

CATT METADATA SPECIFICATION USAGE GUIDES

TITLE

Term Name: TITLE		Term Label: Title
Maps To DC Term: Title		Obligation: Mandatory
Definition: The name given to a resource.		
Comments: Typically, a title is the name by which the resource is formally known.		
Vocabulary: None, free text string		Repeatable: Yes
Refinement Name	Refinement Label	Definition
alternative	Alternative Title	Any form of the Title used as a substitute to the formal title of the resource
Input Guidelines		
<ol style="list-style-type: none"> 1. Transcribe the title from the resource itself if there is one, such as the title of a play, caption from a photograph, or title on a map. 2. <i>Title</i> is not the same as file name. 3. When no title is found on the resource itself, use the title assigned by the contributing institution. 4. If there is a need to construct a title, make it as descriptive as possible, avoiding generic titles such as “Report”. 5. Capitalize only the first letter of the first word of the title or any proper names in the title. 6. When entering multiple titles, enter in order of importance. Clearly separate each title with a semicolon and space within an element. 7. Omit initial articles at the beginning of the entry such as the, a, an, etc. 		
Examples		
Title by Creator	Comments	
<i>Kiss Me, Kate</i>	<i>Title</i>	
<i>Little Foxes</i>	Showing the omission of the article “ <i>The</i> ”	
<i>13</i>	<i>Title (Alternative):</i> Thirteen	
Untitled (photo)	<i>Title (Alternative):</i> California State University Fullerton production of <i>Beauty for Your Ashes</i> Dance Photo, 2014	
<i>Much Ado About Nothing</i> Light Plot	<i>Title</i>	
California State University Fullerton General Company Meeting Policies	<i>Title</i>	

CREATOR

Term Name: CREATOR		Term Label: Creator
Maps To DC Term: Creator		Obligation: Mandatory
Definition: An entity primarily responsible for the making of the resource.		
Comments: Examples include the author of a play or document, the photographer of a picture, the graphic artist who created the artwork, composer of music, or the choreographer of a dance. Typically the name of the <i>Creator</i> is entered.		
Vocabulary: None, free text string		Repeatable: yes
Refinement Name	Refinement Label	Definition
role	Role	The method by which a creator generates the resource.
Input Guidelines		
<ol style="list-style-type: none"> 1. Enter multiple <i>Creators</i> in the order in which they appear on the original resource. Secondary authors, editors, etc. may be entered as <i>Contributors</i>. 2. When entering multiple creators, enter in order of importance. Clearly separate each name with a semicolon and space within an element. 3. Personal names should be entered in inverted form - in most cases: <i>Last name, First name, Middle name or initial</i> 4. Enter group or organization names in full, direct form. 5. <i>Middle Name</i> is not required for business documents. 6. Determine the correct form of the name when possible. The Library of Congress Authorities (http://authorities.loc.gov) should be consulted if appropriate. 7. If there is doubt about how to enter a name and the form cannot be verified, enter it as it appears and do not invert. Example: <i>Sitting Bull</i> 8. The role of the creator may be included in parentheses after the name. For example: <i>Cole Porter (Composer and Lyricist)</i> 		
Examples		
Personal Names		Comments
Shakespeare, William		<i>Creator</i> value
Miller, Arthur		<i>Creator</i> value
Madonna		Single name; this is the entertainer
Mencken, H.L.		Name with initials
Organizational Names		Comments
California State University Fullerton, Department of Theatre Arts		Organizational name is full, direct form
League of Resident Theatres		Organizational name is full, direct form
Roundabout Theatre Company		Organizational name is full, direct form

