

Costume Core Cataloging Worksheet - **Guide**

WorkID / Accession # (Identifier): format like VC1992124 (VC=repository, 1992 = year, 124 = serial number)	
Cataloguer Name(s): full names of all	Date: format YYYY-MM-DD
Notes: any notes or questions you have that don't fit elsewhere	

Color (main): the most dominant color, chosen from a list			
Colors (secondary):	location:	Materials (Medium):	location:
any additional colors, chosen from a list	where that color is on the garment	raw materials chosen from a list	where that material is on the garment
Techniques:	location:		
any processes involved in making the garment, chosen from a list	where that technique is used on the garment		

Overall Silhouette: chosen from a list, where possible			
Component A: the worktype of each part; usually parts are listed in order a-f from top down, outside in		Overall Measurements (Extent): all in inches, as decimals to the nearest quarter inch	
Grain: chosen from a list : straight (lengthwise or crosswise) or bias		Size: if shown on a label	
Neckline: chosen from a list, where possible; can choose more than one term if applicable		Chest: straight around fullest part	
Torso: chosen from a list, where possible		Waist: straight around narrowest part	
Sleeves: chosen from a list, where possible		Hips: straight around fullest part	
Waist: height and shape; chosen from a list		Center Front Length: from neckline or waist to hem	
Skirt: chosen from a list, where possible		Center Back Length: from neckline or waist to hem	
Pants: chosen from a list, where possible		Hem Circumference: all around	
Hem: length (where it hits on the leg) and shape; chosen from a list		Armpit to Waist: at the side seam	
Lining: chosen from a list, where possible		Other Measurements - Type:	Value:
Closure type:	placement:	description of other measurements	in inches
chosen from a list	where on the garment	that are significant to this garment	

Component B:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Costume Core Cataloging Worksheet - Guide

Component C:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component D:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component E:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Costume Core Cataloging Worksheet - **Guide**

Title: descriptive phrase with about 3 important details, usually color, function, work type, and a notable detail	
Creator: full name of all known designers, makers, manufacturers, etc., chosen from a list where possible	Role: a phrase to distinguish the activity of different makers, chosen from a list where possible
Wearer: full name, include Vassar class year if applicable	Donor: full name, include Vassar class year if applicable
References: citations to similar objects in texts or online, either a full bibliographic citation (in MLA format) or a URL	
Period (Temporal Coverage): either a decade or a longer fashion style period, chosen from a list	
Earliest Date: the earliest it could have been made in the format YYYY or YYYY-MM or YYYY-MM-DD	Latest Date: the latest it could have been made in the format YYYY or YYYY-MM or YYYY-MM-DD
Region (Spatial Coverage) of creation: where it was originally made, if known; chosen from a list	
Region of use: where it was worn, if known; chosen from a list	
Culture of creation: the culture in which it was originally made, if known; chosen from a list	
Culture of use: the culture in which it was worn, if known; chosen from a list	
Gender: chosen from a list : female, male, or unisex	Age: chosen from a list
Function: chosen from a list	Socio-economic Class: chosen from a list
Classification: Costume	Work Type: chosen from a list
Provenance: information about the history of ownership of the object	
Family History: information about the history of the family of the wearer or donor, to provide context for the object's history	
Exhibition History: information about any exhibitions the object has been in , including title, location, and dates	
Private Information: any information that doesn't fit elsewhere, and isn't suited for public view (for example private stories or communication with the donor)	
Public Information: A brief narrative about the object, with any interesting / important information (numbers in parentheses can provide links to external references, which then are also listed in reference field)	
Best Mannequin: the size and year, or name, of the mannequin it fits on best for display	
Repository / Storage Location: where you put it away in storage, by shelf section, ex. C4 (or the name of the other collection it belongs to, institutional or private)	

Costume Core Cataloging Worksheet - **Guide**

Condition Report

Examiner's Name(s): full names of all
Examination Date: format YYYY-MM-DD
Object Accession #: format like VC1992124 (VC=repository, 1992 = year, 124 = serial number) - same as page 1
Object Title: descriptive phrase with about 3 important details, usually color, function, work type, and a notable detail – same as page 4

Selected Condition Issues: Check boxes for all that apply; see definitions of these on a separate list

- | | | | |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> tears | <input type="checkbox"/> detached parts | <input type="checkbox"/> wrinkle | <input type="checkbox"/> suspended marks |
| <input type="checkbox"/> holes | <input type="checkbox"/> missing parts | <input type="checkbox"/> fold | <input type="checkbox"/> surface dirt |
| <input type="checkbox"/> cuts | <input type="checkbox"/> substituted parts | <input type="checkbox"/> brittleness | <input type="checkbox"/> corrosion |
| <input type="checkbox"/> snags | <input type="checkbox"/> alteration | <input type="checkbox"/> fading | <input type="checkbox"/> mildew |
| <input type="checkbox"/> abrasion | <input type="checkbox"/> restyling | <input type="checkbox"/> yellowing | <input type="checkbox"/> pest damage |
| <input type="checkbox"/> fraying | <input type="checkbox"/> mended | <input type="checkbox"/> color bleeding | |
| <input type="checkbox"/> loose parts | | <input type="checkbox"/> stain | |

Condition Term: Choose one rating and check the box; see definitions of these on a separate list

- Excellent
 Very Good
 Good
 Fair
 Poor

Condition (description): Narrative description of the overall physical condition, characteristics, and completeness of a work, incorporating the details checked off above and describing where each issue is located on the garment.

Treatment Plan:	Treatment Completed:
A list of steps proposed to repair, conserve, stabilize, or display an object.	A list of procedures that have been completed to repair, conserve, stabilize, or display an object.

answer these questions based on the fragility and value of the garment	
could it be stored on a hanger?	Circle: yes or no
should it be in its own box?	Circle: yes or no
does it need further fiber analysis?	Circle: yes or no
Does it have a specific connection to Vassar?	Circle: yes or no
Recommended Subset:	Circle: Highlight / Study / Deaccession

Costume Core Cataloging Worksheet – Example 1

WorkID / Accession # (Identifier): VC2004023	
Cataloguer Name(s): Julia Fields	Date: Fall 2011
Notes:	

Color (main): white			
Colors (secondary):	location:	Materials (Medium):	location:
black	stripes	cotton	
grey		silk	
		metal	
		elastic	
Techniques:	location:		
machine sewing			
hand sewing			

Overall Silhouette: fit and flare			
Component A: bodice		Overall Measurements (Extent):	
Grain: straight		Size:	
Neckline: strapless, sweetheart		Chest: 32.75	
Torso: princess seams		Waist: 25.5	
Sleeves:		Hips:	
Waist: natural		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining: lined		Other Measurements - Type:	Value:
Closure type:	placement:		
hooks and eyes	center back		

Component B: skirt		Overall Measurements (Extent):	
Grain: straight		Size:	
Neckline:		Chest:	
Torso:		Waist: 27	
Sleeves:		Hips: 49	
Waist: natural		Center Front Length:	
Skirt: gored		Center Back Length:	
Pants:		Hem Circumference:	
Hem: mid-calf		Armpit to Waist:	
Lining: lined		Other Measurements - Type:	Value:
Closure type:	placement:		
metal zipper	side waist		

Costume Core Cataloging Worksheet – Example 1

Component C:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component D:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component E:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Costume Core Cataloging Worksheet – Example 1

