

Ten Key Principles of Cataloging (cont.)

MAINTENANCE: Preserving the asset reliably over time is also a goal.

6. Catalog once, export in various formats and various standards as needed. Select a metadata standard which comes with a published schema and/or an ontology which enables data to be expressed as XML and/or RDF.

7. Create or reference mappings to standards as needed and enable conversion strategies for legacy data and for data created outside of databases.

8. Store discretely parsed (indexable) data; display data or captions may be created on the fly (or stored in addition).

9. Ensure linkage between the image or media file and the text record file. At minimum, store the media/image filename within the text file. Consider embedding basic information in the image file as well.

10. Document your local practices and database decisions and retain mapping documents so that future managers clearly understand the choices represented by your data. Assume there will be migration and repurposing of data.

For More Information:

Visual Resources Association

<https://vraweb.org/>

CaMS Committee

<https://vraweb.org/about/committees/vra-cataloging-and-metadata-standards-committee>

Contact Us:

vra-cams@googlegroups.com



<https://vraweb.org/resources/cataloging-cultural-objects/>

VRA Core 4

<http://www.loc.gov/standards/vracore/>



Cataloging Cultural Objects

with
CCO and
VRA Core 4



Ten Key Principles of CCO

1. Establish the logical focus of each Work Record, whether it is a single item, a work made up of several parts, or a physical group or collection of works. Strongly consider using a metadata standard which clearly distinguishes between Work Records and Image Records because you are describing cultural objects, not just their surrogates.
2. Some metadata standards have minimal required elements, but strive to include as many CCO formatted elements within those standards as possible to provide "who, what, where, when" information.
3. Follow the CCO rules. Make and document additional local rules as needed, remembering that the goal is data that can be retrieved, repurposed, and exchanged effectively over time.
4. Use controlled vocabularies, such as the Getty vocabularies and the Library of Congress authorities. Store the record IDs (refids and/or URIs) from controlled terms and the vocabulary name (AAT, LCSH etc.) with your data.
5. Create and document local authority records as well. It is also possible to create refids (and URIs) for linked data for local authority terms.

6. Use established metadata standards, and conform to their rules. Standards which include both work and image record structure include VRA Core 4 and CDWA/LIDO.
7. Understand that cataloging, classification, indexing, and display are different but related functions which affect discovery and retrieval.
8. Be consistent in establishing relationships between works and images, between a group or collection and works, among works, and among images. Record the relationship type, using a controlled list.
9. Be consistent regarding capitalization, punctuation, and syntax. Avoid abbreviations in descriptive text, but when necessary, use standard codes and lists for abbreviations (for example, the ISO abbreviations for countries or the repository code for a manuscript).
10. For English-language information systems and users, use English language data values whenever possible. Other languages may be included as variant or alternate terms.

Ten Key Principles of Cataloging

ACCESS: Discovery of the asset by the user is the first criterion to meet.

1. When cataloging, always be mindful of creating multiple and appropriate access points for different user communities and different uses (curricula). A good cataloger is a generalist as well as a specialist.
2. Include both professional or scholarly terminology, as well as terms for the lay person. (Example; acroteria and roof ornaments)
3. Include both broad and narrow terms. (Example; sculpture and equestrian statue)
4. Use culturally sensitive and inclusive terminology. Be aware of ongoing discussions, and that terms may differ by region, age group and membership within a group. Provide alternate terms that are not considered offensive. (Example; Native American, First Nations, Amerindian, indigenous peoples)
5. Create alt-text visual descriptions for visually impaired and reading impaired users.