

## **Appendix B**

### **Controlled Vocabulary for Italian-American Museum**

#### **SUBJECTS**

Below are instructions for how to fill-in the "Subject" field in the IAM Catalog.

TERMS TO KNOW FOR THE SUBJECT FIELD:

PT = Preferred Term

NT= Narrower Term

Preferred Terms and Narrower Terms are words that are selected as the best way to word/describe certain themes and ideas. Having a limited number of words makes searching later-on easier. ONLY USE THE preferred term's and the narrower terms in the "Subject" field, to make searching easier.

Under each PT and NT below are a number of words that are synonyms or associated with the PT and NT that you might be tempted to use. Instead of using these words, write the PT and NT in the subject field.

In "Subject" Field, write the PT FIRST, and then put a comma and write NEXT however many NT you think apply. For some items you may feel it falls under more than one PT. If this is the case, write the PT that is more relevant first and then the secondary/lesser related themes last. (The same applies to NT.)

#### **PT Clothing**

Fastenings, Laces, Shoes, Laces Corset, Pins, Safety pins, Suspenders, Buckle, Cuff-links, Tie, Suspenders, Bead, Embroidery, Lace, Dressmaking Materials, Button Hook, Glove Stretchers, Shoe, Horn, Boot, Shoe, Case (including any container or cover for garments of men, women, infants), Spectacles, Button, Buckle, Attire, garb, clothes, costume, dress-up, dress, pants, suit, socks, casual wear, informal wear, nightgown, garments, wardrobe, outfit, coat, trousers, shorts, shirt, skirt

#### **PT Clothing Accessories**

Bag, Handbag, Suitcase, Purse, Fan, Bouquet Holder, Watch (all types of watches), Umbrella, Parasol, Walking Stick, Handkerchief, Set, Set Purse

*Worn on head or face*

Wreath, Tiara, Comb, Hairpin, Earrings

*Worn on body*

Brooch, Brooch, Pin Tie-pin, Brooch Clip, Necklace, Pendant, Insignia

*Worn on arms and legs*

Bracelet, Ring, Anklet, Flowers, Feathers

#### **NT Hair Equipment**

Brush, Comb, Curling implements

#### **NT Cosmetic Equipment,**

Beauty box, Powder box, Powder puff, Scent bottle, Smelling salts, Vinaigrette

#### **NT Dressing and Toilet**

(including equipment for washing, teeth, shaving, powdering infants), Dressing case, Dressing basket (infants), Looking glass, Pincushion

### **PT Communication**

Western Union, telegraphs, telephones, radio, tv, televisions, mail, mass media, inform, convey, contact, access, fax, network, broadcasting, telegram

### **PT Culture**

Books, politics, food, eating, festivals

### **NT Arts**

Paintings, drawings, sketches, poetry, literature

### **NT Journalism**

News, newspapers, news radio, publication, writing, writers, journalists, report, reporters

### **PT/NT Entertainment**

Theatre, Play, Performance, actors, acting, movies, films, feast, party, recreation, celebration, reception, function, party, performance, bistro, casino, disco, discotheque, dive, night spot, restaurant, roadhouse, saloon, speakeasy, spot, tavern, assembly hall, auditorium, cinema, coliseum, drama, drive-in, playhouse, amphitheater, arena, hall, auditorium

### **NT Marionettes**

puppets, dolls, marionette stage, marionette backdrop, marionette drawing, backdrop, background, baby, dolly, effigy, figure, figurine, manikin, marionette, model, moppet, figure, icon, idol, image, model, dummy,

### **NT Games**

children's games, board games, cards, sports, baseball, football/soccer, contest, competition, round, sporting event

### **NT Food and Drink**

Bar, cabaret, café, cookery, provisions, refreshments, sustenance, bakery, restaurant,

### **NT Music**

Instrument, flute, piano, sheet music, songs, dance, opera house, concert hall, Lyrics, Singing, Song, Tune, Hymn, A cappella, Chorus, symphony, music, melody, piece of music, cavatina, concerto, overture, symphony, variations, cadenza, opera, operetta, band, orchestra, vocal music, psalm, hymn, song (poem), ballad, lullaby, march, chorus, bass, score, composer, musician

### **PT Education**

School, teachers, students, report cards, grades, classes, tests, homework, college, high school, training, teaching, loans, instructor, tutor, teacher, guidance, instructions

### **PT Family**

relationship, relatives, siblings, blood, clan, children, parents, in-laws, household

### **NT Ancestry**

blood, brood, children, descendants, descent, dynasty, folk, forebears, genealogy, generations, genre, group, heirs and assigns, inheritance, kindred, lineage, network, parentage, pedigree, progenitors, progeny, race

**NT Baby**

Nursery, innocence, babyish, daughter, son, birth, infant, newborn, babe

**NT Birth**

blood, brood, children, heirs, childbirth, delivery, doctor, wet nurse, midwife, midwifery, OBGYN, labor, reproduction, nativity

**NT Children**

adolescent, infant, schooldays, kid, daughter, son, boy, girl, youngster, child, youngster, youth. Pictures of children.

