

**Connecticut Digital Archive
Implementation Guidelines for
MODS Records**

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INTRODUCTION & IMPLEMENTATION

Introduction

These guidelines outline the implementation of the Metadata Object Description Schema (MODS) version 3.5 by the Connecticut Digital Archive (CTDA). MODS 3.5 is used to describe digital resources (resources that have been reformatted as digital and those born digital) to facilitate access and discovery of digital resources. These guidelines provide a summary of minimum requirements and recommendations for descriptive metadata being ingested into CTDA using MODS 3.5. They should be used as a reference when considering contributing content to CTDA.

These guidelines cover:

- A general summary of requirements and recommendations
- Minimum requirements for MODS records
- Best practices for punctuation, HTML, MODS XML records, coordinates, dates
- Example of full MODS records
- CTDA Metadata Application Profile

These guidelines do not cover:

- How to create a new MODS record for a digital resource ready to be added to CTDA
- Procedures on how to ingest MODS records into CTDA
- Creating MODS records in XML
- Description of the entire MODS 3.5 schema

These guidelines use the following language to express degrees of requirements based on the RFC 2119 Key words to Indicate Requirement:

- **Required (R)** designates an element, attribute, or value that is an absolute requirement of the guidelines
- **Required if applicable (RA)** designates an element, attribute, or value that is an absolute requirement of the guidelines if it is applicable to the resource being described
- **Recommended (RE)** designates an element, attribute, or value that may be ignored but only after fully weighing the implications of doing so
- **Recommended if applicable (REA)** designates an element, attribute, or value that is applicable to the resource being described and may be ignored but only after weighing the implications of doing so
- **Optional (O)** designates an element, attribute or value that may be used at one's discretion
- **Not Recommended (NR)** designates an item that may be used but only after fully weighing the implications of doing so. This item is discouraged.

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These implementation guidelines are based on the following national standards and best practices:

- MODS Schema Version 3.5¹
- Library of Congress MODS User Guidelines (Version 3)²
- Digital Library Federation / Aquifer Implementation Guidelines for Shareable MODS Records (Version 1.1)³
- Special Collections and University Archives University of Massachusetts Amherst Guidelines for Implementing MODS⁴
- MODS <note> Types Recommended List⁵
- ISO 639-2b (Alpha Three letter language Code)⁶
- W3CDTF (W3C date/time format based on the ISO 8106)⁷
- IANA (Internet Assigned Numbers Authority MIME Media Types)⁸
- FAST (Linked Data Faceted Application of Subject Terminology)⁹
- Library of Congress Linked Data Authorities and Vocabularies¹⁰
- Library of Congress Marc Relator Terms List¹¹
- GeoNames Geographical Database¹²
- Getty Art and Architecture Thesaurus¹³
- Getty Thesaurus of Geographic Names¹⁴
- RFC 2119 Key words to Indicate Requirement¹⁵
- FGDC Geospatial Metadata Standards and the Content Standard for Digital Geospatial Metadata (CSDGM)¹⁶

Implementation Notes

¹ <http://www.loc.gov/standards/mods/v3/mods-3-5.xsd>

² <http://www.loc.gov/standards/mods/userguide/>

³ https://wiki.dlib.indiana.edu/confluence/download/attachments/24288/DLFMODS_ImplementationGuidelines.pdf

⁴ <http://credo.library.umass.edu/SCUAMODSGuidelines2012.pdf>

⁵ <http://www.loc.gov/standards/mods/mods-notes.html>

⁶ <http://www.loc.gov/standards/iso639-2/langcodes.html>

⁷ <http://www.w3.org/TR/NOTE-datetime>

⁸ <http://www.iana.org/assignments/media-types/media-types.xhtml>

⁹ <http://experimental.worldcat.org/fast/>

¹⁰ <http://id.loc.gov/>

¹¹ <http://www.loc.gov/marc/relators/>

¹² <http://www.geonames.org/>

¹³ <http://www.getty.edu/research/tools/vocabularies/aat/>

¹⁴ <http://www.getty.edu/research/tools/vocabularies/tgn>

¹⁵ <http://www.faqs.org/rfcs/rfc2119.html>

¹⁶ <https://www.fgdc.gov/metadata/geospatial-metadata-standards>

Cataloging Rules

These guidelines do not prescribe one set of cataloging rules. However, the use of formal cataloging rules, or content standards, is strongly recommended. These guidelines recommend the following content standards as examples:

- Resource Access and Description (RDA)¹⁷
- Describing Archives: A Content Standard (DACS)¹⁸
- Descriptive Cataloging of Rare Materials (DCRM(B))¹⁹
- Graphic Materials: Rules for Describing Original Items and Historical Collections (GIHC)²⁰
- Cataloging Cultural Objects (CCO)²¹
- Content Standard for Digital Geospatial Metadata (CSDGM)²²

Punctuation & Use of HTML

Punctuation should only be retained if it occurs within an element. Punctuation should be dropped between elements. When applicable, a stylesheet may be used to display the value contained in elements with or without punctuation. Avoid the use of HTML tags.

Example:

Punctuation is used within the element <mods:placeTerm> but ***not for*** the elements <mods:publisher>, <mods:copyrightDate> as illustrated in the example below.

```
<mods:originInfo>
  < mods:place>
    < mods:placeTerm type="text">Ithaca, NY</ mods:placeTerm>
  </ mods:place>
  < mods:publisher>Cornell University Press</ mods:publisher>
  < mods:copyrightDate>1999</ mods:copyrightDate>
</ mods:originInfo>
```

Display rendered through the use of a stylesheet:

Ithaca, NY : Cornell University Press, c1999.

Creating MODS Records in XML

CTDA partners are not required to create MODS XML records to be ingested into the repository. However, the CTDA can ingest MODS XML records either in batch or one at a time. All MODS

¹⁷ <http://www.rdatoolkit.org/>

¹⁸ <http://www2.archivists.org/standards/describing-archives-a-content-standard-dacs>

¹⁹ <http://rbms.info/dcrm/>

²⁰ <http://www.loc.gov/rr/print/gm/graphmat.html>

²¹ <http://www.vraweb.org/ccoweb/cco/about.html>

²² <https://www.fgdc.gov/metadata/geospatial-metadata-standards>

XML records must be well-formed and valid XML files according to MODS 3.5 and these implementation guidelines.

Separate how-to documents illustrate how to add a digital resource using the MODS data entry forms in CTDA. If you are a site administrator, you can add a MODS XML data stream. This MODS XML data stream must be well-formed and valid according to MODS 3.5 and these implementations guidelines.

MODS XML records can also be added by batch import. Separate how-to documents illustrate how to batch import MODS XML records and digital resources.

The CTDA provides metadata services to help with MODS XML record creation, migration, enhancement, and cleanup. Contact ctda@uconn.edu for more information.

