ADDING INDEX TERMS TO THE OLIVIA TERM LIST

Index terms are used to enhance descriptive information about a group, work, site or surrogate. Use index terms to create access points not already covered by other fields. Do not put the following in the index terms field:

- names (personal or corporate)
- source information
- geographic locations
- styles or periods

1. Check the entire term list for the term you are seeking or an equivalent term representing the same concept.

2. If the term you need is not already on the list, then you must first check authority sources for the term.

3. Terms may be taken from the following authorities:
   a. Art and Architecture Thesaurus (AAT)
   b. Library of Congress Subject Headings (LC)
   c. Library of Congress Thesaurus for Graphic Materials (LCTGM I&II)

4. Terms may be single terms or phrases. LC subject headings can be used as well, but no strung terms may be used (i.e., Architecture—Domestic—United States). Phrases from LC may be used, such as “knights and knighthood”.

5. Add the term to the list, using the “new” function within the term list. Fill in the field for authority source.

6. All terms will be in lower case despite Library of Congress practice. Examples of exceptions to this are trademark names (such as “Mylar”), or AAT terms that have a proper name as part of the index term (such as “Palladian windows”).

7. Preference is for the plural form when it exists.

8. Index terms will be reviewed monthly by the Steering Committee