



Members Contribute University School

EDITORIAL COMMITTEE

Goal: Standardize the presentation of information in The AMICO Library

Sections: [To Do](#) [Accomplishments](#) [Guidelines](#) [Submissions](#) [Meetings](#) [Background](#)

Chair Greg Tschann , Art Institute of Chicago	Staff Contact Executive Director	Members See the list	Discussions Contribute <amico.editorial@update.amico.org> View sent messages
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TO DO (as of the AMICO Annual Meeting, June 2000)

Formalize Library Submission Procedures	Develop Workflow Documentation ✓ Review Vendor Certification ✓
Develop Online Tools	Review AMICO Contribution Management System
Develop Guidelines and Best Practices	Enhance AMICO Data Specification Create sample records and examples ✓ Define Multimedia metadata Develop Artists Reference File
Apply Guidelines to AMICO Library	Object Type / Classification Term Date Indexing Creator Information
Develop Library Content	Requests from Users Textbook Survey Antenna Audio Library Growth: Tracking Library Requests
Contribution Download	What data do you want back from AMICO?

ACCOMPLISHMENTS

- ✓ [Work done to date](#)
- ✓ [Report of Data Cleanup Process - Sept 3, 1999](#)
- ✓ [Report of AMICO Library Interns - Summer 2000](#)

GUIDELINES AND SPECIFICATIONS

Guidelines for formatting AMICO Library Contributions.

Data Specification

Full Data Specification (HTML) includes

- Record Specification
- Related Image and Multimedia Files Specification
- Catalog Record Data Dictionary
- Media Metadata Data Dictionary
- AMICO Data Dictionary, Alphabetical List of Tags
- [AMICO Lite Data Format](#)
(use this if tags and delimiters are too complicated)

Cataloging Guidelines

Best practices for recording information, organized by Data Dictionary category:

Object Type

- List of Object Types (OTY) and application guidelines
Action: Review and test

Classification Term

- Define relationships between Object Type and Classification Term.
- Match Classification terms with AAT and record match in Classification Term Source (CLS)

Date Indexing

- Date indexing rules now implemented at AMICO in Contribution Management System, and used in data validation.
Action: Examine parsed data and report any systematic parsing routine errors
- Check indexing of Circa: Review circa date when supplied to determine actual range when given in records
Action: AMICO to produce list for review
- Check indexing against artists life dates (not earlier than birth nor later than death dates)
Action: AMICO to enhance indexing program

Creators

- Move places and dates to correct fields (Creator Active Place CAP and Creator Dates and Places Text CDT)
Action: In progress @ AMICO
- Creator name, move "copy after" and attributed to to Creator Qualifier (CRQ)
Action: In progress @ AMICO
- Move name qualifiers now in CRN to creator qualifier field
Action: In progress @ AMICO
- Index Creator Culture using AAT
Action: Review Process

Artists Reference File

Create a tool to assist in managing information about creators throughout The AMICO Library, and to assist users in searching for works by creator.

- Develop specification
Action: In progress @ AMICO
- Match Artists Names in Catalog Records with Names in Artists Reference File
Action: In progress @ AMICO
- Write ID of Artists Reference File Record to Catalog Record
Action: In progress @ AMICO
- Define guidelines for Member submission of Artists Reference File Records
- Investigate assignment of Style and Period terms to artists
- Define data matching requirements to compare record values ULAN
Action: In progress @ AMICO
- Compare Creator Place information with TGN

Sample Records and Examples

Models to review to see how to apply guidelines.

- Develop Sample Records in PDF Format
- Enhance Sample Records Online
Action: review for release on Public Web Site.
- Cataloging Examples includes works multiple creators, and other kinds of common complexities
Action: In development, send your suggestions to the Editorial Committee List
- Incorporate "Good Practices for Art Documentation" in revised Data Dictionary
Action: In progress @ AMICO

Multi-media metadata

Descriptions of rich data contributed to AMICO.

