

**Scottish Textile Heritage Online final report  
Appendix C: Documentation guidelines and templates**

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**C1 Collection level description**

<b>RSLP Schema</b>	<b>Use</b>	<b>Example</b>
Title	Collection title	Embroidered and Woven Textile Collection
Location	Where is the collection held	Glasgow School of Art
Identifier	Reference number	GB 1694 EWTC
Type	Archive/Museum objects	Museum objects
Contents date range	Covering dates of production	17th century-1961
Accumulation date range	Dates over which collected	Pre-1999
Maker/Collector	Who collected/created the collection	Glasgow School of Art
Description	Overview of contents of collection	27 textile items, chiefly lace work, created or acquired by staff and students of the School of Embroidered and Woven Textiles at the Glasgow School of Art, 17th century-1961 Items include lace mats, samples, dress sections, stoles and collars, shawls, borders and baby bonnets
Strengths	Particular strengths within the collection	These examples of lace work demonstrate a number of production methods over a number of centuries relating to household goods and clothing
Physical characteristics	Format and physical characteristics of material	27 textile items in good condition
Biography/history	Contextual information (history of why collection created. May be history of business/creator. Also record how the collection came to the archive/museum)	This artificial collection was created by the School of Embroidered and Woven Textiles at the Glasgow School of Art. The collection consisted of work by students and staff that was retained to be used as a teaching aid within the department. In 1999, it was transferred to the Glasgow School of Art Archive.
Custodial history	Collections provenance/what has happened to the collection since it arrived in museum/archive	The material was held in the School of Embroidered and Woven Textiles, Glasgow School of Art. Transferred to the Glasgow School of Art Archives in 1999.
Concepts	Subject keywords [GAAT, and possibly UNESCO or some other high level thesauri]. Try to think as a researcher and at a high level. What are the general themes of the collection? (industry, production, needlework, crafts etc)	Needlework; students; knitting
Names**	Associated corporate and personal names	Glasgow School of Art   1845- Glasgow School of Art   Department of Embroidered and Woven Textiles   ?-1999
Places**	Associated places (use NCA Rules: place   county   country)	Glasgow   Scotland Tarbert   Argyll & Bute   Scotland

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System of arrangement	Has any system of arrangement been imposed upon the collection (chronological, by type etc)	N/A
Appraisal	Has the collection been weeded or any decisions made about what is kept/thrown away	N/A
Access control	Any access restrictions to the collection. Opening hours, items on display, closure periods on archives	Glasgow School of Art Archives are open for research Monday to Friday, 9.30am-12.00 and 2.00-5.00pm, by appointment only
Language	Language(s) of contents of collection	N/A
Description or Catalogue	Other finding aids available	Information concerning each item can also be found in the Textiles Conservation Survey undertaken in 1999 and available in the search room.
Associated collection	Related collections (related by same collector or by very similar subject matter)	No associated collections
Associated publication	Publications based on the collections	No known publication using this material
Accrual status	Is this collection still accumulating?	No further accruals expected
Note	Any other information	N/A

\*\* Authority controlled

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**C2 Object template**

<b>SPECTRUM term</b>	<b>Use</b>	<b>Example</b>
[Level]	Identifies as an object description	Item
[Repository]	Where is the object held	Glasgow School of Art
Object Number/other ref no	Cal number	GB.1964.NDS.GB30
Number of objects	How many objects are there	1 item
Object name	Brief title	Christening robe
Object production person(s)/org etc	Who made/manufactured it (controlled term)	Unknown
Description	Brief physical description	Ayrshire whitework christening robe of coarse cotton
Object production place	Where was object made (controlled term)	Scotland
Object production date	When was it made	19 <sup>th</sup> century
Notes	Any other details	
[Thumbnail]	Include a thumbnail image	
I[image]	Full image	
[Access conditions]	Any special conditions of access	Glasgow School of Art Archives are open for research Monday to Friday, 9.30am-12.00 and 2.00-5.00pm, by appointment only
Physical description	If needed, include more detailed info than in Brief description detailing construction etc	Bottom centre panel, and bodice, richly embroidered and incorporating lace fillings. Short flounced sleeves.
Dimension	Physical dimensions	108cm
Materials	Material from which constructed (controlled term - GAAT)	Cotton
Condition***	Condition of object	Very poor. Discoloured, holes, weak fabric
Custodial history	Where did the object come from? Information on its use since it arrived at museum/archive.	Unknown. Forms part of the Needlework Development Scheme collection. When the Scheme was disbanded in 1961, c100 items were gifted to the Glasgow School of Art.
Acquisition method	Gift, Loan, Purchase	Unknown
Acq date	Date acquired	1961
Related material	Related collections/parent collection	See also: GB.1964.NDS – Needlework Development Scheme collection held at the Glasgow School of Art, especially GB.1964.NDS.GB29-30 for two other Ayrshire christening robes
[Associated subject]	Keywords (GAAT/ICOM)	Ayrshire whitework; christenings; clothing; needlework; lace
Associated organisation**	Corporate indexing (NCA.ISAAR)	<b>Needlework Development in Scotland   1936-1944;</b> Needlework Development Scheme   1944-1961
Associated person**	Person indexing (NCA/ISSAR)	
Associated place**	Place indexing (NCA Rules)	Scotland

