

# Managing a Project for Art Documentation or Vocabulary Creation

Introduction to Art and  
Cultural Objects Documentation

---

Patricia Harpring

Managing Editor

Getty Vocabulary Program

Revised February 2022

Getty



# Introduction

- Project management is a process that guides a team's work to accomplish project goals within certain parameters
- It incorporates the application of processes, workflows, methods, skills, knowledge, and experience
- Goal of project management is to produce a completed project that has met defined objectives
- Project management typically facilitates the completion of deliverables that are bound to a finite timetable and budget
- Is your work ongoing, rather than a “project”? The same management concerns are applicable

See also Multilingual Equivalency Work:

[https://www.getty.edu/research/tools/vocabularies/multilingual\\_vocabs.pdf](https://www.getty.edu/research/tools/vocabularies/multilingual_vocabs.pdf)

# Introduction

## Important principles

- Address critical questions at the beginning of the project
- Sketch out a scope and goals for the project
- Communicate roles, expectations, and objectives
- Monitor progress and identify roadblocks
- Verify that all deliverables have been met
- Finalize the project
  
- The same principles are applicable to workflows that are ongoing and to series of projects

See also Multilingual Equivalency Work:

[https://www.getty.edu/research/tools/vocabularies/multilingual\\_vocabs.pdf](https://www.getty.edu/research/tools/vocabularies/multilingual_vocabs.pdf)

# Introduction

## Phases of management of a project

- Project Initiation
- Project Planning
- Project Execution
- Project Monitoring and Controlling
- Project Closing and Reporting

See also Multilingual Equivalency Work:

[https://www.getty.edu/research/tools/vocabularies/multilingual\\_vocabs.pdf](https://www.getty.edu/research/tools/vocabularies/multilingual_vocabs.pdf)

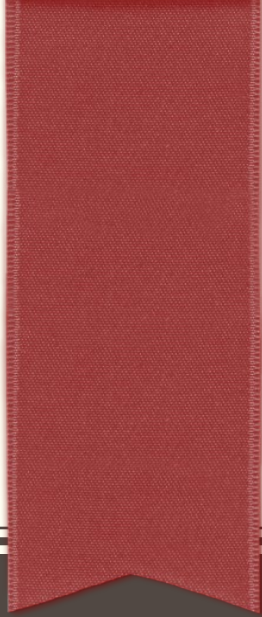
# Introduction

## Critical factors to consider

- *The Project Plan*
- *The Data*
- *The System*
- *Editorial Guidelines*
- *Quality of Work*
- *Reports*
- *Staff*
- *Working Environment*

See also Multilingual Equivalency Work:

[https://www.getty.edu/research/tools/vocabularies/multilingual\\_vocabs.pdf](https://www.getty.edu/research/tools/vocabularies/multilingual_vocabs.pdf)



# PLANNING THE PROJECT

The first and most important step

# Initial Analysis of Tasks

---

- Project plan
- Understand the project
- Know what is required to accomplish the tasks
  - What educational background is required?
  - What skills are required?
  - How long does each task take?
  - How many people are required to do the task?
  - What materials are required?
- Do test runs of tasks
- Keep track of potential problems and solutions



# Project Plan

---

---

- Designing the project plan is the most important step
- Realistic project plan is critical

- Scope of project
- Financial resources
- Physical resources
- Human resources
- Time frame
- Schedule & milestones
- Criteria for judging results





# Defining a Project Plan

---

---

- Describe tasks
- Define deliverables
- Specify staff
- Set start and end dates
- Set work hours & regular staff meetings
- Analyze budget



# Analysis of Resources

---

---

- What is the deadline?
- What are the available resources?
  - Design a realistic workflow schedule
  - Allow for potential sick days, technical glitches
- How much per week/month must be completed to meet the deadline?
  
- What compromises are acceptable in case you fall behind schedule?



# Other issues for project planning

---

---

- How will data be updated, preserved, and transferred to new media?
- What will be the next 3- to 5-year phase of the project?
- What will be the 10-year plan for the project?
- How to begin planning now for next phase?
- These are issues to address after first phase:
  - Have initial goals and deliverables been met in the first phase?
  - What lessons have been learned?

# Analysis of Resources

## For a cataloging project

- **Gaining control of material**
- **Arrange project in phases**
- **Group-level cataloging?**
  - Large groups, small groups, item-level cataloging



Phase 1 = group



Phase 2 = box



Phase 3 = item

# Analysis of Resources

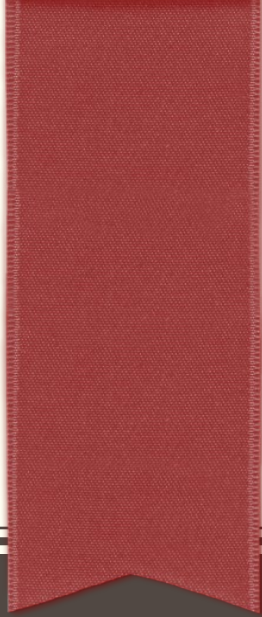
For a vocabulary translation or creation project

- **Arrange the project in phases**
- **E.g., translate section by section of the vocabulary, such as Facets of the AAT**
- **Alternatively, first translate the terms required by your project, then go back and translate the remaining vocabulary**

Top of the AAT hierarchies  
.... Objects Facet  
..... Built Environment (hierarchy name)  
..... Settlements and Landscapes (hierarchy name)  
..... Built Complexes and Districts (hierarchy name)  
..... Single Built Works (hierarchy name)  
..... Open Spaces and Site Elements (hierarchy name )  
..... Components (hierarchy name)  
..... components (objects parts)  
..... Furnishings and Equipment (hierarchy name)



Top of the AAT hierarchies  
.... Materials Facet  
..... Materials (hierarchy name)  
..... materials (matter)  
..... material components [N]  
..... <materials by composition>  
..... <materials by form>  
..... <materials by formation process>  
..... <materials by function>  
..... <materials by origin>  
..... <materials by property>



# ANALYZING THE OBJECTIVES

Determining the requirements

# How to Ensure Access

---


---

- Editorial rules
- Consistency
- Standards & vocabularies
- Data structure
- Computer system

For a vocabulary translation or creation project


## Use editorial rules

- Follow guidelines for contributions
- See the rules in Contributing Large Translations



The screenshot shows the 'Guidelines' page for the Art & Architecture Thesaurus Online. The page title is 'Art & Architecture Thesaurus® Online'. The main heading is '4. Appendices, continued'. Below this, there is a table of contents for '4.4 Appendix D: Contributors and Contributions'. The table of contents includes sections for '4.4.1 How to Record Contributors' and '4.4.2 Contributing Large Translations', with a sub-section for 'Quick Reference Guide' containing 'Introduction' and 'Organizing a Translation Project' (with sub-sections for 'Contributions to the master AAT', 'Setting up the translation project', 'Only necessary changes', and 'Logical organization of the project').

Guidelines ▶ Art & Architecture Thesaurus Online



Art & Architecture Thesaurus® Online

### 4. Appendices, continued

4 APPENDICES, CONTINUED

4.4 Appendix D: Contributors and Contributions

Contents

4.4.1 How to Record Contributors

4.4.2 Contributing Large Translations

Quick Reference Guide

Introduction

Organizing a Translation Project

Contributions to the master AAT

Setting up the translation project

Only necessary changes

Logical organization of the project

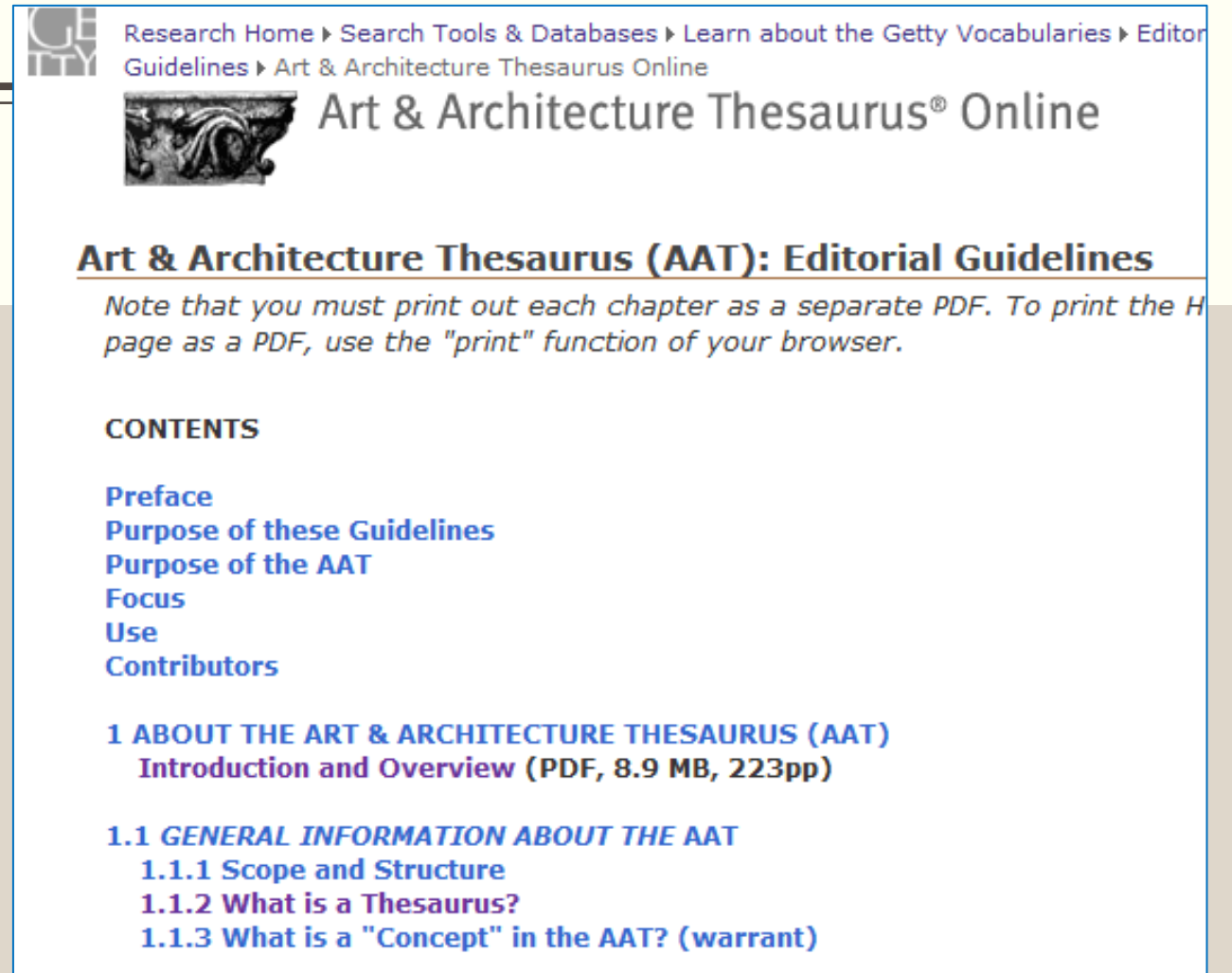
[http://www.getty.edu/research/tools/vocabularies/guidelines/aat\\_4\\_4\\_appendix\\_d\\_contributors.html#4\\_4\\_2](http://www.getty.edu/research/tools/vocabularies/guidelines/aat_4_4_appendix_d_contributors.html#4_4_2)



For a vocabulary translation or creation project

## Use editorial rules

- Follow editorial Editorial Guidelines for AAT, TGN, ULAN, CONA, or the IA



The screenshot shows the top of a web page for the Art & Architecture Thesaurus Online. At the top left is the Getty logo. To its right is a breadcrumb trail: "Research Home ▶ Search Tools & Databases ▶ Learn about the Getty Vocabularies ▶ Editorial Guidelines ▶ Art & Architecture Thesaurus Online". Below this is a decorative image of a classical architectural element, possibly a scroll or a scrollwork, followed by the title "Art & Architecture Thesaurus® Online". The main heading is "Art & Architecture Thesaurus (AAT): Editorial Guidelines". Below the heading is a note: "Note that you must print out each chapter as a separate PDF. To print the page as a PDF, use the 'print' function of your browser." The page then lists "CONTENTS" with several links: "Preface", "Purpose of these Guidelines", "Purpose of the AAT", "Focus", "Use", and "Contributors". Under "CONTENTS", there is a section "1 ABOUT THE ART & ARCHITECTURE THESAURUS (AAT)" with a link "Introduction and Overview (PDF, 8.9 MB, 223pp)". Below that is "1.1 GENERAL INFORMATION ABOUT THE AAT" with sub-sections "1.1.1 Scope and Structure", "1.1.2 What is a Thesaurus?", and "1.1.3 What is a 'Concept' in the AAT? (warrant)".

