metadata submission guidelines (MSG) 2.0

for UC Shared Images

hosted by ARTstor

http://www.cdlib.org/inside/projects/image/msg_ucsi.pdf

metadata…because people use **words** to find images

Italian

1987

Untitled

Painting

Abstract Expressionism

Renaissance

Willem de Kooning

ca. 1503-1505
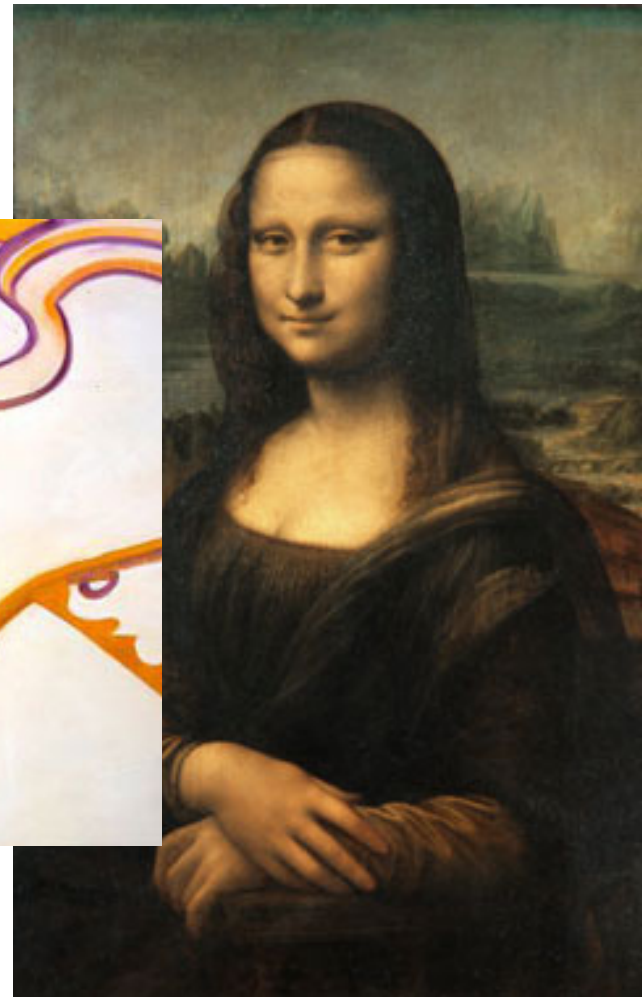
La Giaconda

Mona Lisa

American, born in the Netherlands

Musée du Louvre

Leonardo da Vinci

Contents

Foreword

Why ARTstor Core?

The Shared Metadata Working Group decided to use the ARTstor Core metadata schema for several reasons:
- ARTstor collections are mapped to this schema. Using ARTstor Core for UC Shared Images collections hosted by ARTstor would contribute to a consistent end-user experience.
- UC visual resources collections could map at least some of their data to the basic set of ARTstor Core fields, making it a simple-to-use "common denominator" for aggregation.
- Using a schema compatible with ARTstor's would facilitate the ingest process. ARTstor could readily assist contributors with mapping their data.
- ARTstor would provide an XML schema for ARTstor Core so campuses can set up OAI harvesting.

The Shared Metadata Working Group recommends utilizing a content standard such as *Cataloging Cultural Objects* (CCO) and affiliated thesauri or authority files for preparing content within the ARTstor Core data structure framework, whenever possible.

For more information about ARTstor Core, see "ARTstor Core Data Dictionary and Cataloging Guidelines"
http://www.artstor.org/what-is-artstor/w-html/services-hosting-core.shtml

1. Introduction

Metadata that is consistent with other collection records across UC institutions as well as with other ARTstor collections will improve the integration and discoverability of our records within the ARTstor system. In addition, sufficiently rich metadata provides greater context for a work. Therefore, these guidelines seek to ensure that records contributed to UC Shared Images provide a predictable level of documentation and are as consistent as possible across collections.

It is understood that contributors may be working with legacy data that they may not have the time or resources to alter in order to meet the preferences of UC Shared Images. Also, contributors may have local needs or system limitations that do not allow them to change their data to conform to these guidelines. Therefore, these guidelines have been structured into three metadata element groups: 1) required, 2) highly recommended, and 3) optional. *Required* elements are those elements from the ARTstor Core that must be included in order to be submitted to UC Shared Images. *Highly recommended* elements are those elements from the ARTstor Core that have been identified as important for discoverability and comprehension of a work. Within the Highly Recommended section are four ARTstor elements (shown with an asterisk below) that will not be displayed within the contributor's records to the end user but will provide *advanced search features*. They will allow users to refine or further narrow a search by country, classification, or date. If records do not include values for these elements, the records will not be returned in an advanced search using one of these refinement elements. Additional ARTstor Core elements are listed at the end of this document (Section 4). These additional elements, while not deemed essential for these metadata guidelines, could be useful in further understanding the work and therefore may optionally be included in contributions to ARTstor. *Optional* elements may be used to provide users with additional details about the image.

Required	**Highly Recommended**	**Optional**
Title	Creator	Image View Date
Collection	Culture	Materials/Techniques
Record ID	ARTstor Country*	Measurements
Image ID	Work Type	Image View Description
Rights	ARTstor Classification*	Description
Rights: Access	Style/Period	State/Edition
	Date	Inscriptions
	ARTstor Earliest Date*	Condition
	ARTstor Latest Date*	Conservation Treatment
	Location	Photographer
	Creation/Discovery Site	Provenance
	Repository	Bibliography
	Repository Accession Number	Record Source
	Subject	
	Image Source	

*Enables advanced search features

MSG Elements (in ARTstor Core order)

