Exhibitions of Modern European Painting 1905-1915 Data Entry Guidelines

(Version 1.2)

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If a formulation is not found in the manual, it is added there and ideally in the Field Descriptions as well. Notify your co-workers about the addition.

1. GENERAL RULES

As in catalogue-fields: Information is described directly from catalogue. **Additions/changes are surrounded by squared brackets** [ ].

Open fields: All information directly transcribed from the catalogue is **surrounded by quotation marks** " ".

1.1. Public Notes:
   1.1.1. Phrases written in Public Notes and other open fields should be standardized, if they are recurring.
   1.1.2. All notes start with a capital letter and end with a full stop.
   1.1.3. If there is more than one note in a Public Note field all notes start with a dash -.
   1.1.4. If a note ends with a page-citation there is no full stop.

e.g.:
- Original entry: "Aquarelles, Drawings", after cat. no. 75
- Handwritten annotation: "sold".

1.2. Punctuation marks

1.2.1. Quotation marks nestled in quotation marks become single quotation marks:

e.g.: "Projets de décors et de mise en scène pour 'la Princesse Maleine'"

1.2.2. Differing quotation marks are converted into standard quotation marks to make the entry easier.

e.g.: Original catalogue: Scènes de »Tosca«   Database: Scenes from "Tosca"

1.2.3. French (or other) punctuation marks are transcribed as in catalogue.

e.g.: Hivers : Verteuil !

1.3. Text conventions

1.3.1. Decimal numbers are written with a full stop not a comma, e.g.: 0.50

1.3.2. Superscripted text is written normally with a full stop at the end if necessary.

e.g.: Original catalogue: Mme Ruel   Database: Mme. Ruel

1.4. Pages number

1.4.1. Pages are given in Format: p. 0 or p. 0-00. (not: pp. 0-00)

1.4.2. If catalogue pages are not numbered: n.p. (no space)

1.4.3. Standardization for special pages: cover page / title page / last page

e.g.: "Held in the rooms on the first floor", cover page

2. EXHIBITION INFORMATION FORMAT

2.1. Exhibition Title

2.1.1. Artists are separated by comma.

2.1.2. Parts of the title are separated by full stop.

2.1.3. Numbering of the exhibition should be in the Full Exhibition Title, not Subtitle.

2.1.4. Listings with more than three artists go into the Subtitle.

2.1.5. If the catalogue is not the source of the title (for exhibitions without catalogue or exhibitions without a title), the title is surrounded by squared brackets. [ ]

2.1.6. Numbering for which the catalogue is not the source is surrounded by squared brackets. [ ]. Given in language of the catalogue, the phrasing usually used in the series or only as a number. Cite the source in Additional Notes.

2.1.7. Parts of the title referring to the catalogue are omitted in the Full Exhibition Title but included in the Publication Title. Adjust Grammar if necessary.

e.g.: *Catalogue of the Austrian Art Exhibition. The Collection of The Modern Gallery, The Secession Gallery and the Künstlerhaus Wien* becomes:
Title: Austrian Art Exhibition. [4. Ausstellung]
        Subtitle: The Collection of The Modern Gallery, The Secession Gallery and the Künstlerhaus Wien

2.2. Exhibition Date

2.2.1. Date format: **dd/mm/yyyy**

2.2.2. If a more exact date from another source is used, the source is quoted in Additional Notes. For the standardized phrase see: 2.9.

2.2.3. Exhibition Date (Display override): for additional information, e.g. End of May, Summer 1913 etc.

Standardized: **beg / mid / end / spring / summer / autumn / winter / ca.**

2.2.4. If seasonal information is used, fixed months are written in the Opening and/or Closing Date field:

e.g: spring/yyyy = **03**/yyyy   summer/yyyy = **06**/yyyy

autumn/ yyyy = **09**/yyyy   winter/yyyy = **12**/yyyy

e.g.:

Opening Date: 05/1907   Closing Date: 06/1907

Exhibition Date (Display override): beg/05/1907 - end/06/1907

e.g.:

Opening Date: 03/1907

Exhibition Date (Display override): spring/1907

2.3. Organizing Body as in catalogue

2.3.1. Only used if two names (one in the catalogue, one in the list) of the _same_ Organizing Body differ.

2.4. Opening Hours (Standardized - not given as in catalogue).

2.4.1. Format: **day – day; 00am - 00pm; day: 00am – 00pm**

2.4.2. Standardized phrases: **daily / day / mon, tue, wed, thu, fri, sat, sun / holidays**

e.g.:

mon - fr: 9am - 6pm; sun: 10am - 4pm

2.4.3. Special case auction houses: All information in the catalogue is written in the Opening Hours field.

2.4.3.1.   Date of the auction is the Closing Date.

e.g.:

"exposition particulière": sat 06/03, 2pm - 6pm

"exposition publique": sun 07/03, 2pm - 5.30pm

"vente": 08/03, 2pm

2.5. Ticket Price

2.5.1. Ticket Price format: **amount []; amount []; amount []**

2.5.2. Standardized (not as given in catalogue).

2.5.3. No currency symbols. Currency is chosen in the drop-down menu above.

2.5.4. Decimal numbers are used.

2.5.5. If a price is listed in the catalogue, but it is not made clear whether it pertains to the ticket or the catalogue price, it is written in the Public Note of the exhibition with the following phrase: _Price xx is referenced [specified location in catalogue]. It is unclear if this pertains to the entry price or cost of the catalogue._

e.g.:

"Price 1 shilling", cover page. _It is unclear if this price pertains to the entry price or cost of the catalogue._

2.5.6. Standardized phrases: **day / week / month / multiple entry / 10 tickets / concession / members / additional family member / multiple entry, one year /**

e.g.:

1.5 [day]; 3 [multiple entry, year 1913]; 3 [10 tickets]; 2 [additional family member]

2.6. Exhibition Organising Committee

2.6.1. Transcribed from catalogue. Surrounded by quotation marks.

2.6.2. Page(s) given.

2.6.3. A list of names in a column is written in a line for a condensed view.

2.6.4. Within the quotation marks semicolons can be added to separate names given in columns.

2.6.5. Within the quotation marks full stops can be added after a function.

2.6.6. Every new function starts in a new line.

2.6.7. Within the quotation marks colons can be added.

e.g.:

"President: Franz von Stuck.
Jury: Heinrich von Habermann; Franz von Stuck; Max Brod.
Poster: Kolo Moser. Exhibition design: Kolo Moser.", p. 3-4

e.g.:

"Peter Behrens - President.
Jury: Paul Gaus; Lucien Pissarro; Heinrich Hübner.
Prof. Robert Perl - Poster", n.p.

2.7. Exhibition Preface

2.7.1. Format: **Name as in catalogue: Title, pages/page-range**

2.7.2. If pages are not numbered, a page range is given: x p. instead of p. x-y

2.7.3. If no author is given: **[no author]:**

2.7.4. If no title is given: **[no title]**

2.7.5. In the transcription, page breaks are marked with the current page in brackets, e.g.: [p. 5], and a paragraph afterwards.

2.7.6. Transcribed text of the preface starts after one-line space in quotation marks.

2.7.7. If a preface is longer than 10 pages, it is not transcribed. In this case **// preface** is written in the Internal Notes.

e.g.:

R. Fry: The Modern Movement, p. 2-7
Robert Behrens: [no title], 6 p.
[no author]: [no title], p. 3-5

2.8. Exhibition Catalogue Structure

2.8.1. Ideally every section of the catalogue is included, especially if the catalogue is not online.

2.8.2. Transcriptions from the catalogue are in quotation marks.

2.8.3. No full stop at the end of each line.

2.8.4. No space between lines.

2.8.5. Catalogue numbers are given first, then pages.

2.8.6. Further divisions start with a dash – or –

2.8.7. Even further divisions start with two dashed — or –

2.8.8. **If only a few entries of the catalogue are listed under a header** (e.g. if the catalogue is not

continuously or nearly continuously structured by sub-headers), the sub-header is not included in the Catalogue Structure but the Public Notes of the Entry. For phrase see: 3.12.

2.8.9. If page numbers of some sections are separately numbered this information is added after the page number in round brackets: **(separately numbered)**

2.8.10. If a section is not named in the catalogue, standardized phrases are used:

Acknowledgements / Organizing committee / Preface / Catalogue entries / Special exhibition / Special consideration / Members / Reproductions / Advertisements /

e.g.:

> Preface, p. 4-5
> "Catalogue", cat. no. 1-99
> – "Oil paintings", cat. no. 1-96
> — "Avignon", cat. no. 1-20, p. 13-18
> — "Paris", cat. no. 21-96, p. 19-23
> --– "Watercolours", cat. no. 97-99, p. 25-33
> Reproductions, n.p.
> "Ads", p. 1-20 (separately numbered)

2.9. Exhibition Additional Notes

2.9.1. Basic formats: Information **taken from**: *link to publication* / **For** Information **see**: *link to publication*

2.9.2. Used to link to an online source, book or periodical.

2.9.3. Used most often for: additional date/location information and participating artists if no catalogue is available.

2.9.4. A book has to be added first in Publications (and a periodical in Periodicals) in order to link it in Additional Notes.

2.9.5. Citing Periodicals and Newspapers in Additional Notes

2.9.5.1. Pages are given only as a number (without p.) in the pages field.

2.9.5.2. Volume and issue of Periodical are given in the native language of the periodicals in the pages field, but abbreviated, if possible.