<http://www.getty.edu/research/tools/vocabularies/guidelines/index.html#aat>

# For a vocabulary translation or creation project

## Use the editorial rules



<http://www.getty.edu/research/tools/vocabularies/guidelines/index.html#aat>

**ID:** 300132869

**Terms:**

bobbin lace (pref, en)  
bone lace (en)  
cushion lace (en)  
梭心蕾絲 (zh)  
線軸編織花邊 (zh)  
kloskant (nl)  
dentelle aux fuseaux (fr)  
encaje de bolillos (es)  
encaje de bolillo (es)  
Klöppelspitze (de)  
Klöppelspitzen (de)

**Associative Relationships**

requires ... lace pillows (<textile fabricating tools and equipment>...Objects Facet) [300132869]

.Objects Facet  
... Visual & Verbal Communication  
..... Visual Works  
..... visual works (works)  
..... <visual works by material >  
..... needlework (visual works)  
..... lace (needlework)  
..... bobbin lace

**Contributors:** VP,CHIN,AS,RKD,IfM-SMB-PK,CDPB-DIBAM

**Sources:** Earnshaw, Clabburn, Needleworker's Dictionary (1976); Identification of Lace, 2d ed. (1984); Ginsburg, Illustrated History of Textiles (1991)

**Note:** With "needle lace," one of two primary types of handmade lace. It is characterized by being made by ...

**Chinese (traditional)** ..... 與「針織蕾絲 (needle lace)」同為主要的手工蕾絲, 其特色是以纏繞於線軸或梭心...

**Dutch** ..... Een van de twee belangrijkste soorten met de hand vervaardigde kant; 'naaldkant' is ...

**German** ..... Zusammen mit der "Nadelspitze" eine der wichtigsten...

**Spanish** ..... Junto a "encaje a aguja", uno de los dos tipos principales de ...

- Include the "core" fields
- Use proper literary warrant
- Include preferred term in your target language
- If it is a new record, include an English term
- Include a Scope Note

Getty

NOTE: For educational purposes only. Images may be under copyright.

# For a vocabulary translation or creation project

## Use the editorial rules

[http://www.getty.edu/research/tools/vocabularies/guidelines/aat\\_4\\_4\\_appendix\\_d\\_contributors.html#4\\_4\\_2\\_1](http://www.getty.edu/research/tools/vocabularies/guidelines/aat_4_4_appendix_d_contributors.html#4_4_2_1)

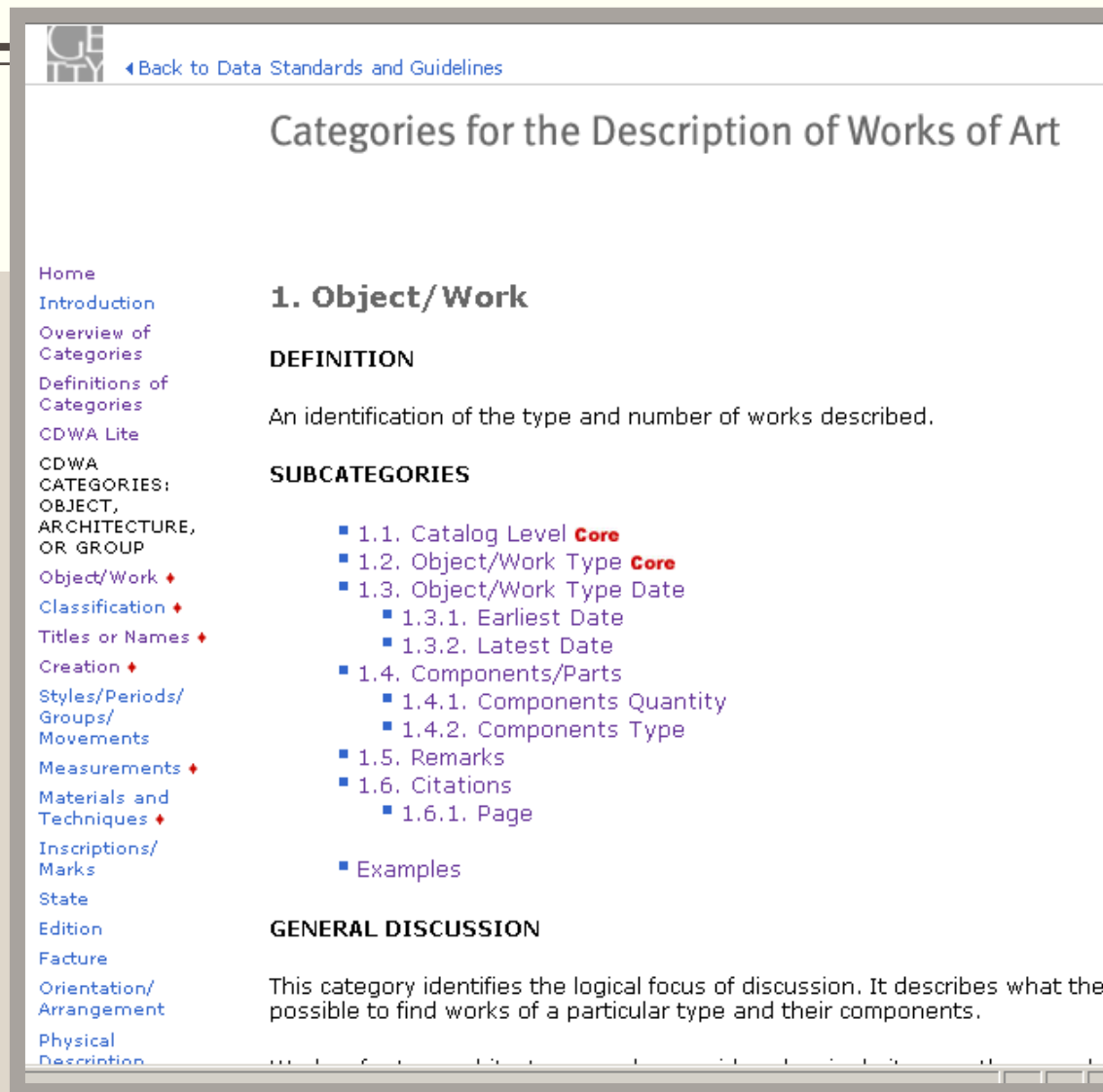
### Quick Reference Guide

- Contact the [Getty Vocabulary Program](#) before beginning a translation project.
- Follow the guidelines in Harpring, *Multilingual Equivalency* and the [AAT Editorial Guidelines](#).
- Organize all translations in one language as a project managed by the participating translating institutions.
- Assemble an expert team for translations, including experts in both a) the content and b) the source and target languages.
- Organize the work logically, either a) working facet by facet or b) using a two-step approach, by first mapping existing terminology in the target language back to the master AAT, and then proceeding with the remainder of the AAT translation.
- Safeguard the primary objectives of a) maintaining cross-language equivalence between the English descriptor and the target language descriptor, and b) maintaining monolingual equivalence between the descriptor, alternate descriptor, and used for terms in the target language for a given concept record.
- Undertake a term-to-term translation, maintaining the thesaural structure and associative relationships of the master AAT.
- Translate only the English descriptor or alternate descriptor in the master AAT; do not attempt to also translate the English used for terms.
- However, if in establishing the target-language descriptor, it is discovered that there are additional terms with true equivalence in the target language, they should be included as used for terms for that language.
- Terms within a given concept record must have true synonymy, including cross-language equivalences.
- Alternate descriptors must be derivatives of the descriptor for that language; terms that are not derivatives of the descriptor should be used for terms. Note that users of the AAT may choose any term in the concept record for indexing, including used for terms.
- Use loan terms if appropriate.
- Resort to coined terms and literal translations only when necessary.
- Submit records for new concepts, as necessary.
- Include qualifiers for all homographs, checking not only the target-language translation, but the full AAT, including terms in all languages.
- Provide warrant for all terms.
- Ensure that the translated term referenced in published sources in the target language has not only the same spelling, but also precisely the same meaning as defined in the scope note of the AAT concept record.
- Provide feedback and direct questions to the Getty's AAT editorial team as necessary, regarding editorial rules, hierarchical placement, associative relationships, and scope notes; use the established channels.
- Regarding existing data in the master AAT, request only essential changes, since the impact of proposed changes must be considered and tracked for all languages.
- In consultation with the Getty technical team, send the contribution in batches using the prescribed XML [format for contributions](#).

For cataloging projects

# Rely upon appropriate Standards & Vocabularies

- Examine existing standards
- Local adaptations may be necessary
- But be compliant where necessary for retrieval



GETTY | Back to Data Standards and Guidelines

## Categories for the Description of Works of Art

Home  
Introduction  
Overview of Categories  
Definitions of Categories  
CDWA Lite  
CDWA CATEGORIES:  
OBJECT,  
ARCHITECTURE,  
OR GROUP  
Object/Work +  
Classification +  
Titles or Names +  
Creation +  
Styles/Periods/  
Groups/  
Movements  
Measurements +  
Materials and  
Techniques +  
Inscriptions/  
Marks  
State  
Edition  
Facture  
Orientation/  
Arrangement  
Physical  
Description

### 1. Object/Work

**DEFINITION**

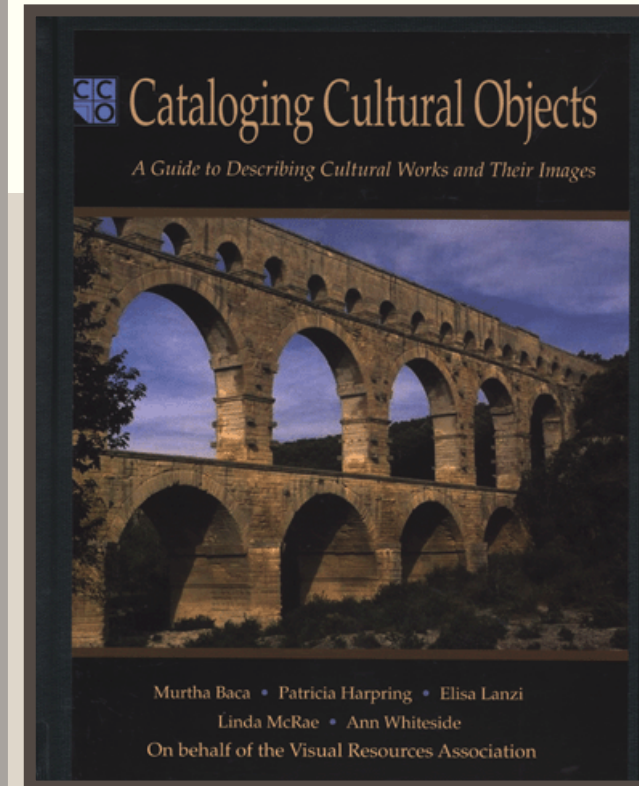
An identification of the type and number of works described.

**SUBCATEGORIES**

- 1.1. Catalog Level **Core**
- 1.2. Object/Work Type **Core**
- 1.3. Object/Work Type Date
  - 1.3.1. Earliest Date
  - 1.3.2. Latest Date
- 1.4. Components/Parts
  - 1.4.1. Components Quantity
  - 1.4.2. Components Type
- 1.5. Remarks
- 1.6. Citations
  - 1.6.1. Page
- Examples

**GENERAL DISCUSSION**

This category identifies the logical focus of discussion. It describes what the possible to find works of a particular type and their components.



[http://cco.vrafoundation.org/index.php/toolkit/cco\\_pdf\\_version/](http://cco.vrafoundation.org/index.php/toolkit/cco_pdf_version/)



# For cataloging projects

## Which are the “core” fields?

- What is a minimum record?
- Which fields are critical for retrieval?