Element	Req'd	Highly Rec'd	Optional	Controlled Values (Advanced Search)	Multiple Values Options		
					Multiple Values	Repeatable Columns	Qualifiers
Creator		✓			✓		
Culture		✓			✓		
ARTstor Country		✓		✓ ARTstor Geography Authority	✓	✓	
Title	✓				✓	✓	Variant; Larger Entity
Work Type		✓			✓		
ARTstor Classification		✓		✓ ARTstor Classification Authority	✓	✓	
Style/Period		✓			✓		
Date		✓			✓		
Image Date			✓		✓		
ARTstor Earliest Date		✓		✓ Numeric value only			
ARTstor Latest Date		✓		✓ Numeric value only			
Location		✓					
Creation/Discovery Site		✓			✓		
Materials /Techniques			✓		✓		
Measurements			✓		✓		
Image View Description			✓		✓		
Description			✓		✓		
State/Edition			✓		✓		
Inscriptions			✓		✓		
Condition			✓		✓		
Conservation/Treatment			✓		✓		
Photographer			✓		✓		
Repository		✓			✓		
Repository Accn. Number		✓			✓		
Provenance			✓		✓		
Bibliography			✓		✓		
Subject		✓			✓	✓	Geographic; Personal Name
Collection	✓						
Record ID	✓						
Image ID	✓						
Record Source			✓		✓		
Image Source		✓					
Rights	✓				✓	✓	
Rights: Access	✓						Access

2. General Rules

Required elements

Required metadata elements must be included with any digital object being submitted to UC Shared Images.

Highly recommended elements

Highly Recommended metadata elements will provide the basis for being able to properly identify and/or find the work represented by an image. Not all Highly Recommended metadata elements will be relevant to all types of image records. But the essential principle to keep in mind is the more metadata that is provided, the easier it becomes for the end user to identify the work and more robust services can be built around the metadata.

Optional elements

Additional ARTstor Core elements are listed at the end of this document (Section 4). These additional elements, while not deemed essential for these metadata guidelines, could be useful in further understanding the work and therefore may optionally be included in contributions to ARTstor.

Multiple values within an element (in metadata submission spreadsheet)

Each element in these guidelines indicates whether multiple values are allowed (i.e. indicates whether values for an element are repeatable). If multiple values are allowed it will then indicate whether those values can be submitted either within a single column or within repeatable columns. These instructions only apply to data submitted as a spreadsheet (i.e., tab delimited).

Single column

For elements in which multiple values must be submitted as single columns, the values should be concatenated together in a single column, separated by a semicolon.

Example of multiple values submitted in a single column

Record ID	Creator
2	Barbier, Georges (French, 1882-1932, illustrator); Paquin, Jeanne (French, 1869-1936, fashion designer)

In the ARTstor interface, this data will be displayed on a single line.

Creator   Barbier, Georges (French, 1882-1932, illustrator); Paquin, Jeanne (French, 1869-1936, fashion designer)

Repeatable columns

For elements in which multiple values are submitted within repeatable columns, the values should be submitted in two or more columns. Additional columns must be given the same column header name and numbered sequentially, e.g., Element, Element1.

Example of multiple values submitted in repeatable columns

Record ID	ARTstor Classification	ARTstor Classification1
807	Architecture and City Planning	Drawings and Watercolors

In the ARTstor interface, this data would be displayed on multiple lines with one column heading.

ARTstor Classification   Architecture and City Planning
Drawings and Watercolors

Repeatable columns with qualified elements

Additional columns may be given a column header that begins with the element name followed by a colon and a qualifier. The qualifier will appear in the ARTstor interface as part of the data.

Example of multiple values submitted in repeatable columns with qualified elements in the 2nd and 3rd columns

Record ID	Title	Title: Larger Entity	Title: Variant
98777	Five-storied Pagoda	Horyu-ji Temple	Goju-no-to

In the ARTstor interface, this data will be displayed on multiple lines with the column heading and qualifiers.

Title   Five-storied Pagoda
Larger Entity: Horyu-ji Temple
Variant: Goju-no-to

Ordering elements (in metadata submission spreadsheet)

The elements (i.e., columns) in your spreadsheet can be in any order. For example, Title can be the first column in your spreadsheet or the last column.

ARTstor must be notified in advance of sending your spreadsheet if you make any of these changes to columns in your spreadsheet:
- If you change the name of a column heading (even if the column stays in the same order), you must alert ARTstor.
- If you add a repeating column, you must alert ARTstor.

Field labels

In order to help the user of the MSG better understand the way the data will actually appear in ARTstor, the ARTstor field labels have been provided in the guidelines for each element.

URLs

To include a "live" link (i.e., clicking on the link will open it in a browser), place a full URL in a separate column *alone*. If the URL is critical for users and is likely to change, put it in a separate column so that ARTstor will be able to update it more easily. If the URL is nonessential, such as part of a citation as in the second example below, put it in the same column with other descriptive data. In this case, the user will copy and paste the URL into their browser to open the link.

Example of a live URL link

Record ID	Rights	Rights1
35987	This image has been selected and made available for University of California Shared Images and is intended solely for noncommercial educational use.	http://www.cdlib.org/inside/projects/image/termsofuse.html

Example of a URL that is not a live link

Record ID	Image Source
1501	Allan T. Kohl, Art Images for College Teaching, http://arthist.cla.umn.edu/aict/images/renbrq/IRA/512/102.jpg (accessed October 8, 2007)

Diacritics

Use Latin-1 (no support for Unicode at this time).

Examples

> Déjeuner sur l'Herbe (Luncheon on the Grass)
> Dürer, Albrecht (German, 1471-1528)
> Côte d'Ivoire

Searching in ARTstor

Searching in ARTstor is by keyword and includes all fields. It is not necessary to repeat a term in more than one field of a record when submitting your data. For example, if you have a record with "Egyptian" in Style/Period and you lack a Culture element in your local database, it is not necessary to add "Egyptian" in Culture. Alternatively, if your local database has both a Style/Period field and a Culture field, it's fine to include terms that are repeated. The point is to avoid unnecessary work.

