METADATA APPLICATION PROFILE

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# INTRODUCTION

This metadata application profile (MAP) has been developed by Kaylen Dwyer, Gillian Dubin, Greta Heng, Yohta Shimizu, and Annabel Pinkney in partial completion of the course IS 562, Metadata in Theory and Practice. This documentation is the technical specification of the metadata application profile. It provides a list of all of the classes and properties recommended for use.

The application profile is a comprehensive resource for implementing practical and meaningful metadata in a special collections or rare book library environment. This profile serves as an extension of the Text Encoding Initiative (TEI) Encoding Guidelines msdescription module for detailed description about primary sources, establishing a method for creating metadata records that includes detailed description about physical and digital surrogates and their competing rights statements, and multiple provenances, and technical metadata. This application profile is designed to serve the purposes of rare books and manuscript curators in libraries, being interoperable with Dublin Core, PREMIS, and CDWA in addition to the TEI, while still maintaining the specificity and flexibility necessary for the unique challenges faced by textual encoding projects.

This application profile makes use of the International Federation of Library Associations and Institutions (IFLA) concept of FRBR. More specifically, this profile is built around the fact that a single work can have multiple manifestations. The authors of this profile believe that understanding these multiple manifestations and creating metadata on those manifestations that an institution has access to and/or ownership of will allow for better and easier record and item management.

The creation of the MAP was inspired by the ongoing conversations occurring around the TEI Encoding Guidelines. In its description of early modern manuscripts and printed texts, the TEI does not favor space for the inclusion of surrogate data, ability for enumeration, or a format which addresses physical description as much as textual description, points which are addressed within the MAP.

The profile uses a METS record as the base with an outline of set elements which, when used as described, provide the cataloger with an opportunity to record more detailed, granular data about the physical format, preservation information about the physical and digital objects, and allows for enumeration of all manifestations (digital or physical) of a given work. The MAP is intended for anyone who works with textual resources in digital form.

This application profile will be useful for researchers and librarians alike, as it has the ability to record a detailed provenance, condition and conservation treatment history, and an enumerative account of each edition or version of text. The MAP is directed to the scholarly research community but is not restricted to academic applications. The MAP ideally will apply to texts in any language, of any date, in any literary genre or text type, without restriction on content.

The appendices include introductions to two example records, provided as external documents. Appendix A is an example of a minimal encoding while Appendix B provides an example of a more complete record.

# NAMESPACES REFERENCED:

METS: <http://www.loc.gov/METS/>

Dublin Core: Namespaces for properties from the elements, terms and types namespaces. (<http://purl.org/dc/elements/1.1>, <http://purl.org/dc/terms>, <http://purl.org/dc/dcmitype/>).

TEI: <http://www.tei-c.org/ns/1.0>CDWA: <http://www.getty.edu/CDWA>PREMIS: <http://www.loc.gov/premis/v3>

# HOW TO USE THIS DOCUMENT:

This document provides a complete reference manual of the rules, requirements, and usage suggestions of the application profile encoding scheme.

This document is formatted within a validating METS record. The METS root element <mets> contains seven sections of which we recommend using five. Each METS section, <metsHdr>,

<dmdSec>, <amdSec>, <fileSec>, and <structMap>, contain elements from alternate namespaces. This application profile has pre-selected the namespaces and elements for use within each METS section to adequately enumerate and describe early printed books or manuscripts and their surrogates in one record.

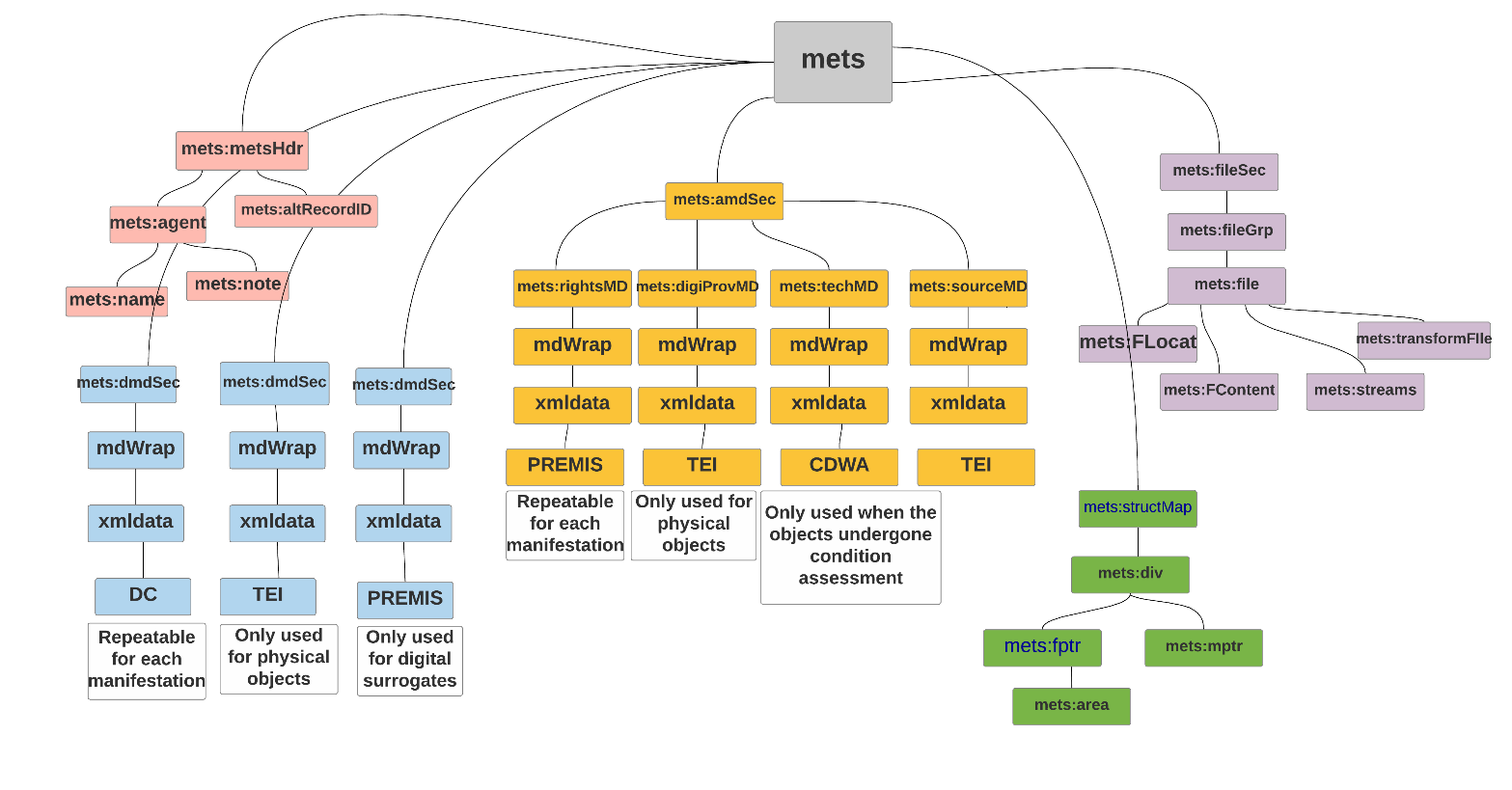
This document is organized by METS sections.

* METS Header <metsHdr>
* Descriptive Metadata Sections <dmdSec>
* Administrative Metadata Section <amdSec>
* File Section <fileSec>
* Structural Map <structMap>

Each section is described then followed by a complete list of suggested elements for that section.

The Structural Link Section <structLink> and Behavior Section <behaviorSec> are optional sections within a METS record. Neither are required for the purposes of this application profile. If desired, follow METS Primer guidelines for use.

## ELEMENT OUTLINE:



KEY: <element name> (obligation: Optional or Required, occurrence: Repeatable or Not Repeatable)

0.0 <mets> (R, NR)

* 1. <mets:metsHdr> (R, NR)
  2. <mets:agent> (R, R)
     1. <mets:name> (O, R)
     2. <mets:note> (O, R)
  3. <mets:altRecordID> (O, R)
  4. <dmdSec> (R, R)
  5. <mets:mdWrap> (R, R)
     1. <mets:xmlData> (R, R)
        1. <dc:title> (R, R)
        2. <dc:date> (R, R)
        3. <dc:type> (R, NR)
        4. <dc:source> (R, NR)
        5. <dc:identifier> (R, NR)
        6. <dc:creator> (R, NR)
        7. <dc:contributor> (R, R)
        8. <dc:language> (O, R)
        9. <dc:relation> (O, R)
        10. <dc:description> (O, R)
  6. <dmdSec>
  7. <mets:mdWrap>
     1. <mets:xmlData>
        1. <PREMIS:objectCharacteristics> (O, R)
           1. <PREMIS: fixity> (O, R)

<PREMIS:MessageDigestAlgorithm> (O, NR) 3.1.1.1.1.2 <PREMIS:messageDigest> (O, NR) 3.1.1.1.1.3 <PREMIS:messageDigestOriginator> (O, NR)

* + - * 1. <PREMIS:size> (O, NR)
        2. <PREMIS:format> (O, R)

<PREMIS:formatDesignation> (O, NR) 3.1.1.1.3.1.1 <PREMIS:formatName> (O, NR)

3.1.1.1.3.1.2 <PREMIS:formatVersion> (O, NR)

<PREMIS:formatRegistry> (O, NR)

3.1.1.1.3.2.1 <PREMIS:formatRegistryName> (O, NR) 3.1.1.1.3.2.2 <PREMIS:formatRegistryKey> (O, NR) 3.1.1.1.3.2.3 <PREMIS:formatRegistryRole> (O, NR)

<PREMIS:formatNote> (O, R)

* + - * 1. <PREMIS:storage> (O, R)

<PREMIS:contentLocation> (O, NR)

3.1.1.1.4.1.1 <PREMIS:contentLocationType> (O, NR) 2.1.1.1.4.1.2 <PREMIS:contentLocationValue> (O, NR)

* + - * 1. <PREMIS:significantProperties> (O, R)

<PREMIS:significantPropertiesType> (O, NR) 3.1.1.1.5.2 <PREMIS:significantPropertiesValue> (O,NR)

* + - 1. <PREMIS:creatingApplication> (O, NR)
         1. <PREMIS:creatingApplicationName> (O, NR)
         2. <PREMIS:creatingApplicationVersion> (O, NR)
         3. <PREMIS:datecreatedByApplication> (O, NR)
         4. <PREMIS:creatingApplicationExtension> (O, NR)
      2. <PREMIS:eventDetailInformation> (O, NR)
         1. <PREMIS:eventDetail> (O,NR)
         2. <PREMIS:eventDetailExtension> (O, NR)
  1. <dmdSec>
  2. <mets:mdWrap>
     1. <mets:xmlData>
        1. <TEI:teiHeader> (O, NR)
        2. <TEI:objectDesc> (O, NR)
           1. <TEI:objectIdentifier> (R, NR)
        3. <TEI:msdesc> (O, NR)
           1. <TEI:msFrag> (O, R)
           2. <TEI:msPart> (O, R)
           3. <TEI:p> (O, R)
           4. <TEI:msIdentifier> (R, NR)
           5. <TEI:msContents> (R, NR) 4.1.1.3.5.1 <TEI:msItem> (R, R)

4.1.1.3.5.1.1 <TEI:msItemStruct> (R, R)

These are the possible component elements of msItemStruct: Items marked with \* contain further information in the application profile.

<TEI:author> (O, R)

<TEI:respStmt> (O, R)

<TEI:title> (O, R)

<TEI:rubric> (O, R)

<TEI:incipit> (O, R)

<TEI:quote> (O, R)

<TEI:explicit> (O, R)

<TEI:finalRubric> (O, R)

<TEI:colophon> (O, R)

<TEI:decoNote> (O, R)

<TEI:listBibl> (O, NR)

<TEI:bibl> (O, R)

<TEI:filiation> (O, R) \*

<TEI:note> (O, R)

<TEI:textLang> (O, NR)

<TEI: publicationStmt> (O, R) \*

* + - * 1. <TEI:physDesc> (R, NR)

<TEI:supportDesc> (O, NR)

<TEI:support> (O, R)

<TEI:extent> (O, NR)

<TEI:dimensions> (O, NR)

<TEI:foliation> (O, R)

<TEI:catchwords> (O, NR)

<TEI:collation> (O, NR)

<TEI:layoutDesc> (O, NR)

<TEI:layout> (O, R)

<TEI:handDesc> (O, R)

<TEI:handNote> (O, R)

<TEI:scriptDesc> (O, R)

<TEI:scriptNote> (O, R)

<TEI:typeDesc> (O, R)

<TEI:typeNote> (O, R)

<TEI:musicNotation> (O, R) 4.1.1.3.6.7 <TEI:decoDesc> (O, R)

4.1.1.3.6.7.1 <TEI:decoNote> (O, R)

4.1.1.3.6.8 <TEI:bindingDesc> (O, R) 4.1.1.3.6.8.1 <TEI:binding> (O, NR)

4.1.1.3.6.8.2 <TEI:condition> (O, NR)

* 1. <amdSec>
  2. <mets:rightsMD> 5.1.1<mets:mdWrap>

5.1.1.1 <mets:xmlData>

5.1.1.1.1 <PREMIS:rightsBasis> (O, NR)

5.1.1.1.1.1 <PREMIS:copyrightInformation> (O, NR) 5.1.1.1.1.1.1 <PREMIS:copyrightStatus> (O, NR) 5.1.1.1.1.1.2 <PREMIS:copyrightJurisdiction> (O, NR)

5.1.1.1.1.1.3 <PREMIS:copyrightStatusDeterminationDate> (O, NR) 5.1.1.1.1.1.4 <PREMIS:copyrightNote> (O, R)

<PREMIS:copyrightDocumentationIdentifier> (O, R) 5.1.1.1.1.1.5.1 <PREMIS:copyrightDocumentationIdentifierType> (O, NR) 5.1.1.1.1.1.5.2 <PREMIS:copyrightDocumentationIdentifierValue> (O, NR) 5.1.1.1.1.1.5.3 <PREMIS:copyrightDocumentationRole> (O, NR)

<copyrightApplicableRates> (O, NR) 5.1.1.1.1.1.6.1 <PREMIS:startDate> (O, NR)

5.1.1.1.1.1.6.2 <PREMIS:endDate> (O, NR)

<PREMIS:licenseInformation> (O, NR)

<PREMIS:licenseDocumentationIdentifier> (O, NR) 5.1.1.1.1.2.1.1 <PREMIS:licenseDocumentationIdentifierType> (O, NR) 5.1.1.1.1.2.1.2 <PREMIS:licenseDocumentationIdentifierValue> (O, NR) 5.1.1.1.1.2.1.3 <PREMIS:licenseDocumentationRole> (O, NR)

<PREMIS:licenseTerms> (O, NR)

<PREMIS:licenseNote> (O, R)

<PREMIS:licenseApplicableDates> (O, R) 5.1.1.1.1.2.4.1 <PREMIS:startDate> (O, NR)

5.1.1.1.1.2.4.2 <PREMIS:endDate> (O, NR)

<PREMIS:statuteInformation> (O, R) 5.1.1.1.1.3.1 <PREMIS:statuteJurisdiction> (O, NR) 5.1.1.1.1.3.2 <PREMIS:statuteCitation> (O, NR)

5.1.1.1.1.3.3 <PREMIS:statuteInformationDeterminationDate> (O, NR) 5.1.1.1.1.3.4 <PREMIS:statuteNote> (O, R)

<PREMIS:statuteDocumentationIdentifier> (O, R) 5.1.1.1.1.3.5.1 <PREMIS:statuteDocumentationIdentifierType> (O, NR) 5.1.1.1.1.3.5.2 <PREMIS:statuteDocumentationIdentifierValue> (O, NR) 5.1.1.1.1.3.5.3 <PREMIS:statuteDocumentationRole> (O, NR)

<PREMIS:statuteApplicableDates> (O, NR) 5.1.1.1.1.3.6.1 <PREMIS:startDate> (O, NR)

5.1.1.1.1.3.6.2 <PREMIS:endDate> (O, NR)

<PREMIS:otherRightsInformation> (O, NR) 5.1.1.1.1.4.1<PREMIS:otherRightsDocumentationIdentifier> (O, R)

5.1.1.1.1.4.1.1 <PREMIS:otherRightsDocumentationIdentifierType> (O, NR) 5.1.1.1.1.4.1.2 <PREMIS:otherRightsDocumentationIdentifierValue> (O, NR)

5.1.1.1.1.4.1.3 <PREMIS:otherRightsDocumentationRole> (O, NR) 5.1.1.1.1.4.2 <PREMIS:otherRightsBasis> (O, NR)

<PREMIS:otherRightsApplicableDates> (O, NR) 5.1.1.1.1.4.3.1 <PREMIS:startDate> (O, NR)

