

## How to Add Culture Terms to a TMS Record:

### Using the Mia Culture Thesaurus (TMS 2016 R2)

At Mia, we use the TMS **'Culture'** fields in the Object and Constituent records to note **the tribal affiliation or cultural group associated with a known individual and/or responsible for creating an object**. \*We do NOT use it to indicate a national or regional affiliation (e.g. *Chinese, Flemish*) or a religious association (e.g. *Amish, Jewish*).

### WHEN to Use the Culture Field

**Object record:** In an Object record, the Culture information is added *regardless of whether the artist/maker is known or unknown*.

- **Known Artists:** When a known Artist is part of a cultural group or has a tribal affiliation: Add the Culture data to their **Constituent** record's **'Culture/Group'** field *as well as* to the **Object** record **'Culture'** field for any object they created.
- **Unknown Artist/Maker:** When an object was created by unknown Artist(s) from a specific Culture/ Nation/ People: Add the culture data to the **Object** record **'Culture'** field along with a **Constituent Artist = 'Unknown'** (*as appropriate in your curatorial department, though including it improves data accuracy and facilitates data sharing outside Mia*). This will be used in the object's attribution label. For example  
Culture = Yoruba  
Artist = Unknown  
Label attribution (on web) = Yoruba

**Constituent record:** In the Constituent record, Culture information is captured for known individuals as appropriate (*and following the data standards noted above\**).

- When recording the Culture of a **Constituent**, consider adding this information to their Constituent record **'Display Bio'** field as well, so the data will appear next to their name, nationality and life dates wherever it is displayed (*data format standards tbd*).

### HOW to Record Culture in TMS

To ensure that we all consistently use the Culture names preferred by cultural groups (and approved by our curatorial staff), we have developed a **thesaurus of Culture** terms for you to use when entering data into TMS records. Search for and copy these terms into TMS record **to ensure you use the correct name version and format**.

### Using the Mia Culture Thesaurus

- Place your cursor in the **Culture** (Object record) or **Culture/Group** (Constituent record) field. Click **Ctrl + Insert** (or *Command + Insert* on a Mac).

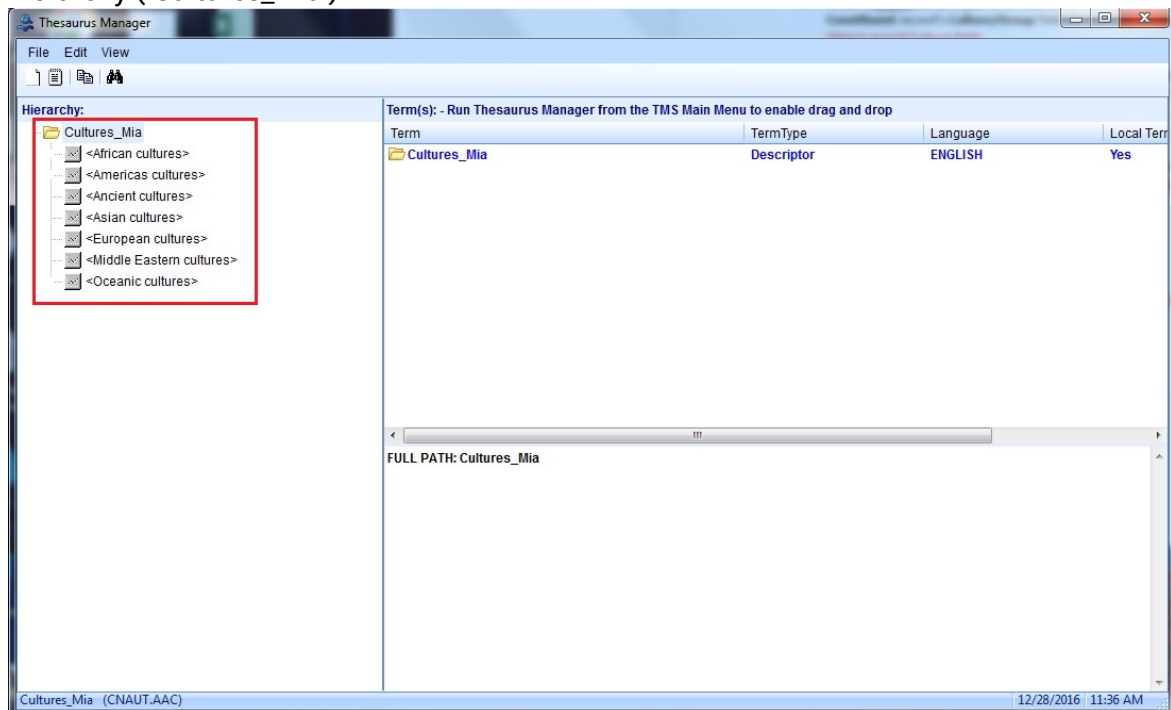


A screenshot of a text input field. The text "Culture (Ctrl + Insert)" is displayed in blue above the input area. The input area is empty and has a light blue background. To the right of the input area is a small square button with three dots "..." inside it.

