

MFA  *The Museum of Fine Arts, Houston*

TMS Bibliographic Module: Standards and Resources

The Museum System (TMS) 2010

Last updated by Maria Sharon
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I. Citation Standards for Material Formats

1. Book Format

****Check to see if the reference entry already exists before entering a new one****

In the Bibliography Assistant window:

1.1 Format

Select Book

1.2 Reference Number

Type in the call number of the book:

Space between the first letter(s) and number(s)

Space between first set of numbers and decimal point

No space within the alpha-numeric group following the decimal point

Space between alpha-numeric group and date (if date exists)

Examples:

N 5 .M326

ND 210 .E97 2004

Some call numbers have 2 sets of alpha-numeric groups

Space between the sets of alpha-numeric groups

The decimal point only precedes the first alpha-numeric group

Example:

N 6923 .B43 A4 2011

1.3 Heading

Leave this field blank. Not used in end citation.

1.4 Title/Title proper

Type the entire title in the “Title/Title proper” field. DO NOT use the “Sub-Title” field. This allows for all References to be located with a single search, rather than conducting a search in two fields.

Colons

This will require a colon in between the title and sub-title of the publication. In colon spacing there is NO space before the colon and only ONE space after the colon.

English Book Titles

Book titles and sub-titles are capitalized headline-style. In headline-style, the first and last words of title and sub-title and all other major words are capitalized.

Examples:

A Permanent Legacy: 150 Works from the Collection of the Museum of Fine Arts, Houston
Rienzi: European Decorative Arts and Paintings

Non-English Titles

Sentence-style capitalization is strongly recommended for non-English titles. Capitalize the first word of a title or sub-title and any word that would be capitalized in the original language (e.g., Wahrheit, Sowjetunion, and Inquisición). Writers or editors unfamiliar with the usage of the language concerned, however, should not attempt to alter capitalization without expert help.

Examples:

L'iconografia della Madonna col bambino: Nella pittura italiana del dugento
Nexo: Un ensayo forográfico

Select okay to exit this window after the proper fields are filled out

Blank Fields after new reference has been made:

1.5 Heading

Leave this field blank. Not used in end citation.

1.6 Journal

Not applicable for books. Leave this field blank.

1.7 Series, Volume, Edition

These fields are not applicable to all books. If they are, ONLY type in the number NOT an abbreviation before or after the number.

Example:

If the book is the 5th edition

In the “Edition” field only type: 5

NOT ed. 5

NOT 5th edition, etc.

1.8 Place Published

Type how it would look in a citation. “City: Publisher” (Refer to *Chicago Manual of Style*)
In colon spacing there is NO space before the colon and only ONE space after the colon.

Examples:

New York: Penguin

Chicago: University of Chicago Press

If the city is not well known in the United States type in the state two letter abbreviation and if the city is not well known internationally type out the country’s name.

Examples:

Kearney, NE: Morris Publishing

Leuven, Belgium: Peeters Publishers

1.9 Year Published and Date

ONLY type in the year NOT an abbreviation before or after the year of publication.
These years can be different for both fields. Use the latest copyright date. Relevant citation information will be listed in the “Date” field.

Example:

The date of the publication is 2002.

In the “Date” and “Year Published” field only type: 2002

NOT year 2002

NOT yr. 2002, etc.

1.10 # of Pages

Leave this field blank. Not used in end citation.

1.11 Copyright

Leave this field blank. Not used in end citation.

1.12 Language

Do not select a language. Not used in end citation.

1.13 Bibliography-Related Constituents

In the constituent search field find all of the authors, editors, translators, and compilers, etc. related to the end citation. (Refer to *Chicago Manual of Style* for this.)

1.14 Alternate Numbers

Alternate Number: Specific call number (Same rules as “Reference Number”)

Examples: N 576 .H7 A63 1989

ND 450 .M87 2000

Description: “MFAH Library Call Number” (without quotation marks)

Remarks: Web link to the Library Catalog

Begin Date: Date the information is entered

The Notes Tab:

Utilize this tab for the “Citation” field ONLY.

