

UST Art History FMP Database Fields for Cataloging Digital Images using the VireoCat database

Last updated: 1/4/06

(R) = Repeatable

Metadata field	Scope notes	Some suggestions and examples
Division (full)	Use this field to indicate the geographic division of the work. Currently we use the Dmitri Tselos system of categories.	This is a fixed field format with options of: West Near East Far East Africa-Oceania-Americas → “Americas” refers to North, Central & South America before colonization Asia
Region or Country (R)	Use this field to describe the country associated with the work.	Fixed format field with country names derived from the encyclopedia.
Style or Period (R)	Use this field to describe the defined style, historical period, group, school, dynasty, movement, etc. whose characteristics are represented in the Work or Image.	Use only Dictionary of Art, Library of Congress or Getty AAT styles, periods, and movements. Search the Getty AAT for correct references to these descriptors. Examples: 20c Impressionist Archaic Red-figure Pre-Columbian
Class	Use this field to describe the highest level of the medium that represents the work.	Fixed field format derived from the Getty AAT. Is representative of CCO descriptor “Class” architecture costume decorative art drawing field photo film furniture installation map mixed media multimedia museum painting performance photography popular culture print sculpture technique television

		<p>textile theater time-based works typography ware</p>
Art Type (R)	Use this field to further describe the medium of the work.	Descriptors are derived from the Getty AAT. Rules for describing are the same as for “Class” from CCO. This is a controlled list but is not comprehensive (allows edits).
Creator (R)	Use this field to record the name assigned to an individual, group, corporate body, or other entity that has contributed to the design, creation, production, manufacture, or alteration of the item described in this record. Repeat this field as needed to record additional contributors.	<p>Check the Getty Union List of Artists Names to find accepted forms of artists, authors, and/or creators names:</p> <p>Morris, William, 1834-1896 Bruegel, Pieter, ca. 1525-1569 Christo Lin, Maya Ying Tiffany and Company. Arthur D. Little, Inc. Médecins sans frontières</p> <p>This is a fixed field format deriving from the Creator authority file (also on the server). If the name of the creator of the item described in this record cannot be found, choose the name by which the creator of the item described in the record is commonly known.</p>
Title of Work (R)	Use the title field to record the title or other identifying phrase for the item described in this record. For complex works or series the title may refer to a discrete unit within the larger entity (a print from a series, a panel from a fresco cycle, a building within a temple complex) or may identify only the larger entity itself. Repeat the field as needed to record variant or additional titles.	<p>When there is no title on the item described in the record, supply a descriptive title or commonly known name:</p> <p>Watercolor and charcoal drawing of Richard Nixon Letter from Anne Coussey to Langston Hughes Man's ceremonial shirt decorated with clan symbols Pecten gibbus Great Buddha of Kamakura Caricature of Boss Tweed Dawn Redwood</p> <p>When there is a title or caption transcribe it:</p> <p>Portrait of Sitting Bull Gertrude Stein on the terrace of her villa at Biliguin with Pepe and Basket I Dust storm in Gobi Desert, China</p> <p>Drop initial articles:</p> <p>Letter to the Author of the Pamphlet called An Answer to the Hampshire Narrative</p> <p>not:</p> <p>A letter to the Author of the Pamphlet Called an Answer to the Hampshire Narrative</p>

Title-Series	Use this field to document the series title a work is part of or use for a further description of the work. You may also use this field to record a free-text note about the image, including comments, additional physical description, or details that give additional information not recorded in other categories.	Examples: West façade From verso of photograph: "G.S. and Alice" Photograph taken after restoration, 1975-1980 Series title: Migration of the Negro
Culture (R)	Use this field to enter the name of the culture, people (ethnonym), or adjectival form of a country name from which a Work or Image originates or with which the Work or Image has been associated.	Examples: Nubian Yoruba Cherokee Tlingit
Display Date (R)	Use this field to record a date or range of dates associated with the creation, design, production, presentation, performance, construction, or alteration of the item described in the record. Repeat this field as needed to record additional dates.	For published items, give the date in Western-style, Arabic numerals. If no date or publication date is known, supply an approximate date, or range of dates: 1825 515 BCE c. 1400 1969? Cambrian Period 1848-1849 Tang Dynasty
Beginning Date and End Date (R)	Use these fields to enter the first date of work and the last date of the work. If the work has a 'circa' date, enter the first possible date in that range and the last possible date in that range.	Examples: For a fourth century BCE display date (c. 4 th century BCE) BD = 399; ED = 300 For a work created between 1920 and 1925 BD = 1920; ED = 1925 For a work dated 425 BCE BD = 425; ED = 425 For a work dated early 19 th century BD = 1800; ED = 1825
Materials	Use this field to record the materials that make up the work, excepting architectural works.	Examples: (always use lower case) oil on canvas duct tape, photographs, beads and cardboard mounted on plywood

Measurements	Use this field to record the size, shape, scale, dimensions, format, or storage configuration of the Work or Image. Dimensions may include such measurements as volume, weight, area or running time. The unit used in the measurement must be specified.	<p>Examples:</p> <p>125 x 100 cm 47 x 47 in height 16 cm 96 x 14 x 12 cm</p> <p>The first number represents the height, the second the width. In a three-dimensional object the measurements represent height, width then depth.</p>
Technique (R)	Use this field to record the technique used to create the work.	<p>Examples:</p> <p>aquatint black and white photograph cast chromolithograph collage drypoint embossed embroidery engraving etching fresco gelatin silver print Ilfachrome print intaglio iris ink jet print letterpress lithograph monochrome color print monotype mosaic photolithograph raku scarification screen print soft-ground etching wood engraving woodcut</p> <p>Values are derived from the Getty AAT technique list. This is a fixed field but is not comprehensive (field allows edits)</p>

Repository or Collection	Use this field to record the museum, owner, or collection of the work.	Examples: Madrid: Museo del Prado London: National Gallery Athens: National Archaeological Museum Private collection
Location	Use this field to record the location of ARCHITECTURAL works. Includes city, state, country or geographic description of a region.	Search the GETTY TGN to find correct names for geographic locations Examples: Roman Empire Houston, Texas, USA Lyon, France
Image Source	Use this field to document where the image derives as well as copyright information.	Use only full citations for book sources. For vendor purchased images indicate copyright agreement. If UST owns full rights (personal image taken by faculty/staff) indicate as such.
Slide ID (NR)	Assigned by VR Curator.	Six digit, unique, numerical accession number. This number is tied to the digital image file name. Example: Slide ID = 64582, digital file name = 64582.tif
Course	Art history course the image was digitized or purchased for.	More than one course field may be checked if the image applies to numerous courses. Course number may be added, as the current list is not comprehensive. When exporting this field the curator must separate the values into columns, as Luna will accept them only in individual fields. They will concatenate upon import into one field value in Insight.

Creator Database Fields to Import to Insight

Creator	(see above description)	
Birth Date	Use this field to enter the documented birth date of the artist or entity.	Derived from the Getty ULAN. Secondary sources may include the Dictionary of Art or credible Web sources.
Death Date	Use this field to enter the documented death date of the artist or entity.	Derived from the Getty ULAN. Secondary sources may include the Dictionary of Art or credible Web sources.
Nationality	Use this field to enter the preferred nationality of the artist or entity.	Derived from the Getty ULAN. Secondary sources may include the Dictionary of Art or credible Web sources.