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- The TMS **Thesaurus Manager** will open, showing you only the Culture terminology hierarchy ('Cultures\_Mia').



You can now either browse the Thesaurus or search for a specific term.

### Culture Thesaurus Structure

The Culture thesaurus is a hierarchy **broadly arranged by Geographic areas**: 1<sup>st</sup> by Continent, 2<sup>nd</sup> by broad regions, then by lists of individual Cultures (*arranged alphabetically*). If a Culture group is found in more than one broad region, the term will sit in the hierarchy under the area where they are *predominantly found*.

### Subgroups

Where there are **Subgroups** of a larger cultural group, these will appear beneath the main group in the hierarchy. The subgroup name will include/be followed by the larger group, e.g.

*Maya*  
*Q'eqchi' Maya*  
*Sakapultek Maya*  
*Tzotzil Maya*

Do NOT remove the larger group's name in editing the term within your TMS records! It is there to enable you to search via the larger group and find this record!

### Indigenous Names

The Culture hierarchy prefers the **indigenous cultural name** used by the Culture itself over names assigned by those outside the culture. Those **non-indigenous names** are often included, however, to enable searching by them. They will appear **in parentheses** immediately following the indigenous name, e.g.

*Anishinaabe (Ojibwe)*  
*Diné (Navajo)*

## How to Add Culture Terms to a TMS Record:

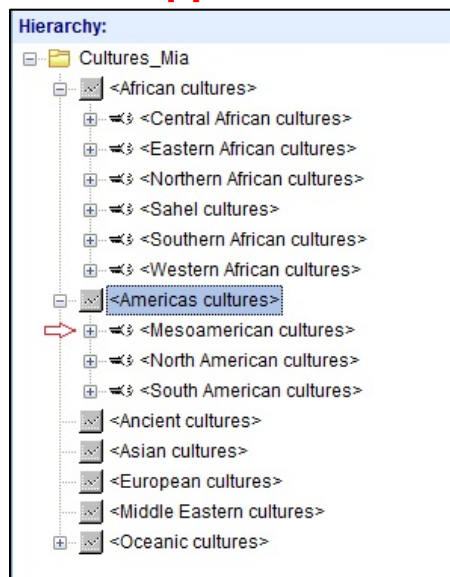
### Using the Mia Culture Thesaurus (TMS 2016 R2)

*Indé (Apache)*

The agreed Culture name is **the combination of “indigenous + non-indigenous name”**. Do NOT remove the non-indigenous name in TMS! They are there to enhance searching.

