

JSTOR Forum

Controlled Lists Training

Training Outline



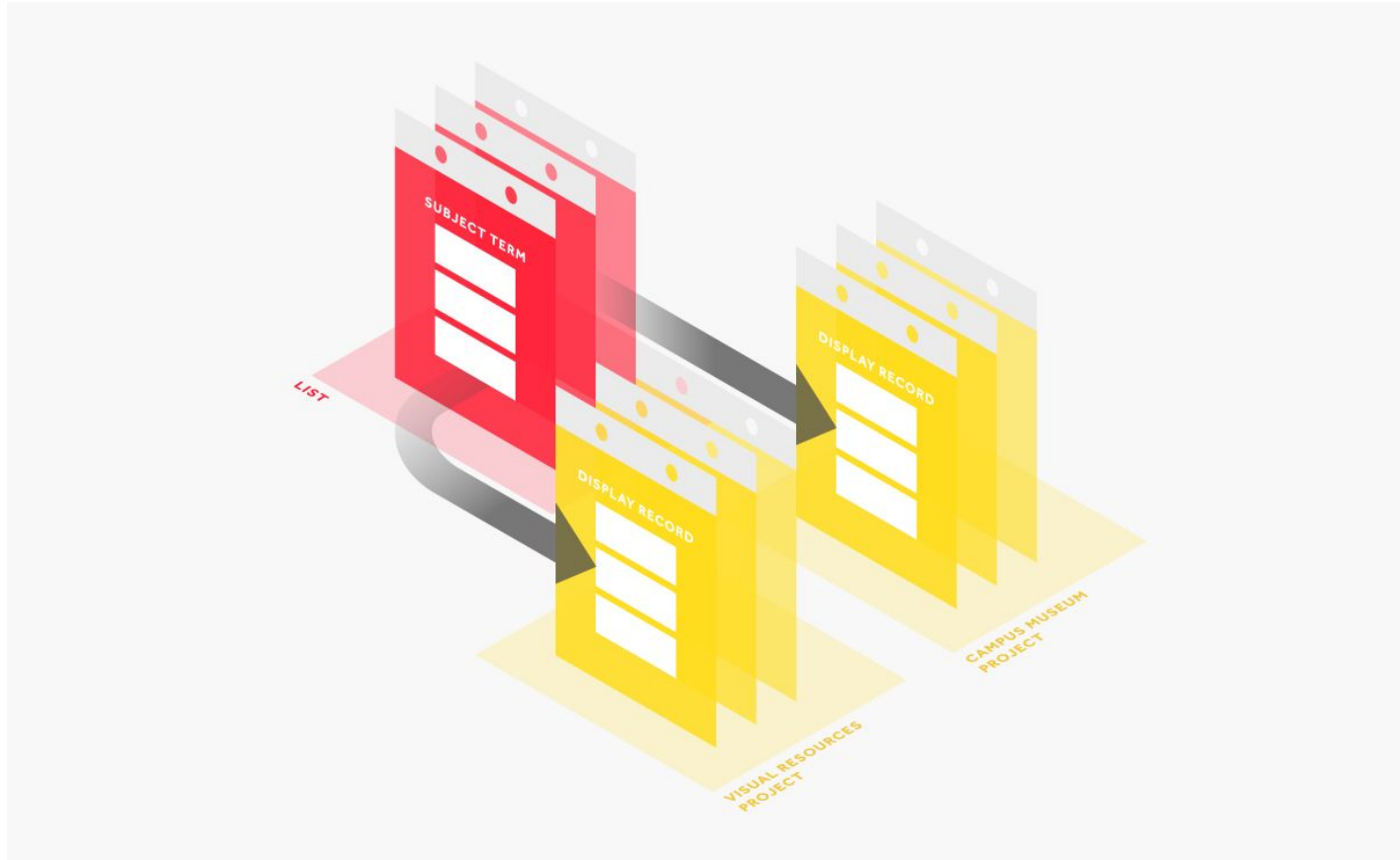
Catalog using controlled lists

Add values to controlled lists

Create new controlled lists

Add values using Excel

Use Lists Across Projects



Accessing Controlled Lists in the Cataloging Tools

Project: Art History... Controlled Lists Edit Record: 22114...

« **Record: 22114906** »

in the Art History Teaching Collection project

Basic Info Publishing Info

All Fields [Help](#)

Title

Hare (Titles, identifying phrases, or names given to a work of art, architecture, or material culture.)

