WAMCP Cataloguing Tool
for Arabic manuscripts

User manual

Contents

1. Purpose of this manual

This manual is aimed at cataloguers using the WAMCP cataloguing tool, as developed in partnership between the Wellcome Library, the Bibliotheca Alexandrina, and King's College London. Further information about this partnership, and the project that created the cataloguing tool is available on the [Wellcome Library website](#).

The WAMCP cataloguing tool is an open source software system that provides an interface and an XML database to allow the cataloguing of hand written books (hereafter 'manuscripts') in Arabic script to the WAMCP-ENRICH TEI P5 XML schema designed by N. Serikoff and in accordance with the TEI requirements by E. Pierazzo.
. This schema was developed by the partnership and is based on the ENRICH schema which in turn uses the TEI P5 format. The input schema is not designed to cover every particularity as occurred in a manuscript. However, it is designed as scalable and enables extensions in accordance with the further development of the field. The cataloguing tool allows the cataloguer to view images of each page of the manuscript to facilitate remote cataloguing and editing of catalogue records.

This manual contains information about how to use the tool as a cataloguer – both data inputters and editors – but does not include information for administering the software.

New records can be created, or existing records (which are structured using the same schema) can be uploaded for storage in the database, and for further editing.

The technical vocabulary used for the metadata reflects that of the recent studies (Pickwoad-Ligatus/bindings, Loveday/paper, Gacek, Savage-Smith, Serikoff/cataloguing).

2. Using the WAMCP Cataloguing Tool

2.1 Cataloguing in WAMCP

The WAMCP environment sees a manuscript book as a complex object. It is a museum object, which deserves a conservator's attention, a historical document, giving a history of a book (e.g. its ownership), and an intellectual entity with regard to the text comprised. Cataloguing a Manuscript in the WAMCP environment means that a cataloguer fills in several or even one field, which cover the aspects listed above.

2.2 Overview of main cataloguing tool interfaces

Home
Provides options to create or import manuscript descriptions, browse the existing manuscript descriptions, or to explore the manuscripts in the image store. You can use the Account Management link shown in figure below to change your password**.**
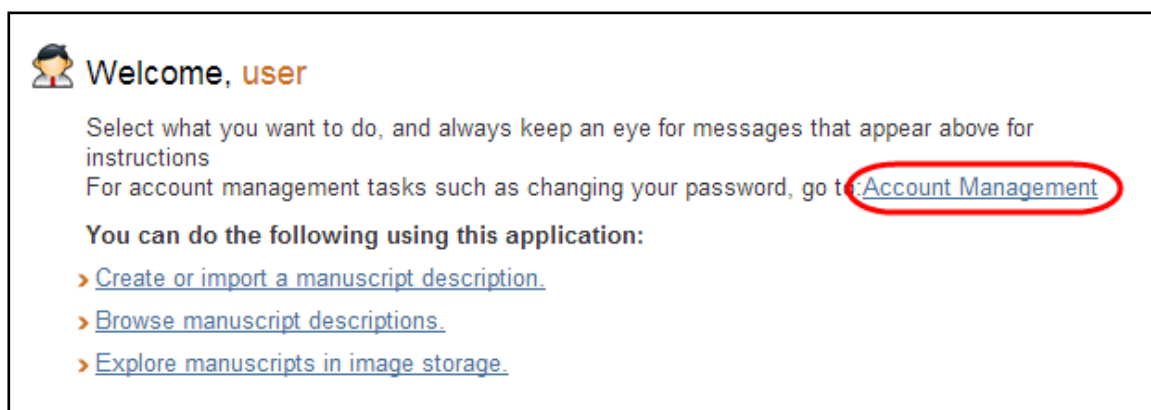
Create or import a manuscript description
See section 2.7 on creating new records, and section 2.8 on importing records.

Browse manuscript descriptions
See section 2.3, below.

Explore manuscripts in image store
Clicking this link on the Home page directs the user to a list of all manuscript images in Shelfmark order. Selecting a manuscript displays the images to the right. Metadata is not displayed.
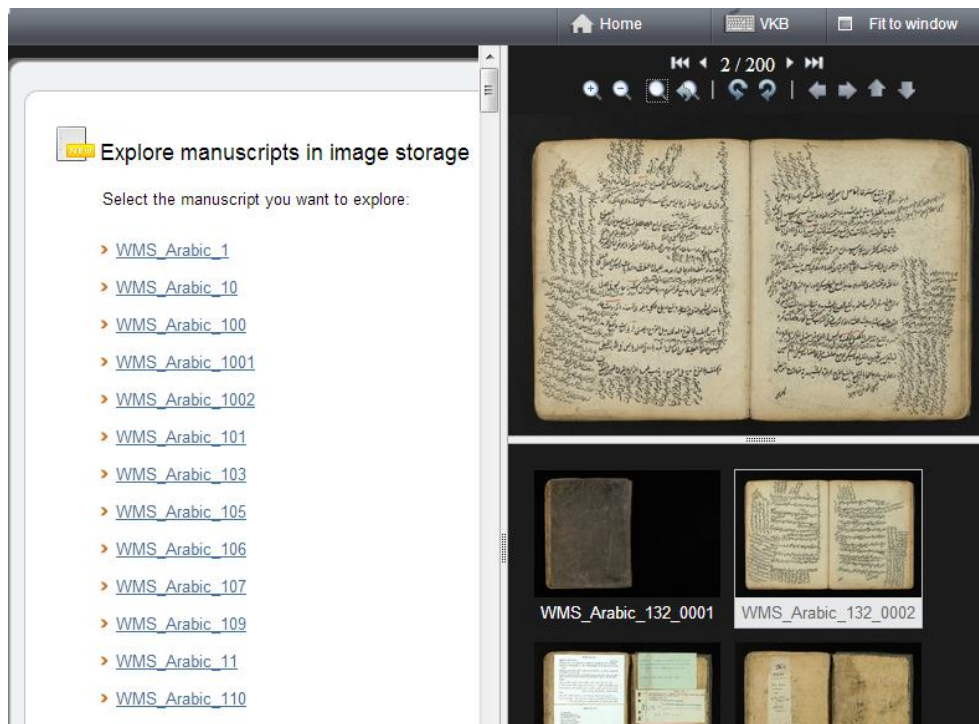
2.3 Searching and browsing records

