



Old Town Hall, St. Augustine Street, Dungarvan, Co. Waterford, Ireland  
Phone: 058 45960 • Website: [www.waterfordcountymuseum.org](http://www.waterfordcountymuseum.org)

## Guide For Image Database Editors

The following are the list of fields that will be entered by the editor of the image database for each photo. The majority of these fields will not be publicly available on the web site. They will reside in the database for administrative purposes.

The fields that we will make publicly available are:

1. Call Number
2. Title
3. Description
4. Photographer
5. Date Photo Taken
6. Location
7. Collector

Call Number:

Issued by Waterford County Museum. This can also be called a catalogue number.

Title:

Initially written by collector, may be edited by Museum.

Description:

Initially written by collector, may be edited by Museum. Eg – Train entering Lismore Train Station. On the platform in the foreground L. to R. John Smith, unknown and ticket collector Raymond Smith. In the background near the Signal Box can be seen the stationmaster. Bags of mail can be seen near the entrance to the station waiting room.

Photographer:

If known.

Date Photo Taken:

Initially written by collector, may be edited by Museum. Can be entered as circa 1910 or as a specific date.

Collection:

If a large selection of photos are handed in by an individual they may request them to be marked as a collection.

Physical Description:

Describe the original photos condition in English.

1. Crease across the top left hand corner. 5% of the print area is damaged.
2. Undeveloped glass negative with damage to 35% of the surface area.
3. Pencil note on the back that reads 'Happy Birthday John'.



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#### Dimensions

To be given in Millimetres in this format: 240mm Width X 400mm Height

#### Location:

The name of the parish the image relates to. Work with the ecclesiastical parishes. This will allow visitors to the web site to browse images by geographical area.

#### Alternative Location:

If a copy of the image exists in another collection it can be entered here.

E.g. – Waterford County Archive Service

E.g. - Original image remains with the donor.

#### Additional Comments:

Any special instructions associated with the image. E.g. Not to be placed online before 2005.

#### Copyright Owner:

E.g. – Waterford County Museum

#### Copyright Instructions:

This field indicates the level of copyright clearance we have been given. There are essentially four levels. None - Web – Print – Exhibition

- None: We don't have any copyright instructions. This means we will have difficulty doing anything with the image.
- Web: We are allowed use the image online.
- Print: We can use the image in books, local newspapers etc.
- Exhibition: The image can be used in Museum exhibitions.

Ideally we would like copyright clearance on Web – Print – Exhibition to allow us to 'get' the image to as wide an audience as possible. To indicate clearance, place an X in the box on the form. The museum will not sell on to a 3rd party without prior permission the rights to reproduce any of the images in the collection.

#### Donor:

The name of the donor. We would prefer if it were not entered as anonymous.

#### Collector:

The contributing person or group. This will allow visitors to the web site to view all the photos collected by the Ardsallagh Group etc.

E.g. - Ardsallagh Community Group

E.g. - P.J. Guiry

#### Image Format:

Editor of image archive will select from a list.



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**Original Publisher:**

If sourced from a postcard, book etc. This can be done by the collector.

**Subject:**

The primary subject matter of the image. This is selected by the editor of the image archive from pre-defined options. Up to 6 subjects can be allocated to an image. They will be listed in order of relevance.

Subject 2:

Subject 3:

Subject 4:

Subject 5:

Subject 6:

**Access Level:**

Public – Everyone can view the image. This is the standard setting.

Private – This is used for images that are still under copyright. They can only be viewed by museum staff or collectors that log in with a password.

**Published:**

The status of the image within the image database. You have three settings, however only two of them are available to image editors Not Published and Queued.

Not Published – This setting is used when we are waiting on more information on the image.

Queued – The image has been queued by the image editors for review by the project editor. Once it has been reviewed by the project editor it will be published.

Published – The image is publicly available online.