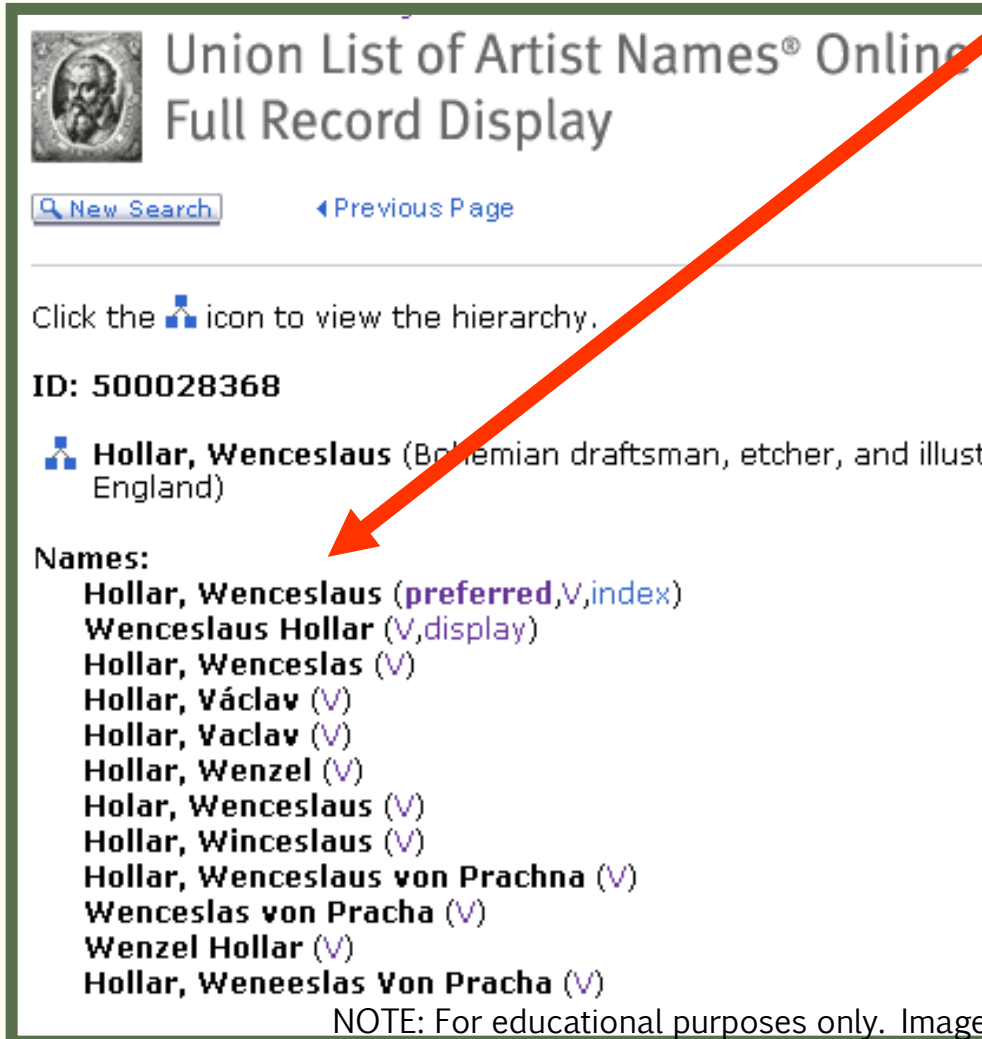
**Catalog Level:** item  
**Title:** Bronze Vase  
**Creator:** Nakagawa, Kazumasa (Japanese ceramicist, 1893-1991)  
**Index:** [ULAN 500122304]  
Culture: Japanese  
**Classification:** decorative arts  
**WorkType:** vase [AAT 300132254]  
**Creation Date:** Meiji period (1868-1912)  
**Material/Tech.:** cast bronze  
**index:** bronze (metal) [AAT 300010957]  
**Dimensions:**  
height: 19.05 cm (7 1/2 inches)  
**Value:** 19.05 **Units:** centimeters **Type:** height  
Inscriptions: signed: Masatoshi saku  
**General Subject:** utilitarian objects **Type:** isness  
Specific Subject: carp [AAT 300250185]  
**Location:** private collection  
Descriptive Note: Relief with a swimming carp.  
Traces of old labels; slight light marks to patina.  
Variance in color of patina, including red and orange.



# For cataloging projects


Rely upon appropriate Standards

## ■ Use the Getty vocabularies




Union List of Artist Names® Online  
Full Record Display

[New Search](#) [Previous Page](#)

Click the  icon to view the hierarchy.

**ID:** 500028368

 **Hollar, Wenceslaus** (Bohemian draftsman, etcher, and illustrator, England)

**Names:**

- Hollar, Wenceslaus (**preferred**,V,index)
- Wenceslaus Hollar (V,display)
- Hollar, Wenceslas (V)
- Hollar, Václav (V)
- Hollar, Vaclav (V)
- Hollar, Wenzel (V)
- Holar, Wenceslaus (V)
- Hollar, Wincellaus (V)
- Hollar, Wenceslaus von Prachna (V)
- Wenceslas von Pracha (V)
- Wenzel Hollar (V)
- Hollar, Weneelas Von Pracha (V)

NOTE: For educational purposes only. Images may be under copyright.

**Catalog Level:** item **Classification:** prints and drawings  
**Work Type:** print  
**Title:** Shell (Murex brandaris)  
**Creator:**  
**Name:** Wenceslaus Hollar  
**Dimensions:** plate: .095 x .136 m **Date:** ca. 1645  
**Location:** National Gallery of Art (Washington, DC)  
**Repository Number:** 1992.17.2 **Credit Line:** Gift of Edward William Carter and Hannah Locke Carter  
**Location:** Bohemia **Type:** creation  
**Material:** etching on laid paper **Culture:** Bohemian  
**General Subject:** animals  
**Specific Subject:** shell | Murex brandaris



## For cataloging projects

# What data will be recorded?

- Consult CDWA and CCO for core & required fields
- What information is important for your project? Additional fields?
- What information is available for the objects?

**Classification:** photographs  
**Work Type:** daguerreotype  
**Title:** A young mother with her daughter  
**Creator:** unknown 19th-century American  
**Dimensions:** 4 1/4 x 6 1/2 in. (including case)  
**Date:** 1850s  
**Materials:** quarter-plate daguerreotype; leather case; red-velvet silk lining  
**General Subject:** portrait  
**Specific Subject:** double portrait | woman | child  
**Descriptive Note:** Quarter-plate daguerreotype of a young mother, wearing a fancy plaid dress, and her daughter, both with gilt detail on their earrings and necklaces, without a seal, in a leather case.  
**Current Location:** Fillmore Museum of Art (Fillmore, Kansas)

**Condition:** There are some light tarnish spots, especially noticeable in the background, giving it a faintly mottled look. There is a small accretion in the lower left portion of the image on the mother's dress, and another smaller one to the right of the young girl's arm. There are two intertwining





# For cataloging projects

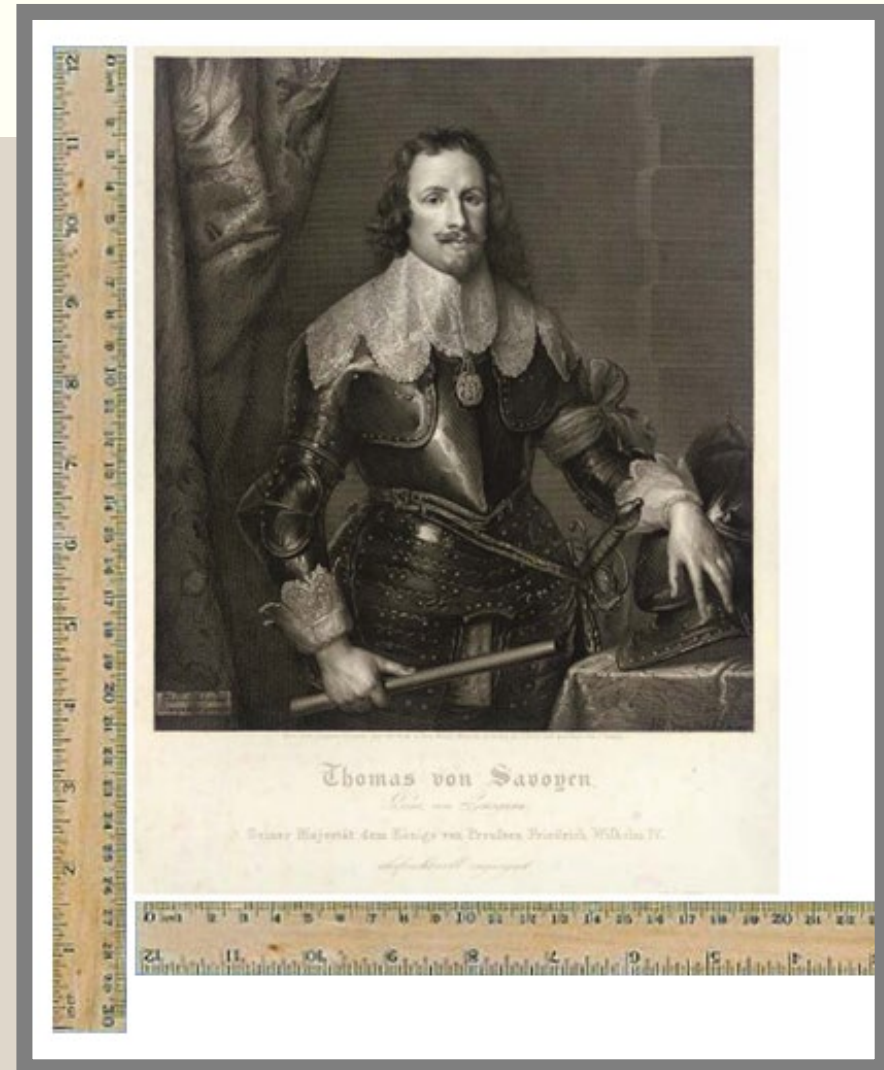
## What rules are required for various fields?

**Catalog Level:** item  
**Classification:** prints **Work Type:** engraving  
**Title:** François-Thomas von Savoyen, Prinz von Carignan  
**Creator:** Thomas Sabaudus (printmaker 17th century), after Anthony Van Dyck (Flemish 1599- 1641)  
**Materials:** engraving, on wove paper  
**Dimensions:** sheet: 465 x 362 mm  
**Value:** 465 **Units:** millimeters **Type:** height  
**Value:** 362 **Units:** millimeters **Type:** width  
**General Subject:** portrait | another work  
**Specific Subject:** François-Thomas von Savoyen | single  
**Location:** private

- Methodology
- Content
- Format

- e.g., How should staff measure the object? Do they measure and record in cm or inches?

**Dimensions:** sheet: 465 x 362 mm  
**Value:** 465 **Units:** millimeters **Type:** height  
**Value:** 362 **Units:** millimeters **Type:** width





## Procedures for missing or ambiguous data

- Based on CDWA/CCO, devise rules & decision trees

- e.g., Date is required, but exact date is unknown. Estimate approximate date based on dates of the company that created the object.



**Catalog Level:** item  
**Classification:** decorative arts  
**Work Type:** humidor  
**Creator:** Theodore B. Starr company  
**Title:** Copper and Silver Humidor  
**Dimensions:** 301 x .227 m x .270 m  
**Date:** created 1900/1924

