Contributors

Murtha Baca

Murtha Baca is head of the Getty Vocabulary Program and the Digital Resource Management Department at the Getty Research Institute in Los Angeles. She holds a PhD in art history and Italian language and literature from UCLA. Murtha has published extensively on data standards and controlled vocabularies for indexing and accessing cultural heritage information and enhancing end-user access to images and related data online. In 2002 she edited Introduction to Art Image Access: Issues, Tools, Standards Strategies (Los Angeles: Getty Research Institute). Murtha has taught many workshops and seminars on metadata, visual resources cataloging, and thesaurus construction at museums, universities, and other organizations in North and South America and in Europe; she teaches a graduate seminar on metadata in the Department of Information Studies at UCLA.

Patricia Harpring

Patricia Harpring is the managing editor of the Getty Vocabulary Program in Los Angeles, which produces the Getty Thesaurus of Geographic Names, the Union List of Artist Names, and the Art & Architecture Thesaurus. With Murtha Baca, she co-edited Categories for the Description of Works of Art. She has worked on and written about data standards and controlled vocabularies for architecture and art-historical materials for more than a decade, including work with ISO (International Organization for Standardization) and NISO (National Information Standards Organization). She holds a PhD in art history.
Elisa Lanzi

Elisa Lanzi is director of the Imaging Center at Smith College, where she builds digital collections and tools for teaching and learning. Prior to this position, Lanzi was a founding partner of Lanzi/Warren Associates, a consultancy that helped clients develop information management practices for improved access to their collections. Lanzi also was manager of the Getty Art & Architecture Thesaurus, where she initiated training programs for cultural heritage documentation. She is the author of *Introduction to Vocabularies: Enhancing Access to Cultural Heritage Information*. As chair of the Visual Resources Association Data Standards Committee she helped initiate the VISION project, a collaborative demonstration database for visual resources material, and the *VRA Core Categories*, a metadata standard for cataloging images. Lanzi is a past president of the Visual Resources Association and is active in numerous other professional organizations. She holds a degree in English and art history and has a master’s degree in Library and Information Science from the University at Albany (SUNY).

Linda McRae

Linda McRae is university librarian and director of the College of Visual and Performing Arts Visual Resources Library at the University of South Florida. Her research and publications have focused on descriptive standards for cultural objects and images. She has served as the Documentation Standards editor for the *Visual Resources Association Bulletin*. She contributed to the development of the *Visual Resources Association Core Categories, Version 3.0 (VRA Core 3.0)* and *Categories for the Description of Works of Art (CDWA)*, two widely referenced standards for the description of works of art. She has published numerous articles and co-authored two books: *African Ethonyms: Index to Art Producing Peoples of Africa* (1996, G.K. Hall) and *ArtMARC Sourcebook: Cataloging Art, Architecture, and Their Visual Images* (1998, American Library Association).

Ann Whiteside

Ann Whiteside is Head, Rotch Library of Architecture and Planning at MIT. She has wide experience in descriptive metadata and the cataloging of images. Her experience includes developing metadata element sets and guidelines both nationally and at individual institutions, planning for production and delivery of digital images, and overseeing and managing image collections. Ms. Whiteside has participated in the development of image cataloging databases, union catalogs for image collections, and writing cataloging guidelines for local use. She has chaired the Visual Resources Association Data Standards Committee and is a current member. She conducts workshops on image cataloging, and presents papers regarding cataloging issues. She is also a consultant for digital image projects and an advisory committee member for projects related to digital imaging and image management. She is past president of the Visual Resources Association and current president (2006-2007) of the Art Libraries Society of North America.
Names for elements in the Work Record and Authority Records are capitalized. Examples of cataloging practice for works given in the text are shown in italics in the index (e.g., painting examples). The examples may be helpful in cataloging a similar work, but for full information and for rules where examples for a particular type are not available, look under the element being cataloged (e.g., Title) or the issue under consideration (e.g., capitalization and abbreviations). “Fig” after a page number indicates examples of complete Work Records, often including links to Authority Records. Page numbers followed by “n” indicate a note on that page.

Index

Administrative information notes, 246
Administrative metadata, xiii
Aerospace information, sources of terminology, 214
“after,” in attribution qualifier, 95
“after,” in date of the work, 173
Agent. See Creator
Aggregate records, 12. See also group records; series records
Album example, inscription, 141
Albumen print example
Materials and Techniques, 126
Subject, 220-221 fig 30, 224-225
Work Record, 74 fig 12
Allegorical concepts as subjects, 218
Alphanumeric ID. See Repository’s Unique ID
Altar example, Date, 172
Altarpiece example
Location, 193, 195, 200
Materials and Techniques, 125
Title, 70
Work Type, 54
Altarpieces, whole-part relationships, 14
Alternate names/terms. See variant names; variant terms
Alternate titles, 69
Ambiguity. See Uncertainty
Ampersand, use of, 286
Amphitheater example, Title, 64
Amphora example
Date, 169
Location, 194
Style, 162
Subject, 223
Title, 63
Work Record, 72 fig 10
Amphorae, whole-part relationships, 14
Ancient dates, 169-170
Angle or perspective, in View Description, 265
Anglo-American Cataloguing Rules (AACR)
Constructed geographic names, 192
Constructed names, 82
events, 311n1, 369n1
Relation of CCO to, xii, 2
and Source Authority, 34
titles, 69, 76n1
Animals
Authority Record for an animal, 350 fig 59
Sources of terminology, 214
Animation cel example, Materials and Techniques, 131
Anonymous creators with a known oeuvre
Appellations for, 292
Attribution to, 91-92

A

AACR. See Anglo-American Cataloguing Rules (AACR)
abbreviations
dates “years ago,” 169
in key principles, 3
in personal and corporate names, 290, 311n5
place names, 318
time zones, 169
See also capitalization and abbreviations
Aboutness, 207-208, 234n5
Abstract works, 207, 221 fig 31.
See also nonrepresentational works
Accession numbers as unique IDs, 50
Active dates. See dates of activity
Active location. See Place/Location (of activity)
Activity, terms referring to, in Concept Authority, 332
AD and BC in dates, 169
Addresses in locations, 184, 197
Adjectival forms
Concept Authority, 341
culture name, 164-165
Nationality, 296
Style and period name, 160
Administrative geographic entities
Authority Records for, 328 fig 60, 329 fig 52
definition, 312-313