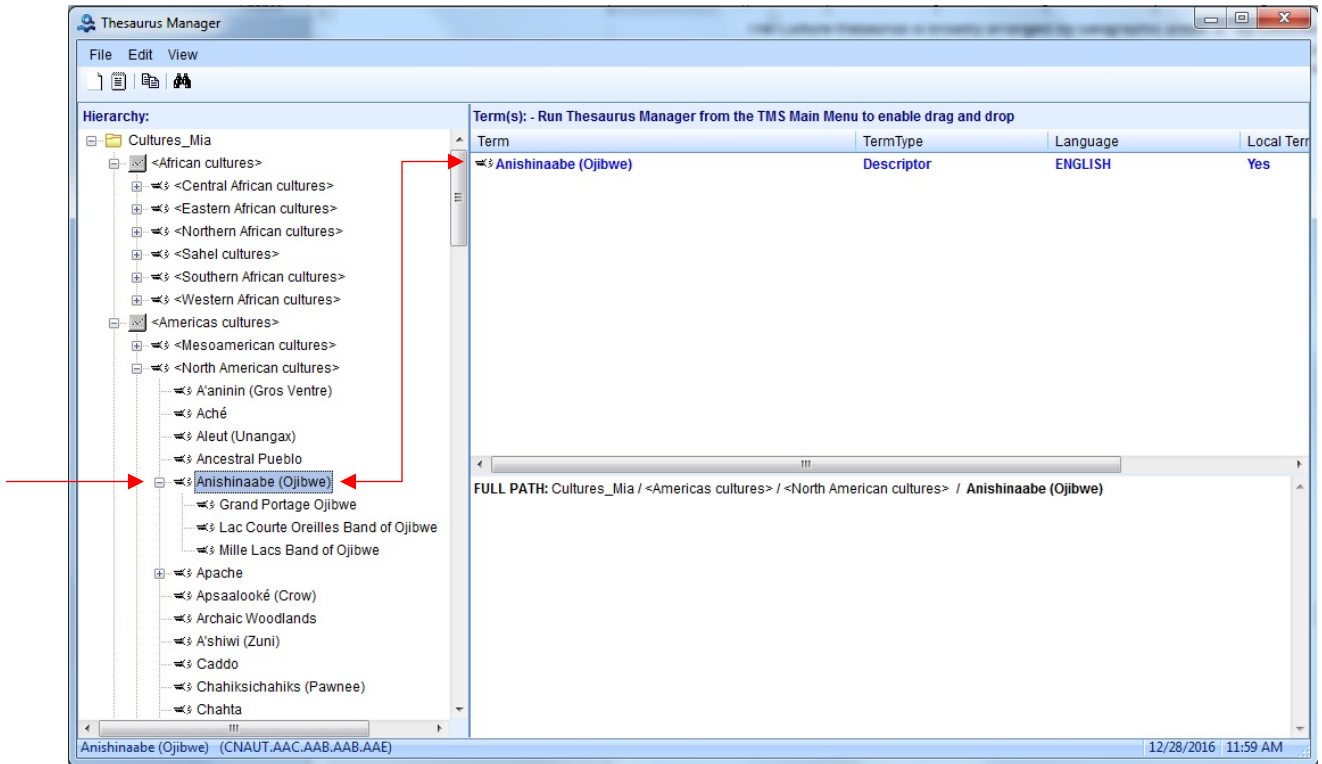
### Browsing the Culture Thesaurus

- Click on the **[+]** button next to hierarchy terms to expand the thesaurus:

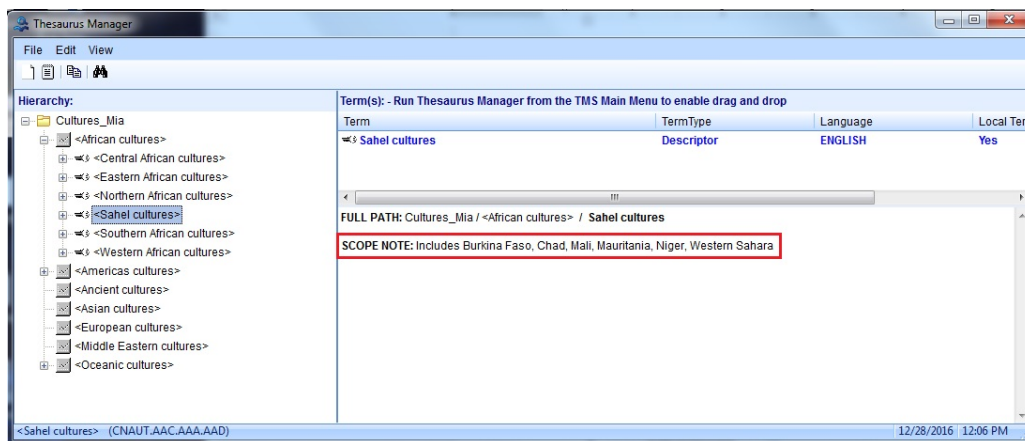


- Move through the hierarchy to choose the term you want. Once you have found it, click on it and its **term record** will appear on the right side of the screen.

