Sites: General Guidelines for Cataloging into OLIVIA

Many Harvard repositories use the OLIVIA system to catalog sites. There are two ways site records may be used,

Site Records are used to describe a geographic location or place (building, landscape, natural or urban area, etc.).

They also function as authority records and can be linked to Work Records to provide geographic information associated with a work. Site records serve as “added entries” for geographic names when used in cataloging a Work Record.

Use of fields in the OLIVIA Site Record will depend upon local cataloging decisions. It is not necessary to use all fields in the cataloging process. The only field required by the OLIVIA system to create a Site Record is the Site Name.

The following guidelines are presented in the order of the main OLIVIA data entry screens. For each field, the OLIVIA Screen Label appears in bold, followed by the Internal field name (the field name used by the system); Table name; the Field type (text, integer, alpha with number of characters allowed, date, etc.); the MARC equivalent; indication of whether entry in the field is repeatable or not; pick list availability (controlled vocabulary); and the name of the VIA field to which it is mapped. A definition of the field, the data content rules for the field, and examples follow these details.

The rules in this document are general rules for users of the OLIVIA system. Local data content rules can be added to customize this document for use in specific projects; any local guidelines should be consistent within that repository. A variety of examples are provided for each field. Examples can also be changed to local examples when customizing the document.

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Basic Info

SITE NAME

Internal field name: Name
Table name: Sites
Field type: Alpha (80)
MARC: 245
Non-repeatable

Appears in VIA as part of Title, see Display Name for complete example.

Definition

Title, identifying phrase or name given to the Site. Site Name may be assigned by the architect, firm, general or popular usage, or the cataloger. Authority sources, such as LC, HOLLIS, TGN should be consulted, see Appendices.

Note: This field is the minimum data requirement for saving a Site Record.

Data Content Rules

- Do not use quotation marks around the Site Name. An initial quotation mark will affect sorting by name in the OLIVIA system.

- It is not recommended that initial articles be used, as they will affect sorting by title in the OLIVIA system. (Initial articles are ignored in VIA).

- Do not use periods at the end of the Site Name.

- Use a period within the Site Name to indicate a subset.

- Commas and ampersands may be used.

Examples

Tate Modern
Sever Hall
Parc de Versailles
Great Mosque. Minaret
Moscow

Revised: August 20, 2007
ALTERNATE SITE NAME

Internal field name: AlternateSiteName
Table name: Sites AlternateNames
Field type: Alpha (80)
MARC: 242, 246, 247
Repeatable
Appears in VIA as Site Alternate Name

Definition
Other names the Site is known by (e.g. alternate, translated, formerly known as).

Data content rules

- Alternate Site Names must be qualified through Alternate Site Names Type (see following field).
- Do not use quotation marks around the Alternate Site Name. An initial quotation mark will affect sorting by name in the OLIVIA system.
- It is not recommended that initial articles be used, as they will affect sorting by title in the OLIVIA system. (Initial articles are ignored in VIA).
- Do not use periods at the end of the Alternate Site Name.
- Use a period within the Alternate Site Name to indicate a subset.
- Commas and ampersands may be used.

Examples
See examples under Type for Alternate Site Names with Types.

TYPE

Internal field name: AlternateNameType
Table name: Sites AlternateNames
Field type: Alpha (80)
MARC: 246 Si or 2\textsuperscript{nd} indicator

Revised: August 20, 2007
Repeatable

Controlled vocabulary (pick list)

Appears in VIA as Site Alternate Name for all Types

**Definition**

Type of alternate title.

**Data content rules**

- Title types are from controlled vocabulary (OLIVIA), select from pick list.

**Examples (as they appear in VIA)**

Translated: Eiffel Tower

Alternate: Baker House

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**SITE TYPE**

Internal field name: SiteType

Table name: Sites SiteType

Field type: Alpha (80)

MARC: 654, 655

Repeatable

Controlled vocabulary (pick list)

Appears in VIA as Work Type

**Definition**

Used to identify the kind of Site described, e.g. church, office building, city gate, park.

