

Search, View, and Create Names

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Simple Search Name

To perform a simple search for a Name:

1. When viewing an Item, click the consult icon

in the Creator (or other linked) field.

- 2. At the Consult Shared Shelf Names window, enter the name of a person or corporate body, or a unique identification number. Either first or last name may be entered. Both may be entered in any order, with or without capitalization and diacritics. Boolean operators, truncation, and exact match searching may be used.**
 - **You may use AND or OR in the name field. These Boolean operators must be typed in all capital letters. (e.g. Gordon AND Matta; Philips OR Phillips).**
 - **Both the Boolean operators AND and OR may be used in the same query. When doing so, parentheses should be used to retrieve useful results. (e.g. (Giovanni OR Gentile) AND Bellini.**
 - **An asterisk (*) may be used as a wildcard for right-hand truncation, or within a name. (e.g. Kaufman*; Pollai*lo).**
 - **Boolean operators AND or OR may be used with wildcards (e.g. Pieter AND (Bre* OR Brue*).**
 - **Quotation marks may be used to find an exact match. For example, a search of Christo will retrieve the artist known simply by this name and not artists such as Christo Coetzee whose names contain Christo along with other keywords. Quoted phrases may be used with OR (e.g. “Christo” OR “Giotto”; Taddeo Gaddi OR “Giotto”).**
- 3. Click Search. The results of your search will appear, including the name’s source information and biographical information. Hovering over the name will reveal more complete artist information including artist dates, variant names, biography, roles, and nationality.**

Clicking Relevance in the upper left of this window will reorder your results with the most used entry at the top.

Consult Shared Shelf Names ✕

3 Results sorted [A-Z](#) Relevance [Create Name](#) [Simple Search](#) [Advanced Search](#)

<p>1. Picasso, Pablo Spanish painter, sculptor, and printmaker, 1881-1973 <i>Picasso, Pablo Ruiz y</i> <i>Ruiz Picasso, Pablo</i> <i>Ruiz y Picasso, Pablo</i> <i>Ruys Picasso, Pablo</i> <i>Pablo Picasso</i> <i>Picasso, Pablo Diego José Francisco de Paula Juan Nepomuceno Crispín</i> <i>Crispiniano de la Santissima Trinidad Ruiz Blasco</i> <i>Picasso, Pablo Ruiz</i> <i>Picasso, Pablo Ruiz Y</i> <i>Pablo Ruiz Y Picasso</i> <i>Ruiz Y Picasso, Pablo</i></p>	<p>Picasso, Pablo [500009666] Spanish (preferred) ULAN (🇪🇸) <i>artist (preferred) , painter , printmaker , sculptor , ceramicist , decorative artist , draftsman , writer(s)</i> <hr style="border: none; border-top: 1px dashed white;"/> Link Only Link & Append to Display Link & Overwrite Display</p>	<p>[500009666] ULAN (🇪🇸)</p>
<p>2. Salas Pablo Ruiz Picasso Spanish repository, Madrid, contemporary</p>	<p>[500302427] ULAN (🇪🇸)</p>	
<p>3. Musee National Pablo Picasso French repository, Vallauris, contemporary</p>	<p>[500312203] ULAN (🇫🇷)</p>	

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Advanced Search Name

To perform an advanced search for a Name:

1. When viewing an Item, click the consult icon

in the Creator (or other linked) field.

2. Click the Advanced Search link in the upper left of the Consult Shared Shelf Names window.



Consult Shared Shelf Names

Simple Search [Advanced Search](#)

Name or ID Search

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3. To search by Name, type a name or ID number into the “Name or ID” field, then click search to launch your search.
 - A name may be entered with or without capital letters, spacing, or diacritics. You may use AND or OR in the name field. These Boolean operators must be typed in all capital letters. (e.g. Gordon AND Matta, Philips OR Phillips).
 - Both the Boolean operators AND and OR may be used in the same query. When doing so, parentheses should be used to retrieve useful results. (e.g. (Giovanni OR Gentile) AND Bellini).
 - An asterisk (*) may be used as a wildcard for right-hand truncation, or within a name. (e.g. Kaufma*; Pollai*lo).
 - Boolean operators AND or OR may be used with wildcards (e.g. Pieter AND (Bre* OR Brue*)).
 - Quotation marks may be used to find an exact match. For example, a search of “Christo” will retrieve the artist known simply by this name and not artists such as Christo Coetzee whose names contain Raphael along with other keywords. Quoted phrases may be used with OR (e.g. “Christo” OR “Giotto”; Taddeo Gaddi OR “Giotto”).
4. Narrow your search by adding the following fields (Note: it is also possible to conduct a search on any one field, or a combination of fields, with the exception of dates. Dates must be entered along with at least one other field):
 - Nationalities/Cultures: Select a term from the dropdown list. More than one term may be selected.
 - Gender: Select from the dropdown list.
 - Roles: Select a role from the dropdown list. More than one role may be selected.
 - Birth/start date and Death/end date: This section allows for birth/earliest and death/latest dates. Enter numbers in the fields. To search an exact birth/start date, enter the same number in both the “from” and “to” fields. To search an exact death/end date, enter the same number in both the “from” and “to” fields. To search an exact birth and

