Data Dictionary

In order to disseminate information on your museum collection, you first have to know what is in your collection. The first step in knowing your collection is to document it. The fields defined in the data dictionary are intended as a guide to assist museums in documenting objects in the collection. This information on the museum collection can be contributed to the CHIN's *Artefacts Canada* database.

The use of common standards by New Brunswick museums for documenting their collections will foster the sharing of collections information.

A well-organized documentation system makes it possible to easily identify objects in the collection. Such a system makes it easier to manage collections and preserve objects, and protects the long-term value of information. As well, it means that information on collections can be better disseminated to staff, researchers and the public.

The fields defined in the data dictionary correspond to those in the *Artefacts Canada* database. Although the objective is to document objects in a collections management database as fully as possible it is up to each museum to determine which fields it chooses to complete.

Field Label:	**Accession Number**
Status:	Required field for uploading to Artefacts Canada unless Catalogue Number is used.
Field Mnemonic:	AN
Definition:	This field contains the museum accession number of the object. If there is only one number to identify the object, it should be entered here. Ideally, the accession number is a unique record identifier.
Requirement:	Mandatory
Entry rules:	Each number can be assigned to only one object.
	Do not use commas, semicolons or colons in accession numbers.
	This field may not contain more than one entry.
Example:	991.24.3 M2004.21.3

Field Label:	**Previous Numbers**
Field Mnemonic:	PN
Definition:	This field contains any previous numbers that have been assigned to the object.

Observation:	The number in this field could include a number given to the object before it was acquired by the museum, or a previous accession number.
Entry rules:	Enter the previous number, do not use abbreviations.
	This field may contain multiple entries separated by a semicolon followed by a space.

           Example: X1952; X220

Field Label:	**Accession Sort Number**
Definition:	This field is linked to the Incoming and Outgoing Loans Module of Virtual Collections.
Requirement:	Mandatory
Observation:	This field was created by the vendor as an internal working process within Virtual Collections. When in the Incoming and Outgoing Loans Module you have the capacity to create a list of artifacts on loan. There is a field called "Accession Sort Number". The number is filled in and it automatically draws information to compile your list.
Entry rules:	Enter the same accession number as in the *Accession Number* field.
	Copy and paste number from *Accession Number* field to *Accession Sort Number* field.

Field Label:	**Institution**
Status:	Default value when mapping to Artefacts Canada.
Field Mnemonic:	INS
Definition:	This field contains the full name of the institution responsible for the creation and maintenance of the record.
Requirement:	Mandatory
Entry Rules:	Enter the full name of the institution. Repeating the same information in each record is not necessary, because data in this field may be automatically generated.
Example:	Ross Memorial Museum Musée Acadien

Field Label:	**Institution City**
Status:	Default value when mapping to Artefacts Canada.
Field Mnemonic:	INSCTY
Definition:	This field contains the full name of the city, town or municipality in which the museum is located.

Requirement:	Mandatory
Entry Rules:	Enter the city name in full. Repeating the same information in each record is not necessary, because data in this field may be automatically generated.
Example:	Saint John Buctouche

Field Label:	**Institution Province**
Status:	Default value when mapping to Artefacts Canada.
Field Mnemonic:	INSPR
Definition:	This field contains the name of the province, territory or state in which the museum is located.
Requirement:	Mandatory
Entry Rules:	Enter the city name in full. Repeating the same information in each record is not necessary, because data in this field may be automatically generated.
Example:	New Brunswick

Field Label:	**Department**
Field Mnemonic:	DA
Definition:	This field contains the official name of the department within the museum that contributed the record.
Example:	Decorative Arts Human History

Field Label:	**Category**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	CTGY
Definition:	This field contains the primary level of classification for the object.
Requirement:	Use a single classification system for all your collection. Use a classification system such as that developed by Blackaby's *The Revised Nomenclature for Museum Cataloguing. A Revised and Expanded Version of Robert G. Chenhall's System for Cataloguing Man-Made Objects* (Chenhall's Nomenclature), or the Canadian Park Service's *Classification System for Historical Collections*.
Entry rules:	This field must be used hierarchically and in conjunction with the *Sub-category* field.

Enter the full category name, respecting the spelling and capitalization prescribed by the category list in the classification systems.

This field may contain no more than two entries. List the category that you feel is the most important for research first followed by a semicolon, a space, and the second category.

Example:	FURNISHINGS Personal Artifacts

Field Label:	**Sub-Category**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	SCAT
Definition:	This field contains the second level of classification for the object.
Requirement:	Use a single classification system for all your collection. Use a classification system such as that developed by Blackaby's *The Revised Nomenclature for Museum Cataloguing. A Revised and Expanded Version of Robert G. Chenhall's System for Cataloguing Man-Made Objects* (Chenhall's Nomenclature), or the Canadian Park Service's *Classification System for Historical Collections*.
Entry rules:	This field must be used hierarchically and in conjunction with the *Category* field. Enter the full sub-category name, respecting the spelling and capitalization prescribed by the sub-category lists in the classification systems. This field may contain no more than two entries. The data should be entered in the same order as in the *Category* field.
Example:	CLOTHING-ACCESSORY Food Processing Tools & Equipment

Field Label:	**Museum Collection**
Field Mnemonic:	MUSCOL
Definition:	This field contains the name of the special or major collection or donation that includes the object.

    Example: Ganong Collection
            Old Government House

Field Label:	**Discipline**
Status:	Required for uploading to Artefacts Canada
Field Mnemonic:	DSC
Definition:	This field names the discipline or branch of learning under which the object may fall.
Observation:	Please use the document "Discipline Authority List proposed for the Humanities (2006) Derived from the Art & Architecture Thesaurus" provided in this binder to enter the name of the discipline under which the object falls.
Entry Rules:	This field may contain multiple entries separated by a semicolon followed by a space.
Example:	history Military history; local history

Field Label:	**Object Name**
Status:	Required field for uploading to Artefacts Canada
Field Mnemonic:	OB
Definition:	This field contains the common name of the object described in the record.
Requirement:	Mandatory
Observation:	Use a standardization tool such as Blackaby's *The Revised Nomenclature for Museum Cataloguing. A Revised and Expanded Version of Robert G. Chenhall's System for Cataloguing Man-Made Objects* (Chenhall's Nomenclature), or Art & Architecture Thesaurus (AAT) at http://www.getty.edu/research/conducting_research/vocabularies/aat/, or Canadian Parks Service *Classification System for Historical Collections*.
Entry rules:	Enter the object name in the singular unless the name is usually in the plural; i.e. glove, or oilskins.
	If you are unsure whether the information is correct, include a space and a question mark after the keyword.
	This field may not contain more than one entry.
Example:	carriage painting ? niddy noddy

