

APPENDIX M: OPTIONAL DATA CATEGORIES FOR CATALOGING CULTURAL RESOURCES

The data categories contained in this appendix were taken from the following sources:

Humanities Data Dictionary of the Canadian Heritage Information Network, Documentation Research, Publications Number 1, Revision 2, Documentation Research Group, Museum Services Division, February 1988;

Museum Information Retrieval and Documentation System, National Museum of American History, Science and Technology and Culture, Smithsonian Institution, Washington, DC;

"Inventory of American Sculpture," National Museum of American Art, Smithsonian Institution, Washington, DC;

"Inventory of American Paintings," National Museum of American Art, Smithsonian Institution, Washington, DC;

A User's Guide to the Delos System: A Computerized Artifact Inventory and Analysis System (Version 3.0), by Kathleen H. Cande, Sponsored Research Program Arkansas Archeological Survey, Draft December 1990, University of Arkansas System, Fayetteville, Arkansas;

Office of the Curator, The White House, Washington, DC; and,

Office of Information Resource Management, Smithsonian Institution, Washington, DC.

A. HIGHLY RECOMMENDED DATA CATEGORIES

The following data categories are highly recommended for cataloging cultural resources, including archeology collections. Each bureau should select appropriate data to supplement the mandatory data in order to maintain a museum information system designed to meet the bureau's needs for information and museum property management. All categories may contain multiple entries. For example, an artist data category can contain two artist names for the same work of art (e.g., Riviera, Diego and Kahlo, Frieda).

Bureau Region and/or Area

Name the administrative region or area of the unit where the object is cataloged (e.g., Rocky Mountain Region).

Catalog Information

Provide data on who identified and cataloged the object and when, as follows:

! Identified By

Record the name of the person who identified or classified the object. The identifier may be the investigator, collector, cataloger, or a discipline specialist.

! Identified by Date

Record the date the object was identified, in a standardized order (e.g., MM/DD/YYYY, 04/23/1992).

! Cataloged by

The name of the person cataloging the museum property should be noted. If there is room, give the full name and title (e.g., Doe, Jane A., Curator).

! Cataloged By Date

Record the date the object was cataloged in a standardized order (e.g., MM/DD/YYYY, 04/23/1992).

Cultural Affiliation (Manufacture)

Record the cultural attribution of the group of which the individual who made the object is a member. These should be obtained from accession documentation or derived from research (e.g., Ukrainian, Finnish, African-American, or Hopi).

Cultural affiliation is established either through self-identification with or assignment by another (e.g., cataloger) to a recognized ethnic or social group by descent,

shared language, values, and/or ideology.

Cultural Affiliation (Use)

Record the cultural attribution of the group of which the individual who used the object is a member. Cultural use is often different than intended use (e.g., a bottle opener manufactured in Columbus, Ohio, USA, may be used in the Highlands of New Guinea for neck or ear ornamentation). The original cultural use of the bottle opener as a utensil has been superseded by its latest cultural use as body ornamentation.

Cultural affiliation is established either through self-identification with or assignment by another (e.g., cataloger) to a recognized ethnic or social group by descent, shared language, values, and/or ideology.

Manufacture

Give the following information on the manufacturer:

! Name of Manufacturer

Give name of company that manufactured object.

! Artist/Maker/Author

If known, enter the full name of the artist or maker of an object (e.g., Edison, Thomas A.), or author of a book. If attributed, enter as follows: Calder, Alexander (attrib). The full, formal name of a group, that is a company, corporation, government or judicial body or institution may be given (e.g., Currier and Ives). More than one Artist/Maker/Author may be recorded.

Materials

List materials that make up an object (e.g., iron, bone, and ivory).

Measurements

Release Date:
New

M:3

Give the dimensions and/or weight of object as follows:

! Dimensions

Measurements should be taken from the widest, highest, or longest part of the object, preferably in metric units. All measurements in the same series should be in the same unit. If expressed as decimals, the metric system should be used. If the value is less than one, it should be preceded by a single zero. In general the largest applicable measurement should be used (e.g., 1.06 m rather than 106 cm, unless decimal accuracy would be lost). Refer to Appendix K for uniform techniques for recording dimensions and weights.

