YALE UNIVERSITY ART GALLERY

CONSERVATION IMAGE INGEST

January 2020, v.3

1. IMPORTING IMAGES FROM CAMERA

As you take photographs of treatments, it is recommended that you create a folder on the desktop of you computer labeled 'Pictures' or 'Photo Processing' to streamline the process of finding new images and ensuring that they don't hide somewhere on the laptop taking up space after being moved to the appropriate project folder—located in the Conservation server space organized by Conservator's last name.

A. Open Adobe Bridge; connect camera to the computer or insert SD card into card reader



i. Click 'Get Photos from Camera'

- ii. Make sure save options look like this before importing:
 - 1. Recommended: use 'Choose' under 'Location' to ensure you know where the program will put the images. If you created a specific folder, change the path to match the location of that folder.
- iii. Images are now imported onto the computer via Bridge.
 - 1. IF the images were captured using a DSLR camera, follow the steps below to convert the file format. If the images came off of a smartphone, skip to Image Review: Round 1



- a. Select all images and go to 'File' menu, click 'Open in Camera Raw' (keyboard shortcut #-R)
- b. Once in Camera Raw select all images again, then click 'Save Images'. Make sure the 'Format' is changed to 'TIFF' before saving.

Destination: Sav	e in Same Loca	ation					
Select Folder.	/Users/vi	sualresources/De	sktop/Phote	o Processin	g/20160608/		
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c. Let Camera Raw process the files. Close once it is done.

2. IMAGE REVIEW: ROUND 1

- A. Use Bridge to review the photos on the computer. Determine which may be useful for future reference (as part of work process, potential inclusion in treatment report, presentations, research) and which are not due to quality issues, repetition (i.e. took multiple images of the same thing, select best image or top 3 using the star rating system).
 - *i.* Recommended: use Bridge's own rating system to rate images (Label menu)
- B. Move the images that pass the first round of review on to project folder (typically referenced by accession number), within the conservator's folder (organized by last name) on the Conservation\$ server. Delete discarded image from the computer.

3. INCORPORATE REQUIRED METADATA

A. Use Adobe Bridge to locate the project folder. Select the imported files and fill in the required IPTC fields in the 'Metadata' tab of Bridge



- i. Creator Photographer's name
- ii. Creator: Job Title Name of conservator treating object.
 - 1. Please fill out both fields, even when photographer and conservator are the same person
- iii. Title Object ID number and Accession Number (ObjectID#, Accession#)
- iv. Job Identifier Job ID number
 - 1. Job ID numbers are based on the following criteria:

a. If the object being treated is part of an upcoming loan or exhibition, use the loan or exhibit number assigned by TMS

- i. If treatment begins before an entry is created in TMS, decide on an internal name for the exhibition (i.e. 'That French Thing') and use that name instead. Once an official TMS number is assigned, Visual Resources will go into The DAM and convert the internal title to the official one.
- b. In the case of treatment not connected to a loan or exhibition, use the object ID number year (i.e. XXXXX-2016). In the extremely unlikely event that an object needs to undergo multiple different treatments in the same year, the job number would then become XXXXX-2016a, XXXXX-2016b and so on.
- c. Other if something does not fall into the prior categories a Job ID number will be assigned on a case-by-case basis. This includes images strictly taken for technical examination or condition assessment purposes that are not linked to an actual treatment.
- v. Instructions (NOT required) free text field that is not searchable. Use to include relevant information that will help clarify the image. If the image in question is an x-ray, please use this field to include exposure information.
 - 1. Examples include: file name of related image in the case of details or cross sections to show exact location sample was taken from; cleaning test comparing multiple different solvents, note what was used; file name

of scientific test performed by IPCH on the cross section or area in question.

4. KEYWORDS

A. The following keyword categories are required: Examination method, Location of the image on the object (i.e. Botton, Recto, Side), and Treatment State. Please see text at the end of this manual for a complete list of terms.

Filename:YUAGconservKeywords2016.txt

i. In the case of Research photographs, check the



'Technical Examination' category under Treatment State and the Research categories only

- B. This can be done in a few different ways:
 - Select individual images from 'Contents' window and check the appropriate fields
 - Select multiple images that share the same properties in 'Contents' window and mark all of the required categories at once

Content	Preview	
	IMG_005.tf	
I want the second	Metadata Keywords	
IMG_006.tif	Assigned Keywords: Examination method; Examination method State; Treatment State - Before Treatment	- normal light; Location; Location - recto; Treat
	Conditions-Objects	
	Conditions-Painting	
	Conditions-Paper	
	Examination method	
	Examination method - cross section	
	Examination method - detail	
	Examination method - infrared light	
	Examination method - macro	
	Examination method - micrograph	
IMG007.tif	Examination method - normal light	
	Examination method - raking light	
CONTRACTOR OF THE OWNER OWNER OF THE OWNER OWN	Examination method - BTI	
	Examination method - LIV light	
	Evamination method - v-ray	
the second of the		
and the second	Location - cross section	
IMG_008.tif		
	Location - proper left	
	Location - proper right	
	Location - recto	
	Location - top	
	C Research	
	I reatment Description	
	I I I I I I I I I I I I I I I I I I I	
2010-2010-2010-2010-2010	I Ireatment State - After Treatment	
IMG_009.tif	I reatment State - Before Treatment	
	Treatment State - Condition Assessment	
	Treatment State - During Treatment	
	Treatment State - Technical Examination	