381
anonymous creators with a known oeuvre (cont.)
Authority Record, 310 fig 49
biographical information, 84, 296
See also unknown creators
apartment building example, Title, 64
appearance, style terms referring to, 161-162
approximate dates of creation, 158
approximate dates of views, 271
approximate measurements, 106, 120
approximations. See uncertainty
apron example, Materials and Techniques, 130
arch example
Date, 169
Measurements, 110
View Description and View Type, 265
archaeological site example, Discovery Location, 197
archaeological sites
Geographic Place Authority, 313
location, 197
titles for, 50, 63
archaeological terms, sources of terminology, 213-214
architectural complex example, Title, 67, 68
architectural details
Materials and Techniques, 128
Physical Description, 149
architectural drawing example Creators, 86, 90
Date, 176
Description, 250
Measurements, 116
Title, 63
architectural drawings creators, 87
scale, 115-116
work types for, 56
architectural firm as creator, 87
architectural records example, Measurement, 119
architectural works
dates of creation, 157
dates in display, 171
definition, 375
form in Work Type, 55
Location, 194
Materials and Techniques, 129-130
Measurements, 119-120
repositories as, 282
sources for, 211
Subject, 207, 223
titles for, 63, 64
views, cardinal directions, 266-267
views, interior or exterior, 265
views of, 7
whole-part relationships in, 16-17
See also buildings and built works
archival group, 377
area, measurement of, 113
armor example, Style, 163
arrowhead example, Discovery Location, 198
Measurement, 119
art center example
View Description and View Type, 264
Work Record, 275 fig 42
art works, definition, 375
articles (initial) in title, 59
artist. See Creator
artistic periods. See periods, artistic or historical
artist’s books, Materials and Techniques, 127-128
artist’s proofs, State, 105, 136
“assistant to,” or “associate of,” use of, 95
associative relationships
Concept Authority, 344
definition, 29-30, 375
Geographic Place Authority, 323-324
See also equivalence relationships; reciprocal relationships; related works
astronomy, sources of terminology, 214
“atelier of.” use of, 95
Attribution Qualifier
definition, 78
organization of data, 44, 79, 99, 107
terminology, 94-95
attribution types for creator, 84-93
authority, definition, 375
authority files
definition, 28, 375
list of links to, 44-47
overview, 27-34
relationships in, 21-22 fig 2
See also Concept Authority:
Geographic Place Authority; Personal and Corporate Name Authority; Source Authority; Subject Authority
Authority Records, creation of, 31-32
Authority Records, examples of
animal, 350 fig 59
anonymous creator with a known oeuvre, 310 fig 49
city (administrative place), 327 fig 50
corporate body, 309 fig 48
fictional place, 368 fig 63
historical region (administrative place), 329 fig 52
iconographic episode, 367 fig 62
material, 347 fig 56
named event, 366 fig 61
person, 308 fig 47
physical feature, 328 fig 51
religious figure, 365 fig 60
style, 349 fig 58
work type, 348 fig 57
B
banner example, Materials and Techniques, 125
bannerstone example
Date, 174
Description, 250
basílica example
whole-part relationship, 17, 38-39 fig 7
Work Record, 38 fig 7, 75 fig 13, 154 fig 21, 243 fig 38
Work Type, 54, 55
basket example, Current Location, 195
bas-relief (low-relief) sculpture example
Conservation and Treatment History, 145
Description, 253
Discovery Location, 197
Title, 68
BC and AD in dates, 169
BCE and CE in dates, 168, 169, 294
“before” and “after” in date of the work, 173
“before present” in dates, 169-170
binding method, 127
biographical information
anonymous creators, 84
display of, 83, 293-304
uncertain, 282
in Work Record, 78-79
Birth Date (Personal and Corporate Name Authority)
organization of data, 283, 305
rules, 297-298
sources for, 285
bon à tirer, State, 136
book example
Edition, 139
Inscription, 143
Work Record, 232 fig 35
books
Edition, 105, 138-139
Materials and Techniques, 127-128
Measurements, 118
Work Type referring to content, 56

index
boot example, Discovery Location, 197
bowl example
Description, 249
Materials and Techniques, 128
Work Type, 56
box example
Inscription, 141
Measurements, 113
bracelet example, Date, 169
brevity in descriptive note, 247
broad dates. See century designations
Broader Context (Concept Authority), 336, 345
Broader Context (Geographic Place Authority), 206n1, 314
Broader Context (Subject Authority), 355
broader contexts
concatenation of elements for display, 206n1, 314, 330n6, 335, 354
corporate hierarchical relationships, 303
See also Class; hierarchical relationships
building example
Current Location, 196
Date, 174
Description, 247, 254
Materials and Techniques, 129
Measurements, 120
Style, 162, 163
Title, 59, 64
Title Type, 69
View Description, 272
building names
cataloging treatment of, 330n2
sources of terminology, 355
in Subject Authority, 313
as subjects, 353
buildings and built works
authority files for, 330n1
locations for, 196, 313
sources of terminology, 212-213
titles for, 64
See also architectural works; repositories
built complexes and districts example, Date, 171
burial mound example
Current Location, 194
View Description and View Type, 267
bust example
Creator, 85
Title, 58, 59
calendars, date of the work, 170
calligrapher as creator, 88
campanile example, Work Record, 257 fig 41
capital example, Location, 199
capitalization and abbreviations
Class, 238-239
Concept Authority, 338
Creator, 81
Culture, 165
Date, 167
Description, 248
Display Biography, 293
Edition, 138
geographic names, 317
Inscription, 140-141
Location, 190-191
Materials and Techniques, 121
Measurements, 109
periods, 161
Personal and Corporate Name Authority, 286
Place Type, 320
State, 135
Style, 161
Subject, 215
Subject Authority, 357
Title, 58-59
title case vs. sentence case, 76n1
View Description and View Type, 263
View Subject, 267
Work Type, 54
cardinal directions, in View Description, 266
carpet example
Condition and Examination History, 144
Creator, 85
Date, 170
Description, 248
Materials and Techniques, 132
Physical Description, 144
Style, 163
Subject, 222 fig 32
cartes-de-viste example
Measurements, 114
Work Record, 36 fig 5
cartonner example, Class, 240
case insensitivity in retrieval, 32, 41n4
catalogers, 9, 375
cataloging
definition, 3, 375
in key principles, 2
and retrieval issues, 32-33
Cataloging Cultural Objects (CCO)
audience of, xii
overview, 1-3
scope and methodology, xiii
Web site, 1
cataloging depth, 8-9.
See also exhaustivity; specificity or granularity
cataloging tools, 27, 375
Categories for the Description of Works of Art (CDWA) as metadata element set, xi, 1
in minimal record, 10-11
Source Authority, 33-34
cathedral example
Date, 177
Title, 59, 64
view information, 268-269
Work Record, 154 fig 21
Work Type, 56, 57
CCO. See Cataloging Cultural Objects (CCO)
CDWA. See Categories for the Description of Works of Art (CDWA)
CE and BCE in dates, 168, 169, 294
century designations
date of the work, 158, 174-175
and style terms, 163
in uncertain dates, 83
ceramics and glass works,
Materials and Techniques, 128-129
chair example
Date, 174
Inscription, 141
Style, 164
Work Type, 54, 55
chalice example, Materials and Techniques, 129
chandelier example, Title, 63
changed names. See former or changed names or appellations
chapel example, Measurements, 116
characters, literary. See fictional characters
chest (furniture) example
Materials and Techniques, 128
Style, 162
chronological information. See specific date elements, e.g., Earliest Date (creation date)
church example
Current Location, 197
Date, 170
Materials and Techniques, 130
View Description and View Type, 266
Work Record, 102 fig 16, 180 fig 23
“circa” in date of the work, 172-173
“circle of.” use of, 95
circumference, measurement of, 111-112
citations, Source Authority, 33. See also Source Authority
Index

