A.3 Concept Authority

A.3.1 ABOUT THE CONCEPT AUTHORITY

A.3.1.1 Discussion

The Concept Authority contains most of the terminology needed for the Work or Image Records, excluding proper names; thus it can be described as containing information about generic concepts as opposed to proper nouns or names. This authority file may include terminology to describe the type of work (for example, *sculpture*), its material (for example, *bronze*), activities associated with the work (for example, *casting*), its style (for example, *Art Nouveau*), the role of the creator or other persons (for example, *sculptor*, *doctor*), and other attributes or various abstract concepts (for example, *symmetry*). It may include the generic names of plants and animals (for example, *dog* or *Canis familiaris*, but not *Lassie*). It should not include proper names of persons, organizations, geographic places, named subjects, or named events.

The scope of the Concept Authority will vary according to local requirements; institutions must analyze their own needs and structure this authority file accordingly. See also Part 1: Authority Files and Controlled Vocabularies. Some institutions may wish to create separate authorities for various elements, such as Work Type and Materials. However, given the overlap in terminology needed for various elements, it is typically more efficient to include all such terminology in a single, faceted Concept Authority, because it avoids redundant entry of a given term in multiple authorities. The following discussion is presented from the point of view of a single generic Concept Authority, which exists in a system along with four separate authorities for personal and corporate names (A1), geographic places (A2), subjects (A4), and sources (see Part 1: Authority Files and Controlled Vocabularies: Source Authority).

Divisions of the Authority

In the Concept Authority, dividing terms into various logical categories (called *facets* in the jargon of thesaurus construction) will make the authority file more useful and easier to maintain. Terminology could fall into the following categories, which are derived from the facets of the *Art & Architecture Thesaurus.*

OBJECTS

The objects facet includes all discrete tangible or visible things that are inanimate and produced by human endeavor; that is, that are either fabricated or given form by human activity. These include built works, visual works, various types of other objects, furnishings, images, and written documents. They range in purpose from utilitarian to the aesthetic (for example, *façades*, *cathedral*, *garden*, *painting*, *sculpture*, *albumen print*, *amphora*, chaises longues, *Battenberg lace*). The objects facet may also include some natural objects or animate objects, such as landforms and plants (for example, *mountains*, *cliff*, *flowers*, *daffodil*, *Narcissus pseudonarcissus*). Terminology from this category is used in the Work or Image Record in Work Type (Chapter 1), Subject (Chapter 6), Class (Chapter 7), and View Type and View Subject (Chapter 9) elements.

MATERIALS

Materials include physical substances, whether naturally or synthetically derived, including specific materials and types of materials. They may be either raw materials or materials designed for a specific function (for example, *oil paint*, *tempera*, *sandstone*, *iron*, *clay*, *adhesive*, *emulsifier*, *lumber*, *Japanese beech*). Terminology from this category is used in the Work or Image Record in Materials (Chapter 3), Subject (Chapter 6), and View Subject (Chapter 9) elements.

ACTIVITIES

Activities may include areas of endeavor, physical and mental actions, discrete occurrences, systematic sequences of actions, methods employed toward a certain end, and processes occurring with materials or objects. Activities may range from branches of learning and professional fields to specific life events, from mentally executed tasks to processes performed on or with materials and objects, from single physical actions to complex games (for example, *archaeology*, *engineering*, *analyzing*, *contests*, *exhibitions*, *running*, *drawing (image-making)*, *sintering*, *corrosion*). Terminology from this category is used in the Work or Image Record in Techniques (Chapter 3), Subject (Chapter 6), and View Subject (Chapter 9) elements.

AGENTS

Agents can include generic designations of persons, groups of persons, and organizations identified by occupation or activity, by physical or mental characteristics, or by social role or condition (for example, *printmaker*, *architect*, *landscape architect*, *donor*, *doctor*, *corporation*, *religious order*). Generic names of animals are included as well (for example, *wolf* or *Canis lupus*). Terminology from this category is used in the Work or Image Record in Creator Role (Chapter 2), Subject (Chapter 6), View Subject (Chapter 9), and Life Role (in the Personal and Corporate Name Authority) elements.

STYLES, PERIODS, AND CULTURES

Styles, periods and cultures can include stylistic groupings, distinct chronological periods, cultures, peoples, and nationalities that are relevant to cultural works (for example, *French*, *Louis XIV*, *Xia*, *Black-figure*, *Abstract Expressionist*, *Renaissance*, *Chumash*). Terminology from this category is used in the Work or Image Record in Style and Culture (Chapter 4), Subject (Chapter 6), View Subject (Chapter 9), and Nationality/Culture (in the Personal and Corporate Name Authority) elements.

