

### Best Practices for Cataloging the Artists' Book Database

The description of the book itself is harvested from the MARC record. Order of the fields is in order of appearance. Books are described according to Anglo-American Cataloging Rules, 2<sup>nd</sup> ed. revised (AACR2) and the Library of Congress Rules Interpretations (LCRI).

If field below is blank, then the value is "No."

Field Name	Mapping	Data Type	Field Size	Keyword Search	Hidden	Controlled Vocabulary	Use	Repeatable
<i>Book Specific</i>								
Author	DCCreator	Text	100	Yes	No	Yes, LCNAF	MA	Yes
Title	DCTitle	Text	U	Yes	No		M	No
Alternative Title	DCTitle.Alternative	Text	50	Yes	No		MA	Yes
Date	DCDate.Issued	Date	10	Yes	No		M	No
Press(es)	DCCContributor	Text	50	Yes	No	Yes, LCNAF	MA	Yes
Physical Description	DCFormat.Extent	Text	U	Yes	No		M	No
Language	DCLanguage	Text	50	No	No		MA	No
Subject	DCSubject	Text	50	Yes	No	Yes, LCNAF, LCSH & TGN	M	Yes
Description [Book]	DCDescription	Text	U	Yes	No		M	Yes
Abstract Description	DCDescription.Abstract	Text	U	Yes	No		MA	No
Genre/Form	DCDescription	Text	50	Yes	No	Yes, AAT & LCSH	MA	Yes
Binding	DCDescription	Text	50	Yes	No	Yes, AAT & LCSH	MA	Yes
Process/Technique	DCDescription	Text	50	Yes	No	Yes, AAT & LCSH	MA	Yes
References	DCRelation.IsReferencedBy	Text	U	Yes	No		MA	No
Table of Contents	DCDescription.TableofContents	Text	U	Yes	No		MA	No
Call Number	DCSubject.Classification	Text	50	No	No	Yes, LCCN	M	No
Rights [Book]	DCRights	Text	U	No	No		MA	No
<i>Image Specific</i>								
ImageID	DCIdentifier	Text	12	Yes	No	Yes, local practice	M	No
View [Image Title]	DCDescription	Text	150	Yes	No	Yes, local authority	M	No

Field Name	Mapping	Data Type	Field Size	Keyword Search	Hidden	Controlled Vocabulary	Use	Repeatable
Page number(s)	DCDescription	Text	20	No			MA	No
Description [Image]	DCDescription	Text	U	Yes	No		M	No
Date Digital	DCDate.Created	Date	U	No	Yes	No, ISO standard	M	No
Format	DCFormat	Text	U	No	Yes	Yes, Internet Media Types	M	No
<i>Template Values</i>								
Type	DCType	Text	U	No	Yes	Yes, Dublin Core Types	M	No
Rights [Image]	DCRights	URL	U	No	No		M	No
Repository Name	DCRelation.IsPartof	Text	U	No	Yes		M	No
Project Name	DCCContributor	Text	U	Yes	No		M	No
<i>Artist's Biography</i>								
Name	DCCreator	Text	100	Yes	No	Yes, LCNAF	M	No
Alternative Name	DCCreator	Text	100	Yes	No		MA	Yes
Artist Dates	DCExtent.Temporal	Text	50	Yes	No		M	No
Biography	DCDescription	Text	U	Yes	No		M	No
Statement	DCDescription	Text	U	Yes	No		MA	Yes
Bibliography	DCRelation.IsReferencedBy	Text	U	Yes	No		MA	No
Web Site	DCRelation.References	URL	U	Yes	No		MA	Yes

*Abbreviations:*

LCSH	Library of Congress Subject Headings <a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a>
LCNAF	Library of Congress Name Authority File <a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a>
TGN	<a href="#">Thesaurus of Geographic Names</a>
AAT	<a href="#">Art and Architecture Thesaurus</a>
LCCN	Library of Congress Classification Number

U	Unlimited field size
M	Mandatory
MA	Mandatory if applicable
R	Recommended
O	Optional

**Content Guidelines**

General Guidelines

Much of the information on the book itself is derived from the MARC record created by the Cataloger at Otis Library. Information about each image, however, is supplied by the Photographer and the Visual Resources Librarian. The Visual Resources Librarian must approve all the information posted to the database.

