**FINAL DRAFT—BiblioPhilly Spreadsheet Metadata Guidelines—FINAL DRAFT**

For each row in the project spreadsheet for a single manuscript, the notes below suggest how that information might appear in a dealer description or library narrative description of a manuscript. For metadata included in MARC records, there are notes about possible relevant MARC fields and subfields. Begin the notes in each cell with a capital letter.

**Administrative Contact (Required)**

**Description:** Name of the BiblioPhilly liaison at a partner institution; consistent for all manuscripts from a single institution.

**Administrative Contact Email (Required)**

**Description:** Email address of the BiblioPhilly liaison at a partner institution; consistent for all manuscripts from a single institution.

**Metadata Creator (Required)**

**Description:** Name of the person entering information into the spreadsheet for a particular manuscript.

**Metadata Creator Email (Required)**

**Description:** Email address of the person entering information into the spreadsheet for a particular manuscript.

**Repository Country (Optional)**

**MARC Location:** Possibly 852 subfield e

**Description:** Country of the holding library; United States for all BiblioPhilly partner institutions.

**Repository City (Required)**

**MARC Location:** 852 subfield e

**Description:** Municipality of the holding library; consistent for all manuscripts from a single institution.

**Holding Institution (Optional)**

**MARC Location:** 852 subfield a

**Description:** Organization name if library is part of a larger organization such as a university.

**Repository Name (Required)**

**MARC Location:** 852 subfield b

**Description:** Library name.

**Source Collection (Optional)**

**MARC Location:** Possibly 500, possibly 710

**Description :** Name of a named collection within the library.

**Call Number/ID (Required)**

**MARC Location:** 099, 852 subfield j

**Description:** Format varies by library; not included in dealer descriptions; possibly in headings in library description.

**Record URL (Optional)**

**Description:** URL format varies by library; for records in an online catalog, possibly available when viewing record online.

**Alternate ID (Optional)**

**MARC Location:** 001 in Penn records

**Description:** Internal control number such as Penn’s BibID or URN such as DOI, PURL, or ARK; to be supplied by holding library.

**Alternate ID Type (Required for Manuscripts with Alternate IDs)**

**Description:** Possibilities include DOI, PURL, ARK, BibID; to be supplied by holding library.

**Manuscript Name (Required)**

**MARC Location:** 245

**Description:** Title representing the manuscript volume as a whole; if the whole volume consists of one or two works, the single title or two titles separated by a semicolon; if a collection of smaller works, a supplied title such as Recipe book; probably in the headings of dealer or library descriptions.

**Author Name (Optional, Repeatable)**

**MARC Location:** Possibly 100, possibly 110

**Description:** When a manuscript contains a work or works with personal or corporate authors, use the LC or VIAF authority heading or record an unauthorized name in authority form; unlikely to appear in this form in dealer or narrative library descriptions, probably needs to be supplied from LC/OCLC.

**Author URI (Optional, Repeatable)**

**Description:** For authors in the LC NAF, give the URI from <http://id.loc.gov/authorities/names.html>; for creators in VIAF give the permalink from <http://viaf.org/>; unlikely to appear in dealer or narrative library descriptions, probably needs to be supplied. If you have verified that the author name does not have an authorized form in LC NAF or VIAF, enter N/A.

**Translator Name (Optional, Repeatable)**

**MARC Location:** Possibly 245, possibly 500, possibly 700

**Description:** When a manuscript contains the name of a translator, or when the translator of a text has been identified independently, use the LC or VIAF authority heading or record an unauthorized name in authority form; unlikely to appear in this form in dealer or narrative library descriptions, probably needs to be supplied from LC/OCLC.

**Translator URI (Optional, Repeatable)**

**Description:** For translators in the LC NAF, give the URI from <http://id.loc.gov/authorities/names.html>; for translators in VIAF give the permalink from <http://viaf.org/>; unlikely to appear in dealer or narrative library descriptions, probably needs to be supplied. If you have verified that the translator name does not have an authorized form in LC NAF or VIAF, enter N/A.