5.1.1.1.1.4.3.2 <PREMIS:endDate> (O, NR)

<PREMIS:otherRightsNote> (O, R)

5.1.1.1.2 <PREMIS:rightsGranted> (O, R) 5.1.1.1.2.1 <PREMIS:act> (O, NR) 5.1.1.1.2.2 <PREMIS:restriction> (O, R) 5.1.1.1.2.3 <PREMIS:termOfGrant> (O, NR)

<PREMIS:startDate> (O, NR)

<PREMIS:endDate> (O, NR)

<PREMIS:termOfRestriction> (O, NR) 5.1.1.1.2.4.1 <PREMIS:startDate> (O, NR)

5.1.1.1.2.4.2 <PREMIS:endDate> (O, NR)

<PREMIS:rightsGrantedNote> (O, R)

5.1.1.1.3 <PREMIS:linkingRightsStatementIdentifier> (O, R) 5.1.1.1.3.1 <PREMIS:linkingRightsStatementIdentifierType> (O, R)

5.1.1.1.3.2 <PREMIS:linkingRightsStatementIdentifierValue> (O, R)

* 1. <mets:sourceMD>
     1. <mets:mdWrap>
        1. <mets:xmlData>
           1. <TEI:listBibl> (O, NR) 5.2.1.1.1.1 <TEI:bibl> (O, R)
  2. <mets:digiprovMD>
     1. <mets:mdWrap>
        1. <mets:xmlData>
           1. <CDWA:conditionDesc> (O, R)
           2. <CDWA:examType> (O, R)
           3. <CDWA:examAgent> (O, R)
           4. <CDWA:examDate> (O, R)

5.3.1.1.4.1 <CDWA:earliestDate> (O, NR) 5.3.1.1.4.2 <CDWA:latestDate> (O, NR)

* + - * 1. <CDWA:consTreatmentDesc> (O, R)
        2. <CDWA:consTreatmentType> (O, R)
        3. <CDWA:treatmentAgent> (O, R)
        4. <CDWA:treatmentDate> (O, R) 5.3.1.1.8.1 <CDWA:ealiestDate> (O, NR) 5.3.1.1.8.2 <CDWA:latestDate> (O, NR)
    1. <mets:mdWrap>
       1. <mets:xmlData>
          1. <TEI:history> (O, NR)

<TEI:summary> (O, NR)

<TEI:origin> (O, R)

<TEI:provenance> (O, R) 5.3.1.2.1.3 <TEI:acquisition> (O, NR)

* 1. <fileSec>
  2. <mets:fileGrp> (O, R)
     1. <mets:file> (O, R)
        1. <mets:FLocat> (O, R)
        2. <mets:FContent> (O, R)
        3. <mets:stream> (O, R)
        4. <mets:transformFile > (O, R)
  3. <structMap>
  4. <mets:div> (O, R/NR)
     1. <mets:fptr> (O, R)

7.1.1.2 <mets:area> (O, R)

* + 1. <mets:mptr> (O, R)

## IDENTIFIERS:

We recommend using standardized identifiers. Each METs section (<dmdSec>, <amdSec>, <rightsMD>,

<sourceMD>, <techMD>, and <digiprovMD>) is required to have an ID attribute for the purposes of this application.

This ID should include:

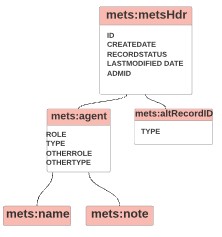
* object name
* specify whether the object is physical (PHYS) or digital (DIG)
* enumerate the object
* describe the mets section (dmdSec, amdSec, etc.)
* enumerate the section

For example, for a descriptive TEI section of a physical edition of Alice in Wonderland, the section wrapper should read:

<mets:dmdSec ID=”ALIC1\_PHYS01\_DMD2”>

# COMPLETE LIST OF ELEMENTS

|  |  |
| --- | --- |
| **Property Name: <mets>** | |
| Label | METS Root Element |
| Namespace | Mets |
| Definition | The root element <mets> establishes the container for the information being stored and/or transmitted by the standard. |
| Attributes | ID OBJID LABEL TYPE  PROFILE |
| May contain | <metsHdr>  <dmdSec>  <amdSec>  <fileSec>  <structMap> |
| Obligation & Occurrence | Required  Not Repeatable |
| Example |  |
| Comment | The application profile uses a METS record with a <mets> root element. Use as directed by the METS Primer. <https://www.loc.gov/standards/mets/METSPrimer.pdf> |



## METS HEADER

*THE METS HEADER IS A REQUIRED SECTION IN THE APPLICATION PROFILE. THIS SECTION IS NECESSARY FOR RECORDING INFORMATION ABOUT THE RECORD, SUCH AS THE RECORD CREATOR AND ANY ALTERNATE IDENTIFIERS OF THE RECORD.*

|  |  |
| --- | --- |
| **Property Name: <mets:metsHdr>** | |
| Label | METS Header |
| Namespace | METS |
| Definition | The mets header element <metsHdr> captures metadata about the METS document itself, not the digital object the METS document encodes. |
| Attributes | ID CREATEDATE  RECORDSTATUS LASTMODIFIED DATE ADMID |
| Contained by | <mets> |
| May contain | <mets:agent>  <mets:altRecordID> |
| Obligation & Occurrence | Required  Not Repeatable |
| Comment | Use as directed by the METS Primer. <https://www.loc.gov/standards/mets/METSPrimer.pdf> |

|  |  |
| --- | --- |
| **Property Name: <mets:agent>** | |
| Label | Agent |
| Definition | The agent element <agent> provides for various parties and their roles with respect to the METS record to be documented. |

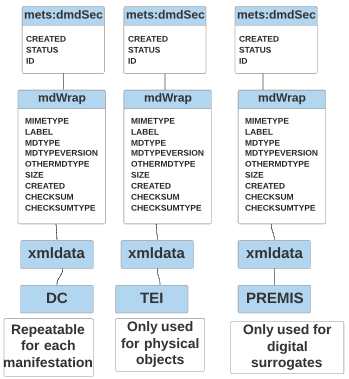
|  |  |
| --- | --- |
| Attributes | ROLE: *creator, editor, archivist, preservation, disseminator, custodian, ipowner, other*  TYPE: *individual, organization, other*  OTHERROLE OTHERTYPE |
| Contained by | <mets:metsHdr> |
| May contain | <mets:name>  <mets:note> |
| Obligation & Occurrence | Required Repeatable |
| Example |  |
| Comment | Use as directed by the METS Primer. <https://www.loc.gov/standards/mets/METSPrimer.pdf> |

|  |  |
| --- | --- |
| **Property Name: <mets:name>** | |
| Label | Name |
| Definition | The element <name> can be used to record the full name of the document agent. |
| Attributes | -- |
| Contained by | <mets:agent> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Use as directed by the METS Primer. <https://www.loc.gov/standards/mets/METSPrimer.pdf> |

|  |  |
| --- | --- |
| **Property Name: <mets:note>** | |
| Label | Note |
| Definition | The <note> element can be used to record any additional information regarding the agent's activities with respect to the METS document. |
| Attributes | -- |
| Contained by | <mets:agent> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Use as directed by the METS Primer. <https://www.loc.gov/standards/mets/METSPrimer.pdf> |

**Property Name: <mets:altRecordID>**

|  |  |
| --- | --- |
| Label | Alternate Record ID |
| Definition | The alternative identifier element <altRecordID> allows one to use alternative record identifier values for the digital object represented by the METS document; the primary record identifier is stored in the OBJID attribute in the root <mets> element. |
| Attributes | TYPE |
| Contained by | <mets:metsHdr> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example |  |
| Comment | Use as directed by the METS Primer. <https://www.loc.gov/standards/mets/METSPrimer.pdf> |



## DESCRIPTIVE METADATA SECTION(S)

The descriptive metadata section records descriptive metadata pertaining to the objects being described and their components. The application profile requires several descriptive sections depending on the number of manifestations being described. Each descriptive metadata section wraps sets of elements from alternate namespaces. For the application profile, the descriptive sections will wrap elements from Dublin core, TEI:msdesc, CDWA, or PREMIS namespaces. one set of Dublin Core metadata is required of each item and one set of TEI:msdesc is required for each physical item (excluding facsimile surrogates).

|  |  |
| --- | --- |
| **Property Name: <mets:dmdSec>** | |
| Label | Descriptive Metadata Section |
| Definition | The descriptive metadata section <dmdSec> records descriptive metadata pertaining to each manifestation of the work being recorded. Multiple descriptive metadata sections are suggested so that descriptive metadata can be recorded for each separate item or component within the METS document.  Descriptive metadata can be expressed according to many current content standards (i.e., MARC, MODS, Dublin Core, TEI Header, EAD, VRA, FGDC, DDI) or a locally produced XML schema. |
| Attributes | CREATED STATUS ID |
| Contained by | <mets> |
| Contains | <mets:mdRef> |
| Obligation & Occurance | Required Repeatable |
| Comment | The descriptive metadata section must be repeated at least once for each physical or digital object being described. |

|  |  |
| --- | --- |
| **Property Name: <mets:mdWrap>** | |
| Label | Metadata Wrap |
| Definition | A metadata wrapper element <mdWrap> provides a wrapper around metadata embedded within a METS document. The element is repeatable. Such metadata can be XML-encoded metadata, with the XML-encoding identifying itself as belonging to a namespace other than the METS document namespace. |
| Attributes | MIMETYPE LABEL  MDTYPE: *MARC, MODS, EAD, DC, NISOIMG, LC-AV, VRA, TEIHDR, DDI, LOM, PREMIS, PREMIS:EVENT, PREMIS:OBJECT, PREMIS:AGENT, PREMIS:RIGHTS, TEXTMD, METSRIGHTS, OTHER*  MDTYPEVERSION OTHERMDTYPE SIZE  CREATED CHECKSUM CHECKSUMTYPE |
| Contained by | <mets:dmdSec> |
| May contain | <mets:xmlData> |
| Obligation & Occurrence | Required Repeatable |
| Comment | Use as directed by the METS Primer. <https://www.loc.gov/standards/mets/METSPrimer.pdf> |

|  |  |
| --- | --- |
| **Property Name: <mets:xmldata>** | |
| Label | XML Data |
| Definition | The content of an <xmlData> element can be in any namespace or in no namespace. If the source schema and its location are identified by means of an XML schemaLocation attribute, then an XML processor will validate the elements for which it can find declarations. If a source schema is not identified, or cannot be found at the specified schemaLocation, then an XML validator will check for well- formedness, but otherwise skip over the elements appearing in  the <xmlData> element. |
| Attributes | -- |
| Contained by | <mets:mdWrap> |
| May contain | -- |
| Obligation & Occurrence | Required Repeatable |
| Example |  |
| Comment | Use as directed by the METS Primer. <https://www.loc.gov/standards/mets/METSPrimer.pdf> |

### DUBLIN CORE

A Dublin Core section is **required** of each manifestation described. For example, if the work in question manifests as a physical object, a digital surrogate, and a physical facsimile, you will need to have a minimum of three <dmdSec> element sections wrapping Dublin Core data; one for the physical item, one for the digital surrogate, and one for the facsimile.

|  |  |
| --- | --- |
| **Property Name: <dc:title>** | |
| Label | Title |
| Definition | A name given to the resource. |
| URI | <http://purl.org/dc/elements/1.1/title> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Required Repeatable |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <dc:date>** | |
| Label | Date |
| Definition | A point or period of time associated with an event in the lifecycle of the resource. |
| URI | <http://purl.org/dc/elements/1.1/date> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Required Repeatable |
| Controlled Vocabulary | When possible, recommended best practice is to use an encoding scheme, such as the W3CDTF profile of ISO 8601 [W3CDTF]. |
| Comment | Date should be the nearest approximation of the time of creation of the individual object. For example, a physical edition of a book may have a date of c. 1514-1516, and a digital surrogate may have a date of  2018-11-09T17:55:32. Dates are recommended to be as exact as possible. When unknown, write ‘unknown’ in the field. |

|  |  |
| --- | --- |
| **Property Name: dc:type** | |
| Label | Type |
| Definition | The nature or genre of the resource. |
| URI | <http://purl.org/dc/elements/1.1/type> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Required  Not Repeatable |
| Controlled vocabulary | Recommended terms: manuscript, print edition, physical object, microfiche, facsimile, microfilm, digital object, digital surrogate |
| Comment | This field should be used once to describe the form of the item. |

|  |  |
| --- | --- |
| **Property Name: <dc:source>** | |
| Label | Type |
| Definition | A related resource from which the described resource is derived. |
| URI | <http://purl.org/dc/elements/1.1/source> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Required Repeatable |
| Example | <mets:dmdSec ID="FAME2\_PHYS01\_DMD1">  <mets:mdWrap MDTYPE="DC" MDTYPEVERSION="1.1">  <mets:xmlData>  <dc:title>THE TRIVMPHS OF FAME and HONOVR</dc:title>  ...  <dc:type>physical object</dc:type>  <dc:source> University of Manchester, John Rylands Library Special Collections, Rylands Collection</dc:source>  <dc:identifier>call: 10176.1</dc:identifier>  <dc:identifier>call: 9912106164401631</dc:identifier>  <dc:identifier>STC: 23808</dc:identifier>  ...  </mets:xmlData>  </mets:mdWrap>  </mets:dmdSec>  <mets:dmdSec ID="FAME2\_DIG01\_DMD1">  <mets:mdWrap MDTYPE="DC" MDTYPEVERSION="1.1">  <mets:xmlData>  <dc:title>THE TRIVMPHS OF FAME and HONOVR</dc:title>  ...  <dc:type>microfilm</dc:type>  <dc:source>call: 10176.1</dc:source>  <dc:source>call: 9912106164401631</dc:source>  <dc:source>STC: 23808</dc:source>  <dc:creator>University of Michigan Library</dc:source>  <dc:identifier>FILM X3203 reel 1951:011</dc:identifier>  <dc:identifier>  ...  </mets:xmlData>  </mets:mdWrap>  </mets:dmdSec> |
| Comment | For digital items, input the identifier of the physical object from which the digital object is derived.  For physical surrogates, input the identifier of the physical object from which the object is derived. For physical originals, describe the repository or institution where the object is held. |

|  |  |
| --- | --- |
| **Property Name: <dc:identifier>** | |
| Label | Identifier |
| Definition | An unambiguous reference to the resource within a given context. |
| URI | <http://purl.org/dc/elements/1.1/identifier> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Required Repeatable |
| Comment | Recommended using unique institutional identifiers, URLs, or URIs for the object. |

|  |  |
| --- | --- |
| **Property Name: <dc:creator>** | |
| Label | Creator |
| Definition | An entity primarily responsible for making the resource. |
| URI | <http://purl.org/dc/elements/1.1/creator> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Required  Not Repeatable |
| Comment | The creator’s first and last name, if applicable. If unknown, write unknown. |

|  |  |
| --- | --- |
| **Property Name: <dc:contributor>** | |
| Label | Contributor |
| Definition | An entity responsible for making contributions to the resource. |
| URI | <http://purl.org/dc/elements/1.1/contributor> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Required Repeatable |
| Example | <--! physical original -->  <mets:dmdSec ID="FAME2\_PHYS01\_DMD1">  <mets:mdWrap MDTYPE="DC" MDTYPEVERSION="1.1">  <mets:xmlData>  <dc:title>THE TRIVMPHS OF FAME and HONOVR</dc:title>  ...  <dc:type>physical object</dc:type>  <dc:creator>Taylor, John</dc:creator>  ...  </mets:xmlData>  </mets:mdWrap>  </mets:dmdSec>  <--! digital surrogate -->  <mets:dmdSec ID="FAME2\_DIG01\_DMD1">  <mets:mdWrap MDTYPE="DC" MDTYPEVERSION="1.1">  <mets:xmlData>  <dc:title>THE TRIVMPHS OF FAME and HONOVR</dc:title>  ...  <dc:type>microfilm</dc:type>  <dc:creator>University of Michigan Library</dc:creator>  <dc:contributor>Taylor, John<dc:/contributor>  ...  </mets:xmlData>  </mets:mdWrap>  </mets:dmdSec> |
| Comment | For surrogates or derivative objects, input the first and last name of the creator of the physical object from which it was derived. For original objects, input any contributors to the resource such as publisher, editors, etc. If none, write none (will apply to physical originals only). |

|  |  |
| --- | --- |
| **Property Name: <dc:language>** | |
| Label | Language |
| Definition | A language of the resource. |
| URL | <http://purl.org/dc/elements/1.1/language> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Comment | For digital surrogates this field is not required. Highly recommended for physical objects. |

|  |  |
| --- | --- |
| **Property Name: <dc:relation>** | |
| Label | Relation |
| Definition | A related resource. |
| URL | <http://purl.org/dc/elements/1.1/relation> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | <dc:relation>Reel of microfilm which represents a physical book ID=FAME2\_PHYS01. Represented by a scan of the microfilm ID="FAME2\_DIG02. Related to a digitization ID="FAME2\_DIG03"</dc:relation> |
| Comment | This element is used to explicitly specify the relationship of physical object and digital surrogate as value in human readable text. |

|  |  |
| --- | --- |
| **Property Name: <dc:description>** | |
| Label | Description |
| Definition | An account of the resource. |
| URL | <http://purl.org/dc/elements/1.1/description> |
| Attributes | -- |
| Contained by | <mets:xmldata> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Use as complement to or brief summary of description that will follow. Do not repeat information. |

EXAMPLE DUBLIN CORE

**<mets:dmdSec** ID="Digital\_Vigiliae\_DMD1">

**<mets:mdWrap** MDTYPE="DC" MDTYPEVERSION="1.1">

**<mets:xmlData>**

**<dc:title>**Vigiliae rhetorum, et somnia poetarum : emblematicè expressa, ac in alma Archiepiscopali Universitate Salisburgensi publice affixa, infrà octavam SS. Corporis Christi, anno MDLXXXI [sic] : Nunc iteratò ... aeri and typis data**.</dc:title>**

**<dc:date>**2015-09-09T13:32\_00**</dc:date>**

**<dc:type>**digital surrogate**</dc:type>**

**<dc:source>**Emblems 875.1 V683**</dc:source>**

**<dc:identifier>**https://hdl.handle.net/2027/uiuc.6013749**</dc:identi fier>**

**<dc:creator>**unknown</dc:creator>

**<dc:contributor>**Mayr, Johann Baptist, printer**</dc:contributor>**

**</mets:xmlData>**

**</mets:mdWrap>**

**</mets:dmdSec>**

### TEI: PROPERTIES

The manuscript description module from the TEI is used to describe the physical manifestation of a work. A single METS descriptive metadata section is used to describe the manuscript, book, or physical object. The TEI header and <msDesc> module, limited to <msIdentifier>, <msContents>, and

<physDesc>, covers the physical and identifying characteristics of the item.

