Documentation Guide and Suggested Standards

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Field Label	Observations and Recommendations	Applies to
Accession Number	Observations • This is a <u>mandatory</u> field for Artefacts Canada and for the Info-Muse database. • It is suggested that a compound number be used, consisting of groups of numbers separated from one another by periods. Indicate 1) the year; 2) where applicable, the lot number; 3) the unit number and 4) where applicable, the component parts. • If your institution is already using an accession number assignment system that meets your needs, it is better to keep it than to re-number all the collections. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 2-5) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Discipline	Observations • Enter the name of the discipline for research into the object. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 7) and the CHIN Humanities Data Dictionary[2]. • Use standardization tool such as the *Art & Architecture Thesaurus* (AAT)[3].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Category	Observations • This field must be used <u>hierarchically</u> and <u>in conjunction with</u> the *Sub-category field*. • Use a single classification system for all your collections. • Enter the full category name, with due regard to the spelling prescribed by the list of categories 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. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 8-9) and the CHIN Humanities Data Dictionary[2]. • Use a classification system such as those developed by Réseau Info-Muse[4], the Canadian Parks Service[5] or Blackaby[6].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Sub-category	Observations • This field must be used <u>hierarchically</u> and <u>in conjunction with</u> the *Category field*. • Use a single classification system for all your collections. • Enter the sub-category name, with due regard to the spelling prescribed by the list of categories in the classification system. • This field may contain no more than two entries. The order in which data are entered should be the same as in the *Category field*.	Archaeology Fine arts / Decorative art Ethnology / History Science and technology

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Field Label	Observations and Recommendations	Applies to
	Recommendations • Consult the Réseau Info-Muse documentation guide [1] (pp. 10-11) and the CHIN Humanities Data Dictionary[2]. • Use a classification system such as those developed by Réseau Info-Muse[4], the Canadian Parks Service[5] or Blackaby[6].	
Object Name	Observations • This is a <u>mandatory</u> field for Artefacts Canada and the Info-Muse database. • Enter the object name in the singular. • When the le object name consists of several terms that are required to identify the object, enter it in this field. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 12-13) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus* (AAT)[3], the Canadian Parks Service[5] document, Blackaby's Nomenclature[6] and the Parks Canada visual dictionary[7].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Object Type	Observations • This field must be used <u>in conjunction with</u> the *Object name* field. • If you enter an adjective in this field, it must agree with the gender of the name entered in the *Object name* field (in French). Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 14-15) and the CHIN Humanities Data Dictionary[2]. • Use a standardized vocabulary.	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Alternate Object Names Alternate Object Name (CHIN)	Observations • This field must be used <u>in conjunction with</u> the *Object name* field. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 16) and the CHIN Humanities Data Dictionary[2]. • Use a standardized vocabulary.	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Trade Mark Brand Name (CHIN)	Observations • Enter the trade mark name in full, being careful to follow the spelling and usage for capitalization as registered by the manufacturer. Recommendations	Science and technology

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Field Label	Observations and Recommendations	Applies to
	• Consult the Réseau Info-Muse documentation guide[1] (pp. 17-18) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Canadian Trade-marks Database[8].	
Model Model Name/Number (CHIN)	Observations • Enter the model name or number completely, as indicated by the manufacturer, with due regard to the original spelling. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 19-20) and the CHIN Humanities Data Dictionary[2].	Science and technology
Serial Number	Observations • Enter the full serial number, with due regard to the original punctuation and spelling. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 21) and the CHIN Humanities Data Dictionary[2].	Science and technology
Quantity	Observations • This is a <u>mandatory</u> field for the Info-Muse database. • Enter a whole number. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 22) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Component Part Names	Observations • This field must be used <u>in conjunction with</u> the *Number of Components* field. • Enter the name of each of the components in this field. If several components have the same name, write it in the singular even if there is more than one, along with a space and the number in brackets. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 23-24) and the CHIN Humanities Data Dictionary[2]. • Use a standardized vocabulary.	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Number of Components	Observations • This field must be used <u>in conjunction with</u> the *Component Part Names* field.	Archaeology Fine arts / Decorative art