cities in locations, 184, 196-197, 327 fig 50
Class
definition, 235-236
organization of data, 45, 236
rules, 238-240
and Work Type, 49, 239
classification, 2, 375
clothing
Materials and Techniques, 130
sizes, 113
collection, definition, 375
collection, overall, within an institution
and cataloging depth, 8-9
and class, 239-240
collection management systems, 27, 375
collection-level cataloging, 15
collections of works
cataloging of, 15
elements for, 12
Work Record, 36 fig 5, 74 fig 12
See also groups of works
collective titles, 68
Color
Concept Authority, 333
Materials and Techniques, 133-134
organization of data, 44, 107, 147
colossus example, Work Record, 276 fig 43
commissioned works, 88, 103n2.
See also patrons
complex works, 6, 7, 13, 16-17.
See also hierarchical relationships; whole-part relationships
components of multiple-part works
creators of, 78
definition, 376
measurements of, 117-118
whole-part relationships, 16-17, 51
See also parts of works
compound names and terms
capitalization of names, 286
Class, 238
and Concept Authority, 333-335
in retrieval, 33
using local precoordinated terms, 335 fig 55
using separate dedicated fields, 334 fig 53
using subfields, 334 fig 54
computer art, Materials and Techniques, 131
computer art example, Measurements, 114
computer systems
definition, 378
technical capabilities of, 9, 31
concatenation of elements for display
in authority files, 283, 304, 324, 362-363
biographical information, 304
broader contexts, 206n1, 314, 330n6, 335, 354
Class, 236, 240
Creator, 79, 98, 306
creators, unknown, 311n6
database design, 24
Location, 187, 201
multiple Work Types and Title Types, 70
Physical Characteristics, 107-145
related works, 67, 225
stylistic information, 158, 177
Subject, 211, 228, 333
Work Record, 19, 280
Concept Authority, 331-351
and combined terms, 217
organization of data, 335-336
rules for terms, 338-342
scope, 331
subject terminology stored in, 210
concepts vs. subject headings, 333
conceptual art, View Date, 273
Condition and Examination History
descriptive note, 250-251
organization of data, 44, 107, 149
rules, 144
conferences as corporate bodies, 280, 353
Conservation and Treatment
History
organization of data, 44, 107, 149
termology, 144-145
conservator names, 149
consistency
vs. cataloging depth, 10
in free-text fields, 24
in key principles, 3
See also specific elements
cordial environments, controlled vocabularies in, 30. See also shared cataloging environments
constructed creator names, 82
constructed titles. See descriptive titles
content, Work Type referring to, 56-57
context sensitivity
creator names, 82
subjects, 216
controlled fields
Class, 45, 236, 240
Creator, 44, 79, 98-99
Culture, 177
Date, 178
Definition, 376
Description, 254
vs. free-text fields (see free-text fields)
Location, 187
Personal and Corporate Name Authority, 304-305
Physical Characteristics, 145-149
Style, 177
Subject, 45, 211, 227-228
Title, 70
Title Type, 70
view information, 273-274
Work Type, 70
See also specific elements
controlled lists, definition, 29, 43, 376
controlled vocabulary
construction of, 30-31
definition, 28-30, 376
in key principles, 2
See also terminology
converting measurements, 120
Coordinates, 314, 316, 322-323, 330n5
"copyist of," use of, 95
core elements, definition, 9-11, 376.
See also elements
of corporate bodies
Authority Record, 309 fig 48
as creators, 87
definition, 279-280
function roles, 300
hierarchical relationships in, 303
inversion of names, 291
language of name, 287
related bodies, 302
as subjects, 353
See also Personal and Corporate Name Authority
costume example, Date, 171
courthouse example
view information, 269
Work Record, 205 fig 27
creation contexts in Work Record, 11.
See also Creator
Creation Date. See Date (creation)
Creation Location
definition, 184
organization of data, 45, 187
rules, 189
creative activity on different dates, 176-177
creative responsibility, in Work Record, 11.
See also Creator
Creator, 77-103
capitalization and abbreviations, 81
definition, 77
display of, 306-307

384
Creator (cont.)
indexing, 97-98
multiple creators, 90
nationality and culture (see Nationality)
organization of data, 44, 78-79, 107
rules for, 81-97
sources of terminology, 79-80
for unknown creators with unestablished oeuvres, 280, 281 fig 45
See also Creator Role
Creator Extent
definition, 78
organization of data, 44, 79, 99, 107
terminology, 93-94
creator name authority. See Personal and Corporate Name Authority
Creator Role
definition, 77
indexing, 99
organization of data, 44, 78-79, 107
rules for, 96-97
sources of terminology, 80
terms referring to in Concept Authority, 332
creators, unknown. See anonymous creators; unknown creators
creator’s titles, 61
cross example, Work Type, 54
crown example, Style, 163
crucifix example, Date, 175
cultural artifacts, definition, 5
cultural groups
Creator, 78, 88, 92-93, 157, 281
in Personal and Corporate Name Authority, 280
style terms referring to, 163
See also groups of persons cultural works, definition, 376
Culture
definition, 157
link to Concept Authority, 333
organization of data, 45, 158, 159
overlap with style, 166
rules, 164-166
Work Type, 57
cup example, Work Record, 230 fig 33
Current Location
definition, 184
organization of data, 45, 187
rules, 189
D
DACS (Describing Archives: A Content Standard), xii
daguerreotype example, Creator, 89
dashes, use of in dates, 173-174
data content, xi-xii, 376
data elements
definition, 376
organization of data, 43-47
See also elements
data missing for element, 43
data standards, overview, xi
data structure
and data standards, xi
definition, 376
and relationships, 6, 20
See also database design
data values, xi, 376
database, definition, 376
database design
and display constraints, 25
and relationships, 20-27
selection of, 25-26
See also database structure
Date (creation)
definition, 157-158
organization of data, 45, 158, 178
rules, 166-177
uncertainty, 83-84, 295, 298-299
vs. View Date, 260
Date Note, 252-253
Date Qualifier (creation date)
display of, 159
groups of works, 176
organization of data, 45, 158, 178
use of, 176-177
Dates (Concept Authority), 336, 345
Dates (Geographic Place Authority), 314, 316, 324
Dates (Subject Authority), 355, 357
dates, birth and death. See Birth Date; Death Date
dates, in Creator display, 83
dates, descriptive notes, 245, 252-253
dates, inscribed. See Incription
dates, life. See Birth Date; dates of activity; Death Date
dates of activity, 84, 295. See also Earliest Activity date; Latest Activity date
dates of view. See View Date
day and time in dates
views, 271
works, 168
Death Date (Personal and Corporate Name Authority)
organization of data, 283
rules, 297-298
sources for, 285
decades in date of the work, 174-175
decorative arts
corporate body as creator, 87
form in Work Type, 55
function in Work Type, 56
Physical Description, 149
Subject, 207, 222
Title, 50, 63
Work Record, 222 fig 32
découpage example, Work Type, 54
depth of cataloging. See cataloging
depth
depth of three-dimensional works, 111
Describing Archives: A Content Standard (DACS), xii
Description (descriptive note), 245-254
organization of data, 45, 246
overlap with other elements, 249
rules for, 247-251
subject information in, 210, 216, 360
View Subject, 269-270
description, Panofskian level of meaning, 208
descriptive and identifying information in Work Record, 11
descriptive metadata, definition, 376
descriptive notes. See Description
descriptive titles, 49-50, 60, 62-63
design drawing example
Measurements, for group of drawings, 119
Work Type, 57
desk example, Physical Description, 144
desk set example, Measurements, 118
diagram
in creator names, 81
in culture terms, 165
in Display Date, 167
in Inscription, 141
normalization of, 41n5
in retrieval system, 32
in style and period terms, 161
in subject terms, 216
in Title, 59
in Work Type, 55
diameter and circumference, measurement of, 111-112
digital asset management systems, 27, 376
digital file example, Measurements, 115
digital image example
Materials and Techniques, 132
Measurements, 114
digital media
Materials and Techniques, 131-132
Measurements, 114
dimensions. See Measurements
dinner service example, Title, 64
dipitych example, Title, 68
diptychs, whole-part relationships, 14
Discovery Location
definition, 185
organization of data, 45, 187
rules, 190
display and indexing
biographical display, 296
cardinal directions, 267
Class, 240
Concept Authority, 345-346
Creator and Creator Role, 90, 97-99
dates, 158, 178
definition, 24, 377
descriptive note, 254
in general, 24-25
Geographic Place Authority, 324-326
Inscription, 142
in key principles, 2
Location, 186, 201-202
notes, 249-250
Personal and Corporate Name Authority, 289, 304-307
Physical Characteristics, 143-149
Style, Culture, and Date, 177-178
Subject, 209, 216-217, 227-228
Subject Authority, 362-363
Title, 60, 70-71
view information, 266, 273-274
Work Type, 70
See also labels for display
Display Biography, 283
sources for, 285, 293, 306
display dates. See Date (creation);
dates, in Creator display;
View Display Date
display fields, definition, 376
display of notes, 254
disputed issues, descriptive note, 251
distinguishing a work from others, 11
distinguishing members of the same family, 290
diviner’s figure example, Work Type, 56
dome example
multiple creators, 86
whole-part relationship, 38-39
fig 7
donors, style terms referring to, 163. See also patrons
drawing example
Current Location, 193
Date, 173
Description, 251, 252
Inscription, 141, 143
Location, 196
Materials and Techniques, 123, 125, 134, 135
Measurements, 112
Style, 161, 164
Title, 62, 68
view information, 266
Work Type, 54
drawings, group of example
Materials and Techniques, 133
Title, 63
drawings, Materials and Techniques, 125
drum example, Class, 239
DVD example, Measurements, 115
dwelling example, Work Record,
180 fig 23
dynasties. See rulers’ names
E
Earliest Activity date (Personal and Corporate Name Authority), 283, 301
Earliest Date (creation date)
completion date, 170
organization of data, 45, 158, 159
syntax, 168-169
Earliest Date (View Date), 45, 261, 270-273
eyear creators, inversion of names, 291
Edition
definition, 105
organization of data, 44, 107, 147-148
sources of terminology, 108
Edition Name, 139, 148
Edition Number, 139
organization of data, 44, 107, 148
rules for, 138-140
syntax, 138
Edition Size
organization of data, 44, 107, 148
terminology, 139
ever creators, inversion of names, 289, 290
electronic file sizes, 109
electronic media, Materials and Techniques, 131-132. See also digital media
elements
choice of for Work Record, 11-12
list of CCO elements, 43-47
repeatable fields, 23
required (see required elements)
See also specific elements, e.g.,
Creator
elevation (drawing) example
groups of works, 58
Work Type, 57
End Date (corporate bodies), See
Death Date
dead users. See users
engraving example
Creator Role, 96
Date, 171
Work Record, 150 fig 17
Work Type, 54, 56
environment (sculpture) example,
Work Type, 57
environment, in View Description, 266
ephemeral works, creation dates,
157. See also installations;
performance art
equivalence relationships, definition, 29, 376. See also
variant terms
eras. See periods, artistic or historical
etching example
Measurements, 117
Work Record, 232 fig 35
ethic groups. See cultural groups
ethnographic materials, function in
Work Type, 56
events, named, Authority Record
for, 366 fig 61
events, sources of terminology,
214, 355. See also historical
events
events as corporate bodies
definition, 280
in Personal and Corporate
Name Authority, 283, 304,
311n1, 353, 369m1, 2
examination history. See Condition
and Examination History
examples of complete Work
Records
Class, 241-243
Concept Authority, 346-350
Creator and Creator Role, 99-102
descriptive note, 254-257
general guidelines, 34-40
Geographic Place Authority, 326-329
Location, 202-205
Personal and Corporate Name Authority, 307-310
Physical Characteristics, 149-154
Style, Culture, and Date, 178-181
Subject, 229-233
Subject Authority, 364-368
Title,
view information, 274-277
Work Type and Title, 72-75
exhaustivity
definition, 8, 376
Inscription, 142
exhaustivity (cont.)
Physical Characteristics, 106
Subject, 208-209
expertise of catalogers and availability of information, 9
expertise of users, 9
expressional analysis, 208
Extent (Materials and Techniques)
organization of data, 44, 107, 147
terminology, 111
Extent (Measurements)
organization of data, 44, 107, 146
terminology, 124
See also Measurements
Extent (Subject)
of multiple subjects, 223
organization of data, 45, 211
extent, creator. See Creator Extent
extent of view
View Description, 264
View Subject, 268-269
See also View Subject
exterior or interior, in View Description, 265
extrinsic relationships, 17-18

