Contributing to the Getty Vocabularies:
Adding new records via XML or online contribution forms

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Getty Vocabulary Program
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Union List of Artist Names
Getty Thesaurus of Geographic Names
Art & Architecture Thesaurus

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Patricia Harpring, June 2011
Background:

Getty Vocabularies

Users and Partners

- Getty projects and others
- Information Professionals
  - Museums
  - Visual resource specialists
  - Librarians
  - Archivists
- Academics
  - Art history
  - Architectural history
  - Archaeology
  - History
- Systems implementers, vendors, Vocabulary providers
Users and Partners

- OCLC
- State Museums of Berlin/Institute for Museum Studies
- Centro de Documentación de Bienes Patrimoniales, Chile
- CHIN, ICCD
- European Union MILE Project (Metadata Image Library Exploitation)
- Systems vendors
- VRA, ALA
- NISO, ISO
- Grove, Marburger Index, Freer, and the National Digital Archives Program (NDAP) in Taiwan

Members of our staff are co-editors of standards and editorial rules for cataloging art and architecture

- Categories for the Description of Works of Art (CDWA), set of over 530 subcategories, rules, examples
- Cataloging Cultural Objects (CCO), published by ALA, prescriptive rules for core subset of CDWA
- And CDWA Lite, data standard for the online publication and exchange of art information
**Getty Vocabularies are controlled vocabularies**

- An organized arrangement of words and phrases that are used to index content and/or to retrieve content through navigation or a search
- Includes preferred terms and has a limited scope or describes a specific domain

**Synonyms**
- Athens *(English) = Athínaí *(Greek) = Athenae *(Latin)*

**Concepts have relationships, provide context**
- Athens *is in Greece*
- Epiktetos II *is possibly identified as the Kleophrades Painter*

**Getty Vocabularies are thesauri**

- Thesaurus: A semantic network of unique concepts
- Thesauri may be monolingual or multilingual
- Thesauri may have the following three relationships:
  - Equivalence Relationships
  - Hierarchical Relationships
  - Associative Relationships

- Objects Facet
  - Furnishings and Equipment
    - Containers
      - Containers
        - <vessels for serving / consuming food>

- stirrup cups
distinguished from

- sturzbecher
distinguished from

- rhyta
- sturtbecher
- stortebekers
- sturzbechers
- Coaching glasses
- Hunting glasses
- rhyta
- rheon
- rhexons
- riton
Relationships in thesauri

- **Equivalence Relationships**
- **Synonyms**, terms referring to the same concept may exist in different forms
- multiple languages, multiple spellings, modern and historical usage

Harlem Renaissance
Negro Renaissance
New Negro Movement
Renaissance de Harlem
Renaissance, Harlem

Processes and Techniques Hierarchy
(image-making processes and techniques)

- azimuthal projection
  - azimuthal equidistant projection
  - gnomonic projection
- polar projection
- stereographic projection
- central projection
- conic projection
- polyconic projection
- cylindrical projection
- Mercator projection
- equidistant projection
- parallel projection
- **axonometric projection**
  - dimetric projection
  - isometric projection
  - oblique projection
  - orthographic projection
  - multiview projection

- **Hierarchical relationships**
- organize terms and provide context
Relationships in thesauri

- **Associative relationships**
  - provide important links for related records, not hierarchical

Jean-Siméon Chardin
(French painter and draftsman, 1699-1779)

Jean-Honoré Fragonard
(French painter and draftsman, 1732-1806)

Marie-Anne Fragonard
(French painter and miniaturist, 1745-1823)

http://www.getty.edu/research/conducting_research/vocabularies/

** Getty Vocabularies **

- Compiled and maintained by the Vocabulary Program
- **Art & Architecture Thesaurus® (AAT)**
  - 34,000 'records'; 131,000 terms
- Getty Thesaurus of Geographic Names® (TGN)
  - 912,000 'records'; 1,106,000 names
- Union List of Artist Names® (ULAN)
  - 120,000 'records'; 293,000 names
- They focus on the Visual Arts and Architecture
- Begun in the 1980s to meet the need of catalogers of art and architecture in museums, visual resources, archives, libraries
- They were initiated by the user community
- They are published monthly to the Web
- They are released annually to licensees in data files
CONA
Cultural Objects Name Authority

- for built works and “movable” works

- Open to contributor community in 2011
- The current three Getty vocabularies have the same core data model
- The same model would work for CONA

Names/Titles:

- Hagia Sophia Type: preferred
- Church of the Holy Wisdom
- Ayasofya Language: Turkish
- Agia Sofia
- Agia Sophia
- Sancta Sophia Language: Latin

Current Location: Istanbul (Marmara region, Turkey)
Location type: geographic
Repository ID:

Display Creator: architects: Anthemios of Tralles (Byzantine architect and mathematician in Asia Minor, ca. 474-ca. 534) and Isidoros of Meletus, the Elder (Byzantine architect and engineer in Asia Minor, and

Related People/Corporate Bodies:

- Anthemios of Tralles Role: architect
- Isidoros of Miletus Role: architect

Examples of records in CONA
They are licensed to institutions and businesses; around 230 licenses have been negotiated. They are implemented in collections management systems, in which thousands of users access the vocabularies. They are also available through a search screen online, receiving around 120,000 queries per month. Utilizing the vocabularies as implemented in collections management systems allows users to receive the annual updates of data. Such systems may offer facilities for contributing new vocabulary terms back to the Getty Vocabs.
• Getty vocabulary terms and associated information are valued as authoritative
  - because they are derived from published sources and represent current research and usage in the art history community
  - Our editorial rules help enforce the level of quality

• The Getty vocabularies comply with national and international standards for thesaurus construction
• We work closely with various cataloging projects and standards developers

• We are partners in the international standards-building communities
The Getty vocabularies are compiled in large part from contributions from the user community, including various Getty projects and qualified outside institutions. Thanks to our contribution program, the vocabularies can be published and shared by the entire user community.

Contributors to Vocabularies

- New terms come from Getty projects
- The thesauri grow and change over time
Contributors to Vocabularies

- New terms come from Getty projects
- and authorized outside contributors
- Including museums, VR collections, libraries, archives, bibliographic and documentation projects

E.g., RKD Dutch AAT, DIBAM Spanish AAT, Taiwan Chinese AAT, CCA, Frick, Smithsonian NMAfA, National Art Library in London, V&A, the Courtauld Institute, Mystic Seaport Museum, Harry Ransom Humanities Research, Bunting Visual Resources Library UNM, CHIN, ICCD, Oscars.org, Czech artists, NIMA/NGA, others
Contributors to Vocabularies

- Vocabulary Program conducts training workshops at the Getty and conferences
- Small staff means contributors’ should be trained because the staff cannot edit every record in the large databases
- Social, but controlled, so that the result remains authoritative

We write and maintain the extensive editorial manuals are available online
• The systems in place to allow this work were built and are maintained by a dedicated group from the Getty Information Technology Services (ITS)
• Worked on user requirements and testing in close cooperation with the Vocabulary Program

The Getty Vocabularies recently won a wonderful award. Past winners in our category have been Disney/Pixar, AOL, and Apple. You may read about it at http://www.cwhonors.org/archives/2008/index.htm

Award for the technology used to build and deliver the vocabularies and the content
Technical solutions

- Editorial system has been built (VCS), Import and Export formats designed
- Basic editorial module is completed
- Ongoing
  - Loading and vetting of contributions, publishing, CONA
  - Goal: terms contributed easily, automatically, part of regular work flow

Batch loading of data
- From various systems or from online forms
- In our prescribed format

VCS: Processing Data
- Searching
- Merging
- Editing/adding info
- Moving/adding links

Exporting Data
- Reports for quality control
- Reports for work flow
- Release formats
  - Web, XML, Rel Tab, MARC

What do we do?

Processing contributions
- Candidates from bulk loads and from the online contribution forms are loaded into the vocabulary as "candidate"
Main processes are loading, tracking who contributed what.

'Moving,' merging, un-moving, un-merging.

Some done automatically during load, others require editorial intervention.

What do we do?

Merging records
Multiple records contributed for the same person
Manual or automated merge, vetted by VP editors.
What do we do?

- General vetting, to be sure incoming record meets our standards

### Terms/Names

<table>
<thead>
<tr>
<th>#</th>
<th>P</th>
<th>T</th>
<th>V</th>
<th>Terms/Names</th>
<th>Qualifier</th>
<th>Display Dt</th>
<th>Start Dt</th>
<th>End Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P</td>
<td>C</td>
<td>D</td>
<td>silica sand</td>
<td>U</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>M</td>
<td>C</td>
<td>F</td>
<td>sand, silica</td>
<td>U</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>M</td>
<td>C</td>
<td>F</td>
<td>silica sands</td>
<td>U</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>M</td>
<td>C</td>
<td>F</td>
<td>sable silicieux</td>
<td>U</td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Term Contrib(s) P

- Name: Del Duca, Giacomo
  - Biography: Italian sculptor and architect, ca. 1520-1604
  - ULAN ID: 10373

- Name: Jacopo Siciliano
  - Biography: Sicilian architect, active in Rome, ca. 1520-1601
  - ULAN ID: 13784

- “Giacomo del Duca” is same person as “Jacopo Siciliano”
- Records were “merged” into a single record
Names: Del Duca, Giacomo (pref) Jacopo Siciliano

Name: Del Duca, Giacomo

*Biography:* Italian sculptor and architect, ca. 1520-1604
*ULAN ID:* 10373

Name: Jacopo Siciliano

*Biography:* Sicilian architect, active in Rome, ca. 1520-1601
*ULAN ID:* 13784

• “Giacomo del Duca” is the same person as “Jacopo Siciliano”
• Records were “merged” into a single record

What do we do?

• Building hierarchies
• Determining parent, inserting or moving branches

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Augustus Prima Porta, ca. 20 BC. Height 2.03 m.; Vatican Museums, Rome; © Vatican Museums 2004
What do we do?

Hierarchy may change over time

Europe..........................(continent)
Polska..........................(nation)
Dolnoslaskie....................(voivodship)
Kujawsko-Pomorskie..........(voivodship)
Lodzkie........................(voivodship)
Malopolskie....................(voivodship)
Mazowieckie....................(voivodship)
Lubelskie.......................(voivodship)
Lubuskie.......................(voivodship)
Opolskie.......................(voivodship)
Podkarpackie................... (voivodship)
Podlaskie...................... (voivodship)
Pomorskie.....................(voivodship)
former voidvodships............(miscellaneous)

- Campaigns to correct issues
- E.g., to update a nation’s administrative units

Preferred name / term changes

[1000159]

Names:

- Congo (C,V)
- République démocratique du Congo (C,V)
- Congo, république démocratique du (C,V)
- Democratic Republic of the Congo (C,V).
- Democratic Republic of Congo (C,V)
- Zaïre (H,V)
- République du Zaïre (H,V)
- Zaïre (H,V)
- Republic of Zaïre (H,V) used 1971-1997
- Congo, Republik (H,V)
- Belgisch Congo (H,V)............ 1908-1960
- Congo Belge (H,V)
- Belgian Congo (H,O)............. 1908-1960
- Congo Free State (H,O)......... 1885-1908

- Former preferred name was “Zaire”
- Changed to “Congo”
### Multilingual AAT terms:

- A German translation is being undertaken by the Institut für Museumsforschung in Berlin.

- The Rijksbureau voor Kunsthistorische Documentatie is scheduled to deliver a full Dutch translation of the AAT later in 2011. They are also hoping to begin contributing new terms to the AAT this year.

- We have received a complete translation of the AAT in Spanish from Centro de Documentación de Bienes Patrimoniales, Chile.

- A Chinese translation is underway by the National Digital Archives Program, Taiwan.

- We are in the process of integrating around 3,000 Italian object type terms from ICCD, Rome, which were contributed several years ago.

- The full set of 3,000 French terms from CHIN has been fully integrated.

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### Three vocabularies are compiled by the Getty Vocabulary Program largely based on contributions from the user community

- Contributions via bulk load in XML format or Web form
- Current contributors include Getty and outside institutions
- Updated data is published monthly online
- Released annually in licensed XML files

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Contributing via XML

- Bulk contributions via XML are:
- For users with databases and fielded data
- For significant numbers of records
- Given that programming resources and time are necessary, consider if it would be faster for you to simply use the online contribution form

Contributing via XML

- Requires mapping your fields to the appropriate fields in the ULAN, TGN, or AAT import format
- You must include the minimum required data for each vocabulary record
- If you don’t have the minimum data, you could fill in default values
- Or use the Web form instead of XML
Mapping your data to the Getty Vocabularies

What is XML? "Extensible Markup Language" was developed by the World Wide Web Consortium (WC3)

• to provide rules for a structure and semantics for information exchange
• that would allow information to be encoded in a way that computers could understand and humans could read

Uses tags in a structure to identify the data
• A schema is a formal document used to describe and validate a particular set of data in an XML environment

```xml
<!DOCTYPE xs:Schema PUBLIC "-//Apple//DTD XML 1.0//EN" "DTD/xhtml1收回.dtd">
<xs:schema xmlns="http://localhost/namespaces/vp" xmlns:vp="http://localhost/namespaces/vp"
xmlns:ns1:="http://www.w3.org/2001/XMLSchema"
targetNamespace="http://localhost/namespaces/vp"
attributeFormDefault="qualified"
schemaLocation="ulan_event.xsd"/>
<xs:import namespace="http://localhost/namespaces/vp"
schemaLocation="ulan_event.xsd"/>
</xs:schema>
```

• At head of the schema, an identification of what the schema is and its location, namespace

```xml
- <xs:element name="Vocabulary">
  - <xs:annotation>
    <xs:documentation>Gett...07/03/2007</xs:documentation>
  </xs:annotation>
</xs:element>
```

• The documentation explains the format and rules. Some rules are embedded in the schema.

```xml
- <xs:element name="Ancestors">
  - <xs:annotation>
    <xs:documentation>There can be one and only one preferred ancestor branch, but zero to many non-preferred ancestor branches</xs:documentation>
  </xs:annotation>
</xs:element>
```
Example of ULAN Display Biography in XML for contribution

- Tag in angled brackets = <Biography_Text>
- data Czech painter, 1905-1986
- end of data indicated with slash and repeat the tag name = </Biography_Text>

<Biography_Text>Czech painter, 1905-1986</Biography_Text>

Mapping data categories/elements

- May nest tags inside each other, forming the structure

<Biographies>
  <Preferred_Biography>
    <Biography_ID>-1</Biography_ID>
    <Biography_Text>Czech painter, 1905-1986</Biography_Text>
    <Birth_Date>1905</Birth_Date>
    <Death_Date>1986</Death_Date>
    <Sex>Male</Sex>
  </Preferred_Biography>
</Biographies>
• More examples. A term, a source for the term.