RECOMMENDED CONTROLLED VOCABULARIES FOR CLASSIFICATION AND OBJECT NAMES

- *The Revised Nomenclature for Museum Cataloging: A Revised and Expanded Edition of Robert G. Chenhall's System for Classifying Man-Made Objects.*
- *Parks Canada Classification System for Historical Collections.*
- *Parks Canada Look and Learn: Descriptive and Visual Dictionary of Objects.*
- Social History and Industrial Classification: A Subject Classification for Museum Collections (SHIC) More information or entire resource available at http://www.holm.demon.co.uk/shic (consulted 2006-09-26)
- *ICONCLASS,* More information or entire resource *available at http://www.iconclass.nl* (consulted 2006-09-26)
- *Outline of Cultural Material. Murdock, G.P., et al. 1961. Fourth revised edition. Human Relations Area Files, Inc., New Haven.*
- Art & Architecture Thesaurus (AAT) created by the J. Paul Getty Trust. More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/aat
- *Religious Objects - User's Guide and Terminology*
- *Vocabulary of Basic Terms for Cataloguing Costume.* More information or entire resource available online at http://www.mda.org.uk/costume/vbt00e.htm
- *British Museum Object Names Thesaurus*. More information or entire resource available online at http://www.mda.org.uk/bmobj/Objintro.htm
- *Thesaurus of Monument Types*. More information or entire resource available online at http://thesaurus.english-heritage.org.uk/thesaurus.asp?thes_no=1
- **mda** Archaeological Objects Thesaurus. More information or entire resource available online at http://www.mda.org.uk/archobj/archcon.htm

Field Label:	**Object Type**
Field Mnemonic:	OT
Definition:	This field contains details on the name of the object. In the case where a museum uses a combined object term, the term is entered in the *Object Name* field.
Observation:	Use a standardized vocabulary such as that developed by Blackaby's *The Revised Nomenclature for Museum Cataloguing. A Revised and Expanded Version of Robert G. Chenhall's System for Cataloguing Man-Made Objects* (Chenhall's Nomenclature), or the Canadian Park Service's *Classification System for Historical Collections*.
Entry rules:	This field must be used in conjunction with the *Object Name* field.
	If you are unsure whether the information is correct, include a space and a question mark after the keyword.

This field may contain multiple entries separated by a semicolon followed by a space.

| **Example:** | *Object Name* jacket |
| | *Object Type* bed |

Field Label: **Alternate Object Name**

Field Mnemonic: OBA

Definition: This field contains all the terms used to name the object, other than the standardized name of the object. It can be foreign, archaic, local or other name variations for the object.

Entry rules: This field may contain multiple entries separated by a semicolon followed by a space.

If you are unsure whether your information is correct, include a space and a question mark after the keyword.

The field is used only if there are one or more alternate names, other than the one in the *Object Name* field.

Example: bandanna
bongo

Field Label: **Quantity**

Field Mnemonic: QTY

Definition: This field records the number of objects described in the record, and is expressed only as a whole number. In the case of a portfolio or set that has a separate record for each object, the quantity field reflects the object rather than the full set, enabling a count of the objects in the collection.

Entry rules: Enter a whole number, without fractions or decimals.

Enter "1" even if the object is incomplete, since this part of the object is considered an entity for the purposes of the database; i.e. object name – bicycle wheel, quantity – 1.

Example: 1
15

Field Label: **Number of Components**

Field Mnemonic: COMPN

Definition: This field contains the number of removable parts making up the object.

Entry rules: This field is not used if there are no component parts.

A piece that can be displayed by itself is an object. An element whose primary purpose is to complete the object it belongs to is a component part.

Enter a whole number.

This field must be used in conjunction with the *Component Part Names* field.

This field may not contain more than one entry.

Example: 3

Field Label:	**Component Part Names**
Field Mnemonic:	COMP
Definition:	This field contains the names of the component parts of the object.
Entry rules:	A piece that can be displayed by itself is an object; use the *Object Name* field. An object whose primary purpose is to complete the object it belongs to is a component part.

When an object consists of several elements, enter the name of each component part and separate each with a semicolon followed by a space. If several elements have the same name, enter this name in the singular, even if there is more than one, followed by a space and the total number in parentheses.

If you are unsure whether the name is correct, include a space and a question mark after the word.

Example: sugar bowl; lid
Chest of drawers; drawer (3)
finial ?; post

Field Label:	**Series Volume Number**
Field Mnemonic:	SVN
Definition:	This field gives the relationship of the object to the book, portfolio or series that incorporates the object.
Entry rules:	Enter the plate number, item number or position in the book, portfolio or series.

Example: frontispiece

This field may contain multiple entries separated by a semicolon followed by a space.
Example: figure 12; plate xi

Field Label:	**Series Volume Date**
Field Mnemonic:	SVD
Definition:	This field contains the date of publication of the book, portfolio or series that incorporates the object.
Entry rules:	Enter a numeric date, from the most recent to original.

           Example: 1925

Record the date in YYYYMMDD order; always give all four digits of the year.
           Example: 19270325

Use the abbreviation "c" (for *circa*) when the date of publication may have been within a period of five years before or five years after the date indicated. Enter the date followed by a space and "c".
           Example: 1920 c

Use the abbreviation "P" (for "prior to") if the date of publication could have been at the latest on the date shown, or earlier. Enter the date followed by a space and "P".
           Example: 1875 P

Use the abbreviation "L" (for "later than") if the date of publication could have been at the earliest on the date indicated, or later. Enter the date followed by a space and "L".
           Example: 1960 L

Use a dash to separate a range of dates.
           Example: 1920-1945

Use "s" for decades.
           Example: 1920's

If you are unsure whether the information is correct, include a space and a question mark after the date.
           Example: 1910 ?

If the date is unknown enter "unknown".

If the date is unknown and no research has been done to find it, leave the field blank.

This field may contain multiple entries separated by a semicolon followed by a space.
           Example: 1875; 1910

Field Label:	**Series Volume Author**
Field Mnemonic:	SVA
Definition:	This field contains the name of the author (not the artist or maker) of the book, portfolio or series that incorporates the object.

Entry rules:	Enter the names of individuals, from the most senior to junior, or alphabetically, in the following format: surname, given name(s) or initial(s)
	Example: Allen-Scott, Janice
	Enter organization or business names without inverting in format.
	Example: Acme Insurance Company Limited
	This field may contain multiple entries separated by a semicolon followed by a space.
	Example: Nisbet, Thomas; New Brunswick Museum
	Honorific titles or other information which ordinarily precede the name should be entered after the given name, separated by a comma followed by a space.

Field Label:	**Series Volume Title**
Field Mnemonic:	SVTI
Definition:	This field contains the title or name of the book, portfolio or series that incorporates the object.
	Example: Sketches of New Brunswick Scenes

Field Label:	**Series Volume Publisher**
Field Mnemonic:	SVPUB
Definition:	This field contains the name of the publisher of the book, portfolio or series that incorporates the object.
Entry rules:	Enter the names from the most recent to the original.
	Enter organization or business names without inverting in format.
	Example: American Association of Museums
	This field may contain multiple entries separated by a semicolon followed by a space.
	Example: American Association of Museums; Société des musées québécois

Field Label:	**Series Volume Place**
Field Mnemonic:	SVCTY
Definition:	This field gives the location of the publisher of the book, portfolio or series that incorporates the object.
Entry rules:	Enter the name of the city or location of the publisher.
	This field may contain multiple entries separated by a semicolon followed by a space.
	Example: Toronto; Montreal

Field Label:	**Artist/Maker (Artist/Craftsman in Virtual Collections)**
Status:	Required field for uploading to Artefacts Canada where applicable for the object.
Field Mnemonic:	AR
Definition:	This field contains the name of the artist, craftsperson or designer responsible for the design and/or execution of the object. The field contains more than one entry only for collective works.
Entry rules:	Enter the family name followed by a comma, a space and the first name.

Example: Nisbet, Thomas

Initials should be followed by a period.

Example: Howe, John D.

Periods and commas should be followed by a space, unless they are followed by other punctuation.

