

No Little Plans

Constructing a Local Controlled Vocabulary in EXPLORE Chicago Collections

Kate Flynn and Erin Matson

The Chicago Collections Consortium (CCC), formed in 2012, is a membership organization of libraries, archives, and museums in the Chicago area, whose mission is to collect, preserve, and share freely, openly, and equitably the history and culture of Chicago with the world. One of the ways it supports this mission is through the EXPLORE Chicago Collections (EXPLORE) portal, which brings together the finding aids for archival collections as well as individual digital images from its member organizations into a single online discovery platform. Aggregating digital content from various repositories that utilize different metadata schemas and descriptive standards is notoriously difficult. One way that the Chicago Collections Consortium attempts to streamline the content in EXPLORE is with the creation of a local, regional vocabulary that creates uniformity in access points across the records. This paper explores the creation of the EXPLORE portal, demonstrating how the formation of locally controlled vocabularies was imperative to maintaining a seamless user interface. It will look at what some of the challenges were to implementing such a vocabulary and how the CCC's Controlled Vocabulary Committee (Committee) has been able to sustain this volunteer-led effort. Lastly, it will look at the work that the Committee is currently doing to ensure that the vocabulary is useful, representative, and well supported.

Introduction

As catalogers and librarians, we occasionally decide to use alternative vocabularies to established national vocabularies—namely, Library of Congress Subject Headings (LCSH). There are many reasons why a cataloger would choose an alternative vocabulary to LCSH, such as to avoid using harmful terminology or to provide localized access points. The initial impetus behind the creation of the Chicago Collections Consortium's (CCC) local shared vocabulary was to center the user's experience. When dealing with metadata from various types of finding aids and with varying digital object metadata in a single environment, we inherently end up with metadata that utilizes different schemas and authorities. This is one of the realities of working within a consortial system, even if we strive to standardize our metadata. Centering the user in this case means employing a simple and straightforward tag list that encompasses a range of material found across Chicago collections. We hope our approach will be useful to others who are collocating resources across several institutions into a single digital environment. This case study represents ten years of work in creating a local vocabulary, inclusive of regional terms, for the CCC.

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The CCC, formed in 2012, is a consortium made up of libraries, archives, museums, and organizations in the Chicago region that is centered around the mission of presenting and promoting Chicago history. The initial impetus behind the founding of the CCC was to find a way to bring together the archival collections of area institutions—which cover many of the same topics—into one discovery platform that was easy to use for both beginning and experienced researchers. The result of this work was EXPLORE Chicago Collections (EXPLORE), an online portal that offers access to archival and digital collections from institutions across the Chicago area.¹

In the development of EXPLORE, however, there existed one critical problem. The initial twelve founding members of the CCC had long been creating their own archival metadata.² This meant there was a great deal of variation in archival metadata—everything from Encoded Archival Description (EAD) finding aids for catalog records to Portable Document Format (PDF) files. It also meant that there was no opportunity to set what systems or standards should be used universally. CCC tackled this problem by creating a tool called Metadata Hopper, which allows staff from CCC member institutions to map their distinct metadata fields into a single, standard template. As a result of using this tool,

the records in a search result would look similar, even though the metadata records contributed to Explore are very different. Figures 2 and 3 illustrate how local metadata are transformed using the tool. These figures represent a record of an image of a stockyards demonstration in EXPLORE's digital images collection. This record was deposited from the Chicago History Museum's (CHM) Daily News collection. In this record, the metadata was mapped from a Machine-Readable Cataloging (MARC) record in CHM's library catalog and mapped to EXPLORE's standard template for digital images.

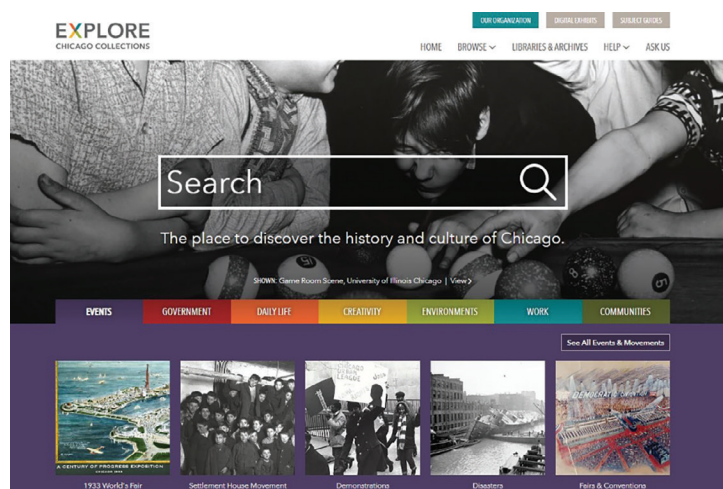



Figure 1. Homepage of Explore Chicago Collections, <https://explore.chicagocollections.org/>.

