Loftier Goals: Successfully Managing an Art or Cultural Objects Documentation Project

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Managing Editor, Getty Vocabulary Program
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Introduction

- Managing a project requires the consideration of several factors
  - The Project Plan
  - The Data
  - The System
  - Editorial Guidelines
  - Quality of Work
  - Reports
  - Staff
  - Working Environment
Planning the Project

Initial Analysis of Tasks

- Project plan
- Understand the project
- Know what is required to accomplish the tasks
  - What educational background is required?
  - What skills are required?
  - How long does each task take?
  - How many people are required to do the task?
  - What materials are required?
- Do test runs of tasks
- Keep track of potential problems
Project Plan

- Designing the project plan is the most important step
- Realistic project plan is critical

- Scope of project
- Financial resources
- Physical resources
- Human resources
- Time frame
- Schedule & milestones
- Criteria for judging results

Defining a Project Plan

- Describe tasks
- Define deliverables
- Specify staff
- Set start and end dates
- Set work hours & regular staff meetings
- Analyze budget
Analysis of Resources

- What is the deadline?
- What are the available resources?
  - Design a realistic work flow schedule
  - Allow for potential sick days, technical glitches
- How much per week/month must be completed to meet the deadline?
- What compromises are acceptable in case you fall behind schedule?

Other issues for project planning

- How will data be updated, preserved, and transferred to new media?
- What will next 3- to 5-year phase of the project be?
- How to begin planning now for next phase?
- These are issues to address after first phase:
  - Have initial goals and deliverables been met in the first phase?
  - What lessons have been learned?
Analysis of Resources

- Gaining control of material
- Arrange project in phases?
- Group-level cataloging?
  - Large groups, small groups, item-level cataloging

Phase 1 = group  Phase 2 = box  Phase 3 = item

Analyzing the Data
How to Ensure Access

- Editorial rules
- Consistency
- Standards & vocabularies
- Data structure
- Computer system

Rely upon appropriate Standards & Vocabularies

- Examine existing standards
- Local adaptations may be necessary
- But be compliant where necessary for retrieval
Rely upon appropriate Standards & Vocabularies

Use vocabularies

Classification: Photographs
Object/Work Type: daguerreotype
Creator: unknown 19th-century American
Title: A young mother with her daughter
Measurements: 4 1/4 x 6 1/2 in. (including case)
Date: 1850s
Materials: quarter-plate daguerreotype; leather case; red-velvet silk lining
Subject: formal portrait, mother and child

Descriptive Note: Quarter-plate daguerreotype of a young mother, wearing a fancy plaid dress, and her daughter, both with gilt detail on their earrings and necklaces, without a seal, in a leather case.

Condition: There are some light tarnish spots, especially noticeable in the background, giving it a faintly mottled look. There is a small accretion in the lower left portion of the image on the mother’s dress, and another smaller one to the right of the young girl’s arm. There are two intertwining...
Which are “core” fields?

- What is a minimum record?
- Which fields are critical for retrieval?

**Title:** Bronze vase  
**Artist:** Masatoshi  
**Culture:** Japanese  
**Object Type:** vase  
**Creation Date:** Meiji period (1868-1912)  
**Medium:** bronze  
**Dimensions:** height: 19.05 cm (7 1/2 inches)  
**Inscriptions:** signed: Masatoshi saku  
**Physical Description:** Carved in relief with a swimming carp. Traces of old labels; slight light marks to patina. Variance in color of patina, including red and orange  
**Subject Matter:** carp; vase

What rules are required for various fields?

**catalog Level:** Item  
**Classification:** Tools & Implements  
**Object/Work Type:** projectile point  
**Creator:** unknown Archaic (North Dakota)  
**Title:** Avonlea Gull lake point  
**Measurements:** 5.4 x 1.9 x .8 cm (2 1/8 x 3/4 x 3/8 inches)  
**Date:** Archaic period  
**Materials:** river flint  
**Physical Description:** Extremely translucent, and very well made  
**Excavation Place:** North Dakota  

- **Methodology**  
- **Content**  
- **Format**

  e.g., How do I measure the object? Do I measure and record in cm or inches?
What rules are required for various fields?

