

# Iowa Heritage Digital Collection (IHDC): Artwork

Data Dictionary – November 1, 2004

Listed in recommended order of online template

<i>Recommended order of online template</i>	Field Name	Maps To Dublin Core	Marc	Description	Data Type	Searchable	Hidden	C
1	<b>Title</b>	<b>Title</b>	245	<ul style="list-style-type: none"> <li>Title given to the image</li> <li>If supplied by cataloger, include note in Description [brackets optional]</li> <li>Do not include date, unless part of title</li> <li>If family portrait, put individual names, if known in the subject headings</li> </ul>	Text Large	Yes	No	N
	<b>Other Title</b>	<b>Title</b>	245	<ul style="list-style-type: none"> <li>Use if have multiple titles</li> </ul>	Text	Yes	No	N
2	<b>Artist</b>	<b>Creator</b>	1xx	<ul style="list-style-type: none"> <li>Name of the individual responsible for the artwork</li> <li>Search database for previous use of name</li> <li>Use LC format of LastName, FirstName for individuals</li> </ul>	Text Large Follow LC Name Authorities (LCNAF)	Yes	No	N
	Other Creator(s)	Creator	1xx	<ul style="list-style-type: none"> <li>Use separate <b>Creator</b> elements to enter multiple creators.</li> <li>Secondary artists, illustrators may be entered using the <b>Contributor</b> element.</li> </ul>	Text	No	No	N
3	<b>Date Original</b>	<b>Date</b>	260\$c	<ul style="list-style-type: none"> <li>Date created, if known. Give approximate if possible as follows:</li> <li>Year: YYYY (1997 for the year 1997)</li> <li>Year/month: YYYY-MM (1997-07 for July 1997)</li> <li>Complete date: YYYY-MM-DD (1997-07-16 for July 16, 1997)</li> <li>For range: 1910-1920</li> <li>For estimate: 1890?</li> <li>See date range field</li> </ul>	Text Formatted DC recommends ISO 8601 - format YYYY-MM-DD	Yes	No	N
4	<b>Description</b>	<b>Description</b>	5xx  545	<ul style="list-style-type: none"> <li>A brief description of the image to provide context: who, what, where, when, other important data.</li> <li>Add "Title supplied by cataloger" when appropriate</li> <li>Note: every single word is searchable.</li> <li>Brief Biographical note about the Artist</li> </ul>	Text Large	Yes	No	N

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5	Notes			<ul style="list-style-type: none"> <li>Administrative notes about the work, such as physical condition, signatures</li> <li>Include references to sources used for researching the work - MLA format</li> </ul>	Text	No	No	N
	<b>Notes</b>			<ul style="list-style-type: none"> <li>Signature on item, specify signature</li> </ul>	Text	Yes	No	N
6	<b>Subject</b>	<b>Subject</b>	6xx  651	<ul style="list-style-type: none"> <li>Subject headings</li> <li>Put each subject in a separate line</li> <li>Include genre headings</li> <li>Please note: local subject headings will need to be added to the local thesaurus before using</li> <li>Geographic area covered</li> </ul>	Text Large	Yes	No	Y I T I T
7	Location Depicted	Coverage		<ul style="list-style-type: none"> <li>Address of the location depicted in the image Street address, town, county, state [1517 South, Davenport, Scott County, Iowa]</li> <li>Regional heading will go in Subject headings, i.e. Davenport (Iowa)</li> </ul>	Text Large Formatted	Yes	No	N
8	<b>Ordering Info</b>			<ul style="list-style-type: none"> <li>Contact information for requesting access to originals, include URL or email (may choose to state “not available for viewing.”)</li> </ul>	Text	No	No	N
9	Accession Number	Identifier		<ul style="list-style-type: none"> <li>Unique image number relating back to original and digital image (the purpose being so can find original and related scan again.)</li> </ul>	Text	No	No	N
10	<b>Repository</b>	<b>Source</b>	590	<ul style="list-style-type: none"> <li>Name of the institution/individual holding the original</li> </ul>	Text Large	No	No	N
11	Repository Collection	Relation		<ul style="list-style-type: none"> <li>Name of the collection that includes the original</li> </ul>	Text	Yes	No	N
12	Physical Location			<ul style="list-style-type: none"> <li>Where the original is located within the institution</li> </ul>	Text Formatted Local	No	Yes	N