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Field Label	Observations and Recommendations	Applies to
	• Enter a whole number. • This field is not used if there are no component parts. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 25) and the CHIN Humanities Data Dictionary[2].	Ethnology / History Science and technology
Additional Associations	Observations • When you want to indicate that an object is part of a set, simply enter the accession number of the first and last object in the group. Enter the first accession number, a space, "to", and the final accession number. • When you wish to indicate another type of link, write in the type of link and the accession numbers of the associated objects. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 26-27) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Artist/Maker Artist/Maker/Designer (CHIN)	Observations • Enter the family name followed by a comma, a space and the first name. • Any initials are to be followed by a period. • Periods and commas must be followed by a space, unless they are followed by another punctuation mark. • If the artist has a title, enter the name, a comma, a space, the first name, another comma, a space and then the title. • When it is not clear who the author of the work is, and it has been attributed to an artist, enter the name of the artist, a space and stated "attributed to". • This field contains more than one name only when it was a collective work. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 30-32) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the CHIN *Artists in Canada*[9] and the Getty *Union List of Artist Names*[10].	Fine arts / Decorative art Ethnology / History
Artist/Maker Other Name Artist Other Names (CHIN)	Observations • 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. • Any initials are to be followed by a period. • Periods and commas must be followed by a space.	Fine arts / Decorative art Ethnology / History

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Field Label	Observations and Recommendations	Applies to
	• If the artist has a title, enter son nom, a comma, a space, the first name, a comma, a space and then the title. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 33-34) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the CHIN *Artists in Canada*[9] and the Getty *Union List of Artist Names*[10].	
Other Artist/Maker Other Artist (CHIN)	Observations • 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. • Any initials are to be followed by a period. • Periods and commas must be followed by a space, except when followed by another punctuation mark. • If the artist has a title, enter the name, a comma, a space, the first name, a comma, a space and then the title. • Enter the name under which the other artist or maker is best known. If you want to enter two names for the same person, begin with the name under which the artist is best known in accordance with the entry rules and the other name in brackets without inverting the first and last names. • Enter the name of the organization or company, without inverting the names. Do not use acronyms. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 35-36) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the CHIN *Artists in Canada*[9] and the Getty *Union List of Artist Names*[10].	Fine arts / Decorative art Ethnology / History
Other Artist/Maker Role Other Artist Role (CHIN)	Observations • This field must be used in conjunction with the *Other Artist Role* field. • This field may contain several entries. List the entries in order of importance and match each entry with the entry in the *Other Artist/Maker* field. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 37) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art Ethnology / History
Title	Observations • Enter the full title; do not use any abbreviations. • Do not underline the title or place it in quotation marks, unless these are part of the title. Follow the original spelling of the title. • If the object is not a fine arts collection and no title has been assigned to it, do not enter anything in this field.	Fine arts / Decorative art Ethnology / History

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Field Label	Observations and Recommendations	Applies to
	Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 38-40) and the CHIN Humanities Data Dictionary[2].	
Title Variation	Observations • This field must be used in conjunction with the *Title* field. • Enter the variant of the title in full; do not use any abbreviations. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 41) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art Ethnology / History
Manufacturer	Observations • Enter the name of the organization or the company, without inverting any of the names. • Enter the name of the company as it was officially used at the time the object was made. Use an acronym if that is how the company was best known, and give the full name in brackets. • If there are several entries, the names should be given in order of importance. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 42-43) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art Ethnology / History Science and technology
Manufacturer Country	Observations • This field must be used hierarchically and in conjunction with the fields *Manufacturer Province* and *Manufacturer City*. • Enter the name of the country in full; do not use any abbreviations. • If the name of the manufacturer country has changed, begin by entering the current name, followed by a comma and a space, and then the name that was in use at the time the object was manufactured. • This field may contain several separate entries. They should match the entries in the *Manufacturer* field. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 44-45) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Getty Thesaurus of Geographic Names[11] or The World Factbook of the CIA[12].	Fine arts / Decorative art Ethnology / History Science and technology
Manufacturer Province	Observations • This field must be used hierarchically and in conjunction with the *Manufacturer Country* and *Manufacturer City* fields. • Enter the full name of the province; do not use any abbreviations.	Fine arts / Decorative art Ethnology / History Science and technology

