

# Metadata Application Profile

Draft

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## 1. About This Document

This metadata application profile was written with the intention of codifying and standardizing metadata practices for describing digitized and born-digital resources at Boatwright Memorial Library, Parsons Music Library, and any satellite locations on the University of Richmond campus that may take on metadata projects. This profile does not apply to content created or digitized by the University of Richmond Muse Law Library. This document was drafted by Leigh Ann Martin, Head, Systems and Metadata Services, and reviewed and revised by Jonathan Shank, Mary Wheaton, Erica Howland, Chase Monroe, and Crista LaPrade. The document was formally adopted on [date], with notable updates and revisions noted in Appendix A.

A glossary providing further information on terminology, acronyms, and initialisms used in this document is included as Appendix E.

## 2. Schema Selection Background and Specifications

Boatwright Memorial Library uses the MODS schema as its metadata standard for digital object preservation and access. This decision was reached as part of an iterative process on the part of the Discovery, Technology, and Publishing department. Early digitization efforts at the University implemented several schemas, including Dublin Core, TEI, and home-grown solutions. This lack of uniformity led to problems with interoperability and consistency. In an effort to align future projects under a single schema, several members of the department took a Digital Collections Metadata course from the University of Wisconsin Milwaukee. After the conclusion of the course, the decision was made to work in MODS due to its greater level of integration with existing library standards (RDA and MARC21) and its stewardship by the Library of Congress.

With each iteration of MODS that is released, the Library of Congress makes available an [XSLT document](#) that maps cleanly to MARCXML. Using this transformation (which can be performed with external tools such as Oxygen or MARCEdit), MODS metadata is easy to transform for ingestion into the University Libraries' integrated library system, Alma. MODS additionally affords the opportunity to enhance records with Library of Congress's [Linked Data Service](#) URIs, which identify names and subjects by their LC authorities. These URI landing pages link to other linked data repositories such as VIAF (Virtual International Authority File), the FAST (Faceted Application of Subject Terminology) Authority File, and Wikidata. Incorporating this information positions the library to use these items as part of future linked data projects.

The largest drawback to the use of MODS metadata is also its strength: its complexity. Many systems are only designed to accept input through the OAI:DC protocol for metadata harvesting. This necessitates that the data be transformed into Dublin Core for use in some systems. The Library of Congress offers [conversions and pre-built XSLT transformations](#) between MODS and Dublin Core on their MODS documentation website. at

The version of MODS used by Boatwright Library is MODS 3.4. Library of Congress documentation for this schema is available on the [MODS Schemas and Outline](#) page.. On this website, the Library of Congress provides a schema document, an outline of elements, and a list of changes for each version of the MODS schema as they are released.

## 3. Metadata Specifications

### 3.1 Metadata Entry Style Guide

The specifications for recording information from a resource into its MODS metadata description draw upon current RDA transcription guidelines. As detailed specifications for RDA are largely gated behind the subscription-based RDA toolkit, the concepts relevant to digital metadata creation for Boatwright Memorial Library will be described specifically in this document.

In most cases, information will be entered as shown on the resource in question or its related materials, adhering to the guidelines below, unless otherwise defined in the input instructions of an individual metadata element in this data model (section 3.4.)

#### 3.1.1 Capitalization and punctuation

Capitalization and punctuation should adhere to what is shown on the resource in most circumstances, placing punctuation where it appears and capitalizing word capitalized on the resource. However, if the item uses a typeface choice that would, if copied in its original formatting, result in an element that displays in all capital letters, prefer instead the AACR2 method by which only the first letter and any subsequent proper nouns are capitalized. This capitalization scheme is also used for information supplied by the metadata author.

When using name or subject terms authorized by the Library of Congress adhere to the capitalization and punctuation observed in the term's id.loc.gov entry. Specifics based on which type of authorized term is being transcribed are further discussed in the [<mods:name>](#) and [<mods:subject>](#) sections of this document.

#### 3.1.2 Supplied Information

At times, the resources being described may lack information that should be entered in fields required for a complete MODS metadata record. In these cases, the metadata author should supply information to be entered in any required fields in accordance with RDA guidelines

For consistency purposes, the capitalization of supplied information follows the AACR2 practice of capitalizing only the first letter and any subsequent proper nouns.

### 3.2 Exceptions

There are a few categories of digitized and born digital materials at the University Libraries that fall outside the usual parameters of metadata creation.

#### 3.2.1 "Preservation Only" Materials

Some materials digitized by the University Libraries are not intended to be viewed by the public, but are stored in Preservica to ensure their continued preservation. For these materials, we take a different approach to metadata creation, providing only minimal, folder-level metadata. The detailed instructions and record structure in this document do not apply to these types of projects.

### 3.2.2 JSTOR Forum Materials

JSTOR Forum materials (which include art teaching collections, licensed films, and archival music performances with campus-only access limitations) are managed by the Visual Resources Librarian and use a custom metadata schema mapped to VRA/Artstor, VRA/JSTOR and VRA Core. JSTOR Forum metadata may be mapped to Dublin Core if required.

## 3.3 MODS .XML Record Structure

The XML record structure section of this document presumes basic knowledge of XML and its terminology. Some terms are defined in the glossary in Appendix B, however, for more in depth information on XML, the reader may benefit from reading or viewing reference materials focused on XML basics.

### 3.3.1 Namespace Declaration

A well-formed MODS XML document must include a namespace declaration. This allows the XML or XSLT processor to verify the document's structure with the appropriate schema document and ensure that the elements are used correctly throughout. A correctly-formed namespace declaration for mods will look like this:

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:tei="http://www.tei-c.org/ns/1.0"
  xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
```

The namespace declaration **must be present** in every MODS .xml file in order for the file to validate properly.

### 3.3.2 Descriptive Elements

Following the header, the descriptive elements are entered into the XML document. A list of each element currently in use, arranged in a recommended starting order, is available in section [3.3.1: Outline of Descriptive Elements \(Quick Reference\)](#). A full template is available in [Appendix B](#).

**Note:** the exact order of these elements does not matter; the output as seen by the end user is governed by the system by which it is accessed. This allows for some flexibility in formatting. Depending on the material being described and how any accompanying information is formatted when it is received, it may be beneficial to reorder the MODS elements to match so that it is faster and easier to translate the information into XML.

Guidelines specific to each element are available in [section 3.4: Detailed Input Guidelines With Examples](#).

### 3.3.1 Outline of Descriptive Elements (Quick Reference)

On the following pages is a quick reference outline of descriptive elements for use in describing digitized or born-digital library materials. The nested structure of these elements is indicated by their level of indentation (and the symbol |\_) To see more clearly how XML is formatted in a document please refer to the template in Appendix B or the record examples in Appendix C.

An element described as a wrapper element is a container for other XML elements, and does not itself contain any descriptive text. An attempt to enter text into one of these elements will result in an XML error. In these cases, data entry is done in the child elements (or subelements.)

Some elements are listed as required (mandatory;) some are conditionally required, meaning that they are required under certain circumstances; preferred elements are not required but may be included depending on the context. This is indicated in the chart by a Y, (Y), N, or P:

Y Required

(Y) Conditionally required

N Not required

P Preferred

\* See section for details

Element	Required (Y/N/P)	Description	Corresponding MARC Field
<a href="#">&lt;mods:titleInfo&gt;</a>	Y	Wrapper element: contains fields related to a work's title(s)	
_ <a href="#">&lt;mods:nonSort&gt;</a>	(Y)	Required if non-filing characters are present. Separates any non-filing characters from the rest of a work's title.	245 _* \$a
_ <a href="#">&lt;mods:title&gt;</a>	Y	The proper title of the work (minus any non-filing characters)	245 \$a
_ <a href="#">&lt;mods:subtitle&gt;</a>	N	The remaining title not described using the <title> element.	245 \$b
_ <a href="#">&lt;mods:partNumber&gt;</a>	N	If the work is broken into multiple parts numerically, the part number is entered in this element.	245 \$n
<a href="#">&lt;mods:titleInfo type="alternative"&gt;</a>  _ <i>titleInfo child elements</i>	N	Additional titleInfo element used for varying form of title.	246 \$a
<a href="#">&lt;mods:titleInfo type="translated"&gt;</a>  _ <i>titleInfo child elements</i>	N	Additional titleInfo element used for translated form of title.	246 _1 \$a
<a href="#">&lt;mods:titleInfo type="uniform"&gt;</a>  _ <i>titleInfo child elements</i>	N	Additional titleInfo element used for uniform title.	240 \$a

<a href="#"><u>&lt;mods:name&gt;</u></a>	N	Wrapper element: contains fields related to a name associated with the work.	
<a href="#"><u>&lt;mods:name type=""&gt;</u></a>	(Y)	Required if mods:name is present. Describes name type. Specific values required, see detailed guidelines.	1XX or 7XX
<a href="#"><u>&lt;mods:name valueURI=""&gt;</u></a>	(Y)	Required if available. Record from id.loc.gov	1XX or 7XX \$1
<a href="#"><u>&lt;mods:namePart&gt;</u></a>	Y	Name in inverted order [Last, First], include dates, suffixes, terms of address, or any other name entry information.	1XX or 7XX \$a
<a href="#"><u>&lt;mods:role&gt;</u></a>   <a href="#"><u>&lt;mods:roleTerm type="text"&gt;</u></a>	P	Describes the role of the name entry (e.g. author)	1XX or 7XX \$e
<a href="#"><u>&lt;mods:typeOfResource&gt;</u></a>	Y	Describes resource type. Specific values required, see detailed guidelines.	Leader/06
<a href="#"><u>&lt;mods:originInfo&gt;</u></a>	Y	Wrapper element: contains fields describing a work's place and date of publication/origination.	
<a href="#"><u>&lt;mods:place&gt;</u></a>   <a href="#"><u>&lt;mods:placeTerm type=""&gt;</u></a>	P	Place of publication. Includes entry options in plain text or using MARC country codes.	264 \$a
<a href="#"><u>&lt;mods:publisher&gt;</u></a>	P	Record name of publisher.	264 \$b
<a href="#"><u>&lt;mods:dateIssued&gt;</u></a>	P	Date the work was published or issued.	264 _1 \$c
<a href="#"><u>&lt;mods:dateCaptured&gt;</u></a>	P	Date the work was digitized.	264 _4 \$c
<a href="#"><u>&lt;mods:physicalDescription&gt;</u></a>	Y	Wrapper element: contains fields that describe the item, both in digital and physical format.	
<a href="#"><u>&lt;mods:form authority="marcform"&gt;</u></a>	Y	Describes the form of the item. Specific values required, see detailed guidelines.	007
<a href="#"><u>&lt;mods:internetMediaType&gt;</u></a>	Y	Describes the file type of the digital object. Specific values required, see detailed guidelines.	
<a href="#"><u>&lt;mods:extent&gt;</u></a>	Y	Input format and pagination of work.	300
<a href="#"><u>&lt;mods:note type="statementOfResponsibility"&gt;</u></a>	P	Contains statement of responsibility as MARC 245 \$c	245 \$c
<a href="#"><u>&lt;mods:note type="reproduction"&gt;</u></a>	N	Provides information on digitization of the work.	533
<a href="#"><u>&lt;mods:note type="bibliography"&gt;</u></a>	N	Information about indexes or bibliographical information may be entered in this element.	504



<a href="#"><u>&lt;mods:note&gt;</u></a>	N	Any miscellaneous notes such as inscriptions, dedications, etc. may be entered here.	5XX
<a href="#"><u>&lt;mods:abstract&gt;</u></a>	P	Summary of work.	520
<a href="#"><u>&lt;mods:tableOfContents&gt;</u></a>	N	Describes the contents of the resource, if applicable. Requires a specific format, see detailed guidelines.	
<a href="#"><u>&lt;mods:subject&gt;</u></a>	Y	Wrapper element: contains all subject type sub-elements. At least one required, more than one preferred.	6XX
<a href="#"><u>&lt;mods:subject authority=""&gt;</u></a>	Y	Indicates the subject authority used.	6XX _*
<a href="#"><u>&lt;mods:subject valueURI=""&gt;</u></a>	(Y)	Required in the appropriate parent or child element if available. See detailed guidelines for placement instructions.	6XX \$1
<a href="#"><u>&lt;mods:topic&gt;</u></a>	N	Topical subject heading or subdivision.	650 as subdivision: 6XX \$x
_ <a href="#"><u>&lt;mods:genre&gt;</u></a>	N	Genre or form of item or genre/form subdivision.	655 as subdivision: 6XX \$v
_ <a href="#"><u>&lt;mods:geographic&gt;</u></a>	N	Geographic subject heading or subdivision.	651
_ <a href="#"><u>&lt;mods:name&gt;</u></a>	N	Name entry subject heading or subdivision.	600
_ <a href="#"><u>&lt;mods:temporal&gt;</u></a>	N	Chronology subject heading or subdivision.	648 as subdivision: 6XX \$y
_ <a href="#"><u>&lt;mods:temporal point=""&gt;</u></a>	N	Coverage (timespan) of the work.	
<a href="#"><u>&lt;mods:identifier&gt;</u></a>	N	If present, record identifying number (e.g. accession number, Crandall number)	
<a href="#"><u>&lt;mods:location&gt;</u></a>	N	Wrapper element: contains information on item holding location.	
_ <a href="#"><u>&lt;mods:physicalLocation&gt;</u></a>	N	Physical location of item, e.g. Galvin Rare Book Room	Holding Record field 852
_ <a href="#"><u>&lt;mods:url&gt;</u></a>			

<a href="#"><u>&lt;mods:classification authority="lcc"&gt;</u></a>	N	Library of Congress call number, if present.	050 and Holdings Record field 852 \$h and \$i
<a href="#"><u>&lt;mods:accessCondition type="restrictionOnAccess"&gt;</u></a>	Y	Access condition statement, uses standard language.	506
<mods:relatedItem>	N		

## 3.4 Detailed Input Guidelines With Examples

### 3.4.1 mods:titleInfo, Sub-elements, and Variations

The mods:titleInfo element and its child elements are used to describe any and all titles associated with a work. At least one of these elements is required; if no title exists on the piece, the metadata creator must supply one. If desired, they may put this supplied title in square brackets; this can be helpful if a collection is composed mostly of materials with known titles, but has a few outliers that require that this information be supplied.

#### 3.4.1.1 mods:nonSort

#### Required When Applicable

The nonSort element is used to separate non-filing characters, such as the words “the,” “an,” “la,” or “le.” This allows the title to be sorted alphabetically without including preceding articles.

When mapped to MARC, the second indicator of the 245 field should equal the character length of the string in this field plus one for the space between the words. The text begins the 245 \$a, which continues with the subsequent element, <mods:title>.

#### XML Example