In answering a question about what manuscripts does the library hold, users can search for existing records using the search box on the top right of the Home page as shown in figure below. If necessary they can use the virtual keyboard. (see section 2.10 for instructions on how to use the virtual keyboard). The search results will appear in the browse view.
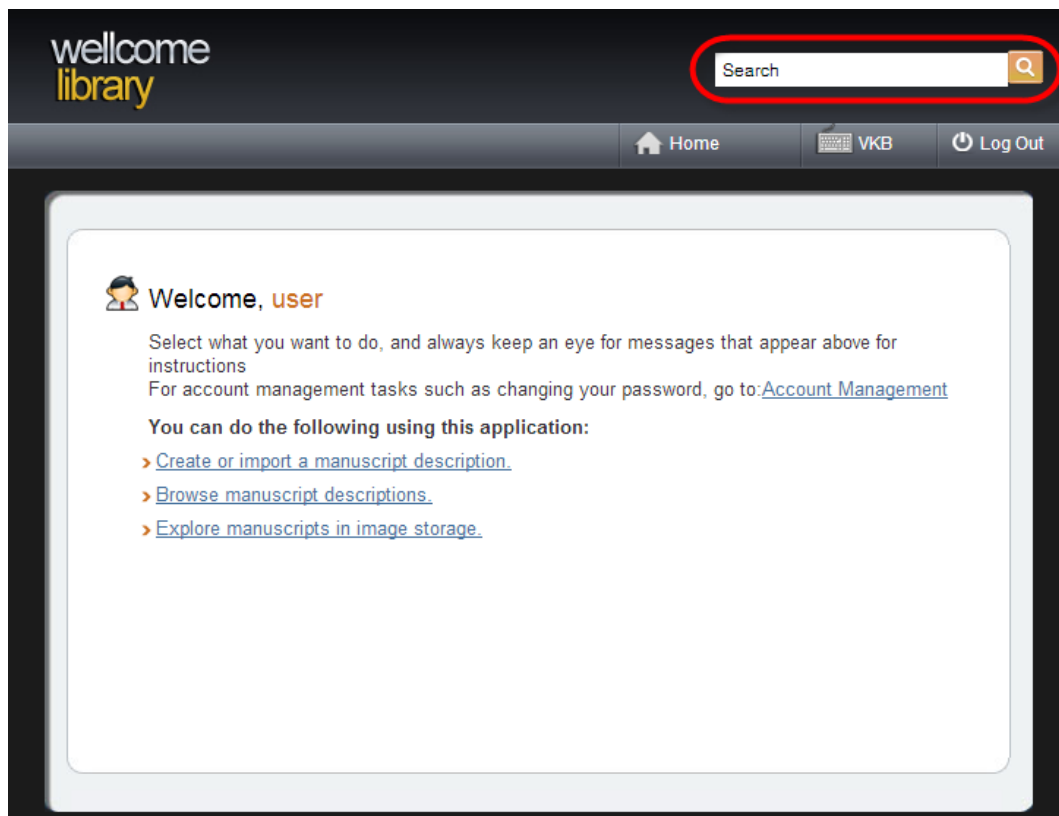
Alternatively, users can browse records by clicking on "Browse manuscript descriptions" on the Home page marked in figure below (see section 2.3). The browse view provides a variety of ways to filter the results, including Last Modified by (names of authorised editors and reviewers), workflow stage (Edit, Review 1, Review 2 and Published), last modified date (as shown in the screenshot below). Results can also be sorted.

To open a manuscript, click on it in the results view.

2.4 Metadata standard and rules for data entry

The cataloguing tool uses the WAMCP-ENRICH schema, which sets the structure and the rules of the metadata to be used in describing the manuscripts. This includes for example: mandatory fields, which must have data entered; fields which must only be numbers; and fields which allow "mixed content" (i.e. both text and XML markup) or may not allow it. See section 3 the "Cataloguing how-to guide" for the specific rules for each metadata field.

2.5 Authentication and permission levels

All users must obtain a username and password and log in each time they use the cataloguing tool. Records opened by any user will be "locked" so that no other user can edit them. Different users have different levels of access that determines what activities are permitted, and what "stage" the user can operate in. A user may have more than one "role".

Role	Permissions	Related cataloguing "stage"
Creator	Can create new records.	Edit stage.
Editor	Can enter data into fields. Can "Mark record complete", which moves the record to the "Review 1" stage.	Edit stage. Can move record to Review 1 stage.
Reviewer 1	Can edit records in the Review 1 stage. Can move to Review 2 stage by selecting "Record passes review". Can move back to Edit stage by selecting "Reject back to edit".	Review 1 stage. Can move record to Review 2 stage, or back to Edit stage.
Reviewer 2	Can edit records in the Review 2 stage. Can publish record by selecting "Accept and publish". [NB. This will only publish if all mandatory fields are completed.] Can move back to Review 1 stage by selecting "Reject back to edit".	Review 2 stage. Can publish records, or move back to Edit stage.
Request Delete	Can send a request to the administrator to remove the whole record. This privilege is granted only upon request. Note that removed record cannot be retrieved back.	

Table 1. List of user permissions.

2.6 The cataloguing workflow – edit, review and publish stages

The cataloguing workflow is a linear process that moves from creation of the catalogue record for a manuscript, through editing, reviewing, and publishing it. For user permission levels see section 2.5, above).

In order to create or upload a catalogue record (see section 2.7, below), the manuscript images must be loaded into the repository. Once the record has been created or uploaded (and associated with the manuscript images, as part of the creation process), it can be edited.