1.15 Citation:

Manually enter in the full citation using *Chicago Manual of Style* standards. At the end of the citation place the “Alternate Number” field information in brackets. Type the information into an empty Microsoft Word document, highlight the text, and change the font to _____ and the font size to __. Then copy and paste the citation into the citation field in the notes tab. (Need to determine the font standard.)

Examples:

The Museum of Fine Arts, Houston. *A Permanent Legacy: 150 Works from the Collection of the Museum of Fine Arts, Houston*. Edited by Celeste Marie Adams. New York: Hudson Hills Press, 1989. [N 576 .H7 A63 1989]

Howe, Katherine S., Edgar Peters Bowron, Christine Gervais, Cindi Strauss, Stephen Fox, Suzanne Turner, and Marjorie E. Wieseman. *Rienzi: European Decorative Arts and Paintings*. Houston: Scala Publishers in association with The Museum of Fine Arts, Houston, 2008. [N 576 .H7 R53 2008]

The Museum of Fine Arts, Houston. *The Collection of John A. and Audrey Jones Beck*.
Compiled by Audrey Jones Beck. Houston: The Museum of Fine Arts, Houston, 1998. [ND
192 .I4 H68 1998]

The Citations Tab:

Link the appropriate MFAH object in the “Referenced objects” field by clicking the “Add” button. Once the MFAH object is linked to the bibliography in the right there should be a field that pops up with the object’s information. Below the object information are blank fields for the bibliography module.

1.16 Catalogue Number and Figure Number

In these fields, ONLY type in the number as it is shown in the book. DO NOT type anything else into the field. Not all fields will be applicable. If not, leave the field(s) blank.

Example:

If the catalogue number is 43

Type: 43 NOT Cat. No. 43 NOT No. 43, etc.

If the figure number is 21

Type: 21 NOT Figure 21 NOT Fig. 21, etc.

1.17 Page Number

In this field, type ONLY the full page number(s) of relevant information and include the page number(s) for the illustration if applicable.

DO NOT use en dashes

Example:

If the page number is 25-27

Type: 25-27 NOT 25-7 NOT pp. 25-27 NOT pgs. 25-27, etc.

1.18 Other References

If the object has neither a catalogue or figure number and is listed as something else, such as plate or entry number, then list these under “Other References” spelling out the illustrative forms. DO NOT capitalize characters in this field.

Examples:

The Museum of Fine Arts, Houston: A Guide to the Collection uses both plates and entry numbers.

Pompeo Batoni’s *Portrait of a Man* is both plate number 21 and entry number 132

In “Other References” type: plate 21 and entry 132

Albrecht Dürer's *St. Eustace* is entry number 61
In "Other References" type: entry 61

1.19 Illustrated Checkbox

Depending whether or not the art work is illustrated determines if you click the box to indicate that it is illustrated with a check mark.

1.20 Remarks

Always type the title of the work as it is published in the book. Follow TMS Style Guide for punctuation and capitalization of object titles (Page 28):

Punctuation and Capitalization of Object Titles

English Titles

Use title capitalization, also known as headline style, which means that the first and last words and **all** nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.) are capitalized. Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of length, are lowercased **unless** they are the first or last word of the title or subtitle. This rule applies for given titles and object names used as titles ("functional titles").

Example: *Ceremonial Feast Bowl* **NOT** *Ceremonial feast bowl*

Non-English Titles

When titles do not appear in English they do not need to follow English language conventions (headline style) for capitalization. French and Spanish follow some form of sentence style capitalization.

Examples: *Une galerie au Gymnase*
Lima de los dientes

Hyphenated or Compound Words

Capitalize both words in hyphenated or compound words:
Fan-Shaped Dish **NOT** *Fan-shaped Dish*
Tilt-Top Table **NOT** *Tilt-top Table*

In the “Remarks” field type: “Published title:” Then type the title that is used in the publication while following the standards above.

