

400 Series: Applied Arts

1st Line

4, followed by country code, using our standard codes, EXCEPT for the following:

Greece - Aegean:		
Cycladic		_38.31
Minoan		.32
Mycenaean		.33
East Greek/Aegean (Trojan, Cypriote, etc.)		.34
Early Christian	0 - 476 (West) /- 526 (East)	_68.10
Byzantine (East)	527 - 1450	.20
Early Medieval (West)	477 (or as early as 300) - 750	.30
	includes Migration Cultures, Merovingian, Anglo-Saxon	
Carolingian	750 - 1000	.40
Ottonian (Germany)	900 - 1002 (1024)	.45
Romanesque	1000 - 1140	.50
Gothic	1140 - 1500	.70
	(does not include Italian Ren.)	

From Renaissance on, use century indication. Don't use the initial "C"--just use the numbers. For example 476/16, or 495/19-20.

2nd Line = Cutter number, when appropriate

This will accommodate larger groupings of excavation items or ship burial findings (which are generally thought of in terms of the group, and would be better organized within such group than individually, such as the treasure from King Tut's tomb or the Sutton Hoo ship burial). Create a cutter number for the name of the find, and file AFTER everything else in its time period.

DO NOT USE FOR ARTIST NAMES OR MOVEMENT TITLES. (See general notes below.)

If no cutter number is used, move 3rd line cataloging to the second line.

General notes:

- Use first two or three letters of last name to differentiate between items when identified people are involved, as in coinage or grave stones, etc. Otherwise use random numbers as each slide gets put into the drawer: i.e., the first metal cup is 233C/1, the third is 233C/3, etc. regardless of subject matter.
- Keep artist's or movement's work somewhat together by inserting a letter indication before the random numbers. For instance to keep Stickley chairs generally together in the 20th C. furniture category, use the initial "St": 625/St1, 625/St2, etc.
- Use sculptural view initials when appropriate (a, bc, da, etc.)
- Use APPLD in Artform, when entering on VRMS

3rd Line, first number = General Classification

- 1 Minerals
- 2 Metals
- 3 Wood/Basketry
- 4 Ivory, Leather, Bone, Paper, etc.
- 5 Textiles & Lace
- 6 Furniture
- 7 Mixed Media (includes electrical)
- 8 Miscellaneous (unknown, groupings)

3rd Line, additional numbers = More specific material and/or Object Type:**1 MINERALS**

- 10 Stone & marble
- 20 Gems & precious stones
- 25 Mosaics & cosmati (not in situ)
- 30 Enamels, Majolica
- 33 Inlay
- 35 Cloisonné
- 40 Glass: cut & other
- 45 Glass: stained or painted (not in situ)
- 50 Porcelain
- 60 Pottery, ceramics, earthenware
- 65 Greek vases & related pottery (*see page 6*)
- 70 Stucco, plaster
- 75 Terra-cotta
- 80 Tiles; Plaques
- 90 Plastic
- 95 Advertisements, Publications

For all of Mineral arts (except Greek vases):

- .1 Ritual objects, small religious figurines
- .2 Dishes, platters, trays, plates
- .3 Vases (other than Greek), jars, cups (goblets, glasses [drinking]), bowls, urns, tureens
- .4 Ewers, jugs, pitchers, bottles, teapots, canisters, tankards, service sets, flasks (alabastron), decanters
- .5 Tools, utensils, seals & seal impressions
- .6 Weapons, armor, Musical instruments
- .7 Ornaments, small figurines, cameos, jewelry
- .8 Tiles, panels, plaques, book covers, tablets & inscriptions
- .9 Miscellaneous, unknown

