Images Metadata Fields

> ⓘ **How to use this guide**
>
> This is a complete list of metadata fields for images. Fields in red with an asterik* are required.
>
> You can use these tables to guide your data entry. We've listed fields in the order they appear in the editor. Each section in the editor has its own table.
>
> For certain fields, you have a restricted list of options called **controlled vocabularies**. We've listed the controlled vocabularies for those fields at the bottom of the page.

Fields

Required Image Info

Field label	Definition	Type	Allows Multiples
Main Caption*	A caption for the image. This appears below the image in the gallery view.	short text	

Type*	The type of image.	controlled vocabulary	
Collection	The Mandala collection for this image. Collections help you group and organize your images. The dropdown includes all Mandala collections where you have permission to add images. Learn how to create Image Collections.	controlled vocabulary	
Visibility*	Privacy settings for your image.	controlled vocabulary	
Image Agents	An **Agent** is a type of structured data in Mandala that describes a person. Learn more at Use Agents. The table below describes each field for an agent. You need at least one agent per image.	✅	
License URL*	The URL to the license that governs this image. This defaults to a Creative Commons' license. You can find more licenses at https://creativecommons.org/licenses.	url	

Image Agents

Field Label	Definition	Type
Agent Name*	The name of the person.	short text
Agent Role	The person's role in relation to the image.	controlled vocabulary
Agent Rough Date	An approximate date. Unlike the **Agent Exact Dates(s)**, they don't have to be in the MM/DD/YYYY format. **Example:** • 1947? • 1800s • 300 CE	short text
Show End Date?	If this is checked, you can add an end date to **Agent Exact Date(s)** (see below).	boolean
Agent Exact Date (s)	A date associated with the person. This can be a range of dates (for example, birth and death dates). Use the MM/DD/YYYY format.	date
Agent Place (s)	Place(s) associated with this person. This can include places of birth, death, important life events, and more. This field uses Knowledge Maps.	kmap
Notes on this Agent	Any other information you want to add about the agent.	long text

Description & Notes

Field label	Definition	Type	Allows Multiples
Image Descriptions	A description of the image. Each description has several parts, which you can see in the table below.		✅
Image Notes	Any other information for the image. This information is publicly available.	long text (WYSIWYG or plain text)	
Admin Notes	Information on the image for project collaborators. Only people with edit permissions will see this text.	long text (WYSIWYG or plain text)	

Description

Field label	Definition	Type	Allows Multiples
Caption	The title for the description.	short text	
Summary	A short summary of the description. **Maximum length:** 750 characters.	short text	
Description	Information that describes the image. **Maximum length:** 750 characters.	long text (WYSIWYG or plain text)	
Language	The language of the description. This field uses Knowledge Maps.	kmap	
Description Author (s)	The authors of the description.	short text	✅

Classification

Field label	Definition	Type	Allows Multiples
Subjects	A subject Knowledge Map associated with an image. You can include more than one subject.	kmap	✅
Places	A place Knowledge Map associated with the image. This might represent where the image was made, places referenced in the image, and more. You can include more than one place.	kmap	
KMap Collections	A subject Knowledge Map that represents the overarching project or collection. You can include more than one collection.	kmap	
Other Classification	Classification fields from schemes outside of Mandala. This can include Library of Congress subject headings, geographical names from the Getty Thesaurus, and more. You can contact mandala@virginia.edu to add your own scheme.		✅

Classification Notes	Any notes about the classification.	long text (plain text)	

Technical Details

Field label	Definition	Type	Allows Multiples
Only Digital	Select this if your image was created digitally. If this is checked, the image doesn't represent a physical object that was scanned or photographed.	boolean	
Image Rotation	The original rotation for the image. This does not rotate the image, it just represents how the uploaded image has been rotated from the "right-side-up" perspective.	controlled vocabulary	
Quality	The quality of the image.	controlled vocabulary	
Color	The color of the image (color or black & white)	controlled vocabulary	
Physical size	The size of the original physical artifact. Use width x height x depth, followed by the abbreviation for the unit of measurement. **Example:** 10 x 5 cm.	short text	
Capture device	The device used to create the image or digitize the artifact.	short text	
Materials	Materials used in the original physical object, if applicable.	long text (plain text)	
Enhancement	Any enhancements done to the image after it was created or digitized.	long text (plain text)	
Technical Notes		long text (WYSIWYG or plain text)	

Additional Info

Field label	Type
ISO Speed Rating	short text
Exposure Bias	short text
Aperature	short text
Metering Mode	short text
Light Source	short text
Flash Settings	short text
Focal Length	short text

Sensing Method	short text
Lens	short text
Noise Reduction	controlled vocabulary
Latitude	short text
Longitude	short text
Altitude	number (in meters, integer or decimal)

Copyright Information

Field label	Definition	Type	Allows Multiples
Copyright Holder	The entity that holds the copyright to the image.	short text	
Copyright Date	The copyright date. This should be a year in the YYYY format.	year	
Copyright Statement	A short note that describes the nature of the copyright. **Example:** All Rights Reserved.	long text (plain text)	
Rights Notes	Any additional notes on the copyright.	long text (WYSIWYG or plain text)	

Sponsorship and Notes

Field label	Type
Organization Name	short text
Project Name	short text
Sponsor Name	short text
Spot Feature	short text
General Note	short text
Private Note	short text

Controlled Vocabularies

Type

Value
Artwork

Blueprint
Chart
Drawing
Graphic
Logo
Map
Music Score
Other
Photograph
Scan (Object)
Scan (Text)
Screenshot
Video Still

Visibility

Value	Definition
Use Group Defaults	The privacy settings for the collection apply to the image.
Public – Accessible To All Site Users	Anyone that visits Mandala can see this image.
Private – Accessible Only To Group Members	Only members of the image's collection can see this image.

Agent Roles

Value
Architect
Artist
Author
Cartographer
Cataloger
Contributor
Designer
Digitizer
Editor

Other
Owner
Photographer
Producer
Publisher
Translator

Quality

Value
Excellent
Good
Average
Poor
Unusable

Noise Reduction

Value
On
Off
N/A