The METS administrative section <digiprovMD> is adjusted to describe the provenance of the physical item, using TEI elements <history>, <origin>, <provenance>, and <acquisition>.

To cite secondary sources used to create the metadata, the METS adminstrative section <sourceMD> is used in conjunction with the TEI with elements subordinate to <listBibl>.

|  |  |
| --- | --- |
| **Property Name: <TEI:teiHeader>** | |
| Label | TEI header |
| Namespace | TEI |
| Definition | Supplies descriptive and declarative metadata associated with a digital resource or set of resources. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- teiHeader.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) |
| Attributes | Use according to the TEI |
| Contained by | <mets:xmlData> |
| May contain | Use according to the TEI |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | **<mets:dmdSec ID="phys\_STOW158\_DMD2">**  **<mets:mdWrap MDTYPE="OTHER" MDTYPEVERSION="5.0" OTHERMDTYPE="TEI">**  **<mets:xmlData>**  **<TEI:teiHeader>**  **<TEI:fileDesc>**  **<TEI:titleStmt>**  **<TEI:title>** Metadata for Stow’s Survey of London  (1618), University of Victoria copy**</TEI:title>**  **<TEI:respStmt>**  **<TEI:resp ref="molresp:com">**Compiler**<date when="2019"/></TEI:resp>**  <**TEI:name ref="mol:DWYE2">**Kaylen Dwyer**</TEI:name>**  **</TEI:respStmt>**  **</TEI:titleStmt>**  **<TEI:publicationStmt>**  **<p><!-- *Information about publication* --></p>**  **</TEI:publicationStmt>**  **<TEI:sourceDesc>**  **<TEI:p>**Metadata compiled by Kaylen Dwyer.**</TEI:p>**  **</TEI:sourceDesc>**  **</TEI:fileDesc>**  **</TEI:teiHeader>**  **</mets:xmlData>**  **</mets:mdWrap>**  **</mets:dmdSec**> |
| Comment | Part of the descriptive metadata section |

|  |  |
| --- | --- |
| **Property Name: <TEI:objectDesc>** | |
| Label | Object description |
| Namespace | TEI |
| Definition | Contains a description of the physical components making up the object which is being described. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- objectDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-objectDesc.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <mets:xmldata> |
| May contain | <TEI:objectIdentifer>  <TEI:physDesc> |
| Obligation & Occurrence | Required (if using as root instead of <TEI:msDesc>) Not Repeatable |
| Example | **<TEI:objectDesc>**  **<TEI:objectIdentifier>...</TEI:objectIdentifier>**  **<TEI:physDesc>**  **<TEI:supportDesc>...</TEI:supportDesc>**  **<TEI:layoutDesc>…</TEI:layoutDesc>**  **<TEI:typeDesc>…</TEI:typeDesc>**  **...**  **</TEI:physDesc>**  **</TEI:objectDesc>** |
| Comment | Part of the descriptive metadata section.  In order to describe objects of all kinds, the element <object Desc> has been removed from its position beneath <physDesc> and has been made co-equal with <msDesc>. One METS file may contain either a single <objectDesc> or <msDesc>. |

|  |  |
| --- | --- |
| **Property Name: <TEI:objectIdentifier>** | |
| Label | Object Identifier |
| Namespace | TEI |
| Definition | groups one or more identifiers or pieces of locating information concerning a single object |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- objectIdentifier.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-objectIdentifier.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:objectDesc> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Required  Not Repeatable |
| Example | **<TEI:objectIdentifier>**  **<TEI:country**>USA</**TEI:country>**  **<TEI:institution**>Cornell University</**TEI:institution>**  **<TEI:repository**>Division of Rare and Manuscript Collections, Cornell University Library</**TEI:repository>**  **<TEI:collection**>Images from the Rare Book and Manuscript Collections</**TEI:collection>**  **<TEI:idno**>RMC2006\_1312</**TEI:idno>**  **<TEI:objectName**>Delta Phi Wax Seal</**TEI:objectName>** |

|  |  |
| --- | --- |
| **Property Name: <TEI:msdesc>** | |
| Label | Manuscript Description |
| Namespace | TEI |
| Definition | Contains a description of a single identifiable manuscript or other text- bearing object. |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msDesc.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <mets:xmldata> |
| May contain | <TEI:msContents>  <TEI:msFrag>  <TEI:msIdentifier>  <TEI:msPart>  <TEI:physDesc> |
| Obligation & Occurrence | Mandatory (if using msDesc as root) Not Repeatable |
| Example | **<mets:xmlData>**  **<TEI:msDesc>**  **<TEI:msContents>**  **<TEI:msItemStruct>**  **<TEI:author>**John Stow**</TEI:author>**  **<TEI:title>**THE SVRVAY of LONDON**</TEI:author>**  **</TEI:msItemStruct>**  **</TEI:msContents>**  **</TEI:msDesc>**  **</mets:xmlData>** |
| Comment | Either msDesc or objectDesc may be used as the root. Use msDesc to describe book-like objects. |

|  |  |
| --- | --- |
| **Property Name: <TEI:msFrag>** | |
| Label | Manuscript Fragment |
| Definition | contains information about a fragment described in relation to a prior context, typically as a description of a virtual reconstruction of a manuscript or other object whose fragments were catalogued separately |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msFrag.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:msDesc> |
| May contain | <TEI:physDesc>  <TEI:msIdentifier>  <TEI:msContents> |
| Obligation & Occurrence | Optional Repeatable |
|  | <mets:dmdSecID="SUPR1\_PHYS01\_DMD1">  <mets:mdWrap MDTYPE="DC" MDTYPEVERSION="1.1">  <mets:xmlData>  <dc:title>Codex Suprasliensis</dc:title>  <dc:type>manuscript</dc:type>  <dc:source>Narodna in univerzitetna knjiznica</dc:source>  <dc:identifier>MS Kopitar 2</dc:identifier>  <dc:relation>This is a physical bound codex also represented as a digital surrogate, SUPR1\_DIG01. Several fragments of the manuscript have been discovered and are located at different repositories. They are described together with the manuscript. These are identified by SUPR1\_PHYS02 and SURPR1\_PHYS03.</dc:relation>  </mets:xmlData>  </metsmdWrap>  </mets:dmdSec>  <mets:dmdSec ID="SUPR1\_PHYS01\_DMD2">  <mets:mdWrap MDTYPE="OTHER" MDTYPEVERSION="5.0" OTHERMDTYPE="TEI">  <mets:xmlData>  <TEI:msDesc>  <TEI:msIdentifier>  <TEI:msName xml:lang="la">Codex Suprasliensis</TEI:msName>  </TEI:msIdentifier>  <TEI:msFrag>  <TEI:msIdentifier>  <TEI:settlement>Ljubljana</TEI:settlement>  <repository>Narodna in univerzitetnaknjiznica</TEI:repository>  <TEI:idno>MS Kopitar 2</TEI:idno>  </TEI:msIdentifier>  <TEI:msContents> |

|  |  |
| --- | --- |
|  | <summary>Contains ff. 10 to 42 only</summary>  </TEI:msContents>  </TEI:msFrag>  <TEI:msFrag>  <TEI:msIdentifier>  <TEI:settlement>Warszawa</TEI:settlement>  <TEI:repository>BibliotekaNarodowa</TEI:repository>  <TEI:idno>BO 3.201</TEI:idno>  </TEI:msIdentifier>  </TEI:msFrag>  </TEI:msDesc>  </mets:xmlData>  </mets:mdWrap>  </mets:dmdSec> |
| Comment | How best to handle multiple threads of provenance, digital surrogates, and copyright statements for manuscript fragments is up to the discretion of the cataloger. Multiple Dublin Core descriptive metadata sections could be created to refer to the manuscript fragments described within the <msDesc> unit to create the possibility for multiple provenances, rights statements, file sections, etc. |

|  |  |
| --- | --- |
| **Property Name: <TEI:msPart>** | |
| Label | Manuscript Fragment |
| Definition | contains information about a fragment described in relation to a prior context, typically as a description of a virtual reconstruction of a manuscript or other object whose fragments were catalogued separately |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msFrag.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:msDesc> |
| May contain | <TEI:physDesc>  <TEI:msIdentifier>  <TEI:msContents>  <TEI:msPart> |
| Obligation & Occurrence | Optional Repeatable |
| Comment | See msFrag for further explanation |

|  |  |
| --- | --- |
| **Property Name: <TEI:p>** | |
| Label | Paragraph |
| Definition | Marks paragraphs in prose |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-p.html> |
| Attributes | Use as directed by the TEI |
| Contained by | See the TEI |
| May contain | See the TEI |
| Obligation & Occurrence | Optional Repeatable |
| Example | **Incorrect:**  <p> used to format metadata:  **<TEI:physDesc>**  **<TEI:summary>**  **<TEI:p>**A parchment codex of 136 folios, measuring approx  28 by 19 inches, and containing 24 quires.**</TEI:p>**  **<TEI:p>**The pages are margined and ruled throughout.**</TEI:p>**  **<TEI:p>**Four hands have been identified in the manuscript: the first 44 folios being written in two cursive anglicana scripts, while the remainder is for the most part in a mixed secretary hand.**</TEI:p>**  **</TEI:summary>**  **</TEI:physDesc>**  **Correct:**  <p> used to describe manuscript text within <msDesc>:  **<TEI:physDesc>**  **<TEI:summary>**  Statement on title page reads **<TEI:p>** ¶ Imprinted at London **</p>**. The printer remains uncertain, but the item was entered into the stationer’s register by publisher Henry Gosson on 14 October 1634. **</TEI:summary>**  **</TEI:physDesc>** |
| Comment | While <p> elements are allowed within most elements in the  <msDesc> module, usage should be restricted to describing text as it is displayed on an object and should never be used to format the metadata record. Use <summary> to wrap blocks of unstructured text. |

|  |  |
| --- | --- |
| **Property Name: <TEI:msIdentifier>** | |
| Label | Manuscript Identifier |
| Namespace | TEI |
| Definition | Contains the information required to identify the manuscript or similar object being described. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- msIdentifier.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msIdentifier.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:msDesc> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Mandatory  Not Repeatable |
| Example | **<TEI:msDesc>**  **<TEI:msIdentifier>**  **<TEI:placeName>**  **<TEI:settlement>Victoria</TEI:settlement>,<TEI:re gion>BC</TEI:region>,<TEI:country>Canada</country**  **>**  **</TEI:placename>**  **<TEI:institution>**University of Victoria**</TEI:instiution>**  **<TEI:repositiory>**Special Collections and University Archives**</TEI:repository>**  **<idno type="cat">**DA680 S87 1618**</idno>**  **</TEI:msIdentifier>**  **</TEI:msDesc>** |
| Comment | Describes the location at which the manuscript or book currently resides. Use identifiers as directed by the TEI. Some information from the <mets:dc> section may be repeated here for portability. |

|  |  |
| --- | --- |
| **Property Name: <TEI:msContents>** | |
| Label | Manuscript Contents |
| Definition | Describes the intellectual content of a manuscript, manuscript part, or other object either as a series of paragraphs or as a series of structured manuscript items. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- msContents.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msContents.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:msDesc> |
| May contain | <TEI:p>  <TEI:ab>  <TEI:msItem>  <TEI:msItemStruct>  <TEI:summary>  <TEI:titlePage> |
| Obligation & Occurrence | Required  Not Repeatable |
| Comment | Wrapper  Unless it contains a simple prose description, this element should contain at least one of the elements <summary>, <msItem>, or  <msItemStruct>. This constraint is not currently enforced by the schema. |

|  |  |
| --- | --- |
| **Property Name: <TEI:msItem>** | |
| Label | Manuscript Item |
| Namespace | TEI |
| Definition | describes an individual work or item within the intellectual content of a manuscript, manuscript part, or other object. |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msItem.html> |
| Attributes | Use according to the TEI |
| Contained by | <TEI:msContents>  <TEI:msItem> |
| May contain | Use according to the TEI |
| Obligation & Occurrence | Required Repeatable |
| Example | **<msDesc>**  **<msContents>**  **<msItem>**  **<msItemStruct>**  **<author>**Marco Polo**</author>**  **<title>**Libre des merveilles**</title>**  **</msItemStruct>**  **</msItem>**  **<msItem>**  **<msItemStruct>**  **<author>**Odoric of Pordenone**</author>**  **<title>**Itinerarium of Mirabilius Orientalium Tartarorum**</title>**  **</msItemSTruct>**  **</msItem>**  **</msContents>**  **</msDesc>** |
| Comment | Bound compilations may be conceived of as either a single intellectual work or as multiple works. An object conceived as a single intellectual work containing multiple items should be encoded as having one METS <dmdSec> and one corresponding <msDesc> section with multiple <msItem> units.  The TEI guidelines allow for msDesc to be a child element of msItem, providing a method to reference another manuscript in context. For this profile, msDesc should be strictly used to generate the bibliographic record of the item declared in the METS header. For protographs, antigraphs, and apographs, individual METS descriptive sections may be made and referenced as needed. |

|  |  |
| --- | --- |
| **Property Name: <TEI:msItemStruct>** | |
| Label | Structured Manuscript Item |
| Namespace | TEI |
| Definition | Contains a structured description for an individual work or item within the intellectual content of a manuscript, manuscript part, or other object. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- msItemStruct.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msItemStruct.html) |
| Attributes | Use as Directed by the TEI |
| Contained by | <TEI:msContents>  <TEI:msItem>  <TEI:msItemStruct> |
| May contain | All elements as directed by the TEI with the edition of:  <TEI:publicationStmt> |
| Obligation & Occurrence | Required Repeatable |

|  |  |
| --- | --- |
| **Property Name: <TEI:filiation>** | |
| Label | Filiation |
| Namespace | TEI |
| Definition | contains information concerning the manuscript or other object's filiation, i.e. its relationship to other surviving manuscripts or other objects of the same text or contents, its protographs, antigraphs and apographs |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-filiation.html> |
| Attributes | @type *protograph, antigraph, apograph* |
| Contained by | <TEI:msItem>  <TEI:msItemStruct> |
| May contain | Use as directed by the TEI  *Recommended:*  <TEI:bibl> |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Use <msPart> and <msFrag> for parts/fragments of the manuscript. Items listed under filiation should not be described elsewhere within the METS record, but should have separate records. |