In colon spacing there is NO space before the colon and only ONE space after the colon.

Examples:

TMS Object title: *Portrait of Plautilla, Empress from 202 to 205*

Title shown in publication: *Portrait Head of a Young Woman*

In the “Remarks” field type: Published title: Portrait Head of a Young Woman

TMS Object title: *Fishing Boats*

Title shown in publication: *Fishing Boats*

In the “Remarks” field type: Published title: Fishing Boats

Even if it is the same title as what is already listed in TMS, we still want a record of what it is named in each publication in case the TMS object name is ever changed.

2. Article Format

****Check to see if the reference entry already exists before entering a new one****

In the Bibliography Assistant window:

2.1 Format

Select Article

2.2 Reference Number

Type in the call number of the periodical:

Space between the first letter(s) and number(s)

Space between first set of numbers and decimal point

No space within the alpha-numeric group following the decimal point

Space between alpha-numeric group and date (if date exists)

Examples:

N 610 .A725

N 81 .C45

Some call numbers have 2 sets of alpha-numeric groups

Space between the sets of alpha-numeric groups

The decimal point only precedes the first alpha-numeric group

Example:

N 582 .M25 A25

If there is no call number for the periodical then type in the periodical title into the “Ref. Number” field.

Examples:

Master Drawings

Art India

2.3 Heading

Leave this field blank. Not used in end citation.

2.4 Title/Title proper

Type the entire **article** title in the “Title/Title proper” field. DO NOT use the “Sub-Title” field. This allows for all References to be located with a single search, rather than conducting a search in two fields.

NOTE: DO NOT put quotation marks in this field surrounding the title of the article.

Colons

This will require a colon in between the title and sub-title of the publication. In colon spacing there is NO space before the colon and only ONE space after the colon.

English Article Titles

Article titles and sub-titles are capitalized headline-style. In headline-style, the first and last words of title and sub-title and all other major words are capitalized.

Examples:

“John Trumbull’s Nude Venus: Life Drawing and Its Intentions”

“A Few Old Master Drawings in the Palazzo Madama, Turin”

Non-English Titles

Sentence-style capitalization is strongly recommended for non-English titles. Capitalize the first word of a title or sub-title and any word that would be capitalized in the original language (e.g., Wahrheit, Sowjetunion, and Inquisición). Writers or editors unfamiliar with the usage of the language concerned, however, should not attempt to alter capitalization without expert help.

Examples:

“Étienne Hamon, une capitale flamboyante: La création monumentale á Paris autour de 1500”

“Hanglage mit seeblick”

Select okay to exit this window after the proper fields are filled out

Blank Fields after new reference has been made:

2.5 Heading

Leave this field blank. Not used in end citation.

2.6 Journal

Type the name of the periodical

Examples:

Canvas

American Photo

2.7 Series, Volume, Edition

Important things to remember for articles:

- A. For periodicals, when entering anything other than series or volume number you must follow how it would be cited in the *Chicago Manual of Style* (refer back to 14.180 in the 16th edition: http://www.chicagomanualofstyle.org/16/ch14/ch14_sec180.html).
- B. "Issue" will always be referred to as no.
- C. If the volume or issue number is in Roman numerals use Arabic numerals instead.
- D. If there is a quarter after the volume and issue numbers do not include it (the volume and issue number should suffice).

Citation Examples and TMS Bibliographic Module Examples:

Banta, Andaleeb B. "A Parmigianino Drawing Rediscovered." *Master Drawings* 50, no. 1 (2012): 49-58.

What to enter under "Volume" in TMS:
50, no. 1

Talwar, Deepak. "The Great Indian Art Bazaar." *ArtAsiaPacific* no. 83 (May/June 2013): 63.

