

Names: Field descriptions

Fields in the Name Form

Entity

This indicates the type of creator involved in the production of the work. (Getty)

Fields

- Person: Name of an individual.
- Corporate Body: The term represents two or more people who worked together collectively. Examples are an architectural firm, porcelain manufactory, painters' workshop, museum or other arts institution.

Names

This records the individuals, peoples, corporate body or group involved in the creation or production of works of art or architecture.

Fields

- Preferred name (P): This name is generally the inverted form of the name most commonly found in authoritative and scholarly English-language publications.
- Display name (D): This is the natural order of the name. For the natural order form of a name, enter the name in the following order: first name, middle names or initials (if any), and last name. If there is a title associated with the name, add it after the name with a comma. For Jr. or Sr. use a comma, but do not use a comma for the designations the Elder or the Younger.

NOTE: If only one name is entered, by default, that name will be both the Preferred name and the Display name.

- Name: This is the name of person or corporate body. For persons, enter as: surname comma first name (e.g. Smith, John). Only one name may be selected as a preferred name. This name is generally the inverted form of the name most commonly found in authoritative and scholarly English-language publications.
- Language: Indicate the language of a particular form of a person or corporate body's name.
 - Language: Language of the name for the person or corporate body you entered.
 - Script: The writing system used for this name or corporate body.
 - Transliteration: The transcription of this particular name for the person or corporate body, into Roman characters.
 - Qualifier: Further explanation or information related to the entity entry.
- Source: The resource providing the name(s) associated with the person or corporate body.

- Source: Indicate the resource providing this particular name associated with the person or corporate body.
- Source Detail: Here is where you may record additional information about the source.
 - Type: Type of source.
 - Source Detail: Additional information about the source.
- Note: Enter any additional information about the name of the person or corporate body.

Birth/Start and Death/End Dates

Use these date fields to create a searchable date range for the name.

Fields

- From: The earliest date associated with the person or corporate body.
 - Year: Numerical year associated with the earliest date the artist was born or the corporate body was founded. Enter a four-digit year.
 - Era: C.E. is the default. Select B.C.E. as appropriate. Choose, by linking, either CE (AD) or BCE (BC).
 - Location: The geographic location associated with the earliest date. Choose a location from linked TGN terms.
- To: The latest date associated with the person or corporate body.
 - Year: Death/End date when the artist died or corporate body disbanded. For living artists and corporate bodies the Death Date is recorded as 9999. Enter a four-digit year.
 - Era: C.E. is the default. Select B.C.E. as appropriate. Choose, by linking, either CE (AD) or BCE (BC).
 - Location: The geographic location associated with the earliest date. Choose a location from linked TGN terms.

Gender

This records the gender of the person(s) associated with the work. This field is not applicable to corporate bodies.

Fields

- Gender: Indicate the gender of the person.

Nationality

Records the culture, people, or nationality (e.g., Nigerian, Celtic, Native American) from which the person or corporate body originated or with which the person or corporate body is associated. Nationality is referred to in the Display Biography and indexed in the Nationality fields.

Fields

- P: When checked, indicates that this culture/nationality is the preferred form.
- Nationality: Composed of all cultures, people, or nationalities.

Roles

Used to record the role the major professional roles or activities performed by the artist throughout their lifetime (e.g., artist, architect, sculptor). For a corporate body, roles include the major activities or purpose of the firm, institution, or other corporate body (e.g., studio, manufactory, workshop) (Getty). The primary role or roles are indexed here and also referred to in the Display Biography.

Fields

- P: When checked indicates that this role is the preferred form.
- Role: Record the contribution or function of the person or corporate body.

Biography

A concise expression of the nationality, major roles, and life dates of a person, or the places, activities, and dates of existence of a corporate body. This field will auto-populate.

Fields

- Biography: A concise expression of the nationality, major roles, and life dates of a person, or the places, activities, and dates of existence of a corporate body. This field will auto-populate.
 - Nationality: The culture, people, or nationality from which the person or corporate body originated or with which the person or corporate body is associated.
 - Roles: The contribution or function of a person or corporate body.
 - Birth/Start-Death/End Dates: Earliest and latest dates associated with the person or corporate body.
 - Free text field: Field into which text may be typed.
 - Pencil icon: Clicking the icon will clear the free text field and auto-fill with the preferred selections above.

Bibliography

Use to record the sources for information used in the record as a whole. Choose from the pulldown menu or use **add new**.

Fields

- P: When checked, indicates that the bibliography is the preferred form.
- Source: Record the resources providing the bibliography associated with the person or corporate body.
- Page: Enter the page numbers of print resources providing the bibliography.
- Reference ID: Enter a reference identification number for textual references.

- URL: The URL link to web-based resources providing the bibliography.
- Other: Additional information regarding access to resources providing the bibliography.

Event

Used to record a pertinent event associated with the artist or corporate body.

Fields

- Event: Enter a concise description of this particular event.
- Location: The geographic location of this particular event.
- Start Date: Earliest date associated with this particular event.
- End Date: Latest date associated with this particular event.
- Note: Additional information regarding this particular event.

Relationship

Records a relationship between this Name Record and other Names in Shared Shelf Names. For example, you can link a name entry for Pliny the Elder to Pliny the Younger by using "uncle of" in the Relationship. Avoid adding redundant relationship links in instances in which more than one relationship type exists between two entities.

Fields

- Relationship: Record the relationship type.
- Name: Links to Shared Shelf Names. Search for and select a name from the panel at the right.
- Start Date: Enter the start date of the relationship. Use only numbers.
- End Date: Enter the end date of the relationship. Enter only numbers.
- Note: Free-text field to record a note about the relationship.

Notes

Use to record a descriptive note or additional information regarding the person or corporate body.

Fields

- Note Type: Indicate the field being commented on.
- Content: Record a note pertaining to the record as a whole.
- Source: Resources providing the notes associated with the person or corporate body.