> e.g.:
>> Bd. 3, Heft 33, p. 5
> e.g.:
>> Vol. 5, 7, p. 440-441

2.9.6. By citing peridicals, p. is used.

2.9.7. Date of newspapers is given as (dd/mm/yyyy) in pages field.

2.9.8. Standardized phrases:

- **No catalogue confirmed, see:** *link*
- **Catalogue entries information taken from:** *link*
- **No date given in catalogue. Date information taken from:** *link*
- **Location information taken from:** *link*

If works not listed in the catalogue are known but not included in the database:

- **For works known to be included in the exhibition but not listed in the catalogue see:** *link*

If no catalogue is available but participating artists are known and included in the database:

- **Participating artists (as mentioned in the press) taken from:** *link*

If no catalogue is available:

- **Exhibition information taken from:** *link*

If the literature cites a different date from the catalogue:

- **Date listed as** 05/02/1908 - 04/03/1908 **in:** *link*

If the literature cites a more detailed date/location from the catalogue:

- **Catalogue date information:** "1913".
- **Additional date information taken from:** *link*

- **Catalogue location information:** "München".
- **Additional location information taken from:** *link*

2.9.9. Exhibition Public Notes

2.9.9.1. Standardized phrases:

- **Biographies of artists provided in catalogue.**
- **Biographies of some artists provided in catalogue.**
- **Biographies of dead artists provided in catalogue.**
- **Biographical dates of artists provided in catalogue.**
- **Work descriptions are provided in catalogue.**
- **Some cat. no. are marked with an asterisk / number / star … (see public notes of the entries). It is not explained what it denotes.**
- **In other catalogues it is often used to signify if a work is for sale / a reproduction / ….. .**
- **Reproductions with no clear correspondence to an entry are listed in Public Notes of the exhibition:**
- **Reproduction: "creator: title", p. X does not correspond to any catalogue entry.**
- **Reproductions without a clear correspondent in the titles: "creator: title of reproduction"; "creator: title of reproduction";…**

2.9.9.2. **Standardized phrases for errors, typos** (in Public Notes of exhibition or Public Notes of a single entry depending on the error).

- "xxx" **is not clearly readable it could be "xxx" or "yyyy".**

Errors are transcribed as in catalogue, without [sic] or the like. Notification of the error in Public Notes is optional:

- **"XXX" is considered to be an error. Possible correction(s):** xxxxxx.
- **"XY" is considered to be a spelling error. Possible correction(s):** xxxxxx.

2.9.9.3. **Standardized for** Handwritten annotations:

- **Handwritten annotation on** p. 2 / cover page / title page / next to cat. no. 33: "handwritten text".
- **Handwritten annotations for cat. no.** X, Y, Z **and** W.
- **Short handwritten annotations for cat. no.** X, Y, Z **and** W.
- **Handwritten title correction in the catalogue:** "title" [Translation for Czech, Russian, Hungarian]
- **The PDF document includes …**
- **Title is a handwritten annotation. Original title: "…..".**
- **Price is a handwritten annotation. Original price: "….."**
- **Title is a handwritten annotation. Original title unreadable.**

2.9.10. Exhibition – Marker: Repeating Catalogue Numbers (by section)

    2.9.10.1.   Used if catalogue numbers repeat themselves (e.g. start anew with 1 in every room).

    2.9.10.2.   Marker has to be chosen. Exhibition saved. Then it is possible to add Numbering Sections. The catalogue will be structured in the order of these sections.

    2.9.10.3.   Sections can't be deleted, only renamed. Therefore it is advisable to let the default section untouched.

    2.9.10.4.   If the name of the section is no transcript from the catalogue, it is surrounded by square brackets [].

    2.9.10.5.   Normally sections are written in the Catalogue Structure as well.

2.9.11. Exhibition Marker: Catalogue structure altered

    2.9.11.1.   Used if the display of catalogue numbers (by numbers) differs from the sequence in the catalogue, e.g. if some entries have no cat. number of if a cat. number is listed in the wrong sequence, see: 3.3.1.

    2.9.11.2.   If no catalogue numbers are provided by the catalogue for one or more entries.

    2.9.11.3.   If a catalogue number is erroneous in the catalogue, e.g. 380 instead of 880.

2.9.12. Exhibition – Marker: Participant Addressed listed

    2.9.12.1.   Used if a city or a street address is given for each/most of the artists.

2.9.13. Exhibition – Marker: Add Pictures

    2.9.13.1.   Used if the catalogue has reproductions and/or illustrations, which were not uploaded to the database.

    2.9.13.2.   If a catalogue has only a plan, it is not used. Every plan is uploaded.

3. CATALOGUE ENTRIES FORMAT

3.1. Entry has two or more creators

    3.1.1. First creator is listed in Creator, second one in Creator as in Catalogue.

    3.1.2. In Public Notes standardized phrase: **Entry has two creators.**

    3.1.3. More than two creators are listed in Public Notes.

3.2. Creator as in catalogue - If the Creator as in Catalogue differs from the Creator in ANY way (accents, different spellings, titles, more/less first names etc.)

    3.2.1. Name (and title) exactly transcribed as in catalogue.

    3.2.2. Crosses after dead artist's are also noted in this field, but lifespans or other biographical information directly after the name are not.

    3.2.3. When title such as Mlle./Madame/ Faulein appear do not connote in catalogue entry but enter in artist biographical profile if appropriate

3.3. Type of work

    3.3.1. If a direct equivalent of the medium listed in the catalogue to the Type of Work dropdown can be found, the Medium as in Catalogue field must not be filled in.