C. The following keyword categories are strongly recommended when appropriate:

> Conditions to the primary layer Treatment Description



 Ideally one would then expand the primary Conditions category (Surface in this example) and check the more specific condition the photograph was taken to record—not every condition visible in the photo

Metadata	Keywords
Assigned Key	words: Conditions-Objects; Ex
Location - ree	cto; Surface; Surface - discolo
Description -	cleaning - surface: Treatment itions-Objects
	xiliary Support
> □ co	ating
📄 🗌 Su	pport
🗸 🗸 Su	rface
	Surface - abrasion
	Surface - accretion
	Surface - bulge
	Surface - corrosion
	Surface - crackle
	Surface - crizzling
	Surface - cut
	Surface - deformation
	Surface - dents
	Surface - detached
	Surface - devitrification
	Surface - discoloration
	Surtace - ettlorescence
	Surface - flaking
	Surface - gilding
	Surface - gouge
\checkmark	Surface - grime
	Surface - inclusions
	Surface - insect damage
	Surface - iridescence
	Surface - Jahels/stickers

5. COMPREHENSIVE REVIEW

- A. Take another look at the images uploaded to the project folder and determine which of those images are still relevant for future reference
 - i. Can be done after treatment is complete or between different treatment phases (i.e. after cleaning)
- B. (Mac Only) Run Automator script 'ConservationNAME' on the images you wish to preserve in The DAM to name them properly (The script is available from Visual Resources)

		ConservationNAME ~	
Library Martin			
Corry weeks			pay my age
Variables	GL Name	T 🔓 Get Specified Finder Items	ж
V Library	Activate Fonts		
Calendar	Add Attachmen_Front Message	Name Path	
Contacts	Add Attachmen_took Messages		
X Developer	Add Color Profile		
Electronic States	Add Computation Profiles		
E forte	Add Document, and Documents		
Contract and	Add Grid to PDF Documents	1	
Mul	C Ald New Sheet to Workbooks	(All) (herea)	
G Movies	2 Add Packages, st-Install Scripts	Add., Henove	
(Music	Add Songs to Pod	Results Options	
T POFs	Add Songs to Playfet	X	
Photos	Add Table of Coord Documents	🔻 💺 Rename Finder Items: Make Sequential	ж
Presentations	R Add Thumbnaln to image Files		
B System	Add to Album	Make Sequential 🔯 🛛 🚬	
/ Text	add to Font Library	Add number to cellsting item name onew name ag-ob 123456	
X Utilities	堂 Add User Account	Rists sumber other same	
Most Used	Add Watermarkord Documents	Place number aner name 📴 Start numbers at 500	
Recently Added	Apple Versioning Tool	separated by dash 📴 🗗 Make all numbers 4 digits long	
	Apply Animatio_oint Side Parts	Example: ap-obi-123456-500 xxx	
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	Apply Font For_ord Documents	Results Options	
	X Apply Quartz C., r to Image Files		
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	Ask for Photos		
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	Bring Word Documents to Front	Rename Finder Items: Add Text	×
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- i. Once determined, select the files to be renamed in Automator (1) by selecting files in the Folder window and dragging them to Automator window
- ii. Use the TMS lookup tool to find the Object ID number or refer to Source IPTC Core metadata field where that information should already be recorded

- iii. Enter the Object ID number in the portion of the 'new name' field circled in red (2) keeping 'ag-obj-' text
- iv. Run the script (3)
 - 1. File names will be in the following format:
 - a. ag-obj-XXXXXX-nnnn-con.tif OR ag-obj-XXXXXX-nnnn-con.jpg depending on file type (.tif or .jpg must be lowercase letters)
 - b. ag: art gallery
 - c. obj: references the object module of TMS
 - d. XXXXXX: Object ID number from TMS
 - e. nnnn: iteration number, provided by Automator (numbering to start at 0500)
 - f. con: indicates that the file is a conservation treatment image
- C. Review renamed images one last time in Bridge, add any final keywords and/or details in the Instructions field
- 6. Move the newly renamed images to the *Projects Drive/Conservation/IngesttoDAM* folders for Visual Resources to review and ingest into The DAM.

Visual Resources will regularly monitor the folders for files ready to ingest. Once files have been ingested, the files will be removed from the folder.

Please note: Any images which do not follow the steps outlined above will not be ingested and will be sent back to the person who created them to correct.