Title: Black and White Striped Dress	
Creator: Schiap-Sport	Role:
Wearer: Elizabeth de la Rochefoucauld Allen (sister-in-law of donor)	Donor: Nancy Brandon Allen, Vassar Class of 1939
References: http://collections.vam.ac.uk/item/O144254/day-ensemble/ , http://www.metmuseum.org/collections/search-the-collections/80095658?img=2 , http://www.metmuseum.org/Collections/search-the-collections/80032964 , http://www.metmuseum.org/search-results?ft=schiap-sport&x=0&y=0 , http://www.metmuseum.org/toah/hd/elsa/hd_elsa.htm	
Period (Temporal Coverage): 1940s, 1950s	
Earliest Date: 1946	Latest Date: 1954
Region (Spatial Coverage) of creation: France	
Region of use: America	
Culture of creation: French	
Culture of use: American	
Gender: female	Age:
Function:	Socio-economic Class:
Classification:	Work Type: Dress
Provenance:	
Family History:	
Exhibition History:	
<p>Private Information: Allen donation 2.19_Box 4 - packing list quote from Terry Allen: '5. Givenchy hand painted silk stripes, strapless, full skirt; owned by Elizabeth De la Rochefoucauld Allen, Nancy's sister-in-law. Bought in Paris, at Givenchy. Date - 1945?'_Notes from Anna Weincrot, 1/6/04: 'LABEL: Givenchy'filename="1936 Givenchy stripped Jane M_1."_tag has been sewn over; can we look at it?_photos of labels taken 5/17__Formerly labeled 'Givenchy hand painted silk stripes, strapless, full skirt"</p> <p>in fact it is not Givenchy, but has a label for Schiap-sport</p>	
<p>Public Information: This piece came to us in two pieces, as a skirt and a top, but the finishing on the waists of both pieces indicates that it may once have been one dress. While the donor told us that it was a Givenchy piece, the label within reads "Schiap-Sport," indicating Elsa Schiaparelli's line. Research tells us that Hubert Givenchy did work for Schiaparelli for four years before beginning his own design house in Paris in 1952 (1), so both could be true.</p> <p>The dates are still uncertain. The label in its entirety reads "Schiap-Sport -21 Place Vendome Paris 46," indicating a date of 1946. While we have been unable to find a match for this dress in other collections to confirm its date, there are a few strapless (and sometimes striped) dresses to compare it with (2) (3), and the Schiap-Sport label seems to have been more popular in the late part of Elsa's career (1940s and 50s) (4).</p> <p>Elsa Schiaparelli was born in Rome, began her career in America, opened her first atelier in Paris, moved back to New York in 1941, and returned to Paris in 1945. She worked with surrealist artists Salvador Dali and Jean Cocteau, was associated with Man Ray and Gabrielle Picabia, the wife of Francis Picabia, and was known for blurring the line between dressmaking and art. Schiaparelli closed her doors in 1954, but not before creating a legacy that would go on to inspire designers like Geoffrey Beene, Charles James, and Yves Saint Laurent (5).</p>	
Best Mannequin:	
Repository / Storage Location: G7	

Costume Core Cataloging Worksheet – Example 1

Condition Report

Examiner's Name(s): <u>Julia Fields</u>
Examination Date: <u>Fall 2011</u>
Object Accession #: <u>VC2004023</u>
Object Title: <u>Black and White Striped Dress</u>

Selected Condition Issues:

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> tears | <input type="checkbox"/> detached parts | <input type="checkbox"/> wrinkle | <input type="checkbox"/> suspended marks |
| <input type="checkbox"/> holes | <input type="checkbox"/> missing parts | <input type="checkbox"/> fold | <input type="checkbox"/> surface dirt |
| <input type="checkbox"/> cuts | <input type="checkbox"/> substituted parts | <input type="checkbox"/> brittleness | <input type="checkbox"/> corrosion |
| <input type="checkbox"/> snags | <input type="checkbox"/> alteration | <input type="checkbox"/> fading | <input type="checkbox"/> mildew |
| <input type="checkbox"/> abrasion | <input checked="" type="checkbox"/> restyling | <input type="checkbox"/> yellowing | <input type="checkbox"/> pest damage |
| <input type="checkbox"/> fraying | <input type="checkbox"/> mended | <input type="checkbox"/> color bleeding | |
| <input type="checkbox"/> loose parts | | <input checked="" type="checkbox"/> stain | |

Condition Term:

- Excellent
 Very Good
 Good
 Fair
 Poor

Condition (description): <u>light stains under arms; lots of tears in lining of skirt</u>

Treatment Plan:	Treatment Completed:
<u>Find a petticoat to support the skirt</u>	<u>To support the fullness of the skirt for display, the mannequin was dressed in a flared petticoat with layers of stiff netting.</u>

could it be stored on a hanger?	Circle: <u>yes</u> or <u>no</u>
should it be in its own box?	Circle: <u>yes</u> or <u>no</u>
does it need further fiber analysis?	Circle: <u>yes</u> or <u>no</u>
Does it have a specific connection to Vassar?	Circle: <u>yes</u> or <u>no</u>
Recommended Subset:	Circle: <u>Highlight</u> / Study / Deaccession

Costume Core Cataloging Worksheet

WorkID / Accession # (Identifier):	
Cataloguer Name(s):	Date:
Notes:	

Color (main):			
Colors (secondary):	location:	Materials (Medium):	location:
Techniques:	location:		

Overall Work Type :		Overall Silhouette:	
Component A Work Type :		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component B Work Type :		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Costume Core Cataloging Worksheet

Component C Work Type:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component D Work Type:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component E Work Type:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Costume Core Cataloging Worksheet

Condition Report

Examiner's Name(s):
Examination Date:
Object Accession #:
Object Title:

Selected Condition Issues:

- | | | | |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> tears | <input type="checkbox"/> detached parts | <input type="checkbox"/> wrinkle | <input type="checkbox"/> suspended marks |
| <input type="checkbox"/> holes | <input type="checkbox"/> missing parts | <input type="checkbox"/> fold | <input type="checkbox"/> surface dirt |
| <input type="checkbox"/> cuts | <input type="checkbox"/> substituted parts | <input type="checkbox"/> brittleness | <input type="checkbox"/> corrosion |
| <input type="checkbox"/> snags | <input type="checkbox"/> alteration | <input type="checkbox"/> fading | <input type="checkbox"/> mildew |
| <input type="checkbox"/> abrasion | <input type="checkbox"/> restyling | <input type="checkbox"/> yellowing | <input type="checkbox"/> pest damage |
| <input type="checkbox"/> fraying | <input type="checkbox"/> mended | <input type="checkbox"/> color bleeding | |
| <input type="checkbox"/> loose parts | | <input type="checkbox"/> stain | |

Condition Term:

- Excellent
 Very Good
 Good
 Fair
 Poor

Condition (description):

Treatment Plan:	Treatment Completed:

could it be stored on a hanger?	Circle: yes or no
should it be in its own box?	Circle: yes or no
does it need further fiber analysis?	Circle: yes or no
Does it have a specific connection to Vassar?	Circle: yes or no
Recommended Subset:	Circle: Highlight / Study / Deaccession
Storage Location:	Best Mannequin:
Repository:	