**Data content rules**

- Controlled vocabulary (OLIVIA), select term(s) from pick list.

- Terms used are lower case and plural.
Examples
academic libraries
arboretums
community centers
government office buildings
railroad buildings
stables

CULTURE
Internal field name: Culture
Table name: Sites Culture
Field type: Alpha (80)
MARC: not applicable
Repeatable
Controlled vocabulary (pick list)
Appears in VIA as Nationality/Culture

Definition
Used for indicating the culture the Site comes from or where the Site is built.

Data content rules
- Controlled vocabulary (OLIVIA), select term from pick list.
- Use of Style field may be more appropriate.
- Use is determined by local repository and should be consistent within that repository.

Examples
African
Mongolian
Turkish

Revised: August 20, 2007
Roman

**COMPLEX**

Internal field name: Complex

Table Name: Sites

Field type: Alpha (80)

MARC: not applicable

Non-repeatable

Appears in VIA concatenated with Title.

**Definition**

Use to collocate large architectural or archaeological site complexes. A complex is an aggregate of separate buildings with functional diversity or similarity. This can be a conceptual hierarchy. Individual repositories should decide when its use is appropriate.

**Data content rules**

- Follow guidelines for [Site Names](#).

**Examples**

Harvard University

Angkor Wat

Roman Forum

**COMPLEX TYPE**

Internal field name: ComplexType

Table Name: Sites

Field type: Alpha (80)

MARC: not applicable

Non-repeatable

Controlled vocabulary (pick list)

Does not appear in VIA

Revised: August 20, 2007
Definition

This field is only to be used to describe the type of complex named in the Complex field. This field may not be used unless the Complex field is filled in.

Data content rules

- Controlled vocabulary (OLIVIA), select term from pick list.

Examples

universities

temple complexes

forums

**START YEAR**

Internal field name: StartYear

Table Name: Sites

Field type: Integer

MARC: 260c

Non-repeatable

Goes to VIA as a structured “begin date” for use in retrieval, but does not display.

Appears in VIA as part of Date (free text) if there is no Date Description in the OLIVIA record.

Definition

Site start date expressed only by year; this may be the year plans for building were begun, the year of construction or the year of dedication of the building depending on cataloging information available. Further explanation of date can be expressed in the Notes field.

**END YEAR**

Internal field name: EndYear

Table Name: Sites

Field type: Integer

MARC: 260c

Revised: August 20, 2007
Non-repeatable

Goes to VIA as a structured “end date” for use in retrieval, but does not display.

Appears in VIA as part of Date (free text) if there is no Date Description in the OLIVIA record.

**Definition**

Site end date expressed only by year; year construction work on the Site is completed or date of dedication.

**Data Content Rules for Start Year and End Year**

- If a specific year is known, Start Year and End Year will be the same date.
- Both Start Year and End Year must be filled in, unless there is no date. Note: the system will automatically fill in End Year with the same year as Start Year, if Start Year is entered and End Year is left blank by the cataloger.
- Use years only, expressed in 4-digits. Do not enter month or day.
- BC is represented by negative numbers. The OLIVIA system will convert negative numbers to BC format. For example, -45 in the Start or End Year field will become 45 BC.
- For circa dates, Start Year may be a number of years (determined locally) before the circa date. For example, when Date Description is ca. 1885, Start Year may be 1875, 10 years before the circa date, and End Year would be 1895, 10 years after the circa date.
- When date description is for a specific century, Start Year should be - - 00 and the End Year should be - -99. For example, when date description is 17th cent., Start Year should be 1600 and the End Year should be 1699.
- Use Notes fields to explain subsequent date information, such as renovations or additions.