These differences are most apparent when reviewing the subject metadata. A sample of metadata taken from five of the founding members shows that 13,139 terms mapped to some sort of subject field.³ Of these, only 6,318 lead to more than one item, and 1,335 lead to more than one institution. This type of variation meant that it would not be easy to create a general browse interface using the subject terms in the original metadata record. The terms also came from a variety of different controlled vocabularies and sometimes no controlled vocabularies, so terms like “4-H clubs — Illinois — Chicago. — lctgm” lived alongside terms like “Landscapes (Representations).” What this ultimately meant for the CCC was that researchers would enter into



ONLINE: Reference copy
<http://chsmmedia.org/media/dn/00/0009/DN-0000908.jpg>
 Thumbnail copy
<http://chsmmedia.org/media/dn/00/0009/DN-0000908.gif>

Restricted: Restriction: Original negatives are fragile and not available to researchers. Please consult the on-line image instead.

[Crowd of children and men near a police ambulance in the stockyards during the 1904 Stockyards Strike] [graphic].

Author/creator: [Chicago Daily News, Inc., photographer.](#)

Pub./Made: [ca. 1904] July 7-Sept. 9]

Physical Description: 1 negative : b&w, glass ; 5 x 7 in.

Note: Articles related to this photonegative taken by a Chicago Daily News photographer were published in the newspaper between June and Sept., 1904.

Summary: Image of a crowd of children and men near a police ambulance in the stockyards in the New City community area of Chicago, Illinois, during the 1904 Stockyards Strike.

Citation: Preferred citation: DN-0000908, Chicago Daily News negatives collection, Chicago History Museum.

Usage: The online images are supplied for reference purposes only. All other uses are restricted. To acquire copies, including improved copies, or permission for use, please contact Chicago History Museum, Rights and Reproductions Dept., rightsrepro@chicagohistory.org.

Subject - corporate name: [Chicago \(Ill.\). Police Department. -- Officials and employees.](#)
[Union Stock Yard & Transit Company of Chicago -- Employees.](#)

Subject - topic: [Union Stock Yards strike, Chicago, Ill., 1904](#)
[Meat industry and trade Illinois Chicago 1900-1909. Ictgm](#)
[Meat industry strikes Illinois Chicago 1900-1909. Ictgm](#)
[Police Illinois Chicago 1900-1909. Ictgm](#)
[Crowds Illinois Chicago 1900-1909. Ictgm](#)
[Children Illinois Chicago 1900-1909. Ictgm](#)
[Stockyards Illinois Chicago 1900-1909. Ictgm](#)

Subject - geographic: [Chicago \(Ill.\) -- 1900-1909.](#)
[New City \(Chicago, Ill.\) -- 1900-1909.](#)

Actions: ▼

Text This To Me

Permalink

Figure 2. Example of a digital image source record. This image of a stockyards demonstration is pulled from the Chicago History Museum's library catalog and uses MARC metadata.

[Crowd of children and men near a police ambulance in the stockyards during the 1904 Stockyards Strike]

See Also: Demonstrations | Industries | New City | Chicago | Union Stock Yard & Transit Company of Chicago | Chicago Daily News



COLLECTION ID: DH-0000908

CREATOR NAMES: Chicago Daily News, Inc., photographer.

TITLE: [Crowd of children and men near a police ambulance in the stockyards during the 1904 Stockyards Strike] [graphic].

DATES: [ca. 1904 July 7-Sept. 9]

PHYSICAL DESCRIPTION: 1 negative : b&w, glass : 8 x 7 in.

ACCESS AND USAGE RESTRICTIONS: Restriction: Original negatives are fragile and not available to researchers. Please consult the on-line image instead.

COLLECTION SUMMARY: Image of a crowd of children and men near a police ambulance in the stockyards in the New City community area of Chicago, Illinois, during the 1904 Stockyards Strike.