DESCRIPTION

Term Name: DESCRIPTION		Term Label: Description
Maps To DC Term: Description		Obligation: Mandatory
Definition: An account of the resource or object.		
Comments: <i>Description</i> may include a free text account of the content, an abstract or reference to a graphical representation of the content.		
Vocabulary: None, free text string		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
<ol style="list-style-type: none"> 1. When entering multiple <i>Description</i> accounts, enter in order of importance. Clearly separate each description with a semicolon and space within an element. 2. Enter descriptive text, remarks and comments about a digital object. This can be taken from the object or provided by the creator. Be as specific as possible 		
Examples		
Description		Comments
Singers in Act 2 of <i>La Traviata</i> by Giuseppe Verdi at Glyndebourne Opera House, 2014.		Description of a photo with as many details as possible
Photo of paint elevation from <i>Hello Dolly</i> designed by Oliver Smith ca.1964		Description of a photo with as many details as possible
Costume rendering of Queen Gertrude in Act II from <i>Hamlet</i> designed by Carrie Robbins for a production at the Guthrie Theatre, 1978		Description of a digitized image with as many details as possible
Listing and information of benefits for employees of the Center Theatre Group, 2013		Description of the CTG Employee Benefits Guide

CONTRIBUTOR

Term Name: CONTRIBUTOR		Term Label: Contributor
Maps To DC Term: Contributor		Obligation: Optional
Definition: An entity responsible making contributions to the content.		
Comments: Examples include persons, organizations or a service. Could be an editor, transcriber, illustrator, etc. Typically the name of the <i>Contributor</i> is entered.		
Vocabulary: None, free text string		Repeatable: yes
Refinement Name	Refinement Label	Definition
role	Role	The method by which a contributor assists in the generation of the resource.
Input Guidelines <ol style="list-style-type: none"> 1. Enter multiple <i>Contributors</i> in the order in which they appear on the original resource. 2. When entering multiple creators, enter in order of importance. Clearly separate each name with a semicolon and space within an element. 3. Enter personal names in inverted form in most cases: <i>Last name, First name, Middle name or initial</i> 4. Enter group or organization names in full, direct form. 5. <i>Middle Name</i> is not required for business documents. 6. Determine the correct form of the name when possible. The Library of Congress Authorities (http://authorities.loc.gov) should be consulted if appropriate. 7. If there is doubt about how to enter a name and the form cannot be verified, enter it as it appears and do not invert. Example: <i>Sitting Bull</i> 8. The role of the <i>Contributor</i> may be included in parentheses after the name. For example: <i>Spewack, Sam and Bella (Librettists)</i> 		
Examples		
Names		Comments
Harbison, Lawrence		Editor for: <i>The Best Women's Stage Monologues 2013</i>
Unruh, Delbert		Series Editor for USITT stage designer monographs
Bowers, Karen		Executive Editor, <i>Stage Management</i> , 8 th Edition, 2006
Organizational Names		Comments
Center Theatre Group		Editor for CTG's <i>Board of Director's Manual</i> , 2014

PUBLISHER

Term Name: PUBLISHER		Term Label: Publisher
Maps To DC Term: Publisher		Obligation: Optional
Definition: An entity responsible for making the resource available.		
Comments: Examples of a <i>Publisher</i> include a person, an organization, or a service. Typically, the name of a publisher should be used to indicate the entity. For digital objects, <i>Publisher</i> is the entity that created the digital resource. <i>Publishers</i> can be a corporate body, publishing house, museum, historical society, university, project, repository, etc.		
Vocabulary: CATT taxonomy: Organization may be used		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
<ol style="list-style-type: none"> 1. When entering multiple <i>Publisher</i> names, enter in order of importance. Clearly separate each description with a semicolon and space within an element. 2. When in doubt about whether an entity is a publisher or creator, enter a corporate entity as the <i>Publisher</i> and a personal name as the <i>Creator</i>. 3. Use authority files where possible, such as the <i>Library of Congress Authorities</i>. 4. Omit initial articles in publisher names. 5. Enter group or organization names in full, direct form. 6. If the <i>Publisher</i> is the same as the <i>Creator</i>, enter the name or entity in both fields. 		
Examples		
Publisher		Comments
Actors' Equity of America United States Institute of Theatre and Technology Samuel French, Incorporated Penguin Group Focal Press Elsevier, Incorporated Dramatists Play Service Music Theatre International Brooklyn Academy of Music		Possible values for <i>Publisher</i>

