

Sewall-Belmont House and Museum

Metadata Guidelines for Museum Cataloging

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Introduction

The following *Metadata Guidelines for Museum Cataloging* were developed by Mary van Balgooy in consultation with Jennifer Krafchik (Sewall-Belmont House and Museum), Kenneth Chandler (Mary McLeod Bethune Council House), Anne Derousie (Women's Rights National Historical Park), and Lisa Kathleen Graddy (Smithsonian National Museum of American History). The Guidelines are based on the *Dublin Core Metadata Element Set, Version 1.1*. Supported in part by a Museum for America Grant from the Institute of Museum and Library Services, the Guidelines are part of a larger project entitled, "Improving Collections Access of the Sewall-Belmont House and Museum."

Purpose

The purpose of this project was to train staff and future museum professionals in cataloging objects that meet professional standards and best practices; catalog approximately 500-750 objects representing a cross-section of the object types in the Sewall-Belmont House and Museum collection and best interpret the women's rights movement in the twentieth century; provide greater and more efficient access to the collections for research and educational program development (scholars, students, and the general public); establish a model for cataloging the remainder of the collections; produce a detailed scope of the collections, finding aids, and inventories where necessary for access to the collections that can be distributed to institutions with similar collections and the public; and coordinate efforts with other institutions with similar collections to make major collections related to women's rights accessible and public.

Use of These Guidelines

Specific recommendations related to the elements below are detailed in the following pages. Asterisks indicate required metadata elements for materials in the collection. Remaining elements are optional; however, richer more complete metadata increases the likelihood that users will locate the desired resource.

- 1 Catalog Number*
- 2 Contributor(s)
- 3 Copyright*
- 4 Creator*
- 5 Date*
- 6 Description*
- 7 Dimensions#
- 8 Language^
- 9 Material*
- 10 Object Name*
- 11 Place
- 12 Provenance§
- 13 Publisher+
- 14 Related
- 15 Source
- 16 Subject*
- 17 Time Period†
- 18 Title*

*required

required for all objects except archival collections

§ recommended for artwork

+ recommended for books

^ required for books

†recommended

What is Metadata and Why is it Important?

In short, good metadata:

- should be appropriate to the materials of the collection, users of the collection, and intended, current and likely use of the resource.
- uses standard controlled vocabularies to reflect the what, where, when and who of the content. A controlled vocabulary is a list of accepted terms (called descriptors) used to describe a resource, which aids in organizing and retrieving similarly themed items.
- should be authoritative and verifiable. Metadata records are “objects” themselves and should have the qualities of archivability, persistence and unique identification.
- supports *interoperability* (that is, supports seamless compatibility between one system or product with other systems or products).
- helps to ensure the long-term management of the resources in collections.

Element Attributes

The following are attributes that provide information about each of the elements.

- PastPerfect Field: The metadata field.
- Corresponding Dublin Core Field: Information about an equivalent Dublin Core metadata field.
- Definition: Metadata field as defined by the Dublin Core.
- Required: Specifies if the element is mandatory. Elements that are labeled “required” must contain metadata. Exceptions may be made for legacy metadata.
- Input Guidelines: Provides recommendations on entering and encoding values for the elements.
- Comments: Provides additional information about the application of the element for metadata entry.
- Examples: Instances of how the element is used.

Legacy Metadata

Metadata created prior to these *Guidelines* document may conform to other guidelines and specifications. It may be difficult to revise or edit large amounts of “legacy metadata” to follow the practices set forth in the following pages. In this situation, make reasonable efforts to retrofit existing metadata into the fields, following the *Sewall-Belmont House and Museum Metadata Guidelines for Museum Cataloging*.

METADATA ELEMENTS

1. CATALOG NUMBER

PastPerfect Field: Accession Number and Object ID Number

Corresponding Dublin Core Field: Identifier

Definition: A controlling number composed of an accession number and object identification number given to a resource(s) that came from a single source at one time and is accepted as part of the organization's permanent collections.

Required: Yes

Comments: The Collections Manager shall assign all accession and object identification numbers—no exceptions.

Examples:

Accession Number	Comments
2009.1	The first part of the number is the year. The second part of the number begins with "1" each year and runs consecutively through the number given to the final accession for that year. For example, in the year 2009, the number assigned to the first object accepted as part of the permanent collection would be 2009.1; the accession number for the second object would be 2009.2.