|  |  |
| --- | --- |
| **Property Name: <TEI:publicationStmt>** | |
| Label | Publication Statement |
| Namespace | TEI |
| Definition | groups information concerning the publication or distribution of an electronic or other text. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- publicationStmt.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-publicationStmt.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:bibFull>  <TEI:fileDesc>  <TEI:msItemStruct> |
| May contain | <TEI:address>  <TEI:date>  <TEI:p>  <TEI:ptr>  <TEI:pubPlace>  <TEI:publisher>  <TEI:ref>  <TEI:authority>  <TEI:availability>  <TEI:distributor>  <TEI:idno>  <TEI:ab> |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Use this element to group content about the publication information of printed books.  The TEI notes:  “Where a publication statement contains several members of the model.publicationStmtPart.agency or model.publicationStmtPart.detail classes rather than one or more paragraphs or anonymous blocks, care should be taken to ensure that the repeated elements are presented in a meaningful order. It is a conformance requirement that elements supplying information about publication place, address, identifier, availability, and date be given following the name of the publisher, distributor, or authority concerned, and preferably in that order.” |

|  |  |
| --- | --- |
| **Property Name: <TEI:physDesc>** | |
| Label | Physical Description |
| Namespace | TEI |
| Definition | Contains a full physical description of a manuscript, manuscript part, or other object Repeatablely subdivided using more specialized elements from the model.physDescPart class. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- physDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-physDesc.html) |
| Attributes | @form: a short project-specific name identifying the physical form of the carrier, for example as a codex, roll, fragment, partial leaf, cutting etc. |
| Contained by | <TEI:Msdesc> |
| May contain | <TEI:accMat>  <TEI:additions>  <TEI:bindingDesc>  <TEI:decoDesc>  <TEI:handDesc>  <TEI:musicNotation>  <TEI:layoutDesc>  <TEI:supportDesc>  <TEI:scriptDesc>  <TEI:sealDesc>  <TEI:typeDesc> |
| Obligation & Occurrence | Required  Not Repeatable |
| Example | <**TEI:physDesc form="codex">**  **<TEI:supportDesc>**  **<TEI:support><TEI:material>**Paper**</TEI:material>** with horizontal chainlines <**TEI:dimensions unit="mm">**20**</TEI:dimensions>** mm apart. No watermark  **</TEI:suppport>**  **<TEI:extent>**  **<TEI:dimensions scope="all" unit="mm">**  **<TEI:height>**187<**/TEI:height><TEI:width>**145  <**/TEI:width><TEI:depth>**58**</TEI:depth>**  **</TEI:dimensions>**  **</TEI:extent>**  **</TEI:supportDesc>**  **<TEI:layoutDesc>** One column of text with marginal labels to the side serving sometimes as glosses, sometimes as aids to the reader. <**/TEI:layoutDesc>**  **<TEI:typeDesc>**  **<TEI:typeNote scope="major">**Combination of Blackletter, Roman type, and Latin capitals. Blackletter is used for the majority of the text, with the Roman typeface being used for the names of people, quoted text, and marginal notes. **</TEI:typeNote>**  **</TEI:typeDesc>**  **</TEI:physDesc>** |
| Comment | Change from the TEI P5 Guidelines: The <objectDesc> wrapper has been removed and <physDesc> now contains <layoutDesc> and  <supportDesc> |

|  |  |
| --- | --- |
| **Property Name: <TEI:supportDesc>** | |
| Label | Support Description |
| Namespace | TEI |
| Definition | groups elements describing the physical support for the written part of a manuscript or other object |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- supportDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supportDesc.html) |
| Attributes | @material: a short project-defined name for the material composing the majority of the support. *Values:* paper, parch, mixed |
| Contained by | <TEI:physDesc> |
| May contain | <TEI:collation>  <TEI:condition>  <TEI:foliation>  <TEI:support> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Comment | Wrapper |

|  |  |
| --- | --- |
| **Property Name: <TEI:support>** | |
| Label | Support |
| Namespace | TEI |
| Definition | contains a description of the materials etc. which make up the physical support for the written part of a manuscript or other object |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-support.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:supportDesc> |
| May contain | Use as Directed by the TEI |
| Obligation & Occurrence | Optional Repeatable |
| Example | **<TEI:supportDesc>**  **<TEI:support><TEI:material>**Paper**</TEI:material>**, vertical chainlines 22mm apart. No watermark.**</TEI:support>**  **</TEI:supportDesc>** |

|  |  |
| --- | --- |
| **Property Name: <TEI:extent>** | |
| Label | Extent |
| Namespac e | TEI |
| Definition | contains a description of the materials etc. which make up the physical support for the written part of a manuscript or other object |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-extent.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:supportDesc> |
| May contain | Use as Directed by the TEI  *Recommended:*  *<*TEI:dimensions> |
| Obligation & Occurrenc e | Optional  Not Repeatable |
| Example | **<TEI:supportDesc>**  **<TEI:extent>**Leaves are closely cropped, varying in size.  **<TEI:dimensions scope="all" unit="mm">**  **<TEI:height>**160**</TEI:height><TEI:width>**100**</TE I:width>**  **</TEI:extent>**  **</TEI:supportDesc>** |

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| --- | --- |
| **Property Name: <TEI:foliation>** | |
| Label | Foliation |
| Namespace | TEI |
| Definition | describes the numbering system or systems used to count the leaves or pages in a codex or similar object |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-foliation.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:supportDesc> |
| May contain | Use as Directed by the TEI  *Recommended:*  <TEI:catchwords>  <TEI:signatures> |
| Obligation & Occurrence | Optional Repeatable |
| Example | **<TEI:foliation>**Contemporary foliation.**</TEI:foliation>**  **<TEI:foliation>**  **<TEI:catchwords>**A3-4, Twixt; A-B, The; B3-4, More; FINIS.**</TEI:catchwords>**  **</TEI:foliation>** |

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| --- | --- |
| **Property Name: <TEI:collation>** | |
| Label | Collation |
| Namespace | TEI |
| Definition | contains a description of how the leaves, bifolia, or similar objects are physically arranged |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-collation.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:supportDesc> |
| May contain | <TEI:hi> |
| Obligation & Occurrence | Optional Repeatable |
| Example | **<TEI:collation>**  **<TEI:quote>**In the only copy recorded the leaves have been detached and mounted on guards, and it is impossible to tell which should be conjugate. It is, therefore, uncertain whether B was a full sheet (with B7,8 blank and missing) or whether it was a quire of six (one fold having been removed)**</TEI:quote>**(Greg  #495a). Printed in octavo format, Taylor’s pageant book departs from the quarto format typically used for Mayoral Shows.  **</TEI:collation>**  **<TEI:collation>**8°: A**<TEI:hi style="vertical-align: super;">**8**</TEI:hi>**(-A1), B**<TEI:hi style="vertical-align: super;">**6**</TEI:hi>**(-B7, B8)  **</TEI:collation>** |
| Comment | Change from the TEI P5 Guidelines: Do not wrap collational formulas in <TEI:formula>. |

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| --- | --- |
| **Property Name: <TEI:layoutDesc>** | |
| Label | Layout Description |
| Namespace | TEI |
| Definition | collects the set of layout descriptions applicable to a manuscript or other object |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- layoutDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-layoutDesc.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:physDesc> |
| May contain | <TEI:layout>  <TEI:summary> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Comment | Wrapper |

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| --- | --- |
| **Property Name: <TEI:layout>** | |
| Label | Layout |
| Namespace | TEI |
| Definition | describes how text is laid out on the page or surface of the object, including information about any ruling, pricking, or other evidence of page-preparation techniques. |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-layout.html> |
| Attributes | @columns: specifies the number of columns per page. *Note:* If a single number is given, all pages referenced have this number of columns. If two numbers are given, the number of columns per page varies between the values supplied. Where columns is omitted the number is assumed to be 1*.* Columns may be independent of page orientation or reading direction, and a single textual stream may have one or more columns.  @streams: (textual streams) indicates the number of streams per page, each of which contains an independent textual stream. *Note:* If a single number is given, all pages referenced have this number of textual streams. If two numbers are given, the number of textual streams per page varies between the values supplied. Where streams is omitted the number is assumed to be 1 and unless specified elsewhere the script orientation of the source is identical to that used in the TEI document.  @ruledLines: specifies the number of ruled lines per column. *Note:* If a single number is given, all columns have this number of ruled lines. If two numbers are given, the number of ruled lines per column varies between the values supplied.  @writtenLines: specifies the number of written lines per column. *Note:* If a single number is given, all columns have this number of written lines. If two numbers are given, the number of written lines per column varies between the values supplied. |
| Contained by | <TEI:layoutDesc> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | **<TEI:layout columns="1" ruledLines="24 7 16">**  **<TEI:fw type="header">**Running titles mark the Epistle Dedicatory and the main text. Subtitles mark other significant divisions.**</TEI:fw>**  **<TEI:fw type="catchword">**Catchwords located above the ornament.**</TEI:fw>**  **<TEI:fw type="signature">**A3 located in the center margin, A4 located center, middle of the page. B, signed right of center, above ornaments.**</TEI:fw>**  **</TEI:layout>** |

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| --- | --- |
| **Property Name: <TEI:handDesc>** | |
| Label | Hand Description |
| Namespace | TEI |
| Definition | contains a description of all the different hands used in a manuscript or other object. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- handDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handDesc.html) |
| Attributes | @hands specifies the number of distinct hands identified within the manuscript |
| Contained by | <TEI:physDesc> |
| May contain | <TEI:handNote>  <TEI:summary> |
| Obligation & Occurrence | Optional Repeatable |
| Example |  |
| Comment |  |

|  |  |
| --- | --- |
| **Property Name: <TEI:handNote>** | |
| Label | Hand Note |
| Namespace | TEI |
| Definition | describes a particular style or hand distinguished within a manuscript |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- handNote.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handNote.html) |
| Attributes | @scribe gives a name or other identifier for the scribe believed to be responsible for this hand.  @scribeRef points to a full description of the scribe concerned, typically supplied by a <person> element elsewhere in the description.  @script characterizes the particular script or writing style used by this hand, for example *secretary, copperplate, Chancery, Italian*, etc.  @scriptRef points to a full description of the script or writing style used by this hand, typically supplied by a <scriptNote> element elsewhere in the description.  @medium describes the tint or type of ink, e.g. brown, or other writing medium, e.g. pencil  @scope specifies how widely this hand is used in the manuscript. |
| Contained by | <TEI:handDesc> |
| May contain | <TEI:handNote>  <TEI:summary> |
| Obligation & Occurrence | Optional Repeatable |

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| --- | --- |
| **Property Name: <TEI:scriptDesc>** | |
| Label | Script Description |
| Namespace | TEI |
| Definition | contains a description of the scripts used in a manuscript or other object |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- scriptDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-scriptDesc.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:physDesc> |
| May contain | <TEI:scriptNote>  <TEI:summary> |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Wrapper |

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| --- | --- |
| **Property Name: <TEI:scriptNote>** | |
| Label | Script Description |
| Namespace | TEI |
| Definition | contains a description of the scripts used in a manuscript or other object |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- scriptDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-scriptDesc.html) |
| Attributes | @scribe gives a name or other identifier for the scribe believed to be responsible for this hand.  @scribeRef points to a full description of the scribe concerned, typically supplied by a <person> element elsewhere in the description.  @script characterizes the particular script or writing style used by this hand, for example *secretary, copperplate, Chancery, Italian*, etc.  @scriptRef points to a full description of the script or writing style used by this hand, typically supplied by a <scriptNote> element elsewhere in the description.  @medium describes the tint or type of ink, e.g. brown, or other writing medium, e.g. pencil  @scope specifies how widely this hand is used in the manuscript. |
| Contained by | <TEI:scriptDesc> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Optional Repeatable |

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| --- | --- |
| **Property Name: <TEI:typeDesc>** | |
| Label | Type Description |
| Namespace | TEI |
| Definition | contains a description of the typefaces or other aspects of the printing of an incunable or other printed source |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-typeDesc.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:physDesc> |
| May contain | <TEI:typeNote>  <TEI:summary> |
| Obligation & Occurrence | Optional Repeatable |

|  |  |
| --- | --- |
| **Property Name: <TEI:typeNote>** | |
| Label | Type Description |
| Namespace | TEI |
| Definition | contains a description of the typefaces or other aspects of the printing of an incunable or other printed source |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-typeDesc.html> |
| Attributes | @scribe: gives a name or other identifier for the printer responsible for this type, if relevant  @scribeRef: points to a full description of the printer concerned, typically supplied by a <person> element elsewhere in the description  @script: characterizes the particular typeface used. *Black\_letter, Roman, Stereotype\_plates*  @medium: describes the tint or type of ink, e.g. brown, or other writing medium, e.g. pencil  @scope: specifies how widely this type is used in the manuscript. *Sole:* Only this type is used throughout the book. *Major:* this type is used throughout most of the book. *Minor:* this type is used occasionally throughout the book. |
| Contained by | <TEI:typeDesc> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Optional Repeatable |
| Controlled Vocabulary | Use Rare Books and Manuscripts Section Controlled Vocabularies for describing typefaces. <http://rbms.info/vocabularies/index.shtml> |
| Example | **<TEI:typeDesc>**  **<TEI:typeNote script="roman italic">**Main text in roman type with Epistle Dedicatory in italic. Section titles given for the speeches, the only set of stage directions, and the pageant explanation which are centered, italic, and given a separate line. The speeches of **<TEI:name ref="mol:THET1">**Thetis**</TEI:name>** (A5v) and **<TEI:name ref="mol:LOND6">**London**</TEI:name>** (A7v) lack section titles.**</TEI:typeNote>**  **</TEI:typeDesc>** |
| Comment | Note that when using attributes, multiple occurrences are separated on the white space. Spaces within a name should be replaced by an underscore (such as black\_letter). |

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| --- | --- |
| **Property Name: <TEI:decoDesc>** | |
| Label | Decoration Description |
| Namespace | TEI |
| Definition | contains a description of the decoration of a manuscript or other object, either as in paragraphs, or as one or more <decoNote> elements. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- decoDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-decoDesc.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:physDesc> |
| May contain | <TEI:decoNote>  <TEI:summary> |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Wrapper |

|  |  |
| --- | --- |
| **Property Name: <TEI:decoNote>** | |
| Label | Decoration Description |
| Namespace | TEI |
| Definition | contains a description of the decoration of a manuscript or other object, either as in paragraphs, or as one or more <decoNote> elements. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- decoDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-decoDesc.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:bindingDesc>  <TEI:binding>  <TEI:decoDesc>  <TEI:msItem>  <TEI:msItemStruct>  <TEI:seal>  <TEI:sealDesc> |
| May contain |  |
| Obligation & Occurrence | Optional Repeatable |
| Example | **<TEI:decoDesc>**  **<TEI:decoNote>**A row of floral bar ornaments line the head and foot of each page with irregular spacing and orientation. More elaborate ornamentation precedes the Epistle Dedicatory and the opening of the Mayoral Show, combining printers’ flowers and bar ornaments.**</TEI:decoNote>**  **</TEI:decoDesc>** |

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| --- | --- |
| **Property Name: <TEI:bindingDesc>** | |
| Label | Binding Description |
| Namespace | TEI |
| Definition | describes the present and former bindings of a manuscript or other object, either as a series of paragraphs or as a series of distinct binding elements, one for each binding of the manuscript |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- bindingDesc.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-bindingDesc.html) |
| Attributes | Use according to the TEI |
| Contained by | <TEI:physDesc? |
| May contain | <TEI:binding>  <TEI:condition>  <TEI:decoNote> |
| Obligation & Occurrence (usage) | Optional Repeatable |
| Controlled vocabulary | Use the Rare Books and Manuscripts Section Binding Terms <http://rbms.info/vocabularies/binding/alphabetical_list.htm> |
| Comment | Wrapper |

|  |  |
| --- | --- |
| **Property Name: <TEI:binding>** | |
| Label | Binding |
| Namespace | TEI |
| Definition | contains a description of one binding, i.e. type of covering, boards, etc. applied to a manuscript or other object |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-binding.html> |
| Attributes | @contemporary specifies whether or not the binding is contemporary with the majority of its contents. *Note:* The value true indicates that the binding is contemporaneous with its contents; the value false that it is not. The value unknown should be used when the date of either binding or manuscript is unknown |
| Contained by | <TEI:bindingDesc> |
| May contain | <TEI:condition>  <TEI:decoNote> |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | Use the Rare Books and Manuscripts Section Binding Terms <http://rbms.info/vocabularies/binding/alphabetical_list.htm> |
| Example | **<TEI:bindingDesc>**  **<TEI:binding contemporary="false">**The leaves have been detached and mounted on**<TEI:material>**guards**</TEI:material>**.Taylor’s printed show is currently bound as the first of nineteen items in an early nineteenth-century, brown  **<TEI:material>**leather**</TEI:material>** binding. Fifteen items by Taylor, fourteen of which represent pseudo- political works of the 1640s. Remaining four offer responses to Taylor’s political propaganda.**<TEI:decoNote>**Spine embossed in gold with  **<TEI:q>**TAYLOR THE WATER POET**</TEI:q>** and five images of a man in a row boat.**</TEI:decoNote>** The cover is embossed with the monogram of the John Rylands Library in **<TEI:material>**gold**</TEI:material>**.  **</TEI:binding>**  **</TEI:bindingDesc>** |

|  |  |
| --- | --- |
| **Property Name: <TEI:condition>** | |
| Label | Condition |
| Namespace | TEI |
| Definition | contains a description of the physical condition of the manuscript or object |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- condition.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-condition.html) |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:binding>  <TEI:bindingDesc>  <TEI:sealDesc>  <TEI:supportDesc> |
| May contain | <TEI:condition>  <TEI:decoNote> |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | Use the Rare Books and Manuscripts Section Binding Terms <http://rbms.info/vocabularies/binding/alphabetical_list.htm>,  Art & Architecture Thesaurus (AAT), ABC of bookbinding, AIC BPG Glossary of Terms |