What to enter under "Volume" in TMS:
no. 83

Crager, Jack. "Ends of the Earth." *American Photo* (July/August 2013): 18.

What to enter under "Volume" in TMS:
N/A (Leave blank)

2.8 Place Published

Not applicable for articles. Leave this field blank.

2.9 Year Published

In this field, type the year that the article was published.
ONLY type in the number NOT an abbreviation before or after the number.

Example:

The year the article was published is 1998.

In the “Year Published” field only type: 1998

NOT year 1998

NOT yr. 1998, etc.

2.10 # of Pages

Leave this field blank. Not used in end citation.

2.11 Date

This is where citation specific information should be placed.

ONLY type in the number(s) NOT an abbreviation before or after the number.

DO NOT use en dashes

Citation Examples and TMS Bibliographic Module Examples:

Banta, Andaleeb B. “A Parmigianino Drawing Rediscovered.” *Master Drawings* 50, no. 1 (2012): 49-58.

What to enter under “Date” in TMS:

2012

Duro, Paul. “Observations on the Burkean Sublime.” *Word and Image* 29, no. 1 (January-March 2013): 40-58

What to enter under “Date” in TMS:

January-March 2013

Talwar, Deepak. “The Great Indian Art Bazaar.” *ArtAsiaPacific* no. 83 (May/June 2013): 63.

What to enter under “Date” in TMS:

May/June 2013

Lobel, Michael. “The Image Between Media.” *American Art* 27, no. 2 (Summer 2013): 21-25.

What to enter under “Date” in TMS:

Summer 2013

2.12 Copyright

Leave this field blank. Not used in end citation.

2.13 Language

Do not select a language. Not used in end citation.

2.14 Bibliography-Related Constituents

In the constituent search field find all of the authors, editors, translators, and compilers, etc. (related to the end citation refer to *Chicago Manual of Style* for this.)

2.15 Alternate Numbers

Alternate Number: Type in "Periodical" if a call number does not exist. If a call number exists for that specific periodical use the same rules as "Reference Number."

Examples: *Metropolitan Museum Journal's* call number is N 610 .A725

In the "Alternate Number" field only type: N 610 .A725

Print Quarterly has no specific call number assigned to it.

In the "Alternate Number" field only type: Periodical

Description: "MFAH Library Call Number"

Remarks: Web link to the Library Catalog

Begin Date: Date the information is entered

The Notes Tab:

Utilize this tab for the "Citation" field ONLY.

2.16 Citation:

Manually enter in the full citation using *Chicago Manual of Style* standards. At the end of the citation place the "Alternate Number" field information in brackets. Type the information into an empty Microsoft Word document, highlight the text, and change the font to _____ and the font size to ___. Then copy and paste the citation into the citation field in the notes tab. (Need to determine the font standard.)

Examples:

Nodelman, Sheldon. "A Portrait of the Empress Plautilla." *The J. Paul Getty Museum Journal* 10 (1982): 105-120. [N 582 .M25 A25]

Green, Alison de Lima. "Voyages to the East." *Canvas* 8, no. 1 (January/February 2012): 114-115. [Periodical]

The Citations Tab:

Link the appropriate MFAH object in the “Referenced objects” field by clicking the “Add” button. Once the MFAH object is linked to the bibliography in the right there should be a field that pops up with the object’s information. Below the object information are blank fields for the bibliography module.

2.17 Catalogue Number and Figure Number

In these fields, ONLY type in the number as it is shown in the article. DO NOT type anything else into the field. Not all fields will be applicable. If not, leave the field(s) blank.

Example:

If the catalogue number is 43

Type: 43 NOT Cat. No. 43 NOT No. 43, etc.

If the figure number is 21

Type: 21 NOT Figure 21 NOT Fig. 21, etc.

2.18 Page Number

Leave blank, the page range is already expressed in “Citation” field.

2.19 Other References

If the object has neither a catalogue or figure number and is listed as something else, such as plate or entry number, then list these under “Other References” spelling out the illustrative forms. DO NOT capitalize characters in this field.

