

# DETAILED INSTRUCTIONS 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.

## GUIDELINES FOR FIXED FIELDS

(Required fields are marked in bold. Instructions in orange are local Yale practices)

- **Leader:**

- Type of record (Leader/06):
  - g=Projected medium (*for moving images*)
  - k=Two-dimensional nonprojectable graphic (*for still images*)
- Bibliographic Level
- Encoding level
- Cataloging Form: i=ISBD
- Ex.: Still image collection

 Leader

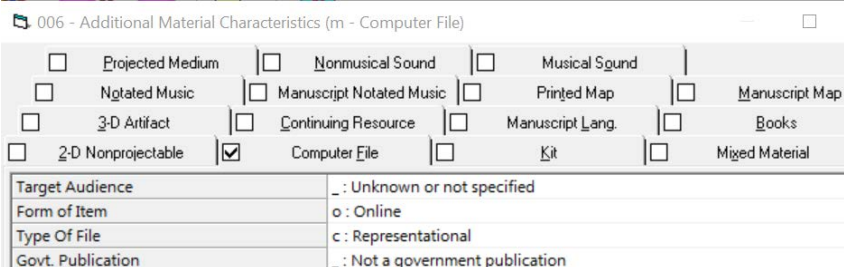
Record Status	c : Corrected or revised
Type of Record	k : Two-dimensional nonprojectable graphic
Bibliographic Level	c : Collection
Type of Control	_ : No specific type of control
Encoding Level	_ : Full level
Cataloging Form	i : ISBD punctuation included
Linked Record Requirement	_ : Not specified or not applicable

- **006 Additional Material Characteristics:**

m=Computer File

- Form of Item:
  - o=Online
  - q=Direct electronic (*for CD-ROMs, DVD-ROMs, etc.*)
- Type of File:
  - c=Representational (*for still and moving images*)

- **Ex.: Online image dataset**

 006 - Additional Material Characteristics (m - Computer File)

<input type="checkbox"/> Projected Medium	<input type="checkbox"/> Nonmusical Sound	<input type="checkbox"/> Musical Sound	
<input type="checkbox"/> Notated Music	<input type="checkbox"/> Manuscript Notated Music	<input type="checkbox"/> Printed Map	<input type="checkbox"/> Manuscript Map
<input type="checkbox"/> 3-D Artifact	<input type="checkbox"/> Continuing Resource	<input type="checkbox"/> Manuscript Lang.	<input type="checkbox"/> Books
<input type="checkbox"/> 2-D Nonprojectable	<input checked="" type="checkbox"/> Computer File	<input type="checkbox"/> Kit	<input type="checkbox"/> Mixed Material

Target Audience	_ : Unknown or not specified
Form of Item	o : Online
Type Of File	c : Representational
Govt. Publication	_ : Not a government publication

- **007 Physical Description:**

c=Electronic Resource

- Specific Material Designation:
  - b=Chip cartridge (*for flash drives*)
  - e=Disc cartridge, type unspecified (*for external hard drives*)
  - o=Optical disc (*for CD-ROMs, DVD-ROMs, etc.*)
  - r=Remote (*for online format*)
- Dimension:
  - g=4 ¾. or 12 cm (*for CD-ROMs, DVD-ROMs, etc.*)
  - n=Not applicable (*for online format*)
  - =No attempt to code (*for external hard drives, USB flash drives, etc.*)
- Sound on medium
  - =No sound (silent)
  - a=Sound on medium
  - =No attempt to code
- Ex. 1: Online format with sound

007 - Physical Description (c - Electronic Resource)

<input type="checkbox"/> Video Recording	<input type="checkbox"/> Remote Sensing Image	<input type="checkbox"/> Unspecified
<input type="checkbox"/> Kit	<input type="checkbox"/> Notated Music	<input type="checkbox"/> Sound Recording
<input type="checkbox"/> Projected Graphic	<input type="checkbox"/> Microform	<input type="checkbox"/> Nonprojected Graphic
<input type="checkbox"/> Map	<input checked="" type="checkbox"/> Electronic Resource	<input type="checkbox"/> Globe
<input type="checkbox"/> Tactile Material		

