10</b>
<b>Housing 2b</b>	<b>10</b>
<b>Housing 3a</b>	<b>11</b>
<b>Housing 3b</b>	<b>12</b>
<b>Housing 4</b>	<b>13</b>
<b>Housing 5</b>	<b>13</b>
<b>Housing 6a</b>	<b>14</b>
<b>Housing 6b</b>	<b>15</b>
<b>Housing 7</b>	<b>16</b>
<b>6. ANNEX 2. ENTITY-MODEL</b>	<b>17</b>
<b>7. ANNEX 3. METADATA MODEL</b>	<b>18</b>
<b>Institution/Collector</b>	<b>19</b>
<b>Collection</b>	<b>20</b>
<b>Daguerreotype object description</b>	<b>21</b>
<b>Housing (Frame/Case/Covering Glass/Mat/Finishing Paper/Binding/Backing)</b>	<b>23</b>

<b>Frame</b>	<b>23</b>
<b>Case</b>	<b>24</b>
<b>Covering Glass</b>	<b>26</b>
<b>Mat</b>	<b>26</b>
<b>Finishing paper</b>	<b>27</b>
<b>Binding</b>	<b>27</b>
<b>Backing</b>	<b>28</b>
<b>Plate</b>	<b>29</b>
<b>Platemark (no fields are mandatory)</b>	<b>30</b>
<b>Actor</b> description based on ISAAR and Sepiades	<b>31</b>

## 2. Introduction

To describe the very complex structure of a daguerreotype (plate and housing), the consortium will fall back on the current Daguerreobase structure wherein most aspects of this complex housing were already defined<sup>1</sup>. The metadata model described in Annex 2, is a modified derivative of the old Daguerreobase structure. Modified in a way to prevent overlap and to reduce the total number of descriptive fields, without loss of information or decreasing the quality of the description. An important modification is the introduction of SKOS<sup>2</sup> thesauri for the more general and repeating descriptive fields such as colour, shape or materials.

The community standard for the description of a daguerreotype objects should be a well balanced selection of descriptive fields from the chosen metadata model (Annex 2). As the daguerreotype is a combination of a daguerreotype plate (photographic image on a silvered copper plate) and several decorative and protective parts, it is advisable to offer the possibility to describe all the composite parts on a certain level, and in such a way that the most typical characteristics are registered.

The use of 'daguerreotype object' was topic of discussion. Further in this text, we will use 'daguerreotype' instead of 'daguerreotype object'.

Defining a community standard was a balance between the specialists and the inexperienced owners.

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<sup>1</sup> The structure of the old Daguerreobase and especially the part related to the Anglo/American style housing, was realised in close cooperation with the George Eastman House, Rochester USA.

<sup>2</sup> SKOS is explained at the end of this document, Chapter 8.9.

### 3. Definition of the conditions

#### What do you know about daguerreotypes?

Due to geographical habits, use and practises, several types and groups of daguerreotype housings can be distinguished<sup>3</sup>. The old Daguerreobase was requesting a certain level of knowledge from the editor in order to complete a successful registration. This requirement was creating a barrier for the less experienced daguerreotype collectors and collection keepers.

Another restricting aspect of dividing the daguerreotypes into a few main groups was that not all existing types of housings were fitting in this structure. The more daguerreotypes we were looking at, the more variations in types we could see. Defining more groups or types, would increase the need for knowledge from the editors.

#### Do we want or need it all?

The renewed Daguerreobase still will offer the possibility to make an extensive description of all the composite parts of a daguerreotype for two reasons. To keep all the information that was entered in the old Daguerreobase (data will be exported into the renewed Daguerreobase) and to collect new information at the moment a daguerreotype is subject of preservation or conservation treatment.

By offering an almost complete descriptive structure we sometimes create a desire in users to complete all the fields. The Daguerreobase administrator received several remarks from interested content providers that they had no knowledge or resources to open the existing housings, thus creating access to the hidden inner parts, in order to make a complete description. Somewhere in the online manual we explained that it is not required to damage or open existing structures, but this seems to be not evident or clear enough.

The 'old' Daguerreobase was set up by conservation specialists, creating a tool to collect as much as possible descriptive information on daguerreotypes that were offered for preservation and conservation treatments. During such a treatment, the conservator had access to the inner parts of the housing and the daguerreotype plate. This hidden information could be useful for later research or was indicative for the practise of a certain period or photographer. We realised that the possibility of making extensive descriptions, was inviting and created a kind of wish to make as complete as possible records.

In order to avoid this practise of unwanted and unnecessary opening of housings, the consortium first defined a 'normal condition' of a daguerreotype, a daguerreotype plate that is mounted in any protective housing.

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<sup>3</sup> The old Daguerreobase requested the editor at the beginning of the editing process, to select a style of housing, a European style housing (cassette, can be mounted in a frame) or an Anglo-American style housing (etui or hinged case). For more exceptional housings like daguerreotypes that were mounted in jewellery or incorporated in other objects, the editor could select 'other'.

