

AMICO

**CMA Submission
Process**

Overview

- identify next year's submission based on initial 4-year plan
- compile object/image info in MS Access database
- scan transparencies
- execute PowerBuilder scripts against CMS data and MS Access data to generate catalog & metadata files
- submit images and records to Archimuse for validation

Process Next Year's Submission

Photo & Digital Imaging Services

Registrar

- Create table for each collection's submission in MS Access database including the linking object id from the CMS. (reporting missing object id info to registrars)
- Scan transparencies (after 2003, may switch over to direct digital captures once usable transparencies are exhausted.)
- Record additional image metadata generated from scans into the MS Access tables (e.g. Size in MB, dimensions)
- Enter missing object data into CMS if object is part of the permanent collection.
- Enter missing data (AMICO required fields) based on exception reports generated by I.T.

Scan Transparencies

Photo & Digital Imaging Services

- Scan Transparency scaled to 8"x10" as 48 bit @ 400 dpi format using Topaz scanner
- Adjust highlight and shadows/ dust and scratch removal
- Save as archive raw scan in LAB TIFF
- Burn LAB TIFF images to CD-ROM, number CD-ROM, catalogue in Extensis Portfolio
- Export to Photoshop as 24 bit LAB TIFF
- Resample image to 2048x1536 @ 400 dpi "best fit"
(AMICO standards: min. 1024x768 @ 72dpi)
- Save to holding area as 24 bit RGB TIFF file until data confirmation is complete
- Burn to CD-ROM after receiving confirmed filename list

Compile Object/Image Info

Photo & Digital Imaging Services

- For each object identified in views, add the following information to Access database:
 - pre-scanning
 - current accession number
 - CMS object id number and any related object id numbers
 - known image metadata elements (view type: Full, Detail...)
 - post-scanning
 - remaining metadata elements: (digital image size in MB, pixel dimensions.)
- Submit copy of Access database to Information Technology

Generate Catalog & Metadata

Information Technology

- Create MS Access query to obtain necessary driver information from Access database
- Generate Metadata records & Catalog drivers for each collection
 - address any errors/exceptions; re-generate as necessary
- Generate pre-submission summary list of objects for AMICO use
- Print out report for each object to be reviewed by Registrar for accuracy
- Generate Catalog records for each collection
 - submit exception reports to Registrar; re-generate as necessary
- Submit list of final filenames to Photo & Digital Imaging Services to burn CD's
- Compile one full Catalog and Metadata record for CMA

Submit Files for Validation

Information Technology

- Submit Catalog and Metadata records to archimuse.com via FTP (for small submission)
- Submit Images on CD-ROM via FedEx to Archives and Museum Informatics
- Validate the text records using the new online validation tools
 - review any errors/exceptions; re-submit as necessary
- Review the image validation status on-line (Display Media Log)
- Work with Registrar to correct/modify/add objects using AMICO's on-line tools