[ ] Not included in the standard \*\* Authority controlled \*\*\* Hidden field

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**C3 Archive lower level descriptions**

<b>ISAD(G) term</b>	<b>Use</b>	<b>Example</b>
Reference*	Reference number	GB 0248 UGD 199/1
Title*	Description of unit of description	Minutes of directors
Dates*	Covering dates or creation	1851-1964
Extent and medium*	How much of it there is	17 volumes
Level of description*	Technical term for place within the archive hierarchy (fonds, subfonds, series, file, item)	Series
Creator(s)*	Who created the documents (NCA rules)	J & P Coats Ltd   cotton thread manufacturers   1896-1960   Paisley, Renfrewshire, Scotland
Repository	Where held	Glasgow University Archive Services
Administrative/biographical history	Contextual information on creation of archive	The directors of J & P Coats Ltd were required to meet under the Articles of Association on the....The directors were responsible for the strategic...
Custodial History		
Immediate source of acquisition		
Scope and content	Overview of the contents of the section	The minutes of the directors include some supporting correspondence pasted into the minute books.
Appraisal, destruction and scheduling information		
Accruals		
System of arrangement	How the material is arranged	Arranged chronologically
Conditions governing access	Any particular access restrictions	Records less than 30 years old may only be viewed with permission of Coats plc
Conditions governing reproduction		
Language of material		English
Physical characteristics		
Finding aids	Link to any digital or physical finding aid (catalogues, indexes etc)	
Existence and location of originals	Are these copies?	
Existence and location of copies	Are copies available elsewhere (microfilm etc)	
Related units of description		
Publication note		
Notes		
Subject**	Keywords (GAAT)	Administration ;minute books
Associated organisation**	Corporate indexing (NCA/ISAAR)	J & P Coats etc
Associated person**	Person indexing (NCA/ISAAR)	
Associated place**	Place indexing (NCA)	

\* Compulsory elements according to ISAD(G). All other elements may be "cherry picked" as appropriate to what is being described. \*\* Authority controlled

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**C4 Mapping of Schema/SPECTRUM/ISAD(G) terms to Calm database field**

<b>RSLP Schema</b>	<b>SPECTRUM term</b>	<b>ISAD(G) term</b>
Title	Object name	Title*
Location	[Repository]	[Repository]
Identifier	Object Number/other ref no	Reference*
Type	Level	Level of description*
Contents date range	Object production date Object production place	Dates*
Accumulation date range		
[Extent and medium of description]	Number of objects	Extent and medium*
Description	Brief description Colour Dimension Material	Scope and content
Strengths		
Physical characteristics	Physical description	Physical characteristics
[Creator/Collector]	Object production person(s)/org etc	Creator(s)*
Biography/history		Administrative/biographical history
Custodial history	Custodial history Acquisition method Acq date	Custodial History Immediate source of acquisition
Concepts/Subject	Associated concept	[Subject keywords]
Objects		
Names**	Associated person Associated organisation	[Authority/index file link]
Places	Associated place	[Authority/index file link]
[System of arrangement]		System of arrangement
[Appraisal]		Appraisal, destruction and scheduling information
Access control	Access conditions Access status (Open/closed)	Conditions governing access
Language	Content-language	Language of material
Description or Catalogue		Finding aids
Associated collection	Related material	Related units of description
Associated publication	Reference/Reference note	Publication note
Accrual status		Accruals
Note	Notes	Notes
	Copyright	Conditions governing reproduction
	Associated object	Existence and location of originals
	Reproduction location	Existence and location of copies
	Condition	
	[Thumbnail]	
	[Image]	