DATE

Term Name: DATE		Term Label: Date
Maps To DC Term: Date		Obligation: Mandatory
Definition: Significant dates applicable to the resource		
Comments: Creation or modification dates for the resource. Also, creation or modification dates for the <u>original</u> resource from which a digitized object was derived or created.		
Vocabulary: W3C DateTimeFormat World Wide Web Consortium encoding rules of dates and times http://www.w3.org/TR/NOTE-datetime.html		Repeatable: yes
Refinement Name		
Refinement Label		
Definition		
created	Created	Date of creation of the resource
valid	Valid	Date (often a range) that the asset is valid
issued	Issued	Date that the asset was published
modified	Modified	Date on which the asset was changed
Input Guidelines		
<p>Input Guidelines</p> <ol style="list-style-type: none"> 1. A resource may have several dates associated with it, including: creation date, copyright date, revision date, edition date, modification date, etc. 2. For multiple dates, <i>clearly separate each entry by a semicolon and a space</i> within the element. 3. Enter dates in the format YYYY-MM-DD in accordance with the W3C Date Time Format. 4. For a range of dates, enter the dates in accordance with the DCMI Period encoding scheme, separating them with a space, hyphen, space, as in 1910 – 1920. 		
Examples		
Dates		Comments
2013-02-20		Creation date for a report issued on February 20, 2013.
2013-07-15		<i>Date (Modified)</i> Revision date for the IATSE Local 33 Pension Trust Plan Summary
2012 - 2013		Range of dates that hand props were created for productions at the Roundabout Theatre Company formatted using the DCMI encoding scheme for a range of period of dates.

CONTENT TYPE

Term Name: CONTENT TYPE		Term Label: Content Type
Maps To DC Term: Type		Obligation: Optional
Definition: The nature or genre of the content of the resource.		
Comments: Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary. In this case, use the CATT taxonomy Content Type .		
Vocabulary: CATT taxonomy: Content Type		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
<ol style="list-style-type: none"> Some digital objects may involve more than one type, e.g., a manuscript collection may have text, image, sound, and interactive components. Use separate <i>Type</i> elements to enter multiple types or <i>clearly separate each entry</i> by a semicolon and a space within an element. 		
Examples		
Content Type	Comments	
Video	Animation, movie, television program, moving image, projection, clip	
Season brochure	Ahmanson Theatre 21014-2015 Season	
Sound	Recording, audio file	
Rehearsal Report	<i>Doll House</i> Rehearsal Report, Patrice Lozano	
Educator Resource	CTG's <i>Performing for Los Angeles Youth Discovery Guide</i>	
Magazine	<i>Stage Whispers</i> , CTG's donor publication	
Call Sheet	Form for CSUF 2014 Spring Dance Concert	
Diagram	Electrical Power Schematic, <i>Xanadu</i>	
Financial Record: Budget	CTG 2013 Annual Budget	

FORMAT

Term Name: FORMAT		Term Label: Format
Maps To DC Term: Format		Obligation: Mandatory
Definition: The physical or digital manifestation of the resource.		
<p>Comments: Typically, <i>Format</i> may include the media type or the dimensions of the resource. <i>Format</i> may be used to describe the software, hardware, or other equipment needed to display or operate the resource. Recommended best practice is to select a value from a controlled vocabulary, for example, the list of Internet Media Types [MIME] defining computer media formats.</p>		
Vocabulary: Internet Media Types (MIME) http://www.iana.org/assignments/media-types/media-types.xhtml		Repeatable: yes
Refinement Name	Refinement Label	Definition
extent	Extent	The length or duration of a resource
Input Guidelines <ol style="list-style-type: none"> 1. Some digital objects may involve more than one format, for example, an oral history interview may have audio formats and text format transcriptions. Use separate <i>Format</i> elements to enter multiple formats or <i>clearly separate each entry</i> by a semicolon and a space within an element. 2. Select electronic format terms from the Internet Media Types (IMT) standardized list, also known as MIME types. 3. For audio and video file formats include the duration (i.e., play time) of the resource. 		
Examples		
Format	Comments	
image/jpeg	Visual image in JPEG format	
text/html	Text file in HTML format	
video/mpeg	Video file in MPEG format	
audio/wav	Sound file in WAV format	
1 minute	Play time for a digital audio file – <i>Format (Extent): 1 minute</i>	