Specific Material Designation	r : Remote
Original vs. Reproduction Aspect (OBSOLETE)	<input type="checkbox"/> : No attempt to code (OBSOLETE)
Color	<input type="checkbox"/> : No attempt to code
Dimension	n : Not applicable
Sound on Medium	a : Sound on medium
Image Bit Depth	<input type="checkbox"/> : No attempt to code
File Format	<input type="checkbox"/> : No attempt to code
Quality Assurance Target(s)	<input type="checkbox"/> : No attempt to code
Antecedent/Source	<input type="checkbox"/> : No attempt to code
Level of Compression	<input type="checkbox"/> : No attempt to code
Reformatting Quality	<input type="checkbox"/> : No attempt to code

- Ex. 2. CD-ROM or DVD-ROM

007 - Physical Description (c - Computer File)

<input type="checkbox"/> Video Recording	<input type="checkbox"/> Remote Sensing I...	<input type="checkbox"/> Unspecified
<input type="checkbox"/> Kit	<input type="checkbox"/> Notated Music	<input type="checkbox"/> Sound Recording
<input type="checkbox"/> Projected Graphic	<input type="checkbox"/> Microform	<input type="checkbox"/> Nonprojected Gra...
<input type="checkbox"/> Map	<input checked="" type="checkbox"/> Computer File	<input type="checkbox"/> Globe
<input type="checkbox"/> Tactile Material		

Specific Material Designation	o : Optical disc
Original vs. Reproduction Aspect (OBSOLETE)	<input type="checkbox"/> : (OBSOLETE) Undefined
Color	<input type="checkbox"/> : No attempt to code
Dimension	g : 4 3/4 in. or 12 cm.
Sound on Medium	<input type="checkbox"/> : No attempt to code
Image Bit Depth	<input type="checkbox"/> : No attempt to code
File Format	<input type="checkbox"/> : No attempt to code
Quality Assurance Target(s)	<input type="checkbox"/> : No attempt to code
Antecedent/Source	<input type="checkbox"/> : No attempt to code
Level of Compression	<input type="checkbox"/> : No attempt to code
Reformatting Quality	<input type="checkbox"/> : No attempt to code

- **008 General Description:**

- Publication Status
- Date 1/Date 2
- Place of publication
- Form of Item:
  - o=Online (*for online format*)
  - q=direct electronic (*for CD-ROMs, DVD-ROMs, external hard drives, USB flash drives, etc.*)
- Type of Material
- Technique

- o Language
- o Cataloging source: d=Other
- o Ex. 1. Online still image dataset collection

008 - General Description (Visual)

Publication Status	i : Inclusive dates of collection
Date 1 (yyyy)	2018
Date 2 (yyyy)	2020
Place of Publication	miu : Michigan
Running Time	nnn : Not applicable
Audience	_ : Unknown or not specified
Accompanying Matter 1 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Accompanying Matter 2 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Accompanying Matter 3 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Accompanying Matter 4 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Accompanying Matter 5 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Govt. Publication	_ : Not a government publication
Form of Item	o : Online
Type of Material	i : Picture
Technique	n : Not applicable
Language	eng : English
Modified Record	_ : Not modified
Cataloging Source	d : Other

- o Ex. 2. Direct electronic resource moving image dataset

008 - General Description (Visual)

Publication Status	s : Single known date/probable date
Date 1 (yyyy)	2018
Date 2 (yyyy)	---
Place of Publication	pau : Pennsylvania
Running Time	000 : No attempt to code
Audience	_ : Unknown or not specified
Accompanying Matter 1 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Accompanying Matter 2 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Accompanying Matter 3 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Accompanying Matter 4 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Accompanying Matter 5 (OBSOLETE)	_ : No accompanying matter (OBSOLETE)
Govt. Publication	_ : Not a government publication
Form of Item	q : Direct electronic
Type of Material	v : Videorecording
Technique	l : Live action
Language	eng : English
Modified Record	_ : Not modified
Cataloging Source	d : Other