```
<mods:titleInfo>
  <mods:nonSort>The</mods:nonSort>
  <mods:title>Alabama</mods:title>
  <mods:subTitle>Nautical Song with Piano forte Accompaniment</mods:subTitle>
</mods:titleInfo>
```

#### Corresponding MARC

245 14        \$a The Alabama : \$b nautical song with piano forte accompaniment

#### 3.4.1.2 mods:title (no type)

#### Required

The title element contains the title proper and does not include the subtitle. The distinction between these two title parts is dependent on the work, but in typical cases it could be a line break, punctuation such as a colon or semicolon, or changes in typesetting that would indicate a difference in importance.

When mapped to MARC, this information is entered in the 245 \$a field, after the text from <mods:nonSort> and space if <mods:nonSort> is present.

#### XML Example

```
<mods:titleInfo>
  <mods:title>Letter dated February 12, 1914 from W. O. Carver to C. H.
  Ryland</mods:title>
</mods:titleInfo>
```

#### Corresponding MARC

245 14        \$a Letter dated February 12, 1914 from W. O. Carver to C. H. Ryland

#### 3.4.1.3 mods:subTitle

*Optional*

The subtitle element contains any other title information after the title proper.

When mapped to MARC, this information is entered in the 245 \$b field.

##### XML Example

```
<mods:titleInfo>
  <mods:nonSort>The</mods:nonSort>
  <mods:title>Alabama</mods:title>
  <mods:subTitle>Nautical Song with Piano forte Accompaniment</mods:subTitle>
</mods:titleInfo>
```

##### Corresponding MARC

245 14        \$a The Alabama : \$b Nautical song with Piano forte Accompaniment

#### 3.4.1.4 mods:partNumber

*Optional*

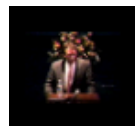
The partNumber element is used if a piece has multiple parts that are designated numerically. This number may be included in the title element as well, so that it is visible in Preservica's search results page, as in the example below.

When mapped to MARC, this information is entered in the 245 \$n field.

##### XML Example

```
<mods:titleInfo>
  <mods:title>Protecting Urban Waterways (Part 2)</mods:title>
  <mods:partNumber>2</mods:partNumber>
</mods:titleInfo>
```

##### Preservica Results Page



Protecting Urban Waterways (Part 2)

video

##### Corresponding MARC

245 10        \$a Protecting urban waterways. \$n Part 2

#### 3.4.1.5 mods:titleInfo type="alternative"

*Optional*

The titleInfo wrapper element with an added attribute of type="alternative" is used to add an access point for a variant form of the work's title. This could represent (but is not limited to) a title on another part of the piece, such as the cover, a title that substitutes "&" for "and" so that users may search for either form of the title and retrieve the correct work, or a piece of the title that would be helpful to have as an individual access point.

When mapped to MARC, this information is entered in the 246 \$a field. In RDA/MARC cataloging, the type of alternative title would indicate the second indicator required. This cannot be mapped automatically through use of an XSLT translation, as this information is not conveyed in the MODS schema. Any automatic mapping process will leave this indicator blank.

#### XML Example

```
<mods:titleInfo>
  <mods:title>Track &#x26; field</mods:title>
</mods:titleInfo>
<mods:titleInfo type="alternative">
  <mods:title>Track and field</mods:title>
</mods:titleInfo>
```

#### Corresponding MARC

245 10        \$a Track & field  
246 3\_        \$a Track and field

#### XML Example

```
<mods:titleInfo>
  <mods:title>Elegant spirits</mods:title>
  <mods:subTitle>Amano's The tale of Genji and Fairies</mods:subTitle>
</mods:titleInfo>
<mods:titleInfo type="alternative">
  <mods:title>Tale of Genji</mods:title>
</mods:titleInfo>
<mods:titleInfo type="alternative">
  <mods:title>Fairies</mods:title>
</mods:titleInfo>
```

#### Corresponding MARC

245 10        \$a Elegant spirits : \$b Amano's The tale of Genji and Fairies / \$c Yoshitaka Amano.  
246 30        \$a The tale of Genji.  
246 30        \$a Fairies.

#### 3.4.1.5 mods:titleInfo type="translated"

#### Optional

Like the “alternative” title, this element is used to create an access point for a work’s title. This attribute specifically refers to a translation of the title, known in cataloging/MARC terms as a parallel title.

When mapped to MARC, this information is entered in the 246 \$a field, and its second indicator is equal to 1.

#### XML Example

```
<mods:titleInfo>
  <mods:title>Run Lola run</mods:title>
</mods:titleInfo>
<mods:titleInfo type="translated">
  <mods:title>Lola rennt</mods:title>
</mods:titleInfo>
```

#### Corresponding MARC

245 00        \$a Run Lola run  
246 31        \$a Lola rennt

#### 3.4.1.6 mods:titleInfo type="uniform"

*Optional*

A uniform title is used to create a consistent searchable title for a work that might have multiple variant titles, such as a newspaper or magazine that has changed names over the years.

When mapped to MARC, this information is entered in the 240 \$a field. Like the main titleInfo element, when mapped to the 245, the second indicator for the 240 is dependent on how many non-filing characters are present.

#### XML Example

```
<mods:titleInfo>
  <mods:nonSort>The</mods:nonSort>
  <mods:title>Messenger</mods:title>
</mods:titleInfo>
<mods:titleInfo type="uniform">
  <mods:nonSort>The</mods:nonSort>
  <mods:title>Messenger (Richmond, Va.)</mods:title>
</mods:titleInfo>
```

#### Corresponding MARC

```
240 14      The messenger (Richmond, Va.)
245 04      The messenger
```

### 3.4.2 mods:name, Sub-Elements, and Variations

#### 3.4.2.1 mods:name

*Required When Available*

The name element and its child elements are used to describe entities associated with the work, typically containing information on its creators or contributors. mods:name is a wrapper element with multiple commonly-used attributes and child elements. This element is required if there is a known name entity associated with the work.

In MARC, the primary name associated with the work goes in the 100 field, while any additional names are entered in the 700s.

In most cases, a record will include “Boatwright Memorial Library” or “University of Richmond. Digital Scholarship Lab” as the work’s encoder, unless another entity was responsible for the digitization of the work.

#### XML Example