VCOmekeCatalogingGuideAndExamples - May 2016

CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
ELEMENT SET	ELEMENT	GUIDE	EXAMPLE 1	EXAMPLE 2
Dublin Core	Identifier	<p>REQUIRED For a costume artifact, the ID number for the item: format like VC1992124 (VC=repository, 1992 = year, 124 = serial number). For a photograph of an object (or other such related item), the identifier will be the filename for the image, and the Source Identifier (in Item Type Metadata) will be the identifier of the original object that was photographed.</p>	VC2004023	IP2012001
Dublin Core	Title	<p>REQUIRED. Should be capitalized. For costume artifacts, this should be a descriptive phrase with about 3 important details, usually color, function, work type, or a notable detail. For images, documents, etc. the title should indicate that it is "Documentation of" or a "Back View of" a related artifact, etc.</p>	Black and White Striped Dress	Wedding Dress of Isabel Miller Board
Dublin Core	Description	<p>For costume artifacts, use the details from each component section of the cataloging worksheet to construct this description.</p> <p>Start with one sentence that sums up the colors, work type, silhouette and important features.</p> <p>Follow with a description of materials and notable techniques, separated by commas.</p> <p>The next sentences list each component with the part letter in parentheses, ex. bodice (a), with structural details separated by commas (in order: overall hem length, bodice, sleeves, skirt, closures, lining, other outstanding details). This is the place to describe where particular materials or rechniques are located on the garment.</p> <p>For images, documents, etc., provide a brief phrase that give a little more information than the title.</p>	<p>Black, white, and grey striped two piece dress in a fit and flare silhouette. Cotton sateen, black cotton, black felt, metal, and elastic; fitted cotton sateen bodice (a) is strapless, with a sweetheart neckline, princess seams, natural waistline, hook and eye closures at the center back, and cotton lining; matching flared cotton sateen skirt (b) is knee-length, with an elastic waistband, metal zipper at side, felt lining, stripes radiating from waist to hem.</p>	<p>Two piece dress of tan brocade with light blue accents and satin ribbon of light blue and brown; hourglass silhouette. Bodice (a) is boned; band collar closes at center back with metal hooks and eyes; leg o' mutton sleeves; four back princess seams, two side seams, fitted panels on each side with brown stain ribbon in v- shape on bodice front and back, center front gathered panels closing over separate fitted lining with metal hook and eye closures; bows at center front and center back waist, wrists, shoulders, and neck; natural straight waist; twisted edging of brocade and brown stain at waist; dress shields in both sleeves. Skirt (b) is gored with pleated back; floor-length; hook and eye closures at center back; bows of light blue and brown ribbons at front left.</p>
Dublin Core	Creator	<p>Full name of all known designers, makers, manufacturers, etc., chosen from a list where possible, such as ULAN. ENTER EACH NAME AS A SEPARATE INPUT.</p>	Schiap-Sport	Mme. E. Saunders
Dublin Core	Date	<p>If known, the year in which the item was created. Otherwise, a range of dates that it could possibly have been created, from the earliest to latest. If a more precise date is known, it should be in the format YYYY-MM or YYYY-MM-DD.</p>	1946-1954	1895

VCOmekaCatalogingGuideAndExamples - May 2016

CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
ELEMENT SET	ELEMENT	GUIDE	EXAMPLE 1	EXAMPLE 2
Dublin Core	Subject	<p>The subject matter of an object (sometimes referred to as its content) is the narrative, iconographic, or non-objective meaning conveyed by an abstract or a figurative composition. It is what is depicted in and by a work. It also includes the function of an object that otherwise has no narrative content.</p> <p>If known, include the period/decade, the designer/maker/wearer, the function, or any abstract concepts associated with the item. Subject terms should be chosen from the list of Library of Congress Subject Headings or from the Getty AAT.</p> <p>All costume artifacts should have the subject "Clothing and Dress."</p> <p>ENTER EACH SUBJECT AS A SEPARATE INPUT.</p>	Clothing and dress	Weddings
Dublin Core	Subject		Schiap-Sport	Clothing and dress
Dublin Core	Subject		1950s	1890s
Dublin Core	Relation	<p>Enter the identifier for any related items. For a related clothing object, enter the identifier in the format VC1992124. For other relations, such as exhibitions, the identifier may take a different form, such as the title. See the identifier element in the item itself to check.</p> <p>ENTER EACH RELATION AS A SEPARATE INPUT.</p>	[no text]	For Better and For Worse
Dublin Core	Extent	<p>List all measurements of the item, separated by commas. Measurements should be in inches, to the nearest .25 inch. Describe the part being measured in parentheses. For separate components, name the component with its suffix in parentheses, follow with a colon, and list each measurement. Separate components by a semi-colon.</p> <p>For costume artifacts, this is a duplicate of what is entered in Item Type Metadata: Dimensions All. It is easier to enter there first and copy here.</p>	Top (a): 25.5 inches (waist), 32.75 inches (bust); Skirt (b): 27 inches (waist), 49 inches (hips)	30.5 inches (chest); 24.5 inches (waist); 34 inches (hips)
Dublin Core	Medium	<p>All raw materials in the object. Should be chosen from a list, such as the Getty AAT, where possible. Do not include a description of where the material is located in the garment: that should be a part of the narrative description.</p> <p>ENTER EACH MATERIAL AS A SEPARATE INPUT.</p>	cotton	brocade
Dublin Core	Medium		silk	silk satin ribbon
Dublin Core	Medium		metal	
Dublin Core	Medium		elastic	
Dublin Core	Type	<p>All clothing items will have DCMI type "Physical Object." Other items may be "Still Image," "Document," "Moving Image," etc.</p> <p>Also enter the work type for the item, such as "shawl" or "skirt." This should be a term chosen from a list, such as the Getty AAT.</p> <p>ENTER EACH TERM AS A SEPARATE INPUT.</p>	Physical Object	Physical Object
Dublin Core	Type		Dress	Dress
Dublin Core	Spatial Coverage	<p>Where the item was originally made, if known; should be chosen from a list, such as the TGN.</p> <p>ENTER EACH REGION AS A SEPARATE INPUT.</p>	France	Hardinsburg, Kentucky, USA

VCOmekaCatalogingGuideAndExamples - May 2016

CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
ELEMENT SET	ELEMENT	GUIDE	EXAMPLE 1	EXAMPLE 2
Dublin Core	Temporal Coverage	Either a decade or a longer fashion style period, chosen from a list such as the Getty AAT. Do not include an apostrophe in a decade name; just add an "s," like "1950s." ENTER EACH PERIOD TERM AS A SEPARATE INPUT.	1940s	1890s
Dublin Core	Temporal Coverage		1950s	
Dublin Core	Rights	For items we've created, "© Vassar College Costume Collection. Images in this collection may be used for teaching, classroom presentation, and research purposes only. For reuse, reproduction and publication of these images, contact costumeshop@vassar.edu ." For items created by others, indicate the copyright holder if known. If the copyright holder has not expressly given us permission to publish this item, leave it marked "private."	[no text]	[no text]
Item Type Metadata	Source Identifier	For a costume artifact, copy the identifier (from Dublin Core - the ID number for the item): format like VC1992124 (VC=repository, 1992 = year, 124 = serial number). For a photograph of an object (or other such related item), the identifier will be the filename for the image, and the Source Identifier will be the identifier of the original object that was photographed. For a group of related items, such as photographs of an exhibit, the Source Identifier will be the identifier used for the related event.	VC2004023	IP2012001
Item Type Metadata	Cataloguer with Date	Full names of all catalogers, with the date in the format YYYY-MM-DD. When additions are made to the catalog record, additional names and dates should be added to this entry, separated by semicolons. Existing entries should not be deleted.	Arden Kirkland 2004-05-07	Jenna Doherty & Hilde Wulf, 2014-01-27
Item Type Metadata	Cataloguer with Date		Margaret Thompson & Madeleine Boesche 2/13/10	
Item Type Metadata	Cataloguer with Date		Julia Fields Fall 2011	
Item Type Metadata	Color Main	The most dominant color in the garment, chosen from the color list from the Quilt Index.	white	tan
Item Type Metadata	Color Secondary	Any additional colors in the garment, chosen from the color list from the Quilt Index. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	black	brown
Item Type Metadata	Color Secondary		grey	blue
Item Type Metadata	Technique	Terms used for any processes involved in making the garment, chosen from a list such as the Getty AAT. Do not include a description of where the technique is in evidence on the garment: that should be a part of the narrative description. ENTER MULTIPLE TECHNIQUES AS SEPARATE INPUTS.	machine sewing	machine sewing
Item Type Metadata	Technique		hand sewing	hand sewing
Item Type Metadata	A	The worktype of the component that is marked with this suffix. Should be a term chosen from a list, such as the Getty AAT.	bodice	bodice
Item Type Metadata	B	The worktype of the component that is marked with this suffix. Should be a term chosen from a list, such as the Getty AAT.	skirt	skirt
Item Type Metadata	C	The worktype of the component that is marked with this suffix. Should be a term chosen from a list, such as the Getty AAT.	[no text]	[no text]