Information specific for each book

Field Name – Book	Guidelines
<p><b>Author(s)</b></p>	<p><b>Source of Information</b> 100, 110, 111, 700 ‡a fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. The author(s) of the book. Prefer LCNAF file; if not available, use information at hand. When creator is unknown, leave blank. Use “as is” from MARC record. This field is repeatable. Names will appear in the same order as in the MARC record.</p> <p><b>Examples:</b> Baker, Susan [100 ‡a] Smith, Alexis [700 ‡a]</p>
<p><b>Title</b></p>	<p><b>Source of Information</b> 245 ‡a &amp; ‡b fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> The title of the book, formulated according to AACR2. Use the title “as is” from MARC record.</p> <p><b>Examples:</b> Dutch details Algebre de l'hourloupe : 52 figures extrapolatoires</p>

Field Name – Book	Guidelines
<p><b>Alternative Title</b></p>	<p><b>Source of Information</b> 245 ‡p, 130, 246, 730, 740 ‡a fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Alternate titles of the book, including the spelled out form or translation. Use the title “as is” from MARC record. This field is repeatable. Names will appear in the same order as in the MARC record.</p> <p><b>Example:</b> antologia [245 ‡p] Twenty twenty vision [246 ‡a] Dadazine [730 ‡a] Sunset Strip [740 ‡a]</p>
<p><b>Date</b></p>	<p><b>Source of Information</b> 260 ‡c subfield from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> The year when the resource was published. Use the date from MARC record, but ignore brackets.</p> <p><b>Examples:</b> c1993 1996</p>

Field Name – Book	Guidelines
<b>Press(es)</b>	<p><b>Source of Information</b> 710, 711, 730 ‡a field from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. The press associated the book. Prefer LCNAF file; if not available, use information at hand. Use “as is” from MARC record. This field is repeatable. Names will appear in the same order as in the MARC record.</p> <p><b>Examples:</b> Women's Studio Workshop [710 ‡a] Sonsbeek 71 [711 ‡a]</p>
<b>Physical Description</b>	<p><b>Source of Information</b> 300 ‡a, ‡b, ‡c, and ‡e fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Measurements are given height x width (AACR2), height and width are determined by the view (portrait or landscape). Use “as is” from MARC record.</p> <p><b>Examples:</b> 54 playing cards ill. 10 x7 cm. +1 folded game sheet. [20] p. ill. 29 cm.</p>
<b>Language</b>	<p><b>Source of Information</b> 546 ‡a field from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger, Visual Resources Librarian</p> <p><b>Content Management</b> Include if applicable. Items are assumed to be in English; only exceptions will be noted in the fields.</p> <p><b>Examples:</b> English, French and German. [546 ‡a] In German with captions in English. [546 ‡a]</p>

Field Name – Book	Guidelines
<b>Subject</b>	<p><b>Source of Information</b> 600, 610, 611, 650, 651, 690 ‡a, ‡c, ‡d, ‡v fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Use LCSH topical subject terms. Use “as is” from MARC record. This field is repeatable. Subjects will appear in the same order as in the MARC record.</p> <p><b>Examples:</b> Warhol, Andy, 1928-1987 [600 ‡a, d] Gilbert &amp; George – Exhibitions [610 ‡a, v] World's Columbian Exposition, (1893 : Chicago, Ill.) [611 ‡a, d, c] Waitresses in art [650 ‡a] Chicago (Ill.) – Views [651 ‡a, c] Feminist art [690 ‡a]</p>
<b>Description [Book]</b>	<p><b>Source of Information</b> 5xx (except 505, 510, 520, 546, 563 and 593) ‡a fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Includes information about the item, edition, etc., according to AACR2 and LCRI. Information about the binding should be put into the 563 field. Information will appear in ascending numerical order; each value will appear on a new line. When a field is repeated, i.e. a MARC record contains two 500 fields, they will appear in the order within the record. Use “as is” from MARC record. This field is repeatable. Items will appear in the same order as in the MARC record.</p> <p><b>Examples:</b> “The publication is printed on 110 lb. Classic Crest, Solar White, Neenah Paper, 7 1/2 in. wide by 9 1/4 in. high”--Publication announcement issued by artist. [500 ‡a] Library owns copy 92 of an edition of 250, signed by the artist. [590 ‡a]</p>