IDENTIFIER

Term Name: IDENTIFIER		Term Label: Identifier
Maps To DC Term: Resource Identifier		Obligation: Mandatory
Definition: An unambiguous reference to the resource within a given context.		
<p>Comments: Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Formal identification systems include the Uniform Resource Identifier (URI), the Digital Object Identifier (DOI), the International Standard Book Number (ISBN), and the International Standard Serial Number (ISSN). Many systems also create a unique numbering scheme locally.</p> <p>A character string or record number that clearly and uniquely identifies a digital object or resource. The <i>Identifier</i> element ensures that individual digital objects can be accessed, managed, stored, recalled, and used reliably.</p>		
Vocabulary: One possible scheme is the IETF Uniform Resource Identifier for URI's http://www.ietf.org/rfc/rfc2396.txt		Repeatable: yes
Refinement Name	Refinement Label	Definition
URI	URI	See http://www.ietf.org/rfc/rfc2396.txt
<p>Input Guidelines</p> <ol style="list-style-type: none"> 1. Enter multiple identifiers in order of their importance. Use separate <i>Identifier</i> elements to enter multiple identifiers or <i>clearly separate each entry</i> by a semicolon and a space within an element. Recommended best practice is to include identifiers from different <i>Schemes</i> in separate elements. 2. Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Example: Formal identification systems include the Uniform Resource Identifier (URI) or the Digital Object Identifier (DOI). 		
Examples		
Identifier	Comments	
DOI:10.1219/10223954	Digital Object Identifier (DOI) for an image of the <i>Mona Lisa</i>	
http://www.tcg.org	URL for Theatre Communications Group	
978-0684829579	ISBN-13 for <i>The Empty Space: A Book About the Theatre: Deadly, Holy, Rough, Immediate</i> by Peter Brook	

RIGHTS

Term Name: RIGHTS		Term Label: Rights Management
Maps To DC Term: Rights		Obligation: Mandatory, if available
Definition: Information about rights held in and over the resource.		
Comments: The content of this element is intended to be a rights management or usage statement, a URL that links to a rights management statement, or a URL that links to a service providing information on rights management for the resource. A rights management statement may contain information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc.		
Vocabulary: None – free text string		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines <ol style="list-style-type: none"> 1. Enter multiple rights in order of their importance. Use separate <i>Rights Management</i> elements to enter multiple rights or <i>clearly separate each entry</i> by a semicolon and a space within an element. 2. Enter a textual statement and/or a URL pointing to a use and access rights statement for digital resources on the Internet 3. This statement can be a general copyright statement for the institution, for the whole collection, or a specific statement for each resource. 4. The statement may be general, providing contact information, or specific, including the name of the copyright holder. 		
Examples		
Rights	Comments	
http://www.baylor.edu/lib/digitization/index.php?id=94393	URL for a complete digital rights statement for reuse of materials from Baylor University's digital collections	
U.S. and international copyright laws protect this digital image. Commercial use or distribution of the image is not permitted without prior permission of the copyright holder. Please contact XXX for permission to use the digital image.	Free text rights management statement	
http://www.shutterstock.com/video/license/standard/current/	URL for the Terms of Service agreement on Shutterstock web site	
http://www.kennedy-center.org/legal/copyright.html	URL for copyright statement by the Kennedy Center	