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<b>13</b>	<b>Object Description</b>	<b>Format</b>	3xx	<ul style="list-style-type: none"> <li>Description of the original including dimension</li> <li>Specify the material used to produce the artwork – oils, watercolors, pencil, etc.</li> </ul>	Text Formatted AACR2/APPM (i.e: 1 watercolor; 12 x 22 in.)	No	No	Y
	Mounting/Framing	Format	3xx	<ul style="list-style-type: none"> <li>Specify if matted/framed and material used, include dimensions</li> </ul>	Text Matted, 8 x 10 inches; wooden frame, 12 x 15 inches	Yes	No	Y
	Support Materials	Format	3xx	<ul style="list-style-type: none"> <li>Specify the base for the artwork— canvas, slate, watercolor paper, etc</li> </ul>	Text	Yes	No	Y
<b>14</b>	<b>Digital Reproduction Info</b>	<b>Format</b>		<ul style="list-style-type: none"> <li>Statement of how the image was digitally reproduced including the scanner, resolution, format, etc.</li> <li>Include file size, quality (resolution, bit depth), extent (pixels), compression, checksum value, preferred presentation, object producer, operating system, creation hardware, creation, software, and creation methodology</li> </ul>	Text	No	No	Y
<b>15</b>	<b>Date Digital</b>	<b>Date</b>		<ul style="list-style-type: none"> <li>Date image was scanned</li> <li>Follow examples in Date Original</li> </ul>	Text Formatted YYYY-MM- DD	Yes	No	Y
	Acquisition			<ul style="list-style-type: none"> <li>Statement describing how the original was acquired, such as by purchase or donation, if known</li> </ul>	Text	No	Yes	Y
	Contributor	Contributor	7xx	<ul style="list-style-type: none"> <li>Other entities involved in creating item's contents but whose contribution is secondary to those in Creator element, such as: editor, transcriber, illustrator</li> </ul>	Text	Yes	No	Y

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16	<b>Restrictions</b>	<b>Rights</b>		<ul style="list-style-type: none"> <li>Fair use statement: use your institutional one or one of the options provided by IHDC.</li> <li><a href="#">IHDC Rights Statements.PDF</a></li> <li>Contact (institution name)</li> <li>Available for educational purposes and can purchase</li> <li>Education use only, no other permissions given</li> <li>Legal copyright owner and status of the copyright</li> </ul>	Text	No	No	Y
17	Date Range	Date		<ul style="list-style-type: none"> <li>Enter range of dates to assist searching</li> </ul>	Text Formatted 5 years on either side of date, or decade for estimated dates	Yes	Yes	Y
	Publisher	Publisher	260\$b	Entity responsible for making the item available	Text	No	No	Y
18	Coverage. Temporal	Coverage		<ul style="list-style-type: none"> <li>Significant time periods such The Great Depression, or the Civil War</li> <li>Use IHDC terms when appropriate</li> </ul>	Text IHDC, LCSH or local	Yes	No	Y
19	<b>File Name</b>	<b>Identifier</b>		<ul style="list-style-type: none"> <li>Name of the digital image file</li> </ul>	Text	Yes	No	Y
	External Disc Storage Identifier	Identifier		<ul style="list-style-type: none"> <li>If image stored on disc/tapes, etc. Name/ID where image is located</li> <li>Storage location of the disc/tape, etc.</li> </ul>	Text	No	Yes	Y
20	<b>Type</b>	<b>Type</b>	5xx	<ul style="list-style-type: none"> <li>Use template name: photographs, documents, artifacts, art works</li> </ul>	Text	Yes	No	Y
	Temporary/Loan or Display location			<ul style="list-style-type: none"> <li>If on temporary loan or displayed, indicate location</li> </ul>	Text	No	Yes	Y

