

# Northeast Historic Film

## CollectiveAccess Cataloging Manual

Revised 5/14/12

CollectiveAccess

NewFindManageHistory

RESULTS (1/1)

Editing NHF collection:  
Pearson, Adelaide Collection  
(Adelaide Pearson Collection)  
NHF Collection-level EAIExport

Basic info

Access

Index Terms

Relationships

Summary

Log

SaveCancelDelete

Accession number  
Adelaide Pearson Collection

Preferred names  
Pearson, Adelaide Collection

Related entities  
Mahatma Gandhi ↓ depicts  
Sheila Varnum ↓ was donated by  
Adelaide Pearson ↓ depicts  
Adelaide Pearson ↓ was created by  
Add relationship

Related accession  
[Adelaide Pearson--home movies] [0291] ↓ contains

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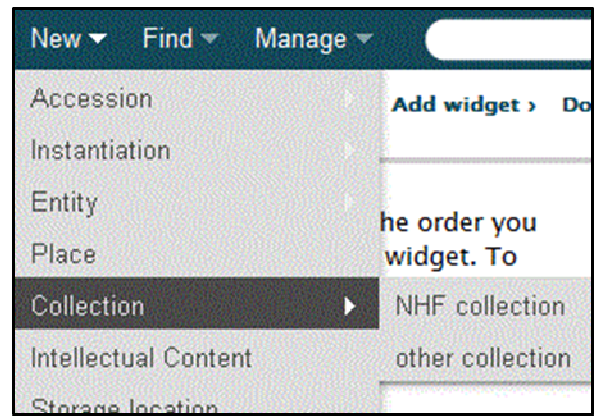
III. Intellectual Content Records.....12

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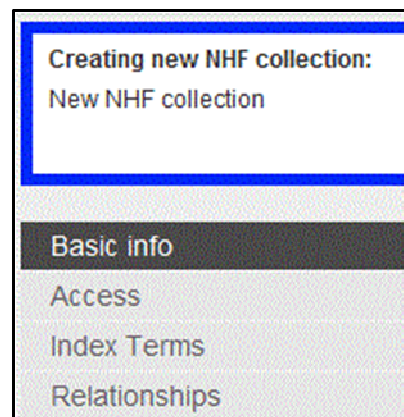
# I. COLLECTION RECORDS

NHF’s CollectiveAccess Collection Record template is based on the DACS (*Describing Archives: A Content Standard*) and EAD (Encoded Archival Description) data standards.

To create a new collection record, select New>Collection>NHF collection.



The fields of the collection record are arranged into four page areas: Basic Info, Access, Index Terms, and Relationships. You can select each area from the toolbar on the left, but must save any additions or changes to the current page before navigating away from it.



## Collections: BASIC INFO

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### Collection identifier

**Definition:** A unique identifier for the collection being described.

**DACS Reference:** Reference Code (2.1); Title (2.3)

This value serves as both reference code and title for NHF collections. Enter the collection title here in natural language order, as established previously with the donor or depositor. Established NHF collection titles will not be revised to meet DACS rules.

**Examples:**

Hiram Historical Society Collection

Edgar Pearson Collection

Central Maine Power Collection

### Preferred names

**Definition:** Entry element form of NHF collection title.

**DACS Reference:** Form of Names for Persons and Families—Entry Element (12.4)

The collection title is reformatted here to allow for alphabetical sort by personal surname. If this is a corporate or family collection, reenter the title here as it appears in the previous field. If this is an individual collection, reformat the name within the collection title according to DACS rules for entry elements and enter it here.

**Examples:**

Hiram Historical Society Collection

Pearson, Edgar Collection

Camp, Frederic E., Mrs. Collection

Shettleworth, Earle, Jr. Collection

### Related entities

**Definition:** Persons, families, and organizations related to the collection as creators, donors, or subjects.

**DACS Reference:** Name of Creator(s) (2.6); Immediate Source of Acquisition (5.2)

As you begin typing, CollectiveAccess will generate a list of existing entity names matching your stem. Select the correct entity name from the generated list. (If there is not an existing entity record, you must create one; see *Entity Records*.)