SEASON

Term Name: SEASON		Term Label: Season
Maps To DC Term: Coverage Temporal		Obligation: Conditional
Definition: A particular, defined period of time in which a set of productions are presented		
DC Comments: Coverage will typically include spatial location, temporal period (a period label, date, or date range) or jurisdiction. Recommended best practice is to select a value from a controlled vocabulary of formatting scheme. Temporal coverage refers to the time period covered by the intellectual content of the resource (e.g., Jurassic, 1900-1920), <i>not</i> the publication date.		
Vocabulary: Use DCMI scheme for Date Range format http://dublincore.org/documents/dcmi-period/		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
<ol style="list-style-type: none"> Use separate <i>Season</i> elements to enter multiple temporal values or <i>clearly separate each entry</i> by a semicolon and a space within an element. This may be useful when different productions of the same show are mounted in different seasons. 		
Examples		
Season	Comments	
2014 - 2015	2014-15 Ahmanson Season	
2013	Our 45 th Season	
<catt:season>1958; 1971; 1977; 1987; 2006; 2012 </catt:season>	Seasons during which <i>Much Ado About Nothing</i> was produced at The Stratford Festival	

PRODUCTION PHASE

Term Name: PRODUCTION PHASE		Term Label: Phase
Maps To DC Term: Coverage Temporal		Obligation: Conditional
Definition: A particular period of time representing a defined phase in the development lifecycle process of a stage production		
DC Comments: Coverage will typically include spatial location, temporal period (a period label, date, or date range) or jurisdiction. Recommended best practice is to select a value from a controlled vocabulary of formatting scheme.		
Vocabulary: Use CATT taxonomy: Production Phase		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
<ol style="list-style-type: none"> 1. Use separate <i>Phase</i> elements to enter multiple temporal values or <i>clearly separate each entry</i> by a semicolon and a space within an element. 		
Examples		
Phase	Comments	
Plan Phase	Phase attribute of content type: Audition forms	
Design Phase	Phase attribute of content type: Light plot	
Build Phase	Phase attribute of content type: Construction drawings	
Run Phase	Phase attribute of content type: Box office reports	

PRODUCTION NAME

Term Name: PRODUCTION NAME		Term Label: Production Name
Maps To DC Term: Title		Obligation: Conditional
Definition: The name given to a production or stage entertainment.		
Comments: <i>Production Name</i> is a key field for performing arts organizations. Many information assets, activities and artifacts are created because of a production, and the associations are critical to object retrieval groupings and collocations.		
Vocabulary: None, use free text string Some authoritative lists may exist for <i>Production Name</i> such as the First Folio listing for Shakespearian works. These may be used locally if appropriate and available.		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
1. Use separate <i>Production Name</i> elements to enter multiple values or <i>clearly separate each entry</i> by a semicolon and a space within an element.		
Examples		
Production Name		Comments
<i>Toast</i>		Production at The Public Theater
<i>Buyer & Cellar</i>		Production at The Center Theatre Group
<i>riverrun</i>		Production at BAM
<i>Florencia en el Amazonas</i>		Opera presented by Los Angeles Opera
<i>RAkU</i>		Dance piece presented by the Joffrey Ballet
<i>If/Then</i>		Broadway musical
<i>Trip To Bountiful; Heartbeat of Home; Dame Edna & Barry Humphries' Final Farewell Tour; Cinderella; Matilda The Musical</i>		Offerings included in the 2014-2015 Season at Center Theatre Group's Ahmanson Theatre