**Examples**

1910 - 1915
2000
-64 = 64 BC

**DATE DESCRIPTION**

Internal field name: DateFreeText

Table Name: Sites

Revised: August 20, 2007
Field type: Text

MARC: not applicable

Non-repeatable

Appears in VIA as Date. The field Date (free text) is the only VIA date that displays. The VIA Date field will be populated from the Date Description OR from the start/end years if no Date Description exists.

Definition

Used for non-precise prose dating, such as “ca.”, “fl.”, “19th cent.”, etc.

Data content rules

- Follow AACR for circa and century abbreviations: ca. and cent.
- Enter n.d. in date description if no date is available.

Examples

ca. 1880
between 1875 and 1899
early 19th cent.

**CITY/PLACE**

Internal field name: City Place

Table Name: Sites

Field type: Alpha (80)

MARC: not applicable

Non-repeatable

Appears in VIA as Production concatenated with State/Province and Country and concatenated with Site Name in Title. See Display Name.

Definition

The geographic place or local entity where the Site is located.
Data content rules

- Repeat city even if Site Name is a city.

Examples

Rome
Cambridge
Tokyo
Harare

STATE/PROVINCE

Internal field name: State Province
Table Name: Sites
Field type: Alpha (80)
MARC: not applicable
Non-repeatable

Appears in VIA as Production concatenated with City/Place and Country and concatenated with Site Name in Title. See Display Name.

Definition

The geographic place where the Site is located. Use for U.S. states and other jurisdictions (e.g., provinces, cantons, departments, counties, etc.).

Data content rules

- For all state/provinces, etc., spell out the name.

Examples

Florida
Connecticut
Alaska
Québec
Sussex

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COUNTRY

Internal field name: Country

Table Name: Sites

Field type: Alpha (80)

MARC: not applicable

Non-repeatable

Controlled vocabulary (pick list)

Appears in VIA as Production concatenated with City/Place and State/Province and concatenated with Site Name in Title. See Display Name.

Definition

Use for name of country where the Site is located at the time the Site existed there.

Data content rules

- Use English language form of country names.
- Controlled vocabulary (OLIVIA), select term from pick list.

Examples

Mexico

South Africa

China

Canada

Note: There is a “Historic Regions” group of countries where historic names of countries are gathered.

ADDRESS

Internal field name: Address

Table Name: Sites

Field type: Alpha (80)

MARC: not applicable
Non-repeatable

Does not appear in VIA

**Definition**

Use for street address or neighborhood when appropriate.

**Examples**

48 Quincy Street

Langham Place

Forum des Halles

Arrondissement 19

**VIA [Checkbox]**

Internal field name: IncludeInVIA

Table Name: Sites

Field type: Boolean

**Definition**

Flag to indicate record is to be included in VIA. Checked when the record is ready to be sent to VIA. Once checked, the record will be sent to VIA on the next scheduled upload to VIA. This box can be unchecked to remove the record from VIA. Record will not be removed from VIA until the next scheduled upload to VIA.

**DISPLAY NAME**

Internal field name: DisplayName

Table Name: Sites

Field type: Alpha (80)

MARC: not applicable

Non-repeatable

Appears in VIA as Title
Definition

Editable field populated by system with content from Site Name, Complex, City/Place, State/Province, and Country when those fields are filled.

Data content rules

- Remove duplicate information if necessary, such as a city name appearing twice.
- If any of these above fields are changed, after editing, the “Display Name” will reflect those changes.

Examples

Sever Hall, Harvard University, Cambridge, Massachusetts, United States

Guggenheim Museum Bilbao, Bilbao, Spain

Names, Works & Groups

LINKING NAMES

Site records will be linked to Name Authority Records for any creator names, associated names, corporate names, or other names that are associated with the site. Once a Name Authority Record is selected to be linked to the Site Record, the Name Relationship and Name Role must be specified.

NAME RELATIONSHIPS

Internal field name: Relationship

Table Name: Sites Name

Field type: Alpha (80)

MARC: No direct map, see comparisons below.