### DESCRIPTIVE PREMIS

One PREMIS section is recommended for each digital item being described. This will include descriptive information about the digital files that make up the surrogate and information about their creation.

|  |  |
| --- | --- |
| **Property Name: <PREMIS:objectCharacteristics>** | |
| Label | objectCharacteristics |
| Definition | Technical properties of a file or bitstream that are applicable to all or most formats. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | <PREMIS:fixity>  <PREMIS:size>  <PREMIS:format>  <PREMIS:storage> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | -- |

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| --- | --- |
| **Property Name: <PREMIS:fixity>** | |
| Label | Fixity |
| Definition | Information used to verify whether an object has been altered in an undocumented or unauthorized way. |
| Attributes | -- |
| Contained by | <PREMIS:objectCharacteristics> |
| May contain | <PREMIS:MessageDigestAlgorithm>  <PREMIS:messageDigest>  <PREMIS:messageDigestOriginator> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | Applicable for files and bitstreams |

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| --- | --- |
| **Property Name: <PREMIS:messageDigestAlgorithm>** | |
| Label | messageDigestAlgorithm |
| Definition | The specific algorithm used to construct the message digest for the digital object. |
| Attributes | -- |
| Contained by | <PREMIS:fixity> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled Vocabulary | Value should be taken from a controlled vocabulary. A controlled vocabulary list is available at: [http://id.loc.gov/vocabulary/preservation/cryptographicHashFunctions. html](http://id.loc.gov/vocabulary/preservation/cryptographicHashFunctions.html). |
| Example | MD5  Adler-32 HAVAl |
| Comment | Required upon use of <PREMIS:fixity> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:messageDigest>** | |
| Label | messageDigest |
| Definition | The output of the message digest algorithm. |
| Attributes | -- |
| Contained by | <PREMIS:fixity> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | 7c9b35da4f2ebd436f1cf88e5a39b3a257edf4a22be3c955ac49da2e21 07b67a1924419563 |
| Comment | Required upon use of <PREMIS:fixity> element |

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| --- | --- |
| **Property Name: <PREMIS:messageDigestOriginator>** | |
| Label | messageDigestOriginator |
| Definition | The Agent that created the original message digest that is compared in a fixity check. |
| Attributes | -- |
| Contained by | <PREMIS:fixity> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | DRS A0000978 |
| Comment | -- |

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| --- | --- |
| **Property Name: <PREMIS:size>** | |
| Label | Size |
| Definition | The size in bytes of the file or bitstream stored in the repository. |
| Attributes |  |
| Contained by | <PREMIS:objectCharacteristics> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | 2038937 |
| Comment | Size is always in bytes. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:format>** | |
| Label | Format |
| Definition | Identification of the format of a file or bitstream where format is defined as the organization of digital information according to preset specifications. |
| Attributes | -- |
| Contained by | <PREMIS:objectCharacteristics> |
| May contain | <PREMIS:formatDesignation>  <PREMIS:formatRegistry>  <PREMIS:formatNote> |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example |  |
| Comment |  |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:formatDesignation>** | |
| Label | formatDesignation |
| Definition | An identification of the format of the object. |
| Attributes | -- |
| Contained by | <PREMIS:format> |
| May contain | <PREMIS:formatName>  <PREMIS:formatVersion> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example |  |
| Comment | Required upon use of <PREMIS:format> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:formatName>** | |
| Label | formatName |
| Definition | A commonly accepted name for the format of the file or bitstream. |
| Attributes | -- |
| Contained by | <PREMIS:formatDesignation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. |
| Example | Text/sgml Adoble PDF LaTex |
| Comment | For unidentified formats, formatName may be recorded as unknown. Required upon use of <PREMIS:format> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:formatVersion>** | |
| Label | formatVersion |
| Definition | The version of the format named in formatName. |
| Attributes | -- |
| Contained by | <PREMIS:formatDesignation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | 6.0  2003  7.1 |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:formatRegistry>** | |
| Label | formatRegistry |
| Definition | Identifies and/or gives further information about the format by reference to an entry in a format registry. |
| Attributes | -- |
| Contained by | <PREMIS:format> |
| May contain | <PREMIS:formatRegistryName>  <PREMIS:formatRegistryKey>  <PREMIS:formatRegistryRole> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | -- |
| Comment |  |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:formatRegistryName>** | |
| Label | formatRegistryName |
| Definition | A designation identifying the referenced format registry. |
| Attributes | -- |
| Contained by | <PREMIS:formatRegistry> |
| May contain |  |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Requires controlled vocabulary. See Example. |
| Example | PRONOM  <http://www.nationalarchives.gov.uk/pronom>Representation Information Registry Repository |
| Comment | This can be a formal name, internally used name, or URL. Required upon use of <PREMIS:formatRegistry> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:formatRegistryKey>** | |
| Label | formatRegistryKey |
| Definition | The unique key used to reference an entry for this format in the specified format registry. |
| Attributes | -- |
| Contained by | <PREMIS:formatRegistry> |
| May contain |  |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Yes. See formatRegistryName. |
| Example | fmt/155 |
| Comment | Required upon use of the <PREMIS:format> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:formatRegistryRole>** | |
| Label | formatRegistryRole |
| Definition | The purpose or expected use of the registry. |
| Attributes | -- |
| Contained by | <PREMIS:formatRegistry> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. A controlled vocabulary is available at: <http://id.loc.gov/vocabulary/preservation/formatRegistryRole.html>. |
| Example | Specification Validation profile |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:formatNote>** | |
| Label | formatNote |
| Definition | Additional information about format. |
| Attributes | -- |
| Contained by | <PREMIS:formatRegistry> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | Tentative Identification Disjunction  Multiple Format Identifications Found |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:storage>** | |
| Label | storage |
| Definition | Information about how and where an entity can be found. For bitstreams this means the location within a file. For files this means the physical location in one or more storage systems. Starting with PREMIS version 3.0, storage is applicable to representations. For physical representations such as system disks or printed versions of digital files, this means the location of the physical object, such as a shelf location. For digital representations this means the location of the digital object in a storage system, if all files in the representation can be found in this same location. |
| Attributes | -- |
| Contained by | <PREMIS:objectCharacteristics> |
| May contain | <PREMIS:contentLocation>  <PREMIS:storageMedium> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:contentLocation>** | |
| Label | contentLocation |
| Definition | Information needed to retrieve a physical item from its physical storage location or a file from the storage system, or to access a bitstream within a file. |
| Attributes | -- |
| Contained by | <PREMIS:storage> |
| May contain | <PREMIS:contentLocationType>  <PREMIS:contentLocationValue> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:contentLocationType>** | |
| Label | contentLocationType |
| Definition | The means of referencing the location of the content. |
| Attributes |  |
| Contained by | <PREMIS:contentLocation> |
| May contain |  |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. A controlled vocabulary is available at: <http://id.loc.gov/vocabulary/preservation/contentLocationType.html>. |
| Example | URI  handle |
| Comment | Required upon use of the <PREMIS:contentLocation> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:contentLocationValue>** | |
| Label | contentLocationValue |
| Definition | The reference to the location of the content used by the storage system. |
| Attributes |  |
| Contained by | <PREMIS:contentLocation> |
| May contain |  |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | URL  64 [offset from start of file c:\apache2\htdocs\image\logo.gif] |
| Comment | This could be a fully qualified path and filename, or the information used by a resolution system (e.g., a handle), or the native information used by a storage management system. For a bitstream or filestream, this would probably be the reference point and offset of the starting position of the bitstream within a file. It is up to the repository to determine the level of granularity that should be recorded.  Required upon use of the <PREMIS:contentLocation> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:significantProperties>** | |
| Label | significantProperties |
| Definition | <Characteristics of a particular object subjectively determined to be important to maintain through preservation actions. |
| Attributes | Applicable. Examples include significantPropertiesType=”content” and significantPropertiesValue=”all textual content and images”  AND  significantPropertiesType=”page count” and significantPropertiesValue=”7”  See PREMIS Data Dictionary for more information. |
| Contained by | <PREMIS:objectCharacteristics> |
| May contain | <PREMIS:significantPropertiesType>  <PREMIS:significantPropertiesValue> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:significantPropertiesType>** | |
| Label | significantPropertiesType |
| Definition | The aspect, facet, or attribute of an object which is being recorded as a significant property. |
| Attributes | Applicable  See PREMIS Data Dictionary for more information. |
| Contained by | <PREMIS:significantProperties> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | Content Structure Behavior Page Count Page Width Type Face Hyperlinks Image Count  [for an embedded image] Color Space |
| Comment | Each <PREMIS:significantPropertiesType> requires a corresponding  <PREMIS:significantPropertiesValue> |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:significantPropertiesValue>** | |
| Label | significantPropertiesValue |
| Definition | Description of a characteristic of a particular object which has been determined subjectively to be important to maintain through preservation actions. |
| Attributes |  |
| Contained by | <PREMIS:significantProperties> |
| May contain |  |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example |  |
| Comment | Required upon use of <PREMIS:significantPropertiesType> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: creatingApplication>** | |
| Label | creatingApplication |
| Definition | Information about the application that created the object. |
| Contained by | <mets:xmlData> |
| May contain | PREMIS:creatingApplicationName PREMIS: creatingApplicationVersion PREMIS: dateCreatedByApplication PREMIS: creatingApplicationExtension |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Information about the creating application of the digital surrogate, including the version of the application and the date the file was created, can be useful for problem solving purposes. This is also useful to determine what rendering software is available for the digital object. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: creatingApplicationName>** | |
| Label | creatingApplicationName |
| Definition | A designation for the name of the software program that created the object. |
| Contained by | <PREMIS: creatingApplication> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | MS word |
| Comment | The *creatingApplication* is the application that created the object in its current format, not the application that created the copy written to storage. We also recommend listing any hardware used to capture digital surrogate images or scans. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: creatingApplicationVersion>** | |
| Label | creatingApplicationVersion |
| Definition | The version of the software program that created the object. |
| Contained by | <PREMIS: creatingApplication> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | 2000 |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: dateCreatedByApplication>** | |
| Label | Date Created By Application |
| Definition | The actual or approximate date and time the object was created. |
| Contained by | <PREMIS: creatingApplication> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | 2000-12-01 |
| Comment | Although this element is optional, it is highly encouraged to capture this information. Use the most precise date available. This is the date the object was created by the creating application, not the date any copy was made externally or by the repository. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: creatingApplicationExtension>** | |
| Label | Creating Application Extension |
| Definition | Creating application information using semantic units defined externally to PREMIS. |
| Contained by | <PREMIS:creatingApplication> |
| Obligation & Occurrence | Optional Repeatable |
| Comment | For more granularity or to use externally defined semantic units, extensibility is provided. This could include a reference to an external technical registry describing the creating application. Either local semantic units or metadata using another specified metadata scheme may be included instead of or in addition to PREMIS-defined semantic units.  If multiple extensions are needed (e.g., for different purposes), the container creatingApplication is repeated. Also, if extensions from different external schemas are needed, creatingApplication should be repeated.  It is recommended to give information about the metadata used in creatingApplicationExtension including date the metadata was created, status of the metadata, internal linking IDs, type of metadata used and its version, message digest and message digest algorithm of the metadata, and type of identifier for external metadata links. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: eventDetailInformation>** | |
| Label | eventDetailInformation |
| Definition | Additional information about the Event. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Comment | All subunits of this semantic unit are optional but at least one subunit (i.e. *eventDetail* and/or *eventDetailExtension*) must be present if this container is included. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: eventDetail>** | |
| Label | eventDetail |
| Definition | Additional information about the Event. |
| Contained by | <PREMIS: eventDetailInformation> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | Object permanently withdrawn by request of Caroline Hunt. |
| Comment | Record any additional information about an Event. The application profile strongly recommends entering information about the creation of the object here. It is highly encouraged to capture agent(s) of digitization process. An agent could be either an individual or organization. The purpose of this is to capture information on who made the digitization.  When multiple details about the same Event need to be recorded, the *eventDetailInformation* container must be repeated. *eventDetailExtension* allows more expressivity if required. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: eventDetailExtension>** | |
| Label | eventDetailExtension |
| Definition | A container to include semantic units defined outside of PREMIS. |
| Contained by | <PREMIS:significantProperties> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Comment | For more granularity or use of externally defined semantic units, extensibility is provided. The application profile strongly recommends entering information about the creation of the object here. Either local semantic units or metadata using another specified metadata schema may be included instead of or in addition to PREMIS defined semantic units.  If more than one extension needs to be associated explicitly with *eventDetail*, *eventDetailExtension* is repeated. However, if extensions from different external schemas are needed or if the extension is not associated explicitly with *eventDetail*, the *eventDetailInformation* container should be repeated instead.  It is recommended to give information about the metadata used in *eventDetailExtension*, including date the metadata was created, status of the metadata, internal linking IDs, type of metadata used and its version, message digest and message digest algorithm of the metadata, and type of identifier for external metadata links. |

PREMIS EXAMPLE

<mets:dmdSec ID="Digital\_Vigiliae\_DMD2">

<mets:mdWrap MDTYPE="PREMIS" MDTYPEVERSION="3">

<mets:xmlData>

<PREMIS:objectCharacteristic>

<PREMIS:size>132564</PREMIS:size>

<PREMIS:format>

<PREMIS:formatDesignation>

<PREMIS:formatName>pdf</PREMIS:formatName>

</PREMIS:formatDesignation>

<PREMIS:formatRegistry>

<PREMIS:formatRegistryName>PRONOM</PREMIS:formatRegistryNam

<PREMIS:formatRegistryKey>fmt/354</PREMIS:formatRegistryKey

</PREMIS:formatRegistry>

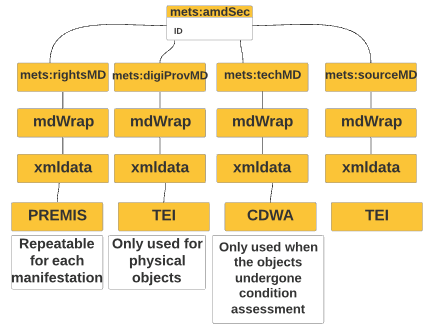
</PREMIS:format>

</PREMIS:objectCharacteristic>

</mets:xmlData>

</mets:mdWrap>

</mets:dmdSec>



## ADMINISTRATIVE METADATA SECTION

The METS Administrative Metadata Section wraps four subsequent sub-sections: technical metadata (techMD), intellectual property rights (rightsMD), analog/digital source metadata (sourceMD), and provenance metadata (digiprovMD).

|  |  |
| --- | --- |
| **Property Name: <mets:amdSec>** | |
| Label | Administrative Metadata |
| Definition | The Administrative Metadata Section <amdSec> contains the administrative metadata pertaining to the digital object, its components and any original source material from which the digital object is derived. The <amdSec> is separated into four sub-sections that accommodate rights (rightsMD), digital provenance metadata (digiprovMD), technical metadata (techMD), intellectual property analog/digital source metadata (sourceMD). |
| Attributes | ID |
| Contained by | <mets> |
| May contain | <rightsMD>  <digiprovMD>  <techMD>  <sourceMD> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Comment | Use as directed by the METS Primer. |

