

UMassDartmouth
Visual Resource Center

Digital Image and Multimedia
Descriptive Metadata
Dictionary

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VRC Descriptive Metadata Dictionary
Visual Arts, Design, and Architecture Collection (VADA)

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Introduction

What is descriptive metadata?

Metadata means simply "data about data". Descriptive metadata is contextual data about the digital and analog object and often documents the intellectual, physical and virtual characteristics of the object. Metadata is used for the indexing, discovering, and identification. Therefore consistent terminology and field designations are essential for uniform search and retrieval results.

A descriptive metadata record serves several functions, including, user discovery of an object, access to an object and the management of an object. In response to these objectives, librarians, archivists, collection managers and visual and digital specialists have develop several types of descriptive metadata schemas including, CCO, CDWA Lite, MODS, EAD, VRA Core 4.0 and Dublin Core. These national and international schemas are design to gather descriptive metadata in homogeneous and consistent manner based on content or professional methodology to insure interoperability.

Purpose of VRC's Descriptive Metadata Dictionary

The purpose of this dictionary is to define VRC's descriptive metadata schema and guide the VRC staff (staff & students) through the catalog process. The dictionary includes: intent of the dictionary; database functionality, database construction, field definitions, lexicon or lexicon conventions, and data entry rules. To insure future interoperability VRC metadata fields have been mapped to national and international library and museum metadata schemas.

Arrangement of Descriptive Metadata Dictionary

Since the catalog process will be executed both by professional staff and students, the dictionary is arranged in accordance to the database structure.

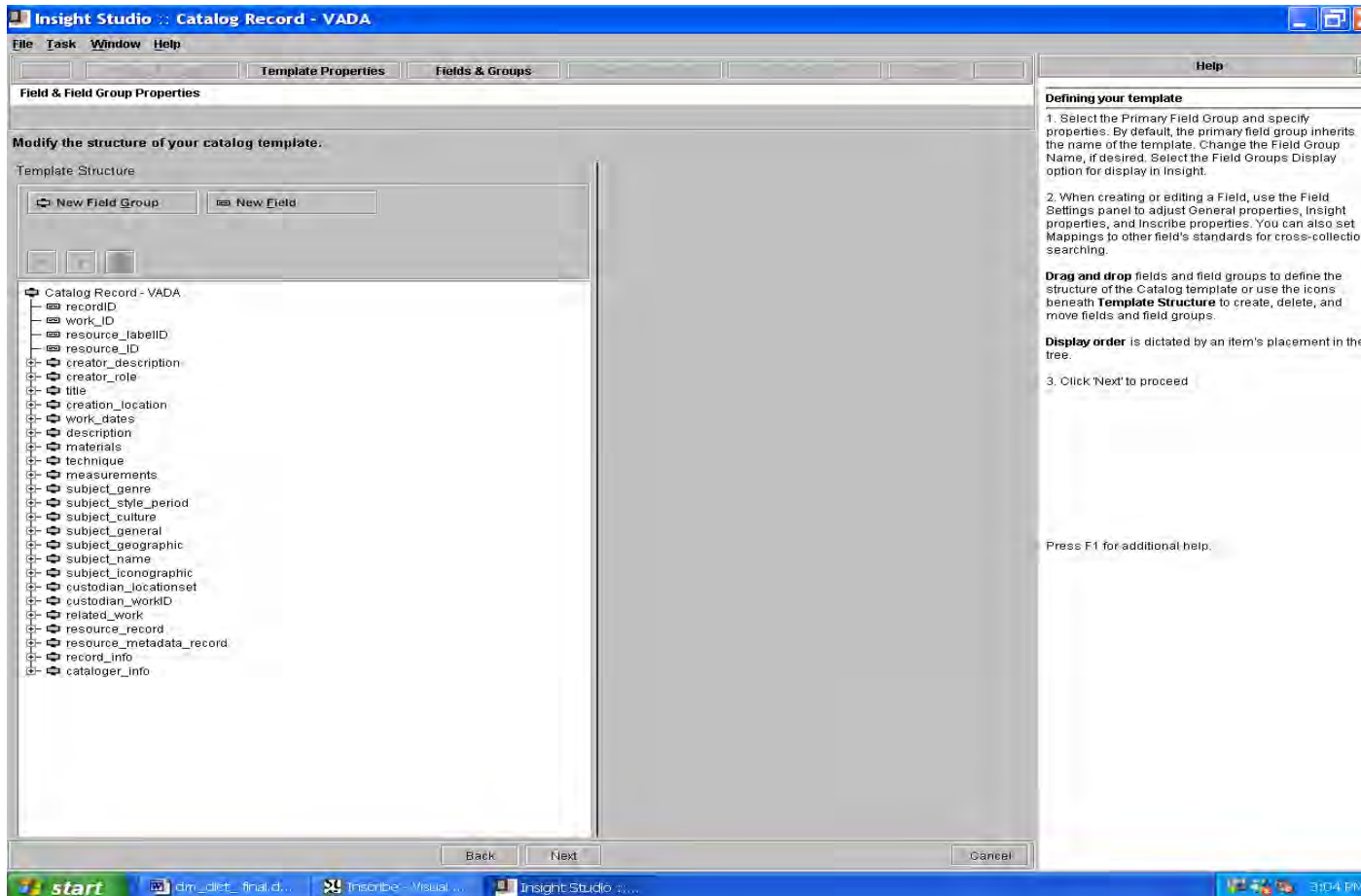
Database Construction

A database is a powerful tool that holds and extracts data. Typically, database comprise of a series of related tables in which data is stored. An easy way to think about databases construction is to envision a table comprised of columns and rows. Each column represents a field, each row represents a catalog record and the intersection of the column and the row is called a cell which holds the data. In the LUNA Insight Studio application a descriptive metadata record is organized in record groups, field groups, and fields.

Catalog Record – VADA

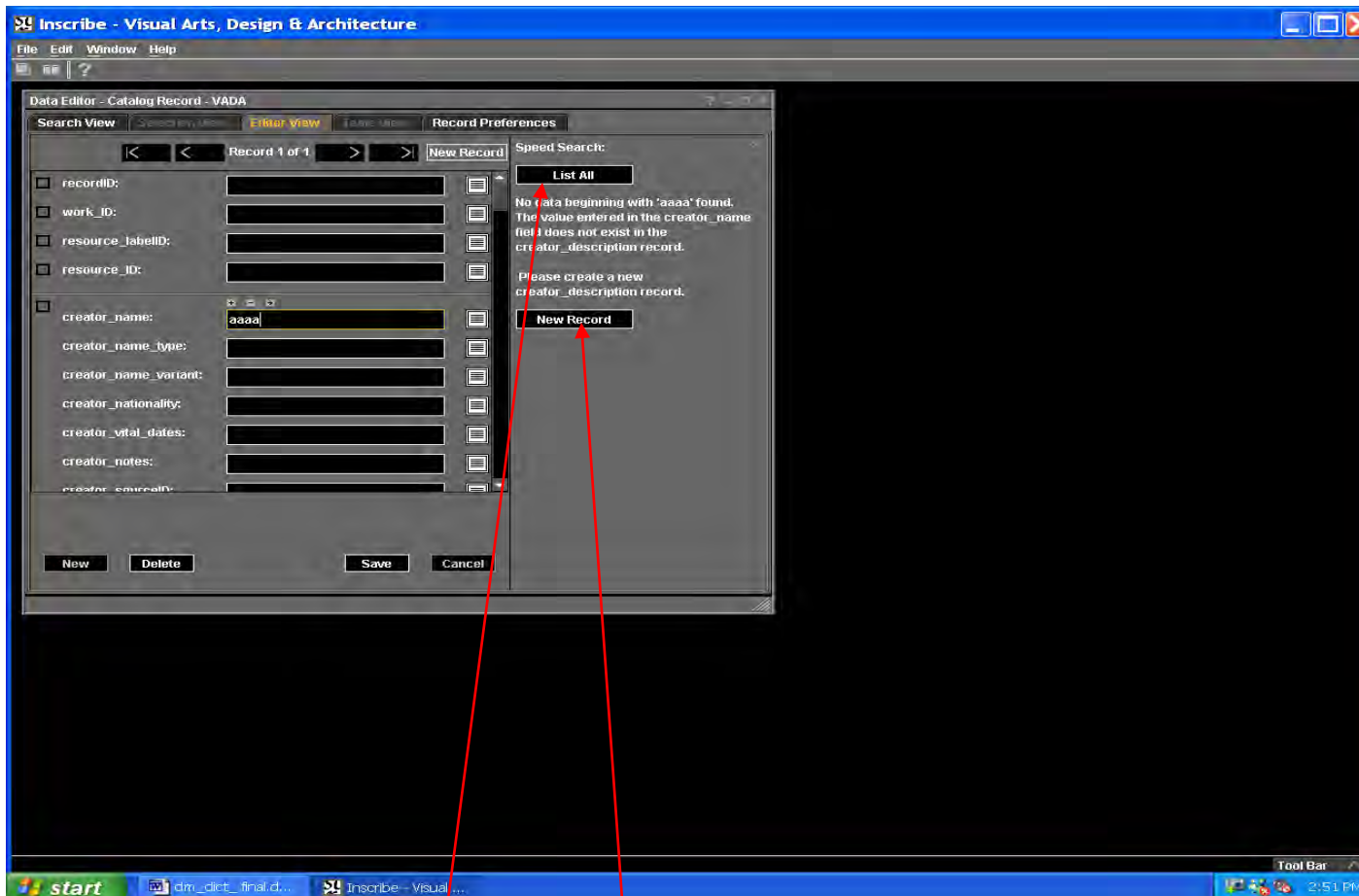
The descriptive metadata is stored in a single record group identified as *Catalog Record - VADA*. Within this record group are three main field groups: *work_record* group, *resource_record* group, and *resource_metadata_record* group.

- The *work_record* group holds data that pertains to the management of the descriptive metadata record and the work represented by the digital or analog resource (not the view, topical, geographic and name access points; links to other related works).
- The *resource_record* group holds data related to the view depicted in digital and analog resource and not the general work.
- The *resource_metadata_record* group is data that relates to the digital object itself and includes: identification, physical or virtual location of digital object (URI); origin and rights of the digital object; along with administrative and technical metadata links or information.



Field Groups (i.e. authority records)

Within the record groups are field groups (authority records) which constitute a collection of fields with related content. Some of these field groups are link to a separate authority records (separate record ie. table); others are together for efficient workflow. LUNA has two types of field groups; independent and dependent. Independent field groups (i.e. catalog records) are used when field content relates to each other. It also allows the cataloger to access and manage this information separately from the main catalog record. Dependent field groups are used if fields need to be duplicated within a work record.



Please note: If the term entered in the field is new, Luna Inscribe may prompt the cataloger to select a term from the existing *list* or create a *new record*. See screen above.

Data Fields

A data field is the smallest unit within a database structure. Data fields may hold text, narrative, and numeral content along with links to other digital sources including image, stream imagery, music, or other types of metadata.

VRC's field structure is based on CDWA-Lite; an XML schema to describe core records for works of art and material culture based on the Categories for the Description of Works of Art and Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images.

Edit/Add/Subtract

Catalog Tools & Instructions

Classification/Nomenclature/Lexicon

(Toolkit – cataloger) (Create kit in Firefox)

The following classifications/nomenclatures/lexicons needed to open before data can be compiled and entered in the Luna database system.

- Getty - Art and Architecture Thesaurus (AAT)
http://www.getty.edu/research/conducting_research/vocabularies/aat/
- Getty - Union List of Artist Names (ULAN)
http://www.getty.edu/research/conducting_research/vocabularies/ulan
- Getty – Thesaurus of Geographic Names (TGN)
http://www.getty.edu/research/conducting_research/vocabularies/tgn
- Library of Congress Authorities (LCAH)
<http://id.loc.gov/search/?q=child+abuse&q=cs%3Ahttp%3A%2F%2Fid.loc.gov%2Fauthorities%2Fsubjects>
- Measurement Conversion -
http://www.onlineconversion.com/length_common.htm
- University of Massachusetts Dartmouth – Library Art _Quick Links
<http://lib.umassd.edu/find/ArtHist.html>
- University of Massachusetts Dartmouth – Journal Search
<http://fx7cd9gx6d.search.serialssolutions.com/>
- University of Massachusetts Dartmouth – Books Search
<http://voyager.lib.umassd.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
- University of Massachusetts Dartmouth – Other Library Resources
<http://lib.umassd.edu/find/gateways.html>
- Cataloging Cultural Objects
<http://vraweb.org/ccoweb/cco/examplesindex.html>

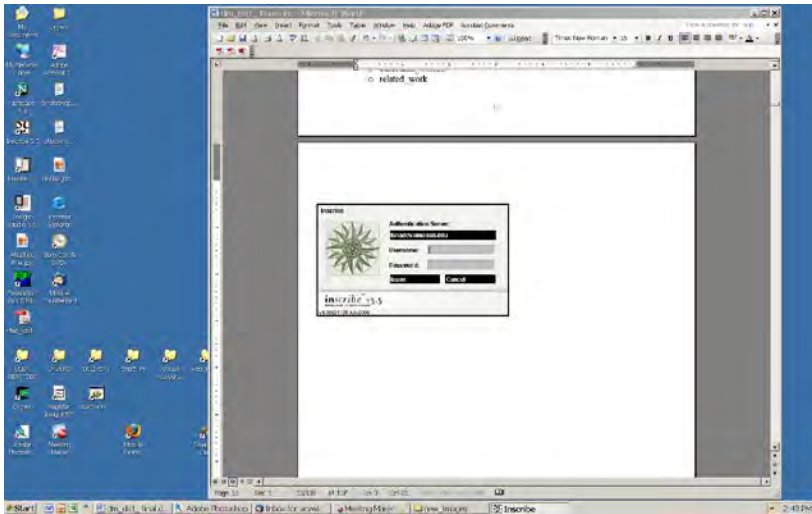
To open automatically the above links complete the following steps.

- Double click on internet browser (Firefox) on desktop
- Click on bookmark on top toolbar.
- Click on toolkit cataloger folder
- Click on open all tabs.

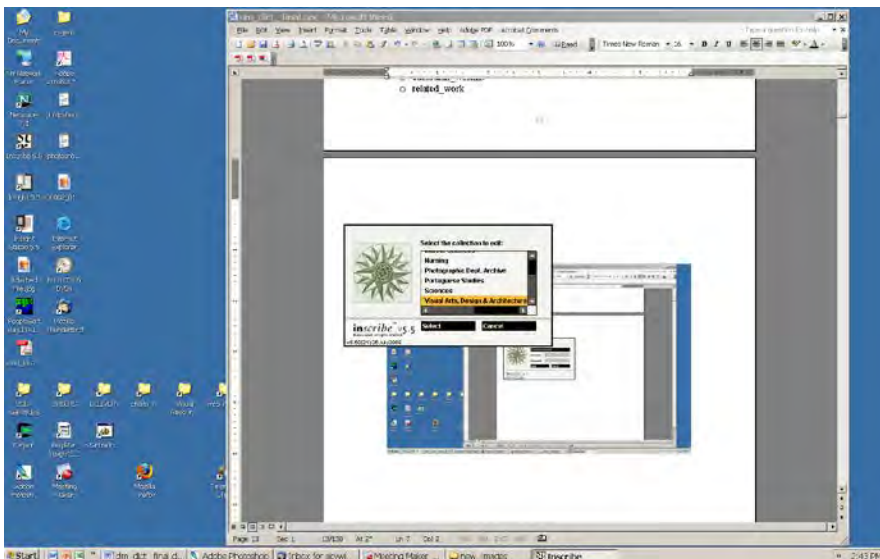
Launch LUNA Inscribe (Cataloging Database Application)



- Double click on the Inscribe icon **Inscribe 5.5.lnk**
- Log on using your LUNA name and password. (see curator)
- Enter

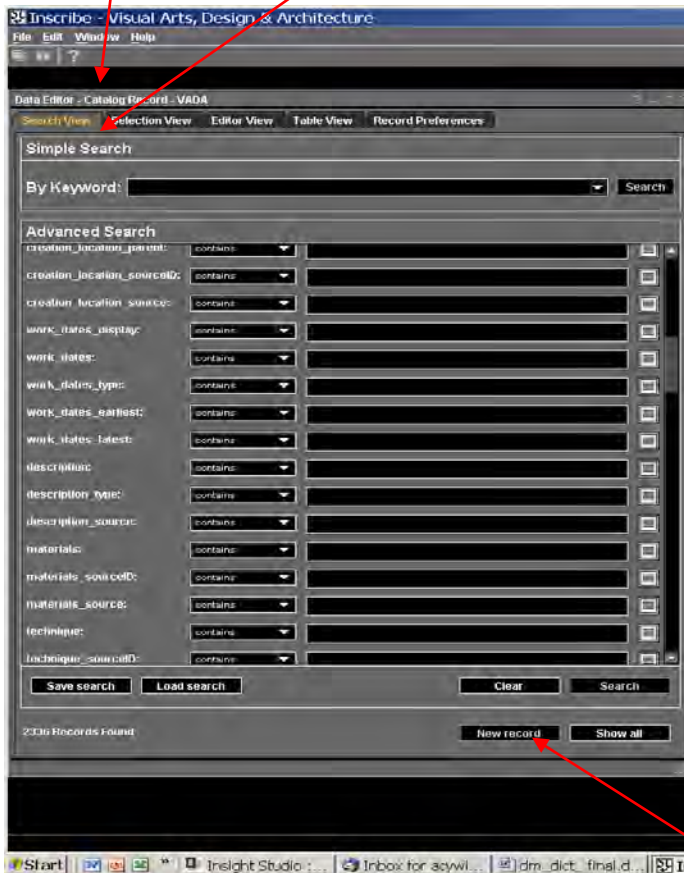


- Click on Visual Arts, Design and Architectural Collection



A Catalog Record appears, as indicated by the Label “Catalog Record – VADA”

- Use the “Search View” window tab to search for existing records.



“New Record” Button

A Simple Search Example:

Enter a name, i.e., Ansel Adams in the “By Keyword” field
-click on Search button

The message “Searching” will appear in the bottom left corner.
If no records are found, the message “0 Records” will appear.