## Less and more restricting

The renewed Daguerreobase should be more user friendly, guiding and less restricting in structure. Most important goal of the project is to collect 'standard' descriptions of a critical amount of the still existing body of European daguerreotypes<sup>4</sup>. We understand that the access to the requested descriptive fields should be easy, and when someone wants to add more detailed information, he/she has to make more efforts to access those fields. We think this can be realised by creating and offering a 'Standard Daguerreotype Description Form' at the front of the renewed website. Anyone that would complete more fields, has to make some effort to delve more deeply into the structure.

## Requirements for a standard daguerreotype description

Images will support the textual descriptions. Fulfilling the next requirements should guarantee a standard description :

- .. Use a combination of a minimal number of images and descriptive data;
- .. The completion of 'a standard description' must be achieved without the need for demounting or opening of the construction of the housing<sup>5</sup>;
- .. A 'normal' daguerreotype object should include a housing;
- .. It should be possible to complete a standard description without knowing the type of housing (i.e. 'European' or other) nor having extensive knowledge of daguerreotypes.

## Required Images

All daguerreotypes should be photographed from the recto and verso side. Consequentially, there will always be at least two images available for each record. If needed, more images may be added to show the sides or particular details of the object (depending access, condition, treatment, etcetera).

Some types of housing such as hinged cases, do not always open fully. Then, the best option is to photograph the case recto, case verso, inside lid (left) and inside tray (right), making a total of four images.

In deliverable 3.2.3, which contains the Community guideline for the digitisation of daguerreotype objects, we include more detailed information on the requirements for images to be loaded to Daguerreobase.

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<sup>4</sup> According the DoW, the project must collect over 25.000 descriptions of mainly European daguerreotypes.

<sup>5</sup> A housing is considered being a complete object, including a frame and all other parts.

## 4. Selection and definition of the required descriptive fields

In the last phase of the completion of the database, the partners were asked to give their input and ideas about the 'simple form' in the database. The simple form represents a selection of the required descriptive fields in order to make a complete or standard description of any daguerreotype, by any person. By reducing the required level of knowledge of all types of housings, the option to start an editing process from the known types or styles of daguerreotype housings was excluded.

The consortium defined a standard daguerreotype as a daguerreotype plate that is mounted in a housing. A housing could be any type of housing, including all composite parts, the frame as well. But this doesn't mean that all surviving housings still will be complete. Frames could be removed, cases were destroyed or lost, hinges got broken resulting in the loss of a lid or tray. Original housings can be replaced by new ones or bare plates were mounted in a conservation housing.

A compilation of the consortium's knowledge about a variety of housings and their composite parts resulted in a selection of fields which were considered required for a basic but complete description of all visible parts of a daguerreotype. The simple form will also be available directly from the website as the aforementioned 'Standard Daguerreotype Description Form'.



## 5. Annex 1. Images and illustrations

The images in the following pages serve to illustrate several types of housings.

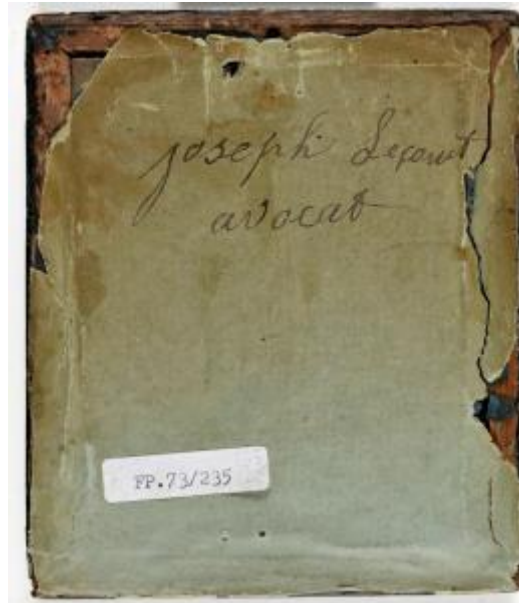
### Housing 1

Frame containing package of [covering glass – paper/board mat – daguerreotype plate – back] – label and end-paper are optional

Image recto



Image verso



FMA-P-1973-235

## Housing 2a

Package of binding [covering glass – mat (paper/board) – daguerreotype plate – back] – label and end-paper are optional

Image recto



FMA-P-1966-038

Image verso



## Housing 2b

Package of preserver and/or binding [covering glass – mat (metal) - daguerreotype plate] – back (board), label and end-paper are optional

Image recto



PKL-60.204

Image verso



## Housing 3a

Frame containing (binding can be present, but is not visible) [covering glass – daguerreotype plate] – back, label and end-paper are optional; can be jewel

Image recto



PKL-G.4171

Image verso



Image recto



PKL-5557

Image verso



## Housing 3b

Frame containing package of preserver [covering glass – (mat, can be present) – daguerreotype plate] – back, label and end-paper are optional

Image recto



AAS 003580-0065

Image recto



Skinnerinc auctions, 2567B, daguerreotype in thermoplastic wall frame



## Housing 4

Frame containing board mat AND package of preserver [covering glass – mat – daguerreotype plate] – back, label and end-paper are optional

Image recto



CIV-122 Windrivertours

Remarks CIV-122: most probably original daguerreotype (preserver and package) in a later frame

## Housing 5

Case lid OR tray with hook or ring containing retainer, (preserver) and package of [covering glass – paper/board mat – daguerreotype plate] – label and paper insert(s) are optional