- Are the rules the same for groups as for single items?
  - e.g., Record the range of measurements for the group, don’t measure every item

<table>
<thead>
<tr>
<th>Catalog Level: Group</th>
<th>Classification: Tools &amp; Implements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object/Work Types: arrowheads; kirk points; netting</td>
<td></td>
</tr>
<tr>
<td>Creator: unknown Archaic Native American (Great Lakes)</td>
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<tr>
<td>Title: Group of points from Bannerstone Site (20 MR 52)</td>
<td></td>
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<tr>
<td>Measurements: range from 6.4 x 2.1 x .7 cm to 3.6 x 3.8 x .35 cm (2 1/2 x 7/8 x 1/4 to 1 3/8 x 1 1/2 x 1/8 inches)</td>
<td></td>
</tr>
<tr>
<td>Date: Archaic period</td>
<td></td>
</tr>
<tr>
<td>Materials: flint; vitric tuff; rhyolite</td>
<td></td>
</tr>
<tr>
<td>Physical Description: 20MR51.02: Kirk point; vitric tuff; corner-notched stemmed; distal portion missing; 20MR51.02: Kirk point; rhyolite; corner-notched and stemmed; not serrated; distal portion modified into a scraper</td>
<td></td>
</tr>
</tbody>
</table>

What about missing or ambiguous data?

- Based on CDWA/CCO, devise rules & decision trees

  - e.g., Date is required, but exact date is unknown. Estimate approximate date based on dates of the company that created the object.

<table>
<thead>
<tr>
<th>Catalog Level: Item</th>
<th>Classification: Decorative Arts</th>
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</thead>
<tbody>
<tr>
<td>Object/Work Type: Humidor</td>
<td></td>
</tr>
<tr>
<td>Creator: Theodore B. Starr company</td>
<td></td>
</tr>
<tr>
<td>Title: Copper and Silver Humidor</td>
<td></td>
</tr>
<tr>
<td>Measurements: .301 x .227 x .270 m</td>
<td></td>
</tr>
<tr>
<td>Date: created 1900/1924</td>
<td></td>
</tr>
<tr>
<td>Materials: copper, silver and brass. American silver = sterling grade = 925 silver/1000 metal</td>
<td></td>
</tr>
<tr>
<td>Descriptive Note: Theodore B. Starr was in business from 1900 to 1924. The company was then taken over by Reed &amp; Barton.</td>
<td></td>
</tr>
<tr>
<td>Physical Description: The rectangular hammered copper case mounted with silver wireflash stylized strapwork at the rims and corners continuing to scrolling strapwork feet, the cover mounted with a stylized possible monogram, the brass interior fitted with two side-by-side rectangular compartments, the interior edge with a slender central compartment, the sides pierced with stars.</td>
<td></td>
</tr>
</tbody>
</table>
Subject: Identify geographic place, event (if any), named persons (if any), ethnic group or culture (if applicable)

**Decision Trees**

Is information is in Object Folder and has it been initialed by curator

- If NO, is there an inscription stating the information?
  - If YES, enter in Subject field
  - If NO, compare subject to others in the series or to other related material. Can you make a certain identification?
    - If YES, enter in Subject field
    - If NO, enter "probably" or more general subject

**Sample decision tree**
If YES, enter in Subject field

If NO, is there an inscription stating the information?

If YES, enter in Subject field

If NO, is the inscription reliable? Is it written by hand by the artist?

If YES, enter in Subject field

If NO, compare subject to others in the series or to other related material. Can you make a certain identification?

If YES, enter in Subject field

If NO, enter “probably” or more general subject

• Sample decision tree

Decision Trees

Subject: Identify geographic place, event (if any), named persons (if any), ethnic group or culture (if applicable)

If NO, enter in Subject field

If YES, enter in Subject field

If NO, compare subject to others in the series or to other related material. Can you make a certain identification?

If YES, enter in Subject field

If NO, enter “probably” or more general subject

If YES, is the inscription reliable? Is it written by hand by the artist?

If YES, enter in Subject field

If NO, compare subject to others in the series or to other related material. Can you make a certain identification?

If YES, enter in Subject field

If NO, enter “probably” or more general subject

ID: NV8-CF80-16

Classification: Broadcasting and Recorded Sound Division

Object/Work Type: photograph

Creator: unknown 20th-century American

Title: Mansion belonging to Rita Pasquale’s uncle in Italy

Measurements: 3 1/8 x 3 3/4 in.