TERMS GOVERNING USE AND REPRODUCTION: The online images are supplied for reference purposes only. All other uses are restricted. To acquire copies, including improved copies, or permission for use, please contact Chicago History Museum, Rights and Reproductions Department, 1601 N. Clark Street, Chicago, IL 60614.

NAMES:

- Chicago (Ill.). Police Department. Officers and employees.
- Union Stock Yard & Transit Company of Chicago Employees.

SUBJECTS:

- Union Stock Yards strike, Chicago, Ill., 1904
- Meat industry and trade Illinois Chicago 1900-1909. lctgm
- Meat industry strikes Illinois Chicago 1900-1909. lctgm
- Police Illinois Chicago 1900-1909. lctgm
- Crowds Illinois Chicago 1900-1909. lctgm
- Children Illinois Chicago 1900-1909. lctgm
- Stockyards Illinois Chicago 1900-1909. lctgm

Figure 3. The CHM metadata has been ingested into the Explore portal along with the digital image of the stockyards demonstration.

create controlled vocabularies that would “ideally integrate perspectives from several different areas, including archives, cataloging, public access and services, and user experience.”⁴ Before beginning to create the controlled vocabularies, the Controlled Vocabulary Task Force created a series of personas for potential EXPLORE users. This exercise encouraged task force members to think about users: what information they might be looking for and how they would be looking for it. The task force drew its members from both technical services and public services sides of libraries and archives to include diverse perspectives in metadata management and research habits. The task force completed its initial work in spring 2015.

Creating the Controlled Vocabularies

The result of this work is the CCC tag list, which is divided into three main categories: cities, neighborhoods, and topics. Within topics, there are seven top-level categories, each with its own subcategories. Each vocabulary pulls from various source vocabularies, as seen in table 1.

a potentially complex situation. How would researchers, novice and experienced alike, navigate these disparate terms to discover useful information?

Since this could be overwhelming, to novice researchers especially, CCC decided to create controlled vocabularies that could be general and useful alongside the original subject metadata. This would achieve the goal of providing a way to allow users to search for a very specific piece of information but at the same time providing a way to browse. In the spring of 2014, the newly created Controlled Vocabulary Task Force began the process of developing the CCC controlled vocabularies.

The charge of the Controlled Vocabulary Task Force was to

Table 1. Tag categories and source vocabularies.

Chicago Collections tags	Sources
Topics: Events, government, daily life, creativity, environments, work	LCSH, FAST, local terms
Topics: Communities	LCDGT, Census, National Center on Disability and Journalism style guide, Chicago History Museum research on official tribal language, Homosaurus, local terms
Neighborhoods	LCNAF, GeoNames, local sources/terms
Cities	LCNAF, GeoNames, Census, local sources/terms
Names	Institutional records (100/600/700 fields, creator fields)

The initial Controlled Vocabulary Task Force began their work of thinking about potential users by developing personas. The task force considered what types of people may access the portal, what information they may seek, and what search methods they may use. The results included not only traditional scholarly researchers, but also specialized users like genealogists, teachers, artists, and journalists, as well as elementary and undergraduate students. Identifying these various users allowed task force members to think through potential users’ specific scenarios, search terms, and search strategies.

Cities

Colloquially, people will often refer to the greater Chicago metropolitan area as “Chicagoland,” and it was important to represent this greater area beyond the physical boundaries of the city. The collections of our members come from all around the greater-Chicago area, and several of our member institutions are located outside of the city proper. Of the categories that came out of this assessment, the cities tag list is perhaps the most straightforward. The list includes cities, villages, towns, and other places in Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will counties in Illinois, and Lake and Porter counties in Indiana. The tags were originally drawn from the 2010 US Census and were mapped to the Library of Congress Name Authority File (LCNAF) and to GeoNames to pull in data like geographic coordinates. Occasionally, a town or village, often a “census-designated place,” would use a local term when there was not a Library of Congress term available.

Neighborhoods

Chicago is a city of neighborhoods, so tagging neighborhoods correctly is particularly important. Creating a set of terms for Chicago neighborhoods, however, presents unique challenges. As in any major metropolitan area, Chicago’s neighborhood names change over time as different communities move into, out of, and around the city. Often fueled by gentrification, Chicago neighborhoods have a history of name changes and city ward redistricting. Therefore, defining the boundaries and using the right standardized term can at times be difficult, even fraught. The initial task force used a number of resources to create the Neighborhoods controlled vocabulary. A key resource that informed the tag list was the *City of Chicago’s 77 Official Community Areas*.⁵ This list was created in the 1920s by the

University of Chicago's Local Community Research Committee to provide a consistent way that data could be tracked across the city, as ward boundaries, which were previously used, could shift with each new census.⁶ Since the 1920s, the list has changed twice: once to add the O'Hare community area and again to divide the Uptown community area into the current Uptown and Edgewater community areas.