Image recto



Ambrotype in half case with hanging ring, HM

## Housing 6a

Case lid AND tray with hinges and clasp(s), containing (cushion), retainer(s), (preserver(s)) and package(s) of [covering glass – paper/board mat – daguerreotype plate] – label and paper insert(s) are optional

Image recto

Image verso



FMA-P-1973-226



FMA-P-66-091



FMA-P-1966-577

Image recto



Image verso



J.Kraus D91 (Berg 1-14, Mother Embracing Child 2, double sixth plate)

## Housing 6b

Case lid OR tray, (half case, can hold remains of hinge, clasps, ...) containing retainer (preserver) and package of [covering glass – paper/board mat – daguerreotype plate] – label and paper insert(s) are optional

Image recto



Library of Congress, 3g03949v

## Housing 7

Miscellaneous, Daguerreotype incorporated in other materials such as albums, books, screens, coin purse, card holder, stick pin, ...

Image recto

Image verso



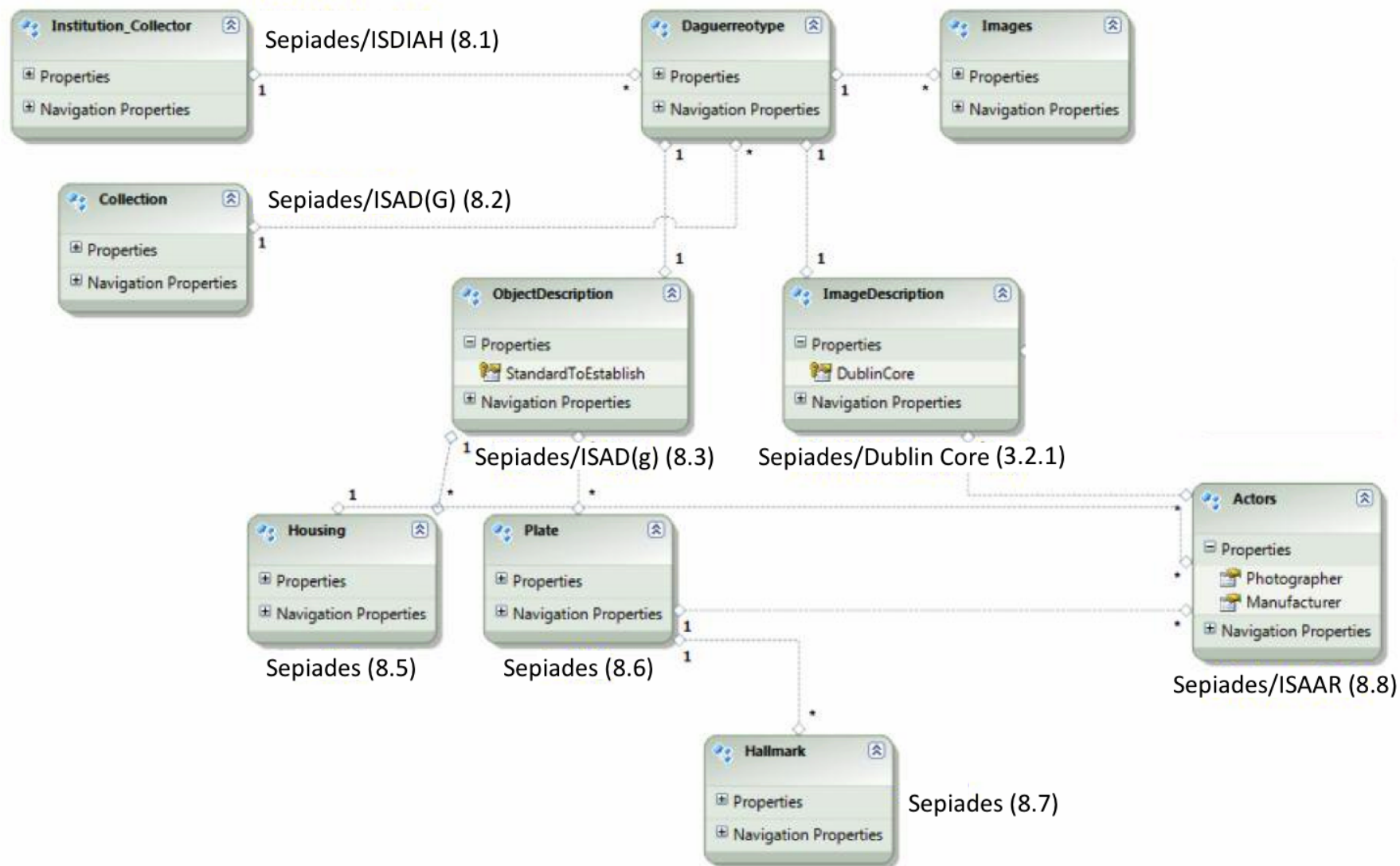
FRM-FM-562



FMA-B-201-005



## 6. Annex 2. Entity-model



## 7. Annex 3. Metadata model

### Institution/Collector

Field	Type	Mandatory	Repeat	Value list	Sepiades tag	ISDIAH tag	Instructions/Description	Example
ID	integer		no				Automatically by system	
user_id	integer		no		A.1.1.3 Cataloguer		Automatically by system, editor of record	
last_edit_datetime	timestamp		no		A.1.1.1 & A.1.1.2. Date/Time of registration	5.6.6 Dates of creation, revision or deletion	Automatically by system, last editing of record	
published	boolean		no	Y, N	A.1.1.4. Status of the record	5.6.4 Status		
authorisation on image	text	*	no	BY, BY-ND, BY-NC, BY-NC-ND, BY-NC-SA, BY-SA		5.6.3 Rules and/or conventions used	Use Creative Commons options only. This will be leading for all objects related to this collector	
language	integer	*	no	SKOS language		5.6.7 Language and script	ISO 639-2	Dutch
script	integer	*	no	SKOS script		5.6.7 Language and script	ISO 15924	Latin
identifier	text, unique		no		A.1.2.1. Institute code	5.1.1 Identifier	international known code for holding institute	NL-NA
name	text		no		A.1.3.2. Name	5.1.2 Authorised form(s) of name	most important name	National Archives
name_parallel	text		yes		A.1.3.2. Name	5.1.3 Parallel form(s) of name	also used names, in other languages or script forms	National Archives
name_other	text		yes		A.1.3.2. Name	5.1.4 Other form(s) of name	other names not used above	NA
type	text		yes			5.1.5 Type of institute with archival holdings	type, use international conventions	State archive
address	text		yes		A.1.3.3. Visiting address information	5.2.1 Location and address(es)	all location based fields including the url of their website	
geographical	integer		no	SKOS geographical	A.1.3.3. Visiting address information	5.2.1 Location and address(es)	starting with city	
telephone email	text		no		A.1.3.5. e-mail	5.2.2 Telephone, fax, email	necessary details tot contact institution	
contact person	text		yes		B.1.9.1. Name [r]	5.2.3 Contact persons	necessary details tot contact staff	County Archivist: Mr RJ Childs, email:...

description	text	no	A.2.1. Description	5.3.7 Archival and other holdings	description how and when holdings are formed
<i>relation to Daguerreotype</i>					
name (from Daguerreotype)	text	no		6.1 Title and identifier	
description_relation	text	no		6.2 Description of relationship	Describe relation between collector and daguerreotype
date_start_relation	date	yes		6.3 Dates of relationship	ISO 8601, daguerreotype can move to another collection
date_end_relation	date	yes		6.3 Dates of relationship	ISO 8601, daguerreotype can move to another collection