```
<mods:name type="corporate" authorityURI="https://lcn.loc.gov/no2014131139">
  <mods:namePart>Boatwright Memorial Library (University of
Richmond)</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">encoder</mods:roleTerm>
  </mods:role>
</mods:name>
```

#### Corresponding MARC

```
710 2_      $a Boatwright Memorial Library (University of Richmond), $e encoder
```

Attribute: type=""

Required

This attribute indicates the type of name entity being described. Input must be selected from the set of predetermined values in the table below:

type	Description	MARC
personal	Describes an individual person. e.g. <a href="#">King, Stephen, 1947-</a>	100 1_
corporate	A business, institution, department, or other group name entity. e.g. <a href="#">University of Richmond</a>	110 2_
conference	A conference or meeting name. e.g. <a href="#">ALA Midwinter Meeting</a>	111 X_
family	Describes a family by family name e.g. <a href="#">Byrd family</a>	100 3_

Attribute: valueURI=""

Required When Available

The valueURI element is used to record the id.loc.gov URI associated with a name entry. This URI links to the authorized Library of Congress linked data record, which hosts biographical information and links out to associated works and matching concepts in other linked data repositories such as Wikidata, the Virtual International Authority File (VIAF), Faceted Application of Subject Terminology (FAST) headings, and WorldCat.

When transcribing an authorized name from id.loc.gov, the name type will be indicated under **Instance Of**, and the name valueURI will be indicated under **URI(s)**. If there is no authority record for the individual being described, this information is omitted.

id.loc.gov Example

**Basquiat, Jean-Michel, 1960-1988**

**URI(s)**

- <http://id.loc.gov/authorities/names/n85819387>

**Instance Of**

- MADS/RDF PersonalName
- MADS/RDF Authority
- SKOS Concept [↗](#)

XML Example

```
<mods:name type="personal"
valueURI="http://id.loc.gov/authorities/names/n85819387">
  <mods:namePart>Basquiat, Jean-Michel, 1960-1988</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">artist</mods:roleTerm>
  </mods:role>
</mods:name>
```

### Corresponding MARC

100 1\_ \$a Basquiat, Jean-Michel, \$d 1960-1988, \$e artist

#### 3.4.2.2 mods:namePart

Required

The namePart sub-element is where all name data is entered into the xml record. While typically, in MODS records, the date information is separated out in the sub-element <namePart type="date">, due to the limitations of Preservica's front end interface, the whole name phrase is entered here. The same logic applies for terms of address, family names, suffixes, or any other separate components of a name that might have its own subfield in MARC: they should all be input in a single <mods:namePart> element.

### id.loc.gov Example

**King, Martin Luther, Jr., 1929-1968**

#### URI(s)

- <http://id.loc.gov/authorities/names/n79084324>

#### Instance Of

- MADS/RDF PersonalName
- MADS/RDF Authority
- SKOS Concept [↗](#)

### XML Example

```
<mods:name type="personal"
valueURI="http://id.loc.gov/authorities/names/n79084324">
  <mods:namePart>King, Martin Luther, Jr., 1929-1968</mods:namePart>
</mods:name>
```

### Corresponding MARC

100 1\_ \$a King, Martin Luther, \$c Jr., \$d 1929-1968.

#### 3.4.2.3 mods:role/mods:roleTerm

Required

For each name entry, select an appropriate relator term that describes the entity's relationship to the work, using terminology selected from the [MARC Code List for Relators](#). Use best judgment, as some of these terms can overlap. This term should be entered in lowercase.

It is possible to enter multiple role terms in a single name entry, if this is appropriate, for example, if someone wrote, directed, and produced a film, all of these roles can be indicated in separate role elements within the parent name element, as in the example below.

In MARC, these terms are placed in an \$e subfield.

### XML Example

```
<mods:name type="personal"
valueURI="http://id.loc.gov/authorities/names/no2003019881">
  <mods:namePart>Coppola, Sofia, 1971-</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">screenwriter</mods:roleTerm>
  </mods:role>
```



```

<mods:role>
  <mods:roleTerm type="text">director</mods:roleTerm>
</mods:role>
<mods:role>
  <mods:roleTerm type="text">producer</mods:roleTerm>
</mods:role>
</mods:name>

```

Corresponding MARC

700 1\_ \$a Coppola, Sofia, \$d 1971- \$e screenwriter, \$e director, \$e producer

### 3.4.3 mods:typeOfResource

This element is required.

mods:typeOfResource indicates the material type of the item being described. Choose from the following enumerated list of values:

text	still image
cartographic	moving image
notated music	three dimensional object
sound recording-musical	software, multimedia
sound recording-nonmusical	mixed material
sound recording	

XML Example

```
<mods:typeOfResource>notated music</mods:typeOfResource>
```

Corresponding MARC

<b>LDR</b>	Logical record length (0-4)	01900	Record status(5)	c - Correcte	Type of record(6)	c - Notated music
	Bibliographic level(7)	m - Monograph/	Type of control(8)	# - No speci	Character coding scheme(9)	a - UCS/Unicode
	Indicator count(10)	2	Subfield code count(11)	2	Base address of data (12-16)	00349
	Encoding level(17)	1 - Full-level inpt	Descriptive cataloging form(18)	i - ISBD pun	Multipart resource record level(19)	# - Not specified
	Length of the length-of-field portion(20)	4 - Number of cl	Length of the starting-character-position portion (21)	5 - Number	Length of the implementation-defined portion (22)	0 - Number of ch
	Undefined Entry map character position(23)	0 - Undefined				

### 3.4.4 mods:originInfo and Sub-Elements

mods:originInfo and its child elements are used to describe the publication information of the work, both in its original format and as a digitized object.

### XML Example

```
<mods:originInfo>
  <mods:place>
    <mods:placeTerm type="text">Richmond, Va.</mods:placeTerm>
    <mods:placeTerm type="code" authority="marccountry">vau</mods:placeTerm>
  </mods:place>
  <mods:publisher>Geo. Dunn & Compy</mods:publisher>
  <mods:dateIssued>[1864]</mods:dateIssued>
  <mods:dateCaptured>2008-03-11</mods:dateCaptured>
</mods:originInfo>
```

### Corresponding MARC

264 \_1        \$a Richmond, Va. : \$b Geo. Dunn & Compy, \$c [1864]  
264 \_4        \$c ©2008

#### 3.4.4.1 mods:place/mods:placeTerm *Required When Available*

In this element, enter the place of publication of the work as written on the piece. If this information can be assumed, but not directly verified, enclose the information in brackets as dictated in the style guide and additionally use the attribute *supplied="yes"*.

The metadata author may also include the place of publication encoded in the MARC country. This maps to the 008 field, cutting down on manual entry when the record is imported into Alma. For a list of codes, see the [MARC Code List for Countries](#).

### XML Example

