

| | |
|---------------------|---|
| | UNR ART AND ARCHITECTURAL HISTORY COLLECTION DATA DICTIONARY |
| | |
| | This spreadsheet is intended to help you fill in the metadata forms in CONTENTdm. |
| | |
| Color Key | |
| | REQUIRED |
| | |
| | You must fill in this field if it is relevant to your object. |
| | Green coded entries do not have to be filled in if the information requested does not apply to your object. |
| | |
| | Good information to have. |
| | |
| | Nice to have, if you can supply it. |
| | |
| | Staff function -leave blank except where you see Green in the explanation column |
| | Staff will consult with you, as needed, before completing. |
| | |
| | <i>Entering Multiple items</i> : separate with semi-colon and a space: mixed media; collage |
| | <i>Authority</i> : In a few instances, you will see an "Authority" listed at the end of the explanation. This refers to specific lists whose vocabulary or names are considered the authoritative reference for this database. |
| | |
| | If you're having trouble, contact: Glee Willis (willis@unr.edu) or Marcia Growdon (mgrowdon@unr.edu) |
| | |
| | |
| Label | Explanation |
| | |
| Other Titles | 1. Commonly used title. |
| | 2. Common variants on title |
| | 3. Translate non-English title, if appropriate |
| | 4. Include Source Caption if this image is copied from a published source (which includes books, journals, slides and digital images from other sources like websites, cds and dvds. |
| | |
| Title | 1. Commonly used title. Yes, this is a repetition of the information you have just entered in the "Title" Field above, but it is required a second time for this database to index properly. |
| | |
| Series Title | This would be something like Goya's <i>Disasters of War</i> , or a cycle like Rubens' <i>Allegories of the Life of Maria de Medici</i> . The specific image title would be entered in the " Title" Field. Provide an English translation, if needed. |

| | |
|---|---|
| Larger Entity | One example might be "Chartres Cathedral", where the work is a specific stained glass window. Another example might be the "Sistine Chapel" when the artwork is Perugino's <i>Delivery of the Keys to St. Peter</i> or Michelangelo's <i>Creation of Adam</i> . |
| View | Use to refine title as appropriate (e.g."east side", detail, center panel) |
| Creator (Artist/Architect) | Person's full name, last name first with life dates following. Example: David, Jacques-Louis (1748-1825) For multiple creators, enter person most commonly associated with the work first, with others in alpha order. Example: For <i>Spoonbridge & Cherry</i> in Minneapolis, enter Oldenberg, Claes (1929-); Bruggen, Coosje van (1942-) If an attribution, indicate this after life dates. Example: the entry in this field for a sculpture entitled <i>Crouching Boy</i> , which is attributed to Michelangelo would read: Buonarrotti, Michelangelo (1475-1564); attributed Include any pseudonym which the artist may have used or by which the artist may be commonly known Example: Rosso, Giovanni Battista di Jacopo (1494-1540); Rosso Fiorentino; Il Rosso Fiorentino <i>Authority: Union List of Names Online [ULAN]</i> <i>http://www.getty.edu/research/conducting_research/vocabularies/ulan/</i> |
| Creator (Artist Group/ Architectural Firm) | Name of company, studio or other entity that created the work. Example: for Lever House in New York City, the group would be Skidmore, Owings, Merrill. Gordon Bunschaft, who was the architect of record would go in the "Creator (Artist)" field. Another example would be Ant Farm who created <i>Cadillac Ranch</i> . <i>Authority: Union List of Names Online [ULAN]</i> <i>http://www.getty.edu/research/conducting_research/vocabularies/ulan/</i> |
| Date | Date of Creation; use range if appropriate e.g. 1902, or 1150-1325, 450 BCE or ca. 1050 For any dates from antiquity, that is, before the Common Era, please use the term BCE. Information on restoration, additions, restrikes, posthumous printing and the like should go in <i>Description/Notes</i> field unless it is immediately pertinent. An example might be the nave of Winchester Cathedral, begun 1079; remodeled ca.1400 |
| Period | Century - e.g. 15th c; 20th c; 5th c BCE Do not use if century dating not associated with specific art E.g.. Egyptian might be 4th Dynasty; Cycladic sculpture might be 3rd millennium BCE |
| Style | Common term describing the style, e.g.. Early Renaissance; Neoclassical; Carolingian; Predynastic; New Kingdom; Assyrian; Bauhaus; Fauves; Colonial; Romantic Put as many descriptive terms in this field as you want. <i>Authority: Getty Art & Architecture Thesaurus Online [ATT]</i> <i>http://www.getty.edu/research/conducting_research/vocabularies/aat/</i> |

