Using metadata to reunite photograph and archival collections
ICFA

- International Committee for Future Accelerators
- International Casual Furnishings Association
- Independent Cities Finance Authority
- International Coalition of Fisheries Association
- International Carp Fishing Association
- International Conference on the Fantastic in the Arts
IMAGE COLLECTIONS and FIELDWORK ARCHIVES (ICFA)
PHOTOGRAPH COLLECTIONS
The cramp shown above is about 12 cm long and was set into a hard ashlars, the area on the left side was previously put unto pressure before the ramming with plaster took place.

The cramp shown next page has been fixed the same way as mentioned before but into a rather soft stone. Locations of cramps are indicated on page 21, 23, 25.

Fri. 17th X Hippodrome (behind the mosque of Sultan AHMED). Uncovering and cleaning of stone. Remnant floor mosaic. This place was covered with 7-10 cm deep of earthy sand.
COLLECTION ARRANGEMENT

Based on the method of creation, medium, and fieldwork order, the collection is divided into two (2) main subgroups: Administrative Records and Fieldwork Papers. These subgroups are split into multiple series and the contents are arranged in chronological order and alphabetical order, if the author’s name exists. The dates listed in the finding aid are inclusive of the dates indicated on the archival items. Some dates, however, are based on Jeff Schlosberg’s 1981-1982 inventory and marked on the versos of individual items, especially if the item has no original date. For the technical dates of each fieldwork project, see ICFA’s “History of the Byzantine Institute and Dumbarton Oaks Projects.” There is an Addendum, which contains photographs created by the Byzantine Institute and Dumbarton Oaks staff that were found in ICFA's Backlog, as well as related research materials compiled by ICFA staff.

SUBGROUP I: ADMINISTRATIVE RECORDS

Focuses on the administrative and financial activities of the Byzantine Institute and Dumbarton Oaks between the 1930s and 1980s. Letters, bank statements, and logbooks document the organizations’ administrative and fieldwork history, from the formation of the Byzantine Institute to its dissolution and to its transfer to Dumbarton Oaks. Subgroup I is divided into four (4) series and arranged by medium (or type of item) in chronological order.

SERIES I: CORRESPONDENCE, ca. 1920s-2000s

Contains correspondence and administrative records created and compiled by the organizations’ fieldwork directors and staff members. This series documents day-to-day administrative operations, as well as matters related to staffing, grant proposals, and publication of fieldwork projects from the 1920s to 2000s. Series I is arranged in chronological order. Folders may contain additional correspondents than the ones named in the folder titles.

SERIES II: FINANCIAL RECORDS, ca. 1930s-1960s

Contains financial reports, logbooks, bank statements, vouchers, and checks. This series
The figures are of 25 x 25 metres.

N.B. The terms left side and right side used in these notes with reference to the panel indicate the observer's left and right when he stands facing the panel.
<table>
<thead>
<tr>
<th>ID#</th>
<th>Bag</th>
<th>Box</th>
<th>Color quality</th>
<th>Medium</th>
<th>Duplicate</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
<td>1</td>
<td>satisfactory</td>
<td>A</td>
<td>As-A-1.5 dup.</td>
<td>5 x 7</td>
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</tbody>
</table>

Country: Cyprus
City: Asinou
Monument: Church of Panagia
Location: Exterior
Description: View from E at distance
Authority: Exterior
Date of entry: September 1998 - May 1999

**CATALOGING INVENTORY:**
- EmbARK – 61,000 image records
- OLIVIA – 5,000 image records
- MS Access – 5,000 image records
- Word/PDF – 15 archival finding aids
CAVEAT
METHODOLOGY

- Objective evaluation
- Team approach (user-defined)
- Peer reviews and resources:
  - Museum Association of New York CMS list (2011)
  - Canadian Heritage Information Network (CHIN) guidance and template
### SYSTEM REQUIREMENTS

- Handle archival and image descriptions
- Unlimited hierarchical relationships
- Afford complex geographic cataloging
- Item-level storage locations
- Global search
- Local authorities
- Data reuse
- Accession and donor records
- Import for legacy metadata migration
- Exports for Hollis, OASIS, and VIA

#### Software Program

<table>
<thead>
<tr>
<th>Feature</th>
<th>Necessary Functionality</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Characteristics and Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Type of license</strong></td>
<td>Open-source or commercial</td>
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<td>MySQL, Oracle, MS SQL Server</td>
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</tr>
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<td>PC and/or Mac</td>
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<td><strong>Other technical requirements</strong></td>
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<tr>
<td><strong>Web-based or desktop client</strong></td>
<td>If desktop, can be networked</td>
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<tr>
<td>Additional modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional hardware or software required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Maturity/sustainability
- Note software’s version, as well as developers’ years in business and/or system’s number of users.