Creating Enhanced MODS Records

CTDA partners can create MODS records either in XML or using the MODS data entry form that implement MODS implements beyond the minimally required. In general, the MODS data entry forms provide fields beyond the minimum such as information for form, extent, identifiers or description. If you would like to create enhanced MODS records, are unsure on how to do this or need fields added to your MODS data entry form(s), the CTDA provides metadata services that can help. Contact ctda@uconn.edu for more information.

Summary of CTDA Requirements and Recommendations²³

Element	Element Requirement Level	Subelement(s)/Attributes required if element is used	Subelement(s)/ Attributes recommended or recommended if applicable	Repeatable	Recommended Content Controlled
<titleInfo>	Required	<title>	<nonSort> @supplied	Yes	@supplied: yes/no
<name>	Recommended if applicable	<namePart>	@authority @valueURI @type <role><roleTerm>	Yes	name/@type: personal corporate conference family roleTerm/@type: text (MARC Relator Terms List (Text entry only). @type set to text is required)
<typeOfResource>	Required	None		No	
<genre>	Recommended		@authority @valueURI	Yes	
<originInfo>	Required if applicable	<dateIssued> @keyDate @encoding	@point @qualifier @type <publisher> <place><placeTerm type="text">	Yes	@encoding: w3cdtf @keyDate: yes (for 1 st instance of dateIssued) @point: start/end @qualifier: inferred, approximate, questionable placeTerm/@type: text (Type set to text is required)
<language>	Optional	<languageTerm> @authority @type	N/A	Yes	@authority: iso639-2b @type: code
<physicalDescription>	Required	<digitalOrigin>	<form> <internetMediaType> <extent> <note> @type		IANA MIME Types are used for the Internet media type MODS values for digital origin (reformatted digital, born digital, digitized other analog, digitized microfilm) note/@type: condition physical description
<abstract>	Recommended	None	N/A	Yes	
<tableOfContents>	Optional	None	xlink	Yes	

²³ The namespace declaration, mods, has been omitted in this summary.

<targetAudience>	Required if applicable	None	N/A	No	Currently this is used as an anchor to distinguish content association. Values: CHO, GEO
<note>	Recommended if applicable	None (@type='ownership' is required)	@type	Yes	note/@type: biographical/historical conservation history ownership (Required) preferred citation source characteristics source identifier source note historic/current address
<subject>	Recommended	@type with <name>	<topic> <geographic> <name> <cartographics><coordinates> @authority @valueURI	Yes	subject/name/@type: personal corporate conference family
<classification>	Optional	None	N/A	Yes	
<relatedItem>	Not Recommended				Currently this element and its subelements are not indexed.
<identifier>	Required	@type (Required)	N/A	Yes	@type: hdl (persistent identifier: Only @type="hdl" is required and is supplied by the system automatically.) local uri
<location>	Optional		<url>	Yes	
<accessCondition>	Required	@type	@displayLabel	Yes	@type: use and reproduction restrictions on access
<part>	Optional	None	<detail> <extent> <start>, <end>, <total> <list> <date> @encoding @point @qualifier <text>	Yes	@encoding: w3cdtf @point: start/end @qualifier: inferred, approximate, questionable
<extension>	Optional		FGDC (in time ETDMS)		The extension is used currently to record bounding box coordinates in FGDC.
<recordInfo>	Strongly Recommended	<languageOfCataloging> <languageTerm> @authority @type	<recordContentSource> <recordCreationDate> @encoding <recordOrigin>	No	@encoding: w3cdtf @authority: iso639-2b @type: code

Minimum MODS Requirements

The CTDA requires the following information in all of its MODS records:

1. **Title (Required):** Every record has at least one title. Variant titles, such as subtitles, alternative or uniform titles are optional. A user may optionally record any initial articles separately from the title. If a resource does not have a title, one can be supplied without the use of brackets or other punctuation to denote the title was supplied.
2. **Resource Type (Required):** Every record is assigned by default one of the MODS type values: text ; cartographic ; notated music ; sound recording-musical ; sound recording-nonmusical ; sound recording ; still image ; moving image ; three dimensional object ; software, multimedia ; mixed material. Collection records are by default “mixed material”.
3. **Digital Resource Origin (Required):** Every record is assigned by default one of the MODS values: born digital; reformatted digital; digitized microfilm; digitized other analog.
4. **Date (Required If Applicable):** If the date is known, it is required to record a date for every record. This date must be encoded according to the w3cdtf standard. Dates can be of the format YYYY, YYYY-MM or YYYY-MM-DD. Use 2 digits for days and months. Dates can be approximate, inferred or questionable. Date ranges can also be entered where each range can be qualified (approximate, inferred, or questionable) if applicable. If a date is not present, it is recommended to use one’s best judgment to approximate a date.
5. **Held By (Required):** Every record must indicate which institution holds the or who acts as steward for the digital resource. These statements are default statements that are typically the name of the institution such as Connecticut Historical Society.
6. **Rights Statement (Required):** Every record must have at least one statement that provides users with information on use and re-use of the resource. Even if the resource is in the public domain and free of restrictions, this information must be included.
7. **Persistent Identifier (Required):** Every record is assigned a handle by the system.
8. **Language of MODS Record (Required):** Every record is assigned the default “eng” to denote the record was written in English.

CTDA Participants are required to add all of this information except for the Persistent Identifier. The Persistent Identifier is assigned by the Handle System automatically into the MODS record. If you are creating your own MODS XML records, you must ensure that all the information except for the Persistent Identifier is in your MODS XML records.

Strongly Recommended and Recommended MODS Requirements

The CTDA strongly recommends the following information in its MODS records:

1. **Creator/Contributor (Recommended if applicable):** Best practice is to record the last name first followed by a comma and then the first name and any middle names or initials, titles or honorifics followed by a comma and any dates associated with the name. For example: Smith, Joseph, Jr., 1805-1844. If a name is entered, it is required to include the role played by this creator/contributor using the MARC relator terms. Enter as many terms as are applicable using the terms from the Library of Congress MARC Relator Terms List. For example: creator, photographer.
2. **Genre (Recommended):** Best practice is to record at least one genre term that describes what the digital resource is. For example: administrative records, photographs, manuscripts.
3. **Description (Recommended):** Though a description of the resource is not required, it is helpful for users to have this descriptive content especially in the case of images.
4. **Subjects (Recommended):** Subjects facilitate access and discovery. It is good practice to include at least one topical subject to indicate what the resource is about.
5. **Internet Media Type (Format MIME Type) (Recommended):** It is recommended to add the MIME type using the IANA MIME type vocabulary.