Non-repeatable

Controlled vocabulary

The Relationship determines where in VIA the name will appear:

- Names with relationship of “creator” appear in VIA as Creator.
  (MARC: 1st creator=1XX; subsequent=7XX)

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Names with relationship of “production” appear in VIA in Production field. (MARC: 260 $b)

Personal Names with relationship of “associated name” appear in VIA as Personal name. (MARC: 6XX or 7XX)

Institutional or Corporate Names with relationship of “associated name” appear as in VIA Corporate name. (MARC: 6XX or 7XX)

Names with relationship of “repository” appear in VIA as Repository. (MARC 852 $a)

Definition
Used to identify the general relationship of the name (personal or corporate) to the Site. The four possible relationships are: creator, production, associated names, and repository.

Data content rules

- Controlled vocabulary (OLIVIA), select relationships from pick list.
- A relationship must be assigned to each name linked to the Site.
- Note: Repository is rarely used, but may be used for models or other associated materials of the Site.

Examples
See examples under Role for Relationships concatenated with Roles.

NAME ROLES

Internal field name: Role
Table Name: Sites Name
Field type: Alpha (80)
MARC: not applicable
Non-repeatable
Controlled vocabulary

Appears in VIA concatenated with the name it describes. Field in which the name appears depends on the assigned Relationship (creator or associated name).
Definition

Used to identify the specific role performed by the creator or the associated name as related to the Site.

Data content rules

- Controlled vocabulary (OLIVIA), select roles from pick list. Content of pick lists varies according to relationship selected.
- Roles are only assigned to names with the Relationship of “creator” or “associated name.”

Examples (as they appear in VIA)

Name with Relationship of “creator” and Role of “architect”:

**Creator**: Aalto, Alvar (1898-1976), Finland, architect

Name with Relationship of “associated name” and Role of “associated architect”:

**Associated name**: Kent, William (1685-1748), England, associated architect

Name with Relationship of “associated name” and Role of “landscape architect”:

**Personal name**: Olin, Laurie (1938-), landscape architect

**LINKING WORKS**

Site records will be linked to Work records for associated works. Once a Work record is selected to be linked to the Site record, the Relationship and the Relationship Type must be specified.

Note: Due to the large number of Work records, it is recommended to link the Site to the Work from the Work record when possible as it is faster and more efficient.

**RELATIONSHIP**

Internal field name: Relationship

Table Name: Work Site

Field type: Alpha (80)

MARC: not applicable

Non-repeatable

Controlled vocabulary

Does not appear in VIA

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Definition

Used to define the relationship of the Work to the Site, such as associated site, location or production.

Data content rules

- Controlled vocabulary (OLIVIA), select roles from pick list.
- Assign a relationship to each work entered.

Examples

- associated site
- location
- production

TYPE

Internal field name: Relationship Type
Table Name: Work Site
Field type: Alpha (80)
MARC: not applicable
Non-repeatable
Controlled vocabulary
Does not appear in VIA

Definition

Defines the type of relationship between the Work and the Site, varies depending on the relationship. Such as, if the relationship is “associated site,” the type may be “comparison” or “subject” or if the relationship is “location,” the type may be “current location,” “exhibit location,” “find spot,” or “former location.”

Data content rules

- Controlled vocabulary (OLIVIA), select type from pick list.
Examples

subject
exhibit location
place of production

**LINKING GROUPS**

Site records may be linked to related Group records.

**RELATIONSHIPS**

Internal field name: Relationship
Table Name: Groups Sites
Field type: Alpha (80)
MARC:
Non-repeatable
Controlled vocabulary
Does not appear in VIA

**Definition**

Defines the relationship between the Group and the Site.

**Data content rules**

- Controlled vocabulary (OLIVIA), select roles from pick list.