    3.3.2. If not, the main category in Type of Work under which it falls is chosen and the exact medium is written in the Medium as in Catalogue field.

    e.g.:

In catalogue:	Kohle
Type of Work:	drawing: charcoal
Medium as in Catalogue:	not filled out

e.g.:

In catalogue:	pastel painting
Type of Work:	pastel
Medium as in Catalogue:	pastel painting, since pastel could be a drawing or a painting.

Some equivalents that may be unclear:

Rötel(zeichnung):	Type of Work: chalk, original written in Medium as in Catalogue (MaiC).
dessin:	Type of Work: drawing
Graphik:	Type of Work: works on paper/grafik, original written in MaiC
Ölkreide:	Type of Work: chalk, original written in MaiC.

Type of work: pen and ink: original is always written in MaiC except if it really is a 1:1 translation of pen and ink (it never is).

3.4. Catalogue number.

3.4.1. Numbers transcribed exactly as in catalogue, even if they are erroneous.

3.4.2. Missing cat. numbers are not recorded.

3.4.3. Entries without a catalogue number

3.4.3.1. Indicated, if possible, with the location in square brackets.

3.4.3.2. If not, the catalogue number field is left empty.

3.4.3.3. Marker 'Catalogue Structure altered' is chosen, see: 2.9.11.

e.g.:

[after cat. no. 74 01]

[after cat. no. 74 02]

3.4.4. Entry containing a countable number of works

3.4.4.1. If one entry contains a countable number of works, more than one entry is made. This will be indicated through a second t<u>wo-digit</u> counter in square brackets after the catalogue number. And with a standardized phrase in the Public Notes of the entry.

e.g.:

Catalogue entry:	37 Tree Drawings	
Database entries:	37 [01]	Title as in catalogue: [Drawing]
	37 [02]	Title as in catalogue: [Drawing]
	37 03]	Title as in catalogue: [Drawing]

3.4.5. Title / Catalogue numbers are changed in the following cases:

3.4.5.1. Catalogue number is given / Entries are numbered.

e.g.:

120 - 10 Drawings of Paris

3.4.5.2. 10 different entries are created.

3.4.5.3. Catalogue number gets a <u>two-digit</u> extension in square brackets.

3.4.5.4. Title is changed into singular and put in a square bracket []. Parts of the title that are

not changed are outside the bracket.

3.4.5.5. Standardized phrase in Public Notes of the Entry:
- **Original entry:** "120 **[cat. no.]** 10 Drawings of Paris [translation, if applicable]". **Please see disclaimer for details on database catalogue numbering.**
- **Original entry:** "55-61 **[cat. no.]** 7 Drawings". **Please see disclaimer for details on database catalogue numbering.**

    e.g.:

In catalogue:	120	Five drawings of Paris
Entry:	120 [01]	[Drawing] of Paris
In Public Notes: Original entry: "120 [cat. no.] Five drawings of Paris".		

3.4.6. No catalogue number is given / Entries are numbered. e.g.: Ten Drawings
3.4.6.1. 10 different entries are created.
3.4.6.2. Title is changed into singular and put in a square bracket [].
3.4.6.3. If possible Catalogue number indicating the position is added in square brackets [].

    e.g.:

In catalogue:	7 Illustrations of a children's book	
Entry:	[after cat. no. xx 01]	[Illustration] of a children's book in
Public Notes:	Original entry: "7 Illustrations of a children's book", after cat. no. xx	

3.4.6.4. Standardized phrase in Public Notes of the Entry:
- **No cat. no. given. Original entry:** "Ten Drawings", **located between cat. no. 33 and 34 / after cat. no. 37. Please see disclaimer for details on database catalogue numbering.**

3.4.7. Erroneous catalogue numbers
3.4.7.1. Entered as in catalogue. If necessary, Marker: 'Catalogue Structure altered' is chosen, see: 2.9.11.
3.4.7.2. Indicated in the Public Notes with the following standardized phrases:
- **This catalogue number is presumed to be an error. It is situated between cat. no. 199 and 201.**
- **This catalogue number is presumed to be an error. Cat. no. 800 has been left out.**
- **This catalogue number is presumed to be an error. Cat. no. 800 is a double entry.**

3.5. Entry Titles as in Catalogue
3.5.1. If the medium is the title, e.g. Watercolour, and the medium has no exact correspondence to the Type of Work, the Medium as in Catalogue field has not to be filled out.
3.5.2. Descriptions which are not a medium are normally part of the Title, seperated by a full stop. e.g.: Sketch, Caricature, Illustration, Carton etc…
3.5.3. If titles end with a full stop in the catalogue it is not included.
3.5.4. No title is given
3.5.4.1. **[no title]** in the title field.
3.5.5. Titles in capital letters
3.5.6. For French and English: alles beginnt groß, außer Zwischenwörter (la, le, de, et, à, ...).
3.5.7. For German: Written as a normal sentece (no extra capitals).

    e.g.:

Title in catalogue: LA JEUNE FILLE DE LA PALACE
Title in database: La Jeune Fille de la Palace
Title in catalogue: DER HUNGRIGE PANTHER LACHT
Title in database: Der hungrige Panther lacht

3.6. If an entry is listed under a sub header

3.6.1. If some entries are listed under a sub-header it is noted in the Public Note of the entry with the phrase **Cat. no. 0-00 are listed under the sub-header "……".**

> e.g.:
>
> > Cat. no. 100-102 are listed under the sub-header "Stage designs for 'Andromeda'".