<p>notes:</p> <p>ISDIAH provides more tags for describing an institution (5.3), access to the institution (5.4) and services (5.5) which are too specific for the purpose of the Daguerreobase</p> <p>ISDIAH provides specific tags for identifying institutes with archiving holdings (5.6) which are too specific for this project, each institute should fill in the name which is international known, with ISO 639-2 code as prefix.</p> <p>For some fields there's not a Sepiades tag available, then the general ISDIAH-tag is used</p>					

## Collection

Field	Type	Mandatory	Repeat	Value list	Sepiades tag	ISAD(G) tag	Instruction/Description
ID	integer, unique		no				automatically by system
user id	integer				C.1.1.3. Cataloguer [r]		automatically by system, editor
last edit date	date				C.1.1.1. Date of the registration & C.1.1.2. Time of the registration C.1.1.4. Status of the record		automatically by system, last editing of record
published	Boolean		no	Y, N			
authorisation	Boolean	*	no	Y, N	C.1.5.2. Copyright Specification	3.4.1	for publication on Europeana
language	text	*	no	SKOS language		3.4.3	ISO 639-2 language of description fields
script	integer	*	no	SKOS script		3.4.3	ISO 15924
identifier	text, unique		no		C.1.2.1. Main reference code	3.1.2	If applicable use the international known code for this collection
title	Text, unique		yes		C.3.1. Title		titles of the collection
description	text		no		C.3.2. Description	3.1.5	what the collection is about
provenance	text		yes		C.2. Provenance	3.2.3	Indicate where the collection is build and held in the past
acquisition	text		yes		B.1. Acquisition	3.2.4	

## Daguerreotype object description

Field	Type	Mandatory	Repeat	Value list	Sepiades tag	ISAD(G)	Instruction/Description
ID	integer, unique		no				unique ID given by database
published	Boolean		no	Y, N	E.1.1.4. Status of the record		show the record on website
language	integer	*	no	SKOS languages		3.4.3	according ISO 639-2
script	integer	*	no	SKOS scripts		3.4.3	according ISO 15924
user id	integer		no		E.1.1.3. Cataloguer	3.7.1	registered user who edited record
datetime created	timestamp		no		E.1.1.1. Date of the registration & E.1.1.2. Time of the registration	3.7.3	
datetime edited	timestamp		no		E.1.1.1. Date of the registration & E.1.1.2. Time of the registration	3.7.3	
identification	text, unique	*	no		e.1.2.1. main reference code	3.1.1	unique number, mostly known as catalogue number
dated year begin	date		no		E.3.1.5.2. Time span from	3.1.3	ISO 8601
dated year end	date		no		E.3.1.5.3. Time span to	3.1.3	ISO 8601
dated year source	text		yes		E.3.1.5.5. Date – specification	3.1.3	Describing the source where the dates above are based on
number of plates	integer		no		E.3.2. Physical Description	3.1.5	Sometimes there's only one plate left but it is important to know that there were two plates
stereo plates	Boolean		no	Y, N	E.3.2. Physical Description	3.1.5	Sometimes there's only one plate left but it is important to know that there were two plates
general remarks	text		no		E.3.2. Physical Description	3.6.1	General remarks about this object which cannot be entered elsewhere
assessments	text		yes		E.3.2.4.1.3.1. After-treatment	3.3.3	Who has opened and did conservation activities for this daguerreotype
style type	integer	*		European, Anglo-American, other	E.3.2.4.1.2.1. Photographic type		housing type (European, Anglo-American or other)
window size type	integer	*	no	inch, mm	E.3.2.4.1.5.3.3. Dimensions–measuring unit	Format	Unit used for data entry, default is mm, inches will be converted
window size (height)	integer	*	no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-height	Format	