**Artist Name (Optional, Repeatable)**

**MARC Location:** Possibly 500, possibly 700

**Description:** When a manuscript contains the name of an illuminator or illustrator, or when the work of an artist in a manuscript has been identified independently, use the \*\*ULAN\*\*, LC, or VIAF authority heading or record an unauthorized name in authority form; unlikely to appear in this form in dealer or narrative library descriptions, probably needs to be supplied from LC/OCLC.

**Artist URI (Optional, Repeatable)**

**Description:** For artists in ULAN, give the ID from <http://www.getty.edu/research/tools/vocabularies/ulan/>; for artists in LC NAF, give the URI from <http://id.loc.gov/authorities/names.html>; for artists in VIAF give the permalink from <http://viaf.org/>; unlikely to appear in dealer or narrative library descriptions, probably needs to be supplied. If you have verified that the artist name does not have an authorized form in ULAN, LC NAF, or VIAF, enter N/A.

**Former Owner Name (Optional, Repeatable)**

**MARC Location:** Possibly 500, possibly 561, possibly 700

**Description:** When a manuscript contains the name of a former owner, or when a former owner of a manuscript has been identified independently, use the LC or VIAF authority heading or record an unauthorized name in authority form; unlikely to appear in this form in dealer or narrative library descriptions, probably needs to be supplied from LC/OCLC.

**Former Owner URI (Optional, Repeatable)**

**Description:** For former owners in the LC NAF, give the URI from <http://id.loc.gov/authorities/names.html>; for former owners in VIAF give the permalink from <http://viaf.org/>; unlikely to appear in dealer or narrative library descriptions, probably needs to be supplied. If you have verified that the former owner name does not have an authorized form in LC NAF or VIAF, enter N/A.

**Provenance (Optional)**

**MARC Location:** 541, 561

**Description:** Additional information beyond former owner names, including family ownership, former libraries or geographical locations, marks of provenance such as bookplates, and sale information.

**Date (single) (Optional, but one type of numerical date metadata must be supplied)**

**MARC Location:** Fixed field 008/07-10, possibly 245 subfield f, possibly 260 subfield c

**Description:** Year for a dated manuscript or single approximate year for a manuscript described as “Circa” with a single year; probably in the headings of a dealer or library description, otherwise in notes; enter as the year only without additional words.

**Date (range) start (Optional, but required if a Date (narrative) entry is present, and one type of numerical date metadata must be supplied)**

**MARC Location:** Fixed field 008/07-10, possibly 245 subfield f, possibly 260 subfield c

**Description:** Beginning year for a manuscript described as “Circa” with a range or the beginning year for a manuscript completed over an extended period of time or the earliest year for a manuscript consisting of originally separate manuscripts copied at different times; probably in the headings of a dealer or library description, otherwise in notes; if the range is given as a narrative phrase (see Date (narrative) below), supply a starting year here; enter as the year only without additional words.

**Date (range) end (Optional, but required if a Date (narrative) entry is present, and one type of numerical date metadata must be supplied)**

**MARC Location:** Fixed field 008/11-14, possibly 245 subfield f, possibly 260 subfield c

**Description:** Ending year for a manuscript described as “Circa” with a range or the ending year for a manuscript completed over an extended period of time or the latest year for a manuscript consisting of originally separate manuscripts copied at different times; probably in the headings of a dealer or library description, otherwise in notes; if the range is given as a narrative phrase (see Date (narrative) below), supply an ending year here; enter as the year only without additional words.

