	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Data Element ID**	**Data Element Name**	**Data Element Label**	**Data Element Definition**	**Data Type: <blank> = langstring**	**Field Length (fixed or variable)**	**Obligation (mandatory / optional)**	**Repeatable/ Non-repeatable**	**Indexed (Y/N)**	**Displayed to User? (Y/N)**	**Value Domain/ Formatting Rule**	**Usage/Scope: G (General), F (interFace), D (Database), or R (Reference)**	**Usage/Scope NOTE**	**Data Element Version**
2	**waandColl001**	collName	Collection Name	Name the repository has given to the collection		variable	M	NR	Y	Y	Free text field.	G	Give the name of the collection as defined by your repository. This name may or may not be the same as the next item, Subject of Collection.	2005-08-26_v1.0
3	**waandColl002**	collCitationForm	Collection Citation Form	Correct form in which this Collection should be cited for publication by researchers or archive users.		variable	M	NR	Y	Y	One radio button: "Same as collection name above" replicates waandColl001 Collection Name entry; one field to enter "If Different Specify here."	G	One radio button: "Same as collection name above" replicates waandColl001 Collection Name entry; one field to enter "If Different Specify here."	2005-08-26_v1.0
4	**waandColl03**	collDepth	Collection Depth	Level of depth of the collection for research purposes.		1 or 2 digits	M	NR	N	Y	Radio buttons.	G	1–Minimal or basic level; 2–Study level collection; 3–Research or comprehensive level.	2005-10-28_v1.0
5	**waandColl004**	collNote	Collection Description Note	Additional information about the collection (additional types of material, copyright, digitizations, portions of career covered by the collection, etc.)		variable	O	NR	Y	Y	Free text field.	G	Include here any additional information about the collection that you wish users to know. For example, if any of your primary source materials are digitized and available over the Web, you may provide the URL here.	2005-08-26_v1.0
6	**waandColl005**	collPhysFormat	Primary Source Material - Physical Format	Type of primary source material (physical format) in the collection		variable; max length 64 char	M	R	Y	Y	Checkboxes. Hyperlink each term to a glossary definition.	G	Select all that apply: Artifacts/realia; Electronic materials; Graphics; Microform; Moving images; Photographic material; Sound recordings; Textual materials.	2005-08-26_v1.0
7	**waandColl006**	collContent	Primary Source Material - Intellectual Content	Type of primary source material (intellectual content) in the collection		variable; max length 120 char	M	R	Y	Y	Checkboxes. Hyperlink each term to a glossary definition.	G	Check any categories of material that would be included in a complete finding aid for this collection. Select all that apply: Artwork documentation; Business & professional records; Clippings files; Correspondence; Ephemera; Information about other repositories; Journals & diaries; Manuscripts; Oral histories & interviews; Organizational records; Portraits (of the subject of the collection); Publicity materials; Published writings by the artist; Published writings about the artist; Representations and/or models of original artworks; Personal collections, personal effects, & memorabilia; Research data; Sketchbooks; Studio inventory; Unpublished autobiography & memoirs; Vital records; Works of art (the artist's own).	2005-08-26_v1.0
8	**waandColl007**	collKeywords	Collection Keywords	Keywords separated by semi-colons.		variable	O	R	Y	N	Free text field.	G	List subject keywords, reflecting themes or topics represented in the collection, that would be useful in searching the collection. Separate keywords by semi-colons.	2005-08-26_v1.0
9	**waandColl008**	collTime	Collection Time Period Access Point	Time spanned by the collection: start & stop year.			O	NR	N	N		R	"Bucket" data element for CollTimeStart (Coll008) & CollTimeStop (Coll009).	2005-08-26_v1.0
10	**waandColl009**	collTimeStart	Collection Start Year	Year collection starts.		4-digit numeric	O	NR	N	Y	Numeric string: yyyy	G	Enter four-digit "Start Year" for the earliest materials represented in this collection. If start year is unknown, enter 0000 here.	2005-10-04_v1.0
11	**waandColl010**	collTimeStop	Collection Stop Year	Year collection stops.		4-digit numeric	O	NR	N	Y	Numeric string: yyyy	G	Enter four-digit "Stop Year" for latest materials represented in this collection. If collection is ongoing, enter 9999 here.	2005-10-04_v1.0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
12	**waandColl011**	collAccessPolicy	Access Policy	Access policy that applies to this collection		variable; max length 64 char	M	NR	Y	Y	Radio buttons.	G	Select response that best applies: Access to the collection is unrestricted; All or part of the collection is restricted to specific audiences; All or part of the collection is otherwise restricted; Collection is not currently accessible.	2005-08-26_v1.0
13	**waandColl012**	collAccessNote	Access Policy Note	Additional information about the repository's access policy for this collection		variable	O	NR	N	Y	Free text field.	G	Additional information about the repository's access policy for this collection	2005-08-26_v1.0
