Works: General Guidelines for Cataloging into OLIVIA

The OLIVIA system is used by many different repositories at Harvard to catalog a wide variety of works. The Work Record is used to describe an original work (painting, photograph, print, sculpture, etc.). The definition of a work will vary depending upon the repository’s approach to cataloging its own collections. For some, when cataloging an image of an object, it will be the object that is considered the work. Other repositories will consider the work to be the image that depicts the object. The use of fields in the OLIVIA Work 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 Work Record is the Work Title. Each repository must determine its own standards for acceptable descriptive records of its materials in OLIVIA.

The following guidelines are presented in the order of the main OLIVIA data entry screens for a Work Record. 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.); indication of whether entry in the field is repeatable or not; the MARC map (MARC maps are to similar fields in MARC. Use in OLIVIA may not correspond directly to other cataloging guidelines.); pick list availability (controlled vocabulary); and the name of the VIA field mapped to. 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 and recommendations for users of the OLIVIA system. Repositories using the system may choose to add and refine rules for local use. Local data content rules can be added to customize this document for use in specific projects. See Appendix A for suggested manuals to consult in developing cataloging guidelines.

BASIC INFO ..........................................................................................................................2
SURROGATES ........................................................................................................................9
NAMES, SITES & GROUPS .................................................................................................9
NOTES & NUMBERS ............................................................................................................14
ACCESS TERMS ...................................................................................................................18
LOCAL & RELATED INFO .................................................................................................21
IMAGES ...............................................................................................................................28
Appendix A: Cataloging Rules, Manuals, Standards .........................................................30
Appendix B: Sources for Controlled Vocabulary ...............................................................31
**BASIC INFO**

**WORK TITLE**

Internal field name: Title_ObjectName  
Table name: Works  
Field type: Text  
MARC: 245  
Non-repeatable  
Appears in VIA as Title.

**Definition**

The preferred title, identifying phrase or name given to the Work. The Work Title can be an assigned title (assigned by the artist or scholars) or an identifying phrase developed by the cataloger.

**Note:** Use of this field is the minimum data requirement for saving a Work Record.

**Data Content Rules**

- Do not use quotation marks around the Work Title. Quotation marks may be used within the title if necessary. An initial quotation mark will affect sorting by title 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.)

- Commas and ampersands may be used.

- Periods may be used at the end of the title, but are not recommended.

- Minimal capitalization is recommended.

- Devised titles should be descriptive and brief.

**Examples**

Tuileries and the Seine  
Self-portrait with monkey  
Street vendor sleeping next to his wares  
Sketch for “Death of St. Joseph”

**ALTERNATE TITLE**

Internal field name: AlternateTitle  
Table name: Works_AlternateTitles  
Field type: Text  
MARC: 242, 246, 247
Repeatable
Appears in VIA as Alternate Title, Series Title, etc. (determined by Title Type)

Definition
Other titles the Work is known by (e.g. translations, series, formerly known as).

Data content rules
- Alternate Titles must be qualified through use of a Title Type (see next field).
- Do not use quotation marks around Alternate Titles. Quotation marks may be used within the title if necessary. An initial quotation mark will affect sorting by title 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.)
- Commas and ampersands may be used.
- Periods may be used at the end of the alternate title, but are not recommended.

Examples
See examples under Title Type for Alternate Titles with Title Types.

TITLE TYPE
Internal field name: TitleType
Table name: Works_AlternateTitles
Field type: Alpha (80)
MARC: 246 $i or 2nd indicator
Repeatable
Controlled vocabulary (pick list)
Appears in VIA as Alternate Title, Series Title, etc. (determined by Title Type)

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)
Alternate Title: Virgin and Child  [when Title is Madonna and Child]
Original Title: Autorretrato con mono [when Title is Self-portrait with monkey]
Series Title: Hunter [when Title is Route 16, Saitama]
**START YEAR**

Internal field name: StartYear  
Table Name: Works  
Field type: Integer  
MARC: 260 $c  
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

Work start date expressed only by year.

**END YEAR**

Internal field name: EndYear  
Table Name: Works  
Field type: Integer  
MARC: 008/11-14  
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

Work end date expressed only by year.