The list of official community areas did not accurately reflect the names people use for the neighborhoods in which they live, however. It arguably sterilized the rich cultural history of the city of Chicago. Consider the neighborhoods of Pilsen, Chinatown, Bronzeville, and Andersonville, all of which were established by or around the same time as the community areas listed but were not reflected in the



Figure 4. Crowd enjoys a performance at Fiesta Del Sol on South Blue Island Avenue and West 18th Street in Pilsen, Chicago, Illinois, 1973. ST-10103837-0005, Chicago Sun-Times collection, Chicago History Museum.



Figure 5. View of Margrette Yuen dancing a Chinese folk dance at a Moon Festival in Chinatown, Chicago, Illinois, August 6, 1982. STM-038207582, Don Bierman/Chicago Sun-Times.



Figure 6. People in Scandinavian dress cleaning sidewalks at West Foster Avenue and North Clark Street, for a party in Andersonville, Chicago, Illinois. ST-90003245-0015, Chicago Sun-Times collection, Chicago History Museum.



Figure 7. Bud Billiken Day Parade in Bronzeville, Chicago, Illinois, August 14, 1999. Chicago History Museum, ICHI-040866; Lynne Lee, photographer.

list. So, although the community areas list was a good starting point, it did not encompass everything that the task force wanted to include. The task force sought other sources of information, including the *Encyclopedia of Chicago*, the guidebook *Chicago Neighborhoods and Suburbs*, a city map created by the Chicago Department of Planning in 1978, a survey project conducted by DNAInfo Chicago, and our own experiences as people who lived in or near the city of Chicago.⁷ The result was an expansive list of 182 tags that were then matched and mapped against LCNAF and GeoNames, where possible.

Topics

The topics section is perhaps the most complex and the one that requires the most ongoing maintenance. This section is divided into seven high-level categories: Creativity and Thought, Daily Life and Identity, Events and Movements, Government and Leadership, Natural and Built Environments, Work, and the latest addition, Communities. These are defined below in table 2.

Table 2. Definitions and scope of the seven categories that make up the topical terms list.

Category	Definition
Communities	Encompasses religious, social, ethnic, national, regional, and some age, medical, disability, and psychological facets of persons depicted or described in Chicago Collections
Creativity and thought	Arts and ideas, covering aesthetic, philosophical, literary, and intellectual pursuits
Events and movements	Historical events and notable efforts to attain specific ends
Daily life and identity	Topics on activities and identities related to everyday life, as well as topics that relate to broader societal and cultural trends arising from these activities
Government and leadership	Topics related to public and private organizations or approaches to social, philanthropic, legal, or policy concerns
Natural and built environments	Landscapes that make up the physical region, whether natural or built, and the materials that describe them
Work	Industries, business enterprises, employment, and the innovations and systems that support them

As with the neighborhoods and cities tags, for the topics section, we also looked to existing controlled vocabularies such as LCSH, Faceted Application of Subject Terminology (FAST), and Book Industry Standards and Communication (BISAC) Subject Codes. The task force performed an overall analysis of the test subjects to assess trends and identify commonly used terms. The task force also drew from their own knowledge of Chicago and brainstormed what events, people, and subjects users might be looking for when they think about Chicago. This led to the creation of local terms like “Early Chicago” to cover content that didn’t have a term in an existing controlled vocabulary but might be something that a user of EXPLORE would be looking for. This work resulted in a list of eighty-eight different topics.

A revived Controlled Vocabulary Task Force reviewed these terms in the summer of 2016, one year after the launch of EXPLORE Chicago Collections. This review aimed to see how tags were being applied

by contributors to the EXPLORE portal. By this time, member institutions had begun uploading and tagging content from their collections using the Metadata Hopper. This review attempted to uncover if any gaps existed in the type of content that was being contributed to EXPLORE. The task force also reviewed data from searches, in an attempt to uncover if there was anything that was being searched for consistently but was not a tag. The task force reviewed member institutions' contributions to EXPLORE, analyzing how often tags were used. They also reviewed Google Analytics search data, looking for search trends that did not utilize the currently provided tags. From this review, five additional topic tags were added, four were revised, and two were removed. The removed tags were accompanied by suggestions on how to map content to the remaining tags.