Required and Recommended Value Lists/International Content Standards

The CTDA requires the use of several controlled value lists and international content standards to control content for several types of information found in CTDA MODS records. The CTDA requires the use of the following value lists or international standards:

1. **ISO639-2b (Required):** For any languages, enter the alpha 3 letter code according to the iso639-2b standard (http://www.loc.gov/standards/iso639-2/php/code_list.php).
2. **IANA Media Types (Required):** For MIME media types, enter the media types as suggested by the IANA standard (<http://www.iana.org/assignments/media-types/media-types.xhtml>).
3. **W3CDTF (Required):** Enter the date according to the w3cdtf standard (<http://www.w3.org/TR/NOTE-datetime>).
4. **<name> type values (Required):** Enter one of these values: personal, family, corporate, conference according to the MODS 3.5 schema.
5. **MODS <note> type values (Required if Applicable):** It is recommended to use the list recommended by the Library of Congress (<http://www.loc.gov/standards/mods/mods-notes.html>).
6. **MODS qualifier values (Required if Applicable):** Enter one of these values: approximate, inferred, questionable.
7. **MODS <languageTerm> type value (Required):** Enter the iso 639-2b code.
8. **MARC Relator Terms (Required if Applicable):** Enter a term, as text, as found in the MARC Relator Term list provided by the Library of Congress (<http://www.loc.gov/marc/relators/>). More than one term can be entered.
9. **MODS <typeOfResource> value list (Required):** This is the equivalent of the Dublin Core Types and uses the list as provided by the MODS 3.5 schema.
10. **MODS <languageTerm> attribute type and authority (Required):** The type is always set to “code” and the content standard for language codes is ISO639-2b or the three letter language codes (http://www.loc.gov/standards/iso639-2/php/code_list.php).
11. **Other MODS value lists:** When an element and/or attribute in MODS has a required value list and this element and/or attribute is present in the MODS record, then the appropriate values will be used.

Recommended Controlled Vocabularies

The CTDA strongly recommends the use of controlled vocabularies to control content for several types of information found in CTDA MODS records. The CTDA Archive recommends using the linked data version whenever possible which provides both the term and the linked data identifier either in the form of an uri or number. The CTDA recommends the use of the following controlled vocabularies:

1. **FAST (Linked Data Faceted Application of Subject Terms) (Strongly Recommended):** <http://experimental.worldcat.org/fast/>
 - a. Topics
2. **Library of Congress Linked Data Service: Authorities and Vocabularies (Recommended):** <http://id.loc.gov/>
 - a. Names (Corporate, Personal, Family, Meeting/Conferences)
 - b. Marc Relator Terms
3. **AAT (Art and Architecture Thesaurus) (Strongly Recommended):** <http://www.getty.edu/research/tools/vocabularies/aat/>
 - a. Genres
4. **Getty Thesaurus of Geographic Names (Strongly Recommended):** <http://www.getty.edu/research/tools/vocabularies/tgn/>
 - a. Places
5. **GeoNames Geographical Database (Recommended):** <http://www.geonames.org/>

Note On Coordinates

There are several types of coordinates. For the CTDA, we can record both a center point and a bounding box.

The center point is recorded in the MODS element coordinates. Coordinates should be supplied in latitude and longitude order. For example,

```
<mods:subject>
  <mods:topic>Railroads -- Massachusetts -- Maps</mods:topic>
  <mods:geographic>Lake Chaubunagungamaug (Mass.)</mods:geographic>
  <mods:geographic>Webster (Mass.)</mods:geographic>
  <mods:geographic>Massachusetts</mods:geographic>
  <mods:cartographics>
    <mods:scale>0.4583333333333333</mods:scale>
    <mods:coordinates>42.023187, -71.852071</mods:coordinates>
  </mods:cartographics>
</mods:subject>
```

The bounding box is recorded in the MODS extension field using elements from FGDC CSGDM. For example,

```
<mods:extension xmlns:fgdc="http://www.fgdc.gov/schemas/metadata/fgdc-std-001-1998.xsd">
  <fgdc:metadata>
    <fgdc:idinfo>
      <fgdc:spdom>
        <fgdc:bounding>
          <fgdc:westbc>-71.852071</fgdc:westbc>
          <fgdc:eastbc>-71.841559</fgdc:eastbc>
          <fgdc:northbc>42.030805</fgdc:northbc>
          <fgdc:southbc>42.023187</fgdc:southbc>
        </fgdc:bounding>
      </fgdc:spdom>
    </fgdc:idinfo>
  </fgdc:metadata>
</mods:extension>
```

Note On Metadata Tags Used To Aggregate Content

Content can be aggregated to various channels. This is done using a tag in the metadata. The tag is a value that the Solr Index reads and then instructs the system to either index that item (digital asset) in a separate channel, various separate channels or not. This tag or value appears in the MODS element <targetAudience> and consists of 3 letters. Currently, we have the following tags:

CHO

CHO tagged content is aggregated in the Connecticut History Illustrated channel.

GEO

GEO tagged content will be aggregated in a future channel dedicated to geographic content.

In the MODS forms that are used to ingest a single digital asset or edit MODS metadata, the ability to tag content appears as a question at the top of the form for those using the CTDA management site and UConn's Archives & Special Collections MODS xml forms. For those site administrators who manage their own channels, adding this tag either in one of their MODS xml forms or in the MODS xml records is at their discretion.

In MODS xml, this tag appears as:

```
<mods:targetAudience>CHO</mods:targetAudience>
```

```
<mods:targetAudience>GEO</mods:targetAudience>
```

Examples of Minimal Required MODS Elements in XML

Title

1. Only the main title

```
<mods:titleInfo>
  <mods:title>Phillips Grain Company Ledger</mods:title>
</mods:titleInfo>
```

2. Main title and subtitle

```
<mods:titleInfo>
  <mods:title>Phillips Grain Company Ledger</mods:title>
  <mods:subTitle>administrative file</mods:subTitle>
</mods:titleInfo>
```

3. Main title supplied by submitter

```
<mods:titleInfo supplied="yes">
  <mods:title>Phillips Grain Company Ledger</mods:title>
</mods:titleInfo>
```

4. Main title, subtitle, and initial article

```
<mods:titleInfo>
  <mods:nonSort>The</mods:nonSort>
  <mods:title>Phillips Grain Company Ledger</mods:title>
  <mods:subTitle>administrative records</mods:subTitle>
</mods:titleInfo>
```

Resource Type

```
<mods:typeOfResource>still image</mods:typeOfResource>
```

Digital Resource

1. With MIME type information

```
<mods:physicalDescription>
  <mods:internetMediaType>image/jp2</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
```

2. By itself


```
<mods:physicalDescription>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
```

3. With MIME type, form, extent and a note on physical description

```
<mods:physicalDescription>
  <mods:form>black and white</mods:form>
  <mods:extent>1 photograph ; 2 x 4 cm</mods:extent>
  <mods:internetMediaType>image/jp2</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
  <mods:note type="physical description">Source Extent: 24.2 Linear feet</mods:note>
</mods:physicalDescription>
```

Digital Origin has only 4 possible values: born digital, reformatted digital, digitized microfilm, digitized other analog.