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 set 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.
Examples
1875
2000
-0112 (entered for 112 BC)

DATE DESCRIPTION
Internal field name: date_desc
Table Name: Works
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 may 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.

WORK TYPE
Internal field name: WorkType
Table name: Works_WorkTypes
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 object or work described in the Work Record. Field is repeatable, allowing for multiple terms to be entered. General and specific Work Types may be used if required by local guidelines. May also be used to classify or categorize the item.
Data content rules

- Controlled vocabulary (OLIVIA), select term(s) from pick list. Terms used are lower case and plural.

Examples

Drawings
photographs
Work Types assigned to a trade card: advertisement, trade card, chromolithograph

COUNTRY

Note: this field is no longer active in the OLIVIA System.

CULTURE

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

Definition

The name of the culture associated with the Work. This may be used for indicating the culture a work comes from. It may also be used to indicate the culture depicted in a work. The decision on use is made by the local repository. Use should be consistent in a repository’s cataloging practice.

Data content rules

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

Examples

African
Mongolian
Chinese

DIMENSIONS

Internal field name: Dimensions
Table Name: Works
Field type: Alpha (80)
MARC: 300 $c
Non-repeatable
Appears in VIA as Dimensions
Definition

Information about the size, shape, scale, and dimensions of the Work.

Data content rules

- Specify units of measurements (inches, cm., etc.). Choice of unit is determined by local repository. Consistency in a repository’s cataloging practice is strongly recommended.

- Entering dimensions in the order of height x width, or height x width x depth, is recommended.

- Shape or scale terms go before numerical dimensions.

Examples

10 x 20 cm.
4 x 6 inches
oval 37 x 24 cm.
height 30 cm. (if not all dimensions are given)

STATE/EDITION

Internal field name: State_Edition
Table Name: Works
Field type: Alpha (80)
MARC: 250
Non-repeatable
Appears in VIA as State/Edition

Definition

For books, the edition statement; for prints, the variant stages of development of graphic and textual works. May also be used to indicate the size of an edition of multiple copy works.

Data content rules

- Use appropriate descriptive language.

Examples

3rd state
Revised edition
Limited edition of 300

DESCRIPTION

Internal field name: Description
Table Name: Works
Field type: Text  
MARC: 520  
Non-repeatable  
Appears in VIA as Description

**Definition**

Used for prose description of the Work. Can also be used to provide information that does not appear in the Work Title. Used at the discretion of cataloger according to local guidelines. For Work Records accompanied by digital images of the Work, a detailed description of the Work may not be necessary. Descriptive information captured in other OLIVIA fields should not be repeated in the Description.

**Data content rules**

- Use determined by local repository.

**Examples**

Verso: name and address of manufacturer.  
Bird's-eye view of gorge, vegetation, and river.

**VIA [checkbox]**

Internal field name: IncludeInVIA  
Table Name: Works  
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.
SURROGATES

LINKING SURROGATES

Surrogate Records are linked to Work Records when a visual surrogate (for example, a slide or photograph) exists for the work 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 Work record.

NAMES, SITES & GROUPS

LINKING NAMES

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

NAME RELATIONSHIP

Internal field name: Relationship
Table Name: Work_name
Field type: Alpha (80)
MARC: No direct and unambiguous map, see comparisons below.
Non-repeatable
Controlled vocabulary
The Name 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)
- 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 Work. The four possible relationships are creator, production (entities responsible for the production of the Work), 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 a Work Record.

Examples

*See examples under Name Role for Name Relationships concatenated with Name Roles.*

NAME ROLE

Internal field name: Role  
Table Name: Work_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 Name Relationship (creator or associated name).

Definition

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

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 Name Relationship of “creator” or “associated name.”
- Names as subjects are coded as “associated name” with the role of subject or other, more specific appropriate role, such as sitter.

Examples (as they appear in VIA)

Name with Relationship of “creator” and Name Role of “artist”:  
**Creator:** Leonardo da Vinci (1452-1519), Italy, artist

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Name with Relationship of “production” (Name Roles are not assigned to names with this relationship):

**Production**: New York, New York, United States, Beatty & Forst, Lith.

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

**Personal name**: Chagall, Marc (1887-1985), France, sitter

Note: Names as subjects are coded as “associated name” with the role of “subject” or a more specific appropriate role, such as “sitter.”

