

## LA as Subject Database User Guide

The following style and definition manual provides guidance for filling out the [submittal form](#) for new entries into the LA as Subject database or for changing existing records.

[Institutional Information](#) | [Collection Information](#) | [Access and Management Information](#)

### Institutional Information

Institution Type	Select from the list below the kind of organization where the collection is held. (check all that apply)
Archive	Place where documents and other materials are stored
Artist	Person who creates cultural artifacts or is skilled in the arts; examples are painters, sculptors and writers
Art Institution/ Center	Organization that promotes visual or performing arts through education, preservation and presentation
Charitable Organization	Organization that promotes philanthropic donations or volunteer work to support a particular cause
Church / Mosque / Synagogue / Temple	Religious organization that serves the spiritual needs of a group of people according to a particular doctrine or a religious building used for worship
College / University	Institution of higher education
Commercial Business	Entity that operates for a profit
Community Arts Organization	Organization that coordinates business and creative services for arts institutions within a community
Community Foundations	Publicly supported charitable organization that aggregates donor funds to directly benefit residents of a community or geographic area; serves as a grantmaking body
Community Organization	Organization that promotes education about and study of a particular population group; represents community needs to broader public
Community Service Organization	Organization that is non-profit or government-run with programs intended to improve the quality of life for community residents; often grass roots or political in character
Cultural Institution	Institution that seeks to preserve and promote cultural aspects of a community
Cultural / Professional Organization	Organization that supports exchange of ideas and networking between people from similar arts or professional areas
Festival Organization	Organization that coordinates and promotes cultural events that are often held annually

Foundation	Organization that is supported by an endowment and makes grants to worthy causes
Fraternal Organization	Social organization that often incorporates rites and secret rituals; may operate as a charitable institution or perform works for the public good
Gallery	Display space for exhibition of cultural and artistic works
Historic Site	Place that is significant because of its historical, architectural, archaeological or cultural value
Historical Society	Organization that seeks to preserve the historical record for a geographic area or an institution
K-12 School	Institution of early childhood, primary or secondary education
Library	Collection of print and digital resources maintained for reference, reading or lending
Monument	Structure that commemorates an event or a person; examples include sculptures, buildings or gravestones
Municipal- City	City government and its agencies
Municipal- County	County government and its agencies
Museum	Organization that collects, studies, displays, and conserves cultural or scientific objects of value
National Organization	Organization that has the entire United States as its scope; may be a federal government entity
Non-profit Organization	Entity that exists to serve public interest rather than financial gain of its members or directors
Private Collection	Collection of materials owned by an individual, family, or private entity
Public Benefit Institution	Institution that offers services aimed at contributing to the efficacy of government and of public systems for the common good
Public Sector	Entity that is tax supported and under government control; examples include police, public roads, and public education
Religious Organization	Organization that promotes understanding of a particular religious belief, either to members or those outside the organization
Research Center / Institution	Organization that conducts research within a particular discipline
State Federal Government	State or national government and its agencies
Study Center	Small-scale resource that offers archival and other research material in a focused area
Trade Association	Organization that promotes the business interests of a specific industry

**Mailing Name**

Institution's name used for mailing address purposes if different

from the Institution Name.

Contact

Person to whom correspondence should be directed. Enter salutation in first box; first name in second box; last name in third box.

Location

Neighborhood, city or region where organization is located; examples include Echo Park, Downey and San Fernando Valley

**Collection Information**

Description

Contents of the collection as related to the Los Angeles region; specific description of the holdings is advised to enhance retrieval.

Regions Covered

Neighborhoods, cities or regions represented in the collection; examples include Silver lake, Long Beach and Los Angeles region.

Types of Materials

Select from the list below the kind of items that make up the collection; elements may be physical or digital and of any media. (check all that apply)

Architectural Drawings

Architect's drawings or blueprints for design and construction of structures

Artist Files

Collected artist's biographical information, artwork reproductions, gallery and exhibition catalogs

Artworks

Original works of fine art; examples include paintings, drawings, sculpture, and installations

Audio Recordings

Media used for the recording of sound; examples include audiotapes, digital audio recordings and phonograph records

Books

Sets of written or printed pages bound along one side, usually with protective outer covers

Cultural Artifacts, Materials

Objects made by people that are of cultural value and the substances used in their creation

Databases

Large collections of data, usually structured into records that facilitate entry, retrieval and update with software