window size (width)	integer	*	no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-width	Format	
housing size type	integer	*	no	inch, mm	E.3.2.4.1.5.3.3. Dimensions-measuring unit	Format	Unit used for data entry, default is mm, inches will be converted
housing size (height)	integer	*	no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-height	Format	
housing size (width)	integer	*	no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-width	Format	
housing size (depth)	integer	*	no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-depth	Format	
housing shape	integer	*	no	see list under instruction	E.3.2.4.1.5.3.2.2. Dimensions-measuring value-depth	Format	arch, arched, arched with sharp corners, braces, circle, half circle and rectangular, hexagon, octagon, octagonal with rounded sides, ogee, ogee and brace, other, oval, quarter circle, rectangle, rectangle with round corners, round, rounded rectangle, rounded rectangle with braces, stereo plates

*remarks about using ISAD(G)*

3.1.4 is always "object"

3.2.4 Acquisition which is too specific for this purpose

3.3 (content and structure) is not relevant on this level

Note: For some fields there's not a Sepiades tag available, then the general ISAD(G)-tag is used

## Housing (Frame/Case/Covering Glass/Mat/Finishing Paper/Binding/Backing)

### Frame

Field	Type	Simple form	Repeat	Value list	Sepiades tag E.3.2 Physical Description	Instruction/Description
ID	integer		no			automatically by system
window size type	integer		no	inch, mm	E.3.2.4.1.5.3.3. Dimensions-measuring unit	unit used for data entry, default is mm, inches will be converted
frame window size height	integer		no		E.3.2.4.1.5.3.2.1. Dimensions-measuring value-height	
frame window size width	integer		no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-width	
frame window size depth	integer		no		E.3.2.4.1.5.3.2.3. Dimensions-measuring value-depth	
rebate size type	integer		no	inch, mm	E.3.2.4.1.5.3.3. Dimensions-measuring unit	unit used for data entry, default is mm, inches will be converted
rebate size height	integer		no		E.3.2.4.1.5.3.2.1. Dimensions-measuring value-height	
rebate size width	integer		no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-width	
rebate size depth	integer		no		E.3.2.4.1.5.3.2.3. Dimensions-measuring value-depth	
material	integer	*	no	SKOS	E.3.2 Physical Description	Indicate the main material of the frame
colour	integer	*	no	SKOS	E.3.2 Physical Description	Indicate the main colour of the frame
style	integer	*	no	SKOS	E.3.2 Physical Description	Indicate the style of the frame
ribbon material	integer		no	SKOS	E.3.2 Physical Description	Indicate the material used for the ribbon
ribbon colour	integer		no	SKOS	E.3.2 Physical Description	Indicate the colour of the ribbon
decoration overall style	integer		no	SKOS	E.3.2 Physical Description	Indicate the main decoration style of the frame

decoration locally applied	integer	yes	SKOS	E.3.2 Physical Description	Indicate the locally applied styles
covering finish	integer	no	SKOS	E.3.2 Physical Description	Indicate the covering finish
innerframe finish	integer	no	SKOS	E.3.2 Physical Description	Indicate the finish used for the inner frame
mounting - type	integer	no	SKOS	E.3.2 Physical Description	Indicate the type of mounting
mounting - attached to	integer	no	SKOS	E.3.2 Physical Description	Indicate how the mounting is attached to the frame
mounting - eye material	integer	no	SKOS	E.3.2 Physical Description	The material is used for the eye
mounting - ribbon material	integer	no	SKOS	E.3.2 Physical Description	The material is used for the ribbon

