Glossary

architectural works   Also referred to as *built works* and the *built environment*; structures or parts of structures that were made by human beings; the term is typically reserved for structures that are large enough for human beings to enter, are of practical use, and are relatively stable and permanent.

art works   Visual arts that are of the type collected by art museums; CCO deals with cultural works, which include art works and other works.

associative relationship   A relationship in a thesaurus, namely the relationship between concepts that are closely related conceptually, but the relationship is not hierarchical because it is not whole-part or genus-species. *See also* **equivalence relationship** and **hierarchical relationship**.

authority   A source of standardized forms of terms. Should include references from the variant forms to the preferred form.

authority file   A file, typically electronic, containing Authority Records.

cataloger   In the context of CCO, the person who records information in the Work or Image Record. *See also* **end user**.

cataloging   In the context of CCO, the compilation of information by systematically describing the works and images in a collection.

cataloging tool   In the context of CCO, a type of system that focuses on content description and labeling output (for example, slide labels or wall labels), often part of a more complex collection management system.

classification   In the context of CCO, the systematic categorization of works in categories according to established criteria.

collection   In the context of the cataloging levels discussed in CCO, multiple items that are conceptually or physically arranged together for the purpose of cataloging or retrieval. *See also* **item**, **group**, **volume**, **series**, **set**, and **component**. In a broader sense, typically plural (*collections*), the holdings of a given museum or other repository.

collection management system (CMS)   In the context of museum and special collections cataloging, a type of database system that allows an institution to control various aspects of its collections, including acquisitions, loans, and conservation.

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component   A part of a larger item. A component differs from an item in that the item can stand alone as an independent work but the component typically cannot or does not stand alone (for example, a panel of an intact polyptych, an architectural component). *See also* **item**, **group**, **volume**, **collection**, **series**, and **set**.

controlled fields   In the context of CCO, **fields** in a record that are specially formatted and often linked to controlled vocabularies (authorities) or controlled lists to allow for successful retrieval. *See also* **indexing**.

controlled list   A simple list of terms used to control terminology. In a well-constructed controlled list, the following should be true: each term must be unique; terms should all be members of the same class; terms should not be overlapping in meaning; terms should be equal in granularity-specificity; and terms should be arranged alphabetically or in another logical order. A type of controlled vocabulary.

controlled vocabulary   An organized arrangement of words and phrases that are used to index content or to retrieve content through navigation or searching, or both; typically a vocabulary that includes preferred terms and has a limited scope or describes a specific domain.

core elements   In the context of CCO, the set of metadata elements representing the fundamental or most important information required for a **minimal description** of a work or image.

cultural works   In the context of CCO, art and architectural works, and other artifacts of cultural significance, including both physical objects and performance art.

database   A structured set of data held in computer storage, especially one that incorporates software to make it accessible in a variety of ways.

data content   In the context of CCO, the organization and formatting of the words or terms that form the **data values**.

data elements   The specific items or types of information that are collected and aggregated in a **database**.

data structure   A given organization of data, particularly the **data elements** combined with specific, defined links.

data values   In the context of CCO, the terms, words, or numbers used to fill in **fields** in a Work or Image Record.

descriptive metadata   In the context of CCO, data intended to describe and identify cultural works and images.

digital asset management (DAM) tool   A type of **system** for organizing digital media assets for storage and retrieval. Digital asset management tools sometimes incorporate a descriptive cataloging component, but they tend to focus on managing workflow for creating digital assets (for example, digital images, audio clips) and managing rights and permissions.

display fields   In the context of CCO, showing data in natural language that is easily read and understood by users and can convey nuance and ambiguity. Display information may in some cases be concatenated from controlled fields; in other cases, this information is best recorded manually in free-text display fields.

end user   In the context of CCO, the client or patron who retrieves, views, and uses the data compiled by the museum, other repository, or visual resources collection. *See also* **cataloger** and **user**.

equivalence relationship   A relationship in a **thesaurus**, namely the relationship between synonymous terms or names for the same concept, typically distinguishing preferred terms (descriptors) and nonpreferred terms (variants). *See also* **associative relationship** and **hierarchical relationship**.

exhaustivity   In the context of CCO, the degree of depth and breadth that the cataloger uses in description. *See also* **specificity**.

field   A discrete unit of information. In the context of CCO, often used to denote an area (often mapping to a metadata element in a metadata element set) in the user interface of a system where information is displayed or the cataloger can enter information. In this context, **field** is not necessarily equivalent to a database field, which is a placeholder for a set of one or more adjacent

characters comprising a unit of information in a database, forming one of the searchable items in a database.

free-text field   A **field** that contains data that may be entered without any formal or system-defined structure, typically allowing the **cataloger** free use of grammar and punctuation.

group   In the context of the cataloging levels of works or images discussed in CCO, an archival group (or record group), which is an aggregate of items that share a common provenance. *See also* **item**, **volume**, **collection**, **series**, **set**, and **component**.