Advanced search

Within the Highly Recommended section are four ARTstor-elements that will not be displayed within the contributor's records to the end user but will provide advanced search features. They will allow users to refine or further narrow a search by country, classification, or date. If records do not include values for these elements, the records will not be returned in an advanced search using one of these refinement elements.
ARTstor Country
ARTstor Classification
ARTstor Earliest Date
ARTstor Latest Date

3. Metadata Elements

Each metadata element is divided into the following sections:

Name	Name of element
Definition	Defines how element is used
ARTstor field label	Indicates the label that will display with the value in the ARTstor interface
Multiple values	Indicates if multiple values are allowed for the element
Single column	When multiple values are allowed, indicates if values can be submitted within a single column. Use semicolons to separate individual values.
Repeatable columns	When multiple values are allowed, indicates if values can be submitted within repeating columns. Use one column for each value. Note that some repeatable columns may contain elements that can be qualified (e.g., Title).
Guidelines	Instructions for recording content of element
Examples	Examples of element content based on guidelines

Title   required

Definition

Titles, identifying phrases, or names given to a work of art, architecture, or material culture. The Title element may contain only the title(s) of the work(s) depicted, or both the title(s) of the work(s) depicted and the image view description. If the Title or image view description is very long, the image view description may be submitted as a separate Title1 column for clarity. Title, Title:Larger Entity, and Title:Variant may all include concatenated multiple values, separated by semi-colons.

Title: Variant (optional)

Title: Larger Entity (optional)

All three columns are displayed in the one "Title" field, so it is important to insure that the columns are arranged in the order you want the information to appear in ARTstor and communicate your preference to the metadata staff.

ARTstor field label = Title

Multiple values for Title: Yes

Single Column: No (May use Title1 for image view description)

Repeatable column: Yes (May use Title1 for image view description)

Multiple values for Variant Title: Yes

Single column: Yes

Repeatable column: No

Multiple values for Larger Entity Title: Yes

Single column: Yes

Repeatable column: No

Guidelines

Use typical, American style title case. If possible, strip leading and ending quotes and initial articles from title for improved sorting. String phrases together for descriptive titles, using commas between phrases, colons between titles and parts, and semicolons between multiple values of title. Variant and Larger Entity titles should be submitted in separate columns (see example below). If you submit multiple values for title, put your preferred title first. Title is one of three elements (along with Creator and Date) that make up the caption under ARTstor thumbnails. The caption will only display the first 22 characters of the Title element so it is important that the preferred title come first.

If the image view description is short, concatenate the image view description to the end of the work title, separated by a colon. Add detail, when appropriate, separated by a comma, e.g.

> Landscape with Storm: detail, ducks in foreground *(work title: image view description)*
>
> Unchukuyu Bosatsu (N. 7); Unchukuyu Bosatsu (N. 18): Head details of N7 (left), N18 (right) *(work title; work title: image view description)*

Alternatively, the image view description may be submitted in a separate Title1 column for clarity, and to avoid data loss when long concatenated titles representing complex works with component parts run the risk of inappropriate truncation, e.g.

> Tomb of Marcus Vergilius Eurysaces (work title)
> Detail of the frieze on south side (from right) of kneading machine, rolling the bread, the oven (image view description)
>
> Gallery of Maps. Northern Puglia (West wall) (work title. component work title)
> Detail showing the Battle of Cannae between the Romans and the Carthaginians (216 BC) (image view description)

Prefer titles in English language unless a specific title is generally not translated. For translated titles, you may concatenate the translated title to the main title, separated by parentheses, or submit them as variant titles, e.g.

> Three Women Conversing (Unterhaltung von drei Frauen)
>
> Déjeuner sur l'Herbe (Luncheon on the Grass)
>
> Scuola Grande dei Carmini (preferred work title)
>
> Oblique view of facade facing Campo dei Carmini (image view description)

If a record does not have a title, information can be mapped from one or more other elements (such as Image View Description or Geographic Location) and concatenated with a period, comma, or colon. e.g.

Petra: view of the Siq, seen from the air (geographic location: image view description)

Examples

Spreadsheet submission examples

Record ID	Title	Title1	Title: Variant	Title: Larger Entity
98777	Five-storied pagoda: overall view		Goju-no-to	Horyuji Temple
539546	Santa Maria Maggiore. Sistine Chapel	Oblique view showing Sixtus V directing his prayers towards the Presepio and Sacrament Tabernacle		
530663	Scuola Grande dei Carmini	Oblique view of facade facing Campo dei Carmini	Scuola dei Carmini; Scuola Grande di Santa Maria dei Carmini; Scuola Grande di Santa Maria del Carmelo	
500890	Petra: view of the Siq, seen from the air			

Collection   required

Definition
Collection from which the image and record originate. Include ARTstor collection with campus abbreviation, visual resource collection, and other named image collection if applicable.

ARTstor field label = Collection

Multiple values: No; however you may include a URL link in a repeatable column.

Guidelines
For consistency among campuses, enter broadest to narrowest unit. Use title case. Name your collections consistently in different records. You may include a URL in the same column along with the Collection name or in a repeatable column. See "URLs" in Section 2 for more information.

Examples
UCSB Department of History of Art and Architecture, Visual Resources Collection

Example with a URL in a repeatable column

Record ID	Collection	Collection1
134	UCSB Department of History of Art and Architecture, Visual Resources Collection	
1098	UCSC University Library, Branson DeCou Collection	http://library.ucsc.edu/slides/decou

Record ID   required

Definition
Unique and persisting data record identification in the contributor's local system to be used by ARTstor and UC in identifying a record, for example, for updates. This may be a computer-assigned record identifier or an ID or accession number for an image if images and records correspond one-to-one.

ARTstor field label = ID Number: Record

Multiple values: No

Guidelines
Numeric or alphabetic; if alphabetic, maintain original case.

Examples
> 01-02-123
> 56664

Image ID   required

Definition
Refers to the file name of the image associated with the data record in which this field is included.

ARTstor field label = ID Number: Image

Multiple values: No

Guidelines
Use the complete file name of the image file submitted to ARTstor. You may retain the file extension (i.e., the dot and three letters following it) if present. Maintain original case if alphabetic characters are included.

Examples
       01-001-123.tif
       dc1.474.0020
       04_789_004

Rights   required

Definition
The purpose of this element is to inform end users of their responsibilities in terms of copyright and to provide information on obtaining permission to use an image outside uses specified in Terms and Conditions of Use (e.g., for publication).