## Case

Field	Type	Simple form	Repeat	Valuelist	Sepiades tag	Instruction/Description
material	integer	*	no	SKOS	E.3.2 Physical Description	Indicate the main material of the case
exterior covering material	integer		no	SKOS	E.3.2 Physical Description	Indicate the material is used for covering
type	integer		no	SKOS	E.3.2 Physical Description	The type of the case
shape	integer	*	no	SKOS	E.3.2 Physical Description	Indicate the shape of the case
parts	integer	*	no	SKOS	E.3.2 Physical Description	Indicate the main parts of the case
material decoration	integer	*	no	SKOS	E.3.2 Physical Description	Main decoration of the case
material colour	integer	*	no	SKOS	E.3.2 Physical Description	Main colour of the case
hinges material	integer	*	no	SKOS	E.3.2 Physical Description	The material is used for the hinges
hinges attached by	integer		no	SKOS	E.3.2 Physical Description	How the hinged are attached to the case
hinged orientation	integer		no	SKOS	E.3.2 Physical Description	Indicate the orientation of the hinges
closure mechanism	integer	*	no	SKOS	E.3.2 Physical Description	Type of the closure mechanism
closure decoration	integer		no	SKOS	E.3.2 Physical Description	How this part is decorated
clasps number	integer	*	no		E.3.2 Physical Description	Fill in the amount of clasps used
hinges number	integer		no		E.3.2 Physical Description	Fill in the amount of clasps used
case interior tray retainer present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
case insert present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
case rails present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case



case rails decoration present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
case rails decoration remarks	text		yes		E.3.2 Physical Description	describe decorations which are not available in list in SKOS
case cover cushion present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
case cover retainer present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
case cover insert present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
case cover rails present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
case cover rails decoration present	integer		no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
case cover rails decoration remarks	text		yes		E.3.2 Physical Description	describe decorations which are not available in list in SKOS
metal foil preserver present	integer	*	no	Unknown, N, Y	E.3.2 Physical Description	Indicate presence or fill in Unknown if you cannot open the case
cover	integer		no	SKOS	E.3.2 Physical Description	Indicate the main shape of the cover
cover wall decoration	integer	*	no	SKOS	E.3.2 Physical Description	The decoration of the wall (flat part of cover)
cover cushion decoration	integer	*	no	SKOS	E.3.2 Physical Description	The decoration of the cushion (if present)
cover cushion color	integer	*	no	SKOS	E.3.2 Physical Description	The colour of the cushion
tray wall decoration	integer	*	no	SKOS	E.3.2 Physical Description	The decoration of the tray wall
tray retainer material	integer	*	no	SKOS	E.3.2 Physical Description	The material of the tray retainer
tray retainer color	integer	*	no	SKOS	E.3.2 Physical Description	The colour of the tray retainer
insert material	integer		no	SKOS	E.3.2 Physical Description	The main material use for the insert
insert color	integer		no	SKOS	E.3.2 Physical Description	The main colour of the insert
cover retainer material	integer		no	SKOS	E.3.2 Physical Description	The main material of the cover retainer
cover retainer color	integer		no	SKOS	E.3.2 Physical Description	The main colour of the cover retainer
cover insert material	integer		no	SKOS	E.3.2 Physical Description	The main material of the cover insert
cover insert color	integer		no	SKOS	E.3.2 Physical Description	The main colour of the cover insert

## Covering Glass

Field	Type	Simple form	Repeat	Valuelist	Sepiades tag	Instruction/Description
Present (mandatory)	boolean	*	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if the covering glass is present
Color	Integer	*	no	SKOS	E.3.2 Physical Description	The main colour of the glass
Border color	Integer		no	SKOS	E.3.2 Physical Description	The colour of the border of the glass
Border shape	Integer		no	SKOS	E.3.2 Physical Description	The shape of the border
Decoration	Integer	*	no	SKOS	E.3.2 Physical Description	The decoration of the covering glass
Line color	Integer		no	SKOS	E.3.2 Physical Description	The colour of the lines on the glass
Height	Integer		no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-height	
Width	Integer		no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-width	
Thickness	Integer		no		E.3.2.4.1.5.3.2.2. Dimensions-measuring value-thickness	
Size type (mandatory)	Integer		no		E.3.2 Physical Description	Default is inch
Painted	boolean	*	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if the glass is painted
Strass	boolean		no	Unknown, N, Y	E.3.2 Physical Description	Indicate if strass is visible
Number of lines	Integer		no		E.3.2 Physical Description	Indicate the number of lines visible on the glass

## Mat

Field	Type	Simple form	Repeat	Valuelist	Sepiades tag	Instruction/Description
Decoration type	Integer		no	SKOS	E.3.2 Physical Description	The main decoration of the mat
Window shape	Integer		no	SKOS	E.3.2 Physical Description	The shape of the window of the mat
Window edge type	Integer		no	SKOS	E.3.2 Physical Description	The edge type of the mat
Window edge color	Integer		no	SKOS	E.3.2 Physical Description	The colour of the mat window
Top mat color	Integer	*	no	SKOS	E.3.2 Physical Description	The colour of the upper mat (or mat if there's only one)

Spacing paper type	Integer	*	no	SKOS	E.3.2.4.1.5.3.2.2. Dimensions-measuring value-width	Type of spacing paper used
Spacing paper color	Integer		no	SKOS	E.3.2.4.1.5.3.2.2. Dimensions-measuring value-height	Colour of spacing paper
Mat number	Integer		no		E.3.2 Physical Description	Indicate the number if known
Painted	Boolean		no	Unknown, N, Y	E.3.2 Physical Description	Indicate if the mat is painted
Strass	Boolean		no	Unknown, N, Y	E.3.2 Physical Description	Indicate if spacing paper is used
Decoration	Boolean	*	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if the decoration is present