Field Name – Book	Guidelines
<b>Abstract Description</b>	<p><b>Source of Information</b> 520 ‡a field from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Abstract of the book, formulated according to AACR2 and LCRI. Use “as is” from MARC record.</p> <p><b>Example:</b> Documents the creation of the piece "Middle of the world" installed in Oct. 1976 at Wright State University Art Gallery, Dayton, Ohio.</p>
<b>Genre/Form</b>	<p><b>Source of Information</b> 655, 699 ‡a fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Local list based on AAT and LCSH terms. Use “as is” from MARC record. Since all items will be of the book type “Artists’ books,” this value will be suppressed. This field is repeatable. Genres will appear in the same order as in the MARC record.</p> <p><b>Examples:</b> Calendars Playing cards Folded books Miniature books Bookworks Movable books [699 ‡a]</p>

Field Name – Book	Guidelines
<b>Binding</b>	<p><b>Source of Information</b> 563 field from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Information about the binding using proscribed terminology. Additional information about the binding may be added in a 500 note. Pre-2003 records have this information in the 500 field. Items will be re-cataloged. Local list based on AAT and LCSH terms. Use “as is” from MARC record.</p> <p><b>Examples:</b> Concertina fold. Spiral-bound.</p>
<b>Process/Technique</b>	<p><b>Source of Information</b> 595 ‡a field from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Local list based on AAT and LCSH terms. Use “as is” from MARC record. If an item uses multiple processes and/or techniques, list them all. This field is repeatable. They will appear in the same order as in the MARC record.</p> <p><b>Examples:</b> Letterpress printing Lithography</p>



Field Name – Book	Guidelines
<b>References</b>	<p><b>Source of Information</b> 510 ‡a and ‡c fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Comments on additional related materials. Use “as is” from MARC record.</p> <p><b>Examples:</b> Joseph Beuys multiples 17. Franklin Furnace Archive artists book bibliography, 1977-1979.</p>
<b>Table of Contents</b>	<p><b>Source of Information</b> 505 ‡a field from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Use the information “as is” from the MARC record.</p> <p><b>Examples:</b> Plates 1-24: Celestial bodies -- Plates 25-35: Divine faces. Furor Fuhrer / words and music by Joyce Lightbody -- Two / poem by James Schuyler ; music by Joyce Lightbody -- Urk / poem by Peter Frank ; music by Joyce Lightbody -- Breton song / words and music by Joyce Lightbody -- Hoop Hoop Coop / words and music by Joyce Lightbody.</p>
<b>Call Number</b>	<p><b>Source of Information</b> 949 ‡n field from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Use the LCCN which best represents the subject of the item. Use “as is” from MARC record.</p> <p><b>Example:</b> N 7433.4 A56 T83 1973</p>

Field Name – Book	Guidelines
<b>Rights [object]</b> <i>(field not yet implemented)</i>	<b>Source of Information</b> 949 field from MARC record <b>Data Entry Responsibility</b> Cataloger <b>Content Management</b> Include if applicable. Notes about restricted access to materials, including circulation and classroom use. <b>Examples:</b> May circulate only to Lab Press staff. In-Library use only.