- `<Term_Source>`
  - `<Source>`
    - `<Source_ID>New</Source_ID>`
    - `<Brief_Citation>`Caldwell, The Puritan Conversion Narrative (1983)`</Brief_Citation>`
    - `<Full_Citation>`Caldwell, Patricia. The Puritan Conversion Narrative: the Beginnings of American Expression. Cambridge: Cambridge University Press, 1983.`</Full_Citation>`
  - `<Preferred>Preferred</Preferred>`
- `<Term_Source>`

• values of controlled fields in the vocabulary are included
• must match to your database, or use default values
• e.g., Relationship Types for ULAN – values and codes

- `<xs:restriction base="xs:string">`
  - `<xs:enumeration value="1000/related to"/>`
  - `<xs:enumeration value="1001/miscellaneous" />`
  - `<xs:enumeration value="1003/associated with" />`
  - `<xs:enumeration value="1005/possibly identified with" />`
  - `<xs:enumeration value="1007/distinguished from" />`
  - `<xs:enumeration value="1100/<person to person - teaching/learning" />`
  - `<xs:enumeration value="1101/teacher of" />`
  - `<xs:enumeration value="1102/student of" />`
  - `<xs:enumeration value="1105/apprentice of" />`
  - `<xs:enumeration value="1106/apprentice was" />`
  - `<xs:enumeration value="1107/influenced" />`
  - `<xs:enumeration value="1108/influenced by" />`
  - `<xs:enumeration value="1111/master of" />`
  - `<xs:enumeration value="1112/master was" />`
  - `<xs:enumeration value="1113/fellow student of" />`
Contributing via the online form

- In addition to the XML format, institutions may make contributions via an online form
- One term at a time
- Useful for institutions with only a small number of contributions, no source database, or no programming support
Names published with contributors’ initials and published sources

- stained glass
- glass, stained
- verre teinté
- vitrail

Sources and Contributors:

- glass, stained (material): [VP]
- stained glass (material): [VP Preferred]
- [...] Avery Index (1963-)
- [...] Bray, Dictionary of Glass
- [...] CDMARC Subjects:
- [...] Grove Dictionary of National Museum of Art
- [...] RIA, Subject Headings (1975-1990) glass
- [...] RIBA, Architectural Keywords (1992) glass; precorr.; Edwardian stained glass; precorr.; Victoria glass; precorr.; Art Nouveau stained glass
- [...] CHIN database
- [...] CHIN Preferred, VP
- [...] CHIN database
- [...] CHIN
- [...] CHIN database

Subject:

- [CHIN, VP]
- [...] Art Index (1903-) Glass painting and glass sculpture
- [...] CDMARC Subjects: LCSH (1988-) Glass
- [...] Chenhall, Revised Nomenclature (1981)
- [...] CHIN database
- [...] RIBA, Architectural Keywords (1992) glass; precorr.; Medieval stained glass
- [...] Edwardian stained glass; precorr.; Victorian glass; precorr.; Art Nouveau stained glass
- [...] Early Christian stained glass
Required fields
It is required to enter information in all fields marked with a big red asterisk.

Defaults
If there is already a value automatically supplied for these or any other field, check to be sure that the default value is correct for your record.

Save Draft
You may save drafts. Good idea to use this feature if you need to stay in the form for 15 minutes or longer, to prevent server from timing out.

Submit Candidate
Click after you have filled out the record. Note that you cannot edit the record after submission.

Log Out
Log out when you are finished with a session.
### 1. Preferred Name

<table>
<thead>
<tr>
<th>Name</th>
<th>Schikaneder, Jakob</th>
</tr>
</thead>
</table>

**Sort Order** 1

- Fill in fields
- Click here to bring up windows with additional fields
- Click PLUS or MINUS to add new fields or take them away
- Sort Order Use where indicated

### 2. Variant Name

<table>
<thead>
<tr>
<th>Name</th>
<th>Jakob Schikaneder</th>
</tr>
</thead>
</table>

**Sort Order** 2

- Fill in fields
- Click here to bring up windows with additional fields
- Click PLUS or MINUS to add new fields or take them away
- Sort Order Use where indicated

---

**Detail window for the Name**: language, LC, sources, etc. Click “Save”
Pending Candidates PDF
A report generated monthly, PDF listing the candidates extant as of the date posted (31 January 2011, in the example below); refreshed every month.

31 January 2008
AAT Candidate Report
Hier: Root
Editor: ALL
Edited Date: Start: 1-Jan-1980 12:00:01 End: 30-Jan-2008
Alpha Range: A to ZZ

Aardvarks
(anteaters, edentates, mammals, vertebrates, animals by for
Buakarnga, Living Organisms, in development, temp, parent/Ca

Beni Saddene carpets
(Moroccan rugs that need warrant, rugs needing warrant, rug
temp, parent/Candidates, Top of AAT)
ID: 300197538 Temp/Stat: C/C Cont

The name of the candidate hierarchy "level" may give a clue as to why this is "candidate," not published. For example, in the AAT "in development" means this is a new hierarchy; "accumulating warrant" means more examples of usage are required.
Help screens
Click on the underlined blue link for Help.

Click “Rules”
Go to the full set of rules for that field.
Extrapolate: Rules written for editorial system
We advise
• Check the rules as you go. Don’t try to read the manuals cover to cover

Today
• We’ll go through some of the key rules, but please refer to the fuller online rules when you are entering data

Editorial Manuals online
The full manuals are available online.
http://www.getty.edu/research/conducting_research/vocabularies/editorial_guidelines.html

Search (AAT, TGN, or ULAN)
• To see which terms are already in the database
• To find a parent’s name and ID
• Clicking link will bring up the online database in a separate window

Editorial Guidelines
- Getty Thesaurus of Geographic Names (TGN)
- Union List of Artist Names (ULAN)
- Art & Architecture Thesaurus (AAT)
### General Information

for ULAN, AAT, and TGN

- ULAN, TGN, and AAT are multilingual thesauri.
- Meaning NAMES may be flagged in multiple languages (although this is appropriate less often in ULAN than it would be in TGN or AAT data).
- Notes and other fields in the record should be in American English.

### Quick Reference: Getty Vocabularies’ Diacritical Codes

<table>
<thead>
<tr>
<th>Vocab Code</th>
<th>Example in Vocab</th>
<th>Example to Display or Print</th>
<th>Diacritic Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>$00</td>
<td>Andr$00e S$00Aqua</td>
<td>André Áqua</td>
<td>acute accent</td>
</tr>
<tr>
<td>$01</td>
<td>T$01oky$01o S$01Agra</td>
<td>Tokyō Ágra</td>
<td>macron</td>
</tr>
<tr>
<td>$02</td>
<td>Radam$02a S$02Ed</td>
<td>Radamà</td>
<td>grave accent</td>
</tr>
<tr>
<td>$03</td>
<td>P$03er, Albrecht</td>
<td>D$04urer, Albrecht = Dürer, Albrecht</td>
<td></td>
</tr>
<tr>
<td>$04</td>
<td>Ms$04unchen S$04Orebro</td>
<td>München Ørebro</td>
<td>umlaut / dieresis</td>
</tr>
<tr>
<td>$05</td>
<td>Esp$05espa, Espania</td>
<td>Español</td>
<td></td>
</tr>
</tbody>
</table>

Diacritics are explained in RULES

Data is published in Unicode; if you cannot use Unicode, use these codes.

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### General Information

- **Avoid plagiarism**
- Do not copy texts from published sources verbatim!
- **Read, analyze, and rephrase the material**
- Do not jump to conclusions or state more than is discussed in your sources
- **It is required to cite the published sources of names and the information in notes, include the page number** *(for names, Contrib DB may be one source)*
- Sources may be linked directly to each Name and to the Descriptive Note
- **For other information, note the source in the overall Subject Source designation**

### General Information

#### Display vs. Indexing

- ULAN, TGN, and AAT have Display fields in free text for expression of uncertainty and nuance
- and Indexing fields using controlled vocabulary to allow good access to the information

- When information is uncertain, record the information with an indication of uncertainty or approximation in a Descriptive Note, Display Biography, or Display Date field (e.g., "ca." or "probably")
- For important information in the note or display field, index it using appropriate indexing fields and estimating data for retrieval
ULAN: Brief Rules for Required Fields

Elements of a ULAN record

- **names**
  - Gaudí, Antoni
  - Antoni Gaudí
  - Gaudí y Cornet, Antonio
  - Cornet, Antoni Gauí
  - Gaudí i Cornet, Antoni

- **artist**
  - 500014514

- The Focus of each vocabulary record is a concept - not a “term”
- Linked to each artist record are names, related artists, sources for the data, and notes

**Elements of a ULAN record**

**names**
- Gaudí, Antoni
- Antoni Gaudi
- Gaudí y Cornet, Antonio
- Cornet, Antoni Gauí
- Gaudi i Cornet, Antoni

**artist**
- 500014514

**life dates**
- Birth Date: 1852
- Death Date: 1926

**notes**
- Gaudi was influenced by Catalonia’s medieval history and architecture.
- His works display a respect for craftsmanship and structural logic.
- His work is characterized by sculptural plasticity...

**sources**
- Contemporary Architects (1987);
- Enciclopedia universal ilustrada (1978-1983);
- Encyclopedia of world art (1959-1987);
- Grove Dictionary of Art online (1999-);
- LC Name Authority Headings [online] (2002-)

**roles**
- architect,
- landscape architect,
- furniture designer

**geographic location**
- Reus (Spain)
- Barcelona (Spain)

**nationalities**
- Catalan, Spanish

**related people**
- studied with Juan Martorell Montells

**ULAN: Is your contribution appropriate?**

Determine that the person or corporate body is
- not already in ULAN and
- is within scope of ULAN

- These are also the first two steps of adding a TGN name or AAT term
For educational purposes only. Do not distribute.

- Carefully query ULAN online
- Not simply exact string
- Use Boolean operators (all caps), wildcards, and creative searching

Find Name: giusep* AND ferrar*

- Carefully check results
- Is the would-be candidate included?
- Check name and biographical information re. homographs
SCOPE OF ULAN

New additions to ULAN must be within scope

- Scope is from Antiquity to the present
- Involved in the conception or production of visual arts and architecture
- Identified individuals or groups of individuals working together (corporate bodies)
- May include artists, architects, craftsmen, as well as people and corporate bodies closely related to artists, including rulers, prominent patrons, museums and other repositories of art

What is an artist?

- Artist: Person/group involved in the design or production of the visual arts that are of the type collected by art museums
- Architect: Person/group involved in the design or creation of structures that are made by human beings, are large enough for human beings to enter
- Although the objects themselves may actually be held by an ethnographic, anthropological, or other museum, or owned by a private collector
- Structures are of practical use, are relatively stable and permanent, considered to have aesthetic value, were designed by professionals, and constructed with skilled labor
- Performance artists are included (but not people involved in the performing arts)
SCOPE OF ULAN

• In addition to artists and architects
  • Occasionally ULAN includes records for rulers and other patrons
  • Only prominent rulers and patrons (e.g., Emperor Hadrian or Lorenzo de’Medici)
    ▪ must be universally important to other users
    ▪ patrons who had a role in the creative process
    ▪ local donors and sitters go in your local authority, not ULAN
  • Corporate Bodies may be included
    ▪ Group of people working together as an entity (not necessarily legally incorporated)
    ▪ E.g., architectural firms, photographic studios, and other groups of artists working together
  • Museums and other repositories of art works (not building names)
    ▪ (building names will go in future CONA)
  • Museums and other repositories of art works (not building names)

Required Fields for ULAN

• preferred name
• variant names: display form of the name
• source(s) for the names
• display biography
• role(s)
• nationality(ies)
• sex
• birth date
• death date
• hierarchical position for corporate bodies
What is a name in ULAN?