The task force convened again in 2021 to create a new subcategory for topics—Communities. The goal was to add terms for the various community groups represented in Chicago and its collections. These were largely based on Library of Congress Demographic Group Terms (LCDGT) but with several exceptions. For example, the task force decided to include “people” after some religious terms, such as “Buddhist People” instead of “Buddhists.” Overall, the Communities section encompasses religious, social, ethnic, national, regional, and some age, medical, disability, and psychological facets of persons depicted or described in EXPLORE Chicago Collections. It was decided that some potential demographic terms that were covered by other tags and categories, such as “gender,” “education,” and “work,” would not be included.

The task force then looked at the metadata from our members' imported records. Wrangling the large dataset of subject headings with variants in the source vocabulary and identifying common terms proved challenging. There were many considerations, such as which source vocabulary to draw from or whether to develop local terms, which might better suit the personal identities of the users. For instance, instead of using the Library of Congress Demographic Group Terms term “Hispanic Americans,” we opted to use a local term, “Latino and/or Hispanic Americans,” which was modeled in part on the census.⁸

Names

One area that has not been addressed yet is name authorities. Although name authorities are considered a controlled vocabulary in EXPLORE Chicago Collections, they act differently from the other controlled vocabularies (topics, neighborhoods, and cities). The controlled vocabulary for names in EXPLORE consists of an initial list of curated tags as well as tags automatically added from metadata records uploaded to the portal. How fields are populated—whether they are imported “as is” or mapped to one of the controlled terms—occurs first during the Import Rule Mapping Process. This is a process that happens prior to uploading metadata into the Metadata Hopper. At the start of the process, the person uploading content tells the system in what metadata fields to expect specific pieces of information, such as title or names. Depending on what kind of record is being uploaded, this could mean mapping these pieces of information to a MARC field, such as 600—Subject Added Entry—Personal Name, or an EAD or XML tag, such as <persname>.⁹ Then, any metadata field that is mapped to names is matched

against the existing list of names and automatically added if there is no match.¹⁰ The matching does not always work as expected, however, and sometimes non-name data appears in these fields. Other times, metadata is formatted in a way that does not allow for separate name matching. The next section discusses interventions and maintenance that the CCC is taking to address such discrepancies.

Ongoing Maintenance and Future Goals

As with any major digital initiative, this work is ongoing and requires continued maintenance to ensure users' needs are being met. New members are able to find representative terms for their own collections, and these vocabularies are kept up-to-date with source vocabularies and general language changes over time. In order to keep up with this continuous and iterative maintenance, in 2023, the Controlled Vocabulary Task Force restructured itself from a task force to a standing committee. The Committee is made up of volunteers from member institutions, much like the task force was, and as of 2024 had nine members. This work was, and continues to be, well supported.

Each year, the Committee has a set of goals. In 2024, the Committee shared eight goals among the group. The Committee crafted the goals with an eye toward improving the controlled vocabulary and performing the ongoing maintenance work. This maintenance work includes controlled vocabulary training for staff who upload content to EXPLORE and loading new tags into the system when they are approved. There is a public feedback form for submission of new tags or recommendations for changes from members. Part of the ongoing maintenance work involves ensuring these submissions get reviewed by the Committee and changes are reported out to the appropriate audiences. Besides maintenance, the other goals can broadly be divided into four general categories, which continue to provide a framework for future goals of the Committee: reconciliation work, analysis, outreach, and name authorities.

The reconciliation work for this kind of local vocabulary centers on establishing workflows and automations to keep up with source vocabularies, such as LCSH and LCDGT, which can be a moving target. These are dynamic and varied vocabularies, which make setting up these automations complex. Although some library systems have built-in tools for automatic reconciliation, Metadata Hopper was not built with this kind of complex integration in mind, creating technical hurdles in implementing consistent reconciliations. Therefore, this process is largely manual for now, but the Committee is exploring ways to use tools like OpenRefine and WikiData to automate the reconciliation process. Committee members have also been looking into using JSON, developing scripts, and seeing what other tools are available through GitHub, such as "idloc," which could help with parsing LCSH bulk downloads.¹¹

Along with these dominant vocabularies, the Committee has also looked to smaller and more narrowly focused source vocabularies, particularly for the Communities tag list, in order to ensure the most up-to-date and least harm-inducing terminology is used. Vocabularies such as Homosaurus and inclusive language style guides—such as the National Center on Disability, and Journalism Style

Guide—informed this work. On a related note, Committee members are considering ways to reduce harmful language in non-tag metadata. One idea is to provide education and guidelines to members relating to terminology in uncontrolled fields such as titles or descriptions. Keeping up with language changes in this regard requires dedicated and persistent staff or volunteer time to ensure there is a representative tag list for the community, and that CCC is providing useful, well-researched, and thoughtful guidance in this area to its members.