Diaries / Journals / Papers

Personal written records of daily life and private letters or documents

Digital Files

Materials that are in electronic form; they may be original digital items or they may have been converted from print or other physical media

Directories

Compilations of personal names, organizations or other entities along with addresses, telephone numbers and other identifying details; examples include city directories and telephone directories

Ephemera	Collectable items, usually printed matter, not intended to have lasting value; examples include tickets, posters, and pamphlets
Films / Videos / Moving Images	Motion pictures recorded on film, videotape or digital media
Institutional Publications	Works published by an organization that represent the institution in some manner; examples include newsletters, press releases, journals and exhibition catalogs
Institutional Records	Organization documents that are retained primarily to record the history of that organization. Use "Official records" for documents that have legal or historical significance
Large Format Papers	Oversize items such as folios, maps or drawings
Manuscripts	Works written by hand or typed, or original works of an author submitted for publication
Maps	Flat, scale representations of some part of a world that show natural and artificial features
Memorabilia	Objects collected for their historical, cultural or nostalgic value
Microfiche / Microfilm	Film with miniaturized images of print or graphic material used for storage, preservation and reproduction of the original material
Newspaper Clippings	News articles or other items cut out from a newspaper
Newspapers	Publications issued daily or weekly that contain news articles, editorials, and advertisements; usually printed on newsprint
Official records	Company, government or organization documents that are retained for legal, evidential or historical value
Oral Histories	Recorded or transcribed interviews with persons who have firsthand experience with historical events
Photographic Equipment	Cameras, lighting gear, photographic processing tools and projectors
Photographs	Still images produced using a camera and then reproduced on light sensitive surfaces such as paper, glass or metal
Postcards	Cards printed with an image on one side with space for a message and mailing address on the reverse
Press Clippings	Articles or other items cut out from journals, magazines, newsletters, or press releases
Press Releases	Statements issued for publication or broadcast that generate news coverage or publicity for organizations
Printed Works	Written or graphic items produced with a printing press
Prints/Posters	Copies of pictures made by transferring image from one surface to another; posters are prints made as announcements, advertisements or as works of art
Rare Books	Valuable and often irreplaceable books that are in demand by collectors and others

Scripts	Texts of stage plays, motion picture screenplays, television or radio programs, including dialogue and stage instructions
Serials	Publications issued at regular intervals such as newspapers, magazines, journals and newsletters
Slides	Images printed on transparent material and mounted in a rigid frame for projection on a screen
Statistical Data	Collections of statistics which may be used for secondary analysis, often in electronic format; examples include population statistics and economic statistics
Unprocessed	Materials that have not been reviewed for classification
Yearbooks	Annual publications that compile facts and figures about a particular subject or institution for the preceding year. Also includes publications issued by secondary or post-secondary educational institutions that document the previous school year

**Sectors of the Population** [Select from the list below the sectors of the population represented in the collection on Los Angeles. Populations are groups of people or organizations that share a common history, cause, ethnicity, geographic territory or other characteristic. \(check all that apply\)](#)

Artistic Communities	Groups of artists often united around a common aesthetic principle or who live and work in the same area
Business	Entities that operate for a profit
Clubs / Services / Social Orgs	Groups of people who meet regularly around a common interest
College / University Faculty	Educators from institutions of higher education
Community Service Organizations	Organizations that are non-profit or government-run with programs intended to improve the quality of life for community residents; often grass roots or political in character
Developmentally Disabled	People with mental retardation
Education	educational institutions and concerns; includes pre-schools, K-12, colleges, universities, museum education departments and tutoring services
Employment	Wage earners and small business owners
Gender Specific	Distinct communities of women or men
Homeless	People without a home or permanent residence
Labor Unions	Organizations comprised of workers that negotiate collectively with employers over wages, benefits and working conditions; includes trade unions and guilds

LGBT	Communities centered around gender identity or sexual preference; includes lesbians, gay men, bisexuals, and transgender people (LGBT).
Migrant Workers	Workers who move from one region to another for labor opportunities, usually in agriculture or seasonal industries
Musicians	People who perform, conduct or compose music
People with disabilities	People with disabilities such as blindness, paraplegia, or mental illness
Politics / Government	People and organizations involved in political affairs and public administration
Professional	People who earn a living in one of the learned professions; examples include accountants, doctors, lawyers, librarians and teachers
Religious	People and organizations that promote understanding of a particular religious belief, either to members or those outside the organization
Seniors	Elderly people, especially those who have retired from work
Sports	People and organizations involved in athletic activities and competition
Students	People dedicated to learning, usually by attending school
TV / Film / Radio	People and organizations involved in producing and distributing television, films and radio works
Veterans	People who served in the armed forces as soldiers, sailors or marines
Youth	Children, teenagers and young adults