### ***Finishing paper***

Field	Type	Simple form	Repeat	Valuelist	Sepiades tag	Instruction/Description
Color	Integer		no	SKOS	E.3.2 Physical Description	The main colour of the finishing paper
Design	Integer		no	SKOS	E.3.2 Physical Description	The main design of the finishing paper
Texture	Integer		no	SKOS	E.3.2 Physical Description	The main texture of the finishing paper

### ***Binding***

Field	Type	Simple form	Repeat	Valuelist	Sepiades tag	Instruction/Description
Color	Integer		no	SKOS	E.3.2 Physical Description	The main colour of the binding
Material	Integer		no	SKOS	E.3.2 Physical Description	The main material of the binding
Texture	Integer		no	SKOS	E.3.2 Physical Description	The main design of the binding
Assembly	Integer		no	SKOS	E.3.2 Physical Description	How the binding is assembled to the case

## Backing

Field	Type	Simple form	Repeat	Valuelist	Sepiades tag	Instruction/Description
Material	Integer	*	no	SKOS	E.3.2 Physical Description	The main material of the backing
Colour	Integer	*	no	SKOS	E.3.2 Physical Description	The main colour of the binding
Backing assembly	Integer		no	SKOS	E.3.2 Physical Description	How the backing is assembled to the housing
Acces panel lock	Integer		no	SKOS	E.3.2 Physical Description	How the binding is assembled to the housing
Back: end paper	Integer	*	no	SKOS	E.3.2 Physical Description	The type of end paper is used
Description	Text	*	no		E.3.2 Physical Description	Describe the backing
Label	Text	*	no		E.3.2 Physical Description	Inscriptions on backing
Housing backing recessed	Boolean		no	Unknown, N, Y	E.3.2 Physical Description	Indicate if applicable
Access panel present	Boolean		no	Unknown, N, Y	E.3.2 Physical Description	Indicate if present
Hanging system present	Boolean		no	Unknown, N, Y	E.3.2 Physical Description	Indicate if present
Finishing paper present	Boolean		no	Unknown, N, Y	E.3.2 Physical Description	Indicate if present
Finishing paper active	Boolean		no	Unknown, N, Y	E.3.2 Physical Description	Indicate if paper is (still) active
Hanging system ribbon colour	integer		no	SKOS	E.3.2 Physical Description	Indicate the colour of the ribbon used

## Plate

Field	Simple form	Type	Repeatable	Value list	Sepiades tag	Description
ID		integer	no			
number (mandatory)	*	text	no		E.3.2 Physical Description	If no number is known or visible, use 1,2, etc. This field should not be empty
plate size		integer	no	SKOS	E.3.2.4.1.5.3. Dimensions	Common sizes are entries in SKOS thesaurus
plate size other		text	no		E.3.2.4.1.5.3. Dimensions	This field is only for rare sizes not mentioned in field above
plate shape		integer	no	SKOS	E.3.2 Physical Description	Indicate the shape of the (base of the) plate
material		integer	no	SKOS	E.3.2 Physical Description	Indicate the material of the plate
backplate surface		integer	no	SKOS	E.3.2 Physical Description	Indicate the surface of the back plate
surface goldtoning present		integer	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if goldtoning is present on the plate
surface coating present		integer	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if a coating is present
surface applied coloring present		integer	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if the surface is coloured
surface applied coloring type		integer	no	SKOS	E.3.2 Physical Description	Indicate which type of colouring is used
polishing lines		text	yes		E.3.2 Physical Description	describing polishing lines and their positions
perforation present		integer	no		E.3.2 Physical Description	Indicate if perforations are present in plate
perforation number		integer	no		E.3.2 Physical Description	amount of perforations, more details to be entered in SKOS
perforation location		integer	no	SKOS	E.3.2 Physical Description	Indicate where the perforation is located
securing present		integer	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if a securing system is present
securing adhesive present		integer	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if an adhesive is present
securing adhesive fixed to		integer	no	SKOS	E.3.2 Physical Description	If present, indicate on which part it is fixed
securing adhesive place		integer	no	SKOS	E.3.2 Physical Description	If present, indicate location
securing paper or tape present		integer	no	Unknown, N, Y	E.3.2 Physical Description	Indicate if paper or tape is present
securing paper or tape fixed to		integer	no	SKOS	E.3.2 Physical Description	If present, indicate on which part it is fixed
securing paper or tape type		integer	no	SKOS	E.3.2 Physical Description	If present, indicate the type is used
securing paper or tape shape		integer	no	SKOS	E.3.2 Physical Description	If present, indicate the shape
securing paper or tape edges		integer	no	SKOS	E.3.2 Physical Description	If present, indicate the edges
securing paper or tape color		integer	no	SKOS	E.3.2 Physical Description	If present, indicate the colors

annotation	text	yes	E.3.2.3.1. Inscriptions	annotations on the plate and their position
remarks	integer	no	E.3.2 Physical Description	remarks about this plate which cannot be entered in other fields