#### Scalable
- Easily 75,000 legacy records to start – how well does the system scale?

#### Software costs
- Single or multi-user license? Cost of add-on licenses?
- We will need licenses for 5 concurrent users if 10 Modules, hosting, customization, support, hardware, data migration

#### Associated costs
- What file formats? We need CSV. Does provider offer as service? Is it optional? Is there an import feature for us to do ourselves? (See import function below.)

#### Legacy metadata migration
- What is training? Read and review.

#### Customization
- Is user able to do? Are developers willing?

#### Training
- Is training available? Do-site or online? Live or recorded? Standard or custom? What is covered? Different types? New users after implementation? Note delivery and costs.

#### Documentation available
- Formatting: hard copy or online? Where: system or website? Updated with each version? Note manuals, wiki’s and forums. Specific to user types (admin, new user)? Check for crosswalks or data dictionaries. Review to see if current with latest release, level of detail provided and activity of forums.

#### Ongoing support
- Is there a help desk? How can you contact small, phone? When should you expect a response? Note contracts and costs, call center hours, stated email response time.

#### New releases
- How are system upgrades/new releases shared? Is there an associated fee?

#### Source code
- Available? Modified? If not, will it be in the event that the system is no longer being developed/supported?

#### ResourceDescription
- Comment required field/elements.

#### Hierarchical relationships
- Enables parent-child and sibling relationships to create virtual arrangements. Consider: deeply/available record types.

#### Data reuse
- Create description record from accession record and automatically populate fields.

#### Archival standards
- Which? Was the system designed based on these standards or can they easily be applied? Are crosswalks or mappings available?

#### User-defined fields
- Available customization by user or developer?
SYSTEM EVALUATION

EmbarK
CONTENTdm®
Digital Collection Management Software

Eloquent
KE EMu
Electronic Museum

Past Perfect
Museum Software

ARCHON
University of Illinois

CollectiveAccess

icaAtom

Rediscovery
Proficio
COLLECTION MANAGEMENT SYSTEM
The Software
ICA-Atom is web-based archival description software that is based on International Council on Archives (ICA) standards. ‘Atom’ is an acronym for ‘Access to Memory’.

Release 1.3.1

Default template

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<th>Value</th>
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<td>ISAD(G), 2nd ed. International Council on Archives</td>
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<tr>
<td>Department</td>
<td>ISDIAH, 1st ed. International Council on Archives</td>
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</table>
Collection MS.BZ.004 - The Byzantine Institute and Dumbarton Oaks Fieldwork Records and Papers, ca. late 1920s-2000s

Identity area
- Reference code: US DDC-ICFA MS.BZ.004
- Title: The Byzantine Institute and Dumbarton Oaks Fieldwork Records and Papers, ca. late 1920s-2000s
- Date(s): ca. late 1920s-2000s (Creation)

Level of description: Collection

Extent and medium
- Approximately 87 boxes of papers, photographs, and drawings
- 3 boxes of wax imprints
- 20 photo albums
- 24 16mm films
- Over 200 boxes of negatives, transparencies, and slides