PHYSICAL ATTRIBUTES

Physical attributes can include perceptible or measurable characteristics of materials and artifacts as well as features of materials and artifacts that are not separable as components. Included are characteristics such as size and shape, chemical properties of materials, qualities of texture and hardness, and features such as surface ornament and color (for example, *strapwork*, *borders*, *round*, *waterlogged*, *brittleness*, *vivid blue*). Terminology from this category is used in the Work or Image Record in the physical characteristics (Chapter 3), Subject (Chapter 6), and View Subject (Chapter 9) elements.

ASSOCIATED CONCEPTS

Associated concepts can include abstract concepts and phenomena that relate to the study and execution of a wide range of human thought and activity. Also covered here are theoretical and critical concerns, ideologies, attitudes, and social or cultural movements (for example, *beauty*, *balance*, *connoisseurship*, *metaphor*, *freedom*, *socialism*). Terminology from this category can be used in Subject (Chapter 6) and View Subject (Chapter 9) elements.

Discrete Concepts

A concept in the context of this authority file is a discrete entity or idea. Records in this authority file generally should represent discrete concepts, not subject headings. In contrast to a discrete concept, a subject heading typically concatenates multiple terms or concepts together in a string. For example, *Pre-Columbian sculptures* is a heading composed of terms representing two discrete concepts: Pre-Columbian (a style and period) and sculpture (a type of work). *Pre-Columbian* as a style and period term may be combined with many other terms and retain its meaning; *sculpture* may also be combined with many other style or period terms and still retain its meaning. See Part 1: Authority Files and Controlled Vocabularies for a further discussion of the distinction.
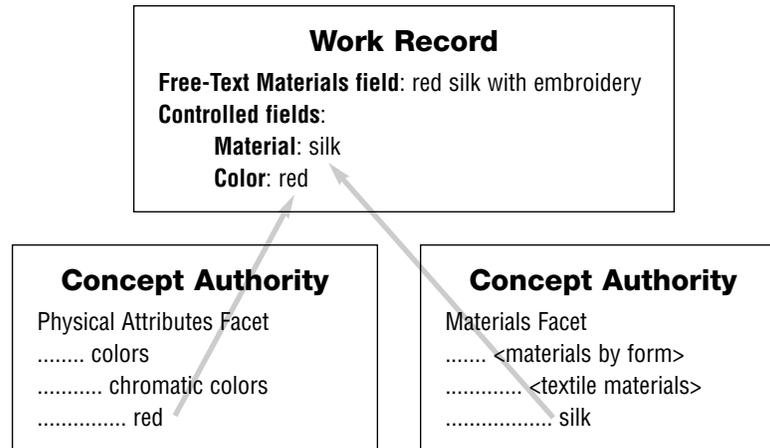
A term for a concept is not necessarily a single word; terms can also be a phrase, such as *rose windows*, *flying buttresses*, *book of hours*, *High Renaissance*, and *lantern slides*. Maintaining discrete concepts, as opposed to headings or compound terms, in the structure of the authority file will make it more versatile in cataloging and more powerful in retrieval.

Compound Terms

In cataloging, it may be necessary to combine discrete terms into compound terms. Combining compound terms in free-text fields for display in the Work and
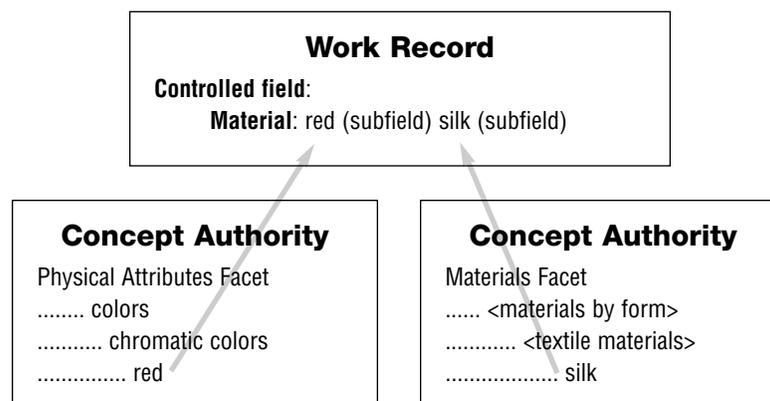
Image Record is recommended. In the example below, the material red silk is displayed in the free-text field and indexed in controlled fields. The material and color are indexed in separate fields that are controlled by the Concept Authority.