guidelines   A set of statements or other indication of policy or procedure by which a course of action may be determined. *See also* **rules**.

hierarchical relationship   A relationship in a **thesaurus**, namely one of the broader and narrower (parent-child) relationships between two entities, either whole-part or genus-species. *See also* **whole-part relationship**.

image   In the context of CCO (sometimes capitalized), a visual representation of a work, typically existing in photomechanical, photographic, or digital format. In a typical visual resources collection, an image is a slide, photograph, or digital file. *See also* **work**.

indexing   In the context of CCO, the process of evaluating information and creating indexing terms with controlled vocabulary that will aid end users in finding and accessing the Work or Image Record. Refers to indexing done by human labor, not to the automatic parsing of data into a data index, which is used by a system to speed up search and retrieval.

item   An individual object or work. *See also* **group**, **volume**, **collection**, **series**, **set**, and **component**.

link   In the context of CCO, a relationship between two works, a work and an image, or a work or image and an authority; not the same thing as a hypertext link.

metadata   Broadly, "data about data," but in practice, a structured set of descriptive elements used to describe a definable entity. This data may include one or more pieces of information, which can exist as separate

physical forms. In the context of CCO, it includes data associated with an information object for purposes of description of a cultural work or associated entity, administration, legal requirements, technical functionality, use and usage, or preservation.

minimal description   In the context of CCO, a **record** containing the minimum amount of information in the minimum number of fields or metadata elements.

online catalog   A type of **system** end users access to search for and view data and images. In the context of CCO, one produced by a museum or other repository, or representing a consolidated collection from several institutions.

polyhierarchical relationships   **Hierarchical relationships** in which each child record may be linked to multiple parent records.

preferred name/preferred term   When discussing authority files or links to authorities in the context of CCO, the name flagged to represent a given concept, person, or place in a given situation (for example, for display in the Work Record). An Authority Record may have more than one name flagged as *preferred* for use in various situations. For example, one name may be in inverted order and flagged as *preferred indexing name* while another may be in natural order and flagged as *preferred display name*.

record   Or **catalog record**; in the context of CCO, a conceptual arrangement of fields referring to a work or image; not the same thing as a database record, which is one row in a database table or another set of related, contiguous data.

related works   In the context of CCO, works that have an important conceptual relationship to each other.

relational database   A **database** that organizes data into related rows and columns as specified by a given relational model in which various relationships are defined.

relationship   A link between two data sets, or, more generally, any association, linkage, or connection between two entities of the same or different types in a system or network. *See also* **link**.

rules   A set of authoritative, prescribed directions for conduct. *See also* **guidelines**.

series   In the context of CCO, a number of works that were created in temporal succession by the same artist or studio and intended by the creator or creators to be seen together or in succession as a cycle. *See also* **item**, **group**, **volume**, **collection**, **set**, and **component**.

set   An assembly of items that the creator intended to be together (for example, a tea set, a desk set, a pair of terrestrial and celestial globes). A set differs from a collection in that it is typically smaller and was intended by the creator to be grouped together. *See also* **item**, **group**, **volume**, **collection**, **series**, and **component**.

specificity   In the context of CCO, the degree of precision or granularity used in description. *See also* **exhaustivity**.

standard   A practice (for example, a set of **rules**) or a product (for example, a vocabulary resource) that is widely recognized or employed as an authoritative or recognized exemplar of correctness or best practice.

subject headings   Words or phrases used to describe the content of a work. *Precoordination of terminology* is a characteristic of subject headings, meaning that they combine several unique concepts together in a string. A type of **controlled vocabulary**.

synonym ring   A set of terms that are considered equivalent.

system   Or **computer system**; a number of interrelated hardware and software components that work together to store and convert data into information by using electronic processing. Within the context of CCO, typi-

cally refers to cataloging tools, collection management systems, presentation tools, and digital asset management tools. *See also* **database**.

taxonomy   An orderly classification for a defined domain. A type of **controlled vocabulary**.

thesaurus   A semantic network of unique concepts, including relationships between synonyms, broader and narrower contexts, and other related concepts. Thesauri may be monolingual or multilingual. A type of **controlled vocabulary**.

user   In the context of CCO, any person who uses the CCO guide or a computer system. *See also* **cataloger**, **end user**.

volume   Sheets of paper, vellum, papyrus, or another material that are bound together. Volumes may include printed books, manuscripts, sketchbooks, or albums. *See also* **item**, **group**, **collection**, **series**, **set**, and **component**.

whole-part relationship   A relationship between a larger entity and a part or component. In the context of CCO, typically a relationship between two Work Records or two records in an authority (in which case the relationship occurs in a **thesaurus**). *See also* **hierarchical relationship**.

work   In the context of CCO (sometimes capitalized), a creative product, including architecture, art works such as paintings, drawings, graphic arts, sculpture, decorative arts, photographs that are considered to be art, and other cultural artifacts. A work may be a single item or it may be made up of many physical parts. *See also* **image**.