Object ID Number	Comments
2009.6.10	A large collection received at one time from a single source uses a number composed of three parts: the year of acquisition; the number assigned within that year to the collection; and the serial number of the individual item within that collection. For example, the sixth accession, consisting of a group of objects, would receive the number 2009.6, and the tenth object in that group would be assigned 2009.6.10.
2009.8.2a; 2009.8.2b	An object number composed of a three-part number and letters for a pair of shoes. The accession number is 2009.8. The third number indicates that it is the second object in the group. The use of "a" and "b" indicates that the shoes belong together. 2009.8.2a is for the left shoe; 2009.8.2b is for the right shoe.
2009.10.1-4	An object number for a tea set. The accession number is 2009.10. Within this set, each object is given its own three-part object number, sometimes with letters. For example, the creamer is 2009.10.1. The teapot with a removable lid 2009.10.2a and 2009.10.2b to indicate that they belong together. The sugar bowl with a removable cover is 2009.10.3a and 2009.10.3b. The tray is 2009.10.4.

2. CONTRIBUTOR

PastPerfect Fields: Author Added Entries, Interviewer, Other Artists, Other Creators

Corresponding Dublin Core Field: Contributor

Definition: The person(s) or organization(s) that made significant intellectual contributions to the resource but whose contribution is secondary to any person(s) or organization(s) already specified in the **Artist, Author, Creator, Narrator’s Name, or Photographer** field.

Required: No

Input Guidelines:

- Refer first to authority file developed by Sewall-Belmont House and Museum.
- Enter contributor names in inverted form: Last name, First name, Middle name or Initial. If it is not obvious how to invert or structure a name, use the name form given in an authority list or enter it as it would be in the country of origin.
- Name authority information can be found at the Library of Congress Authority file at <http://authorities.loc.gov/>.
- A resource may include multiple contributor names. Separate each entry with a semicolon and space.
- Abbreviations for designations of function (such as “ed.” for Editor) are allowed. Enter the designations after the name in parentheses. For more abbreviations and information, refer to the AACR2 Abbreviations list at <http://www.library.yale.edu/cataloging/tools.htm>.

Comments:

- Enter all secondary creators in the **Author Added Entries, Interviewer, Other Artists, or Other Creators** field.
- This field may include the names of editors, transcribers, illustrators, translators, interviewers, etc.
- Enter name of the primary person or organization that produced the object (like an author’s name) in the **Artist, Author, Creator, Narrator’s Name, or Photographer** field.

Examples:

Author Added, Interviewer, Other Artists, Other Creators	Comments
Kessler-Harris, Alice; Sklar, Kathryn Kish	A book with three authors; the first author is recorded in the Author field, and the two remaining authors recorded in Author Added Entries field.
Parshley, H.M. (ed.; tr)	“The Second Sex,” by Simone de Beauvoir, translated and edited by H.M. Parshley. The author, Simone de Beauvoir, is recorded in the Author field and the translator and editor in the Author Added Entries field.
Fry, Amelia R.	Alice Paul oral history. The interviewer, Amelia R. Fry, is recorded in the Interviewer field.
Allender, Nina	Cover of “The Suffragist” drawn by Nina Allender. The National Woman’s Party is recorded in the Author field and Nina Allender, a contributor, to the periodical is recorded in the Author Added Entries field.

3. COPYRIGHT

PastPerfect Field: Copyright, Conditions Governing Access & Reproduction, Restrictions

Corresponding Dublin Core Field: Rights

Definition: Information about rights held in and over the resource.

Required: Yes

Comments: Information about rights for access and reproduction held in and over an object and may include copyright, citation, use or reprint information. A rights management statement may contain information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc. Prepare standard wording in advance to accommodate various situations; it may be revised or expanded as needed.

Examples:

Copyright	Comments
To order reproductions or inquire about permissions, contact: email@emailaddress.com . Please cite the image number.	Use information
Rights status of individual images may vary. The National Woman's Party does not own the copyright to the photographic images in the collection. See studio information (if available) for leads on copyright.	Sewall-Belmont House and Museum rights management statement
The opinions expressed in this interview are those of the interviewee only. They do not represent the views of [Organization name]. Please contact [Organization name] with questions about the use and reproduction of this resource.	Oral history interview rights statement

4. CREATOR

PastPerfect Fields: Artist, Author, Creator, Narrator's Name, Photographer

Corresponding Dublin Core Field: Creator

Definition: An entity primarily responsible for making the resource.

