

## **APPENDIX C: Media Catalogue Form and Form Guide**

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MEDIA CATALOGUE FORM									
<b>Site(s):</b>				<b>Project Name:</b>			<b>Media Type:</b>	<b>Page: ____ of ____</b>	
Media Cat. No.	Format	Timer	Provenience(s)	Reel No.	Subject	Date(s)	Recorder(s)	Direction	

**MEDIA CATALOGUE FORM (FORM GUIDE)**

<b>Field Name</b>	<b>Description/Instructions</b>	<b>Examples</b>
Site(s)*	Enter the Site Name.	Nasogaluak
Project Name*	Enter the name of the project.	York Factory Icehouse Mitigation
MediaType*	Enter the Media Type Code (use the Media Type Code List in Section 8.4.2.)	A (Audio), F (Forms), G (Geographic Data), R (Remote Sensing Data), S (Instrument Survey Data), V (Video), etc.
Page	Enter the number of forms required to record the roll of film and the number of the form.	Page 1 of 2
Media Cat. No.*	Media Catalogue Number. Enter the Media Catalogue Number. Physically label the memory storage medium (e.g., Flash Card, Beta Video) with the appropriate catalogue number, according to current Collections Management practices.	5H-2004-101H-A1; 134H-2004-101H-G2
Format*	Indicate whether the record is in digital or analog format.	Digital (D), Analog (A)
Timer*	Enter the timer data (from/to), if applicable.	
Provenience(s)*	Enter the provenience(s) included in the media record. The smallest inclusive provenience of the subject of the exposure is entered in these fields.	134H12A11 for a Lot; 134H17B for a Suboperation, 134H10 for an Operation and (rarely) 134H for a record of an entire site or of some element of a site that has not been assigned an Operation Number.
Reel No.	Enter the number of the reel.	5
Subject*	In this column, enter the identity of the subject of the photograph, always putting the name of the structure or area first, followed by an identification of the details. The terminology used to identify the subject of an excavation or survey should be the same as that which appears on any other form that is used which records the description of the subject. Use terminology consistently in all recording documents.	"New Bakehouse, oven foundation"; "Thule dwelling, before excavation"
Date(s)*	Indicate the date(s) on which the record was taken, in yyyy-mm-dd format (numeric).	2004-06-31

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**MEDIA CATALOGUE FORM (FORM GUIDE)**

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<b>Field Name</b>	<b>Description/Instructions</b>	<b>Examples</b>
Recorder*	Enter the Staff Field Number or the full name of the person recording the media.	7H (Jane Smith)
Direction	If applicable, record the cardinal direction the camera is facing when a video is taken, using N for north, E for east, S for south, W for West, D for down, U for up, etc.	N, E, S, W, NNW, D, U

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