Examples

associate site
location
production

**TYPE**

Internal field name: Type
Table Name: Groups Sites
Field type: Alpha (80)

MARC:

Non-repeatable

Controlled vocabulary

Does not appear in VIA

Definition

Defines the type of relationship between the group and the site, varies depending on the relationship. Such as, if the relationship is “associated site,” the type may be “comparison” or “subject” or if the relationship is “location,” the type may be “current location,” “exhibit location,” “find spot,” or “former location.”

Data content rules

- Controlled vocabulary (OLIVIA), select roles from pick list.

Examples

subject

exhibit location

place of production

Access Terms & Local Info

STYLE / PERIOD

Internal field name: StylePeriod

Table name: Sites StylePeriod

Field type: Alpha (80)

MARC: 655y

Repeatable

Controlled vocabulary

Appears in VIA as Style/Period

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Definition

Term or terms identifying a style, period, school or architectural/art movement whose characteristics are represented by the Site.

Data content rules

- Controlled vocabulary (OLIVIA), select terms from pick list.

Examples

Bauhaus

Arts and Crafts (movement)

Late Minoan

MATERIALS AND TECHNIQUES

Internal field name: MaterialTechniques

Table names: Sites MaterialsTechniques

Field type: Alpha (80)

MARC:

Repeatable

Controlled vocabulary

Appears in VIA as Materials/Techniques

Definition

Used to indicate the materials of which a Site is composed and the processes, techniques or methods used in the creation of a Site.

Data content rules

- Controlled vocabulary (OLIVIA), select terms from pick list.

- Longer descriptions with more detailed information on the Materials and Techniques should be entered into the Materials and Techniques Notes Field.

Examples

stainless steel

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INDEX TERMS

Internal field name: index term
Table name: Sites IndexTerm
Field type: Alpha (80)
MARC: 650
Repeatable
Appears in VIA as Topics

Definition

Index terms are used to enhance descriptive information about the Site. Use index terms to create access points not already covered by other fields with controlled vocabularies.

Data content rules

- Controlled vocabulary (OLIVIA), select terms from existing list.
- Names (personal or corporate); source information; and geographic locations should not be used as index terms.
- Index terms are lower case and plural.
- If a term, or its equivalent, is not found on the existing list, the cataloger may add terms according to the established guidelines outlined in the document: “Adding Index Terms to the OLIVIA Terms List,” http://hul.harvard.edu/ois/systems/olivia/adding-indexterms.pdf

Examples

axonometric drawings
bird’s-eye perspectives
office towers
waterfronts
LOCAL SITE INFORMATION

Description: used to store local information for an individual repository so records can be shared by multiple repositories

Note: Use of any one field other than Volume, Issue, Year, or Page in the Local Information table is a minimum data requirement for saving local information for a site record.

CLASSIFICATION

Internal field name: Classification1, Classification2, Classification3, Classification4

Table name: Sites LocalInformation

Field type: Alpha (80)

MARC: not applicable

Non-Repeatable

Appears in VIA as Classification. Number is concatenated with repository name. Classification 1-4 will be concatenated with spaces and sent as one.

Definition

Use for classification numbers assigned to the Site. Four classification number fields are available.

Data content rules

- Use of classification numbers is determined by local repository.

Examples

KB1008.5

182  B 657  5 P(a)

TC4630.0095 :463

In VIA: Classification: KQ 535 (Loeb Library, Harvard Design School)

ACCESSION #

Internal field name: AccessionNumber

Table name: Sites LocalInformation

Field type: Alpha (80)
MARC:
Non-repeatable
Appears in VIA as

Definition
A unique collection number assigned to the Site.

Note: Rarely used in Site records.

Data content rules
- Number must be unique.
- Number determined by local repository.

Examples
144455
:435
2001.04973

ACCESSION DATE
Internal field name: AccessionDate
Table name: Sites LocalInformation
Field type: Date

MARC:
Non-repeatable
Does not map to VIA

Definition
Date accession number was assigned.