Required: Yes

Comments: This field contains the name of the primary person or organization that produced the resource, such as writer, photographer, artist or manufacturer. Examples include a person, an organization, a service, sponsors, department, etc.

Input Guidelines:

- Refer first to authority file developed by Sewall-Belmont House and Museum.
- Enter personal names in inverted form: Last name, First name, Middle name or Initial. If it is not obvious how to invert or structure a name, use the name form given in an authority list or enter it as it would be in the country of origin.
- Name authority information can be found at the Library of Congress Authority file at <http://authorities.loc.gov/>.
- If there is doubt as to how to enter a name and the form of name cannot be verified in an authority list, enter it as it appears and do not invert. For example: Sitting Bull.
- If the creator is unknown, enter the word "Unknown" in this field.
- Abbreviations are allowed if they are distinguishing terms added to names of persons and they are abbreviated on the item (such as "Mrs." or "Jr."). If in doubt, spell out the abbreviation.
- Abbreviations for designations of function (such as "ed." for Editor) are allowed. Enter the designations after the name in parentheses. For more abbreviations and information, refer to the AACR2 Abbreviations list at <http://www.library.yale.edu/cataloging/tools.htm>.
- Enter **primary creator** (the creator listed first on a work). Secondary authors, editors, musicians, etc. must be entered in the **Author Added Entries, Interviewer, Other Artists, or Other Creators** field.

Examples:

Artist, Author, Creator, Narrator's Name, Photographer	Comments
Anthony, Daniel, 1824-1904	Birth and death dates are very important in order to distinguish between otherwise identical names (this indicates that the person is Susan B. Anthony's brother not father).
Kleber, L.O., Mrs. (complier)	Name of complier of recipes for a cookbook.
Harvey, Sheridan (ed.)	Name of editor of a library research guide; additional editors listed in the Author Added Entries field.
National Woman's Party	Organization that is the creator or author of a broadside.
Beauvoir, Simone de	Author's name is entered as it would in the country of origin.
Unknown	Name of photographer is unknown.

5. DATE

PastPerfect Field: Date

Corresponding Dublin Core Field: Date

Definition: A point or period of time associated with an event in the lifecycle of the resource.

Required: Yes

Comments: Date of creation of the original resource.

Input Guidelines:

- Enter dates in the form MM-DD-YYYY Use a single hyphen to separate the month, date, year components:
 - Month (07 for the month July)
 - Month and date (07-19 for July 19)
 - Complete date: MM-DD-YYYY (07-19-1848 for July 19, 1848)
- Always input year with four digits; that is, 1999 instead of '99.
- Follow approximate dates with a space and "ca." to show a date is a circa date. For example, 1945 ca.
- Enter "No date" or "n.d." for items whose date of creation cannot be determined.
- **For oral histories**, enter the date(s) of the interview in the **Date** field. Provide at least the year of the interview. Give day and month information if available.

Examples:

Date	Comments
06-1950	Creation date for a report issued in June 1950.
1948	Date for an article reprint.
06-15-1998	Creation date for letter written on June 15, 1998.
1925 ca.	Approximate year a photograph was taken.
1910 – 1923	Approximate date of years for a painting.
n.d.	Not able to determine creation date.

6. DESCRIPTION

PastPerfect Fields: Description or Scope and Content/Abstract, Summary

Corresponding Dublin Core Field: Description

Definition: A physical account of the resource.

Required: Yes

Comments: The physical description should create a mental picture of the resource and provide enough detail to uniquely identify it should the catalog number be missing (75-word maximum). The description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content, a tape log or a free-text account of the content.

Input Guidelines:

- Try placing the resource in its larger context by answering the questions: who, what, where, when, why and how.
- Organize description spatially from top to bottom, left to right, or front to back when describing a resource. Avoid jumping around from major element to major element without any clear order.
- For documents, the scope and content/abstract should provide one or more sentences on the content of the document.
- For books, the summary should provide one or more sentences on the content of the book.
- Avoid opinions (e.g. beautiful, lovely).
- Avoid reliance on external sources (e.g. According to Jim, this axe was used by George Washington).
- Avoid conjecture (e.g. marked G.W. for George Washington).
- For audio and video files, include the relevant information about the playtime length. If the file is a portion of a full length file, include information about the playtime length for the portion and the whole. An example of this could be “Clip is 2 minutes of a 20 minute interview” or “Clip is 10 minutes of a 60 minute video.”