Select the relationship type from the options in the dropdown menu to the right of the name field: “was created by,” “was donated by,” and “depicts.” If an entity is related to the collection in more than one way (e.g., as both creator and donor), create additional name entries for each relationship type. If the creator of the collection materials is not known, select the existing entity record for “[creator(s) unknown].”

**Example:**

Related entities	
Mahatma Gandhi	depicts
Sheila Varnum	was donated by
Adelaide Pearson	depicts
Adelaide Pearson	was created by

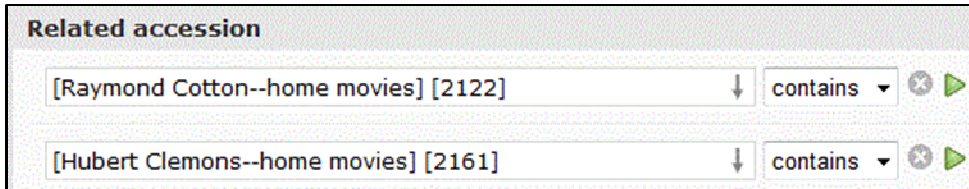
## Related accession

**Definition:** NHF accession lots contained within the collection.

**DACS Reference:** n/a

As you begin typing the accession number or title, CollectiveAccess will generate a list of existing accession lot records matching your stem. Select the correct accession lot from the generated list. The relationship type will default to “contains.” If there is not an existing accession lot record, you must create one; see *CollectiveAccess Accession ‘How to.’* If a collection contains multiple accession lots, add new accession fields for each.

**Example:**



## Collection date span

**Definition:** The dates of creation of the materials comprising the collecting.

**DACS Reference:** Date (2.4)

Enter the date(s) of creation as a single year, or as an inclusive range of years from the earliest to the latest dates of the materials. A single year may also be preceded by "circa" to denote an estimate. Note: At this time, other DACS date expressions are not recognized as valid by CollectiveAccess; these include bulk dates, estimated date ranges, and dates unknown.

**Examples:**

1932-1938

circa 1940

## Collection Summary

**Definition:** Basic information about the nature of the materials and activities reflected in the collection, described to enable users to judge its potential relevance.

**DACS Reference:** Scope and Content (3.1)

Current practice is to set out in the first sentence a statement listing the physical contents of the collection (including reels of film, published books, film equipment – whatever is accessioned into the collection); in the next 3-4 sentences, statements highlighting the creator and creation dates, main topics, events, locations, and people within the collection; and in the last sentence, a statement highlighting the most important or significant items in the collection. See *Style Sheet* for more information.

**Example:**

“The Harris M. Elliott Collection consists of 27 reels of amateur 8 mm. film and one commercial 8 mm. film print. The amateur films in the collection were shot by Harris Elliott and document his family and children over the years from 1938 to 1959 at home and on vacation at locations including Little Sebago Lake, Maine, and Lake Champlain. Of particular interest are reels documenting noteworthy events and activities in the region, including a survey of 1938 hurricane damage in Western Massachusetts; the first annual Aerial Roundup in 1941 at the Scarborough Airport in Portland, Maine; the laying of an underground toll phone cable from Portland, Maine, to Boston, Massachusetts, in 1941; and the shipwreck of the freighter Oakey L. Alexander off the coast of Maine in 1947.”

## Biographical and Historical notes

**Definition:** Basic information about the primary individuals, families, or organizations associated with the collection, described in order to place the material in context and make it better understood.

**DACS Reference:** Administrative/Biographical History (2.7, 10.0)

Provide brief biographical or historical sketches as necessary to convey the overall context of the collection. As per Greene and Meissner, “the goal should always be to convey such narrative content and contextual information as briefly as possible and with as little recourse to outside sources as possible.” See *Style Sheet* for more information.