3.6.2. If all or most of the entries of an exhibition or a section of an exhibition are listed under sub-headers they are listed in the Catalogue Structure and not in the Public Note of each entry. See: 2.8.

3.7. Entry Year according to Catalogue

3.7.1. As in catalogue. e.g.: dated 1912

3.8. Medium as in Catalogue

3.8.1. see 3.2.

3.8.2. Followed by translations (for Russian, Czech, Hungarian) in square brackets.

> e.g.:
>
> > vonalas rajz [pen drawing]

3.9. Measurements as in Catalogue

3.9.1. Format: **Height x Width cm**

3.9.2. Standardized (not as given in catalogue).

> e.g.:
> > 100.5 x 70.5 cm

3.10.   Owner as in Catalogue

3.10.1. As given in catalogue.

3.10.2. "Owned by" and similar phrases are <u>not</u> included.

3.10.3. Descriptions indicating the gender, e.g.: Mademoiselle, Mister, are included.

3.10.4. If an owner may belong to more than one entry the standardized phrase in the Public Note of the entry is:

·   **Owner is listed after cat. no. Y. It may belong to cat. no. X-Y.**

3.11.   Translated Owner as in Catalogue

3.11.1. In German, French, Italian: Translated Owner is used, but <u>only</u> for:

·   **Private Collection**

·   **Owned by the artist**

3.12.   Entries – dropdown: For Sale

3.12.1. Entries are only marked as 'yes' or 'no' if it is explicitly stated in the catalogue.

3.12.2. Entries with an owner given in catalogue are marked as 'unknown' since they can be for sale nevertheless. e.g. if the owner is a Gallery.

3.12.3. If some entries are marked as not for sale, the others are for sale and vice versa.

3.12.4. Entries owned by a Museum can be marked as 'no'.

3.13.   Entries – Price as in Catalogue

3.13.1. Standardized (not always as given in catalogue).

3.13.2. Currency is chosen in the drop down menu at the exhibition.

3.13.3. Currency is converted into this currency if it differs.

3.13.4. No currency symbols are used in the field.

3.13.5. If two currencies are used in a catalogue the first is chosen in the currency drop down and the second is recorded with a currency abbreviation.

3.13.6. Conversion into shillings (GB) is done via the 'Convert' button. It appears as soon as the Currency is chosen. Format before conversion:

3.13.7. If price is not (clearly) readable write in field with question mark in square brackets, e.g.: 300 [?]

> e.g.:
>
> Price is not clearly readable it could be "800" or "300".

3.13.7.1.   If one entry as been made into several entries (see: 3.3.1) but the price pertains to all of them together: It is explained in the Public Note with the phrase: **The price refers to both entries 54 [01] and 54 [02] together.**

3.14.   Entries – Gallery/Room

3.14.1. As given in catalogue.

3.14.2. Translations in square brackets [] afterward.

> e.g.:
>
> Místnost III [Room III]

3.15.   Entries – Public Notes

3.15.1. Indicated is the original entry if it has been changed,

3.15.2. Indicated are furthermore e.g.: wrong catalogue numbers; spelling errors, if necessary;

3.15.3. If some entries have markers with no decipherable meaning. e.g.: *, they are written in the Public Notes of the entries without quotation marks. Furthermore a standardized sentence is written in the Public Notes of the exhibition. See 2.9

3.15.4. If only a few entries have markers with no decipherable meaning it is written only in the Public Notes of the entries.

3.15.5. Standardized phrases:

·   **Handwritten title/medium correction in the catalogue:** "new title/medium" [Translation for Hungarian, Czech, Russian].

Errors:

·   **This catalogue number is presumed to be an error. It is situated between cat. no. 199 and 201.**

·   **This catalogue number is presumed to be an error. Cat. no. 800 has been left out.**

·   **This catalogue number is presumed to be an error. Cat. no. 800 is a double entry.**

A few entries with unclear markers:

·   **Cat. no. is marked with an asterisk / star / number "455". It is not explained what it denotes.**

Possible addition:

> · **In other catalogues it is often used to signify if a work is for sale / a reproduction / ... OR: Possibly it denotes: ...**
> · **Entry is located after cat. no. 66 / between cat. no. 14 and 15.**

If there are corrections in the catalogue:

> · **Entry as per errata correction at the end of the catalogue. Original entry reads: "xxxx".**

3.16. Entries – marker: Multiple Entries

3.16.1. Checked if one entry refers to multiple unnumbered works.

3.16.2. If a catalogue entry refers to multiple unnumbered works and has no catalogue number and/or creator it is still made into a database entry. See 3.3.