If you are unsure whether your information is correct, include a space and a question mark after the name.

When the name of the artist is unknown and no research has been done to identify him or her, leave the field blank.

If, even after conducting research, you are unable to determine the name of the artist, enter "unknown".

This field may only contain one entry.

RECOMMENDED CONTROLLED VOCABULARIES FOR ARTISTS NAMES

- *The Artists in Canada database.* . More information or entire resource available online at http://www.chin.gc.ca/English/Reference_Library/index.html
- *The Union List of Artist Names (ULAN).* More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/ulan/index.html

Field Label:	**Artist Remarks (Remarks in Virtual Collections)**
Field Mnemonic:	ARREM
Definition:	This field contains remarks concerning the artist, maker or designer.
Observation:	Remarks fields are for information that cannot be entered in any other field.
Entry rules:	Enter supplementary information that is pertinent to the artist or maker that cannot be entered in any other field.

Example: attributed to

Field Label:	**Other Artist (Other Artist/Craftsman in Virtual Collections)**
Field Mnemonic:	ATEC
Definition:	This field contains the name of another artist, maker or technician who contributed to the creation of the work. In the case of prints, printmakers are recorded in the *Artist/Maker* field and the original artist in the *Other Artist* field.
Example:	*Artist/Maker* Scheuer, W.
	Other Artist Russell, Edward John
Entry rules:	This field must be used in conjunction with the Artist/Maker field.

Enter the family name followed by a comma, a space and the first name.
Example: Nisbet, Thomas

Initials should be followed by a period.
Example: Howe, John D.

Periods and commas should be followed by a space, unless they are followed by other punctuation.

If the artist has a title, enter his or her family name, a comma, a space, first name, a comma, a space and then the title.
Example: Chabert, Joseph, father

If you are unsure whether your information is correct, include a space and a question mark after the name.

This field may contain multiple entries separated by a semicolon followed by a space. List the names in order of importance.
Example: Nisbet, Thomas; Emery, Alban

Enter the name of an organization or company, without inverting it. Do not use acronyms.

Field Label:	**Other Artist Role (Role in Virtual Collections)**
Field Mnemonic:	ATECR
Definition:	This field contains the role or function of the other artists, makers or technicians in the production or creation of the object.
Entry rules:	This field must be used in conjunction with the *Other Artist* field.

Example; *Other Artist*   Russell, Edward John
Other Artist Role   original artist

This field may contain multiple entries separated by a semicolon followed by a space. List the entries in order of importance and match each entry with the entry in the *Other Artist Role* field.

If you are unsure whether your information is correct, include a space and a question mark after the keyword.

Field Label:	**Title**
Status:	Required field for uploading to Artefacts Canada where applicable for the object.
Field Mnemonic:	TI
Definition:	This field contains the title given to the object. For fine art, the curatorial title is based on that assigned by the artist.
Entry rules:	Enter the whole title, do not use abbreviations.

If this object is a work of art and has no title, enter "untitled". It may be assigned a title, however. If the artist is living, you may settle on a title with him, or her. If the artist is deceased, the curator may choose a title, following appropriate research and with respect for the work.

If the object is not part of a fine art collection and no title has been assigned to it, leave this field blank.

A common object may have been designed and given a title by its artist or maker. If so, enter this information in this field.

This field may not contain more than one entry.

Example:	A Winter Scene Mona Lisa

Field Label:	**Manufacturer**
Status:	Required field for uploading to Artefacts Canada where applicable for the object.
Field Mnemonic:	MF
Definition:	This field contains the name of the manufacturer of the object.
Entry rules:	Enter the name of the organization or the company, without inverting any of the names.

       Example: Irving Oil Limited

Enter the name of the company as it was officially used when the object was made. Use an acronym if that is how the company was best known, and give the full name in brackets.
       Example: IBM (International Business Machines)

This field may contain multiple entries separated by a semicolon followed by a space. The names should be given in order of importance.

Field Label:	**Manufacturer Country**
Field Mnemonic:	MFCRY
Definition:	This field contains the name of the country of the Manufacturer.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	This field is used in conjunction with the *Manufacturer Province* and *Manufacturer City* fields.

Enter the full name of the country; do not use abbreviations.
        Example: United States of America, and not U.S.A.

If the manufacturer country name has changed, begin by entering the current name followed by a comma and a space, and then the name that was used at the time that the object was manufactured.
        Example: Sri Lanka, Ceylon

If you are unsure whether the information is correct, include a space and a question mark after the name.

This field may contain multiple entries separated by a semicolon followed by a space. They should match the entries in the Manufacturer field.
        Example: *Manufacturer*   Canon; Kodak
                        Manufacturer Country   Japan; United
                                                      States of
                                                      America

Field Label:	**Manufacturer Province**
Field Mnemonic:	MFPR
Definition:	This field contains the name of the province, territory or state of the manufacturer.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	This field is used in conjunction with the *Manufacturer Country* and *Manufacturer City* fields.

Enter the full name of the province; do not use abbreviations.
        Example: New Brunswick, and not N.B.

If the manufacturer province name has changed, begin by entering the current name followed by a comma and a space, and then the name that was used at the time that the object was manufactured.
        Example: Ontario, Upper Canada

If you are unsure whether the information is correct, include a space and a question mark after the name.

This field may contain multiple entries separated by a semicolon followed by a space. They should match the entries in the Manufacturer field.

| | Example: | *Manufacturer* | Hudson Bay Company; Irving Oil Limited |
| | | *Manufacturer Province* | Manitoba; New Brunswick |

Field Label:	**Manufacturer City**
Field Mnemonic:	MFCTY
Definition:	This field contains the name of the city, town or municipality of the manufacturer.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	This field is used in conjunction with the *Manufacturer Country* and *Manufacturer Province* fields.

Enter the full name of the city, town or municipality; do not use abbreviations.

Example: Montreal, and not Mtl.

If the manufacturer city name has changed, begin by entering the current name followed by a comma and a space, and then the name that was used at the time that the object was manufactured.

Example: St, Petersburg, Leningrad

If you are unsure whether the information is correct, include a space and a question mark after the name.

This field may contain multiple entries separated by a semicolon followed by a space. They should match the entries in the Manufacturer field.

Example:	*Manufacturer*	Canon; Kodak
	Manufacturer City	Tokyo; Rochester

Field Label:	**Brand Name**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	BRN
Definition:	This field contains the manufacturer's brand name for the object.

Example: Cheerios

Entry rules:	If you are unsure whether the information is correct, include a space and a question mark after the Brand Name.

Example: Special Blend Tobacco ?

Field Label:	**Date of Object, from (Begin Date in Virtual Collections)**
Status:	Required field for uploading to Artefacts Canada where applicable for the object.
Field Mnemonic:	BPD1
Definition:	This field indicates the date of production of the object.
Entry rules:	This field is used only when the begin date is known.

This field is used in conjunction with the *Date of Object, to* field.

If only one date is known, enter the information in the *Date of Object, to* field and leave the *Date of Object, from* field blank.

If a range of dates is known enter the oldest date in the *Date of Object, from* field and the most recent date in the *Date of Object, to* field.

Use the abbreviation "c" (for *circa*) when the object may have been produced within a period of five years before or five years after the date indicated. Enter the date followed by a space and "c".
    Example: 1920 c

Use the abbreviation "L" (for "later than") if the object could have been produced at the earliest on the date indicated, or later. Enter the date followed by a space and "L".
    Example: 1960 L

If you are unsure whether the information is correct, include a space and a question mark after the date.
    Example: 1825 ?