**Example:**

“Oscar Rempel Houston was born in 1884 in Logan, Ohio. Houston married Nelly Snead McDonald in 1912. They had three children: Charles, Barbara, and Janet. Houston resided in Great Neck, New York, for much of his life. He was living in Manhattan when he died in 1969 at age 86. Houston graduated from Columbia College in 1904 and from Columbia Law School in 1906. As counsel and senior partner at the New York firm of Bigham Englar Jones & Houston, he specialized in admiralty law, at one time serving as president of the Maritime Law Association of the United States. Houston was an avid traveler, fisherman, and mountaineer. His son, Charles Snead Houston, was a pioneering alpinist, introduced to the sport by his father, and supported and accompanied by him on several expeditions, including the Mount Foraker and Nanda Devi expeditions documented in this collection.”

## System of Arrangement

**Definition:** A statement of the current arrangement of materials in the collection.

**DACS Reference:** System of Arrangement (3.2)

In nearly all cases at NHF, a minimal statement of the system of ordering will be sufficient, e.g. ,“Chronological.” If other aspects of the arrangement are important to the understanding of the materials, note this here.

**Example:**

Chronological

## Primary format

**Definition:** A statement of the extent and physical nature of the materials being described.

**DACS Reference:** Extent (2.5)

Following DACS general rules, record the quantity of the material in terms of its physical extent as number of items, number of containers or carriers, etc. Multiple or approximate statements of extent may be provided as necessary. Specific material designations should be based on AMIM2 for film and video materials, and on AACR2 for other materials. Additional detail regarding film and video formats and gauges may be described briefly in the Collection Summary field, and more extensively in the Instantiation records.

**Examples:**

30 film reels

9 videocassettes

5 film reels, 75 photographs, 1 folder of textual materials

approximately 2,000 film rolls

## Record access

**Definition:** The public access status of the Collection record.

During the editing and review process, set the status to “not accessible to public.” Once the record is ready to publish, and there are otherwise no reasons to withhold public access to the record, select “accessible to public.”

## Record status

**Definition:** The status of the Collection record in the editing and review process.

Maintain the status as “editing in progress” throughout record creation and editing; update to “editing completed” if submitting the record for review. The record status for all published records should be “completed.”

## Collections: ACCESS

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### Copyright Holder(s)

**Definition:** Identification of the copyright holder for the collection materials.

**DACS Reference:** Conditions Governing Reproduction and Use (4.4.9)

If a full deed of gift is in place, enter "Northeast Historic Film" as the copyright holder. If a deposit agreement is in place, enter the depositor name as the copyright holder. This field is not publicly displayed and is for internal use only.

### Condition

**Definition:** Brief statement of the condition of collection materials overall.

In cases where condition may affect access, provide a brief condition summary, if it can be readily assessed from available records. This field is not publicly displayed and is for internal use only.

**Examples:**

Extensive physical damage.

Advanced acetate deterioration.

### Conditions Governing Reproduction and Use

**Definition:** A statement of conditions governing the reproduction, publication, and use of collection materials.

**DACS Reference:** Conditions Governing Reproduction and Use (4.4.6)

Value defined for field: "Authorization to reuse and/or reproduce must be obtained from Northeast Historic Film. See <http://oldfilm.org/content/stock-footage-licensing> for more information."

### Collection access

**Definition:** A brief statement of the extent of access to the collection.

**DACS Reference:** Conditions Governing Access (4.1)

Only two values are defined for this field: "Collection is open for research" and "Access is restricted; consult repository for detail." If any part of a collection has access restrictions in place, use the latter statement.

### Collection Access Notes

**Definition:** "Text describing rights and restrictions on collection. This is a required field with a minimum description of pending status."

**DACS Reference:** n/a

For each accession lot in the collection, note the date of the deed of gift or deposit agreement and summarize the rights statement, noting any restrictions. If no agreement is recorded, note if one was sent by NHF. This field is not publicly displayed and is for internal use only.

### Collection Physical Access

**Definition:** A statement of the availability of access copies for materials in the collection.

**DACS Reference:** Physical Access (4.2)

Three values are available within a dropdown menu for this field, indicating if access copies are available for all, some, or none of the items in the collection.

### Collection Access Repository

**Definition:** The repository that holds the collection described.

**DACS Reference:** Name and Location of Repository (2.2)

Value defined as "Northeast Historic Film."