### RIGHTS METADATA

One section of wrapped PREMIS metadata is recommended for each manifestation described

|  |  |
| --- | --- |
| **Property Name: <mets:rightsMD>** | |
| Label | Intellectual Property Rights Metadata |
| Definition | A intellectual property rights metadata element <rightsMD> records information about copyright and licensing pertaining to a component of the METS object. The <rightsMD> element conforms to same generic datatype as the <dmdSec>, <techMD>, <sourceMD> and  <digiprovMD> elements, and supports the same sub-elements and attributes. |
| Attributes | -- |
| Contained by | <mets:amdSec> |
| May contain | <mets:mdWrap> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example |  |
| Comment | Use as directed by the METS Primer. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:rightsBasis>** | |
| Label | rightsBasis |
| Definition | Designation of the basis for the right or permission identified by the rightsStatementIdentifier. |
| Attributes | Applicable  See PREMIS Data Dictionary for further information. |
| Contained by | mets:xmlData |
| May contain | <PREMIS:copyrightInformation> OR  <PREMIS:licenseInformation> OR  <PREMIS:statuteInformation> OR  <PREMIS:otherRightsInformation> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Values should be taken from a controlled vocabulary. A controlled vocabulary is available at: <http://id.loc.gov/vocabulary/preservation/rightsBasis.html>. |
| Example | Copyright License Statute Other |
| Comment | When rightsBasis is “copyright”, <PREMIS:copyrightInformation> should be provided.  When rightsBasis is “license”, <PREMIS:licenseInformation> should be provided.  When rightsBasis is “statute”, <PREMIS:statuteInformation> should be provided.  When rightsBasis is “other”, <PREMIS:otherRightsBasis> (in otherRightsInformation container) should be provided.  If the Rights for the item are public domain, use “copyright”. If they are Fair Use, use “statute”.  If more than one basis applies, the entire Rights entity should be repeated. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightInformation>** | |
| Label | copyrightInformation |
| Definition | Information about the copyright status of the object(s). |
| Attributes |  |
| Contained by | mets:xmlData |
| May contain | <PREMIS:copyrightStatus>  <PREMIS:copyrightJurisdiction>  <PREMIS:copyrightStatusDeterminationDate>  <PREMIS:copyrightNote>  <PREMIS:copyrightDocumentationIdentifier> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Values should be taken from a controlled vocabulary. A controlled vocabulary is available at: <http://id.loc.gov/vocabulary/preservation/copyrightStatus.html>. |
| Example | When <PREMIS:rightsBasis> is “copyright”,  <PREMIS:copyrightInformation> should be provided.  Repositories may need to extend this with more detailed information. See the California Digital Library's copyrightMD schema [(htt](http://www.cdlib.org/groups/rmg//))p[://www.cdlib.org/groups/rmg//)](http://www.cdlib.org/groups/rmg//)) for an example of a more detailed scheme. |
| Comment | Required upon use of <PREMIS:rightsBasis> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightStatus>** | |
| Label | copyrightStatus |
| Definition | A coded designation for the copyright status of the object at the time the Rights statement was recorded. |
| Attributes | -- |
| Contained by | <PREMIS:copyrightInformation> |
| May contain |  |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Values should be taken from a controlled vocabulary. A controlled vocabulary is available at: <http://id.loc.gov/vocabulary/preservation/copyrightStatus.html>. |
| Example | copyrighted = Under copyright. publicdomain = In the public domain.  unknown = Copyright status of the resource is unknown. |
| Comment | Required upon use of <PREMIS:copyrightInformation> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightJurisdiction>** | |
| Label | copyrightJurisdiction |
| Definition | The country whose copyright laws apply. |
| Attributes | -- |
| Contained by | <PREMIS:copyrightInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Values should be taken from ISO 3166. |
| Example | us de |
| Comment | Required upon use of <PREMIS:rightsBasis> element. |

|  |  |
| --- | --- |
| **Property Name: <copyrightStatusDetermininationDate>** | |
| Label | copyrightStatusDeterminationDate |
| Definition | The date that the copyright status recorded in  <PREMIS:copyrightstatus> was determined. |
| Attributes |  |
| Contained by | <PREMIS:copyrightInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | 20070608 |
| Comment | To aid machine processing, value should use a structured form. To facilitate exchange of PREMIS-conformant metadata, use of standard conventions, for instance as used in the date elements in the PREMIS schema, is recommended. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightNote>** | |
| Label | copyrightNote |
| Definition | Additional information about the copyright status of the object. |
| Attributes |  |
| Contained by | <PREMIS:copyrightInformation> |
| May contain |  |
| Obligation & Occurrence | Optional Repeatable |
| Example | Copyright expiration expected in 2010 unless renewed. Copyright statement is embedded in file header. |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightDocumentationIdentifier>** | |
| Label | copyrightDocumentationIdentifier |
| Definition | A designation used to identify documentation supporting the specified Rights granted according to copyright uniquely within the repository system. |
| Attributes | -- |
| Contained by | <PREMIS:copyrightInformation> |
| May contain | <PREMIS:copyrightDocumentationIdentifierType>  <PREMIS:copyrightDocumentationIdentifierValue>  <PREMIS:copyrightDocumentationRole> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | This semantic unit is intended to refer to a document detailing the granting of permission when the Rights basis is copyright.  If repeated, use <PREMIS:copyrightDocumentationRole> to distinguish the role of the given documentation. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightDocumentationIdentifierType>** | |
| Label | copyrightDocumentationIdentifierType |
| Definition | A designation of the domain within which the copyright documentation identifier is unique. |
| Attributes | -- |
| Contained by | <PREMIS:copyrightDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. A controlled vocabulary is available at: [http://id.loc.gov/vocabulary/identifiers.](http://id.loc.gov/vocabulary/identifiers) |
| Example | -- |
| Comment | Required upon use of <PREMIS:copyrightDocumentationIdentifier> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightDocumentationIdentifierValue>** | |
| Label | copyrightDocumentationIdentifierValue |
| Definition | The value of the <PREMIS:copyrightDocumentationIdentifier> |
| Attributes | -- |
| Contained by | <PREMIS:copyrightDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | Required upon use of <copyrightDocumentationIdentifier> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightDocumentationRole>** | |
| Label | copyrightDocumentationRole |
| Definition | A value indicating the purpose or expected use of the documentation being identified. |
| Attributes | -- |
| Contained by | <PREMIS:copyrightDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. |
| Example | Accession record Copyright statement |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:copyrightApplicableDates>** | |
| Label | copyrightApplicableDates |
| Definition | The date range during which the particular copyright applies or is applied to the content. This is distinct from <PREMIS:termOfGrant>, which applies to a particular act expressed in  <PREMIS:rightsGranted> and may differ from the period of time the license, statute, or other basis applies to the content. |
| Attributes | -- |
| Contained by | <PREMIS:copyrightInformation> |
| May contain | <PREMIS:startDate>  <PREMIS:endDate> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:startDate>** | |
| Label | startDate |
| Definition | The date the granted copyright commences. |
| Attributes | -- |
| Contained by | <PREMIS:copyrightApplicableDates> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2006-01-02  20050723 |
| Comment | To aid machine processing, value should use a structured form. To facilitate exchange of PREMIS-conformant metadata, use of standard conventions, for instance as used in the date elements in the PREMIS schema, is recommended. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:endDate>** | |
| Label | endDate |
| Definition | The date the granted copyright expires. |
| Attributes | -- |
| Contained by | <PREMIS:copyrightApplicableDates> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2010-01-02  20120723 |
| Comment | To aid machine processing, value should use a structured form. To facilitate exchange of PREMIS-conformant metadata, use of standard conventions, for instance as used in the date elements in the PREMIS schema, is recommended.  Use “OPEN” for an open ended term of restriction. Omit endDate if the ending date is unknown or the permission statement applies to many objects with different end dates. |

|  |  |
| --- | --- |
| **Property Name: <licenseInformation>** | |
| Label | licenseInformation |
| Definition | Information about a license or other agreement granting permissions related to an object. |
| Attributes | -- |
| Contained by | mets:xmlData |
| May contain | <PREMIS:licenseDocumentationIdentifier>  <PREMIS:licenseTerms>  <PREMIS:licenseNote>  <PREMIS:licenseApplicableDates> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | When <PREMIS:rightsBasis> is “license”,  <PREMIS:licenseInformation> should be provided. |

|  |  |
| --- | --- |
| **Property Name: <licenseDocumentationIdentifier>** | |
| Label | licenseDocumentationIdentifier |
| Definition | A designation used to identify unique documentation supporting the specified Rights granted by license within the repository system. |
| Attributes |  |
| Contained by | <PREMIS:licenseInformation> |
| May contain | <PREMIS:licenseDocumentationIdentifierType>  <PREMIS:licenseDocumentationIdentifierValue>  <PREMIS:licenseDocumentationRole> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | This semantic unit is intended to refer to a document recording the granting of permission when the Rights basis is license. For some repositories this may be a formal signed contract with a customer. If the granting agreement is verbal, this could point to a memo by the repository documenting the verbal agreement.  The identifier is optional because the agreement may not be stored in a repository with an identifier. For example, in the case of a verbal agreement the entire agreement may be included or described in the  <PREMIS:licenseTerms>.  If repeated, use <PREMIS:licenseDocumentationRole> to distinguish the role of the given documentation.  This replaces the semantic unit in PREMIS version 2.1 which was called <PREMIS:licenseIdentifier>. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS: licenseDocumentationIdentifierType>** | |
| Label | licenseDocumentationIdentifierType |
| Definition | A designation of the domain within which the license documentation identifier is unique. |
| Attributes | -- |
| Contained by | <PREMIS:licenseDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. A controlled vocabulary is available at: [http://id.loc.gov/vocabulary/identifiers.](http://id.loc.gov/vocabulary/identifiers) |
| Example | Digital Object Identifier |
| Comment | Required upon use of <PREMIS:licenseDocumentationIdentifier> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:licenseDocumentationIdentifierValue>** | |
| Label | licenseDocumentationIdentifierValue |
| Definition | The value of the <PREMIS:licenseDocumentationIdentifier> |
| Attributes | -- |
| Contained by | <PREMIS:licenseDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | http://nrs.harvard.edu/urn-3:HUL.DRS.OBJECT:6789 |
| Comment | Required upon use of <licenseDocumentationIdentifier> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:licenseDocumentationRole>** | |
| Label | licenseDocumentationRole |
| Definition | A value indicating the purpose or expected use of the documentation being identified. |
| Attributes | -- |
| Contained by | <PREMIS:licenseDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. |
| Example | Donor Agreement |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:licenseTerms>** | |
| Label | licenseTerms |
| Definition | Text describing the license or agreement by which permission was granted. |
| Attributes | -- |
| Contained by | <PREMIS:licenseInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | This could contain the actual text of the license or agreement, or a paraphrase or summary of it. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:licenseNote>** | |
| Label | licenseNote |
| Definition | Additional information about the license. |
| Attributes | -- |
| Contained by | <PREMIS:licenseInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | License is embedded in XMP block in file header. |
| Comment | Information about the terms of the license should go in  <PREMIS:licenseTerms>. <PREMIS:licenseNote> is intended for other types of information related to the license, such as contact persons, action dates, or interpretations. The note may also indicate the location of the license, for example, if it is available online or embedded in the object itself. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:licenseApplicableDates>** | |
| Label | licenseApplicableDates |
| Definition | The date range during which the license applies or is applied to the content. This is distinct from <PREMIS:termOfGrant>, which applies to a particular act expressed in <PREMIS:rightsGranted> and may differ from the period of time the license, statute or other basis applies to the content. |
| Attributes | -- |
| Contained by | <PREMIS:licenseInformation> |
| May contain | <PREMIS:startDate>  <PREMIS:endDate> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | Information about the terms of the license should go in  <PREMIS:licenseTerms>. <PREMIS:licenseNote> is intended for other types of information related to the license, such as contact persons, action dates, or interpretations. The note may also indicate the location of the license, for example, if it is available online or embedded in the object itself. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:startDate>** | |
| Label | startDate |
| Definition | The beginning date of the Rights granted. |
| Attributes | -- |
| Contained by | <PREMIS:licenseApplicableDates> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2006-01-02  20050723 |
| Comment | To aid machine processing, value should use a structured form. To facilitate exchange of PREMIS-conformant metadata, use of standard conventions, for instance as used in the date elements in the PREMIS schema, is recommended. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:endDate>** | |
| Label | endDate |
| Definition | The ending date of the Rights granted. |
| Attributes | -- |
| Contained by | <PREMIS:licenseApplicableDates> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2010-01-02  20120723 |
| Comment | To aid machine processing, value should use a structured form. To facilitate exchange of PREMIS-conformant metadata, use of standard conventions, for instance as used in the date elements in the PREMIS schema, is recommended.  Use “OPEN” for an open ended term of restriction. Omit  <PREMIS:endDate> if the ending date is unknown or the permission statement applies to many objects with different end dates. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteInformation>** | |
| Label | statuteInformation |
| Definition | Information about the statute allowing use of the object. |
| Attributes | -- |
| Contained by | mets:xmlData |
| May contain | <PREMIS:statuteJurisdiction>  <PREMIS:statuteCitation>  <PREMIS:statuteInformationDeterminationDate>  <PREMIS:statuteNote>  <PREMIS:statuteDocumentationIdentifier>  <PREMIS:statuteApplicableDates> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | When <PREMIS:rightsBasis> is “statute”,  <PREMIS:statuteInformation> should be provided. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteJurisdiction>** | |
| Label | statuteJurisdiction |
| Definition | The country or other political body enacting the statute. |
| Attributes | -- |
| Contained by | <PREMIS:statuteInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Values should be taken from ISO 3166 if applicable. |
| Example | us de |
| Comment | Required upon use of <PREMIS:statuteInformation> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteCitation>** | |
| Label | statuteCitation |
| Definition | An identifying designation for the statute. |
| Attributes | -- |
| Contained by | <PREMIS:statuteInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | Legal Deposit (Jersey) Law 200-  National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003 no 19 part 4 s 34 |
| Comment | Required upon use of <PREMIS:statuteInformation> element.  Use standard citation form when applicable. |