Data content rules
- Format of date determined by local repository.
Examples

May 12, 1933

2002-03-13

**IMAGE SOURCE, AUTHOR, VOLUME, ISSUE #, PAGE #**

Used for: If an image of the Site exists without a surrogate, these fields can be used to describe the image source information. At this time (07/03) information in the Image Source Record is not exported to VIA.

Note: Accession # through Image Source are rarely if ever used in Site records.

**VIA NOTES**

Internal field name: VIANotes

Table name: Sites LocalInformation

Field type: Text

MARC:

Non-repeatable

Appears in VIA as Note: *General*

**Definition**

Used for repository specific notes relating to the local information.

**Data content rules**

- Use determined by local repository.

**Examples**

Classification number indicates city views.

**IN HOUSE NOTES**

Internal field name: InHousNotes

Table name: Sites LocalInformation

Field type: Text

Revised: August 20, 2007
MARC: not applicable
Non-repeatable
Does not map to VIA

Definition
Used for non-public repository specific notes relating to the local information.

Data content rules
- Use determined by local repository.

Examples
“Classification numbers of Frank Lloyd Wright’s buildings have changed.”

ACCESS RESTRICTIONS

Internal field name: AccessRestrictions
Table name: Sites LocalInformation
Field type: Text
MARC: 506, 540
Non-repeatable
Appears in VIA as Use Restrictions

Definition
Note field to record information about any restrictions imposed on access to and use of the materials related to the Site. Details of the restriction may be specified. Also may be used to record terms governing the use and reproduction of the materials. For Site Records, Access Restrictions may also be found in the Surrogate Records.

Data content rules
Statement determined by holding repository.

Examples
Access restricted.
Speak to librarian to gain access to materials.
Surrogates

Surrogate Records are linked to Site Records when a visual surrogate (for example, a slide or photograph) exists for the Site and the repository wishes to provide a detailed record of that surrogate in VIA. Up to 300 Surrogate records may be linked to a single Site record.

Notes

When adding notes, catalogers should remember that the primary purpose of the database is to provide efficient access to images. The Notes fields are for brief information clarifying significant ambiguities in dating, attribution, title, etc. Lengthy notes that do not serve to clarify basic factual information about the images are not appropriate.

NOTE TYPE

Internal field name: NoteType

Table name: Sites Notes

Field type: Alpha (80)

MARC: not applicable

Repeatable

Controlled vocabulary

Appears in VIA in the Notes field. Each Note is sent concatenated together with its Note Type and mapped to the Notes field. Exceptions: Notes with Note Type of Materials and Techniques appear in the Materials/Techniques field. Notes with Note Type of Copyright appear in the Copyright Field.

Definition

Describes the type of note. The following Note Types are selected as ones that may pertain to sites and are available in OLIVIA as of 09/03:

Citation/References: Provides a brief bibliographic citation or reference to publications in which citations, descriptions, etc. of a site have appeared. Use appropriate introductory wording (e.g., Described in:, Listed in:) to clarify the nature of the citation.

Copyright: Used to record copyright information related to the Site.

General: Used to record any other descriptive information considered important, but not falling within the definitions of other notes. This may include information on physical details not given elsewhere or information on title source and title variations.

Historical: Used to record briefly any significant historical information on a site or on the creator of a site.

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**Materials and Techniques:** Provides longer descriptions with more detailed information on the materials and techniques than can be captured by terms in the Materials and Techniques fields.

**Related Site(s):** Used to record information relating to other sites that may influence this site.

**Subject:** Provides clarification of the content or meaning of a site. May include information that places a site in a proper context.

**Transferred Information:** Internal field used by system developers to contain data transferred from other OLIVIA fields or imported from other databases. Does not export to VIA.

### Data content rules

- Controlled vocabulary (OLIVIA), select Note Type from list provided.
- Each Note will have one Note Type.
- Multiple Notes may be entered by using different Note Types.
- The types of notes used in cataloging will be determined by the local repository.

### Examples

- See examples under Note for Note Types with Notes.

