

THE 2007 CALIFORNIA STATE UNIVERSITY IMAGE PROJECT CATALOGING MANUAL (Combined CIELO & SJSU Manuals, incorporating VRA Core 3.0)

GENERAL INSTRUCTIONS FOR CREATOR AND OBJECT EXCEL SPREADSHEETS

1. DO NOT PUT SPACES BEFORE THE TEXT IN ANY FIELD!
2. PUT "\$" or bullet (•) NEXT TO ANY INFORMATION YOU AREN'T SURE ABOUT.
3. DO NOT GUESS! IT IS FINE TO LEAVE A FIELD BLANK.
4. DIACRITICS: use only Roman diacritics: accent, cedilla, umlaut, tilde, circumflex
5. CHECK YOUR SPELLING, PROOFREAD YOUR WORK

Recommended order of steps:

Check if object is in WorldImages (<http://worldimages.sjsu.edu>)

- 1) If yes:
 - a) Add existing accession number to DUPLICATE OF EXISTING OBJECT RECORD IN EMBARK? field
 - b) Look over existing object record and associated Creator record to see if corrections are needed; recatalog if necessary, starting with Creator record
- 2) If no:
 - a) Check to see if Creator is already in WorldImages ([http://worldimages.sjsu.edu/QS_1\\$2167*107410](http://worldimages.sjsu.edu/QS_1$2167*107410))
 - i) If no, create new Creator record
 - ii) If yes, use the CREATOR DISPLAY NAME and CREATOR SORT NAME exactly as they appear in WorldImages on your spreadsheet by using COPY and PASTE commands
 - b) Catalog the object using the newly created Creator record

EXCEL TIPS

EXCEL HEADERS

To help with data entry, we like to allow the "header" row to remain visible while the cataloguer scrolls down the spreadsheet. To do this, drag the short, black, horizontal bar at the upper right hand corner of the Excel spreadsheet to the bottom of the first row, and release. Drag the corresponding vertical bar on the lower right side of the window to the left to split off the appropriate column. This column will be "A" which holds the accession number field.

ENTERING NUMERIC DATA

For numbers to read consecutively down a column enter the first number (e.g. Accession Number gre01001). Catch the lower right hand corner of the cell with the BLACK cross of the cursor and pull down until the highest number appears (e.g. gre01100).

But, to repeat the same number down a column enter the number in the first cell then cut and paste it to the cell directly below. Next highlight both cells and catch the lower right hand corner of the lower cell with the black cross and drag down the column.

ENTERING TEXT DATA

It is possible that there will be several columns in your database that will hold information that holds true for the entire column. For instance, if the Nationality/Culture field/column for a Greek image set will be "Greek" for the entire column, enter Greek in the top cell, highlight it, then catch the bottom right hand corner of the cell with the BLACK cross that the cursor becomes, click the mouse and drag down the column to the last number of the Accession Numbers, release and all the data for that column is finished for the duration of the data entry for that image set.

Alternately, especially if you have a mix of objects, use COPY (e.g., cntl-c on a PC) and PASTE (e.g., cntl-p on a PC) when needed.

UNDO

Don't forget the **Undo** feature when you make a mistake. For a Mac use the key combination Apple and Z; for a PC select Undo from the Edit menu.

WEB RESOURCES AND AUTHORITIES:

AUTHORITIES:

CREATOR AUTHORITIES: We use the UNION LIST OF ARTIST NAMES (ULAN) as our primary Creator authority. If Creator's name cannot be found in ULAN, consult the Grove Dictionary of Art (first), then other authorities: Library of Congress Authorities; museum websites; artists' or galleries' websites. Information about contemporary artists can often be found on the web.

GEOGRAPHIC AUTHORITIES: for geographic locations use THESAURUS of GEOGRAPHIC NAMES (TGN)

OTHER AUTHORITY: For culture-based anonymous Creator records, Nationality, Style, Techniques, and Materials use ART & ARCHITECTURE THESAURUS (AAT) as the authority.

UNION LIST OF ARTIST NAMES (ULAN):

<http://www.getty.edu/research/tools/vocabulary/ulan/index.html>

GROVE DICTIONARY OF ART: <http://www.groveart.com/>
(Password required for full-text if available through your campus.)

ART & ARCHITECTURE THESAURUS (AAT):

<http://www.getty.edu/research/tools/vocabulary/aat/>

THESAURUS of GEOGRAPHIC NAMES (TGN):

<http://www.getty.edu/research/tools/vocabulary/tgn/>

LIBRARY OF CONGRESS AUTHORITIES: <http://authorities.loc.gov/>

CSU IMAGE PROJECT CATALOGUING RESOURCES:

http://csu-vrs.sjsu.edu/cataloging/legal_lists/cataloging_index.html

OTHER ACCEPTED WEB RESOURCES:

You can check THE CORRECT SPELLING OF MUSEUM NAMES, ARTISTS (not in ULAN), as well as INDIVIDUAL ART WORKS by going to the web sites of the museums which are the repositories for works you are cataloging.