Examples:

The Museum of Fine Arts, Houston: A Guide to the Collection uses both plates and entry numbers.

Pompeo Batoni’s *Portrait of a Man* is both plate number 21 and entry number 132

In “Other References” type: plate 21 and entry 132

Albrecht Dürer’s *St. Eustace* is entry number 61

In “Other References” type: entry 61

2.20 Illustrated Checkbox

Depending whether or not the art work is illustrated determines if you click the box to indicate that it is illustrated with a check mark.

2.21 Remarks

Always type the title of the work as it is published in the book. Follow TMS Style Guide for punctuation and capitalization of object titles (Page 28):

Punctuation and Capitalization of Object Titles

For English Titles

Use title capitalization, also known as headline style, which means that the first and last words and **all** nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.) are capitalized. Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of length, are lowercased **unless** they are the first or last word of the title or subtitle. This rule applies for given titles and object names used as titles (“functional titles”).

Example:

Ceremonial Feast Bowl **NOT** *Ceremonial feast bowl*

Non-English Titles

When titles do not appear in English they do not need to follow English language conventions (headline style) for capitalization. French and Spanish follow some form of sentence style capitalization.

Examples: *Une galerie au Gymnase*
Lima de los dientes

Hyphenated or Compound Words

Capitalize both words in hyphenated or compound words:

Fan-Shaped Dish **NOT** *Fan-shaped Dish*
Tilt-Top Table **NOT** *Tilt-top Table*

In the “Remarks” field type in: “Published title:” Then type in the title that is used in the publication while fitting the standards above.

* In colon spacing there is NO space before the colon and only ONE space after the colon.*

Examples:

TMS Object title: *Portrait of Plautilla, Empress from 202 to 205*

Title shown in publication: *Portrait Head of a Young Woman*

In the “Remarks” field type: Published title: Portrait Head of a Young Woman

TMS Object title: *Fishing Boats*

Title shown in publication: *Fishing Boats*

In the “Remarks” field type: Published title: Fishing Boats

Even if it is the same title as what is already listed in TMS we still want a record of what it is named in each publication in case the TMS object name is ever changed.

3. Auction Catalog Format

****Check to see if the reference entry already exists before entering a new one****

In the Bibliography Assistant window:

3.1 Format

Select Auction Catalog

3.2 Reference Number

More than likely there will be no call number, but you must double check.
If there is a call number, then type in the call number of the auction catalog:

Space between the first letter(s) and number(s)
Space between first set of numbers and decimal point
No space within the alpha-numeric group following the decimal point
Space between alpha-numeric group and date (if date exists)

Examples:

NK 7199 .B76 1963

ND 450 .S27 1999

Some call numbers have 2 sets of alpha-numeric groups
Space between the sets of alpha-numeric groups
The decimal point only precedes the first alpha-numeric group

Example:

ND 653 .R4 S67 2002

If there is no call number, then list the title of the auction catalog as the Ref. number along with the sales code using SCIPIO sales code format (via Hirsch online resources). To find the sales code format on SCIPIO you must search for and find the specific auction catalog and it will list the sales code.

Examples:

Christie's ANT-5952

Sotheby's L13101 KONGINKANGAS

3.3 Heading

Leave this field blank. Not used in end citation.

3.4 Title/Title proper

Type the entire title in the “Title/Title proper” field. DO NOT use the “Sub-Title” field. This allows for all References to be located with a single search, rather than conducting a search in two fields.

Colons

This will require a colon in between the title and sub-title of the publication. In colon spacing there is NO space before the colon and only ONE space after the colon.

English Auction Catalog Titles

Auction Catalog titles and sub-titles are capitalized headline-style. In headline-style, the first and last words of title and sub-title and all other major words are capitalized.