Figure 53
Compound Terms: Using Separate
Dedicated Fields to Index Color

Work Record

Free-Text Materials field: red silk with embroidery
Controlled fields:
       Material: silk
       Color: red

Concept Authority

Physical Attributes Facet
.... colors
.... chromatic colors
.... red

Concept Authority

Materials Facet
.... <materials by form>
.... <textile materials>
.... silk

Some institutions may not have free-text fields, and thus may need to combine the discrete concepts from the Concept Authority into compound terms in the controlled fields in the Work Record. If so, ideally each part of the phrase, such as red silk in the materials field, should retain its original links to the discrete parts of the Concept Authority.
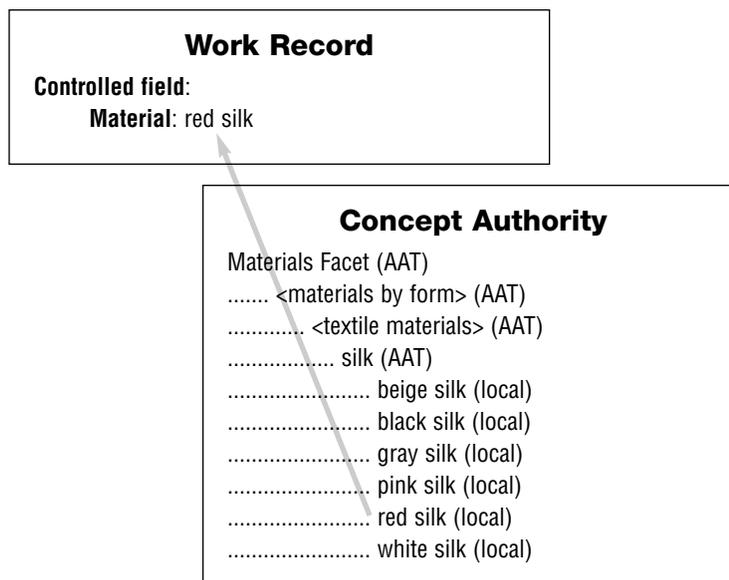
Figure 54
Compound Terms: Using Subfields

Work Record

Controlled field:
       Material: red (subfield) silk (subfield)

Concept Authority

Physical Attributes Facet
.... colors
.... chromatic colors
.... red

Concept Authority

Materials Facet
...... <materials by form>
.... <textile materials>
.... silk

Another way to include compound terms in the Work Record is to add compound terms to the Concept Authority. This may be appropriate or even necessary for institutions building specialized authorities for local use. In the example, each color of silk is listed as a separate compound term in the local Concept Authority. If this method is used, the institution must decide how to most effectively flag

such terms that are no longer compatible with standard sources of vocabulary, such as the AAT.

Figure 55
Compound Terms: Using Local
Precoordinated Terms

Work Record

Controlled field:
   Material: red silk

Concept Authority

Materials Facet (AAT)
.... <materials by form> (AAT)
.... <textile materials> (AAT)
.... silk (AAT)
.... beige silk (local)
.... black silk (local)
.... gray silk (local)
.... pink silk (local)
.... red silk (local)
.... white silk (local)

Ambiguity and Uncertainty

When creating an Authority Record, the cataloger should state only what is known about a concept in relation to a work. When information is uncertain, it may still be recorded, but with an indication of uncertainty or approximation—such as *ca.* (for dates) or *probably*—in the Note (Scope Note) field. Rules should be in place to ensure consistency in recording uncertain data. For example, if a cataloger finds a materials term in a journal article and is uncertain if it is exactly the same as another material with a similar name, rather than mistakenly linking the two terms in one record, a separate record should be made for each term until the question is resolved through additional research.

Organization of the Data

Terms that are synonyms for each concept are critical access points and are therefore required. A Note (sometimes called a Scope Note) describing the scope and meaning of the concept within the authority file is recommended.

Ideally, this authority file should be in the form of a thesaurus, allowing for equivalence, associative, and broader-narrower relationships (see Part 1: Authority Files and Controlled Vocabulary: Thesaurus). An indication of the broader context of the concept is also required. Having a hierarchical structure that allows for the term to be displayed within its broader contexts, either indented in vertical displays or concatenated in horizontal strings, is recommended.

Some fields in this authority file may be used for display. Others are intended for retrieval. The Note field is intended for display. If the horizontal parent string is

constructed by hand (in the absence of a hierarchical structure, from which it could be concatenated), broader context would be a display field. If date fields are included, they may include fields intended for display and others that are formatted and used for indexing and retrieval.

A brief discussion of the elements or fields recommended for a concept term authority is included in this section. For further discussion of this authority file and additional fields, see the *Categories for the Description of Works of Art: Generic Concept Identification* authority. For a fuller set of editorial rules for creating terminology, see the *Art & Architecture Thesaurus Editorial Guidelines.*[1] For further discussion of the relationships between this authority and the Work Record, see various chapters in Part 2, especially Chapter 1: Object Naming and Chapter 3: Physical Characteristics.

Recommended Elements

A list of the elements discussed in this authority follows. Required elements are noted.

> Terms (preferred, alternates, and variants) (required)
> Qualifier
> Broader Context (required)
> Note (required)
> Dates
> Related Concepts
> Relationship Type
> Sources (required)

About the Examples

The examples throughout this section are for illustration only. Local practice may vary. The examples tend to show the fullest possible use of display and indexing fields, which may not be necessary for all institutions.