ARTCYCLOPEDIA: <http://www.artcyclopedia.com/index.html>

LC THESAURUS GRAPHIC MATERIALS (TGM): <http://www.locweb.loc.gov/rr/print/tgm2/>

MUSEUMS OF THE USA: <http://www.museumca.org/usa/>

VIRTUAL LIBRARY OF ON-LINE MUSEUMS: <http://www.icom.org/vlmp/>

GOOGLE SEARCH ENGINE: <http://www.google.com>

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DATA ENTRY INSTRUCTIONS FOR EXCEL: CREATORS

**VERY IMPORTANT: CHECK TO SEE IF YOUR ARTISTS ARE IN THE
WORLDIMAGES DATABASE BEFORE CREATING A CREATOR RECORD!**
([http://worldimages.sjsu.edu/QS_1\\$2167*107410](http://worldimages.sjsu.edu/QS_1$2167*107410))

**NOTE: IF THERE ARE TWO OR MORE CREATORS FOR A SINGLE WORK, CREATE A
SEPARATE RECORD FOR EACH CREATOR.**

FIELDS

A CREATOR DISPLAY NAME

Definition: Artist's First Name(s), Last Name Prefix, Last Name, Birth Date, Death Date.

Guidelines: Use ULAN's "display" listing in each artist record as a guide, but with our capitalization. For named artists capitalize last name and include birth and death years within parentheses. For anonymous artists, capitalize the portion before the word "Anonymous" and also include birth and death years within parentheses.

Examples: Hyacinthe RIGAUD (1659-1743); QING DYNASTY Anonymous (1644-1911)

Note: Make sure Creator Display Name in the Creator File and Creator Display Name in the Object File are exactly the same for each record. These need to correspond so they will be linked together during importing.

Must fill in.

B PREFIX

Definition: Anything that properly precedes the creators given names, e.g. "Dr.", "Sir", etc.

Guidelines: Copy/paste from CREATOR DISPLAY NAME as needed.

C FIRST NAMES

Definition: All names that precede the last name and last name prefix.

Guidelines: Copy/paste from CREATOR DISPLAY NAME. For named artists this is usually the first name or names, e.g., "Jacques Louis" for Jacques Louis DAVID (1748 - 1825). If an anonymous creator, e.g., QING DYNASTY Anonymous, or if the creator is commonly referenced by first name, e.g. "LEONARDO da Vinci" or "NICHOLAS OF VERDUN", leave this field blank and enter information in LAST NAME and SORT NAME fields only.

D LAST NAME PREFIX

Definition: Any prefix to the last name, e.g., "le", "van", "de" or "von".

Guidelines: Copy/paste from CREATOR DISPLAY NAME. Use ULAN as a guide to decide whether a word is a last name prefix or should be part of the last name proper. For example, for William VAN ALEN (1883 - 1954), "Van" is part of his last name, but for Anthony van DYCK (1599 - 1641), "van" is a last name prefix.

E LAST NAMES

Definition: The last name(s) of the creator.

Guidelines: Copy/paste from CREATOR DISPLAY NAME. For named creators, the name you would look up in a standard reference work, e.g., "PISANO" (Nicola) or "MONET" (Claude). If an anonymous creator, e.g., QING DYNASTY Anonymous, or if the creator is commonly referenced by first name, e.g. "LEONARDO da Vinci" or "NICHOLAS OF VERDUN", put that name in this field.

Note: For named artists capitalize last name. For anonymous artists, capitalize the portion before the word "Anonymous".

Must fill in.

F SUFFIX

Definition: Anything that follows the creator's given names, e.g., "the elder", or "III".

Guidelines: Copy/paste from CREATOR DISPLAY NAME as needed.

G SORT NAME

Definition: The part of the name that indicates its alphabetical arrangement is entered first.

Guidelines: Use ULAN as a guide to establish proper sort order. For named Creators, capitalize last name but **do not put a comma between last and first names**. Examples: Georgia O'KEEFFE would be O'KEEFFE Georgia; LEONARDO da Vinci would stay LEONARDO da Vinci (true of many Italian, Japanese, and Chinese creators); for Anonymous creators, copy the name but not the dates from the CREATOR DISPLAY NAME field, e.g. QING DYNASTY Anonymous.

Note: Make sure Sort Name in the Creator File and Sort Name in the Object File are exactly the same for each record. These need to correspond so they will be linked together during importing.

Note: FOR NAMED CREATORS DO NOT SIMPLY COPY/PASTE FROM CREATOR DISPLAY NAME

Must fill in.