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CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
ELEMENT SET	ELEMENT	GUIDE	EXAMPLE 1	EXAMPLE 2
Item Type Metadata	D	The worktype of the component that is marked with this suffix. Should be a term chosen from a list, such as the Getty AAT.	[no text]	[no text]
Item Type Metadata	E	The worktype of the component that is marked with this suffix. Should be a term chosen from a list, such as the Getty AAT.	[no text]	[no text]
Item Type Metadata	F	The worktype of the component that is marked with this suffix. Should be a term chosen from a list, such as the Getty AAT.	[no text]	[no text]
Item Type Metadata	Structure Silhouette	A term to describe the silhouette of the garment, chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	fit and flare	hourglass
Item Type Metadata	Structure Cut	A term for the grain of how the garment was cut, chosen from a list : straight (lengthwise or crosswise) or bias. Different parts of the garment may have a different grain, so ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	straight	straight
Item Type Metadata	Structure Neckline	A term to describe the neckline of the garment, chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	strapless	band collar
Item Type Metadata	Structure Neckline		sweetheart	
Item Type Metadata	Structure Torso	A term to describe the torso shaping of the garment, chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	princess seams	princess seams
Item Type Metadata	Structure Torso			center front gathered panel
Item Type Metadata	Structure Sleeves	A term to describe the length and shape of the sleeve ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	[no text]	leg-o-mutton
Item Type Metadata	Structure Waist	A term to describe the height and shape of the waist of the garment, chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	natural	straight
Item Type Metadata	Structure Waist			natural
Item Type Metadata	Structure Skirt	A term to describe the skirt of the garment, chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	gored	gored
Item Type Metadata	Structure Skirt			pleated
Item Type Metadata	Structure Pants	A term to describe the length and shape of pants, chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	[no text]	[no text]
Item Type Metadata	Structure Hem	A term to describe the length (where it hits on the leg) and shape of the hem of the garment; chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	mid-calf	floor-length
Item Type Metadata	Structure Lining	A term to describe the lining of the garment, chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	lined	partial lining
Item Type Metadata	Closure Type	A term to describe the closures used on the garment, chosen from a list such as the Getty AAT where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	hooks and eyes (center back of bodice)	hooks and eyes (back collar, center front of bodice, center back of skirt)
Item Type Metadata	Closure Type		zipper (side waist of skirt)	

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CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
ELEMENT SET	ELEMENT	GUIDE	EXAMPLE 1	EXAMPLE 2
Item Type Metadata	Closure Placement	Each placement of closures on the item, chosen from a list where possible. ENTER MULTIPLE TERMS AS SEPARATE INPUTS.	[no text]	[no text]
Item Type Metadata	Dimensions Size	The size of the object, if shown on a label or otherwise identified.		
Item Type Metadata	Dimensions Chest	The measurement straight around the fullest part of the chest, in inches, as decimals to the nearest quarter inch.	32.75	30.5
Item Type Metadata	Dimensions Waist	The measurement straight around the narrowest part of the waist, in inches, as decimals to the nearest quarter inch.	25.5	24.5
Item Type Metadata	Dimensions Hips	The measurement straight around the fullest part of the hips, in inches, as decimals to the nearest quarter inch.	49	34
Item Type Metadata	Dimensions CF Length	The measurement from neckline or waist to hem, in inches, as decimals to the nearest quarter inch.	[no text]	[no text]
Item Type Metadata	Dimensions CB Length	The measurement from neckline or waist to hem, in inches, as decimals to the nearest quarter inch.	[no text]	[no text]
Item Type Metadata	Hem Circumference	The measurement all around the hem, in inches, as decimals to the nearest quarter inch.		
Item Type Metadata	Underarm to Waist	The measurement from armpit to waist at the side seam, in inches, as decimals to the nearest quarter inch.		
Item Type Metadata	Dimensions Other	Any other measurements that are notable on this garment, in inches, as decimals to the nearest quarter inch. Describe what the measurement is of.	[no text]	[no text]
Item Type Metadata	Dimensions All	List all measurements of the object, separated by commas. Measurements should be in inches, to the nearest .25 inch. Describe the part being measured in parentheses. For separate components, name the component with its suffix in parentheses, follow with a colon, and list each measurement. Separate components by a semi-colon. For example: Top (a): 25.5 inches (waist), 32.75 inches (bust); Skirt (b): 27 inches (waist), 49 inches (hips) This should also be copied in Dublin Core: Extent. It is easier to enter here first and copy there.	Top (a): 25.5 inches (waist), 32.75 inches (bust); Skirt (b): 27 inches (waist), 49 inches (hips)	30.5 inches (chest); 24.5 inches (waist); 34 inches (hips)
Item Type Metadata	Label	Check all seams, etc. for labels from the designer, manufacturer, maker, etc.; copy the exact text, between quotes; follow with a phrase describing where the label is located on the garment. Put periods in between multiple label descriptions.	"Schiap-Sport -21 Place Vendome Paris '46"	"Made specially for Mme E. Saunders,/ Fashionable Dressmaking,/ Louisville, KY./ c-m/ 3" printed on left dress shield
Item Type Metadata	Creator Role	If known, the role of the creator, such as designer or dressmaker. Should be a term chosen from a list, such as the Getty AAT.	[no text]	dressmaker
Item Type Metadata	Wearer	Full name of the wearer (include Vassar class year if applicable). If possible, add a "Person" type item to describe this person, and this element should match the identifier for that item. ENTER MULTIPLE WEARERS AS SEPARATE INPUTS.	Elizabeth de la Rochefoucauld Allen (sister-in-law of donor)	Isabel Miller Board
Item Type Metadata	Donor	Full name, including Vassar class year if applicable, such as "Mary Lee Hartzell '53."	Nancy Brandon Allen (sister-in-law of wearer)	[no text]