Examples:

Resource	Poor Description	Good Description
Chair	The chair features a carved shell on the crest rail and stands on cabriole legs with turned stretchers and a basket-weave woven straw seat, above which is a pierced splat on the back.	The chair stands on cabriole legs held by turned stretchers. The seat is woven of straw in a basket weave pattern. The back features a pierced splat topped by a crest rail with a carved shell.
Painting	Florence Bayard Hilles, of Wilmington, Delaware, was chairman of the Committee for Conversion of the Coach House to Library and was the national chairman of the NWP from 1933-1936. She was imprisoned in Occoquan Workhouse in 1917.	Bust-length portrait of Florence Bayard Hilles. Hilles is facing slightly to the right. She has gray hair and blue eyes and is wearing a blue blazer over a white blouse. Around her neck, Hilles wears a strand of pearls.
Banner	Dark yellow polished cotton banner with purple painted lettering and gold fringe along the bottom.	Dark yellow polished cotton banner with purple painted lettering that reads: “Naught Can Ye Win But By Faith and Daring.” The banner also has gold fringe along the bottom.

Cartoon	Older woman appears shocked or horrified while looking at a younger woman who is holding a suffrage banner in front of her.	Cartoon depicting an older woman with her hands in the air looking at a young woman standing on a platform and holding a suffrage banner in front of her. At the bottom of the cartoon, it reads: "My Child!"
Book	A collection of recipes by the Equal Franchise Federation of Western Pennsylvania.	A collection of recipes, photographs, quotations, and advice compiled by the Equal Franchise Federation of Western Pennsylvania to increase publicity and raise funds for the woman suffrage campaign. Among the contributors were Dr. Anna Howard Shaw, Jane Addams, Julia Lathrop, Harriett Tylor Upton, Alva Belmont, and Charlotte Perkins Gilman.

7. DIMENSIONS

PastPerfect Fields: Dimensions, Print Size, Film Size, Size, Physical Description

Corresponding Dublin Core Field: Format

Definition: The dimensions of the resource.

Required: Required for all resources except archival collections.

Comments: The **Dimensions, Print Size, Film Size, Size, Physical Description** fields includes information about the physical manifestation of the resource.

Input Guidelines:

- Measurements for objects, photographs, negatives, slides, maps, and books are in inches and pounds.
- Measurements must be written as decimals to the nearest quarter inch.
- For objects, fill in the appropriate **Dimensions** fields. Not all measurements are appropriate for all objects. Select the measurements you need to describe the object. Any additional information about the measurement of the object may be written in the Dimension Details field.
- For photographs, negatives, and slides, record the height then width in the appropriate **Print Size** or **Film Size** field.
- For maps, record the height then width in the **Size** field.
- For books record the height then width in the **Physical Description** field.

Examples:

Resource	Measurements
A round suffrage pin	1" x .25". Diameter and depth of pin.
Photograph showing members of the National Woman's Party picketing	8" x 10". Orient the photograph as a person is expected to look at it. The height is measured first, the width second. In this case, the photograph is a horizontal view.
Portrait photograph of Alice Paul	10" x 8". Orient the photograph as a person is expected to look at it. The height is measured first, the width second. In this case, the photograph is a vertical view.
Desk of Alice Paul	42.5" x 43.25" x 20.25". The height by width by depth.

8. LANGUAGE

PastPerfect Field: Language

Corresponding Dublin Core Field: Language

Definition: A language of the resource.

Required: Required for books.

Comments: Indicates the language(s) of the intellectual content of the resource. This implies the language(s) in which a book is written.

Input Guidelines:

- Select the language name from the ISO 639-3 draft international standard found at <http://www.sil.org/iso639-3/default.asp>. Input full language name.
- A resource may include multiple languages. Separate each entry with a semicolon and space.

Examples:

Language	Comments
French	French-language book
English; German	A women's rights pamphlet in English and German

9. MATERIAL

PastPerfect Fields: Material, Medium, Recording Media

Corresponding Dublin Core Field: Format

Definition: The file format and physical medium of the resource.