ARTstor field label = Rights

Multiple values: Yes
Single column: No
Repeatable columns: Yes

Guidelines
Add rights information specific to the image. You may include a URL in the same column along with the descriptive text or in a separate column. See "URLs" in Section 2 for more information. ARTstor automatically inserts a generic rights statement for each hosted image, and an additional generic rights statement will be inserted for all UC Shared Images.

Generic Rights statements (automatically inserted)

ARTstor:
This image has been selected and made available by an institutional user of the ARTstor Digital Library using ARTstor's software tools. ARTstor has not pre-screened or selected this image, and therefore disclaims any liability for any use of this image. Should you have any legal objection to the use of this image, please notify ARTstor's Contact for Legal Notices.

UC Shared Images:
This image has been selected and made available for University of California Shared Images and is intended solely for noncommercial educational use.
http://www.imageservice.cdlib.org/terms_of_use.html

Examples

Example with a URL in a repeatable column

Record ID	Rights	Rights1
207	© 2006 Loren Partridge. Contact information: c/o History of Art Department, 416 Doe Library, University of California, Berkeley, CA 94720-6020.	http://ls.berkeley.edu/dept/arthistory/

In the ARTstor interface, this will be displayed along with both generic rights statements.

Rights: Access   required

Definition
This is a special element devised by the Shared Metadata Working Group that is not part of the ARTstor Core elements. The purpose of this element is to specify an access level which is intended for use by ARTstor in determining who may access (e.g., view, download) each image. This access code is not displayed to end-users. Note: Access is determined at the collection level at this time; however, we anticipate ARTstor will eventually be able to provide access at the image level. Currently, ARTstor can use these access codes to group images into collections.

ARTstor field label = None. This is a non-displayed field

Multiple values: No

Guidelines
Select one access code to specify the broadest access level permitted.

Access code

"PUBLIC" is broadest and includes access to all other levels, i.e., a "PUBLIC" image is shareable outside UC with the general public and UC wide.

Code	Access level
PUBLIC	Share outside UC (noncommercial, educational use)
ARTSTOR	Share only with ARTstor subscribers
UC	Share only with UC
[3 or 4 letter abbreviation for your campus, e.g., UCSC]	Share only with your campus

Examples

Record ID	Rights: Access [will not display to end users]
1523	PUBLIC
569	UCD
88	ARTSTOR
901	UCSC
459687	UC
207	UC

Creator   highly recommended

Definition
Name, including nationality, life dates, and roles (if necessary), of the creator or creators credited with the design and production of the work, including any necessary indications of uncertainty, ambiguity, and nuance.

ARTstor field label = Creator

Multiple values: Yes
Single column: Yes
Repeatable columns: No

Guidelines
Submit the name in index order (last name, first name) followed by nationality, life dates, and role in parentheses, if possible. Generally, do not invert appellations for anonymous creators where the appellation is built around a descriptive phrase such as *Master, Monogrammist, Painter,* etc. For unknown creators, leave the creator element blank. If there are multiple names associated with an image, submit them all in one string, separated by semicolons.

Examples
> Erhart, Michel (German, ca. 1440-after 1522)
> Giambologna (Flemish, 1529-1608, sculptor)
> Dürer, Albrecht (German, 1471-1528)
> Master IAM of Zwolle (Netherlandish, active ca. 1470-1495)
> Champaigne, Philippe de, attributed to, (French, 1602-1674)
> Gehry, Frank (designer)
> Barbier, Georges (French, 1882-1932, illustrator); Paquin, Jeanne (French, 1869-1936, fashion designer)
> Esherick, Homsey, Dodge and Davis [EHDD] (San Francisco, architectural firm); Davis, Charles (architect, principal-in-charge); Sklar, Todd (architect, project manager); Nishita and Carter (landscape architects); Rutherford and Chekene (structural engineers)

For non-western names, be consistent about the transliteration used. For Chinese names, Pinyin Romanization is preferred. If the artist is commonly referred to in the scholarly literature by more than one name (e.g. Shitao or Daoji), include the preferred form first, with the alternate form following in square brackets. Submit the name in index order (surname first) with no comma following the surname.

Examples
> Hokusai [Katsushika] (Japanese, 1760-1849)

Shitao [Daoji] (Chinese, 1642-1707, painter)
Ab'ul-Hasan (Indian, born 1588, active 1600-1630, painter)
Wang Zhenpeng (Chinese, ca. 1280-ca. 1329)

Recommended sources: Use ULAN or another authorized index form when appropriate. If an artist is not in ULAN, use other authorities such as LC NAF to determine the authorized spelling, index order, and biographical information. For guidance on the adjectival form of nationality, see ULAN editorial guidelines for nationality and places (http://www.getty.edu/research/conducting_research/vocabularies/guidelines/ulan_4_7_appendix_g_nationality_place.html)

For Japanese names, see *A Dictionary of Japanese Artists: Painting, Sculpture, Ceramics, Prints, Lacquer*, by Laurance P. Roberts, 1976. For those who are able to recognize the difference between the Wade-Giles and Pinyin system of Romanization, *Chinese Names: An Index-Dictionary of Chinese Artists, Collectors, and Connoisseurs with Character Identification by Modified Stroke Count*, by Nancy N. Seymour, 1988, is a useful source. Seymour uses the Wade-Giles name form as the primary access point, but includes the Pinyin equivalent following the main entry.

Culture   highly recommended

Definition
Name of the culture, people, or nationality from which the work originated.

ARTstor field label = Culture

Multiple values: Yes
Single column: Yes
Repeatable columns: No

Guidelines
Particularly useful when Creator is unknown. Use AAT terms, if possible, in the adjectival form. Multiple values may be used and submitted to ARTstor as strings separated by semicolons. If the work is *about*, and not *by*, a culture, people, or nationality, place that culture term in a subject field. There may be some overlap and confusion between Culture and Style/Period. It is not necessary to repeat a term in both fields. Searching in ARTstor is by keyword and includes all fields.

Examples
> Celtic
> Egyptian (ancient)
> Native American; Plains Indian; Sioux
> French or Flemish
> West African; Cameroon Grassfields; Bamileke; Bangwa

ARTstor Country*   highly recommended

*enables advanced search features

Definition
A type of "nationality" field, not in adjectival form; ARTstor Country refers to the modern name of the country affiliated with either the work or the creator of the work. ARTstor Country data will not display with the record in ARTstor. It is a functional field that, if populated, allows ARTstor users to filter search results by selecting values from the ARTstor Geography Authority list when performing advanced searches.