! Weight

All measurements in the same series should be in the same unit. Refer to Appendix K for uniform techniques for recording weights. In the case of lot cataloged material the cataloger decides if it is appropriate to weigh the entire lot, measure a diagnostic or representative object, or not measure any object within the lot.

Object Date

The date of an object may be modified as follows:

! Probable

Indicate if the date is probable, or possible (e.g., use a question mark "?" or create a yes/no field).

! Circa

Circa denotes an approximate date of an object (e.g., circa 1920).

! Begin

Record the earliest date attributed to the object. All entries are presumed to be AD (Anno Domini) unless indicated by a BC (Before Christ) or BP (Before Present) entry prior to the date. Information derived from reading and research should be documented and noted as "attributed". When dating a visual image (e.g., photographic image), the date when the

image was originally taken or made should be documented and not when the copy or print was made. If pertinent, include information on how the date was obtained (e.g., C-14 or dendrochronology). When cataloging a book or printed image, the date of printing, date published, and date copyrighted should be used.

! End

Enter the latest possible date attributed to the object. All end dates are presumed to be AD (Anno Domini) unless indicated by a BC (Before Christ) or BP (Before Present). Use only information derived from substantiated research and documentation.

Original to the Site

Record a yes or no in this data field to indicate if an object is original to the unit. For example, in a historic home objects of the period are displayed. Some are original to the historic home while others are period pieces used to replicate objects that are no longer there.

Other Numbers

Record other numbers assigned to the museum property being cataloged, such as field numbers or catalog numbers of a previous owner or catalog system. If known, indicate the source of other numbers or give the name of the person or institution that assigned them. For discussion of retention or removal of previous owner's numbers, refer to Appendix J.

Preservation Priority

Indicate if the object is in need of conservation treatment (this is often done through use of a coded numerical raking).

Restrictions

Indicate whether the object is restricted (e.g., restrictions may pertain to use, copyright, future disposition, display, or human skeletal remains).

School/Style

Record the recognized school or style of the object.

Site of Manufacture

Enter the location where the object was made. This information may be provided by the source of accession, derived from associated documentation or research, or noted on the object itself. This information is further categorized in the following data fields.

! Country

Name the political or geographical entity in which the object was originally manufactured. The appropriate entity name should be contemporaneous with the time period in which it was made. Enter USA if the object was documented as being made in the United States of America.

! State

Name the state in which the object was determined to be made. If the object was made in the USA, enter the Postal Service two-letter abbreviation for the appropriate state. Refer to Appendix J of this Volume of the Handbook.

! County

Record the county, parish, or other legal jurisdictional unit. The Federal Information Processing System (FIPS) county list may be used as a reference. Refer to Appendix G.

! Place Name

Indicate the place name and modifiers (e.g., Apache Wells), or the city or town as recognized by the U.S Postal Service. The most specific information available should be used.

! Other

Record any specific information about the location of manufacture that has not been documented in the preceding categories (e.g., Wedgewood Factory or Arms International).

! Collection Unit

If collected in a bureau unit, enter the unit (acronym or identifier) in which the object was collected.

Title

Record the title given to artwork or literature (e.g., "Venus De Milo" or David Copperfield).

B. OPTIONAL DATA CATEGORIES

Aboriginal Name

Provide the name given to object by aboriginal makers or users (e.g., olla).

Alphabets

Designate the language of inscriptions.

Alternate Object Name

Indicate alternate names for objects. For example:

! jar
! vessel

Alternate Site Name

Indicate additional or alternate site name(s), if applicable.

Artist/Maker/Author Birth Date

Enter the date the artist (maker/author/designer) was born.

Artist/Maker/Author Death Date

Enter the date the artist (maker/author/designer) died.

Artist/Maker/Author Gender

Release Date:
New

M:7

Indicate the gender of the artist or author.

Artist/Maker/Author Nationality

Indicate the citizenship of artist (maker/author/designer).