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<i>Recommended order of online template</i>	Field Name	Maps To Dublin Core	Marc	Description	Data Type	Searchable	Hidden	C/N
	Beginning Date of Loan			• Date in YYYY,MM,DD format	Text	Yes	Yes	Y
	Ending Date of Loan			• Date in YYYY,MM,DD format	Text	Yes	Yes	Y
	Provenance	Source		• Indicate the ownership history of the work if known	Text	No	Yes	Y
	Donor			• If, donated donor name, address, etc	Text	Yes	Yes	Y
	Conditions of donation			• List	Text	No	Yes	Y
	Appraised Value			• Appraised Value	Text	No	Yes	Y
	Date of Appraisal			• Date in YYYY,MM,DD format	Text	No	Yes	Y
	Appraiser			• Name of Company/individual doing appraisal	Text	No	Yes	Y
	Links to Other textual materials			• Indicate any manuscript, diaries, texts which reference the work	Text	Yes	No	Y
21	Date/Time Record Created	Date		• Date and time the record was created	Date	No	Yes	Y
22	Date/Time Record Modified	Date		• Date and time the record was modified	Date	No	Yes	Y
23	Record Created By			• Name of person creating the record	Text Initials	No	Yes	Y
24	Record Modified By			• Name of person modifying the record	Text initials	No	Yes	Y

Based on database created by St. Ambrose University for the Father Catich Collection, June 2003 and document created by the Upper Mississippi Valley Digital Image Archive, February 2003

## Abbreviations:

AACR2 = Anglo-American Cataloging Rules, 2<sup>nd</sup> ed.

APPM = Archives Personal Papers and Manuscripts

(Possible online substitute: Introduction to Archival Organization and Description <http://schistory.org/getty/>)DC = Dublin Core <http://dublincore.org/>LC = Library of Congress <http://www.loc.gov/>MLA = Modern Language Association Style : <http://www.mla.org/style>

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AAT = Art and Architecture Thesaurus [http://www.getty.edu/research/conducting\\_research/vocabularies/aat/](http://www.getty.edu/research/conducting_research/vocabularies/aat/)

Includes terms used to describe art, architecture, decorative arts, material culture, and archival materials.

LCNAF=Library of Congress Name Authority Headings: <http://authorities.loc.gov/help/name-auth.htm>

Includes Personal authors and creators, including *editors, performers, photographers, artists, etc.*

Group authors and creators, including *corporate entities, government bodies, conferences, jurisdictions, etc.*

LCSH = Library of Congress Subject Headings: <http://authorities.loc.gov/help/subj-auth.htm>

TGMI =Thesaurus for Graphic Materials I: Subject Terms (TGMI) <http://www.loc.gov/rr/print/tgm1/>

may be used to index subjects represented in a variety of still image media and formats, including prints, photographs, drawings, posters, architectural drawings, cartoons, thesaurus provides a controlled vocabulary for describing a broad range of subjects depicted in such materials, including activities, objects, types of people, events, and pl

TGMII = Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms (TGMII) <http://lweb.loc.gov/rr/print/tgm2/toc.html>

“Coverage. Temporal” terms based on Iowa history benchmarks. <http://fp.uni.edu/iowaonline/2.htm>

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|----------------------------|--------------------------------|-------------------------|
| 1. Geology                 | 7. Civil War Era               | 13. Technological Ch    |
| 2. Native Americans        | 8. Immigration                 | 14. Business, Industry  |
| 3. European Contacts       | 9. Education                   | 15. World War I Era     |
| 4. Pioneer Life            | 10. Religion                   | 16. Depression and W    |
| 5. Government and Politics | 11. Agriculture and Rural Life | 17. Post-war Adjustm    |
| 6. Transportation          | 12. Urbanization               | 18. Transition to the 2 |