- **Names, appellations, and designations used to identify the person or corporate body**
  - Full name, historical names, official name, names in various languages
  - May include honorifics or titles
- **MUST be equivalents: Refer to the same person or corporate body**
  - If an anonymous hand is "probably" the same as a named artist, these are two separate records and linked through Associative Relationships

Examples of Names

Kalf, Willem
Willem Kalf
Pei, I. M.
López, José Antonio
Burgkmair, Hans, the elder
Bartolo di Fredi
Gentile da Fabriano
Masaccio
Le Corbusier
Katshushika Hokusai
Kicking Bear
Monogrammist ELA
Borden Limner
Adler and Sullivan
Savonnerie Manufactory
National Gallery of Art

- inversions
- natural order
- initials
- diacritics
- elder, younger, titles
- patronymics and place names
- nicknames and pseudonyms
- transliterations and translations
- anonymous artists, hand is identified
- corporate bodies
Preferred Names

- In each record, one name must be flagged “preferred”
- “Preferred” name is the name most commonly used in the literature
- Chosen from authoritative scholarly sources and general reference works
- Generally vernacular; but English (when there is an English equivalent, e.g., corporate bodies)
- Transliterated into Roman alphabet where necessary
- Please include variant names as well

Equivalence relationships

- One name is required – inverted and natural order
- Many records have multiple names
- “Preferred” name is the one used most often in standard authoritative published sources

- Kahlo, Frida
  - Frida Kahlo
  - Kahlo de Rivera, Frida
  - Rivera, Frida
  - Kahlo y Calderon, Magdalena
  - Carmen Frida

Patricia Harpring, June 2011
Names in ULAN

NAMES:
Wren, Christopher (preferred, index, LC)
Christopher Wren (display)
Wren, Sir Christopher

- All names must refer to the same person or corporate body
- Record names in mixed case (not all caps)
- Generally only 2 to 4, not more than 15 names (obscure inventory or sales cat. names not mandatory or desirable, but published names and artist’s signature are desired)

Names in ULAN

NAMES:
Wren, Christopher (preferred, index, LC)
Christopher Wren (display)
Wren, Sir Christopher

- Prefer the inverted form of the name most commonly used in standard, authoritative, scholarly publications in American English
- Is typically not the fullest form of the name
- Typically does not include titles, honorifics, Mrs., Sir, etc.
Modern Western names

**NAMES:**

Meier, Richard *(preferred, index, LC)*

Richard Meier *(display)*

Meier, Richard Alan

- inverted order is preferred name
  - where appropriate
- name #2 is the Display Name, natural order
- first, last, and middle names
  - are not parsed in separate fields

For the inverted form of names, order is: last name, comma, first name, followed by middle names or initials (if any) (e.g., Sullivan, Louis H.)

Indicate the preferred, display, indexing, LC name, official name, other flags are included
### Mark the Display Name
- **Display Name**: Index = Preferred name, Indexing form of name
- **Display Name**: Yes = Natural order form of Preferred Name
- **All others**: N/A

### Mark the LC name
- **LC Authority**: Yes = the form of the name in the LC Authority heading
- **All others**: N/A

### Name Flags
<table>
<thead>
<tr>
<th>LC Authority</th>
<th>Display Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Historical</td>
<td>N/A</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Put the LC number in the Page field
- **Page**: NAFL85061125, accessed 1 December 2005

The name from the LC Authorized Heading is generally—but not always—the preferred name in ULAN.
Pseudonyms, parenthetical names

Le Corbusier *(preferred, display, LC)*
Corbusier, Le
Corbu
Jeanneret, Charles-Édouard
Jeanneret, Charles Edouard
Jeanneret-Gris, Charles-Edouard
Jeanneret, Charles-Edouard

- Preferred name may be a pseudonym or nickname
- Do not include parenthetical names in one field
- Include other names as variant names in separate fields

Even if your source lists a heading or name in parentheses, do not include the second name in the same ULAN field.

Le Corbusier [Jeanneret, Charles-Edouard]
Abbreviations, briefer and fuller forms of the name

**NAMES:**

**Skidmore, Owings & Merrill** *(preferred, display, LC)*

Skidmore, Owings and Merrill

SOM

- Include full and briefer names
- Generally avoid initials and abbreviations for the preferred name *(exception: when established by warrant)*
- Include commonly used abbreviations as variant names

**NAMES:**

**Pei, I. M.** *(preferred, index, LC)*

I. M. Pei *(display)*

Pei, Ieoh Ming

- Use the initials or abbreviations in the preferred name only when established by common usage warrant
- Periods, put a space between initials, with the exception of corporate initials established by warrant, such as SOM
- Include fuller name as variant name
Elder, younger, etc.

**NAMES:**

Brueghel, Jan, the elder *(preferred, index)*  
Jan Brueghel the Elder *(display)*  
Bruegel, Jan *(LC)*  
Brueghel, Jan, le jeune  
Brueghel, Jan, I  
Brueghel, Jan  

- **Preferred name:** For members of same family that have same name, distinguish between the people by including the younger, the elder, Jr., or Sr., applied strictly according to the Rules  
- **Preferred name:** “I”, “II” are generally for members of a family with the same name, but not parent-child  
- **Other languages included as variant names (e.g., le jeune)**

Articles, prepositions

**NAMES:**

Gogh, Vincent van *(preferred, index, LC)*  
Vincent van Gogh *(display)*  
Gogh, Vincent Willem van  
van Gogh, Vincent  

- **Preferred name:** "last name" part of inverted name (left of comma) should not include article or preposition  
- But depends upon common usage in standard authoritative sources  
- **All names:** Generally do not capitalize articles and prepositions (e.g., la, del, von, van der) unless occasionally when they are the first word in the "last name" and warranted
Patronyms and place name

**Bartolo di Fredi** 
(preferred, display)

Bartolo di Fredi Cini
Bartolo, di Fredi **(LC)**
Bartolo di Fredi Battilore
Bartolo di Maestro Fredi
Bartalus magistri Fredi
Bartolo Senese

- **Preferred name:** Use natural order form of the name for early Western, non-Western pseudonyms but where there is no inverted form or the inverted name is not the form most often used in your sources.
- No "first" or "last" name, patronymic and place name
- Flag this as the Display Name

---

Non-Western

**NAMEs:**

Dai Xi **(preferred, display, V)**
Tai Si **(V)**
Tai Hsi **(V)**
Dai, Xi **(V, LC)**
Chunshi, Dai Xi **(V)** ....

Display Date: “Chunshi” is his surname

Yuan **(V)**

- Inverted or natural order, depending upon common usage in English sources
- Informed by rules of the language if you are an expert
- ULAN preferred not necessarily LC name
Various transliterations, diacritics

Shishkin, Ivan (preferred, index, LC)
Shishkin, Ivan Ivanovič

You would enter:
$07Si$07skin

- Variant transliterations provide access
- Only Roman alphabet now
- Will move to Unicode in a few years
- Now diacritics recorded in code-extended ASCII (e.g., $07Si$07skin)

Former names, “incorrect” names

- Names for Sienese painter, active by 1337, died Sept. 4, 1378
- Include spelling variations, former names (e.g., appellations used when the artist was anonymous)

But do NOT include in same record unless it is generally agreed in scholarly sources that they are the same person. If uncertain, link as Related People.
**BIOGRAPHY**

- Display biography
- Nationality, culture, ethnicity
- Dates of birth and death
- Roles
- Male or female
- Places of birth and death
- Important events (locus and dates of activity)

**Display biography**

*for Jacques Louis David*

*Display Biography: French painter and draftsman, 1748-1825*

- typically includes nationality, roles, birth and death dates
- comma & hyphen as indicated in example

*important information then indexed in appropriate fields using controlled format (for dates) and controlled vocabulary (for roles and nationalities)*

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Display biography

- Russian painter, 1793-1836
- Canadian architect and engineer, 1898-1976
- Belgian muralist and sculptor, born 1934
- Mexican muralist, died 1917
- English illuminator, ca. 1800-1874
- Spanish sculptor, ca. 1710-ca. 1765

- List information in the following order: nationality, role(s), comma, birth year, hyphen, death year (start and end dates for a corporate body)
- Includes all expressions of uncertainty and nuance
- Should be concise

Display biography

- Russian painter, 1793-1836
- Canadian architect and engineer, 1898-1976
- Belgian muralist and sculptor, born 1934
- Mexican muralist, died 1917
- English illuminator, ca. 1800-1874
- Spanish sculptor, ca. 1710-ca. 1765

- No more than three roles in display
- If only birth or death date known, do not use hyphen (not "1934-")
- Use "ca." or "probably" as needed
Display biography

American miniaturist, active 1860s
Native American craftsman, 18th century
French printmaker, 1645/1648-1721
Roman sculptor, 1st century BCE

- Use "active" if life dates are unknown
- May list century (e.g., 18th century) (no superscript)
- For decades, do not use apostrophe (not "1860's")
- Use slash for "between"
- Use BCE and CE (not BC and AD)

Display biography

French porcelain manufactory, flourished 1731-1794
Italian architectural firm, founded 1953
Flemish sculptor and architect, 1529-1608, active in Italy
Engraver, probably Spanish, 16th century, active in southern Mexico

- When exact dates for corporate bodies are unknown, use "flourished" or "founded"
- May list place of activity if different from place implied in nationality
- If one of the elements is missing or requires "probably," re-order the elements as necessary, following examples

Consult the Rules
Indexing the Role

for Willem Kalf

DISPLAY BIOGRAPHY:
Dutch painter, 1619-1693

LIFE ROLES:
artist (preferred)
painter
still life painter
art dealer

- “artist” is typically the first (preferred) role
- General to specific
- List non-preferred in order of importance or chronologically

Willem Kalf, Still-Life with Ewer, Vessels and Pomegranate, oil on canvas, 105.5 x 81.2 cm; J. Paul Getty Museum (Los Angeles, California), 83.GB.384

Events, locus of activity

For James McNeil Whistler

DISPLAY BIOGRAPHY:
(American painter and printmaker, 1834-1903)

EVENT: active

PLACES:
England
France

EVENT: exhibited

DISPLAY DATE: Salon des Refusés, Paris, in 1863
START DATE: 1863
END DATE: 1863

Indexing the Role

**DISPLAY BIOGRAPHY:**

**Italian printmaker and architect, 1720-1728**

**LIFE ROLES:**
artist
printmaker
architect
draftsman
engineer

- may have multiple roles
- only the most important in Display, no more than three
- recommended to index all major professional roles

**Display Biography:**

Canadian architect, born 1946

Roles: architect (preferred)

Polish ébéniste and lacquerer, active late 18th century

Roles: craftsman (preferred)

Canadian architectural and urban planning firm, active from 1975

Roles: architectural firm (preferred)

American art museum, established in 1937

Roles: art museum (preferred)

French king and patron, ca. 938-996

Roles: king (preferred)

Consult the Rules

- Consult the Rules for assigning roles for architects, craftsmen, museums, kings, etc.

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Roles are controlled vocabulary

1. Preferred Role

31100/artist

2. Additional Role

Find Roles are controlled vocabulary

1. Preferred Role

31100/artist

2. Additional Role

Find Roles are controlled vocabulary

Indexing dates and nationality

for Willem Kalf

DISPLAY BIOGRAPHY:
Dutch painter, 1619-1693

NATIONALITY:
Dutch

BIRTH DATE: 1619
DEATH DATE: 1693

- Index Nationality and Birth and Death Dates
Indexing nationality

For André Kertész

DISPLAY BIOGRAPHY:
American photographer, 1894-1985, born in Hungary

NATIONALITY:
Hungarian
American

- “Nationality” = The nationality, culture, or ethnic group associated with the person or corporate body (e.g., Nigerian, Celtic, Native American)
- May have multiple nationalities
- Not necessarily legal citizenship

Indexing nationality

<table>
<thead>
<tr>
<th>English</th>
<th>Nigerian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vietnamese</td>
<td>Japanese</td>
</tr>
<tr>
<td>Sienese</td>
<td>Italian</td>
</tr>
<tr>
<td>Celtic</td>
<td>Berber</td>
</tr>
<tr>
<td>Ancient Roman</td>
<td>Native American</td>
</tr>
</tbody>
</table>

- Adjectival name of a nation, other place name, culture, or ethnic group
- Refers to a prolonged association of an artist with a given place; does not necessarily indicate legal citizenship
- May refer to historical nations (e.g., Flemish)
- May refer to culture (e.g., Frankish) or ethnic groups (e.g., Native American)
Indexing nationality

- In Display Biography list the most significant national or cultural affiliation of the artist; rarely a second nationality may be recorded in the Display Biography.

- Usually Display Biography will list one nationality and a second noun place name representing locus of activity; record the noun form of the place in Event (event = active).

- Preferred Nationality should generally be the most commonly accepted nationality for the artist or the most general.

- Index multiple nationalities when the nationality (e.g., French or Flemish) is uncertain or when an artist lived for prolonged periods in more than one nation.

- Or when one is more general than another (e.g., Native American is more general than Sioux).

- If it is necessary to express nuance or uncertainty about the nationality, do so in the Display Biography.

- For the Display Biography, generally record a designation at the level of nation (e.g., Italian) or a broad culture or ethnicity (e.g., Native American). Exceptions occur for historical nationalities, in keeping with common practice of various disciplines in art history (e.g., Attic vase painter).

- If a modern person holds dual citizenship, record both nationalities using the word “and” in the Display Biography.

