

SAHARA Cataloging Guidelines

(Updated March, 2018)

These guidelines describe how to populate each of the fields in the cataloguing screen. First-time cataloguers may find it helpful to have these at hand while preparing records for publication. In Shared Shelf, pop-up notes with similar information can be viewed by hovering your mouse pointer over a field label. **Required fields are noted below and marked with an * on the cataloging screen.**

Note that many major buildings are already in SAHARA. Before you begin, search the collection to see whether you can save some time by copying cataloguing information from an existing record. Check, too, whether your submission duplicates a high quality image already in the catalog. Unique or exceptional images will be considered for promotion to the Editor's Choice collection.

Using Authorities – some fields have a small book icon which denotes a link to an Authority List. These help you find the preferred term for a Location, Creator, or other data, and will make your records searchable to a wider audience. It is important when you make a selection that you choose “Link and Append to Display” – this will make the text searchable, and will also display it in SAHARA:

The screenshot shows a search window titled "Consult Getty's Thesaurus of Geographic Names" with 2 results sorted by Relevance. The search term "culver city" is entered in the search box. The results list "Culver City (inhabited place)" and "Surf City (inhabited place)". A blue arrow points from the "Link & Append to Display" option for the first result to a pop-up window. The pop-up window is titled "* Location" and contains the text "Culver City, Los Angeles, California, United States" and "Culver City" with a TGN icon and ID [2010932].

When you've selected Link and Display, your field should look like this:

For help with cataloguing practices, there are detailed Shared Shelf Help materials here: http://help.artstor.org/sshelp/index.php/Shared_Shelf_Help

- **Title/Name of Work (required):** A descriptive name or title that refers to the owner, a dedication (for a church), or a street address. Use the English version of a name as the preferred title, with other languages added as alternate titles. separated by a semicolon (e.g., St. Peter's Basilica; Basilica di San Pietro)
- **Title/Name of Complex:** A descriptive name or title for the larger group of buildings or structures to which this single work belongs, if applicable (e.g. The Acropolis). Use the English version of a name as the preferred title and append alternate titles in other languages after a semicolon
- **View Type:** Describes what type of view is depicted in the image (e.g., exterior, interior, detail)
- **Image View:** Prose description of the view (e.g. detail of principal stair, showing carved brackets)
- **Broad Classification (required):** This is ARTstor's name for the broad discipline to which the work shown in the image belongs. In most cases this will be "Architecture and City Planning" or "Garden and Landscape"
- **Work Type (required):** This describes the type of building or site, based on function/purpose. In most cases, selecting the book icon in the field to use the Getty Art and Architecture Thesaurus will give the best results. Simply search for the term in the pop-up window (e.g. dwelling, bank, exhibition building, etc.) and choose the best fit from the results. If a term does not appear in the AAT, you may simply type it in the field.

- **Creator Name:** The architect, artist, cultural group, or corporate body responsible for the creation, design, production, manufacture, or alteration of the work (e.g., Meier, Richard; Kallmann, McKinnell & Knowles). If there is no known creator or architect (i.e., you are cataloging a work of vernacular architecture), you do not need to enter a name. In most cases, you should select the book icon in the field to search in the Shared Shelf Names database, which includes the Getty's Union List of Art Names. You may select multiple names if necessary. If the creator name that you wish to use is not in the list, you will need to enter the name in the field. Separate values by semicolons.
- **Street Address:** Provide as much information as is known and useful for locating the building, where relevant. It is not necessary to provide a street address for the Pyramids at Giza; however, there should be one given for the Seymour Powell House, in Philadelphia, for example.
- **Location (required):** This field records the city, county, province, or state, as well as the country in which the building or site sits. If the work is not extant, its original location should be noted here. If the work has been moved, use its current location. As with Work Type and Creator Name, the best results will come from selecting the book icon in the field to search in the Getty Thesaurus of Geographic Names.
- **Country (required):** This field is required for both searching and for editorial work. Choose the country in which the building or site sits from the given list. For countries not in the list, such as certain British overseas territories, states whose names have changed, and others, use “_unlisted” and be sure that the country is correctly shown in the Location field.
- **Latitude and Longitude:** enter the geographic coordinates of the building or site location using decimal values, if available. This website can help with conversion from degrees/minutes/seconds if needed: <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>
- **Date (required):** Descriptive date of the building or site as it will display in retrieval/search interface (eg., 18th century; built 1565, restored 1787; or constructed ca. 1750)
- **Earliest and Latest Date (required):** The Earliest Date and Latest Date fields are used to enable searching within SAHARA and to ensure that entries are routed to the correct editors. The Earliest Date should be filled with the year in which design or other work began. The Latest Date field should be filled with the year in which the principal work was completed. For complex structures that evolved over multiple building campaigns over a long time, include the entire span of major building activity.
When the date is known precisely, enter the year; for estimated dates, provide an appropriate cushion. For example, if the date in the first field is c. 450 BCE, you might use -0500 for the Earliest Date and 0-400 for the Latest Date. If the given date, on the other hand, is c. 1765, it might be more useful to give a range of 1750 to 1780. In general, use scholarly judgment and good sense.
- **Materials/Techniques:** The substances or materials used to create the work, as well as production or manufacturing techniques or processes. Use the singular form, and separate values by commas (e.g. stone, concrete, timber, stained glass, wood veneer)
- **Measurements:** Information about the dimensions of the work or part of it (height of dome, overall footprint, e.g. 28 feet), including units
- **Description:** A descriptive note on the salient characteristics and historical significance or function of the building or site.
- **Commentary:** Should not repeat information covered in other fields, but should add details or information not mentioned elsewhere, e.g. a thoughtful description or additional information about the importance of the specific view, historical context, the architect, etc. Keep comments factual and simple. If you would like to share links, resources and bibliography, this is a good place for it. (Limit: 500 words)
- **Style/Period/Dynasty:** (e.g., Ming, Persian, Etruscan). A suggested list of terms can be found in the Getty's Art and Architecture Thesaurus, as part of the Styles and Periods facet: <http://www.getty.edu/vow/AATHierarchy?find=&logic=AND¬e=&subjectid=300264088>
- **Culture:** Name of the culture, people, or nationality from which the work originated (e.g., Navajo). Click the book icon in the field to draw terms from the Getty Art and Architecture databas

- **Historic Designation:** use for sites that are listed in a historic register, selecting the highest level of designation from the drop-down list
- **Historic Designation (Other):** use for sites whose designation is not encompassed by the drop-down list
- **Keywords:** Use this field for subject, thematic, and other descriptive terminology. Separate terms using the “pipe” character (e.g., curtain wall | cathedral | guilds)
- **Photographer (required):** Name of person who took the image.
- **Image date:** Date the image was taken, in mm/dd/yyyy format e.g. 07/03/2008 (if exact date is not known, enter the year). If scanned, use original photography date, not scanning date.
- **Information Source:** Citations to textual or other sources of information about the work (e.g., Summerson, Georgian London, 1945; or National Register Nomination)
- **Contributor:** Name of person who is cataloging and uploading the image, if different from the photographer.
- **Institutional Contributor:** Name of institution providing image, if relevant.
- **Copyright of photograph/image (required):** Copyright statement, including the year image was taken and name of the rights holder, e.g., 2008, Louis P. Nelson.
- **How else may this image be used?:** Select one of the three options: 1. Research, teaching, study and use in scholarly publications 2. Research, teaching, and study (no public websites), or 3. Any use.
- **SAH Archipedia Building ID:** Enter the number corresponding to the building entry in SAH Archipedia (<http://sah-archipedia.org/>), if available, e.g. MA-01-FL21