To delimit a century or part of a century, you may use the *Date of Object, from* and *Date of Object, to* fields as follows.
    Example: *Date of Object, from* 1800 L
                 Date of Object, to   1850 P

This field may not contain more than one entry.

Field Label:	**Date of Object, to (End Date in Virtual Collections)**
Field Mnemonic:	EPD2
Definition:	This field contains the date of production of the object or the date that production was completed.
Entry rules:	If only one production date is known, enter it in this field.

Use the abbreviation "c" (for *circa*) when the object may have been produced within a period of five years before or five years after the date indicated. Enter the date followed by a space and "c".

Example: 1920 c

Use the abbreviation "P" (for "prior to") if the object could have been produced at the latest on the date shown, or earlier. Enter the date followed by a space and "P".
Example: 1875 P

Use the abbreviation "L" (for "later than") if the object could have been produced at the earliest on the date indicated, or later. Enter the date followed by a space and "L".
Example: 1960 L

If you are unsure whether the information is correct, include a space and a question mark after the date.
Example: 1825 ?

To delimit a century or part of a century, you may use the *Date of Object, from* and *Date of Object, to* fields as follows.
Example: *Date of Object, from* 1800 L
Date of Object, to 1850 P

If the date is unknown enter "unknown".
Example: unknown

If the date is unknown and no research has been done to find it, leave the *Date of Object, to* field blank.

This field may not contain more than one entry.

Field Label:	**Period**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	PER
Definition:	This field contains the historical or prehistorical period or the non-numeric chronological data associated with the object. It may also contain data identifying a century or part of a century.
Entry rules:	Enter chronological data that cannot be entered in the dating field.

This field may also contain data identifying a century or part of a century. For more precision concerning data identifying a century or part of a century, enter the information as follows

1st quarter of the 19th century
2nd quarter of the 19th century
3rd quarter of the 19th century
4th quarter of the 19th century
1st half of the 19th century
2nd half of the 19th century

If you are unsure whether the information is correct, include a space and a question mark after the period name.

Example: Renaissance ?

This field may contain multiple entries separated by a semicolon followed by a space.

Field Label:	**Unit-Linear**
Field Mnemonic:	UNL
Definition:	This field contains the unit of linear measurement used to record the dimensions of the object.
Entry rules:	Use only metric measurements.
	Use official metric abbreviations; mm, cm, m, km.
	This field may not contain more than one entry.

Field Label:	**Height**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	HT
Definition:	This field contains the measurement of the maximum height of the object.
Observation:	Height is the vertical dimension of an object measured from the base to the top.
Entry rules:	This field is used in conjunction with the *Unit-Linear* field.
	Dimensions should always be expressed in centimeters, except when an object is too large or too small.
	Enter a single measurement, in real numbers.
	Example: 2.35
	This field may not contain more than one entry.

Field Label:	**Width**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	WI
Definition:	This field contains the measurement of the maximum width of the object.
Observation:	Width is one of the horizontal dimensions of an object.
	For objects with a main side, the width is the maximum dimension measured from left to right. The depth is the other horizontal dimension, measured from front to back.
	For objects with no main side, the width is the smaller horizontal dimension, and the length, the larger one.

Entry rules:	This field is used in conjunction with the *Unit-Linear* field.
	Dimensions should always be expressed in centimeters, except when the object is too large or too small.
	Enter single measurement, in real numbers. Example: 12.25
	This field may not contain more than one entry.

Field Label:	**Length**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	LE
Definition:	This field contains the measurement of the maximum length of the object.
Observation:	Length is one of the horizontal dimensions of an object.
	Length is used only for objects with no main side; the length then identifies the larger horizontal dimension, and the width, the smaller dimension.
	If an object has a main side, i.e. a desk, use the width and depth and not the length.
Entry rules:	This field is used in conjunction with the *Unit-Linear* field.
	Dimensions are expressed in centimeters, except when the object is too large or too small.
	Enter a single measurement, in real numbers. Example: 13.65
	This field may not contain more than one entry.

Field Label:	**Depth**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	DP
Definition:	This field contains the measurement of the maximum depth of the object.
Observation:	Depth is one of the horizontal measurements of an object.
	For objects with a main side, i.e. a desk, the depth is the maximum dimension measured from front to back. The width refers to the other horizontal dimension, measured from left to right.
	If the object has no main side, use the length and not the depth to designate the longer horizontal dimension.
Entry rules:	This field is used in conjunction with the *Unit-Linear* field.

Dimensions are expressed in centimeters, except when the object is too large or too small.

Enter a single measurement, in real numbers.
        Example: 13.5

This field may not contain more than one entry.

Field Label:	**Outside diameter (Diameter in Virtual Collections)**
Field Mnemonic:	ODIA
Definition:	This field contains the measurement of the outside diameter of the object.
Observation:	The diameter corresponds to the largest straight dimension along a line through the center from one side to the other of the spherical part of a cylindrical object.
Entry rules:	This field is used in conjunction with the *Unit-Linear* field.

Dimensions are expressed in centimeters, except when the object is too large or too small.

Enter a single measurement, in real numbers.
        Example: 25.6

This field may not contain more than one entry.

Field Label:	**Thickness**
Field Mnemonic:	TH
Definition:	This field contains the measurement of the maximum thickness of the object.
Observation:	Thickness is the distance between the object's two closest surfaces that are more of less parallel.
Entry rules:	This field is used in conjunction with *Unit-Linear* field.

Dimensions should always be expressed in centimeters, except when the object is too large or too small.

Enter a single measurement in real numbers.
        Example: 2.4

This field may not contain more than one entry.

Field Label:	**Image Height**
Field Mnemonic:	IHT
Definition:	This field contains the image, composition or plate mark height measurement for prints, including engravings, etchings, aquatints, mezzotints and other like media.

Observation:	The image height corresponds to the height of the image part of a print or stencil. If removing object from frame a qualified person should disassemble the object for measuring.
Entry rules:	This field is used in conjunction with the *Unit-Linear* field.

Dimensions are expressed in centimeters, except when the object is too large or too small.

Enter a single measurement, in real numbers.
      Example: 2.4

To measure image height the object is removed from the frame.

This field may not contain more than one entry.

Field Label:	**Image Width**
Field Mnemonic:	IWI
Definition:	This field contains the image, composition or plate mark width measurement for prints, including engravings, etchings, aquatints, mezzotints and other like media.
Observation:	The image width corresponds to the width of the image part of a print or stencil. If removing object from frame a qualified person should disassemble the object for measuring.
Entry rules:	This field is used in conjunction with the *Unit-Linear* field.

Dimensions are expressed in centimeters, except when the object is too large or too small.

Enter a single measurement, in real numbers.
      Example: 2.4

To measure image width the object is removed from the frame.

This field may not contain more than one entry.

Field Label:	**Dimension Remarks**
Field Mnemonic:	DIREM
Definition:	This field contains remarks on the dimensions of the object, including comments on partial or questionable dimensions.
Observation:	Remarks fields are for information that cannot be entered in any other field.