Examples:

Old Master Paintings: Part One
Old Masters and 19th Century Art

Non-English Titles

Sentence-style capitalization is strongly recommended for non-English titles. Capitalize the first word of a title or subtitle and any word that would be capitalized in the original language (e.g., Wahrheit, Sowjetunion, and Inquisición). Writers or editors unfamiliar with the usage of the language concerned, however, should not attempt to alter capitalization without expert help.

Examples:

Importanti dipinti antichi
Arte moderna e contemporanea

Select okay to exit this window after the proper fields are filled out

Blank Fields after new reference has been made:

3.5 Heading

Leave this field blank. Not used in end citation.

3.6 Journal

Type the name of the auction catalog

Examples:

Christie's

Sotheby's

3.7 Series, Volume, Edition

Not applicable for auction catalogs. Leave these fields blank.

3.8 Place Published

Type how it would look in a citation. "City: Publisher" (Refer to *Chicago Manual of Style*)
In colon spacing there is NO space before the colon and only ONE space after the colon.

Examples:

New York: Phillips de Pury & Company

London: Sotheby's

If the city is not well known in the United States type in the state two letter abbreviation and if the city is not well known internationally type out the country's name.

Examples:

Springfield, IL: Wright

South Kensington, England: Christie's

3.9 Year Published

Important to enter the year the auction catalog was published for the end citation.
ONLY type in the number NOT an abbreviation before or after the number.

Example:

The year the auction catalog was published is 2011

In the "Year Published" field only type: 2011

NOT yr. 2011

NOT year 2011, etc.

3.10 # of Pages

Leave this field blank. Not used in end citation.

3.11 Date

ONLY type the date NOT an abbreviation before or after the date.
The date field should list the date of the auction in dd/month/yyyy format.
If the auction was spread over multiple days only type the earliest date.

Example: 10 July 2002

3.12 Copyright

Leave this field blank. Not used in end citation.

3.13 Language

Do not select a language. Not used in end citation.

3.14 Bibliography-Related Constituents

Not applicable the “Journal” field should serve as the first part of the citation. Leave this field blank.

3.15 Alternate Numbers

Alternate Number: First type in “Auction catalog-“ and then type in the sales code or call number. Use SCIPIO sales code format (via Hirsch online resources) or specific call number (Same rules as “Reference Number”) if applicable. DO NOT use en dashes.

Examples: Auction catalog- ND 653 .R4 S67 2002

Auction catalog- FREDDIE-2591

Description: “MFAH Library Call Number”

Remarks: Web link to the Library Catalog

Begin Date: Date the information is entered

The Notes Tab:

Utilize this tab for the “Citation” field ONLY.

3.16 Citation:

Manually enter in the full citation using *Chicago Manual of Style* standards. At the end of the citation place the “Alternate Number” field information in brackets. Type the information into an empty Microsoft Word document, highlight the text, and change the font to - _____ and the font size to __. Then copy and paste the citation into the citation field in the notes tab. (Need to determine the font standard.)

Examples:

Christie's South Kensington, *Old Masters and 19th Century Art*, 26 October 2011. London: Christie's, 2011. [Auction catalog- FREDDIE-2591]

Sotheby's, *Old Master Paintings: Part One*, 10 July 2002. London: Sotheby's, 2002. [Auction catalog- ND 653 .R4 S67 2002]

The Citations Tab:

Link the appropriate MFAH object in the "Referenced objects" field by clicking the "Add" button. Once the MFAH object is linked to the bibliography in the right there should be a field that pops up with the object's information. Below the object information are blank fields for the bibliography module.

3.17 Catalogue Number and Figure Number

In these fields, ONLY type in the number as it is shown in the auction catalog. DO NOT type anything else into the field. Not all fields will be applicable. If not, leave the field(s) blank. **Most of the time in auction catalogs these are referred to as "Lot" numbers please refer to 3.19 Other References on how to proceed.**

Example:

If the catalogue number is 43

Type: 43 **NOT** Cat. No. 43 **NOT** No. 43, etc.