VCOmekeCatalogingGuideAndExamples - May 2016

CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
ELEMENT SET	ELEMENT	GUIDE	EXAMPLE 1	EXAMPLE 2
Item Type Metadata	References	Citations to similar objects in texts or online, either a full bibliographic citation (in MLA format) or a URL. ENTER MULTIPLE CITATIONS AS SEPARATE INPUTS, and number them (like footnotes) if they are noted elsewhere in the Public Information.	1. http://collections.vam.ac.uk/item/O144254/day-ensemble/	[no text]
Item Type Metadata	References		2. http://www.metmuseum.org/Collections/search-the-collections/80032964	
Item Type Metadata	References		3. http://www.metmuseum.org/collections/search-the-collections/80095658?img=2	
Item Type Metadata	References		4. http://www.metmuseum.org/search-results?ft=schiap-sport&x=0&y=0	
Item Type Metadata	References		5. http://www.metmuseum.org/toah/hd/elsa/hd_elsa.htm	
Item Type Metadata	Date Earliest	The earliest the garment could have been made, in the format YYYY or YYYY-MM or YYYY-MM-DD.	1946	1895
Item Type Metadata	Date Latest	The latest the garment could have been made, in the format YYYY or YYYY-MM or YYYY-MM-DD.	1954	1895
Item Type Metadata	Culture	The name of the culture, people, or nationality from which the work originated or was used, chosen from a term list such as the Getty AAT. ENTER EACH CULTURE AS A SEPARATE INPUT.	French	American
Item Type Metadata	Gender	A term to indicate the gender for which the object was originally intended: "female," "male," or "unisex."	female	female
Item Type Metadata	Category	A term to indicate the function of the object, chosen from a list such as the Getty AAT where possible. If an item can fall under multiple categories, ENTER EACH CATEGORY AS A SEPARATE INPUT.	[no text]	[no text]
Item Type Metadata	Classification	The classification "Costume" should be applied for all costume items.	Costume	Costume
Item Type Metadata	Age of Wearer	A term to indicate the age for which the object was intended, chosen from a pre-defined list.		
Item Type Metadata	Socio-Economic Class	A term to indicate the socioeconomic class of the person(s) who wore the object, chosen from a pre-defined list. If this has multiple values to show that the object was passed up or down through the hierarchy, ENTER MULTIPLE TERMS AS SEPARATE INPUTS.		
Item Type Metadata	Exhibitions	A description including the title or name of each exhibition, its location, and other pertinent information. These may also be entered as tags, using an existing nickname for the exhibition.		For Better and For Worse, Spring 2013
Item Type Metadata	Private Information	Any information that doesn't fit elsewhere, and isn't suited for public view (for example private stories or communication with the donor).	Allen donation 2.19Box 4 - packing list quote from Terry Allen: '5. Givenchy hand painted silk stripes, strapless, full skirt; owned by Elizabeth De la Rochefoucauld Allen, Nancy's sister-in-law. Bought in Paris, at Givenchy. Date - 1945?' Notes from Anna Weincrot, 1/6/04: 'LABEL: Givenchy'filename="1936 Givenchy stripped Jane M_1."tag has been sewn over; can we look at it?photos of labels taken 5/17Formerly labeled 'Givenchy hand painted silk stripes, strapless, full skirt' in fact it is not Givenchy, but has a label for Schiap-sport	[no text]

VCOmekeCatalogingGuideAndExamples - May 2016

CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
ELEMENT SET	ELEMENT	GUIDE	EXAMPLE 1	EXAMPLE 2
Item Type Metadata	Public Information	A brief narrative about the object, with any interesting / important information (numbers in parentheses can provide links to external references, which then are also listed in reference field).	<p>This piece came to us in two pieces, as a skirt and a top, but the finishing on the waists of both pieces indicates that it may once have been one dress. While the donor told us that it was a Givenchy piece, the label within reads "Schiap-Sport," indicating Elsa Schiaparelli's line. Research tells us that Hubert Givenchy did work for Schiaparelli for four years before beginning his own design house in Paris in 1952 (1), so both could be true.</p> <p>The dates are still uncertain. The label in its entirety reads "Schiap-Sport -21 Place Vendome Paris 46," indicating a date of 1946. While we have been unable to find a match for this dress in other collections to confirm its date, there are a few strapless (and sometimes striped) dresses to compare it with (2) (3), and the Schiap-Sport label seems to have been more popular in the late part of Elsa's career (1940s and 50s) (4).</p> <p>Elsa Schiaparelli was born in Rome, began her career in America, opened her first atelier in Paris, moved back to New York in 1941, and returned to Paris in 1945. She worked with surrealist artists Salvador Dali and Jean Cocteau, was associated with Man Ray and Gabrielle Picabia, the wife of Francis Picabia, and was known for blurring the line between dressmaking and art. Schiaparelli closed her doors in 1954, but not before creating a legacy that would go on to inspire designers like Geoffrey Beene, Charles James, and Yves Saint Laurent (5).</p>	This dress was worn by Isabel Miller, grandmother of Isabel Plambeck (Vassar class of 1962) and Mary Agnes Norman (Vassar class of 1959) and mother of Isabel Board Foshee (Vassar class of 1931), for her wedding to Milton Board in Hardinsburg, Kentucky in 1895.
Item Type Metadata	Condition Term	A single term to indicate a rating of the overall condition of the object, chosen from a rating scheme.	good	very good
Item Type Metadata	Condition	Narrative description of the overall physical condition, characteristics, and completeness of a work, incorporating the details checked off on the worksheet and describing where each issue is located on the garment.	light stains under arms; lots of tears in lining of skirt	[no text]
Item Type Metadata	Treatment	A list of procedures that have been completed to repair, conserve, stabilize, or display an object, in a narrative paragraph.	To support the fullness of the skirt for display, the mannequin was dressed in a flared petticoat with layers of stiff netting.	A foam mannequin was carved to accommodate the lower, smaller waistline, then the mannequin was padded with batting to match the size of dress. A cotton knit cover was placed over the padding, and a full petticoat was dressed on the mannequin to help support the skirt.
Item Type Metadata	Mannequin	The size and year, or name, of the mannequin the garment fits on best for display. If more than one will fit, ENTER MULTIPLE MANNEQUINS AS SEPARATE INPUTS.	[no text]	Margo
Item Type Metadata	Storage Location	Where the garment has been put away in storage, by shelf section, ex. C4	G7	[no text]
Item Type Metadata	Repository	The name of the collection the garment belongs to, institutional or private. To protect the privacy of some private collectors, they may request that this read simply "Private Collection" with no specifics. Instead, the specifics can be entered under "private information."	Vassar College Costume Collection, Drama Department, 124 Raymond Avenue, Poughkeepsie, NY 12604	Collection of Isabel Plambeck, Vassar Class of 1962
Item Type Metadata	Completeness of Record	A phrase to describe the status of this record, chosen from a pre-defined list.	complete	complete
Item Type Metadata	CSV File	The filename of the CSV file used for uploading information in bulk.	[no text]	[no text]

VCOmekeCatalogingGuideAndExamples - May 2016

CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
ELEMENT SET	ELEMENT	GUIDE	EXAMPLE 1	EXAMPLE 2
Item Type Metadata	Original Format	If the item is an image of an object, state the DCMI type of the object, such as "Physical Object," "Still Image," "Document," etc.. Also state the work type of the object, such as painting, sculpture, paper, photo - choose such terms from a list such as the Getty AAT. ENTER EACH FORMAT TYPE AS A SEPARATE INPUT.	[no text]	[no text]
Item Type Metadata	ObjectVR Link	The URL of an HTML file for another version of an objectVR file.		
Item Type Metadata	View Type	For an image, a term to describe the type of view, chosen from a pre-defined list.		
Collection	Collection	All costume objects should be entered in the "Costumes and Textiles" collection. Other collections exist for other item types.	Costumes and Textiles	Costumes and Textiles
Tags	Tags	Tags should be chosen from an existing list like the Getty AAT when possible. They can include: the period of the item (if known) as a decade or other period term; the worktype, which often indicates the function of the garment, such as "Evening Dress"; any other important themes; other tags are idiosyncratic for groupings for exhibitions, classes, or students' projects.	1940s	For Better and For Worse
Tags	Tags		1950's	wedding
Tags	Tags		Advanced Draping	1890s
Tags	Tags		Empire11	sample
Tags	Tags		FrenchConnection11	
Tags	Tags		sample	
Item Type Metadata	Credit Line	If the donor is known, construct the phrase "Gift of" <donor name> ", VC Class of " <donor class year, if a VC alum>	Gift of Nancy Brandon Allen, VC Class of 1939	[no text]

