

**Members Process Evaluation
for 1998 (Testbed) Year**

Final version (November 1998)

In order to improve our procedures, compare our methods, and define the issues we need to address as a group, please complete the following documentation about how your museum compiled its AMICO Contribution in 1998.

Fill in the table cells below. Feel free to add extra spaces or lines where you need to add more information.

1. Member Institution _____

2. Personnel Commitment

Name	Title	Project Role	# Person Days	Salary Range
Total Days				

3. Financial Commitment (other than staff time; include consulting contracts, services, hardware and software purchases)

Item	Lease/Purchase/Use	Price

4. Technical Commitment (used for AMICO)

Item	Quantity Used by AMICO	Attributed Value
Hardware		
Software		
Network		
Services		

5. 1998 AMICO Contribution

5.1 Volume of Data

# works of art	# catalog records	# multimedia files by type	source system

5.2 Rights Clearance

# works requiring research	# rights holders contacted	# works rights given	# works rights rejected

AMICO Members Process Evaluation
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6. Catalog Record Submission

6.1 Data Mapping and Transformation

Please tell us which of the AMICO data fields you used, and where the data was drawn from in your local documentation system.

ID	AMICO field	Member field	Processing/ Editing	Source System
AID	AMICO Identifier			
OTY	Object-Type			
OPP	Object-Parts/Pieces			
CLG	Classification			
CLT	- Classification-Term			
CLS	- Classification-Scheme			
OTG	Object-Title/Name			
OTN	- Object-Title-Name			
OTT	- Title-Type			
OST	State			
OEN	Edition			
OPD	Physical Description			
OPA	Physical Orientation/Arrangement			
MET	- Measurements-Text			
MEG	Measurements			
MCM	- Measurement-Component- Measured			
MED	- Measurement-Dimension			
MDV	- Measurement-Dimension- Value			
MDU	- Measurement-Dimension- Units			
MEQ	- Measurement-Qualifier			
OMG	Materials and Techniques			
OMD	- Materials and Techniques- Description			
OMT	- Materials and Techniques- Process/Technique-Term			
OMM	- Materials and Techniques- Materials-Term			
OMS	- Materials and Techniques- Support			
OIN	Inscriptions and/or Marks			
OCH	Condition/Examination History			
OTH	Treatment/Conservation History			
CRG	Creator			
CRQ	- Creator-Qualifier			
CRT	Creator-Name- Text			
CRN	- Creator-Name-Display			
CRC	- Creator-Culture/Nationality			
CDT	- Creator-Dates/Locations-			

**AMICO Members Process Evaluation
1998 Testbed Year (cont.)**

ID	AMICO field	Member field	Processing/ Editing	Source System
	Text			
CDB	Creator-Birth-Date			
CBP	Creator-Birth-Place			
CBQ	Creator-Birth-Qualifier			
CDD	Creator-Death-Date			
CDP	Creator-Death-Place			
CDQ	Creator-Death-Qualifier			
CAD	Creator-Active-Date			
CAP	Creator-Active-Place			
CGN	Creator-Gender			
CRB	Creator-Biography			
CRR	Creator-Role			
CNO	Creator-Notes			
OCG	Creation-Dates			
OCT	- Creation-Date-Text			
OCS	- Creation-Date-Start			
OCE	- Creation-Date-End			
OCQ	- Creation-Date-Qualifier			
OCP	Creation-Place			
STG	Style/Period			
STD	- Style/Period-Description			
STT	- Style/Period-Terms			
SUG	Subject Matter			
SUP	- Subject Matter- Prelconographic Description			
SUI	Subject Matter-Iconography			
SUT	Subject Matter-Index Terms			
CXG	Context			
CXD	- Context-Description			
CXP	- Context-Related-Person			
CXS	- Context-Related Site/Place			
CXT	- Context-Time Period/Dates			
OCR	Critical Responses			
OEH	Exhibition or Loan History			
OOG	Owner			
OON	- Owner Name			
OOP	- Owner-Place			
OOA	- Owner-Accession-Number]			
OOC	- Owner-Credit-Line			
OPO	Provenance/Prior Owners- Text			
ORG	Rights/Copyright			
ORS	- Copyright-Statement			
ORL	- Copyright-Link			
RWG	Related Works of Art			
RWD	- Related-Works-Description			
RWR	- Related-Works- Relationship-Type			
RWL	- Related-Works-			

**AMICO Members Process Evaluation
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ID	AMICO field	Member field	Processing/ Editing	Source System
	Identifier/Link			
RIG	Related Images			
RIP	- Related-Image-Preferred			
RID	- Related-Image-Description			
RIR	- Related-Image-Relationship-Type			
RIL	- Related-Image-Identifier/Link			
RMG	Related Multimedia			
RMD	- Related-Multimedia-Description			
RMR	- Related-Multimedia-Relationship-Type			
RML	- Related-Multimedia-Identifier/Link			
RDG	Related Documents			
RDD	- Related-Document-Description			
RDR	- Related-Document-Relationship-Type			
RDL	- Related-Document-Identifier/Link			
DCH	Documentation/Cataloguing-History			
DCB	- Documented/Cataloged By			
DCD	- Documented/Cataloged-Date			
OLC	Label Copy			
AVD	AMICO-Validated-Date			
AVV	Validation-Dictionary-Version			
ADP	AMICO Data Processing			

Please provide any comments on the Data Submission Process:

7. Image Submission

Please tell us where the images you submitted came from, and when/why they were created.

# of Images	Capture Date	Source Material (e.g. 35 mm slide, 4x5 transparency)	Capture Hardware (brand and model)	Capture Software (name and version)	Capture Resolution	Post-processing Required for AMICO

7.1 Did the digital images you contributed to AMICO exist prior to your joining?

Yes No

7.2 If yes, what purpose(s) were they captured for?

7.3 If no, what methods were used to capture them, what resolutions were captured, and what guidelines, if any, were followed? What kinds of source images were used?

7.4 Do you have higher resolution images available than you contributed to AMICO?

8. Multimedia Metadata

8.1 Did you make AMICO metadata for your multimedia files?

Yes No

8.2 If Yes, did you have this data in a computer system? Was it linked to your cataloging data?

8.3 If No, how did you edit the metadata data provided to you by AMICO and are you keeping it?

9. Did you receive parsed data from AMICO?

Yes No

9.1 If yes, are you keeping it? Are you using it for data editing?

10. Other Comments

Please provide comments, from AMICO team members, on how this process would have been easier for you. What changes you would like to suggest?