ARTstor field label = None. This is a non-displayed field.

Multiple values: Yes
Single column: No
Repeatable columns: Yes

Guidelines
This is a controlled field. Select a term or terms from the list of countries currently used by ARTstor published in ARTstor Core. See ARTstor Core, Appendix B, ARTstor Country Authority. These terms are identified in TGN as nations. Terms may refer to nationality of artist (use ULAN's nationality as a guide) or the country of creation site (use site's nation from TGN's hierarchy). ARTstor has included some regions of the world which can be used if the country is unknown. If you don't have a country, supply a region. ARTstor will automatically supply appropriate region for the ARTstor Country values you summit.

We strongly recommend assigning a value for this field so UC Shared Images are included when the user limits an advanced search with an ARTstor Country term.

Examples
> Côte d'Ivoire
> Kazakhstan
> United Kingdom

Example of multiple ARTstor Country values submitted in repeatable columns

Record ID	ARTstor Country	ARTstor Country1
589	Turkey	Germany
125889	Hungary	France

Work Type   highly recommended

Definition
Term or terms identifying the specific kind of object or work being described.

ARTstor field label = Work Type

Multiple values: Yes
Single column: Yes
Repeatable columns: No

Guidelines
Use this field for greater specificity than ARTstor Classification, though the degree of specificity may depend on local practices.   When possible, use AAT, singular form of term, and the most specific term possible (e.g. drawing) unless the record describes a group of works (e.g. drawings).

Examples
> painting (visual work); triptych; altarpiece
> chair
> fresco

ARTstor Classification*   highly recommended

*enables advanced search features

Definition
Term used to categorize a work by grouping it together with other works on the basis of similar characteristics, including materials, form, shape, function, etc. ARTstor Classification data will not display with the record in ARTstor. It is a functional field that, if populated, allows ARTstor users to filter search results by selecting values from the Classification list when performing advanced searches.

ARTstor field label = None. This is a non-displayed field.

Multiple values: Yes
Single column: No
Repeatable columns: Yes

Guidelines
This is a controlled field. Select one or more class groups from the ARTstor Classification Authority list (below). See ARTstor Core, Appendix A. We strongly recommend assigning a value for this field so UC Shared Images are included when the user limits an advanced search with one of these ARTstor classification terms. Document local practice and be consistent.

Architecture and City Planning
Decorative Arts, Utilitarian Objects and Interior Design
Drawings and Watercolors
Fashion, Costume and Jewelry
Film, Audio, Video and Digital Art
Garden and Landscape
Graphic Design and Illustration
Humanities and Social Sciences
Manuscripts and Manuscript Illuminations
Maps, Charts and Graphs
Paintings
Performing Arts (including Performance Art)
Photographs
Prints
Science, Technology and Industry
Sculpture and Installations

Examples
Examples of multiple ARTstor Classification values submitted in repeatable columns.

Image	Title	ARTstor Classification	ARTstor Classification1
	Fall Plowing	Paintings	
	Abduction of Hylas (mosaic)	Architecture and City Planning	Decorative Arts, Utilitarian Objects and Interior Design
	Splitting. Frame enlargements from the film documenting the project	Film, Audio, Video, and Digital Art	Sculpture and Installations
	Pop Archive of Richard Hamilton: Frigidare Refrigerator-Freezer Ad "You'll feel like a queen!	Graphic Design and Illustration	Decorative Arts, Utilitarian Objects and Interior Design
	Penobscot Village, with sightseers at the Columbian Exposition. World's Columbian Exposition (1893: Chicago, Ill.)	Architecture and City Planning	Humanities and Social Sciences

Style/Period   highly recommended

Definition
Term that identifies the named, defined style, historical or artistic period, movement, group, or school whose characteristics are represented in the work being cataloged.

ARTstor field label = Style Period

Multiple values: Yes
Single column: Yes
Repeatable columns: No

Guidelines
Particularly useful when Creator is unknown. The range of possible terms is wide and includes dynasties as well as styles, periods, groups and movements. Consistent terminology for style and period facilitates efficient retrieval. Prefer use of AAT Styles and Periods Facet from broadest to narrowest. Multiple values may be separated with semicolons.

Examples
> New Kingdom (Egyptian); Eighteenth Dynasty; Amarna period
> Ancient; Mediterranean; Etruscan
> 19th century; Pre-Raphaelite
> Safavid (Iranian Islamic styles)

Date   highly recommended

Definition
Concise description of the date or range of dates associated with the creation, design, production, presentation, performance, construction, or alteration of the work or its components, presented in a syntax suitable for display to the end-user and including any necessary indications of uncertainty, ambiguity, and nuance.

ARTstor field label = Date

Multiple values: Yes
Single column: Yes
Repeatable columns: No

Guidelines
Spell out abbreviations that are likely to be ambiguous to end users. For example, spell out century instead of using "c." Use BCE and CE instead of BC and AD. Whereas BCE should always be used, CE need only be used with dates in the first couple of centuries where there might otherwise be confusion. For dates with uncertainty, spell out "circa" or follow the CCO guidelines and either use "ca." or "about". Separate multiple values with semicolons. Use date type values from the list below for any date that is not a creation date.

When more than one work appears in a single image, include the Work Type, as well as the Date and date type for each work to avoid confusion, e.g., incense burner: created ca. 450 BCE; figurine: created ca. 450 BCE.

Non-creation date type values (suggested):
altered
broadcast
begun
commissioned
completed
designed
destroyed
discovered
exhibited
performed
published
rebuilt
restored

Examples

1863
circa 300 BCE
ca. 1525
about 1875
125-150 CE
early 5th century BCE
performed March 15, 1964
1534-1536; altered 1650 and 1770; restored 1980

ARTstor Earliest Date*   highly recommended

*enables advanced search features

Definition
Year that broadly delimits the beginning of an implied date span. ARTstor sorts search results on the mid-point of the Earliest Date and Latest Date. If only one of the two dates is cataloged, the sort will work on the single date. If neither Earliest Date nor Latest Date is cataloged, the image goes to the end of the search results (regardless of any data value in the Date element).

