

## Purpose

One of the most important steps in gaining intellectual control over museum collections is to define the descriptive information of each record, also known as cataloging. Without comprehensive information of a museum's holdings, one cannot properly protect, care for, research, or exhibit them.

## Cataloging and Data Entry

Cataloging allows detailed information about each object to be recorded in a central repository. At SDMoM, that central repository is PastPerfect. Cataloging may mean either a) creating a new catalog record for an object and then adding relevant information or b) adding additional information to existing catalog records.

## Catalog Data Entry Procedures for Past Perfect

1. Open PastPerfect on your computer.
2. Click on the **Photos** tab. This will bring you to the Photo Catalog View.
3. At the top of the screen click on the **FIND** button. Enter in the **Object ID** and press **Find Now**. Most of the photograph records in PastPerfect have been assigned a P Number, for example P025696 for a photograph or S014349 for a slide. Note that the catalog number might also be entered in the 4-3-4 pattern. (For example, the old catalog number on the card may read 1928-15-2; in PastPerfect [PP] this will be 1928.015.0002.)
  - a. If the catalog entry is found to already exist in PP through the above procedures, proceed to step 4. If not catalog entry is found, proceed as follows:
    - i. Click the **Add** button, which brings up the **Add New Object** screen.
    - ii. At the bottom of this page, make sure **Fill with Blank Data** (which clears the last entry of the previous year) is selected. Only use **Fill with Current Data** if creating a series of entries in the same collection.
    - iii. Enter the Accession number in the **Enter Accession #** field at the top. (Example: 1960.001)
    - iv. Click on the **Enter Object ID** field, which will automatically bring up the first part of the accession number at the top, (example: 1960.001). Add the third part of the number (last four digits: 1960.001.**0001**) to complete the catalog number.
    - v. Enter the name of the object in the **Enter Objname** field. Click on the **Lexicon** tab to select the official nomenclature for the object. Choose the nomenclature categories from the list that best describe the object. (Examples: Negative, Film; Print, Photographic).
    - vi. Once all the aforementioned data has been entered, click **Add** to create the new catalog entry in the PastPerfect database.
4. When you have found the entry for the catalog number, click **Edit** at the top—now you can add and make changes to the entry.
5. Once in **Edit** mode, enter the new (or updated) data from the worksheets and catalog cards into each of the following fields:

- a. **Collection:** Use this field to enter the collection name for the photograph that appears on the catalog card or hit F7 to select a collection name from the list. If the collection title does not appear in the list, create a new entry with the correct collection title.
- b. **Description:** A summary of what the photograph is and what appears in the image. Write in the description of the photograph from the Description field from the catalog card or the cataloging worksheet.
  - a. At the beginning of the description, always include what type of media the image is and if it is a black & white or color photograph. (Example: Photograph, black & white).
  - b. Include in the **Description** field a description of the overall image, from macro to micro. (Example: Photograph, black & white. Outdoor portrait of an elder Hopi man standing by a whitewashed adobe wall. He is wearing a western-style sweater and shirt. Pinned to the sweater is a medal of some sort, and there is a safety pin near the upper button of the sweater).
- c. **Title:** Use this field to enter the title of the photograph. You may record the photographer's title, or if the item lacks a formal title, please enter in the title: **Untitled**.
- d. **Photographer:** If available
- e. **Place:** Where the photograph was taken
- f. **Event:** If the photograph was taken for a special event
- g. **Medium:** Type of material, such as color film, photograph, etc.
- h. **Negative Location:** If applicable
- i. **Site/Site #:** This field is for images from archaeological sites/digs. Enter in the site name and/or site #. Hit F7 to select a name from the list.
- j. **Date:** The specific date a photograph was taken. Use only if the exact date is known.
- k. **Year Range:** A general range of time during which the photograph was taken. This should be used when the specific date of the photograph is unknown.
- l. **Catalog Date:** Enter the date that the work was originally cataloged. This is the date the catalog card or cataloging worksheet was done.
- m. **Cataloged By:** Enter the name of the person that created the catalog card or cataloging worksheet or hit F7 to select a name from the list.
- n. **Status Date:** Enter today's date.
- o. **Provenance:** Detailed history of the past ownership of an image. Information, including dates, is recorded on successive transfers of ownership and custody. This is listed as "Provenance" on catalog cards.
- p. **Print Size:** Right click on the tab and select appropriate print size from the list.
- q. **Film Size:** Right click on the tab and select the appropriate film size from the list.
- r. **Copyrights:** Enter the copyright holder's full name. If copyright belongs to the MoM, enter "San Diego Museum of Man" into the field.
- s. **Culture:** Click the **Custom** tab on the left-hand side of the screen. Under the **Culture** field, enter in the "culture" and "culture code" (Example: NS9: Kumeyaay).
- t. **Notes:** Click the **Notes & Legal** tab on the left-hand side of the screen. Under the **Notes** field, enter in any important notes about the photograph.

