NGA
National Gallery of Australia

NGA DIGIVOL TUTORIAL

Thank you for volunteering to provide descriptive tags for works of art in the National Gallery of Australia's collection. We are so pleased to have each of you involved and are very interested in what you see in the works of art.

EXPEDITIONS

The NGA expeditions have been structured to be as self-explanatory as possible with each step providing a question to be answered. Please see a reiteration of these guidelines with some added detail as follows:

Step 1: Caption Details

Caption for the work of art. Please do not edit. Go on to Step 2.

Step 2: What subjects are depicted in this work of art?

Please describe to us what you see in the image. This can include representational subject matter (for example: figures; men; women; trees; cows; cars; water) or abstract subject matter (for example: lines; colour; shapes; geometry) as appropriate to the work of art.

- Use either the common and/or taxonomic names as you feel appropriate
- Describe these as single words or short phrases, for example: lilies; floral arrangements; sailing ships
- Separate words and phrases with a semicolon, for example: figures; men; women; trees; cows; evening light

Step 3: Are there any activities or events depicted in this work of art?

If there are activities or events depicted or referenced in the work of art please describe them using a single word or short phrase. If not, please move to step 4.

- Use generic terms where possible i.e. *opera* as opposed to *Madame Butterfly* <u>or</u> include both the generic and specific, for example: Madame Butterfly; opera
- Describe these as single words or short phrases, for example: World War I; sailing; parades; reclining
- Separate words and phrases with a semicolon, for example: swimming; fishing; dancing

Step 4: Are there any known or recognizable places or monuments depicted in this work of art?

If you are able to identify a geographic place or specific monument in the work of art, please record the details as follows. If not, please move to step 5.

- Describe the place hierarchy from the most specific level to the broadest level, for example: Melbourne, Victoria, Australia. Please separate each descriptive level with a comma (,)
- For monuments record the known name followed by the geographic place from the most specific level to the broadest level, for example: Chartres Cathedral, Centre region, France, Europe; Arc de Triomphe, Paris, France, Europe

- If there is more than one place or monument depicted or referenced in the work, please separate places with a semicolon between the different hierarchies i.e. Melbourne, Victoria, Australia; Townsville, Queensland, Australia

Step 5: Does the work of art fall into any of the following categories?

Please list any of the following genres and categories you feel are appropriate to the work of art (terms and definitions[1] are as follows):

- **landscapes**: representations that depict outdoor scenes where the work of art is dominated by: the configuration of the land; bodies of water; and/or any natural elements.
- **cityscapes**: representations that depict settlements that may be considered cities.
- **seascapes**: representations of the sea/ocean where the sea/ocean dominates the scene.
- **figurative**: works of art that include either representations of the human figures and/or things perceived in the visual world.
- **abstract**: works of art that do not include represent forms of scenes from the visual world in a representational form.
- **portraits**: representations of real individuals intended to capture a known or supposed likeness.
- **nudes**: representations of unclothed human figures.
- **still lifes**: representations which focus on the depiction of inanimate objects (i.e. depictions of fruit; flowers; meat or dead game; vessels; eating utensils and other objects including skulls; candles and hourglasses) typically arranged on a table.
- **religious**: works of art depicting religious subjects or art to be used in worship.
- **marines**: representations that have to do with ships; shipbuilding; ports or harbours.

Step 6: Are there any additional categories that you would like to suggest that describe the work of art?

If the genre or category you wished to choose was not available in Step 5 (expedition Question 4) please make a suggestion here.

Step 7: Data Summary

This step provides a summary of all the questions asked and answers you have provided. Please confirm the information listed below and save or submit.

Please do not include data in the field *Additional Notes* field in Step 7. Please use the *Your Notes* box included at the bottom of each section to record any additional information.

Please note: this summary will only show one line of data related to Steps 5 and 6 (expedition Questions 4 and 5 respectively).

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[1] Definitions have been based upon the terms and scope notes of the Getty Art & Architecture Thesaurus® which the National Gallery of Australia utilizes as the primary controlled vocabulary for indexing works of art in the areas of subject matter.

GENERAL TIPS AND TRICKS

- Please do not use the ENTER or ENTER + SHIFT keys on your keyboard in the response boxes. Please use semicolons (;) instead to separate words, phrases and ideas.

- Please feel free to add any notes that may help to validate the task in the *Your Notes* box included at the bottom of each section.

QUESTIONS, ISSUES OR FEEDBACK

If you have any questions, issues or general feedback please contact Renée Joyce, Collection Systems Officer, Discoverability at the National Gallery of Australia on + 61 2 6240 6608 or at renee.joyce@nga.gov.au who will be very happy to talk you about the NGA's DigiVol activities.

Thank you for your engagement in the NGA's DigiVol activities.