Editing comprises entering new data into fields, or change the data already input. Once editing is complete, the record passes to Review 1 stage.
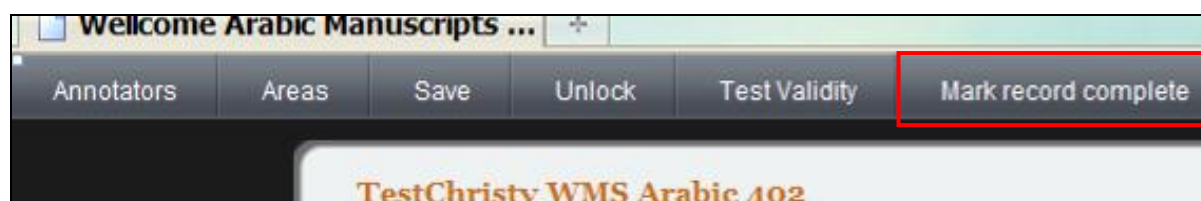
In the **Review 1** stage, the metadata is reviewed by the allocated reviewer, and if it is considered correct, it is passed into Review 2 stage.
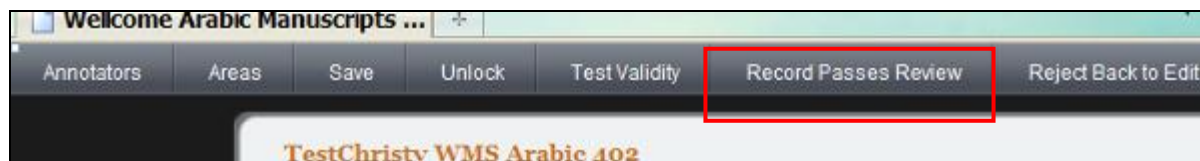
In **Review 2** stage, the person with responsibility for final sign-off of the record can Publish it.
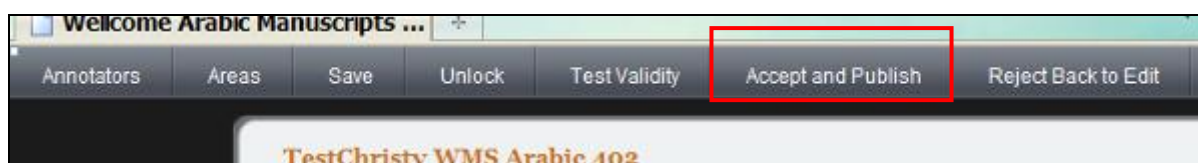
During the review stages, if errors are found, the records can be edited, saved and unlocked as usual – by those with the permission to do so (see Table 1 above).
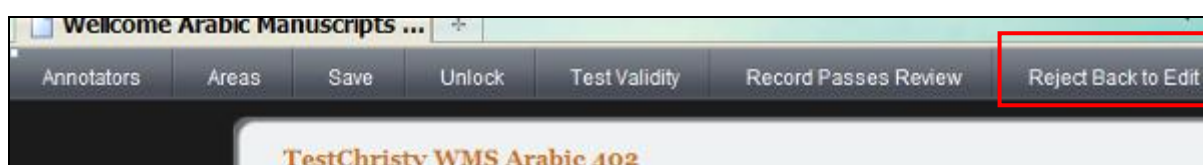
A published record is published once metadata entry is correct. It does not necessarily mean that all descriptions have been entered (for example, there may not be any codicology information). If more metadata should be added to a published record, or existing metadata edited, then the record must be reverted back to the Edit stage by clicking Reopen to Edit.
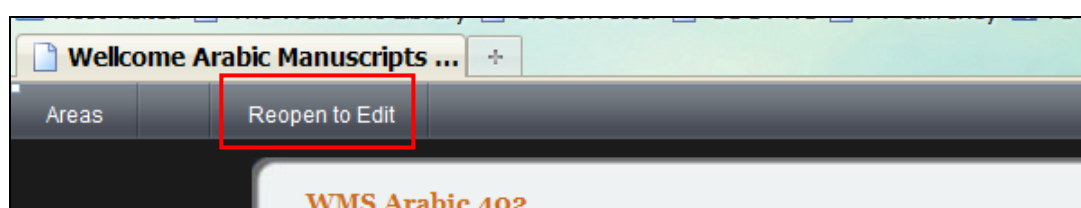
The WAMCP metadata schema employs mandatory fields that must be completed, and the rules of data entry (only numbers in number fields, for example) to be followed in order for the XML to be considered valid. The cataloguing tool checks for these when moving to a new workflow stage – between Edit and Review 1 for example. If an **error message** appears when attempting to move to the next workflow stage, the record should be inspected for missing or incorrect data.

2.7 Creating new records

Where manuscript images have already been uploaded for a particular manuscript, it is possible to create a new record and automatically associate the page images with the record. A user must be allocated the permission of a CREATOR in order to create a new record. It is not possible to create a new record if there are no images in the repository.

The steps are as follows:

A. On logging in, choose "Create or import a manuscript description" from the available menu choices on the Home page.

B. Choose the desired manuscript from the list of shelfmarks that comes up. If the manuscript is not included in this list, then either no images have been uploaded, OR the manuscript records has already been created.

C. The first few images of the manuscript will be displayed – click on the one that you choose to represent the manuscript (as a thumbnail in other displays). This can either be the cover, or the first page showing manuscript text.

D. You do not need to enter an Album Caption (the default Shelfmark will be used).

E. Click "Proceed".

F. Click "Create".
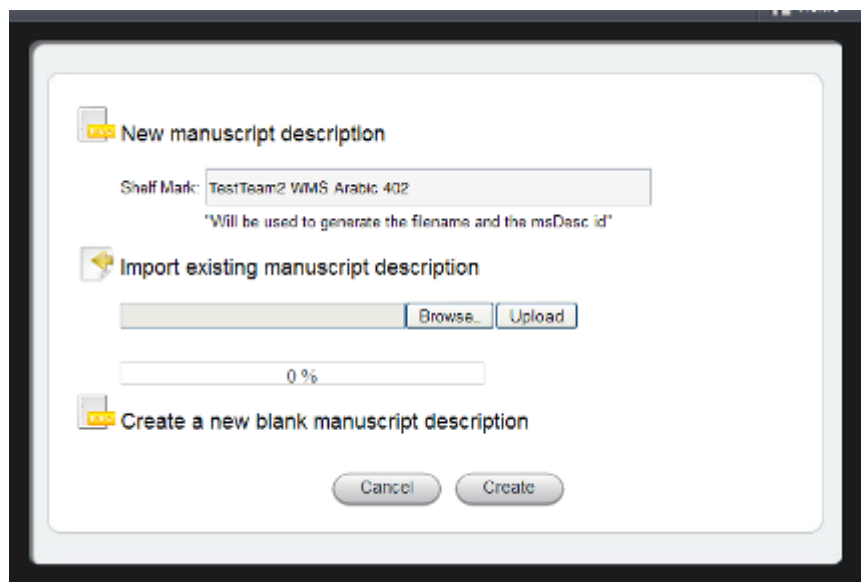
G. The record is created and you will be taken to the "Areas" view. It will contain some default metadata, but otherwise the fields will be blank until metadata is entered by a cataloguer.

2.8 Uploading new records

It is possible to upload TEI XML files in the WAMCP-ENRICH schema to the cataloguing tool database and associate it with pre-loaded images. A user must be allocated the permission of a CREATOR in order to create a new record.

The steps are as follows:

A. On logging in, choose "Create or import a manuscript description" from the available menu choices on the Home page (see section 2.7 above for a screenshot).

