

## 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</p> <p>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.</p> <p>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 techniques 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.</p> <p>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

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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

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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 <a href="mailto:costumeshop@vassar.edu">costumeshop@vassar.edu</a> ." 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]

## VCOmekeCatalogingGuideAndExamples - May 2016

CATALOGING GUIDELINES AND EXAMPLES - VCCC - drafted and revised by Arden Kirkland - 2016				
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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				
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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]

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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. <a href="http://collections.vam.ac.uk/item/O144254/day-ensemble/">http://collections.vam.ac.uk/item/O144254/day-ensemble/</a>	[no text]
Item Type Metadata	References		2. <a href="http://www.metmuseum.org/Collections/search-the-collections/80032964">http://www.metmuseum.org/Collections/search-the-collections/80032964</a>	
Item Type Metadata	References		3. <a href="http://www.metmuseum.org/collections/search-the-collections/80095658?img=2">http://www.metmuseum.org/collections/search-the-collections/80095658?img=2</a>	
Item Type Metadata	References		4. <a href="http://www.metmuseum.org/search-results?ft=schiap-sport&amp;x=0&amp;y=0">http://www.metmuseum.org/search-results?ft=schiap-sport&amp;x=0&amp;y=0</a>	
Item Type Metadata	References		5. <a href="http://www.metmuseum.org/toah/hd/elsa/hd_elsa.htm">http://www.metmuseum.org/toah/hd/elsa/hd_elsa.htm</a>	
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]

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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]

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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]