Field Types

On this page...
[Types of Fields and Suggested Use](#)
[Artstor-Specific Fields](#)
[Auto-Generated Fields](#)
[Default Values](#)
[Read-Only Fields](#)
[Required Fields](#)
[Special Characters](#)
[Character Limits](#)

Types of Fields and Suggested Use

[Text/Text Area Fields](#) | [Number Fields](#) | [Alphanumeric Fields](#) | [Date Fields](#)| [List Fields](#) | [Linked Fields](#) | [Checkboxes](#)

Text/Text Area Fields

Text and Text Area fields are free-text so catalogers may enter any type of information. To remove a value from a text or text area, use the delete/backspace keys to delete the value. For text area fields, use the pipe symbol | to create line breaks in the published environment.

Number Fields

Number fields only accept numeric values, and are often limited to dates in the form of years. To apply BCE dates, enter a negative symbol (-) before the date. When filtering by number fields, you may use numeric values along with (>) greater than, (Earliest Date
Latest Date -> Latest Date
Artstor Classifcation -> ArtstorBrowseClass
Country -> ArtstorBrowseGeography

Note that the fields, as mapped, are set by default to be "Displayable = true," but they do not display in the Artstor Workspace or Shared Shelf Commons, regardless of this setting. These fields are meant to work entirely behind the scenes to aid the discovery of content. Once your records are cataloged and published, users can access them via the browse by Classification or browse by Geography functionality, or apply filters and facets in the advanced search and results pages.

For more information about these and the other 42 Artstor-supplied lists that are available at your option, please see [Shared Shelf Lists at a Glance](#).

Using Artstor-Specific Fields

Data for these fields must conform to the field properties (either a numeric value or a value chosen from a controlled list).

The two recommended list fields are:

Artstor Classification

Term used to categorize a work by grouping it together with other works on the basis of similar characteristics, including materials, form, shape, function, etc. The 16 terms accepted by Artstor include:

- Architecture and City Planning
- Decorative Arts, Utilitarian Objects and Interior Design
- Drawings and Watercolors
- Fashion, Costume and Jewelry
- Film, Audio, Video, and Digital Art
- Garden and Landscape
- Graphic Design and Illustration
- Humanities and Social Sciences
- Manuscripts and Manuscript Illuminations
- Maps, Charts and Graphs
- Paintings
- Performing Arts (including Performance Art)
- Photographs
- Prints
- Science, Technology and Industry
- Sculpture and Installations

Country

A type of "nationality" field, though not in adjectival form; country refers to the modern name of the country, geographic region, or inhabited place from which the artist came. A list of those terms accepted by Artstor can be accessed by downloading the list of terms from Shared Shelf.

To download the list of Artstor Country terms:

1. Log into Shared Shelf, and navigate to the "Controlled Lists" tab.
2. In the list panel on the left, select the "Artstor Country" list name.
3. Click the gear menu in the right corner above the term panel and select **Excel > Export all terms**.
4. The Excel spreadsheet includes such data as the Term ID, Level ("Community" terms are provided by Artstor, "Local" terms have been added by users at your institution), Name of the term, and additional

information, such as Source, Data Date, Description, Notes, and Active status.

Earliest and Latest Date

Since Artstor needs to determine a single date for chronological placement, it calculates the average between earliest and latest date and uses the result as the sorting or searching value. Below, you will find some best practice guidelines from our metadata staff for generating earliest and latest date values.

- Both of these date fields must be completed in order for your Shared Shelf assets to appear in a filtered search in the Artstor Workspace or Shared Shelf Commons.
- In the earliest and latest date fields, use the hyphen or negative sign ("-") to indicate a BCE date. For example, -1000 results in 1000 BCE.
- For a known work date in a single year, eg. 1963: earliest date 1963, latest date 1963.
- For circa dates in a single year, eg. ca 1963: earliest date 1963, latest date 1963.
- If there is a date range, you should provide both dates, eg. 1963-66: earliest date 1963, latest date

Auto-Generated Fields

Auto-generated fields contain data that is created by actions performed within the system. These fields appear on the projects page in Shared Shelf. They are automatically created and are non-editable. They are not searchable in the ARTstor Digital Library but can be searched and sorted in your Shared Shelf project:

* SSID: Shared Shelf Identification Number

* Filename: Image filename

* Created by: User who created the record

* Created on: Date the record was created

* Updated on: Date the record was last updated

* Updated by: User who last updated or modified the record

* Published on: Date the record was published to the target collection

Default Values

Each time a new record is created, default values can be used to auto-populate certain fields. Fields will be populated with default values when creating new records through:

- using the gear menu in the asset panel
- uploading a new media file
- creating a new record during an Excel import with the SSID entered as NEW and the field left blank

Default values may be overwritten or modified in the record and with new or edited data in Excel imports, unless the field is read-only in the cataloging screen.
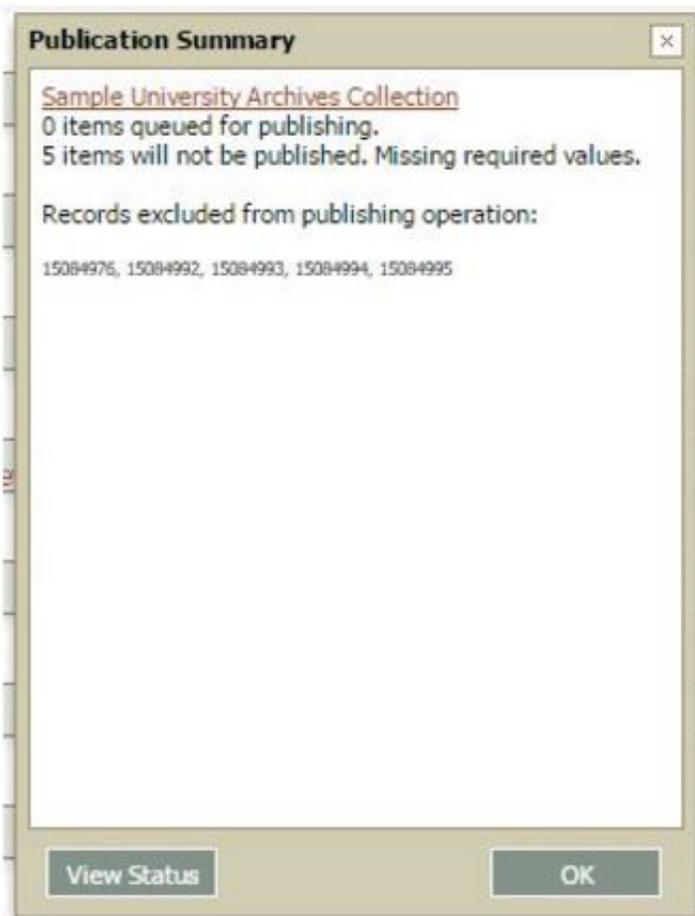
Read-Only Fields

The default behavior for fields are to always be editable. However, administrators can set up read-only fields in the cataloging screen so that different fields or entire screens may be rendered as read-only for different catalogers. Read-only fields appear gray in the cataloging screen and cannot be edited. When a cataloger is uploading Excel spreadsheets to create new or modify existing records, any fields that are read-only in their cataloging screens will not accept new or modified data. It is recommended that at least administrators have access to a full screen of editable fields in order to prevent missing data.

Required Fields

Whether publishing a single record or multiple records in bulk, if data is missing from a required field, the publish request will not be accepted. The system will provide a list of SSIDs for the cataloger to find and edit the records with the appropriate data before publishing. Always be sure to let your catalogers know which fields are required for publishing when establishing workflows. One suggestion is you could add an asterisk * to the field label to indicate a required field when editing a cataloging screen.

Publication Summary dialog box showing:
Sample University Archives Collection
0 items queued for publishing.
5 items will not be published. Missing required values.

Records excluded from publishing operation:

15084976, 15084992, 15084993, 15084994, 15084995

Special Characters

Shared Shelf supports the input and display of any character set. However, the search and retrieval of these characters is not yet resolved but will be in a future release.

Special characters to use in cataloging:

Pipe symbol | can be used in large blocks of text to create line breaks in the display on the publishing environments.

Character Limits

Shared Shelf has no limit on the number of characters that can be saved in any field type. However, there are limitations in other programs for importing **and** exporting **data with Excel, and in** publishing to the Artstor Workspace and Shared Shelf Commons**.**