Date

1. Single date

```
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf">1913</mods:dateIssued>
</mods:originInfo>
```

2. Date range with only start date

```
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf"
point="start">1913</mods:dateIssued>
</mods:originInfo>
```

3. Date range with only end date

```
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf" point="end">1913</mods:dateIssued>
</mods:originInfo>
```

4. Date range with both start and end dates

```
<mods:originInfo>
  <mods:dateIssued encoding="w3cdtf" keyDate="yes" point="start">1910</mods:dateIssued>
  <mods:dateIssued encoding="w3cdtf" point="end">1913</mods:dateIssued>
</mods:originInfo>
```

5. Date range with publisher and place of publication

```
<mods:originInfo>
  <mods:place>
    <mods:placeTerm type="text">Boston, MA</mods:placeTerm>
  </mods:place>
  <mods:publisher>Edwin C. Publishing Co.</mods:publisher>
  <mods:dateIssued encoding="w3cdtf" keyDate="yes" point="start">1910</mods:dateIssued>
  <mods:dateIssued encoding="w3cdtf" point="end">1913</mods:dateIssued>
</mods:originInfo>
```

6. Qualified single date

```
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf" qualifier="approximate">1913</mods:dateIssued>
</mods:originInfo>
```

In the quotes for the attribute, qualifier, there can only be 3 values: approximate, inferred, or questionable.

Held By

```
<mods:note type="ownership">Trinity College, Hartford, CT</mods:note>
```

Rights

```
<mods:accessCondition type="restrictions on access">The collection is open and available for
research.</mods:accessCondition>
```

Language

1. Only language for the MODS record

```
<mods:recordInfo>
  <mods:languageOfCataloging>
    <mods:languageTerm authority="iso639-2b" type="code">eng</mods:languageTerm>
  </mods:languageOfCataloging>
</mods:recordInfo>
```

2. Language with content source, creation date, record origin, and description standard

```
<mods:recordInfo>
  <mods:recordContentSource>University of Connecticut Libraries</mods:recordContentSource>
  <mods:recordCreationDate encoding="w3cdtf">2014-03-12</mods:recordCreationDate>
  <mods:languageOfCataloging>
    <mods:languageTerm authority="iso639-2b" type="code">eng</mods:languageTerm>
  </mods:languageOfCataloging>
  <mods:recordOrigin>This finding aid was produced using the Archivists' Toolkit 2014-03-12T09:34-
0400</mods:recordOrigin>
```

<mods:descriptionStandard>Describing Archives: A Content Standard</mods:descriptionStandard>
</mods:recordInfo>

W3C Date/Time profile of ISO8601

The CTDA strongly recommends that any dates be formatted using the w3cdtf encoding. If dates are not encoded using the w3cdtf encoding then they will not be properly indexed. Also, any timeline visualizations will not work with dates not encoded according to the w3cdtf profile.

W3CDTF encoding **requires** that dates be recorded as follows:

- Year: **YYYY** (for example, 1872)
- Year and month: **YYYY-MM** (for example, 1872-01)
- Complete date: **YYYY-MM-DD** (for example, 1872-01-21)

To express a date range, record the start and end dates separately. For example, a photograph was taken between March 3, 1910 and September 5, 1910 would be recorded as:

- Start date: 1910-03-03
- End date: 1910-09-05

If a date or date range requires a qualifier (for example, circa 1934), the numeric dates are recorded separately from the qualifier. The qualifier must be one of three values: approximate, inferred, questionable.

- **approximate**: Used to identify dates that have been approximated and may not be exact, such as circa dates (for example, ca. 2009)
- **inferred**: Used to identify dates that have not been transcribed directly from the digital resource, but have been inferred from another source (for example, [1924])
- **questionable**: Used to identify questionable dates (for example, 1988?)

Note that the date indicated in the record should be the date the original resource was issued, released, created, or published, NOT the date on which its digital surrogate was created.

Non-numeric date formats

Sometimes an object will be notated with a date such as **early 1902**, **19th century**, **summer 1879**, or similar. This style does not conform to the W3CDTF encoding standard. In such instances, textual dates must be replaced by numeric date ranges (using “start” and “end” dates) and an appropriate qualifier.

- For centuries, use xx00 – xx99. For example,
 - 19th century = 1800 – 1899 (approximate)
- For early centuries, use xx00 – xx39. For example,
 - Early 20th century = 1900 – 1939 (approximate)
- For mid centuries, use xx30 – xx69. For example,

- Mid 20th century = 1930 -1969 (approximate)
- For late centuries, use xx60 – xx99. For example,
 - Late 18th century = 1760 – 1799 (approximate)
- For decades, use xxx0 – xxx9. For example,
 - 1970s = 1970 – 1979 (approximate)
- For parts of the years,
 - Early 190 = 1970-01 to 1970-04 (approximate)
- For seasons,
 - Winter 1980 = 1969-12 to 1970-02 (approximate)