B. Choose the desired manuscript from the list of shelfmarks that comes up. If the manuscript is not included in this list, then either no images have been uploaded, OR the manuscript records has already been created.

C. The first few images of the manuscript will be displayed – click on the one that you choose to represent the manuscript (as a thumbnail in other displays). This can either be the cover, or the first page showing manuscript text.

D. Click "Proceed".

E. In the new window (see section 12.7 above for a screenshot), browse to the XML file you want to upload. Click "Upload".

F. The next screen shows the XML information, including highlighting any errors in the XML. If there are no errors, click on "Click here to finish importing".

G. If the import is successful, you will be taken to the "Areas" view for that manuscript (see section 2.9 for a screenshot of the Areas view).

H. If there are any errors in the XML, it will not finish uploading. Correct the errors and try again.

2.9 Areas

Selecting a manuscript record directs the user to the "Areas" page. The Areas are the four main cataloguing divisions, each requiring specific metadata descriptions. Clicking on an Area brings up the cataloguing form for that particular area. Manuscript images can be seen to the right. Further details on each area and entry of metadata, including the definition of "Parts" can be seen in the Cataloguing How-to Guide, below.

According to the WAMCP schema, a manuscript is described in three sections. These three sections are reflected in the AREAS of description. They deal with the following aspects of a MS book 1) physical construction/codicology, 2) intellectual content 3) history. The Library Information section is standard administrative metadata about the copy of the book, most of which is not displayed.
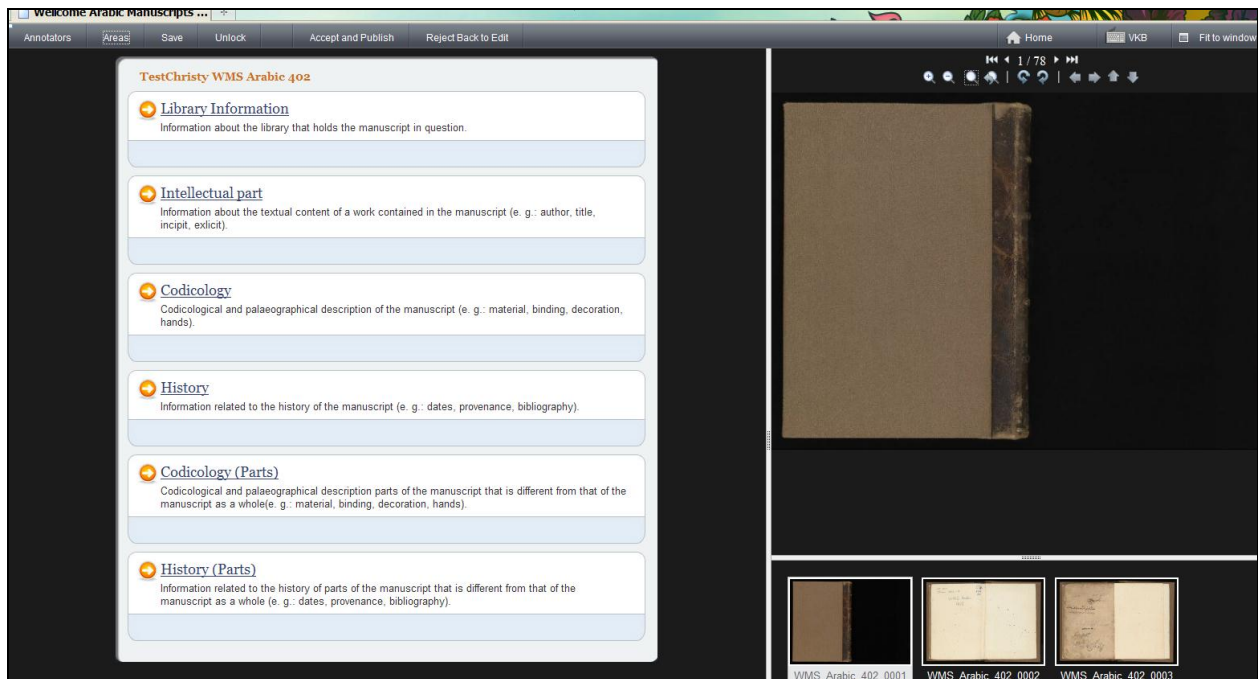
2.10 Using the virtual keyboard (VKB)

The VKB can be used to enter Arabic, English, and ZDMG transliteration script. The VKB is accessed in the top right menu. When opening a manuscript record, the VKB will automatically be toggled on. If the main window is selected, the VKB will be moved behind the main menu (it can be accessed again by opening it from the minimize bar in the Taskbar of the computer's operating system, just like any other open application).

Keyboard letters in black are accessed by default, clicking on the key with the mouse. Blue characters are accessed by clicking the Ctrl key first, then on the key holding the character to be typed. Green characters are accessed by clicking the Shift key first, then on the key holding the character to be typed.

> a) VKB button to toggle VKB on and off.
> b) VKB
> c) Choose language/script
> d) Choose font
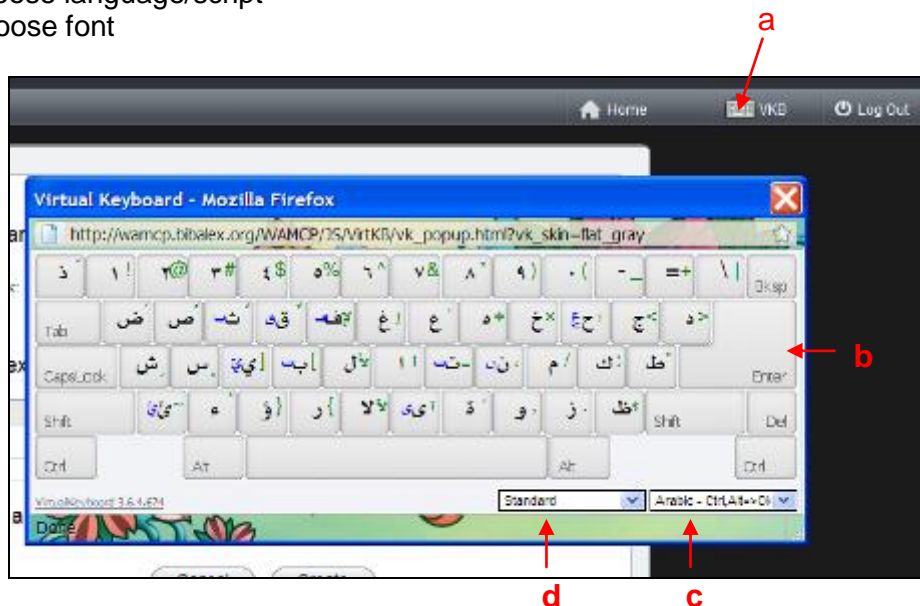
2.11 Using the annotators

The cataloguing tool includes a menu for entering XML markup in the fields automatically, in order to format the text in special cases. This is the "annotator", and can be found in the cataloguing tool interface by clicking on "annotators" in the top left menu bar.