```
<mods:place>
  <mods:placeTerm type="text">University of Richmond,
Virginia</mods:placeTerm>
  <mods:placeTerm type="code" authority="marccountry">vau</mods:placeTerm>
</mods:place>
```

### Corresponding MARC

264 \_1 \$a University of Richmond, Virginia

008	Date entered on file (0-5)	221216	Type of date/Publication status(6)	r - Reprint/r	Date 1 (7-10)	2008
	Date 2 (11-14)	1864	Place of publication, production, or execution (15-17)	vau - Virgini	<b>Form of composition</b> (18-19)	
	<b>Format of music</b> (20)		Music parts(21)	# - No parts	Target audience(22)	# - Unknown c
	Form of item(23)	o - Online	Accompanying matter(24)	# - No acco	Accompanying matter(25)	# - No accomp
	<b>Accompanying matter</b> (26)		Accompanying matter(27)	# - No acco	Accompanying matter(28)	# - No accomp
	Accompanying matter(29)	# - No accompany	Literary text for sound recordings(30)	# - Item is a	Literary text for sound recordings(31)	# - Item is a m
	Undefined(32)	#	Transposition and arrangement(33)	# - Not arra	Undefined(34)	#
	Language (35-37)	eng - English	Modified record(38)	# - Not mod	Cataloging source(39)	d - Other

#### 3.4.4.2 *mods:publisher*

*Required When Available*

In this element, record the name of the publisher of the work. If possible, transcribe directly from the work itself.

If a work has been digitized by Boatwright Memorial Library and previously was not available in any other form, Boatwright Memorial Library is considered the publisher.

#### XML Example

```
<mods:publisher>Boatwright Memorial Library</mods:publisher>
```

### Corresponding MARC

264 \_1 \$a University of Richmond, Virginia : \$b Boatwright Memorial Library

#### 3.4.4.3 *<mods:dateIssued>*

*Required*

*<mods:dateIssued>* is used to capture the original date of issue for the piece, deriving that information from data such as the publication date, for a published work, or the original date of recording, in the case of video or audio content.

If the date is known, date information should be input using [W3C date format](#), YYYY-MM-DD. See the below section, *<mods:dateIssued qualifier="">* for what to do when this date is unknown.

Information in this field is mapped as a facet in Preservica.

When mapped to MARC, this date is truncated to include the year only.

#### XML Example

```
<mods:dateIssued>2002-04-02</mods:dateIssued>
```

#### Corresponding MARC

264 \_1        \$c 2002

#### 3.4.4.4 <mods:dateIssued qualifier=""> for Unknown Dates Optional

When the date is not certain, add the attribute qualifier to the <mods:dateIssued> to indicate this uncertainty. Follow the guidance below to determine which term is most appropriate.

##### qualifier

The following values are defined for @qualifier:

- **approximate** – The date is approximate (not guaranteed to be exact).
- **inferred** – The date has not been transcribed directly from the resource.
- **questionable** – The date is questionable, e.g. "1972?".

##### Example

```
<originInfo eventType="manufacture">  
  <publisher>Kinsey Printing Company</publisher>  
  <dateOther type="manufacture" keyDate="yes" qualifier="inferred">1922</dateOther>  
</originInfo>
```

Reprinted from [MODS User Guidelines](#)

Information entered into this element, when uncertain, should follow RDA guidelines by entering what information is available in brackets.

#### XML Example

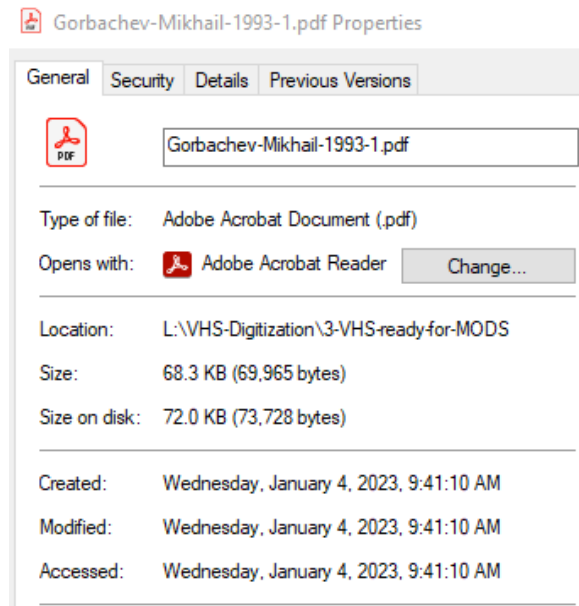
```
<mods:dateIssued qualifier="approximate">between 1960 and  
1969</mods:dateIssued>
```

#### Corresponding MARC

264 \_1        \$c [between 1960 and 1969]

#### 3.4.4.5 <mods:dateCaptured> Optional

<mods:dateCaptured> indicates the date on which an item was digitized. If not listed elsewhere, for example, in a project document, derive this information from the “Created” date shown when viewing its properties in Windows file explorer as below:



For MARC purposes, this date is considered to be the Copyright date. Like `dateIssued`, this date is truncated to the year only when mapped to MARC.

#### XML Example

```
<mods:dateCaptured>2023-01-04</mods:dateCaptured>
```

#### Corresponding MARC

264 \_4        \$c ©2023

### 3.4.5 mods:physicalDescription and Sub-elements

Despite the name, `mods:physicalDescription` and its child elements are used to describe characteristics of the digitized object, rather than its physical source. These elements correspond to information stored in MARC fixed fields and 300 fields.

#### XML Example

```
<mods:physicalDescription>
  <mods:form authority="marcform">electronic</mods:form>
  <mods:extent>1 streaming video file (43 min., 42 sec.)</mods:extent>
  <mods:internetMediaType>video/mp4</mods:internetMediaType>
</mods:physicalDescription>
```

#### 3.4.5.1 `<mods:form authority="marcform">` *Required*

For digitized and born-digital objects, the data input for `<mods:form>` will always be “electronic”, as seen below. The terminology used is derived from the [MARC Form of Item Term List](#).