Appendix A: MODS Records Examples

1. Example of a record for a book (one MODS record for the book, which consists of jp2's for each page)

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods
  xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xlink="http://www.w3.org/1999/xlink" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  version="3.5" xsi:schemaLocation="http://www.loc.gov/mods/v3 http://www.loc.gov/standards/mods/v3/mods-3-5.xsd">
  <mods:titleInfo>
    <mods:title>"Economic Preparation for Aggressive War"</mods:title>
    <mods:subTitle>supporting documents</mods:subTitle>
  </mods:titleInfo>
  <mods:name authority="fast" valueURI="http://id.worldcat.org/fast/255922" type="personal">
    <mods:namePart>Dodd, Thomas J. (Thomas Joseph), 1907-1971</mods:namePart>
    <mods:role>
      <mods:roleTerm authority="marcrelator" type="text">Collector</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:typeOfResource>text</mods:typeOfResource>
  <mods:genre authority="aat" valueURI="300027590">legal documents</mods:genre>
  <mods:genre authority="aat" valueURI="300027473">financial records</mods:genre>
  <mods:genre authority="aat" valueURI="300026877">correspondence</mods:genre>
  <mods:genre authority="aat" valueURI="300027425">administrative records</mods:genre>
  <mods:originInfo>
    <mods:dateIssued encoding="w3cdtf" keyDate="yes" point="start">1934</mods:dateIssued>
    <mods:dateIssued encoding="w3cdtf" point="end">1939</mods:dateIssued>
```

</mods:originInfo>

<mods:physicalDescription>

<mods:internetMediaType>image/jp2</mods:internetMediaType>

<mods:digitalOrigin>reformatted digital</mods:digitalOrigin>

</mods:physicalDescription>

<mods:abstract>The Common Plan or Conspiracy (Boxes 282-284) refers to Count I of the IMT indictment, namely conspiracy to commit unlawful aggression. This subseries consists of trial briefs and German documents used by the Allied prosecution team. The papers are arranged thematically as the conspiracy charge had economic, political, and military dimensions. This subseries includes detailed German war plans for invading such nations as Poland, France, Russia, Norway, and Yugoslavia. The minutes of high-level economic meetings on the mobilization for war also highlight these files.</mods:abstract>

<mods:note type="ownership"> Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries</mods:note>

<mods:note type="preferred citation">"Economic Preparation for Aggressive War": supporting documents, 282:7200, Thomas J. Dodd Papers. Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.</mods:note>

<mods:subject>

<mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1709901">Nuremberg War Crime Trials (Germany : 1946-1949)</mods:topic>

<mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1079361">Prosecution</mods:topic>

<mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1423712">Trials, litigation, etc.</mods:topic>

<mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1170357">War -- Planning</mods:topic>

<mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1170711">War, Cost of</mods:topic>

</mods:subject>

<mods:identifier type="local">MSS19940065:282:7200</mods:identifier>

<mods:accessCondition type="use and reproduction">Permission to publish from these transcripts must be obtained in writing from both the University of Connecticut Libraries and the owner(s) of the copyright.</mods:accessCondition>

<mods:accessCondition type="use and reproduction" displayLabel="Digital Object Disclaimer">This digital object is owned, held, or licensed by the University of Connecticut and is available for non-commercial or educational use only. Ownership must be properly cited. Any commercial use of this object without express written permission of the University of Connecticut is strictly

prohibited. For more information or to obtain a reproduction of this digital object, contact University Archives & Special Collections <<http://doddcenter.uconn/asc/research/reproduction.htm>>, University of Connecticut Libraries.</mods:accessCondition>

<mods:accessCondition type="restrictions on access">The collection is open and available for research.</mods:accessCondition>

<mods:accessCondition type="use and reproduction" displayLabel="Intellectual Rights Statement">As a publically supported institution, the University of Connecticut Libraries generally does not own rights in its collections. Permission to publish from these papers must be obtained in writing from both the University of Connecticut Libraries and the owner(s) of the copyright. Possible fees may be incurred on the part of the user.</mods:accessCondition>

<mods:recordInfo>

<mods:recordCreationDate encoding="w3cdtf">2011-12-16T15:09-0500</mods:recordCreationDate>

<mods:recordOrigin>This finding aid was produced using the Archivists' Toolkit</mods:recordOrigin>

<mods:languageOfCataloging>

<mods:languageTerm type="code" authority="iso639-2b">eng</mods:languageTerm>

</mods:languageOfCataloging>

<mods:descriptionStandard>Describing Archives: A Content Standard</mods:descriptionStandard>

</mods:recordInfo>

</mods:mods>

2. Example of a record for a digitized photograph from Connecticut History Illustrated



```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods
  xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns="http://www.loc.gov/mods/v3"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  version="3.5"
  xsi:schemaLocation="http://www.loc.gov/mods/v3 http://www.loc.gov/standards/mods/v3/mods-3-5.xsd">
  <mods:titleInfo>
    <mods:title>Ella Grasso, July 19, 1974</mods:title>
  </mods:titleInfo>
  <mods:name type="personal">
    <mods:namePart>Kington, Ellery G.</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text" authority="marcrelator">Creator</mods:roleTerm>
    </mods:role>
  </mods:name>
```

```

<mods:typeOfResource>still image</mods:typeOfResource>
<mods:genre authority="aat" valueURI="300046300">photographs</mods:genre>
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf">1974-07-19</mods:dateIssued>
</mods:originInfo>
<mods:physicalDescription>
  <mods:form>black and white</mods:form>
  <mods:internetMediaType>image/jpg</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
<mods:abstract>Closeup of a smiling Ella Grasso. She is wearing a string of pearls.</mods:abstract>
<mods:targetAudience>CHO</mods:targetAudience>
<mods:note type="source note">Hartford Times Collection</mods:note>
<mods:note type="ownership">Hartford History Center</mods:note>
<mods:subject>
  <mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/945704">Governors</mods:topic>
  <mods:geographic authority="tgn" valueURI="7013695">Hartford (inhabited place)</mods:geographic>
  <mods:name type="personal" authority="fast" valueURI="http://id.worldcat.org/fast/44576">
    <mods:namePart>Grasso, Ella</mods:namePart>
  </mods:name>
</mods:subject>
<mods:identifier type="local">32520105828866</mods:identifier>
<mods:identifier type="local">hpl_hhc_ht_grasso02.jp2</mods:identifier>
<mods:accessCondition type="use and reproduction">Copyright restrictions apply to the use of this image. For more information or
to obtain a photographic reproduction of this image, contact the Hartford History Center, Hartford Public
Library.</mods:accessCondition>
<mods:recordInfo>
  <mods:recordContentSource>Hartford History Center</mods:recordContentSource>
  <mods:languageOfCataloging>

```

```
<mods:languageTerm type="code" authority="iso639-2b">eng</mods:languageTerm>
</mods:languageOfCataloging>
</mods:recordInfo>
</mods:mods>
```

3. **Example of a map** which uses the tag GEO and CHO

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  version="3.5"
  xsi:schemaLocation="http://www.loc.gov/mods/v3 http://www.loc.gov/standards/mods/v3/mods-3-5.xsd">
  <mods:titleInfo>
    <mods:title>Aerial survey of Connecticut 1934 photograph 00036</mods:title>
  </mods:titleInfo>
  <mods:name type="corporate" authority="local">
    <mods:namePart>Fairchild Aerial Survey Co.</mods:namePart>
    <mods:role>
      <mods:roleTerm authority="marcrelator"
        authorityURI="http://id.loc.gov/vocabulary/relators"
        valueURI="http://id.loc.gov/vocabulary/relators/cre"
        type="text">Creator</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="corporate" authority="local">
    <mods:namePart>Connecticut Air National Guard</mods:namePart>
    <mods:role>
      <mods:roleTerm authority="marcrelator"
        authorityURI="http://id.loc.gov/vocabulary/relators"
        valueURI="http://id.loc.gov/vocabulary/relators/cre"
        type="text">Creator</mods:roleTerm>
    </mods:role>
  </mods:name>
```

```

<mods:name type="corporate" authority="local">
  <mods:namePart>Connecticut State Planning Board</mods:namePart>
  <mods:role>
    <mods:roleTerm authority="marcrelator"
      authorityURI="http://id.loc.gov/vocabulary/relators"
      valueURI="http://id.loc.gov/vocabulary/relators/ctb"
      type="text">Contributor</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:typeOfResource>cartographic</mods:typeOfResource>
<mods:genre>aerial photographs</mods:genre>
<mods:originInfo>
  <mods:dateIssued encoding="w3cdtf" keyDate="yes">1934-04</mods:dateIssued>
</mods:originInfo>
<mods:physicalDescription>
  <mods:internetMediaType>image/jp2</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
<mods:abstract>Parts of Rhode Island included</mods:abstract>
<mods:targetAudience>CHO</mods:targetAudience>
<mods:targetAudience>GEO</mods:targetAudience>
<mods:note type="ownership">Connecticut State Library</mods:note>
<mods:note type="source note">Aerial photographs</mods:note>
<mods:note>Research Guide to Aerial Photographs at the Connecticut State Library: http://www.cslib.org/aerials/</mods:note>
<mods:subject>
  <mods:topic>Aerial photographs</mods:topic>
  <mods:geographic>Connecticut</mods:geographic>
  <mods:geographic>North Stonington</mods:geographic>
  <mods:cartographics>