H ALTERNATE NAME

Definition: Other name or names that are used for the creator.

Guidelines: Use ULAN as a guide. For example, "Jean de Bologne" is an alternate name for "GIAMBOLOGNA". Separate multiple names by a semicolon; use Title Case not all capitals.

I HISTORICAL ERA

Definition: Time span during which the creator worked.

Guidelines: Use the **Legal List for this field**: Prehistoric (to c. 3000 BCE), Ancient (c. 3000 BCE to 4th c CE), Medieval (c. 5th to 15th c) (to **1400 in Italy, to 1500 elsewhere**), Early Modern (15th-19th c), Modern (19th c to present), Traditional (undated cultures and folk art).

Must fill in.

J STYLE/SCHOOL

Definition: A field to classify the creator according to style, school, or movement.

Guidelines: Use AAT, Grove's, texts, to determine style(s). Stylistic terms may be geographically derived (Etruscan, Cycladic) or they may be based upon chronological periods or historical eras (Neolithic, Renaissance). Stylistic terms may be used to describe works produced under the aegis or reign of a specific individual or ruling group (Safavid, Song) or they may be used to describe works associated with a specific movement or school (De Stijl, Die Blaue Reiter). Terms used for this category may refer to works exhibiting similar decorative forms or characteristics (Greek Black-figure) or to works, which employ similar philosophies or concepts (Feminist Art, Erotic Art, and Minimalism). As an aid in searching, write Renaissance (High) or Byzantine (Early). Style terms often have a hierarchical relationship (Byzantine can be broken into such styles as Comnenian or Palaeologan), and depending on local practice, the cataloguer may choose to record both broader and narrower terms (e.g., Gothic and Perpendicular Style can both be used to describe the same work). In this case, put the broader term first with the narrower term in parentheses: Gothic (Perpendicular).

Examples: Impressionist; Barbizon School; Renaissance.

Can put more than one style, separated by semi-colons.

Use adjective form "ist" instead of "ism", e.g., Impressionist not Impressionism.

For generic terms such as "Classic" use the qualifying Nationality, e.g., Greek Classic.

K ACTIVITIES

Definition: A field to describe the principal activities or media of the creator.

Guidelines: More than one media may be used, e.g., painter; sculptor; goldsmith. Use **activities listed in ULAN separated by semi-colons**.

L BIRTH DATE

Definition: The most widely accepted given birth date of the creator.

Guidelines: ULAN will provide years, Grove's often has full dates, and for contemporary artists resumes and biographies on the web often supply full dates. If using a full date, format it "European" style.

Examples: 6 May 1654; c. 1645; 1840.

NOTE: If "active dates" are given, put the beginning active date in this field. If only one date is given for "active date", put that date in the Death Date field.

M DEATH DATE

Definition: The most widely accepted given death date of the creator.

Guidelines: ULAN will provide years, Grove's often has full dates, and for contemporary artists resumes and biographies on the web often supply full dates. If using a full date, format it "European" style.

Examples: c.1645; 12 October 1492; 6 December 1926.

NOTE: If "active dates" are given, put the ending active date in this field. If only one date is given for "active date", put that date in this (death date) field.

N ALT. DATE

Definition: The date that corresponds to an alternate calendar type.

Guidelines: Enter an alternate date in this field if the creator used an alternate calendar, e.g., Islamic.

O BIRTH PLACE

Definition: The location of the creator's birth.

Guidelines: Use TGN as the authority. Grove's often provides Birth Place information. As this is an internationally available website, provide enough information about the place to identify it, e.g., adding state, province, country. Do not fill in for anonymous artists.

Examples: Chicago, Illinois; Amsterdam, Netherlands.

P DEATH PLACE

Definition: The location of the creator's death.

Guidelines: Use TGN as the authority. Grove's often provides Death Place information. As this is an internationally available website, provide enough information about the place to identify it, e.g., adding state, province, country. Do not fill in for anonymous artists.

Examples: Paris, France; Durban, South Africa.

Q NATIONALITY/CULTURE

Definition: This specifies the nationality/culture of the creator.

Guidelines: Use **ULAN first, then Grove's Dictionary of Art as a secondary resource.**

Examples: French, American, Flemish.

Note: If the creator was born in one country (e.g. Germany) but worked mostly in another (e.g. US.), the nationality would be entered as German/American.

Must fill in.

R GENDER

Definition: Gender of the creator

Guidelines: For now, use Male or Female (Title Case). Do not fill in for anonymous artists.

S ETHNICITY

Definition: Ethnicity of the creator.

Guidelines: Use to further distinguish the artist beyond Nationality/Culture, e.g., Afro-American, Caucasian, Attic. Not always necessary to fill in.

T BIOGRAPHY

Definition: A narrative field that provides for a description of the creator's life.