**Date (narrative) (Optional)**

**MARC Location:** 500 notes

**Description:** Phrase from a dealer or library description suggesting part of a century, a century, or a range of years larger than a century; enter the phrase as given in this row and supply start and end dates in the appropriate rows, as in the following examples:

|  |  |  |
| --- | --- | --- |
| **Date (narrative)** | **Supply Date (range) start** | **Supply Date (range) end** |
| 14th century | 1300 | 1399 |
| Early 14th century | 1300 | 1315 |
| First quarter 14th century | 1300 | 1325 |
| Fourth quarter 14th century | 1375 | 1399 |
| Mid-14th century | 1340 | 1360 |
| 14th century after 1320 | 1320 | 1399 |
| Late 14th century | 1385 | 1399 |
| Late 14th or early 15th century | 1385 | 1415 |
| Mid-14th to early 15th century | 1340 | 1415 |
| 14th or 15th century | 1300 | 1499 |

**Place of Origin (Required, Repeatable)**

**MARC Location:** 260 subfield a, possibly additional details in 500 notes

**Description:** Place where a manuscript was copied or a suggestion, possibly very broad, of where it might have been copied; often in dealer and library description headings; include cardinal specifications (for example, Northern France); may be followed by a question mark for conjectural locations. Multiple locations may be entered for codices containing multiple manuscripts with different origins bound together.

**Origin Details (Optional)**

**MARC Location:** 500 notes

**Description:** Additional details about where the manuscript was created.

**Description (Optional)**

**MARC Location:** 520

**Description:** Abstract or summary of no more than a couple of sentences summarizing the content of the manuscript as a whole.

**Language (Required, Repeatable)**

**MARC Location:** Fixed field 008/35-37, 041, 546

**Description:** Language or languages in which the manuscript is written. Use the three-letter codes (this is the form used in the fixed field) in ISO 639-2, Codex for the Representation of Names of Languages (<http://www.loc.gov/standards/iso639-2/php/code_list.php>).

**Foliation/Pagination (Optional)**

**MARC Location:** 500 notes

**Description:** How the leaves or pages of the manuscript are numbered (in foliation, each leaf is numbered once; in pagination, both the recto and verso side of each leaf are numbered), and where the numbers appear on the leaves, such as *upper right recto* or *lower outer corners*.

**Flyleaves & Leaves (Optional)**

**Description:** Formula showing the numbers of flyleaves and leaves, in the format [front flyleaves]+[leaves]+[back flyleaves], for example ii+113+iii

**Layout (Optional)**

**MARC Location:** 500 notes

**Description:** The easiest layout details to capture are number of columns and number of lines per page, if those are generally consistent throughout the manuscript or in sections of the manuscript. Information about how a page is ruled and by what means (drypoint, lead, ink) also goes here.

**Colophon (Optional)**

**MARC Location:** 500 notes

**Description:** Statement at the end of some manuscripts recording the date, place, scribe, and/or reason for production of the manuscript. Potential source of Date and Place of origin information for the spreadsheet, when present.

**Collation (Optional)**

**MARC Location:** 500 notes

**Description:** Information about the structure of the volume in terms of numbers of gatherings and numbers of leaves per gathering, often presented as a formula.

**Script (Optional, Repeatable)**

**MARC Location:** 500 notes

**Description:** Information about the type of lettering used in the manuscript (for example, Caroline minuscule, Gothic). Information about hands (a hand is an individual version of a script written by a single scribe) and scribes may also be entered here. Multiple hands may write in the same script.

**Decoration (Optional)**

**MARC Location:** Fixed field 008/18-21, 500 notes

**Description:** Summary of information about formal visual elements of the manuscript (including illuminations, diagrams, decorated initials, colored headings and paragraph marks) and informal visual elements added later to the manuscript (including drawings, sketches, and manicules). Not a page-level list of visual elements.

**Binding (Optional)**

**MARC Location:** 500 notes

**Description:** Information about the cover (such as type of leather or fabric), its ornamentation (such as gilt or blind, tooled or stamped), fastenings (such as clasps or ties), and damage or repairs to the cover.

**Watermarks (Optional, Repeatable)**

**MARC Location:** 500 notes

**Description:** For manuscripts written on paper, descriptions of the watermarks in the manuscript, possibly with citations to reference sources such as Briquet and Piccard.