7. REFERENCES

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Conditions-Objects Yale University Art Gallery

Metadata term list

Auxiliary Support

Coating

Coating - abrasion

Coating - accretion

Coating - bloom

Coating - crackle

Coating - crazing

Coating - discoloration

Coating - flaking

Coating - grime

Coating - losses

Coating - scratches

Support

Support - buckling

Support - bulge

Support - check

Support - cracks

Support - creases

Support - crizzling

Support - cut

Support - deformation

Support - dents

Support - detached

Support - folds

Support - gouge

Support - grime

- Support inclusions
- Support inherent vice
- Support insect damage
- Support joinery
- Support labels/stickers
- Support losses
- Support mold
- Support mounts
- Support previous intervention
- Support puncture
- Support residue
- Support split
- Support tears
- Support warping

Surface

- Surface abrasion
- Surface accretion
- Surface bulge
- Surface corrosion
- Surface crackle
- Surface crizzling
- Surface cut
- Surface deformation
- Surface dents
- Surface detached
- Surface devitrification
- Surface discoloration
- Surface efflorescence
- Surface flaking
- Surface gilding
- Surface gouge
- Surface grime

- Surface inclusions
- Surface insect damage
- Surface iridescence
- Surface labels/stickers
- Surface losses
- Surface mold
- Surface mounts
- Surface overpaint
- Surface patina
- Surface pitting
- Surface powdering
- Surface previous intervention
- Surface puncture
- Surface residue
- Surface scratches
- Surface stains
- Surface tarnish
- Surface tears
- Surface warping

Conditions-Painting

Auxiliary Support

Auxiliary Support - check

- Auxiliary Support cracks
- Auxiliary Support cradle
- Auxiliary Support cradling
- Auxiliary Support deformation
- Auxiliary Support insect damage
- Auxiliary Support labels/stickers
- Auxiliary Support lining
- Auxiliary Support mold
- Auxiliary Support previous intervention
- Auxiliary Support split

Auxiliary Support - strainer Auxiliary Support - stretcher

Auxiliary Support - warping

Coating

Coating - abrasion

Coating - accretion

Coating - bloom

Coating - crackle

Coating - crazing

Coating - glazing

Coating - grime

Coating - labels/stickers

Coating - previous intervention

Coating - residue

Coating - scratches

Support

Support - buckling

Support - bulge

Support - check

Support - cracks

Support - creases

Support - cut

Support - deformation

Support - dents

Support - detached

Support - draws

Support - folds

Support - gouge

Support - grime

Support - insect damage

Support - joinery

Support - labels/stickers

Support - mold

Support - mounts

Support - previous intervention

Support - puncture

Support - residue

Support - split

Support - tears

Support - warping

Surface

Surface - abrasion

Surface - accretion

Surface - crackle

Surface - cut

Surface - discoloration

Surface - flaking

Surface - gilding

Surface - gouge

Surface - grime

Surface - labels/stickers

Surface - losses

Surface - mounts

Surface - overpaint

Surface - previous intervention

Surface - puncture

Surface - residue

Surface - scratches

Conditions-Paper

Auxiliary Support

Auxiliary Support - lining

Auxiliary Support - mounts

Auxiliary Support - relining

Coating

Coating - glazing

Support

- Support buckling
- Support cockling
- Support creases
- Support cut
- Support detached
- Support fasteners
- Support folds
- Support grime
- Support insect damage
- Support labels/stickers
- Support losses
- Support mold
- Support mounts
- Support previous intervention
- Support puncture
- Support residue
- Support tears

Surface

- Surface abrasion
- Surface accretion
- Surface creases
- Surface discoloration
- Surface fading
- Surface foxing
- Surface gilding
- Surface grime
- Surface insect damage
- Surface labels/stickers
- Surface losses

Surface - mold

Surface - mounts

Surface - overpaint

Surface - previous intervention

Surface - residue

Surface - stains

Surface - tears

Examination method

Examination method - cross section

Examination method - detail

Examination method - infrared light

Examination method - macro

Examination method - micrograph

Examination method - normal light

Examination method - raking light

Examination method - RTI

Examination method - transmitted light

Examination method - UV light

Examination method - x-ray

Location

Location - BOOK

Location - cover, back

Location - cover, front

Location - endpapers, back

Location - endpapers, front

Location - flyleaves, back

Location - flyleaves, front

Location - foldout

Location - frontispiece

Location - head

Location - inner joint, back

Location - inner joint, front

Location - opening Location - spine Location - tail Location - title page Location - bottom Location - cross section Location - detail Location - proper left Location - proper right Location - recto Location - reference Location - top Location - verso Research Treatment Description Treatment Description - cleaning - coating Treatment Description - cleaning - support Treatment Description - cleaning - surface **Treatment Description - consolidation Treatment Description - fills Treatment Description - inpainting** Treatment Description - repair Treatment Description - reproduction **Treatment State** Treatment State - After Treatment Treatment State - Before Treatment Treatment State - Condition Assessment Treatment State - During Treatment Treatment State - Technical Examination

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