Guidelines: Don't spend a lot of time entering a lengthy biography. Add brief commentary on creator's contributions and achievements. Can include where creator worked if different than nationality and birth and death place. Can include relationships to other creators (often found in ULAN and/or Grove's).

U **REFERENCE**

Definition: Place to record data references.

Guidelines: Begin with the Image Source Owner's name. Use MLA format for text references.

BOOKS: Author last name first name. Title. Volume. City: Publisher Date.

PERIODICALS: Author last name first name. Article Title. Periodical Title. Volume. Number. (Year): Page(s).

WEBSITES: Put title of site, "Available at" then the address.

Example: The J. Paul Getty Trust. The Union List of Artist Names Browser. Available at <http://www.getty.edu/research/tools/vocabulary/ulan/>

Always include Image Source Owner's name first.

V **CATALOGUER**

Definition: First and last name of person cataloguing the image

Example: Elizabeth Antrim.

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DATA ENTRY INSTRUCTIONS FOR EXCEL: OBJECTS

FIELDS

A ACCESSION NUMBER

Definition: The unique alphanumeric identifier assigned to each digital image.

Guidelines: File names should not be more than 8 characters long. For example: The image set might already be labeled with the prefix (gre31, jpn32, etc.) when you get material to catalog. These 5 digits should then be followed by the number of the particular slide/image -- always using 3 digits. Example: 001 for one and 100 for one hundred. Your final number will be 8- digits long and read something like this: gre31001.

Note: letters are lower case.

Must fill in.

B DUPLICATE ACCESSION NUMBER

Definition: The unique alphanumeric identifier assigned to each digital image already in WorldImages.

Guidelines: Check WorldImages website for image before cataloging an object. If the object already exists in WorldImages, include all relevant accession numbers here. If object needs to be recataloged, continue with spreadsheet. If existing cataloging is acceptable, make a note in this field

NOTE: leave blank if the object you are cataloging will be new to the WorldImages database.

C HISTORICAL ERA

Definition: Broad trans-cultural, historical eras.

Guidelines: **Use the Legal List for this field:** Prehistoric (to c. 3000 BCE), Ancient (c. 3000 BCE to 4th c CE), Medieval (c. 5th to 15th c) (**to 1400 in Italy, to 1500 elsewhere**), Early Modern (15th-19th c), Modern (19th c to present), Traditional (undated cultures and folk art).

Must fill in.

D NATIONALITY /CULTURE

Definition: This specifies the nationality/culture of the creator.

Guidelines: Use ULAN for this field. If not found in ULAN, consult Grove's Dictionary of Art. Examples: Dutch, Flemish, French, American, Chinese, Roman, Greek, Byzantine, Islamic, Oceanic, West African, Laotian, Mayan, etc. If the creator is Dutch but worked in primarily in France, enter Dutch/French. Or, as Holbein, worked in several countries, use country of birth. Usually copy the Nationality of the object from the Creator NATIONALITY/CULTURE field. Legal list being developed.

Must fill in.

E STYLE/PERIOD/GROUP/MOVEMENT

Definition: Terms identifying a work that associates it with a defined style, historical period, group, school, or movement whose characteristics are represented in the work.

Guidelines: Stylistic terms may be geographically derived (Etruscan, Cycladic) or they may be based upon chronological periods or historical eras (Neolithic, Renaissance). Stylistic terms may be used to describe works produced under the aegis or reign of a specific individual or ruling group (Safavid, Song) or they may be used to describe works associated with a specific movement or school (De Stijl, Die Blaue Reiter). Terms used for this category may refer to works exhibiting similar decorative forms or characteristics (Greek Black-figure) or to works, which

employ similar philosophies or concepts (Feminist Art, Erotic Art, and Minimalism). As an aid in searching, write Renaissance (High) or Byzantine (Early). Style terms often have a hierarchical relationship (Byzantine can be broken into such styles as Comnenian or Palaeologan), and depending on local practice, the cataloguer may choose to record both broader and narrower terms (e.g., Gothic and Perpendicular Style can both be used to describe the same work). In this case, put the broader term first with the narrower term in parentheses: Gothic (Perpendicular). For those objects with multiple styles, separate each with a slash and no space, e.g., Moche/Early Intermediate Period/Middle Horizon. **Use adjective form "ist" instead of "ism"**, e.g., Impressionist not Impressionism. For generic terms such as "Classic" use the qualifying Nationality, e.g., Greek Classic. Often will just copy the Style of the object from the Creator STYLE/SCHOOL field.

Use the Legal List for this field.

F CREATOR MODIFIER

Definition: If a work is closely related to a creator but cannot be absolutely attributed to them. Use this field to indicate the nature of that relationship.