It is imperative that CCC has a useful and representative vocabulary for the collections in EXPLORE, and that is why analysis has proven to be so central to the Committee's ongoing goals. In order to accomplish this, Committee members have been reviewing search queries in Google Analytics to evaluate whether to add or change a tag. Reviewing pageviews helps to illuminate whether any tags are not used or are not needed. The Committee has also looked at internal data to see how tags are applied to items by institutional members when resources are uploaded, which allows for assessment of how members are interacting with these tags. As work like this is often iterative, knowing how members are interacting with the tags informs the workshops and instruction that CCC provides, which relates to the general maintenance work of the committee.

Outreach is another goal that ensures the continued usage and usefulness of the tag list over time. This has primarily been accomplished through collaboration with the Communications Committee, another CCC committee made up of a team of volunteers, to reach out directly to members. For instance, Controlled Vocabulary Committee members implemented a "buddy system" in which Controlled Vocabulary Committee members are matched with institutions that use the Metadata Hopper but are not frequent contributors. This partnership provides customized support that helps institutions understand how to tag their items, encourages them to provide feedback, and provides a knowledgeable contact person to answer their questions. Committee members are also designing a more robust workflow for communicating our changes to the tag list with membership. Once again, this has involved collaborating with the Communications Committee to send out regular emails about new tags and to highlight collection items from member institutions. So far, this has had a successful audience reach and has helped remind members that this vocabulary is constantly evolving.

The Controlled Vocabulary Committee also works to provide public outreach resources. One example of public outreach engagement is a public-facing guide that explains the vocabulary and current tag list.¹² The Committee created this guide to provide transparency in the tagging process and to achieve the broader goal of information sharing. The public-facing guide includes an FAQ to help a more generalized audience understand how the CCC creates and uses these vocabularies. It includes a link to an open-ended form where users can submit suggestions for a new term or provide feedback on the list more broadly.¹³ Our hope is that users outside of our member institutions also submit feedback so that the tag list continues to evolve with CCC's growing user base.

Another potential audience for a controlled vocabulary like this would be other information professionals. In order to instill confidence in the security of the list, the committee established a MARC

Subject Heading and Term Source code.¹⁴ The hope is to see this list being used in other contexts in the library and archives community. So far, at least one member institution has used it beyond the EXPLORE platform. When faced with a newly acquired collection of over five million mostly digital images from the *Chicago Sun-Times*, and limited resources for processing and describing such a massive collection, the Chicago History Museum looked to this vocabulary to provide quick and local subject access to the collection.¹⁵

Management of name authorities has become its own goal, as it requires a great deal of data clean-up and is generally labor-intensive. As noted above, the name authorities did not receive the same treatment as the subjects. The metadata for names, which totals over 43,000 entries, has a great number of variants due to formatting inconsistencies. Another issue that was found is inconsistencies among institutions on how this data was populated; for example, non-name metadata, such as street addresses, were found in name authority fields. The first phase of assessing this metadata is to simply attempt to determine the extent of its inconsistencies and idiosyncrasies, before developing a way to clean it up. This process begins with an initial report and assessment of the data. Next, the Committee looks at ways to make this category more useful; for example, the ability to have consistent facets and the ability to feature names on the EXPLORE home page. The committee is also looking for examples of other successful name authority sources, such as the Western Name Authority File.¹⁶ At the same time, Committee members are mining search data to see how users are currently searching for names, which terms they are using, and in what form. From this initial report of search data and this multipronged approach, the committee will initiate a strategy for improving the name authorities in EXPLORE and plans to continue the work into 2025 and beyond.

