

## **APPENDIX B: Image Catalogue Form and Form Guide**

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### IMAGE CATALOGUE FORM (FORM GUIDE)

Field Name	Description/Instructions	Examples
Image Cat. No.*	Image Catalogue Number. The catalogue numbers assigned to the selected exposures are entered in these columns on the left-hand side of the form. To conserve space, the Site Number and hyphen may be entered once at the top of the columns, and the remaining portions of the catalogue numbers may be entered opposite the selected exposures. It will be convenient to enter the Site Number at the top of these columns when the form is initiated; the entries in the columns themselves, however, are the last step in completing the form for input.	1H-0043T
Provenience*	"Provenience" includes the following fields: Site Number (Site No.), Province or Territory Alpha Character/Code (Code), Operation (Op), Suboperation (Subop), and Lot. The smallest inclusive provenience of the subject of the exposure is entered in these fields.	134H12A11 for a Lot; 134H17B for a Suboperation, 134H10 for an Operation and (rarely)134H for an image of an entire site or of some element of a site that has not been assigned an Operation Number.
Site No.*	Enter the Site Number (Part of Provenience).	9
Code*	Enter the Province or Territory Alpha Character Code.	K
Op*	Operation (Numeric).	1
Subop*	Suboperation (Upper Case Alpha Character).	A
Lot*	Lot Number (Numeric).	1
Exp./Rec. No.*	Exposure or Record Number. For traditional film photography, enter the exposure numbers in sequence. These numbers should be entered as the exposures are made, not in advance, since the amount of vertical space required for the subject description cannot generally be predicted (unless an electronic version is used). For digital images, enter the automatically generated number.	01 (film); P0000223 (digital)
Subject*	In this column, enter the identity of the subject of the photograph, always putting the name of the structure or area first, followed by an identification of the details. The terminology used to identify the subject of an excavation or survey photograph should be the same as that which appears on any other form that is used which records the description of the subject of the image. Use consistent terminology in all recording documents.	"New Bakehouse, oven foundation"; "Thule dwelling, before excavation"
Date*	Indicate the date on which the picture was taken, in yyyy-mm-dd format (numeric).	2004-06-31
Recorder*	Enter the Staff Field Number or the full name of the person taking the picture/image.	7P, Gary Adams

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<b>Field Name</b>	<b>Description/Instructions</b>	<b>Examples</b>
Direction*	In this column, record the cardinal direction the camera is facing when the photograph is taken, using N for north, E for east, S for south, W for West, D for down, U for up, etc.	N, E, S, W, NNW, D, U
Page	Enter the number of forms required to record the roll of film and the number of the form.	Page 1 of 2
Site	Enter the Site Name.	Nasogaluak
Roll No. *	Film Roll Number. To conserve space, the roll number portion of the exposure number is entered once at the top of the form. The roll number for the thirty-second roll of 35 mm colour slide (transparencies) film used in 2004 would be written as in the example to the right.	2004-R32 -T
Card No.*	Memory Card Number. Enter a Memory Card Number in numerical sequence, if applicable (e.g., assigned to a CompactFlash Card, if the card is to be used as a storage medium.) The numbering system used is at the discretion of the Project Archaeologist. Memory card technology is rapidly changing. Some current (2004) examples include: CompactFlash, SmartMedia, Multimedia Card (MMC), Secure Digital (SD), Memory Sticks, microdrives.	FC01 ("Flash Card 01")
Site/Project Name	Enter the name of the project.	York Factory Icehouse Mitigation
PHA	Protected Heritage Area: Enter the name of the NPC, NHSC, or NMCA.	Aulavik National Park
ImageType*	Enter the Image Type Code (use Image Type Code List in Section 7.2.1.)	T (Colour Slide), M (Black and White Negative), E (Electronic/ Digital), etc.

Note: An asterisk (\*) indicates a mandatory data field, if applicable/available.