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Field Label	Observations and Recommendations	Applies to
	• If the manufacturer province has changed, enter the current name, followed by a comma and a space, and then the name that was in use when the object was manufactured. • This field may contain several separate entries. These must match the entries for the *Manufacturer* field. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 46-47) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools like the Getty Thesaurus of Geographic Names[11], the Atlas of Canada[13] and the Geographical Names Board of Canada[14].	
Manufacturer City	Observations • This field must be used <u>hierarchically</u> and <u>in conjunction with</u> the *Manufacturer Country* and *Manufacturer Province* fields. • Enter the name of the city, town or municipality in full; do not use any abbreviations. • 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. • This field may contain several separate entries. They should match the entries in the *Manufacturer* field. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 48-49) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools like the Getty Thesaurus of Geographic Names[11], the Atlas of Canada[13], the Geographical Names Board of Canada[14] and the Commission de toponymie du Québec[15].	Fine arts / Decorative art Ethnology / History Science and technology
Patent Number Patent/Copyright Numbers (CHIN)	Observations • This field must be used <u>in conjunction with</u> the *Patent Date* and *Patent Country* fields. • Enter the patent number in full with proper punctuation. • This field may contain several entries. They must be entered in the order that they are listed on the manufacturer name plate. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 50-51) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools like the Canadian Patents Database[16] and the United States Patent and Trademark Office[17].	Science and technology
Patent Date	Observations	Science and technology

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Field Label	Observations and Recommendations	Applies to
Patent/Copyright Dates (CHIN)	• This field must be used in conjunction with the *Patent Number* and *Patent Country* fields. • Enter the patent year in the form YYYY (Y = "year"). If the month and day of patent registration are known, enter them in the form YYYY space MM space DD, using numbers only (Y = "year", M = "month", D = "day"). • This field may contain several entries. They should be entered in the order in which they appear on the maker's nameplate and match the entries in the *Patent Number* field. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 52-53) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Canadian Patents Database[16] and the United States Patent and Trademark Office[17].	
Patent Country Patent/Copyright Country (CHIN)	Observations • This field must be used in conjunction with the *Patent Number* and *Patent Date* fields. • Enter the country name in full; do not use any abbreviations. • If the name of the patent country has changed, enter the current name first, followed by a comma and a space, and then the name used at the time the patent was awarded. • This field may contain several entries. They should be listed in the order given on the manufacturer nameplate and match the entries in the *Patent Number* field. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 54-55) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Getty Thesaurus of Geographic Names[11] and The World Factbook of the CIA[12].	Science and technology
Production Start Date Date of Object, from (CHIN)	Observations • This field must be used in conjunction with the *Date of Object, to* field. • Enter the year of the date of object, to in the form YYYY (Y = "year"). If the month and day of the date of object from are known, enter the information in the form YYYY space MM space DD, using numbers only (Y = "year", M = "month", D = "day"). • The letter "c" (for *circa*) is used when the object was produced within a ten-year period, i.e. within five years before or five years after the date indicated. Enter the date, followed by a space and the letter "c" in lower case. • The abbreviation "po" (for "posterior to") is used when the object may have been made no earlier than the date indicated, or later. Enter the date, a space and the abbreviation "po" in lower case. • Dates that are B.C. (Before Christ) are to be indicating by using the minus sign "-" and the year.	Archaeology Fine arts / Decorative art Ethnology / History Science and technology

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Field Label	Observations and Recommendations	Applies to
	Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 56-58) and the CHIN Humanities Data Dictionary[2].	
Production End Date Date of Object To	Observations • If one production date is known, enter it in this field. • Enter the year of the date of object, to in the form YYYY (Y = "year"). If the month and day of the date of object from are known, enter the information in the form YYYY space MM space DD, using numbers only (Y = "year", M = "month", D = "day"). • The letter "c" (for *circa*) is used when the object was produced within a ten-year period, i.e. within five years before or five years after the date indicated. Enter the date, followed by a space and the letter "c" in lower case. • The abbreviation "an" (for "anterior to") is used when the object might have been produced no later than the date indicated, or perhaps before. Enter the date, followed by a space and the abbreviation "an" in lower case. • The abbreviation "po" (for "posterior to") is used when the object may have been made no earlier than the date indicated, or later. Enter the date, a space and the abbreviation "po" in lower case. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 59-61) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Period	Observations • This field must be used <u>in conjunction with</u> the *Date of object, from* and *Date of object, to* fields. • If you used this field to enter non-numerical chronological data, enter the keyword describing the production period for the object. • Avoid a proliferation of terms by drawing up a list of authorities to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 62-63) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus*[3].	Archaeology Fine arts / Decorative art Ethnology / History
Unit of Measurement (Not used by CHIN)	Observations • This field must be used <u>in conjunction with</u> the *Minimum Unit of Measurement* and *Maximum Unit of Measurement* fields. • Use official symbols from the International System of Units. • Avoid a proliferation of terms by drawing up a list of authorities to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 64).	Science and technology