If the figure number is 21

Type: 21 **NOT** Figure 21 **NOT** Fig. 21, etc.

3.18 Page Number

In this field, ONLY type in the page number(s) of relevant information and include the page number(s) for the illustration if applicable.

Example:

If the page number is 25-27

Type: 25-27 **NOT** pp. 25-27 **NOT** pgs. 25-27, etc.

3.19 Other References

If the object has neither a catalogue or figure number and is listed as something else, such as plate or entry number, then list these under “Other References” spelling out the illustrative forms. DO NOT capitalize characters in this field.

Examples:

The Museum of Fine Arts, Houston: A Guide to the Collection uses both plates and entry numbers.

Pompeo Batoni’s *Portrait of a Man* is both plate number 21 and entry number 132

In “Other References” type: plate 21 and entry 132

Albrecht Dürer’s *St. Eustace* is entry number 61

In “Other References” type: entry 61

Sotheby’s *Old Master Paintings: Part One* and other auction catalogs use lot numbers.

Rembrandt’s *A Portrait of a Young Woman, Possibly Oepjen Coppit, Half Length* the lot number is 35

In “Other References” type: lot 35

3.20 Illustrated Checkbox

Depending whether or not the art work is illustrated determines if you click the box to indicate that it is illustrated with a check mark.

3.21 Remarks

Always type the title of the work as it is published in the book. Follow TMS Style Guide for punctuation and capitalization of object titles (Page 28):

Punctuation and Capitalization of Object Titles

English Titles

Use title capitalization, also known as headline style, which means that the first and last words and **all** nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.) are capitalized. Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of length, are lowercased **unless** they are the first or last word of the title or subtitle. This rule applies for given titles and object names used as titles (“functional titles”).

Example: *Ceremonial Feast Bowl* **NOT** *Ceremonial feast bowl*

Non-English Titles

When titles do not appear in English they do not need to follow English language conventions (headline style) for capitalization. French and Spanish follow some form of sentence style capitalization.

Examples: *Une galerie au Gymnase*
Lima de los dientes

Hyphenated or Compound Words

Capitalize both words in hyphenated or compound words:

<i>Fan-Shaped Dish</i>	NOT	<i>Fan-shaped Dish</i>
<i>Tilt-Top Table</i>	NOT	<i>Tilt-top Table</i>

In the “Remarks” field type in: “Published title:” Then type in the title that is used in the publication while fitting the standards above.

* In colon spacing there is NO space before the colon and only ONE space after the colon.*

Examples:

TMS Object title: *Portrait of Plautilla, Empress from 202 to 205*

Title shown in publication: *Portrait Head of a Young Woman*

In the “Remarks” field type: Published title: Portrait Head of a Young Woman

TMS Object title: *Fishing Boats*

Title shown in publication: *Fishing Boats*

In the “Remarks” field type: Published title: Fishing Boats

Even if it is the same title as what is already listed in TMS we still want a record of what it is named in each publication in case the TMS object name is ever changed.

II. Summary of Resources for Bibliographic Content

1. TMS (The Museum System)

Under the Documentation tab for each object there is a listing of Bibliography, Published References, and Exhibition History. These can be used as a starting point for each object and must be double checked before entering new records into the bibliographic module.

2. Library

The Library Catalog

Conduct a subject browse by accession number to see bibliography records associated with works. This must also be double checked before entering into Bibliographic Module.

MFAH Artwork Publication Index

Use the Access database version that is on the SharePoint site. This gives a list of MFAH and Blaffer publications that are associated with specific art works that are referenced in general collection books. The number that is listed is usually the page number, but can also reference plate numbers, figure numbers, etc. It is important to check for the specific page numbers that contain object information.

Information for Research Guides and TMS Bibliography

This is a green folder at the reference desk. If there is an object related article then it is copied and placed in this folder. The best way to approach this folder is to enter everything at the same time since it is not organized in any specific manner.

