

SELECTING MEDIA TYPES IN VITA

Choosing the right media type is an important first step when adding records.

The media type you select tells VITA what template to use for your file and allows you to record all of the descriptive data your item needs.

Common Media Types

Text

Publication

Object

Image

Newspaper



Documents
Letters
Books

Parent record
Newspapers
Serials

3-D items
Sculptures
Handcrafted items

Photographs
Paintings
Illustrations

A clipping from a newspaper
A single issue of a newspaper

What media type should I choose?

A PDF image of a clipping from a newspaper

Newspaper

Image

Although this file format is an image, it is still an image OF a newspaper

A video giving a 360 view of a sculpture

Object

Video

The format is a video, but the subject is the sculpture

A picture of a handwritten letter

Text

Image

A letter is a text object, even though the file is an image

Clipping from a local newsletter

Newspaper

Publication

Clippings are newspaper items, they can be assigned to an existing Publication record