A.3.1.2   Terminology

A.3.1.2.1 *Sources for Terminology*

A.3.1.2.1.1 TERMS

Published sources of information for concepts in this authority file include the following:

> Getty Vocabulary Program. *Art & Architecture Thesaurus* (AAT). Los Angeles: J. Paul Getty Trust, 1988-. http://www.getty.edu/research/ conducting_research/vocabularies/aat/.

> Library of Congress Authorities. *Library of Congress Subject Headings.* Washington, DC: Library of Congress. http://authorities.loc.gov/.

> Library of Congress. *Thesaurus for Graphic Materials 2, Genre and Physical Characteristics.* Washington, DC: Library of Congress, Cataloging Distribution Service. http://lcweb.loc.gov/rr/print/ tgm2/.

Chenhall, Robert G. *Revised Nomenclature for Museum Cataloging: Revised and Expanded Version of Robert G. Chenhall's System for Classifying Man-Made Works.* Edited by James R. Blackaby, Patricia Greeno, and The Nomenclature Committee. Nashville, TN: AASLH Press, 1988.

Genre Terms: Thesaurus for Use in Rare Book and Special Collections Cataloging. 2nd ed. Prepared by the Bibliographic Standards Committee of the Rare Books and Manuscripts Section (ACRL/ALA). Chicago: Association of College and Research Libraries, 1991.

Paper Terms: Thesaurus for Use in Rare Book and Special Collections Cataloging. Prepared by the Bibliographic Standards Committee of the Rare Book and Manuscripts Section (ACRL/ALA). Chicago: Association of College and Research Libraries, 1990.

Mayer, Ralph. *Artist's Handbook of Materials and Techniques.* 5th ed. Revised and updated by Steven Sheehan. New York: Viking, 1991.

Oxford Companion to Art. 17th impression. Edited by Harold Osborne. Oxford: Clarendon Press, 1996.

Oxford English Dictionary. 2nd ed. Edited by J. A. Simpson and J. C. Weider. New York: Oxford University Press, 1989.

There are numerous other thesauri, vocabularies, encyclopedias, and dictionaries that can provide terminology for a generic concept authority file.

A.3.1.2.1.2 DATES

Date information must be formatted consistently to allow retrieval. Local formatting rules should be in place; suggested formats are available in the ISO standard and *W3C XML Schema Part 2.*

ISO 8601:2004 Numeric representation of Dates and Time. *Data elements and interchange formats. Information interchange. Representation of dates and times.* Geneva, Switzerland: International Organization for Standardization, 2004.

XML Schema Part 2: Datatypes, 2001. http://www.w3.org/TR/ xmlschema-2/.

A.3.1.2.1.3 OTHER ELEMENTS

Related concepts may be controlled by linking to other records in this authority file.

A.3.2 EDITORIAL RULES

A.3.2.1 Rules for Terms

A.3.2.1.1 *Brief Rules for Terms*

Record one or more words or identifying phrase used for the concept. Proper names of persons, organizations, geographic places, named subjects, or named events are excluded. Recording at least one term is required—the preferred term, which is the one used most often in scholarly literature to refer to the concept (see Part 1: Authority Files and Controlled Vocabularies: How to Create Authority Records).

Capitalization and Abbreviations

For most terms, use lowercase. Exceptions include the names of styles and periods and terms that include a brand name or a proper name of a person or geographic place. Avoid abbreviations.

> *Examples*
>
>> **Term**: tempera
>>
>> **Term**: stained glass
>>
>> **Term**: decorative arts
>>
>> **Term**: painter
>>
>> **Term**: watercolorist
>>
>> **Term**: Angevin Gothic
>>
>> **Term**: Fome-Cor™
>>
>> **Term**: Brussels lace
>>
>> **Term**: Tudor roses

Language of the Terms

For the preferred term, record a term in the language of the catalog record, which is American English in the United States. For records in American English, include variant terms (synonyms) in British English when the spelling differs. Synonyms in other languages may also be included.

> *Examples*
>
>> **Terms**: elevators (preferred) • lifts (British English)
>>
>> **Terms**: artists' colormen (preferred) • artists' colour-men (British English)
>>
>> **Terms**: amphitheater (preferred) • amphiteatre (British English) • anfiteatro (Italian)

For terms where no exact English-language equivalent exists or where the foreign-language term is more commonly used than the English term, use the term commonly used in English publications. Use diacritics as required.

> *Examples*
>
>> **Term**: papier-mâché
>>
>> **Term**: Schnitzaltars
>>
>> **Term**: santos

A.3.2.1.2 *Additional Recommendations for Terms*

A.3.2.1.2.1 PREFERRED TERM

For each concept, label one term as preferred (the descriptor). This should be the term used most often in standard authoritative sources in the language of the catalog record (for example, in the United States, the American English *still life* should be the preferred term rather than the French *nature morte* or the British English *still-life*).