Date: Inscribed date: 1921

Materials: photograph

Subject: probably Passobreve, Italy

Image from Library of Congress, American Memory. Memory: http://memory.loc.gov/
ID: FEA 6695 (ref print)  
**Classification:** Broadcasting  
**Object/Work Type:** film  
**Creator:** unknown production company  
**Title:** Inauguration Ceremony  
**Measurements:** 35 mm, 580 feet  
**Date:** probably 1905  
**Materials:** film  
**Subject:** presidential inauguration, Washington DC (probably Theodore Roosevelt’s inauguration)  
**Physical Description:** 1 reel of 1 (580 ft.) : si., b&w ; 35 mm. ref print.; Duration: 4:33 (part 1), 3:48 (part 2), 1:13 (part 3) at 16 fps.

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ID: PGA - Smillie--Rocky Mountains  
**Classification:** Prints  
**Object/Work Type:** engraving  
**Creator:** Design: Albert Bierstadt; engraver: James David Smillie  
**Title:** inscribed: Rocky Mountains  
**Date:** published ca. 1866  
**Subject:** Native Americans, Rocky Mountains, Yosemite Valley, lake  
**Measurements:** 11 1/4 x 15 1/4 (sheet size)  
**Materials:** engraving  
**Descriptive Note:** Native American encampment near lake in the Yosemite Valley of the Rocky Mountains.
Identify sources of information

Classification: Prints & Drawings
Object/Work Type: etching
Creator: Philibert-Louis Debucourt (French, 1755 – 1832)
Title: Menuet de la Mariée (The Minuet of the Bride)
Measurements: image: .301 x .227 m (11 7/8 x 8 15/16 in) sheet: .382 x .270 m (15 1/16 x 10 5/8 in.)
Date: 1786
Materials: etching and engraving printed in yellow, red, blue, pink, and black inks from five plates
Subject: minuet, dance, bride, wedding, marriage
Descriptive Note:

Condition:

Published sources
Curatorial Dept.
Conservation Dept.
Other departments

Scope and Format of the Data
What will be scope and format of data?

catalog Level: Group
Classification: Decorative Arts
Object/Work Type: Desk Set
Components: a pair of candlesticks, an inkwell (with a purple glass globular liner), pen tray and a letter knife
Creator: unknown 19th century (Morocco)
Title: Islamic Revival Desk Set
Style: Islamic Revival
Measurements: image: .301 x .227 m (11 7/8 x 8 15/16 in) sheet: .382 x .270 m (15 1/16 x 10 5/8 in.)
Physical Description: Each piece is engraved and decorated in light blue with an angular pattern. The number “27” is inscribed to the underside of the drip-tray on each candlestick.
Date: 19th century
Materials: brass
Descriptive Note: Each piece is in good condition, but a small area of blue enamel is chipped.

Data format?

Supporting documentation in hardcopy or online?
What will be scope and format of data?

- **Catalog Level:** Group
- **Classification:** Decorative Arts
- **Object/Work Type:** Desk Set

**Components:** a pair of candlesticks, an inkwell (with a purple glass globular liner), pen tray and a letter knife

**Creator:** unknown 19th century (Morocco)

**Title:** Islamic Revival Desk Set

**Style:** Islamic Revival

**Measurements:** image: 0.301 x 0.227 m (11 7/8 x 8 15/16 in) sheet: 0.382 x 0.270 m (15 1/16 x 10 5/8 in.)

**Physical Description:** Engraved and decorated in light blue and angular pattern. The number “27” is inscribed to the underside of the drip-trays to each candlestick.

**Date:** 19th century

**Materials:** brass

**Descriptive Note:** Each piece is in good condition, but a small area of blue enamel is chipped and a small area of blue enamel is chipped.

**Images?**

- Supporting documentation in hardcopy or online?