See Table 2 for specific information on each annotator. There are some general rules that apply to the use of the annotators:

- The use of "Folio <locus>" and "sic <sic>" is allowed anywhere.
- All the other annotators are only allowed within the fields that transcribe textual content, such as "Basmala", "Tahmid", "Incipit", "Beginning", "Explicit", "Ending", "Colophon", "Chapter heading normalised", "Chapter heading original", and all "Note" fields.
- The other annotators should never be used in "Author" or "Title" fields.

There are two ways to use the Annotators when editing metadata:

1) Select the annotator from the menu before you write the word, then write the word in the top most field of the popup that appears.
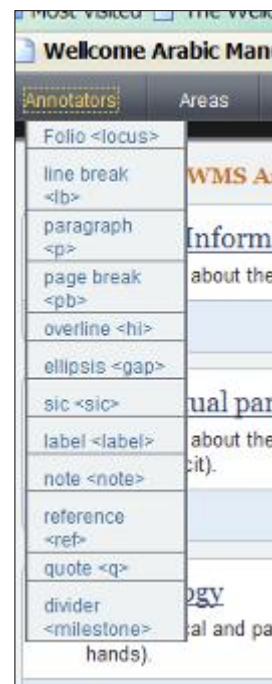
2) Highlight the words in the text field, then select the annotator from the Menu. You will notice that the words already appear in the top most field, and the annotator is consequently placed to surround them.

Markup text	What it is used for	When it can be used
<locus>	To indicate the folio(s)	Anywhere
<lb>	To indicate a line break in the transcribed text	Transcription fields
<p>	To indicate a paragraph in the transcribed text	Transcription fields
<pb>	To indicate a page break in the transcribed text	Transcription fields
<hi>	To indicate a character with an overline i.e. to highlight it	Transcription fields
<gap>	To indicate a lacuna in the transcribed text	Transcription fields
<sic>	To indicate the text is	Anywhere

	transcribed exactly as in the manuscript	
<label>	Supplies a repetitive note	Transcription fields
<note>	To indicate the cataloguer's observations, etc.	Transcription fields
<ref>	To provide a reference on the secondary literature or a similar occurrence in other manuscript, if needed.	Transcription fields
<q>	To indicate quoted text	Transcription fields
<milestone>	To indicate a divider in the transcribed text	Transcription fields

Table 2. Annotators

2.12 Deleting catalogue records

Catalogue records can be deleted if the user has the correct permission to request a delete. Search or browse for the manuscript record to be deleted, and click on the button "Request Delete" below the thumbnail. The request will be routed to the administrator of the repository, who will carry out the actual deletion.

It is recommended to download a copy of the XML record before deleting a record.
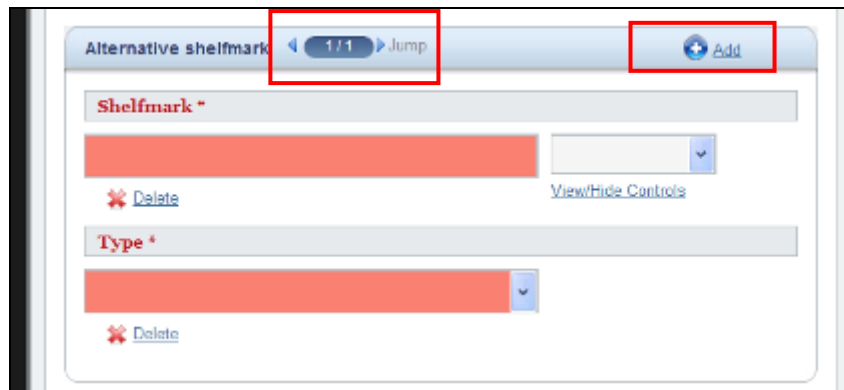

2.13 Using "Help" in the cataloguing tool

The cataloguing tool includes built-in help prompts for each label in the cataloguing edit view. Hover the mouse pointer over the label to see a popup window with the help text.

3. Cataloguing "how to" guide

3.1 Entering data – general points to remember

- Mandatory fields are highlighted in ORANGE in the cataloguing tool, and in this guide. These must be completed to create a valid XML file according to the WAMCP-ENRICH schema.

- In some cases, a non-mandatory field will have a mandatory qualifier (for example, a date may not be entered, but if it is, then the calendar must also be entered). This will be explained in the detailed descriptions below and is also highlighted in ORANGE.

- Refer to the cataloguing guidelines below for specifics – some fields can only include terms that are included in the drop down list, some cannot include annotators (see section 2.11), and some can only accept numerical data.

- Where multiple descriptions of a particular area or characteristic is required (multiple authors, multiple types of binding material, etc.), describe the first one in the fields that are visible by default, and then add another description by clicking on the + ADD button on the top right of the appropriate metadata containers.

- You can move between multiple descriptions using the arrows provided next to the label.

- All **dimensions** fields (e. g. height, width): only enter a number, do not follow it by a unit of measurement; it is assumed in all cases that the number is a measurement in mm.

- All **dates** fields: only enter a number and never any accompanying text. Do not forget to choose a "Calendar" for any date you enter!