F
facets
in Concept Authority, definition, 332
in Personal and Corporate Name Authority, 303
in Subject Authority, 352
Facture
organization of data, 44, 107, 148
terminology, 143
fictional characters
sources of terminology, 355
Subject, 212
in titles, 62
fictional places. See legendary or fictional places
fields, definition, 376-377. See also elements
figures (persons), titles for, 63
figures, porcelain example, Style, 162
figure
Discovery Location, 198
Title, 71
film, Materials and Techniques, 131
film example, Measurements, 115
firm as creator, 87. See also corporate bodies
flourishing, dates of. See dates of activity
focus of the collection, 8-9
“follower of,” use of, 95
form designation in Work Type, 55
format. See display and indexing:
invited or natural order of names and terms
Format (Measurements)
organization of data, 44, 107, 146
terminology, 114-115
former attributions for creator, 91
former identifications of subjects, 226
Former Location
definition, 185
organization of data, 45, 187
other types of, 190
former or changed names or appellations
choice of, 83
in Personal and Corporate Name Authority, 291
former titles, 50, 65
forward slashes, use of in dates, 174
FRBR (Functional Requirements for Bibliographic Records), definition of work, 41n1
free-text fields
definition, 377
overview, 24
See also “organization of data” under specific elements, e.g., Description
fresco example, Current Location, 193, 196
fullness of names
geographic names, 319
personal and corporate names, 289
function of corporate bodies
indexing of, 305
rules for, 300
See also Life Role
function of work
in Description, 250-251
in Work Type, 56
See also Work Type
Functional Requirements for Bibliographic Records (FRBR), definition of work, 41n1
furniture
form designation in Work Type, 55
Materials and Techniques, 128
Subject, 207
whole-part relationships, 14
generic concepts
and Concept Authority, 331, 336, 337
singular vs. plural, 215
as subject terms, 211, 353
genus-species relationships. See hierarchical relationships
genetic coordinates. See Coordinates
Geographic Place Authority, 312-330
links to locations, 202
organization of data, 314, 324-326
overview, 312-313
rules, 316-324
sources of terminology, 315-316
subject terms in, 210
gerographic places
as location, 184
mythological, legendary, or imaginary (see legendary or fictional places)
references to in titles, 62-63
sources for, 284-285
as subjects, 353-354
See also Geographic Place Authority; Place Name; Place Type: Place/Location of activity
geography. See Location
gespatial data, 201. See also Coordinates
glass works, Materials and Techniques, 128-129
globe example
Creator, 94
Measurements, 112
Work Record, 242 fig 37
globes, measurement of, 111-112
grapidity. See specificity or granularity
graphic designs, Measurements, 114
Gregorian calendar
and biography display, 294
and Display Date, 170
group, definition, 377
group records
elements for, 12
relationships in, 15
group-level cataloging, 15
groups of persons, subject terminology, 212. See also cultural groups
groups of works
Creator, 90
Culture, 166
Date, 175-176
elements for, 12
Materials and Techniques, 133
Measurements, 118-119
Style, 164
groups of works (cont.)
  Subject, 227
  Title, 50
  Work Type, 58
See also collections of works
  guidelines, definition, 377

H
happenings. See performance art
  headings. See labels for display;
  subject headings
  height and width, measurement of, 111
  hierarchical relationships
  Concept Authority, 342-343, 346
  definition, 21, 29, 377
  display of, 18-19
  Geographic Place Authority, 320-321
  Personal and Corporate Name
  Authority, 303
  and retrieval, 32
  Subject Authority, 359-360, 363
See also whole-part relationships
  historical events
  sources of terminology, 214
  in Subject Authority, 352-353
  in titles, 62
  historical nationalities, 297
  historical periods, in Style, 156-157
  historical places
  Authority Record for, 329 fig 52
  in Location, 199
  historical views, dates for, 272
  history of the work, in Title, 64
  homographs, qualifiers for, 341-342
  hors de commerce (State), 105,
  136-137
house example
  Date, 172
  Location, 194, 197, 201
  Materials and Techniques, 130
  Style, 162
  Title, 58, 65, 66
  Work Type, 54
human anatomy, sources of terminology, 214
hyphens, use of in dates, 174