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The Organization of the Data

**Tombstone Information**

- **ID:** 1293845
- **Title:** Unicorn in Captivity
- **Artist:** Pieter van Aelst the elder
- **Nationality:** Netherlandish
- **Dates:** ca. 1450 - ca. 1531
- **Place:** Brussels (Flanders, modern Belgium)
- **Culture:** Flemish
- **Object Type:** tapestry
- **Physical Characteristics**
  - **Medium:** wool and silk, with metallic gold and silver thread
  - **Dimensions:** 368 x 252 cm
  - **Inscriptions:** monograms: FR; AE
  - **Subject Matter:** Unicorn in Captivity, Passion of Christ, pomegranate tree, virginity, marriage, fertility

**Description:** From the Unicorn Hunt series; the story merges pagan and Christian iconography; Unicorn was captured after resting his head in a virgin’s lap, as Christ sacrificed his divinity to become human through a virgin; this scene represents the Resurrected Christ; other symbolism, including the fecund flora, suggests this...
Entity Relationship Diagram

• graphic representation of relationships
• logical relationships between data

Editorial System

Data Dictionary

Database contains the following tables:

Main Data Tables

<table>
<thead>
<tr>
<th>Table</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>main</td>
<td>Main record for the object</td>
</tr>
<tr>
<td>creator</td>
<td>Artists</td>
</tr>
<tr>
<td>creator_detail</td>
<td>Information linked to artists</td>
</tr>
<tr>
<td>related_obj</td>
<td>Object related to this record</td>
</tr>
<tr>
<td>relatedobj_detail</td>
<td>Information linked to the related object</td>
</tr>
<tr>
<td>biblio</td>
<td>Bibliographic information</td>
</tr>
<tr>
<td>images</td>
<td>Images of this object</td>
</tr>
</tbody>
</table>
the Computer System

- development team
- functionality
- speed
- efficiency
- user-friendly
- flexibility
- technical support

the Editorial Process
the Staff

- Recruit the right people
- Correct skills & education for the job
  - experience
  - knowledge of material
  - foreign languages
  - graduate degree
  - computer skills
  - good analytical skills
- Right temperament for job
  - meticulous
  - patient
  - reliable
  - will take the initiative
  - can meet deadlines
  - can make decisions
  - good team player
- Have probationary period

the Environment

- Provide good working environment
- Ergonomics
  - chair
  - keyboard pad
  - correct mouse
  - foot rest
  - lights
  - stands
  - headset
  - location
the Environment

- Materials
  - hardware
  - software
  - Web access
  - reference books
  - journals, newspapers
  - maps
  - files
  - magnifying glasses
  - office supplies

Editorial Guidelines

- Provide written editorial guidelines
- based on CCO and CDWA
- well organized
- present information in various levels
  - overview
  - specific details
- information in the guidelines should be easily accessible
- explain any discipline-specific or technical terminology
Provide general overview of principles
- e.g., what is scope of project
- what fields are "core" or required

Provide concise outline of data
- list of fields
- definitions
- which are required
- examples

**Editorial Guidelines**

### 1. GENERAL INFORMATION

**A. Scope**

1. The Object Database includes records for objects acquired by the paintings, graphics, decorative arts, and rare books departments. "Objects" include groups of works or single items that have been accessioned by the institution and have accession numbers.

2. "Records" are intellectual records comprising the information described in the "List of Fields" below, including links to the Bibliographic files and the Image files. Information for a single record is identified by the unique numeric Accession Number for the group or item.

**B. Core Fields**

1. Certain information is required for all Object records. Required information is defined and indicated as in the Comprehensive List of Fields.

### 3. OBJECT CATALOGUING: COMPREHENSIVE LIST OF FIELDS

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>TAG</th>
<th>DEFINITION</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object/Work-Type</td>
<td></td>
<td>Field indicating the type of object or work described. Use controlled vocabulary. Field is repeating. List multiple terms for groups with multiple objects.</td>
<td>painting, sculpture, photograph</td>
</tr>
<tr>
<td>Titles or Names</td>
<td></td>
<td>The identifying phrase given to a work of art, generally somewhat descriptive of the iconography or other subject matter. However, this includes &quot;names&quot; given to decorative arts objects, objects with multiple titles.</td>
<td>Adoration of the Magi, Portrait of Thomas Jefferson, Roll-Top Desk</td>
</tr>
<tr>
<td>Title Type</td>
<td></td>
<td>The type of title required to list the object (&quot;Repository&quot;, &quot;Published&quot;, Title Source)</td>
<td></td>
</tr>
<tr>
<td>Title Source</td>
<td></td>
<td>For &quot;Published Title&quot; the title may be from</td>
<td></td>
</tr>
<tr>
<td>Creation-Creator</td>
<td></td>
<td>Name of the art object. Use contra anonymous, follia, co.</td>
<td></td>
</tr>
</tbody>
</table>
I. EDITORIAL RULES