```

```

    <mods:scale>1:12000</mods:scale>
    <mods:coordinates>41.486, -71.7867</mods:coordinates>
  </mods:cartographics>
</mods:subject>
<mods:identifier type="local">CT1934_00036.jp2</mods:identifier>
<mods:location>
  <mods:holdingSimple>
    <mods:copyInformation>
      <mods:shelfLocator>Connecticut State Library, State Archives, RG 089: 11a</mods:shelfLocator>
    </mods:copyInformation>
  </mods:holdingSimple>
</mods:location>
<mods:accessCondition type="use and reproduction">No known copyright restrictions.</mods:accessCondition>
<mods:recordInfo>
  <mods:recordContentSource>University of Connecticut Libraries</mods:recordContentSource>
  <mods:recordCreationDate encoding="w3cdtf">2015-03-10-04:00</mods:recordCreationDate>
  <mods:languageOfCataloging>
    <mods:languageTerm authority="iso639-2b" type="code">eng</mods:languageTerm>
  </mods:languageOfCataloging>
  <mods:recordOrigin>This MODS record was migrated from Connecticut State Library's CONTENTdm.</mods:recordOrigin>
</mods:recordInfo>
</mods:mods>

```

Appendix B: Connecticut Digital Archives Metadata Application Profile

CTDA MAP, Version 3.1

Introduction

This MODS profile supports the compilation of metadata for the CTDA in terms of description of content and MODS elements. It is anticipated that this profile will serve the needs to describe a large variety of resources. This profile does not account for all properties used currently or in the future by CTDA. Further, this profile does not account for all the properties possible in the MODS version 3.5 schema. The following MAP provides a baseline of the most commonly implemented elements, attributes and values in CTDA. For a full profile of MODS, consult the Library of Congress' MODS User Guidelines (Version 3)²⁴.

Namespaces

CTDA MODS application profile uses the following namespaces:

mods	http://www.loc.gov/mods/v3
xsi	http://www.w3.org/2001/XMLSchema-instance
xlink	http://www.w3.org/1999/xlink

Aggregation Tags

The CTDA uses the value in the MODS element <targetAudience> to tag content so that it can be aggregated to separate CTDA channels or sites. Currently there are 2 “tags” or controlled values for the MODS element <targetAudience>: CHO and GEO. Digital resources that have the value CHO in the MODS element <targetAudience> are aggregated in the Connecticut History Illustrated channel or site. Digital resources that have the value GEO in the MODS element <targetAudience> will be aggregated in a future geographic channel or site. Digital resources can have both values in two MODS elements <targetAudience> in which case that digital resource will be aggregated in the sites Connecticut History Illustrated and the future geographic channel.

Format of entries

Name of Term	A unique token assigned to the term
Label	A human-readable label assigned to the term
Defined By	An identifier of a namespace, pointer to a schema or bibliographic reference for a document within which the term is defined
Source Definition	The definition of the term in the namespace in which the term originated
CTDA Definition	The CTDA definition of the term
CTDA Comments	Comments on the CTDA definition of the term
Type of term	The grammatical category of the term (element, container element, attribute)
Has Encoding Scheme	The described term is qualified by the referenced encoding scheme

²⁴ <http://www.loc.gov/standards/mods/userguide/index.html>

Obligation	Indicates whether the element is required to always or sometimes present. In this application profile the obligation can be: required (R), required if applicable (RA), recommended (RE), recommended if applicable (REA), optional (O), not recommended (NR)
Occurrence	Indicates any limit to the repeatability of the element.

CTDA MODS Application Profile

Attributes Used throughout CTDA MODS Records²⁵:

@type

This attribute is applied when it is necessary to identify the type of value being recorded.

@authority

This attribute is applied when it is necessary to identify the name of the authoritative list for a controlled value that is recorded.

@displayLabel

This attribute is applied when it is necessary to add additional text associated when recording a value that is used for display purposes.

@valueURI

This attribute is applied when it is necessary to add the linked data identifier from the authoritative list for a controlled value that is recorded.

@keyDate

This attribute is applied to the first instance of the element, <dateIssued>, to distinguish this date from others in the MODS record.

@encoding

This attribute is applied when dates are being recorded to add the value of “w3cdtf”.

@point

This attribute is applied when it is necessary to record a date range with the value of “start”, indicating the first date of the range, and “end”, indicating the end date of a range.

@qualifier

This attribute is applied when it is necessary to qualify a date being recorded as approximate, inferred or questionable.

@lang

This attribute is applied when it is necessary to specify the language used within individual elements using the code iso639-2b.

@xlink

This attribute is applied when it is necessary to record an external link.

²⁵ <http://www.loc.gov/standards/mods/v3/mods-userguide-generalapp.html#list>

Name of Term	titleInfo/title
Label	Title
Defined By	http://www.loc.gov/standards/mods/userguide/titleinfo.html
Source Definition	A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource
CTDA Definition	A word, phrase, character, group of characters or filename that constitutes the chief title of a resource, i.e., the title normally used when citing the resource
CTDA Comments	Titles can be unqualified or qualified as: abbreviated, translated, alternative, uniform. A parallel/transliterated title is considered a main title. No initial articles are part of the title. Only one title is required.
Type of term	Element
Has Encoding Scheme	
Obligation	R
Occurrence	Repeatable

Name of Term	titleInfo/nonSort
Label	Initial Article
Defined By	www.loc.gov/standards/mods/userguide/titleinfo.html
Source Definition	Characters, including initial articles, punctuation, and spaces that appear at the beginning of a title that should be ignored for indexing of titles
CTDA Definition	Characters, including initial articles, punctuation, and spaces that appear at the beginning of a title that should be ignored for indexing of titles
CTDA Comments	
Type of term	element
Has Encoding Scheme	
Obligation	O
Occurrence	Not Repeatable

Name of Term	titleInfo/@supplied
Label	Was this title assigned?
Defined By	www.loc.gov/standards/mods/userguide/titleinfo.html
Source Definition	An indication that the title information did not come from the resource itself
CTDA Definition	An indication that the title information did not come from the resource itself, such as being assigned by the person entering the metadata
CTDA Comments	
Type of term	attribute
Has Encoding Scheme	
Obligation	O
Occurrence	Not Repeatable

