

Library & Archives: Records Management

Image Management Guidelines

Who is responsible for managing digital images and photographs?

The Library & Archives department is responsible for managing all digital images and photographs, including providing master images, digitizing analog photographic material, and administering rights and permissions. Treatment photography is an exception and is managed by Conservation.

Where do I save digital images?

Please save images to a shared network server if:

- The images document PMA staff, events, exhibitions, or installations, AND
- The images were produced by an outside photographer
- OR the images pre-date the establishment of Rights and Reproduction (1976).

Eventually these images will be ingested into the PMA's forthcoming digital assets management system and digital preservation repository.

Personal images that do not meet these criteria should be saved on the local drive and backed up using a personal external drive.

How should I save digital images?

- When possible, save all original images as uncompressed TIFF files.
- Sometimes it is useful to retain duplicate copies of images that are used repeatedly within a department; you may save these files in a "Favorites" folder as JPEGs to reduce file size and save space.
- Do not save multiple copies of the same image in multiple places on the shared network.
- If an image has been digitally manipulated or color corrected, save the unmodified image and the final revision; delete interim revisions.
- Convert important image-heavy PowerPoint presentations into PDF format before saving.

What should I name digital images?

- When creating a file name for images of objects from the permanent collection, begin with the accession number.
- Images of loans or objects considered for acquisitions are not as straightforward, but if there is a standardized loan, catalogue, or plate number, use it consistently.
- For images of galleries and installations, begin your file name with the gallery number.
- For all other types of images, try to be as descriptive as possible so that the filename can provide a sense of the image's content without it being opened.
- Additional guidelines:
 - Include only combinations of the characters A-Z, the numbers 0-9, underscores (_), and hyphens (-)
 - Be limited to 32 characters or less
 - Avoid using space(s), a decimal or a period, or special (non-alphanumeric) characters such as, ! ? * \$ > < ' : " | ^ \ / &

Do you offer employee training?

The Library provides training for using scanners, creating presentations in ArtSTOR, searching for non-PMA images, and more. If you have questions regarding image management in terms of records management, contact the Archives.