

Revision to the Submission of Photographic Logs for Curation Projects

TARL will be making a change to the format for submission of photologs. In addition to the printed photolog and a PDF scan submitted, we will require an excel file; however, you do not need to submit a printed copy of the file. This file will be imported to our database to update the inventory of our site and project images. To make this as easy as possible for both submitters and TARL staff, we are providing a template. Please use this template and do not change the order of the columns and follow the instructions for the required information in each column. For the most part this template has been designed to fit the requirements of digital submissions. However, on occasion we get legacy submissions with film images and to that end the template also has columns for the data needed for film submissions.

We are also asking that instead of using the standard General Project term, these photos should be labeled with the company project number followed by a sequential number. This will facilitate the cross-referencing of general project photos with their TARL assigned accession numbers.

Project name	Self explanatory fields
Company	
Project Number	
Site	
Image Num	Sequential number assigned by the TARL registrar or the general project sequential number
Trinomial Perm Photo Num	This is the site number followed by the sequential number assigned by the TARL registrar. General Project photos should be labeled as the company project number followed by a sequential number. There are two lines in the template set up with a concatenate statement to automatically to create this number either using the project number or the site number depending on the situation.
Description	Self explanatory fields
Direction Facing	
Photographer	
Date	
Film Type & Brand	For legacy projects, please enter the brand and the ISO. For example, 35 mm Kodachrome 64 or 120 mm
Image Type	Black & White prints, Color prints, or color slides
Digital	YES / No
No negative	YES / No
Negative Strip Num	Legacy projects with negatives will need to have a negative strip number assigned by the TARL registrar
Roll No	Used for Legacy projects
Frame on Negative	

