Canonical Photo Entry Instructions (Airtable-Ready)

1. Column Order (DO NOT CHANGE)

"Code block. Raw TSV. No headers. 9 columns. Tabs only. One row. Nothing else."

There are **exactly 9 columns**, in this order:

1. **Headline**
2. **Year**
3. **Creator**
4. **Description**
5. **Record Number**
6. **Notes**
7. **Place**
8. **Culture**
9. **Topic**
10. **URL**
11. **Collection**

No extra columns. No reordering.

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2. Formatting Rules (Critical)

- **TSV**
- **One row = one line**
- **Columns separated by TAB characters only**
- **No line breaks inside a row**
- **No markdown tables**
- **No pipes (|)**

If anything wraps, it will break.

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3. Field-by-Field Rules

1. Headline

- Use the title exactly as written in the source.
- Do not rewrite, normalize, or shorten.
- Keep punctuation as is.

2. Year

- Use **year only**.
- Strip months and days.
- Examples:
  - JAN 1898 → 1898
  - 1902 → 1902
  - If not stated: undated

3. Creator

- If explicitly stated, copy exactly.
- If not stated, write: **Unknown**
- Do not infer or guess.

4. Description

Use the following decision rule:

- If the entry contains a **descriptive sentence**, use it verbatim or lightly cleaned.
- If not, write a **minimal, literal sentence derived directly from the title**.
  - No added detail
  - No interpretation
  - No scene-setting
- End with a period.

Examples:

- Title: *Basket* → Description: Basket.
- Title: *View of Town* → Description: View of a town.

5. Record Number

- Include **NAA INV** always.
- Include **OPPS NEG** if present.
- Format:
  - NAA INV.02322100; OPPS NEG.57293
- Do **not** include descriptive text here.
- If neither of these are present, use the closest unique identifier for the entry

6. Notes

- All other identifiers and institutional references.
- Examples:
  - Photo Lot numbers

- ○ Series names
- ○ Archive names
- Semicolon-separated.

7. Place

- Use stated location if present.
- If inferred, keep it conservative.
- Use em dash style for hierarchy:
  - Arizona — Gila River Reservation
- Leave blank if unknown.

8. Culture

- Cultural attribution only.
- No catalog boilerplate.
- Examples:
  - Akimel O'odham (Pima)
  - Tohono O'odham (Papago)
  - Pee Posh (Maricopa)

9. Topic

- **Your analytical layer**, not the archive's.
- 2–4 terms max.
- Capitalized.
- Semicolon-separated.
- Examples:
  - Basketry; Daily life; Women
  - Architecture; Settlement

10 URL

- If an **item-level URL exists**, use it.

- If not, use the **highest valid archival level available**, typically:

  - Collection-level SOVA record (for example: https://sova.si.edu/record/nmai.ac.001.031)

- Do not invent item-level URLs.

- Do not leave the URL field blank if a higher-level, valid URL exists.

11. Collection

- If a **specific collection name is explicitly stated**, use it.

- If **no specific collection name is stated**, use the **photographer**.

- Do not leave the Collection field blank.

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