| | |
|-------------------------------|---|
| Location | <p>1. Location of a building, archeological site, discovery site, or location of a site-specific work. This includes any part of a building or site. An example would be a sculpture or window from a cathedral</p> <p>2. For murals, sculpture or other work which have been detached from their original site and reinstalled in a museum or another building, give the original location. If they are currently held in a museum, put that information in the "<i>Repository</i>" field. If they have been reinstalled in another building, enter that information in the "<i>Description/Notes</i>" field. Some examples:</p> <p>a. Location for the Elgin Marbles is "Greece; Athens". Since they are in the collections of the British Museum in London, "British Museum" would go in "<i>Repository</i>" field.</p> <p>b. Location for Gottardo Piazzoni's murals "The Sea" and "The Land" from 1931-9132 is "United States; San Francisco, California. In "<i>Description/Notes</i>" put that they were originally painted for the San Francisco Public Library building (now the Asian Art Museum), and were restored & reinstalled in 2005 in the De Young Museum of Art in Golden Gate Park, San Francisco, California.</p> <p>2. Location of repository (not the name the name goes in the "<i>Repository</i>" field. Usually, only one or the other of these types of entries will apply. Start with country; city; state/province/other description. Examples: France; Paris or United States; Boston; Massachusetts or United States; Humboldt County; Nevada (for say a site-specific work not in a city)</p> |
| Culture | <p>Examples: French; American; Mesopotamian; Chinese For some cross-national periods like the European middle ages, use modern country. E.g.. Carolingian in Aachen would be German while Carolingian in Paris would be French. The "Carolingian" part will have been already noted in the "<i>Style</i>" field.</p> |
| Record Type | <p>"Copy Image" is the default for this field; it presumes scanning from "original image source" (see below). For an original digital image, you may override the default entry with the term "Work" The distinction between terms here is very important. If you have any questions, contact staff.</p> |
| Type | <p>What is the work? Painting, Sculpture, Architecture, Decorative Art, Graphics, Photograph, Digital Media A limited drop down menu or reference list of authoritative terms will be developed. If you wish to further refine Type, please use Getty Authorities [ATT], and common sense art/arch terms. <i>Getty Art & Architecture Thesaurus Online</i> [ATT] http://www.getty.edu/research/conducting_research/vocabularies/aat/</p> |
| Materials / Techniques | <p>What is the material/technique? Use common sense art/architectural terms. Use as many terms as you wish. Examples might be: oil on panel, acrylic on canvas, wood, granite, marble, iron, steel, etching, engraving, lithograph, gouache, gelatin silver print, platinum print, charcoal, pen & ink. Combined or more refined terms might be things like Carrara Marble, Indiana Limestone, oak with traces of original paint, engraving with dry point, hand tinted gelatin silver print, collage with fiber, handmade papers, & watercolor or mixed</p> |

| | |
|---------------------------------|---|
| | media with aluminum acrylic and found objects. |
| | If you need help refining your terms for this field, please use Getty Authorities [ATT] |
| | <i>Getty Art & Architecture Thesaurus Online</i> [ATT] |
| | http://www.getty.edu/research/conducting_research/vocabularies/aat/ |
| | |
| Measurements | "Feet & Inches" (square feet if appropriate) AND/OR "Centimeters & Meters" (square meters if needed) . |
| | |
| Subject | Theme or content of work |
| | |
| Description/Notes | Notes and description of the work of art not covered elsewhere in this record. |
| | This would include information pertinent to both the work and the artist. |
| | This is also the place to note the "Source Caption;" see " <i>Original Source</i> " field below. |
| | |
| Repository | Name of Institution or Private Collection holding the art. If destroyed, indicate that. |
| | Accession Number if possible |
| | If provenance (former collections) is available & appropriate, include that. |
| | If Location is unknown, indicate that |
| | |
| Depositor | Who put this image into UNR's database? |
| | |
| Original Image Source | This is for images copied or scanned from published sources (books, journals, photos). |
| | What is the Title/Author/Publication info, and page/plate number? |
| | Include slide publisher here if slide is owned/scanned without digital rights. |
| | |
| Rights - Deposited Image | If this is an original digital image, not copied or scanned, then who made it? |
| | If it is not an original digital image, leave this field blank and fill in " <i>Original Image Source</i> " field instead. |
| | |
| Image Vendor | Who did we buy the digital image from, or the slide with digitizing rights? |
| | If the image is not the depositor's original image, OR the image was not purchased with digital rights, leave this field blank and fill in " <i>Original Image Source</i> " field instead. |
| | |
| Rights - Work | Presumption is that unless image maker is the artist of the work, then rights belong to the owner of the work and the maker of the work - as may be contracted between them. |
| | |
| UNR Image Accession # | To be provided by Database Administrator - leave blank! |
| | It will be coded by Year, Depositor & number within that depositor's additions for the year. Two optional alpha characters at end are for depositor to distinguish between groups of deposits |
| | If you need this extra coding, contact database administrator. |