death date, fill out all four fields. If you want to search a birth/start or death/end range, enter numbers in the relevant “from” and “to” fields. If you want to search a range from birth/start to death/end, fill out all four fields. For dates B.C.E. use the dropdown to change from the default C.E.

- **Person /Corporate Body:** A person is an individual, and a corporate body refers to a group of people, an organization, manufactory, etc.
 - **Local/Community:** Local records are those created by and visible only to users at your institution. Community records have been promoted and are visible to all users in the Shared Shelf community.
 - **Provisional/Complete:** Provisional records do not have all core fields filled in. Complete records have all core fields filled. The core fields are: Name type, Name, Name source and page, Birth/start date, Death/end date, Display biography, Nationality/culture, Role, and Gender.
5. Click Search to perform your search (clicking Clear will remove all terms from the search form). The results of your search will appear, including the name’s source information and biographical information. Hovering over the name will reveal more complete artist information including artist dates, variant names, biography, roles, and nationality.

Clicking Relevance in the upper left of the results window will reorder your results with the most used entry at the top.

Consult Shared Shelf Names



[Simple Search](#) [Advanced Search](#)

Name or ID	<input type="text"/>	Search		
Nationality/Cultures	<input type="text"/>	Gender	<input type="text"/>	Clear
Role	<input type="text"/>			

Birth/Start Date From

To

Death/End Date From

To

Record type

Person Only	<input type="radio"/>	Corporate Body Only	<input type="radio"/>	All	<input checked="" type="radio"/>
Local Only	<input type="radio"/>	Community Only	<input type="radio"/>	All	<input checked="" type="radio"/>
Provisional Only	<input type="radio"/>	Complete Only	<input type="radio"/>	All	<input checked="" type="radio"/>



[Help](#)