> *Examples*
>
>> **Term**: steel
>>
>> **Term**: encaustic paint
>>
>> **Term**: embroidery
>>
>> **Term**: cathedrals
>>
>> **Term**: landscape architects
>>
>> **Term**: High Renaissance

To determine which term is preferred, consult the recommended Sources for Terminology above. When sources do not agree, go down the list of preferred sources and use the term in the first-listed source.

A.3.2.1.2.2 SINGULAR VS. PLURAL

Include singular or plural as outlined below.

For Objects

Include both singular and plural forms of a term for objects. Catalogers may need to have both forms available for use in various fields of the Work Record. For example, if one chair is being cataloged, use the singular form *chair* in the Work Type field. Alternately, if a watercolor painting depicting several chairs is being cataloged, use the plural form *chairs* in the Subject field of the Work Record.

> *Example*
>
>> **Terms**: chairs (preferred, plural) • chair (preferred, singular)

If the term is a loan word or otherwise derived from a foreign language, the preferred plural term should be the plural form most often found in standard sources in the language of the cataloging institution (for example, for American English, *gymnasiums* is preferred, not *gymnasia*; *violoncellos* is preferred, not *violoncelli*; but *rhyta* is preferred, not *rhytons*). However, if the Anglicized plural is used as a preferred term, the plural form in the vernacular language should be recorded as a variant term (that is, *gymnasia* and *violoncelli* should be variant terms for the concepts).

> *Example*
>
>> **Terms**: violoncellos (preferred, plural) • violoncello (preferred, singular) • violoncelli

For Materials

Use the singular noun form for the preferred term for materials.

> *Examples*
>
> > **Term**: bronze
> >
> > **Term**: leather
> >
> > **Term**: mother of pearl
> >
> > **Term**: wicker

For Processes

Use the noun or gerund form for the preferred term for processes, techniques, and functions.

> *Examples*
>
> > **Term**: decoration
> >
> > **Term**: urbanization
> >
> > **Term**: lacquering
> >
> > **Term**: sketching

A.3.2.1.2.3 ADDITIONAL TERMS

Include any additional terms by which the concept is known. Include all important terms that may provide access: alternate terms, variant spellings, synonyms, historical terms, terms in inverted and natural order, singular and plural forms, and terms in various parts of speech (for example, noun, adjective, and gerund).

> *Examples*
>
> > **Terms**:
> >
> > > flying buttresses (preferred, plural)
> > > flying buttress (preferred, singular)
> > > arch buttresses
> > > arched buttresses
> > > flyers
> > > buttresses, flying
> >
> > **Terms**:
> >
> > > watercolorists (preferred, plural)
> > > watercolorist (preferred, singular)
> > > water-colourists (British English)
> > > watercolor painters
> > > watercolorist's
> > > watercolorists'
> > > painters, watercolor

Synonyms

For alternate terms, add only terms that have true synonymity or an identical meaning with all other terms in the record (for example, *kettle stitch*, *catch stitch*, and *ketch stitch* are synonyms referring to the same stitch used in bookbinding).

Do not include terms that have only *near-synonymity* or that are merely related and not necessarily synonyms (for example, *Viking* and *Norse*). Exceptions may be made for various parts of speech (for example, the noun and adjectival form of the same term may be included in the same concept record).

Terms in Different Languages

Include terms in various languages, if necessary. The language of the term may be flagged. See also Language of the Terms above.

Example

Terms:
    still lifes (preferred, plural, English)
    still life (preferred, singular, English)
    still-lifes (English)
    still lives (English)
    nature morte (French)
    natura morta (Italian)
    naturaleza muerta (Spanish)
    stilleven (Dutch)
    Stilleben (German)

A.3.2.1.2.4 NATURAL AND INVERTED ORDER

Generally, record terms in natural order. Include variants in inverted order to provide access or to use in alphabetical lists (for example, natural order, *onion domes*, and inverted, *domes, onion*).

Example

Terms:
    onion domes (preferred, plural)
    onion dome (preferred, singular)
    bulbous domes
    Turkish domes
    domes, bulbous
    domes, onion
    domes, Turkish

A.3.2.1.2.5 QUALIFIERS FOR HOMOGRAPHS

For homographs, terms with the same spelling but different meanings, add a qualifier to distinguish between the terms (in the examples, notes are included to explain the differences in meaning). Qualifiers may refer to the broader context of the term or to another significant distinguishing characteristic.

Example

Term: drums (walls)
    Note: The vertical walls, circular or polygonal in plan, that carry a dome.

Term: drums (column components)
    Note: Cylinders of stone that form the shaft of a column.

Term: drums (membranophones)
> **Note**: Membranophones with a resonating cavity covered at one or both ends by a
> membrane, which is sounded by striking, rubbing, or plucking.