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Field Label	Observations and Recommendations	Applies to
Minimum Unit of Measurement (Not used by CHIN)	Observations • This field must be used <u>in conjunction with</u> the *Unit of Measurement* and *Maximum Unit of Measurement* fields. • Enter the minimum unit of measurement in real numbers. • If the value is negative, place the minus sign ("-") in front of it. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 65).	Science and technology
Maximum Unit of Measurement (Not used by CHIN)	Observations • This field must be used <u>in conjunction with</u> the *Unit of Measurement* and *Minimum Unit of Measurement* fields. • Enter la maximum unit of measurement in real numbers. • If the value is negative, place a minus sign ("-".) in front of it Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 66).	Science and technology
Unit-linear	Observations • This field must be used <u>in conjunction with</u> the dimension fields. • Use a single unit of linear measurement per object. • Use the official abbreviations for metric units (mm, cm, m, km). Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 67) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Height	Height is the vertical dimension of an object measured from its base to its top, along a real or imaginary vertical line. Observations • This field must be used <u>in conjunction with</u> the *Unit-linear* field. • Enter a single measurement, expressed in real numbers. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 68, 451-468) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology

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Field Label	Observations and Recommendations	Applies to
Width	For objects that have a main side, width designates the maximum dimension measured from left to right along a real or imaginary horizontal line. Depth designates the other horizontal measure measured front to back. For objects without a main side, width designates the smaller horizontal dimension and length the longer. Observations • This field must be used in conjunction with the *Unit-linear* field. • Enter a single dimension, expressed in real numbers. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 69, 451-468) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Length	Length is used only for objects that do not have a main side; length in such cases designates the longest horizontal dimension and width the shorter. For objects with a main side, use width and depth rather than length. Observations • This field must be used in conjunction with the *Unit-linear* field. • Enter a single dimension, expressed in real numbers. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 70, 451-468) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Depth	For objects that have a main side, depth designates the maximum dimension measured from front to back, along a real or imaginary horizontal line. Width then designates the other horizontal dimension measured from left to right. For objects without a main side, use length rather than depth to designate it the longest horizontal dimension. Observations • This field must be used in conjunction with the *Unit-linear* field. • Enter a single dimension, expressed in real numbers. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 71-72, 451-468) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Outside Diameter	Diameter corresponds to the longest straight line running through the centre from one side (or edge) to the other of the spherical portion	Archaeology

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Field Label	Observations and Recommendations	Applies to
	of a cylindrical or rounded object or to the longest dimension of the cylindrical or rounded portion of an object Observations • This field must be used in conjunction with the *Unit-linear* field. • Enter a single dimension, expressed in real numbers. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 74, 451-468) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art Ethnology / History Science and technology
Image Height	Image height is the height of the illustrated portion (or pictorial portion) of a print or stencil. Observations • This field must be used in conjunction with the *Unit-linear* field. • Enter a single dimension, expressed in real numbers. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 75, 451-468) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art
Image Width	Image width is the width of the illustrated portion (or pictorial portion) of a print or stencil. Observations • This field must be used in conjunction with the *Unit-linear* field. • Enter a single dimension, expressed in real numbers. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 76, 451-468) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art
Unit Mass	Observations	Archaeology

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Field Label	Observations and Recommendations	Applies to
Unit Weight (CHIN)	• This field must be used in conjunction with the *Weight* field. • Use official abbreviations for metric units for mass (mg, g, kg). Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 82) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art Ethnology / History Science and technology
Weight	Observations • This field must be used in conjunction with the *Unit-Mass* field. • Enter a single dimension, expressed in real numbers. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 83) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Material	Observations • This field must be used in conjunction with the *Technique* field. • Enter a generic term, followed by a comma, a space and a specific term. • When the same generic term is used by two specific terms, repeat the generic term in front of each specific term. Separate entries with a semi-colon followed by a space. • Enter the names of the materials from the most frequently used to the least frequently used. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 85-86) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus* (AAT)[3] and Calum Ewing's document[18].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Medium	Observations • This field must be used in conjunction with the *Support* field. • Enter a generic term to designate the material, followed by a comma, a space and the specific term. • The name of the medium is to be entered as a singular substantive. • Enter the various media used from the most frequently used to the least frequently used. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required.	Fine arts / Decorative art