## RepositoryAddress

**Definition:** The location of the Collection Access Repository.

**DACS Reference:** Name and Location of Repository (2.2)

Value defined as "85 Main St, Bucksport, ME 04416 USA."

## Language Materials

**Definition:** A statement of the languages used in the collection materials, particularly as they may affect its use.

**DACS Reference:** Languages and Scripts of the Material (4.5)

Enter a brief statement of the languages used in the materials being described, or a statement indicating an absence of language materials in exclusively visual collections.

**Examples:**

"No textual or other language materials are included in the collection"

"Intertitles and can notes are in English."

## Collections: INDEX TERMS

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### Genre Terms

**Definition:** Identifies moving image genres represented within this collection.

Select from the list of genre terms displayed in this check-box field.

**Example:**

Genre Terms		
<input type="checkbox"/> -	<input type="checkbox"/> Actualities	<input checked="" type="checkbox"/> Amateur
<input type="checkbox"/> Animation	<input type="checkbox"/> Children's	<input type="checkbox"/> Compilation
<input type="checkbox"/> Docudrama	<input type="checkbox"/> Documentary	<input type="checkbox"/> Educational
<input type="checkbox"/> Erotic	<input checked="" type="checkbox"/> Experimental	<input type="checkbox"/> Feature
<input type="checkbox"/> Fiction	<input type="checkbox"/> Independent	<input type="checkbox"/> Industrial

### Related Vocabulary Terms


**Definition:** Identifies general subjects represented within this collection.

### Georeference

**Definition:** Identifies geographic locations represented within this collection.

**Georeference**

[Upload KML file >](#)



**Examples:**

France

Paris, France

Texas, US

Paris, TX

## Collections: RELATIONSHIPS

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### Related Instantiations

**Definition:** Identifies the records of instantiations contained within this collection.

Recommended practice is to define this relationship from the Related Collections field in the Instantiation record when that record is created. See *Instantiation Records* for more information.

### Related Intellectual Content / Work

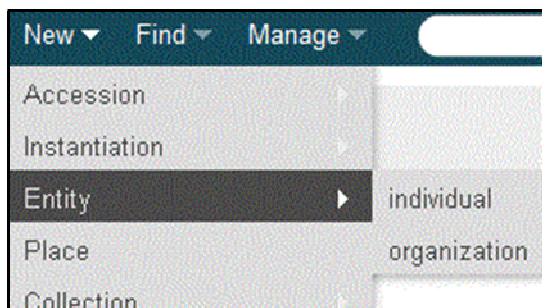
**Definition:** Identifies the records of intellectual content represented within this collection.

Recommended practice is to define this relationship from the Related Collections field in the Intellectual Content record when that record is created. See *Intellectual Content Records* for more information.

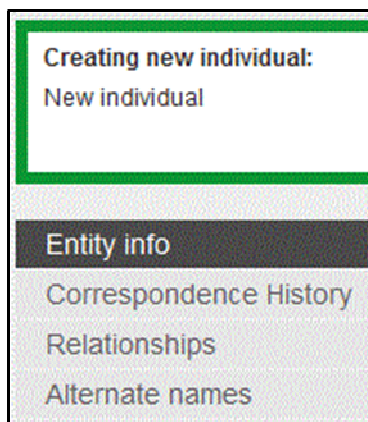


## II. ENTITY RECORDS

To create a new entity record, select New>Entity>individual OR >organization. At NHF, the Individual record type is used to record the names of persons and families. The Organization record type is used to record the names of corporate bodies.



The fields of the entity record are arranged into four page areas: Entity Info, Correspondence, Relationships, and Alternate names. You can select each area from the toolbar on the left, but must save any additions or changes to the current page before navigating away from it.



## Entity: ENTITY INFO

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### Name

If there is an authority form of the name available from Library of Congress Authorities, use it here. It will be necessary to break the name down into components for entry into this data form. If there is no authority heading available, follow DACS rules for persons and families (12) and for corporate bodies (14).