Name with Relationship of repository (Name Roles are not assigned to names with this relationship):

**Repository**: Kunsthistorisches Museum, Vienna, Austria

**LINKING SITES**

Work records will be linked to Site Records for associated sites, location, and place of production, if necessary. Once a Site Record is selected to be linked to the Work Record, the Site Relationship and the Site Relationship Type must be specified.

**SITE RELATIONSHIP**

Internal field name: Relationship
Table Name: Work_Site
Field type: Alpha (80)
MARC: not applicable
Non-repeatable
Controlled vocabulary (pick list)

The Site Relationship determines where in VIA the site will appear:

- Sites with relationship of “associated site” appear in VIA as Place Name.
- Sites with relationship of “location” appear in VIA as Location.
- Sites with relationship of “production” appear in VIA as Production.

**Definition**

Used to identify the general relationship of the site to the Work. The three possible relationships are associated site, location, and production.

**Data content rules**

- Controlled vocabulary (OLIVIA), select relationships from pick list.
- A relationship must be assigned to each site linked to a Work Record.
Examples

See examples under Site Relationship Type for Site Relationship concatenated with Site Relationship Type.

SITE RELATIONSHIP TYPE

Internal field name: RelationshipType
Table Name: Work_Site
Field type: Alpha (80)
MARC: not applicable
Non-repeatable
Controlled vocabulary (pick list)
Appears in VIA concatenated with the site it describes. Field in which the site appears depends on the assigned Site Relationship.

Data content rules

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

Examples (as they appear in VIA)

Site with Relationship of associated site (when “associated site” is chosen, Site Relationship Type does not appear in VIA):
Place name: Uxmal Site. Nunnery Quadrangle. West Building, Yucatán, Mesoamerica

Site with Relationship of “location” and Site Relationship Type of “find spot”:
Location: find spot; Jonestown, Pennsylvania, United States

Site with Relationship of “location” and Site Relationship Type of “current location”:
Location: current location; Ming Tombs, Changping, Hebei Sheng, China

Site with Relationship of “production” and Site Relationship Type of “place of production”:
Production: Boston, Massachusetts, United States, place of production

LINKING GROUPS

Work Records may be linked to Group Records that describe a group of Works. It is recommended that the link between a Work Record and a Group Record be initiated from the Work Record. Once a Group Title has been selected to be linked to Work Record, the Sequence Number of the Work within the Group can be entered.

SEQUENCE NUMBER

Internal field name: SequenceNumber
Table Name: Groups_Works
Field type: Integer
MARC: not applicable
Non-repeatable

Distributed by the HUL Office for Information Systems
Does not display in VIA, but does determine order of display of the Work Records within the Group Record in VIA.

Definition

The sequence number will determine the order of display of the Work Records within the Group Record in VIA. It is important to use sequence numbers if the Works must appear in a particular order.

Data content rules

- Assign one sequence number to each Work Record
- Do not assign the same sequence number to multiple Work Records.
NOTES & NUMBERS

NOTE TYPE

Internal field name: NoteType
Table name: Works_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 available in OLIVIA as of 4/03:

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

Copyright: Identifies copyright holder for a work.

Exhibitions: Identifies exhibitions in which a work has appeared.

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 work or on the creator of a work.

Icon: Used for clarification of the iconography of a work.

Inscription: Describes a signature or mark, monogram, etc. Description of where signatures and inscriptions appear may be included. Also may be used to record titles, dates and other inscriptions, both by the creator and persons other than the creator.

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.

Production: Provides details on the production, publication, distribution, printing or manufacture of a work, beyond what is expressed by a name linked as producer or a site linked as place of production.

Provenance: Used to record information, including dates, concerning the history of the custody of the Work being cataloged. May include information on successive transfers of ownership of the materials.
Related Site(s): Used to record additional information relating to the sites linked to the Work Record.

Series: Used for notes regarding series titles, incomplete series, and numbers or letters that imply a series.

