

## Key to Database Image Names

The database has ten fields

### 1) ID

File name – e.g. F00001CN

The first digit represents the type of image

**F** = Photograph

**S** = Scan

**D** = document

**M** = Movie file

The five digit number represents the file number – these begin 00001 and go up consecutively.

The two letters following this refer to the creator of the file eg:

**CN** = Claire Nesbitt

**RW** = Rob Witcher

**RH** = Richard Hingley

**DTK** = Divya Tolia- Kelly

### 2) SUBJECT

This should describe what the file contents are. E.g. '*Chesters Main Gate*' or '*image of Collingwood Bruce*'.

### 3) RESOLUTION

This should record the resolution of the photograph or scan. E.g. XXXmp or 300dpi.

### 4) COL/BLACK AND WHITE

This is to determine the colour of the field contents

### 5) CREATED BY

Add initials of the person creating the file – (as above)

### 6) SOURCE

Where the image has been collected from an archive or book the name of the archive, library or book should be recorded here. E.g. Museum of Antiquities Archive – or Society of Antiquaries, or 'Britannia', William Camden 1586.

### 7) DATE CREATED

The date the image was taken/copied if known, otherwise the date the file was created.

**8) MEDIA**

E.g. Photo, scan, word doc.

**9) COPYRIGHT**

Name of person(s) or organization that holds the copyright.

**10) FORMAT**

E.g. Tiff, Jpeg, Word Doc.