Required: Yes

Comments: The material, medium, recording media fields include information about the physical manifestation of the resource.

Input Guidelines:

- For objects, refer first to the authority file.
- Multiple values may be associated with the resource.
- Describe the item, from general to specific, separated by a comma and space.

Examples:

Material, Medium, Recording Media	Comments
Oil, canvas	Describes the physical medium of a painting.
Paper, photographic emulsion	Describes the physical medium of a photograph.
Paper, ink	Describes the physical material of a cartoon. Note that the item is described from general to specific, and is separated by semicolon and a space.
Cassette, compact	Taped oral history interview that describes the recording media of the format.
Metal	Describes the physical material of a key.
Fabric, cotton	Describes the physical material of a suffrage banner.

10. OBJECT NAME

PastPerfect Field: Object Name

Corresponding Dublin Core Field: Type

Definition: The nature or the genre of the resource. What is it?

Required: Yes

Input Guidelines:

- Select "Search Lexicon" provided by PastPerfect.
- For resources that do not come under "Search Lexicon", ask Collections Manager for name.

Examples:

Object Name	Comments
Print, Photographic	Describes the type of photograph from general to specific.
Book	Describes a book.
Painting	Describes the type of artwork.
Tape, Magnetic	Describes the type of recording material used to record an oral history interview.
Fonds	Describes the entire archive collection, regardless of form or extent, accumulated by a particular person.
Key, Jail	Describes the type of object from general to specific.

11. PLACE

PastPerfect Fields: Area/Region, Latitude, Longitude, Place

Corresponding Dublin Core Field: Coverage [spatial]

Definition: The spatial topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

Required: No

Comments: Geographic coverage refers to the location(s) covered by the intellectual content of the resource (e.g. place names; longitude and latitude; celestial sector) *not* the place of publication nor the place of the repository. **Strongly recommended for use in describing maps, globes and cartographic materials as well as locations where photographs were taken.** When possible use standardized vocabularies such as *Library of Congress Subject Headings* (LCSH) or *Getty Museum's Thesaurus of Geographic Names*; a list of possible spatial schemes are listed below.

Input Guidelines:

- Multiple place names, physical regions may be associated with the intellectual content of the resource.
- Separate each entry using a semicolon followed by a space.
- If using place names, select terms from a controlled vocabulary (like *Geographic Names Information System* (GNIS), *Getty Thesaurus of Geographical Names*, *Library of Congress Subject Headings*, etc.).

Examples:

Area/Region, Latitude, Longitude, Place	Comments
North America	A map of North America. North America is recorded in the Area/Region field.
38° 53' 51.61" N	White House, Washington, DC. The latitude is recorded in the Latitude field in degrees along a meridian.
77° 2' 11.58" W	White House, Washington, DC. The longitude is recorded in the Longitude field in degrees along a meridian.
Washington, DC	A photograph of a woman suffrage parade in Washington, DC. Washington, DC is recorded in the Place field.

12. PROVENANCE

PastPerfect Field: Provenance

Corresponding Dublin Core Field: Provenance

Definition: A statement of any changes in ownership and custody of the resource since its creation that is significant for its authenticity, integrity, and interpretation.

Required: No, but recommended for artwork and furniture in the SBHM collection.

Comments: This field is used to give a detailed history of the past ownership of a resource.

Input Guidelines:

- Information, including dates, is recorded on successive transfers of ownership and custody.
- Enter as much information as possible.

Examples:

Resource	Provenance Comments
Cartoon by Nina Allender for "The Suffragist"	As the official cartoonist for the National Woman's Party, Nina Allender gave her cartoons directly to the National Woman's Party.
Painting of Florence Bayard Hilles	Commissioned and owned by Florence Bayard Hilles from 1920-1937. Upon her death the painting was transferred to her son (1937-1939), who donated it to the National Woman's Party in 1939.
Chair	The National Woman's Party frequently issued calls to its members for furniture and other household items to furnish the headquarters. Members donated or loaned items and it was not standard practice to keep official records on the history of the item or its donor.
Photograph of 1913 Woman Suffrage Parade	Provenance on this item is currently unknown. The record will be updated if the status changes.

13. PUBLISHER

PastPerfect Field: Publisher

Corresponding Dublin Core Field: Publisher

Definition: An entity responsible for making the resource available.