ARTstor field label = None. This is a non-displayed field.

Multiple values: No

Guidelines
There should only be one ARTstor Earliest Date and it should pertain to the creation or discovery date. If multiple dates are needed, record in the Date element. ARTstor Earliest Date and ARTstor Latest Date are functional fields intended for searching and sorting. They will not be displayed in ARTstor. If populated, users will be able to filter search results by date range when creating an advanced search as well as sort results by date. If earliest date and latest date are the same, repeat the date in both elements. See Section 5 for additional guidance in Berkeley's General Guide for Assigning Earliest and Latest Date Values.

Use numerals only and include full number ("1956", not "56"). For BCE dates, enter a negative number with a hyphen ("-345"). Together with ARTstor Latest Date, this field creates a range that should reasonably characterize the most active span of time. Thus, it makes sense to avoid wide ranges simply to encompass an earlier structure that was destroyed or a late remodeling.

> 3rd century BCE has earliest date of -299 and latest date of -200
> 15th century CE has earliest date of 1400 and latest date of 1499

If you want to follow a "strict" rule, you can think of early, middle and late as having specific earliest and latest dates:

> early 15th century="1400" and "1433";
> mid 15th century="1434" and "1466";
> late 15th century="1467" and "1499"

For BCE dates:

early 4th century BCE="-400" and "-367";
mid 4th century BCE="-366" and "-334" and
late 4th century BCE="-333" and "-301"

Examples

109
2007
-345

ARTstor Latest Date*   highly recommended

*enables advanced search features

Definition
Year that broadly delimits the end of an implied date span.

ARTstor field label = None. This is a non-displayed field.

Multiple values: No

Guidelines
see ARTstor Earliest Date

Examples
see ARTstor Earliest Date

Location   highly recommended

Definition
For monumental works and architecture, the geographic location of the work expressed as: City, State, Country. For site-specific works that are part of a built work (such as a fresco) this element also should include the name of the built work as well as the city, state, and country.

ARTstor field label = Location

Multiple values: No

Guidelines
Use the English form provided in TGN for geographic terms. Try to go from smaller to larger entity, with discrete geographic values separated by commas, and with work types in parentheses if possible. When cataloging works that are an integral part of another built work, be sure to include all the terms required to locate the work. This may require including building name, perhaps even the specific chapel, as well as the city, state, and country. LCNAF may be a helpful source for building names.

Examples
> Athens
> Paris, France
> Nashville, Tennessee, United States
> Villa of the Mysteries, Pompeii, Italy
> Balmoral Castle (castle), United Kingdom
> Capella Brancacci (chapel), Santa Maria del Carmine (church), Florence, Italy
> Tomb of Qin Shihuangdi, Lintong, Shaanxi, China

Creation/Discovery Site   highly recommended

Definition
Name and geographic location associated with the site where the work was originally created or found.

ARTstor field label = Site: Creation/Discovery Site

Multiple values: Yes
Single column: Yes
Repeatable columns: No

Guidelines
Use the English form provided in TGN for geographic terms. Try to go from smaller to larger entity, with discrete geographic values separated by commas. Include any qualifiers (e.g. near, north of, vicinity of) in parentheses preceding the location term, and any location types (e.g. inhabited place, county, archaeological site) in parentheses following the term.

Examples
> Pompeii, Italy
> (near) Zaandam, Netherlands
> Created: Turkey; discovered: Novgorod (oblast), Russia
> Created: Susa, Iran
> Discovered: Hisarlik (deserted settlement), Turkey (nation)

Repository   highly recommended

Definition
The name and geographic location of the repository that is currently responsible for the work.

ARTstor field label = Repository

Multiple values: Yes
Single column: Yes
Repeatable columns: No

Guidelines
Use the authorized form (not the headings labeled "references") found in the LCNAF. LC does not use a standard formulation for every authorized term. When the authorized form is "unfriendly" and, typically in a language unfamiliar to most native English speakers (in LC NAF the preferred term, for example, is "Gosudarstvennyi Ermitazh (Russia)") look for the Used For/See From terms and select an alternative ("Hermitage Museum (Russia)"). Other authorities might include the Official Museum Directory (AAM) or International Directory of Arts (Saur). If the English name appears in an authoritative source, use the English name, if not use the vernacular. Typically, the building, city, and country identifying the location of site-specific works such as frescoes are entered in the Location field. If those categories of information are used to further identify a repository, it is recommended that the city, state, and country follow in parentheses.

If a former repository is also known, include it as a secondary value after the current repository. Precede the value with the term "former" and include the former repository number in parentheses at the end.

Example with a former repository

> Musee d'Orsay (Paris); former: Galerie Nationale du Jeu de Paume (Paris) (inv. 12345)

Examples
> [minimum] Metropolitan Museum of Art (New York, N.Y.) *[LCNAF]*
> [maximum] Metropolitan Museum of Art (New York, New York, United States) *[CCO]*
> National Gallery of Art (U.S.) *[LCNAF]*
> National Gallery (Great Britain) *[LCNAF]*

Note: local practice may vary from the strict LCNAF form

Repository Accession Number   highly recommended

Definition
Any unique identifier assigned to a work by the current or last known repository.

ARTstor field label = Accession Number

Multiple values: Yes, if there are multiple works in one view.
Single column: Yes
Repeatable columns: No

Guidelines
This number is most often, but not always, a combination of a year (or the last two digits of a year) and a number. Only one current repository number should be recorded. If a former repository number is known, it should be recorded in Repository (see example in Repository).

Examples
> Inv. no. F.1972.06
> 1986.365.3
> 56.85.1
> Inv. RF 806 (left); 1891.435 (right)

Subject   highly recommended

Definition
Terms that identify, describe, and/or interpret what is depicted in and by a work.