Authority Lists for Cataloging Costume

- Getty Art and Architecture Thesaurus (AAT)
 - <http://www.getty.edu/research/tools/vocabularies/aat/>
 - for terms for techniques, materials, styles, etc.
- Europeana Fashion Thesaurus (EFT)
 - <http://cordis.europa.eu/docs/projects/cnect/7/297167/080/deliverables/002-EuropeanaFashionDeliverable23EuropeanaFashionThesaurusv1.pdf>
 - uses terms from the Getty AAT, but adds more terms for fashion items
- Getty Thesaurus of Geographic Names (TGN)
 - <http://www.getty.edu/research/tools/vocabularies/tgn/index.html>
 - for names of regions, cities, etc.
- Getty Union List of Artist Names (ULAN)
 - <http://www.getty.edu/research/tools/vocabularies/ulan/index.html>
 - for names of artists, designers, etc.
- Library of Congress Subject Headings
 - <http://id.loc.gov/authorities/subjects.html>
 - for subjects, themes, concepts, etc.
 - also can be checked for regions, cities, place names
 - also can be checked for styles, materials, techniques
- Library of Congress Name Authority File
 - <http://id.loc.gov/authorities/names.html>
 - for proper names of designers, manufacturers, etc.

Style Guide for Cataloging Costume

- Cataloging Cultural Objects
 - http://cco.vrafoundation.org/index.php/toolkit/cco_pdf_version/

Costume Core Controlled Vocabularies - 4th draft, May 2016

Label (field, property, attribute)	Main Color	Material	Technique	Overall Silhouette	Work Type
Definition	The dominant color of the entire object.			A term to describe the overall shape and structure of all pieces together.	
Source of Vocabulary	Quilt Index				AAT
CONTROLLED VOCABULARY TERMS					
	beige	acetate	applique	A-line	blouse
	black	acrylic	beading	bias-cut	bodice
	blue	angora	braiding	bustle	coat
	brown	basket weave	burn-out	chemise	dress
	burgundy	boning	crocheting	coat	jacket
	coral	brocade	drawloom	crinoline	shawl
	cream	camel	embossing	drop-waist	shirt
	fuchsia	cashmere	embroidery	empire	skirt
	gold	chiffon	flocking	fit and flare	suit
	gray	cotton	glazing	hourglass	sweater
	green	crepe	hand sewing	jumper	trousers
	lavender	crochet	hand weaving	mantua	underwear
	maroon	damask	knitting	pinafore	vest
	multi	dobby weave	lace making	Polonaise	(and many more)
	navy	double-weave	machine sewing	princess	
	orange	elastic	mercerizing	robe a l'Anglaise	
	pink	felt	needle work	robe a la Francaise / Watteau back	
	purple	fiber blend	needlepoint	round gown	
	red	georgette	painting	S-curve	
	rust	glass	piecing	sheath	
	tan	hemp	piping	shirtwaist	
	teal	jacquard	pleating	slip	
	turquoise	knit	polishing	tent / trapeze	
	white	lace	printing	toga	
	yellow	leather	quilting	tunic	
		linen	ruffling	wrap	
		looped pile	smocking		
		matelasse	weaving		
		metal			
		microfiber			
		mohair			
		moire			
		natural fiber			
		net			
		nylon			
		plain weave			
		plastic			
		polyester			
		ramie			
		rayon			

Costume Core Controlled Vocabularies - 4th draft, May 2016

Grain	Closure Placement	Closure Type	Neckline	Torso
A term to describe whether the length/height of the object is cut on the straight of grain (lengthwise or crosswise) or on the bias.	A term to describe the location of placement of closures on the garment.	A term to describe the type of closures used.	A term to describe the structural characteristics of the neckline.	A term to describe the structural characteristics of the torso.
straight	center front	buckle	ascot collar	1 dart
straight (lengthwise grain)	center back	buttons	band collar	2 darts
straight (crosswise grain)	double-breasted	hooks and eyes	bateau / boat	3 darts
bias	off-center front	metal eyelets	bertha collar	4 darts
	off-center back	none (pinned or sewn shut)	bow collar	5 darts
	side	snaps	Chelsea collar	6 darts
	neck	thread eyelets	convertible collar	7 or more darts
		ties	cowl	back yoke
		toggles	crew	back yoke with gathers
		velcro	funnel collar	boned
		zipper	gathered collar	bust darts
			halter	center front gathered panel
			henley	diagonal darts from waist
			hood	front yoke
			inset	front yoke with gathers
			jabot collar	gathered
			jewel	horizontal darts from armhole
			keyhole	no darts/seams
			layered	other darts
			Mandarin collar	other pleats
			Napoleon	other seams
			off the shoulder	princess seams
			peaked lapel collar	shoulder darts
			Peter Pan collar	shoulder pleats
			polo collar	side seams only
			portrait collar	topless
			Puritan collar	trapeze
			Queen Anne / high collar	tucks
			round	vertical darts from waist - back
			ruffled collar	vertical darts from waist - front
			sailor / middy collar	waist pleats
			scoop	wrap
			shawl collar	yoke

Costume Core Controlled Vocabularies - 4th draft, May 2016

Sleeve Type	Waist	Skirt	Hem	Lining	Socio-Economic Class
A term to describe the structural characteristics of the sleeves.	A term to describe the structural characteristics of the waist.	A term to describe the structural characteristics of the skirt.	A term to describe the structural characteristics of the hem.	A term to describe the structural characteristics of the lining.	A term to indicate the socioeconomic class of the person(s) who wore the object; may have multiple values to show that the object was passed up or down through the hierarchy.
2-piece tailored	angled to side	a-line	above knee	attached crinolines	low
batwing	asymmetrical	accordion pleated	ankle length	attached ruffles	middle
bell	bare midriff	balloon	asymmetrical	bodice fully lined	high
bishop	basque	box-pleated	floor length	bodice partially lined	
block/straight	bolero	bustle	flounced	boning	
camisole straps	curved	circular	hip length	pads	
cap	dropped	crinoline	knee length	pants fully lined	OR:
cowl	Empire / under bust	dirndl	maxi	pants partially lined	
criss-cross straps	high	flared	mid calf length	skirt fully lined	elite
dolman	hip-level	flounced	mid-thigh length	skirt partially lined	upper middle
elbow dart	natural	gathered	midi	waist tape	middle
elbow gathers	no waistline	gored	ruffled		lower middle
elbow length	pointed	handkerchief	train		working
extra long	straight	layered	varied		poor
fitted	wrap	no seam at center back			slave
hanging		peg-top			
Juliet		pegged/tapered			
kimono		peplum			
lantern		pleated			
layered		prairie			
leg of mutton		sarong			
long		seam at center back			
petal		straight			
puff		swagged			
racerback straps		tiered			
raglan		trumpet			
roll-up		yoked			
sections/panes					
shirt					
short					
spaghetti/camisole straps					
straight					
strapless					
tank					

