

SAHARA Cataloging Guidelines

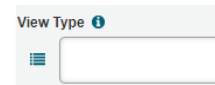
(Updated October 1 2024)

These guidelines describe how to populate each of the fields in the cataloguing screen. In JSTOR Forum 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.**

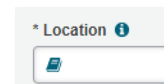
Note that many major buildings are already in SAHARA. Before you begin, search the collection to see whether you can save some time by copying cataloguing information from an existing record.

There are three types of fields, or information: free text, lists, or linked data:

- Free text: Type information into the field such as title, date, description, latitude, etc.
- Lists: Choose one or more terms from a limited list of options, such as view type, country, etc.
- Linked data: Click the book icon, type a term, and make a selection from the authority:TGN (for location), ULAN (for creator), or AAT (for work type or culture)



Lists: Click the icon and select the desired term(s) – you can select more than one:



Authorities: For Linked Data fields click on the book icon to access the authority:

The authority will guide you to the preferred term for a Location, Creator, Work Type or Culture, and will make your records searchable to a wider audience. **It is important when you make a selection that you choose “Link and Append” – this ensures that the text displays in SAHARA/JSTOR:**

Getty's Thesaurus of Geographic Names

Q kavala, greece

Sort A-Z or by Relevance 2 Results

Kavála (inhabited place) [1042068]
Europe, Greece, Macedonia, Kaválla, Kavála TGN
Kavála (inhabited place), Kavála, Kaválla, Kavalla, Cavalla, Christopolis, Neapolis, Nea Polis, Kaballa

Link Only **Link & Append** Link & Overwrite

Getty's Union List of Artist Names
and names added locally by your institution and other Forum users

Advanced Search Create Name

Q hadid

Sort A-Z or by Relevance 4 Results

Hadid, Zaha [500011138]
British architect, born 1950 ULAN
Hadid, Zaha
Zaha Hadid
British (preferred), West German, Iraqi, German
architect (preferred), designer, teacher

Link Only **Link & Append** Link & Overwrite

When you've selected **Link and Append**, your field should look like this →



The TGN authority will often return dozens of results, for example there are 3 pages of **Cairo** entries, all over the world. But **Cairo, Egypt** will bring up specific results (remember the comma between terms).

Field by Field Help:

- **Title/Name of Work (required):** A formal or descriptive name. Use the English version of a name as the preferred title, with titles in other languages in parentheses on the same line. For alternate names, separate with a semicolon.
 - In the absence of a recognized title, the information in this field can be descriptive, e.g. "Street view with shoppers, Brooklyn, NY, 1966" (in this case some information can be repeated from other fields).
- **Title/Name of Complex:** A descriptive name or title for the larger group of buildings or structures to which this single work belongs, when applicable (e.g. The Acropolis).
- **View Type:** Describes what view is depicted in the image (e.g., exterior, interior, detail)
- **Image View:** Prose description of the view (e.g. detail of main staircase, showing carved brackets)
- **Broad Classification (required):** 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 AAT will give the best results. 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, firm, artist, cultural group, or corporate body responsible for the creation, design, production, manufacture, or alteration of the work. In most cases, search the Getty Union List of Art Names (ULAN). When applicable, select multiple names/firms. Link and Append for each selection. If the Creator name that you wish to use is not in the list, type the name in the field. Separate terms/values by semicolons. If there is no known creator or architect, please insert Unknown Creator (or something more descriptive, e.g. Unknown Byzantine Architect).
- **Street Address:** Provide as much information as is known and useful for locating the building, where available and relevant.
- **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. Use the book icon to search in the Getty TGN (try *Cairo, Egypt* rather than just *Cairo* to simplify the search), then Link and Append.
- **Country (required):** Choose the country in which the building or site is situated from the list. For countries not in the list, please report this to the editors.
- **Latitude and Longitude:** enter the geographic coordinates of the building or site location using decimal values, if available. There are various websites that help you find GPS coordinates, such as: <https://gps-coordinates.org/>, or in the Location field TGN record (click on the city/site name and it will be in the pop-out window)
- **Date (required):** Descriptive date of the building or site as it will display in JSTOR (eg., Built ca. 1560; restored 1780s; destroyed by fire 1910)
- **Earliest and Latest Date (required):** The Earliest Date and Latest Date fields are used to enable searching within SAHARA/JSTOR. The Earliest Date is the year in which design or other work began, the Latest Date is 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. For BCE dates, use a minus sign, e.g. 100 BCE becomes -100. For estimated dates, provide an appropriate cushion, e.g.. if the date is ca. 450, you might use 420 for the Earliest Date and 480 for the Latest Date, to improve search variations.
- **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). This information is not applicable to all images; terms can be copied from AAT if desired.
- **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.
- **Style/Period/Dynasty:** (e.g., Ming, Persian, Etruscan). Terms can be found in the Getty Art and Architecture Thesaurus (AAT).
- **Culture:** Name of the culture, people, or nationality from which the work originated (e.g., Navajo), when applicable. Click the book icon in the field to draw terms from the AAT.
- **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 semi-colons so they will be searchable individually (e.g., curtain walls; cathedrals; guilds)
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- **Photographer (required):** Name of person who took the image.
- **Image date:** Date the image was taken, e.g. 20009, or March 1998. 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)
- **Copyright of photograph/image (required):** Copyright statement, including the year image was taken and name of the rights holder, e.g. *(c) Roger McMaster, 2002. Educational use permitted (study, teaching, research). Contact RMCM@gmail.com for other uses.*
- **How else may this image be used? (required):** Select one of the Creative Commons options in the list.
- **SAH Archipedia Building ID:** If available, enter the number corresponding to the building entry in SAH Archipedia (<http://sah-archipedia.org/>), e.g. MA-01-FL21

When your image description is complete you then publish it to only **one** of the two SAHARA collections on JSTOR:

- SAHARA Members Collection (restricted to SAH members only)
- SAHARA Public Collection (available to any user – open access)

Please contact a SAHARA editor with questions: Jackie Spafford (spafford@hfa.ucsb.edu) or Jeannine Keefer (jkeefe@richmond.edu), or Meral Ekincioglu, Associate Editor (meralekinci2020@gmail.com)

For further help with cataloguing practices, there are detailed JStor Forum Help materials here: <https://support.forum.jstor.org/hc/en-us>