Creator

Dürer, Albrecht (German printmaker and painter, 1471-1528)

Shared Shelf Names **SEARCH CONTROLLED LISTS & AUTHORITIES**

Library of Congress Name Authority File

Image View Description

Detail

Image View Type

overall

Date **Artstor Earliest Date** **Artstor Latest Date**

1502 1502 1502

Style/Period

Materials/Techniques

watercolor (paint); gouache (water-base paint)

Measurements

25.1 cm x 22.6 cm (9.9 in x 8.9 in)

Artstor Classification

Paintings (visual works) **SEARCH CONTROLLED LISTS**


paintings (visual works) (AAT ID 300033618)

Repository

Albertina (Austrian museum, Vienna, contemporary)

Accession Number

Media



Hare_Detail_03.jpeg Replace Download

SSID: 22114906
 Created on Jan 08, 2018 at 14:40 by qademo001@artstor.org
 Updated on Jan 08, 2018 at 21:10 by qademo001@artstor.org

This record is unpublished.
 See publication tab for details.

Media Type: jpg
 Media Height: 215 pixels
 Media Width: 234 pixels
 Media Size: 11.7 kB

[open viewer](#)

Link controlled lists to:
 Linked Field type
 List Field type

Adding Values to a Controlled List in the Cataloging Tools

Project: Art History... **List: Campus Buildi...**

Campus Buildings (Displaying 1 - 19 of 19 terms.)

Search Terms **New Term** Viewable Columns

Term ID	Institution ID	Institution	Term Label	Term Ref ID
22115356	27370	Demo University	Anthropology Museum	105
22115374	27370	Demo University	Archives	123
22115370	27370	Demo University	Art Library	119
22115362	27370	Demo University	Art Museum	111
22115373	27370	Demo University	Auditorium	122
22115369	27370	Demo University	Bookstore	118
22115363	27370	Demo University	Botanical Gardens	112
22115367	27370	Demo University	Chapel	116
22115368	27370	Demo University	Cinema	117
22115372	27370	Demo University	Dean's Office	121
22115371	27370	Demo University	Engineering Library	120
22115366	27370	Demo University	Herbarium	115
22115358	27370	Demo University	Main Library	107
22115365	27370	Demo University	Observatory	114
22115364	27370	Demo University	Orchards	113
22115360	27370	Demo University	Registrar	109
22115361	27370	Demo University	Stadium	110
22115357	27370	Demo University	Student Center	106
22115359	27370	Demo University	Undergraduate Library	108

Artstor Classification
Artstor Country
Campus Buildings
Shared Shelf Agent Attribution
Shared Shelf Classification
Shared Shelf Culture
Shared Shelf Date Type
Shared Shelf Event
Shared Shelf Gender
Shared Shelf Inscription Type
Shared Shelf Language
Shared Shelf Language Script
Shared Shelf Language Transl...
Shared Shelf Material
Shared Shelf Material Type
Shared Shelf Measurement Ext...
Shared Shelf Measurement Fo...
Shared Shelf Measurement Qu...
Shared Shelf Measurement Sc...
Shared Shelf Measurement Sh...
Shared Shelf Measurement Type
Shared Shelf Measurement Units
Shared Shelf Name Note Type
Shared Shelf Name Relationship
Shared Shelf Owner Type

LIST TERMS
 CONTROLLED LISTS

Page 1 of 1 | Per page: 25

Creating New Lists in the Admin Tools

Project Settings **List Settings** Statistics

List Settings: Campus Buildings Fields Permissions

New List Edit List

Name

Campus Buildings

Shared Shelf Source Name
 Shared Shelf Source Detail Type
 Shared Shelf Language
 Shared Shelf Culture
 Shared Shelf Relation Type
 Shared Shelf Subjects
 Shared Shelf Subject Type
 Shared Shelf Work Note Type
 Shared Shelf Rights Type
 Shared Shelf Place Type
 Shared Shelf Title Type
 Shared Shelf Gender
 Shared Shelf Related Info Type
 Artstor Classification
 Shared Shelf Role
 Shared Shelf Subject Extent
 Shared Shelf Agent Attribution
 Artstor Country
 Shared Shelf Language Script
 Shared Shelf Language Transliter.
 Shared Shelf Name Note Type
 Shared Shelf Name Relationship
 Shared Shelf Owner Type
 Shared Shelf Classification
 Shared Shelf Date Type
 Shared Shelf Measurement Qualif
 Shared Shelf Measurement Shape
 Shared Shelf Measurement Type
 Shared Shelf Measurement Units
 Shared Shelf Event
 Shared Shelf Measurement Extent
 Shared Shelf Inscription Type
 Shared Shelf Material Type