- a. The **Notes** field should include anything on the “Remarks” or “Prior Marks” section on the catalog card. Be sure to note that the comments came from the catalog card so individuals can reference this for future research.
- b. The **Notes** field should also include any captions that the photographer included with the original photograph. Make sure to list this as a caption. (Example: Caption: Indian house at Wee-a-pi-pa-. This mountain cañon is 5000 feet high. On this trip I found the plant of the yellow dye for baskets--used no where else except among these Indians-Datisca glomerata. I was bitten by an Indian dog who was guarding the house where I was collecting curios. He only did his duty--I was careless).
- c. Under and “Remarks” or “Prior Remarks” and “Caption” sections, list the names of each individual in the picture from Left to Right, Back Row to Front Row in the following format:  
Back Row (L-R): Clifford LaChappa, Charles “Beaver” Curo  
Front Row (L-R): Josephine “Sister” Romero, Albert “Boxie” Phoenix
- d. When you are finished writing the **Notes** field it should appear in the following format:

Catalog Card:

Two 4" x 5" copy negs from original print in album, Volume II: 19, & three 4" x 5" contact prints. Albums assembled by Constance Goddard DuBois of Waterbury, Conn. Library catalog #E77.5 D8 v.2

Caption: Indian house at Wee-a-pi-pa-. This mountain cañon is 5000 feet high. On this trip I found the plant of the yellow dye for baskets--used no where else except among these Indians-Datisca glomerata. I was bitten by an Indian dog who was guarding the house where I was collecting curios. He only did his duty--I was careless.

(L-R): Melvin Curo, Steven Magginni

- u. **People:** Click the **People, Subjects, Classification, Terms** tab on the left-hand side of the screen. Under the **People** section, right-click and choose the appropriate name from the **People Authority File**. Names are listed by Last Name, First Name. If a name is not already in the **People Authority File** you may add a name by clicking on the plus sign in the lower right-hand corner and entering the correct name, listed as Last Name, First Name. Make sure to list people from Left to Right from the photograph; the person who appears farthest to the left in the picture should appear at the top of the list.  
\*Note: Before you create a new entry, check different spellings of name. Some historic names are spelled differently. Example: “LaChapa”; “LaChappa”; “La Chappa”. If a name appears a few different ways, make sure to note this in the record under the description field.
- v. **Subjects:** Click the **People, Subjects, Classification, Terms** tab on the left-hand side of the screen. Under the **Subjects** section, right-click and chose appropriate subject terms from the **Authority File** list. This field may be used to record objects that appear in the photograph. For example, a photo may depict a child carrying a cat standing next to an oak tree in a crowd of spectators at a parade. The description of the photo may not mention

any of these details. Use this field to record this information with each term on its own line, as in: Parades & processions, Children, Cats, Trees, Oaks.

- w. **Search Terms:** Click the **People, Subjects, Classification, Terms** tab on the left-hand side of the screen. Under the **Search Terms** section, right-click and chose appropriate search terms from the **Search Terms Authority File** list. This field is used to record any terms, words, names, phrases, or entities that will be helpful in researching collections. Make sure to include important terms or “tags” in this field. This field will be important for researchers who are looking for a specific term or subject over multiple collections.
- x. **Related:** Make note of any publications, exhibitions, or related works where the photograph may have been represented.
- y. Hit **Save** to save your data and exit Edit mode.

#### Adding Photographs to PastPerfect:

The appropriate photograph for each catalog record should be added to the PastPerfect entry once all of the data has been input. To do so, complete the following steps:

1. Locate the photograph on the N: drive. All high resolution image photos must have a master stored at N:\ARCHIVES\2012 Photography Collection. The filename of the digital image should have the object ID number that corresponds with the catalog record.
2. In PastPerfect, click the **Image Management** button to bring up the Image Management screen. Once there, click **Acquire New Image** to open a file browser screen. Select the location of the image you want to add from the N: drive folder and then click **Open**.
3. Once the object has been opened in PastPerfect you will be asked to add metadata for the image. You will need to fill in the following fields:
  - a. **Caption:** Input the name of the object (example: Basket makers).
  - b. **Original Object Format:** Type of image (example: Print-Photographic).
  - c. **Negative Number:** If applicable
  - d. **Setting and Resolution:** The standard resolution to be used is 300.
  - e. **Grayscale or RGB (color):** Select the color scheme for the image
  - f. **Created by:** Input the name of the person who created the photograph.
  - g. **Location of High Resolution Archival Image:** Input “San Diego Museum of Man” for images created here. For all others, input the name of the institution that stores the high resolution originals.
  - h. **High Resolution Image File Name:** Input the path to the high resolution, original file. File path can be selected from the Browse button.
  - i. **Copyright:** “San Diego Museum of Man” or the name of the institution that owns the rights to the photograph.