Name of Term	name/namePart
Label	Creator(s)/Contributor(s)
Defined By	www.loc.gov/standards/mods/userguide/name.html
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource
CTDA Definition	The name of a person, organization, family or event (conference, meeting, etc.) associated in some way with the resource
CTDA Comments	The name is entered as one string in a single namePart element. When possible, names should come from a controlled vocabulary. CTDA recommends linked FAST or LC's Linked Authorities & Vocabularies. When used, this element requires the use of the attribute, @type set to personal, corporate, conference, or

	family. It is strongly recommended to use a controlled vocabulary and if possible the linked data version of this vocabulary and hence use the attributes, @authority and @valueURI.
Type of term	element
Has Encoding Scheme	
Obligation	REA
Occurrence	Repeatable

Name of Term	name/role/roleTerm
Label	Role Played By Creator(s)/Contributor(s)
Defined By	www.loc.gov/standards/mods/userguide/name.html
Source Definition	Designates the relationship (role) of the entity recorded in the name to the resource described in the record
CTDA Definition	Designates the relationship (role) of the entity recorded in the name to the resource described in the record
CTDA Comments	When a MARC relator term is used, it is required to use the term and not the code for the term. When used, this element requires the use of the attributes, @type="text" and @authority="marcrelator".
Type of term	element
Has Encoding Scheme	http://www.loc.gov/marc/relators/relaterm.html
Obligation	REA
Occurrence	Repeatable

Name of Term	typeOfResource
Label	Resource Type
Defined By	www.loc.gov/standards/mods/userguide/typeofresource.html
Source Definition	A term that specifies the characteristics and general type of content of the resource
CTDA Definition	A term that specifies the characteristics and general type of content of the resource
CTDA Comments	For finding aids, this will be, "mixed material".
Type of term	element
Has Encoding Scheme	www.loc.gov/standards/mods/userguide/typeOfResource.html
Obligation	R
Occurrence	Repeatable

Name of Term	genre
Label	Genre
Defined By	www.loc.gov/standards/mods/userguide/genre.html
Source Definition	A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.
CTDA Definition	A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.
CTDA Comments	CTDA recommends using AAT. If a controlled vocabulary is used, then it is required to use the attribute @authority and if possible record the linked data id in the attribute @valueURI.
Type of term	element
Has Encoding Scheme	
Obligation	RE
Occurrence	Repeatable

Name of Term	originInfo/dateIssued
Label	Publication Date

Defined By	www.loc.gov/standards/mods/userguide/origininfo.html
Source Definition	A date that the resource was published, released, or issued
CTDA Definition	A date that the resource was published, released, or issued
CTDA Comments	When a publication date is present, it is required to use the w3cdtf encoding scheme. The first instance of this element requires the attribute keyDate set to yes. Dates can be qualified as approximate, inferred or questionable. Dates can be single or entered as a start and end date (using the attributes @qualifier and @point).
Type of term	element
Has Encoding Scheme	w3cdtf
Obligation	RA
Occurrence	Repeatable

Name of Term	originInfo/place/placeTerm
Label	Place of Publication
Defined By	www.loc.gov/standards/mods/userguide/origininfo.html
Source Definition	Used to express the place in a textual or coded form
CTDA Definition	Used to express the place of publication in a textual form
CTDA Comments	When used, this element requires the use of the attribute @type="text".
Type of term	element
Has Encoding Scheme	
Obligation	O
Occurrence	Repeatable

Name of Term	originInfo/publisher
Label	Publisher
Defined By	www.loc.gov/standards/mods/userguide/origininfo.html
Source Definition	The name of the entity that published, printed, distributed, released, issued, or produced the resource
CTDA Definition	The name of the entity that published, printed, distributed, released, issued, or produced the resource
CTDA Comments	
Type of term	element
Has Encoding Scheme	
Obligation	O
Occurrence	Repeatable

Name of Term	language/languageTerm
Label	Language(s)
Defined By	www.loc.gov/standards/mods/userguide/language.html
Source Definition	A description of the language in which the content of the resource is expressed
CTDA Definition	A description of the language in which the content of the resource is expressed
CTDA Comments	When used, this element requires the use of the attributes @type="code" and @authority="iso639-2b".
Type of term	element
Has Encoding Scheme	iso639-2b (http://www.loc.gov/standards/iso639-2/php/code_list.php)
Obligation	O
Occurrence	Repeatable

Name of Term	physicalDescription/form
Label	Form
Defined By	www.loc.gov/standards/mods/userguide/physicaldescription.html

Source Definition	A description of a particular physical presentation of a resource, including the physical form or medium of material for a resource
CTDA Definition	A description of a particular physical presentation of a resource, including the physical form or medium of material for a resource, such as “black and white”
CTDA Comments	
Type of term	element
Has Encoding Scheme	
Obligation	O
Occurrence	Repeatable

Name of Term	physicalDescription/internetMediaType
Label	Digital Format
Defined By	http://www.loc.gov/standards/mods/userguide/physicaldescription.html
Source Definition	An identification of the electronic format type, or the data representation of the resource
CTDA Definition	An identification of the electronic format type, or the data representation of the resource
CTDA Comments	
Type of term	element
Has Encoding Scheme	IANA Media Types
Obligation	RE
Occurrence	Repeatable

Name of Term	physicalDescription/extent
Label	Form
Defined By	www.loc.gov/standards/mods/userguide/physicaldescription.html
Source Definition	A statement of the number and specific material of the units of the resource that express physical extent
CTDA Definition	A statement of the number and specific material of the units of the resource that express extent
CTDA Comments	To describe the physical extent of analog items, it is preferred to use the element physicalDescription/note/@physical description.
Type of term	element
Has Encoding Scheme	
Obligation	O
Occurrence	Repeatable

Name of Term	physicalDescription/digitalOrigin
Label	Digital Origin
Defined By	www.loc.gov/standards/mods/userguide/physicaldescription.html
Source Definition	The method by which a resource achieved digital form
CTDA Definition	The method by which a resource achieved digital form
CTDA Comments	CTDA uses the recommended values by LC as found in the user guide
Type of term	element
Has Encoding Scheme	
Obligation	R
Occurrence	Not Repeatable

Name of Term	physicalDescription/note/@physical description
Label	Physical Details
Defined By	www.loc.gov/standards/mods/userguide/physicaldescription.html
Source Definition	General textual information about the physical description of a resource
CTDA Definition	A description of any physical description of the original resource

CTDA Comments	Uses the attribute type set to “physical description” and/or “condition”
Type of term	element
Has Encoding Scheme	
Obligation	O
Occurrence	Repeatable