Homographs may occur as preferred or alternate terms.

> *Example*
>
> [for the homographs *trumeaux*, which include distinguishing qualifiers]
>
> **Terms**:
>> pier glasses (preferred, plural)
>> pier glass
>> pier-glasses
>> pier-glass
>> glasses, pier
>> mirrors, pier
>> pier mirrors
>> trumeaux (pier glasses)
>> trumeau (pier glass)
>
> **Terms**:
>> trumeaux (doorway components) (preferred, plural)
>> trumeau (doorway component)

A.3.2.2   Rules for Other Elements

A.3.2.2.1 *Rules for Hierarchical Placement*

Record the hierarchical (genus-species) relationships between a concept and its
parent by placing it in a hierarchy. Concepts may be arranged according to
defined characteristics, from broader class to specific items. Discrete areas of the
hierarchy may be devised (called *facets*), if necessary. See Discussion.

> *Example*
>
> Objects Facet
> ...... Visual Works
> .... funerary sculpture
> .... brasses (memorials)
> .... effigies
> .... gisants
> .... haniwa
> .... mintadi
> .... bitumba
> .... mma
> .... niombo
> .... tomb slabs
> .... ushabti

If appropriate and possible, link a concept to multiple parents in cases where the
same concept may logically belong in two or more sections of the authority file.
When a concept does have two parents, the authority file is *polyhierarchical* (that

is, a particular concept can have two or more broader concepts) rather than *mono-hierarchical* (where each concept can have only one broader concept). In the example, the concept chapels may denote both a stand-alone single built work or a component of a building and therefore has two broader concepts.

Example

Objects Facet	Objects Facet
.... Built Environment	.... Components
.... Single Built Works	.... <rooms and spaces>
.... religious buildings	.... chapels
.... chapels	

A.3.2.2.2 *Rules for the Note*

Include a note explaining the meaning of the concept within the context of this authority file and how it should be used. Notes should be objective, specific, pre-scriptive, and based on authorized sources and the intended use of the concept in the local system.

Examples

[for rhyta (vessels for serving and consuming food)]

Note: Refers to vessels from Ancient Greece, eastern Europe, or the Middle East that typically have a closed form with two openings, one at the top for filling and one at the base so that liquid could stream out. They are often in the shape of a horn or an animal's head, and were typically used as a drinking cup or for pouring wine into another vessel.

[for padstones (wall components)]

Note: Refers to blocks of stone placed in masonry walls under girders or other beams or trusses in order to distribute the load; for shaped stones placed on sloping walls to sup-port the copings of gables, use "kneelers (gable components)."

[for Sukkot (Jewish holiday)]

Note: The Jewish autumn festival celebrated in September or October (15-21 Tishri) as a festival of thanksgiving. Sukkot is one of three Jewish pilgrim festivals. In biblical times the festival was associated with the agricultural year. Following the tradition established in Leviticus (23: 42), "booths" or temporary shelters are built in homes, gardens, and synagogues in memory of the huts used by the Israelites after leaving Egypt.

A.3.2.2.3 *Rules for Sources*

Include citations for the vocabulary resource or other published or nonpublished work that was the source of names, note, or other information in the Authority Record. Using a Source Authority is recommended (see *Categories for the Description of Works of Art: Related Textual References*). Whether or not a Source Authority is used, record citations consistently, using the rules in the *Chicago Manual of Style*.

A.3.2.2.4 *Additional Elements*

A.3.2.2.4.1 INCLUDE ADDITIONAL ELEMENTS AS NECESSARY

Additional elements may be included if necessary. For more information about elements in an authority record for generic concepts, consult the generic concept identification authority in *Categories for the Description of Works of Art*, the *Art & Architecture Thesaurus Editorial Guidelines*, the *MARC21 Concise Format for Authority Data*, and *MADS: Metadata Authority Description Schema*.[2]

A.3.2.2.4.2 RECORD TYPE

CCO recommends using a Record Type element, though this is an administrative rather than a descriptive metadata element and therefore outside of the scope of this manual. Record Type should be used to distinguish records for concepts from Authority Records intended to supply organizing levels of the hierarchy (for example, *guide terms*). See the discussion in *Categories for the Description of Works of Art: Generic Concept Authority.*

A.3.2.2.4.3 RELATED CONCEPTS

Link to records for related concepts as necessary, similar to a *see also* reference. These are called associative relationships. See Part 1: Authority Files and Controlled Vocabularies.

Relationship Type

Record the type of relationship between two concepts. Examples include related to, distinguished from, and other more specific phrases to describe relationships between processes, materials, events, and agents in the authority file. Note that relationships must be reciprocal and the phrases used to describe them must make sense from the perspectives of both records.

Related Term

This field records the preferred term for the related concept. It should be a link to the authority record for the related concept, if possible.