Entry rules:	Note the information clearly, concisely and consistently.
	      Example: The print was measured without being
	                         removed from the frame

Field Label:	**Material**
Status:	Required field for uploading to Artefacts Canada where applicable for the object.
Field Mnemonic:	MA
Definition:	This field contains the name of the material(s) used in making the object.
Observation:	For better search results use a standardized list of terms such as Ewing, Calum. *Standards for the use of the Material (MA), Technique (MT) and related fields in the Humanities National Database of the Canadian Heritage Information Network (CHIN)*, Ottawa, CHIN, 1992.
Entry rules:	Use this field in conjunction with the *Technique* field.

Example	*Object name*	napkin
	Material	fibre, linen
	Technique	woven

Use a generic term for the material, followed by a comma, a space and the specific term.

     Example: wood, maple

When you use the generic term for two specific terms, repeat the generic term before each specific term. Separate the entries by a semicolon followed by a space.

     Example: wood, pine; wood, mahogany

If you do not know the specific term, enter the generic term only.

     Example: wood

Enter the names of the material used from the most predominant to the least predominant. Multiple terms should be separated by a semicolon followed by a space.

     Example: wood; wood, mahogany

If you are unsure whether the information is correct, include a space and a question mark after the keyword.

If the information is missing and no research has been done to identify the material, leave the field blank.

If, even after doing research, you cannot identify the material, enter "unknown".

This field may contain multiple entries separated by a semicolon followed by a space.

Field Label:	**Medium**
Status:	Required field for uploading to Artefacts Canada where applicable for the object.
Field Mnemonic:	MED
Definition:	This field contains the name of the medium or media used in making a two-dimensional object, such as a painting, print or photograph.
Observation:	For better search results, avoid using a large variety of term; draw up an authority list and add keywords as necessary.
	Use the *Medium* and *Support* fields only for two-dimensional objects. Use the *Material* and *Technique* fields for three-dimensional objects.
Entry rules:	Use this field in conjunction with the *Support* field, which indicates the type of support material on which the medium was applied.

        Example: *Medium*   crayon
                              Support   paper

Enter the medium as a single noun.
        Example: pencil, and not penciled

Do not enter an article or preposition before the medium name.

Enter the different media from the most predominant to the least predominant. Multiple entries are separated by a semicolon followed by a space.
        Example: crayon; pencil

If you are unsure whether the information is correct, include a space and a question mark after the keyword.
        Example: acrylic ?

This field may contain multiple entries separated by a semicolon followed by a space.

Field Label:	**Support**
Status:	Required field for uploading to Artefacts Canada where applicable for the object.
Field Mnemonic:	SUP
Definition:	This field lists the materials used as the main support for a two-dimensional object, such as a painting, print or photograph.
Observation:	For better search results, avoid using a large variety of term; draw up an authority list and add keywords as necessary.

Use the *Medium* and *Support* fields only for two-dimensional objects. Use the *Material* and *Technique* fields for three-dimensional objects.

Entry rules:	This field is used in conjunction with the *Medium* field.

        Example: *Medium*   oil
                                 Support   panel

Enter support names as a single noun.

Multiple supports should be entered from the most predominant to the least predominant. Entries should be separated by a semicolon followed by a space.
        Example: paper; panel

If you are unsure whether the information is correct, include a space and a question mark after the keyword.
        Example: particle board ?

Field Label:	**Technique**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	MT
Definition:	This field indicates the processes, methods or techniques used to manufacture the object.
Observation:	For better search results use a standardized list of terms such as Ewing, Calum. *Standards for the use of the Material (MA), Technique (MT) and related fields in the Humanities National Database of the Canadian Heritage Information Network (CHIN)*, Ottawa, CHIN, 1992.
Entry rules:	This field is used in conjunction with the *Material* field.

Enter techniques from the most predominant to the least predominant. Entries should be separated by a semicolon followed by a space. They should correspond to the entries in the *Material* field.
        Example: *Material*   glass; wood
                                 Technique   blown; sawn

Describe the object with a singular adjective or past participle used as an adjective.
        Example: lacquered, and not lacquer

If you are unsure if the information is correct, include a space and a question mark after the keyword.

RECOMMENDED CONTROLLED VOCABULARIES FOR MATERIAL & TECHNIQUE

- *British Museum Materials Thesaurus.* More information or entire resource available online at *http://www.mda.org.uk/bmmat/matintro.htm*
- Art & Architecture Thesaurus (AAT) created by the J. Paul Getty Trust. More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/aat

Field Label:	**Style**
Field Mnemonic:	STY
Definition:	This field contains the name of the style or stylistic association for the object.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
	History museums use the term 'style' for decorative art. Fine art museums often use the term as a sub-division of the more general School/Style field.
Entry rules:	Enter the name of the style of the object; make sure to respect capitalization rules. Example Sheraton
	If you are unsure whether the information is correct, include a space and a question mark after the keyword. Example: Hepplewhite ?
	This field may contain multiple entries separated by a semicolon followed by a space. Example: Sheraton; Hepplewhite

Field Label:	**Marks/Labels**
Field Mnemonic:	MKSL
Definition:	This field contains a description of the maker's marks or labels associated with the object.
Entry rules:	Enter the location of the inscription, followed by a colon, a space and the description of the inscription. Example: underside of drawer: John Green
	If a two-dimensional object is described on the back, enter "on back", a comma, a space and then the location of the inscription. Example: on back, bottom left: Provincial collection

This field may contain multiple entries separated by a semicolon followed by a space.

Field Label:	**Subject/Image**
Status:	Required field for uploading to Artefacts Canada where applicable for the object.
Field Mnemonic:	SUB
Definition:	This field contains keywords to provide searchable data on the thematic content of the object.
Observation:	Use a keyword to enter thematic content. For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	If you are unsure whether the information is correct, include a space and a question mark after the keyword.
	If there are multiple themes enter a maximum of three different keywords in decreasing order of importance. Separate entries by a semicolon followed by a space.

Example: abstract; landscape

RECOMMENDED CONTROLLED VOCABULARIES FOR SUBJECT

- *Thesaurus of Graphic Materials I: Subject Terms (TGM I)*. More information or entire resource available online at http://www.loc.gov/rr/print/tgm1
- *Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms (TGM II)*. More information or entire resource available online at http://www.loc.gov/rr/print/tgm2
- *Government of Canada Core Subject Thesaurus*. More information or entire resource available online at *http://en.thesaurus.gc.ca/intro_e.html*

Field Label:	**Pattern Name**
Field Mnemonic:	PTN
Definition:	This field contains the pattern name or number given to the non-functional motifs found on the object.
Example:	Blue Willow

Field Label:	**Current Condition**
Field Mnemonic:	KPC
Definition:	This field contains an assessment of the overall condition or details of deterioration of the object at the date recorded in the *Current Condition Date* field.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary. Use: poor – object is seriously damaged, with one or more major alterations, good – object is slightly damaged with one or more minor alterations, excellent – object is not damaged and no visible alterations.
Entry rules:	Use in conjunction with *Current Condition Date* field.
	Enter a keyword describing the current condition of the object.
	In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space.

> Example: Good; Poor

Field Label:	**Condition Remarks (Remarks in Virtual Collections)**
Field Mnemonic:	KCREM
Definition:	This field contains remarks about the condition of the object.
Observation:	Remarks fields are for information that cannot be entered in any other field.
Entry rules:	Note the information clearly, concisely and consistently.

> Example: object to fragile to be exhibited

	To keep an audit trail, enter the initials of the person who made the remark, in parentheses, following each remark.

> Example: object repaired with fish glue (dpl)

	In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space.