```
<mods:form authority="marcform">electronic</mods:form>
```

This element is used to indicate that the item is an electronic resource. This information will not be visible in the Preservica interface, but when transforming MODS into MARCXML, it encodes the Form of Item position in the 008 fixed field as “online.”

#### Corresponding MARC

<b>008</b>	Date entered on file (0-5)	230112	Type of date/Publication status(6)	r - Reprint/re	Date 1 (7-10)	2022
	Date 2 (11-14)	2001	Place of publication, production, or execution (15-17)	vau - Virginie	Running time for motion pictures and videorecordings (18-20)	043 - Running tim
	Undefined(21)	#	Target audience(22)	# - Unknown	Undefined (23-27)	#####
	Government publication(28)	# - Not a gover	Form of item(29)	<b>o - Online</b>	Undefined (30-32)	###
	Type of visual material(33)	v - Videorecord	Technique(34)	I - Live action	Language (35-37)	eng - English
	Modified record(38)	# - Not modifier	Cataloging source(39)	d - Other		

#### 3.4.5.2 <mods:extent>

*Required*

<mods:extent> is used to describe the page length (for text-based objects) or duration (for audio or video) of the digitized object.

This field corresponds to the MARC 300 field, and the terminology used reflects this.

#### XML Example (Text – PDF)

```
<mods:extent>1 online resource (4 pages)</mods:extent>
```

#### Corresponding MARC

300 \_\_\_\_ \$a 1 online resource (4 pages)

#### XML Example (Video – MP4)

```
<mods:extent>1 streaming video file (1 hr., 13 min., 38 sec.)</mods:extent>
```

#### Corresponding MARC

300 \_\_\_\_ \$a 1 streaming video file (1 hr., 13 min., 38 sec.)

#### 3.4.5.3 <mods:internetMediaType>

*Required*

This element describes what type of file is used to present the digital object.

The terms used in this element are derived from the Internet Assigned Numbers Authority (iana)’s [Media Types](#) vocabulary (also known as MIME types.) This field is not mapped when transforming MODS to MARCXML.

#### XML Example

```
<mods:internetMediaType>video/mp4</mods:internetMediaType>
```

### 3.4.6 mods:note and Type Attributes

There are several different types of notes that may be used depending on what sort of information is being conveyed, as well as a general note for any information that does not fit the specific criteria of the selected types. Currently implemented categories are described in detail in the sections below.

The Library of Congress maintains a list of implemented note types in the MODS schema [here](#) (along with mapping for MARC). If one of these note types seems appropriate, the metadata author is welcome to specify using the type attribute.

#### 3.4.6.1 <mods:note type="statementOfResponsibility"> Optional

A note with the attribute type="statementOfResponsibility" contains information that mirrors what is typically found in the 245 \$c of a MARC cataloging record. This information may be supplied if the material being described has information that would belong in this field, which RDA Toolkit describes as: "A statement that identifies, and indicates the function of, an agent who is responsible for a work or its expression that is embodied by a manifestation."

##### XML Example

```
<mods:note type="statementOfResponsibility">written by J. R. Thomas</mods:note>
```

##### Corresponding MARC

245 14        \$a The cottage by the sea! / \$c written by J. R. Thomas.

#### 3.4.6.2 <mods:note type="reproduction"> Optional

When information is available about the digitization process or any agents involved in that process, this information can be entered in a note with the attribute type="reproduction."

In MARC, this information is mapped to the 533 field.

##### XML Example

```
<mods:note>Digital transfer by Zhuoqun Wei, Digital Scholarship Lab.</mods:note>
```

##### Corresponding MARC

533 \_\_\_\_        Digital transfer by Zhuoqun Wei, Digital Scholarship Lab.

#### 3.4.6.3 <mods:note type="bibliography"> Optional

In the event that the material being described included an index or bibliographical materials, a note with the attribute type="bibliography" may be used to capture that information and map it to the MARC 504 field.

##### XML Example 3: Bibliographic References and/or Index Note

```
<mods:note>Includes bibliographical references and index.</mods:note>
```

##### Corresponding MARC

504 \_\_\_\_        \$a Includes bibliographical references and index.

#### 3.4.6.4 <mods:note>

*Optional*

The <mods:note> with no type attribute can be used to record any supplementary information that would be important to record. This could cover a variety of topics, but some examples are shown below.

These notes are mapped to the 500 field in MARC.

##### XML Example 1: Dedication

```
<mods:note>Respectfully dedicated to the gallant Captain Semmes, his  
officers, and crew</mods:note>
```

##### Corresponding MARC

500 \_\_ \$a Respectfully dedicated to the gallant Captain Semmes, his officers, and crew.

##### XML Example 2: Performance Note

```
<mods:note>Andantino, for voice and piano</mods:note>
```

##### Corresponding MARC

500 \_\_ Andantino, for voice and piano

#### 3.4.7 mods:abstract

This element is preferred.

<mods:abstract> is used to convey a summary of the material being described.

In MARC, this information is mapped to the 520 field.

##### XML Example

```
<mods:abstract>Quarterly report submitted to the Board of Trustees by  
Robert Ryland.</mods:abstract>
```

##### Corresponding MARC

520 \_\_ \$a Quarterly report submitted to the Board of Trustees by Robert Ryland.

#### 3.4.8 mods:tableOfContents

This element is optional.

If the resource being described is broken into distinct chapters or sections, it may be helpful to add a table of contents. This element may be repeated to break a longer list of contents into multiple pieces for easier reading comprehension.

Each distinct section should be separated with a space, two dashes, and another space (" -- ") as seen in the below examples.

##### XML Example

```
<mods:tableOfContents>11. Letter dated February 6, 1913 from Secretary  
C.H. Ryland to Board of Trustees -- 12. Report of Chairman of Campaign  
Committee dated February 6, 1913 -- 13. Letter dated February 7, 1913 from  
Dr. Boatwright to Dr. L. Karp -- 14. Letter dated February 7, 1913 from Dr.  
Boatwright to President S. Y. Jameson -- 15. Letter dated February 20, 1913  
from Dr. Boatwright to Mr. Bartlett Roper.</mods:tableOfContents>
```



`<mods:tableOfContents>`16. Letter dated March 28, 1913 from Dr. Boatwright to Judge David E. Johnston -- 17. Letter dated April 1, 1913 from Andrew Broaddus to Dr. Boatwright -- 18. Letter dated April 2, 1913 from Dr. Boatwright to Rev. Geo T. Waite -- 19. Report on the Campaign for Greater Richmond College dated April 8, 1913 -- 20. Letter dated April 14, 1913 from Dr. Boatwright to Mr. B. West Tabb of the Hatcher Memorial Fund.`</mods:tableOfContents>`

#### Corresponding MARC

505 0\_        \$a 11. Letter dated February 6, 1913 from Secretary C.H. Ryland to Board of Trustees -- 12. Report of Chairman of Campaign Committee dated February 6, 1913 -- 13. Letter dated February 7, 1913 from Dr. Boatwright to Dr. L. Karp -- 14. Letter dated February 7, 1913 from Dr. Boatwright to President S. Y. Jameson -- 15. Letter dated February 20, 1913 from Dr. Boatwright to Mr. Bartlett Roper.

505 0\_        \$a 16. Letter dated March 28, 1913 from Dr. Boatwright to Judge David E. Johnston -- 17. Letter dated April 1, 1913 from Andrew Broaddus to Dr. Boatwright -- 18. Letter dated April 2, 1913 from Dr. Boatwright to Rev. Geo T. Waite -- 19. Report on the Campaign for Greater Richmond College dated April 8, 1913 -- 20. Letter dated April 14, 1913 from Dr. Boatwright to Mr. B. West Tabb of the Hatcher Memorial Fund.

#### 3.4.9 mods:subject, Sub-Elements, and Attributes

`<mods:subject>` is a parent element that is used to contain the elements of a subject. A subject may be simple, meaning it is composed of only one child element, or complex, meaning that it is composed of two or more elements that describe a topic more specifically.

In its usage in the University Libraries, `<mods:subject>` has two key attributes: `authority` and `valueURI`.

##### `authority=""`

This attribute indicates which subject vocabulary is being used in that element. In most cases, the subjects used in the libraries' descriptive work are drawn from Library of Congress Subject Headings (LCSH). In MARC, this is indicated with a 0 placed in the second indicator of the subject field.

#### XML Example