# How to Add Culture Terms to a TMS Record: Using the Mia Culture Thesaurus (TMS 2016 R2)



- Note that any terms in the hierarchy with arrows bracketing them <...> are called **Guide Terms**. They are there to create the hierarchic structure of the thesaurus, but cannot be used as terms in your TMS records.
- Any additional notes about a term and what it covers will appear in a **Scope Note** under the term record at bottom right. For example,
  - <Sahel cultures>
  - “Scope Note: Includes Burkina Faso, Chad, Mali, Mauritania, Niger, and Western Sahara”**



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
- Not all terms will have Scope Notes, but all will display the **Full Path** of the term, i.e. all the broader terms under which the term sits in the thesaurus, in this lower part of the screen. This path can help you understand a term in a glance, e.g.  
*Cultures\_Mia / <Americas cultures> / <North American cultures> / Indé (Apache)*

### Adding a Culture Term to your TMS Record

When you have found a term via Browsing that you want to enter into the TMS record, **double click** on it in the **Term Record** section of the thesaurus screen (i.e. the right-hand side).

Term(s): - Run Thesaurus Manager from the TMS Main Menu to enable drag and drop			
Term	TermType	Language	Local Term
 Anishinaabe (Ojibwe)	Descriptor	ENGLISH	Yes

The term will be copied into the 'Culture' (for Objects) or 'Culture / Groups' field (for Constituents).

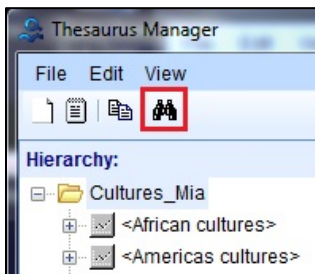
<b>Culture</b>
Anishinaabe (Ojibwe) 

If you want to add **multiple Culture terms** to the field, **see page 9** for instructions.

### Searching the Culture Thesaurus

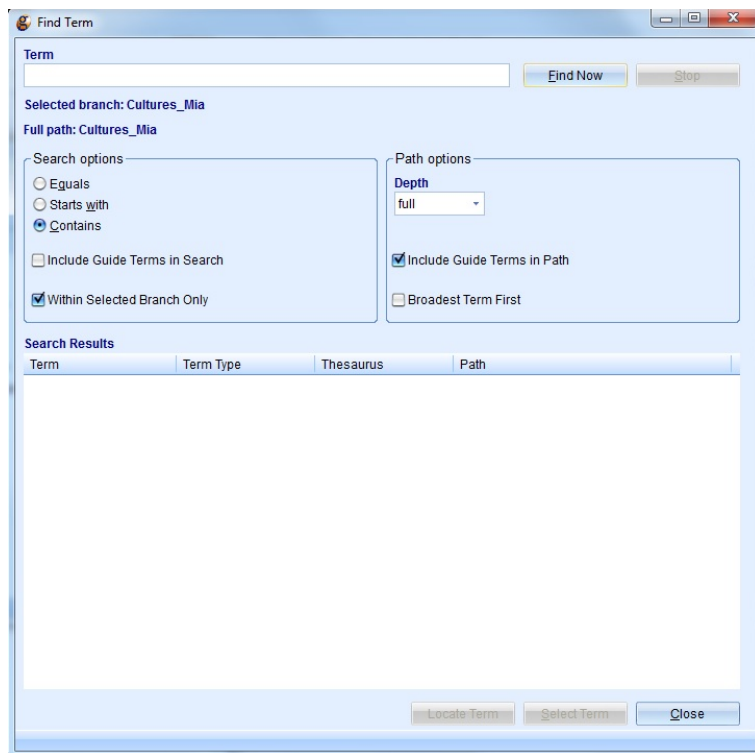
**Search directly** for a term when you have a Culture term you want to find in the thesaurus but are not clear where it is located (e.g. *which region of Africa*), or you want to get to it quickly without ticking multiple **[+]** buttons to expand the thesaurus levels.

- Go to the Thesaurus Manager **Menu bar** and click on the **Binocular** icon.

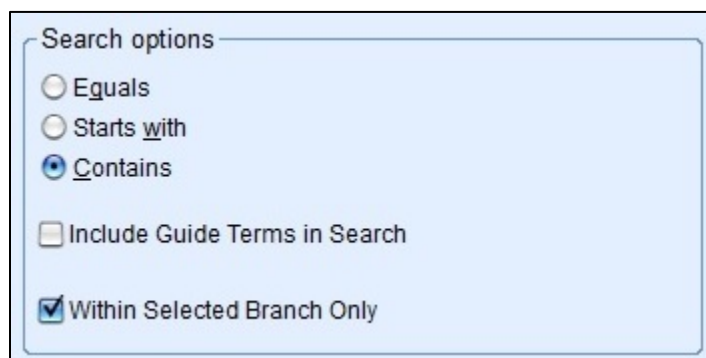


The **Find Term** screen will open.