Field Label:	**Examiner**
Field Mnemonic:	KEXN
Definition:	This field identifies the examiners who assessed the overall condition of the object.
Entry rules:	Enter names of individuals in the following format: surname, given name(s) or initial(s). Honorific titles or other information that ordinarily precede the name should be entered after the given name or initials, and separated from them by a comma.
	Initials should be followed by periods.

Commas and periods should be followed by a space unless they are followed by other punctuation.

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space.
   Example: Allen-Scott, Janice; Oliver, Phil

Field Label:	**Current Condition Date (Date in Virtual Collections)**
Field Mnemonic:	KPCD
Definition:	This field contains the date on which the current condition of the object was determined.
Entry rules:	Use in conjunction with *Current Condition* field.

Enter the date in the form YYYYMMDD.
   Example: 20040627

If the *Current Condition* field is blank, the *Current Condition Date* field should also remain blank.

Use the abbreviation "c" (for *circa*) when the current condition date may be within a period of five years before or five years after the date indicated. Enter the date followed by a space and "c".
   Example: 1975 c

Use the abbreviation "P" (for "prior to") if the current condition date may be at the latest on the date shown, or earlier. Enter the date followed by a space and "P".
   Example: 1999 P

Use the abbreviation "L" (for "later than") if the current condition date may be at the earliest on the date indicated, or later. Enter the date followed by a space and "L".
   Example: 1960 L

Use a dash to separate a range of dates.
   Example: 1973-1975

Use "s" for decades.
   Example: 1980's

If you have undated assessments in your records, enter the most recent possible assessment followed by a space and the abbreviation "P" for "prior to".
   Example: 19970215 P

If you are unsure whether your information is correct, include a space and a question mark after the date.
   Example; 19980211 ?

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space.

Example: 19980817; 19920829

Field Label: **Custodian**

Definition: This field identifies the person responsible for the care of the object.

Entry rules: Enter names of individuals in the following format: surname, given name(s) or initial(s). Honorific titles or other information that ordinarily precede the name should be entered after the given name or initials, and separated from them by a comma.

Initials should be followed by periods.

Commas and periods should be followed by a space unless they are followed by other punctuation.

Field Label: **Fragility**

Definition: This field contains an assessment of how fragile the object is.

Observation: For better search results, avoid a large variety of terms; draw up an authority list and add keywords as necessary.

Entry rules: Note the information clearly, concisely and consistently.

Field Label: **Strength of Assembly of Mounting**

Definition: This field contains an assessment of any mounting or attachments associated with the object.

Entry rules: Note the information clearly, concisely and consistently.
        Example: frame for painting is separating at corners

Field Label: **Operating Principle**

Status: Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: OPR

Definition: this field contains information on the principle governing the operation of the object.

Entry rules: The operating principle refers to the mechanisms, processes and physical or chemical principles that govern the operation of the object.

        Example: the image is reflected in the first mirror and then in the second, where the image is inverted, before being reflected into the dual eyepiece.

Field Label:	**Description**
Status:	Required field for uploading to Artefacts Canada.
Field Mnemonic:	DE
Definition:	This field contains text to describe the object, and is used for descriptive information that is not found in other fields.
Entry rules:	Enter information clearly, concisely and consistently.

Field Label:	**Narrative**
Status:	Required field for uploading to Artefacts Canada.
Field Mnemonic:	NAR
Definition:	This field contains comments, stories or contextual information about the object. Include information on associated people, organizations, places and events in the object's history, comments from an interpretative/curatorial perspective, text off a wall label, entry from a published catalogue, etc.

Field Label:	**History of Use**
Status:	Required field for uploading to Artefacts Canada.
Field Mnemonic:	HU
Definition:	This field contains information on the original and subsequent use or function of the object.
Entry rules:	Some objects may have been altered for uses other than their original intended function. Enter that information here.

> Example: worn by men when dancing
> Bathtub converted to feeding trough

Field Label:	**Current Location Building (Building in Virtual Collections)**
Field Mnemonic:	CLBG
Definition:	This field indicates the name of the current location building where the object is stored.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	Use in conjunction with *Current Location Date* field.

Enter a keyword describing the current location of the object.
> Example: Tilley House

Use *Current Location Site* field (Site in Virtual Collections) if there is only one current location entry.

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.

Example: Ingraham; Morehouse

Field Label:	**Current Location Room (Room in Virtual Collections)**
Field Mnemonic:	CLRM
Definition:	This field indicates the current location room, gallery, hall or vault where the object is stored.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	Enter a keyword describing the current room where the object is stored.

Example: Director's Office

Use *Current Location Site* field (Site in Virtual Collections) if there is only one current location entry.

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.

Example: Kitchen; Pantry

Field Label:	**Current Location Shelf (Shelf in Virtual Collections)**
Field Mnemonic:	CLS
Definition:	This field indicates the current location shelf where the object is stored.
Entry rules:	Use *Current Location Site* field (Site in Virtual Collections) if there is only one current location entry.

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.

Example: shelf 22; 53-1-1

Field Label:	**Current Location Box/Drawer (Box in Virtual Collections)**
Field Mnemonic:	CLBD
Definition:	This field indicates the current location box or drawer where the object is stored.

Entry rules:	Use *Current Location Site* field (Site in Virtual Collections) if there is only one current location entry.
	In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.

> Example: box 14; drawer 35

Field Label:	**Current Location Site (Site in Virtual Collections)**
Field Mnemonic:	CLBS
Definition:	This field indicates the name of the current location site or branch where the object is stored.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	Use this field if there is only one current location entry.

Field Label:	**Current Location Date (Date in Virtual Collections)**
Field Mnemonic:	CLD
Definition:	This field indicates the date the current location was assigned for the object.
Entry rules:	Record the date in YYYYMMDD order; always give all four digits of the year.

> Example: 19890325

Use the abbreviation "c" (for *circa*) when the current location may have been assigned within a period of five years before or five years after the date indicated. Enter the date followed by a space and "c".

> Example: 1975 c

Use the abbreviation "P" (for "prior to") if the current location could have been assigned at the latest on the date shown, or earlier. Enter the date followed by a space and "P".

> Example: 1999 P

Use the abbreviation "L" (for "later than") if the current location could have been assigned at the earliest on the date indicated, or later. Enter the date followed by a space and "L".

> Example: 1960 L

Use a dash to separate a range of dates.

> Example: 1973-1975

Use "s" for decades.

> Example: 1980's

If you are unsure whether the information is correct, include a space and a question mark after the date.
        Example: 1990 ?

If the date is unknown enter "unknown".

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.
        Example: 19980625; 19950918

Field Label:	**Permanent Location Building**
Field Mnemonic:	PLBG
Definition:	This field indicates the name of the permanent location building where the object is stored.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	Use in conjunction with *Permanent Location Date* field.

Enter a keyword describing the permanent location of the object.
        Example: NBHCC

Use *Permanent Location Site* field if there is only one permanent location entry.

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.
        Example: NBHCC; Red Barn

Field Label:	**Permanent Location Room**
Field Mnemonic:	PLRM
Definition:	This field indicates the permanent location room, gallery, hall or vault where the object is stored.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	Enter a keyword describing the permanent room where the object is stored.

        Example: Treasure Room

Use *Permanent Location Site* field if there is only one permanent location entry.

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.

Example: Treasure Room; Freezer

Field Label:	**Permanent Location Shelf**
Field Mnemonic:	PLS
Definition:	This field indicates the permanent location shelf where the object is stored.
Entry rules:	Use *Permanent Location Site* field if there is only one permanent location entry.