```
<mods:subject authority="lcsch">
```

#### Corresponding MARC

650 \_0        Musical groups

In the event that another controlled vocabulary is used, insert instead the code for that particular vocabulary as enumerated by the Library of Congress's list of [Subject Headings and Source Codes](#). Some instances where alternative subject headings may be included are detailed and given specific examples in the child subject element sections below.

##### `valueURI=""`

The `valueURI` element is used to record the [Library of Congress Linked Data Service](#) URI associated with a subject entry. This URI links to the authorized Library of Congress linked data

record, which is then able to link out to other resources that cover the same subject, as well as to matching concepts in other linked data repositories such as Wikidata, the Virtual International Authority File (VIAF), Faceted Application of Subject Terminology (FAST) headings, and WorldCat. A landing page for a subject URI should look like this:

## Halloween decorations

**URI(s)**

- <http://id.loc.gov/authorities/subjects/sh85058476>
- <info:lc/authorities/sh85058476>
- <http://id.loc.gov/authorities/sh85058476#concept>

**Instance Of**

- [MADS/RDF Topic](#)
- [MADS/RDF Authority](#)
- [SKOS Concept](#) ↗

**Scheme Membership(s)**

- [Library of Congress Subject Headings](#)

It is worth noting that the Linked Data Service website also has URI landing pages for classification numbers. These should not be used as subjects. A classification URI page will display the classification hierarchy at its top, and have as its Scheme Membership “Library of Congress Classification,” as seen below.

Agriculture

Animal culture

Pets

Cats

By breed or type, A-Z

## Tabby

**URI(s)**

- <http://id.loc.gov/authorities/classification/SF449.T32>

**Instance Of**

- [LCC ClassNumber](#)
- [MADS/RDF Topic](#)

**Scheme Membership(s)**

- [Library of Congress Classification](#)

Depending on the type of subject, the valueURI attribute is placed in either the parent <mods:subject> element or one of its children (<mods:topic>, <mods:geographic>, <mods:temporal>, <mods:titleInfo>, <mods:name>, or <mods:genre>.

Under most circumstances, the valueURI is placed within the child element. However, if the Library of Congress Linked Data Service website assigns a single URI to a complex subject string, the valueURI will be placed in the subject parent element to indicate that it applies to all of the child elements as a group. The **Complex Subject, Single URI** example below illustrates this placement.

For more information on how to read the Linked Data website, please see Appendix E.

#### Simple Subject – XML Example

```
<mods:subject authority="lcsch">
  <mods:topic
valueURI="http://id.loc.gov/authorities/subjects/sh95001844">Mentoring</mods:
topic>
</mods:subject>
```

Corresponding MARC

650 \_0        \$a Mentoring.

#### Complex Subject, Single URI – XML Example

```
<mods:subject authority="lcsch"
valueURI="http://id.loc.gov/authorities/subjects/sh85113936">
  <mods:geographic>Richmond (Va.)</mods:geographic>
  <mods:topic>History</mods:topic>
  <mods:temporal>Civil War, 1861-1865</mods:temporal>
</mods:subject>
```

Corresponding MARC

651 \_0        \$a Richmond (Va.) \$x History \$y Civil War, 1861-1865

#### Complex Subject, Multiple URIs – XML Example

```
<mods:subject authority="lcsch">
  <mods:name type="corporate"
valueURI="http://id.loc.gov/authorities/names/n80106863">
    <mods:namePart>University of Richmond</mods:namePart>
  </mods:name>
  <mods:topic
valueURI="http://id.loc.gov/authorities/subjects/sh00005742">Faculty</mods:to
pic>
  <mods:genre
valueURI="http://id.loc.gov/authorities/subjects/sh99001682">Interviews</mods
:genre>
</mods:subject>
```

Corresponding MARC

610 20        \$a University of Richmond \$x Faculty \$v Interviews

If there is a single value, it can be mapped to subfield \$1 of any 6XX subject field.

## XML Example

```
<mods:subject  
valueURI="http://id.loc.gov/authorities/subjects/sh85139984">
```

## Corresponding MARC

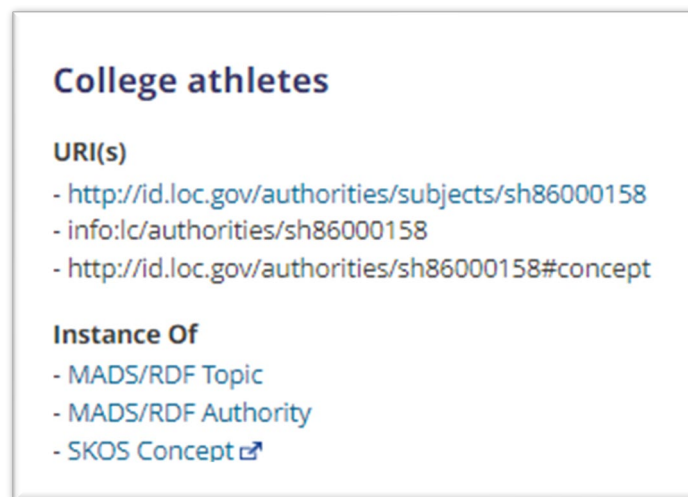
650 \_0      Constitutional history \$1  
<http://id.loc.gov/authorities/subjects/sh85139984>

### 3.4.9.1 <mods:topic>

*Optional*

The most common type of subjects, which may describe an item, concept, process, or action are called topical subjects. These are expressed in MODS by using the <mods:topic> element. Unless the subject falls into one of the other, more clearly defined subject types, it is most likely a topical subject.

On the Library of Congress Linked Data Service website, a topical subject is indicated by the **MADS/RDF Topic** designation under **Instance Of**.



In MARC, a topical subject is entered in a 650 field.

## XML Example – Simple Subject

```
<mods:subject authority="lcs" >  
  <mods:topic  
valueURI="http://id.loc.gov/authorities/subjects/sh86000158">College  
athletes</mods:topic>  
</mods:subject>
```

## Corresponding MARC

650 \_0      \$a College athletes.

Multiple topical elements may be used in a single <mods:subject> parent element. In MARC, this is expressed by adding the additional elements as \$x subfields.

## XML Example – Complex Subject