3.16.3. Marker Altered Catalogue Structure is chosen if possible catalogue number indicating the position is added in square brackets []. See 3.3

3.17. Entries – Dropdown: Reproductions

3.17.1. If a title of an unnumbered reproduction corresponds with more than one entry, all entries in question are marked 'Maybe'.

3.17.2. If the title of a reproduction is does not definitely correspond with an entry, it is marked 'Maybe'.

3.17.3. Reproductions with no correspondence to an entry: Creator and title (and page, if given) are listed in Public Notes of the exhibition. For standardized phrase see: 2.10.

4. PERSONS INFORMATION FORMAT

4.1. Person – Name

4.1.1. Names imported from ULAN/GND are not changed.

4.1.2. Only if a name is gravely wrong it is changed. Changes must be noted in Additional Notes with citation of the source (see: 4.4).

4.1.3. Different spellings are noted in the Additional Name/Name Variants (see: 4.1.4). If they are taken from a catalogue, no citation of source is needed.

4.1.4. If no artist is listed in catalogue: **creator not given** is written in the Last Name field. In First Name field: possible designation (e.g. city, if address is available or sequential numbering 01, 02, 03....)

4.1.5. Prefixes (de, von, van …) are listed after First Name.

4.1.6. If a person can neither be found in ULAN/GND or a secondary source, the name as written in catalogue is used as First/Last Name. The Creator as in Catalogue field is always filled out with the same name. Especially if it is a woman, a translation of the original name-language or if parts of the name (normally the first name) are abbreviated. This prevents having to manually change every Creator as in Catalogue if the person is found at a later date and the First/Last Name is changed.

> e.g.:
>> First/Last Name: T. A. Ponichetti
>> Name as in Catalogue: T. A. Ponichetti

4.2. Anonymous Artists

4.2.1. Format: **anonymous: country, time, style/theme.**

4.2.2. Exact description is written in Creator as in Catalogue.

    e.g.:

        anonymous: french, 19th c.
        anonymous: russian, icons
        anonymous: french, realism

4.3. Additional Name or Name Variants

4.3.1. Format: **Last name, First Name(s) Prefix/title** [additional information in square brackets]

4.3.2. Standardized phrases for additional information:

·   [name at birth] / [name after marriage] / [pseud.]

    e.g.:

        Clemency, Anna Margarethe de [name at birth]
        Kalckreuth, Leopold Freiherr von

4.3.3. Only the names in First/Last Name and Name Variants are searched when selecting an artist for an entry in the drop down menu (not the variants provided by ULAN/GND). Special characters are not converted into their equivalent standard character while searching the Creator dropdown menu. Therefore <u>if a name has a special character early on, e.g.: Sørenson or Štipék, it is advisable to add the converted spelling (Sörenson or Stipek) into the Name Variants,</u> so it comes up in the search.

4.3.4. Nationality provided by ULAN/GND is sometimes wrong. It gets changed, with source cited in Additional Notes.

4.3.5. Nationality is not always provided by ULAN/GND. Completion is attempted and cited in Additional Notes.

4.3.6. Date of death in ULAN is sometimes estimated and given as e.g.: 2015 for an ante quem. This is deleted and noted in the Public (or Additional) Note.

4.4. Creation of artists not in ULAN or GND or Supplementing missing information

4.4.1. Place is given as city (not district/part of city) in the current English translation.

4.4.2. If necessary for distinction the region in English translation, as in the Wikipedia.en entry, is given in round brackets after the city. e.g.: St. Nikolaus (Tyrol)

4.4.3. Date is given as year (not: dd/mm/yyyy). If a day/month/year date is imported from ULAN/GND it is not changed.

4.4.4. Nationality given as in researched source. If unclear, it is given as the current country. e.g.: Czech Republic not Austria, even though the Czech Republic was part of Austria in 1910.

4.4.5. If more than one nationality is given by source, the one applicable to the years 1905-15 is chosen. e.g.: if an German artist became US citizen in 1939, Germany is chosen.

4.4.6. Notes on lifespan: died after yyyy / living yyyy / etc...

4.5. Biographical Description

4.5.1. Format: **Nationality occupation, yyyy-yyyy**

4.5.2. Needed for the import of artists not in ULAN/GND into ULAN.

4.5.3. If the source differs from the source of Birth/Death Date/Place and Nationality it is quoted in Additional Notes: **Biographical description according to:** *link*

    e.g.:

        Russian painter and etcher, 1877-1915

4.5.4. Examples of standardized occupation descriptions from ULAN (should be expanded): **painter, etcher, draftsman, illustrator, engraver, woodcutter, printmaker, landscape painter**

4.6. Person – Place(s) of Residence

4.6.1. from / until

4.6.2. Old fields. Not used.

4.6.3. For buildings, that are not part of the street address, e.g. Academy of Fine Arts / Villa Stuck / artist colony / Badger Inn

4.6.4. If this is not a transcription from catalogue, but known nevertheless, it is written in square brackets, e.g.: [Goupil Gallery]

4.6.5. If an address has the additional information studio/Ateliergebäude etc. the standardized phrase **Studio** is written in note.