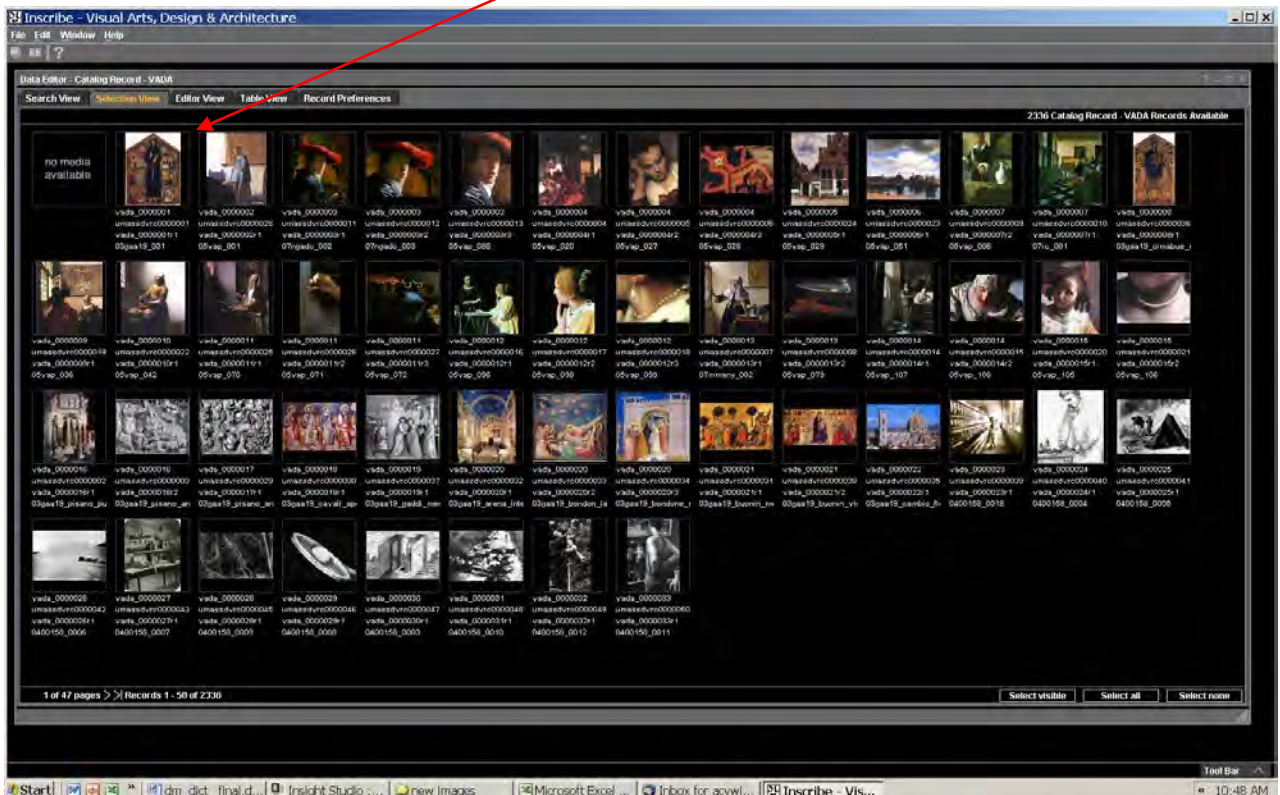
Otherwise, the message that Luna is “Assembling ...” appears, followed by the number of records found.

Luna provides three cataloging views: a Selection view, a Table view, and an Editor view.

Click the Selection View tab:

The *Selection view* (shown below) will appear with content that matches your search criteria. This allows the cataloger to view and select a group of images.

Selection View



-Here you can select individual images by clicking on each image you want. Click on a previously selected image to deselect it.

or

-Click the Select None Button to deselect all the images in the search

or

-Click the Select Visible Button to select all the images on the current page, or

or

-Click the Select All Button to select all the images in the Search results across multiple pages

-The selected number of records will appear in new window depending on the tab you choose:

If you click the Table View tab, the following type of window will appear:

Table View

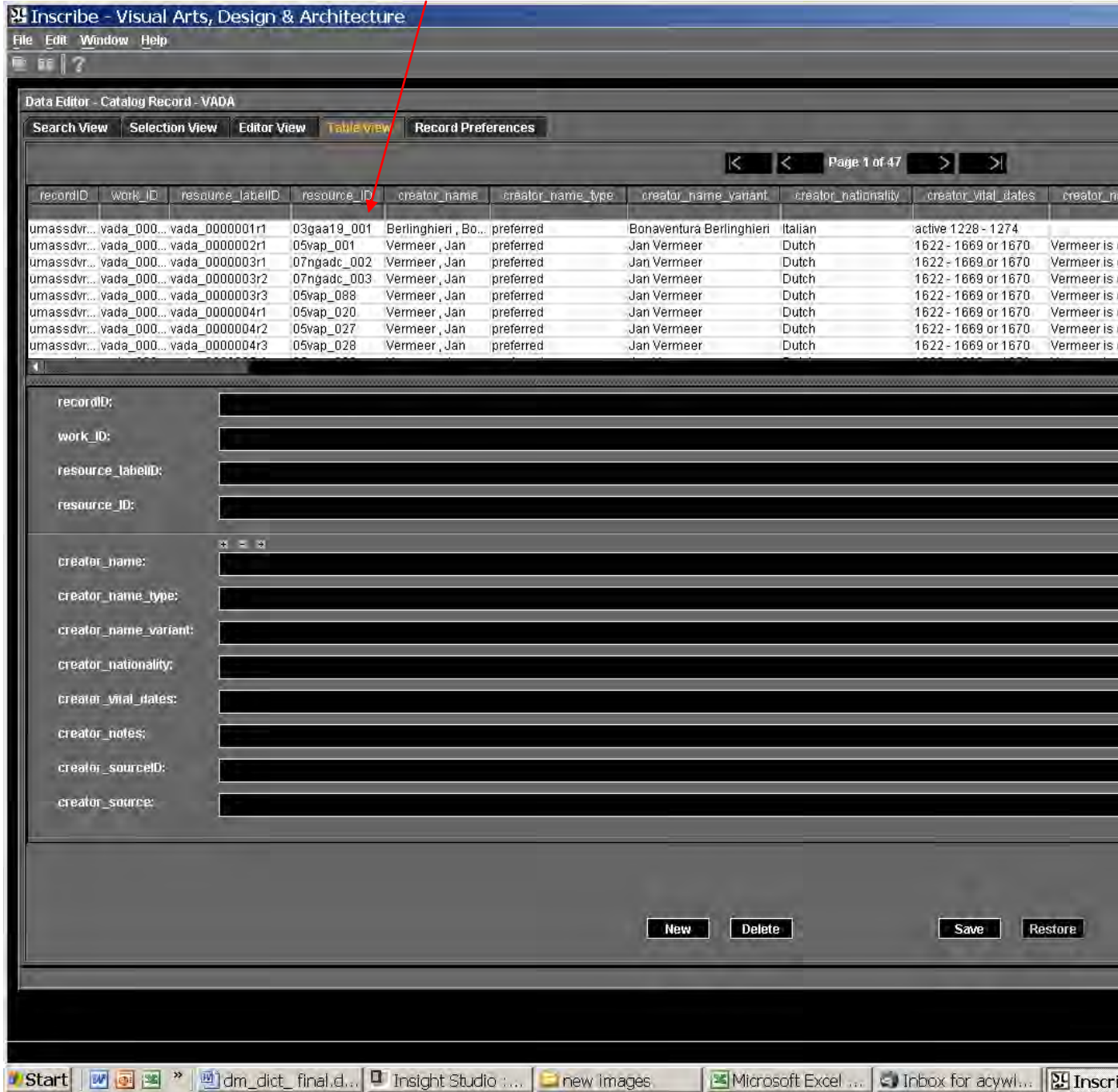
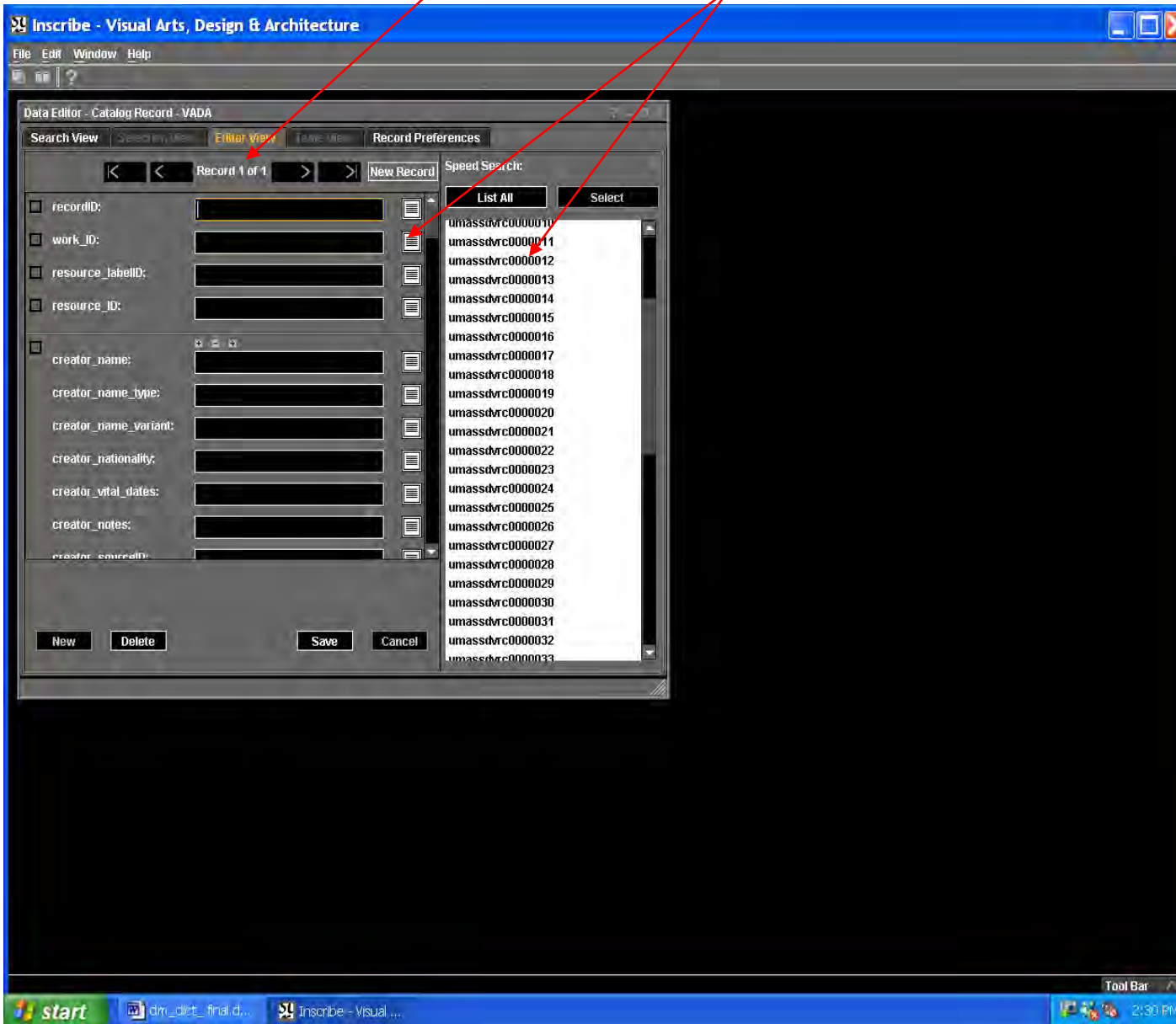


Table view allows the cataloger to view multiple data records at one time.

If you click the Editor View tab, a window (similar to the blank record shown below) will appear:

The *Editor view* allows the cataloger to view or create one record at a time. For the purpose of this dictionary (and most of the time in Luna), you will be working in the *Editor view* screen. You will click in a blank box next to a field and follow the dictionary instructions. Please note: A *drop down* list is associated with many fields. You must select from a drop-down list or create a new authority record.

Editor View



Before you can begin to catalog, there is an important type of record, you need to understand. This is called an authority control record.

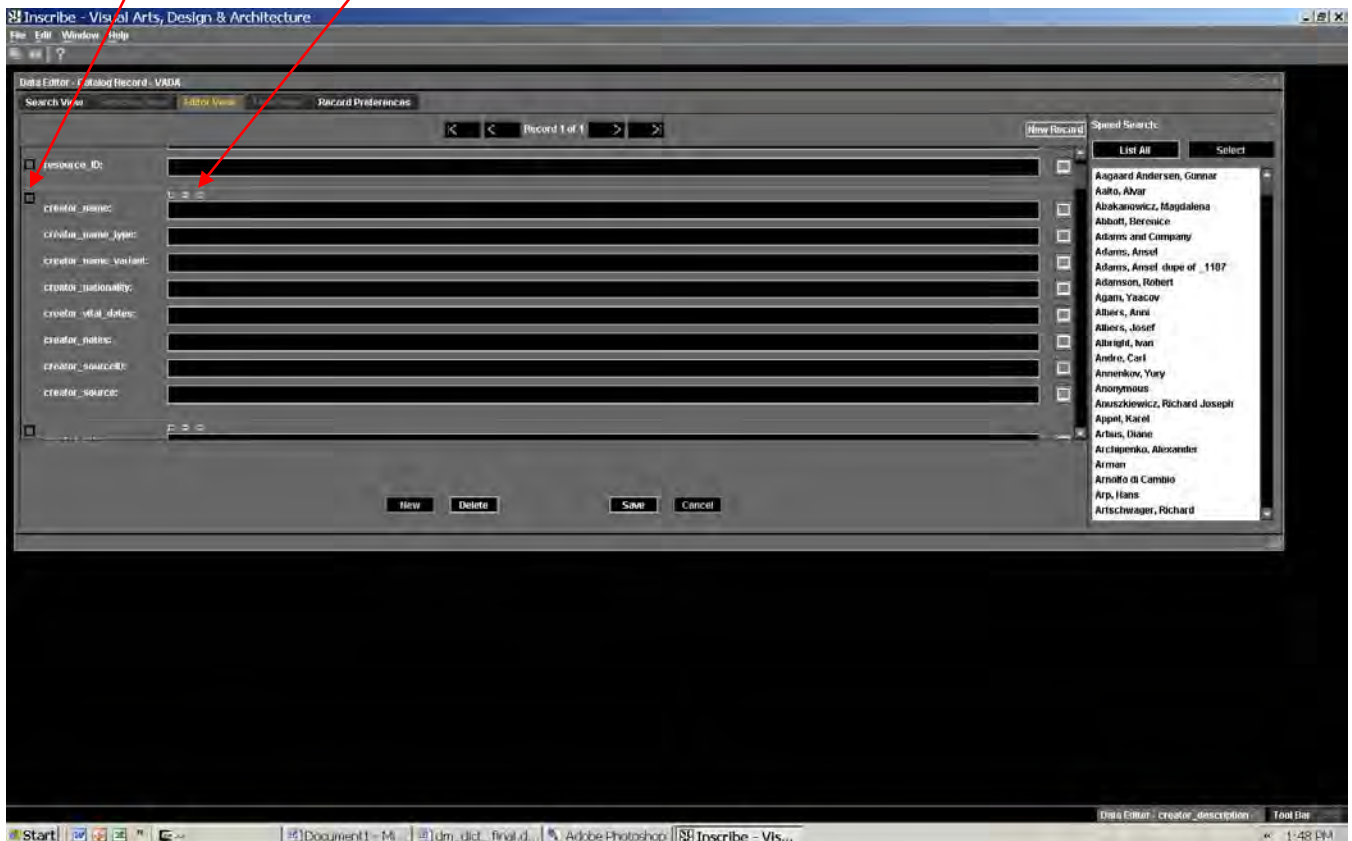
What is an authority control record?

The key to a successful and effective database system is the quality of the data. Authority files provide a uniform methodology for data classification and definition. An *authority file* serves five main functions.

- disambiguates items with similar or identical headings
- maximizes search, browse and retrieval by providing uniformity.
- creates a syndetic structure that guides the user to the materials sought.
- increases productivity both locally and globally by eliminating duplication and redundancy.
- insures interoperability

Recognizing an Authority Record within LUNA Inscribe. Authority records are much like sub-database within the main database. In the example below, the authority record is separated with greyed lines demarcating the field group and has a **single check off box** in the **upper left corner** of the field group.

It also has a plus, minus and **arrow** button above the first field within a field group. The arrow button is a link to the sub-database which holds the authority records.



Let's use the creator_description Field Group Authority record shown as an example:

- type in the first few letters of an artist's last name
- press the Enter key.

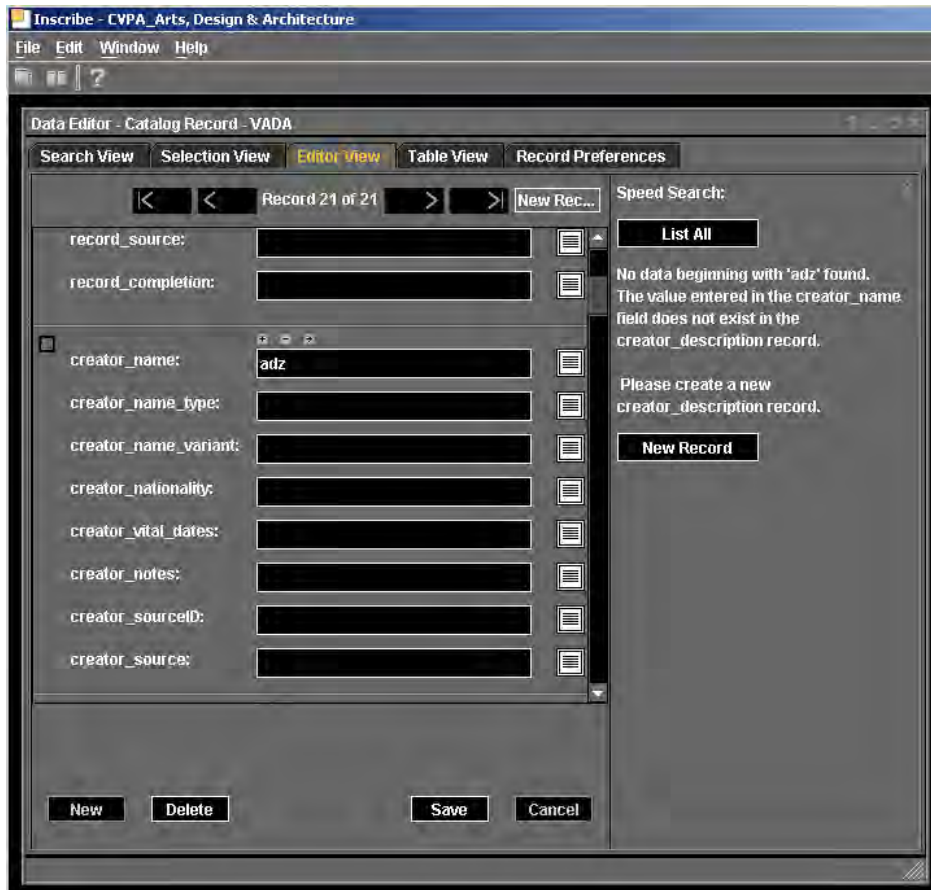
A window called the Speed Search will open on the right and display all the existing authority records that match what you typed into the field.

- If the artist's name appears in the speed search window, double-click on the name in the list.