Exchange List

There is a list from around 1958 to present of the exhibition catalogues that were published by the MFAH solely or in association with another institution. Sarah Long keeps this list current and can print out a copy. We should have two copies of every exhibition catalogue in the library.

Rights and Reproductions List

Sarah Long has a list from 2007 roughly to 2012 of the contracts for image rights that were used in publications. This list includes the title of the book that was given to us, author, publisher, accession number, and contract number. This list also sometimes includes specific page numbers for the image that can be double checked. If the object was used in multiple publications then it will list them. Sarah, Library Assistant, can generate a print out that is

sorted by accession number. This information should be reflected in the Library Catalog and is a good cross reference.

Contact Information:

Sarah Long – Library Assistant, Acquisition – slong@mfah.org

3. Registration

An object file for each object in the collection is available in this department. Curatorial also has their own object file that may be more up to date, but that depends on the department.

Approximately the tenth thing that should be in the object files are photocopies of published information, i.e. catalogues and other research material, most recent material in the front. All of the information should be object specific.

4. Curatorial

Each department is different in their treatment of object files. Not only do they contain object specific information, but also contain related information that is relevant to the object.

TMS and Registration object files are not necessarily being augmented as new information is found for the curatorial file.

Contact Information:

Teresa Harson - European Art Coordinator – tharson@mfah.org (contact for European curatorial object file information)

5. Photographic and Imaging Services

If the license is done through this department then it is in TMS under related→loans→RR entries for each object. There can be records of image loans that do not necessarily result in a published document.

If there is a published document it is requested that they provide the museum with two copies. A photocopy of relevant content is then made and put in the Registration object file (title page, copyright page, and any pages that are related to our object), the object specific bibliography in the documentation tab is updated, and the published document is then given to the Hirsch Library to be catalogued.

Contact Information:

Marty Stein – Photographic and Imaging Services Manager – mstein@mfah.org

6. Education

There are docent files that are stored in the Docent study room filing cabinets to the left as you walk in. These files are divided by region (European, Americas, Asia, etc.), then by century, and finally by subject=A or constituent (artist or culture) =B. A pink spine binder named Art Index corresponds to these folders. These files have both object specific information as well as any relevant information. The TMS documentation tab bibliography and published references are not augmented when something is found. Also, the docents do not have to document their sources so most of the time it is just a photocopy with no identifiable information as to the source.

If we want to check out a file we can write on the check out slip that the file is at the Hirsch Library. Once we look at the folder and make the relevant photocopies these folders must be returned immediately so we do not impede on docent studying.

There are newly established exhibition binders (since the Prado exhibition) too that have all of the wall text and wall labels and have specific info about the exhibition. These binders are stored or the information is added to the docent files.

Contact Information:

Amy Wolf – Docent Program Manager – awolf@mfah.org

7. Conservation

If there is something conserved and there was anything written about it then it would be in the public publications like exhibition catalogues. An object may also have something published about it before it came into the collection from another institute or journal. The library should have a copy of what is public access. Registration may have copies of articles about conservation of a specific object. There is no list of these sources.

There is also a conservation webpage, but so far there are just small write ups that do not specify a specific author and will be changed out every so often with nothing archived.
Website: <http://www.mfah.org/research/conservation/conservation-case-studies/>

Most documentation in conservation is not available for public access and even within the museum many things are only allowed to be seen by specific curators.

Contact Information:

Esmar Sullivan – Administrative Assistant, Conservation – esullivan@mfah.org

8. Archives

Most of their collection is constituent-based much like the ephemera files at the Library. The Strauss Collection was the only object-based archive that Lorraine could think of. They have a web presence so it would be possible to link to their website anything that is referenced. (They are in the process of changing the website link.)

It might be interesting at a later date to include the related information of the exhibition history that is housed in the archives.

Contact Information:

Lorraine Stuart – Archives Director – lstuart@mfah.org