Guidelines: **Do not put creator's name in this field.** Use: Attributed to, Workshop of, School of, Formerly attributed to, etc.

G CREATOR DISPLAY NAME

Definition: The names, appellations, or other identifiers assigned to an individual, group of people, or other entity that has contributed to the design, creation, production, manufacture, or alteration of the work.

Guidelines: If Creator already exists in WorldImages, copy/paste from the Creator record there. If you have to create a new Creator record, make the record first on the Creator spreadsheet and copy/paste CREATOR DISPLAY NAME from this new record. If there are multiple creators, enter the primary creator here and put additional creators in Multiple Creators/Corporate Name field.

Format: Make sure it matches the guidelines for CREATOR DISPLAY NAME in the Creator spreadsheet: For named Creators, capitalize last name and include birth and death dates, e.g., Hyacinthe RIGAUD (1659-1743). For anonymous creators, capitalize the Nationality or Style, e.g., QING DYNASTY Anonymous (1644-1911).

Must fill in.

H CREATOR SORT NAME

Definition: The part of the name that indicates its alphabetical arrangement is entered first.

Guidelines: If Creator already exists in WorldImages, copy/paste from the Creator record there. If you have to create a new Creator record, make the record first on the Creator spreadsheet and copy/paste SORT NAME from this new record.

Format: Make sure it matches the guidelines for SORT NAME in the Creator spreadsheet: For named Creators, capitalize last name but **do not put a comma between last and first names**. Examples: Georgia O'KEEFFE would be O'KEEFFE Georgia; LEONARDO da Vinci would stay LEONARDO da Vinci (true of many Italian, Japanese, and Chinese creators); for Anonymous creators, copy the name but not the dates from the CREATOR DISPLAY NAME field, e.g. QING DYNASTY Anonymous.

Must fill in.

I MULTIPLE CREATOR INDICATOR

Definition: Indicate whether more than one creator was involved in the creation of the work.

Guidelines: If more than one creator was involved in creating this work put "Yes", otherwise put "No". If there is a second creator, for instance two painters, the primary painter's name would be entered in the CREATOR DISPLAY NAME field and the secondary painter's information would be entered in the MULTIPLE CREATOR/CORPORATENAME field.

J MULTIPLE CREATOR/CORPORATE NAME

Definition: This refers to additional artists or a larger group or firm, which the primary creator has collaborated with on this object. For example, an object that was created by an artist working with a design company would have the design company's name in this field.

Guidelines: If Creator already exists in WorldImages, copy/paste the CREATOR DISPLAY NAME from the Creator record there. If you have to create a new Creator record, make the record first on the Creator spreadsheet and copy/paste CREATOR DISPLAY NAME from this new record.

K ART FORM/CLASS

Description: Any physical entity (which is usually an artistic creation for the purposes of this database) that exists or has existed at some time in the past. This entity is then described by a more general classification.

Guidelines: **Use the Legal List for this field:** Applied Arts; Architectural Decoration; Architectural Sculpture; Architecture; Biological Specimen; Books & Manuscripts; Ceramics; Document; Environment; Furnishings; Glass; Graphic Arts; Graphic Design; Group of Objects; Industrial Arts; Landscape Architecture; Maps; Metalwork; Mosaics; Painting; Photography; Sculpture; Textiles; Time-based Media.

If you have a very unique work and cannot decide on a specific area of Applied Arts (for example, a Native American decorated scalp), put Applied Arts in this field.

Must fill in.

L SERIES TITLE/LARGER ENTITY

Definition: Records the title of the whole work when a work has multiple parts. Examples of such works are altarpieces, volume or series of drawings or prints, manuscripts, architecture, painting cycles, and physical groups that are made up of various objects or works. Historical whole/part relationships should also be recorded, such as a disassembled sketchbook and its former folios, dispersed panels that once were part of the same altarpiece, or architectural spolia that were once part of another structure. Record here the name of the larger entity to which the described work belongs, e.g., Chartres Cathedral or Tres Riches Heures.

Guidelines: In both Series Title and Title fields use ampersand (&) instead of the word "and." If you are using the Series Title field (e.g. Chartres Cathedral), be sure to also put something simple and descriptive in the Title field (e.g. Exterior, Interior, etc.). In the case of architecture, do not include the city in the Series Title field. The site will appear in Original Site (Country, Province/State/Area, etc.) fields later in the spreadsheet (e.g. Notre Dame would be placed in the Series title field, while Paris would appear in the Original Site field).

Period (.) at the end followed by a space.

Not always necessary to fill in.

M TITLE

Definition: The title or identifying phrases given to a work (e.g., Venus & Cupid, Noli me tangere, Thomas Jefferson, Fruit bowl, Untitled, Getty Kouros, Serpent Mound, Petit Trianon, Expulsion), or if using Series Title field, a particular aspect of the object such as Tympanum, Predella.

