Introduction to the New Geoscience Imagebase and Image Uploading

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1 INTRODUCTION

The Geoscience Imagebase offers secure storage for all BGS digital and analogue images and consists of several components, including an Oracle database, a sophisticated data and image entry system, and a search application.

The photographs you take are greatly valued for a wide range of uses in BGS and where appropriate, outside. Often, these uses are way beyond the original reason for taking the picture! Please try and ensure the metadata are completed. Without basic metadata we cannot use the images for other purposes.

The Geoscience Imagebase is managed by BGS Information Management. It is a long term enduring archive for your images well beyond the life of your project. Please take the time to contribute you images and metadata!

This document is a guide to metadata entry for the Geoscience Imagebase by direct entry into the database.

Data Entry

There are two options for Data entry – either by direct entry for each image or by bulk upload using a standardised spreadsheet, available from Geoscience Imagebase administrators. The fields on the spreadsheet match those of the Geoscience Imagebase to allow for a smooth upload.

Permissions to write directly to the Geoscience Imagebase can be given either by Brian McIntyre (MH), Caroline Adkin (KW), or Bob McIntosh (MH). If you do not want to load your own images and metadata into the Geoscience Imagebase, we can do it for you - Project code required. You just need to let us know.
2 FINDING THE GEOSCIENCE IMAGEBASE

Geoscience Imagebase can be found on the Intranet, as part of the Intranet Data Access (IDA). From the BGS Intranet Home Page, click on Science, Data & IT and open Intranet Data Access (IDA).

Open the Intranet Data Access (IDA)

Click on the Geoscience Imagebase at either of the locations shown above, to display the application in full screen mode.
3 LOGGING ON TO THE GEOSCIENCE IMAGEBASE

The home page is the starting point for users of the Geoscience Imagebase. If you are working from your own PC the system will recognise you, otherwise log on using your normal BGS username and password.

4 SEARCHING FOR IMAGES

There are several ways of searching for images.

a) Quick Search - can be performed from the search box, enter one or more words into the central search box and click ‘GO’ or press the return key. The Imagebase will then search for matches in several fields in the metadata of the items including title, description, author etc. Words entered in the search box are not case sensitive. For a more specific search click on the Advanced Search link.
b) Advanced search - This is used for a more specific search. This can be accessed from the Advanced search link in the Quick search area or from the left hand menu on every page. There are two parts to Advanced search - the Advanced search page and the Search builder.

The Advanced search page can be used by entering search criteria into as many fields as required to narrow down any search results, then clicking SEARCH at the bottom of the page. For example, if you enter a value “Ammonite” in the ‘KEYWORDS’ field and choose “Bain T.S.” in the ‘Photographer’ dropdown list, the search results will show all items that contain the keyword “Ammonite” in the metadata and for which “Bain T.S.” was the Photographer.
c) Search builder - From the top of this page on the right hand side, there is a link to the search builder. This page uses Boolean logic. To increase the power of the search, add as many clauses as maybe required. To return to the search form as above, use the link in top right hand corner.

d) To perform a more restricted search, enter keywords (extra keywords can be added by using “add clause”) then select appropriate categories from the pull-down category list and add them to the category window by clicking “Add”. Don’t forget to click the "Add" button or the selected category will not be included in the search. If you want to search the entire database, do not select a category. If you add multiple categories then by default the search will return items that are in one or more of the selected categories. This is specified by the dropdown: SHOW ITEMS IN ANY OF THE SELECTED CATEGORIES. However, if you change the dropdown to ‘all’ so that the text
reads: SHOW ITEMS IN **ALL** OF THE SELECTED CATEGORIES then the search will return only items that are in **ALL** of the selected categories.

Adding a parent category (**i.e. a category that has sub-categories**) to the search criteria will cause a search for items that are in that parent category or any of its sub-categories. For example, select a category called ‘Geoscience subjects’ that has two sub-categories ‘GeoHazards’ or ‘Volcanoes’. If, however you add just ‘Volcanoes’ to your search criteria then the search will return only items that are in the ‘Volcanoes’ category.
5 BROWSING CATEGORIES

The browse categories’ area shows a list of descriptive categories so that you can browse by subject.

You can also browse through the categories using the ‘Browse’ button on the left hand menu. Click on one of the categories to see the sub-categories and a list of all items that are in that category. If there are more items than can be shown on one page then you can page through them. Click on a thumbnail to view the item details.