I
iconographical subjects, 208, 219
  fig 28
  Authority Record for, 367 fig 62
  sources of terminology, 212,
  355-356
  in Subject, 207
  in Subject Authority, 352-353
  identification level of meaning, 208
  identification number. See
  Repository’s Unique ID
illuminated manuscript example,
  Work Record, 179 fig 22
illumination example
  Creator, 89, 99
  Materials and Techniques, 126
  Work Record, 101 fig 15
illustration example, Inscription, 142
image collections, subjects of
  views, 210
image dates. See View Date
Image Records
  elements for, 12
  linked to Work and Authority
  Records, 40 fig 8, 261, 275
  fig 42, 276 fig 43, 277 fig 44
See also view information
images
  cataloging decisions about, 3-4
  in CCO, xiii
  classification of, 236
  definition, 5-6, 377
  with supports, 117
imaginary places. See legendary or
  fictional places
implement. See Materials and
  Techniques
Impression Number
  edition, 139
  organization of data, 44, 107, 148
  inaccuracies in depiction of sub-
  ject, 225
indexing. See display and indexing
  initial articles in titles, 59
  initial caps. See capitalization and
  abbreviations
initials in personal and corporate
  names, 81, 190, 286, 289,
  290, 319
ink-bamboo painting, 182n2
inscribed titles, 49, 59, 61-62, 140
Inscription
  organization of data, 44, 107,
  148
  rules and syntax, 140-141
  See also Mark
Inscription Author, organization of
  data, 44, 107
Inscription Location, organization of
  data, 44, 107
Inscription Type
  organization of data, 44, 107,
  148
  syntax, 141
installation example
  Date, 168
  Facture, 143
  Materials and Techniques, 131
  Measurements, 115
installations
  creation dates, 157
  Facture, 143
  Materials and Techniques, 130-131
institution name authority. See
  Personal and Corporate
Name Authority
instruments, 124. See also
  Materials and Techniques
intended locations, 200
interior or exterior, in View
Description, 265
interoperability, 26
interpretation level of meaning, 208
intrinsic relationships, 13-17
inverted or natural order of names
  and terms
  in Concept Authority, 339
  creator names, 82, 291
dates, 167
geographic names, 318-319
in Personal and Corporate
Name Authority, 289
in retrieval, 33
Work Type, 55
item, definition, 377
item records linked to group
  records, 15

J
jacket example, Measurements, 113
jar example
  Physical Description, 144
  Work Type, 54, 56
jewelry, Materials and Techniques,
  129
junior and senior in names, 289,
  290

K
key principles of CCO, 2
keywords in Subject Authority,
  355-357, 360
kizh kizh dhi (Apache fiddle)
  example, Work Record, 73 fig
  11
Known States, organization of data,
  44, 107, 148
Koran example, Description, 252
kylix example, View Description
  and View Type, 265
labels for display
  Concept Authority, 346
  Geographic Place Authority,
  325-326
  Personal and Corporate Name
  Authority, 306-307
  Subject Authority, 363
laid lines, 116
lamp example, Materials and
  Techniques, 132
landscape example, Subject, 227
language (title)
  organization of data, 44, 51, 107
  rules, 59-60, 69
language of names or terms
anonymous creator names, 82
in Concept Authority, 338-339, 341
Creator, 81-82
Culture, 165
descriptive note, 249
Display Date, 167
Edition, 138
in Geographic Place Authority, 317, 320
Inscription, 141
Location, 191
Materials and Techniques, 121-122
in Personal and Corporate
Name Authority, 286-287, 290-291
State, 135
Style, 161
Subject, 215
in Subject Authority, 358
Title (see Language [title])
View Description and View
Type, 263
View Subject, 268
Work Type, 55
last name absent, 289
Latest Activity date (Personal and
Corporate Name Authority), 283, 301
Latest Date (creation date)
completion date, 170
organization of data, 45, 158, 159
syntax, 168-169
Latest Date (View Date), 261, 270-273
latitude. See Coordinates
legendary or fictional places
authority files for, 312, 353
Authority Record for a fictional
place, 368 fig 63
letterforms of inscriptions, 142, 148
techniques of design, 58
life dates. See Birth Date; dates of
activity; Death Date
Life Role
in authority files, 210, 285
vs. Creator Role, 96, 311n8
in display biography, 311n7
organization of data, 283, 305
rules, 300
sources for, 286
See also function of corporate
bodies
lighting, in View Description, 266
links
between Work Records, 9, 377
between Work Records and
authority files, 281
See also related works; relationshps
list of CCO elements, organization
of data, 107-47
lit à la duchesse (bed) example, 182
literary characters. See fictional
characters
literature in Subject Authority,
352-353
lithograph example
Class, 239
Work Type, 54
loans, in Location, 201
local Authority Records in key
principles, 2
Location
authority files for, 313
display of, 325-326
organization of data, 185-186
rules, 189-201
types of, 184
location as subject of the work,
185
location in Title, 64
location of activity. See Place/
Location (of activity)
location of creation. See Creation
Location
location of inscriptions on work,
142, 148
locations. See geographic places
locations, intended, 200
locus of activity for creator. See
Place/Location (of activity)
long inscriptions, transcription of,
142
longitude. See Coordinates
lost works. In Location, 194-195
lyraflügel (piano) example, Work
Type, 55
M
mace (weapon) example. Former
Location, 198
magic scroll example, Class, 240
maker. See Creator
"manner of." use of, 95
mansion example, Work Record,
181 fig 24
manufactories as creators, 87
"manufactory of," use of, 95
manufacture, descriptive note,
250-251. See also Facture
manuscript example
Materials and Techniques, 128
Measurements, 118
Title, 64
Work Type, 57
manuscript folios example, Title, 67
manuscript leaf example, Title, 65,
68
manuscripts
Materials and Techniques, 127-128
Measurements, 118
numbered titles, 64
map example, Work Record, 232 fig
35
Mark
Materials and Techniques, 134-
135
organization of data, 44, 107
See also Inscription
mask example
Creation Location, 197
Date, 173
Materials and Techniques, 127
Style, 164
Title, 63
Work Record, 37 fig 6
Material
Authority Record for a material,
347 fig 56
link to Concept Authority, 332,
340
organization of data, 44, 107,
147
Work Types referring to, 56
Material Type
definition, 124
organization of data, 44, 107
Materials and Techniques
in Concept Authority, 340
controlled fields, 147
definition, 105
organization of data, 44, 107,
146-147
rules, 121-135
sources of terminology, 108
syntax, 121
terminology, 123-124
in Work Type, 56
See also medium and support;
supports (backing)
measured drawing example, groups
of works, 58
Measurement Type
organization of data, 44, 107,
145-146
terminology for, 110
Measurements
approximations and rounding,
120
definition, 104-105
organization of data, 44, 107,
145-146
parts of works, 116-120
rules, 109-120
sources of terminology, 107-108
measurements qualifier. See quali-
ifiers, Measurements
medicine, sources of terminology,
214
medium and support
definition, 105
material type, 124
organization of data, 147