EDIT FIELDS AND PERMISSIONS

Fields Definition

Add a field Edit field Delete field

Term	Label	Description
<input checked="" type="checkbox"/>	Building Name	
<input type="checkbox"/>	Building ID	

SELECT CONTROLLED LIST

Creating New Controlled Lists in the Admin Tools

The screenshot shows the 'List Settings: Campus Buildings' interface. A 'Fields Definition' table is visible with columns for Term, Label, and Description. Two fields are listed: 'Building Name' (checked) and 'Building ID' (unchecked). A 'Create a new field' dialog box is open, showing the following fields:

- Label: [Text Input]
- Field Type: Text Field (dropdown menu)
- Default Value: [Text Input] (highlighted with a red box)
- Description: [Text Area]
- Position: [Dropdown Menu]

Buttons for 'Create' and 'Cancel' are at the bottom of the dialog box.

Default values:
Auto-populate certain fields when new records or terms are created. Leave blank if default values should not apply.

Bulk Importing Terms Using Excel in the Cataloging Tools

Project: Art History... List: Campus Buildi...

Campus Buildings (Displaying 1 - 19 of 19 terms.)

Search Terms New Term

Name	Term ID	Institution ID	Institution	Term Label	Term Ref ID
Artstor Classification	22115356	27370	Demo University	Anthropology Museum	105
Artstor Country	22115374	27370	Demo University	Archives	123
Campus Buildings	22115370	27370	Demo University	Art Library	119
Shared Shelf Agent Attribution	22115362	27370	Demo University	Art Museum	111
Shared Shelf Classification	22115373	27370	Demo University	Auditorium	122
Shared Shelf Culture	22115369	27370	Demo University	Bookstore	118
Shared Shelf Date Type	22115363	27370	Demo University	Botanical Gardens	112
Shared Shelf Event	22115367	27370	Demo University	Chapel	116
Shared Shelf Gender	22115368	27370	Demo University	Cinema	117
Shared Shelf Inscription Type	22115372	27370	Demo University	Dean's Office	121
Shared Shelf Language	22115371	27370	Demo University	Engineering Library	120
Shared Shelf Language Script	22115366	27370	Demo University	Herbarium	115
Shared Shelf Language Transl...	22115358	27370	Demo University	Main Library	107
Shared Shelf Material	22115365	27370	Demo University	Observatory	114
Shared Shelf Material Type	22115364	27370	Demo University	Orchards	113
Shared Shelf Measurement Ext...	22115360	27370	Demo University	Registrar	109
Shared Shelf Measurement Fo...	22115357	27370	Demo University	Stadium	110
Shared Shelf Measurement Qu...	22115359	27370	Demo University	Undergraduate Library	108

- Create new term(s)
- Edit
- Excel
- Export all terms
- Export selected terms
- Import terms

Terms

Home Insert Page Layout Formulas Data Review View

A1 Term ID

Term ID	Institution	level	Term Label	Term Ref ID
22115356	27370	Local	Anthropology Museum	105
NEW	27370	Local	Student Center	106
NEW	27370	Local	Main Library	107
NEW	27370	Local	Undergraduate Library	108
NEW	27370	Local	Registrar	109
NEW	27370	Local	Stadium	110
NEW	27370	Local	Art Museum	111
NEW	27370	Local	Botanical Gardens	112
NEW	27370	Local	Orchards	113
NEW	27370	Local	Observatory	114
NEW	27370	Local	Herbarium	115
NEW	27370	Local	Chapel	116
NEW	27370	Local	Cinema	117
NEW	27370	Local	Bookstore	118
NEW	27370	Local	Art Library	119
NEW	27370	Local	Engineering Library	120
NEW	27370	Local	Dean's Office	121
NEW	27370	Local	Auditorium	122
NEW	27370	Local	Archives	123

Exported Records

Ready

Contact us!

Support Site: <http://support.forum.jstor.org/>

Email: forumsupport@jstor.org

Phone: (212) 500 2402

Discussion list: *Send a blank message to*
jf-discuss+subscribe@ithaka.groups.io

LibGuides: <http://artstor.libguides.com/>

Twitter: [@JSTOR_Forum](https://twitter.com/JSTOR_Forum)