

# SEPIDES Table

<b>SEPIDES Single Item Categories and sub-categories</b>	<b>Definitions or comments</b>
<b>Administration</b>	<i>The subcategories for Administration are not shown here. They include information about the metadata record, the location of the item and any relationships to other items, and any access restrictions or copyright.</i>
<b>Provenance</b>	<i>The subcategories for Provenance are not shown here. They include information about the creator of the image and any known history of the image.</i>
<b>Material</b>	<i>This is broken down into Visual Content and Physical Description and their sub-categories (see below).</i>
<b>– Visual Content</b>	Describes the <i>content</i> of the image.
– – Title	Any title given to the image.
– – Description/caption	Paragraph of text describing the image.
– – Names	Individuals or groups depicted in or associated with the image.
– – Geographical location	Place depicted in or associated with the image.
– – Date	Date the image was exposed or published.
– – Descriptors, subject heading or classification	Keywords or codes providing subject access to the image.
<b>– Physical Description</b>	
– – <b>Status</b>	E.g. original or reproduction.
– – <b>Date of creation</b>	Date when the physical image was processed.
– – <b>Inscriptions/signatures</b>	Any text that has been added to the physical image.
<b>– – Photograph (if relevant)</b>	
– – – Technical information	Type of photographic image (e.g. colour or monochrome, positive or negative).
– – – Photographic type	Process which made the photograph (e.g. daguerreotype, inkjet print).
– – – After Treatment	Record of any after treatments (e.g. colouring, retouching, laminating).
– – – Mounting and framing	Details of any mounting or framing.
– – – Dimensions	Photograph's size, shape, orientation etc.
– – – Condition	Record of the condition of the photograph.
– – – Binding	Information about an album that contains the photograph.
– – – Notches	Used to record any cuts or indentations in negatives.

<b>-- Digital Photo File (if relevant)</b>	
--- Capture device	Information about the scanner or digital camera used to capture the digital image.
--- Capture software	Name of any software used to capture or create the image.
--- Colour management system	System (if any) used to manage the consistency of colour.
--- Dimensions	E.g. orientation and pixel dimensions.
--- Resolution	Density of the digital image (e.g. 300 dpi).
--- Colour space and colour depth	E.g. greyscale, RGB, CMYK, 8-bit.
--- File format	Format of the digital image (e.g. TIFF, JPEG2000).
--- File size	Size of the image in bytes.
--- Compression	Type of compression used (e.g. JPEG, LZW).
--- Data storage medium	E.g. hard-disk, CD-ROM.
--- Correction	A record of any image optimisation or correction
--- Purpose	The intended use of the digital image (e.g. master image, thumbnail).
<b>-- References</b>	References to any sources of information about the physical image.

**Resource for** - <http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/metadata-standards-and-interoperability>