6 LIGHT BOXES

Your Lightbox is similar to a shopping basket. You can add images to it from the Search results. The lightbox enables you to organize the images you are interested in. More than one lightbox can be created and saved for each search. These lightboxes can also be shared with a colleague.
To see the details of your Lightbox, click on the menu item ‘My Lightbox’ or click ‘View Contents’ in the ‘My Lightbox’ area.

For each asset in the list, you can click on a thumbnail or ‘View Details’ link to view its full details. Click the link ‘Remove’, shown under each asset, to remove that asset from the lightbox. If you want to remove all the assets, click the link ‘Remove all assts’ shown above the assets.

If any of the images are selected with a ✓ in the SELECT ITEM box then more options become available under ‘More actions’ tab.
It is also possible to make contact sheets from PRINT OR COMPARE IMAGES, or remove selected images from the light box.

7 SHARING IMAGES AND MANAGING LIGHTBOXES

This page allows you to manage your lightboxes. Initially you will have a single lightbox called ‘My Lightbox’, but further lightboxes may be added, in order to further organise your images. This can be done by entering a name for the new lightbox in the appropriate box and clicking the ‘Add’ button. Names that you give to your new lightboxes must be unique and cannot be longer than 17 characters.

You may also rename any existing lightboxes, but again the name you provide for each must be unique and no longer than 17 characters.
If you have more than one lightbox in your list you may reorder them using the ‘Alphabetise lightboxes’ link – this will change their order in the drop-down list that appears in the lightbox summary on each page.

If you no longer need a lightbox (and providing it is not the last one on the list) you may remove it by clicking on its ‘delete’ link. **Note that this operation cannot be reversed.**

**Shared Lightboxes**

You can share your lightboxes with other users and any lightboxes that other users have shared with you will also appear in your list of lightboxes. You may reorder, rename and remove these shared lightboxes in a similar way to your own.

You will see a ‘share’ link alongside your own lightboxes in the list. Click on the ‘share’ link, and click on ‘Add users’.

Find users by filling in one of the boxes, and then click on ‘Find’. A selection of matching users comes up; select the user, then ‘Add Selected Users’.

8 **DOWNLOADING IMAGES**

All images can be downloaded if there are permissions on them to do so. Any unapproved images will need approval from an ADMIN user. Images can be downloaded at different
sizes, including full resolution. The images are for internal use only. Images selected for public use are on GeoScenic, the public site.

You can save an image individually by right clicking on an image and selecting ‘Save picture as’. There are four sizes of images

- small thumbnails found in search results or when browsing categories
- larger image (250 pixel) on the Digital Asset page (click on a thumbnail to view)
- 1000 pixel image that can be visited by clicking the ‘View larger size’ link on the digital Asset page
- full resolution image – note this maybe very large

The ‘Download Lightbox’ page enables you to download the downloadable items in your lightbox as a zip file. Before downloading items, you may be asked to select a value in the intended usage drop down list, to indicate how you intend to use the items. If the usage has sub-usage types then you may need to select those too.

Before preview or download, you will need to check a checkbox to confirm that you have read the Terms and Conditions. You may be given the option to send the contents via email rather than downloading them directly. BGS prefers that we do not send images via email because of the effect it may have on email traffic.

For images, the ‘Quick download’ tab lets you simply select a conversion option from a dropdown. The ‘Advanced Download’ tab lets you download the originals and specify the exact size and file format. Non-image files are unaffected by conversion settings.
When you click the ‘Download’ button, your browser will display the progress in processing items ready for download. When finished, the lightbox is ready to download.

Click on the zip file. A ‘File download’ dialog box will appear, in which you should click the ‘Save’ button in order to save the zip file to a local disk.

9 UPLOADING IMAGES

Before any images can be uploaded, permissions have to be granted first. You will need to contact Brian McIntyre (MH), Caroline Adkin (KW) or Bob McIntosh (MH). As ADMIN users we can set these permissions for you.

Another consideration is the categories/sub-categories that the Project pictures are to go into. These allow a Project to arrange their images in a hierarchical structure to allow for quick browsing, or easy access to show off key images for the project. Relevant categories should be discussed with Bob McIntosh before any uploading of images can proceed.
Once all categories etc. have been discussed and set in place, images can be uploaded through the following process: to start with a job has to be created.

a) Create a Job

To create a job, select UPLOAD and SINGLE UPLOAD from the left hand menu.