**Materials:** copper, silver and brass. American silver - sterling grade - 925 silver / 1000 metal

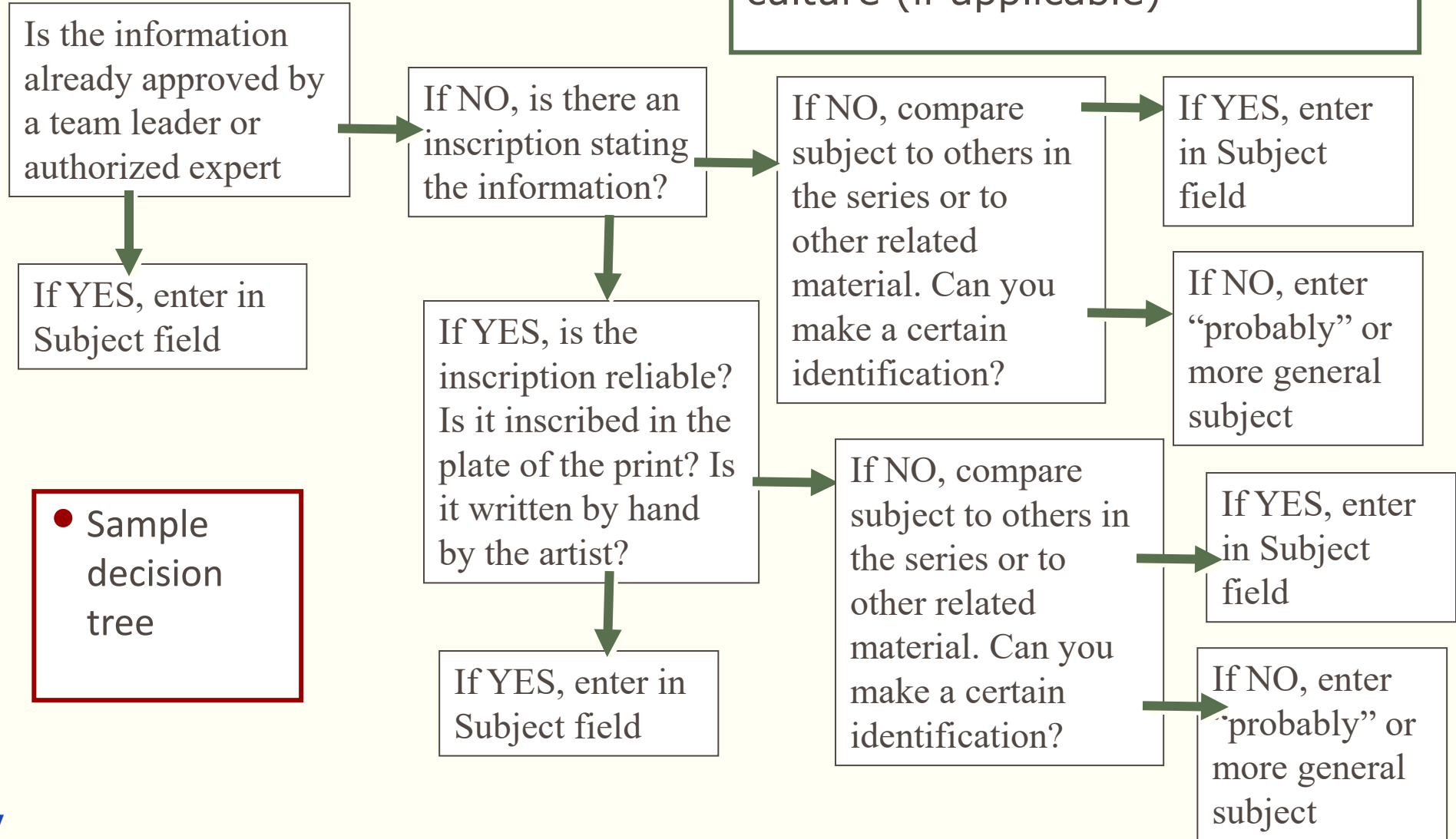
**Descriptive Note:** Theodore B. Starr was in business from 1900 to 1924. The company was then taken over by Reed & Barton.

**Descriptive Note:** The rectangular hammered copper case mounted with silver whiplash stylized strapwork at the rims and corners continuing to scrolling strapwork feet, the cover mounted with a stylized possible monogram, the brass interior fitted with two side-by-side rectangular compartments, the interior edge with a slender central compartment, the sides pierced with stars.

**Location:** Fillmore Museum of Art (Fillmore, Kansas)

# Decision Trees

Subject: Identify geographic place, event (if any), named persons (if any), ethnic group or culture (if applicable)



# Identify sources of information

- Published sources
- Consult specialists



**Classification:** Prints & Drawings  
**Work Type:** etching  
**Creator:** Philibert-Louis Debucourt (French, 1755 – 1832)  
**Title:** Menuet de la Mariée (The Minuet of the Bride)  
**Dimensions:** image: .301 x .227 m (11 7/8 x 8 15/16 in sheet: .382 x .270 m (15 1/16 x 10 5/8 in.)  
**Date:** 1786  
**Materials:** etching and engraving print in yellow, red, blue, pink, and black inks from five plates  
**General Subject:** genre  
**Specific Subject:** minuet, | bride, | wedding,

Conservation Dept.

Curatorial Dept.

*Descriptive Note:*



---

# SCOPE AND FORMAT OF THE DATA

Analyzing which data is needed and how it should be organized

# What will be scope and format of data?

---

---

- What will be the format of your data?
- Will you include images?
- For controlled values in your data, need methodology to keep your terminology in sync with the authoritative vocabulary (e.g., the master AAT)





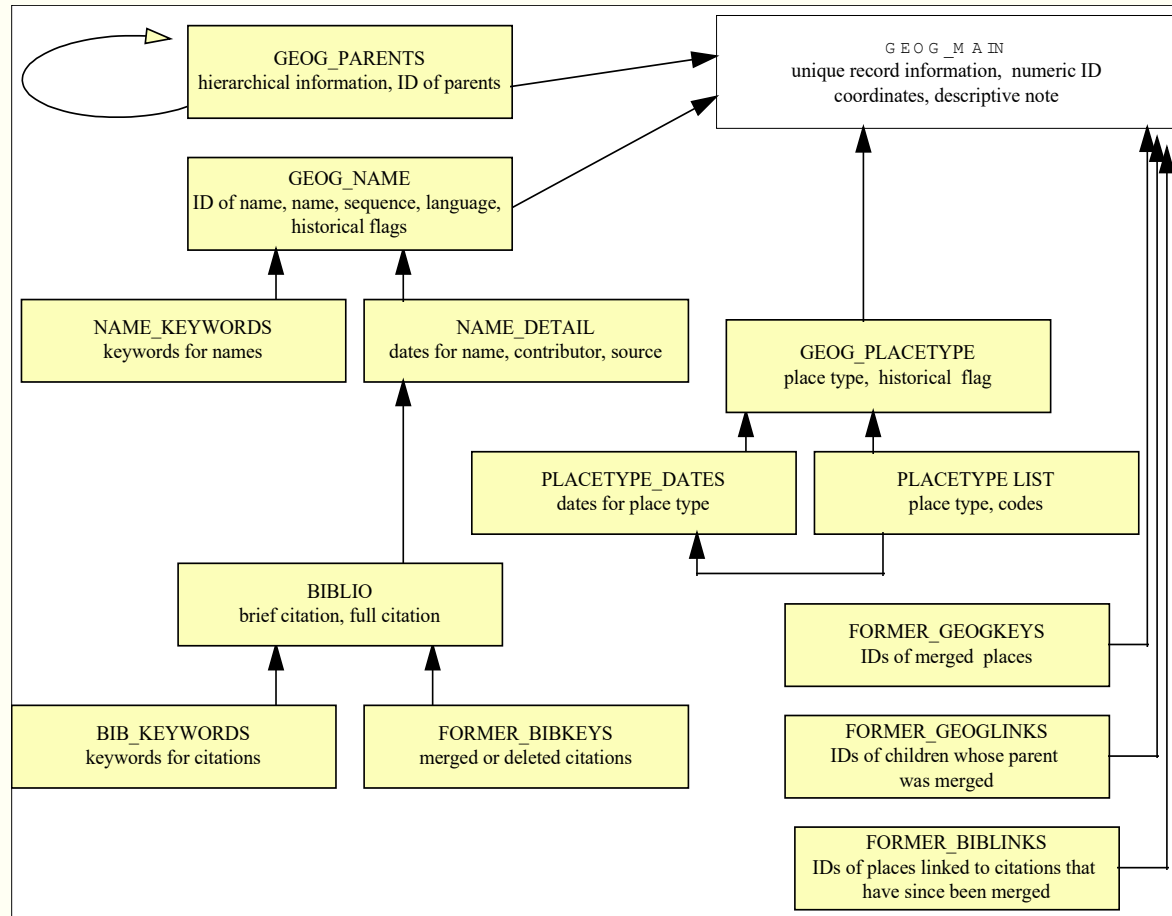
# Accommodate required displays

- Draft layouts
  - How do you want to see your data?
- Online for end-users
- For different users, simple vs full rich views of the data
- For print publications
- For display and editorial tasks in a system



CONA ID 700008561 Catalog Level: item  
Class.: painting Work Type: painting  
**Title:** Peonies  
**Preference:** preferred  
**Language:** English **Lang.Pref.:** preferred  
**Title:** Three Peonies  
**Preference:** variant/alternate  
**Language:** English **Lang.Pref.:** non-pref.  
**Title:** 牡丹  
**Preference:** variant/alternate  
**Language:** Chinese **Lang.Pref.:** preferred  
**Contributor:** NPM (Taiwan) **Contrib. Pref.:** preferred  
**Creator:** Yün Shou-p'ing (1633-1690) **Style/Period:** Ch'ing dynasty  
**Location:** National Palace Museum (Taipei, Taiwan)  
**Mat & Tech:** album leaf, ink and colors on paper  
**Dimensions:** 28.5 x 43.0 cm  
**Descriptive Note:** Three peonies are distinguished by their colors and positions. The peony is considered the king of flowers in China, symbolizing wealth and prosperity.  
**General Subject:** botanical  
**Specific:** Paeonia (genus) | wealth | prosperity  
**Broader context:** Album of Flowers and Landscapes

# Entity Relationship Diagram



- graphic representation of relationships
- logical relationships between data

# The Data Dictionary

## Editorial System

### Data Dictionary

*Database contains the following tables:*

#### *Main Data Tables*

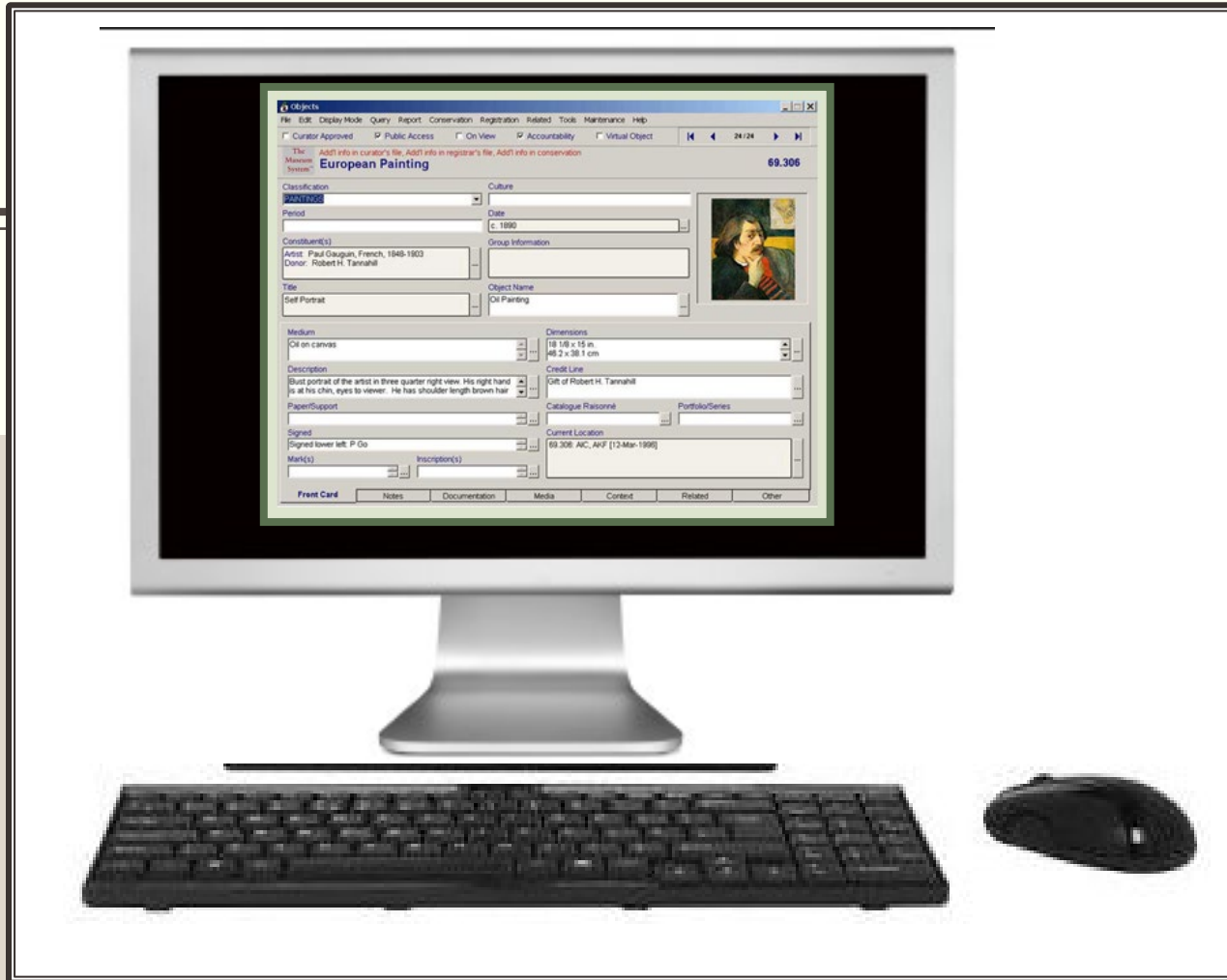
<u>Table</u>	<u>Brief Description</u>
main	Main record for the object
creator	Artists
creator_detail	Information linked to artists
related_obj	Object related to this record
relatedobj_detail	Information linked to the related object
biblio	Bibliographic information
images	Images of this object