3.2 Manuscripts, Works, Parts and Items

Manuscripts are complex objects, with multiple aspects that can be catalogued, described and classified. The WAMCP-ENRICH schema sets out a standard to account for significant aspects of a manuscript, including it's intellectual content, the physical characteristics, and the history of the manuscript.
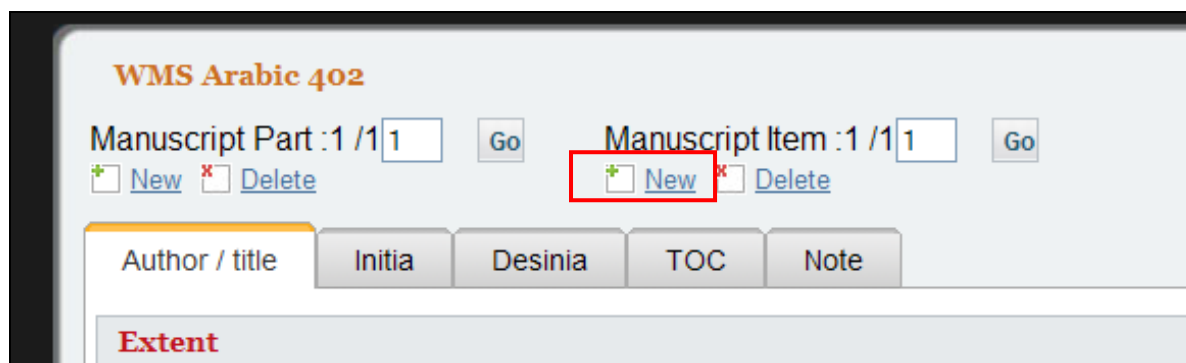
A manuscript can be a bound item (often referred to as a "manuscript book"), or a set of handwritten leaves that are not bound, but are considered to be a unit.

3.2.1 Parts

Within a single "book", a manuscript may contain different "parts". In this context, "part" is used to denote different manuscripts that are bound together. They will have different histories, preparation methods, materials, but have for reasons probably unknown, been bound up together. When cataloguing, if multiple "parts" are found in a manuscript, after the first part has been catalogued as usual, codicological and historical information for the **subsequent parts should be catalogued in the areas called "Codicology (Parts)" and "History (Parts)"**. See below sections for details on the specific fields to be catalogued, which are the same as the main Codicology and History areas.

3.2.2 Items (works)

A manuscript (or manuscript part), may consist of one work, or many works. A work is an intellectual entity (a treatise for example) - the unpublished equivalent to a published work. These works are called **"Items"** in the cataloguing tool. Each new item should be catalogued separately by clicking the "New" button for a new Item.

3.3 Associating images with metadata fields

For some fields in the cataloguing tool, there is an associated image field. This allows the cataloguer to input image identifiers for those images that are associated with the metadata. For example, an incipit may be associated with the image name of the image that contains the incipit.

This is done using the form field to the right of the metadata field in question. By default the options for adding/deleting image associates is hidden. Click on "View/Hide controls" to see the full menu of options.

With the controls visible, find the image you want to associate in the image viewer on the right hand side. Select the image you want, and then click on "Associate image". You can continue to associate more images if appropriate.

You can also view the associated images by finding the image in the drop down list and clicking "View selected image". It will show the image in the main image viewing pane.

You can delete an association by clicking on "Clear selected association".

3.4 Cataloguing the Library Information "Area"

Basic bibliographical and administrative information about the manuscript. Most of this metadata is included by default, and therefore hidden from view.

	Metadata field	Explanations	Task
1.	**Subcollection**	Denotes the subcollection that manuscript belongs to (i.e. Haddad, or Iskander)	Select from drop down list. By default, the field is blank.
2.	**Alternative Shelfmark**	Other shelfmarks under which this manuscript is known or was formerly known.	Enter **Shelfmark** and **Type.** If a shelfmark is input it is mandatory to also enter a type from the drop down list.
3.	**Shelfmark**	An additional Shelfmark	Enter the Shelfmark
4.	**Type**	The type of additional Shelfmark	Select from dropdown list.

3.5 Cataloguing the Codicology "Area"

The metadata in this section describes the physical description of the book – it's materials, decorations, etc. Mandatory fields are highlighted. The following sections are arranged according to the divisions in the cataloguing tool (the "tabs" visible in the metadata view, and the "containers" as hierarchically grouped in the schema).

3.5.1 Material

	Metadata fields	Explanations	Task
5.	**Support Material**	Material on which the text is written.	Choose type from drop down list.
6.	**Burnished**	Has the paper has been smoothed or polished?	Y/N
7.	**Watermark**	Pattern woven into the fabric of the page or stamped onto the page	Enter a brief description of the watermark(s) that exist, including the reference to Briquet [1]
8.	**Number of folios**	Number of folios for the manuscript (or manuscript part)	Enter a number
9.	**Dimensions of folio**	Dimensions of the entire folio, in millimeters	Enter a number (both height and width) in mm
10.	**Dimensions of the written area**	Height and width of text block space used for the text, not including borders, in millimetres	Enter a number (both height and width) in mm
11.	**Foliation**	Describes numbering system or systems used in the manuscript	Free text
12.	**Catchwords**	Describes the system used to ensure correct ordering of the quires making up a codex or incunable, typically by means of annotations at the foot of the page.	Free text
13.	**Gathering**	The structure of the manuscript	See the following for

	Metadata fields	Explanations	Task
		[The unit of leaves (or a leaf), which constitute the manuscript structure]	specifics
14.	Gathering- type of leaves	Description of the quire leaves	Choose from drop down list.
15.	Number of gatherings	How many gatherings there are in the manuscript (or part)	Enter a number
16.	Signatures (gathering)	Signature inscribed on the gathering	Transcribe the signature if it exists. Example: al-awwal, al-_tani or in numerals
17.	Note (gathering)	Explanation if no information is provided for gatherings	Free text
18.	Collation formula	Collation formula, formula for number of leaves in the quires.	Enter a number
19.	Condition of manuscript	Describes the condition (ie. fragility) of the manuscript	Choose from drop down list
20.	Folio (layout info)	Folio range to which the layout descriptions apply	Enter folio number
21.	Columns	Number of columns on the page	Choose from drop down list
22.	No. of lines	Number of lines on the page	Enter a number
23.	Mistara	Does it exist?	Yes/No
24.	Line height (mistara)	Distance between two lines of mistara (text) in millimeters	Enter number

[1] Briquet, C.-M. (1923) *Les filigranes.* Leipzig : Hiersemann, 2nd ed.