2 METALS

- 10 Jewelry
 - For jewelry:
 - .1 Rings
 - .2 Bracelets, anklets, armbands
 - .3 Belts, girdles
 - .4 Necklaces, pendants, pectorals
 - .5 Earrings, noserings
 - .6 Pins, buckles, fibulae, buttons, cufflinks, brooches, clasps
 - .7 Tiaras, combs, hair ornaments
 - .8 Watches
 - .9 Miscellaneous, or grouping of above
- 20 Ecclesiastical/Liturgical: religious figurines, crosses, altars, fonts, etc.
- 25 Ceremonial: ritual objects, crowns, thrones, etc.
- 27 Domestic accessories (not furniture), incl. candle holders, inkwells, doorknobs, S&P shakers, etc.
- 30 Plates, platters, trays
- 33 Cups: incl. beakers, goblets, mugs (C), bowls (B), vases (V), jars (J), rhytons (R)
- 35 Pitchers (P), tankards (T), canisters (C), ewers (E), teapots (Te), flagons & flasks (F), bottles (B), measures (M)
- 37 Pots & pans, cauldrons, chamber pots
- 39 Groups of tableware, above, or silverware/flatware
- 40 Architectural objects, tools, bannisters
- 50 Statuettes, Figurines (secular)
- 60 Scientific Instruments, Musical instruments
- 70 Arms, Weapons & Armor
- 75 Horsegear (including Saddles)
- 80 Coins & Soldi or Solidi (C) & Medallions (M), Seals & seal impressions (S)
front = o (obverse), back = v (verso)
- 90 Plaques, panels, book covers, diptychs
- 95 Advertisements, Publications

3 WOOD/BASKETRY

- 10 Small-scale figure carving, incl. religious (crucifix, etc.)
- 15 Masks
- 20 Decorative woodwork: doors, panels, cabinets
- 25 Painted wood plaques, signs, etc.
- 30 Tableware: Plates, platters, trays, cups, bowls, vases, etc.
- 35 Domestic accessories (not furniture), boxes
- 40 Tools & utensils of wood, distaffs
- 50 Boulle (buhl), intarsia, marquetry, inlay
- 60 Musical instruments
- 70 Lacquer & Japanning
- 80 Baskets, wicker, bamboo
- 90 Miscellaneous (drums, headdresses, carts, circus wagons, toilet articles, gameboards)
- 95 Advertisements, Publications

4 IVORY, LEATHER, BONE, PAPER, ETC.

- 10 Carved ivory, bone & horn
- 20 Shell, Mother of Pearl

For 10 and 20 above:

- .1 Ritual objects, religious figurines
 - .2 Plates, Dishes
 - .3 Cups, bowls, vases, rhytons
 - .4 Pitchers
 - .5 Tools, utensils
 - .6 Furnishings, fittings
 - .7 Plaques, panels, book covers, diptychs
 - .8 Weapons, armor
 - .9 Miscellaneous, unknown
- 30 Leather & vellum (includes book bindings, straps, boots, etc.)
 - 40 Papier mâché & Paper
 - 45 Wallpaper
 - 50 Perishable materials: wax, bread, etc.
 - 60
 - 70 Writing, calligraphy, hieroglyphics, graffiti, inscriptions, etc.
 - 80 Mummies, mummy cases, casts, corpses, skeletons (when not considered sculpture)
 - 90 Miscellaneous (Ostrich eggs, etc.)

5 TEXTILES & LACE

- 10 Religious (altar frontals, shrouds, etc.)
- 15 Ecclesiastical vestments
- 20 Hangings, tapestries
- 25 Curtains, panels, valances
- 30 Carpets & rugs
- 40 Coverlets, quilts, spreads, blankets, etc.
- 50 Towels, table linens, bed linens
- 60 Samplers, Plaques, pictures, book covers
- 65 Furniture, boxes, small covers, etc., upholstery/upholstery swatches
- 70 Costumes (more or less complete garments)
- 80 Borders, bands, ornaments, clothing details--fragments, medallions, animal fittings
- 90 Unknown use, fabric swatches, etc.
- 95 Advertisements, Publications