Display Biography: Canadian and American painter, born 1946
Nationality: Canadian and American
Nationality and Place of birth and death are controlled

Make sure you link to the correct one

Indexing life dates

- Use the Display Biography to express nuance and uncertainty (e.g., ca. or active or 16th century)
- Birth Date and Death Date indexing fields are used for retrieval but not displayed to the end-user = estimation
- Must contain valid years in the Gregorian calendar
- For dates BCE, use negative numbers (use a hyphen)
- Dates are controlled format

Consult the Rules

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Estimate life dates according to available information, assuming the person was born 20 or more years before they were active and died somewhat after the last recorded date of activity.

Create a lifespan of 100 or 120 years, unless there is better information available. For currently extant corporate bodies, make a Death Date of 9999.

Centuries begin with "00" and end with "99"

Add or subtract 10 years for "ca."

If you don't know the birth date of a living artist, use "contemporary" in Display, index an estimated lifespan of 100 or 120 years.

Display Biography: American painter, 1903-1970
Birth Date: 1903  Death Date: 1970

Display Biography: Greek vase painter, ca. 340-ca. 265 BCE
Birth Date: -350  Death Date: -275

Display Biography: Japanese architect, born 1963
Birth Date: 1963  Death Date: 2063

Display Biography: Nigerian sculptor, died 1978
Birth Date: 1878  Death Date: 1978

Display Biography: American art museum, established in 1937
Birth Date: 1937  Death Date: 9999

Display Biography: Canadian architect, contemporary
Birth Date: 1900  Death Date: 2090

Display Biography: Italian painter, ca. 1360-before 1413
Birth Date: 1355  Death Date: 1413
**Indexing life dates**

*Display Biography:* French architect, baptized 1598, died 1666  
**Birth Date:** 1597 **Death Date:** 1666

*Display Biography:* Persian king and patron, reigned 522-486 BCE  
**Birth Date:** -550 **Death Date:** -486

*Display Biography:* German painter, master in 1315, died 1344  
**Birth Date:** 1270 **Death Date:** 1344

*Display Biography:* British architectural firm, founded 1768, dissolved 1833  
**Birth Date:** 1768 **Death Date:** 1833

*Display Biography:* French miniaturist, 14th century  
**Birth Date:** 1300 **Death Date:** 1399

*Display Biography:* Florentine architect, 1300/1310-1362  
**Birth Date:** 1300 **Death Date:** 1362

*Be sure to state only what is known in Display  
  e.g., don't state a birth date in display if only the date of Baptism is known*

---

**Sex of the person**

- Record the sex of the individual: *male*, *female*, *unknown*.

- For anonymous artists, the sex should generally be *unknown*.

- Do not assign sex designation based on the name alone. For example, names such as *Robin*, *Hilary*, *Nicola*, *Andrea*, *Jean*, and *Evelyn* may be male or female.

- For corporate bodies, record *not applicable*.  

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**Events, locus of activity**

**DISPLAY BIOGRAPHY:**
Dutch painter and draftsman, 1853-1890

**EVENT:** active
**PLACE:** Holland

France

---

**EVENTS, LOCATIONS, DATES:** (e.g., locus of activity, dates of activity, baptism, etc.)

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12001/</td>
<td>miscellaneous</td>
</tr>
<tr>
<td>12002/</td>
<td>active</td>
</tr>
<tr>
<td>12003/</td>
<td>documented</td>
</tr>
<tr>
<td>12004/</td>
<td>flourished</td>
</tr>
<tr>
<td>12011/</td>
<td>baptism</td>
</tr>
<tr>
<td>12012/</td>
<td>burial</td>
</tr>
<tr>
<td>12015/</td>
<td>citizenship</td>
</tr>
<tr>
<td>12016/</td>
<td>naturalization</td>
</tr>
<tr>
<td>12018/</td>
<td>relocation</td>
</tr>
<tr>
<td>12019/</td>
<td>immigration</td>
</tr>
</tbody>
</table>

---

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Other Events

**For Henri Rousseau**

| EVENT: | exhibited |
| DISPLAY DATE: | at the Salon des Indépendants, Paris, in 1886 |
| START DATE: | 1886 |
| END DATE: | 1886 |
| PLACE: | Paris (France) |

With an event, you must note either location or dates of the event.

Descriptive note

**DESCRIPTIVE NOTE:**

Riza, son of 'Ali Asghar, was a leading artist under the Safavid shah Abbas I (reigned 1588-1629). He is noted primarily for having created portraits and genre scenes. The various names for this artist and the attributions of paintings in his oeuvre are somewhat uncertain, since his signatures and contemporary documentary references to him are ambiguous. Most scholars agree that the artist, Aqa Riza, who is named by Safavid chroniclers, is the same person as Riza in the court of Abbas (thus, "Abassi"), and that the artist's style changed significantly at mid-life. Others believe that two different artists with similar names are responsible for the oeuvre generally attributed to Riza. His early paintings display a fine, almost calligraphic linear style with mainly primary colors; the palette of his later works is darker and earthier, and the lines are coarser and heavier. He was probably born in Kashan and he probably died in Esfahan.

Topics may include (in this order):

- disputed issues or ambiguity regarding names or facts (NOT an "editor's note")
- facts regarding the life of a person or founding and dissolution of a corporate body
- brief explanation of with whom the artist studied
- characteristics of the style of the firm (only if you are an art historian)
- description of the artist's stylistic development (only if you are an art historian)

Consult the Rules.
Descriptive note

- Complete sentences are recommended to unambiguously convey meaning. Follow all other grammatical rules for standard English composition.

- Values may include any ASCII character. Do not use carriage returns or tabs. No special characters are allowed, including smart quotes, M-dashes, and superscripts. Diacritics must be expressed according to the Diacritical Codes.

- Do not plagiarize or quote a source verbatim.

- All information in the descriptive note must be derived from an authoritative source and the source must be cited in the Note Source field. Acceptable sources are listed in the Rules.

- The note should be brief and concise. The descriptive note is intended to touch upon major relevant points; it is not a comprehensive encyclopedia entry. A minimum note may be one or two lines of text. Notes must not be longer than 250 words.

Descriptive note

- Any important information in the Note must be indexed in appropriate fields as warranted.

- If an issue is in dispute, be careful not to express it as a certain fact. On the other hand, be careful not to imply that a fact is unknown simply because you happen not to know it.

- Avoid bias or critical judgment, both negative and positive. Express all information in a neutral tone. Do not write from a subjective or biased point of view, even if your source expresses a fact in a subjective way. Avoid expressing biased or insensitive views regarding religion, politics, or culture.

- You may mention one or two works if necessary to make a point, but avoid making a list of an artist's works.

Consult the Rules
### Related People/Corporate Bodies

**RELATIONSHIP TYPE:** members are

**RELATED PERSONS:**
- Richard Meier
- Michael Palladino
- James R. Crawford
- Bernhard Karpf
- Reynolds Logan

*“associative relationship”*
- e.g., a corporate body may be related to persons

---

**Name of Related Person or Corporate Body:**
The preferred name of the related person or corporate body.

Go to the ULAN to find the name and ID of the related person or corporate body. If there are diacritics in the name, delete them and replace them with the correct Diacritical Codes.

**ID:** The numeric ID of the related person (e.g., 500041805). Go to the ULAN to find the Name and the ID. The ID is found at the top of the page, above the preferred term in the full record display for ULAN online.

To add more than one related person, click the plus sign to access additional fields.

If you wish to link to person or corporate body that is not yet in the ULAN, leave these fields blank. Use the Editor Note to ask the editors to make the link for you. Then make a new record for the related person or corporate body.
Related People/Corporate Bodies for Albrecht Dürer (German, 1471-1528)

Relationship Type: sibling of
Related Person: Hans Dürer

Relationship Type: student of
Related Person: Michael Wolgemut
Display Date: from 1486 through 1490
Start Date: 1486   End Date: 1490

- student/teacher relationships
- familial relationships if the relative is also an artist
- dates of relationship
- Start and End dates are used for searching, do not display to end user

Related People/Corporate Bodies

Jorge Afonso (Portuguese painter and court artist, born ca. 1470-1475, died before 1540)

Relationship Type: possibly identified with
Related Person:
Master of 1515 (Portuguese painter, active 1515)

- Use for artists who are perhaps the same person
- If scholars are not sure, do not put the names in the same record

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Related People/Corporate Bodies

- person may be related to another person
- person may be related to a corporate body
- corporate bodies may be related to each other
- relationship is reciprocal
- only significant relationships are recorded (from the point of view of retrieval or art historical research)
- only direct relationships
  - student/teacher is included
  - “influenced by” usually is not
  - don’t record a family tree (unless they are all artists)

Relationship Type:

- A term or phrase characterizing the relationship between the person or corporate body at hand and the linked person or corporate body.

- Do not make multiple relationships between the same two people or corporate bodies (list only most important).

- Choose the specific suitable Relationship Type, if possible. If absolutely necessary, use the broad related to as a default.
Related People/Corporate Bodies

Relationship Type:

- Link to the correct side of the relationship: Record being created (focus record) is being linked to another record (target record):
  - focus - target = 1102/student of - 1101/teacher of
  (creating the record of a student, and wish to link him or her to the teacher)
- If you were creating a record for a teacher and linking her to her student, you would choose 1101/teacher of - 1102/student of instead.
- Note that there are homographs.
  - If you are linking an uncle to his niece, use 1534/uncle of - 1533/niece of, NOT 1532/uncle of - 1531/nephew of.

Consult the Rules

Choose the Relationship Type from controlled list.
Definitions are in the Rules
Arranged by guide terms
For educational purposes only. Do not distribute.

### Hierarchical Relationship in ULAN

- **Hierarchical relationships represented with indentation in display**

<table>
<thead>
<tr>
<th>Relationship Type</th>
<th>ULAN ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000/related to</td>
<td></td>
</tr>
<tr>
<td>1001/miscellaneous</td>
<td></td>
</tr>
<tr>
<td>1003/associated with</td>
<td></td>
</tr>
<tr>
<td>1005/possibly identified with</td>
<td></td>
</tr>
<tr>
<td>1007/distinguished from</td>
<td></td>
</tr>
<tr>
<td>1101/teacher of - 1102/student of</td>
<td></td>
</tr>
<tr>
<td>1105/apprentice of - 1106/apprentice was</td>
<td></td>
</tr>
<tr>
<td>1106/apprentice was - 1105/apprentice of</td>
<td></td>
</tr>
</tbody>
</table>

- **Fill in the name and ULAN ID of the related person or corporate body**
- **Add relationship type (link to correct side of relationship)**
- **If the person/corporate body is not yet in ULAN, make a separate record for it, tell editors in Editor Note**

---

**Hierarchical Relationships in ULAN**

- Gobelins
  - Gobelins Furniture Manufactory
  - Gobelins Marquetry Studio
  - Gobelins Pietra Dura Studio
  - Gobelins Metalwork Studio
  - Gobelins Engraving Studio
  - Gobelins Silversmiths' Studio
  - Gobelins Painting Studio
  - Gobelins Sculpture Studio
  - Gobelins Tapestry Manufactory
  - Gobelins Dye Works

- Contribution form: For Corporate Bodies and only when necessary

---

**Contribution**

*Le Cheval Rayé*, artist: Gobelins tapestry manufactory, based on sketches by Albert Eckhout, ca. 1690-1730; wool and silk; 326 x 580.2 cm; J. Paul Getty Museum (Los Angeles, CA) 92.DD.21
### Sources

- Required to list sources.
- For preferred name, prefer the most authoritative, up-to-date source available. Sources of information in the ULAN record may include the following in this order of preference:
  - **Standard general reference sources**
    - Grove, Thieme-Becker, Bénézit
    - LC Name Authority Headings
    - text books
    - general biographical dictionaries
  - **Other official sources**
    - repository publications, including catalogues and official Web sites
    - general encyclopedia and dictionaries
    - authoritative Web sites other than museum sites (e.g., university sites)
  - **Other sources**
    - inscriptions on art objects, coins, or other artifacts
    - journal articles, newspaper articles
    - archives, historical documents, and other original sources
    - authority records of contributors’ databases

### Notes
- If you are adding a person, just use the default “Person”;
- Use an appropriate parent for a corporate body
- NOTE: “Parent” here is NOT familial relationship. Do that with Related People/Corp. Bodies
How many sources are required?

- Multiple sources for preferred name, one can be your institution’s database
- At least one good source for other names
- Other information in the record must also come from published authoritative sources

Find the citation for your specific source in the list
Be sure to link to the correct edition
Sources

- Refer to the rules for recording page numbers

<table>
<thead>
<tr>
<th>Source</th>
<th>Page</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>459</td>
<td>12-34</td>
<td>title page</td>
</tr>
<tr>
<td>275 ff.</td>
<td>211-213</td>
<td>inscription</td>
</tr>
<tr>
<td>6:97</td>
<td>7:99 ff.</td>
<td>folio 21, verso</td>
</tr>
<tr>
<td>fiche 2</td>
<td>index</td>
<td>accessed 24 April 1998</td>
</tr>
<tr>
<td>map 17</td>
<td>25, note 2</td>
<td>&quot;Four Ming Masters,&quot; accessed 9 July 2002</td>
</tr>
</tbody>
</table>

- No "p." or "page"
- Use colon for volume and page (e.g., 6:97)
- Include full references for pages in a span (e.g., 211-213, NOT 211-13)
- Date when Web source is accessed

Sources

- Refer to the rules for recording new sources

**Brief:** Cole, *Sienese Painting* (1980)


Page: 12:115

Brief Citation: *Grove Dictionary of Art* online (1999-2002)


- If you absolutely cannot find the source in the list
  - Construct a new brief and full citation using RULES
When can I enter a term warranted only by Getty Vocabulary rules?

