

## Procedures for Selecting Keywords

This document will provide guidelines for giving an image, that will be added to the LCP archive, a set of associated keywords.

The Keyword list used by LCP is composed of words approved by the Library of Congress and selected as likely subject matter for LCP image. These words compose a restricted vocabulary. This means that there is a set of words to choose from and no other words may be used in the keyword list. Using the Library of Congress restricted vocabulary allows the LCP archive to be compatible with other archives in the country. Keywords are an essential part of the LCP entries. Keywords allow an image to be identified and linked within the database. Along with descriptions (outlined in LCP image Description Procedures) keywords enable an image to be “searchable”. By providing an accurate list of words associated with an image, the image can be located when a user searches a specific keyword. Once in the archive, each keyword within the list of keywords for an image is a hyperlink and allows a user to find all images that have that specific keyword within their keyword list with a single click.

### Creating a list of Keywords for a photograph:

1. Begin by opening the LCP Keyword Selector. The keyword selector can be found at the following web address:  
[http://www.uvm.edu/landscape/keyword\\_selector.htm#TOP](http://www.uvm.edu/landscape/keyword_selector.htm#TOP)
2. All of the underlined words are links to a more specific set of words.
3. Begin selecting keywords by clicking on underlined words or scrolling the list. Toggle the box next to a word to select this as a keyword.
4. Clicking on the word “Top” located in the bottom right corner of each box will direct you to the top of the page.
5. Continue toggling words until all words related to the image have been selected.
6. Scroll to the bottom of the page and click “submit”.
7. A list will be generated from the words selected on the previous page. This list can be copied and pasted into the keyword field for the specific image.
8. Use the back button on your browser to return to the keyword selector page from the keyword list page.



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9. Click “reset” to clear all previously selected words and begin selecting keywords for a new image.
  - a. Sometime it is useful to not click the reset button if you are keywording similar images that may only have a few differences that can manually be toggled to add or remove.
10. Many people find it easier to move vertically down the page without toggling the hyperlinks back and forth, which may cause you to lose your place within the list.

Once the keyword list is complete copy and paste it into column X “Keywords” of the bulk upload spreadsheet (described in LCP procedures for Using a Bulk Upload Spreadsheet).