14	**waandColl013**	collAccrualPolicy	Collection accrual policy	Status of future additions to the collection.		1 or 2 digits	O	NR	N	Y	Four radio buttons.	G	Select the accrual policy that most closely matches this collection: Closed - A policy that items are no longer added to the collection; Passive - A policy that items are added to the collection only in response to the initiative of an external agent; Active - A policy that items are actively sought for addition to the collection; Partial - A policy that items are actively sought for addition to a specific part of the collection.	2005-08-26_v1.0
15	**waandColl014**	processedPercent	Percentage of Collection Processed	Precentage of the collection which is processed		variable; max length 8 char	O	NR	N	Y	Radio buttons.	G	Select one: None; 1-25%; 26-50%; 51-75%; 76-99%; 100%	2005-08-26_v1.0
16	**waandColl015**	digitizedPercent	Percentage of Collection Digitized	Precentage of the collection which is digitized		variable; max length 8 char	O	NR	N	Y	Radio buttons.	G	Select one: None; 1-25%; 26-50%; 51-75%; 76-99%; 100%	2005-08-26_v1.0
17	**waandColl016**	preservedPercent	Percentage of Collection Preserved	Precentage of the collection which is preserved		variable; max length 8 char	O	NR	N	Y	Radio buttons.	G	Select one: None; 1-25%; 26-50%; 51-75%; 76-99%; 100%	2005-08-26_v1.0
18	**waandColl017**	collHistoryNote	Collection History Note	Note on history or provenance of the collection		variable	O	NR	Y	Y	Free text field.	G	Provide a brief description of the history of the collection. If this collection has a finding aid, you may paste Collection Provenance here.	2005-08-26_v1.0
19	**waandColl018**	collSupplementaryArt	Artworks Supplementing the Collection	Artworks or other supplementary materials by or about the artist(s), which are held by the organization but are not part of the described collection.		variable	O	NR	Y	Y	Free text field.	G	Artworks or other supplementary materials by or about the artist that are held by the organization but are not part of the described collection.	2005-08-26_v1.0
20	**waandColl019**	collCatalogAvail	Cataloging Availability	Catalog information availability: Is this collection cataloged for access?		1 char	O	NR	N	Y	Radio buttons.	G	Can a description of this collection be found in your repository catalog? Yes or No.	2005-08-26_v1.0
21	**waandColl020**	collRecordBibID	Collection Level Bibliographic Record	BibID for collection record within the repository's catalog		variable	O	NR	Y	Y		G	If a collection level bibliographic record exists, provide the unique alphanumeric identifier (call number) used by your repository or institution.	2005-08-26_v1.0
22	**waandColl021**	collCatalogURL	Collection Catalog URL	URL of the collection catalogue if available to the public over the Web.		variable	O	NR	N	Y		G	If this collection is cataoged and searchable online, provide the URL to the catalog interface.	2005-08-26_v1.0
23	**waandColl022**	collFindingAid	Finding Aid Availability	Finding aid available for the collection		1 char	M	NR	N	Y	Radio buttons	G	Is there a finding aid available for this collection? Select one: yes, no.	2005-08-26_v1.0
24	**waandColl023**	collFindingAidURL	Finding Aid URL	URL of the finding aid for the collection, if available to the public over the Web.		variable	O	NR	N	Y		G	If a finding aid is available to the public online, provide the URL.	2005-08-26_v1.0
25	**waandColl024**	collCatalogNote	Collection Catalog note	Additional cataloging information.		variable	O	NR	N	Y	Free text field.	G	Provide any additional information you wish on any descriptive information (cataloging resources such as catalog records, finding aids, etc.) that is avalailable to users researching this collection.	2005-08-26_v1.0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
26	**waandColl025**	collEntities	Artists and Organizations within the Collection	Multiple names of entities represented in a group collection.		variable	O	R	N	Y	Artist Last Name, Artist first name, and middle name or middle initial (if known), or Organization name. Separate names with a semi-colon or new line.	F	If this collection comprises primary source material about more than one artist or organization, you may enter all or some of the names here. Please format entries as follows: Artist Last Name, Artist first name, Artist middle name or middle initial (if known); or Organization name (omit article "The"). Separate names with a semi-colon or a new line.	2005-08-26_v1.0
27	**waandColl026**	repID	Repository ID	Unique identifier for the repository holding this Collection's original source materials.		variable with maximum length of 11 digits	M	NR	Y admin	N	System supplied auto-generated number up to 11 digits. Reference: Rep033	D	Used to link the Collection and Repository databases.	2005-09-30_v1.0
28	**waandColl027**	collID	Collection ID	Unique identifier for the collection		variable with maximum length of 11 digits	M	NR	Y admin	N	System supplied, auto-generated number up to 11 digits.	D		2005-09-29_v1.0
29	**waandColl028**	parentcollID	ParentCollection ID	Unique identifier for the parent collection		variable with maximum length of 11 digits	O	NR	Y admin	N	System supplied, auto-generated number up to 11 digits.	D		2005-09-29_v1.0
30	**waandColl029**	collSubName	Name the repository has given to the subject's collection			variable	O	NR	Y	Y	Free text field.	F	Does your repository have a discrete name or title for this artist's or organization's holdings within the group collection? Is this a named sub-collection? If so, provide name or title.	2005-10-28_v1.0
31	*revised 5-8-2006*													