Index
medium and support (cont.)
in Work Types, 56
See also Materials and Techniques; supports (backing)
memorial building example
Description, 250
whole-part relationships in, 17
metadata, definition, 377
metadata standards in key principles, 2
method of application of materials.
See techniques
method of representation, descriptive note, 250
minimal descriptions, 7-11, 377.
See also required elements
mixed media. See multiple media
mobile example, Title, 61
model example, Materials and Techniques, 127
mola (clothing) example, Materials and Techniques, 130
monastery example
whole-part relationships in, 16-17
Work Type, 54
monumental works, location of, 194
mosaic example
Date, 173
View Description and View Type, 264
Work Type, 56
mosque example
Title, 65
Work Type, 57
mosque lamp example, Work Type, 56
motifs and patterns, 144
motion pictures, running time, 115
movable works, location of, 193-194
movements as style terms, 156, 163
multiple broader contexts. See polyhierarchical relationships
multiple class designations, 240
multiple creators
attribution to, 78, 85-86
groups of works, 90
See also Attribution Qualifier
multiple dates for work, See Date Qualifier (creation date)
multiple media
in different parts of works, 132
priority of, 126-127
syntax, 122-123
multiple nationalities, 297
multiple objects in one view, 266
multiple parent-child relationships. See polyhierarchical relationships
multiple roles, 78, 97. See also Life Role
multiple subjects in a work, 223
multiple titles for works, 65
multiple-part works. See components of multiple-part works
mural example
Location, 195
Materials and Techniques, 125
museum collections
creator information, 78
database design in, 25
and Physical Characteristics, 106
use of Class, 235
museum example
view information, 265, 266
Work Record, 180 fig 23
Work Type, 57
musical instrument example, Date, 176
mythological figures, in Title, 62
mythological places. See legendary or fictional places
N
Name (Geographic Place Authority), 314
Name (Personal and Corporate Name Authority), 283
Name (Subject Authority), 357-358
names
fullness of (see fullness of names)
of persons, in Subject, 212, 217, 353
preferred (see preferred names)
See also Term; terminology
narrative subjects, 218
Nationality (Personal and Corporate Name Authority) in biographical information, 83, 157
organization of data, 283, 305
rules, 296-297
sources for, 284-285
See also Culture
natural and inverted order. See inverted or natural order of names and terms
necklace example, Materials and Techniques, 129
neighborhoods, in Location, 197
new media. See computer art; digital media; electronic media
nicknames, 81, 290
no date available for date of work, 175
non-artists as creators, 88-90
nonrepresentational works, 221 fig 31
Subject, 207, 221
See also abstract works
non-Western art, titles for, 50, 63
non-Western creators, inversion of names, 291
normalizing queries, 32, 41n4
Note (Concept Authority), 341, 343
Note (Geographic Place Authority), 314, 324
Note (Personal and Corporate Name Authority), 283, 303-304
Note (Subject Authority), 355, 360
notes, descriptive. See Description; Other Descriptive Notes
notes, display of, 254
notes, scope (Concept Authority), 335
nuance of location, 186, 192
nuance of subject, 216
numbered titles, 64
ums
in dates, 167
in edition, 138
numeric ID. See Repository's Unique ID
numerical indicators (State), 136.
See also State Identification
numerical values. See Value (numerical)
O
obelisk example, Location, 194
obi example, Work Type, 55
object type. See Work Type
objects facet in Concept Authority, 332, 339
objects not part of the work, in view information, 269
oblique projection example, groups of works, 58
observation tower example, Work Record, 153 fig 19
"office of," use of, 95
of-nest, 207-208, 234n5
ongoing works, dates for, 171
online catalog, 27, 377
"or" in date of the work, 171-172
order of topics in descriptive note, 248
original objects vs. visual surrogates
description of, xii
measurement of unavailable objects, 120
ornament (jewelry) example, Style, 162
Other Descriptive Notes
organization of data, 45, 246
rules, 252-253
other location information, 187
other title types, 69
owners' names in titles, 64
owner's title, 60-61
ownership history, 200
P
painting example
Class, 239
Creator, 84, 86, 91, 94
Creator Role, 97
Date, 170
Inscription, 141, 142
Location, 193, 195, 196, 201
Materials and Techniques, 122, 133
Style, 162
Subject, 219 fig 28, 220 fig 29, 226
Title, 60, 61, 65, 66, 69
Title Type, 69
view information, 264, 269
Work Record, 35 fig 4, 100 fig 14, 203 fig 25, 233 fig 36, 255 fig 39, 256 fig 40
paintings, Materials and Techniques, 124-125
pair of works example, Title, 68
palace example
Current Location, 193
Date, 172
pamphlet example, Materials and Techniques, 127
panel painting example
Description, 251
Location, 194
Measurements, 111
Title, 70
View Description and View Date, 272
Work Type, 70
Panofsky and subject description, 208
panorama example, Work Record, 232 fig 35
parent-child relationships. See hierarchical relationships
parliament building example, Work Record, 40 fig 8
parts of works
of different materials, 132
Location, 199
Measurements, 116-117, 119
Title, 66-68
See also components of multiple-part works
part-whole relationships. See whole-part relationships
patrons
of architecture, 88
in authority files, 210, 279, 280
style terms referring to, 163
titles from, 49
pectoral example
View Description and View Type, 264
Work Record, 153 fig 20
people as subjects, 212, 217, 353

performance art
Creation Date, 157
day and time of, 168
Facture, 143
Location, 195
Materials and Techniques, 130-131
performance art example
Date, 168
Location, 195
Materials and Techniques, 131
Title, 61
View Description and View Type, 267, 271
Work Type, 54, 57
periods, artistic or historical
in Concept Authority, 333
as date of the work, 175
qualifiers, 164
style terms referring to, 156-157, 163
in Work Type, 57
Personal and Corporate Name Authority, 279-311
organization of data, 282-283
rules for, 286-293
and subject terminology, 210
perspective, in View Description, 265
phase of the work, in View Date, 272
photograph example
Creator, 90
Date, 172, 176
Description, 248
Materials and Techniques, 126
Title, 61
Title Type, 67
photographs
cataloging decisions about, 3-4
corporate bodies as creators, 87
Creation Date, 157
Measurements, 114
as work or as image, 5
physical characteristics, 104-155
display and indexing, 145-149
link to Concept Authority, 333
organization of data, 106-107
rules for, 109-145
Physical Description
organization of data, 44, 107, 149
terminology, 143-144
Physical Description Display note, 252
physical features
Authority Record, 328 fig 51
definition, 312
in Location, 197
physical form of work. See Work Type
pietra dura frieze (ornamental band) example, Current Location, 196
place, Style referring to, 162
Place Name
language, 191
rules, 317-320
sources of terminology, 187-188, 213
syntax of, 193
Place Type
organization of data, 314, 315-316
rules for, 320
Place/Location (of activity)
in Personal and Corporate Name Authority, 283, 302
rules, 84
places. See geographic places
plan example
groups of works, 58
Work Record, 232 fig 35
plants, sources of terminology, 214
plaster casts of works, 5-6
plate, ceramic example
Location, 194
Materials and Techniques, 129
plurality vs. singular. See singular vs. plural terms
point de neige (lace) example, Work Type, 57
point of view, in View Description, 264
political states, in Geographic Place Authority, 313
polyhierarchical relationships
Concept Authority, 342-343
definition, 377
Geographic Place Authority, 321
Subject Authority, 360
polyptych example
measurement of parts, 117
Title, 67
portal example, Work Record, 75 fig 13
portion or extent of view. See extent of view
portrait example, Description, 247, 253
portraits, 220-221 fig 30
position of view, in View Description, 264
poster example
Date, 174
Inscription, 142
pot example
Description, 248
Title, 63
View Description and View Date, 270
preferred names
definition, 377
Geographic Place Authority, 318
Personal and Corporate Name Authority, 286, 288, 311n5
Subject Authority, 358