View Name

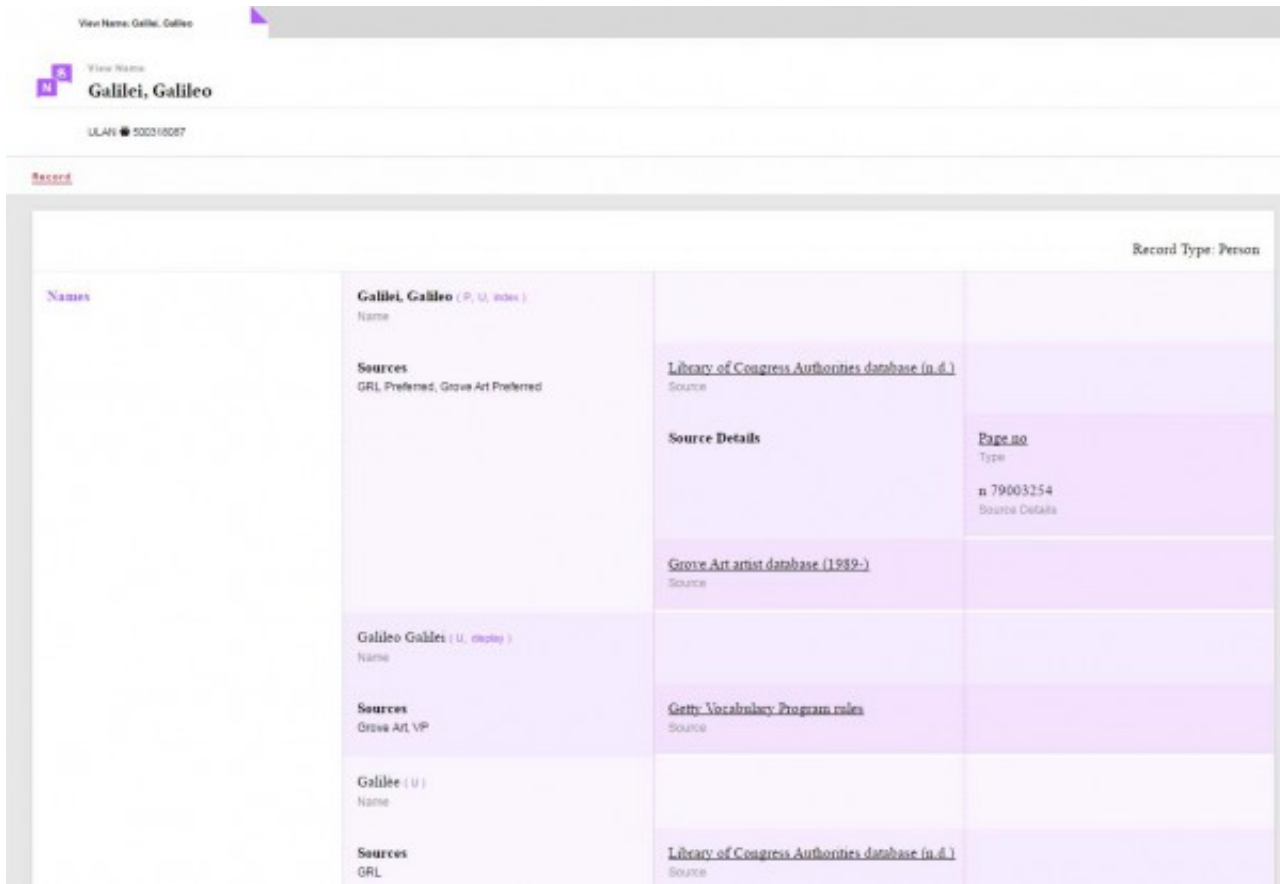
If a Name is already linked to an Item, you may view the full record by clicking on the linked data just below the field.

Creator

 [Galilei, Galileo \(Italian scientist, astronomer, mathematician, and draftsman, 1564-1641\)](#)

[Galilei, Galileo](#)  
ULAN [SSN ID 500318087]

The Name will open in a new browser tab and you will see all the data for that record. Local, provisional records will display the least amount of information while ULAN, local complete and Artstor records will display the most information. The banner at the top of the record will show the display name with the ID number below it. Cataloger information will be shown on the lower right of the banner.



Below the banner, the field information will be displayed including:

- Name variants
- Birth & death dates
- Biographies
- Bibliography
- Events
- Notes

The Overview section, to the right, will show the data string comprised of culture, role and dates, which will be populated in your field once the Name is linked. Underneath this string is a list of any related people or corporate bodies. If the Name was contributed by your institution, you will see have

the option to Edit this Name.

You can view a Name from the search results by clicking on the Name. This will open the Name in a new browser tab.

Create Name

To create a new name:

- 1. When viewing an Item, click the consult icon**

in the Creator (or other linked) field.

- 2. Perform a search for the name. If the desired name is not found, click Create Name in the upper right corner of the window.**

Consult Shared Shelf Names x

256247 Results sorted A-Z [Relevance](#) [Create Name](#) [Simple Search](#) [Advanced Search](#)

1. "C" the Company South African design firm, contemporary	[500269784] ULAN
2. "Lo Studio" Italian art gallery, contemporary <i>Galeria "Lo Studio"</i>	[500248658] ULAN
3. &made British design firm, contemporary <i>and-made</i>	[500290306] ULAN
4. 'Abbas I Persian ruler, 1571-1629 <i>Shah 'Abbas I</i> <i>'Abbas the Great</i>	[7000015728] Artstor:Complete
5. 'Abd al-Hayy Persian illustrator and painter, active 1374, died 1405 <i>Khwaja 'Abd al-Hayy</i>	[7000016129] Artstor:Complete
6. 'Abd al-Malik Umayyad ruler, 646/647-705 <i>Caliph Abd al-Malik</i> <i>'abd Al-malik ibn Marwan</i>	[7000015733] Artstor:Complete
7. 'Abd al-Rahman Spanish ruler, 792-852 <i>'Abd-ar-Rahmān</i>	[7000015330] Artstor:Complete