Context area
- Name of creator: Dumbarton Oaks Research Library and Collection (1940-Present)
  - Administrative history: Robert and Mildred Bliss retired to their Georgetown home, Dumbarton Oaks, in 1933. They began adding to their already extensive collection of artwork and reference books, anticipating the creation of a research Institute. In 1940, the Blissos gave their...
- Name of creator: Byzantine Institute, Inc. (1930-1962)
  - Administrative history: The Byzantine Institute (commonly known as the Byzantine Institute of America) was founded by Thomas Whittome in 1930. On May 23, 1934, the Byzantine Institute officially became the Byzantine Institute, Inc. when it was issued a charter from the...
- Repository: Image Collections and Fieldwork Archives (2007-Present)
  - Archival history: The fieldwork records and papers of the Byzantine Institute were transferred to Dumbarton Oaks in two shipments in the 1960s and were initially stored in various locations, such as Paul Underwood's office, Dumbarton Oaks Archives, and the Research...
DEVELOPMENT
CATALOGING
COMPARISON
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<td>A dropdown one of four elements defines the type of record (see DDD worksheet). VFA Core/Local</td>
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<td>2</td>
<td>Description</td>
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<td>Title or identifying phrase given to a work or an image. For an image record describe the specific view of the depicted work, and corresponds to the DDD View. VFA Core/Local</td>
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<td>3</td>
<td>Identifier</td>
<td>Constructed id</td>
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<td>An identifier for the XML document. VFA Core/Local</td>
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<tr>
<td>4</td>
<td>Title</td>
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<td></td>
<td>The name assigned to an individual, group, or corporate body that contributed to the design, creation, production, manufacture, or allocation of the object. VFA Core/Local</td>
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<td>Name</td>
<td>Authority</td>
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<td>The place where the agent was described by the role taken place. VFA Core/Local</td>
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<td>Drop-down</td>
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<td>The relationship between the named agent and the object. VFA Core/Local</td>
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</table>
| 8       | Place            | Authority             |           | The place where the agent was described by the role taken place. VFA Core/Local |                                                                      |                                                                          |                   |         |     | Daniel, et al. in the mentioned field. Can be used for both multiple and single entries. VFA Core/Local |}

**Note:**
- Additional information about the agent described by the role. NOT additional information about the agent listed in their authorship, title, or phrase that does not identify, intersect the object and what is not recorded or express. Should not include names of people or geographic places, which are.
- After texts about the object, including comments, description, or interpretation, that go beyond additional information not recorded in other fields. Topics covered may include a discussion of the subject, function, or significance of the object.
- All masks or written notes added to the object at the time of production or in the subsequent history, including signatures, dates, dedications, titles, and colophon, as well as marks, such as the.
- Derived from the object or image by direct observation or from secondary sources that describe it.
- Title on slide label, Nimes, France. — Panorama.
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<th>Cataloged as Attached to</th>
<th>Quantity</th>
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<th>Export format2</th>
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REMOVING EXTRA CHARACTERS

2992 occurrence(s) of "Brooke;; Shilling, Brooke," were replaced with "".
WORK RECORD ANALYSIS
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### Search Filters
- Abyssios
- Asia Minor
- Ammou
- Bongros (nr, Stsp)
- Church
- Constantinople
- Cibd Efajr
- Koutsoyvns
- Solv
- Tel el-Aneias
- Turkey
- (Blank)
OPEN REFINE – Faceting and Clustering

Cluster & Edit column "Credit Line"

This feature helps you find groups of different cell values that might be alternative representations of the same thing. For example, the two strings "New York" and "new york" are very likely to refer to the same concept and just have capitalization differences, and "Gödel" and "Godel" probably refer to the same person. Find out more...

Method: key collision
Keying Function: fingerprint

Cluster Size: 13
Row Count: 2936

Values In Cluster
- Fieldwork Archive, Dumbarton Oaks (2859 rows)
- Fieldwork Archive, Dumbarton oaks (34 rows)
- Fieldwork Archive, Dumbarton Oaks (28 rows)
- Fieldwork Archive, Dumbarton Oaks (2 rows)
- Fieldwork Archive, Dumbarton Oaks (2 rows)
- Fieldwork Archive, Dumbarton Oaks (2 rows)
- Fieldwork Archive, Dumbarton Oaks (1 row)
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- Fieldwork Archive, Dumbarton Oaks (1 row)
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Merge? New Cell Value
- Fieldwork Archive, Dumbarton Oaks

# Choices in Cluster
- 2 — 13

# Rows in Cluster
- 0 — 3000

Average Length of Choices
- 17 — 35

Length Variance of Choices
- 0 — 0.722

Select All Deselect All
Merge Selected & Re-Cluster Merge Selected & Close Close
OPEN REFINE – Transformations and Exporting
AUTHORITY
WORK
Recently Modified Resources

About Pleiades

Pleiades gives scholars, students, and enthusiasts worldwide the ability to use, create, and share historical geographic information about the ancient world in digital form. At present, Pleiades has extensive coverage for the Greek and Roman world, and is expanding into Ancient Near Eastern, Byzantine, Celtic, and Early Medieval geography.