Subject: Geographic (optional)
Subject: Personal Name (optional)

ARTstor field label = Subject

Multiple values: Yes
Single column: Yes
Repeatable columns: Yes

Guidelines
Include one or more terms that characterize the persons, groups of persons, things, places, activities, abstract shapes, decorations, stories, events from literature, mythology, religion, or history, and philosophical, theoretical, symbolic, or allegorical themes depicted in the work. These terms may be taken from AAT, Library of Congress Authority Files, TGN, ICONCLASS or other standard source for subject terms. Multiple values should be separated with semicolons.

Examples
   Heracles (Greek mythology); Athena (Greek deity); Animals, mythical; Sea monsters
   Jefferson, Thomas, 1743-1826
   Slavery; Underground railroad; Quaker abolitionists; African Americans
   Indians of North America; Stereotypes (Social psychology) in mass media; Costume

Example of subject terms with qualifiers "geographic" and "personal name"

Record ID	Subject	Subject: Geographic	Subject: Personal Name
1099	Voyages and travels; Discoveries in geography; Battles; Ships; Cannibalism; Indians of Central America; New World in art (European images)	West Indies	Columbus, Christopher
556676	Allegories in art; Continents (personifications); Indians of South America; New World in art		Vespucci, Amerigo, 1451-1512

	(European images); Cannibalism; Amazons; Female nude in art; Animals in art: Tapirs; Anteaters; Ships		

Image Source   highly recommended

Definition
Identification of the agency, individual, repository, or publication from which the image was obtained, including a bibliographic citation in the case of copy photography, and any identifying number or code associated with the image by the image provider.

ARTstor field label = Source: Image

Multiple values: No

Guidelines
For print sources, follow the Chicago Manual of Style note citation style for the humanities and social sciences (quick reference is available at http://www.chicagomanualofstyle.org/tools_citationguide.html) or, if local practice dictates, apply alternative rules as found in the MLA Handbook and Anglo-American Cataloguing Rules. No matter which rules are used, be consistent. Record the citations in English, excepting proper names and the title in the language of the title page. Use title case (not sentence case) and avoid abbreviations. Do not use underscored or italicized text. Use diacritics as necessary.

For images where the source has been lost or is unknown, include the text:

> Image source unknown.

For books include the following: 1) author in first-last name order followed by a comma and space; 2) title followed by a space; 3) left parentheses, place of publication followed by a colon, space, and publisher name, followed by a comma, year of publication and right parentheses followed by a comma and space; 4) page, plate, figure or catalog number.

> Sara A. Immerwahr, Aegean Painting in the Bronze Age (University Park: Pennsylvania State University Press, 1990), page 55, figure 17

For serial publications or articles in journals, periodicals, and newspapers, include the following: 1) author in first-last name order followed by a comma and space; 2) article title, enclosed in quotes and followed by a comma; 3) journal title followed by a space and any volume, number, or issue number followed by a space; 4) journal date, in parentheses, followed by a colon and space; 5) page, plate, or figure number. If the image is from an online journal, add the image URL following the journal date in lieu of the page, plate, or figure number.

> Edward Lilley, "Consular Portraits of Napoleon Bonaparte," Gazette des Beaux-Arts, 1402 (1985): page 143, figure 1

Lionel Cust, "Notes on Pictures in the Royal Collections-XXXVI: On a Supposed Portrait of Raphael by Himself," The Burlington Magazine for Connoisseurs, August, 1916, http://www.jstor.org/jstor/gifcvtdir/ap002032/09510788/ap020161/02a00040_l.4.jpg?jstor

"Major Find at Sagalassos," Archaeology, August 2, 2007, http://www.archaeology.org/online/features/hadrian/4.html

For images purchased or licensed from a commercial vendor, include 1) the vendor name followed by a comma and space; 2) any number or code the vendor uses to uniquely identify the image. If the image was part of a set, include the set name or set number, if possible.

Scala, Parma: Chiesa di San Giovanni Evangelista (TAC/094), 6

Saskia Ltd. Cultural Documentation, Nff-0179

For images captured from a website, include 1) the author of the site (if known) followed by a comma and space; 2) title of the website followed by a comma and space; 3) image URL followed by a space; 4) date accessed, in parentheses.

Allan T. Kohl, Art Images for College Teaching, http://arthist.cla.umn.edu/aict/images/renbrq/IRA/512/102.jpg (accessed October 8, 2007)

For images donated to the collection by an individual, include 1) the name of the individual (first-last) followed by a space and the format of the donated original followed by a space; 2) the image date in parentheses, if known, followed by a space; and 3) any identifying number associated with the image that has been assigned by the individual who donated the image.

Loren Partridge 35mm slide (2006) 538978

4. Additional ARTstor Core Elements

The following ARTstor Core elements may be provided if the contributor believes they will be useful for a greater understanding of the image. Refer to the CCO guidelines for formatting and the ARTstor Core guidelines for information on submitting these elements.

Optional
Image View Date (**ARTstor field label** = Date: Image)
Materials/Techniques (**ARTstor field label** = Material)
Measurements (**ARTstor field label** = Measurements)
Image View Description (**ARTstor field label** = Title: Image)
Description (**ARTstor field label** = Description)
State/Edition (**ARTstor field label** = Description: State/Edition)
Inscriptions (**ARTstor field label** = Description: Inscription)
Condition (**ARTstor field label** = Description: Condition)
Conservation Treatment (**ARTstor field label** = Description: Treatment)
Photographer (**ARTstor field label** = Description: Photographer)
Provenance (**ARTstor field label** = Repository)
Bibliography (**ARTstor field label** = Related Item: Bibliography)
Record Source (**ARTstor field label** = Source: Record)

5. Standardized Naming Conventions for UC Institutional Collections

It is recommended that a standardized naming convention be used for UC institutional collections in ARTstor, for a number of reasons:

- Promote UC Shared Images
- Identify UC campus image contributors
- Acknowledge image donors
- State the origins of licensed resources
- Apprise the user of copyright and access restrictions
- Lead potential image contributors to the facilities on campus building image collections.