Artist/Maker/Author Period Association

Indicate the broad historical or chronological period designations which may cover the lifetime of the artist (maker/author/designer) [e.g., Cubist or WPA]).

Associated Event

Record any specific events with which the object is associated.

Associated History

Indicate the history of the movement of the object since it was produced or created, and before it came into possession of the unit.

Associated Stratigraphy

Enter the micro stratum in which the object was found in an archeological site.

Base Form

Indicate the form of the base (e.g., concave or faceted).

Base Length

Enter the measurement of the length of the base of the item.

Base Thickness

Enter the measurement of the thickness of base of the item.

Base Width

Enter the measurement of the width of the base of the item.

Body Form

Indicate the form of the body of the item (e.g., excurvedate or irregular).

Body Thickness

Enter the measurement of the thickness of the body of the item.

Bonding Agent

Indicate the bonding agent used in the production of the item (e.g., mica clay or bone ash).

Brand Name

Record the brand name of a manufactured product.

Carbon Number

Enter the amount of Carbon 14 remaining in the sample.

Cataloger Remarks

Include any remarks made by the cataloger concerning any field on the catalog card.

Ceramic

Indicate the type of modified and fired clay (e.g., adobe, greenware, bizenware, or brick).

Circumference

Enter the overall circumference measurement.

Collection Technique

Examples of archeological collection or recovery techniques are:

- ! dry screen
- ! trowel sorted
- ! point plotted artifact

- ! water screened
- ! metal detector

Color

Indicate the color(s) represented in the item.

Color Reference

Indicate the color reference used for the color evaluation (e.g., Munsell Color Chart).

Component Part Identifier

Enter the names of the component parts of the item (e.g., teapot and lid).

Concrete

Indicate the type of modified stone (e.g., cinder block, gunite, or fiber glass cement).

Condition

Standardization of condition assessments is advisable; the following definitions are recommended. Definitions of complete, incomplete, and fragmentary are not applied to archival collections.

- ! Complete: 100% of object present
- ! Incomplete: >50% and <100% of object present
- ! Fragment: ≤50% of object present

Note: > means greater than
< means less than
≤ means equal to or less than

For stability the following criteria may be used.

- ! Excellent: no damage or deterioration
- ! Good: minor damage and no active deterioration
- ! Fair: some damage and/or slow but active deterioration
- ! Poor: significant damage and/or active deterioration

Connectors or Connecting Techniques

This category can designate how certain joint parts of an object are held together.

Examples of Techniques:

- ! hinged
- ! pegged
- ! screwed
- ! soldered
- ! stitched

Examples of Connectors:

- ! band
- ! clip, paper
- ! nut and bolt
- ! staple
- ! sinew
- ! string

Conservation File Number

This is a cross referencing number for separate conservation information.

Conservation Treatment Dates

Enter the date(s) of completed conservation work on the object.

Conservator Remarks

Enter information noted by conservators either on proposed or completed conservation work.

Container Contents

Indicate the contents of the container cited in object name (e.g., seeds or olive oil).

Dating Laboratory Name/Number

Enter the laboratory name and the number or code of the sample or item cited in the object name field.

Dating Technique

Site the dating technique used to date the object.

Dating Technique Remarks

Include information concerning the dating technique.

Decoration

Record if decoration is different for manufacture, or for style. This may include specific and unique decoration to the individual object.

Decorative Motif (Exterior)

Indicate non-functional decorative motifs (e.g., floral or grape clusters).

Decorative Motif (Interior)

Indicate non-functional decorative motifs on the interior surface (e.g., floral or chevrons).

Depth

Enter the overall depth measurement of the item, either the perpendicular measurement downward from the surface (e.g., internal depth of a hollow), or the measurement from the front surface to the rear of an object (e.g., furniture).

Design

Record any distinct design from the maker or decorator.

Dimensions Remarks

Include any remarks concerning the physical dimensions or comments on partial or questionable dimensions.

Eminent Figure Association

Provide the name(s) of any eminent individual(s) known to be associated with the object.

Exhibit History

Enter a chronological list of exhibit locations or institutions in which the object has been displayed.