Subject: Provides clarification of the content or meaning of a work. May include information that places a work 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: Works_Notes
Field type: text
MARC: 500, 510, 545, 561, 585, etc.
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 Work. 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

Subject: Advertised company's Sultana Mills and headquarters in New York, N.Y.
Material / Technique: Oil, acrylic and pasted papers on medium density fiberboard.

ASSOCIATED NUMBER

Internal field name: AssociatedNumber
Table name: Works_AssociatedNumber
Field type: Alpha (80)
MARC: not applicable
Repeatable
Appears in VIA as Item ID (Number Type concatenated with Associated Number)

Definition

Any additional number which needs to be associated with the Work.

Data content rules

Numbers such as the accession number or the classification number which appear in other OLIVIA fields should not be replicated here.

Examples

See examples under Number Type for Associated Number with Number Type.

NUMBER TYPE

Internal field name: NumberType
Table name: Works_AssociatedNumber
Field type: Alpha (80)
MARC: not applicable
Repeatable
Appears in VIA as Item ID. (Number Type concatenated with Associated Number)

Definition

Describes the type of associated number.

Data content rules

- Use determined by local cataloging guidelines.
- If a Number Type is entered, there must be a corresponding Associated Number.
Examples (as they appear in VIA)

Artist’s inventory number: 350/4
Reference number: P1964.01
Sotheby: 1758
ACCESS TERMS

STYLE / PERIOD

Internal field name: StylePeriod
Table name: Works_StylePeriod
Field type: Alpha (80)
MARC: 6XXy
Repeatable
Controlled vocabulary
Appears in VIA as Style / Period

Definition
Term or terms identifying a period, including dynasties, reigns and ages; school; or art movement whose characteristics are represented by the Work.

Data content rules

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

Examples

Byzantine
Carolingian
Edo Period

MATERIALS AND TECHNIQUES

Internal field name: MaterialsTechniques
Table names: Works_MaterialsTechniques
Field type: Alpha (80)
MARC: 340 $c / $d
Repeatable
Controlled vocabulary
Appears in VIA as Materials / Techniques. Note: If there is a one to one correspondence between “Materials and Techniques” and “Support,” the word “on” is automatically inserted between “Materials and Techniques” and “Support” when displayed in VIA.

Definition
Used to indicate the materials the Work is composed of and the processes, techniques or methods used in the creation of the Work.

Data content rules

- Controlled vocabulary (OLIVIA), select terms from pick list.
• Longer descriptions with more detailed information on the Materials and Techniques, such as “oil, acrylic and pasted papers on medium density fiberboard” should be entered into the Materials and Techniques Notes Field. This note also maps to the Materials and Techniques field in VIA.

Examples

Enamel
offset lithography
engraving

**SUPPORT**

Internal field name: Support
Table name: Works_MaterialsTechniques
Field type: Alpha (80)
MARC: 340 $e
Repeatable
Appears in VIA as Materials / Techniques. Note: If there is a one to one correspondence between “Materials and Techniques” and “Support,” the word “on” is automatically inserted between “Materials and Techniques” and “Support” when displayed in VIA.

Definition

Used to indicate the support material used in the creation of the Work.

**Data content rules**

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

Examples

Paper
board
metal

**INDEX TERMS**

Internal field name: index_term
Table name: Works_index_term
Field type: Alpha (80)
MARC: 650
Repeatable
Appears in VIA as Topics

Definition

Index terms are used to enhance descriptive information about the Work. Use index terms to create access points not already covered by other fields.
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.
- If a term, or its equivalent, is not found on the existing list, the cataloger may add terms according to the established guidelines. See the document: Adding Index Terms to the OLIVIA Terms List.

Examples

Abbeys
Camels
Gardens
LOCAL & RELATED INFO

LOCAL WORK INFORMATION

Note: “Held Locally” checkbox is the minimum data requirement for creating a Local Information Record. It is located in the upper right corner of the Local Information Record.

HELD LOCALLY [checkbox]

Internal field name: LocallyHeld
Table Name: Works_LocalInformation
Field type: Boolean
Non-repeatable

Definition

This checkbox is to be used when the repository cataloging the Work owns the Work. Having this box checked will automatically cause the cataloger's repository to be included with the record when it is sent to VIA so that the repository name will show up in VIA as the repository for the Work.