4.6.6. For c/o information, e.g.: chez Madame X

4.6.7. For other notes, e.g. if a city/village can not be exactly identified.

4.6.8. (historical) address

4.6.9. For the street address and the district.

4.6.10. Written as in catalogue, but for English, German and Franch addresses which have been standardized, see: 4.3.3.1.

4.6.11. Minor deviations of the same street address, e.g.: Strasse – Straße, translations …, do not warrant the creation of a new Place of Residence.

4.6.12. Omission of door number does not warrant the creation of a new Place of Residence,

e.g.:

Franzensgasse 16/1 ; Franzensgasse 16 ; Franzensgasse 16/2

4.7. Conventions for German, French and English addresses (see examples in 4.3.3.2):

- · German: Street, number
- · French: number, street starting with a lowercase
- · English: number Street

4.8. City-districts, postal codes

4.8.1. Written in (historical) address field after the street address separated by a semicolon;.

4.8.2. Postal codes should ideally have a harmonized standard for each city, e.g.: Wien VIII. = 1080

4.8.3. If a town/village given in the catalogue has been incorporated into a bigger city later on, the current city (in English translation) is given in the City-field and the historical village (not translated into English) treated like a district in the historical address field.

4.8.4. Therefore: Cities/villages are always researched beforehand.

e.g.:

Wilhelmstaße 33a/6; Charlottenburg	City: Berlin
4 Grange Rd.; S.W.	City: London
27, rue Papillon; III.	City: Paris

4.9. Person – Additional Notes / Citing sources

4.9.1. If an artist is added after research has been done (not imported from ULAN/GND) or if additional information has been provided to an ULAN/GND artist, e.g. a missing Place of Birth, the source is cited here.

4.9.2. After choosing one or more of the Nationality / Date of Birth /Place of Birth / Date of Death / Place of Death klick boxes and pressing the 'generate note' button a standardized note is created.

4.9.3. Additional information provided by source, e.g.: name variant, it is added to this note.

4.9.4. For online sources permaliks must be used if possible, e.g. for RKD, AKL etc. genaues Format, das ULAN erfordert nachtragen

4.9.5. If an artist not in ULAN/GND has been researched (a completion of all fields is not necessary) the Marker 'Ready for ULAN export' is chosen.

4.10. Additional biographical information given in the catalogue

4.10.1. Additional information concerning an artist, e.g. Professor, member of the Academy, winner of the Prix d'Or 1906 etc. are, at the moment, not included in Additional Notes.

4.10.2. Biographical information can be used to complete the biographical profile of a Person. The catalogue (Publication) is cited as a source in Additional Notes.

5. LOCATION / ORGANISING BODIES

· Location and Organizing Body are two different entities, but listed together.

· If an institution is a location as well as an organizing body (primarily Galleries) only one is created.

5.1. Location / Org. Body – Title

5.1.1. Created with the name most commonly used. Differing names can be written in Name

5.1.2. Variants and – for Organizing Body – in Organizing Body as in Catalogue in each exhibition.

5.2. Location / Org. Body – Type

5.2.1.

5.3. Location / Org. Body – Marker: Not an Exhibition Venue (Organizing Body only)

5.3.1. If an Institution is only an Organizing Body. Even for an association which only has one exhibition venue, e.g. the Vienna Secession, it is <u>very</u> advisable to add the location independently, if for example it is the co-organizer of an exhibition in an other venue.

5.4. Location / Org. Body – Catalogue Address

5.4.1. If one institution uses more than one location simultaneously or consecutively only one Location is created. In this case more than one Catalogue Address is added under the umbrella location. See Gallerie Miethke as example in the database.

5.5. Address

5.5.1. For the Address, City, Country fields the general rules apply, see: 4.3.3.

5.6. Specified in

5.6.1. Every address can be linked to all exhibitions (via their Publications) that took place there. It only <u>has to be</u> linked if a Location has more than one address and the address of the exhibition is known from the catalogue.

5.7. from – until

5.7.1. Format: dd/mm/yyyy

5.7.2. If it the founding/closing date of one address is know.

5.7.3. Write source in Additional Notes. e.g.: Opening date of 6 Govenor Street venue **taken from:**

link

5.8. Location / Org. Body – Additional Notes

5.8.1. For additional information from other sources, e.g.: a list of exhibitions not included in the database for various reasons; links to further research, etc. see Location/Organizing Body Galerie Miethke in the Database as example.

6. PUBLICATION

6.1. Publication – Title

6.1.1. A Publication is either a book/article or an exhibition catalogue.

6.1.2. After creating a Publication of an exhibition catalogue by pressing the plus sign after Publication in the exhibition overview, the name is <u>not</u> linked to the Title of the exhibition. Changes do not affect both titles.

6.1.3. Add 'Catalogue of' etc. to the Publication Title of a catalogue if it is part of the title of the catalogue (see: 2.1).