• Typically only for the creation of natural order names, when the source only lists the inverted name
• Cite this source for that term

Source ID: 2100039594  Merged Status: Merged
Brief Source: Getty Vocabulary Program rules
Full Source: Getty Vocabulary Program. Term warranted by ULAN Editorial Guidelines.

Finding the Names & bio in sources

- (yes, he is within scope for ULAN because his works are collected by an art museum, considered decorative arts)
- Museum Web site is an acceptable source (Met, NYC)
- Name in natural order Bartolomeo Cristofori

Bartolomeo Cristofori, 18th-century harpsichord maker, keeper of instruments at the Medici court
Finding the Names & bio in sources

Grove Art online
Musical instruments, §1(i): Western, 16th century to mid-20th

(a) Keyboard instruments.

Because almost all keyboard instruments have a large cabinet or permanent case, they all have a types of decorative treatment. Of all Western art, keyboard woodwork is responsive to changing concepts in furniture design. The earliest surviving stringed keyboard instrument is a 16th-century 'apricot' harp. Of the first keyboard instruments of the mid-16th century, Bartolomeo Cristofori was the last to be made.

Bartolomeo Cristofori (1655-1731)

European Baroque keyboard instruments were known for their variety, which varied greatly according to fashion. An instrument might be known by one or more names, so dating an instrument is sometimes difficult.

Craft techniques applied to keyboard instruments include (besides fine joinery) carving, casting, inlay, marquetry, matched wood, painted or gilt decoration, and gilding. In the late 18th century, the use of marquetry increased, both as a way to assimilate the fashion for Chinese lacquer and to lend a touch of luxury to instruments.

Online art encyclopedia entry, but in running text (not heading)
Name in natural order
Bartolomeo Cristofori

You may infer the inverted order because it is a modern Western name
But better to find inverted form in a source
Consult the Rules

Finding the Names & bio in sources

Encyclopedia Britanica online

Cristofori, Bartolomeo (di Francesco)

General encyclopedia entry, parentheses = you must interpret for ULAN = NO parentheses
For this source, preferred name in inverted order (spelling agrees w/others)
Cristofori, Bartolomeo
Variant name
Cristofori, Bartolomeo di Francesco
For LC, preferred name in inverted order 100 field, agrees
Cristofori, Bartolomeo

Variant name 400 field, 2 ms
Cristofori, Bartolommeo

Finding the Names & bio in sources

Historical pianos

Bartolommeo Cristofori

Cristofori, who was experimenting to produce a new instrument that was more responsive to the player's touch than the harpsichord. The new instrument might have passed unnoticed but for the interest of a writer, Antonio Maria, who wrote after a visit to Cristofori's workshop that was later translated into German and probably inspired Gottfried Silbermann to start making pianos. In the 18th century, Europe, one of Cristofori's pupils, took the art of piano making to England, and there developed his compact "square" piano. Developments in manufacture continued in Europe and America during the

Specialty encyclopedia
Running text, not separate entry
Bartolommeo Cristofori
Finding the Names & bio in sources

- Preferred for this source
  Cristofori, Bartolomé ($00e)

- Variant names for this source
  Cristofani, Bartolomé
  Cristofali, Bartolomé

CRISTOFORI, CRISTOFANI, CRISTOFALI (BARTOLOME)

- in ULAN ALL three are variants, not preferred (based on other sources)

Metropolitan Museum of Art site

- Signature is a welcome variant name
- Either indirectly in published source or directly from object
  - (Do not transliterate a signature in a non-Roman alphabet unless you are an expert)
  - But obscure archival reference used only once is generally not desirable (unless of particular historical interest)
Finding the Names & bio in sources

- Display name = natural order form of inverted preferred name
- ULAN preferred name indexing form of descriptor
- LC preferred name

1. Cristofori, Bartolomeo *(preferred, index, LC)*
2. Bartolomeo Cristofori *(display)*
3. Cristofori, Bartolommeo
4. Cristofori, Bartolomeo di Francesco
5. Cristofori, Bartolomoe
6. Cristofani, Bartolomoe
7. Cristofali, Bartolomoe
8. Bartholomaeus de Christopheris Patavinus

All others are variants, arranged roughly in order of importance, i.e., frequency of use

Take a 10 minute break

Go to ULAN Exercises
Contributing to the Getty Vocabularies: Entering new records via the online contribution forms

Part 2

Patricia Harpring, Managing Editor
To contribute: vocab@getty.edu

Getty Vocabulary Program
March-May 2011

TGN: Brief Rules for Required Fields
Elements of a TGN record

**names**
- Munich
- München
- Monaco
- München

**place**
- 7004333

**parent place**
- Germany
- Bayern
- Oberbayern

**place types**
- inhabited place
- state capital

**coordinates**
- 48° 08' N, 011° 35' E

**dates**
- founded near an older settlement in 1157

**note**
Capital of Bavaria and the third-largest city in Germany; is situated on both sides of the Isar River, north of the Alps. Henry the Lion, duke of Bavaria, established it in 1157 as a mint and market for Benedictine monks from Tegernsee...

**sources**
TGN: Is your contribution appropriate?

Determine that the place is
• not already in TGN and
• is within scope of TGN

Determine that the concept is
• not already in the TGN
• Use Booleans, wildcards, creative retrieval
• Sort out the homographs
SCOPE OF TGN

New places in TGN must be within scope

- TGN places include political entities and physical features
- Scope is global, some extraterrestrial
- Includes all current continents and nations
- Historical places, including nations and empires
- Prehistory to the present
- Real places, not mythical
- May include formerly inhabited places, historical places with unknown exact locations “lost settlement”
- Focus on places important to art and material culture

Required Fields for TGN

- preferred name
- variant names, as stated in Rules
- source(s) for the names
- place type(s) (e.g., inhabited place)
- hierarchical position
What is a name in TGN

- Names, appellations, and designations used to identify a place
  - Current, historical, official, local usage
  - May include a “core” name and descriptive designation (e.g., Mount Etna or Mississippi River)
- MUST be equivalents, referring to the same place
- If archaeological site is near but not on site of the modern town, these are two separate records, not two names in the same record

Examples of Place Names

- Firenze
- Florence
- Fiorenza
- Tel Hazor
- Tel Hazor
- Tel-Hazor
- Big Apple
- City of Brotherly Love
- Michigan, Lake
- Florentine

- vernacular names
- variant names in other languages (English)
- historical names
- transliterations
- variations in spelling, diacritics, punctuation, or capitalization
- nicknames
- translations
- inversions (physical features)
- adjectival forms
Preferred Names

- One name flagged “preferred”
- “Preferred” name is the name most commonly used
- Generally vernacular; but English for continents, oceans, historical entities, etc.
- Chosen from authoritative scholarly sources and general reference works in American English
- Include English variant if there is one, flag it
- May have been transliterated into Roman alphabet by your source where necessary
- Please include variant names as well

Variant names

Mississippi River
Mississippi
Mississippi, fleuve
Fiume del Missisipi
Fleuve Mississippim
Chicagua
Chucagua
La Grande Riviere
Malabanchia
Malabouchia
Mascicciipi
Meact-Chassipi

- one name is required
- many records have multiple names
Names in TGN

Firenze (preferred, vernacular, Italian-preferred)
Florence (English-preferred)
Floresia (Spanish-preferred)
Florenz (German-preferred)
Fiorenza (historical) Medieval
Florentia (historical, Latin) name of Roman colony on N bank of Arno
Florentine (adjectival, English)

- All names **MUST** refer to the same place
- Record names in mixed case (not all caps)
- Generally only 2 to 4, not more than 15 names (obscure archival not mandatory or desirable, but published names are desired)

Names in TGN

Firenze (preferred, vernacular, Italian-preferred)
Florence (English-preferred)
Floresia (Spanish-preferred)
Florenz (German-preferred)
Fiorenza (historical) Medieval
Florentia (historical, Latin) name of Roman colony on N bank of Arno
Florentine (adjectival, English)

- Prefer the vernacular form commonly used in standard authoritative sources in English language
Names in TGN

- Firenze (preferred, vernacular, Italian-preferred)
- Florence (English-preferred)
- Florencia (Spanish-preferred)
- Florenz (German-preferred)
- Fiorenza (historical)
- Florentia (historical, Latin) name of Roman colony on N bank of Arno
- Florentine (adjectival, English)

- Include the preferred English form as well when it differs from vernacular
  - generally only for famous, large, or ancient places (nations, mountain ranges)
- Include other languages when pertinent

Multiple Vernacular Names

- Strasbourg (preferred, vernacular, French-preferred)
- Strassburg (vernacular, German-preferred)
- Stra$18sbug (vernacular, German-preferred)
- Strossburi (vernacular, Alsatian-preferred)
- Estrasburgo (other, Spanish-preferred)
- Strateburgum (historical, Medieval Latin)
- Argentoratum (historical, Ancient Latin)

- multiple vernacular languages
- important to record all
- prefer the one used in standard sources that also prefer the vernacular (e.g., atlas, gazetteer, NIMA)
Transliterations, diacritics

- T$01oky$01o (vernacular)
- Tokyo (English-preferred)
- Tokio (historical, English) obsolete spelling
- Edo (historical) during Tokugawa Shogunate beginning 1603
- Yedo (historical)

- Transliterated in Roman alphabet
- Generally from transliterated source
- Use of diacritics
- $00 codes (T$01oky$01o)

Display Name, Indexing Name

- Napoli (Napoli province, Campania, Italia, Europe)

- Napoli (vernacular preferred)
- Naples (English-preferred)
- Napoli province (display name)

- Flag “display name” = special name flagged for horizontal displays or “headings”
- Where simple name is confusing
Names and Flags

- Mark flags in the pop-up window

“Other flags”

- FIPS
- ISO 2-letter
- ISO 3-letter
- ISO 2-number
- ISO 3-number
- Official name
- Provisional name
- Pseudonym
- Site name
- US Postal Service

Names and Language Flags

- Vernacular and other languages
- Variant transliterations
- Preferred English, ISO, and other flags
- Preferred vs. official name, not necessarily the longest form

al-Uqdunn (Vernacular, preferred)
Al Urdunn (Vernacular)
Urdunn (Vernacular)
al-Mamlakah al-Urdunniah al-Hāshimiyyah
(Vernacular, official)
Jordan (preferred English)
Hashemite Kingdom of Jordan (English)
Jordanie (French)
Royaume hachémite de Jordanie (French)
Jordaan (Dutch)
Jordania (Spanish)
Giordano (Italian)
JOR (ISO3)
JO (ISO2)
ISO400 (ISO3N)
J000 (FIPS)
Transjordan (Historical) Displayed:
April 1949 Earliest: 1921 Latest: 1949

Flag from: http://www.odci.gov/cia/publications/factbook/
Names and Flags

Kent, Ohio

Kent (preferred)
City of Kent (official name)
Tree City (pseudonym)  ... pseudonym adopted in late 19th century, when John Davey, an expert horticulturalist, planted hundreds of trees throughout the city
Rockton (provisional name)  ... name considered before adoption of "Kent"

- Official name, because the preferred vs. official name, not necessarily the fullest form
- Pseudonym
- Provisional name

Names and Flags

Hierakonpolis, Egypt

Kawm Al-Ahmar (preferred)
Kom al Ahmar
Hierakonpolis (historic, site name)  ... meaning "City of the Hawk"
Hieraconpolis (historic)
Nekhen (historic)
Nekhab (historic)

- Site name
  - Use when the modern name for the place is not the same name used by scholars to refer to the ancient site
Names and date

<table>
<thead>
<tr>
<th>Name</th>
<th>Language</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siena</td>
<td>vernacular, preferred</td>
<td>used since 13th century</td>
<td>1200</td>
<td>9999</td>
</tr>
<tr>
<td>Sienna</td>
<td>English</td>
<td>obsolete spelling</td>
<td>1500</td>
<td>1900</td>
</tr>
<tr>
<td>Senae</td>
<td>historical</td>
<td>medieval</td>
<td>800</td>
<td>1500</td>
</tr>
<tr>
<td>Sanna</td>
<td>historical</td>
<td>medieval</td>
<td>800</td>
<td>1500</td>
</tr>
<tr>
<td>Saena Julia</td>
<td>historical, Roman</td>
<td>Roman</td>
<td>-100</td>
<td>300</td>
</tr>
<tr>
<td>Sena Julia</td>
<td>historical</td>
<td>Etruscan</td>
<td>-800</td>
<td>-100</td>
</tr>
</tbody>
</table>

Names may be current or historical.
Names may have display dates.
Years delimiting span.

Hierarchical Relationship in TGN – Whole/Part

Top of the TGN hierarchy (hierarchy root)
.... World (facet)
......... North and Central America (continent)
............... Costa Rica (nation)
..................... Alajuela (province)
..................... Cartago (province)
..................... Guanacaste (province)
..................... Heredia (province)
..................... Limón (province)
..................... Puntarenas (province)
..................... San José (province)

Provinces are part of the nation.
Displayed with indentation.
Indicated by linking each place to its "parent"
Choosing the parent
• To add a new record, TGN requires that you name the correct administrative division within the nation where the place should be positioned
• Consult the Rules and precedent for other places in that nation
• If you cannot determine the correct administrative subdivision, use the narrowest level known (e.g., state or nation, if you do not know the county)

Levels below inhabited place
• hierarchy generally descends to level of inhabited place
• neighborhoods are included for largest cities

World
 North and Central America (continent)
 United States (nation)
  California (state)

San Francisco (inhabited place)
  Chinatown (neighborhood)
  Ingleside (neighborhood)
  Mission (neighborhood)
  Nob Hill (neighborhood)
  North Beach (neighborhood)
  Washerwomans Bay (former physical feature)
Some places may no longer exist, e.g., submerged island of Alexandria, Egypt.