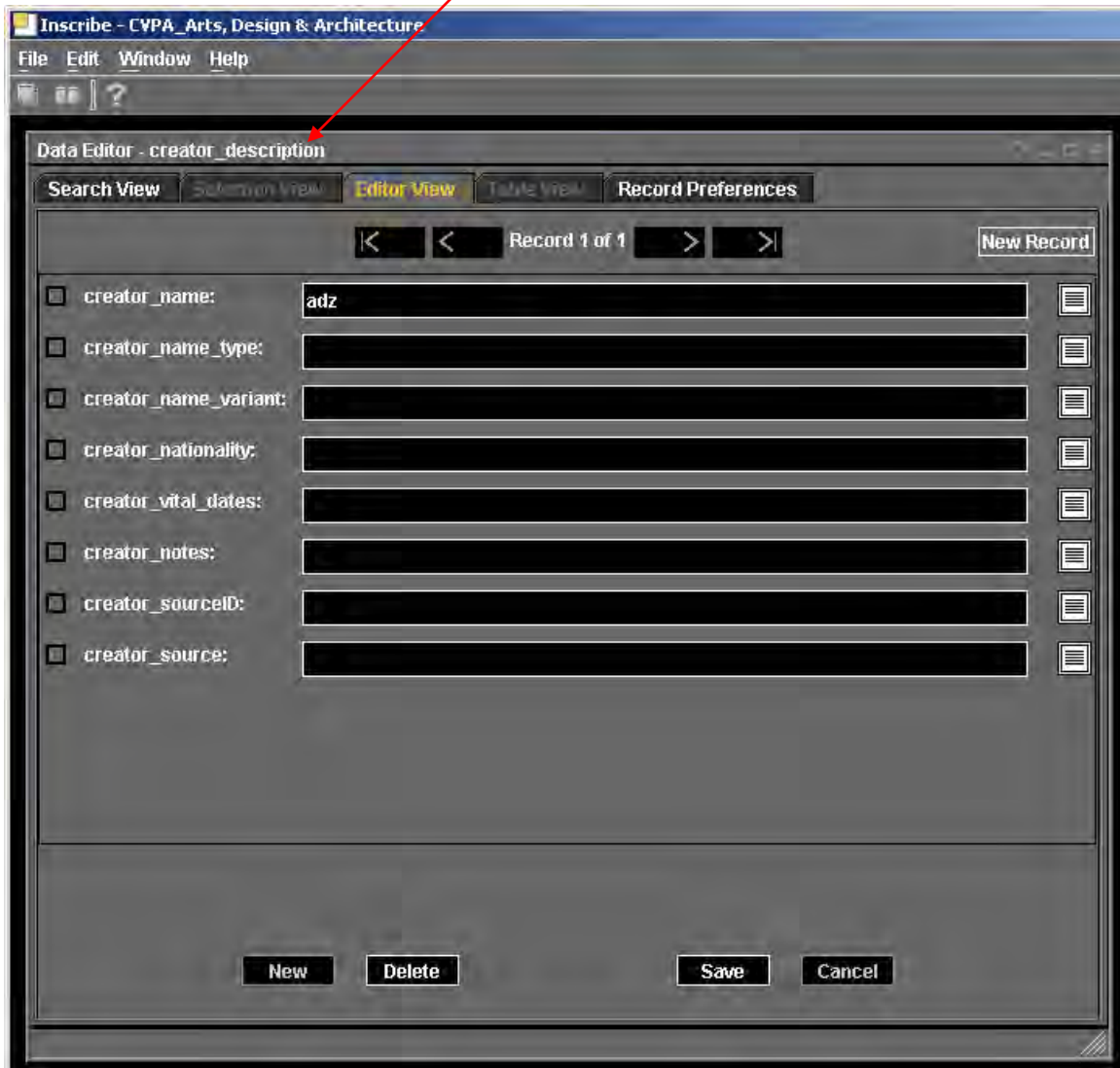
This will place the name and all the accompanying information about the creator_description field group that was previously saved in the authority record.

- Click in the next field to continue cataloging.

If the artist's name does not appear in the Speed Search list, the following message will appear in the Speed Search area and you will have to create a new Authority Control Record by clicking the New Record button.



After you have clicked the New Record button, the text that you typed into the previous catalog record appears in new a creator_description record.



You can now type data into all the fields associated with the creator_description field group.

When you have finished

- click the Save button
- click the Close box to return to the Catalog Record.

Editing Authority Records – (ship)

Log-IN

- Open to “Search View” tab
- Click “New record” (LR corner of screen)
- Click “Edit View” tab
- Go down to the creator _name field
- Click on the arrow above data entry box

Authority Records – Creator Description

- New window entitled “Data Editor– creator description”
- Click “Show All”
- Click “Edit View” tab
- Edit record using Getty’s *Union List of Artist Name* lexicon.
- Complete creator name authority record.
- When record is completed click “Save”

(This process applies to all authority records within the LUNA Inscribe (cataloging program.)

Catalog Record VADA (Work Record Group)

The *catalog record_VADA* begin with four key fields: *resource_ID*, *record_ID*, *work_ID*, and *label_ID*.

Please Note: The data in these fields are vital to the database construction and management of the digital assets. Therefore, care must be taken when entering data. It is critical, may I repeat critical, that the data entered in these fields be unique and be completed for each catalog record. Otherwise your hard work will be useless.

Important: Save after each of the four key fields is entered. This will insure that your data (number) is unique and will prevent other catalogers from utilizing your data (number).

Catalog Record VADA:

Field names:

- resource_ID
- record_ID
- work_ID
- label_ID

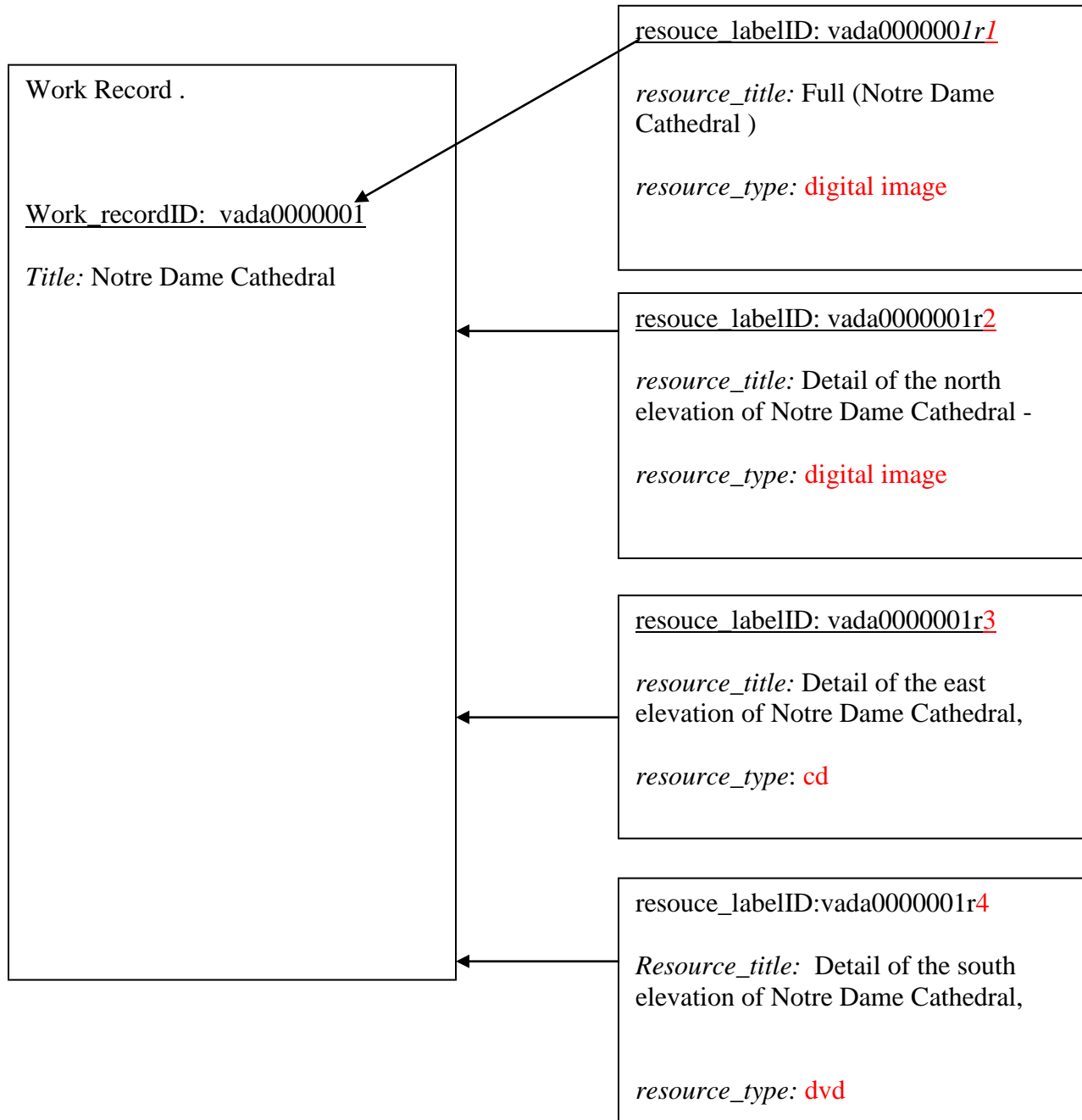
<p>Record Group: Catalog Record VADA Field Group: Work Record Field Designation: Core</p> <p>Field Name: resource_ID Field Definition: A unique code that maps the digital image to the record.</p> <p>Important: Use the filename as the convention minus the file extension. And minus “_1” or “_f”</p> <p>For example: 07hji_001</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Controlled field? - yes ○ Automatic field? – yes ○ Link - drop down list field? yes ○ Data entry? – yes ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: Local - UMassD - VRC</p>	
<p>Standards for Rule of Entry: Local - UMassD - VRC</p>	
<p>Rules of Entry: “Resource_ID” is the filename of the digital object minus the file extension .</p> <p>Ex.</p> <ul style="list-style-type: none"> ○ 05vap_001 ○ 06vap_210 ○ 09uuu_2110 ○ 08nin_211 ○ 0700001 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceID></p> <p>VRA 4.0 = < IMAGE><id></p> <p>CCO = n/a</p> <p>CDWA Luna: n/a</p> <p>CDWA = related visual documentation – repository number</p> <p>Dublin Core= n/a</p> <p>MODS = <url></p> <p>MARC 21= 856 \$u</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: Work Record Field Designation: (core)</p> <p>Field Name: recordID Field Definition: A unique code assigned to the catalog record. The recordID should be unique to the institution and/or the department to insure interoperability of descriptive metadata records in the future.</p> <p><u>IMPORTANT:</u> Begin with the consecutive number following the last number in the drop-down list.</p> <p>Ex. umassdvrc0000001</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Controlled field? - yes ○ Automatic field? – yes ○ Link - drop down list field? yes ○ Data entry? – yes ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field?
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: Local - UMassD - VRC</p>	
<p>Protocol/Standard for Rules of Entry: Local - UMassD - VRC</p> <p>Rules of Entry: In lowercase enter collection code “umassdvrc” (umassd represents University of Massachusetts Dartmouth and vrc represents Visual Resource Center); followed by a seven digit number.</p> <ul style="list-style-type: none"> ○ Ex. umassdvrc0000001 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:recordWrap><cdwalite:recordID></p> <p>VRA 4.0 = <WORK OR COLLECTION><id></p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = <recordInfo><recordIdentifier></p> <p>MARC 21= 001 or 003</p> <p>EAD = <unitid></p>	

<p>Record Group: Catalog Record VADA Field Group: Work Record Field Designation: (core)</p> <p>Field Name: work_ID Field Definition: Unique code assigned to the work depicted in the digital object and may represent one or more image or media resource.</p> <p>IMPORTANT: Begin with the consecutive number following the last number in the drop-down list.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Controlled field? - yes ○ Automatic field? – yes ○ Link - drop down list field? yes ○ Data entry? – yes ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field?
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: Local - UMassD - VRC</p>	
<p>Protocol/Standard for Rules of Entry: Local - UMassD - VRC</p> <p>Rules of Entry: In lowercase enter collection code “vada” (visual arts, design and architecture), followed by underscore, and a seven digit number. Number must be unique so refer to drop down list next to the field within the database.</p> <ul style="list-style-type: none"> ○ Ex. vada_0000001 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:recordWrap><cdwalite:recordID></p> <p>VRA 4.0 = <WORK OR COLLECTION><id></p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = <recordInfo><recordIdentifier></p> <p>MARC 21= 001 or 003</p> <p>EAD = <unitid></p>	

<p>Record Group: Catalog Record VADA Field Group: Work Record Field Designation - (core)</p> <p>Field Name: label_ID Field Definition: A consecutive code assigned to an individual resource that links related digital resources. This field is used to link related resources together.</p> <p>IMPORTANT: Begin with the number following the last consecutive number in the drop-down list.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? - no <input type="radio"/> Controlled field? - yes <input type="radio"/> Automatic field? – yes <input type="radio"/> Link - drop down list field? yes <input type="radio"/> Data entry? – yes <input type="radio"/> Required field? yes <input type="radio"/> Validation field? yes <input type="radio"/> Repeat field? no <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? yes <input type="radio"/> Use in data field search? yes <input type="radio"/> Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: Local - UMassD - VRC</p>	
<p>Standards for Rule of Entry:: Local - UMassD - VRC</p> <p>Rules of Entry: “Resource_labelrecordID” should match the “work_recordID” code except for the last two digits indicated in red below. In lowercase enter collection code (vada), followed by underscore, followed by a seven digit number work_record code and followed “r” and followed by consecutive number (1,2,3,etc.). Refer to diagram on next page. (See chart next page.) Ex.</p> <ul style="list-style-type: none"> <input type="radio"/> vada_0000001r1 = Church <input type="radio"/> vada_0000001r2 = door of church <input type="radio"/> vada_0000001r3 = window of church <input type="radio"/> vada_0000001r4 = relief of church <input type="radio"/> vada_0000001r5 = architecture drawing of church 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceWrap><cdwalite:resourceSet><cdwalite:labelRelatedResource> <cdwalite:labelRecordID></p> <p>VRA 4.0 = <IMAGE><id> CCO = n/a CDWA: (Luna Version): n/a CDWA = related visual documentation-image label identification Dublin Core= n/a MODS = <url> add attribute displayLabel="contents of subfield" MARC 21= 856 \$u \$y \$3 EAD = <unitid></p>	

Catalog Record Infrastructure Chart



cataloger_info
(field group – Work Record)

The *catalog_info* field group serves as database management tool to track and modify catalog records.

Field group cataloger_info:

Field names:

- cataloger_name
- date_of_catalog

<p>Record Group: work Field Group:: cataloger_info Field Designation: (CORE)</p> <p>Field Name: cataloger_name Field Definition: Indicates the person responsible for the descriptive metadata record ie. cataloger's name.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Link – controlled voc? - yes ○ Link - automatic - voc? – no ○ Link - drop down list? yes ○ Data entry? - no ○ Required field? yes ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? Staff only
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: local</p>	
<p>Standards for Rule of Entry: Local</p> <p>Rules of Data Entry:</p> <ul style="list-style-type: none"> ▪ Use lower case ▪ Cataloger name expressed by the first letter of the First Name and the Surname, with no spaces 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = n/a</p> <p>VRA 4.0 = n/a</p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): cataloging history</p> <p>CDWA = cataloging history – cataloger name</p> <p>Dublin Core= n/a</p> <p>MODS = <recordInfo><Origin></p> <p>MARC 21= Srce Cataloging Source</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group:: cataloger_info Field Designation: (CORE)</p> <p>Field Name: date_of_catalog Field Definition: Indicates the date the record was created or modified.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Link – controlled voc? - no ○ Link - automatic - voc? – yes ○ Link - drop down list? yes ○ Data entry? - no ○ Required field? yes ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: local</p>	
<p>Standards for Rule of Entry:: Local</p> <p>Rules of Data Entry</p> <ul style="list-style-type: none"> ▪ Date expressed by yyyy/mm/dd 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:recordMetadataDate></p> <p>VRA 4.0 = n/a</p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): cataloging history</p> <p>CDWA = cataloging history date</p> <p>Dublin Core= <date></p> <p>MODS = <recordInfo><recordCreationDate> or <recordChangeDate></p> <p>MARC 21= Srce Cataloging Source</p> <p>EAD =</p>	

record_info
(field group – Work Record)

The *record_info* field group describes the item or group of items depicted in the image.

Field group record_info:

Field names:

- record_type
- record_source
- record_completion

<p>Record Group: work Field Group:: record_info Field Designation: (CORE)</p> <p>Field Name: record_type Field Definition: Designates that type of item, collection, series, or group of works being described by the record.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Link – controlled voc? - yes ○ Link - automatic - voc? – no ○ Link - drop down list? yes ○ Data entry? - no ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? Staff only
<p>Authority Type: Controlled lexicon Classification/Lexicon/Nomenclature Standard: Local</p>	
<p>Standards for Rule of Entry:: Local</p> <p>Rules of Entry: Use lowercase.</p> <ul style="list-style-type: none"> ○ Item= A monograph is a non-serial item that is either complete in one part or complete or intended to be completed in a finite number of separate parts. ○ Detail = A component (i.e., a bibliographic unit that is physically contained in another bibliographic unit) is a monograph. ○ Collection= A made-up multipart group of items that were not originally published, distributed or produced together. The record describes units defined by common provenance or administrative convenience for which the record is intended as the most comprehensive in the system. ○ Portfolio= A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. ○ Group= A multipart group of items that were originally published, distributed or produced together. ○ Series = ○ Volume = 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:recordWrap><cdwalite:recordType></p> <p>VRA 4.0 = <work Or collection><type></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): object/work catalog level</p> <p>CDWA = object/work catalog level</p> <p>Dublin Core= type</p> <p>MODS = n/a</p> <p>MARC 21= blvl or 005</p> <p>EAD</p>	

<p>Record Group: work Field Group:: record_info Field Designation: (CORE)</p> <p>Field Name: record_source Field Definition: Indicates the department, college or institution responsible for the descriptive metadata record.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Link – controlled voc? - yes ○ Link - automatic - voc? – no ○ Link - drop down list? yes ○ Data entry? - no ○ Required field? yes ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? staff
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: local</p>	
<p>Standards for Rule of Entry:: Local</p> <p>Rules of Entry: Use abbreviation code: UMassD_VRC to represent University of Massachusetts Dartmouth – Visual Resource Center.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:recordWrap><cdwalite:recordSource></p> <p>VRA 4.0 = <work or collection><source></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): cataloging history remarks/a</p> <p>CDWA = cataloging history – cataloging institution/a</p> <p>Dublin Core= n/a</p> <p>MODS = <recordInfo><recordContentSource></p> <p>MARC 21= Srce Cataloging Source or 005</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group:: record_info Field Designation: (CORE)</p> <p>Field Name: record_completion Field Definition: Indicates the completion of catalog record.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Link – controlled voc? - yes ○ Link - automatic - voc? – no ○ Link - drop down list? yes ○ Data entry? - no ○ Required field? - yes ○ Validation field? - yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: Local</p>	
<p>Standards for Rule of Entry:: Local</p> <p>Rules of Entry: Use lowercase only</p> <ul style="list-style-type: none"> ○ Full ○ Minimum 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = n/a</p> <p>VRA 4.0 = n/a</p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): cataloging history remarks/a</p> <p>CDWA = cataloging history – actions/a</p> <p>Dublin Core= n/a</p> <p>MODS = <recordInfo><recordOrigin></p> <p>MARC 21 = ELvl Encoding Level</p> <p>EAD =</p>	

Catalog Record Group

The next set of fields describes the context and characteristics of the actual work depicted by the digital object(s) in the database. They are used to assign intellectual access points that can be used to search and retrieve the digital object.

Field groups allow related content to be linked to each other. Some field groups function as an authority record. As previously described, an authority record is a collection of related information that is entered as a group when chosen from the Speed Search window.

As previous noted under Catalog Tools and Information, the VRC has adopted national taxonomies have been widely adopted and employed. As you may recall, these are available as the “catalog toolkit,” and can be found in the Firefox browser under the Firefox bookmark tab for “catalog toolkit.” Note: Be sure to choose open all tabs.

The following fields are part of the Catalog Record Group:

Work Record Group

- creator_description
- creator_role
- title
- creation_location
- work_dates
- description
- materials
- technique
- measurements
- subject_genre
- subject_style_period
- subject_culture
- subject_general
- subject_geo_place
- subject_name
- subject_iconographical
- custodian_locationset
- custodian_workID
- related_work`0

creator_description
(Field Group- Authority)

The *creator_description* field group pertains to the artist (creator, author, maker, or responsible party) who created the work represented by an image, audio or multimedia digital resources. The descriptive metadata includes name, name variants and biographical information.