Guidelines: This field will **ALWAYS** be used.

If the title is only a description of an object, such as Seated female nude, capitalize only the first word. Capitalize other words in the title if it is a true title.

Do not use materials (such as Ivory Staff or Jade Pendant) as descriptors, as this information will be entered in the Materials field. However, if the object is a mirror, diptych etc., and also has a title, include this information in the Title field as well as in the Object Type field (e.g. Merode Altarpiece. Triptych.)

Note if it is a detail (e.g. Madonna & Child. Detail: Child.).

Add variant title (a secondary title or the original foreign title) in parentheses.

Include view here: terms, phrases, or narrative text that describe the view of the work, as seen in the digital image, e.g., view from below; detail; interior; general view from east; birds-eye view; axonometric plan.

Note if the object is a model or a copy, e.g. "Hermes & the infant Dionysus. Copy."; "Roman Forum. Model."

Period (.) at the end followed by a space.

Must fill in.

N DISPLAY TITLE

Definition: This field is automatically concatenated from Series Title and Title.

Do not type in this field.

O SUBJECT

Definition: Terms or phrases that broadly characterize what the work depicts.

Guidelines: **Use the Legal List for this field:** Abstract concepts, Adornment, Allegorical, Animals, Biblical, Children, Cityscape, Civic, Commercial, Communication, Death, Educational, Figure Female, Figure Group, Figure Male, Furnishings, Genre, Historical, Landscape, Medicine, Military, Music, Mythological, Nature, Political, Portraits, Religious, Residential, Science, Seascape, Sports, Still life, Technology, Theater, Work.

Use ONE subject that best describes the content of the work.

We are developing a complex hierarchical subject descriptor system using Keywords that will enable us to more fully describe various subjects in single art works.

P OBJECT /WORK TYPE

Definition: The specific kind of work described (e.g., Bell, Vessel, Refectory table, Altarpiece, Portfolio, Drawing, Temple, Garden, Palace, Cathedral, Burial mound, Performance, Lithograph).

Guidelines: Use the Getty Art & Architecture Thesaurus (AAT) as a guide. **Use singular form of Object/Work Type**, e.g., vase not vases.

Do not repeat Art Form/Class here.

Object/Work Types on Legal List are examples only. You are not limited to them.

Q NOTES/DISPLAY COMMENTS

Definition: Peripheral material referring to Object but not part of object's title.

Guidelines: This is a good place for interesting notes about the work, but is not a necessity.

If work has been reused note that here (e.g. Late Roman Tetrarchs now part of San Marco, Venice.)

Use this field for clarifying the roles of multiple creators, or providing details for multiple objects in an image.

Use if object is of a Nationality/Culture that uses a different calendar such as Islamic.

If object was "found" (e.g., archaeological finds), add that location here.

Also use for notes on works related to the work being described. For related works the relationship can be temporal (chronological, historical), spatial, causal, associative, reproductive, or part/whole. Examples: a record for Mona Lisa by Marcel Duchamp might note particulars about the original work by Leonardo; record dates of a Roman copy of a Greek sculpture; for prints, different states of the work would be indicated here, e.g., 1st State would apply to first rendition; 2nd State would apply to a 2nd rendition, etc.

Maximum 350 characters.

Period (.) at end only (no space).

R TECHNIQUE

Definition: how object is created.

Guidelines: Use **LEGAL LIST** and AAT as guide. Capitalize each item and use semi-colon between listed items. Examples: Etched, Cast, Raku, Woven, Mosaic, etc.

Not always necessary to fill in.

S MATERIALS

Definition: The substances of which a work is composed as well as the understructure of an object (such as the canvas or wood of a painting).

Guidelines: Use **LEGAL LIST** and AAT as guide. Capitalize each item and use semi-colon between listed items. Examples: Oil, Tempera, Metal, Bronze, Stone, Ink, Pencil, etc.

NOTE: Please do not use Mosaic as a medium. We use it as a technique, and the corresponding materials would be either glass or marble or another material.

Not always necessary to fill in.

T MEASUREMENTS

Guidelines: Use H (height), W (width), and D (depth). Must include method of measurement (e.g. cm. or in.): Do not enter a number alone (e.g. 26). Use metric when known. Use a period after abbreviations. Example: H:24 in. W:12 in.

Important: Do not use quotation marks to abbreviate inches!

U CREATION DATE

Definition: Actual date or as close as known.

Guidelines: Use the full date range rather than an abbreviated one (e.g. 1320-1340 rather than 1320-40).

Use c. for circa, leaving a space before the date (c. 1200).

Do not put any spaces between dashes (e.g. c. 1330-1430)

Use CE (rather than AD), but there is no need to type it unless there is a date range from BCE to CE (e.g. 100 BCE-100 CE). In all other cases dates will automatically be understood as CE.