**NT Family Portrait**

Picture of a family or members of a family

**NT Youth**

Teenagers, preteen, pre-teen, puberty, maturity, adolescence, teens, girl, boy, childhood, juvenile, youngster, minor, children

**PT Health**

Fitness, condition, illness, nutrition, well-being, energy, anything related to birth, death, sickness, illness, vaccinations, doctors, doctor tools or utensils

**PT Household**

**NT Kitchen:**

Pots, Pans, Recipes, glasses, plates, silverware, knife, forks, spoons, bowl, casserole, platter, portion, service, serving, trencher, bowl, ceramic, china, container, cup, mug, pitcher, plate, platter, porringer, pot, pottery, salver, saucer, tray, vessel

**NT Dining room,**

Cafeteria, dining hall

**NT: Living room**

best room, common room, drawing room, front room, drawing room, living room, parlor, parlour, salon, sitting room, drawing room, guest room, waiting room

**NT Bedroom,**

sleep, chamber, guest room, sleeping room, master bedroom

**NT Bathroom**

Manicure and Pedicure Equipment, Exercise and Posture Equipment, bath, lavatory, powder room, restroom, sauna, shower, shower room, spa, steam room, toilet, washroom, lavatory, WC, latrine, lavatory, outbuilding, privy, washroom, water closet, powder room, lavatory, men's room, public lavatory, public toilet, wash room

**PT Immigration**

(anything related to these items or occasions or photographs of these items or related occasions)

Green cards, documents about arrival to America, steamship tickets, steamship ticket receipts, classes on American citizenship, articles or letters about moving to

America, immigration, immigrants, anything about immigrating, emigrate, emigrate, settlement, migrate, citizen, alien

**NT Citizenship**

Native, occupant, resident, naturalized person,

**PT ITALY**

(anything related to these items or occasions or photographs of such items or occasions)

Any telegrams or communication between America and Italy, history or Italy, map of Italy, information of family in Italy

**NT History**

Any item, document, or photograph of such item or document relating to Italian History. Map of Italy, etc.

**PT Legal**

Any legal letters or documents.

Rent statement, rent ledger, contracts, agreement, lease, deal

**PT Occasion**

**NT Wedding**

(any of these items or photographs of them)

Wedding invitations, seating plans, wedding dress, wedlock, nuptials, matrimony

**NT Graduation**

(any of these items or photographs of them)

Diploma, college, certificate, commencement, a degree, alumna

**NT Political**

(any of these items or photographs of them)

Fundraising event, buttons, leaflets, pamphlets, booklets, advertisements for campaigns or elected officials or nominees

**NT Community (Occasion)**

(any of these events, information relating to these events or of photographs of them)

Dances, festivals, contests (also advertising for, pamphlets of, etc.)

**NT Religious Occasion**

Mass, communion, service, baptism, San Gennaro, morning service, congregation, cathedral, worship, prayer, sermon, Easter, gathering, ceremony

**PT Portrait**

Picture of someone or people with no known reason or occasion.

**PT Religion**

Church, Madonna, Jesus, Rosary Beads, Christian, Catholic, Protestant, Christmas Objects, Receptions, Memorial, Communion, Mythology, Doctrine, Morality, Devotion, Myth, Prayer, Sect, Spiritual, Sacrifice, Theology, Congregation, Gaith,

Gathering, Order, Canon, Dogma, Confession, Reverence, Ritual, Rite, Veneration, Worship, Hymn, psalm, Cathedral, abbey, sanctuary

**PT Statue**

mold, trophy, figure, marble, icon, bust, statuary, torso, statuette

**PT Travel**

(anything documents related to these occasions or photographs of said documents and occasions)

Car, train, cable, airplane, tickets for car, tickets for train, tickets for boat, steamship

**NT Vacation**

Leisure trip, visit, stop,

**PT WORK**

Job, profession, officer, occupation, clerkish, clerkly, office , pink collar, stenographic, workers, typing, white collar, written, agency, building, bureau, center, department, facility, factory, shop, store, suite, warehouse, appointee, assignment, candidate, delegate, employment, office , officeholder, place, post, representative, situation, station

**NT Office**

Desk, table, pen, pencils, paper, writing utensils, desk chair, letter holder, ledgers, documents, invoices

**NT Banking**

(any of these items, or photographs or documentation of these items)

Currency, coins, money, bank notes, bank slips, deposit, checks, account books, vault, safe, payment , accounting, , bank,

**NT Business**

People at their place of work, objects that apply to places of work.