**GUIDELINES FOR VARIABLE FIELDS**

*(Required fields are marked in bold. Instructions in orange are local Yale practices)*

- **040 Cataloging Source:**
  - o 040 // |a CtY |b eng |e rda |c CtY (*original cataloging*)
  - o 040 // |d CtY (*copy cataloging*)
- 041 Language Code:
  - o 041 x/ |a [Language code(s)] |h [Language code of original]
- 043 Geographic Area Code:
  - o 043 // |a [Geographic code(s)]
- 050 LC Call Number:
  - o 050 /4 |a [LC call number]
- **090 Local Call Number:**
  - o 090 // |a yuldset (*add to all datasets*)
  - o 090 // |a yuldsetmediated (*add to all mediated datasets*)

- 090 // |a yuldsetimg (add to all image datasets)

090		‡a yuldset
090		‡a yuldsetimg

- **1xx Main Entry** (required when applicable)

- 1xx xx |a [Author or uniform title].

- **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

245	0	0	‡a Vogue archive dataset, ‡f 1892-2013.
246	1		‡i Also known as: ‡a Vogue digital archive dataset

- **264 Publication Information:**

- 264 /1 |a [Location of publisher] : |b [Publisher], |c [Date].

264		1	‡a [Ann Arbor, Mich.] : ‡b [ProQuest Information and Learning Co.], ‡c [between 2002 and 2017?]
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(Note: When deriving a record for an unseen dataset from the database record, bracket the database publication information and assign date range between database publication date and date the dataset was received.)

- **300 Physical Description:**

- 300 // |a 1 computer disc (5 image files) ; |c 4 ¾ cm
- 300 // |a 1 external hard drive (10 image files)
- 300 // |a 1 USB flash drive (15 image files)
- 300 // |a 1 online resource (approximately 1 million image files)

(Note: Include number of files for closed sets if known but NOT for continuing resources.)

- **336 Content Types:**

- 336 // |a computer dataset |b cod |2 rdacontent (for all datasets)
- 336 // |a still image |b sti |2 rdacontent (for image-heavy datasets)
- 336 // |a three-dimensional moving image |b tdm |2 rdacontent (for 3D film)
- 336 // |a two-dimensional moving image |b tdi |2 rdacontent (for standard film)

- **337 Media Types:**

- 337 // |a computer |b c |2 rdamedia

- **338 Carrier Type:**

- 338 // |a computer disc |b cd |2 rdacarrier (for CD-ROMs, DVD-ROMs, etc.)
- 338 // |a online resource |b cr |2 rdacarrier (for online versions)
- 338 // |a other |b cz |2 rdacarrier (for external hard drives, USB flash drives, etc.)

- **347 Digital File Characteristics:** (include each type of subfield (|a, |b, |c) in a separate field)

- 347 // |a image file |2 rdaft
- 347 // |a video file |2 rdaft
- 347 // |b [Encoding format, e.g. DVD video, MOV, TIFF, etc.] |b [additional encoding format]
- 347 // |3 [Materials specified if available, e.g. compressed [specify format if more than one is present], uncompressed [specify format if more than one is present] |c [File size]

(Note: Subfield 3 is not repeatable; use separate fields if necessary; do not include for continuing resources.)