Field group creator_description:

Field names:

- creator_name
- creator_name_type
- creator_name_variant
- creator_nationality
- creator_vital_dates
- creator_notes
- creator_sourceID
- creator_source

<p>○</p> <p>Record Group: work Field Group: creator_description Field Designation: (CORE)</p> <p>Field Name: creator_name Field Definition: Record the official and legal name of the person, the corporate, the group, the school, the family or the responsible party for the creation of the original work.</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? -yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? yes ○ Validation field? yes ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: ULAN/LCNA/Grove Art</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Select preferred name from the ULAN, LCNA or Grove Art. Enter surname, followed by space and comma, space and first name, space and initials, honorifics. Ex. <ul style="list-style-type: none"> ○ Smith(space),(space)John(space) Jr.) <p>Capitalize forenames, initials, surnames and honorifics. If name includes articles or preposition use lower case. Name should be expressed in English or according to the lexicon. Ex: Eugene Delacroix. If there is no known creator, make a reference to the presumed culture or nationality of the unknown creator (e.g., <i>by unknown 16th-century Venetian, unknown Maya</i>).</p> </p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:nameCreator></p> <p>VRA 4.0 = <work><agent><name></p> <p>CCO = Controlled Creator</p> <p>CDWA: (Luna Version): Creator-Identification Name</p> <p>CDWA = Creation – Creator Identity // creation-creator description</p> <p>Dublin Core= <creator></p> <p>MODS = <name></p> <p>MARC 21= 100/a, 110/a (main entry);</p> <p>EAD = <author> (in <eadheader>),<name>,<origination>,<persname>,<origination>,<corpname>,<origination>,<famname>,(in <archdesc>) Include hyphenated natal names both with + without spaces, c.g., David, Jacques-Louis</p>	

Record Group: work Field Group: creator_description Field Designation: Required Field Name: creator_name_type Field Definition: Specifies the type of name recorded		Field Attributes: Behavior <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? – yes <input type="radio"/> Link– controlled voc? - yes <input type="radio"/> Link – to another field? <input type="radio"/> Link- drop down list? - yes <input type="radio"/> Link - automatic - voc? – no <input type="radio"/> Data entry? - yes <input type="radio"/> Required field? no <input type="radio"/> Validation field? no <input type="radio"/> Repeat field? no Access <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? - no <input type="radio"/> Use in data field search? - no <input type="radio"/> Display field? staff only
Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT and CCO		
preferred variant attribute alternate	nickname pseudonyms abbreviation fullness	former name anonymous different language
Standards for Rule of Entry:: CCO Rules of Entry: Use lowercase and select from the lexicon.		
Metadata Standards Crosswalks CDWA Lite = <cdwalite:nameCreator> <type> VRA 4.0 = <work><AGENT><name><type> CCO = <type> CDWA: (Luna Version): n/a CDWA = n/a Dublin Core= n/a MODS = <namepart><type> MARC 21= 100/s or 100/q 110/s or 110/q EAD =		

<p>Record Group: work Field Group: creator_description Field Designation: Optional</p> <p>Field Name: creator_name_variant Field Definition: Record variant name, abbreviation or headings that are associated with the artist, the person, the corporate, the group, the school, or the family responsible for the original work.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? – yes <input type="radio"/> Link– controlled voc? -yes <input type="radio"/> Link – to another field? no <input type="radio"/> Link- drop down list? - yes <input type="radio"/> Link - automatic - voc? – no <input type="radio"/> Data entry? - yes <input type="radio"/> Required field? yes <input type="radio"/> Validation field? yes <input type="radio"/> Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? - yes <input type="radio"/> Use in data field search? - yes <input type="radio"/> Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: ULAN/LCNA/Grove Art</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Select preferred name from the ULAN. Enter first name, , followed by space and surname, comma, and honorifics. Ex. <ul style="list-style-type: none"> <input type="radio"/> John(space)Smith(space), Jr.) <p>Capitalize forenames, initials, surnames and honorifics. If name includes articles or preposition use lower case. Name should be expressed in English. If there is no known creator, make a reference to the presumed culture or nationality of the unknown creator (e.g., <i>by unknown 16th-century Venetian, unknown</i>).</p> </p>	
<p>Metadata Standards Crosswalks CDWA Lite = Refer to field artist_name VRA 4.0 = Refer to field artist_name CCO = Refer to field artist_name CDWA: (Luna Version): Refer to field artist_name CDWA = Refer to field artist_name Dublin Core= Refer to field artist_name MODS = Refer to field artist_name MARC 21= Refer to field artist_name EAD = Refer to field artist_name</p>	

<p>Record Group: work Field Group: creator_description Field Designation: Required</p> <p>Field Name: creator_nationality Field Definition: Geographical, cultural, geopolitical or ethnic origins of the artist, creator, corporate body, family or responsible party of the original work depicted in the image.</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? ○ Link – to another field? no ○ Link- drop down list? –yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - yes ○ Repeat field? - yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? full/brief
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: ULAN</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Capitalize nationality, culture or race. Lowercase for all other words. Record the broadest level of nation “Native American” and the specific designation if known “Sioux”. Add multiple nationalities if applicable.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:nationalityCreator></p> <p>VRA 4.0 = <work><agent><culture></p> <p>CCO = Person/Corp Body: Nationality</p> <p>CDWA: (Luna Version): CREATOR-IDENTIFICATION-NATIONALITY/CULTURE/RACE</p> <p>CDWA = Creator Identification - Nationality/ Culture/ Race OR creator description</p> <p>Dublin Core= refer to creator identity</p> <p>MODS = <name><description></p> <p>MARC 21= n/a</p> <p>EAD = <origination> <persname><origination> <famname><origination> <corpname> (in <archdesc>)</p>	

<p>Record Group: work Field Group: creator_description Field Designation: Required</p> <p>Field Name: creator_vital_dates Field Definition: Artist's or creator's birth and death dates or corporate body start and end dates.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text/limited ○ Link- authority record? – yes ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable?- no ○ Use in data field search? -no ○ Display field? full/brief 			
<p>Authority Type: controlled lexicon</p>				
<p>Classification/Lexicon/Nomenclature Standard: ULAN/LCNA/Grove Art</p>				
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Birth date should record the year and expressed by four digits followed by space, dash, space, and closed with the death year express by four digits. If birth and death dates are not available use associated dates such as active date, refer to taxonomies. No approximate dates. You may use ca. to represent circa.</p> <table border="0" data-bbox="235 1186 1412 1407"> <tr> <td style="vertical-align: top;"> <p>Ex.</p> <ul style="list-style-type: none"> ○ yyyy(space)–(space)yyyy ○ 1200 – 1278 </td> <td style="vertical-align: top; padding-left: 20px;"> <p>Uncertain dates use “?”</p> <p>Ex.</p> <ul style="list-style-type: none"> ○ ???? - 1740 ○ 19?3 – 1985 ○ 197? – 2001 ○ 19?? - 2007 </td> <td style="vertical-align: top; padding-left: 20px;"> <p>active:(space)1902(space)-(space)1943</p> </td> </tr> </table>		<p>Ex.</p> <ul style="list-style-type: none"> ○ yyyy(space)–(space)yyyy ○ 1200 – 1278 	<p>Uncertain dates use “?”</p> <p>Ex.</p> <ul style="list-style-type: none"> ○ ???? - 1740 ○ 19?3 – 1985 ○ 197? – 2001 ○ 19?? - 2007 	<p>active:(space)1902(space)-(space)1943</p>
<p>Ex.</p> <ul style="list-style-type: none"> ○ yyyy(space)–(space)yyyy ○ 1200 – 1278 	<p>Uncertain dates use “?”</p> <p>Ex.</p> <ul style="list-style-type: none"> ○ ???? - 1740 ○ 19?3 – 1985 ○ 197? – 2001 ○ 19?? - 2007 	<p>active:(space)1902(space)-(space)1943</p>		
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:vitalDatesCreator></p> <p>VRA 4.0 = <work><agent><dates></p> <p>CCO = Birth & death dates</p> <p>CDWA: (Luna Version): CREATOR-IDENTIFICATION-DATES</p> <p>CDWA =Creator Identification Dates OR creator description</p> <p>Dublin Core= n/a</p> <p>MODS = <name><namePart><Type>="date"</p> <p>MARC 21= 1XXe Main Entry; 7XXe</p> <p>EAD =</p>				

<p>Record Group: work Field Group: creator_description Field Designation: Optional</p> <p>Field Name: creator_notes Field Definition: Record biographical information or historic note pertaining to the artist/creator.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - yes ○ Link – controlled voc? - no ○ Link - drop down list? No ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? staff only
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: ULAN/LCNA/Grove Art</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Free text.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:NameCreator></p> <p>VRA 4.0 = n/a CCO = n/a CDWA: (Luna Version): creator – identification – dates/locations-places of activities CDWA = creation-creator- description Dublin Core= n/a MODS = n/a MARC 21= 545/ EAD =</p>	

<p>Record Group: work Field Group: creator_description Field Designation: Required</p> <p>Field Name: creator_sourceID Field Definition: A unique code that represents authority record or established by ULAN or LCAH in which the creator information has been derived.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - yes ○ Link – controlled voc? - no ○ Link - drop down list? No ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: ULAN or LCAH</p>	
<p>Standards for Rule of Entry: CCO</p>	
<p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:nameCreator><termsourceID></p> <p>VRA 4.0 = <work><agent><refid></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): creator identification</p> <p>CDWA = creation creator – identification – creator - citation</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= n/a</p> <p>EAD =</p>	

<p>Record Group: work Field Group: creator_description Field Designation: Required</p> <p>Field Name: creator_source Field Definition: Indicates the lexicon, published or non-published work in which the terms, names, notes or other information is derived within the authority record..</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - yes ○ Link – controlled voc? - no ○ Link - drop down list? No ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: ULAN or LCAH</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ LCAH (Library of Congress Authority Headings) ○ ULAN (Union List of Artist Names) <p>All other resources should be expressed by the principles established in the MLA Handbook for Writers of Research Papers.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:nameCreator> <termsource></p> <p>VRA 4.0 = <work><agent><vocab></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): creator identification</p> <p>CDWA = creation creator – identification – creator - citation</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= n/a</p> <p>EAD =</p>	

Upon completing the authority record do the following steps.

creator_role
(Field Group)

The *creator_role* field group specifies the role/action taken by the creator, artist, author, or responsible party, in the conception, the design, or the production of the work represented by the digital resource object.

Field group creator_role:

Field name:

- creator_role

<p>Record Group:work Field Group:: creator_role Field Designation: Optional</p> <p>Field Name: creator_role Field Definition: The artist’s or creator’s role to the specific work depicted in the image.</p> <p>Important: Role is usually associated with the name, therefore refer to field group creator’s description for source and sourceID designations.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: AAT/ULAN</p>	
<p>Standards for Rule of Entry: CCO</p>	
<p>Rules of Entry: Enter term using lowercase. Use the most specific role or term. (painter vs. artist). In case of ULAN lexicon use “preferred” role designation.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:roleCreator></p> <p>VRA 4.0 = <work><agent><role></p> <p>CCO = Creator Role</p> <p>CDWA: (Luna Version): CREATION-CREATOR-ROLE</p> <p>CDWA = Creation - Creator Description - Role</p> <p>Dublin Core= <creator><contributor></p> <p>MODS = <name><role></p> <p>MARC 21= 1XXe Main Entry / 7XXe Added Entry</p> <p>EAD= ROLE attribute</p>	

title
(Field Group)

The *title* field group records the name, phrase or term that identifies the work represented by the digital resource objects. Title is assigned often by the creator of the work, but in some cases, by the owner of the work or by the repository. Verify title via the artist or repository of the original work. Titles may be descriptive, or anecdotal in nature.

Field Group title:

Field names:

- title
- title_type
- title_variant
- title_source

<p>Record Group: work Field Group:: title Field Designation: (CORE)</p> <p>Field Name: title Field Definition: The title or descriptive phrase is given to the original work depicted in the image. 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. A record for a part of a larger unit should include both the title for the part and the title for the larger entity. For image that is a detail of a larger work record the full title of work.</p> <p>Please note: When artist is not identified then main entry becomes title.)</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link – controlled voc? - no ○ Link - drop down list? yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? Yes
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Protocol/Standard for Rules of Data Content: CCO</p> <p>Rules of Entry: Follow capitalization and punctuation of source. Capitalize all words except for articles. For titles created by VRC should be bracketed []. Ex. [Landscape with cows].</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite: <cdwalite:title></p> <p>VRA 4.0: <work><title></p> <p>CCO: Title</p> <p>CDWA (LUNA): TITLES OR NAMES</p> <p>CDWA: Titles or Names - Text</p> <p>Dublin Core: <dc:title></p> <p>MODS: <titleInfo><title></p> <p>MARC 21: 245, 246, 240, 242, 210,730,130</p> <p>EAD: <titleproper> (in <eadheader>)<unittitle>(in<archdesc>)</p>	

<p>Record Group: work Field Group:: title Field Designation: required</p> <p>Field Name: title_type Field Definition: Specifies the type of title recorded. See lexicon below.</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? – no <input type="radio"/> Link – controlled voc? - yes <input type="radio"/> Link - drop down list? yes <input type="radio"/> Link - automatic - voc? – no <input type="radio"/> Data entry? - no <input type="radio"/> Required field? yes <input type="radio"/> Validation field? yes <input type="radio"/> Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? no <input type="radio"/> Use in data field search? no <input type="radio"/> Display field? Yes
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: CCO</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Use lower case. Lexicon: preferred, alternative, original, curatorial, translated, series, detail, larger entity, published, etc. Select from above taxonomies.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWALite: <cdwalite: title> <type></p> <p>VRA 4.0: <work><title> <type></p> <p>CCO: Title</p> <p>CDWA (LUNA): n/a</p> <p>CDWA: Titles or Names - type</p> <p>Dublin Core: <title></p> <p>MODS: <titleInfo><title></p> <p>MARC 21: 24X/a</p> <p>EAD: <titleproper></p>	

<p>Record Group: work Field Group: title Field Designation: required</p> <p>Field Name: title_variant Field Definition: The title or identifying phrase given to the original work that is not the official title, but work is also known. In case of architectural features, add the name of the building in this field.</p> <p>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.</p> <p>Please note: If artist is unknown or anonymous the title becomes the main entry.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link – controlled voc? - no ○ Link - drop down list? yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? Yes
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Protocol/Standard for Rules of Data Content: CCO</p> <p>Rules of Entry: Follow capitalization and punctuation of source. Capitalize all words except for articles. For titles created by VRC use square brackets [title].</p>	
<p>Metadata Standards Crosswalks CDWA Lite: <cdwalite:title> VRA 4.0: <work><title> CCO: Title CDWA (LUNA): TITLES OR NAMES CDWA: Titles or Names - Text Dublin Core: <dc:title> MODS: <titleInfo><title> MARC 21: 245, 246, 240, 242, 210,730,130 EAD: <titleproper> (in <eadheader>)<unittitle>(in<archdesc>)</p>	

-Rarely used

<p>Record Group: work Field Group:: title Field Designation: required</p> <p>Field Name: title_source Field Definition: Citation note(s) in which the title is derived.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? – no <input type="radio"/> Link – controlled voc? – no <input type="radio"/> Link - drop down list? no <input type="radio"/> Link - automatic - voc? – no <input type="radio"/> Data entry? - no <input type="radio"/> Required field? no <input type="radio"/> Validation field? no <input type="radio"/> Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? no <input type="radio"/> Use in data field search? no <input type="radio"/> Display field? no
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry:: Local</p> <p>Rules of Entry: MLA Handbook for Writers of Research Paper conventions should be utilized to express citation.</p>	
<p>Metadata Standards Crosswalks CDWA Lite: <cdwalite:sourceTitle></p> <p>VRA 4.0: <work><title> <source> CCO: Title Source CDWA (LUNA): n/a CDWA: Titles citation Dublin Core: n/a MODS: <titleInfo><title> MARC 21: 245/c EAD:</p>	

creation_location
(Field Group – Authority)

The *creation_location* field group pertains to the location in which the work was created, designed, or produced, and not the location depicted in the work. It may represent the original location of the work as well.

Field group creation_location:

Field names:

- creation_location
- creation_location_type
- creation_location_parent
- creation_location_sourceID
- creation_location_source

<p>Record Group: work Field Group: creation_location Field Designation: (optional)</p> <p>Field Name: creation_location Field Definition: An authorized term (narrow term) that specifies the geographic location in which the work was created, designed, produced, or discovered. In the case of digital location specify the URI.</p> <p>Ex. Narrow Term – Padanaram Narrow Term – North Dartmouth Broad Term – Massachusetts</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? yes ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - yes ○ Repeat field? - yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? full/brief
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN or LCAH or other</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = < cdwa:locationName ></p> <p>VRA 4.0 = <work><location><name></p> <p>CCO = location</p> <p>CDWA: (Luna Version): creation location</p> <p>CDWA =Creation Place Original Location</p> <p>Dublin Core= <coverage></p> <p>MODS = <place><place term></p> <p>MARC 21 = 260/a</p> <p>EAD =</p>	

<p>Record Group: work Field Group: creation_location Field Designation: (optional)</p> <p>Field Name: creation_location_type Field Definition: Designate the type of creation location. Refer to lexicon below.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN & LCAH</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Creation = location of the creation, design or production of the work Discovery =location where work was discovered or excavated Former= location related to the history of the work including excavated, discovery, or ownership Performed=location of the performance. Electronic= location of the digital object NOTE: Do NOT use parentheses. Ex:(nation) is entered as nation without the parentheses.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = < cdwa:locationName><type></p> <p>VRA 4.0 = <work><location><type></p> <p>CCO = location</p> <p>CDWA: (Luna Version)= n/a</p> <p>CDWA = creation place original location</p> <p>Dublin Core= <coverage spatial></p> <p>MODS = <place></p> <p>MARC 21 = 260/a</p> <p>EAD =</p>	

<p>Record Group: work Field Group: creation_location Field Designation: (optional)</p> <p>Field Name: creation_location_parent Field Definition: Hierarchical relationships between locations. In the case of digital location record the URL.</p> <p>Ex. Broad Term – Massachusetts (state) Narrow Term – North Dartmouth (city) Narrow Term – Padanaram (village)</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? – no ○ Display field? full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN & LCAH or other.</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p>	
<p>Rules of Data Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules. EX. Italy(space)-(space)Tuscany(space)-(space)Pistoia</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = < cdwa:locationName ></p> <p>VRA 4.0 = <work><location><name></p> <p>CCO = location</p> <p>CDWA (Luna Version)= creation location</p> <p>CDWA = creation place original location</p> <p>Dublin Core= <coverage></p> <p>MODS = <place><place term></p> <p>MARC 21= 260/a</p> <p>EAD =</p>	

<p>Record Group: work Field Group: creation_location Field Designation: (optional)</p> <p>Field Name: creation_location_sourceID Field Definition: A numeral code that represents the authority record or term established by TGN or LCAH.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? no
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN, LCAH or other.</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = < cdwa:locationName><termsourceID></p> <p>VRA 4.0 = <work><location><refid></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= <coverage></p> <p>MODS = <place><place term></p> <p>MARC 21= n/a</p> <p>EAD =</p>	

<p>Record Group: work Field Group: creation_location Field Designation: (optional)</p> <p>Field Name: creation_location_source Field Definition: Indicates published or non-published work in which the terms, names, notes or other information is derived within the authority record..</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN, LCAH or other</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ TGN (Thesaurus of Geographic Names) ○ LCAH (Library of Congress Authority Headings) <p>All other resources should be expressed using MLA Handbook for Writers of Research Papers conventions.</p>	
<p>Metadata Standards Crosswalks CDWA Lite = < cdwa:locationName> <termsource></p> <p>VRA 4.0 = <work><location><vocab> CCO = n/a CDWA: (Luna Version): n/a CDWA = n/a Dublin Core= <coverage> MODS = <place><place term> MARC 21= n/a EAD =</p>	

work_dates
(Field Group)

The *work_dates* field group designates the dates associated with the creation of the original work represented by the digital or analog resource. In order to make the date searchable and interoperable, VRC has established multiple date fields to ensure usability. It is critical that date rules of entry are followed and expressed accurately. Any questions ask the curator.

