

CHECKLIST FOR CATALOGING IMAGE DATASETS

INTRODUCTION

This document outlines procedures for cataloging image datasets, including remote and direct electronic formats. An image dataset is a collection of image or video data used for image processing and analysis such as facial, action, character, handwriting, and object detection and recognition.

FIXED FIELDS	<i>Required fields are marked in bold. Instructions in orange are local Yale practices)</i>
Field	Coded Data
Leader	Type of record (Leader/06): <ul style="list-style-type: none"> • g=Projected medium <i>(for moving images)</i> • k=Two-dimensional nonprojectable graphic <i>(for still images)</i> Bibliographic Level Encoding level Cataloging Form: i=ISBD
006 Additional Material Characteristics	m=Computer File <ul style="list-style-type: none"> • Form of Item: <ul style="list-style-type: none"> ○ o=Online ○ q=Direct electronic <i>(for CD-ROMs, etc.)</i> • Type of File: <ul style="list-style-type: none"> ○ c=Representational <i>(for still and moving images)</i>
007 Physical Description	c=Electronic Resource <ul style="list-style-type: none"> • Specific Material Designation: <ul style="list-style-type: none"> ○ b=Chip cartridge <i>(for flash drives)</i> ○ e=Disc cartridge, type unspecified <i>(for external hard drives)</i> ○ o=Optical disc <i>(for CD-ROMs, DVD-ROMs, etc.)</i> ○ r=Remote <i>(for online format)</i> • Dimension: <ul style="list-style-type: none"> ○ g=4 3/4 of 12 cm <i>(for standard CD-ROMs)</i> ○ n=Not applicable <i>(for online format)</i> ○ <input type="checkbox"/>=No attempt to code <i>(for external hard drives, USB flash drives, etc.)</i> • Sound on medium <ul style="list-style-type: none"> ○ _=No sound (silent) ○ a=Sound on medium ○ <input type="checkbox"/>=No attempt to code
008 General Description	Publication Status Date 1/Date 2 Place of publication Form of Item: <ul style="list-style-type: none"> • o=online <i>(for online format)</i> • q=direct electronic <i>(for CD-ROMs, DVD-ROMs, external hard drives, USB flash drives, etc.)</i> Type of Material

	Technique Language Cataloging source: d=Other
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VARIABLE FIELDS <i>Required fields are marked in bold. Instructions in orange are local Yale practices)</i>		
Field	Field Text	Notes
040 Cataloging Source	040 // a CtY b eng e rda c CtY	<i>(for original cataloging)</i>
	040 // d CtY	<i>(for copy cataloging)</i>
041 Language Code	041 x/ a [Language code(s)] h [Language code of original]	
043 Geographic Area Code	043 // a [Geographic code(s)]	
050 LC Call Number	050 /4 a [LC call number]	
090 Local Call Number	090 // a yuldset	<i>(add to all datasets)</i>
	090 // a yuldsetmediated	<i>(add to all mediated datasets)</i>
	090 // a yuldsetimg	<i>(add to all image datasets)</i>
1xx Main Entry	1xx xx a [Author or uniform title].	<i>(required when applicable)</i>
245 Title Statement	245 xx a [Title] dataset : b [subtitle], f [inclusive dates of contents] g [bulk dates of contents if applicable].	
246 Varying Form of Title	246 3/ a [Variant title] dataset	
264 Publication Information	264 /1 a [Location of publisher] : b [Publisher], c [Date].	
300 Physical Description	<ul style="list-style-type: none"> 300 // a 1 CD-ROM ; c 4 3/4 cm + e documentation 300 // a 1 external hard drive 300 // a 1 online resource 300 // a 1 USB flash drive 	
336 Content Type	336 // a computer dataset b cod 2 rdacontent	<i>(for all datasets)</i>
	<ul style="list-style-type: none"> 336 // a still image b sti 2 rdacontent 336 // a three-dimensional moving image b tdm 2 rdacontent 336 // a two-dimensional moving image b tdi 2 rdacontent 	<i>(add additional content type(s))</i>
337 Media Type	337 // a computer b c 2 rdamedia	
338 Carrier Type	<ul style="list-style-type: none"> 338 // a computer disc b cd 2 rdacarrier 338 // a online resource b cr 2 rdacarrier 338 // a other b cz 2 rdacarrier 	<i>(for CD-ROMs, DVD-ROMs, etc.)</i> <i>(for online format)</i> <i>(external hard drives, USBs, etc.)</i>
347 Digital File Characteristics <i>(include each type of subfield (a, b, c) in a separate field)</i>	<ul style="list-style-type: none"> 347 // a image file 2 rdaft 347 // a video file 2 rdaft 	<i>(file type; match 336)</i>
	347 // b [Encoding format, e.g. DVD video, MOV, TIFF, etc.] b [additional encoding format]	
	347 // 3 [Materials specified if available, e.g. compressed [format], uncompressed [format]] c [File size]	<i>(subfield 3 is not repeatable; use separate fields for each format)</i>
500 General Note	500 // a [Additional notes, e.g. Accompanied by ..., Documentation in README file, Title devised by cataloger].	