### [Ethnic Cultures](#)

African Descent	People whose forebears were from the African continent
Armenian Descent	People whose forebears were from Armenia
Asian Descent	People whose forebears were from Asia or Southeast Asia
European Descent	People whose forebears were from Europe
Jewish Descent	People whose forebears were Jewish
Mexican Descent / Chicano / Latino	People whose forebears were Mexican or Latin American
Middle Eastern Descent	People whose forebears were from the Middle East
Multiethnic	People whose forebears were from two or more ethnic groups
Native American Descent / indigenous	People whose forebears were residents of the Americas before the arrival of Europeans

## Economic Group

At or below Poverty Level	People with an income below what is considered necessary for the meeting minimal amount needed to live in a particular society
Highest Income	People who control great wealth; the upper class or economic elite
Lower to Middle Income	People whose income is above poverty level, but does not rise above the middle range of income of the whole population
Middle to Upper Income	People whose income is at the middle range up to highest income; often comprised of professional and business people

## Access and Collection Management Information

### Access

How and when a collection may be used and under what conditions

Onsite technology	Computer equipment or media viewing equipment available
Workspaces	Areas set aside for work, such as desks, study tables or carrels
Access procedures	Terms which must be met before accessing the collection. May include approval from organization staff or an advance appointment.

### Collection Management

How a collection is organized, maintained and developed

Catalog system	Method used to systematically order materials in order to facilitate their storage and retrieval; examples include collection management systems, library databases, accession number records and printed card files.
Digital formats	Materials are in electronic form; examples include text databases, digital images, digital audio files or statistical data files
Repository	Space for storing archives or collections; may also be a library designated to receive and retain government documents
Loans to outside	Archival materials or collection objects are lent to other institutions for exhibition or display
Exhibited	Archival materials or collection objects are publicly shown
Exhibited onsite	Archival materials or collection objects are publicly shown at the institution
Exhibition frequency	How often exhibitions are held during a twelve month period
Donation frequency	How often donations of archival materials or collection objects from the public are accepted by the institution during a twelve month period
Purchases	Institution purchases archival materials or collections to augment

	existing holdings
Formalized purchases	Purchase of archives and collections are a formal part of the institution's mission

**Outreach**      **Methods of publicizing collection, making materials available and raising public awareness of the institution and its offerings**

Brochures / Flyers / Pamphlets	Printed publications of one to five or more pages, used for promotional or educational purposes
Class visits	Scheduled tours for school groups
Conferences / Conventions	Attendance of meetings sponsored by organizations with similar goals and interests
Directories	Maintaining listing in compilations of organization names or other entities along with addresses, telephone numbers and other identifying details; examples include city directories and telephone directories
Exhibitions	Presents art shows and other exhibits
Festivals	Participation in periodic season or program of cultural events or entertainment
Internet	Maintains a presence on the Internet with a website and email contact
Library Events	produces readings, exhibits and other events at the library
Mailings	Sends batches of institutional publications to a selected list of addresses through the postal service; examples include newsletter and press release mailings
Meetings	Sponsors gatherings focused on organization interests
Newsletter	Issues a serial publication detailing newsworthy items from the institution
Newspapers	Submits event notices and press releases to newspapers
None	No outreach effort
OCLC / RLIN	Contributes bibliographic records to OCLC or RLIN
Online Catalog	Maintains a computerized library catalog that is available to library users
Public lectures / programs	Produces performances, talks and workshops that are open to the public
Publications	Issues books, serials and other publications
Radio / TV / Video	Submits event notices and press releases to radio and television outlets
Reports	Issues reports to disseminate institutional research

Student Orientations	Tours that familiarize students with institutional offerings
Study Guides	Issues publications that provide context, definitions, and bibliographies for a particular scholarly area
Telephone	Provides contact directly by telephone
Word of Mouth	Relies upon publicity generated by one person telling another about the organization
Other	Enter outreach methods used that are not listed above

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