|  |  |
| --- | --- |
| **Property Name: PREMIS:statuteInformationDeterminationDate** | |
| Label | statuteInformationDeterminationDate |
| Definition | The date that the determination was made that the statute authorized the permission(s) noted. |
| Attributes | -- |
| Contained by | <PREMIS:statuteInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | 2007-12-01  20040223151047.0 |
| Comment | To aid machine processing, value should use a structured form. To facilitate exchange of PREMIS-conformant metadata, use of standard conventions, for instance as used in the date elements in the PREMIS schema, is recommended. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteNote>** | |
| Label | statuteNote |
| Definition | Additional information about the statute. |
| Attributes | -- |
| Contained by | <PREMIS:statuteInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | Applicability to web-published content sent for review by general counsel 9/19/2008. |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteDocumentationIdentifier>** | |
| Label | statuteDocumentationIdentifier |
| Definition | A designation used to uniquely identify documentation supporting the specified Rights granted by statute within the repository system. |
| Attributes | -- |
| Contained by | <PREMIS:statuteInformation> |
| May contain | <PREMIS:statuteDocumentationIdentifierType>  <PREMIS:statuteDocumentationIdentifierValue>  <PREMIS:statuteDocumentationRole> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | This semantic unit is intended to refer to a document detailing the granting of permission when the Rights basis is statute.  If repeated, use <PREMIS:statuteDocumentationRole> to distinguish the role of the given documentation. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteDocumentationIdentifierType>** | |
| Label | statuteDocumentationIdentifierType |
| Definition | A designation of the domain within which the statute documentation identifier is unique. |
| Attributes | -- |
| Contained by | <PREMIS:statuteDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. A controlled vocabulary is available at: <http://id.loc.gov/vocabulary/identifiers>. |
| Example | -- |
| Comment | Required upon use of <PREMIS:statuteDocumentationIdentifier> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteDocumentationIdentifierValue>** | |
| Label | statuteDocumentationIdentifierValue |
| Definition | The value of the <PREMIS:statuteDocumentationIdentifier> |
| Attributes | -- |
| Contained by | <PREMIS:statuteDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | Required upon use of <PREMIS:statuteDocumentationIdentifier> element |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteDocumentationRole>** | |
| Label | statuteDocumentationRole |
| Definition | A value indicating the purpose or expected use of the documentation being identified. |
| Attributes | -- |
| Contained by | <PREMIS:statuteDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. |
| Example | Law  Application Decree Case Law |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:statuteApplicableDates>** | |
| Label | statuteApplicableDates |
| Definition | The date range during which the statute applies or is applied to the content. This is distinct from <PREMIS:termOfGrant>, which applies to a particular act expressed in <PREMIS:rightsGranted> and may differ from the period of time the license, statute or other basis applies to the content. |
| Attributes | -- |
| Contained by | <PREMIS:statuteInformation> |
| May contain | <PREMIS:startDate>  <PREMIS:endDate> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:startDate>** | |
| Label | startDate |
| Definition | The date the granted statute commences. |
| Attributes | -- |
| Contained by | <PREMIS:statuteApplicableDates> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2006-01-02  20050723 |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:endDate>** | |
| Label | endDate |
| Definition | The date the granted statute expires. |
| Attributes | -- |
| Contained by | <PREMIS:statuteApplicableDates> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2010-01-02  20120723 |
| Comment | To aid machine processing, value should use a structured form. To facilitate exchange of PREMIS-conformant metadata, use of standard conventions, for instance as used in the date elements in the PREMIS schema, is recommended.  Use “OPEN” for an open ended term of restriction. Omit  <PREMIS:endDate> if the ending date is unknown or the permission statement applies to many objects with different end dates. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:otherRightsInformation>** | |
| Label | otherRightsInformation |
| Definition | Information about the Rights (other than copyright, license, or statute) that apply to the object(s). |
| Attributes | -- |
| Contained by | mets:xmlData |
| May contain | <PREMIS:otherRightsDocumentationIdentifier>  <PREMIS:otherRightsBasis>  <PREMIS:otherRightsApplicableDates>  <PREMIS:otherRightsNote> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | This semantic unit is used to supply information about Rights granted when the basis is something other than copyright, license or statute. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:otherRightsDocumentationIdentifier>** | |
| Label | otherRightsDocumentationIdentifier |
| Definition | A designation used to uniquely identify documentation supporting the specified Rights within the repository system, when the basis for these Rights is something other than copyright, license or statute. |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsInformation> |
| May contain | <PREMIS:otherRightsDocumentationIdentifierType>  <PREMIS:otherRightsDocumentationIdentifierValue>  <PREMIS:otherRightsDocumentationRole> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | This semantic unit is intended to refer to a document recording the granting of permission, the expression of requirements or restrictions, or other information supporting the specified <PREMIS:rightsBasis>. If repeated, use <PREMIS:otherRightsDocumentationRole> to distinguish the role of the given documentation. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:otherRightsDocumentationIdentifierType>** | |
| Label | otherRightsDocumentationIdentifierType |
| Definition | A designation of the domain within which the Rights statement documentation identifier is unique. |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. A controlled vocabulary is available at: <http://id.loc.gov/vocabulary/identifiers>. |
| Example | -- |
| Comment | Required upon use of <PREMIS:otherRightsDocumentationIdentifier> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:otherRightsDocumentationIdentifierValue>** | |
| Label | otherRightsDocumentationIdentifierValue |
| Definition | The value of the <PREMIS:otherRightsDocumentationIdentifier>. |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | Required upon use of <PREMIS:otherRightsDocumentationIdentifier> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:otherRightsDocumentationRole>** | |
| Label | otherRightsDocumentationRole |
| Definition | A value indicating the purpose or expected use of the documentation being identified. |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsDocumentationIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. |
| Example | Institutional Policy Deed of Gift |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:otherRightsBasis>** | |
| Label | otherRightsBasis |
| Definition | Designation of the basis for the other right or permission described in the <PREMIS:rightsStatementIdentifier>. |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. |
| Example | Harvard Policy |
| Comment | Required upon use of <PREMIS:otherRightsInformation> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:otherRightsApplicableDates>** | |
| Label | otherRightsApplicableDates |
| Definition | The date range during which the particular right apply or applied to the content. This is distinct from <PREMIS:termOfGrant>, which applies to a particular act expressed in <PREMIS:rightsGranted> and may differ from the period of time the license, statute or other basis applies to the content |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsInformation> |
| May contain | <PREMIS:startDate>  <PREMIS:endDate> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:startDate>** | |
| Label | startDate |
| Definition | The date the granted right commences. |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsApplicableDates> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2006-01-02  20050723 |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:endDate>** | |
| Label | endDate |
| Definition | The date the granted right expires. |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsApplicableDates> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2010-01-02  20120723 |
| Comment | To aid machine processing, value should use a structured form. To facilitate exchange of PREMIS-conformant metadata, use of standard conventions, for instance as used in the date elements in the PREMIS schema, is recommended.  Use “OPEN” for an open ended term of restriction. Omit  <PREMIS:endDate> if the ending date is unknown or the permission statement applies to many objects with different end dates. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:otherRightsNote>** | |
| Label | otherRightsNote |
| Definition | Additional information about the Rights of the object. |
| Attributes | -- |
| Contained by | <PREMIS:otherRightsInformation> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | 80-year rule |
| Comment |  |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:rightsGranted>** | |
| Label | rightsGranted |
| Definition | The action(s) that the granting agency has allowed the repository. |
| Attributes | -- |
| Contained by | mets:xmlData |
| May contain | <PREMIS:act>  <PREMIS:restriction>  <PREMIS:termOfGrant>  <PREMIS:termOfRestriction>  <PREMIS:rightsGrantedNote> |
| Obligation & Occurrence (usage) | Optional Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:act>** | |
| Label | act |
| Definition | The action the preservation repository is allowed to take. |
| Attributes | -- |
| Contained by | <PREMIS:rightsGranted> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | Value should be taken from a controlled vocabulary. A controlled vocabulary is available at: <http://id.loc.gov/vocabulary/preservation/actionsGranted.html>. |
| Example | Replicate Modify Use  Disseminate |
| Comment | Required upon use of <PREMIS:rightsGranted> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:restriction>** | |
| Label | restriction |
| Definition | A condition or limitation on the act. |
| Attributes | -- |
| Contained by | <PREMIS:rightsGranted> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | \*No more than three  \*Allowed only after one year of archival retention has elapsed  \*Rightsholder must be notifed after completion of act |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:termOfGrant>** | |
| Label | termOfGrant |
| Definition | The time period for the permissions granted. |
| Attributes | -- |
| Contained by | <PREMIS:rightsGranted> |
| May contain | <PREMIS:startDate>  <PREMIS:endDate> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:startDate>** | |
| Label | startDate |
| Definition | The date the granted permission commences. |
| Attributes | -- |
| Contained by | <PREMIS:termOfGrant> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2006-01-02  20050723 |
| Comment | Required upon use of <PREMIS:termOfGrant> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:endDate>** | |
| Label | endDate |
| Definition | The date the granted permission expires. |
| Attributes | -- |
| Contained by | <PREMIS:termOfGrant> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2006-01-02  20050723 |
| Comment | Use “OPEN” for an open ended term of grant. Omit  <PREMIS:endDate> if the ending date is unknown or the permission statement applies to many objects with different end dates. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:termOfRestriction>** | |
| Label | termOfRestriction |
| Definition | The time period for the restriction granted. |
| Attributes | -- |
| Contained by | <PREMIS:rightsGranted> |
| May contain | <PREMIS:startDate>  <PREMIS:endDate> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example | -- |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:startDate>** | |
| Label | startDate |
| Definition | The date the restriction commences. |
| Attributes | -- |
| Contained by | <PREMIS:termOfRestriction> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2006-01-02  20050723 |
| Comment | Required upon use of <PREMIS:termOfRestriction> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:endDate>** | |
| Label | endDate |
| Definition | The date the restriction expires. |
| Attributes | -- |
| Contained by | <PREMIS:termOfRestriction> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 2006-01-02  20050723 |
| Comment | Use “OPEN” for an open ended term of grant. Omit  <PREMIS:endDate> if the ending date is unknown or the permission statement applies to many objects with different end dates. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:rightsGrantedNote>** | |
| Label | rightsGrantedNote |
| Definition | Additional information about the Rights granted. |
| Attributes | -- |
| Contained by | <PREMIS:rightsGranted> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | N/A |
| Example | -- |
| Comment | This semantic unit may include a statement about risk assessment, for example, when a repository is not certain about what permissions have been granted. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:linkingRightsStatementIdentifier>** | |
| Label | linkingRightsStatementIdentifier |
| Definition | An identifier for a Rights statement associated with the object. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | <PREMIS:linkingRightsStatementIdentifierType>  <PREMIS:linkingRightsStatementIdentifierValue> |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | Linking semantic units are mandatory in the sense that a repository needs to know the information, but are defined as optional because PREMIS does not specify in which direction the linkage should be |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:linkingRightsStatementIdentifierType>** | |
| Label | linkingRightsStatementIdentifier |
| Definition | An identifier for a Rights statement associated with the object. |
| Attributes | -- |
| Contained by | <PREMIS:linkingRightsStatementIdentifier> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | URI LCCN |
| Comment | Required upon use of <PREMIS:linkingRightsStatementIdentifier> element. |

|  |  |
| --- | --- |
| **Property Name: <PREMIS:linkingRightsStatementIdentifierValue>** | |
| Label | linkingRightsStatementIdentifierValue |
| Definition | The value of the <PREMIS:linkingRightsStatementIdentifier>. |
| Attributes | -- |
| Contained by | <PREMIS:linkingRightsStatement> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | -- |
| Comment | -- |

### SOURCE METADATA

Sources consulted for the creation of the bibliographic record should be cited in a METS <sourceMD> section using the TEI properties <listBibl> and <bibl>. Recommended best practice is to use parenthetical citations throughout the record, linking with <ref target=”mol:REF”>.

|  |  |
| --- | --- |
| **Property Name: <mets:sourceMD>** | |
| Label | Source Metadata |
| Definition | A source metadata element <sourceMD> typically records descriptive and administrative metadata about the source format or media of a component of the METS object such as a digital content file. It is often used for discovery, data administration or preservation of the digital object. In this application, the <sourceMD> element records metadata about the reference resources used to complete the record.  The <sourceMD> element conforms to same generic datatype as the  <dmdSec>, <techMD>, <rightsMD>, and <digiprovMD> elements, and supports the same sub-elements and attributes. |
| Attributes | -- |
| Contained by | <mets:amdSec> |
| May contain | <mets:mdWrap> |
| Obligation & Occurrence | Optional  Not Repeatable |
| Example |  |
| Comment | This section contains bibliographic information about the sources consulted for the creation of the record. |

|  |  |
| --- | --- |
| **Property Name: <TEI:listBibl>** | |
| Label | Citation List |
| Namespace | TEI |
| Definition | contains a list of bibliographic citations of any kind |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-listBibl.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <mets:xmlData> |
| May contain | <TEI:bibl>  <TEI:biblStruct>  <TEI:cb>  <TEI:desc>  <TEI:gb>  <TEI:head>  <TEI:lb>  <TEI:listBibl>  <TEI:mileston>  <TEI:pb>  <TEI:biblFull>  <TEI:anchor>  <TEI:listRelation>  <TEI:relation> |
| Obligation & Occurrence | Optional Repeatable |
| Comment | Wrapper  This section contains bibliographic information about the sources consulted for the creation of the record. |

|  |  |
| --- | --- |
| **Property Name: <TEI:bibl>** | |
| Label | Bibliographic citation |
| Namespace | TEI |
| Definition | contains a loosely-structured bibliographic citation of which the sub-components may or may not be explicitly tagged. |
| URL | [https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref- bibl.html](https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-bibl.html) |
| Attributes | @type specify the type of source consulted: *prim* (primary) or *sec* (secondary). Multiple responses can be given, separated on a space. |
| Contained by | <TEI:listBibl> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Optional Repeatable |
| Example | **<TEI:listBibl>**  **<TEI:bibl ref="mol:GREG1" type="sec">**  **<TEI:author>**Greg, W. W.**</TEI:author> <TEI:title>**A Bibliography of the English Printed Drama to the Restoration**</TEI:title>**, vol. 2. London, Bibliographical Society, **<TEI:date when="1951"/>**.**</TEI:bibl>**  **</TEI:listBibl>** |
| Comment | This section contains bibliographic information about the sources consulted for the creation of the record. |

### PROVENANCE METADATA

For the purposes of this profile, we highly suggest including digital provenance metadata in the Administrative Metadata section. While in typical METS records, this is where provenance data for digital files lives, in this application profile we suggest also including provenance data for your physical objects. This will be done by using TEI elements for general acquisition and provenance information, and CDWA elements for recording and conservation history.

|  |  |
| --- | --- |
| **Property Name: <mets:digiProvMD>** | |
| Label | Provenance Metadata |
| Definition | The digital provenance metadata element <digiprovMD> can be used to record any preservation-related actions taken on the various items which comprise a work (e.g., those subsequent to the initial creation of the items such as transformations, migrations, or conservation action). Provenance should be used to record information that allows both archival/library staff and scholars to understand what modifications have been made to an object (physical or digital) and/or its constituent parts during its life cycle.  The <digiprovMD> element conforms to same generic datatype as the  <dmdSec>, <techMD>, <rightsMD>, and <sourceMD> elements, and supports the same sub-elements and attributes. |
| Attributes | -- |
| Contained by | <mets:amdSec> |
| May contain | <mets:mdWrap> |
| Obligation & Occurrence | Repeatable; Not required Not Repeatable |
| Example |  |
| Comment | Use this section for the provenance of physical objects. |

CDWA

If the physical object has undergone a condition assessment or conservation treatment, we recommend adding one portion of CDWA metadata.

|  |  |
| --- | --- |
| **Property Name: <CDWA:conditionDesc>** | |
| Label | Condition Description |
| Definition | Prose description of the overall physical condition, characteristics, and completeness of a work. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | Very good condition. Small tears in the margins only |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:examType>** | |
| Label | Exam Type |
| Definition | The kind of examination made of the work's condition. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | infrared light examination. |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:examAgent>** | |
| Label | Examination Agent |
| Definition | The identification of the person who performed a specific examination, including his or her name, role or title, and institutional affiliation. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | Control this subcategory with the PERSON/CORPORATE BODY AUTHORITY. |
| Example | Klein, Peter (conservator, Ordinariat für Holzbiologie, Universität Hamburg, (Hamburg, Germany)) |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:examDate>** | |
| Label | Examination Date |
| Definition | The date when an examination took place, or when a work was known to have been in a particular condition. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | <CDWA:earliestDate>  <CDWA:latestDate> |
| Obligation & Occurrence | Optional Repeatable |
| Example | between 1700 and1798 |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:earliestDate>** | |
| Label | Earliest Date |
| Definition | The earliest date when an examination took place. |
| Attributes | -- |
| Contained by | <CDWA:examDate> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 1730 |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:latestDate>** | |
| Label | Latest Date |
| Definition | The latest date when an examination took place. |
| Attributes | -- |
| Contained by | <CDWA:examDate> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 1991-12-31 |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:consTreatmentDesc>** | |
| Label | Conservation/Treatment Description |
| Definition | Prose description of procedures that a work has undergone to repair, conserve, or stabilize it. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | Aggressive intervention was necessary because of the precarious state of lower section, caused by saturation during the flood and subsequent loss of surface due to efflorescence of salts and oil.  Treatment included rapid, controlled drying. Strong heat was applied to back of wall, causing water and salts to recede; process continued for 20 days. Fresco and sinopia were detached from wall by strappo technique in January, 1967; they were mounted on separate supports of polyester resin reinforced with glass fiber. Deposits of mud and oil were removed, along with nineteenth-century repaint in 1968; blistered sections of original surface were reattached, most extensively in lower right of fresco. Fresco was cleaned with solution of ammonia and distilled water in 1989. |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:treatmentType>** | |
| Label | Treatment Type |
| Definition | The name of the conservation treatment or technical/scientific restoration procedure performed on the work. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | Recommend using Getty Art and Architecture Thesaurus |
| Example | inpainting repainting restoration relining preservation cleaning repair washing mounting consolidation stabilizing |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:treatmentAgent>** | |
| Label | Treat Agent |
| Definition | The identification of the person who performed a specific treatment, including his or her name, role or title, and institutional affiliation. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | Richard |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:treatmentDate>** | |
| Label | Examination Date |
| Definition | The date when a treatment took place, or when a work was known to have been in a particular condition. |
| Attributes | -- |
| Contained by | <mets:xmlData> |
| May contain | <CDWA:earliestDate>  <CDWA:latestDate> |
| Obligation & Occurrence | Optional Repeatable |
| Example | between 1700 and1798 |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:earliestDate>** | |
| Label | Earliest Date |
| Definition | The earliest date when a treatment took place. |
| Attributes | -- |
| Contained by | <CDWA:examDate> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 1730 |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <CDWA:latestDate>** | |
| Label | Latest Date |
| Definition | The latest date when a treatment took place. |
| Attributes | -- |
| Contained by | <CDWA:examDate> |
| May contain | -- |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | To aid machine processing, value should use a structured form. |
| Example | 1991-12-31 |
| Comment | -- |

TEI

For each physical item we recommend one TEI section to record general provenance information.