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.

Example: shelf 22; 53-1-1

Field Label:	**Permanent Location Box/Drawer**
Field Mnemonic:	PLBD
Definition:	This field indicates the permanent location box or drawer where the object is stored.
Entry rules:	Use *Permanent Location Site* field if there is only one permanent location entry.

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.

Example: box 14; drawer 35

Field Label:	**Permanent Location Site**
Field Mnemonic:	PLBS
Definition:	This field indicates the name of the permanent location site or branch where the object is stored.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	Use this field if there is only one permanent location entry.

Field Label:	**Permanent Location Date**
Field Mnemonic:	PLD
Definition:	This field indicates the date the permanent location was assigned for the object.
Entry rules:	Record the date in YYYYMMDD order; always give all four digits of the year.

        Example: 19890325

Use the abbreviation "c" (for *circa*) when the permanent location may have been assigned within a period of five years before or five years after the date indicated. Enter the date followed by a space and "c".
        Example: 1975 c

Use the abbreviation "P" (for "prior to") if the permanent location could have been assigned at the latest on the date shown, or earlier. Enter the date followed by a space and "P".
        Example: 1999 P

Use the abbreviation "L" (for "later than") if the permanent location could have been assigned at the earliest on the date indicated, or later. Enter the date followed by a space and "L".
        Example: 1960 L

Use a dash to separate a range of dates.
        Example: 1973-1975

Use "s" for decades.
        Example: 1980's

If you are unsure whether the information is correct, include a space and a question mark after the date.
        Example: 1990 ?

If the date is unknown enter "unknown".

In early versions of Virtual Collections this field may contain multiple entries separated by a semicolon followed by a space. Where audit trails are maintained, new entries should always be placed in the leading position in the field.
        Example: 19980625; 19950918

Field Label:	**Components Location**
Field Mnemonic:	PLREM
Definition:	This field contains remarks concerning the location of component parts of the object.
Entry rules:	Enter the location of component parts of the object if they are different than the storage location of the object.

Example:	Bicycle tires are stored separately from bicycle: Bicycle is stored in room 3 – "bicycle tires are stored in room 4, shelf 15"

Field Label: **Object Status**

Field Mnemonic: OS

Definition: This field indicates the status of the object in the collection.

Entry rules: Check off a box to indicate the current status of the object.

If the object is part of the permanent collection check "active".

This field may contain multiple entries, check boxes as required.

Field Label: **Origin-Country**

Status: Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: ORCRY

Definition: This field contains the name of the country where the object originated.

Observation: For better search results, avoid using a large variety of terms; draw up an authority list and add names as necessary.

Entry rules: Enter the full name of the country; do not use abbreviations.
        Example: United States of America, and not U.S.A.

If the name of the country has changed, first enter the current name, followed by a comma and a space, then the name that applied at the time that the object was produced.
        Example: Sri Lanka, Ceylon

If you are unsure whether the information is correct, include a space and a question mark after the name of the country.
        Example: Canada ?

This field may not contain more than one entry.

Field Label: **Origin-Province**

Status: Strongly recommended for uploading to Artefacts Canada.

Field Mnemonic: ORPR

Definition: This field contains the name of the province, territory, state, Swiss canton, French department, Japanese island or other equivalent place where the object originated.

Observation: For better search results, avoid using a large variety of terms; draw up an authority list and add names as necessary.

Entry rules: This entry is used in conjunction with the *Origin-Country* field.

Example: *Origin-Country*   Canada
             Origin-Province   Quebec

Enter the full name of the province; do not use abbreviations.
Example: Ontario, and not Ont.

If the name of the province has changed, first enter the current name, followed by a comma and a space, then the name that applied at the time that the object was produced.
Example: Ontario, Upper Canada

If you are unsure whether the information is correct, include a space and a question mark after the name of the country.
Example: New Brunswick ?

This field may not contain more than one entry.

Field Label:	**Use-Country**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	UCRY
Definition:	This field contains the name of the country where the object was used.
Entry rules:	For better search results, avoid using a large variety of terms; draw up an authority list and add names as necessary.

Enter the full name of the country; do not use abbreviations.
Example: United States of America, and not U.S.A.

If the name of the country has changed, first enter the current name, followed by a comma and a space, then the name that applied at the time that the object was produced.
Example: Sri Lanka, Ceylon

If you are unsure whether the information is correct, include a space and a question mark after the name of the country.
Example: Canada ?

This field may contain multiple entries. Entries should be separated by a semicolon followed by a space.
Example: Canada; France

Field Label:	**Use-Province**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	UPR
Definition:	This field contains the name of the province, territory, state, Swiss canton, French department, Japanese island or other equivalent place where the object was used.

Entry rules:	For better search results, avoid using a large variety of terms; draw up an authority list and add names as necessary.
	Enter the full name of the province; do not use abbreviations.
	Example: Ontario, and not Ont.
	If the name of the province has changed, first enter the current name, followed by a comma and a space, then the name that applied at the time that the object was produced.
	Example: Ontario, Upper Canada
	If you are unsure whether the information is correct, include a space and a question mark after the name of the country.
	Example: Nova Scotia ?
	This field may contain multiple entries. Entries should be separated by a semicolon followed by a space.
	Example: New Brunswick; Ontario

RECOMMENDED CONTROLLED VOCABULARIES FOR GEOGRAPHICAL DATA

- *Thesaurus of Geographic Names (TGN)*. More information or entire resource available online at
  http://www.getty.edu/research/conducting_research/vocabularies/tgn
- *Canadian Geographical Names Data Base (CGNDB)*. More information or entire resource available online at http://geonames.nrcan.gc.ca/index_e.php

Field Label:	**School/Style**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	SA
Definition:	This field contains the name of the school or stylistic associations for the object. This field gives information on the artistic school applying to the object.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry rules:	Enter the name of the artistic school or style of the object; make sure to respect capitalization rules.
	Example Group of Seven
	If you are unsure whether the information is correct, include a space and a question mark after the keyword.
	Example: Cubist ?

This field may contain multiple entries separated by a semicolon followed by a space.

> Example: Canadian; Group of Seven

RECOMMENDED CONTROLLED VOCABULARIES FOR PERIOD & SCHOOL/STYLE

- Art & Architecture Thesaurus (AAT) created by the J. Paul Getty Trust. More information or entire resource available online at http://www.getty.edu/research/conducting_research/vocabularies/aat

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Field Label:	**Culture**
Status:	Required field for uploading to Artefacts Canada.
Field Mnemonic:	CU
Definition:	This field identifies the culture associated with the object based on its social/geographic origin, and contains the primary information on culture.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add names as necessary.
Entry rules:	Indicate the culture associated with the object using the adjectival form.

> Example: Canadian, and not Canada

If you are unsure whether the information is correct include a space and a question mark after the name of the culture.

> Example: Chinese ?

If no research has been done to identify the culture associated with the object, leave the field blank.

If, even after conducting research, you are unable to determine the name of the culture associated with the object, enter "unknown".

This field may not contain more than one entry.

Field Label:	**Additional Associations**
Status:	Strongly recommended for uploading to Artefacts Canada.
Field Mnemonic:	ASSN
Definition:	This field provides a cross-reference, such as accession number, to other objects in the collections that are associated by collection, history or use.