A. CREATOR NAMES

1. General information about names.
   a) You should use the preferred name in ULAN. If the name is not in ULAN, create a record for the artist in the Artist Authority.
   b) “Names” for artists include the names, appellations, or other identifying phrases assigned to an individual or corporate body.
   c) All names must be in the Roman alphabet.
   d) Diacritical marks should be indicated by using the diacritical codes in Appendix A.
   e) Names and other information should be expressed in mixed case (i.e., not in upper case).
   f) An individual preferred name field or alternate name field should NOT contain multiple names.
      (1) For example, rather than expressing a preferred name as Masaccio (Tommaso di ser Giovanni di Mone Guidi), these two name forms should be recorded as two different names. You might choose Masaccio as the preferred name (it is a nickname, but is the more common name in art historical literature), and Tommaso di ser Giovanni di Mone Guidi (the artist’s full name) as an alternate name.
   g) Sources for artists’ names include biographical dictionaries, encyclopedias and other standard reference books on art and artists, monographs, journal articles, signatures on art objects, archives and other unpublished sources.

<table>
<thead>
<tr>
<th>Name</th>
<th>Authority</th>
<th>Source</th>
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<tr>
<td>Kalf, Willem</td>
<td>Office of William Talman</td>
<td></td>
</tr>
<tr>
<td>Willem Kalf</td>
<td>McKim, Mead and White</td>
<td></td>
</tr>
<tr>
<td>Burgkmair, Hans the Elder</td>
<td>Disney Studios</td>
<td></td>
</tr>
<tr>
<td>Raverbend Hanneke, van Rijn</td>
<td>Associated American Artists</td>
<td></td>
</tr>
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<td>Kamakura Hikosai</td>
<td>Museum of the Dallas Public Library</td>
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<td>Klingsor Bear</td>
<td>Achilles Painter</td>
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<td>Limbourg Brothers</td>
<td>Borden Linner</td>
<td></td>
</tr>
<tr>
<td>Gilbert &amp; George</td>
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</tr>
</tbody>
</table>

**EXAMPLES**: Kalf, Willem Office of William Talman
Willem Kalf McKim, Mead and White
Burgkmair, Hans the Elder Disney Studios
Raverbend Hanneke, van Rijn Associated American Artists
Kamakura Hikosai Museum of the Dallas Public Library
Klingsor Bear Achilles Painter
Limbourg Brothers Borden Linner
Gilbert & George unknown

1. ARTIST PREFERRED NAME

   **FIELDS:**
   - preferred name: PREFNAME
   - source: PNASOURC
   - page: PNAPAGE
   - authority: PNAAUTH
   - authority ID number: PNAAUID

   a) preferred name PREFNAME: The preferred name for the artist, architect, or corporate body (Schiavone, Andrea; Nesfield & Shaw Architects; Pontormo; Monogrammist BSD).
      (1) It is required to record at least one name, the preferred name, for each artist authority record.
      (2) The preferred name for an individual is that name used most often in the literature of art history.
      (3) The artist preferred name is generally the vernacular name, that is, the name in the language spoken in the place where the artist lived or was active (though transliterated into the Roman alphabet, where necessary). For example, Raffaello Sisto would be the preferred name for the Italian Renaissance painter, while the English Raphael would be an alternate name.

   b) source PNASOURC: Citation for the source where the preferred name was found (Dorothea Beiser: Allgemeines Lexikon (1907-1950)).
      (1) It is required to record a source for the preferred name. If there is no published source, you may cite an unpublished source, such as a scholar’s correspondence or an object file (e.g., MGA Object File).
Editorial Guidelines

- Provide charts and appendices as necessary
  - e.g., table of diacritics
  - brief citations
  - key to abbreviations

<table>
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<th>Unicode Value</th>
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</tbody>
</table>