- what data do you need to record?
- how do you need to get data out?
- flexibility



# The Computer System

- development team
- functionality
- speed
- efficiency
- user-friendly
- flexibility
- ongoing technical support



# The Computer System

- Your system should address your own needs
- Entering data, reviewing data, reports
- whether a Collections Management system
- or Thesaurus Management system

The screenshot displays the 'The Museum System - Getty Collection Data / TMS - [Objects]' interface. The main window title is 'Antiquities 76.AO.78'. The interface includes a menu bar (File, Edit, View, Query, Report, Registration, Related, Tools, Maintenance, Help) and a toolbar with navigation icons. A status bar at the top right indicates '1 / 1' and a warning: 'CANNOT NUMBER, CHECK RIGHTS & REPRODUCTIONS'. The main content area is divided into several sections: 'Classification' (Jewelry), 'Period' (525 - 480 B.C.), 'Date' (525 - 480 B.C.), 'Culture' (Etruscan or South Italian (Campanian)), 'Constituent(s)' (Artist: Unknown, Previous owner: Gordon McLendon), 'Group Information', 'Title' (3 titles, see Title Assistant), 'Object Name' (1 Alternate Object Name: Fauna), 'Medium' (Amber), 'Dimensions' (Object (preserved): W: 40 x D (chest): 18 x L: 105 mm (1 9/16 x 11/16 x 4 1/8 in.), Estimated original: L: 115 mm (4 1/2 in.), Object: Weight: 35.5 g (0.0783 lbs)), 'Description (Object)' (This pendant is fashioned in the shape of a couchant lion.), 'Credit Line' (Gift of Gordon McLendon), 'Signed', 'Current Location' (76.AO.78: Getty Villa (17985 Pacific Coast Highway), JPG V MUSEUM, 212, Case 6, [Villa, Museum, Gallery 212, Coins, Gems and Jewelry] [Apr-04-2014], Location correction), 'Mark(s)', and 'Inscription(s)'. A small image of the object is visible on the right side of the main content area.

# The Computer System

- For example, the Getty VCS system is optimized to load contributed data, to merge duplicates, and to publish the merged dataset
- Not a good system for translators or those with the primary goal of creating new concept records
- However, some features of VCS may overlap with the requirements of a more standard thesaurus management system
- Also, VCS is 20 years old and due to be replaced by a newer system
- For creating a thesaurus and translating, it is better to consider systems used by other translating projects
- Utilizing the data structure of VCS may be a good idea for contributors, but their day-to-day goals likely differ
- Views of the data may overlap

## Full record view

The screenshot displays the AAT-Vocabulary Coordination System (VCS) interface. The window title is 'AAT-Vocabulary Coordination System User:Patricia Harpring Group:Getty Research Institute Database:AAT.GETTY.EDU'. The main window is titled 'Subject Edit - Term:cinnabar, S:300311452, P:300011068'. The interface includes a menu bar (File, Edit, View, Reports, Subject, Administration, Window, Help) and a toolbar. The main content area is divided into several sections:

- Subject Information:** Subject ID: 300311452, Review: New VP, Merged: Not Merged, Publish: Published, Parent: 300011068, Record: Concept, Candidate: Non Candidate, Label: cinnabar (mineral, inorganic material, materials by composition, materials, Materials, Materials Facet).
- Scope Notes:** A text area containing a description of cinnabar: 'A soft, dense, red, native ore composed of mercuric sulfide, found in deposits in veins near volcanic rocks or hot springs around the world. Cinnabar was mined in the Roman Empire for use as a pigment and for its mercury content; it has been the main source of mercury throughout the centuries. The toxic stone was also used for decoration and a talisman in Mayan tombs, as a colorant in Chinese carved lacquerware, in ink used by high officials in the Byzantine'.
- Contribs and Sources:** A table showing contributions and sources for the term.
 

Contribs	Sources	Page
VP	MFA Conservation and Art Material Encycloped	accessed 28
	Oxford English Dictionary Onlin	acc
- Terms/Names:** A table listing related terms and their properties.
 

#	P	H	V	Terms/Names	Display Dt	Start Dt	End Dt	Term ID	Disp Nm	AACR2 Flag	Oth
1	P	C	U	cinnabar				1000403760	N/A	N/A	N/A
2	V	C	U	cenobrium				1000403756	N/A	N/A	N/A
3	V	C	U	natural vermilion				1000403762	N/A	N/A	N/A
4	V	C	U	cinabre				1000403757	N/A	N/A	N/A
- Term Details:** A table showing term details for 'cinnabar'.
 

Term	Contrib(s)	P	Language(s)	Code	P	Term Type	Qualifier	Term Source(s)	Page
GCI		P	English	70051	P	Descriptor	mineral	AATA database (2002-)	121900 chec
VP		P						Mayer, Dictionary of Art Terms and Techniques	
								MFA Conservation and Art Material Encycloped	accessed 28
- Associative Relationship:** A table showing relationships between terms.
 

Relationship Type/Code	Entity	Related Entity/Term	Display Dt	Start Dt	End Dt	H	Subject ID	Candidate
2818 - source for	Concept	cinnabar(pigment)				C	300400883	N
- Hierarchies:** A section for displaying hierarchical relationships, currently empty.

# The Computer System

## Hierarchical view

Count / Page  Display Type

Stat	Mark	Descriptor (Qualifier)	ID
FN		Top of the AAT hierarchies	300000000
IP	+	Materials Facet	300264091
IP	+	Materials (hierarchy name)	300010357
IP	+	materials (matter)	300010358
IP	+	<materials by composition>	300212963
RV	+	inorganic material	300010360
IP		mineral	300011068
NW		aerinite (mineral)	300400863
IP		alum	300183621
IP		aluminum stearate	300266845
RV		anhydrite	300380482
AC		ankerite	300380335
IP		apatite	300011070
RV		aragonite	300380466
RV		arsenopyrite	300386565
IP	+	asbestos	300011071
IP		augite	300147976
IP		azurite (mineral)	300266450
RV		barite	300013788
RV		barstowite	300386566
NW		bauxite	300387544
IP	+	beryl	300011072
RV		bindheimite	300387550
IP		borax	300011077
NW		botallackite (mineral)	300400910
NW		calamine (natural mineral admixture)	300400565
IP	+	calcite	300011078
AC	+	calcium oxalate	300379564
RV		calcium propionate	300386422
RV		calcium silicate	300386591
RV		calclacite	300386583

## Search page and results list

Method for separating candidates from finished records, etc.

AAT-Vocabulary Coordination System User:Patricia Harpring Group:Getty Research Institute Database:AAT.GETTY.EDU

File Edit View Reports Mark Search Administration Window Help

Subject Search

Merge ID:  Search Type:  ENTER SEARCH CRITERIA

Subject ID:  Search Method:  SUBJECTS/TERMS: 23/38

Search Text:

Qualifier:  Parent ID:

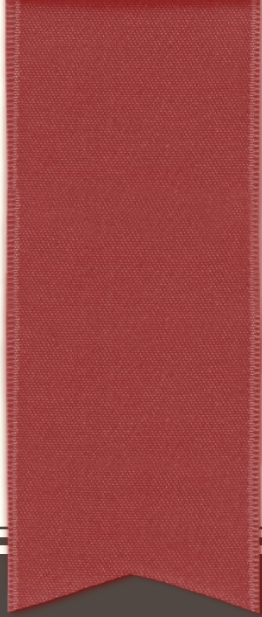
Sources:  Contributors:

Subject Count  Page  Display Type

Status	Mark	Preferred Term	Term	Parent String
IP		amber (fossil resin)	amber (fossil resin)	(fossil resin, resin, organic material, <materials by comp
IP		Amber (Mughal style)	Amber (Mughal style)	(Mughal styles, Mughal, Islamic Indian, Islamic, Islamic V
IP		amber (color)	amber (color)	(variable yellow colors, yellow colors, chromatic colors,
IP		ambergris	amber	(<animal material by excretions, secretions, and fluids>,
IP		Amberina glass	amber glass	(art glass, <glass by technique>, glass, inorganic mater
IP			glass, amber	
IP		burmite	Burmese amber	(amber, fossil resin, resin, organic material, <materials t
FN		centroid color 69	amber (color)	(temp.parent/yellow non synonyms, <temp.parent/To-Be
FN		centroid color 71	amber (color)	(temp.parent/yellow non synonyms, <temp.parent/To-Be
FN			amber, light	
FN			light amber	
FN		centroid color 72	amber (color)	(temp.parent/yellow non synonyms, <temp.parent/To-Be
FN			amber, light	
FN			light amber	
FN		centroid color 76	amber gold	(temp.parent/brown non synonyms, <temp.parent/To-Be
FN			gold, amber	
FN		centroid color 83	amber yellow	(temp.parent/yellow non synonyms, <temp.parent/To-Be
FN			yellow, amber	
FN		centroid color 86	amber yellow	(temp.parent/yellow non synonyms, <temp.parent/To-Be
FN			yellow, amber	
FN		centroid color 87	amber (color)	(temp.parent/yellow non synonyms, <temp.parent/To-Be
FN		centroid color 90	amber gold	(temp.parent/yellow non synonyms, <temp.parent/To-Be
FN			gold, amber	
NW	EDT	cinnabar (mineral)	cinnabar (mineral)	(mineral, inorganic material, <materials by composition>

Managing Cataloging or Vocabulary Projects





# THE EDITORIAL PROCESS

Accomplishing editorial goals with the right team

# The Staff

- Recruit the right people
- Correct skills & education for the job
  - experience
  - knowledge of material
  - foreign languages
  - graduate degree
  - computer skills
  - good analytical skills
- Right temperament for job
  - meticulous
  - patient
  - reliable
  - good team player
  - will take the initiative
  - can meet deadlines
  - can make decisions
- Have a probationary period





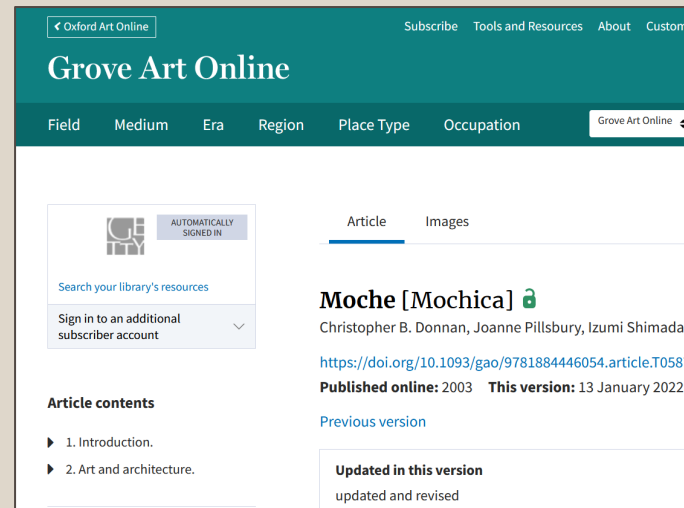
# The Environment

- Provide ergonomic work environment
  - chair
  - keyboard pad
  - correct mouse
  - foot rest
  - lighting
  - stands
  - headset
  - location
- Appropriate balance of remote and onsite work
- Provide proper equipment for hybrid meetings, work
- Morale, DEAI, teamwork
- Safety and security
  - emergency planning
  - shelter; masks, testing, distance



# The Environment

- Materials
  - hardware
  - software
  - Online resources, subscriptions
  - reference books
  - journals, newspapers
  - maps
  - files
  - magnifying glasses
  - office supplies