Face

Indicate if the object is unifacial or bifacial in reference to chipped stone artifacts.

Fiber

Indicate the type of modified fiber (e.g., bark cloth, cheese cloth, hemp, nylon, jute, raffia, silk, or velvet).

Former Title

Enter title of artwork considered to be a former title.

Gender Association

Record items with clear gender associations, such as a burden basket.

- ! Unisex
- ! Female, Woman
- ! Female, Girl
- ! Male, Man
- ! Male, Boy
- ! Infant, Girl
- ! Infant, Boy

General Subject

Identify the thematic subject classification (applied to artwork and works on paper). Refer to the entry under Subject/Theme. Examples include:

- ! landscape
- ! portrait

Geopolitical Identity

Include the object's association with a particular geopolitical identity (e.g., Kenti Cloth or American Flag).

Glass

If the object is made of in part or total of glass, indicate the type (e.g., crystal glass, mirror, or Venetian glass).

GSA Codes

GSA geographical codes provide numeric codes for states and countries.

Heat

Indicate if the object shows evidence of heat modification.

Height

Enter overall height measurement.

Image Height

For paintings, drawings, prints, and posters, enter the height measurement of the dominant image within the composition.

Image Width

For paintings, drawings, prints, and posters, enter the width measurement of the dominant image within the composition.

Indicators

This term refers to numeric characters that may be assigned at the beginning of some data fields to indicate additional information about that field available in other data base systems.

Inscription

Record any inscription that appears on the object.

Inscription Translation

Include translation of inscription from one language to another (e.g., Spanish to English).

Inside Diameter

Enter the inside diameter measurement.

Invention

Information related to inventions may include the following numbers.

- ! File Number (U.S. Patents):
number assigned when patent is filed at the U.S. Patent Office.
- ! Patent Number:
number assigned when patent is granted.

Issuance

Include objects or clothing that have been issued either from governmental agency or services or other formalized groups or institutions. Some examples may be:

- ! coins
- ! stamps
- ! military uniforms
- ! form of institution by/for which issued
- ! governmental, Federal
- ! governmental, State
- ! navy
- ! army
- ! marines
- ! coast guard
- ! private
- ! private, bank
- ! title of holder of issuance

Joint Parts

Indicate the number of parts of an object that are physically joined at the time of cataloging.

Language

Indicate the original language in which the text was created (e.g., Portuguese).

Length

Include the overall length measurement.

Lip Diameter

Enter the diameter of the lip of the item.

Lip Thickness

Enter the thickness of the lip of the item.

Location of Modification Through Use

Cite the location on the item of structural or visual modifications made through its use or adaptation over time (e.g., lower right corner).

Marking/Inscription

Indicate any distinguishing markings or inscriptions on the items (e.g., maker's mark).

Marks

Note any decorative or identifying marks, including makers marks.

Measuring Device Used

Describe the measuring device used to obtain certain measurements while cataloging. Examples include:

- ! balance
- ! measure, tape
- ! calipers, electronic

Metal

Indicate if the object is part or in total made of metal, (e.g., brass, chrome, aluminum, titanium, wire, or zinc).

Modification Through Use

Include data indicating the nature of structural or visual change to an item through its use or adaptation over time (e.g., a broken projectile flaked into a scraper or a biface, or a bottle neck adapted to a candle holder).

National Register

Indicate if the object is associated with a location on the National Register (e.g., nominated location, proposed location, designated location, or removed location).

Neck Form

Form of the neck of item (e.g., banded or grooved).

Number of Components

The number of component parts that constitute a single item.

Numeric Size

Maker's or manufacturer's size, commercial numeric size of items (e.g., dress size 7-8).

Old Description

Record verbatim the description of the object taken from an old catalog card.

Original Owner Remarks

Include any associated folklore or family history.

Other Artist/Maker/Author

Indicate when more than one artist or author created the work.

Other Artist/Maker/Author Nationality

Citizenship of additional artist (maker/author/designer).

Other Size

Maker's or manufacturer's non-numeric size or the standard commercial non-numeric size (e.g., pint or gallon).

Outside Diameter

Outside diameter measurement.