505 Formatted Contents Note	505 00 t [Title 1] dataset (inclusive dates of contents for Title 1) -- t [Title 2] dataset (inclusive dates of contents for Title 2) t [Title 3] dataset (inclusive dates of contents for Title 3).	<i>(use catalogers' judgement to add decide whether an enhanced contents note would be useful)</i>
506 Restrictions on Access Note <i>(if applicable)</i>	506 // a Access restricted by licensing agreement and agreement to terms of use.	<i>(for resources that require staff mediation)</i>
	506 // a Access restricted by licensing agreement.	<i>(for all other licensed datasets)</i>
520 Summary, etc.	520 // a [Summary including keywords (including "image data mining" and information on geographic, topical, and chronological coverage)].	
538 System Details Note	538 // a [System requirements if special software is required; do not make note of standard information or formats].	
588 Source of Description Note	<ul style="list-style-type: none"> • 588 0/ a Description based on [source record, e.g. database, print] record. • 588 0/ a Description based on online resource (viewed [Date]); title from [Location] • 588 0/ a Description based on [source of description]; title devised by cataloger. 	
590 Local Note	590 // a Access is available to the Yale community.	
6xx Subject Access		<i>(see the Detailed Guidelines for additional information)</i>
655 Genre/Form	655 /7 a Pictures. 2 lcgft	<i>(add to still image datasets)</i>
	655 /7 a Video recordings. 2 lcgft <i>(or specific type, e.g. "Motion pictures," "Film clips," etc.)</i>	<i>(add to moving image datasets)</i>
	655 /7 a Data sets. 2 lcgft	<i>(add to all datasets)</i>
	655 /7 a [Additional genre heading(s) to reflect contents of the dataset] 2 lcgft	<i>(see the detailed instructions for additional information)</i>
7xx Added Entries	7xx xx a [Corporate or personal name.]	<i>(do not use for YUL location)</i>
740 Dataset Collection Name	740 X/ a [Cataloger supplied title, usually based on the collection title of the data source, e.g. Archives unbound (a database collection) → Archives unbound dataset collection].	<i>(based on vendor's database collection not YUL location)</i>
76x-78x Linking Fields <i>(use catalogers' judgement to add when applicable and useful)</i>	776 08 i [Relationship information, e.g. Also issued as, Online version, etc.]: t [Title]. h [Physical description, e.g. 1 computer optical disc] w [Record control number]	<i>(additional physical format, especially if we retain it)</i>
	786 08 i Based on (work): t [Title] w [Record control number]	<i>(link to source title, e.g. newspaper)</i>
	787 08 i Related work: t [Title] w [Record control number]	<i>(link to related title, e.g. database)</i>
856 Electronic Locations and Access	856 40 y Online dataset u [URL]	<i>(for unmediated resources)</i>
	856 40 y For data access contact researchdata@yale.edu u mailto:researchdata@yale.edu?subject=data%20access%20inquiry%20from%20Quicksearch	<i>(for resources that require staff mediation)</i>

	856 42 3 [Link text of related resource, e.g. Documentation, Manifest, etc.] u [URL]	<i>(additional link for related resource)</i>
946 Local Data	946 // a DO NOT EDIT. DO NOT EXPORT.	

MFHD	Field Text	Notes
852 Location	852 80 b yulint h None z Online resource	<i>(for online format)</i>
	852 80 b yulintx h None z Online resource	<i>(for online format hosted locally)</i>
	852 00 b [Location code] h [Classification part] i [Item part]	<i>(for physical items)</i>
583 Action Note	583 0/ a [Action, e.g. transformed digitally, transferred to optimal storage] c [Time/date of action] k [Action agent, e.g. Preservica] 2 [Source of term, e.g. pda] 5 [Institution to which field applies, e.g. CtY]	<i>(for materials with digital copies added to Preservica)</i>