Name of Term	physicalDescription/note/@condition
Label	Physical Details
Defined By	www.loc.gov/standards/mods/userguide/physicaldescription.html
Source Definition	General textual information about the condition of a resource
CTDA Definition	A description of the condition of the resource
CTDA Comments	
Type of term	element
Has Encoding Scheme	
Obligation	O
Occurrence	Repeatable

Name of Term	abstract
Label	Description
Defined By	www.loc.gov/standards/mods/userguide/abstract.html
Source Definition	A summary of the content of the resource
CTDA Definition	A summary of the content of the resource
CTDA Comments	
Type of term	element
Has Encoding Scheme	
Obligation	RE
Occurrence	Repeatable

Name of Term	targetAudience
Label	
Defined By	www.loc.gov/standards/mods/userguide/targetaudience.html
Source Definition	A description of the intellectual level of the audience for which the resource is intended
CTDA Definition	An anchor for particular collections to designate materials that are aggregated to a particular CTDA site
CTDA Comments	CHO designates content to be aggregated in the site Connecticut History Illustrated GEO designates content to be aggregated in the site for geographic information
Type of term	element
Has Encoding Scheme	
Obligation	RA
Occurrence	NOT Repeatable

Name of Term	note/@type='source note'
Label	Source Note
Defined By	www.loc.gov/standards/mods/userguide/note.html , http://www.loc.gov/standards/mods/mods-notes.html
Source Definition	General textual information relating to a resource
CTDA Definition	General textual information relating to a resource to indicate the source or the name of the source/parent resource

CTDA Comments	This note with type set to source note is used to indicate the name of the parent or source resource, i.e. the name of a parent collection.
Type of term	element/attribute
Has Encoding Scheme	http://www.loc.gov/standards/mods/mods-notes.html
Obligation	REA
Occurrence	Repeatable

Name of Term	note/@type='source identifier'
Label	Source Identifier
Defined By	www.loc.gov/standards/mods/userguide/note.html , http://www.loc.gov/standards/mods/mods-notes.html
Source Definition	General textual information relating to a resource
CTDA Definition	General textual information relating to a resource to indicate the identifier(s) of the source or parent resource, i.e. the MSS number of the parent collection, the html (URI) of the source resource, etc.
CTDA Comments	This note with type set to source identifier is used to indicate the identifier(s) of the parent or source resource.
Type of term	element/attribute
Has Encoding Scheme	http://www.loc.gov/standards/mods/mods-notes.html
Obligation	REA
Occurrence	Repeatable

Name of Term	note/@type='ownership'
Label	Ownership
Defined By	www.loc.gov/standards/mods/userguide/note.html , http://www.loc.gov/standards/mods/mods-notes.html
Source Definition	General textual information relating to a resource
CTDA Definition	General textual information relating to a resource to indicate the owner of the digital resource being described.
CTDA Comments	This note with type set to ownership is used to indicate the steward of the digital resource.
Type of term	element/attribute
Has Encoding Scheme	http://www.loc.gov/standards/mods/mods-notes.html
Obligation	R
Occurrence	Repeatable

Name of Term	note/@type='biography/history'
Label	Biography/History
Defined By	www.loc.gov/standards/mods/userguide/note.html , http://www.loc.gov/standards/mods/mods-notes.html
Source Definition	General textual information relating to a resource
CTDA Definition	General textual information relating to a resource to indicate any biographical or historical information pertaining to the digital resource.
CTDA Comments	This note with type set to biography/history is used to indicate any biographical or historical information.
Type of term	element/attribute
Has Encoding Scheme	http://www.loc.gov/standards/mods/mods-notes.html
Obligation	REA
Occurrence	Repeatable

Name of Term	note/@type='preferred citation'
Label	Preferred Citation

Defined By	www.loc.gov/standards/mods/userguide/note.html , http://www.loc.gov/standards/mods/mods-notes.html
Source Definition	General textual information relating to a resource
CTDA Definition	General textual information relating to a resource to indicate preferred citation for citing the digital resource.
CTDA Comments	This note with type set to preferred citation is used to indicate the preferred citation.
Type of term	element/attribute
Has Encoding Scheme	http://www.loc.gov/standards/mods/mods-notes.html
Obligation	REA
Occurrence	Repeatable

Name of Term	note
Label	Note
Defined By	www.loc.gov/standards/mods/userguide/note.html
Source Definition	General textual information relating to a resource
CTDA Definition	General textual information relating to a resource
CTDA Comments	When used, it is recommended to describe the type of note using the attribute, @type, and the MODS <note> type values.
Type of term	element
Has Encoding Scheme	http://www.loc.gov/standards/mods/mods-notes.html
Obligation	REA
Occurrence	Repeatable

Name of Term	subject
Label	Subjects
Defined By	www.loc.gov/standards/mods/userguide/subject.html
Source Definition	A term or phrase representing the primary topic(s) on which a work is focused
CTDA Definition	A term or phrase representing the primary topic(s) on which a work is focused
CTDA Comments	CTDA recommends using FAST for topical and name subjects and TGN for geographic subjects.
Type of term	container element
Has Encoding Scheme	
Obligation	RE
Occurrence	Repeatable

Name of Term	identifier
Label	Identifier(s)
Defined By	www.loc.gov/standards/mods/userguide/identifier.html
Source Definition	Contains a unique standard number or code that distinctively identifies a resource
CTDA Definition	Contains a unique standard number or code that distinctively identifies a resource
CTDA Comments	The only identifier required is the handle designated by the attribute type set to "hdl". Other identifiers take the suggested values in the Standard Identifier Source Codes (http://www.loc.gov/standards/sourcelist/standard-identifier.html)
Type of term	element
Has Encoding Scheme	
Obligation	R
Occurrence	Repeatable

Name of Term	accessCondition
Label	Rights
Defined By	www.loc.gov/standards/mods/userguide/accesscondition.html
Source Definition	Information about restrictions imposed on access to a resource

CTDA Definition	Information about restrictions imposed on access to a resource
CTDA Comments	At least one rights statement is required. When used, this element requires the attribute @type set to “use and reproduction” or “restrictions on access”. Archives and Specially Collections at UConn also have 2 other rights statements: Digital Object Disclaimer and the Intellectual Rights Statement, which are indicated in the attribute displayLabel
Type of term	element
Has Encoding Scheme	
Obligation	R
Occurrence	Repeatable

Name of Term	recordInfo
Label	Information about the MODS record
Defined By	www.loc.gov/standards/mods/userguide/recordinfo.html
Source Definition	Information about the metadata record
CTDA Definition	Information about the metadata record
CTDA Comments	Only the child element language/languageTerm is required with the required attributes @type=”code” and @authority=”iso639-2B”. This is set to “eng”.
Type of term	container element
Has Encoding Scheme	iso639-2b (http://www.loc.gov/standards/iso639-2/php/code_list.php)
Obligation	RE
Occurrence	Not Repeatable