# Editorial Guidelines

---

---

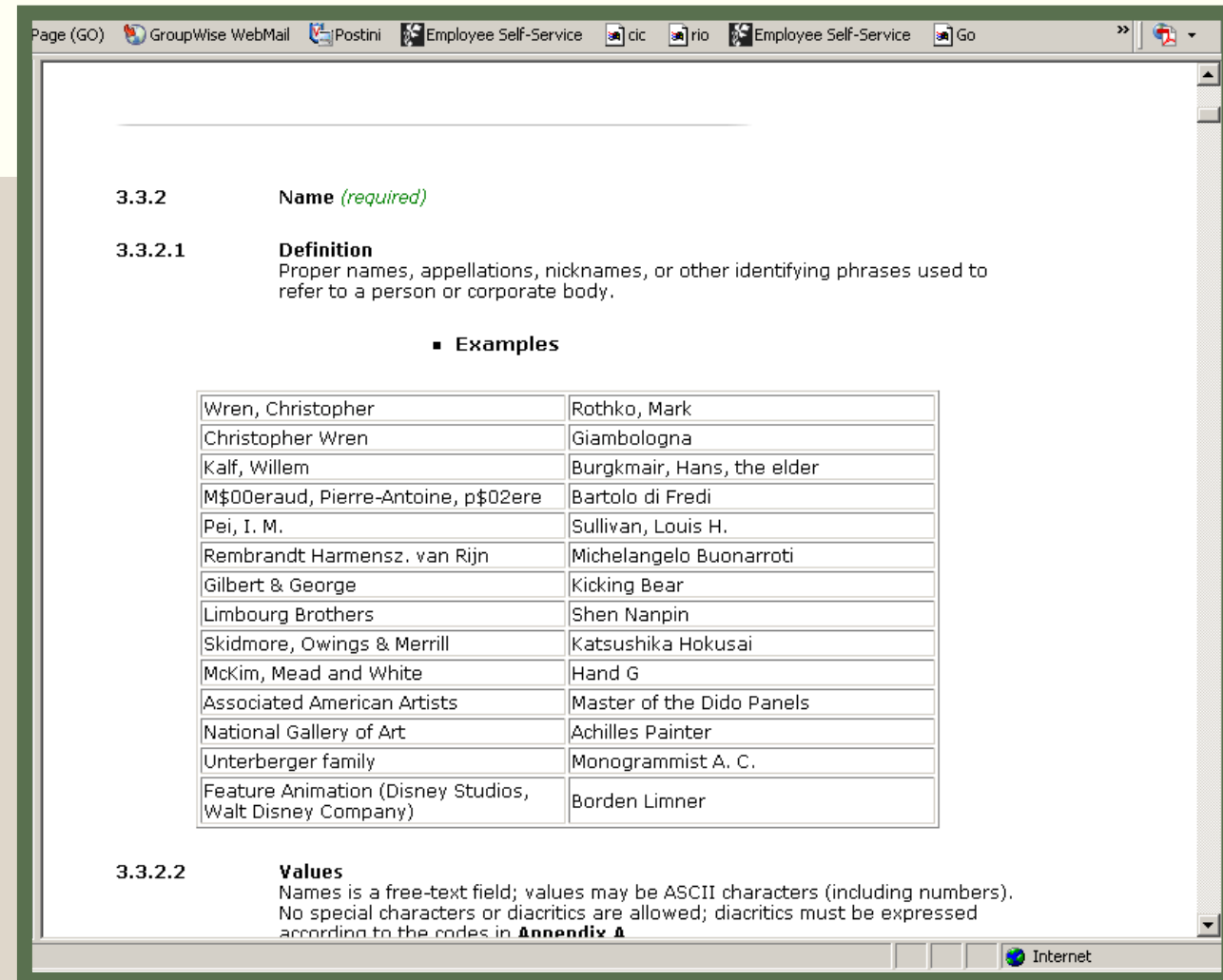
- Provide written editorial guidelines
  - based on CCO and CDWA
  - or the Getty Vocabulary Guidelines
  - well organized
  - present information in various levels
    - overview
    - specific details
  - information in the guidelines should be easily accessible
  - explain any discipline-specific or technical terminology

- Provide general overview of principles
  - e.g., what is scope of project
  - what fields are “core” or required

- Provide concise outline of data
  - list of fields
  - definitions
  - which are required
  - examples

# Updating Editorial Guidelines

- Provide method for collecting issues and resolutions
- Transfer resolutions to full set of Guidelines periodically
- Available online and printable as necessary



The screenshot shows a web browser window with the following content:

Page (GO) GroupWise WebMail Postini Employee Self-Service cic rio Employee Self-Service Go

3.3.2 **Name** *(required)*

3.3.2.1 **Definition**  
Proper names, appellations, nicknames, or other identifying phrases used to refer to a person or corporate body.

■ **Examples**

Wren, Christopher	Rothko, Mark
Christopher Wren	Giambologna
Kalf, Willem	Burgkmair, Hans, the elder
Méreaud, Pierre-Antoine, père	Bartolo di Fredi
Pei, I. M.	Sullivan, Louis H.
Rembrandt Harmensz. van Rijn	Michelangelo Buonarroti
Gilbert & George	Kicking Bear
Limbourg Brothers	Shen Nanpin
Skidmore, Owings & Merrill	Katsushika Hokusai
McKim, Mead and White	Hand G
Associated American Artists	Master of the Dido Panels
National Gallery of Art	Achilles Painter
Unterberger family	Monogrammist A. C.
Feature Animation (Disney Studios, Walt Disney Company)	Borden Limner

3.3.2.2 **Values**  
Names is a free-text field; values may be ASCII characters (including numbers). No special characters or diacritics are allowed; diacritics must be expressed according to the codes in **Appendix A**.

Internet

# Training and procedures

---

- Provide good training
- How to use the computer system
- What are the procedures for tasks
- How to apply editorial rules
- How to spot issues and problems
- What to do about issues and problems
- Update training as necessary

- Provide written procedures documenting editorial system
- Steps to take in creating or editing a record
- and other functions
- e.g., running reports

# Supervision

---

---

- One highly qualified person who oversees all of the editorial/documentation work
- Hierarchy of supervisory oversight
- To ensure quality
  - Does record contain all of the required fields?
  - Is information derived from authorized source and correct?
- To manage workflow
  - Are we meeting our milestones on time?
  - What should we eliminate or streamline in order to get back on schedule?

# Maintaining Quality

---

---

- Check their work
- Thoroughly following training
- Spot checks thereafter
- Provide way for them to check own work
- Team new editor with an experienced editor

- Provide incentives
- combine constructive criticism with praise
- alternate tedious tasks with more interesting ones
- editorial meetings
- encourage team spirit
- friendly competition

# Managing Time

---

---

- How to realistically deal with TIME
- What constitutes an acceptable basic record (“core” fields)
- How to choose or prioritize which records/items should have fuller records
  - e.g., most important or valuable items should have fullest records





# Quotas

---

- Estimate quotas necessary to meet goal
- Flexibility
  - e.g., if number of records completed is 100 per week per cataloger
  - average = three records per hour
  - rely on average over the week, a worker could spend 2 minutes on some records and 2 hours on others
  - as long as they were all accurate and followed the guidelines and he or she did the required number for the particular time period



- Sample quotas for Vocabulary Program tasks
- Note how the average per day over a week is key
- Totals vary, depending upon the difficulty of the data

### *Quota goals for Vocabulary Program tasks 2015*

#### **AAT Tasks**

**New Records:** average = 10 / day [new research required]

**Scope Notes:** average = 15 / day

**Other Edits:** average = 25 / day [could vary greatly, depending what is edited]

#### **ULAN Tasks**

**New Records:** average = 20 / day

**Merging:** average = 120 / day [fewer if research is required]

**Other Edits:** average = 25 / day [could vary greatly, depending what is edited]

#### **TGN Tasks**

**New Records:** average = 20 / day

**Editing Records:** average = 25 / day [could vary greatly, depending what is edited]

**Check Nations' Subdivisions:** average = 5 / day [fewer, if overhaul required]

**Moving:** average = 100 / day

#### **CONA Tasks**

**New Records:** average = 25 / day [source material from repository]

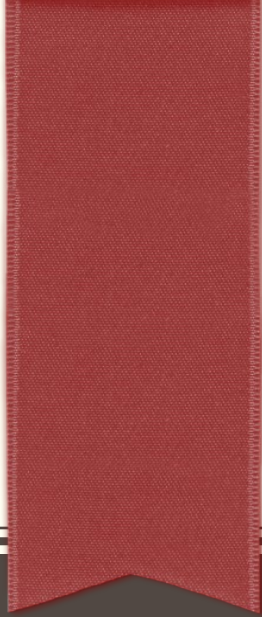
**New Records:** average = 12 / day [new research required]

**Other Edits:** average = 25 / day [could vary greatly, depending what is edited]

#### **IA Tasks**

**New Records:** average = 25 / day [new research required, minimal record]

**Other Edits:** average = 25 / day [could vary greatly, depending what is edited]



# RETRIEVING THE DATA

The critical importance of good reports

# Reports

---

- Good reports are critical for success
  - to track statistics
  - to document progress
  - for editors to check their own work
  - for supervisor to check all work
  - to check accuracy of data
  - to produce outputs for publication



# Reports

- Monthly record count by editor
- Reports are run automatically
- May provide friendly competition

## TOTAL LEFT TO DO

-----  
62369

## EDITED RECS THIS MONTH

-----  
10613

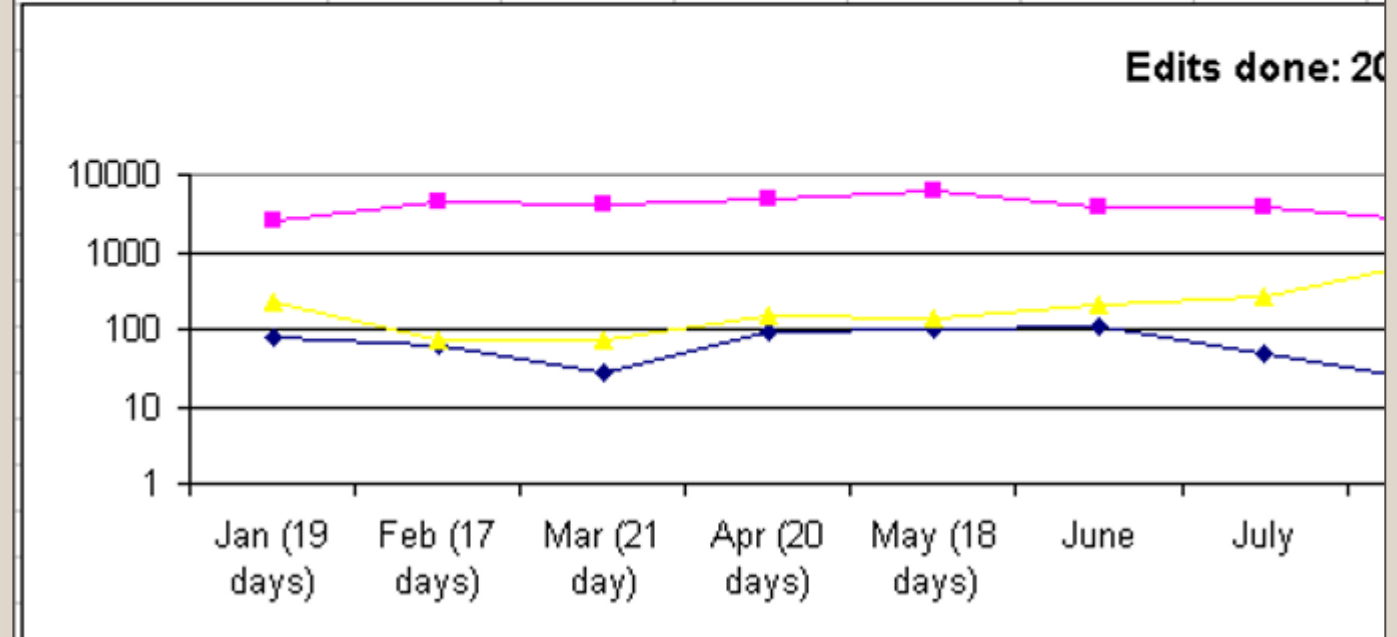
EDITOR NAME	EDITED RECS
-------------	-------------

kimberly	1418
laila	1921
mali	1920
michelle	56
nanda	1706
shelley	1626

# Reports

- Graphic progress report by number of total records finished
- track schedule
- also good for morale

	Jan (19 days)	Feb (17 days)	Mar (21 day)	Apr (20 days)	May (18 day)	June	July
European Ptq	80	63	28	96	101	105	105
Shards	2488	4284	4058	4884	5996	3941	3941
Rare Books	217	74	71	144	143	203	203
<b>Total Edited</b>	<b>2785</b>	<b>4421</b>	<b>4157</b>	<b>5124</b>	<b>6240</b>	<b>4249</b>	<b>4249</b>





# Reports

- Detailed progress chart
- What portions of database are completed
- What portions are unfinished
- Dates of completion
- Which editors/catalogers completed which portions