#### Examples:

Name				
Prefixes	Forename	Middlename	Surname	Suffixes
	Joshua	W.	Curtis	Jr.
Locale	Other forenames	Display name		
English		Joshua W. Curtis, Jr.		

Name				
Prefixes	Forename	Middlename	Surname	Suffixes
			Hume	
Locale	Other forenames	Display name		
English		Hume family		

Name				
Prefixes	Forename	Middlename	Surname	Suffixes
			Maine Sea Coast Missi	
Locale	Other forenames	Display name		
English		Maine Sea Coast Mission		

### Lifetime

**Definition:** Lifetime of entity (date range)

**DACS Reference:** Personal names--Dates (12.17)

Add a person's dates or birth or death, if known, according to DACS rules at 12.17. If using an LCNAF heading, record the date component here. Note: In this field, CollectiveAccess will reformat or not recognize some valid DACS and LCNAF date expressions

#### Examples:

1914-1993

1965-

### Related collections

**Definition:** Identifies the records of collections with which this entity is associated as creator, donor, or subject.

Recommended practice is to define this relationship from the Related Entities field in the Collection record. See *Collection Records* for more information.

## Access

**Definition:** Indicates if entity information is accessible to the public.

During the creation and editing of a new record, set the status to “not accessible to public.” An entity record should only be made accessible to the public if one or more of the Collection or Intellectual Content records to which it is related are publicly accessible.

## Status

**Definition:** Indicates the status of the Entity record in the editing and review process.

Maintain the status as “editing in progress” throughout record creation and editing; update to “editing completed” if submitting the record for review. The record status for all published records should be “completed.”

## Entity: RELATIONSHIPS

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### Related entities

**Definition:** Other people, families, or organizations related to this entity.

This field may be used to define relationships between recorded entities. Not in common use at NHF.

### Related works [Related intellectual content]

**Definition:** Intellectual Content records associated with this entity according to an extensive menu of PBCore Creator and Contributor types.

Recommended practice is to define this relationship from the Related Entities field in the Intellectual Content record. See *Intellectual Content Records* for more information.

## Entity: ALTERNATE NAMES

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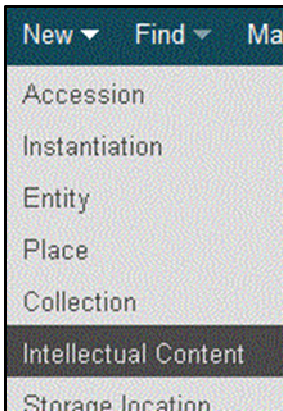
### Alternate names

This field is identical in structure to the Name field on the Entity Info page. If recording an alternate form of the name provided in the primary Name field, enter it here. As in the primary Name field, break the name down into its components for entry into this data form. Follow DACS rules for persons and families (12) and for corporate bodies (14).

### III. INTELLECTUAL CONTENT RECORDS

NHF's CollectiveAccess Intellectual Content Record template is based on the PBCore data standard.

To create a new intellectual content record, select New>Intellectual Content.



The fields of the record are arranged into four page areas: Basic Info, Index Terms, Instantiations, and Relationships. You can select each area from the toolbar on the left, but must save any additions or changes to the current page before navigating away from it. Note that both of the fields appearing on the Relationships page appear also on the Basic Info page and will display information as recorded there.



## Intellectual Content: BASIC INFO

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### Related collections

**Definition:** Identifies the records of collections in which this intellectual content is represented.

**PBCore 2.0 reference:** pbcoreRelation

As you begin typing the collection title, CollectiveAccess will generate a list of existing collection records matching your stem. Select the correct collection title from the generated list. The relationship type will default to “part of.” If there is not an existing collection record, you must create one; see *Collection Records*.

### Related accession

**Definition:** Identifies the records of accession lots in which this intellectual content is represented.

As you begin typing the accession number or title, CollectiveAccess will generate a list of existing accession records matching your stem. Select the correct accession lot from the generated list. The relationship type will default to “is part of.” If there is not an existing accession record, you must create one; see *Accession Records*.