Field group work_dates:

Field names:

- work_dates_display
- work_dates
- work_dates_type
- work_dates_earliest
- work_dates_latest

<p>Record Group: work Field Group: work_dates Field Designation: (CORE)</p> <p>Field Name: work_dates_display Field Definition: Record the year, span of years, or phrase that describes the specific or approximate date of the work (depicted) was created.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text/ limited ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -yes ○ Use in data field search? - yes ○ Display field? - yes
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: CCO</p> <p>Rules of Entry: Natural order. If specific date is known, use Arabic numbers & Gregorian calendar if current era. To express uncertain dates or time periods use the following conventions.</p> <ul style="list-style-type: none"> ○ Exact Known= yyyy ○ Inclusive = yyyy(space)-(space)yyyy ○ Circa = ca.=ca.(space)yyyy OR ca.(space)yyyy(space)-(space)ca.(space)yyyy ○ Bulk = [yyyy] ○ Century = xxth century ○ Decades = yyyy's ○ Period/Era = name of era or period Medieval ○ Uncertain= use the closest decade, or century OR uncertain individual date use “?” Ex. 19??, 192?, ○ Unknown = unknown ○ No date available = n.d. ○ If not sure = leave blank ○ Common era = yyyy ○ Before common era = yyyy(space)bce 	
<p>Metadata Standards Crosswalks CDWA Lite = <cdwalite:display CreationDate> VRA 4.0 = <work><date> CCO = Display Date CDWA: (Luna Version): CREATION-DATE CDWA = Creation - Creation Date (core) Dublin Core= Date.Created MODS = <dateCreated><dateIssued> MARC 21= 24X/, 260c, 518/ EAD = <unitdate>(in <eadheader>, <frontmatter>, and <archdesc></p>	

<p>Record Group: work Field Group: work_dates Field Designation: (CORE)</p> <p>Field Name: work_dates Field Definition: Record the year, span of years, or phrase that describes the specific or approximate date of the work (depicted in the image).</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? fuzzy date ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? - yes
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: LUNA application</p> <p>Rules of Entry: Please note the LUNA software application does not support all date protocols, this includes circa dates. It does support fuzzy dates illustrated below.</p> <p>Numeric date format yyyy = 1910 yyyy/mm/dd = 1910/03/21</p> <p>Add modifiers to dates common era = yyyy before common era use suffix “bce” = yyyy(space)bce</p> <p>Date Ranges Common era = yyyy(space)-(space)yyyy Before common era = yyyy (space)bce(space)-(space)yyyy(space)bce</p>	
<p>Metadata Standards Crosswalks CDWA Lite = <cdwalite:displayCreationDate></p> <p>VRA 4.0 = <work><date> CCO = Display Date CDWA: (Luna Version): CREATION-DATE CDWA = Creation - Creation Date (core) Dublin Core= Date.Created MODS = <dateCreated><dateIssued> MARC 21= 24X/, 260c, 518/ EAD = <unitdate>(in <eadheader>, <frontmatter>, and <archdesc></p>	

<p>Record Group: work Field Group: work_dates Field Designation: (optional)</p> <p>Field Name: work_date_type Field Definition: Qualifies the type of date recorded. See lexicon below.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? - yes
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: CCO</p> <p><i>Lexicon:</i> approximate, creation, design, completion, alteration, execution, restoration, bulk, inclusive, commission, discovery, demolition, broadcast, publication, exhibition, performance, addition, alteration, completion, restoration, destruction, circa., before, after, etc.</p>	
<p>Standards for Rule of Entry: CCO</p> <p>Rules of Entry: Use lowercase. Choose from lexicon above.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = cdwalite:dateQualifier></p> <p>VRA 4.0 = <work><date><type></p> <p>CCO = Date Qualifier</p> <p>CDWA: (Luna Version): not available</p> <p>CDWA = Creation Date – Date Qualifier</p> <p>Dublin Core= n/a</p> <p>MODS = <date><dateOther></p> <p>MARC 21= 518 or 24X</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group: work_dates Field Designation: (optional)</p> <p>Field Name: work_date_earliest Field Definition: Record the earliest year the work or project was created, designed, produced, or discovered.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? – no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? - no
<p>Authority Type: n/a Standard: n/a</p>	<p>Classification/Lexicon/Nomenclature</p>
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Refer to date rule for field work_dates_display.</p>	
<p>Metadata Standards Crosswalks CDWA Lite = <cdwalite:earliestDate> VRA 4.0 = <work><date> <earliestDate> CCO = Creation Date Earliest Date CDWA: (Luna Version): creation date earliest date CDWA = Creation Date: Earliest Date Dublin Core= <date><created> MODS = <date><dateOther> MARC 21= 523/ EAD =</p>	

<p>Record Group: work Field Group: work_dates Field Designation: (optional)</p> <p>Field Name: work_date_latest Field Definition: Record the latest year the work or project was completed.</p> <p>Collection Name: Arts & Design & Culture</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? index ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? – no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? - no
<p>Authority Type: n/a Standard: n/a</p>	<p>Classification/Lexicon/Nomenclature</p>
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Refer to date rule for field work_dates_display.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:latestDate></p> <p>VRA 4.0 = <work><date><latestDate></p> <p>CCO = Creation Date Latest Date</p> <p>CDWA: (Luna Version): Creation Date: Latest Date</p> <p>CDWA = Creation Date: Latest Date</p> <p>Dublin Core= <date><created></p> <p>MODS = <date><dateOther></p> <p>MARC 21= 523/</p>	

description
(Field Group)

The *description* field group describes the content and/or context of the work represented by the image, audio or multimedia digital resources. The “description” fields may be a descriptive, an interpretation and historic note. Descriptive serves as a means to add keywords or phrases for easy search and retrieval so choose your words carefully and be mindful of the end user. You want to be able to find the source.

Field group description:

Field names:

- description
- description_type
- description_source

<p>Record Group: work Field Group: description Field Designation: (optional)</p> <p>Field Name: description Field Definition: A descriptive note should contain a series of coherent statements or phrases to cover some or all of the characteristics and historical significance of the work.</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? –no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? yes – full
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Free text.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:description></p> <p>VRA 4.0 = <work><description></p> <p>CCO = Description</p> <p>CDWA: (Luna Version): DESCRIPTIVE NOTE</p> <p>CDWA = Description Note</p> <p>Dublin Core= <description></p> <p>MODS = <abstract> or <note></p> <p>MARC 21= 500/, 504/, 505/, 520/, 545/</p> <p>EAD = <abstract> <scopecontent></p>	

<p>Record Group: work Field Group: description Field Designation: (optional)</p> <p>Field Name: description_type Field Definition: Designates the type of description recorded: abstract, summary, descriptive note, annotation, historical, etc.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – yes ○ Link- drop down list? -yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? yes ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? full
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: CCO Lexicon: historical; biographical; abstract, scope content;, general; annotation; review; summary; history; physical description; program notes; series statement; translation notes.</p>	
<p>Standards for Rule of Entry: CCO</p> <p>Rules of Entry: Use lowercase and select from the terms above.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = n/a</p> <p>VRA 4.0 = N/A</p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = <note> <type></p> <p>MARC 21= 500/, 504/, 505/, 520/ , 545/</p> <p>EAD =</p>	

<p>Record Group: work Field Group: description Field Designation: (optional)</p> <p>Field Name: description_source Field Definition: Include a citation of a published or non-published work used to define description.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? – no <input type="radio"/> Link– controlled voc? –no <input type="radio"/> Link- drop down list? -no <input type="radio"/> Link - automatic - voc? – no <input type="radio"/> Data entry? - yes <input type="radio"/> Required field? no <input type="radio"/> Validation field? no <input type="radio"/> Repeat field? no <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? - yes <input type="radio"/> Use in data field search? - yes <input type="radio"/> Display field? staff only
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: MLA Handbook for Writers of Research Papers conventions should be used to express citation.</p>	
<p>Metadata Standards Crosswalks CDWA Lite = <cdwalite:sourceDescriptiveNote> VRA 4.0 = <work><description><source> CCO = Description Sources CDWA: (Luna Version): n/a CDWA = Description Note Citation Dublin Core= Description MODS = <note> <i>with</i> type="citation/reference" MARC 21= 510/ EAD =</p>	

materials_reference
(Field Group - Authority)

The *material_reference* field group describes the physical characteristics of the work represented in the image, audio and multimedia digital resource. Materials represent the medium/materials applied and the support used to create the work and not the methodology, technique, or genre.

Field group material_reference:

Field names:

- materials_display
- materials
- materials_sourceID
- materials_source

<p>Record Group: work Field Group: materials Field Designation: (required)</p> <p>Field Name: materials_display Field Definition: Record the material, matter or substance, medium used to create the work and the support. Do not list the process used to create the work except for photography and print when technique and material is often the same. It usually answers the question, “What materials and/or support were used to make the work?”</p> <p>Ex., Oil paint on canvas</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? –no ○ Link- drop down list? -yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? yes ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? yes
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Authority Type: none
Classification/Lexicon/Nomenclature Standard: Followed the convention provided by the source.

Standards for Rule of Entry:: CCO

Rules of Entry: Followed the convention provided by the source. The predominant material should be listed first and when appropriate list the support last.

1. Two Dimensional = List medium/media first; followed by the article “on” and then support.

Ex.

- Oil painting on canvas
- Acrylic and watercolor on paper
- Watercolor on board

2. Three Dimensional = List predominant material first

Ex.

- Bronze and plaster on a wood base
- Silver, copper and zinc

Metadata Standards Crosswalks

CDWA Lite = <cdwalite:termMaterialsTech>

VRA 4.0= <work><material>

CCO = Material/Technique Display

CDWA: (Luna Version): MATERIALS AND TECHNIQUE MATERIALS – DESCRIPTIVE-NAME

CDWA = Materials and Technique Description – materials name

Dublin Core= <format>< medium>

MODS = <physicalDescription><form>

MARC 21= 300b Other Physical Details; 340a Material Base; 340c Materials Applied to

surface; 340/a, 340.c 340/e
EAD = <physdesc>;

Record Group: work
Field Group: materials
Field Designation: (required)

Field Name: materials
Field Definition: Record the material,
matter or substance used to create the work.

Field Attributes:

Behavior

- Type of field? text
- Link- authority record? – no
- Link– controlled voc? –no
- Link- drop down list? -yes
- Link - automatic - voc? – no
- Data entry? - yes
- Required field? no
- Validation field? yes
- Repeat field? yes

Access

- Keyword searchable? - yes
- Use in data field search? - yes
- Display field? yes

Authority Type: controlled lexicon
Classification/Lexicon/Nomenclature Standard: AAT

Standards for Rule of Entry:: CCO

Rules of Entry: Used AAT lexicon for proper terms. Follow the lexicon conventions.

Metadata Standards Crosswalks

CDWA Lite = <cdwalite:termMaterialsTech>

VRA 4.0= <work><material>

CCO = Material/Technique Display

CDWA: (Luna Version): MATERIALS AND TECHNIQUE MATERIALS – DESCRIPTIVE-NAME

CDWA = Materials and Technique Description – materials name

Dublin Core= <format>< medium>

MODS = <physicalDescription><form>

MARC 21= 300b Other Physical Details; 340a Material Base; 340c Materials Applied to
surface; 340/a, 340.c 340/e

EAD = <physdesc>;

<p>Record Group: work Field Group: materials Field Designation: (required)</p> <p>Field Name: materials_sourceID Field Definition: A numeral code that identifies the term used and represents the authority record or term established by AAT or LCAH.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? –no ○ Link- drop down list? -yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? yes ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? staff only
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:termMaterialsTech><termsourceID></p> <p>VRA 4.0= <work><material><refid></p> <p>CCO = n/a</p> <p>CDWA (LUNA): not available</p> <p>CDWA = Materials and Technique Description materials and techniques-citation</p> <p>Dublin Core= n/a</p> <p>MODS = <physical description><note></p> <p>MARC 21= n/a</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group: materials Field Designation: (required)</p> <p>Field Name: materials_source Field Definition: Indicates the lexicon, published, or non-published work in which the terms, names, notes or other information is derived within the authority record..</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? –no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? staff only
<p>Authority Type: control lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: AAT or LCAH</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ AAT (Art Architecture Thesaurus) ○ LCAH (Library of Congress Authority Headings) <p>All other resources should be expressed using the MLA Handbook for Writers of Research Papers conventions.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:termMaterialsTech><termsource></p> <p>VRA 4.0 = <work><material><vocab></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = Materials and Techniques Description- Citation</p> <p>Dublin Core= n/a</p> <p>MODS = <physical description><note></p> <p>MARC 21= n/a</p> <p>EAD =</p>	

Repeat for support.

Technique
(Field Group – Authority) .

The technique field group designates the general discipline or genre associated with the work, as well as the more specific instruments, processes or methods used to create the work depicted in the image, audio or multimedia digital resource

Field group technique:

Field names:

- technique
- technique_sourceID
- technique_source

<p>○</p> <p>Record Group: work Field Group: technique Field Designation: (required)</p> <p>Field Name: technique Field Definition: Technique describes the genre and process or implementation used to create the original work depicted in the image. It usually answers the question, “What type of work is it?”</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? – no ○ Link- drop down list? -yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? full/brief
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Use natural word order. List main technique or genre first to be followed by specific technique. Double check AAT for proper term if not available in built lexicon.</p> <p>Ex.</p> <ul style="list-style-type: none"> ○ Painting - oil ○ Printmaking - Etching ○ Printmaking - Aquatint ○ Photography – Albumen <p>Note: Create multiple technique fields (using the + sign) if there are multiple processes, such as a print that includes both Etching and Aquatint in a single work.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite: indexingMaterials TechSet> <cdwalite:termMaterialsTech></p> <p>VRA 4.0 = <work><technique></p> <p>CCO = Technique</p> <p>CDWA: (Luna Version): Materials and Techniques/Processes or Technique/Description/Implementation</p> <p>CDWA = Materials and Techniques – Technique Name</p> <p>Dublin Core= <Format><Medium><Extent></p> <p>MODS = <physicalDescription></p> <p>MARC 21= 340d</p> <p>EAD = <physdesc>; (in <archdesc>)</p> <p>Use multiple technique fields to indicate the broader and narrower description of technique and type of work, Ex: Printmaking and Engraving</p>	

<p>Record Group: work Field Group: technique Field Designation: (required)</p> <p>Field Name: technique_sourceID Field Definition: A numeral code that identifies the term used and represents the authority record or term established by AAT or LCAH.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:termMaterialsTech><termsourceID></p> <p>VRA 4.0 = <work><technique><refid></p> <p>CCO = Technique Source</p> <p>CDWA: (Luna Version): not available</p> <p>CDWA = Physical Description - Citation</p> <p>Dublin Core= n/a</p> <p>MODS = <physical description><note></p> <p>MARC 21 = 340/d</p> <p>EAD =</p>	

<p>Record Group: work Field Group: technique Field Designation: (required)</p> <p>Field Name: technique_source Field Definition: Indicates the lexicon, published or non-published work in which the terms, names, notes or other information is derived within the authority record.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT or LCAH</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ AAT (Art Architecture Thesaurus) ○ LCAH (Library of Congress Authority Headings) <p>All other resources should subscribe to the principles established in the MLA Handbook for Writers of Research Papers.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:termMaterialsTech><termsource></p> <p>VRA 4.0 = <work><technique><vocab></p> <p>CCO = Technique Source</p> <p>CDWA: (Luna Version): not available</p> <p>CDWA = CDWA = Materials and Techniques - Citation</p> <p>Dublin Core= n/a</p> <p>MODS = <physical description><note></p> <p>MARC 21= n/a</p> <p>EAD =</p>	

measurements
(Field Group)

The *measurements* field group records the dimensions of the work. A measurement includes numerical values, units of measurement, and type of measurement. It also specifies the parameters or extent of the measurement.

Field group measurements field names:

- measurements
- measurement_type
- measurement_extent

<p>Record Group: work Field Group: measurements Field Designation: (optional)</p> <p>Field Name: measurements Field Definition: Information about dimension, size or scale of work depicted in the digital resource. Dimensions express the value, the value type, and the unit of measurement.</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link – controlled voc? – no ○ Link - drop down list? Yes help menu. ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: NIST- General Table of Units and Measurements. http://ts.nist.gov/WeightsAndMeasures/Publications/appxc.cfm</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Use U.S. unit of measurement and metric unit. Begin with U.S. unit followed by metric unit surrounded by parentheses Ex. 6.5 (space) x (space) 8.37 inches (13.2 x 20.6 cm) Dimension must be expressed in lowercase.</p> <p>Please refer to the measurement expression standards below.</p> <ul style="list-style-type: none"> ○ three-dimension = height x width x depth ○ two-dimension = height x width ○ architectural & cartography materials = scale: [measurement] ○ area = circumference ○ diameter = diameter ○ running time = hours - minutes - seconds ○ volume = cubic ○ weight = pounds ounces 	
<p>Metadata Standards Crosswalks CDWA Lite = <cdwalite: displayMeasurements></p> <p>VRA 4.0: <work><measurements> CCO = Measurement Display CDWA (LUNA): MEASUREMENTS DIMENSIONS/UNIT/VALUE/SCALE CDWA: Measurement Dimension Description Dublin Core: <Format><Extent> (schema) MODS: <physicalDescription><extent> MARC 21: 340b; 300c EAD: <physdesc> <dimensions></p>	

<p>Record Group: work Field Group: measurements Field Designation: (optional)</p> <p>Field Name: measurements_type Field Definition: Specifies the type of measurement being represented by the numbers in the previous field “measurements.”</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link – controlled voc? – yes ○ Link - drop down list? -yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? yes
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: NIST- General Table of Units and Measurements. http://ts.nist.gov/WeightsAndMeasures/Publications/appxc.cfm</p>	
<p>Standards for Rule of Entry:: CCO</p> <ul style="list-style-type: none"> ○ Rules of Entry: Please refer to the measurement expression listed below. ○ ○ area = xxx circumference ○ diameter = xxx diameter ○ running time = xxx hours xxx minutes. xxx seconds. ○ three-dimension = height x width x depth = ○ two-dimension = height x width ○ volume = xxx cubic ○ weight = xxx pounds xxx ounces 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:MeasurementsSet ></p> <p>VRA 4.0: <work><measurements><type></p> <p>CCO = Measurement Dimensions Type</p> <p>CDWA: Measurement Dimensions Type</p> <p>Dublin Core: <format><extent></p> <p>MODS: n/a</p> <p>MARC 21: 300/c, 340/d</p> <p>EAD: <physdesc> <dimensions> (in <archdesc>)</p>	

<p>Record Group: work Field Group: measurements Field Designation: (optional)</p> <p>Field Name: measurements_extent Field Definition: Specifies the part of work or collection that is being measured.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? – no <input type="radio"/> Link – controlled voc? – yes <input type="radio"/> Link - drop down list? -yes <input type="radio"/> Link - automatic - voc? – no <input type="radio"/> Data entry? - no <input type="radio"/> Required field? no <input type="radio"/> Validation field? no <input type="radio"/> Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? no <input type="radio"/> Use in data field search? no <input type="radio"/> Display field? yes
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: local</p> <ul style="list-style-type: none"> <input type="radio"/> sheet <input type="radio"/> image <input type="radio"/> object <input type="radio"/> frame <input type="radio"/> base <input type="radio"/> footprint <input type="radio"/> overall <input type="radio"/> site <input type="radio"/> approximately 	
<p>Standards for Rule of Entry: CCO</p> <p>Rules of Entry: Extent should be expressed in lowercase.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:extentMeasurement></p> <p>VRA 4.0: <MEASUREMENTS><extent></p> <p>CCO = Measurement Type</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA: measurements dimensions extent</p> <p>Dublin Core: Format.Extent (schema)</p> <p>MODS: <physicalDescription><extent></p> <p>MARC 21: 340b; 300c</p> <p>EAD: <physdesc> <dimensions> (in <archdesc>)</p>	

Subject Access Terms

CCO and VRA recommend subject access terms be recorded in a single index with qualifying fields. From a machine readable approach, this makes a great deal of sense, since a single field index structure allows for most efficient means to search and retrieve keywords. However, from an indexer and report manager perspective this structure can be problematic; especially when discreet information is needed in electronic or print form. With this in mind, VRC has opted to use the MARC21 model and place each type of subject access term in its own authority index.