\* Compulsory elements

[] No element within the standard

## C5 Scottish Textile Heritage Online

### Digitisation Specifications

#### Capture specifications

These are the *minimum* capture specifications for an archive quality image, devised with the advice of the Humanities Advanced Technology & Information Institute of Glasgow University based on their work with TheGlasgowStory NOF project.

They are designed to ensure that the master images are of sufficient quality to provide the holding institution with a sustainable archive copy and the **Scottish Textile Heritage Online** project with a quality derivative image suitable for web publication.

Medium	Capture mode	Capture resolution <sup>1</sup>
<b>Transparent</b>		
B&W Negative <sup>2</sup> 8x10	8-bit Greyscale, TIFF	600 ppi <sup>3</sup>
B&W Negative 5x7	8-bit Greyscale, TIFF	700 ppi
B&W Negative 4x5	8-bit Greyscale, TIFF	800 ppi
B&W Negative 35mm	8-bit Greyscale, TIFF	2400 ppi
Colour Negative 5x7	24-bit Colour <sup>4</sup> , TIFF	700 ppi
Colour Negative 4x5 (or smaller)	24-bit Colour, TIFF	800 ppi
Colour Negative 35mm	24-bit Colour, TIFF	2400 ppi
Colour Transparency 8x10	24-bit Colour, TIFF	600 ppi
Colour Transparency 4x5 (or smaller)	24-bit Colour, TIFF	800 ppi
<b>Reflective</b>		
B&W mounted and unmounted prints 1x1 to 4x5	8-bit Greyscale, TIFF	600 ppi
Colour mounted and unmounted prints 1x1 to 4x5	24-bit Colour, TIFF	600 ppi
B&W mounted and unmounted prints 5x7 to 11x14	8-bit Greyscale, TIFF	400 ppi
Colour mounted and unmounted prints 5x7 to 11x14	24-bit Colour, TIFF	400 ppi
Bound Line-art and Textual Material up to 8.5x14	Bitonal, TIFF	600 ppi
Unbound Line-art and Textual Material up to	Bitonal, TIFF	600 ppi

<sup>1</sup> This is optical not interpolated resolution.

<sup>2</sup> N.B. Not all monochrome material will be in black and white. Where colour is present colour capture will be required.

<sup>3</sup> ppi – pixels per inch, vendors may quote dpi (dots per inch)

<sup>4</sup> 24 bit colour (8 bits per RGB channel)

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8.5x14		
Artefacts	24-bit colour, TIFF	400-600 ppi
Textile samples/fabrics	24-bit colour, TIFF	600-800 ppi

**Derivative images**

If possible, it would be a help to the project team if derivative images can be supplied to the following standard:

JPEG format, 72-100 ppi, cropped. Up to 150 ppi can be used for detailed material. Maximum width and height to be 1000 pixels maintaining aspect ratio.

If you are unable to produce the derivative images yourself, the project team will undertake this work.

**Metadata**

Along with the images, technical and descriptive metadata will be required to be entered into a simple Access database which should be returned with the images to the Project Co-ordinator. JPEG derivatives produced should also be entered into the database as separate items.

The Dublin Core Metadata standard is being used by the project.

**Descriptive metadata (completed by Project Partner staff)**

Title: Image of Cotton Mill  
 Creator: Scottish Border Council Museums Service  
 Subject: [to be completed by Project team staff]  
 Description: Image of workers leaving a Hawick cotton mill, c1890  
 Publisher: Scottish Border Council Museums Service  
 Contributor: Scottish Border Council Museums Service  
 Date: 2003-10-31 [yyyy-mm-dd] [the date the image was created]  
 Type: Image  
 Format: TIFF  
 Identifier: File name, e.g. Mill.tiff  
 Source: Call reference of the archive/object imaged  
 Language: English  
 Relation: [www.scottishborders.gov.uk](http://www.scottishborders.gov.uk)  
 Coverage: Hawick, Scottish Borders, Victorian period  
 Rights: Scottish Border Council Museums Service [who holds copyright of digital image]