Updating Editorial Guidelines

- Provide method for collecting issues and resolutions
- Transfer resolutions to full set of Guidelines periodically
- Available online and in hard copy (binder is easy to update)
Training

- Provide good training
- How to use the computer system
- What are the procedures for tasks
- How to apply editorial rules
- How to spot issues and problems
- What to do about issues and problems
- Update training as necessary

Procedures

- Provide written procedures documenting editorial system
- Steps to take in creating or editing a record
- Other functions e.g., running reports
Background Materials

- Provide necessary supplementary information
- Make it easily accessible

Supervision

- One highly qualified person who oversees all of the editorial/documentation work
- To ensure quality
  - Does record contain all of the required fields?
  - Is information derived from authorized source and correct?
- To manage workflow
  - Are we meeting our milestones on time?
  - What should we eliminate or streamline in order to get back on schedule?
Maintaining Quality

- Check their work
- Thoroughly following training
- Spot checks thereafter
- Provide way for them to check own work
- Team new editor with an experienced editor

Maintaining Quality

- Provide incentives
- Combine constructive criticism with praise
- Alternate tedious tasks with more interesting ones
- Editorial meetings
- Encourage team spirit
- Friendly competition
Managing Time

- How to realistically deal with TIME
- What constitutes an acceptable basic record ("core" fields)
- How to choose or prioritize which records/items should have fuller records
  - e.g., most important or valuable items should have fullest records

Quotas

- Estimate quotas necessary to meet goal
- Flexibility
  - e.g., if number of records completed is 100 per week per cataloger
  - average = three records per hour
  - rely on average over the week, a worker could spend 2 minutes on some records and 2 hours on others
  - as long as they were all accurate and followed the guidelines and he or she did the required number for the particular time period
Reports

- Good reports are critical for success
- to track statistics
- to document progress
- for editors to check their own work
- for supervisor to check all work
- to check accuracy of data
- to produce outputs for publication
### Reports

**Monthly record count by editor**
- Among those run automatically
- Friendly competition

**Graphic progress report by number of total records finished**
- track schedule
- also good for morale

**04/01/2009**

**EDITED RECORDS/MONTH:** Mar 1 1999 - Mar 31 1999

**TOTAL LEFT TO DO**

62369

**EDITED RECS THIS MONTH**

10613

**EDITOR NAME** | **EDITED RECS**
-----------------|----------------
kimberly         | 1418
laila            | 1921
mali             | 1920
michelle         | 56
nanda            | 1706
patricia         | 18
shelley          | 1626
tap              | 94
victoria         | 1854

**Reports by number of total records finished**

**Track schedule**
- also good for morale

**Edits done: 2009**
Reports

- Detailed progress chart
- What portions of database are completed
- What portions are unfinished
- Dates of completion
- Which editors/catalogers completed which portions

Overview of progress by larger section of database in pie chart

Prints processed: By Curatorial Geog. Area

76%
24%
Full Record Report for Object:
1911.173.1

- **Work Type:** sculpture
- **Title:** Adam
- **Material:** bronze
- **Measurements:** 193.7 cm
- **Creator:** Auguste Rodin
  - **Nationality:** French
  - **Dates:** 1840-1917
- **Date:** cast by the artist in 1910 or 1911, from model of 1880
- **Original Site:** France
- **Natlty/Culture:** French
- **Notes:** Figure represents Adam being first roused to life, and makes obvious references to the scene by Michelangelo in the Sistine Chapel; design was originally intended for Rodin’s Gates of Hell

Reports

### Output is full record
- Generated by various criteria
- editor
- dates
- where given combinations of fields contain values within given ranges
- many other standard reports
- linked to user-friendly report writer