For BCE date range, repeat "BCE" for each date (e.g., 325 BCE-300 BCE)

Do not use periods in either "CE" or "BCE"

Do not use century. Instead use a date range, e.g., c. 1900-1999; or instead of using 1900s (etc...) use c. 1900-1999.

If you have no date for the object but you do have birth and death dates for a named artist, assume the artist was at least 20 when he/she did the work and then use the death date as an ending date.

Please do not guess! If you are unsure put a \$ or bullet in this field.

V CENTURY

Guidelines: Use c for century with no period.

Leave a space after the "c" when using BCE (use no periods in BCE), e.g. 4th c BCE.

Use CE (rather than AD), but there is no need to type it unless there is a date range from BCE to CE (e.g. 1st c BCE-1st c CE). In all other cases dates will automatically be understood by as CE.

W CITY/SITE

Definition: Contemporary name of city where object was **MADE** (Not where it sits today).

Guidelines: Use the Thesaurus of Geographic Names (TGN) as primary authority.

Note: Add Historic Place Name here in parentheses following contemporary name, e.g., Istanbul (Constantinople).

Period (.) followed by a space at end.

X NEIGHBORHOOD

Definition: Contemporary name of the neighborhood where the object was **MADE** (Not where it sits today).

Guidelines: Use the Thesaurus of Geographic Names (TGN) as primary authority.

Examples: Montmartre, Manhattan. Do not repeat the city name.

Period (.) followed by a space at end.

Y PROVINCE/STATE/AREA

Definition: Contemporary name of area where object was **MADE** (Not where it sits today).

Guidelines: Use the Thesaurus of Geographic Names (TGN) as primary authority.

Examples: Iowa, Woodlands, Languedoc, Java, Bali, Kashmir, Cappadocia, Anatolia, Asia Minor, Mesopotamia.

This field does not need to be filled in if city is well known.

Period (.) followed by a space at end.

Z COUNTRY/REGION

Definition: Contemporary name of the country where object was **MADE** (Not where it sits today).

Guidelines: Use the Thesaurus of Geographic Names (TGN) as primary authority.

Examples: Germany, Sri Lanka, Japan. If country is unknown, use larger regional designation; such as Europe, Middle East, Southeast Asia, Caribbean, Oceania.

Period (.) followed by a space at end.

- AA ORIGINAL LOCATION**
Definition: This field is automatically concatenated. (City/Site, Neighborhood/Group, Province/State/Area, and Country).
Do not type in this field.
- AB REPOSITORY/CURRENT LOCATION PLACE**
Definition: The current city or the geographic place where an object is currently located (This field is not intended for architecture unless the building has been moved).
Guidelines: If an object is in its original site and part of the architecture (e.g. tympanum of Chartres Cathedral), do not include this information here, as it will already be in the Series Title & Original Location. If an object is no longer in its original site, enter it in this field (e.g., Roman tetrarchs are now part of San Marco but were not intended for it.)
 An altarpiece in a church that is not a part of the architecture would be included (city and church). For ephemeral works (e.g., performance works, environmental works) use the specific place that the work is documented.
 Examples: London. ; Paris.
Terminology: Use the Thesaurus of Geographic Names (TGN) as primary authority. Other recommended controlled vocabularies for geographic names are the Library of Congress Name Authorities, and Library of Congress Subject Headings.
Period (.) at end.
- AC REPOSITORY/CURRENT LOCATION NAME**
Definition: The current repository – often a museum – where an object is currently located (This field is not intended for architecture unless the building has been moved).
Guidelines: If an object is in its original site and part of the architecture (e.g. tympanum of Chartres Cathedral), do not include this information here, as it will already be in the Series Title & Original Location. If an object is no longer in its original site, enter it in this field (e.g., Roman tetrarchs are now part of San Marco but were not intended for it.)
 An altarpiece in a church that is not a part of the architecture would be included (city and church). For ephemeral works (e.g., performance works, environmental works) use the specific place that the work is documented.
 Examples: British Museum. ; Louvre.
Terminology: For a museum, use the form of the name previously used in WorldImages, or if not in WorldImages, the form of the name used by the museum itself, which can usually be found on the museum's own website. For museums lacking their own website, use an authorized list such as MUSEUMS OF THE USA: <http://www.museumca.org/usa/>, VIRTUAL LIBRARY OF ON-LINE MUSEUMS: <http://www.icom.org/vlmp/>
Period (.) at end.
- AD REPOSITORY/CURRENT LOCATION.**
Definition: This field is automatically concatenated from REPOSITORY/CURRENT LOCATION PLACE and REPOSITORY/CURRENT LOCATION NAME.
Do not type in this field.
- AE COPYRIGHT HOLDER**
Definition: Who owns the copyright.
Guidelines: Use the name of the person who owns the copyright to the image (usually the photographer) or the name of the commercial vendor such as Saskia or Sandak. Precede this with the copyright sign © (Option G on a MAC otherwise copy from column header in Excel Object Spreadsheet), with no space between symbol and name. Example: ©Kathleen Cohen, ©SCALA. If work is over 95 years old (published), fill in **Public domain** here. If public domain work is reprinted in a more recent publication (within the last 95 years), it still remains **Public domain**. **If work is less than 95 years old**, the copyright belongs to the creator, the photographer, or whoever commissioned the image (example: a museum or commercial vendor) The name will be on printed on the slide, or in the photo credits of a book.
DO NOT LEAVE THIS FIELD BLANK!
- AF LICENSE**