### ***Platemark (no fields are mandatory)***

Field	Simple Form	Type	Repeatable	Value list	Sepiades tag	Instruction/Description
manufacturer present	*	integer	no	Unknown, N, Y	E.3.2.3.2. Signatures	If manufacturer is marked on plate, use Y, if not then use N, if you cannot open or see it, then choose Unknown
manufacturer location		integer	no	bottom, bottom and bottom right, bottom left, bottom left and top left, bottom right, bottom right, bottom middle, cut loose, left, other, right, top, top left, top left and right, top right, top right and bottom left		Where the inscription is found on the plate
manufacturer partly visible		integer	no	Unknown, N, Y		Use this field to indicate that the manufacturer is only partly visible
silver content present	*	integer	no	Unknown, N, Y	E.3.2.3.2. Signatures	If a marking about the silver content is visible, use Y, if not then use N, if you cannot open or see it, then choose Unknown
silver content combined		integer	no	Unknown, N, Y		Use this field when the manufacturer inscription is combined with the silver content
silver content location		integer	no	bottom, bottom and bottom right, bottom left, bottom left and top left, bottom right, bottom right, bottom middle, cut loose, left, other, right, top, top left, top left and right, top right, top right and bottom left		Please indicate the location of the silver content inscription.
silver content number		text	no			Fill in the silver content number of code
silver content additional details		text	yes		E.3.2.3.2.2 Signatures - Specifications	Add additional details
<i>relation to Actor</i>						
name (from Actor)						
relation_category		integer	no	SKOS roles		relation to the platemark manufacturer

## Actor description based on ISAAR and Sepiades

Field	In current db	Type	Repeat able	Value list	ISAAR tag	Sepiades tag	Description	Example
id	id	integer, unique	no		5.4.1 Authority record identifier			
published	published	integer	no	Y, N	5.4.4 Status			
authorisation	authorisation	integer	no	Public, Semi-public, Members only, Contacts only	5.4.3 Rules and/or conventions			
user_id	user_id	integer	no		5.4.9 Maintenance notes		use only part of this tag, the person who edits this record	
created_timestamp	created_timestamp	timestamp	no		5.4.6 Dates of creation, revision or deletion			
last_edit_timestamp	last_edit_datetime	timestamp	no		5.4.6 Dates of creation, revision or deletion			
language		integer	no	SKOS language	5.4.7 Language and scripts		ISO 639-2	
script		integer	no	SKOS script	5.4.7 Language and scripts		ISO 15924	
country	country_id	integer	yes		5.2.3. Places			
nationality	country_id_nationality	integer	yes		5.2.2 History			
type	type	ID	yes	SKOS type of entity	5.1.1 Type of entity			Photographer, Manufacturer
name	name	text, unique	no		5.1.2 Authorized form(s) of name	E.2.1.1. Name		
name_parallel		text	yes		5.1.3 Parallel forms of name			
name_standard		text	yes		5.1.4 Standardized forms of name according to other rules			
name_other		text	yes		5.1.5 Other forms of name			
identifier_corporate		text	yes		5.1.6 Identifiers for corporate bodies			
identifier	code	text, unique	no		5.4.1 Authority record identifier			ES47161AGS RA 00001
date_exist_start		date	yes		5.2.1 Dates of existence		ISO 8601, describes the birth	
date_exist_end		date	yes		5.2.1 Dates of existence		ISO 8601, describes the death	
date_exist_source		text	yes		5.2.1 Dates of existence		Describes the source where the date fields are based on	
active_date_start	active_date_start	date	no		5.2.8 General context		ISO 8601, describes the active	

active_date_end	active_date_end	date	no		5.2.8 General context	period of the entity ISO 8601, describes the active period of the entity
history	description	text	no		5.2.2 History	
places		integer	as group row 37/39	SKOS geographical	5.2.3 Places	places where actor worked
places_start		date	as group row 37/39		5.2.3 Places	ISO 8601
places_end		date	as group row 37/39		5.2.3 Places	ISO 8601
function		text	no	SKOS function	5.2.5 Functions, occupations and activities	E.2.1.3. Name – Function
Note with function: Record the functions, occupations and activities performed by the entity being described, together with the covering dates when useful. If necessary, describe the nature of the function, occupation or activity.						
address	address	text	no		5.2.3 Places	
city	city	integer	no	SKOS geographical	5.2.3 Places	
postal_code	postal_code	text	no		5.2.3 Places	
state_region	state_region	text	no	SKOS geographical	5.2.3 Places	not needed when city is chosen
telephone	telephone	text	no		5.2.3 Places	
<b>Relations with records in ImageDescription</b>						
title (from ImageDescription)						6.1 Identifiers and titles of related resources
type (from ImageDescription)						6.2 Types of related resources
category_relation		text	no	SKOS roles		6.3 Nature of relationships E.2.1.2. Name – Type [r]
date_start_relation		date	no			6.4 Dates of relationship
date_end_relation		date	no			6.4 Dates of relationship
ID (from Actor)		integer	no			
ID (from ImageDescription)		integer	no			
<b>Relations with records in Housing and Plate</b>						
title (from Housing or Plate)						6.1 Identifiers and titles of related resources
type (from Housing or Plate)						6.2 Types of related resources
category_relation		text	no	SKOS roles		6.3 Nature of relationships



date_start_relation	date	no	6.4 Dates of relationship
date_end_relation	date	no	6.4 Dates of relationship
ID (from Actor)	integer	no	
ID (from Housing & Plate)	integer	no	