Historical and former places

- Egypt (nation)
- Urban (region)
- Al-Iskandariyah (governer)
- Alexandria (inhabited place)
- Antirhodos (former island)

Polyhierarchy

- Modern world
  - Italy
  - Tuscany
  - Siena province

- Historical world
  - Etruria

- Siena/Sena

- Multiple hierarchical relationships may include historical parents
- The date of the relationship may also be included
**Dates for hierarchy**

Hierarchical Position:
- World (facet)
- Europe (continent)
- Italy (nation)
- Etruria (region)
- Orvieto (inhabited place)

- The date of the relationship may also be included

<table>
<thead>
<tr>
<th>Etruria (former group of nations/states/cities) (H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orvieto (inhabited place) (H) as Velzna, one of the major cities of the Etruscan federation, was destroyed in 264 BCE</td>
</tr>
<tr>
<td><strong>Start:</strong> -1100  <strong>End:</strong> -264</td>
</tr>
</tbody>
</table>

**Physical feature crosses national boundaries**

- Physical features that cross boundaries are placed under the level that entirely contains them

World
- Europe (continent)
- Adriatic Sea (sea)
- Alemannia (region, general)
- *Alps (mountain system)*
- Alsace-Lorraine (region, general)
- Andorra (nation)


Matterhorn: photo MS Clip Gallery 3.0
Place types

for Indianapolis, Indiana

inhabited place
city
state capital
manufacturing center
transportation center
sporting center
financial center
agricultural center

- minimum record has one place type
- fuller records have more
- one is flagged as “preferred”

- For cities, towns, villages, preferred = inhabited place

Place types

for Indianapolis, Indiana

inhabited place ... founded in 1821
Start: 1821   End: 9999
city
state capital ... since 1825 Start: 1825   End: 9999
manufacturing center
transportation center
sporting center ... especially noted for Indianapolis 500 automobile race, since 1911
Start: 1911   End: 9999
financial center
agricultural center

- May have dates with place type
- Dates of habitation are most important
For Machupicchu, Peru

- Historical or current
- "deserted settlement" is preferred current, "inhabited place" is historical

**Place types**

**deserted settlement** (preferred, current) ... building started ca. 1440; was inhabited until the Spanish conquest of Peru in 1532  
Start: 1430  End: 1550

**archaeological site** (current) ... rediscovered in 1911  
Start: 1911  End: 9999

**ruins** (current)  
Inca center (historical) ... building started ca. 1440; was inhabited until the Spanish conquest of Peru in 1532  
Start: 1440  End: 1550

Choose appropriate Place Type from the controlled list
Coordinates

- Expressed in degrees, minutes, and seconds
- Translated into decimal degrees by the system
- Represent a point at the center of a place, or the source of linear features (e.g., rivers)
- Elevation
- Bounding coordinates

**COORDINATES** (Degrees and minutes in degrees/minutes/seconds are decimal fractions of degrees, or fractions of standard measure of a degree)

<table>
<thead>
<tr>
<th>Coordinate</th>
<th>Degree</th>
<th>Minute</th>
<th>Second</th>
<th>Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Longitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Elevation**

Carefully record exactly as your source provides.

**Associative Relationship in TGN**

- There may be associative relationships between places
  - deserted settlement may be related to modern town
  - date for relationship

**Hazor**

for a deserted settlement in Israel

**DESCRIPTIVE NOTE:**
Located over Huleh Valley, near the modern town Hazor; for centuries it was one of most important cities of Canaan, in control of rich agricultural area and vital trade and military route; according to the Bible, site of victory of Joshua and other battles of Israelites.
• Fill in the name and TGN ID of the related place
• Add relationship type
• If the place is not yet in TGN, make a separate record for it, tell editors in Editor Note

Associative Relationship examples

[for the Ancient Mesopotamian kingdom, Assyria, which is distinct from the Roman Province of the same name]

Relationship Type: **distinguished from**
Related Place: Assyria (Roman Empire) (province)

[for the lost settlement of Sharuhen]

Relationship Type: **possibly identified as**
Related Place: Tel el-Far'ah (As Suwayd$01a', Syria) (deserted settlement)

[for Kings county, New York, USA]

Relationship Type: **coextensive with**
Related Place: Brooklyn (New York, New York, USA)

[for ancient Persia]

Relationship Type: **predecessor of**
Related Place: Iran (nation)

Choose the appropriate relationship type from controlled list
Add dates if known
**Associative Relationship examples**

- **Dates for Relationships**

**Relationship Type:** capital of  
**Related Place:** Flavia Caesariensis (Britannia Inferior, Roman Republic and Empire) (province)  
**Display Date:** from the early 4th century CE  
**Start Date:** 296  
**End Date:** 900

**Relationship Type:** ally of  
**Related Place:** Orvieto (Terni province, Umbria, Italy) (inhabited place)  
**Display Date:** Guelf allies during the 13th and 14th centuries  
**Start Date:** 1250  
**End Date:** 1400

---

**Descriptive Note**

For Gaul (historical region)

**Note:** Refers to the region inhabited by the ancient Gauls, comprising modern-day France and parts of Belgium, western Germany, and northern Italy. It was a powerful ancient country. Inhabited from ca. 600 BCE by Celtic Galli. French Gaul (the area of Gaul that is modern France) was later divided by Rome into four provinces: Narbonensis, Aquitania to the west and south of the Loire, Lugdunensis in central France between the Loire and the Seine, and Belgica in the north and east.

**Topics may include the following:**

- disputed issues, sovereignty, or ambiguity regarding the names or critical facts about the place
- possible confusion of the place due to its name being a homograph for a nearby place
- physical description
- description of its location (do NOT repeat the hierarchy information, but you may mention physical features, etc.)
- the first habitation of the place
- its political history, in chronological order
- its importance relative to other places or to the history of art and architecture
- for modern nations, include the languages spoken
- population may be included for inhabited places, provided you cite the date of your source

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Sources

- Required to list sources.
- For preferred name, prefer the most authoritative, up-to-date sources available. Sources of information in the TGN record may include the following in this order of preference:

  - **Standard general reference sources**
    - atlases, loose maps, gazetteers
    - geographic dictionaries, encyclopedias, guidebooks
    - government Web sites, including NGA (NIMA) and USGS
  - **Other official sources**
    - newsletters from ISO and United Nations
    - communication with embassies
    - Library of Congress subject headings
  - **Other material on topics of geography or current events**
    - books, journal articles, and newspaper articles
    - archives and other original sources
  - **Other sources**
    - inscriptions on art objects, coins, or other artifacts
    - catalog records of repositories of art objects
    - books on history of art and architecture

Find the citation for your specific source, edition in the list

---

Finding the Names & Parents in sources

How many sources are required?

- Multiple sources for preferred name, one can be your institution's database
- At least one good source for other names
- Other information in the record must also come from published authoritative sources
Finding the Names & Parents in sources

Coin depicting the Sanctuary of Hercules, excavated in the ruins of Erythrae, Turkey

- What is preferred spelling?
- Where is the ancient site?
  Same as a modern town?
- What is the hierarchical parent of this place?

- Inscription on object may be a source for a variant name
- But DO NOT transliterate the Greek name unless you are an expert! Ἕρυθραῖοι
- Use sources with Roman alphabet

Finding the Names & Parents in sources

The Classical Greek Shipwreck at Tektaş Burnu, Turkey

DEBORAH N. CARLSON

Abstract

The remains of a fifth-century B.C. shipwreck were discovered off the Aegean coast of Turkey by the Institute of Nautical Archaeology (INA) in 1996. Excavations of the wreck between 1999 and 2001 determined that the ship had been carrying a cargo of wine containing about 290 amphorae of the so-called pseudo-Soula type, which have been found at various sites along the coast of the East Mediterranean. The shipwreck site, an anchor with stamp from the wreck, is located on a farm near Tektaş Burnu, Erythrae. The ship produced substantial quantities of black glaze pottery, marble columns and stelai, and sculpture, as well as mosaics from Ephesos, Mende, and Samos. Research on the ship include a pre-Caspian blue green gneiss from Erythrae, the only known ancient vessel with an ancient vessel.

In 1376, Erythrae came under the rule of the Ottoman Empire but was later captured by the Venetians in 1405.

- Names often found in an article without context
- May not know the modern administrative parent
- With homographs, how do you know which place is intended?
- Spelling = Erythrae
Finding the Names & Parents in sources

Grove online

Ionia.

Ancient region covering the central part of the west coast of Asia Minor (modern Turkey) from the Bay of Izmır south to Bargylia. It included the cities of Miletos, Myus, Priene, Eresos, Kolophon, Teos, Lebedos, Klazomenai, Phokaia, and Smyrna, and the adjacent islands of Samos and Chios. Herodotus (Histories 1.57–59) and Thucydides (History of the Peloponnesian War 1.63) claimed that Greeks fleeing the Doric invasion colonized the region in the 11th century BCE, but excavators have discovered Late Bronze Age (13th century BC) Mycenaean objects in the area, and port.

- Art encyclopedia
- Name in running text, spelled with "i" = Erythrai
- Does not state modern parent

Princeton Encyclopedia of Classical Sites

ERYTHRAI (Ildiri)

Note diacritics: Ild$73ir$73i

- Encyclopedia of historical places
- Know your source! Princeton often does NOT mean the parenthetical place is exactly the same place
Finding the Names & Parents in sources

- Encyclopedia entry
- Name in article heading
- Text states that the place is the same as modern town Ildir
- Name = Ildir (Roman lowercase “i,” no diacritic)

Finding the Names & Parents in sources

- Encyclopedia of historical places
- Name in article heading
- Text states that the place is now in Izmir province = Parent
- NOT all caps in TGN = Erythrae
Finding the Names & Parents in sources

- Maps may be a good source
- But cannot tell the modern administrative subdivision unless the map depicts internal administrative boundaries (this one does not)
- Ildir

Finding the Names & Parents in sources

- Once you know that Ildir is the modern site for Erythrae, use NIMA for coordinates and parent
- Ildir

Ildir

Ildir, Gulf of (USS: 12002)
Ildir, Gulf of (USS: 12002)
Ildir, Gulf of (USS: 12002)
Ildir, Gulf of (USS: 12002)
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- Atlases and gazetteers usually have degrees, minutes, seconds for coordinates.
- GIS and other sources may use decimal fractions of degrees.
- Enter in correct field.

<table>
<thead>
<tr>
<th>Place</th>
<th>Longitude</th>
<th>Elevation (meters)</th>
<th>Elevation (feet)</th>
</tr>
</thead>
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<tr>
<td>kramiya</td>
<td>40.61811111</td>
<td>30.2691667</td>
<td>1952</td>
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<td>6765</td>
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<td>Isparta</td>
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<td>5203</td>
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<tr>
<td>Izmir</td>
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<td>5272</td>
</tr>
<tr>
<td>Isparta</td>
<td>NA</td>
<td>39.0633333</td>
<td>1607</td>
</tr>
</tbody>
</table>

Click appropriate button and transcribe.
LC subject headings and authorities may be a source
In this case, our Erythrae is a subject heading, spelling with digraph Erythr$70ae

Finding the Names & Parents in sources

TGN names:

1. Ild$73ir (vernacular, preferred)
2. Ildir
3. Ild$73ir$73i
4. Erythrae (historical, site name)
5. Erythr$70ae (historical)
6. Erythrai (historical)

TGN preferred name = current name most often used
Preferred name for the ancient site

Historical arranged below current names in reverse chronological order, if relevant
Elements of an AAT record

- **names/terms**
  - travertine
  - travertine marble
  - travertine stone
  - roachstone
  - lapis tiburtinus

- **concept**
  - 11329

- **related concepts**
  - tufa
  - onyx marble

- **scope note**
  A dense, crystalline or microcrystalline limestone that was formed by the evaporation of river or spring waters. It is named after Tivoli (Tibur in Latin).

- **sources**
  - Sturgis, Dictionary of Architecture and Building (1902);
  - Roberts, Construction Industry Thesaurus (1976);
  - Brady and Clauser, Materials Handbook (1977);
AAT: Is your contribution appropriate?

Determine that the concept is
• not already in AAT and
• is within scope of AAT

- Determine that the concept is not already in the AAT
- Use Booleans, wildcards, creative retrieval
**SCOPE OF AAT**

- **Scope is from prehistory to the present**
- **No geographic limitations**
- Terms for concepts, activities, and objects discussed within the literature of the fields of art, architecture, decorative arts, archaeology, material culture, art conservation, archival materials, or related topics
- **Must fit into the hierarchies already established in the AAT**
- **Concepts identified by terms excluding proper names**
  thus it can be described as containing information about *generic concepts* (as opposed to proper nouns or names)

**Outside the scope of AAT:**

- Geographic names (see TGN)
- Personal names (for artists, see ULAN)
- Corporate names
- Iconographic themes (see ICONCLASS)
- Titles of works of art or names of buildings (CONA)
- Brand names
Required Fields for AAT

- preferred term
- variant terms: alternate descriptor (singular/plural)
- sources for the terms
- scope note
- source(s) for the scope note

What is a term in AAT?