**Information specific to each image**

Field Name – Image	Guidelines
ImageID	<p><b>Source of Information</b> File name: artb + last 5 digits of barcode number + letter</p> <p><b>Data Entry Responsibility</b> Visual Resources Librarian, Photographer</p> <p><b>Content Management</b> An unambiguous reference to the resource within a given context. The prefix “artb” identifies the image as being generated from this project. The book ID number is assigned sequentially to each book record in the intermediate database; the ID number ranges from 1 to 3000. Add zeros as placeholders so that the images will sort cleanly. Beginning with “A” (capitalized), assign a letter sequentially for each image of the book. If there are more than 26 images assigned to a book, start over with “a” (not capitalized); up to 52.</p> <p><b>Examples:</b> artb26941A [first image of the book #26941] artb26941B [second image of the book #26941] artb32602C [third image of the book #32602] artb35096E [fifth image of the book #35096]</p>

Field Name – Image	Guidelines
View [Image Title]	<p><b>Source of Information</b> Image; choose from the local list of “Image Titles.”</p> <p><b>Data Entry Responsibility</b> Visual Resources Librarian</p> <p><b>Content Management</b> Limited to a list of preferred views, called “image titles,” which are intentionally generic.</p> <p><b>Examples:</b> Cover Back cover Selection of card Inside page, folded out.</p>
Page number(s)	<p><b>Source of Information</b> Object</p> <p><b>Data Entry Responsibility</b> Visual Resources Librarian</p> <p><b>Content Management</b> Include if applicable. If there is no discernible identifying mark, then leave it blank. Use the entire number in its original style, i.e. do not convert Roman numerals to Arabic numerals</p> <p><b>Examples:</b> Ff 5 13-14 xvii</p>

Field Name – Image	Guidelines
<p><b>Description [Image Description]</b></p>	<p><b>Source of Information</b> Image</p> <p><b>Data Entry Responsibility</b> Visual Resources Librarian</p> <p><b>Content Management</b> Brief free text description of the image, including partial or full transcription of text. Include transcriptions in quotes (“ ”); use ellipsis (...) to indicate omissions. For brief transcriptions, use the prominent text, such as chapter title or caption.</p> <p><b>Examples:</b> Open box with title card. Man with red face. Page of illustrations and text by C. Schneemann, 25 January '65. “My first table...” The 3 plates are folded up and placed by the pockets, entitled “A regular is just a regular pain in the ass”, “A waitress is halfway between a shrink + a hooker” and “The snapper in the left booth.”</p>
<p><b>Date Digital</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Photographer</p> <p><b>Data Entry Responsibility</b> Photographer, Visual Resources Librarian</p> <p><b>Content Management</b> Date scanned or entered into MySQL database. Recommended best practice for encoding the date value is defined in a profile of ISO 8601 [W3CDTF] and follows the YYYY-MM-DD format, e.g., YYYY-MM-DD; YYYY.</p> <p>Enter dates as: YYYY-MM-DD For unknown dates, enter NULL value in table; when outputted, it will appear as a blank.</p> <p><b>Examples:</b> 2002-05-01 [May 1, 2002] 2003-10-12 [December 10, 2003]</p>

Field Name – Image	Guidelines
<p><b>Format</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Image file</p> <p><b>Data Entry Responsibility</b> Visual Resources Librarian</p> <p><b>Content Management</b> Format of the digital surrogate. Use Internet Media Types: <a href="http://www.isi.edu/in-notes/iana/assignments/media-types/media-types">http://www.isi.edu/in-notes/iana/assignments/media-types/media-types</a> Masters from the digital cameras will be in TIFF format; submasters &amp; derivatives will be in JPEG format</p> <p><b>Examples:</b> text/html image/jpeg image/tiff</p>

**Template fields**

The values for these fields will be the same for most records.