### Identifier

**Definition:** A unique alphanumeric identifier for this entry.

**PBCore 2.0 reference:** pbcoreIdentifier

Use the eight-digit accession number for the corresponding reel. If the accession for the work was recorded as a multiple-reel item, enter the range or sequence of accession numbers as the identifier.

**Example:**

2114.0007

2114.0010-.0012

### Title & Type

**Definition:** The unique name given to the media item.

**PBCore 2.0 reference:** pbcoreTitle

Select the title type from the drop-down menu. For supplied titles, see the *Style Sheet* for more information. For published or series titles, follow AMIM2 rules.

**Examples:**

New York World’s Fair, 1939—Cyrus Pinkham—home movies. Reel 13

Harvesting ice

### Alternate Title & Type

**Definition:** Alternate or additional names given to or associated with the media item.

**PBCore 2.0 reference:** pbcoreTitle

Select the title type from the drop-down menu. For supplied titles, see the *Style Sheet* for more information. For published or series titles, follow AMIM2 rules.

### Related entities

**Definition:** Persons, families, and organizations related to the collection as creators or contributors.

**PBCore 2.0 reference:** pbcoreCreator; pbcoreContributor

**Usage:** This field links the Intellectual Content record to related Entity records according to an extensive menu of PBCore Creator/Contributor role types. Use the generic "Creator" or "Contributor" in the absence of a more appropriate role type.

## **pbcorePublisher**

**Definition:** A person or organization primarily responsible for distributing or making the media item available to others. The publisher may be a person, a business, organization, group, project or service.

**PBCore 2.0 reference:** pbcorePublisher

## **Date Span**

**Definition:** A span of time expressed by the intellectual content of the media item.

**PBCore 2.0 reference:** pbcoreCoverage

Usage is consistent with DACS 2.4 rules followed for date expressions at the collection level. Enter the date(s) of creation as a single year, or as an inclusive range of years from the earliest to the latest dates of the materials. A single year may also be preceded by "circa" to denote an estimate.

**Examples:**

1932-1938

circa 1940

## **Rights Summary NHF**

**Definition:** Information about copyrights and property rights held in and over the media item. Includes subelements.

**PBCore 2.0 reference:** pbcoreRightsSummary

### **NHF Rights Summary Public Statement**

A public summary statement of rights. Select a value from a dropdown menu of three: "This item is available for reuse," "This item may be available for reuse," or "Reuse of this item is currently restricted."

### **NHFRightsSummary**

A private summary statement of rights expressed in NHF's in-house rights codes.

Select a value from the dropdown list of NHF rights codes. There is an additional text subfield available for elaborating on NHF rights conditions in a private note field.

## **Description**

**Definition:** A descriptive account of the intellectual content of the media item.

**PBCore 1.3 reference:** pbcoreDescription

This is a repeatable field with a range of Description Types which may be associated with each description through a dropdown menu. A brief abstract statement should be provided. This may be supplemented in additional Description fields by more extensive types of description as are appropriate and readily available, such as can description, donor-supplied notes, viewing notes, shot lists, etc. See *Style Sheet* for additional details.

## **pbcoreExtensions**

**Definition:** Additional descriptions or important aspects of the media item that are not appropriately recorded elsewhere in the Intellectual Content record.

**PBCore 2.0 reference:** pbcoreExtension

## **Access**

**Definition:** Indicates if the intellectual content record is available to the public.

During the editing and review process, set the status to "not accessible to public." Once the record is ready to publish, and there are otherwise no access restrictions, select "accessible to public."



## Intellectual Content: INDEX TERMS

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### Genre Terms

**Definition:** Identifies moving image genres represented by this media item.

Select from the list of genre terms displayed in this check-box field.