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Field Label	Observations and Recommendations	Applies to
	Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 87-88) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus* (AAT)[3] and the document by Anne Bénichou[19].	
Support	Observations • This field must be used <u>in conjunction with</u> the *Medium* field. • The name of the support should be entered in the singular substantive. • If there is more than one support, list the various supports from the most frequently used to the least frequently used. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 89-90) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus* (AAT)[3] and the document by Anne Bénichou[19].	Fine arts / Decorative art
Technique	Observations • This field must be used <u>in conjunction with</u> the *Material* field. • Enter adjectives describing the techniques in decreasing order of importance. The order in which they are entered should be the same as for the *Material* field. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. • You may specify in this field whether the object is manufactured or made by hand. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 91-92) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus* (AAT)[3], Calum Ewing's document[18] and the document by Anne Bénichou[19].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Signature	Observations • Begin by entering the location of the signature, followed by a space, a colon, another space and the description of the signature, following the original spelling.	Fine arts / Decorative art Ethnology / History

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Field Label	Observations and Recommendations	Applies to
	Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 93-95) and the CHIN Humanities Data Dictionary[2].	
Transcription/transliteration Inscription (CHIN)	Observations • Begin by entering the location of the inscription, followed by a space, a colon, another space and the description of the inscription, following the original spelling. • When the inscription is not directly on the support, for example on a label, specify that this is the case after identifying the location and then record the description of the inscription. • Enter a slash "/" for each line change in a given inscription. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 96-98) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art Ethnology / History Science and technology
Subject/Image Subject/Image (CHIN)	Observations • Enter a keyword describing the image of the object. • If there is more than one theme, enter the various keywords in decreasing order of importance, up to a maximum of three entries. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 99-100) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the controlled vocabulary recommended on page 99 of the Réseau Info-Muse documentation guide[1], the Thesaurus Garnier[20] and Iconclass[21].	Fine arts / Decorative art Ethnology / History
Description	Observations • Enter additional information about the physical description or image of the object that does not appear in other fields. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 105) and the CHIN Humanities Data Dictionary[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Uses	Recommendations • Consult the Réseau Info-Muse documentation guide [1] (pp. 106-107) and the CHIN Humanities Data Dictionary[2].	Archaeology Ethnology / History

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Field Label	Observations and Recommendations	Applies to
History of Use (CHIN)	Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 91-92) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus* (AAT)[3].	Science and technology
Operating Principle (Not used at CHIN)	The operating principle refers to the physical or chemical mechanisms, processes and principles that govern how the object works. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 108).	Science and technology
Narrative (Not used by the Réseau Info-Muse)	This field contains comments, stories and contextual information about the object. It may also include the names of people organizations, places and events that relate to the history of the object, comments concerning interpretation or conservation, the text used on a wall label, the entry in a published catalogue, etc. Observations • Enter comments, stories and contextual information about the object. Recommendations • Consult the CHIN Data Dictionary for the Humanities[2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Origin-country	Observations • This field must be used <u>hierarchically</u> and <u>in conjunction with</u> the *Origin-Province* and *Origin-Municipality* fields. • Enter the name of the country in full; do not use any abbreviations. • If the name of the country from which the object came has changed, enter its current name first, followed by a comma and a space and a space, and then its name at the time the object was produced. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 114-115) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Getty Thesaurus of Geographic Names[9] and The World Factbook of the CIA[10].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology

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Field Label	Observations and Recommendations	Applies to
Origin-Province	**Observations** • This field must be used <u>hierarchically</u> and <u>in conjunction with</u> the *Origin-country* and *Origin-city* fields. • Enter the full name of the province; do not use any abbreviations. • If the name of the province from which the object came has changed, enter its current name first, followed by a comma and a space, and then its name at the time the object was produced. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. **Recommendations** • Consult the Réseau Info-Muse documentation guide[1] (pp. 116-117) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Getty Thesaurus of Geographic Names[9], the Atlas of Canada[11] and the Geographical Names Board of Canada[12].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
City of Origin Origin-Municipality (CHIN)	**Observations** • This field must be used <u>hierarchically</u> and <u>in conjunction with</u> the *Origin-country* and *Origin-province* fields • Enter the name of the city, town or municipality in full; do not use any abbreviations. • If the name of the city of origin has changed, enter its current name first followed by a comma and a space, and then its name at the time the object was produced. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. **Recommendations** • Consult the Réseau Info-Muse documentation guide[1] (pp. 118-119) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Getty Thesaurus of Geographic Names[9], the Atlas of Canada[11], the Geographical Names Board of Canada Commission de toponymie du Canada[12] and the Commission de toponymie du Québec[13].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Use-Country	**Observations** • This field must be used <u>hierarchically</u> and <u>in conjunction with</u> the *Use-province* and *Use-city* fields. • Enter the name of the country in full; do not use any abbreviations. • If the name of the country where the object was used has changed, enter its current name first, followed by a comma and a space, and then its name at the time the object was used. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. **Recommendations** • Consult the Réseau Info-Muse documentation guide[1] (pp. 120-121) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Getty Thesaurus of Geographic Names[11] and The World Factbook of the CIA[12].	Ethnology / History Science and technology

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Field Label	Observations and Recommendations	Applies to
Use-Province	Observations • This field must be used hierarchically and in conjunction with the *Use country* and *Use city* fields. • Enter the name of the province in full; do not use any abbreviations. • If the name of the province where the object was used has changed, enter the current name first, followed by a comma and a space, and its name at the time the object was produced. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 122-123) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Getty Thesaurus of Geographic Names[11], the Atlas of Canada[13] and the Geographical Names Board of Canada[14].	Ethnology / History Science and technology
Use-City Use-Municipality (CHIN)	Observations • This field must be used hierarchically and in conjunction with the *Use-country* and *Use-province* fields. • Enter the name of the city, town or municipality in full; do not use any abbreviations. • If the name of the city in which the object was used has changed, enter its current name first, followed by a comma and a space, and then its name at the time the object was used. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 124-125) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the Getty Thesaurus of Geographic Names[11], the Atlas of Canada[13], and the Geographical Names Board of Canada[14] and the Commission de toponymie du Québec[15].	Ethnology / History Science and technology
User (Not used by CHIN)	Observations • Enter the name of the organization or company without changing the word order. • Enter the name of the company as it was used at the time the object was in service. Enter the acronym if this was the way the company was best known and put the full name in brackets after. • The name of the person who used the object may also be entered in this field.	Science and technology

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Field Label	Observations and Recommendations	Applies to
	- This field may contain several entries. The list should begin with the most recent user. Recommendations - Consult the Réseau Info-Muse documentation guide[1] (pp. 126-127).	
Commencement Date (Not used by CHIN)	Observations - This field must be used <u>in conjunction with</u> the *Termination date* field. - Enter the year of commencement in the form YYYY (Y = "year"). If the month and day service began are known, enter the date in the format YYYY space MM space DD, using numerics only (Y = "year", M = "month", D = "day"). - The letter "c" (for *circa*) is used when the object was produced within a ten-year period, i.e. within five years before or five years after the date indicated. Enter the date, followed by a space and the letter "c" in lower case. - The abbreviation "an" (for "anterior to") is used when the object might have been produced no later than the date indicated, or perhaps before. Enter the date, followed by a space and the abbreviation "an" in lower case. - The abbreviation "po" (for "posterior to") is used when the object may have been made no earlier than the date indicated, or later. Enter the date, a space and the abbreviation "po" in lower case. Recommendations - Consult the Réseau Info-Muse documentation guide[1] (pp. 128-129).	Science and technology
Termination Date (Not used by CHIN)	Observations - This field must be used <u>in conjunction with</u> the *Commencement Date* field. - Enter the year of commencement in the form YYYY (Y = "year"). If the month and day service began are known, enter the date in the format YYYY space MM space DD, using numerics only (Y = "year", M = "month", D = "day"). - The letter "c" (for *circa*) is used when the object was produced within a ten-year period, i.e. within five years before or five years after the date indicated. Enter the date, followed by a space and the letter "c" in lower case. - The abbreviation "an" (for "anterior to") is used when the object might have been produced no later than the date indicated, or perhaps before. Enter the date, followed by a space and the abbreviation "an" in lower case. - The abbreviation "po" (for "posterior to") is used when the object may have been made no earlier than the date indicated, or later. Enter the date, a space and the abbreviation "po" in lower case.	Science and technology