> *Examples*
>
> [for frescoes (paintings)]
>
> > **Related Concept**:
> >
> > > **Relationship Type**: materials used
> > > **Related Concept**: arriccio (plaster)
> > >
> > > **Relationship Type**: materials used
> > > **Related Concept**: intonaco (plaster)
> > >
> > > **Relationship Type**: materials used
> > > **Related Concept**: sinopie (underdrawings)

[for watercolor (paint)]
>> **Related Concept**:
>>> **Relationship Type**: objects using
>>> **Related Concept**: watercolors (paintings)
>>> **Relationship Type**: users
>>> **Related Concept**: watercolorists (painters)

A.3.2.2.4.4 DATES

Record dates for various elements throughout the record, such as the date or range of dates during which the concept is relevant or was used or the date when a term first came into use.

A.3.3   PRESENTATION OF THE DATA

A.3.3.1   Display and Indexing

A.3.3.1.1 *Free-Text vs. Controlled Fields*

For a discussion of when and why separate free-text and controlled fields are recommended, see Part 1: Database Design and Relationships: Display and Indexing.

In indexing authority information, a repeatable field should be used for the term. Most other fields in the authority file should be controlled repeatable fields. Dates should be controlled and consistently formatted to permit efficient retrieval. To control terminology for sources, use controlled lists or a separate authority file for sources, if possible. Linking to multiple related concepts and polyhierarchical relationships should be possible (for further discussion, see Part 1: Authority Files and Controlled Vocabularies: Thesaurus).

Broader contexts for display should be constructed through hierarchical relationships. If this is not possible, a free-text broader context display text string may be written.

> *Example*

>> **Terms**:
>>> basilicas (preferred, plural)
>>> basilica (preferred, singular)
>> **Broader Context display**: Single Built Works
>> **Hierarchical position**:
>>> Objects Facet
>>> .... Built Environment
>>> .... Single Built Works
>>> .... basilicas
>> **Note**: Refers to religious or secular buildings characterized by an oblong plan divided into a nave with two or more side aisles, the former higher and wider than the latter and lit by clerestory windows; usually terminated by an apse.
>> **Related Concepts**:
>> related to: basilican plan (<building plan attributes>, Physical Attributes)
>> **Source**: *Art & Architecture Thesaurus* (1988-).

A.3.3.1.2 *For Display in the Work or Image Record*

Terms in the Concept Authority will need to be appropriately displayed in the work or image record, as illustrated in Chapter 1: Object Naming and Chapter 3: Physical Characteristics.

How to Create a Label for Display

To create a label to identify the concept in a display in the Work or Image Record, display the term and qualifier (if any) or a fuller label to identify the concept in a display. The label may combine the preferred term and one or more parents (broader contexts); choose the number of parents based on how many are necessary to identify the concept unambiguously and provide context. If such a label is constructed, the qualifier is typically unnecessary because it would be redundant. Ideally, the label may be constructed automatically; alternatively, use a free-text field to construct it by hand.

> *Examples*
>
> **[displays comprising the terms, with the qualifier, if any]**
>
> > eben
> > stained glass (material)
> > rhyton
> > Late Edo
>
> **[label displays, comprising the terms with broader contexts]**
>
> > eben (ceremonial sword)
> > stained glass (inorganic material)
> > rhyton (culinary container)
> > Late Edo (Japanese period)
> > Sakya (Tibetan Buddhism)

Syntax

Display the natural order form of the preferred term with broader contexts in parentheses. Using no parentheses or another method of punctuation is also acceptable, provided it is applied consistently.

Hierarchical Displays

Hierarchical displays should use indentation to indicate broader-narrower contexts. It should be possible to display the term with its broader contexts in horizontal strings, as discussed.

A.3.3.2 Examples

Examples of Authority Records are included below. For additional examples, see the end of Part 1, the end of each chapter in Part 2, and the CCO Web site. In the examples, *controlled* refers to values controlled by an authority file, controlled list, or other rules (for example, rules for recording dates). *Link* refers to a relationship between two Authority Records. All links are controlled fields. In all examples in this manual, both within and at the end of each chapter, data values for repeatable fields are separated by bullet characters.

Figure 56
Authority Record for a Material

Required and recommended elements are marked with an asterisk.

Concept Authority Record

■ ***Terms**:

    travertine (preferred)
    travertino
    lapis tiburtinus
    travertine marble
    roachstone

■ **Broader Context display**: sinter, limestone

■ ***Hierarchical position** *[link]*:

    Materials
    .... rock
    .... sedimentary rock
    .... limestone
    .... sinter
    .... travertine

■ ***Note**: A dense, crystalline or microcrystalline limestone that was formed by the evaporation of river or spring waters. It is named after Tivoli, Italy (Tibur in Latin), where large deposits occur, and is characterized by a light color and the ability to take a good polish. It is typically banded, due to the presence of iron compounds or other organic impurities. It is often used for walls and interior decorations in public buildings. It is distinguished from tufa by being harder and stronger.