3.5.2 Binding

	Metadata fields	Explanations	Task
1.	Attached	Is it attached to the spine/board	Attached/unattached
2.	Material	What are they made of?	Use drop down list
3.	Flaps	Are there any flaps?	Y/N
4.	Spine	Describes the spine if there is one	Use drop down list
5.	Material of board	Main material of board	Choose from drop down list.
6.	Boards – height /width	Height of the boards in millimetres.	Enter height and width of boards in mm. Example *200*
7.	Furniture	Describe the furniture	Free text
8.	Material (bookmark)	Description of material of any bookmark if it exists	Choose from drop down list
9.	Satchel	Description of material of a satchel if it exists	Choose from drop down list
10.	Endbands	Endbands are seen at both ends of a spine. General description.	Free text.
11.	Description	General description of primary end bands	Free text
12.	Colour	Describe colour of primary end bands	Free text
13.	Description	General description of secondary	Free text

	Metadata fields	Explanations	Task
		end bands	
14.	**Colour**	Describe colour of secondary end bands	Free text
15.	**Tie**	Type of a fastener. Describe any ties that exist.	Free text
16.	**Support type**	Support for the manuscript structure	Enter type of support.
17.	**Sewing support**	Describes whether the sewing supports the binding structure or not	Supported/unsupported

3.5.3 Decoration

	Metadata fields	Explanations	Task
1.	**Border**	Description of any border or frame around the text	Free text
2.	**Miniature**	Describe any illustrations on the pages	Free text
3.	**'Unwan**	Describe any 'Unwan on the pages, or their extent	Free text
4.	**Rubrications**	Describe any rubrications on the pages, or their extent	Free text
5.	**Other decoration**	Describe any other type of decoration	Free text

3.5.4 Additions

	Metadata fields	Explanations	Task
1.	**Additions**	Provides indication of any noteworthy additional information, such as marginalia, kabikaj or translations of terms.	<label>Marginalia</label> descriptive text <label>Kabikaj</label>descriptive text <label>Translation</label>descriptive text
2.	**Accompanying material**	Contains details of any significant additional material which may be closely associated with the manuscript being described, such as non-contemporaneous documents or fragments bound in with the manuscript at some earlier historical period.	Free text

3.5.5 Hand

	Metadata fields	Explanations	Task
1.	**Script**	Describes a particular style or hand distinguished within a manuscript.	Use drop down list
2.	**Script description**	If necessary, a more verbose description of the script.	Free text
3.	**Ink colour**	Describe colour of the ink	Free text (colours)
4.	**Rubrication**	Indicates whether rubrication exists or not	Present/None

	Element	Description	Task
5.	**Monochrome**	Indicates whether ink is monochrome or not	Present/None
6.	**Pace**	Section describes the "Pace" – a formula for identifying a scribe	Number of lines Density Ratio of characters Angle of alif Angle of kaf
7.	**Scribe Name**	Describes the name(s) of any scribe(s)	Enter metadata in this section as appropriate
8.	**Standard**	Provides a breakdown of the scribe(s) names(s) NORMALIZED.	Enter scribe(s) name(s) according to Patronymic Ism Laqab Kunya Hitab Nisbah
9.	**Original**	Name of scribe(s) as written in the manuscript	Transcribe entire name in single field
10.	**Name of scribe in transliteration**	Name of scribe(s) in transliteration	Transliterate original name of scribe in single field

3.6 Cataloguing the Intellectual "Area"

Describes the contents of the works in the manuscripts. There may be multiple works in a manuscript (see section 3.2).

3.6.1 Author/title

Describes not only the author and title, but other bibliographic details. **<u>If the author is not known, put Anonymous.</u>**

	Element	Description	Task
1.	**Extent**	Gives folios for start and end of the work	Enter the extent of the work, i. e. the folios where the work starts and ends (e. g. 123r - 134v).
2.	**LOC subject headings**	Subject headings that describe the work	Enter headings as text or as LOC id numbers
3.	**Text defective**	Indicates whether the text is defective	Choose from drop down list
4.	**Main language of text**	Indicates the main language of the text	Choose from drop down list
5.	**Author in Arabic**	Provides a breakdown of the author(s) Arabic names NORMALIZED	Enter scribe(s) name(s) according to Patronymic Ism Laqab Kunya Hitab Nisbah
6.	**Author original**	Gives the name of the author as it appears in the text	Transcribe author's name into single field

7.	**Author in English**	Gives the name of the author in English, normalized according to Brockelmann, etc.	Author's name in single field
8.	**Normalised (AR)**	Gives the name of the author in Arabic, normalised according to Brockelmann, etc.	Author's name in single field
9.	**Original**	Original Arabic title as written in the manuscript. Folio of title is mandatory	Transcribe title, and give folio location
10.	**Normalised (EN)**	Normalised English version of the title	Enter title
11.	**Other title**	Any other title by which the work is known, and the language that title is entered in (language is mandatory if a title is given here)	Enter title and language of title

3.6.2 Beginning text (initia)

Describes the textual content located in the beginning of the work.

	Element	Description	Task
1.	**Basmala**	The invocation	Transcribe in full the Islamic basmala.
2.	**Tahmid**	"Subject headings" included in the manuscript.	Transcription in full, or in significant length, including number of "Almighty"'s properties as mentioned in the tahmid.
3.	**Incipit**	Content of the text following the amma ba'du.	Transcribe the incipit in significant length.
4.	**Beginning**	Beginning of text where the actual incipit is missing	Transcribe beginning of the text if the actual incipit is missing, or if there is any text near the beginning that is considered significant.

3.6.3 Ending text (desinia)

Describes the textual content at the end of the work.

	Element	Description	Task
1.	**Explicit**	2-3 lines of the actual end of the work. Do not confuse with the colophon/MS or the colophon/Work	Transcribe the explicit in significant length.
2.	**Ending**	Provide the end if the explicit is missing	Transcribe 2-3 lines of the end of the work if the explicit is missing, or if there is any text near the end that is considered significant.
3.	**Colophon**	Colophon for the work	Transcribe the colophon of the work in full.

3.6.4 Table of contents (TOC) / Note

List of headings included in the work which divides the work into sections or units. These headings should be transcribed one to each "TOC entry". Use the + Add button to add each new TOC.

	Element	Description	Task
1.	**Folio**	Folio or range of folios for the chapter heading to be transcribed	Enter the folio according to number, side, and line (i.e. 2a.7 – folio 2 side a, line 7).
2.	**Chapter headings normalised**	Headings describing the minimal units in the work	Transcribe standard form of chapter heading or other minimal unit heading. If these are not available, only fill in field for chapter heading in original form.
3.	**Chapter headings original**	As above	Transcribe chapter heading or other minimal unit heading as written in the work.
4.	**Note**	Notes on things of interest in the manuscript that does not fit into other fields.	Free text.

3.7 Cataloguing the History "Area"

This section contains information about the entire manuscript providing date, provenance and other information about the creation and use of the manuscript over time.