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Field Label	Observations and Recommendations	Applies to
	Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 130-131).	
School/Style School/Style (CHIN)	Observations • Enter the name of the art school or style of the object. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 132) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus* (AAT)[3].	Fine arts / Decorative art
Culture	Observations • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (pp. 133-134) and the CHIN Humanities Data Dictionary[2]. • Use standardization tools such as the *Art & Architecture Thesaurus* (AAT)[3].	Archaeology Fine arts / Decorative art Ethnology / History
Geographic Cultural Area	Observations • This field indicates the geographic area occupied by the group to whom the object belonged. • Avoid a proliferation of terms by drawing up an authorities list to which keywords can be added as required. Recommendations • Consult the Réseau Info-Muse documentation guide[1] (p. 135) and the CHIN Humanities Data Dictionary[2]. • Use a standardized vocabulary.	Archaeology Ethnology / History
Image Thumbnail (Not used by the Réseau Info-Muse)	Observations • Enter the filename of the image thumbnail. Recommendations • Consult the CHIN Humanities Data Dictionary [2].	Archaeology Fine arts / Decorative art Ethnology / History Science and technology
Image Full Size	Observations • Enter the filename of the image full size.	Archaeology Fine arts / Decorative art

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Field Label	Observations and Recommendations	Applies to
(Not used by the Réseau Info-Muse)	Recommendations • Consult the CHIN Humanities Data Dictionary [2].	Ethnology / History Science and technology
Copyright Notice - Object Copyright - Object (CHIN)	Observations • Enter the exact text to be used as a reference to the object copyright holder. Recommendations • Consult the Réseau Info-Muse documentation guide[22] (p. 145) and the CHIN Humanities Data Dictionary[2].	Fine arts / Decorative art

Documentation Guide and Suggested Standards

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[2] http://daryl.chin.gc.ca:8000/BASIS/chindd/user/wwwhe/SF

[3] http://www.getty.edu/research/conducting_research/vocabularies/aat/

[4] The Info-Muse Classification System for Ethnology, History, and Historical Archaeology Museums and *the Info-Muse Classification System for Fine Arts and Decorative Arts Museums*.

[5] ENVIRONMENT CANADA, CANADIAN PARKS SERVICE, C*lassification System for Historical Collections*, Ottawa, Canada Communication Group Publishing, 1992.

[6] BLACKABY, James R. et al., *The Revised Nomenclature for Museum Cataloging. A Revised and Expanded Version of Robert G. Chenhall's System for Classifying Man-Made Objects*, Nashville, AASLH Press, 1988.

[7] ENVIRONNEMENT CANADA, CANADIAN PARKS SERVICE, *Look and Learn: Descriptive and Visual Dictionary of Objects*, Ottawa, Public Works and Government Services Canada, 1997.

[8] http://strategis.ic.gc.ca/cipo/trademarks/search/tmSearch.do?language=en

[9] http://daryl.chin.gc.ca:8000/BASIS/aich/user/www/SF

[10] http://www.getty.edu/research/conducting_research/vocabularies/ulan/

[11] http://www.getty.edu/research/conducting_research/vocabularies/tgn/

[12] http://www.odci.gov/cia/publications/factbook/index.html

[13] http://atlas.gc.ca/site/english/index.html

[14] http://geonames.nrcan.gc.ca/index_e.php

[15] http://www.toponymie.gouv.qc.ca/

[16] http://patents1.ic.gc.ca/intro-e.html

[17] http://www.uspto.gov/patft/index.html

[18] EWING, Calum, *Standards for the Use of the Material (MA), Technique (MT) and Related Fields on the CHIN Humanities Databases. (CHIN)*, Ottawa, CHIN, 1995.

[19] BÉNICHOU, Anne, *Documentation Standards in Contemporary Art,* Ottawa, RCIP, 1993, (http://daryl.chin.gc.ca:8000/BASIS/forum/user/e_general/DDD/7078.doc)

[20] GARNIER, François, *Thesaurus iconographique : système descriptif des représentations*, Paris, Léopard d'or, 1984.

[21] http://www.iconclass.nl/index.html

[22] LAFAILLE, Madeleine (reprint), *Comment gérer vos collections ? Le Guide de gestion du Réseau Info-Muse*, collection "Attention aux collections", Montreal, Société des musées québécois, 2001.