CLASSIFICATION

Internal field name: Classification1, Classification2, Classification3, Classification4
Table name: Works_LocalInformation
Field type: Alpha (80)
MARC: not applicable
Non-Repeatable
If Work is locally held, appears in VIA in the Repository field, following the name of the Repository and the Accession number (if used). If not locally held, appears in VIA as Classification: Number. Classification 1-4 will be concatenated with a space and sent as one.

Definition

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

Data content rules

- Use of classification numbers is determined by local repository.

Examples

CA Ay 74 1983Be
KZP56.95
TypPr805
**ACCESSION #**

Internal field name: AccessionNumber  
Table name: Works_LocalInformation  
Field type: Alpha (80)  
MARC: 541 $e  
Non-repeatable  
If Work is locally held, appears in VIA in Repository field, following the name of the Repository. If not locally held, appears in VIA as Item ID: Number.

**Definition**

A unique number assigned to the Work. This will be the Item Control Number for many projects.

**Data content rules**

- Number must be unique within the local repository’s records.
- Number determined by local repository.

**Examples**

TC4580.0001  
TypPr805.T820.057 Sz1  
CP01.52.02

**ACCESSION DATE**

Internal field name: AccessionDate  
Table name: Works_LocalInformation  
Field type: Alpha (80)  
MARC: 541 $d  
Non-repeatable  
Does not map to VIA

**Definition**

Date Work was acquired.

**Data content rules**

- Format of date determined by local repository.

**Examples**

May 12, 1933  
2002-03-13
**IMAGE SOURCE, AUTHOR, VOLUME, ISSUE #, PAGE #**

If the surrogate of the Work comes from a printed source, information regarding the source may be entered into an Image Source Record. At this time (April 2003) this information is not exported to VIA.

**FORMATS AVAILABLE**

Internal field name: FormatAvailable  
Table name: Works_FormatsAvailable  
Field type: Alpha (80)  
MARC: not applicable  
Repeatable  
Controlled vocabulary  
Does not appear in VIA

**Definition**

Internal field, for use by the holding repository. Used to indicate additional formats available for the Work, such as black and white photograph, slide, etc.

**Data content rules**

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

**Examples**

b&w photograph  
color slide  
transparency

**ASSOCIATED ID**

Internal field name: Associated_ID  
Table name: Works_FormatsAvailable  
Field type: Alpha (80)  
MARC: not applicable  
Repeatable  
Does not appear in VIA

**Definition**

Internal field, for use by the holding repository to associate a number with any additional formats available.

**Data content rules**

- Use determined by local repository.
Examples
S2528
282   L 119   90(e)
R-240

VIA NOTES

Internal field name: VIANotes
Table name: Works_LocalInformation
Field type: Text
MARC: 852 $z or 500
Non-repeatable
Appears in VIA as a note in the Repository field if Work is locally held. Appears in Notes, with the type of “General,” if Work is not locally held.

Definition
Used for repository specific notes relating to the Work.

Data content rules
- Use determined by local repository.

IN HOUSE NOTES

Internal field name: InHouseNotes
Table name: Works_LocalInformation
Field type: Text
MARC: not applicable
Non-repeatable
Does not map to VIA

Definition
Used for non-public repository specific notes relating to the locally held Work.

Data content rules
- Use determined by local repository.

ACCESS RESTRICTIONS

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

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Definition

Note field to record information about any restrictions imposed on access to and use of the Work. Details of the restriction may be specified. Additional information may be recorded regarding physical access provisions, authorized users, etc. Also may be used to record terms governing the use and reproduction of the materials.

Data content rules

- Statement determined by holding repository.

Examples

Access restricted.
This copy furnished for study purposes only. Written authorization must be obtained for all other uses.

RELATED WORK

TITLE/DESCRIPTION

Internal field name: TitleDescription
Table name: Works_RelatedWorks
Field type: Text
Repeatable
MARC: not applicable
Appears in VIA in the Related Work field. Relationship (below) is concatenated with Title/Description.