Paper

Indicate the type of paper (e.g., rice paper, tissue paper, newsprint, or bond paper).

Pattern Name

Include the pattern name given to decorative motif (e.g, crosshatching or chevron).

Plastic

If the material of which the object is made, in part or in total, is plastic, indicate the type (e.g., cellophane, acrylic, bakelite, or mylar).

Prehistoric

This field is used for indicating if the object is of prehistoric origin.

Printing

Include the varying techniques of the printing process. Some examples are:

- ! striking
- ! stereotyping
- ! electrotyping
- ! computerized typesetting
- ! engraving
- ! lithography
- ! photostat
- ! stencil printing

Production Methods and Techniques

This category describes the techniques used in creating or

decorating the object.

Examples of Methods and Techniques:

- ! clad
- ! carved
- ! enameled
- ! engraved
- ! forged
- ! hammered
- ! lacquered
- ! laminated
- ! molded
- ! painted
- ! plated
- ! gilded
- ! pressed
- ! stamped
- ! turned
- ! varnished

Publication

List all pertinent publications known to make reference to the specific object cataloged.

Qualifier

Enter additional information to a particular data field (e.g., object name or site of manufacturer).

Record Restrictions

Indicate if the associated documentation is subject to restrictions, due to sensitive information, to the extent permitted by law.

Reduction State

Indicate the state of reduction of the artifact (e.g., core, bipolar core, bipolar flake, concoidal flake, or linear flake).

Religious Affiliation

Indicate the religion(s) with which the object is associated.

Reproduction

Indicate if the object is a reproduction.

Rubber

If the object is made, in part or in total, of rubber, indicate the type (e.g., elastic, foam rubber, or silicone rubber).

Secondary Modification

Indicate the presence, and type of additional modification to an item.

Shape

This category can be used to give an overall description of shape, as an addition to the measurements.

- ! cubical
- ! conical
- ! cylindrical
- ! hemispherical
- ! oval
- ! prismatic
- ! spherical
- ! square
- ! triangular

Shape Remarks

Include any remarks concerning the physical shape.

Shoulder Angle

Enter the degrees of the angle of the item's shoulder.

Shoulder Diameter

Enter the diameter of the shoulder of the item.

Shoulder Form

Indicate the form of shoulder (e.g., pyramidal or oval).

Shoulder Thickness

Enter the thickness of the shoulder of the item.

Signature

Note the area on the artwork where the signature of the artist is located and how it is applied (i.e., the technique used).

Significance

Record the significance of the object based on standardized criteria.

Site Contract Number

Provide the contract number assigned by the institution doing research on a specific site.

Site Excavator

Provide the name of the excavator; this may be a repeating field which may include address and phone numbers.

Site Permit Number

Enter the archeological permit number held by the researcher.

Site Photographs

Note any restrictions or the location of any photographs of the collecting site.

Site Published Reference

Cite published references to the collection site.

Site Restrictions

Note any restrictions placed on archeological collecting sites.

Site Unpublished Reference

Indicate unpublished references to the site.

Subject/Theme

Include any key words and terms to provide searchable data based on the iconographic subject or theme (e.g landscape or portrait). Refer to entry under General Subject.

Surface Finish

Indicate the type of surface finish of items (e.g., burnished or painted).

Surface Marking

Record information about surface markings that may be separately noted from the condition data from use or wear on the surface of the item (e.g., burnished or scratched).

Technique of Manufacture

Record the technique of manufacture.

Testing Date

Enter the date on which the item or sample was tested to determine its age.

Thickness

Enter the overall thickness measurement, front to back at the thickest part of the item.

Use

Record the manner in which the item was used or caused to function.

Unit (Military)

For military items, record the lowest associated level of military organization that is self accounting, and which is commanded by a commanding officer.

Vessel Designation

Indicate the site-specific designation (e.g., ceramic type A1, site type 3).

Volume

Enter the volume measurement of the item cited in the object name.

Wear

Enter the dominant wear pattern observed (e.g., chipping, abrading, polishing, or crushing).

Width

Enter the overall width measurement.

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