

Image and Record Requirements for Artefacts Canada

As specified in clause 3.9 of the [Agreement](#), the institution shall create, for each object from its collection of which an image is included in the product, an [Artefacts Canada](#) record with associated image in accordance with the specifications provided below.

Image Specifications

Note: Image files may be located on CHIN's server or any other server identified by the submitting institution.

Required

A. Thumbnail image files submitted to Artefacts Canada must:

- be 125 to 150 pixels along the longest dimension;
- use the JPEG format (8-bit greyscale or 24-bit colour); and,
- be less than 5 Kb in size.

B. Display (or full-size) image files submitted to Artefacts Canada must:

- be 500 to 800 pixels along the longest dimension;
- use the JPEG format (8-bit greyscale or 24-bit colour); and,
- be less than 50 Kb in size.

Natural Science Records

Refer to the [CHIN Data Dictionaries](#) for information about the fields to be completed for each Artefacts Canada natural science record submitted. The approach to providing species and specimen information for natural science projects is under review.

Humanities Records

Required

C. Each Artefacts Canada humanities record must include the following mandatory information:

- Institution
- Institution City
- Institution Province
- Object Name AND, where applicable, Object Type
- Dimensions (Height, Length, Width, Unit – Linear)
- Interpretive Notes
- Thumbnail Image (or Thumbnail Image URL)
- Full Size Image (or Full-size Image URL)
- Credit Line Image

D. Each Artefacts Canada humanities record must include **at least one** of the following mandatory registration fields:

- Accession No.
- Catalogue No.

E. Each Artefacts Canada humanities record must include **as many as possible** of the following date fields.

- Date of Object From
- Date of Object To
- Period
- School/Style

F. Each Artefacts Canada humanities record describing a **work of art** must include the following fields:

- Subject
- Title
- Artist/Maker
- Medium
- Support

Recommended

Note: Completion of the following fields for Artefacts Canada humanities records is not required, but will increase the objects' visibility.

Complete **as many as possible** of the following **ethnographic** fields:

- Cultural Context
- Culture
- Geo Cultural Area
- Ethnolinguistic Group

Complete **as many as possible** of the following **geographic origin** fields:

- Origin – Province
- Origin – Country
- Origin – Continent
- Use – Country
- Use – Province

Complete **as many as possible** of the following fields:

- Material
- Technique
- Manufacturer
- Merchant
- Decorative Technique

Complete **as many as possible** of the following fields for classification:

- Classification
- Category
- Sub-category
- Group