**Example:**


Genre Terms		
<input type="checkbox"/> -	<input type="checkbox"/> Actualities	<input checked="" type="checkbox"/> Amateur
<input type="checkbox"/> Animation	<input type="checkbox"/> Children's	<input type="checkbox"/> Compilation
<input type="checkbox"/> Docudrama	<input type="checkbox"/> Documentary	<input type="checkbox"/> Educational
<input type="checkbox"/> Erotic	<input checked="" type="checkbox"/> Experimental	<input type="checkbox"/> Feature
<input type="checkbox"/> Fiction	<input type="checkbox"/> Independent	<input type="checkbox"/> Industrial

### Related Vocabulary Terms

**Definition:** Identifies general subjects represented by this media item.

### Georeference

**Definition:** Identifies geographic locations represented within this media item.

Georeference	
<input type="text" value="Search for geographic location..."/>	<a href="#">Upload KML file &gt;</a>
	

**Examples:**

France  
Paris, France  
Texas, US  
Paris, TX

## Intellectual Content: INSTANTIATIONS

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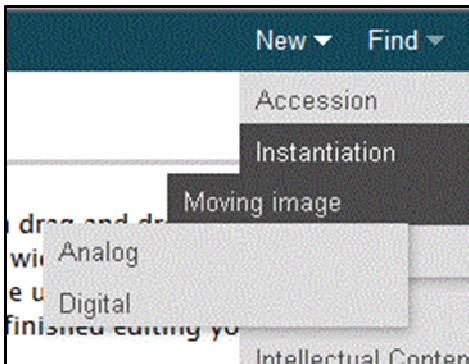
### Related Instantiations

**Definition:** Identifies the records of analog and digital instances of this intellectual content. Recommended practice is to define this relationship from the Related Intellectual Content field in the Instantiation record when that record is created. See *Instantiation Records* for more information.

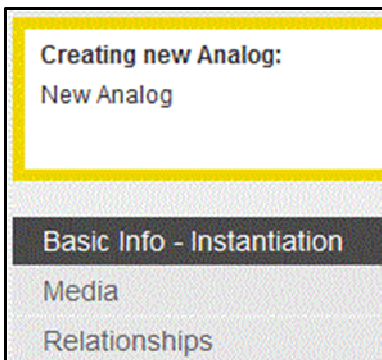
## IV. INSTANTIATION RECORDS

NHF's CollectiveAccess Instantiation Record template is based on the PBCore data standard.

To create a new instantiation record for a moving image, select New>Instantiation>Moving image>Analog OR >Digital.



The fields of the record are arranged into three page areas: Basic Info, Instantiations, and Relationships. You can select each area from the toolbar on the left, but must save any additions or changes to the current page before navigating away from it. Note that both of the fields appearing on the Relationships page appear also on the Basic Info page and will display information as recorded there.



## Instantiation: BASIC INFO

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### Object identifier

**Definition:** A unique alphanumeric identifier for this particular instantiation of the media item.

**PBCore 2.0 reference:** instantiationIdentifier

Simple analog instantiations are assigned a compound identifier beginning with the accession and item numbers, followed by a format code. See “Protocol for Creating Item Level PBCore Identifiers at NHF” for more information.

**Examples:**

1050.0001\_F16

2175.0010\_BSP

2463.0001-.0010\_DVD

### Related intellectual content

**Definition:** Identifies the records of intellectual content depicted in this instantiation.

As you begin typing the title or identifier of the intellectual content, CollectiveAccess will generate a list of existing intellectual content records matching your stem. Select the correct record from the generated list. Select the appropriate relationship type from the dropdown menu next to the intellectual content title: “depicts” (default value) or “was used in.” If there is not an existing intellectual content record, you must create one; see *Intellectual Content Records*. If an instantiation depicts more than one content item, add a new field for each.

### formatPhysical

**Definition:** The format of the particular instantiation as it exists in a physical form.

**PBCore 2.0 reference:** instantiationPhysical

Select from the list of formats displayed in this check-box field.