**Administrative (completed by the Digitiser)**

Date of Digitisation:  
 Producer (e.g. University of Dundee):  
 Digitiser:

**Technical (completed by the Digitiser)**

Archive file format: TIFF  
 Capture device: [Device name and model]  
 Capture details: [lens, focal length, light source]  
 Software: Adobe Photoshop v5  
 Archival change history: unsharp masked 30%, J Smith 31/10/03  
 Archive resolution: 600 ppi

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Colour:	24-bit colour
Colour/greyscale bar:	Kodak Q-13
Colour profile:	Adobe RGB (1998)
Archival File Size:	40.6MB
Derivative image format:	JPG
Derivative resolution:	72 ppi
Derivative pixel width:	1000 pixels
Derivative pixel height:	760 pixels
Derivative file size:	220kb
Derivative change history:	rotated by 90 degree, J Smith 31/10/03

#### **Quality control**

All TIFF images should ideally be captured with a colour/greyscale bar present and saved in uncropped form. The colour/greyscale bar gives a sense of scale and also allows for colour quality control.

Post-capture processing should be carried out on the JPEG derivative rather than the TIFF if required. Post processing operations can include rotation, de-skew, unsharp mask, contrast, brightness, colour balance.

If the master image is not a good likeness of the object/archive imaged, then it should be re-imaged before a derivative image is produced.

One in five TIFF files and accompanying metadata will be checked for quality control.

#### **Submission to the project**

Digitised images with their metadata should be written to CD. 2 copies of the CD should be made – one to be retained by the project partner and one to be submitted to the project.

#### **Copyright**

Copyright and image rights will be retained by the project partners.

It will be made clear on the project website who owns copyright and that any users wishing to use images for non-education purposes must apply to the project partner who produced the image

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**C6 Scottish Textile Heritage Online**

**Guidelines for completing image database**

Please try to complete as many fields as possible.

**DC Information table:  
For completion by Project Partner**

Title:	Brief title of the image
Creator:	Name of the person/corp who created the original object, photograph or archive that is being imaged with life dates if available e.g. Anne Scott (b1957)
Subject:	[to be completed by Project team staff]
Description:	A more detailed description of the images content, including important names and dates
Publisher:	The institution publishing the image
Contributor:	The institution contributing the image to the project
Date:	The date the digital image was created [yyyy-mm-dd]
Type:	Image (default content of this field)
Format:	TIFF (or possibly jpg)
Identifier:	File name, e.g. Mill.tif
Source:	Contributors catalogue ref no of the archive/object being imaged
Language:	Language of any text in the image if applicable
Relation:	Reference to a related resource eg. Home page of host institution or related images identifier
Coverage:	Places and dates associated with the content of the image e.g. Dundee, Victorian era
Rights:	Who holds the copyright for the image

**Administrative info within DC Information table (completed by the Digitiser)**

Date of Digitisation:	e.g. 21/12/03
Producer:	Institution who captured the digital image
Digitiser:	Individual who captured the digital tif image

**Technical information table**

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**For completion by the Digitiser**

Master Identifier:	File name of the archive tiff
Archive file format:	TIFF (possibly JPG)
Capture device:	Device name and model
Capture details:	eg. lens, focal length, light source
Software:	Software used for image capture/manipulation if archive image altered in any way e.g. Adobe Photoshop v5
Archival change history:	Any changes made to tiff archive image and who made the changes e.g. unsharp masked 30%, J Smith 31/10/03
Archive resolution:	resolution of the tiff image
Colour:	e.g. 24-bit colour
Colour/greyscale bar:	e.g. Kodak Q-13
Colour profile:	e.g. Adobe RGB (1998)
Archival File Size:	size of the tiff file in MB

**Derivative images table**

For completion by who ever creates derivative images from the original

Master identifier:	File name of the archive tiff from which derivative made
Derivative image format:	usually JPG
Derivative resolution:	resolution of derivative
Derivative pixel width:	e.g. 1000 pixels
Derivative pixel height:	e.g. 760 pixels
Derivative file size:	e.g. 220kb
Derivative change history:	Any changes made to image and by who e.g. rotated by 90 degree, J Smith 31/10/03