6.2. Publication – Authors / Editors

6.2.1. Format: Last Name, First Name; Last Name, First Name

6.3. 6.4 Publication – Edition

6.3.1. Given only as number.

6.3.2. Further information about the edition is written in Public Note in quotation marks, as a direct transcription from catalogue.

> e.g.:
>> "Second edition, issued at May 13th 1912", cover page

6.4. Publication - Place of Publication

6.4.1. For catalogues: only given if the Publisher is known. The place of the exhibition is not always automatically the Place of Publication.

6.5. Publication – Publisher

6.5.1. For books a Publisher doesn't have to be created.

6.5.2. For catalogues listing a Publisher is created.

6.5.3. Printer is not Publisher. When not clear, if an information given in the catalogue is a printer or a publisher, add information to the Printer field.

6.6. Publication – Printer

6.6.1. Written as in catalogue. No translation.

6.7. Publication – # of Publications

6.7.1. Is an approximate value as guideline the user. Paginated and not paginated catalogues will never be exactly comparable since PDFs differ in which pages are scanned, e.g.: book cover, empty pages etc.

6.8. Catalogue is not paginated

6.8.1. The total number of PDF pages is used (including cover page, last page etc.) with the standardized phrase in square brackets: **[PDF page number:** 00**]**

6.8.2. If the PDF counts double pages as one page, pages are multiplied by 2.

6.9. Catalogue is paginated

6.9.1. Given as last page number.

6.9.2. If a catalogue is distinctly longer as the pagination, e.g. if the reproductions, advertisements etc. are not numbered, the PDF page number is given afterwards in square brackets with the standardized phrase: **[PDF page number:** 00**]** This applys also for catalogues with separately numbered parts.

> e.g.:
>> 45 [PDF page number: 59]

6.10. Publication – Public Notes

6.10.1. Direct transcriptions of the date of editions of catalogues (see: 6.4).

6.10.2. Indication, if fields have been filled out from other sources than the catalogue. Phrase: **…… information taken from:** *link*

6.11. Publication – COPIES

6.12. Holding Institution see: 9.1.

6.12.1. Dropdown menu is only searchable for the beginning of the term, i.e. 'online' or city.

6.13. Signature

6.13.1. If a catalogue copy is acquired from a library, ideally the signature is provided.

6.13.2. If a catalogue is provided online, the original source can be indicated here with the standardized phrase: **Copy from: ……**

> e.g.: If a catalogue is provided online at archive.org, the original copy is in the Frick Collection:
>
> | Holding institution: | online: archive.org |
> | Signature: | Copy from: Frick Collection, New York |

6.14. URL

6.14.1. For catalogues from online source: Permalink is provided directly to the catalogue.

6.14.2. For catalogues from a library: Link to library catalogue is only provided if it is a permalink.

6.14.3. Links to archive.org: Provide the link after clicking 'Download Options PDF', not the one after clicking the search result.
https://ia801308.us.archive.org/19/items/offiziellerkatal00inte_0/offiziellerkatal00inte_0.pdf
NOT: https://archive.org/details/offiziellerkatal00inte_0

7. PERIODICALS

7.1. For how to cite periodicals see: 2.9.1.

8. PUBLISHERS

8.1. See: 5.6.

9. HOLDING INSTITUTIONS

9.1. NAME

9.1.1. Format: City in English, Name of the institution, translated only for Russian, Czech, Hungarian (ideally taken from the English version of the homepage).

9.1.2. Format for online sources: **online:** *Name of Institution/homepage*

e.g.:

online: Munich, Institut für Kunstgeschichte Stockholm, Kungliga biblioteket

9.2. ADDRESS

9.2.1. As given on homepage, doesn't have to be filled out.

9.2.2. Homepage (URL) Should be filled out.

10. TERM SETS

10.1. Are linked to the Getty AAT ID, but the name is normally changed for ease of use.

10.2. Name is preceded by the category it falls under. e.g.: painting: tempera

11. FIELD DESCRIPTIONS

11.1. Short descriptions appearing in the backend when clicking into a field.

11.2. Explanations/examples on how to fill in fields correctly.

11.3. Ideally examples are written into the Extended Description.

12. TRANSLATIONS

12.1. French, German, Italian catalogues are not translated.

12.2. Ambiguous source text: Second translation after first in square brackets beginning with **or:**

e.g.:

vacationer [or: weekend house]

12.3. Source words or (first) names with clear gender but a gender-neutral translation: abbreviated gender is indicated after it in square brackets: **[f] / [m]** e.g. doctor [f]

13. REPRODUCTIONS

13.1. We stopped uploading reproductions (= pictures of entries) and illustrations (= additional pictures) except exhibitions plans due to copyright reasons.

13.2. If reproductions are uploaded nevertheless and a title is given at the same page of the picture, it is included in the .jpg to minimize the possibility of a mix-up. This also means that if a the title of the reproduction differes slightly from the entry is does not have to be transcribed into the ifnfo-field.

13.3. For more information about reproductions see: 3.14.