	COMPLETED	NAME	KEY	FINISHED DATE	EDITOR(S) INITIALS
Finished - 2	✓	Antarctica	1000007	Aug-06	KB
	✓	Terres Australes & Antactiques (Fr. So & Ant)	1000163	Aug-06	KB
	✓	Anguilla	7004637	Jun-06	KH
<b>North &amp; Central America</b> Total 38 Done 38 To do 2	✓	Antigua and Barbuda	1000009	Sep-06	KB
	✓	Aruba	7004548	Aug-06	KB
	✓	Bahamas	7005332	Dec-06	KB
	✓	Barbados	7004770	Sep-06	KB
	✓	Belize	7005346	Aug-06	KB
	✓	Bermuda	7005084	Aug-06	KB
	✓	British Virgin Islands	7004677	Sep-06	KH
	✓	Canada	7005685	Jan-11	EC, ST
	✓	Cayman Islands	7004623	Sep-06	KB
	✓	Costa Rica	7005384	Aug-06	KK
✓	Cuba	7004624	Aug-06	KB	
✓	Dominica	7004641	Dec-06	VH	
✓	El Salvador	7005441	Sep-06	KB	
✓	Grønland (Greenland)	7006154	Aug-06	KK	
✓	Grenada	7004771	Aug-06	CY, PH	
✓	Guadeloupe	7004545	Sep-06	KB	
✓	Guatemala	7005493	Aug-06	KB	
✓	Haïti	7005502	Aug-06	KK	
✓	Honduras	7005554	Sep-06	KB	
✓	Jamaica	7005556	Aug-06	KK	
✓	Mexico	7005560	Jan-11	MG	
✓	Martinique	7005870	Dec-06	KH	
✓	Montserrat	7004788	Oct-06	KB	
✓	Nederlandse Antillen (Dutch West Indies)	7004549	Aug-06	KB	
✓	Nicaragua	7005562	Sep-06	KB	
✓	Panama	7005565	Aug-06	KH, DB	
✓	Puerto Rico	7004643	Dec-06	KB	
✓	República Dominicana	7005388	Jan-11	CC	
✓	Saint Kitts and Nevis	7005605	Sep-06	KB	
✓	Saint Lucia	7004772	Sep-06	KB	
✓	Saint Pierre et Miquelon	7005663	Oct-06	KB	
✓	Saint Vincent and the Grenadines	7004773	Jan-11	EC	
✓	Trinidad and Tobago	7004787	Dec-06	VH	
✓	Turks and Caicos Islands	7004630	Oct-06	KB	

## Statistical reports for data quality and measuring progress

# Reports

- Overview of progress
- by larger section of database
- in pie chart

Edited records: FY 2016					
	July	Aug	Sep	Oct	Nov
AAT records	680	130	174	178	
AAT citations	39	6	35	26	
ULAN records	3,131	855	7,022	167	
ULAN cits	47	26	23	14	
TGN records	70	94,674	103,752	24,323	
TGN citations	17	7	12	12	
CONA records	3002	1681	2,134	1201	
CONA citations	31	0	6	1	
CONA Processor	0	0	0	0	
<b>Total Edited</b>	<b>7,017</b>	<b>97,379</b>	<b>113,158</b>	<b>25,922</b>	

	Croatian	Italian	German	American	South American	Asian	African	Total for All		
TOTAL	2	38	15	50	28	52	61	<b>244</b>		
FINISHED	2	36	15	50	19	49	17	<b>186</b>	Finished	To Do
TO DO	0	2	0	0	9	3	44	<b>58</b>	186	58
									76%	24%

**Prints processed: By Curatorial Geog. Area**

Legend: ■ Finished (76%), ■ To Do (24%)

# Statistical reports for data quality and measuring progress Reports

- Overview of progress
- candidates and processed “non-candidates”

Log of Data Loads as of September 2015	Contributor	Contribution	total number recs	total auto-merged	Inserted as New	VCS processing notes	CONA Processor notes
<b>ULAN</b>							
Aug-08	Witt Library	artists	64652			in process	
Jun-09	Avery Index	architects & firms	89115	18176		processed	
Jun-10	Provenance Index	artists	5288	1444		do soon	
Sep-10	Fine Arts Lib, I.U.	repositories	12939	0		processed	
Nov-10	Grove Art	artists	16604	10598		in process	
Feb-11	GRI Library	artists	12860	6322		in process	
	GRI Spec Coll	artists	3057	71		next to do	
Jan-12	ARTstor	artists & repositories	7,071	0		pending processing	
Jun-12	GRISC	stub records	407		407	pending processing	
Jul-12	GRISC	stub records	406		406	pending processing	
Dec-12	JPGM	stub records	176		176	pending processing	
May-13	JPGM	stub records	160		160	pending processing	
Sep-15	Provenance Index	owners	12,008				
Sep-15	Provenance Index	artists	2,439				

ULAN-Total number of records with NON-CANDIDATE STATUS by Contributor	
GRI-DRM	9
GRISC	1917
GRL	14478
GRL-TS	29
GRLPSC	28111
Gallery Systems	49449
Grove Art	16559
JHU	1
JPGM	3061
LML	1
MAM	1
NCAD	2
PESP	295
PROV	21769
Queens	2
RCL	1
SAIC	10
SAC	838
SPB Arts	1
TRAINING	20
USF	1
UTA	2
VP	201226
VP-Intern	31
VRA Standards	106
WCI	18046
WCP	39621
WL-Courtauld	61112

## Statistical reports for data quality and measuring progress

# Reports

- For other needs
- To document usage

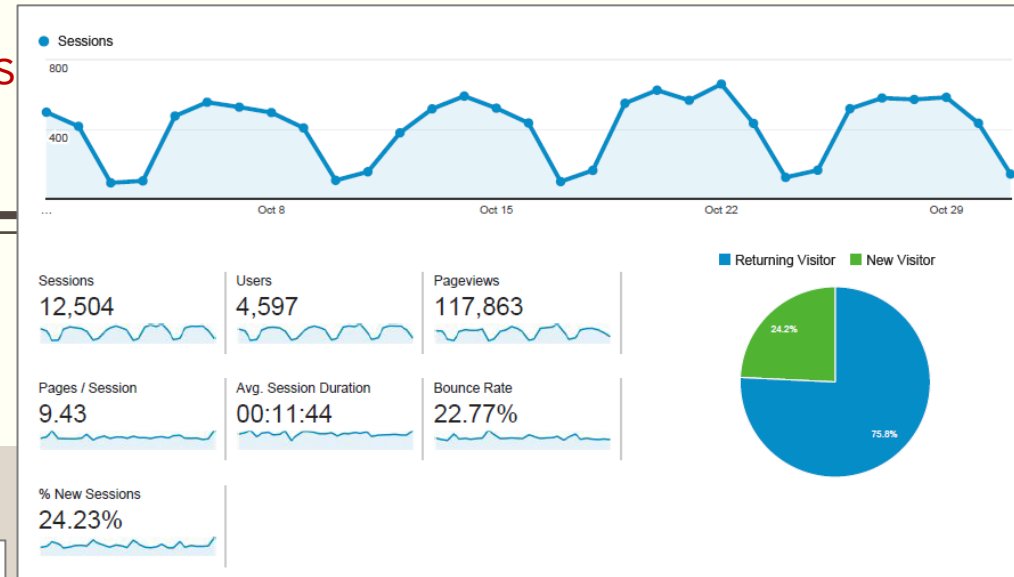
Browser Reports: Searches and User Activity FY 16				
	July-15	August-15	September-15	October-15
AAT Page Views	104,529	88,911	109,389	117,863
TGN Page Views	37,968	26,556	43,216	43,569
ULAN Page Views	75,387	59,527	68,635	67,151
CONA Page Views	557	466	731	824
<b>Total Page Views:</b>	<b>218,441</b>	<b>175,460</b>	<b>221,971</b>	<b>229,407</b>
AAT Users	4,188	3,463	3,888	4,597
TGN Users	2,460	1,943	2,438	2,772
ULAN Users	5,580	5,822	7,223	8,052
CONA Users	124	107	137	157
<b>Total Users:</b>	<b>12,352</b>	<b>11,335</b>	<b>13,686</b>	<b>15,578</b>
AAT Visits:	11,575	9,775	11,229	12,504
TGN Visits	6,101	4,962	6,044	6,685
ULAN Visits	13,714	12,948	15,030	16,340
CONA Visits	250	205	269	331
<b>Total Visits:</b>	<b>31,640</b>	<b>27,890</b>	<b>32,572</b>	<b>35,860</b>
AAT Unique Searches	45,432	39,230	48,194	51,332
TGN Unique Searches	18,942	14,285	24,225	23,281
ULAN Unique Searches	46,587	40,091	41,050	39,308
CONA Unique Searches	503	419	649	733
<b>Total Unique Searches:</b>	<b>111,464</b>	<b>94,025</b>	<b>114,118</b>	<b>114,654</b>
AAT Total Searches	56,771	46,226	57,985	61,574
TGN Total Searches	21,867	16,123	45,120	26,760
ULAN Total Searches	51,806	37	27,895	42,873
CONA Total Searches	557	466	731	824
<b>Total Searches:</b>	<b>131,001</b>	<b>62,852</b>	<b>131,731</b>	<b>132,031</b>

Top 50 Page Views GRI Wide - October 2015		
No.	Page Name	Page Views
1	<a href="#">research/tools/vocabularies/ulan/index.html</a>	17,587
2	<a href="#">/research/tools/vocabularies/index.html</a>	14,017
3	<a href="#">/research/tools/vocabularies/tgn/index.html</a>	10,457
4	<a href="#">/research/tools/index.html</a>	9,881
5	<a href="#">/research/index.html</a>	7,993
6	<a href="#">/research/exhibitions_events/exhibitions/edible/index.html</a>	6,856
7	<a href="#">/research/library/index.html</a>	5,507
8	<a href="#">/museum/research/index.html</a>	3,986
9	<a href="#">/research/tools/provenance/index.html</a>	3,557
10	<a href="#">/research/tools/bha/index.html</a>	3,369
11	<a href="#">/research/tools/provenance/search.html</a>	3,326
12	<a href="#">/research/tools/photo/index.html</a>	3,292
13	<a href="#">/research/exhibitions_events/exhibitions/edible/tour/index.html</a>	2,058
14	<a href="#">/research/tools/vocabularies/cona/index.html</a>	1,501
15	<a href="#">/research/exhibitions_events/index.html</a>	1,426
16	<a href="#">/research/publications/electronic_publications/cdwa/index.html</a>	1,391
17	<a href="#">/research/tools/guides</a>	1,352
18	<a href="#">/research/tools/guides_bibliographies/guide_appraisal.html</a>	1,300
19	<a href="#">/research/special_collections/index.html</a>	1,285
20	<a href="#">/research/exhibitions_events/exhibitions/edible/tour/ediblemonument.html</a>	1,282
21	<a href="#">/research/tools/article_databases/index.html</a>	1,092
22	<a href="#">/research/scholars/years/future.html</a>	1,080
23	<a href="#">/research/tools/guides_bibliographies/index.html</a>	1,044
24	<a href="#">/research/tools/portal/index.html</a>	1,032
25	<a href="#">/research/tools/guides_bibliographies/guide_signature.html</a>	1,009
26	<a href="#">/research/publications/electronic_publications/intrometadata/index.html</a>	932