- A word or phrase denoting a discrete concept in the context of a particular subject
  - Must be used consistently in multiple sources to always refer to exactly the same concept
  - It is not the same thing as a “heading,” which may concatenate multiple “terms” together in a string
  - Terms may be combined to create headings where necessary for local use, but only enter terms per se into the AAT
What is a term

- AAT term represents a single concept
  - Gothic
  - cathedral
  - stained glass
  - rose windows
  - flying buttresses
  - naves
- Each of the above terms represents a concept applicable to this group of photographs
- *Gothic cathedral* is NOT a term. It comprises two terms.

Examples of Terms

- **rhyta**, **rhyton**
- **color proofs**, **colour proofs**
- **stilleven**, **gilding**, **gilded**
- **raking cornices**, **cornices, raking**

- plural
- singular
- American English
- British English
- other languages
- synonyms that have various etymological roots
- noun form
- other forms of speech
- natural order
- inverted order
Preferred Terms

- One term flagged “preferred”
- “Preferred” term is the term most commonly used in American English published sources
- Chosen from current scholarly literature and standard, general reference works
- Generally American English (including loan words)
  - Please include variant terms as well
  - Include British English if needed; other languages, must have been transliterated into Roman alphabet in your source
  - Each language has one Descriptor.

Variant Terms

- column kraters
- column krater
- column craters
- column-kraters
- Corinthian craters
- Corinthian kraters
- kraters, column

- one term is required
- many records have multiple terms
### Terms in AAT

**lantern slides** *(preferred, descriptor)*  
**lantern slide** *(alternate descriptor)*  
lantern slide transparencies *(used for)*  
magic lantern slides *(used for)*  
slide, lantern *(used for)*  
slides, lantern *(used for)*

- All terms **must** refer to the same concept = true synonymity, NOT near synonymity  
- One flagged as “preferred”  
- Prefer the term most commonly used in standard, authoritative, scholarly publications in American English  
- Flag the descriptor(s)

---

### Terms in AAT

**lantern slides** *(preferred, descriptor)*  
**lantern slide** *(alternate descriptor)*  
lantern slide transparencies *(used for)*  
magic lantern slides *(used for)*  
slide, lantern *(used for)*  
slides, lantern *(used for)*

- **NOUNS:** For objects, preferred term is plural noun, flagged **descriptor**  
- For objects, the second term should be singular noun, flagged **alternate descriptor**  
- Other synonyms flagged **used for**  
- Include inverted forms of descriptor  
- Generally 2-3 terms, fewer than 10
Do not make a compound term composed of a noun phrase containing an adjective that designates material, style, attribute, or technique. Doing so would mean that these adjectives would recur in infinite combinations throughout the AAT.

**Examples of what are NOT allowed as compound terms**
- Baroque + churches
- Baroque + painting
- Baroque + sculpture
- Stone + walls
- Stone + churches
- Stone + steps

*lantern slides* comprises two words. Is it a ‘term’?

---

- Multiword or *compound terms* must be capable of being arranged in a genus-species relationship within the existing AAT hierarchies
- Each term must represent a single concept or unit of thought
- A compound term typically has a focus word and one or more modifiers

**Examples of valid single and multiword terms in the AAT**
- Domes
- Watercolor
- Onion dome
- Flying buttresses
- Stained glass
- High Gothic
- Art historians
- Felis domesticus

**A quick test:** If either component of a compound term - when separate - expresses concepts different than when they are part of a compound term, bind them together in a compound term.
If components of a compound term express the same meaning whether they are individual terms or part of a compound term, do NOT make a compound term.
Compound Terms

- Consult the Rules for detailed advice about creating compound terms

** When to create a compound term
Make a compound term when one or more of the following conditions exist:

- When the meaning of the expression cannot be accurately reconstructed from the constituent independent parts, generally because the modifier or focus term changes its meaning in the compound expression (e.g., high goodwill).
- When the modifier suggests a resemblance, as in a metaphor, to an unrelated thing or event (e.g., moonshine, barrel organs, spade money, saddlebag houses).
- When the modifier is not a noun or type of the focus term (e.g., facial, artistic, window seats, ice houses).
- When the purpose or function of the focus term, or function gives the focus term a specific form (e.g., china cabinets, crib barns, measuring cups).

Terms in AAT

embroidering (preferred, descriptor)
embroidered (alternate descriptor)
embroidery (process) (used for)

- PROCESSES: Preferred form is noun or gerund for processes, techniques, and functions
  - illumination, decoration, lacquering, sketching, embroidering, urbanization
- Alternate descriptor is past participle for processes, techniques, functions, and activities
  - scumbling ALT scumbled
  - cataloging ALT cataloged
Terms in AAT

**purpleheart** (preferred, descriptor)
peltogyne (wood)
purpleheart wood
purplewood
violetwood
amaranth (purpleheart)

- MATERIALS: Preferred term for materials is singular

- Terms must have true synonymity
- *If the variant term is not of the same etymological origin, be especially careful*

Terms generally in lower case, except scientific terms, styles, other terms capitalized based on warrant

- Angevin Gothic, Brussels lace, Tudor roses
## Qualifiers for Homographs

1. drums (walls)
   
   (<walls by location or context>, walls, ... Components)

2. drums (column components)
   
   (<shaft components>, <shafts and shaft components>)

3. drums (membranophones)
   
   (membranophones, <sound devices by acoustic means> [300041729])

- **Homographs are spelled the same, disregarding capitalization and punctuation**
- Qualifiers are used to disambiguate terms that are homographs in AAT or common English

---

## Qualifiers for Homographs

**drums (column components)** *(preferred, descriptor)*

**drum (column component)** *(alternate descriptor)*

- Plural qualifier for plural nouns, singular qualifier for singular nouns
- **Qualifier generally in English**
- Consult the Rules for devising a qualifier
- Use words from broader context, preferred term, or another distinguishing term when necessary, per Rules
- Include qualifier for preferred or any other term in the record
- In Editor Note, alert Vocab editors to add qualifier to existing term if necessary
Qualifiers for terms in other languages

milagros (ex-votos) (preferred, descriptor)
milagro (ex-voto) (alternate descriptor)

- Plural qualifier for plural nouns, singular qualifier for singular nouns
- Qualifier generally in English
- Consult the Rules for devising a qualifier

Qualifiers for Homographs

- Do not put the qualifier in the Term field
- Put it in the Qualifier field
**Terms in AAT**

- diffusion transfer prints (preferred, descriptor)
- diffusion transfer print (alternate descriptor)
- instant camera photographs (used for)
- instant photographs (used for)
- instant prints (used for)

- Prefer scholarly or technical vs. popular
  - diffusion transfer prints vs. instant prints

---

**Terms in AAT**

- Prefer a technical term for the generic material or object, not a brand name
- "Super Glue"? No.
- "cyanoacrylate"? Yes.
- No proper names
- No brand names

**cyanoacrylate, *n.*

A chemical compound containing the substituted acrylate group CH₂⁺[(CN)⁻COO⁻]⁻; any of various exceptionally strong adhesives based on such a compound.
Terms in AAT

Ancestral Puebloan (preferred, descriptor)
preferred by Native Americans, and in most common usage

Ancestral Pueblo (used for)
Anasazi (used for)
Basketmaker-Pueblo (used for)
Hisatsinom (used for)
Moki (Pre-Columbian Pueblo style) (used for)
Moqui (used for)

- Prefer culturally sensitive vs. derogatory
- But include all variant or alternate terms to provide access

Images: Encyclopedia Britannica online. Keet Seel cliff dwellings of the Kayenta Anasazi people, Navajo National Monument, Arizona, USA; Harvest scene.

© J. Paul Getty Trust; Patricia Harpring 2011

<table>
<thead>
<tr>
<th>Terms/Names</th>
<th>Other Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>folksonomies</td>
<td>Neologism</td>
</tr>
<tr>
<td>folksonomy</td>
<td>Neologism</td>
</tr>
</tbody>
</table>

NA
Abbreviation
Common term
Full term
Jargon / slang
Neologism
Scientific term

Use the "Other flags" as necessary to flag neologisms, jargon, abbreviations, etc.
Terms in AAT

Felis domesticus (species) (preferred, descriptor, scientific name)
domestic cats (alternate descriptor, common name)
domestic cat (used for)
house cats (used for)

- Names of animals and plants will be available soon
- Flag scientific and common name (be sure they are synonyms)

British English descriptor

color proofs (preferred, descriptor, American English-P)
color proof (alternate descriptor, American English)
colour proofs (descriptor, British English-P)
colour proof (alternate descriptor, British English)
flat proofs (used for)
proofs, color (used for)

- Include plural, singular, American English and British English if it is different from the American English descriptor and alternate desc.
- Otherwise, language is “English” if term is the same in both languages
Terms in other languages

- **watermarks** (preferred, descriptor, American English-P)
- **watermark** (alternate descriptor, American English)
- **water-marks** (used for, English)
- **water marks** (used for, English)
- **papermarks** (used for, English)
- **term used prior to ca. 1790**
- **filigrane** (descriptor, French-preferred)
- **Wasserzeichen** (descriptor, German-P)
- **filigrana** (descriptor, Italian-preferred, Spanish-P)
- **watermerk** (descriptor, Dutch-P)

You may include terms in other languages.
Follow capitalization rules of that language.

Terms in AAT

- **violoncellos** (preferred, descriptor, American English-P)
- **violoncello** (alternate descriptor)
- **celli** (used for)
- **cello** (used for)
- **cellos** (used for)
- **violoncelli** (descriptor, Italian-P)

Prefer term most commonly found in American English sources:
- violoncellos vs. violoncelli
- gymnasiuums vs. gymnasias
- akua’mma vs. akua’bas
- Other language plural = variant term
### Loan Words

- **papier-mâché**
  - (preferred, descriptor, English-P, French-P)
  - (used for)
  - paper-mache (used for)
  - papier mache (used for)

- Terms borrowed from other languages that have become naturalized in American English:
  - lits à la duchesse
  - mihrabs
  - pagodas
  - gongs
  - Schnitzaltars
  - Rathäuser

- May be both preferred English and preferred other language (French)

### Diacritics

- **gallery graves**
  - (preferred, descriptor, American English)

- **gallery grave**
  - (alternate descriptor, American English)

- **graves, gallery**
  - (used for, American English)

- **allées couvertes**
  - (used for, American English, French)

- **all$00ees couvertes**

- Diacritics recorded in code-extended ASCII (e.g., $00) in data, maps to Unicode
- Must use codes for all fields – all names, notes, date fields, etc.
Various transliterations

- **Chokwe** (preferred, descriptor)
- **Ciokwe** (used for)
- **Cokwe** (used for)
- **Jokwe** (used for)
- **Kiokwe** (used for)
- **Tuchokwe** (used for)
- **Badjok** (used for)
- **Bajokwe** (used for)
- **Batshioko** (used for)
- **Kioko** (used for)
- **Quioco** (used for)

- include variant transliterations

Hierarchical Relationship in AAT – Genus/Species

- **funerary sculpture**
  - brasesses (memorials)
  - effigies
  - gisants
  - haniwa
  - mintadi
  - bitumba
  - mma
  - niombo
  - tomb slabs
  - ushabti

- Place the concept under the correct parent
- brasesses, effigies, gisants, haniwa, and ushabti are types of funerary sculpture
Choosing the Parent

- Under the most logical broader term
- Under the most specific parent possible
- Be consistent with the precedent of other records in the same or similar sections of the hierarchies
- With the descriptor of the concept record in mind, determine if this concept is a type of, kind of, example of, or manifestation of the proposed parent concept
- Make sure each subset of narrower terms clustered under broader term is independent and mutually exclusive in meaning
- Occasionally meanings may overlap among siblings, but avoid this when possible

Hint: To find the correct parent for your new term, look up a term in the AAT that you think is related to or similar to the term you want to add
- Will your term logically fit under that parent too, based on other terms under that parent and the Scope Note of the parent?
- Be sure that the genus/species logic holds true upwards through all levels of the hierarchy above the concept
Facets are the top level of the AAT structure

- AAT is not organized by subject matter or discipline

- "Hierarchies" are arranged within the seven facets

- Conceptually organized in a scheme that proceeds from abstract concepts to concrete, physical artifacts

<table>
<thead>
<tr>
<th>Associated Concepts</th>
<th>Physical Attributes</th>
<th>Styles and Periods</th>
<th>Agents</th>
<th>Activities</th>
<th>Materials</th>
<th>Objects</th>
</tr>
</thead>
</table>

Information Forms Hierarchy

...<document genres>

.........<document genres by function>

.............<records by form or function>

.................accession records

.................administrative records

.................architectural records

.................bidding documents

.................census records

.................financial records

.................legal documents

.................legal instruments

.................affidavits

.................agreements

.................articles of incorporation

.................bonds (legal records)

.................certificates of incorporation

.................charters

.................charter parties

.................escrows

.................franchises

Guide Terms

- hierarchies are organized using guide terms, e.g., <form or function>
Visual Works
...
...<visual works by medium or technique>

..........<photographs by form>

..............negatives

..............positives

.............<transparencies: photographic>

..........<photographs by form: color>

..........<photographs by form: format>

..............card photographs

..............boudoir midget mounts

..............cabinet photographs

...............cartes-de-visite

...............cameo prints

...............gem photographs

...............lantern slides

...............slides (photographs)

levels vary depending upon necessity of a given hierarchy

Unidentified middle class Black New Yorker. Cabinet photograph, artist: Butler studios, 7 Bond St., Brooklyn. 5 1/2 x 4 1/8 inches, mounted on stiff gray card (6 1/2 x 4 1/4 inches), blind-stamped and printed with name and address of photo studio. N.d. (c. 1880's). Image: arttext.com.

