



# Part TWO

## Elements

---

### I. CCO ELEMENTS

Below is a list of elements discussed in the CCO guide. Note that these are references to areas of a Work Record. They do not constitute data elements, though they may be mapped to various metadata element sets (see *Metadata Standards Crosswalks* at [http://www.getty.edu/research/conducting\\_research/standards/intrometadata/3\\_crosswalks/index.html](http://www.getty.edu/research/conducting_research/standards/intrometadata/3_crosswalks/index.html)).

#### Required Elements

An element marked as *required* indicates that the element is strongly recommended. However, data for any element may occasionally be missing. It is then up to the cataloging institution to determine how to deal with missing data. Possibilities include using a value such as *not available*, *unknown*, or *not applicable*; using a NULL value on the database side; or leaving the field blank entirely.

#### Controlled Vocabulary

An element marked as *controlled* (link to <xxxx> authority) means that values in the element should be derived from controlled vocabulary and ideally will be linked to an appropriate authority. An element marked as *controlled list* means that the value should be derived from controlled vocabulary, but that a simple controlled list may suffice instead of a link to a full-blown authority. These are recommendations only. How values in various elements are controlled is a local decision. For a discussion of the differences between a controlled list and an authority, see Part 1: Authority Files and Controlled Vocabularies.

## II. LIST OF ELEMENTS

### *Chapter 1*

Work Type (required) (controlled) (link to Concept Authority)  
Title (required)  
Title Type (controlled list)  
Language (controlled list)  
Source (controlled) (link to Source Authority)

### *Chapter 2*

Creator display (required)  
Controlled Creator (required) (controlled) (link to Personal and Corporate Name Authority)  
Role (required) (controlled) (link to Concept Authority)  
Creator Extent (controlled list)  
Attribution Qualifier (controlled list)

### *Chapter 3*

Measurements display (required)  
Value (format controlled)  
Unit (controlled list)  
Type (controlled list)  
Extent (controlled list)  
Qualifier (controlled list)  
Shape (controlled list)  
Format (controlled list)  
Scale (controlled)  
Materials and Techniques display (required)  
Material (controlled) (link to Concept Authority)  
Material Type  
Technique (controlled) (link to Concept Authority)  
Color (controlled) (link to Concept Authority)  
Mark (controlled list)  
Extent (controlled list)  
Qualifier (controlled list)  
Edition display  
Impression Number (format controlled)  
Edition Size (format controlled)  
Edition Number (format controlled)  
State display  
State Identification (format controlled)  
Known States (format controlled)  
Source of State (controlled) (link to Source Authority)  
Inscriptions  
Inscription Type (controlled list)  
Inscription Location (controlled list)  
Inscription Author (controlled) (link to Personal and Corporate Name Authority)  
Fracture  
Physical Description

Condition and Examination History  
Conservation and Treatment History

#### *Chapter 4*

Style (controlled) (link to Concept Authority)  
Style Qualifier (controlled list)  
Culture (controlled) (link to Concept Authority)  
Display Date (required)  
Earliest Date (required)  
Latest Date (required)  
Date Qualifier (controlled list)

#### *Chapter 5*

Current Location display (required)  
Current Location (controlled) (link to Personal and Corporate Name  
and Geographic Place Authorities)  
Repository's Unique ID  
Creation Location display  
Creation Location (controlled) (link to Personal and Corporate Name  
and Geographic Place Authorities)  
Discovery Location display  
Discovery Location (controlled) (link to Personal and Corporate  
Name and Geographic Place Authorities)  
Former Location display  
Former Location (controlled) (link to Personal and Corporate Name  
and Geographic Place Authorities)

#### *Chapter 6*

Subject display  
Controlled Subject (required) (controlled) (link to Personal and  
Corporate Name, Geographic Place, Concept, and Subject  
Authorities)  
Extent (controlled list)  
Subject Type (controlled list)

#### *Chapter 7*

Class display  
Controlled Class (controlled list)

#### *Chapter 8*

Description (Descriptive Note)  
Sources (controlled) (link to Source Authority)  
Other Descriptive Notes  
Sources (controlled) (link to Source Authority)

#### *Chapter 9*

View Description (required)  
View Type (required) (controlled list)  
View Subject display  
View Subject Controlled (required) (controlled) (link to Personal and  
Corporate Name, Geographic Place, Concept, and Subject  
Authorities)

View Display Date

View Earliest Date (format controlled)

View Latest Date (format controlled)

*Personal and Corporate Name Authority*

Names (required)

Display Biography (required)

Birth Date (required) (format controlled)

Death Date (required) (format controlled)

Nationality (required) (controlled) (link to Concept Authority)

Life Roles (required) (controlled) (link to Concept Authority)

Sources (required) (controlled) (link to Source Authority)

[Record Type (Person or Corporate Body) (controlled list)]

Date of Earliest Activity (format controlled)

Date of Latest Activity (format controlled)

Place/Location (controlled) (link to Geographic Place Authority)

Gender (controlled list)

Related People and Corporate Bodies (controlled) (link to another record  
in the Personal and Corporate Name Authority)

Relationship Type (controlled list)

Events (controlled list)

Note

*Geographic Place Authority*

Names (required)

Place Type (required) (controlled list)

Broader Context (required) (controlled) (link to another geographic place  
in this authority)

Sources (required) (controlled) (link to Source Authority)

[Record Type (controlled list)]

Coordinates (format controlled)

Dates (format controlled)

Related Places (controlled) (link to another geographic place in this  
authority)

Relationship Type (controlled list)

Note

*Concept Authority*

Terms (required)

Broader Context (required) (controlled) (link to another concept in this  
authority)

Note (required)

Sources (required) (controlled) (link to Source Authority)

Term Qualifier

[Record Type (controlled list)]

Dates (format controlled)

Related Concepts (controlled) (link to another concept in this authority)

Relationship Type (controlled list)

*Subject Authority*

Subject Names (required)

Sources (required) (controlled) (link to Source Authority)

Broader Context (required) (controlled) (link to another subject record in this authority)

Related Keywords (controlled list)

Related Subjects (controlled) (link to another subject record in this authority)

Related Geographic Places (controlled) (link to Geographic Place Authority)

Related People or Corporate Bodies (controlled) (link to Personal and Corporate Name Authority)

Related Concepts (controlled) (link to Concept Authority)

Relationship Type (controlled list)

[Record Type (controlled list)]

Dates (format controlled)

Note