## How to Add Culture Terms to a TMS Record: Using the Mia Culture Thesaurus (TMS 2016 R2)



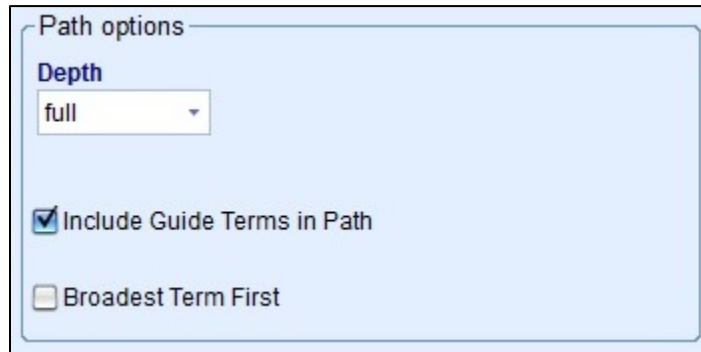
- Enter your search term in the **Term** box at the top and select the options for search and presentation that you want. (See below)
- **Search options** define HOW the system will search for your term. Choose one of the options by ticking on the round radio button next to that option.
  - **Equals** searches for terms **exactly matching** what you have typed in the Term search box.
  - **Starts with** searches for terms that **begin with** the term(s) or text you typed in the Term search box.
  - **Contains** – the broadest search option – looks for terms that ‘**contain**’ what you are searching for somewhere within them. *This option will find you the most matches.*



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- **Include Guide Terms in Search** extends your search across the Guide Terms (those with arrows bracketing them), so you know if your term is in the hierarchy, but cannot be used (i.e. *because it's a Guide Term*).
- **Within Selected Branch Only** is ticked by default and limits your search to the **Cultures\_Mia** area of the TMS thesauri. **Do NOT change this option as you should not be selecting terms from other areas of the system thesauri!**
- **Path Options** define how the search results are displayed for you.



The screenshot shows a dialog box titled "Path options". Inside, there is a "Depth" label above a dropdown menu currently showing "full". Below this, there are two checkboxes: "Include Guide Terms in Path" which is checked, and "Broadest Term First" which is unchecked.

- **Depth** defines how much of the hierarchy path for a term you will see. The options run from **0 to 5** hierarchy steps and '**Full**' for the full path. (*You should generally default to choosing 'Full'. It is the best option for understanding where a term sits and what it means in the context of the thesaurus.*)
- **Include Guide Terms in Path** enables you to see all the hierarchy steps.
- **Broadest Term First** displays the top of the hierarchy and then all descending terms.
  - The opposite choice – not ticking this option – displays the Term first and then works its way up to the top of the hierarchy, reversing the normal order of the Path. This can be useful in some areas of the TMS thesauri.  
For example:  
*Cultures\_Mia / <Americas cultures> / <North American cultures> / Indé (Apache)*  
Vs.  
*Indé (Apache) / <North American cultures> / <Americas cultures> / Cultures\_Mia*
- **Search Results** will show you
  - **Terms** that matched your search;
  - the **Term Type**, i.e. type of term it is (*All terms in the Culture thesaurus are 'Descriptors'; A Descriptor term is the 'preferred' term*);
  - the general area of the TMS **Thesaurus** where the term is located (AUT = the local 'Authorities Thesaurus', i.e. hierarchies set up by Mia); and
  - the term **Path** as noted above.

## How to Add Culture Terms to a TMS Record: Using the Mia Culture Thesaurus (TMS 2016 R2)

Find Term

Term  
ojibwe

Find Now Stop

Selected branch: <Americas cultures>  
Full path: Cultures\_Mia / <Americas cultures>

Search options

Equals  
 Starts with  
 Contains

Include Guide Terms in Search  
 Within Selected Branch Only

Path options

Depth  
full

Include Guide Terms in Path  
 Broadest Term First

Search Results

Term	Term Type	Thesaurus	Path
Anishinaabe (Ojibwe)	Descriptor	AUT	<North American cultures> / <Americas cultures>
Grand Portage Ojibwe	Descriptor	AUT	Anishinaabe (Ojibwe) / <North American cultures> / <Americas cultures>
Lac Courte Oreilles Band of Ojibwe	Descriptor	AUT	Anishinaabe (Ojibwe) / <North American cultures> / <Americas cultures>
Mille Lacs Band of Ojibwe	Descriptor	AUT	Anishinaabe (Ojibwe) / <North American cultures> / <Americas cultures>

4 terms match your search pattern.