6 FURNITURE

- 10 Beds, Cradles, Headrests
- 20 Sofa, Couch, Bench, Settee
- 25 Stools, Chairs, Rockers
- 30 Tables, Stands, Tripods
- 40 Cabinets, Bookcases, Multimedia cabinets (entertainment centers)
- 45 Secretaries, Desks
- 50 Tubs, Baths, Commodes, Washstands
- 55 Closets [wardrobes, armoires], Chests, Dressers, Vanities
- 60 Cupboards, Sideboards, Buffets, Credenza, Kitchen furniture
- 65 Stoves
- 70 Sconces, Chandeliers, Girandole, Lamps
- 80 Clocks
- 85 Frames, Mirrors, Screens
- 90 Miscellaneous
- 93 Interiors, Groupings
- 95 Advertisements, Publications, Trademarks
- 97 Views of workshops, making of, etc.

7 MIXED MEDIA Includes all electrical, except furniture (i.e. lamps)

- 10 Utilitarian (appliances, typewriters, domestic accessories)
- 20 Technical (computers, telephones, world expansive things)
- 30 Non-Utilitarian (decorative, accessories, etc.)
- 40 Groupings, Multi-functional objects
- 50
- 60
- 70
- 80
- 90 Miscellaneous
- 95 Advertisements, Publications

8 MISCELLANEOUS

- 10 Unknowns or other miscellaneous
- 20 Groupings of cross-media objects (not included in Mixed Media, above)
-
-
- 95 Advertisements, Publications (not media specific)

DRAWER TABS FOR APPLIED ARTS

- Green (no top) Century/Time period designation
- Green General classification label (Minerals, Metals, etc.)
- Orange More specific material and/or object type (cup, vase, etc.)
- Yellow To identify major works (Harvester Vase, Gemma Augustea, etc.)

GREEK VASES & RELATED POTTERY

- 438.
- 3 Aegean (including Troy)
 - 31 Cycladic
 - 32 Minoan (Early, Middle, Late = M1, M2, M3 respectively)
 - 33 Mycenaean (Early, Middle, Late Helladic = H1, H2, H3)
 - 35 Geometric
 - Attic (Proto, Early, Middle, Late=A1, A2, A3, A4), Argive (Ar), Boeotian (Bo), Corinthian (Co), Cretan (Cr), Cycladic (Cyc), Cyprus (Cyp), Delian (De), Dodekanesean (Do), East Greek (Ea), Euboean (Eu), Laconian (La), Macedonian (Ma), Thessalian (Th), etc.
 - 37 Orientalizing
 - Attic (A), Argive (Ar), Boeotian (Bo), Proto-Corinthian (Co), Cretan (Cr), Cycladic (Cy), East Greek (Ea), Laconian/Spartan (La), Rhodian (Rh), etc. then slash/
 - 4 (Archaic)
 - BLACK FIGURE
 - Attic, Boeotian, Corinthian, etc., as above (East Greek incl. Fikellura, Klazomenean)
 - 5 (Transitional)
 - Bi-lingual & Panathenaic Vases
 - 6 (Classical)
 - RED-FIGURE (Mainland)
 - Attic, Boeotian, Corinthian, etc., as above
 - 65 RED-FIGURE (South Italian)
 - Apulian (Ap), Campanian (Ca), Lucanian (Lu), Paestan (Pa), Sicilian (Si)
 - 67 WHITE GROUND
 - 7 (4th Century)
 - No Vases (see Classical, 5th C.)
 - 8 Hellenistic

- 1 for Minerals, 65 for Greek vases, followed by a slash /
- For unknown painters, number randomly but consecutively
- For known painters, use 2-4 letter abbreviation of artist's name AFTER slash, followed by consecutive numbers for each work. If the numbers do not fit on the second line, move them to the beginning of the third line.
- Use sculptural letters for views; "(e)" will serve for interior views, "(f)" for bottom views, and "frag" for fragments.
- No subject or vessel type differentiation needs to be made.
- Artist/Site Field = type, i.e. Black Figure
- One handled vases - view with handle at left is "(a)" view.