Entry rules:	When you want to indicate that an object belongs to a group, simply enter the accession number of the first and last objects in the group. Enter the first accession, a space, "to", another space and the final accession number.
	Example: 1990.1.1 to 1990.1.6
Field Label:	**Validation Officer in Charge**
Definition:	This field contains the name of the staff person responsible for ensuring the accuracy of the database.
Entry rules:	Enter the name of the individual in the following format: surname, given name(s) or initial(s).
Field Label:	**Validation Level**
Definition:	This field signifies the level of completeness of the data in the catalogue record.
Observation:	Each museum should determine what the numbers mean, i.e. 1 – the most skeletal information and 5 – the data in the record is complete and no more work needs to be done.
Entry rules:	Check off the appropriate box.
Field Label:	**Cataloguer Remarks**
Field Mnemonic:	CREM
Definition:	This field contains cataloguer remarks pertinent to the object.
Observation:	Remarks fields are for information that cannot be entered in any other field.
Entry rules:	Note the information clearly, concisely and consistently.
	To keep an audit trail, enter the initials of the person who made the remark, in parentheses, following each remark.
	This field may contain multiple entries separated by a semicolon followed by a space.
Field Label:	**Cataloguing References**
Field Mnemonic:	CRF
Definition:	This field indicates the bibliographic references used by the cataloguer for cataloguing the object.
Entry rules:	Enter the bibliographic references in a technical citation style, generally in the format, Author last name, first name or initials. Year. Title of article. Title of journal or book. Editors. Publisher,

City. Pages. [type of medium] Availability (e.g. URL) [Access date].

> Example: Berkebile, Don H. 1978. Carriage Terminology: An Historical Dictionary. Smithsonian, Washington.

This field may contain multiple entries separated by a semicolon followed by a space.

Field Label:	**Publication Citation (Publications in Virtual Collections)**
Field Mnemonic:	PUB
Definition:	This field contains bibliographic references to publications which have mentioned or illustrated the object.
Entry rules:	Enter the bibliographic references in a technical citation style, generally in the format, Author last name, first name or initials. Year. Title of article. Title of journal or book. Editors. Publisher, City. Pages. [type of medium] Availability (e.g. URL) [Access date].

> Example: Acheson, T.W. 1985 Saint John: The Making of a Colonial Urban Community. University of Toronto Press, Toronto.

Field Label:	**Photo Type (Photo Base Type in Virtual Collections)**
Field Mnemonic:	PHT
Definition:	This field is used to describe the type of photograph or photographic media used to document the object.
Observation:	For better search results, avoid using a large variety of terms; draw up an authority list and add keywords as necessary.
Entry Rules:	Enter keywords or phrases to describe the types of photographs.

> Example: colour print
> Black and white print

This field may contain multiple entries separated by a semicolon followed by a space.

> Example: colour slide, 35 mm; colour print

Field Label:	**Photographer**
Field Mnemonic:	PHR
Definition:	This field indicates the name of the photographer who photographed the object.
Entry rules:	Enter names of individuals, from most recent to original in the following format: surname, given name(s) or initial(s). Honorific

titles or other information that ordinarily precede the name should be entered after the given name or initials, and separated from them by a comma.

Initials should be followed by periods.

Commas and periods should be followed by a space unless they are followed by other punctuation.

This field may contain multiple entries separated by a semicolon followed by a space.

If the photographer maintains the copyright to his or her work, enter "©" as a suffix to the photographer's name.

Field Label:	**Photographer Note**
Field Mnemonic:	PHRREM
Definition:	This field contains remarks pertinent to the photograph of the object.
Observation:	Remarks fields are for information that cannot be entered in any other field.
Entry rules:	Note the information clearly, concisely and consistently.

Enter remarks pertinent to the copyright of the photograph of the object.
> Example: This copyright was revoked in 1968

To keep an audit trail, enter the initials of the person who made the remark, in parantheses, following each remark.

This field may contain multiple entries separated by a semicolon followed by a space.

Field Label:	**Image Thumbnail**
Status:	Required field for uploading to Artefacts Canada.
Field Mnemonic:	IMTHUMB
Definition:	This field contains a file name for thumbnail images of the object.
Entry rules:	Enter the name of the thumbnail image prefixed by a "t".

> Example: tM2000-21-2.JPG

Use a dash "-" as a separator between the different elements of the file name.
> Example: t2000-22-3.JPG

Include the file extension (ie. ".jpg") on the thumbnail image name.

Field Label:	**Image Full Size**
Status:	Required field for uploading to Artefacts Canada.
Field Mnemonic:	IMFULL
Definition:	This field contains a file name for full size images of the object.
Entry rules:	Enter the file name of the full size image.

        Example: M2000-21-1.JPG

        Use a dash "-" as a separator between the different elements of the file name.

        Example: t2000-22-3.JPG

        Include the file extension (ie. ".jpg") on the full size image name.

Field Label:	**Image User Name**
Status:	Required for uploading to Artefacts Canada. Default value when mapping to Artefacts Canada.
Field Mnemonic:	IMUNM
Definition:	This field contains a user name to identify the institution and to provide image access. This information is provided by CHIN to institutions whose images will be located on a CHIN server. Data for this field should be confirmed with Luc Pesant at CHIN. Please contact him at 1-800-520-2446. The information is entered as a default value when mapping to Artefacts Canada.

Field Label:	**Image Server**
Status:	Required for uploading to Artefacts Canada. Default value when mapping to Artefacts Canada. Data for this field should be confirmed with Luc Pesant at CHIN. Please contact him at 1-800-520-2446.
Field Mnemonic:	IMSRV
Definition:	This field identifies the location of the images, whether on the CHIN server or a museum server. This information is provided by CHIN to institutions whose images will be located on a CHIN server. Data for this field should be confirmed with Luc Pesant at CHIN. Please contact him at 1-800-520-2446. The information is entered as a default value when mapping to Artefacts Canada.
Entry Rules:	Enter the full path (directory names) to access the images. Data should be entered into this field as a default value.

        Example: www.susan.gc.ca

Field Label:	**Image Details**
Status:	Strongly recommended for uploading to Artefacts Canada
Field Mnemonic:	IMDET
Definition:	This field describes details about the digital images that illustrate the object.
Entry Rules:	Enter details. This field may contain multiple entries separated by a semicolon followed by a space.

> Example: Images were digitized by students under the SEED program.

Field Label:	**Copyright-Image**
Status:	Strongly recommended for uploading to Artefacts Canada
Field Mnemonic:	CRTIM
Definition:	This field contains the name of the person or their agent who holds the copyright of the digital image of the object and the copyright date.
Entry Rules:	Enter names of individuals in the following format: surname, given name(s) or initial(s). Honorific titles or other information that ordinarily precede the name should be entered after the given name or initials, and separated from them by a comma.

> Example: Roy, Rob 1992

Initials should be followed by periods.

Commas and periods should be followed by a space unless they are followed by other punctuation.

Enter organization or business names without inverting in format.

> Example: York Sunbury Museum

This field may contain multiple entries separated by a semicolon followed by a space.

Field Label:	**Credit Line-Image**
Status:	Strongly recommended for uploading to Artefacts Canada
Field Mnemonic:	CRLIM
Definition:	This field contains the credit line or acknowledgement to be used with the digital image of the object.
Entry Rules:	Enter the exact text of the credit or acknowledgement to be used for exhibition or publication.

> Example: Published with the permission of the Restigouche Regional Museum.