The “subject” field groups contain terms that identify, describe and/or interpret the work depicted in the digital object. Subject terms may include, people, places, culture, activities, events, abstract shapes, concepts, style and time periods, etc. Subject terms answer two main questions. What is the work of? What is the work about? These terms are selected from national and international lexicons/thesauruses and may be specific to a particular professional or academic discipline or collection. These established lexicons allow for metadata sharing among libraries, archives and database systems and will insure interoperability in the future.

Subject access content is distributed across six field groups.

- subject_style_period
- subject_culture
- subject_general
- subject_geographic
- subject_name
- subject_iconographic

Please Note: When in doubt, leave a field blank. Not all subject groups will apply to all works.

o

<p>Record Group: work Field Group: subject_genre_classification Field Designation: (optional)</p> <p>Field Name: genre_class Field Definition: Record a broad hierarchical term that relates to a particular subclass/category. Terms designate form, function, or perspective.</p> <p><i>Ex.</i> Genre (broad term) = Furniture Genre – Type (narrow term) = Chair</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link – controlled voc? -yes ○ Link - drop down list? yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? yes
<p>Authority Type: Controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT/Local</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Use single form of the word and use lowercase.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:class></p> <p>VRA 4.0 = <work><worktype></p> <p>CCO = class</p> <p>CDWA: (Luna Version): classification</p> <p>CDWA = Classification - term</p> <p>Dublin Core= <subject><class></p> <p>MODS = <classification></p> <p>MARC 21= 655/v</p> <p>EAD = <controlaccess>, <genreform>, (in <archdesc></p>	

<p>Record Group: work Field Group: subject_genre_classification Field Designation: (optional)</p> <p>Field Name: genre_sourceID Field Definition: A numeral code that identifies the term used and represents the authority record or term established by AAT or LCAH.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - yes ○ Link – controlled voc? - no ○ Link - drop down list? No ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:class><termsourceID></p> <p>VRA 4.0 = <work><worktype><refid></p> <p>CCO = class</p> <p>CDWA: (Luna Version):n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= 655/z</p> <p>EAD = n/a</p>	

subject_style_period
(Field Group- Authority)

The *subject_style_period* field group specifies elements that identifies and defines the style, historic or artistic period, movement, or school that characterizes the work represented by the image, audio or multimedia digital resource.

Field group subject_style_period:

Field names:

- style_period
- style_period_place
- style_period_dates
- style_period_note
- style_period_type
- style_period_broader
- style_period_sourceID
- style_period_source

<p>Record Group: work Field Group: subject_style_period Field Designation: (optional)</p> <p>Field Name: style_period Field Definition: A specific term that identifies the style, historical and artistic period, movement, and group or school (temporal) that characterized the original work depicted in the image.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - yes ○ Repeat field? - yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -yes ○ Use in data field search? – yes ○ Display field? full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standard for Rules of Entry:</p> <p>Rules of Data Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules. Unknown style leave field blank.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:style></p> <p>VRA 4.0 = <stylePeriod></p> <p>CCO = Style</p> <p>CDWA: (Luna Version): Style/Periods/Groups/Movements</p> <p>CDWA = Style/Periods/Groups/Movements - Indexing Term</p> <p>Dublin Core= <subject><coverage> <temporal></p> <p>MODS = <subject><temporal></p> <p>MARC 21= 045; 65X/ subject index; 6xx/y</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_style_period Field Designation: (optional)</p> <p>Field Name: style_period_place Field Definition: Term that specifies the geographic region associated with the style, movement, school, group, or period.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? – yes <input type="radio"/> Link– controlled voc? - yes <input type="radio"/> Link – to another field? no <input type="radio"/> Link- drop down list? - yes <input type="radio"/> Link - automatic - voc? – no <input type="radio"/> Data entry? - yes <input type="radio"/> Required field? - yes <input type="radio"/> Validation field? - no <input type="radio"/> Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? -no <input type="radio"/> Use in data field search?- no <input type="radio"/> Display field? yes - full <input type="radio"/>
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules. Unknown style leave field blank.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:style></p> <p>VRA 4.0 = <stylePeriod></p> <p>CCO = Style</p> <p>CDWA: (Luna Version): Style/Periods/Groups/Movements</p> <p>CDWA = Style/Periods/Groups/Movements - Indexing Term</p> <p>Dublin Core= <subject><coverage> <temporal></p> <p>MODS = <subject><temporal></p> <p>MARC 21= 045; 65X/ subject index; 6xx/y</p>	

<p>Record Group: work Field Group: subject_style_period Field Designation: (optional)</p> <p>Field Name: style_period_dates Field Definition: Dates associated with the style, movement, school, group, or period.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Data entry? - yes ○ Required field? -no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search?- no ○ Display field? yes - full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standard for Rules of Entry: CCO Rules of Entry: Natural order. If specific date is known, use Arabic numbers & Gregorian calendar if current era. To express uncertain dates or time periods use the following conventions.</p> <ul style="list-style-type: none"> ○ Exact Known= yyyy ○ Inclusive = yyyy(space)-(space)yyyy ○ Circa = ca.(space)yyyy OR ca.(space)yyyy(space)-(space)ca.(space)yyyy ○ Bulk = [yyyy] ○ Century = xxth century ○ Decades = yyyy's ○ Period/Era = name of era or period Medieval ○ Uncertain= use the closest decade, or century OR uncertain individual date use “?” Ex. 19??, 192?, ○ Unknown = unknown ○ No date available = n.d. ○ If not sure = leave blank ○ Common era = yyyy ○ Before common era = yyyy(space)bce ○ Unknown = leave blank 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:style></p> <p>VRA 4.0 = <stylePeriod></p> <p>CCO = Style</p> <p>CDWA: (Luna Version): Style/Periods/Groups/Movements</p> <p>CDWA = Style/Periods/Groups/Movements - Indexing Term</p> <p>Dublin Core= <subject><coverage> <temporal></p> <p>MODS = <subject><temporal></p> <p>MARC 21= 045; 65X/ subject index; 6xx/y</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group: subject_style_period Field Designation: (optional)</p> <p>Field Name: style_period_note Field Definition: Description of the style elaborating the time period, group, school, movement, etc. It is usually taken from the note included in the authority source, such as AAT.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search?- no ○ Display field? yes - full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standard for Rules of Entry: CCO Rules of Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules. Unknown style leave field blank.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:style></p> <p>VRA 4.0 = <stylePeriod></p> <p>CCO = Style</p> <p>CDWA: (Luna Version): Style/Periods/Groups/Movements</p> <p>CDWA = Style/Periods/Groups/Movements - Indexing Term</p> <p>Dublin Core= <subject><coverage> <temporal></p> <p>MODS = <subject><temporal></p> <p>MARC 21= 045; 65X/ subject index; 6xx/y</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group: subject_style_period Field Designation: (optional)</p> <p>Field Name: style_period_type Field Definition: Qualifies the type of style such as time period, group, school, movement, etc.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search?- no ○ Display field? yes - full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standard for Rules of Entry: CCO Rules of Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules. Unknown style leave field blank.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:style></p> <p>VRA 4.0 = <stylePeriod></p> <p>CCO = Style</p> <p>CDWA: (Luna Version): Style/Periods/Groups/Movements</p> <p>CDWA = Style/Periods/Groups/Movements - Indexing Term</p> <p>Dublin Core= <subject><coverage> <temporal></p> <p>MODS = <subject><temporal></p> <p>MARC 21= 045; 65X/ subject index; 6xx/y</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group: subject_style_period Field Designation: (optional)</p> <p>Field Name: style_period_broader Field Definition: A broader term associated with the style, historical and artistic period, movement, and group or school (temporal) that characterized the content within the original work.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search?- no ○ Display field? yes - full
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Follow lexicon rules specified by AAT.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:style></p> <p>VRA 4.0 = <stylePeriod></p> <p>CCO = Style</p> <p>CDWA: (Luna Version): Style/Periods/Groups/Movements</p> <p>CDWA = Style/Periods/Groups/Movements - Indexing Term</p> <p>Dublin Core= <subject><coverage> <temporal></p> <p>MODS = <subject><temporal></p> <p>MARC 21= 045; 65X subject index; 6xx/y</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_style_period Field Designation: (optional)</p> <p>Field Name: style_period_sourceID Field Definition: A numeral code that represents the authority record or term established by AAT or LCAH.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? no
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT or LCAH</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:style><termsourceID></p> <p>VRA 4.0 = <stylePeriod><refid></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version):</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= n/a</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group: subject_style_period Field Designation: (optional)</p> <p>Field Name: style_period_source Field Definition: Specifies the origin of term(s) used to describe style or period.</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled Classification/Lexicon/Nomenclature Standard: AAT or LCAH</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ AAT (Art Architecture Thesaurus) ○ LCAH (Library of Congress Authority Headings) ○ LCSH (Library of Congress Subject Headings) <p>All other resources should be expressed using MLA Handbook for Writers of Research Papers conventions.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:style><termsource></p> <p>VRA 4.0 = <stylePeriod><vocab></p> <p>CCO = Style</p> <p>CDWA: (Luna Version): Style/Periods/Groups/Movements</p> <p>CDWA = Style/Periods/Groups/Movements - Indexing Term</p> <p>Dublin Core= <subject><coverage> <temporal></p> <p>MODS = <subject><temporal></p> <p>MARC 21= 045; 65X/ subject index; 6xx/y</p> <p>EAD</p>	

subject_culture
(Field Group- Authority)

The *subject_culture* field group specifies the culture, people or nationality from which the work derives.

Field group subject_culture:

Field names:

- culture
- culture_dates
- culture_place
- culture_broader
- culture_sourceID
- culture_source

○

<p>Record Group: work Field Group: subject_culture Field Designation: (optional)</p> <p>Field Name: culture Field Definition: Name of culture, people or nationality from which the work originated.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none">○ Type of field? text○ Link- authority record? – yes○ Link– controlled voc? yes○ Link – to another field? no○ Link- drop down list? - yes○ Link - automatic - voc? – no○ Data entry? - yes○ Required field? - no○ Validation field? - no○ Repeat field? - yes <p>Access</p> <ul style="list-style-type: none">○ Keyword searchable? - yes○ Use in data field search? - yes○ Display field? full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules. General use adjectival form of a proper noun for people, region, nation or continent. If specific culture is in doubt go to the broadest culture. Unknown culture type “leave blank”.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:culture></p> <p>VRA 4.0 = <work><culturalContext></p> <p>CCO = culture</p> <p>CDWA: (Luna Version): subject matter/ identification/description/interpretation – index term</p> <p>CDWA = creation: culture</p> <p>Dublin Core= <subject></p> <p>MODS = <subject><topic></p> <p>MARC 21= 650/</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_culture Field Designation: (optional)</p> <p>Field Name: culture_dates Field Definition: Dates associated with the culture, people or nationality.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search?- no ○ Display field? yes - full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: CCO</p>	
<p>Standards for Rule of Entry: CCO Rules of Entry: Natural order. f specific date is known, use Arabic numbers & Gregorian calendar if current era. To express uncertain dates or time periods use the following conventions.</p> <ul style="list-style-type: none"> ○ Exact Known= yyyy ○ Inclusive = yyyy(space)-(space)yyyy ○ Circa = ca.(space)yyyy OR ca.(space)yyyy(space)-(space)ca.(space)yyyy ○ Bulk = [yyyy] ○ Century = xxth century ○ Decades = yyyy's ○ Period/Era = name of era or period Medieval ○ Uncertain= use the closest decade, or century OR uncertain individual date use “?” Ex. 19??, 192?, ○ If not sure = leave blank ○ Common era = yyyy ○ Before common era = yyyy(space)bce 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:culture></p> <p>VRA 4.0 = <work><culturalContext></p> <p>CCO = culture</p> <p>CDWA: (Luna Version): subject matter/ identification/description/interpretation – index term</p> <p>CDWA = creation: culture</p> <p>Dublin Core= <subject></p> <p>MODS = <subject><topic><geographic></p> <p>MARC 21= 650/</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_culture Field Designation: (optional)</p> <p>Field Name: culture_place Field Definition: Enter the geographic location associated with the culture, people or nationality.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? yes - full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Use proper nouns. Capitalize proper names and lowercase for article or preposition. Follow lexicon rules. Record the specific geographic state, nation, region or continent if known. Russians = Russia; Fang=Zula;</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:culture></p> <p>VRA 4.0 = <work><culturalContext></p> <p>CCO = culture</p> <p>CDWA: (Luna Version):subject matter/ identification/description/interpretation – index term</p> <p>CDWA = creation: culture</p> <p>Dublin Core= <subject></p> <p>MODS = <subject><geographic></p> <p>MARC 21 = 650/</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_culture Field Designation: (optional)</p> <p>Field Name: culture_broader Field Definition: A term to illustrate the broader context of the culture, people or nationality from which the work was originated. Hierarchical relationships between cultures.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search?- no ○ Display field? yes - full
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standard for Rules of Entry: CCO</p>	
<p>Rules of Data Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwa:culture></p> <p>VRA 4.0 = <work><culturalContext></p> <p>CCO = culture</p> <p>CDWA: (Luna Version): subject matter/ identification/description/interpretation – index term</p> <p>CDWA = creation: culture</p> <p>Dublin Core= <subject></p> <p>MODS = <subject><topic><geographic></p> <p>MARC 21= 650/</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_culture Field Designation: (optional)</p> <p>Field Name: culture_sourceID Field Definition: A numeral code that represents an authority record or term established by AAT or LCAH.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? no
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT or LCAH</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Record reference number assigned by the official lexicon standard.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:culture><termsourceID></p> <p>VRA 4.0 = <work><culturalContext><refid></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= n/a</p> <p>EAD = n/a</p>	

<p>Record Group: work Field Group: subject_culture Field Designation: (optional)</p> <p>Field Name: culture_source Field Definition: Specifies the origin of term(s) use to describe culture.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ AAT (Art Architecture Thesaurus) ○ LCAH (Library of Congress Authority Headings) ○ LCSH (Library of Congress Subject Headings) <p>All other resources should be expressed using MLA Handbook for Writers of Research Papers conventions.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:culture><termsource></p> <p>VRA 4.0 = <work><culturalContext><vocab></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= n/a</p> <p>EAD = n/a</p>	

subject_general
(Field Group- Authority)

The *subject_general* field group specifies keywords to describe of content of the work (such as women, children, and automobile) or keywords that describe a concept depicted in the work (such as racism, slavery, prostitution).

Field group subject_general:

Field names:

- subject_term
- subject_sourceID
- subject_source

○

<p>Record Group: work Field Group: subject_general Field Designation: (optional)</p> <p>Field Name: subject_term Field Definition: An official topical or conceptual term that describes or interprets what is depicted in the work. Subject may include objects, people, things, activities, and events. Subject terms are specific terms that can be used to search for works in the database.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none">○ Type of field? text○ Link- authority record? – yes○ Link– controlled voc? yes○ Link – to another field? no○ Link- drop down list? - no○ Link - automatic - voc? – no○ Data entry? - yes○ Required field? - no○ Validation field? - yes○ Repeat field? - yes <p>Access</p> <ul style="list-style-type: none">○ Keyword searchable? - yes○ Use in data field search? - yes○ Display field? full/brief
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: AAT, TGM1, or LCSH</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Lowercase for term(s). Follow lexicon rules.</p> <p>NOTE: Use the + sign to add a search term field for each relevant additional term that refers to the content or subject matter of the work. Try to think about words you would use to search work you are cataloging.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:indexingSubjectSet><subjectTerm></p> <p>VRA 4.0 = <work><subject><type></p> <p>CCO = subject</p> <p>CDWA: (Luna Version): subject matter/ identification/description/interpretation – index term</p> <p>CDWA = subject/context indexing term</p> <p>Dublin Core= <subject><coverage temporal></p> <p>MODS = <subject authority><topic></p> <p>MARC 21= 650 - 654</p> <p>EAD =</p> <p>Note: Use multiple subject terms to refer to the content of subject matter of the work rather than form or technique.</p>	

<p>Record Group: work Field Group: subject_general Field Designation: (optional)</p> <p>Field Name: subject_sourceID Field Definition: A numeral code that represents an authority record or term established by AAT or LCAH.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? no
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: AAT, LCAH and LCSH</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:subjectTerm><termsourceID></p> <p>VRA 4.0 = <work><subject><refid></p> <p>CCO = subject</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = <subject authority><topic></p> <p>MARC 21= 650 - 654</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_general Field Designation: (optional)</p> <p>Field Name: subject_source Field Definition: Specifies origin of term(s) to describe the subject term that is used to describe the work.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: AAT, LCAH and LCSH</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ AAT (Art Architecture Thesaurus) ○ LCAH (Library of Congress Authority Headings) ○ LCSH (Library of Congress Subject Headings) <p>All other resources should be expressed using MLA Handbook for Writers of Research Papers conventions.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:subjectTerm><termsourceID></p> <p>VRA 4.0 = <work><subject><refid></p> <p>CCO = subject</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = <subject authority><topic></p> <p>MARC 21= 650 - 654</p> <p>EAD =</p>	

subject_geographic
(Field Group- Authority)

The *subject_geographic* field group specifies the geographic location depicted in the work.

Field group subject_geographic:

Field names:

- geo_place
- geo_place_type
- geo_place_parent
- geo_place_sourceID
- geo_place_source

<p>Record Group: work Field Group: subject_geographic Field Designation: (optional)</p> <p>Field Name: geo_place Field Definition: An authorized term (narrow term) that specifies the exact geographic location depicted in the work.</p> <p>Ex. Narrow Term – Padanaram Narrow Term – North Dartmouth Broad Term – Massachusetts</p> <p>Note: This is the name of the place of subject of the work.</p> <p>Ex: If painted in France, but the painting is about Russia, or depicts Russia, the geo_place term refers to Russia.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? yes ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - yes ○ Repeat field? - yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? full/brief
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN or LCAH</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:indexingSubjectSet> <subjectTerm></p> <p>VRA 4.0 = <work><subject><term></p> <p>CCO = subject</p> <p>CDWA: (Luna Version): subject matter/ identification/description/interpretation – index term</p> <p>CDWA = subject/context indexing term</p> <p>Dublin Core= <coverage></p> <p>MODS = <subject authority><geographic></p> <p>MARC 21= 650 - 654</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_geographic Field Designation: (optional)</p> <p>Field Name: geo_place_type Field Definition: Qualify the type of geographic location express by authorized term including: role, function, political anatomy, or physical characteristics such as neighborhood, village, town, city, etc.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? full
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: TGN or LSAH Lexicon: continent, nation, region, province, state, valley, village, town, city, river, settlement, inhabited place, archeological site,</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Place term within parentheses. Use lowercase to express type. Do not use parenthesis. Ex: (nation) would be entered as nation, without the paraentheses.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:subjectTerm><type></p> <p>VRA 4.0 = <work><subject><termttype></p> <p>CCO = subject</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= <coverage></p> <p>MODS = <subject><geographic></p> <p>MARC 21= 752/</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_geographic Field Designation: (optional)</p> <p>Field Name: geo_place_parent Field Definition: Broader geographic context of the specific geographic location. Hierarchical relationships between geographic locations.</p> <p>Ex. Broad Term – Massachusetts (state) Narrow Term – North Dartmouth (city) Narrow Term – Padanaram (village)</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - yes ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? full
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN & LCAH</p>	
<p>Protocol/Standard for Rules of Entry: CCO</p> <p>Rules of Data Entry: Capitalize proper names and lowercase for article or preposition. Follow lexicon rules. EX. Italy(space)-(space)Tuscany(space)-(space)Pistoia</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:indexingSubjectSet><subjectTerm></p> <p>VRA 4.0 = <work><subject><term></p> <p>CCO = subject</p> <p>CDWA: (Luna Version): subject matter/ identification/description/interpretation – index term</p> <p>CDWA = subject/context indexing term</p> <p>Dublin Core= <coverage></p> <p>MODS = <subject><geographic><hierarchicalGeographic></p> <p>MARC 21 = 651/z</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_geographic Field Designation: (optional)</p> <p>Field Name: geo_place_sourceID Field Definition: A numeral code that represents the authority record or term established by TGN or LCAH.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? no
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN, LCAH</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:subjectTerm> <termsourceID></p> <p>VRA 4.0 = <work><subject><refid></p> <p>CCO = subject</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = <subject authority> <geographic></p> <p>MARC 21= 650 - 654</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_geographic Field Designation: (optional)</p> <p>Field Name: geo_place_source Field Definition: Specifies origin of term(s) used to describe the geographic location depicted in the work.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN, LCAH</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ TGN (Thesaurus of Geographic Names) ○ LCAH (Library of Congress Authority Headings) <p>All other resources should be expressed using MLA Handbook for Writers of Research Papers conventions.</p>	
<p>Metadata Standards Crosswalks CDWA Lite = <cdwalite:subjectTerm><termsource></p> <p>VRA 4.0 = <work><subject><vocab> CCO = subject CDWA: (Luna Version): n/a CDWA = n/a Dublin Core= n/a MODS = <subject authority><geographic> MARC 21= 650 - 654 EAD =</p>	

subject_name
(Field Group- Authority)

The *subject_name* includes proper names of person; corporate body or place represented in the image, audio or multimedia resource or associated with the work in some way other than the creator.