The collection names are displayed under the *Institutional Collections* header on the ARTstor welcome page at http://library.artstor.org/library/welcome.html, in a drop down menu below the keyword search (in order to restrict searches to a given institutional collection), and on the collection browse page. Because of these various functions, collection names are limited to 41 characters in the ARTstor interface. UC institutional collections are presently listed in the order the hosted collections were created, but future enhancements to ARTstor will allow the sorting of collections alphabetically. Therefore, the following standardized naming conventions are recommended:

1) Use campus acronyms to save on space
2) Use a colon to separate the campus name from the collection name
3) Use concise but clear collection names
4) Use the word *restricted* in parenthesis behind any collection with copyright issues or access restrictions to alert the campus users.

Examples

UC: Saskia Art & Architecture
UCB: Visual Resources Collection
UCB: Instructional Coll. (restricted)
UCI: Visual Resources Collection
UCR: Visual Resources Collection
UCSB: Visual Resources Collection
UCSC: Branson DeCou Collection
UCSC: Library's Instructional Coll.
UCSC: History of Costume (restricted)

6. General Guide for Assigning Earliest and Latest Date Values

The following guide offers useful recommendations for assigning earliest and latest date values, and is courtesy of the UC Berkeley, History of Art Department, Visual Resources Collection. Always defer to earliest and latest dates specified in authoritative sources. If earliest and latest dates are not available, use the following guide to enter values in those fields.

Single Year Dates

Single Year Date	Add	Earliest Date	Latest Date
1492		1492	1492
10 BCE		-10	-10

Specific Date Ranges

Specific Date Range	Add	Earliest Date	Latest Date
1492-1520		1492	1520
27 BCE - 14 CE		-27	14

Decades

Decade	Add	Earliest Date	Latest Date
1810s		1810	1819

Centuries

Century	Add	Earliest Date	Latest Date
12th century BCE		-1199	-1100
15th century		1400	1499

Circa Dates

In the absence of a more specific date range, use the following table as a guide when recording earliest and latest date values

Date range	Add	Display Date	Earliest Date	Latest Date
earlier than 1000 BCE	± 100 years	circa 1800 BCE	-1900	-1700
999 BCE - 1399 CE	± 10 years	circa 325 BCE	-335	-315
		circa 640	630	650
		circa 1280	1270	1290
1400 - 1900	± 5 years	circa 1640	1635	1645
1901 - present	± 2 years	circa 1960	1958	1962

Circa Date Ranges

Date range	Add	Display Date	Earliest Date	Latest Date
earlier than 1000 BCE	± 100 years	circa 1800 BCE - circa 1200 BCE	-1900	-1100
999 BCE - 1399 CE	± 10 years	circa 325 BCE - circa 290 BCE	-335	-280
		circa 640 - 650	630	650
1400 - 1900	± 5 years	circa 1640 - circa 1655	1635	1660
1901 - present	± 2 years	circa 1960-1965	1958	1965
		after 1900	1900	9999
		before 1938	1936	1938

Note: based on the CCO guidelines and UC Berkeley's cataloging practices.

7. References

Art and Architecture Thesaurus (AAT)
http://www.getty.edu/research/conducting_research/vocabularies/aat/

ARTstor Core Data Dictionary and Cataloging Guidelines
http://www.artstor.org/what-is-artstor/w-html/services-hosting-core.shtml

Cataloging Cultural Objects (CCO): A guide to describing cultural works and their images
http://www.vraweb.org/ccoweb/cco/index.html
Murtha Baca et al., American Library Association (on behalf of the Visual Resources Association), 2006

Categories for the Description of Works of Art (CDWA)
http://www.getty.edu/research/conducting_research/standards/cdwa/

CDWA-lite
http://www.getty.edu/research/conducting_research/standards/cdwa/cdwalite.html

Chicago Manual of Style (see Note Citation Style)
http://www.chicagomanualofstyle.org/tools_citationguide.html

Iconclass
http://www.iconclass.nl/index.html

International Directory of Arts (Saur)
http://www.saur.de

Library of Congress Name Authority File (LCNAF)
Library of Congress Subject Authority File (LCSAF)
http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First

Official Museum Directory (AAM)
http://www.officialmuseumdir.com

Thesaurus of Geographic Names (TGN)
http://www.getty.edu/research/conducting_research/vocabularies/tgn/

Union List of Artist Names (ULAN)
http://www.getty.edu/research/conducting_research/vocabularies/ulan/

VRA Core 4.0
http://www.vraweb.org/projects/vracore4/

Credits

This document was produced by UC Shared Images' **Shared Metadata Working Group**, a CDL advisory group.

- Maureen Burns, Humanities, Visual Resources Curator (UCI)
- Jan Eklund, History of Art, Visual Resources Curator (UCB)
- Kathleen Hardin, Library, Visual Resources Curator (UCSC)
- Trish Rose-Sandler, Library, Metadata Analyst (UCSD)
- Susan Stone, Information Services and Technology, Data Services, Museum Informatics Specialist (UCB)
- Adrian Turner, Data Consultant (CDL) *[Version 2.0]*
- Lena Zentall, Image Service Manager (CDL) *[Version 1.0]*

Email questions about this document to the Shared Metadata Working Group at smwg-l@ucop.edu.

Last revised: 3/26/09

Document URL: http://www.cdlib.org/inside/projects/image/msg_ucsi.pdf

Document Revision History

4/16/08: Added Foreword (Why ARTstor Core?), Lena Zentall
8/29/08: Added Ordering Elements to 2. General Rules, Lena Zentall
8/29/08: MSG 1.0 Published
3/4/09: Updates Completed to draft MSG 2.0; circulated for review and comments:
- Updated Forward Section to recommend use of content standards such as *CCO*, when possible, in conjunction with the MSG.
- Added ARTstor field labels to all elements in Section 3 in order to indicate how metadata will display in the ARTstor interface.
- Incorporated all elements with status "optional" into Section 1.
- Revised guidelines for "Title" element in Section 3.
- Incorporated new examples for "ARTstor Classification" element in Section 3 to illustrate use of ARTstor Classification headings.
- Established new guidelines for formulating collection names in Section 5.
- Added reference to UCB's general guide for normalizing date ranges in Section 6.
- Updated Section 7 to include link to ARTstor Core data dictionary and cataloging guidelines.
- Corrected a number of typos, and audited and updated examples for all elements to reflect any new changes.

3/26/09: MSG 2.0 Published