From the drop down menu TYPE – select JOB then NEXT
The Job number will appear at the top of the page as in the example. (Make a note of the Job number)

In the JOB TITLE - enter a meaningful title for the job.

In the JOB DESCRIPTION – expand the details.

In the JOB OWNER - select your name from the drop down list, (your name should have been added, if not already there, when permissions were granted to upload and write to the database)

In the JOB CREATION DATE - select today’s date.

SUBMIT ACTIONS – Select Submit to live, and click ‘SUBMIT’.
b) Next the actions needed to upload images:

Select ADD MULTIPLE DIGITAL+ASSETS.

This window appears.

Select UPLOAD FILES WITH YOUR BROWSER and what you want to upload: STANDARD IMPORT (ADD NEW ASSETS WITH METADATA).

Click START NEW BULK UPLOAD.
On the window that appears, select “UPLOAD FILES” and navigate to images to be uploaded.
c) Add common metadata

At this point, only add metadata that is common to all the images. Metadata that is different for each separate image can be added to individual images later (see section 10 ADDING METADATA)

PHOTOGRAPHER – select (from the dropdown list).

DESCRIPTION AUTHOR - select (from the dropdown list).

COPYRIGHT STATEMENT – select (from the dropdown list), in most cases this will be NERC. (This is MANDATORY).

CONFIDENTIALITY – select “available to all” (unless there is a very good reason why this image should not be viewed by the public). This is MANDATORY.
DATE TAKEN – Select using the calendar widget

COPYRIGHT NOTE – This is a free text note field allowing any additional information to be entered.

ACKNOWLEDGEMENT – if these images have to be displayed with an Acknowledgement, enter it here: e.g. “This image was scanned using funding from the JISC Digitization Initiative”, or name your external project funder.
CATEGORIES – choose the category from the dropdown list (this goes to “Unsorted images” by default), then a subcategory, and click ADD.

Under SUBMIT ACTION, select Submit to live.

Click START IMPORT
10 ADDING METADATA

Select BATCH UPDATE THESE ITEMS

The batch update feature enables you to search for item(s) and then update their metadata quickly. Each batch is limited to 100 items. Metadata is added to images individually; once you have finished updating the items in your batch you can start a new one.

All fields marked * must be completed when entering metadata.
CAPTION – this is the main descriptive field. It is limited to 255 characters. Just provide a brief description of WHAT it is and WHERE it is. Most search retrieval is based on the words in this field. This field is MANDATORY.

DESCRIPTION – this is an overflow area for longer descriptions. There is no need to repeat what has already been entered for the CAPTION. This field is optional.

Personnel Details

LEAD PHOTOGRAPHER & DESCRIPTION AUTHOR – are entered from dropdown lists. If the required name is not in the lists, inform Brian McIntyre (MH), Bob McIntosh (MH) or Caroline Adkin (KW), who will add it to the Dictionary.

COPYRIGHT STATEMENT and CONFIDENTIALITY should already have been added at the upload images stage, described earlier.

DATE TAKEN – This is mandatory

Location Details - optional

COORDINATES: select the coordinate reference system as 27700 (OSGB 1936 / British National Grid) from the dropdown list for photographs taken in Great Britain (others are available if required).
COORDINATES ACTUAL OR ESTIMATED – select from dropdown list if known

COORDINATE, CENTRE OR VIEW POINT – select from dropdown list if known

X/EASTING, Y/NORTHING should be entered as six figure numbers e.g. Easting: 538935, Northing: 177065
Category

CATEGORIES – choose the category from the dropdown list, then a subcategory(s), and click on ADD on subcategory(s) only.

Under SUBMIT ACTION, Select Submit to live.

Click on

SAVE AND CONTINUE. Repeat for each image until all images have had metadata added.

Once all metadata has been added, the window below will appear.
YOU HAVE SUCCESSFULLY LOADED YOUR JOB AND METADATA

To find the job you have just created – go to ADVANCED SEARCH from the left hand menu, enter the job number here and press return:

The title page of the job appears along with the images that have been added.

Any images that have no CAPTION added will remain pink and will not be searchable. All images that have completed metadata turn blue.
11 Users of Sigma Mobile

For those using SIGMA MOBILE, the data associated with photographs taken in the field can also be incorporated into the database, just contact one of the names already mentioned in this document.