Field group subject_name:

Field names:

- subj_name
- subj_name_sourceID
- subj_name_source

<p>Record Group: work Field Group: subject_name Field Designation: (optional)</p> <p>Field Name: subj_name Field Definition: Record proper names associated with the creation of the work or depicted in the work. This would include people, places, architecture and events depicted in the work or individuals associated with the work.</p> <p>Note: This field is used to record Proper names associated with the content of subject of the work.</p> <p>Note: For architecture, this field often replaces the custodian_name field (that appears later in this dictionary).</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? -yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? yes ○ Validation field? yes ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: ULAN/ AAT/LCAH/Grove Art</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Select preferred name from the ULAN. Enter surname, followed by space and comma, space and first name, space and initials, honorifics.</p> <p>Ex.</p> <ul style="list-style-type: none"> ○ Smith(space),(space)John(space) Jr.) ○ Notre Dame <p>Capitalize forenames, initials, surnames and honorifics. If name includes articles or preposition use lower case. Name should be expressed in English.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:indexingSubjectSet> <subjectTerm></p> <p>VRA 4.0 = <work><subject><type></p> <p>CCO = subject</p> <p>CDWA: (Luna Version): subject matter identification/subject matter – index term</p> <p>CDWA = subject/context indexing term</p> <p>Dublin Core= <subject></p> <p>MODS = <subject authority></p> <p>MARC 21= 600/, 610/,</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_name Field Designation: (optional)</p> <p>Field Name: subj_name_sourceID Field Definition: A numeral code that represents the authority record or term established by AAT or LCAH.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? no
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: ULAN/ AAT/LCAH/Grove Art</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:subjectTerm><termsourceID></p> <p>VRA 4.0 = <work><subject><refid></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = <subject authority></p> <p>MARC 21= 600/, 610/</p> <p>EAD =</p>	

<p>Record Group: work Field Group: subject_name Field Designation: (optional)</p> <p>Field Name: subj_name_source Field Definition: Specifies origin of term(s) used to describe the person, place or event.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: ULAN, LCAH, AAT, Grove Art</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ ULAN (Union List of Artist Names) ○ LCAH (Library of Congress Authority Headings) ○ AAT (Art and Architecture Thesaurus) <p>All other resource should be cited based on the principles established in the MLA Handbook for Writers of Research Papers.</p>	
<p>Metadata Standards Crosswalks CDWA Lite = <cdwalite:subjectTerm><termsource></p> <p>VRA 4.0 = <work><subject><vocab> CCO = n/a CDWA: (Luna Version): n/a CDWA = n/a Dublin Core= n/a MODS = <subject authority> MARC 21= 600/, 610/ EAD =</p>	

subject_iconographical
(Field Group- Authority)

This is the last subject access field group. *Subject_iconographical* field group will be fully developed at a later date. For now please skip all related fields.

Field group subject_iconographical:

Field names:

- iconographic
- iconographic_sourceID
- iconographic_source

○

<p>Record Group: work Field Group: subject_iconographic Field Designation: (optional)</p> <p>Field Name: iconographic Field Definition: Record proper names associated with the creation of the work or depicted in the work. This would include people, places, architecture depicted in the work or individuals associated with the work.</p>	<p>Record Type: Authority Record Field Attributes: Behavior</p> <ul style="list-style-type: none">○ Type of field? text○ Link- authority record? – yes○ Link– controlled voc? -yes○ Link – to another field? no○ Link- drop down list? - yes○ Link - automatic - voc? – no○ Data entry? - yes ○ Required field? yes○ Validation field? yes○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none">○ Keyword searchable? - yes○ Use in data field search? - yes○ Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard:</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry:</p>	
<p>Metadata Standards Crosswalks VRA 4.0 = CCO = CDWA: CDWA Lite = Dublin Core= MODS = MARC 21 = EAD =</p>	

<p>Record Group: work Field Group: subject_iconographic Field Designation: (optional)</p> <p>Field Name: iconographic_sourceID Field Definition: A numeral code that represents the authority record or term established.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – yes ○ Link– controlled voc? - no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? -no ○ Use in data field search? - no ○ Display field? no
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard:</p>	
<p>Standards for Rule of Entry:: CCO</p>	
<p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>VRA 4.0 = CCO = n/a CDWA: (Luna Version): CDWA = n/a CDWA Lite = n/a Dublin Core= n/a MODS = n/a MARC 21= n/a EAD = n/a</p>	

<p>Record Group: work Field Group: subject_iconographic Field Designation: (optional)</p> <p>Field Name: iconographic_source Field Definition: Specifies origin of term(s) to describe the subject term that is used to describe the work.</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? – no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? Staff only
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard:</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Source is indicated by the following abbreviations. All other citations should adhere to the principles established in the MLA Handbook for Writers of Research Papers.</p>	
<p>Metadata Standards Crosswalks</p> <p>VRA 4.0 = n/a CCO = CDWA: (Luna Version): n/a CDWA = CDWA Lite = Dublin Core= MODS = MARC 21 = EAD =</p>	

custodian_locationset
(Field Group- Authority)

Custodian_locationset field group refers to current owner, custodian, repository or current location or site that the work resides.

Field group custodian_locationset:

Field names:

- custodian_name
- custodian_location
- custodian_type
- custodian_ID
- custodian_ID_source

<p>Record Group: work Field Group: custodian_locationset Field Designation: (required)</p> <p>Field Name: custodian_name Field Definition: Name of institution, person, site, or custodian who is responsible for the original work depicted in the image.</p> <p><i>Ex. Museum of Modern Art</i></p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? – no ○ Use in data field search? - no ○ Display field? - yes
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN, International Directory of the Arts, Official Museum Directory.</p>	
<p>Standards for Rule of Entry:: CCO Rules of Entry: Input the legal or official proper name. Follow lexicon for place, typically city/town followed by country.</p> <p>Ex.</p> <ul style="list-style-type: none"> ○ Museum of Modern Art, New York City <p>If ownership entity is unknown then leave blank. If ownership entity is anonymous then type anonymous.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwaLite:locationRepositorySet><cdwalite:locationName></p> <p>VRA 4.0 = <work><location><name></p> <p>CCO = Current Location</p> <p>CDWA: (Luna Version): Current Location –repository name</p> <p>CDWA = current location – repository name</p> <p>Dublin Core= n/a</p> <p>MODS = <physical location></p> <p>MARC 21= 535/</p> <p>EAD = (in <eadheader> and <archdesc>) <altformavail>,<physloc>,(in <archdesc>)</p>	

<p>Record Group: work Field Group: custodian_locationset Field Designation: (required)</p> <p>Field Name: custodian_location Field Definition: Location of the institution, person, site, or custodian who is responsible for the original work depicted in the image.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? - no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? – no ○ Use in data field search? - no ○ Display field? - yes
<p>Authority Type: controlled lexicon Classification/Lexicon/Nomenclature Standard: TGN, International Directory of the Arts, Official Museum Directory.</p>	
<p>Standards for Rule of Entry: CCO Rules of Entry: Input proper place name, typically city/town followed by state or country. Ex. <ul style="list-style-type: none"> ○ New York City <p>If ownership entity is unknown then leave blank. If ownership entity is anonymous then type anonymous.</p> </p>	
<p>Metadata Standards Crosswalks cdwalite: <locationRepositorySet>cdwalite: location name></p> <p>vra 4.0 <work><location><name> CCO = location CDWA: (Luna Version): current location CDWA = CURRENT LOCATION - LOCATION DESCRIPTION OR REPOSITORY/GEOGRAPHIC LOCATION Dublin Core= n/a MODS = <physical location> MARC 21= 535/ EAD = (in <eadheader> and <archdesc>) <altformavail>,<physloc>, (in <archdesc>)</p>	

<p>Record Group: work Field Group: custodian_locationset Field Designation: (required)</p> <p>Field Name: custodian_type Field Definition: Qualifies the type of custodian who possesses the original work.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? yes ○ Link – to another field? no ○ Link- drop down list? - yes ○ Link - automatic - voc? – no ○ Data entry? - no ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? - yes
<p>Authority Type: controlled lexicon - CCO</p> <p>Classification/Lexicon/Nomenclature Standard:</p> <ul style="list-style-type: none"> ○ current location = site ○ current repository = Institution or repository holding the original work. ○ current architectural context = Architectural site ○ current geographic = current site/place ○ electronic location = Virtual location ○ former architectural context = Former architectural site ○ former repository = Institution that originally held the work. ○ former geographic = former site/place ○ discovery location = Creation location unknown, but discovered ○ unknown location = location is not identified ○ lost location = location no longer exist. 	
<p>Standards for Rule of Entry: Local</p> <p>Rules of Entry: Select from the lexicon above. Use lowercase.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <locationRepositorySet><cdwalite:locationName><type></p> <p>VRA 4.0 = <work><location><type></p> <p>CCO = location</p> <p>CDWA: (Luna Version):current location -</p> <p>CDWA = current location description</p> <p>Dublin Core= n/a</p> <p>MODS = <physical location></p> <p>MARC 21= 535/,</p> <p>EAD = (in <eadheader> and <archdesc>) <altformavail>,<physloc>, (in <archdesc>)</p>	

<p>Record Group: work Field Group: custodian_locationset Field Designation: (required)</p> <p>Field Name: custodian_ID Field Definition: A unique code identifying the custodian of the original work.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text/limited ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? – no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? - yes
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: TGN, International Directory of the Arts, Official Museum Directory, LCAH, AAT.</p>	
<p>Standards for Rule of Entry: CCO</p> <p>Rules of Entry: Record reference number assigned by the official lexicon standards.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <work><location/Repository Set><cdwalite:locationName><locID></p> <p>VRA 4.0 = <work><location><refid></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>EAD = <repository><address> (in <archdesc></p>	

<p>Record Group: work Field Group: custodian_locationset Field Designation: (required)</p> <p>Field Name: custodian_ID_source_source</p> <p>Field Definition: Specifies origin of term(s) to describe the custodian location of the described the work.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text/limited ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? – no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? - yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: Library of Congress Authority Headings, International Directory of the Arts, Official Museum Directory, AAT.</p>	
<p>Standards for Rule of Entry: CCO</p> <p>Rules of Entry: Source is indicated by the following abbreviations.</p> <ul style="list-style-type: none"> ○ LCAH (Library of Congress Authority Headings) ○ IDA (International Directory of the Arts) ○ AAM (Official Museum Directory) <p>All other resources should be expressed by the principles established in the MLA Handbook for Writers of Research Papers.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <work><location/Repository Set><cdwalite:locationName><locID></p> <p>VRA 4.0 = <work><location><refid></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>EAD = <repository><address> (in <archdesc></p>	

custodian_workID
(Field Group)

The custodian_workID field group records identification, assignment and notes specific to the original work depicted in the image.

Field group custodian_workID:

Field names:

- custodian_workID
- custodian_work_note

<p>Record Group: work Field Group: custodian_workID Field Designation: (required)</p> <p>Field Name: custodian_workID Field Definition: An identification code assigned by the owner or custodian of the original work depicted in the image.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text/limited ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? – no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? - yes <p>Record type:</p> <ul style="list-style-type: none"> ○ Dependent? ○ Independent? <p>Vocabulary?</p>
<p>Authority Type: n/a</p>	
<p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: local</p>	
<p>Rules of Entry: Record the entire ID number assigned by owner or custodian.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <wprk><cdwalite:workID></p> <p>VRA 4.0 = <work><location><redif></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): current location repository number</p> <p>CDWA = current location object/repository numbers</p> <p>Dublin Core= <Resource Identifier></p> <p>MODS = <physical location><code></p> <p>MARC 21= 535/g</p> <p>EAD = <</p>	

<p>Record Group: work Field Group: custodian_workID Field Designation: (required)</p> <p>Field Name: custodian_work_note Field Definition: A note or citation generated by the custodian to identify the work depicted in the image. For example, Gift of Mr. and Mrs. Smith or Jones Collection</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text/limited ○ Link- authority record? – no ○ Link– controlled voc? no ○ Link – to another field? no ○ Link- drop down list? - no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? – no ○ Validation field? - no ○ Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - no ○ Use in data field search? - no ○ Display field? - yes <p>Record type:</p> <ul style="list-style-type: none"> ○ Dependent? ○ Independent?
<p>Authority Type: n/a</p>	
<p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: local</p>	
<p>Rules of Entry: Record the entire note that has been assigned by owner or custodian.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <wprk><cdwalite:workID></p> <p>VRA 4.0 = <work><location><redif></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): current location repository number</p> <p>CDWA = current location object/repository numbers</p> <p>Dublin Core= <Resource Identifier></p> <p>MODS = <physical location><code></p> <p>MARC 21= 535/g</p> <p>EAD = <</p>	

related_work
(field group)

Related_work is a field that may be linked to related work records.

<p>Record Group: work Field Group: related work Field Designation: (optional)</p> <p>Field Name: related_work Field Definition: Link to URL of related original works. This field does not apply to digital derivatives / surrogates.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? –no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? yes – full <p>Record type:</p> <ul style="list-style-type: none"> ○ Dependent? ○ Independent? <p>Vocabulary?</p>
<p>Authority Type: n/a</p>	
<p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: local</p>	
<p>Rules of Data Entry: Record the exact path and filename to administrative metadata record.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:locRelatedWork> <cdwalite:recordRefID></p> <p>VRA 4.0 = relations CCO = n/a CDWA: (Luna Version): related works CDWA = related object/work label identification Dublin Core= <relations> MODS = <relatedItem> MARC 21= 580/ 787/ EAD = <related materials><separate materials><in archdesc></p>	

resource_record
(Field Group)

The *resource_record* field group describes the *view depicted* in the digital and analog object and *not* the object or work.

Please note: For two dimensional works or an exact rendition of the original skip the following fields:

- resource_creator
- resource_view_date
- resource_description
- resource_subject
- resource_coverage

All other fields within the resource_record group must be completed.

<p>Record Group: Catalog Record VADA Field Group: resource_record Field Designation:</p> <p>Field Name: resource_creator Field Definition: Pertains only to analog media or third party digital media. Skip field if the same as work. Leave blank.</p>	<p>Field Attributes: Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? - no <input type="radio"/> Controlled field? - no <input type="radio"/> Automatic field? – no <input type="radio"/> Link - drop down list field? yes <input type="radio"/> Data entry? – yes <input type="radio"/> Required field? no <input type="radio"/> Validation field? no <input type="radio"/> Repeat field? no <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? no <input type="radio"/> Use in data field search? no <input type="radio"/> Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: ULAN, LCAH or Local Authority.</p>	
<p>Standards for Rule of Entry:: CCO</p> <p>Rules of Entry: Select preferred name from the ULAN. Enter surname, followed by space and comma, space and first name, space and initials, honorifics. Ex.</p> <ul style="list-style-type: none"> <input type="radio"/> Smith(space),(space)John(space) Jr.) <p>Capitalize forenames, initials, surnames and honorifics. If name includes articles or preposition use lower case. Name should be expressed in English.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite =</p> <p>VRA 4.0 = <image><agent><name></p> <p>CCO = n/a</p> <p>CDWA (LUNA): related visual documentation</p> <p>CDWA = related Visual Documentation – Image Maker/Agent</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= n/a</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_record Field Designation: optional</p> <p>Field Name: resource_title Field Definition: A title (vantage point or perspective view) that is specific to the media and not the work.</p> <p>Please refer to the Rules-of-Entry.</p> <p>Full or detail.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Controlled field? - no ○ Automatic field? – no ○ Link - drop down list field? yes ○ Data entry? – yes ○ Required field? no ○ Validation field? no ○ Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? yes
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: AAT or Local</p>	
<p>Standards for Rule of Entry: Rules of Entry: Use initial case format.</p> <p>For example: If title <u>is not</u> different then the title of the work then use the term “full” to represent the entire work or “detail of” for a close-up of the work or part of the work.</p> <p><u>Two-dimensional</u> work use the terms below</p> <ul style="list-style-type: none"> ○ Full (view of the entire painting or object) ○ Detail of (close-up view of an element within a painting) <p><u>Three-dimensional</u> specified the physical location and/or physical element represented by the image.</p> <ul style="list-style-type: none"> ○ Base (view of the bottom of the object) ○ Front façade (view of the front of the object/architecture) ○ Back façade (view of the back of the object/architecture) 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceViewType></p> <p>VRA 4.0 = <image><title></p> <p>CCO = viewtype</p> <p>CDWA (LUNA): related visual documentation</p> <p>CDWA = related Visual Documentation – image title/name</p> <p>Dublin Core= n/a</p> <p>MODS = <notes></p> <p>MARC 21 = n/a</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_record Field Designation:</p> <p>Field Name: resource_view_date Field Definition: Date or range of dates specific to the subject depicted in the image or resource. Skip field if the same as work.</p> <p>Blank.</p>	<p>Field Attributes:</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Controlled field? - no ○ Automatic field? – no ○ Link - drop down list field? yes ○ Data entry? – yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? yes
<p>Authority Type: n/a n/a</p>	<p>Classification/Lexicon/Nomenclature Standard:</p>
<p>Standards for Rule of Entry: LUNA application</p> <p>Rules of Entry: Numeric date format yyyy yyyy/mm/dd</p> <p>Add modifiers to dates common era = yyyy before common era use suffix “bce” = yyyy(space)bce</p> <p>Date Ranges Common era = yyyy(space)-(space)yyyy Before common era = yyyy (space)BC(space)-(space)yyyy(space)BC</p> <p>Refer to page 36 and page 37 for date rules.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite =</p> <p>VRA 4.0 =</p> <p>CCO = n/a</p> <p>CDWA (LUNA): related visual documentation</p> <p>CDWA = related Visual Documentation –</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= n/a</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_record Field Designation: (optional)</p> <p>Field Name: resource_description Field Definition: Description of the spatial, chronological or contextual aspects of the work as captured in the resource and not the work. Skip field if the same as work.</p> <p>Blank.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Controlled field? - no ○ Automatic field? – no ○ Link - drop down list field? yes ○ Data entry? – yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? yes
<p>Authority Type: n/a Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry:: UMassD - VRC</p> <p>Rules of Entry: Free text; however, when possible begin your description by specifying the type of view to be described (For example detail of; front façade; base; tabletop; etc.). Also include the title and the name of the artist/creator of the original work.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceViewDescription></p> <p>VRA 4.0 = <image><description></p> <p>CCO = view description</p> <p>CDWA (LUNA): Related Visual Documentation –view subject</p> <p>CDWA = Related Visual Documentation – image view - view-subject</p> <p>Dublin Core= n/a</p> <p>MODS = <notes></p> <p>MARC 21 = 500/a</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_record Field Designation: (optional)</p> <p>Field Name: resource_subject Field Definition: An official term that characterizes an event, an activity, or the content and not the work. Skip field if the same as work.</p> <p>Blank.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Controlled field? - no ○ Automatic field? – no ○ Link - drop down list field? yes ○ Data entry? – yes ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: AAT</p>	
<p>Standards for Rule of Entry::</p> <p>Rules of Entry: Terms should be expressed in lowercase and verified with AAT. Use this field if subject term applies only to the image and not the work. Otherwise leave it blank.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite <cdwalite:resourceViewSubjectTerm></p> <p>VRA 4.0 = <image><subject></p> <p>CCO = image view subject</p> <p>CDWA(LUNA)= Related Visual Documentation–Image View–View Subject – Indexing Terms</p> <p>CDWA = Related Visual Documentation – Image View – View Subject – Indexing Terms</p> <p>Dublin Core= <subject></p> <p>MODS = <subject></p> <p>MARC 21= 650-654</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_record Field Designation: (optional)</p> <p>Field Name: resource_coverage Field Definition: An official term that describes geographic site, region, or area specific to the resource and not the work. Skip field if the same as work.</p> <p>Blank.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? - no <input type="radio"/> Controlled field? - no <input type="radio"/> Automatic field? – no <input type="radio"/> Link - drop down list field? yes <input type="radio"/> Data entry? – yes <input type="radio"/> Required field? no <input type="radio"/> Validation field? no <input type="radio"/> Repeat field? no <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? no <input type="radio"/> Use in data field search? no <input type="radio"/> Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: TGN or LSAH</p>	
<p>Standards for Rule of Entry::</p> <p>Rules of Entry: Terms should be expressed in lowercase and verified with TGN or LSAH. Use this field if subject term applies only to the image and not the work. Otherwise leave it blank.</p>	
<p>Metadata Standards Crosswalks</p> <p>VRA 4.0 = <image><subject> CCO = image coverage CDWA(LUNA)= Related Visual Documentation–Image View–View Subject – Indexing Terms CDWA = Related Visual Documentation – Image View – View Subject – Indexing Terms CDWA Lite = <cdwalite:resourceViewSubjectTerm> Dublin Core= <coverage> MODS = <subject> MARC 21= 650-654 EAD =</p>	