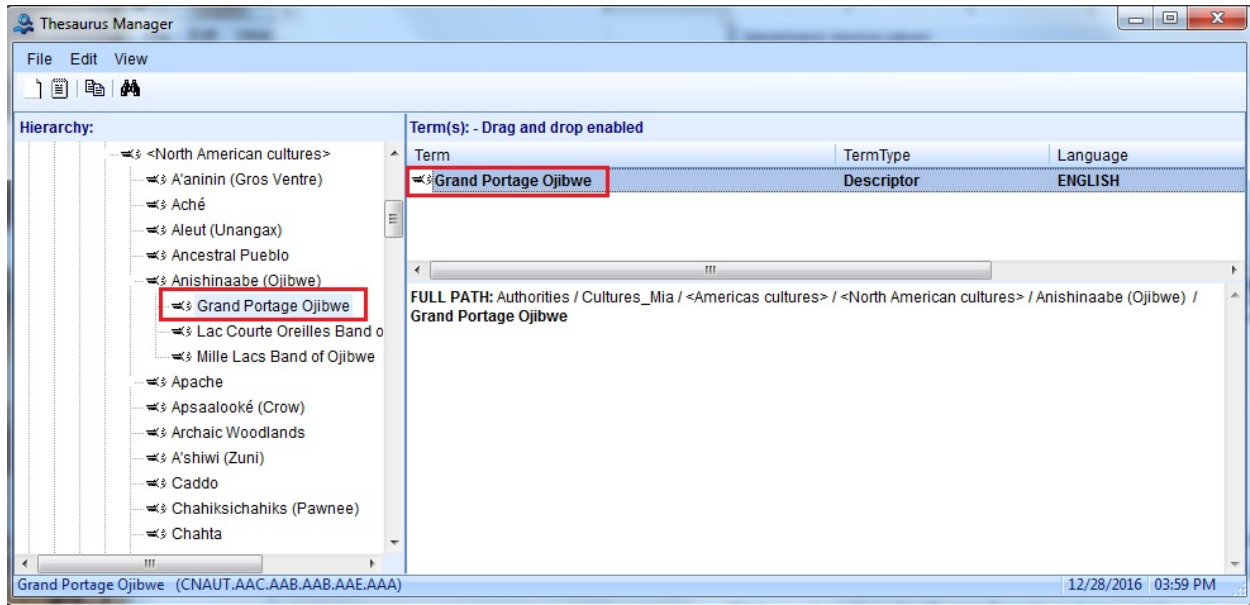
Locate Term Select Term Close

Click on a term from the **Search Results** and you can then choose to **Locate Term** or **Select Term** via the buttons (below right).

- **Select Term** automatically returns you to the TMS Object or Constituent record (where you started) and enters the term you chose into the Culture field.
- **Locate Term** will show you where the term you chose sits in the Culture thesaurus hierarchy (*opening the hierarchy at the left of the screen*) and the term record, so you can see any Scope Notes, etc.
  - If you then want to select that term to use in your TMS record, you can double click on the term in the Term record part of the page (*top right*).



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## Adding Multiple Cultures

While the Culture and Culture/Group fields are linked to the thesaurus, they are **not** completely **controlled** by it, so you can edit terms once they are in the TMS record culture fields, e.g. adding in a second term where needed.

- To **add a second/additional term** to the culture field, simply place the cursor in the field, click **Ctrl + Insert** and go through the term selection process again. The new term you select will be added to the culture field.
- When adding more than one Culture use the following formats:
  - **or...** e.g. 'Tsimshian or Tlingit', where the culture is not certain
  - **and...** e.g. 'Nayarit and Jalisco', where two cultures (or more) apply

**Do NOT use a forward slash [ .../... ]** to separate multiple cultures as this is not consistently clear to users (*it can be read as either 'or' or 'and'*) and it can impede searching.

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**We are relying on you to use only approved terms from the thesaurus in the Object 'Culture' and Constituent 'Culture/Group' fields! You will not be prevented from typing what you want in these fields, but consistent searching relies on us all using the same terminology.**

If you have any questions about the Culture thesaurus or want to suggest any additions or changes, contact Frances Lloyd-Baynes, Content Database Specialist (x.3189).

**Thank you for maintaining good data standards practices!**