Index
preferred terms
  Concept Authority, 339, 344-345
definition, 377
preferred titles, 58, 69, 70
pre-iconographical description, 208
preparatory works in extrinsic relationship, 17-18
presentation databases, 26-27
presentation drawing example
groups of works, 58
Work Type, 56
presentation of the data. See display and indexing
president’s dwelling example, Work Record, 181 fig 24
previous subjects. See former identifications of subjects
print example
  Date, 170
  Edition, 139, 140
  Edition Size, 138
  Facture, 143
  Inscription, 141
  Mark, 134
  Materials and Techniques, 126
  Measurements, 116
  multiple creators, 86
  Subject, 220 fig 30, 224
  Title, 61, 65, 66, 67, 68
  Work Record, 74 fig 12
  printer’s proof, State, 105, 136
  prints
    Edition, syntax of, 138
    Materials and Techniques, 126
    State, 105, 106, 135-140
  private collections, in Location, 196
  probably” in date of the work, 171
  process (technique). See Materials and Techniques
  proper names. See Names
  provenance (ownership history), 200
  pseudonyms and nicknames, 81, 290
  publishers as creators, 88
  punctuation in Work Type, 55
  “pupil of,” use of, 95
  pyramid example
    Facture, 143
    view information, 265, 271
Q
  qualifiers
    attribution (see Attribution Qualifier)
    for dates, 83-84, 158, 159, 176-177
decades and centuries, 174
homographs, 341-342
little-known places, 198
Materials and Techniques, 44-45, 107, 111, 147
  Measurements, 44, 107, 111
  for Style or Period, 164
term, 336
R
  radiocarbon dating, 182n3
  radiograph example, Work Type, 55
  range or position, in View
  Description, 264
  ranges of years. See spans of years
  rare book example
  Materials and Techniques, 127
  Measurements, 118
  reading desk example, Work
  Record, 277 fig 44
  reciprocal relationships, 22-23 fig 3
  302
  recommended elements. See required elements
    record, definition, 377
  Record Type
    Concept Authority, 46, 283, 344
    Geographic Place Authority, 46, 314, 322
  Personal and Corporate Name Authority, 46, 301, 366
  Subject Authority, 46, 355, 361
  use of, 13, 58
  references (citations). Source Authority, 33-34. See also
  sources of terminology
  regions as geographic places, 313
  Related Concepts, 336, 344
  Related Geographic Places, 314, 316, 323-324, 355
  Related Keywords, 355-357, 360
  Related People and Corporate Bodies, 283, 302-303, 355
  Related Subjects, 355, 361
  related terms (Concept Authority), 336, 344
  related works, 13-19
  cataloging decisions about, 3
  conceptual relationships among works, 18
definition, 377
descriptive note, 251
displays of, 18-19, 22, 67, 225
in Subject display, 224
in Work Records, 19, 37 fig 6, 38-39 fig 7
vs. Work-Images, 5
  relational databases, 20, 377
  Relationship Type (Concept Authority), 46, 336, 344
  Relationship Type (Geographic Place Authority), 46, 314, 323
  Relationship Type (Personal and Corporate Name Authority), 46, 283, 302
  Relationship Type (Subject Authority), 47, 355, 361
relationships
  Concept Authority, 342-344
  and database design, 20-27
definition, 377
equivalence relationship diagram, 23
  fig 1
equivalence, 29, 376
extrinsic, 17-18
in key principles, 3
type and reciprocity, 22-23 fig 3
whole-part between works, 51
See also associative relationships; hierarchical relationships; links; related works
relator terms. See Creator Role
religious subjects
  Authority Record for, 365 fig 60
titles for, 62
  repeatable fields, 23. See also
  “organization of data” under specific elements, e.g., Creator
  repositories
    in authority, 281-282 (see also
    Personal and Corporate Name Authority)
    display of names, 307
    language of name, 192
    as location, 184, 195-196, 313
    sources of terminology for names, 188-189
    syntax of names, 193
  Repository’s Unique ID, 45, 50, 184, 187
  representational subjects
    narrative, 218
    non-narrative, 219
required elements
  Class, 236
  Concept Authority, 336
  Creator, 79
definition, 43
  Geographic Place Authority, 314
  Location, 187
  names, 246
  Personal and Corporate Name Authority, 283
  Physical Characteristics, 107
  Style, Culture, and Date, 158-159
  Subject, 211
  Subject Authority, 355
  Title, 51
  view information, 261
  Work Records, 11-12
  Work Type, 51
restoration history. See Conservation and Treatment History
retrieval issues
  considerations, 32-33
  and database design, 26

Index
Index
specificity or granularity (cont.)
spans of years, 171
Style, 158
Subject, 208, 216-217
View Date, 270-271
of Work Type or Title, 50
year of completion, 170
stable example, Work Record, 180
fig 23
stained glass example
Location, 195
Measurements, 111
Title, 68
standard descriptive elements in
minimal records, 10, 11
standard practice, definition, 378
Start Date (corporate bodies). See
Birth Date
State
definition, 105
organization of data, 44, 107, 147-148
rules for, 135-140
sources of terminology, 108
State Identification, 136, 148
organization of data, 44, 107
stationary works, in Location, 194
statue example
Current Location, 194
Materials and Techniques, 134
Style, 163
Work Record, 204 fig 26, 231 fig 34
Work Type, 54
statuette example, Work Type, 55
still life example, Subject, 220 fig 29, 267, 268
structural dimensions, 116
studios as creators, 87, 95
stupa example, Discovery Location, 198
Style, 156-182
Authority Record, 349 fig 58
definition, 156-157
link to Concept Authority, 333
organization of data, 45, 158, 159, 177
overlap with Culture, 166
rules for, 160-164
terminology, 156-157
in Work Type, 56-57
style in descriptive note, 251
“style of,” use of, 95
Style Qualifier
organization of data, 45, 159
terminology, 164
Subject, 207-234
descriptive note, 250
location as, 185
organization of data, 209-211
overlap with other elements,
208, 210
rules for, 215-227
style terms referring to, 162
terminology, 211-215
in title, 62
of view (see View Subject)
Work Types referring to, 56-57
subject analysis
overview, 207-208
and specificity, 208, 216-217
Subject Authority, 352-369
links to other authorities, 353, 362
names and terms, 355, 357-358
need for, 209
organization of data, 354-355
scope of, 210
Subject Display note
definition, 245
organization of data, 211
rules, 252
subject headings
vs. concepts, 333
definition, 29, 378
Subject Type, 211, 227
supports (backing)
lost or altered, 133
material type, 124
measurements, 117
syntax, 122
surname (last name) absent, 289
surrogate images. See images
synonym rings, 29, 378
synonyms. See variant terms
syntax
biography display, 294
Creator, 82
dates, birth and death, 298
dates, day and time, 168
dates, display, 167-168
dates, earliest and latest, 168-169
descriptive note, 248
dimensions, 110
Edition, 139
labels, 306-307
labels for Concept Authority, 346
labels for Geographic Place Authority, 326
Location, 192-193
Materials and Techniques, 122-123
Personal and Corporate Name Authority, 289
State, 136
Subject, 216
View Description, 263
Work Type, 55
systems. See collection manage-
ment systems; computer
systems; digital asset
management systems
T
table base example, Work Type, 57
table example
Measurements, 116
Title, 59
Work Record, 277 fig 23
tapestry example
Creator, 98
Title, 68
taxonomy, definition, 29, 378
technical metadata, xiii
Technique, organization of data,
44, 107, 147. See also
Materials and Techniques
techniques
style terms referring to, 156,
162
See also Materials and Techniques
temple example
Class, 239
Current Location, 194
Date, 170
Measurements, 119
Title, 64
View Description and View
Type, 264
Work Record, 180 fig 23
temporal relationships among
works, 17-18
Term (Concept Authority), 336, 338-342. See also
names
Term Qualifier, 336
terminology
Attribution Qualifier, 94-95
Class, 236-237
Concept Authority, 336-337
controlled (see controlled
vocabulary)
Creator, 79-80
Creator Extent, 93-94
Culture, 159, 165-166
Edition, 139
focus and scope, 30-31
Geographic Place Authority, 315-316
Inscription, 142
Location, 187
maintenance of, 31
Materials and Techniques, 123-
124
Measurements, 110-111
notes, 246-247
Personal and Corporate Name
Authority, 284-285
physical characteristics, 107-108
State, 136-137
Style, 159, 161-163
Subject, 209, 211-215, 355
Subject Authority, 353, 355-357
uncertain and approximate
dates, 171-175