Reference_record
(Field Group – Authority)

The *Reference_record* field group is used to cite the title (and chapter) of the reference source for the work represented in the image, audio or multimedia digital resource.

Field group Reference_record

Field names:

- Reference
- Reference_ID

<p>Record Group: Catalog Record VADA Field Group: reference_record Field Designation: required</p> <p>Field Name: Reference</p> <p>Field Definition: Identification of the publication, agency, or repository from which the resource was acquired.</p> <p>Source of image or digital resource.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? ○ Data entry? - ○ Required field? no ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? yes
<p>Authority Type: n/a</p>	
<p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: local</p>	
<p>Rules of Data Entry: Capitalize the words in the title of the publication, except for the articles.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceSource></p> <p>VRA 4.0 = <image><textref><name></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): Related Visual Documentation image source name</p> <p>CDWA = Related Visual Documentation <maker> OR <image source></p> <p>Dublin Core= <identifier></p> <p>MODS = n/a</p> <p>MARC 21= 533/c</p> <p>EAD = n/a</p>	

<p>Record Group: Catalog Record VADA Field Group: reference _ record Field Designation: required</p> <p>Field Name: Reference ID Field Definition: Additional information about the source of the digital resource. If it is a lengthy publication, it is usually the chapter number.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? ○ Data entry? - ○ Required field? ○ Validation field? ○ Repeat field? <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? staff
<p>Authority Type: n/a</p>	
<p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: local</p> <p>Rules of Data Entry: Choose the chapter of the publication from a Speed Search list that appears when you type in the title of the book. If there is no existing chapter number, create a new record for that chapter.</p> <p>Chapter headings are entered in lower case with the chapter number expressed in two digits. Ex., chapter 02</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = n/a</p> <p>VRA 4.0 = <image><textref><id></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): Related Visual Documentation image source number</p> <p>CDWA = Related Visual Documentation image source ID</p> <p>Dublin Core= n/a</p> <p>MODS = n/a</p> <p>MARC 21= 035</p> <p>EAD = n/a</p>	

resource_metadata_record
(Field Group)

The first set of fields within the *resource_metadata_record* field group provides information specific to the digital or analog object, including identifying and locating information, as well as the type of resource. The next set of fields within the *resource_metadata_record* field group pertain to the history of the digital object, including the technical and the administrative metadata.

Field group resource_metadata_history field names:

- resource_filename
- resource_URI
- resource_type
- resource_date
- resource_derivative_class
- resource_format
- resource_repository
- resource_rights
- adm_meta_URI
- adm_meta_note
- tech_meta_URI
- tech_meta_note

<p>○</p> <p>Record Group: Catalog Record VADA Field Group: resource_metadata_record Field Designation: Core</p> <p>Field Name: resource_filename Field Definition: A unique code (filename) assigned to a digital object and includes the file extension.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - no ○ Controlled field? - yes ○ Automatic field? – yes ○ Link - drop down list field? yes ○ Data entry? – yes ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? yes
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: Local - UMassD - VRC</p>	
<p>Standards for Rule of Entry: Local - UMassD - VRC</p>	
<p>Rules of Entry: “Resource_filename” is the filename and extension of the digital object. Ex.</p> <ul style="list-style-type: none"> ○ 05vap_001.tif ○ 06vap_210_f.jpg 	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceID></p> <p>VRA 4.0 = < IMAGE><id></p> <p>CCO = n/a</p> <p>CDWA Luna: n/a</p> <p>CDWA = related visual documentation – repository number</p> <p>Dublin Core= n/a</p> <p>MODS = <url></p> <p>MARC 21= 856 \$u</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_record Field Designation: (CORE)</p> <p>Field Name: resource_URI Field Definition: Record the digital files uniform resource identifier (URI). The browser (computer) uses URI to identify the location of a single digital file. TO BE DETERMINE</p> <p>For example. c:\(computer hard drive)\visual resource collection(folder)\user services(folder)\photomasters(folder)</p> <p>c:\visual resource collection\user services\photomasters</p> <p>Skip.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? ○ Data entry? - ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? staff
<p>Authority Type: controlled lexicon</p>	
<p>Classification/Lexicon/Nomenclature Standard: local</p>	
<p>Standards for Rule of Entry: local</p>	
<p>Rules of Data Entry: This standard should be generic to insure future migration.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceSet>< linkResource></p> <p>VRA 4.0 = n/a CCO = n/a CDWA: (Luna Version): n/a CDWA = n/a Dublin Core= n/a MODS = n/a MARC 21= 533/b EAD = n/a</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_record Field Designation: (CORE)</p> <p>Field Name: resource_type Field Definition: Indicate the type of digital content, text, audio, image, multimedia, digital media.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? -yes ○ Data entry? - ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? staff
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: Local</p> <ul style="list-style-type: none"> ○ Audio = oral and sound content ○ Multimedia = audio and moving image content ○ Image = still image content ○ Digital image = still digital object ○ Text = written content 	
<p>Standards for Rule of Entry: local Rules of Data Entry: Use lowercase, and select from the above lexicon.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceSet><resourceType></p> <p>VRA 4.0 = <image><resource><type></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): related visual documentation – image type</p> <p>CDWA = related Visual Documentation Image Type</p> <p>Dublin Core= <format></p> <p>MODS = n/a</p> <p>MARC 21= 533/a</p> <p>EAD =</p>	

○

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: (CORE)</p> <p>Field Name: resource_date Field Definition: The year the digital master or derivative was created. The content in this field allows VRC collection manager to track the digital file with the scanning hardware, software, and procedures used to create the digital file.</p> <p>Always start with the year the derivative was created. The first two numeral digits of the file name represents the year it was created.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none">○ Type of field? text○ Link- authority record? -○ Link – controlled voc? -○ Link - automatic - voc? –○ Link - drop down list? -yes○ Data entry? -○ Required field? yes○ Validation field?○ Repeat field? <p>Access</p> <ul style="list-style-type: none">○ Keyword searchable? yes○ Use in data field search? yes○ Display field? staff
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: Local lexicon. Begin with the year the digital file was created. 2007, 2006, 2005, etc. to be followed by type of digital file as listed below:</p> <ul style="list-style-type: none">○ ihm = In-House Master tif○ ihd = In-House Derivate○ osm = Outside–source Master	
<p>Standards for Rule of Entry: local Rules of Data Entry: Select from the lexicon above.</p> <p>Ex.</p> <ul style="list-style-type: none">○ 2003_ihm (Code indicates the year (2003) the digital file was created and is an in-house master file.)○ 2003_ihd (Code indicates the year (2003) the digital file was created and is an in-house derivative file.)○ 2003_osm (Code indicates the year (2003) the digital file was acquired from an outside source and is considered to be the digital master.)	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = n/a</p> <p>VRA 4.0 = <image><date></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = related Visual Documentation copyright date</p> <p>Dublin Core= n/a</p> <p>MODS =</p> <p>MARC 21 =</p> <p>EAD = n/a</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: required</p> <p>Field Name: resource_derivative_class Field Definition: Indicates the class of digital object within the institution's holding.</p> <p>Ex. master, master original, projection, web, etc.</p> <p>Jpeg</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? -yes ○ Data entry? - ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? staff
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: A local lexicon.</p>	
<p>Standards for Rule of Entry: local</p> <p>Rules of Data Entry: Record the exact file extension of the digital resource.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceSet></p> <p>VRA 4.0 =</p> <p>CCO =</p> <p>CDWA: (Luna Version): Related Visual Documentation Image Format</p> <p>CDWA = Related Visual Documentation Image Format</p> <p>Dublin Core= <format></p> <p>MODS = <note></p> <p>MARC 21= 533/3</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: required</p> <p>Field Name: resource_format Field Definition: Indicate the filename extension which is a suffix to the name of a computer file applied at the end to show data format.</p> <p>Ex. jpeg, tif, pdf</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? -yes ○ Data entry? - ○ Required field? yes ○ Validation field? yes ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? staff
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: A local lexicon. http://www.file-extensions.org/a ; http://filext.com/ http://www.fileinfo.net/ ; http://www.musicmarkup.info/glossary/n.html</p>	
<p>Standards for Rule of Entry: local Rules of Data Entry: Record the exact file extension of the digital resource.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceSet> <linkResource> <formatResource></p> <p>VRA 4.0 = <image><technique></p> <p>CCO = image format</p> <p>CDWA: (Luna Version): Related Visual Documentation Image Format</p> <p>CDWA = Related Visual Documentation Image Format</p> <p>Dublin Core= <format></p> <p>MODS = <note></p> <p>MARC 21= 533/3</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: required</p> <p>Field Name: resource_repository Field Definition: Indicate the institution and department possesses the digital master or derivative file.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? ○ Data entry? - ○ Required field? ○ Validation field? ○ Repeat field? <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? yes ○ Use in data field search? yes ○ Display field? yes
<p>Authority Type: controlled lexicon</p> <p>Classification/Lexicon/Nomenclature Standard: A local lexicon. Use acronym: UMassD_VRC to represent University of Massachusetts Dartmouth – Visual Resource Center</p>	
<p>Standards for Rule of Entry: local</p> <p>Rules of Data Entry: Type the acronym: For Visual Resource Digital Media use the acronym: UMassD_VRC</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = n/a</p> <p>VRA 4.0 = <work, collection or image><source></p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): Related Visual Documentation image ownership – owners name</p> <p>CDWA = Related Visual Documentation Image Repository</p> <p>Dublin Core= n/a</p> <p>MODS =</p> <p>MARC 21 =</p> <p>EAD = n/a</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: required</p> <p>Field Name: resource_rights Field Definition: A general UMassDartmouth copyright notification/statement specific to the resource/derivative and not the work.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? – no ○ Link– controlled voc? –no ○ Link- drop down list? -no ○ Link - automatic - voc? – no ○ Data entry? - yes ○ Required field? yes ○ Validation field? no ○ Repeat field? no <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? - yes ○ Use in data field search? - yes ○ Display field? yes
<p>Authority Type: n/a</p>	
<p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry:: local</p> <p>Rules of Entry: Use the following statement. (Validate with legal). “Digital collections are made available to faculty, students and staff within the UMass Dartmouth campus community for the sole purpose of classroom instruction, scholarship and study in accordance with the Fair Use and Teach Act 2002 provisions of the U.S. copyright law. All other uses are strictly prohibited and may be subject to copyright infringements. “</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:rightResource></p> <p>VRA 4.0 = <image><rights></p> <p>CCO = Rights Statement</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = Related Visual Documentation Image Copyright restrictions</p> <p>Dublin Core= <rights></p> <p>MODS = <AccessCondition></p> <p>MARC 21= 506/, 540/</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: (optional)</p> <p>Field Name: admin_meta_URI</p> <p>Field Definition: This field serves as a linking field to an administrative metadata database, record or document that specifies the technical metadata of the digital media.</p> <p>Skip</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? - <input type="radio"/> Link – controlled voc? - <input type="radio"/> Link - automatic - voc? – <input type="radio"/> Link - drop down list? <input type="radio"/> Data entry? - yes <input type="radio"/> Required field? - yes <input type="radio"/> Validation field? - no <input type="radio"/> Repeat field? - no <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? no <input type="radio"/> Use in data field search? no <input type="radio"/> Display field? staff
<p>Authority Type: n/a</p>	
<p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: local</p> <p>Rules of Data Entry: Record the exact path and filename to administrative metadata record.</p>	
<p>Metadata Standards Crosswalks:</p> <p>CDWA Lite = <cdwalite:resourceMetaLoc></p> <p>VRA 4.0 = n/a</p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS = <location><url></p> <p>MARC 21 = 856</p> <p>EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: (optional)</p> <p>Field Name: admin_meta_note</p> <p>Field Definition: This field serves as an administrative metadata note field and should declare the prescribe metadata standard used to record administrative metadata.</p> <p>Skip.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? staff
<p>Authority Type: n/a</p> <p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: PREMIS Rules of Data Entry: Free text and/or URL to http://www.loc.gov/standards/premis/</p>	
<p>Metadata Standards Crosswalks: CDWA Lite = <cdwalite:resourceMetaLoc></p> <p>VRA 4.0 = n/a CCO = n/a CDWA: (Luna Version): n/a CDWA = n/a Dublin Core= MODS= <location> MARC 21= 856/ EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: (optional)</p> <p>Field Name: tech_meta_URI Field Definition: This field serves as a linking field to a technical metadata database, record or document that specifies the technical metadata of the digital media.</p> <p>Skip.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> ○ Type of field? text ○ Link- authority record? - ○ Link – controlled voc? - ○ Link - automatic - voc? – ○ Link - drop down list? ○ Data entry? - yes ○ Required field? - yes ○ Validation field? - no ○ Repeat field? - yes <p>Access</p> <ul style="list-style-type: none"> ○ Keyword searchable? no ○ Use in data field search? no ○ Display field? staff
<p>Authority Type: n/a</p> <p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: local Rules of Data Entry: Record the exact path and filename to technical metadata record.</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = <cdwalite:resourceMetaLoc></p> <p>VRA 4.0 = n/a CCO = n/a CDWA: (Luna Version): n/a CDWA = n/a Dublin Core= MODS = <location><url> MARC 21= 856/u EAD =</p>	

<p>Record Group: Catalog Record VADA Field Group: resource_metadata_history Field Designation: (optional)</p> <p>Field Name: tech_meta_note Field Definition: This field serves as a technical metadata note field and should declare the prescribe metadata standard used to record technical metadata.</p> <p>Skip.</p>	<p>Field Attributes</p> <p>Behavior</p> <ul style="list-style-type: none"> <input type="radio"/> Type of field? text <input type="radio"/> Link- authority record? <input type="radio"/> Link – controlled voc? <input type="radio"/> Link - automatic - voc? <input type="radio"/> Link - drop down list? <input type="radio"/> Data entry? yes <input type="radio"/> Required field? no <input type="radio"/> Validation field? no <input type="radio"/> Repeat field? yes <p>Access</p> <ul style="list-style-type: none"> <input type="radio"/> Keyword searchable? no <input type="radio"/> Use in data field search? no <input type="radio"/> Display field? staff
<p>Authority Type: n/a</p> <p>Classification/Lexicon/Nomenclature Standard: n/a</p>	
<p>Standards for Rule of Entry: MIXS Rules of Data Entry: Free text and/or URL to http://www.loc.gov/standards/mix/</p>	
<p>Metadata Standards Crosswalks</p> <p>CDWA Lite = n/a</p> <p>VRA 4.0 = n/a</p> <p>CCO = n/a</p> <p>CDWA: (Luna Version): n/a</p> <p>CDWA = n/a</p> <p>Dublin Core= n/a</p> <p>MODS =</p> <p>MARC 21 =</p> <p>EAD = n/a</p>	

Glossary

Authority:

Core:

Data entry: Text must be entered by hand.

Database: wedopedia

Descriptive Metadata:

Field: Is a discrete unit of information. A space allocated for a particular item of information.

Field - Authority Field:

Field - Authority Link: A field is link to an authority file.

Field - Authority: Terminology

Field – Automatic: Field content is automatically loaded by the computer.

Field –Controlled: Field has specific content or format and is usually associated with a controlled lexicon/lexicon/authority list.

Field - Definition: Describe the type of content associated with the field.

Field - Drop down list: field with associated with a list of terms, and/or phrases.

Field - Element: Is name declaration of a field.

Field - Lexicon:

Field - Repeatable:

Field -Required: Content is required before computer willing the field must be completed before moving on to the next field.

Field -Type: Field are designated to five categories: core, link, authority, index, source

Field - Validation:

*Lexicon –*Serves as a thesaurus and/or index of terms restricted to a specific field.

Link

Record – A collection of fields are called a record.

Record – Catalog

Record – Authority:

Record – Brief:

Record – Dependent:

Record – Full:

Record – Staff:

Record – Work: Catalog content relates to the item depicted in the digital or analog image.

Record-Digital Metadata: Catalog content relates to the digital or slide surrogate/derivative

Record – Digital Metadata History -

Record- Info: A conceptual group of fields that describes a work or image that comprise of a catalog record within a database system.

Record-Cataloger_Info

Record – Digital R

Rule of Entry: A specific protocol that the data entry must be performed or expressed.

Search Field:

Search Keyword:

Source:

Standard: TGN

Lexicon - Standard – AAT:

Standard – LCAH:

Standard - TGM 1:

Standard –ULAN:

Lexicon = dictionary

Lexicon = The science of categorization, or classification, of things based on a predetermined [system](#). In reference to [Web sites](#) and [portals](#), a site's lexicon is the way it organizes its data into categories and subcategories, sometimes displayed in a [site map](#). Click [here](#) to view Webopedia's lexicon.

Index/Glossary (In the works)