### Hierarchical Group Report

<table>
<thead>
<tr>
<th>Group</th>
<th>Title</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Photographs from the Louis Catman collection</td>
<td>7000019</td>
</tr>
<tr>
<td>I</td>
<td>Landscapes Group</td>
<td>7000376</td>
</tr>
<tr>
<td>I</td>
<td>Snow Scene, Kámiros (1965)</td>
<td>7000008</td>
</tr>
<tr>
<td>I</td>
<td>Autumn Foliage Number 5. Linden (1966)</td>
<td>7000098</td>
</tr>
<tr>
<td>A</td>
<td>Mountain Landscape, Markus (1966)</td>
<td>1000989</td>
</tr>
<tr>
<td>A</td>
<td>Cabin in the Woods, New Hampshire (1967)</td>
<td>100002</td>
</tr>
<tr>
<td>A</td>
<td>Village, Arkhangélios (1967)</td>
<td>5000093</td>
</tr>
<tr>
<td>I</td>
<td>Village, Arnithi (1967)</td>
<td>5000009</td>
</tr>
<tr>
<td>A</td>
<td>Western Sunset, Arizona (1967)</td>
<td>7000004</td>
</tr>
<tr>
<td>N</td>
<td>Sunset, Pacific Ocean (1968)</td>
<td>1000000</td>
</tr>
<tr>
<td>N</td>
<td>Snow Scene, Denver (1970)</td>
<td>1000000</td>
</tr>
<tr>
<td>I</td>
<td>Portraits Group</td>
<td>700002</td>
</tr>
<tr>
<td>N</td>
<td>Mother and Child (Dora) (1960)</td>
<td>7000005</td>
</tr>
<tr>
<td>I</td>
<td>Girl Reading (Joey) (1961)</td>
<td>70000000273</td>
</tr>
<tr>
<td>N</td>
<td>Girl and Her Doll (Triánda) (1963)</td>
<td>10000037873</td>
</tr>
<tr>
<td>A</td>
<td>Grandfather (Petros) (1963)</td>
<td>1000002746</td>
</tr>
</tbody>
</table>
Report to search for all records with a value in the “Style” field, where the
date of execution falls outside the date delimiters for the given style

**REPORT**

**Style Value:** Renaissance
**Date Delimiters:** > 1350; < 1600

<table>
<thead>
<tr>
<th>Key</th>
<th>Artist</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5002893</td>
<td>Anguissola, Sofonisba</td>
<td>Two Children</td>
<td>[empty]</td>
</tr>
<tr>
<td>7006329</td>
<td>Bronzino (circle of)</td>
<td>Portrait of a Duke</td>
<td>ca. 1540</td>
</tr>
<tr>
<td>4007418</td>
<td>Lorrain, Claude</td>
<td>Seascape</td>
<td>ca. 1620</td>
</tr>
<tr>
<td>5002926</td>
<td>Lorrain, Claude</td>
<td>San Domenico</td>
<td>1648</td>
</tr>
<tr>
<td>7009080</td>
<td>Poussin, Nicolas</td>
<td>Landscape with Ruins</td>
<td>1650</td>
</tr>
<tr>
<td>1109344</td>
<td>Sansovino, Jacopo</td>
<td>Study for a Colonade</td>
<td>[empty]</td>
</tr>
<tr>
<td>4009921</td>
<td>Sansovino, Jacopo</td>
<td>Elevation, La Zecca</td>
<td>[empty]</td>
</tr>
</tbody>
</table>

- **Customized output**
- Generated by various criteria
- e.g., check for illegal diacritics, for invalid dates

- **Outputs for release formats**
- e.g., Web release, CDWA-Lite, USMARC, EAD, wall labels, catalog publications

---

Image for educational purposes only: artist = ULTRUDA TILLEMAN

---

Image for educational purposes only: ULTRUDA TILLEMAN...
Reports

- User-friendly report writer for ad hoc reports
- create your own outputs
- linked to standard outputs
- linked to editorial system

Data Work Bench

<table>
<thead>
<tr>
<th>New Reports</th>
<th>Existing Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQL</td>
<td>VQL</td>
</tr>
</tbody>
</table>

Use Tables: obj_hier, obj_name

select object_key, pref_name
where obj_hier.geog_key = obj_name.object_key
and pref_name like '[A-a][0-9]%'
and create_date > 12/12/07
sort by sort_name

Conclusion
Conclusion

**Check list**

- good data structure, incorporating controlled vocabularies
- an easy to use, efficient, fast, reliable computer system and technical support
- good reports
- a conscientious, dedicated staff
- a pleasant, efficient, comfortable working environment
- clear and accessible Editorial Guidelines based on CDWA/CCO
- competent supervision

**Patricia Harpring**
Vocabulary Program
Managing Editor

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