# Statistical reports for data quality and measuring progress

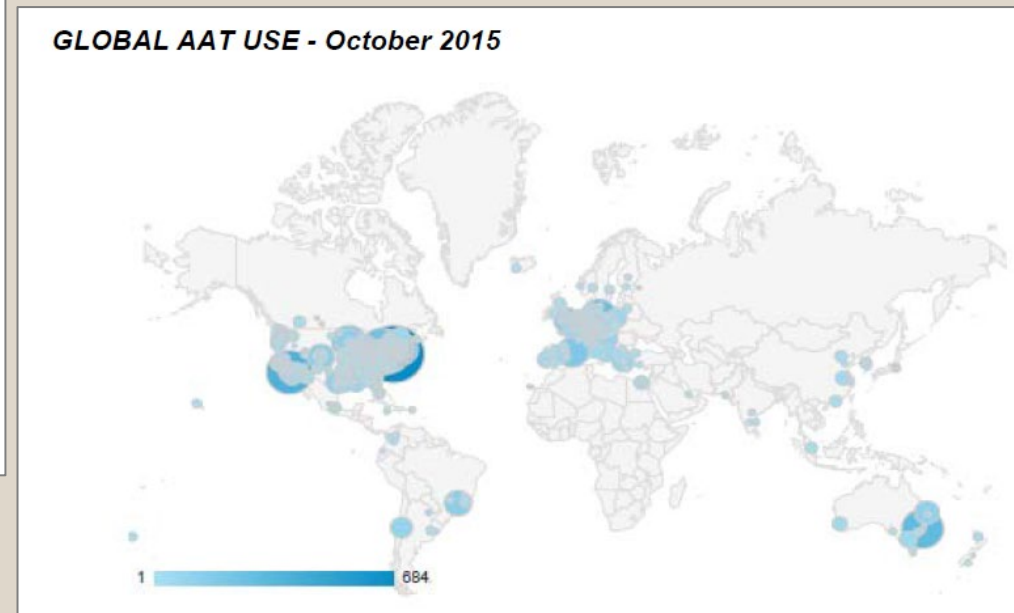
## Reports

- For other needs
- To document usage



### Downloads (Top 10) - [Full list](#)

	Downloads: 9	Hits	206 Hits	Bandwidth	Average size
/sparql.csv		39	0	88.03 MB	2.26 MB
/doc/gvp-lod.pdf		26	273	182.80 MB	626.04 KB
/dataset/aat/full.zip		23	0	2.84 GB	126.56 MB
/dataset/aat/explicit.zip		19	0	1.26 GB	67.90 MB
/dataset/ulan/full.zip		17	0	5.57 GB	335.80 MB
/dataset/tgn/full.zip		15	0	12.47 GB	851.10 MB
/doc/assoc-rels-matrix.pdf		11	6	2.63 MB	158.29 KB
/dataset/ulan/explicit.zip		7	0	1.42 GB	207.93 MB
/dataset/tgn/explicit.zip		6	0	3.62 GB	618.28 MB



Reports to display and export the data

# Reports

\*\*\*\*\*

Report to search for all records with a value in the “Style” field, where the date of execution falls outside the date delimiters for the given style

\*\*\*\*\*

**Style Value: Renaissance**  
**Date Delimiters: > 1350; < 1600**

22/APR/2021 “Renaissance” works outside date range PAGE: 2

<u>Key</u>	<u>Artist</u>	<u>Title</u>	<u>Date:</u>
5002893	Anguissola, Sofonisba	Two Children	[empty]
7006329	Bronzino (circle of)	Portrait of a Duke	ca. 1646
4007418	Lorrain, Claude	Seascape	ca. 1645
5002926	Lorrain, Claude	San Domenico	1648
7009080	Poussin, Nicolas	Landscape with Ruins	1650
1109344	Sansovino, Jacopo	Study for a Colonnade	[empty]
4009921	Sansovino, Jacopo	Elevation, La Zecca	[empty]

- Customized output
- Generated by various criteria
- e.g., check for errors in diacritics, for invalid dates



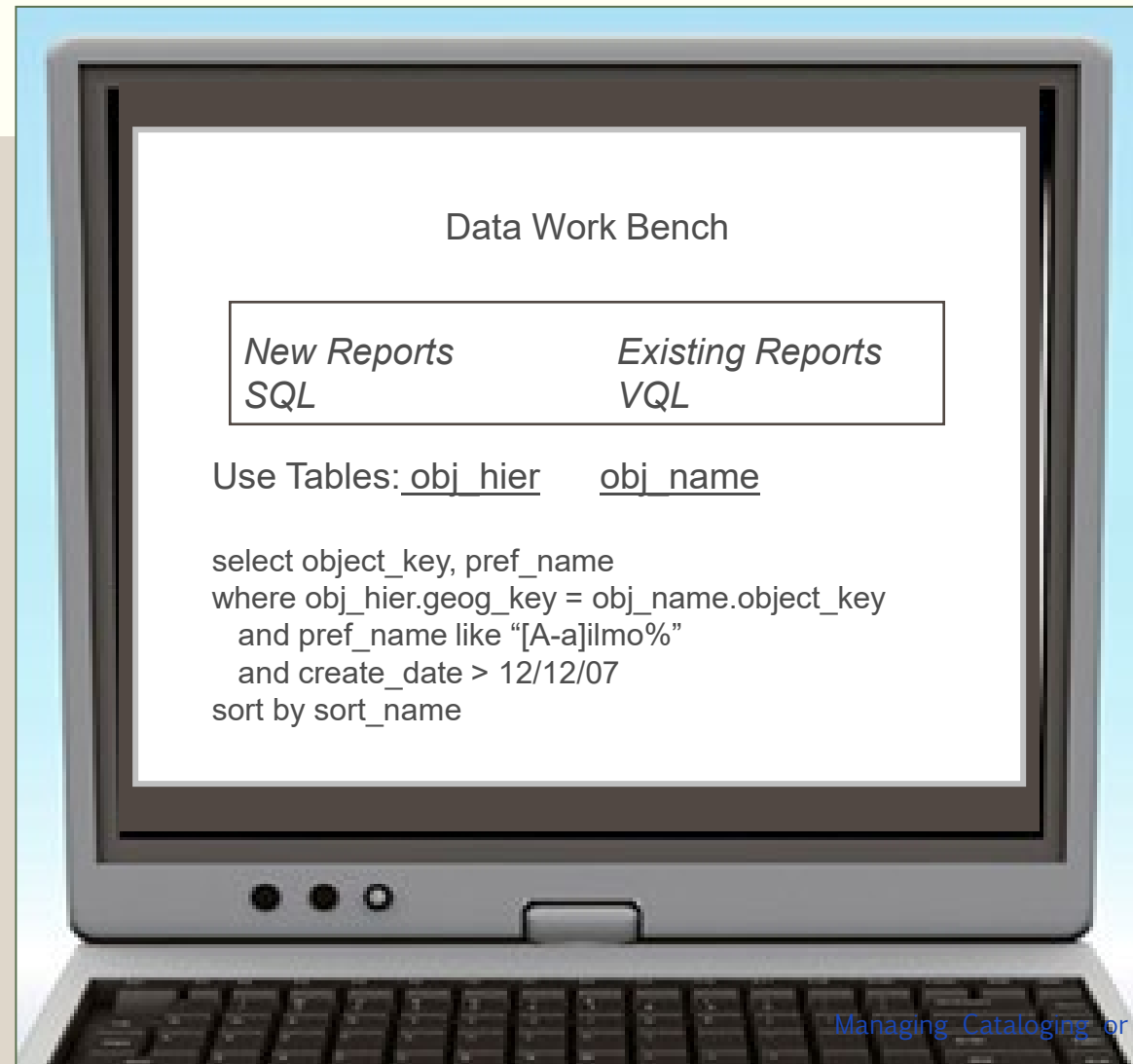


Reports to display and export the data

# Reports

---

- User-friendly report writer for ad hoc reports
- create your own outputs
- linked to standard outputs
- linked to editorial system

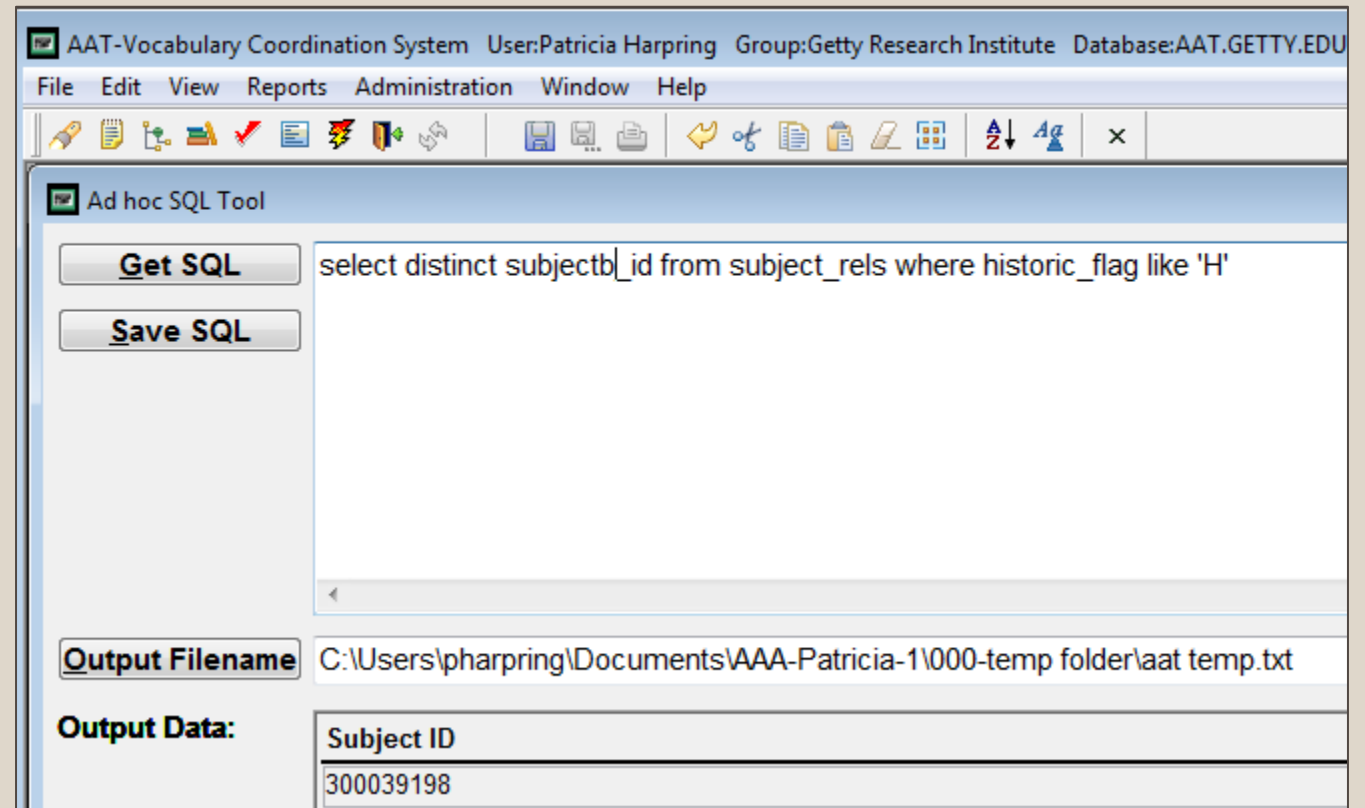


Reports to display and export the data

# Reports

---

- Allow some users of system to make reports directly on the data
- In this example, subject\_ids in the results are then available as a list for editing



Reports to display and export the data

# Reports

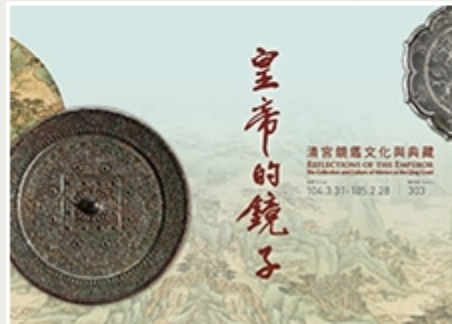
- Outputs for release formats and special requirements
- e.g., Web release, XML, wall labels, catalog publications, loans



## The Printmaker's Ingenuity and Craft: Ming and Qing Prints in the National Palace Museum

- Dates: 2015/07/18~2016/01/10
- Gallery: Exhibition Area I 104

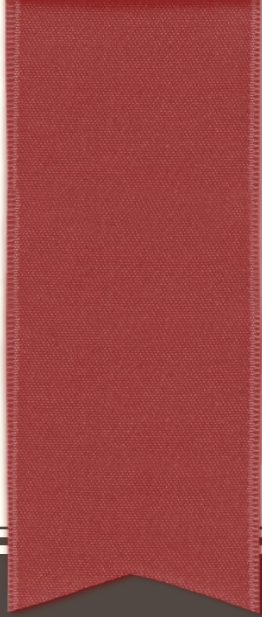
[Exhibit Info](#) [Website](#) [Location](#)



## Reflections of the Emperor: The Collection and Culture of Mirrors at the Qing Court

- Dates: 2015/03/31~2017/02/26
- Gallery: Exhibition Area I 303

[Exhibit Info](#) [Website](#) [Location](#)



# CONCLUSION

Achieving success

# Conclusion

---

## *Check list*

- Good data structure that is appropriate to goals and intended audience
- Incorporation of controlled vocabularies
- Easy-to-use, efficient, fast, reliable computer system and technical support
- Good reports
- Conscientious, dedicated staff
- Pleasant, efficient, comfortable working environment
- Access to clear rules based on CDWA/CCO or Getty Vocabulary Guidelines
- Competent supervision

**Thank you.**

---

Patricia Harpring  
Managing Editor  
Getty Vocabulary Program

[pharpring@getty.edu](mailto:pharpring@getty.edu)  
[vocab@getty.edu](mailto:vocab@getty.edu)