Field Name – Template	Guidelines
<p><b>Type</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Image file</p> <p><b>Data Entry Responsibility</b> Template; Visual Resources Librarian, Photographer</p> <p><b>Content Management</b> The nature or genre of the content of the resource. Type includes terms describing general categories, functions, genres, or aggregation levels for content. Use DCMI Type Vocabulary for content: <a href="http://dublincore.org/documents/dcmi-type-vocabulary">http://dublincore.org/documents/dcmi-type-vocabulary</a>. Since the database will only contain images, the default value for type will be “image.”</p> <p><b>Template value:</b> image</p>
<p><b>Rights [image]</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Project</p> <p><b>Data Entry Responsibility</b> Template; Visual Resources Librarian</p> <p><b>Content Management</b> Template value</p> <p><b>Template value:</b> Refer to the copyright statement at URL: <a href="http://www.otis.edu/library/copyright.htm">http://www.otis.edu/library/copyright.htm</a></p>
<p><b>Repository Name</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Project</p> <p><b>Data Entry Responsibility</b> Template; Visual Resources Librarian</p> <p><b>Content Management</b> Template value</p> <p><b>Template value:</b> Otis College of Art and Design Millard Sheets Library</p>

Field Name – Template	Guidelines
<b>Project Name</b> <i>(field not yet implemented)</i>	<b>Source of Information</b> Project <b>Data Entry Responsibility</b> Template; Visual Resources Librarian <b>Content Management</b> Template value <b>Template value:</b> Artists' Book Image Database



**Artist Biography fields**

For select book artists, we will research and gather biographical information.

Field Name – Biography	Guidelines
<p><b>Name</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> 1xx, 700 ‡a fields from MARC record</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Mandatory. The name of the artist must match the name in the <i>Author(s)</i> field above.</p> <p><b>Examples:</b> Lewitt, Sol, [100 ‡a] Smith, Alexis [700 ‡a]</p>
<p><b>Alternate Name(s)</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> LCNAF, ULAN, other biographical sources</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Alternate versions of an artist’s name which appears in an authority, such as LCNAF or ULAN; appears on the item at hand; appears in biographical sources; or appears in bibliographical sources. This field is repeatable.</p> <p><b>Examples:</b> Ant Farm (Design group) [LCNAF] LeWitt, Sol [ULAN]</p>

Field Name – Biography	Guidelines
<p><b>Artist Dates</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> LCNAF, ULAN, other research</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Follow the rules of AACR2 and LCRI for formulating the birth and death dates of an artist. If none can be found, create activity dates. Add dates even when lacking in LCNAF or ULAN.</p> <p><b>Examples:</b> 1928- [Lewitt, Sol, LCNAF] 1938-1998 [Higgins, Dick, LCNAF]</p>
<p><b>Biography</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Research</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Create a short biography of the artist, including as much as possible of the following information: birth and death dates; curriculum vitae; education; places of residence; list of important works; and awards received.</p> <p><b>Example:</b> “Carole Caroompas was born in Oregon City, OR. She lives and works in Los Angeles, CA, and teaches at Otis College of Art and Design. She received her BA from California State University, Fullerton, and her MFA at the University of Southern California. Caroompas has been the recipient of several awards and grants and has taken part in many solo and group exhibitions.” [from Otis Faculty Virtual Gallery]</p>

Field Name – Biography	Guidelines
<p><b>Statement</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Research</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. May be repeated Transcribe any statements of the artist found during research or included in the item at hand. This field is repeatable.</p> <p><b>Example:</b> Judith Corona, on her work: “My paintings and collages are reconstructions where fragments of the past mingle with images of the present. The work suggests certain psychological and philosophical connections that are often amusing and sometimes disturbing.” [from Otis Faculty Virtual Gallery]</p>
<p><b>Bibliography</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Research</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. Create a bibliography of articles and books published by and about the artist. Use the Chicago Manual of Style.</p>
<p><b>Web Site</b> <i>(field not yet implemented)</i></p>	<p><b>Source of Information</b> Research</p> <p><b>Data Entry Responsibility</b> Cataloger</p> <p><b>Content Management</b> Include if applicable. This field is repeatable.</p> <p><b>Example:</b> Carole Caroompas: <a href="http://www.markmooregallery.com/car/car.html">http://www.markmooregallery.com/car/car.html</a></p>

Created 2003.25.02 by Heather Cleary in conjunction with Matthew Ballard.