PRODUCTION TYPE

Term Name: PRODUCTION TYPE		Term Label: Production Type
Maps To DC Term: Type		Obligation: Conditional
Definition: The type or genre of a production or stage entertainment.		
Comments: <i>Production Type</i> is used to indicate basic themes, method of expression and stylistic conventions found in productions. Many information assets, activities and artifacts are created because of a production, and the associations are critical to object retrieval groupings and collocations. Some examples include Tragedy, Comedy, Ballet and Opera.		
Vocabulary: Use CATT taxonomy Production Type		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
1. Use separate <i>Production Type</i> elements to enter multiple values or <i>clearly separate each entry</i> by a semicolon and a space within an element.		
Examples		
Production Type	Comments	
Tragedy	Production Type value for <i>King Lear</i>	
Comedy	Production Type value for the play <i>Buyer & Cellar</i>	
Children's Theatre	Production Type value for <i>Alice Through The Looking Glass</i>	
Opera	Production Type Attribute value for <i>Street Car Named Desire</i> presented by Los Angeles Opera	
Reader's Theatre; Drama	Production Type values for <i>War of the Worlds</i>	

VENUE

Term Name: VENUE		Term Label: Venue
Maps To DC Term: Coverage Spatial		Obligation: Conditional
Definition: The name of the space where the production or occurred		
Comments: <i>Venue</i> is designed to be a controlled vocabulary used locally for theatre organizations to identify in which of their venues a production took place. One example is that the Ahmanson Theatre, Mark Taper Forum and Kirk Douglas Theatre are all <i>Venues</i> operated by The Center Theatre Group.		
Vocabulary: Various vocabulary lists exist. One such is the LORT Member Theatres and Stage Categories List which is appended. When possible use a controlled vocabulary for best indexing and retrieval results.		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines <ol style="list-style-type: none"> 1. Use separate <i>Venue</i> elements to enter multiple values or <i>clearly separate each entry</i> by a semicolon and a space within an element. 2. Multiple <i>Venue</i> values may be appropriate when a production moves to another space or goes out on tour. 3. Enter names consistently for best search results. 		
Examples		
Venue	Comments	
Angus Bowmer Theatre	<i>Venue: Non-Profit</i> operated by the Oregon Shakespeare Festival	
Seegerstrom Stage; Julianne Argyros Stage	<i>Venue: Non-Profit</i> operated by South Coast Repertory Theatre	
Samueli Theater	<i>Venue: Presenting House</i> operated by the Seegerstrom Arts Center (not to be confused with the Seegerstrom Stage operated by SCR above).	
The Hollywood Bowl	<i>Venue: Amphitheatre</i> owned by the County of Los Angeles	
Gil Cates Theater	<i>Venue: LORT B Producing House</i> operated by the Geffen Playhouse	

OBJECT STATE

Term Name: OBJECT STATE		Term Label: Object State
Maps To DC Term: None		Obligation: Optional
Definition: The degree of completeness for a particular object or resource.		
Comments: <i>Object State</i> is an element designed to assist in the identification of various degrees of “completeness” for a particular information object to assist users in knowing whether the object is ready for publication across a larger audience. Enables change management for documents, drawings, policies, artwork and many other types of content.		
Vocabulary: Use CATT taxonomy Object State		Repeatable: no
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
<ol style="list-style-type: none"> 1. Use <i>Object State</i> to indicate whether an asset is ready to be shared with a larger audience, especially if there are multiple versions of the same object available. 2. Use in conjunction with a locally agreed upon numbering scheme to specify the iteration of the object for explicit version control. 		
Examples		
Object State	Comments	
Work-In-Progress, ver 2.1	Indicates that the object is still under active change management and is not ready for wider publication.	
Final, ver 3.0	Final version of the object ready to be published.	