Costume

<costume accessories>

<costume accessories worn>

cockades

jewelry

<as worn on the head>

<as hair accessories>

<as hair ornaments>

wig

headgear

aigrettes

barettes

Note: Upright plumes of feathers of an egret or heron arranged as a hair ornament or on a turban. Also, similar ornaments, often jeweled, in the shape of feathers, especially those worn on the head.

In the polyhierarchy, one is "preferred" relationship. The "Non-preferred" relationship displays with an "N"
Hierarchical Position:
- Styles and Periods Facet
  - ... Styles and Periods
  - ......... <styles and periods by region>
  - ............ <Early Western World>
  - ................ Mediterranean
  - ................... <ancient Italian styles and periods>
  - ................... <ancient Italian periods>
  - ......................... Roman (ancient, style or period)
  - ................................ Imperial (Roman)
  - ........................................ Early Imperial (C) ca. 27 BCE-68 CE

- Dates for hierarchical relationships

Related Concepts ( Associative Relationships)
- building materials
- coating (material)
- lacquer
- plaster
- arriccio
- intonaco
- stucco
- photographic materials
- solvent
- drawings
- design drawings
- preliminary drawings
- sinopie
- environmental art
- mosaics
- paintings
- finger paintings
- frescoes
- photographic materials

- There may be associative relationships between concepts
- mural painting (fresco) and the plasters, and drawing (sinopia) underneath

© J. Paul Getty Trust; Patricia Harpring 2011
Related Concepts (Associative Relationships)

- Include associative relationships only when discussed in the Scope Note or otherwise necessary
- Consult the chart of Relationship Types in the Rules

<table>
<thead>
<tr>
<th>person</th>
<th>activity</th>
<th>thing</th>
<th>style</th>
<th>general (anything to anything)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2420 creation</td>
<td>2214 produces</td>
<td>2219 equipment</td>
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<td>2324 equipment</td>
<td>2430 equipment</td>
<td>2204 control</td>
<td>2300 connected</td>
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<td>field of study</td>
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<td>2396</td>
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<td>2500</td>
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<td></td>
</tr>
<tr>
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<td></td>
<td>2620</td>
<td>2000 related to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2100 distinguished from</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2110 meaning/usage overlaps with</td>
</tr>
</tbody>
</table>

Examples of relationship types:

- [in the record for piers (supporting elements)]
  Relationship Type: distinguished from
  Related Concept: columns (architectural elements)

- [in the record for posts]
  Relationship Type: distinguished from
  Related Concept: piers (supporting elements)

- [in the record for cave architecture]
  Relationship Type: meaning/usage overlaps with
  Related Concept: rock-cut architecture

- [in the record for carving (process)]
  Relationship Type: causative/resulting concept(s) is
  Related Concept: carvings (visual works)

- [in the record for ball courts (Mesoamerican)]
  Relationship Type: locational context/setting is
  Related Concept: hachas (ceremonial axes)
Dates for associative relationships

[in the record for "rapiers"]
Relationship Type: thing(s)
needling context is
Related Concept: cup-hilts
Display Date: cup-hilts were found on rapiers beginning in the 17th century
Start Date: 1600
End Date: 9999

Scope Note

For travertine

Note: A dense, crystalline or microcrystalline limestone that was formed by the evaporation of river or spring waters. It is named after Tivoli, Italy ("Tibur" in Latin), where large deposits occur, and it is characterized by a light color and the ability to take a good polish. It is typically banded, due to the presence of iron compounds or other organic impurities. It is often used for walls and interior decorations in public buildings. It is distinguished from "tufa" by being harder and stronger.

Topics may include the following:
- The usage of the descriptor, alternate descriptors, and used for terms in the record
- The meaning and context of the descriptor and other terms in the record
- Distinguishing between terms that are in different records and have overlapping meanings or that may otherwise be confused by users
**Scope Note**

**For rhyta**

*Note:* Refers to vessels from Ancient Greece, eastern Europe, or the Middle East that typically have a closed form with two openings, one at the top for filling and one at the base so that liquid could stream out. They are often in the shape of a horn or an animal’s head, and were typically used as a drinking cup or for pouring wine into another vessel.

- **Sources:** All information in the scope note must be derived from authoritative sources and the sources must be cited in the *Note Source* field. Acceptable sources are listed in the *Rules.*
- **Paraphrase, do NOT copy a source verbatim.**

**Brevity:** Should be brief and concise, intended to touch upon major relevant points.
- Not a comprehensive encyclopedia entry.
- Minimum note may be one or two lines of text; may not be longer than 250 words.

**For lace making**

*Note:* The process of creating lace, which is a textile work made of thread, comprising a ground of netting with patterns worked in or embroidered on the mesh.
### Scope Note

**For Art Nouveau**

**Note:** Refers generally to the style of painting, architecture, and the decorative and applied arts that flourished in Europe and the United States from about 1890 to 1910. The style is characterized by an emphasis on fluid, undulating, or serpentine lines or contours based on organic forms and the use of modern materials such as iron and glass.

- **Style of the note:** Complete sentences are recommended when necessary to unambiguously convey meaning
- Follow all other grammatical rules for standard English composition
- Follow style specified in the Rules
- No diacritics or special characters

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**For trailings (glass)**

**Note:** Refers to threads of glass that are applied as a decoration, generally on the body, foot, or handle of a vessel. The threads may be laid down in straight rows or in a pattern or chain. Trailings were first seen in ancient Roman glass, and were also popular in medieval and later glass. They are distinct from "threadings," which are independent designs that are often partially free-standing.

- **Index info:** Any important information in the Note, including variant terms and related concepts, must be indexed in appropriate fields as warranted (e.g., in Related Concepts).
First place concept in its general class, then describe its particular properties, qualities, uses, or origins. Use a concise, logical pattern; typically should consist of three to five parts in the following order.

1. Optional: Repeat the term to be defined if necessary for clarity, as when the descriptor is plural but the scope note discusses the singular, or when a descriptor and "used for" term are both discussed in the note.

2. Mention the class or broader context of the object or concept to which the term belongs.

3. List the differentiating characteristics that distinguish it from all others of its class.

4. Optional: Include additional uses, characteristics, origin of the object, or history of use or development.

5. Make reference to other terms that are related to or distinguished from this concept, if appropriate.

Other topics may include the uses, characteristics, origin of the object, chronological or geographical delimiters, appearance or materials of the object, or variant types of the concept.

Follow detailed guidelines in the Rules.

- **Clarifying meaning**
  Clarify meaning by precisely identifying a specific type of work and how it was used, as necessary.

  **Example**
  "Mar 'byrke',?"
  Note: Refers to vessels from ancient Greece, eastern Europe, or the Middle East that typically have a closed form with two openings, one at the top for filling and one at the base so that liquid could stream out. They are often in the shape of a horn or an animal's head, and were typically used as a drinking cup or for pouring wine into another vessel.

- **Describing context**
  Describe the context of the concept, people or places relevant to the concept, and the time period during which it was used, if applicable, as appropriate.

  **Example**
  "Neo-Renaissance Baroque style,?"
  Period in and after the 1620s to 1590. Developing chiefly in Italy, but gaining elsewhere in Europe. The style is marked by a distancing from the Classical ideal of balance to create a sense of fantasy, experimentation with color and materials, and a new human form of elongated, pallid, exaggerated elegance.

- **Describing various uses of a term**
  Describe the different ways in which the terms may be used. Alert the user if the term is used in more than one way.

Consult the Rules.
Sources

- Required to list sources.
- For preferred term (descriptor), prefer the most authoritative, up-to-date source available. Sources of information in the AAT record may include the following in this order of preference:
  - Standard general reference sources
    - major authoritative dictionaries of the English language, including Webster’s, Random House, American Heritage, and the Oxford English Dictionary (for the OED, be aware that words may be spelled differently in American English).
    - encyclopedia
    - dictionaries in languages other than English
    - LC Authorized Headings
  - Other authoritative sources
    - other authoritative thesauri and controlled vocabularies
    - textbooks, such as Gardner and Janson
  - Other material on pertinent topics
    - books, journal articles, and newspaper articles
    - archives, historical documents, and other original sources (for historical terms only)
  - Other sources
    - databases of contributors
    - articles or databases on museum or university Web sites

Pick citation for your specific source from the list

How many sources are required?

- Three sources for preferred term and other descriptors, one can be your institution’s database
- At least one good source for other terms
- Source for an alternate format (singular or plural) can be “Getty Vocabulary Program rules”
- Other information in the record must also come from published authoritative sources
Finding the terms in sources


lan’tern slide, -s, n. a slide or transparency for projection by a slide projector or magic lantern [1870-1875]

Webster’s Third New International Dictionary (2002)

lantern slide, -s | noun: a photographic transparency adapted for projection in a slide projector

- Dictionaries: Objects in singular (preferred in AAT is plural)
- Need three sources (plural descriptor + singular alternate descriptor)
- May use “Getty Vocabulary Program rules” as source for one or the other, if necessary (does not count as one of the three required sources)

Finding the terms in sources

Oxford English Dictionary

lantern, n

lecture, -photograph, -plate, -slide, -tower, turret. b. objective, a lantern box. c. instrumental, as lantern-fruiting, -led, -lighted, -lit adj.

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- Dictionaries: Compound terms may require interpretation
Finding the terms in sources

**slide**: 1. an act of moving smoothly along a surface while remaining in contact with it; 2. a plaything consisting of a sloping chute down which children can slide; 3. any sloping channel through which things can descend; 4. a small flat rectangular piece of glass on which specimens can be mounted for microscopic study; 5. a transparency mounted in a frame for viewing with a slide projector; 6. (geology) the descent of a large mass of earth or rocks or snow etc.; 7. (music) rapid sliding up or down the fingerboard.

- Dictionaries: Note that dictionaries include homographs as a single entry, with different definitions (in the AAT, these are typically separate terms)

Finding the terms in sources


- Encyclopedia entry
- Entry in an index
- Always be careful of capitalization (see text)

- Lambert see: light units
- Illumination 87 ff.
- Land, Edwin Herbert 754, 876
- Landscapes 23, 45-49, 129
- Lange, Dorothea 276
- Langenheim, Friedrich 102, 238
- Langenheim, Wilhelm 102, 238, 242, 243 ff.
- Lantern slide 34-36, 94
- Larigue, Jacques-Henri 358
- Laser 111
- 217, 310-313
Finding the terms in sources

- Check index
- May have to interpret capitalization; AAT rules
  = lower case (with some exceptions)

Term in running text: “lantern slide” or “photographic lantern slide”

around this time the photographic lantern slide (first developed
...
Webster's unabridged, p. 2355

Main Entry: tene-brism
Pronunciation: 'te-nə-"brizm
Function: noun
Usage: often capitalized
Etymology: Latin tenebrae darkness
: a style of painting especially associated with the Italian painter Caravaggio and his followers in which most of the figures are engulfed in shadow but some are dramatically illuminated by a concentrated beam of light usually from an identifiable source
- tene-brist /"brist/ noun or adjective, often capitalized

- Rarely a term may be capitalized
- In this case, make a variant name in caps
tenebrism (preferred)
Tenebrism (UF)
tenebrist (AD)

Finding the terms in sources

- For processes, often verbal nouns, you will often have to extrapolate from dictionaries or encyclopedia

embroid-er-er /"broi-dər/  v. tr. 1 : to ornament with needlework 2 : to elaborate on; embellish.
v. intr. 1 : to make embroidery 2 : to provide embellishments | - embroi-der/-"broi-dər/ n.
Finding the terms:

- How to determine it is actually a term?
- Italicized words may indicate a “term” rather than just a string of words

Sequential photographs of successive phases of the walk, the trot, and the gallop. When the pictures were published internationally in the popular and scientific press, they demonstrated that the positions of the animal's legs differed from those in traditional hand-drawn representations. To prove that his photographs were accurate, Muybridge projected them as **lantern slides** (transparent positive images on glass) upon a screen one after the other with a projector he had built for the purpose: the result was the world's first motion-picture presentation. This memorable event took place at the San Francisco Art Association in 1880.

**LC Control Number:** sh 94005668

**HEADING:** Lantern slides

- LC Subject headings:
- Be careful because LC has “headings” NOT “terms” (e.g., Gothic architecture)
- Capitalization
Stereograph and the lantern slide in education / by G.E. Hamilton.

High and low temperature and terrestrial and extraterrestrial origins have been proposed for the formation of Libyan desert glass (LDG).

LDG is a separate variant term.
Do NOT put parenthetical name in the same field as Libyan desert glass.
Microscopic analysis of sandstones from the southern Libyan Desert Glass (LDG) strewn field reveals a sequence of progressive deformation features which range from unaffected rock to extreme brecciation. If a point is not fully agreed upon by experts, explain the controversy (e.g., shock metamorphism or impact?).

Wikipedia is not an authoritative source, but it can be a useful source for sources.