Definition: This field is for the conditions of use for the image.

Guidelines: Use the **Legal List for this field:** Public Domain, Permission, Licensed, Campus, or Living Artist.

Public Domain are images in which the copyright is over 95 years old and may be freely used.

Permission means that individuals or groups have given their permission for use of their images for display on the web and/or for classroom use. NOTE: If the slide has "per" written on it this means permission required; see below under CAMPUS.

Licensed means images for which license fees have been paid or for which explicit permission has been given for display and use. Example: images licensed by AMICO. These may be limited to secure sites available only with a password.

Campus means that images will be confined to campuses and not put out on the web. All images sold by museums (e.g., as slide sets), commercial sources (SCALA, etc.), copied from published materials (unless copyright is over 95 years old), or if they are an individual's slides and we do not have permission to use them beyond the campus, will be labeled Campus. **If the slide has "per" (permission required) or "no ph" (no photography allowed) written on it, then put Campus.**

Living Artist should be used if the artist is still alive (if ULAN does not have a death date but you suspect the artist is dead, please check other authorities and the web, e.g. New York Times obituaries: <http://www.nytimes.com/pages/obituaries/>), unless the artist has given permission in which case use Permission.

Must fill in.

AG WEB ACCESS.

Definition: This field identifies if an image can be display on the web. This field should correspond with the license field.

Guidelines: "Yes" indicates images are web accessible; "No" indicates images are not web accessible

Public Domain and Permission: Yes

Licensed, Campus, and Living Artist: No

NOTE: Images that are from museum produced slides (e.g., slide sets), commercial sources, from printed materials less than 95 years old, or by Living Artists cannot be web accessible unless permission is given.

Must fill in.

AH IMAGE WEB ACCESS.

Definition: This is a concatenated field. This field identifies if an image can be display on the web. This field should correspond with the license field.

Do not type in this field.

AI IMAGE SOURCE TYPE.

Definition: Examples: Slide, Book, Digital Image, Original Print

AJ IMAGE SOURCE OWNER.

Definition: Name of source who provided the image.

Guidelines: Many images are provided by individual faculty members (e.g., Kathleen Cohen).

They could also be from a commercial vendor (Saskia, Sandak, etc.), or from printed sources. If the image is from printed material, the author of the book should go here. If the image is a reprint from an earlier public domain work, the **original** (public domain) author should be cited here in the following manner, i.e.: After Viollet-le-Duc.

AK IMAGE SOURCE DATE.

Definition: This is the date stamped on the slide or the book publication date.

Guidelines: This field does not have to be filled in if date is illegible or unknown.

USE YEAR ONLY. e.g., 2002 not 080/01/02.

AL CATALOGUER.

Definition: First and last name of person cataloguing the image

Example: Elizabeth Antrim.

AM REFERENCE.

Definition: Place to record data references.

Guidelines: Begin with the Image Source Owner's name. Use MLA format for text references.

BOOKS: Author last name first name. Title. Volume. City: Publisher Date.

PERIODICALS: Author last name first name. Article Title. Periodical Title. Volume. Number.
(Year): Page(s).

WEBSITES: Put title of site, "Available at" then the address.

Example: The J. Paul Getty Trust. The Union List of Artist Names Browser. Available at

<http://www.getty.edu/research/tools/vocabulary/ulan/>

Always include Image Source Owner's name first.

AN INSTITUTION & DATE.

Definition: The institution and the date of data entry.

Guidelines: Example: SJSU 1/10/02

AO CAPTION

Definition: This is concatenated field: Creator Sort Name, Display Title, Creation Date, Nationality, Style, Copyright Holder, and Accession Number.

Guidelines: Do not type in this field but double check that it is being automatically filled in.

Sometimes field references get lost and the formula then does not work. If this happens, simply copy (e.g., cntl-c on a PC) another Caption cell (the cell, not the formula, e.g. the corresponding Caption cell in the record right above the current record) and paste it into the non-functioning cell.

Do not type in this field.