AUDIENCE

Term Name: AUDIENCE		Term Label: Audience
Maps To DC Term: Audience		Obligation: Optional
Definition: A class of entity for whom the resource is intended or useful.		
Comments: Typically, <i>Audience</i> is used to denote a group of users the resource was created for or targeted to. Audience may either be internal or external to the organization. Internally, it may denote employees of departments within the organization; externally it may refer to ticket buyers, board members or the public at large.		
Vocabulary: Use CATT taxonomy Audience		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
<ol style="list-style-type: none"> 1. Use separate <i>Audience</i> elements to enter multiple values or <i>clearly separate each entry</i> by a semicolon and a space within an element. 		
Examples		
Audience	Comments	
Educators; Teaching Artists	<i>Audience</i> values for educational discovery guides	
Media; Press	<i>Audience</i> value for Press Kit	
Employees	<i>Audience</i> value for 2012 Holiday Schedule	
Audience Services; Ticketing Staff	<i>Audience</i> value for new promotional discount ticket policy	

LOCATION

Term Name: LOCATION		Term Label: Location
Maps To DC Term: Coverage Spatial		Obligation: Optional
Definition: Place names of locations where performances occur		
Comments: <i>Location</i> is mapped to the DC term Coverage Spatial. <i>Location</i> refers to the geographic space where the production is performed.		
Vocabulary: Use existing CVs such as the Getty Thesaurus of Geographic Names, ISO Country Codes or GeoNames. <ol style="list-style-type: none"> 1. http://www.getty.edu/research/tools/vocabularies/tgn/ 2. http://www.iso.org/iso/country_codes.htm 3. http://www.geonames.org/ 		Repeatable: yes
Refinement Name		
None	Refinement Label	Definition
Refinement Name		
Input Guidelines <ol style="list-style-type: none"> 1. Multiple places or physical regions may be associated with a production. Use separate <i>Location</i> elements to enter multiple values or <i>clearly separate each entry</i> by a semicolon and a space within an element. 2. If using place names, select terms from a controlled vocabulary to identify the location such as the Getty Thesaurus of Geographical Names (TGN), ISO 3166, or GeoNames. 3. Place names can be especially useful when a show goes on tour to multiple cities or countries. 4. Place names also help to disambiguate production instances. For example, a production of <i>Richard III</i> in Stratford, Canada, is not the same as <i>Richard III</i> taking place in Stratford England. 		
Examples		
Location	Comments	
New York City	Place name	
North America	Place Name	
Tempe AZ; Los Angeles, CA; San Diego, CA	Stops on the 2014 national tour of <i>Jersey Boys</i>	

ACCESS CONTROL

Term Name: ACCESS CONTROL		Term Label: Access Control
Maps To DC Term: dcterms: accessRights		Obligation: Optional
Definition: Information about who can access the resource or an indication of its security status.		
Comments: Access Rights may include information regarding access or restrictions based on privacy, security, or other policies.		
Vocabulary: Use CATT taxonomy Access Control		Repeatable: no
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
<ol style="list-style-type: none"> 1. In cases where there is some doubt as to release, mark materials with the most restrictive value appropriate. 		
Examples		
Access Control		Comments
Proprietary		Marketing campaign for an upcoming production
Confidential		Personnel records

ROLE

Term Name: ROLE		Term Label: Role
Maps To DC Term: None		Obligation: Optional
Definition: The capacity by which a <i>Creator</i> or <i>Contributor</i> generates or assists in generating an information resource.		
Comments: Role helps to specify the manner in which a <i>Creator</i> or <i>Contributor</i> interacts with the resource. May also be used to identify skill sets or competencies.		
Vocabulary: Use CATT taxonomy Role		Repeatable: yes
Refinement Name	Refinement Label	Definition
None		
Input Guidelines		
1. May be used alone or as the refinement values for <i>Creator</i> or <i>Contributor</i> elements.		
Examples		
Role	Comments	
Ritchie, Michael (Artistic Director)	Value refinement for the <i>Creator</i> element of the <i>Center Theatre Group Mission Statement</i>	
Krieger, Henry (Composer); Eyen, Tom (Lyricist, Librettist)	Value refinements for <i>Dreamgirls</i> element <i>Creator</i>	
Smith, Oliver (Scenic Designer)	Value refinement for Front Elevation from <i>Hello Dolly</i>	
Lehner, Sharon (Archivist)	Value refinement for <i>BAM Content Standard Policy</i>	