- Identify examples
- Draft Guidelines
- Revise Data Dictionary

Subject Indexing

Systems in use by Members include:

- Smithsonian Museum of American Art - local system (.PDF file)
- See [discussion on-line](#).

SUBMISSIONS

- AMICO Contribution Workflow, Version 1.2 (PDF file) ✓
See further discussion on the [Technical Committee Page](#)
- Vendor Certification for AMICO Export
[Draft for Comment](#) (also as a PDF file)
Action: Review and Comment to the [Technical Committee List](#).
See [Technical Committee Page](#) for full details
- [AMICO Contribution Management System](#) includes online editing & validation tools.
 - Online record editing
 - New record creation
 - Term occurrence reporting
 - File validation
 - Data parsing report and download facility

Contact AMICO <info@amico.org> if you need a username and ID for this system.
See the [Technical Committee Page](#) for discussion of enhancements
- [Instructions for Submitting and Updating Records for The AMICO Library](#)
 - more details on the [Technical Committee Page](#)
 - [AMICO Image Metadata Creation](#)
 - [AMICO Lite Data Format](#)
(use this if tags and delimiters are too complicated)

AMICO Library Content

- Requests from Users
[Want List](#) from Princeton University, February 2000.
Action: Check to see what works from your collection are on this list, and plan to include these works.
[Want List](#) from University of Alberta, December 1998.
Action: Check to see what works from your collection are on this list, and plan to include these works.
- [Library Contributions](#)
Totals by AMICO Member (see the Contribution Management System for full details)
- Textbook Survey: [Art history canon: a survey of art history textbooks](#)
Action: Check to see what works from your collection are in these books, and plan to include them. Lists have been sent to all Principal Contacts.
- [Antenna Audio](#)
Action: Check to see what works from your collection have Antenna Audio Available, and plan to include them.
- Review the content of existing "rich" data and propose areas in which existing content might be suited for in-depth uses
- [Library Growth: Tracking Library Requests](#)
Action: Use this chart to help track how many requests have been made and how many have been satisfied by your museum.

BACKGROUND

Meetings

- Wednesday-Friday, June 20-22, 2001, AMICO Members Meeting, Canada Aviation Museum
 - [Committee Summary](#)
 - [Report on Entire Meeting](#) (PDF)
- Friday-Saturday, June 9-10, 2000, AMICO Members Meeting, San Francisco Museum of Modern Art
 - [Committee Summary](#)
 - [Report on Entire Meeting](#) (PDF)
- Wednesday, July 28, 1999, New York, The Metropolitan Museum of Art
 - [Agenda](#)
 - [Minutes](#)
- Saturday, June 5, 1999, Pittsburgh, AMICO Members Meeting
 - [Committee Summary](#)
 - [Report on Entire Meeting](#) (PDF)

Related Resources

Links to help with creating AMICO Library Descriptions:

Getty Vocabulary Tools

Art & Architecture Thesaurus <http://www.getty.edu/research/tools/vocabulary/aat/index.html>

Union List of Artist Names <http://www.getty.edu/research/tools/vocabulary/ulan/index.html>

Getty Thesaurus of Geographic Names <http://www.getty.edu/research/tools/vocabulary/tgn/index.html>

Guidelines

Art Information Task Force [Categories for the Description of Works of Art \(CDWA\)](#)

- "[The VRA Core Categories for Visual Resources](#)", VRA Bulletin, Volume 25, Number 4 (Winter 1998). (Note: You may have trouble connecting to this link)
- [Introduction to Metadata](#), J. Paul Getty Trust, 1999.
- [Metadata Standards Crosswalks](#), Getty Standards Program, 1999.
- [Introduction to Vocabularies](#), J. Paul Getty Trust, 1999.
- Grant Proposal to the National Endowment for the Humanities to establish [Guidelines for the Application of Art Documentation Standards](#), 2000
- 2001 Grant Proposal to Institute of Museum and Library Services (IMLS) for Training Professionals for Digital Documentation in Museums ([PDF](#))
- Old [Hypernews messages](#) (from planning meetings)

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