**Catchwords (Optional)**

**MARC Location:** 500 notes, often with collation notes

**Description:** Information about the number and location of catchwords.

**Signatures (Optional)**

**MARC Location:** 500 notes, often with collation notes

**Description:** Information about the numbers or letters used to ensure correct order of gatherings in the binding process, often found on the first recto or last verso of a gathering.

**Notes (Optional, Repeatable)**

**MARC Location:** 500

**Description:** Possible entry for notes not explicitly covered by the spreadsheet, such as condition notes.

**Support material (Required)**

**MARC Location:** 300 subfield b

**Description:** Material on which the manuscript is written: *parchment*, *paper*, or *mixed* if both parchment and paper. Any other material, identify by name.

**Page dimensions (Optional, Repeatable)**

**MARC Location:** 300 subfield c

**Description :** Maximum height and width of manuscript pages in millimeters, in the following form: 280 x 210 mm (no period after mm). If originally separate manuscripts of markedly different dimensions have been bound together in a volume, repeat for the different page sizes. If dimensions are provided in a manuscript description with no comment, assume they are page dimensions.

**Bound dimensions (Optional)**

**MARC Location:** Possibly 300 subfield c

**Description:** Maximum height and width of bound volume in millimeters, in the following form: 290 x 220 mm (no period after mm).

**Related resource (Optional, Repeatable)**

**MARC Location:** Possibly 773 subfield t, 856 subfield z

**Description:** Related resources may include the name of a larger collection to which this manuscript belongs; a digital facsimile of the manuscript; or a finding aid or catalog record for the manuscript.

**Related resource URL (Optional, Repeatable)**

**MARC Location:** 856 subfield u

**Description:** URL for the related resource given in the previous row.

**Subject: names (Optional, Repeatable)**

**MARC Location:** 600

**Description:** When a manuscript has an individual or group as its subject, use the LCNAF or VIAF authority heading or record an unauthorized name in authority form; unlikely to appear in this form in dealer or narrative library descriptions, may be supplied from LC/OCLC.

**Subject: names URI (Optional, Repeatable)**

**Description:** For subjects in the LCNAF, give the URI from <http://id.loc.gov/authorities/names.html>; for creators in VIAF give the permalink from <http://viaf.org/>; unlikely to appear in dealer or narrative library descriptions, may be supplied.

**Subject: topical (Optional, Repeatable)**

**MARC Location:** 650

**Description:** Topical subject as found in LCSH; unlikely to appear in this form in dealer or narrative library descriptions, may be supplied from LC/OCLC.

**Subject: topical URI (Optional, Repeatable)**

**Description:** For subjects in LCSH, give the URI from <http://id.loc.gov/authorities/subjects.html>; unlikely to appear in this form in dealer or narrative library descriptions, may be supplied.

**Subject: geographic (Optional, Repeatable)**

**MARC Location:** 651

**Description:** Geographic subject as found in LCSH; unlikely to appear in this form in dealer or narrative library descriptions, may be supplied from LC/OCLC.

**Subject: geographic URI (Optional, Repeatable)**

**Description:** For subjects in LCSH, give the URI from <http://id.loc.gov/authorities/subjects.html>; unlikely to appear in this form in dealer or narrative library descriptions, may be supplied.

**Subject: genre/form (Optional, Repeatable)**

**MARC Location:** 655

**Description:** Genre/form term as found in LCSH or Getty Art & Architecture Thesaurus (<http://www.getty.edu/research/tools/vocabularies/aat/>); unlikely to appear in this form in dealer or narrative library descriptions, may be supplied.

**Subject: genre/form URI (Optional, Repeatable)**

**Description:** For genre/form terms in LCSH, give the URI from <http://id.loc.gov/authorities/subjects.html> or <http://id.loc.gov/authorities/genreForms.html>; for genre/form terms in AAT, give the URI in the form http://vocab.getty.edu/aat/ {AAT ID#} (more information available at http://vocab.getty.edu/); unlikely to appear in this form in dealer or narrative library descriptions, may be supplied.