Costume Core Controlled Vocabularies - 4th draft, May 2016

Label (field, property, attribute)	Main Color	Material	Technique	Overall Silhouette	Work Type
		rib knit			
		rib weave			
		ribbon			
		satin weave			
		sheared pile			
		shell			
		silk			
		spandex			
		synthetic fiber			
		taffeta			
		twill weave			
		velvet			
		wax			
		wood			
		wool			

Costume Core Crosswalk - Refined Copy of Core v0.2

Costume Core Crosswalk - v0.2 - drafted by Arden Kirkland - 2015							
Costume Core v0.2 Label	Mandatory? M=mandatory, R=recommended, O=optional	Definition	CDWA	CCO	CDWA Lite	VRA 4.0 XML	Dublin Core
Identifier	M	Any unique number or alphanumeric code assigned to a work by a repository.	21.3. Repository Numbers (core)		<cdwalite: workID>	<vra: location type="repository"><refid>	<dc:identifier>
Description	M	A narrative text or prose description and discussion of the work or group of works.	18.1. Descriptive Note Text	Description	<cdwalite: descriptiveNote>	<vra: description>	<dc:description>
Title	M	Titles, identifying phrases, or names given to a work. When a title must be constructed, it should include the work type of the object, and a brief description of the most significant characteristics of the object (which will vary depending on the work type). Ideally this should be less than 100 characters.	3.1. Title Text (core)	Title	<cdwalite:title>	<vra: title>	<dc:title>
Creator Name	R	The identity of any one individual or corporate body that played a role in the creation of a work of art or architecture, ideally a link to the PERSON/CORPORATE BODY AUTHORITY. For unknown artists, it is an expression indicating the culture, nationality, or stylistic association of the creator, also ideally linked to the PERSON/CORPORATE BODY AUTHORITY.			<cdwalite: nameCreator>	<name> subelement in <vra: agent>	
Date Display	R	A concise description of the date or range of dates associated with the creation, design, production, presentation, performance, construction, or alteration of the work or its components, presented in a syntax suitable for display to the end-user and including any necessary indications of uncertainty, ambiguity, and nuance.	4.2. Creation Date (core)	Display Date	<cdwalite:display CreationDate>	<vra: dateSet> <display>	<dc:date>
Materials Display	R	The substance(s) of which a work or an image is composed, presented in a syntax suitable for display to the end-user and including any necessary indications of uncertainty, ambiguity, and nuance.	7.1. Materials/Techniques Description (core)	Material / Technique Display	<cdwalite:display MaterialsTech>	<display> subelement of <vra: materialSet>	<dc:medium> or <dc:format>
Technique Display	R	All production or manufacturing processes, techniques, or methods incorporated in the fabrication or alteration of the work, separated by commas.	7.5. Materials/Techniques Name	Technique	<cdwalite: termMaterials Tech>	<vra: technique>	
Measurements Display	R	Information about the dimensions, size, or scale of the object, presented in a syntax suitable for display to the end-user and including any necessary indications of uncertainty, ambiguity, and nuance.	6.1. Dimensions Description (core)	Measurements Display	<cdwalite:display Measurements>	<vra: measurementSet><display>	<dc:extent>
Inscriptions Display	R	All marks or written words added to the object at the time of production or in its subsequent history, including signatures, dates, dedications, texts, and colophons, as well as marks, such as the stamps of silversmiths, publishers, or printers.	8.1. Inscription Transcription or Description	Inscriptions	<cdwalite: inscriptions>	<vra: inscriptionSet><display>	<dc:description>
Donor	R	The person, group, or institution who donated the object.	23.5 Owner/Agent			<vra: agent><role>(role=donor)	

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Provenance	R	A statement of any changes in ownership and custody of the resource since its creation that are significant for its authenticity, integrity, and interpretation. The statement may include a description of any changes successive custodians made to the resource.	23.1. Provenance Description				<dc:provenance>
Type	R	The nature or genre of the resource. Recommended best practice is to use a controlled vocabulary such as the DCMI Type Vocabulary [DCMITYPE]. To describe the file format, physical medium, or dimensions of the resource, use the Format element.	1.2. Object/Work Type(core)	Work Type		<vra:worktype>	<dc:type>
Work Type	R	The kind of object or work described.			<cdwalite:objectWorkType>	<vra:worktype>	<dc:type>
Location Repository	R	The name of the repository that currently houses the work and the geographic place where the work is located, including the location of the repository, the site of a building other large work, or the place where performance took place. If the work is lost, stolen, or destroyed, this subcategory identifies the last known repository or geographic location and states that the work has been lost, stolen, or destroyed, or that its current repository is unknown.	21.2. Current Repository/Geographic Location (core)	Current Location	<cdwalite:locationName> type = currentRepository	<name> subelement in <vra:location> with type="repository"	
Record Type	R	A choice of one of three elements, WORK, COLLECTION, or IMAGE, defines a VRA 4.0 record as describing a WORK (a built or created object), a COLLECTION (an aggregate of such objects), or an IMAGE (a visual surrogate of such objects.)	1.1. Catalog Level (core)		<cdwalite:recordType>	<vra:work>	
Cataloger Name	R	Full name of each cataloger, entered each time a change to the catalog entry is made.	25.2. Cataloger Name				
Cataloger Date	R	Date of creation or modification of the record, in the format yyyy-mm-dd.	25.5. Cataloging Date		<cdwalite:recordMetadataDate>		
Creator Display	O	The name, brief biographical information, and roles (if necessary) of the named or anonymous individuals or corporate bodies responsible for the design, production, manufacture, or alteration of the work, presented in a syntax suitable for display to the end-user and including any necessary indications of uncertainty, ambiguity, and nuance. If there is no known creator, make a reference to the presumed culture or nationality of the unknown creator.	4.1. Creator Description(core)	Creator Display	<cdwalite:displayCreator>	<display> subelement in <vra:agentSet>	<dc:creator>
Creator Role	O	The role or activity performed by a creator or maker in the conception, design, or production of a work.	4.1.4. Creator Role(core)	Creator Role	<cdwalite:roleCreator>	<role> subelement in <vra:agent>	
Style Period	O	A defined style, historical period, group, school, dynasty, movement, etc. whose characteristics are represented in the Work or Image. Cultural and regional terms may be combined with style and period terms for display purposes.	5.2. Styles/Periods Indexing Terms	Style	<cdwalite:style>	<vra:stylePeriod>	<dc:temporal> or <dc:subject>