**Catalog Levels:**

In writing descriptions, these definitions may be helpful in indicating whether the catalog record represents an item, volume, group, subgroup, collection, series, set or component. The use of these words are not required, but merely for your own information and clarification.

**Item:**

An item is an individual object or work. Most works in museums are cataloged as items. As item may be composed of multiple parts or components, and use your own discretion to decide whether to catalog the part separately, making sure to link the components to the whole in the “Related Works” field on the catalog. An item differs from a component in that the component cannot stand alone as an independent

work.<sup>1</sup>

#### Group:

An archival group (or record group) is an aggregate of items that share a common provenance (history/donor) or share the same themes. These range in size from thousands of items to just a few items. When you catalog by 'group' it's meant to emphasize the coherence of the collective bodies of work. This emphasizes the group as a whole, but should also point out the most important works in the group. Groups are usually defined by repositories and may have several subgroups that are established by archival principles of provenance.<sup>2</sup> Groups can be divided into subgroups if it seems appropriate or easier. Items, volumes, or subgroups can be cataloged separately, but should be linked together in the "Related Works" field.<sup>3</sup>

#### Volume:

Volumes typically include materials bound together (mainly papers). May also include printed books, manuscripts, sketchbooks, or albums. An album might contain individual drawings, prints, other works of art that have been mounted in an album. They may be cataloged as items or components and then linked in "Related Works." The number and types of items or components in the volume should be noted in the "Description" field.<sup>4</sup>

#### Collection:

A Collection is materials that share one or more common characteristics that make it useful for them to be clustered together. A collection can sometimes differ from archival groups because items in a collection might be bound formally as they might have been donated by the same family or donor, but DO NOT HAVE to be thematically related. Individual items in a collection may be cataloged separately, but then linked together under "Related Works."<sup>5</sup>

#### Series:

A Series is typically made up of a number of works that were created in temporal succession by the same artist or studio and intended by the creator(s) to be seen together in some means. Often works in a series share seminal themes or subjects, but their defining characteristic is that they were intended to be conceptually a series. Individual items in a series may be cataloged individually, but then linked together under "Related Works." The number and types of items or components in

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<sup>1</sup> J. Paul Getty Trust. "Chapter 1 :Object/Work" *The Categories for the Description of Works of Art*, Edited by Murtha Baca and Patricia Harpring. Revised June 9, 2009. College Art Association from the Getty Museum Website. Revised June 9, 2009.

<[http://www.getty.edu/research/publications/electronic\\_publications/cdwa/index.html](http://www.getty.edu/research/publications/electronic_publications/cdwa/index.html)> 20 Nov. 2010

<sup>2</sup> Getty Trust, "Chapter 1 :Object/Work"

<sup>3</sup> Getty Trust, "Chapter 1 :Object/Work"

<sup>4</sup> Getty Trust, "Chapter 1 :Object/Work"

<sup>5</sup> Getty Trust, "Chapter 1 :Object/Work"

the series should be noted in the “Description” field.<sup>6</sup>

**Set:**

A Set is an assembly of items that were created with the intention to be together (For example: a tea set, a bedroom set, etc.) A set is different from a collection in that it’s typically smaller and was intended by the creator to be grouped together. For a set, it’s often best to catalog the items together, not separately. The number and types of items or components in a set should be noted in the “Description” field.

<sup>7</sup>

**Component:**

A component is a part of a larger item. It *differs from* an item. An item can stand alone as an independent work, but components stand alone. If a separate record is made for a component, the two must be linked under “Related Works.” For works that were historically components, but are detached from the original now, it is generally better to catalog the works as items rather than as components (but perhaps mention this in the “History” field).

Note: The same objects may be referenced in multiple records.

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<sup>6</sup> Getty Trust, “Chapter 1 :Object/Work”

<sup>7</sup> Getty Trust, “Chapter 1 :Object/Work”