Index
terminology (cont.)
view information, 261-262
for Work Type and Title, 52-53
terminus ante quem and pro
quem, 173
textile example
Creation Location, 193, 199
Date, 173, 174, 175
Title, 64, 66
textiles
form in Work Type, 55
Materials and Techniques, 130
structural dimensions, 116
textual references, Source
Authority, 33
thematic concepts
in nonrepresentational works, 221
Style, 162
Subject, 218
thesauri
definition, 29, 378
as standards, xi-xii
three-dimensional works
Materials and Techniques, 126
Measurements, 111
View Description, 259, 265-266
Work Type, 55
time of day. See day and time in
dates
time zones in dates, 169
time-based works
View Description, 267
Work Type, 57
Title, 11, 49-50
language, 70
notes, 245
organization of data, 44, 51, 70,
107
preferred, 58, 69, 70
rules for, 57-69
selection of terminology, 53
source, 70
Title Type
collective titles, 68
definition, 50
with multiple titles, 65, 70
organization of data, 44, 51, 70,
107
rules for, 69
“title unknown,” use of, 66
titles, descriptive, 49-50, 60, 62-63
titles, inscribed, 49, 59, 61-62, 140
titles and honorifics for people, 290
tomb example
Current Location, 197
Style, 162
tool example, Discovery Location,
198
tool kit example, Date, 173
town hall example, Work Record,
180 fig 23
transcriptions
Edition, 138
inscription, 49, 59
Inscription, 140, 142
translations
Inscription, 142
Title, 65
tray example
Date, 174
Materials and Techniques, 133
two-dimensional works
material type, 124
Measurements, 111, 117
type of creator. See Creator Role;
Life Role
type of inscription. See Inscription
Type
type of measurement. See
Measurement Type
type of place. See Place Type
type of record. See Record Type
type of relationship. See
Relationship Type
type of subject. See Subject Type
type of title. See Title Type
type of view. See View Type
type of work. See Work Type
typeface of inscriptions, 142, 148
uncertainty
attributions of creator, 78, 90-91
biography display, 295
Concept Authority, 335
core elements, 10
Creator, 282
Culture, 166
dates for creator, 83-84, 298-
299
dates of activity, 295
dates of creation, 158, 168,
171-175
dates of views, 271
date or impression number,
139-140
Inscription, 143
Location, 185, 196-199, 313
Materials and Techniques, 133
nationality of creator, 83
notes on disputed issues, 251
Physical Characteristics, 106
State, 137
Style, 164
Subject, 209
Subject Authority, 354
titles, descriptive, 65
Work Type, 66
unique ID. See Repository’s Unique
ID
Universal Time (UTC), 169
unknown creators
attributions for, 280-281 fig 45,
281 fig 46, 292-293
attribution to, 92
cataloging of, 78
and Culture, 157, 158, 166
Personal and Corporate Name
Authority, 280
relationships to known creator,
94-95, 280
with unestablished oeuvres, 280
See also anonymous creators
unknown titles, 66
unknown work type example, Title,
11
untitled works, 66
users
and cataloging depth, 9
definition, 378
date users, definition, 376
UTC (Universal Time), 169
utilitarian works, Materials and
Techniques, 129
V
Value (numerical)
Measurements, 110, 145-146
organization of data, 44, 107
vantage point, in View Type, 259-
260
variant names
former or changed names, 83,
291
in Geographic Place Authority,
318
and normalization, 41n5
in Personal and Corporate
Name Authority, 287-288,
291
retrieval of, 32
in Subject Authority, 358
variant terms
choice of preferred term, 31-32
in Concept Authority, 340-341
variant titles, 50, 59-60
vase example
Materials and Techniques, 129
Measurements, 112
Title, 63
vernacular names, 287
versions of work, 140
See also
Edition: phase of the work;
related works; State
vessel (container) example
Creator, 85
Date, 175
Style, 163
vessels (containers),
Measurements, 111-112
vestment example, Materials and
Techniques, 130
Index

video, Materials and Techniques, 131

videotape example
Materials and Techniques, 131

Measurements, 115
View Date
definition, 260
organization of data, 45, 274
rules, 270-273
sources of terminology, 262
View Description, 259-260
organization of data, 45
rules for, 263-267
terminology for, 261-262
and View Type, 273
View Display Date, organization of
data, 261
View Earliest Date, 45, 261, 270-
273
view information, 259-278
organization of data, 45, 261
required for Image Records, 12
rules for, 263-273
See also Image Records; images
View Latest Date, 261, 270-273
View Subject, 261, 262, 266
as controlled field, 45, 261
details, 225
lighting or environment in, 266
notes, 269-270
organization of data, 45, 273
rules, 267-268
View Type, 261
cardinal directions, 267
as controlled field, 273
definition, 260
lighting or environment in, 266
organization of data, 45
rules for, 263-267
sources of terminology, 262
visual appearance, style terms
referring to, 161-162
visual arts, definition, 4-5
visual resources. See images
visual resources collections
creator information require-
ments, 78
database design in, 26
and physical characteristics, 78
use of class, 235
vocabulary. See controlled vocabu-
lar
volume and area, measurements
of, 113
volumes (bound materials), 118, 378
VRA Core
location terms, 186
as metadata element set, xi, 1
in minimal record, 10-11
W
walking stick example, Creation
Location, 196
wall example, View Description
and View Date, 272
wall painting example, Title, 62
watercolor example
approximate measurements, 120
Materials and Techniques, 125
Work Type, 56
watercolors, Materials and
Techniques, 125
watermarks, Materials and
Techniques, 134-135
Web site example
Date, 171
Materials and Techniques, 132
Web sites, dates for, 171. See also
electronic media
weight, measurement of, 113
whole and parts
of a subject, 224
titles for works, 66-68
Work Record, 75 fig 13
See also parts of works
whole-part relationships
and choice of Work Type and
Title, 48-49, 51 fig 9
definition, 378
Work Record, 38 fig 7
between works, 14-15
See also hierarchical relation-
ships
width and height, measurement of,
111
Work Records
Authority Record for class, 242
fig 37, 243 fig 38
collection of works, 36 fig 5, 74
fig 12
defining elements for, 11-12
with a description, 255 fig 39,
256 fig 40, 257 fig 41
in key principles, 2
link to another Work Record, 75
fig 13
link to Concept Authority, 72 fig
10, 73 fig 11, 150 fig 17, 151
fig 18, 152 fig 19, 153 fig 20,
154 fig 21, 179 fig 22, 180
fig 23, 181 fig 24
link to Geographic Place
Authority, 203 fig 25, 204 fig
26, 205 fig 27, 232 fig 35
link to Image Record, 40 fig 8,
261
link to other authorities for sub-
ject, 233 fig 36
link to Personal and Corporate
Name Authority, 100 fig 14, 101
fig 15, 102 fig 16, 203
fig 25
link to Subject Authority, 230
fig 33, 231 fig 34
organization of data in, 70
related works, 37 fig 6
single work, 35 fig 4
work and related images, 40 fig 8
Work Type
Authority Record for a work
type, 348 fig 57
changes in, 57
definition, 48-49
descriptive titles for, 44-50, 50,
62-63
display of, 70
examples (see specific work
types)
link to Concept Authority, 332
organization of data, 11, 44, 51,
107
overlap with Class, 236, 239
relation to Class, 236
rules for, 54-60
Work-Images vs. Related Works, 5
works
character of and cataloging
decisions, 3
definition, 4-5, 378
vs. images, 4
relationships among (see rela-
tionships)
as subjects of other works, 5,
224-225, 353
"workshop of," use of, 95

Y
year of completion, 170
year zero, 182n1, 278n1
"years ago" in dates, 169-170
younger and elder in names, 289,
290

396