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Location Creation	O	The location where the creation, design, or production of the work or its components took place, or the original location of the work.	4.3. Creation Place/ Original Location	Creation Location	<cdwalite: locationName> type = creationLocation	<name> subelement in <vra:location> with type="creation"	<dc:spatial>
Location Use	O	A location where the object was used.	23.6 Ownership Place			<name> subelement in <vra:location> with type="use"	<dc:spatial>
Storage Location	O	The particular location of the work in a repository, as indicated by a shelf or gallery number.	21.4 Gallery/Shelf Location			<refid> subelement of <location> with attribute <type> = "shelflist"	
Culture Creation	O	The name of the culture, people, or nationality from which the work originated.	4.4. Object/Work Culture	Culture		<vra: culturalContextSet> <notes> = creation	<dc:subject>
Culture Use	O	The name of the culture, people, or nationality in which the work was used.				<vra: culturalContextSet> <notes> = use	<dc:subject>
Worn By	O	Each person who is known to have worn the object.				<vra: agent><role>(role= wornBy)	
Family History	O	A statement of any family history that provides context for understanding the history of the object.					
Exhibition History	O	A description including the title or name of each exhibition, its location, and other pertinent information.	24.1. Exhibition/Loan Description				
References	O	Citations to sources of textual information related to the work of art or architecture being described, including published bibliographic materials, Web sites, archival documents, unpublished manuscripts, and references to verbal opinions expressed by scholars or subject experts.	27.1. Citations	Sources	<cdwalite: recordSource>	<vra: textref><name>	
Relation	O	Terms or phrases describing the identity of the related work and the relationship between the work being cataloged and the related work or image.			<cdwalite: labelRelatedWork>	<vra: relation>	<dc:relation>
Subject	O	The subject matter of an object (sometimes referred to as its content) is the narrative, iconographic, or non-objective meaning conveyed by an abstract or a figurative composition. It is what is depicted in and by a work. It also includes the function of an object that otherwise has no narrative content.	16.2. Subject Indexing Terms (core)	Subject	<cdwalite: subjectTerm>	<vra: subject><term>	<dc:subject>
Classification	O	The term from a classification scheme that has been assigned to a work.	2.1. Classification Term(core)	Class	<cdwalite: classification>	<vra: worktype>	

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Earliest Date	O	The earliest possible date when the object was created. For works that were created over a span of time, this is the year when the work was designed or when execution was begun. For uncertain or approximate dates, this is the earliest possible year when the work could have been begun or designed.	4.2.1. Earliest Date(core)	Earliest Date	<cdwalite: earliestDate>	<vra: dateSet> <date type="creation"> <earliestDate>	
Latest Date	O	The latest possible date when the object was created. For works that were created over a span of time, this is the year when the work was completed or when the structure was dedicated. For uncertain or approximate dates, this is the latest possible year when the work could have been completed.	4.2.2. Latest Date (core)	Latest Date	<cdwalite: latestDate>	<vra: dateSet> <date type="creation"> <latestDate>	
Socio-Economic Class	O	A term to indicate the socioeconomic class of the person(s) who wore the object; may have multiple values to show that the object was passed up or down through the hierarchy.					
Gender	O	A term to indicate the gender for which the object was originally intended.					
Age	O	A term to indicate the age for which the object was intended.					
Function	O	A term to indicate the function for which the object was intended.					
Cost Display	O	All indications of cost of the object, at any point in its lifecycle, including year, units, and any other factors influencing the cost.					
Cost	O	Each indication of cost of the object, at any point in its lifecycle.					
Cost Year	O	The year associated with the cost.					
Cost Units	O	The units of the cost.					
Cost Factors	O	A description of any factors influencing the cost.					
Condition Term	O	A single term to indicate a rating of the overall condition of the object.					
Condition Description	O	Prose description of the overall physical condition, characteristics, and completeness of a work.	14.1. Condition/ Examination Description	Condition/ Examination History			
Treatment	O	Prose description of procedures that have been performed upon an object to repair, conserve, or stabilize it.	15.1. Conservation / Treatment Description	Conservation/ Treatment History			
Public Information	O	Information about the object that is not covered elsewhere and is relevant to the public.					
Private Information	O	Information about the object that is not covered elsewhere, but is not appropriate to share with the public.					
Main Color	O	The dominant color of the entire object.	7.6. Material Color				
Secondary Color	O	A color of the object in addition to the dominant color.					
Secondary Color Location	O	The part of the garment where the secondary color is found.					

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Components	O	The number of parts that constitute the object.	1.4.1 Components Quantity				
Component	O	A term to identify each individual part of the work.	1.4.2 Components Type				
Structure Neckline	O	A term to describe the structural characteristics of the neckline of the object.					
Structure Torso	O	A term to describe the structural characteristics of the torso of the object.					
Structure Sleeves	O	A term to describe the structural characteristics of the sleeves of the object.					
Structure Waist	O	A term to describe the structural characteristics of the waist of the object.					
Structure Skirt	O	A term to describe the structural characteristics of the skirt of the object.					
Structure Pants	O	A term to describe the structural characteristics of the pants of the object.					
Structure Hem	O	A term to describe the structural characteristics of the hem of the object.					
Structure Lining	O	A term to describe the structural characteristics of the lining of the object.					
Closure Type	O	A term to describe the type of closures used on the object.					
Closure Placement	O	A term to describe the location of closures on the object.					
Measurements Size	O	Size of the object, usually as indicated on a label.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	
Measurements Chest	O	Value of the chest circumference of the object, as a number rounded to the nearest quarter of an inch.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	
Measurements Waist	O	Value of the waist circumference of the object, as a number rounded to the nearest quarter of an inch.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	
Measurements Hips	O	Value of the hip circumference of the object, as a number rounded to the nearest quarter of an inch.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	
Measurements Center Front Length	O	Value of the center front length of the object, from neckline to hem, as a number rounded to the nearest quarter of an inch.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	
Measurements Center Back Length	O	Value of the center back length of the object, from neckline to hem, as a number rounded to the nearest quarter of an inch.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	
Measurements Hem Circumference	O	Value of the hem circumference of the object, as a number rounded to the nearest quarter of an inch.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	
Measurements Armpit To Waist	O	Value of the armpit to waist length of the object, as a number rounded to the nearest quarter of an inch.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	
Measurements Other	O	Value of an additional notable measurement of the object, as a number rounded to the nearest quarter of an inch.	6.1. Dimensions Description (core)	3.2.1 Rules for Measurements	<cdwalite:measurementsSet>	<vra:measurements>	

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Inscription Text	O	The exact text of the inscription/label.				<text> subelement of <vra: inscription>	
Inscription Location	O	A short phrase to describe the placement of the inscription/label in the object.	8.4. Inscription Location			<position> subelement of <vra: inscription>	
Technique	O	Each production or manufacturing process, technique, or method incorporated in the fabrication or alteration of the work.	7.5. Materials/Techniques Name	Technique	<cdwalite: termMaterials Tech>	<vra: technique>	
Structure Sleeve Length		A term to describe the length of the sleeves of the object.					
Structure Waist Shape		A term to describe the shape of the waist of the object.					
Structure Cut		A term to describe whether the length/height of the object is cut on the straight of grain (lengthwise or crosswise) or on the bias.					
Material Name	O	The substance of which the object is composed.	7.5. Materials/Techniques Name	Material	<cdwalite: termMaterials Tech>	<vra: material>	
Material Location	O	The specific part of the object composed of the listed material.	7.3. Materials/Techniques Extent	Extent	<cdwalite: extentMaterials Tech>	<extent> attribute of <vra: material>	
ID Number Type	O	The type of number or other unique identifier assigned to a work by the current or last known repository.	21.3.1. Number Type		<cdwalite: workID> type	<vra: location type="repository"><refid type=> in <vra: work> or<vra: collection>	
Cataloger Notes	O	Any notes that help to summarize what changes to the catalog record are being made.	25.6. Remarks				
Record ID	O	A unique record identification number or code in the contributors (local) system.			<cdwalite.recordID>	<vra: work>refid	
Record Info ID	O	A unique number or code for the metadata record, usually assigned by the system.			<cdwalite.recordInfoID>	<id> attribute of <work>	
Record Language	O	The language of the majority of the record.				< xml:lang > attribute of <vra: work>	
Record Source	O	A citation, in MLA format, referring to the local, print, or electronic source from which information is derived to create the record.			<cdwalite.recordSource>	<source> attribute of <vra: work>	