Required: No, but recommended for books

Input Guidelines:

- Enter multiple publishers in the order they appear on the resource or in the order of importance.
- Separate each entry by a semicolon and space.
- Omit initial article in publisher names.
- Enter group or organization names in full, direct form.
- The **Publisher** element should remain empty for an unpublished work, like a manuscript, diary, etc.

Examples:

Publisher	Comments
National Woman's Party	A publication by the National Woman's Party. This is an example of an organization name in its full direct form.
National Woman Suffrage Publishing Co., Inc.	Publisher of a book.
Government Printing Office	A publication by the U.S. Bureau of Labor Statistics.

14. RELATED

PastPerfect Field: Related Sub-screen

Corresponding Dublin Core Field: Relation

Definition: A related resource.

Required: No

Comments: This field allows resources to be linked together. For example, the relationship between a sugar bowl and creamer from the same set should be preserved even though they have been assigned to separate catalog numbers.

Examples:

Related	Comments
Reference to an exhibit catalog	Under Related Publications for a photograph.
Reproduction postcard offered in museum gift shop	Under Notes on Related objects for a photograph.
Objects related to 2009.10.4	A list of Objects Related to a tray that is part of a tea set 2009.10 listed as 2009.10.1, 2009.10.2, 2009.10.3.

15. SOURCE

PastPerfect Field: Source

Corresponding Dublin Core Field: Source

Definition: A related resource from which the described resource is derived. How a resource was acquired by the organization.

Required: Yes

Comments: Who donated this resource? Where did it come from? .

Input Guidelines:

- Enter personal names in inverted form: Last name, First name, Middle name or Initial. If it is not obvious how to invert or structure a name, use the name form given in an authority list or enter it as it would be in the country of origin.
- Name authority information can be found at the Library of Congress Authority file at <http://authorities.loc.gov/>.
- If there is doubt as to how to enter a name and the form of name cannot be verified in an authority list, enter it as it appears and do not invert. For example: Sitting Bull.
- If the object was found in the collections, say "found in the collections" in this field.

Examples:

Source	Type of donation
Kleber, L.O., Mrs.	Donor
Alva Belmont Estate	Bequest
National Woman's Party	Producer and owner of object
Found in Collections	Object found in collections. Donor unknown.
Sewall-Belmont House and Museum	Purchase

16. SUBJECT

PastPerfect Fields: People, Classification, Subjects, Search Terms

Corresponding Dublin Core Field: Subject

Definition: The topic of the resource.

Required: Yes

Comments: What the content of the resource is about or what it is, expressed by headings, keywords, phrases, names, or other terms for significant people, places, and events; includes keywords and phrases that describe a topic of the resource.

Input Guidelines:

- Refer to people, classification, subjects, and search terms provided by SBHM.
- For resources that do not come under Sewall-Belmont House and Museum lists, use established thesauri or word lists (see table below).
- Provide at least two subjects for a resource.
- Separate multiple subject entries with a semicolon followed by a space. If the subject is a person, enter in inverted form: Last name, First name, Middle name or Initial. If it is not obvious how to invert or structure a name, use the name form given in an authority list or enter it as it would be in the country of origin.
- If there is doubt as to how to enter a name and the form of name cannot be verified in an authority list, enter it as it appears and do not invert. For example: Sitting Bull.
- Abbreviations are allowed if they are distinguishing terms added to names of persons and they are abbreviated on the item (such as “Mrs.” or “Jr.”). If in doubt, spell out the abbreviation.
- Dashes and/ or other punctuation are allowed.

Other established thesauri or word lists include, but are not limited to:	
Scheme Name	Definition
AAT	Art and Architecture Thesaurus http://www.getty.edu/research/conducting_research/vocabularies/aat/
DDC	Dewey Decimal Classification http://www.oclc.org/dewey/
LCC	Library of Congress Classification http://www.loc.gov/catdir/cpsolcco/lcco/lcco.html [This link is to the LCC outline only].
LCNAF	LC Name Authorities File http://authorities.loc.gov
LCSH	Library of Congress Subject Headings
NMC	Revised Nomenclature for Museum Cataloging: a revised and expanded version of Robert C. Chenhall's system for classifying man-made objects.
RBGENR	Genre Terms: A Thesaurus for Use in Rare Books and Special Collections
TGN	Getty Thesaurus of Geographic Names http://www.getty.edu/research/conducting_research/vocabularies/tgn/
UDC	Universal Decimal Classification http://www.udcc.org [This link is to the UDC outline & subscription information.]