- Ex. 1: Online image dataset with file size:

300		‡a 1 online resource (approximately 6 million image files)
336		‡a computer dataset ‡b cod ‡2 rdacontent
336		‡a still image ‡b sti ‡2 rdacontent
337		‡a computer ‡b c ‡2 rdamedia
338		‡a online resource ‡b cr ‡2 rdacarrier
347		‡3 uncompressed thumbnail ‡a image file ‡2 rdaft
347		‡3 uncompressed thumbnail ‡b TIFF

- Ex. 2: Image dataset for moving images on DVD-ROM:

300		‡a 6 DVD-ROMS ; ‡c 4 3/4 in
336		‡a computer dataset ‡b cod ‡2 rdacontent
336		‡a two-dimensional moving image ‡b tdi ‡2 rdacontent
337		‡a computer ‡b c ‡2 rdamedia
338		‡a computer disc ‡b cd ‡2 rdacarrier
347		‡a video file ‡2 rdaft
347		‡b dvd video

- 500 General Notes:
  - 500 // ‡a Accompanied by ....
  - 500 // ‡a Documentation in README file.
  - 500 // ‡a 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).
  - *(Note: Add enhanced contents note when the dataset includes data from specific titles, using catalogers' judgement to decide whether the information would be useful.)*
- **506 Restrictions on Access Note:** *(if applicable)*
  - 506 // ‡a Access restricted by licensing agreement and agreement to terms of use. *(for mediated resources)*
  - 506 // ‡a Access restricted by licensing agreement. *(for all other licensed datasets)*
- 520 Summary Note:
  - 520 // ‡a [Summary including keywords (including "image data mining" and information on geographic, topical, and chronological coverage)].
- 538 System Details Note:
  - *(Note: use only if special software is required; do not make note of standard information or formats.)*

538		‡a System requirements: DjView software.
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- **588 Source of Description Note:**
  - 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 Headings and Genre Terms:**
  - Subject access
    - *(Note: when deriving a dataset record from a database record, retain the original subject headings but delete "v Databases.")*
  - Genre headings:
    - 655 /7 ‡a Pictures. |2 lcgft

- 655 /7 |a Video recordings. |2 lcgft (*or specific type, e.g. "Motion pictures," "Film clips," etc., for moving image datasets*)
- 655 /7 |a Data sets. |2 lcgft (*add to all datasets*)
- 655 /7 |a [Additional genre heading(s) to reflect type of image] |2 lcgft (*e.g. Cartoons (Humor), Illustrated works, Motion pictures (and specific types of motion pictures), Pattern books, Theater announcements (Motion pictures), etc.*)
- 7xx Added Entries:
  - 7xx x/ |a [Corporate or personal name].
- **740 Dataset Collection Name** (*required if applicable*)
  - 740 x/ |a [Cataloger supplied title, usually based on the collection title of the data source].
- 76x-78x Linking Entry Fields: (*use catalogers' judgement to add when applicable and useful*):
  - 776 Additional Physical Form Entry:
    - 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]
  - 786 Data Source Entry:
    - 786 08 |i Based on (work): |s [Uniform title]. |t [Title]. |k [Series] |w [Record control number]
  - 787 Other Relationship Entry:
    - 787 08 |i Related work: |s [Uniform title]. |t [Title]. |k [Series] |w [Record control number]
- **856 Electronic Locations and Access:**
  - For unmediated resources:
    - 856 40 |y Online dataset |u [URL]
  - For resources that require staff mediation:
    - 856 40 |y For data access contact [researchdata@yale.edu](mailto:researchdata@yale.edu) |u <mailto:researchdata@yale.edu?subject=data%20access%20inquiry%20from%20Quicksearch>
  - Additional link for related resource:
    - 856 42 |3 [Link text of related resource, e.g. Documentation, Manifest, etc.] |u [URL]
- **946: Local Data:**
  - 946 // |a DO NOT EDIT. DO NOT EXPORT. (*required for licensed materials*)

## MFHD

- 852 80 |b yulint |h None |z Online resource (*for all online datasets*)  
852 8 0 #b yulint #h None #z Online resource
- 852 80 |b yulintx |h None |z Online resource (*for online format hosted locally*)  
852 8 0 #b yulintx #h None #z Online resource
- 852 00 |b [Location code] |h [Classification part] |i [Item part] (*for physical items*)  
852 0 0 #b sml #h PJ6715 #i .B658 2018 DVD (LC)
- 583 Action Note:
  - (*Note: use for materials with digital copies added to Preservica.*)
  - 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]