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3. The Name form will open in a new browser window. In order for the Name to be saved, Preferred Name and Source must be completed. For the record to be considered Complete, the following fields must also be filled in: Gender, Birth/Start, Death/End, Nationalities/Cultures, Roles, Bibliography (highlighted in blue boxes, below). For more information about the Name form see the Shared Shelf Names article.
4. After these fields are complete, select an option from the upper right menu: Save & Link, Promote, Save, or Save & Close. If the record is missing a required field, the dialog next to these options will indicate which field(s) still require data.
 - If any of the required fields for the name record are left blank, it will be marked as **Provisional**

- **If all required fields in the name record are complete, it will be marked as Complete**

Edit Name

You can edit a name your institution has created. It is important to note that editing a Name will automatically update all Items linked to the Name, including records from other institutions using Shared Shelf. However, the display information will not be altered. For more information about how Name information is propagated to Items, see [Linking and Unlinking Names](#).

To edit a Name:

- 1. View the Name by clicking on the linked data just below the field or perform a search and click on the Name from the list of results. The Name will open in a new browser tab.**
- 2. Select Edit from the top right corner.**

3. Make your changes to the Name and select an option from the upper right menu: Save & Link, Promote, Save, or Save & Close.

Promote Name

Once a Name is promoted to Shared Shelf Names, it is visible to all institutions using Shared Shelf so others may link their Items to it; however, only the submitting institution may edit their original name submission. You may promote a Name as a final step in creating a new Name, or lookup an existing name and then promote it.

To promote a Name:

1. When creating or editing a Name, select Promote from the top right corner.

This record is provisional.

Save & Link

Promote

Save

Save & Close

2. Confirm you want to promote this Name to the Shared Shelf Community. Select “Yes” if you want to promote the Name. Clicking “No” means the record will remain local.

Link Name

When a Name is linked to an Item, the concatenated Biography data will populate the field and the linked data will appear below the field. Any actions on the linked data or display text will not affect the Name itself. Deleting or editing the display text only alters what appears for this Item. Removing the linked data by clicking the X, unlinks the Name from the Item but does not delete the Name entirely. In order to alter the data for a Name, you will need to view it in Edit mode (which is possible if your institution created this Name). Edits you make to a Name will update the linked data in all Items linked to this Name, but it will not overwrite the display text in the Item. This is to avoid overwriting any customized display information you or other institutions using your promoted Name may have inputted in their Items. Names that originated from another institution or from the Getty ULAN® are not editable.

After searching for a Name, you have the option to link a Name to your Item. Hovering over a Name will reveal the linking options. You can also link a Name to an Item when viewing a Name.

- *Link Only*: The Name label will appear below the field, but no display information will appear in the field.
- *Link & Append to Display*: The Name label will appear below the field and the Name’s display information will be appended to the field. This option will not overwrite any existing data in the

field.

- **Link & Overwrite Display:** The Name label will appear below the field and the Name's display information will overwrite any existing data currently in the field.

Consult Shared Shelf Names

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galileo Search

1. Barucci, Galileo Italian artist, active 1900-1930 <i>Galileo Barucci</i>	[500199597] ULAN
2. Chini, Galileo Italian painter and ceramicist, 1873-1956 <i>Galileo Chini</i>	[500022281] ULAN
3. Emendabili, Galileo Italian sculptor, 1898-1974 <i>Emendabili, Galileo</i>	[500356645] ULAN
4. Galilei, Galileo Italian scientist, astronomer, mathematician, and dra... <i>Galileo Galilei</i>	[500318087] ULAN <i>artist (preferred) , mathematician , astronomer , scientist , writer(s) , draftsman</i>
5. Galileo Italian astronomer and mathematician, 1564-1642 <i>Galileo Galilei</i> <i>Galilei, Galileo</i> <i>Galileo.</i> <i>Galilaei, Galileo</i> <i>Galilaeus, Galileo</i> <i>Galilee, Galileo</i> <i>Galilej, Galileo.</i> <i>Galilej, Galileo</i> <i>Galileo, Galileo</i> <i>Galileusz, Galileo Galilei.</i>	[500022281] Artstor: Complete

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Unlink Name

If a field is currently linked to a Name, you can unlink it by clicking the X on the Name label. The display information will remain in the field until it is deleted manually. Remember to save changes made to an Item.

Creator

 Galilei, Galileo (Italian scientist, astronomer, mathematician, and draftsman, 1564-1641)

[Galilei, Galileo](#)  
ULAN [SSN ID 500318087]