Spring 2024 was the ten-year anniversary of the formation of the CCC Controlled Vocabulary Task Force/Committee. Throughout these ten years, many people have contributed and shaped the CCC-controlled vocabularies, and it has become apparent that creating and maintaining controlled vocabularies can only be done through sustained and careful effort. Looking toward the future, there are many challenges to work through. However, the past ten years of careful and meaningful stewardship of the CCC controlled vocabularies have established a solid foundation ready to meet those challenges and the new challenges of our users and members.

Notes

1. Chicago Collections Consortium, "EXPLORE Chicago Collections," *Chicago Collections*, accessed January 22, 2025, <https://explore.chicagocollections.org/>.
2. The founding members of the Chicago Collections Consortium were the Art Institute of Chicago, Chicago History Museum, Chicago Public Library, Columbia College Chicago, DePaul University, Illinois Institute of Technology, Loyola University Chicago, the Newberry Library, Northwestern University, Roosevelt University, the University of Chicago, and the University of Illinois Chicago.
3. The institutions that contributed content to this initial test were the Art Institute of Chicago, Illinois Institute of Technology, the Newberry Library, the University of Chicago, and the University of Illinois Chicago.

4. Controlled Vocabulary Task Force, “[Charge of the Task Force]” *Chicago Collections Consortium (internal documentation)*, 2014.
5. City of Chicago, “Boundaries: Community Areas (Current),” *City of Chicago Data Portal*, accessed January 23, 2025, <https://data.cityofchicago.org/Facilities-Geographic-Boundaries/Boundaries-Community-Areas-current-/cauq-8yn6>.
6. Chicago Historical Society, “Community Areas” *Encyclopedia of Chicago* (2005), accessed January 23, 2025, <http://www.encyclopedia.chicagohistory.org/pages/319.html>.
7. Keating, Ann Durkin (ed.). 2008. *Chicago Neighborhoods and Suburbs: A Historical Guide*. Chicago: University of Chicago Press. <https://press.uchicago.edu/ucp/books/book/chicago/C/bo5514380.html>. City of Chicago, “Chicago Neighborhoods Passed by City Council in 1993.” (Map). City of Chicago Department of Planning, 2005, accessed from PDF January 23, 2025, <https://chicagocollections.box.com/s/81wfwzlqpoj6voozm3z2>. DNAinfo Data, “Draw-Your-Neighborhood,” *GitHub*, accessed January 23, 2025, <https://github.com/DNAinfoData/Draw-Your-Neighborhood>.
8. United States Census Bureau, “Hispanic or Latino Origin,” *Census Glossary*, accessed January 23, 2025, <https://www.census.gov/glossary/?term=Hispanic+or+Latino+origin>.
9. Library of Congress, MARC 21 Format for Bibliographic Data, “600 - Subject Added Entry-Personal Name,” (Washington, D.C.: Library of Congress, July 2022), accessed January 23, 2025, <https://www.loc.gov/marc/bibliographic/bd600.html>; Library of Congress, Standards Office, Encoded Archival Description Tag Library, version 2002, “EAD Elements - <persname> Personal Name” (Washington, D.C.: Library of Congress, May 2006), accessed January 23, 2025, <https://www.loc.gov/ead/tglib/elements/persname.html>.
10. It is added in the format “Family Name, Personal Name, Title, Birth Year - Death Year.”
11. Summers, Ed, “iedsu/idloc” *GitHub* Inc., last modified February 15, 2024, accessed January 23, 2025, <https://github.com/edsu/idloc>.
12. Chicago Collections Consortium, “Public Tag List,” Chicago Collections, accessed January 22, 2025, <https://guides.chicagocollections.org/publictaglist>.
13. “Feedback Form - CCC Controlled Vocabularies” Google Forms, accessed January 22, 2025, <https://docs.google.com/forms/d/e/1FAIpQLSfSIKaBSufsmEApcUhp5pnuQKvA74osj5jlgubENLqFKNFg/viewform>.
14. Library of Congress, Network Development and MARC Standards Office, “Technical Notice - Additions to Source Codes for Vocabularies, Rules, and Schemes” (Washington, D.C.: Library of Congress, June 11, 2024), accessed January 22, 2025, <https://loc.gov/marc/relators/tn240611src.html>.
15. Chicago History Museum LibGuides, “Chicago Sun-Times,” *Chicago History Museum*, accessed January 22, 2025, <https://libguides.chicagohistory.org/sun-times>.
16. Jeremy Myntti and Anna Neatrou, “Western Name Authority File,” accessed January 22, 2025, <https://sites.google.com/site/westernnameauthorityfile/>.