The most recently modified resources are shown in the map at left.

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For a complete listing of editors, content contributors, and financial supporters, please see the credits page.
SOFT AND HARD LAUNCHES
AtoM@DO Help

Access the catalog and find a list of FAQs

FAQs

1. What is a collection?
2. What is a repository?
3. How do I review the files within a collection?
4. Are there descriptions of each collection?
5. Where can I find information about how to access a collection and if there are any restrictions?
6. Is there information about the language(s) of collection materials?
7. What are Related units of description?
8. How do I cite materials from a collection?
9. Is there a way to search by name, place or topic?
10. How does the Advanced Search work?
11. Do I have to include search terms and other discursive in my search terms?
12. What is included in my search results?
13. How do I save my results or select a record that I previously found?
14. How do I print a list of the files in a collection?
15. What are the Import and Export links for or each record?
16. Does AtoM include digital objects? (in progress)
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Subject of
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- Illuminated Manuscript Photographs Collection, ca. 1950

Creator of
- Acting Director of Studies files and correspondence
- Correspondence regarding research and appointments at Dumbarton Oaks
- Sirapie Der Nersessian Papers and Photographs, 1929-2002 (DOA)
- Sirapie Der Nersessian Papers and Photographs, 1939-1966 (CFA)
DEVELOPMENT PROGRESS
Untitled

Elements area

Identifier

Type

Title

Alternate Title

Level of description

Child levels (if describing a collection)

Identifier

Title

Add new

Context area

Context & Structure area

Allied Materials area
IC [+ ] FA = AtoM@DO

**SPRING 2014**
- Complete VRA Core Template Development
- Import Accession Records

**SUMMER 2014**
- Test Imports of Image Records
- Test Uploads of Digital Objects

**FALL 2014**
- Import Backlog Records and Images
  - Contribute Collection-Level Records to HOLLIS, WorldCat, etc.
25th Sept. Inserted the third clamp to-day. I removed the blocks so indicated in sketch and drilled into the setting bed. The drill met with little opposition in this operation as compared with the extensive material encountered with 1st clamp on 24th Sept. The drill went below the surface of the concrete for 51 mm without making contact with any firm substance. Here a reattachment of the bed 3 found indication of brick floor adhered to the drill.

POSITION OF CLAMP No 3

The marks from red line of terrace on left under three and a half inches above black line of terrace.

27th Sept. Inserted fourth clamp, this is situated below the right foot of the stela (carrying oval) at its bottom adjacent to line of blue terraces.

POSITION OF CLAMP No 4

One foot from the surface of the panel is a stone, the red brick meets line of hole on two bricker framing in the green ground. It is adjacent to the bed as described above.

POSITION OF RED BRICK OR BRIDGE.
Collection MS.BZ.017 - Early Archaeological Projects Associated with Thomas Whittemore, 1910s-1930s

Identify area

- Reference code: US DDO-ICFA MS.BZ.017
- Title: Early Archaeological Projects Associated with Thomas Whittemore, 1910s-1930s
- Date(s): 1910s-1930s (Creation)
- Level of description: Collection
- Extent and medium: 5 boxes of papers and photographs; 6 folders and 1 tube of oversize drawings

Context area

- Name of creator: Whittemore, Thomas (1871-1950)

Biographical history:
Thomas Whittemore was born in Cambridgeport, MA on January 2, 1871. He received his Bachelor's degree in English Literature from Tufts College in 1894 and was appointed Instructor of English at his alma mater immediately afterwards. While at Tufts...

- Name of creator: Piankoff, Alexandre (1897-1966)
THE ICFA TEAM:

- Anne-Marie Viola, *Metadata and Cataloging Specialist*
- Rona Razon, *Archivist*
- Fani Gargova, *Byzantine Research Associate*
- Beth Bayley, Jessica Cebra, and Ameena Mohammad, *Departmental and Archival Assistants*
- Shalimar Fojas White, *Manager*

SPECIAL THANKS TO:

- Prathmesh Mengane, *Database and CMS Specialist*
- Alison Miner, *ICFA Intern (Fall 2012)*
- Artefactual Systems, Inc.