Definition

Used for identifying any works related to the object(s) described. This field should be used to identify the collection that includes the Work being cataloged. “Work” is used in a broad sense and does not need to be a “work” cataloged in OLIVIA.

Data content rules

- Enter the title or a brief description of the related work.
- Multiple related works may be listed in the Work Record.

Examples

See examples under Relationship for Title/Description concatenated with Relationship.

RELATIONSHIP

Internal field name: Relationship
Table name: Works_RelatedWorks
Field type: Text
MARC: not applicable
Repeatable
Appears in VIA in the Related Work field. Relationship is concatenated with Title/Description.

Definition
Relationship between the Work described in the Work Record and the related work.

Data content rules
- Use concise terms to define the relationship.

Examples
Related Work: Harrison D. Horblit Collection of Early Photography
Relationship: Is part of the
Appears in VIA as: Is part of the Harrison D. Horblit Collection of Early Photography

Related Work: Rev. Claude L. Pickens, Jr. collection on Muslims in China
Relationship: Part of
Appears in VIA as: Part of Rev. Claude L. Pickens, Jr. collection on Muslims in China

RELATED INFORMATION

DESCRIPTION
Internal field name: Description
Table name: Works_RelatedInformation
Field type: Text
MARC: not applicable
Repeatable
Appears in VIA as Related Information

Definition
Description of further information located outside of VIA. May describe a link to fuller metadata record in repository’s local system, if Web-accessible. May also refer to a finding aid in OASIS or other on-line resources related to the Work. It is strongly recommended that links be to resources with persistent identifiers (see NRS section of OIS web site: http://hul.harvard.edu/ois/systems/nrs/).

Data content rules
- Use determined by local repository.

Examples
See examples under Link for Description (of Related Information) with Link.

Distributed by the HUL Office for Information Systems
**LINK**

Internal field name: Link  
Table name: Works_RelatedInformation  
Field type: Text  
MARC: not applicable  
Repeatable  
Appears in VIA in Related Information field

**Definition**

URL or URN link to related information.

**Data content rules**

- Enter URL / URN
- It is strongly recommended that links be to resources with persistent identifiers (see NRS section of OIS web site: http://hul.harvard.edu/ois/systems/nrs/).

**Examples**

Description (of Related Information): From the photograph album [Rev. Claude L. Pickens, Jr.'s trip to northwest China], [page 71]  
Link: [http://nrs.harvard.edu/urn-3:FHCL:65306](http://nrs.harvard.edu/urn-3:FHCL:65306) (links to an on-line version of the photograph album delivered through the PDS system.)

Description (of Related Information): Finding aid for Rev. Claude L. Pickens, Jr. collection on Muslims in China  
Link: [URL to persistent name of a finding aid in OASIS]
IMAGES

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

CAPTION / NOTE

Internal field name: Caption_Note
Table name: Works_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 Work, caption information enables the cataloger to distinguish between images.

Data content rules

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

Examples

Recto
Verso
Interior view of foldout
Detailed image
Screen-size image

SEQUENCE #

Internal field name: SequenceNumber
Table name: Works_Images
Field type: Integer

Definition

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

Data content rules

- It is not necessary to enter a sequence number when only one image record is attached to a work record.
**IMAGE RESTRICTION**

Internal field name: ImageRestriction  
Table name: Works_Images  
Field type: Boolean

**Definition**

Used to indicate if an image is restricted. Checking **Image Restriction** indicates that although the thumbnail goes to VIA and anyone can view it, only members of the Harvard Community may view the full image. Note: OLIVIA does not communicate directly with the DRS, so the need for restrictions must also be communicated to DRS depositing agent.

**Data content rules**

- Image restrictions are determined by the local repository.
Appendix A: Cataloging Rules, Manuals, Standards


VRA Core Categories (a project of the Visual Resources Association Data Standards Committee). http://www.vraweb.org/professionallinks.html
Appendix B: Sources for Controlled Vocabulary

**AAT:** Art and Architecture Thesaurus On Line  
http://www.getty.edu/research/tools/vocabulary/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 Authorities  
http://authorities.loc.gov/

**TGN:** Getty Thesaurus for Geographic Names On Line  
http://www.getty.edu/research/tools/vocabulary/tgn/