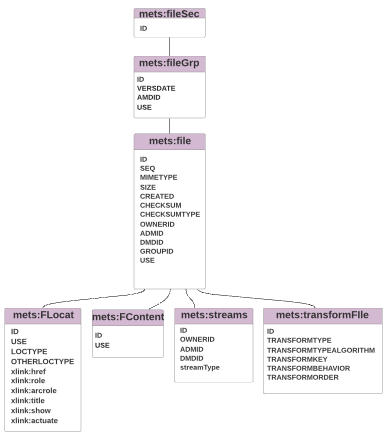
The METS administrative section <digiprovMD> is adjusted to describe the provenance of the physical item, using TEI elements <history>, <origin>, <provenance>, and <acquisition>.

|  |  |
| --- | --- |
| **Property Name: <TEI:history>** | |
| Label | History |
| Namespac e | TEI |
| Definition | Contains any descriptive or other information concerning the origin of a manuscript, manuscript part, or other object. |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-history.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <mets:xmlData> |
| May contain | <TEI:summary>  <TEI:provenance>  <TEI:origin>  <TEI:acquistion> |
| Obligation & Occurrenc e | Optional  Not Repeatable |
| Example | <**mets:digiprovMD ID="FAME2\_PHYS01\_PROV1">**  **<mets:mdWrap MDTYPE="OTHER" MDTYPEVERSION="P5" OTHERMDTYPE="TEI">**  **<mets:xmlData>**  **<TEI:history>**  **<TEI:provenance notAfter="1892">**While the binding is embossed with the John Rylands monogram, which was the practice of Mrs. Rylands, it was unusual for books to be completely rebound when entering the collection. The binding is therefore considered to be a product of the Spencer Collection.</TEI:provenance>  **<TEI:acquisition when="1892">**Acquired by the John Rylands Library at the purchase of the Spencer Collection in **<TEI:date when="1892">**1892**</TEI:date>**.**</TEI:acquis ition>**  **</TEI:history>**  **</mets:xmlData>**  **</mets:mdWrap>**  **</mets:digiprovMD>** |
| Comment | Wrapper |

|  |  |
| --- | --- |
| **Property Name: <TEI:provenance>** | |
| Label | Provenance |
| Definition | contains any descriptive or other information concerning the process by which a manuscript or manuscript part or other object entered the holding institution |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:history> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Optional Repeatable |

|  |  |
| --- | --- |
| **Property Name: <TEI:origin>** | |
| Label | contains any descriptive or other information concerning the origin of a manuscript, manuscript part, or other object |
| Namespace | TEI |
| Definition | Contains any descriptive or other information concerning the origin of a manuscript, manuscript part, or other object. |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-origin.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:history> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Optional Repeatable |

|  |  |
| --- | --- |
| **Property Name: <TEI:acquisition>** | |
| Label | Acquistion |
| Namespace | TEI |
| Definition | contains any descriptive or other information concerning the process by which a manuscript or manuscript part or other object entered the holding institution |
| URL | <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-acquisition.html> |
| Attributes | Use as directed by the TEI |
| Contained by | <TEI:history> |
| May contain | Use as directed by the TEI |
| Obligation & Occurrence | Optional  Not Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |



## FILE SECTION

THIS SECTION RECORDS THE FILES IN QUESTION AND ORGANIZES THEM ACCORDING TO METS PRIMER GUIDELINES.

THE FILE SECTION (<METS:FILESEC>) CONTAINS ONE OR MORE <METS:FILEGRP> ELEMENTS USED TO GROUP TOGETHER RELATED FILES. A <METS:FILEGRP> LISTS ALL OF THE FILES WHICH COMPRISE A SINGLE ELECTRONIC VERSION OF THE DIGITAL LIBRARY OBJECT. FOR EXAMPLE, THERE MIGHT BE SEPARATE <METS:FILEGRP> ELEMENTS FOR THE THUMBNAILS, THE MASTER ARCHIVAL IMAGES, THE PDF VERSIONS, THE TEI ENCODED TEXT VERSIONS, ETC.

|  |  |
| --- | --- |
| **Property Name: <mets:fileSec>** | |
| Label | File Section |
| Definition | The content file section records information regarding all of the data files which comprise the digital library object. |
| Attributes | ID |
| Contained by | <mets:mets> |
| May contain | <mets:fileGRP> |
| Obligation & Occurrence | Optional  Repeatable |
| Example | <fileSec>  <fileGrp ID="VERS1">  <file ID="FILE001" MIMETYPE="application/xml" SIZE="257537" CREATED="2001-06-10">  <FLocat [LOCTYPE="URL">http://dlib.nyu.edu/tamwag/beame.xml](http://dlib.nyu.edu/tamwag/beame.xml)  </FLocat>  </file>  </fileGrp>  </fileSec> |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <mets:fileGRP>** | |
| Label | File Group |
| Definition | This element allows for the grouping of content files into sets (all of the master images for a work, all of the images for a particular page, etc.). |
| Attributes | ID VERSDATE ADMID USE |
| Contained by | <mets:fileSec> |
| May contain | <mets:fileGRP>  <mets:file> |
| Obligation & Occurrence | Optional Repeatable |
| Example | <mets:fileSec>  <mets:fileGrp USE="screen">  <mets:file ID="VAA4025-102-1-001-screen" GROUPID="VAA4025-102-1-001" MIMETYPE="image/jpeg" SEQ="1"  USE="screen"> <mets:FLocat LOCTYPE="PURL" [xlink:href="http://purl.dlib.indiana.edu/iudl/imh/screen/VAA4](http://purl.dlib.indiana.edu/iudl/imh/screen/VAA4) 025-102-1-001"/>  </mets:file>  </mets:fileGrp>  </mets:fileSec> |
| Comment | -- |

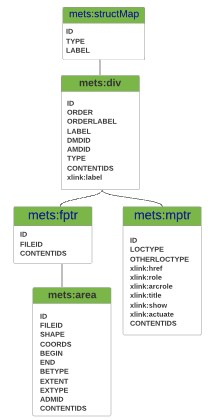
|  |  |
| --- | --- |
| **Property Name: <mets:file>** | |
| Label | File |
| Definition | A digital file |
| Attributes | ID MIMETYPE SEQ  SIZE CREATED CHECKSUM  CHECKSUMTYPE OWNERID ADMID  DIMID GROUPID USE |
| Contained by | <mets:fileGRP> |
| May contain | <mets:FLocat>  <mets:FContent>  <mets:stream>  <mets:transformFile>  <mets:file> |
| Obligation & Occurrence | Optional Repeatable |
| Example | < mets:file ID=”epi01m” SIZE=”65768” CREATED=”2006-04- 11T07:35:22  ”MIMETYPE=”image/tiff” ADMID=”MIX\_v1.0\_TIFF\_epi01m”></mets:file> |
| Comment |  |

|  |  |
| --- | --- |
| **Property Name: <mets:FLocat>** | |
| Label | File Location |
| Definition | The file location element <mets:FLocat> provides a pointer to the location of a content file. It uses the XLink  reference syntax to provide linking information indicating the actual location of the content file, along  with other attributes specifying additional linking information. |
| Attributes | ID LOCTYPE  OTHERLOCTYPE USE  xlink:href xlink:role xlink:arcrole xlink:title xlink:show xlink:actuate |
| Contained by | <mets:file> |
| May contain | <mets:stream> |
| Obligation & Occurrence (usage) | Optional Repeatable |
| Example | <mets:fileSec>  <mets:fileGrp ID=”TIFF\_GRP01” USE="MASTER IMAGE">  <mets:file ID="epi01m" SIZE=”65768” CREATED=”2006-04- 11T07:35:22” MIMETYPE=  "image/tiff" ADMID=”MIX\_v1.0\_TIFF\_epio1m”>  <mets:FLocat [xlink:href=“http://www.loc.gov/standards/mets/docg](http://www.loc.gov/standards/mets/docgroup/full/)roup/full/ 01.tiff” LOCTYPE="URL"/>  <mets:/FLocat>  </mets:file>  </mets:fileGrp>  </mets:fileSec> |
| Comment | <mets:FLocat> is an empty element. The location of the resource pointed to MUST be stored in the  xlink:href attribute. |

|  |  |
| --- | --- |
| **Property Name: <mets:FContent>** | |
| Label | File Content |
| Definition | The file content element <mets: FContent> is used to identify a content file contained internally within a METS  document. The content file must be either Base64 encoded and contained within the subsidiary  <mets:binData> wrapper element, or consist of XML information and be contained within the subsidiary  <mets:xmlData> wrapper element. An xml data element <mets: xmlData> is used to contain an XML encoded file. |
| Attributes | ID USE |
| Contained by | <mets:file> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Controlled vocabulary | \*Only when the elements need controlled vocabulary |
| Example | <mets:fileSec>  <mets:fileGrp ID=”TIFF\_GRP01” USE="MASTER IMAGE">  <mets:file ID="epi01m" SIZE=”65768” CREATED=”2006-04- 11T07:35:22”  MIMETYPE="image/tiff" ADMID=”MIX\_v1.0\_TIFF\_epio1m”>  <mets:FContent ID="eip01m.tiff" USE="Preservation  Master">  <mets:binData>[base 64 encoded data goes  here]</binData>  </mets:FContent>  </mets:file>  </mets:fileGrp>  <mets:fileSec> |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <mets:stream>** | |
| Label | Component Byte Stream |
| Definition | A component byte stream element <stream> may be composed of one or more subsidiary streams. An  MPEG4 file, for example, might contain separate audio and video streams, each of which is associated  with technical metadata. The repeatable <stream> element provides a mechanism to record the existence  of separate data streams within a particular file, and the opportunity to associate <dmdSec> and  <amdSec> with those subsidiary data streams if desired. |
| Attributes | ID  StreamType OWNERID AMDMDID DMDID |
| Contained by | <mets:file> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | <mets:fileGrp ID=”MIXEDFORMAT” VERSDATE=”2005-4-14”  USE=”Master Component Playback”>  <mets:file ID=”FILE004\_01” MIMETYPE=”application/xml” SIZE=”2566764”  CREATED=”2005-4-14”>  <mets:FLocat LOCTYPE=”URL” [xlink:href=”http://dlib.nyu.edu/tamwag/beame\_comp01.xml”/>](http://dlib.nyu.edu/tamwag/beame_comp01.xml)  <mets:stream ID=”BEAME\_COMP\_01” streamType=”AUDIO/X-WAV” OWNERID= ”HIST\_DEPT05\_BEAME\_COMP\_O1” DMDID=”MODS\_BEAME\_COMP\_01”/>  </mets:file>  </mets:fileGrp> |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <mets: transformFile>** | |
| Label | Transform File |
| Definition | The transform file element provides a means to access any subsidiary files listed below a element by indicating the steps required to "unpack" or transform the subsidiary files. |
| Attributes | ID TRANSFORMTYPE  TRANSFORM-ALGORITHM TRANSFORMKEY TRANSFORMORDER |
| Contained by | <mets:file > |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | <mets:file MIMETYPE="application/tar.gz" USE="Container">  <mets:FLocat xlink:href="file:sample01.tar.gz" ID="sampleTar01.gz"  LOCTYPE="URL" />  <mets:transformFile TRANSFORMORDER="1" TRANSFORMTYPE="decompression" TRANSFORMALGORITHM="gunzip">  <mets:transformFile TRANSFORMORDER="2" TRANSFORMTYPE="decompression" TRANSFORMALGORITHM="tar">  </mets:transformFile>  <mets:file SEQ="1" MIMETYPE="image/tiff" CHECKSUM= "c1b82611e48066016ceb8daa93d46de7"CHECKSUMTYPE="MD5">  <mets:FLocat xlink:href="file:sample01\_image01.tiff" LOCTYPE="URL"  USE="Archival Master"/>  </mets:file> |
| Comment | -- |



## STRUCTURAL MAP SECTION

<mets: structMap> provides a means for organizing the digital content represented by the < mets: file> elements in the <mets: fileSec> of the METS document into a coherent hierarchical structure. The organization provided by the <structMap> may be purely intellectual or logical (such as a book divided into chapters), purely physical (a book divided into sequences of pages), or a mixture of logical and physical (a book sub-divided into chapters and subsequently divided into a sequence of pages).

|  |  |
| --- | --- |
| **Property Name: <mets:structMap>** | |
| Label | Structrual Map |
| Definition | The structural map is the heart of a METS document, defining the hierarchical arrangement of a primary source document which has been digitized. This hierarchy is encoded as a tree of 'div' elements. Any given 'div' can point to another METS document via the 'mptr' element, or to a single file, to a group of files, or to segments of individual files or groups of files through the 'fptr' and subsidiary elements. |
| Attributes | ID TYPE LABEL |
| Contained by | <mets:mets> |
| May contain | <mets:div> |
| Obligation & Occurrence | Required Repeatable |
| Example | <mets:structMap TYPE="physical">  <mets:div TYPE="book" LABEL="Martial Epigrams II" DMDID="DMD1">  <mets:div TYPE="page" LABEL="Blank page"/>  <mets:div TYPE="page" LABEL="Page i: Series title  page"/>  </mets:div>  </mets:structMap> |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: <mets:div>** | |
| Label | Division |
| Definition | The METS standard represents a document structurally as a series of nested div elements, that is, as a hierarchy (e.g., a book, which is composed of chapters, which are composed of subchapters, which are composed of text). Every div node in the structural map hierarchy may be connected (via subsidiary mptr or fptr elements) to content files which represent that div's portion of the whole document. |
| Attributes | ID TYPE LABEL DMDID ADMID ORDER  ORDERLABEL CONTENTIDS  xlink:LABEL |
| Contained by | <mets:structmap> |
| May contain | <mets:div>  <mets:mptr>  <mets:fptr> |
| Obligation & Occurrence (usage) | Optional  Repeatable/ Not repeatable (see comments) |
| Example | <mets:structMap TYPE="physical">  <mets:div TYPE="book" LABEL="OMartial Epigrams II" DMDID="DMD1">  <mets:div TYPE="page" LABEL="Blank page"/>  <mets:div TYPE="page" LABEL="Page i: Series title  page"/>  </mets:div>  </mets:structMap> |
| Comment | One <mets:structMap> can only have one <mets:div> But <mets:div> can contain multiple <mets:div> elements |

|  |  |
| --- | --- |
| **Property Name: <mets:fptr>** | |
| Label | File Pointer |
| Definition | The <mets:fptr> or file pointer element represents digital content that manifests its parent <div> element. The  content represented by an <fptr> element must consist of integral files or parts of files that are  represented by <mets:file> elements in the <mets:fileSec>. Via its FILEID attribute, an <mets:fptr> may point directly to  a single integral <mets:file> element that manifests a structural division. |
| Attributes | ID FILEID  CONTENTIDS |
| Contained by | <mets:div> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | <mets:div TYPE="page" LABEL="Blank page">  <mets:fptr FILEID="epi01m"/>  <mets:fptr FILEID="epi01r"/>  <mets:fptr FILEID="epi01t"/>  </mets:div> |
| Comment | -- |

|  |  |
| --- | --- |
| **Property Name: mets:mptr** | |
| Label | METS pointer |
| Definition | The METS pointer element represents digital content that manifests its parent  element. Unlike the <mets:fptr>, which either directly or indirectly points to content represented in the of the parent METS document, the element points to content represented by an external METS document. Thus, this element allows multiple discrete and separate METS documents to be organized at a higher level by a separate METS document. |
| Attributes | ID LOCTYPE  OTHERLOCTYPE CONTENTIDS  xlink:href xlink:role xlink:arcrole xlink:title xlink:show xlink:actuate |
| Contained by | <mets:div> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | <mets:div TYPE="volume" LABEL="Volume I">  <mets:mptr LOCTYPE="URL" [xlink:href=“http://www.loc.gov/standards/mets/](http://www.loc.gov/standards/mets/) documentation MatrialEpigrams.xml”/>  </mets:div> |
| Comment |  |

|  |  |
| --- | --- |
| **Property Name: mets:area** | |
| Label | Area |
| Definition | The area <mets:area> element typically points to content consisting of just a portion or area of a file  represented by a <mets:file> element in the <mets:>. In some contexts, however, the <mets:area> element can also  point to content represented by an integral file. |
| Attributes | ID FIELID SHAPE COORDS BEGIN END BETYPE  EXTTENT EXTTYPE ADMINID CONTENTIDS |
| Contained by | <mets:fptr> |
| May contain | -- |
| Obligation & Occurrence | Optional Repeatable |
| Example | <mets:div TYPE="epigram" LABEL="Epigram I: Latin">  <mets:fptr>  <mets:area FILEID="epi11r" SHAPE="RECT" COORDS="0,1000,2500,1500"/>  </mets:fptr>  </mets:div> |
| Comment | -- |

APPENDIX A: SUPPLEMENTARY FILE

The supplementary file **METS-TEI\_minimal-encoding\_VIGI1.xml** includes an encoded description of *Vigiliae rhetorum, et somnia poetarum* from the Rare Book & Manuscript Library at the University of Illinois at Urbana-Champaign Library.

This encoding includes only the required sections of the MAP and demonstrates possible shortcuts catalogers may take.

APPENDIX B: SUPPLEMENTARY FILE

The supplementary file **METS-TEI\_full-encoding\_FAME2.xml** includes an encoded description of *The Triumphs of Fame and Honour* from the University of Manchester Library, a 1634 pamphlet which has a microfilm, EEBO scan of the microfilm, and a digitization of the original, each with different copyright and licensing agreements.

This encoding attempts a more complete use of the MAP, demonstrating how the application profile allows projects to bring together metadata for multiple surrogates. In addition to providing the encoder with the ability to track the provenance for multiple items as well as technical metadata, this model does not require encoders to preference one copyright statement over another.