Examples:

Resource	Subjects
Political cartoon drawn by Nina Allender, 1914	Cartoons (commentary)—1910-1920 The Suffragist (serial) Women—Suffrage—Periodicals Women—Suffrage—United States—1910-1920

Suffrage Cookbook	Cookery, American Women—Suffrage—United States
Photograph of Edith Ainge, who took part in the National Woman's Party militant tactics and was jailed.	National Woman's Party Picketing Suffragists—United States—1910-1920 United States—New York—Jamestown Women—Suffrage—New York (state)

17. TIME PERIOD

PastPerfect Fields: Year Range, Dates of Creation, Dates of Accumulation

Corresponding Dublin Core Field: Coverage [temporal]

Definition: A named period, date, or date range.

Required: Recommended

Comments: Year range is defined as the dates of creation that fall between two recorded year dates. The first field is used to record the earliest possible year in which the item was made, created, generated or manufactured. The second field is used to record the latest possible year in which the item was made, created, generated or manufactured. Both fields must be populated with a four digit year.

Input Guidelines:

- Multiple time periods may be associated with the resource.
- Separate each entry using a semicolon followed by a space.
- Enter specific dates pertaining to the original version of the resource under the **Date** field.
- When cataloging an archive put the actual date or range of dates during which the archival material was created in the **Dates of Creation** field.
- When cataloging an archive put the period over which the material has been accumulated in the **Dates of Accumulation** field.

Examples:

Year Range, Dates of Creation, Dates of Accumulation	Comments
1913 – 1913	Publication year of a newspaper article. The year, 1913, is recorded in both of the Year Range fields.
1940 – 1959	Scrapbook created at the beginning of the 1940s through the 1950s. 1940 is recorded in the first field of the Year Range being the earliest date of creation and 1959 is recorded in the second field of the Year Range being the latest date of creation.
1913 – 1920	Collection of letters on woman suffrage written by members of the National Woman's Party. These years refer to the period of time that these letters were written and are recorded in the Dates of Creation field.
1930 – 1945	Collection of letters on woman suffrage written by members of the National Woman's Party and collected by Florence Bayard Hilles. These years refer to the period of time that the collector, Florence Bayard Hilles, collected the letters. These years are recorded in the Dates of Accumulation field.

18. TITLE

PastPerfect Field: Title

Corresponding Dublin Core Field: Title

Definition: A name given to the resource.

Required: Yes

Comments: Typically, the title will be a name by which the resource is formally known. Part of the title may be a name given to the resource by the creator or publisher. The title should be brief but descriptive and answer the following question—what is this resource and its most significant features? Usually the answer includes the main subject, artist/maker, location, and date. The title should be no longer than 20 words maximum.

Input Guidelines:

- Capitalize the first word of the title and proper names. Do not include articles (the, a, an, or their foreign equivalents) at the beginning of a title, unless the article is a part of a proper name.
- Transcribe the title from the resource itself, such as using a caption from a photograph or a title on a music sheet and put it in quotation marks.

Examples:

Object	Poor	Good
Book	Susan B. Anthony	"Susan B. Anthony" by Rheta Childe Dorr, 1928
Scrapbook	Alva Belmont Scrapbook	Scrapbook of a collection of woman suffrage clippings created by Mrs. Oliver H.P. Belmont, Volume 1
Oral history	Alice Paul Interview	Conversations with Alice Paul on woman suffrage conducted by Amelia R. Fry, 1972
Photograph with handwritten identification on back	Edith Ainge	"Miss Edith Ainge, Jamestown, New York," taken on May 19, 1919
Unpublished document	World Woman's Party decree	World Woman's Party decree to the United Nations' Council asking for equality for women, July 19, 1942
Bust	Lucretia Mott	Marble bust of Lucretia Mott by Adelaide Johnson, 1909-1910
Metal key	Key	Metal key to the District of Columbia Prison
Banner	Yellow Banner	Yellow banner with purple lettering that reads: "Forward out of Darkness, Leave Behind the Night, Forward out of Error, Forward into Light", circa 1913-1920
Desk	Alice Paul's Desk	Chippendale-style slant-front desk used by Alice Paul