■ **Related Concepts**:

    Relationship Type *[controlled]*: distinguished from
    [link to related concept]: tufa (sinter, limestone)

■ ***Source** *[link to Source Record]*:

    Art & Architecture Thesaurus (1988-).

Figure 57
Authority Record for a Work Type

Required and recommended elements are marked with an asterisk.

Concept Authority Record

■ ***Terms**:
    reredoses (preferred, plural)
    reredos (preferred, singular)
    retablos (reredos)
■ **Broader Context display**: altarpiece
■ ***Hierarchical position** *[link]*:
    Objects
    .... Visual Works
    .... <religious visual works>
    .... altarpieces
    .... reredoses
■ ***Note**: Refers to relatively large ornamented walls, screens, or other structures located above and behind the high altar of a Christian church. A reredos may be placed against the apse wall or directly behind the altar, or may form part an altar screen. The term was in common use by the 15th century, and was derived from an Anglo-French word meaning rear or behind. In Spanish churches, the reredos grew to be as wide as the nave and reaching to the vaulting of the roof. It is distinct from a retable; Where the reredos typically rises from ground level behind the altar, the retable is smaller, standing either on the back of the altar itself or on a pedestal behind it. Many altars have both a reredos and a retable. In architecture the term reredos may also refer to a screen or partition wall in other contexts, for example, to the wall forming the back of a fireplace or open hearth in ancient halls.
■ **Related Concepts**:
    Relationship Type *[controlled]*: distinguished from
    [link to related concept]: choir screens
    Relationship Type *[controlled]*: distinguished from
    [link to related concept]: retables (altarpieces)
    Relationship Type *[controlled]*: distinguished from
    [link to related concept]: retablos (panel paintings)
■ ***Source** *[link to Source Record]*:
    Art & Architecture Thesaurus (1988-).

Figure 58
Authority Record for a Style

Required and recommended elements are marked with an asterisk.

Concept Authority Record

■ *__Terms__:
 Mannerist (preferred, English)
 Mannerism (alternate)
 Maniera (Italian)

■ __Broader Context display__: Renaissance-Baroque style

■ *__Hierarchical position__ *[link]*:
 Styles and Periods
 .... <styles and periods by region>
 .... European
 .... <Renaissance-Baroque styles and periods>
 .... Mannerist

■ *__Note__: Refers to a style and a period in evidence approximately from the 1520s to 1590, developing chiefly in Rome and spreading elsewhere in Europe. The style is characterized by a distancing from the Classical ideal of the Renaissance to create a sense of fantasy, experimentation with color and materials, and a new human form of elongated, pallid, exaggerated elegance.

■ __Related Concept__:
 __Relationship Type__ *[controlled]*: related to
 [link to related concept]: Late Renaissance

■ *__Source__ *[link to Source Record]*:
 Art & Architecture Thesaurus (1988-).

Figure 59
Authority Record for an Animal

Required and recommended elements are marked with an asterisk.

Concept Authority Record

■ ***Terms**:

     Canis lupus (preferred, species name)

     gray wolf (preferred, common name)

     timber wolf

     grey wolf

■ ***Hierarchical position** *[link]*:

     Animal Kingdom

     .... Vertebrates (subphylum)

     .... Mammalia (class)

     .... Carnivora (order)

     .... Canidae (family)

     .... Canis lupus

■ ***Note**: The best-known of the three species of wild doglike carnivores known as wolves. It is the largest nondomestic member of the dog family (Canidae) and inhabits vast areas of the northern hemisphere. It once ranged over all of North America from Alaska and Arctic Canada southward to central Mexico and throughout Europe and Asia above 20 degrees N latitude. There are at least five subspecies of gray wolf. Most domestic dogs are probably descended from gray wolves. Pervasive in human mythology, folklore, and language, the gray wolf has had an impact on the human imagination in mythology, legends, literature, and art.

■ ***Sources** *[link to Source Records]*:

     "Wolf." *Encyclopaedia Britannica* online (accessed May 25, 2005).

     Animal Diversity Web. University of Michigan Museum of Zoology, 1995-2002. http://animaldiversity.ummz.umich.edu/ (accessed May 25, 2005).

Notes

1. The *Art & Architecture Thesaurus Editorial Guidelines* can be found at http://www.getty .edu/research/conducting_research/ vocabularies/editorial_guidelines.html.

2. The *Art & Architecture Thesaurus Editorial Guidelines* can be found at http://www.getty .edu/research/conducting_research/ vocabularies/editorial_guidelines.html; *MARC21 Concise Format for Authority Data*, at http:// www.loc.gov/marc/authority/ecadhome.html; *MADS: Metadata Authority Description Schema*, at http://www.loc.gov/standards/mads/ mads-outline.html.