**Example:**

formatPhysical					
<input type="checkbox"/> 8mm film	<input type="checkbox"/> 9.5mm film	<input type="checkbox"/> Super8 film	<input checked="" type="checkbox"/> 16mm film	<input type="checkbox"/> 35mm film	<input type="checkbox"/> 3/4inch-video
<input type="checkbox"/> 1/2inch-video	<input type="checkbox"/> 1/4inch-audio	<input type="checkbox"/> 1inch-video	<input type="checkbox"/> 2inch-video	<input type="checkbox"/> BetaCam	<input type="checkbox"/> BetaCamSP
<input type="checkbox"/> BetaMax	<input type="checkbox"/> DigitBeta	<input type="checkbox"/> VHS	<input type="checkbox"/> DVD	<input type="checkbox"/> Mini-DV	<input type="checkbox"/> Hi8-video
<input type="checkbox"/> Video8	<input type="checkbox"/> VHS-C	<input type="checkbox"/> 28 mm film			

### Format: Location

**Definition:** The specific location for the instantiation.

**PBCore 2.0 reference:** instantiationLocation

“The descriptor instantiationLocation is considered to be an address for a media item. For an organization or producer acting as caretaker of a media resource, instantiationLocation may contain information about a specific shelf location for an asset, including an organization’s name, departmental name, shelf ID and contact information.” (pbcore.org)

### Date Issued

**Definition:** The formal date a particular version or rendition of a media item has been made ready or officially released for distribution, publication or consumption.

**PBCore 2.0 reference:** instantiationDate where dateType=“issued”

Usage is consistent with DACS 2.4 rules followed for date expressions at the collection level. Enter the date issued as a single year, which may be preceded by “circa” to denote an estimate.

**Examples:**

2007

circa 1985

## Date Created

**Definition:** The creation date for a particular version or rendition of a media item across its life cycle.

**PBCore 2.0 reference:** instantiationDate where dateType="created"

Usage is consistent with DACS 2.4 rules followed for date expressions at the collection level. Enter the creation date of the instantiation as a single year, which may be preceded by "circa" to denote an estimate.

**Examples:**

2007

circa 1985

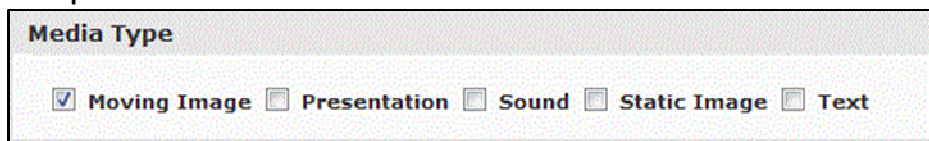
## Media Type

**Definition:** The general, high level nature of the content of a media item. It uses categories that show how content is presented to an observer, e.g., as a sound or text or moving image.

**PBCore 2.0 reference:** instantiationMediaType

Select from the list of media types displayed in this check-box field.

**Example:**



Media Type

☒ Moving Image ☐ Presentation ☐ Sound ☐ Static Image ☐ Text

## formatGenerations

**Definition:** "The particular use or manner in which a version or rendition of a media item is used.

Indicates the relationship of a film or video copy to the original and other elements/instantiations in the duplication process. Select the value from the dropdown menu.

**PBCore 2.0 reference:** instantiationGenerations

## Format: Standard

**Definition:** The larger technical system/standard or overarching media architecture under which the media format of this instantiation exists.

**PBCore 2.0 reference:** instantiationStandard

Select the appropriate audio, video, or film standard from the dropdown menu. The standard for all motion picture film instantiations is "Film." For most NHF video formats, the standard is "NTSC (interlaced)."

## Sound/Silent

**Definition:** This is an annotation field for documenting basic information about whether a moving image instantiation has sound or is silent.

**PBCore 2.0 reference:** instantiationAnnotation

## Instantiation: RELATIONSHIPS

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### Related collections

**Definition:** Identifies the records of collections of which this instantiation is part.

As you begin typing the collection title, CollectiveAccess will generate a list of existing collection records matching your stem. Select the correct collection title from the generated list. The relationship type will default to “is part of.” If there is not an existing collection record, you must create one; see *Collection Records*.

### Related accession

**Definition:** Identifies the records of accession lots of which this instantiation is part.

As you begin typing the accession number or title, CollectiveAccess will generate a list of existing accession records matching your stem. Select the correct accession lot from the generated list. If there is not an existing accession record, you must create one; see *Accession Records*.