3.7.1 Dates / provenance

	Metadata fields	Explanations	Task
1.	Scribal date	Dates as indicated in the colophon or elsewhere (Hidjra).	Enter date. Example: 11 Ǧumādā II 787 / 20 July 1385
2.	Calendar	Mandatory field for scribal date. Drop down list of calendars/eras.	Select calendar/era.
3.	Librarian date	Dates as determined by the encoder / librarian	Enter actual or estimated date.
4.	Calendar	Mandatory field for Librarian date. Drop down list of calendars/eras.	Select calendar/era.
5.	Approximate date	Approximate date, where an exact date is not known.	Give an approximate date in textual form, e. g. "beginning of 15th century"
6.	Calendar	Mandatory field for Approximate date. Drop down list of calendars/eras.	Select calendar/era.
7.	Not before	Earliest possible date	Enter earliest possible date where exact date isn't known.
8.	Not after	Latest possible date	Enter latest possible date where exact date isn't known.
9.	Colophon of manuscript	Colophon belonging to the manuscript on the whole (not an individual work)	Transcribe if it exists.
10.	Provenance / owners / readers	Names of individuals associated with the manuscript	Enter any known information.
11.	Seal		Describe any owner's seals.

3.7.2 Additional information

	Metadata fields	Explanations	Task
1.	Other catalogues	Lists other catalogue sources	Give references
2.	Acquisition	Process by which a manuscript or manuscript part entered the holding institution.	Enter known information about acquisition.
3.	Availability status	Gives status of availability of the manuscript as a drop down list.	Select information about availability of the manuscript.
4.	Availability desc.	Description of the availability status.	Provide more information on availability if required
5.	Custodial event	Description of event concerning the manuscript's custodianship	Provide description as appropriate.
6.	Type	Type of custodial event as a drop down list.	Select from list.

| 7. | **Date** | Date of custodial event described. | Enter date. |
| 8. | **Surrogates** | Description of surrogates, such as copies, digital versions. | Provide description as appropriate |

3.7.3 Bibliography

|	Metadata fields	Explanations	Task
1.	**Bibl. Item**	Bibliographical references of any known descriptions, editions, or other relevant publications.	Give references

4. Using the Viewer

As illustrated in figure below, the viewer is divided into two panes. The upper one is for displaying the currently selected page, while the lower one is used for browsing through the pages composing the manuscript. Note that the page currently displayed is highlighted differently in the lower pane (labelled "b" in figure), so you can easily figure out which one you are currently working on. The page number can also be found on the top bar of the viewer (labelled "a" in figure).

You can control the size of upper and lower panes by moving the horizontal bar separating between them upwards or downwards (labelled "c" in figure).
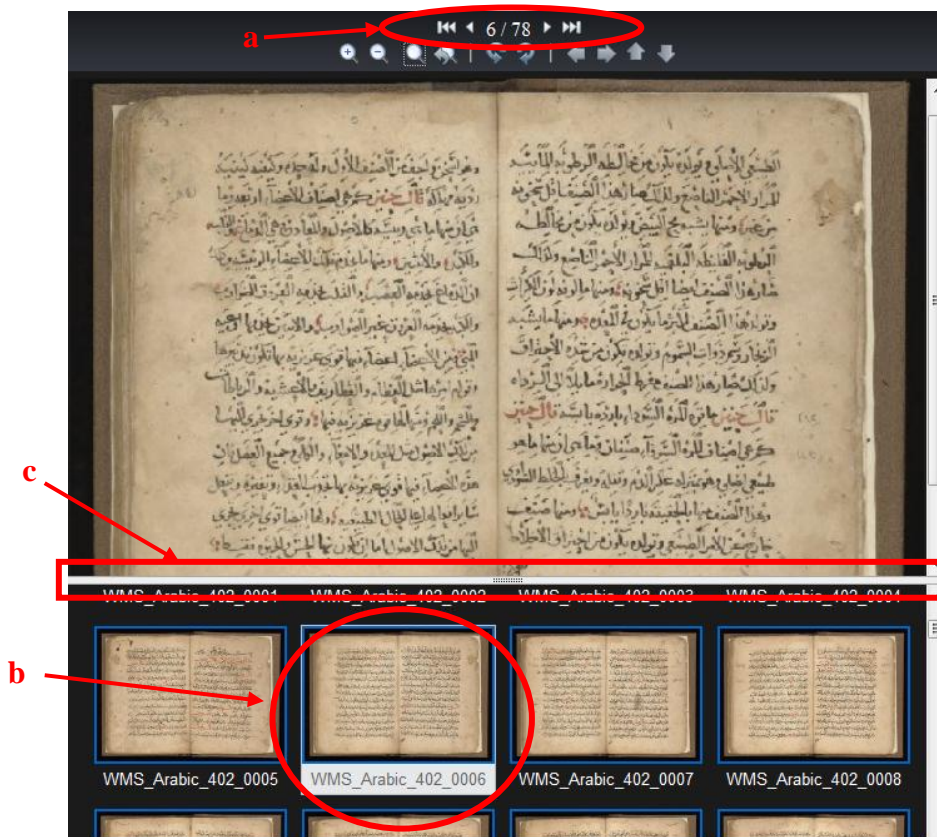
To work on manuscripts, you will need to browse through the pages of the book in addition to zooming in/out or rotating the page currently displayed. Accordingly, different buttons are available on the top bar of the viewer to serve different functions. Information about each button is in Table 3 below.

| Button		Description
	Zoom in	To make the image currently displayed appear in larger view (zoomed in).
	Zoom out	To make the image currently displayed appear in a smaller view (zoomed out).
	Zooming Selection	To select the area you need to enlarge. This can be done by dragging the pointer over the area as if you are drawing a rectangle around it.
	Zooming Reset	To set back the image as it was before zooming or rotating it.
	Rotate Left	Each click on this button turns the image 90 degrees to the left.
	Rotate Right	Each click on this button once turns the image 90 degrees to the right.

	Moving Right, Left, Up and Down	These buttons don't function unless the image is zoomed in. They are used to displace the image to any of the directions while it is zoomed.
	Go to First Page	Clicking this button displays the first page of the manuscript.
	Go to Previous Page	Clicking this button displays the page preceding the currently displayed one.
6 / 78		The number before the slash is the number of the currently displayed page, while the one after the slash is the total number of pages composing the manuscript.
	Go to Next Page	Clicking this button displays the page following the currently displayed one.
	Go to Last Page	Clicking this button displays the last page of the manuscript.

Table 3. Viewer Buttons