### NOTE

Internal field name: Note

Table name: Sites Notes

Field type: text

MARC: 500

Repeatable

Appears in VIA in the Notes field. Each Note is sent concatenated together with its Note Type and mapped to the Notes field. Exceptions: Notes with Note Type of Materials and Techniques appear in the Materials/Techniques field. Notes with Note Type of Copyright appear in the Copyright Field.

### Definition

Prose information, of a variety of types, concerning the Site. See descriptions of types of notes under Note Type.
Data content rules

- Use statements that present the information as briefly as clarity and grammar permit.
- Each Note will have one Note Type.
- Multiple Notes may be entered by using different Note Types.

Examples

General: Original market by Delpini & Bes, built 1937

Related Site(s): Main facade faces Madar-i Khan Madrasa (Madori Khan Madrasa), built by same patron, Abdullah Khan, in 1566-1567

Historical: George Dahl, renovation and addition, 1935

**PROBLEMS**

Internal field name: Problems

Table name: Sites

Field type: Text

MARC:

Does not appear in VIA

Definition

Use for information about any problems associated with the site record.

Data content rules

Use determined by repository.

Examples

Site record needs further research.

*Note: If there is data in the problems field, then the Site will appear in blue on a results list of Sites in OLIVIA.*

Images

It is extremely rare that an image would be attached to a Site record instead of to a Surrogate record attached to the Site. This is the standard approach for attaching images to Sites.

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Note: This entry screen is used to create Image Records for each image that will be associated with the Site Record. An Image Record must be created for each image accompanying a Site Record. Multiple Image Records (up to 300) may be associated with a Site Record. Selecting “Add Record” will bring up another screen with the following fields:

**CAPTION / NOTE**

Internal field name: Caption Note
Table name: Sites Images
Field type: Text
Non-repeatable
Appears in VIA with the thumbnail image.

**Definition**

Used for image specific caption information. When multiple Image Records are associated with the Site, caption information enables the cataloger to distinguish between images.

**Data content rules**

- If Site Name is the same as the caption information, it is not necessary to repeat the title in the Caption / Note.

**Examples**

Ext. Distant view
Section
West elevation

**SEQUENCE #**

Internal field name: SequenceNumber
Table name: Sites Images
Field type: Integer

**Definition**

Determines the order in which the images attached to a site record will be viewed.

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Data content rules

- It is not necessary to enter a sequence number when only one image is needed.

**IMAGE RESTRICTION**

Internal field name: ImageRestriction

Table name: Sites Images

Field type: Boolean

**Definition**

Used to indicate whether the images are restricted to the Harvard Community or open to the world. As this information is determined by how the scanned images are deposited into DRS (restricted or not) and will not be in the OLIVIA system until after images are linked, the need for restrictions should be added to the spreadsheet and communicated to the scanning vendor.

Data content rules

- Image restrictions are determined by the local repository.

**Appendix A: Cataloging Rules, Manuals, Standards**


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Appendix B: Sources for Controlled Vocabulary

AAT: Art and Architecture Thesaurus
http://getty.edu/research/conducting_research/vocabularies/aat/

LCTGM I: LC Thesaurus for Graphic Materials I: Subject Terms
http://lcweb.loc.gov/rr/print/tgm1/toc.html

LCTGM II: LC Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms
http://lcweb.loc.gov/rr/print/tgm2/

LC: Library of Congress Subject Headings
http://authorities.loc.gov/

TGN: Thesaurus for Geographic Names On Line
http://getty.edu/research/conducting_research/vocabularies/tgn/

Appendix C: Additional Sources For Site Information

HOLLIS Catalog
http://lib.harvard.edu/

Avery Architectural Periodicals Index
http://80-eureka.ohio.rlg.org.ezp1.harvard.edu/cgi-bin/zgate2.prod

Frances Loeb Library, Harvard Design School
http://www.gsd.harvard.edu/library/index.html

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