
FLP/Digital Scriptorium Database Medieval Manuscripts Project Controlled Vocabulary System Documentation

I. Introduction

The primary purpose of the FLPMMP controlled vocabulary system is to aid users in accessing images that portray a given subject. Because of the diverse nature of the Free Library of Philadelphia user base (laymen, K-12 and researchers) it is imperative that multiple vocabularies be included in the system. A school child will likely be using subject terms that are different from what a researcher uses. The librarian's terms will differ from the layperson's terms. While the system must accommodate these multiple vocabularies, it must ultimately be governed by an established controlled vocabulary. The objective in creating the controlled vocabulary system is to maintain intellectual control over the subject content of the images while also satisfying user needs.

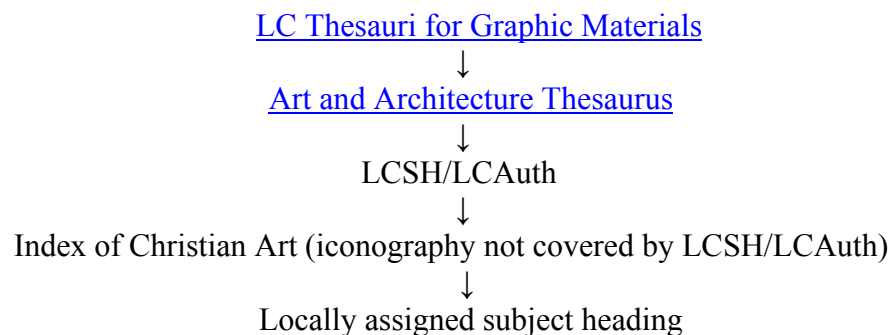
II. Guidelines

- II.A. The image subject index will consist of subject headings and name headings derived from the six specified sources (LCAuth, tgm 1, aat, LCSH, ica, local)
1. Library of Congress Authority File (LCAuth)
 2. LC Thesaurus for Graphic Materials (tgm 1)
 3. Art and Architecture Thesaurus (aat)
 4. Library of Congress Subject Headings (LCSH)
 5. Index of Christian Art (ica)
 6. Locally created subject headings (local)
- II.B. The cataloger will assign subject headings for the images based first on the medievalist's iconclass terms. If there are additional elements not included in the medievalist's description, the cataloger will assign additional subject headings. The medievalist and cataloger will both review the subject headings- making corrections if necessary.
- II.C. In order to create a balance between the users' natural language (infinite) and the system's controlled vocabulary (finite), synonyms and the use of broader/narrower terms will be used in assigning subject headings for a given image. For example, an image that contains a falcon will

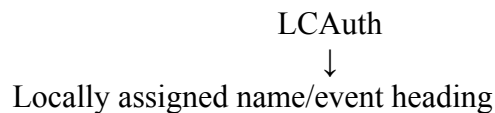
be assigned the following two subjects: Birds and Falcons.

- II. D. There are two types of subject headings to be considered: subject headings (e.g. Birds, Pilgrims, Labors of the month etc.) and name headings (e.g. James the Greater, Saint.) For the subject headings, the Cataloger will first consult the LC Thesauri for Graphic Materials. If none can be found in the LC Thesauri for Graphic Materials, the Art & Architecture Thesaurus will be consulted and so on. Names used as subject headings are contained in the image that cannot be described using these five resources, a subject heading may be assigned locally.

Subject headings:



Name headings:



III. General Procedure

1. Medievalist describes images using iconclass or other preferred method
2. After looking at image, cataloger assigns appropriate subject headings based on medievalist's iconclass and any additional elements in the image using the six specified sources noted in Guidelines.

3. Cataloger adds the access points on the folio level worksheets.
4. Medievalist reviews cataloger's access points on the folio worksheet.
5. Medievalist enters in new access points in FLP MMP controlled vocabulary system
Medievalist assigns access points to each image record in the DS/FLP database using controlled vocabulary created by the cataloger.