```
<mods:subject
valueURI="http://id.loc.gov/authorities/subjects/sh85028376">
  <mods:topic>College students</mods:topic>
  <mods:topic>Social conditions</mods:topic>
</mods:subject>
```

### Corresponding MARC

650 \_0      \$a College students \$x Social conditions.

### 3.4.9.2 <mods:genre>

*Optional*

<mods:genre> is used to describe the form or category of the work. On the Library of Congress Linked Data Service website, a genre/form subject is indicated by the **MADS/RDF GenreForm** designation under **Instance Of**.

Notably, genre and form terms can be found in two Library of Congress subject vocabularies: the Library of Congress Genre/Form Terms Vocabulary (LCGFT) and the standard Library of Congress Subject Headings (LCSH.) Use whichever term, from either of these vocabularies, that best describes the work's genre or format. When transcribing that term into the MODS record from the Library of Congress Linked Data Service website, determine which vocabulary the term belongs to checking its Scheme Membership. In MARC, a standalone genre/form subject is entered in the 655 field. Its indicator depends on which vocabulary it comes from: if LCSH, use the indicator 0 and if LCGFT, use the indicator 7, indicating that the vocabulary used is specified in subfield 2, and then add the \$2 lcgft.

As part of a complex subject, a genre/form subdivision is entered in subfield \$v.

## XML Example – Simple Subject (LCSH)

```
<mods:subject authority="lcsch">
  <mods:genre valueURI="
http://id.loc.gov/authorities/subjects/sh99001678">Poetry</mods:genre>
</mods:subject>
```

### Poetry

Use as a form subdivision under names of countries, cities, deities and mythological or legendary figures, and under in poems on those subjects.

#### URI(s)

- <http://id.loc.gov/authorities/subjects/sh99001678>
- [info:lc/authorities/sh99001678](http://info:lc/authorities/sh99001678)
- <http://id.loc.gov/authorities/subjects/sh99001678#concept>

#### Instance Of

- MADS/RDF GenreForm
- MADS/RDF Authority
- SKOS Concept 

#### Scheme Membership(s)

- Library of Congress Subject Headings

### Business correspondence

#### URI(s)

- <http://id.loc.gov/authorities/genreForms/gf2014026054>

#### Instance Of

- MADS/RDF GenreForm
- MADS/RDF Authority
- SKOS Concept 

#### Scheme Membership(s)

- Library of Congress Genre/Form Terms

Corresponding MARC

655 \_0        \$a Poetry

XML Example – Simple Subject (LCGFT)

```
<mods:subject authority="lcgft">
  <mods:genre
valueURI="http://id.loc.gov/authorities/genreForms/gf2014026054">Business
correspondence</mods:genre>
</mods:subject>
```

Corresponding MARC

655 \_7        \$a Business correspondence \$2 lcgft

XML Example – Complex Subject

```
<mods:subject authority="lcs"
valueURI="http://id.loc.gov/authorities/subjects/sh2009122224">
  <mods:topic>Cowboys</mods:topic>
  <mods:genre>Drama</mods:genre>
</mods:subject>
```

Corresponding MARC

650 \_0        \$a Cowboys \$v Drama

3.4.9.3 <mods:geographic>

*Optional*

The <mods:geographic> element is used to enter the name of a geographic location that is a subject of the work.

In MARC, a standalone geographic subject is entered in the 651 field. As a subdivision, geographic information is entered in the \$z subfield.

XML Example – Simple Subject

```
<mods:subject authority="naf">
  <mods:geographic valueURI="
http://id.loc.gov/authorities/names/no00064478">Fort Greene (New
York, N.Y.)</mods:geographic>
</mods:subject>
```

Corresponding MARC

651 \_0        \$a Fort Greene (New York, N.Y.)

XML Example – Complex Subject

```
<mods:subject authority="lcs"
valueURI="http://id.loc.gov/authorities/subjects/sh2009102186">
  <mods:topic>Education, Higher</mods:topic>
  <mods:geographic>Virginia</mods:geographic>
</mods:subject>
```

Corresponding MARC

650 \_0        \$a Education, Higher \$z Virginia.

#### 3.4.9.4 <mods:subject><mods:name>

*Optional*

The <mods:name> element can also be used as a child of the <mods:subject> element to indicate a proper name as the subject of a work.

When used in this way, the <mods:name> element follows the same input standards and conventions that it does as a standalone creator element. See the [<mods:name>](#) section for detailed input guidelines.

In MARC, the field used depends on the type of name: personal names are entered in 600, corporate names in 610, and conference names in 611.

##### XML Example—Simple Subject

```
<mods:subject>
  <mods:name type="personal"
valueURI="http://id.loc.gov/authorities/names/n91023425">
    <mods:namePart>Simon, David, 1960-</mods:namePart>
  </mods:name>
</mods:subject>
```

##### Corresponding MARC

600 10        \$a Simon, David, \$d 1960-

##### XML Example—Complex Subject

```
<mods:subject>
  <mods:name type="corporate"
valueURI="http://id.loc.gov/authorities/names/n80106863">
    <mods:namePart>University of Richmond</mods:namePart>
  </mods:name>
  <mods:topic
valueURI="http://id.loc.gov/authorities/subjects/sh99005024">History</mods:to
pic>
</mods:subject>
```

##### Corresponding MARC

610 20        \$a University of Richmond \$x History

#### 3.4.9.5 <mods:temporal> (No attribute)

*Optional*

The <mods:temporal> element, when presented with no attribute, is a subdivision element used to narrow the scope of another subject to a particular timeframe. Unlike the other child elements of subject, this element is not used by the University Libraries as a standalone subject.

When mapped to MARC, the temporal element is referred to as the chronological subdivision, and is entered in the \$y subfield.

##### XML Example

```
<mods:subject authority="lcsch"
valueURI="http://id.loc.gov/authorities/subjects/sh85143777">
  <mods:geographic>Virginia</mods:geographic>
  <mods:topic>Politics and government</mods:topic>
  <mods:temporal>1865-1950</mods:temporal>
</mods:subject>
```

#### Corresponding MARC

651 \_0        \$a Virginia \$x Politics and government \$y 1865-1950.

#### 3.4.9.6 <mods:temporal point="">

*Optional*

The <mods:temporal> element may also be used to define a coverage range for the work being described. To use the element in this way, two child elements are used, one defined as the starting point by the *point="start"* attribute, and the other defined as the end point with *point="end"*.

Like the <mods:originInfo> date elements, use [W3C date formats](#), encoded w3cdtf.

This information is not required and is not mapped to MARC, but could be used in Linked Data contexts or as a facet in Preservica.

#### XML Example

```
<mods:subject>
  <mods:temporal encoding="w3cdtf" point="start">1940</mods:temporal>
  <mods:temporal encoding="w3cdtf" point="end">1987</mods:temporal>
</mods:subject>
```

#### 3.4.10 <mods:identifier>

This element is optional.

The <mods:identifier> element can be used to capture any identifier information available for the material. This could be an archival collection number, accession number, shelf number, filename, or other identifying information that would be helpful to convey.

This information is not directly mapped to MARC by the MODS to MARC transformation, but may be included in the finalized Alma record depending on the identifier's context.

#### XML Example 1

```
<mods:identifier>Wiesel-Elie-1999 Audio.mp4</mods:identifier>
```

#### XML Example 2

```
<mods:identifier>Crandall Number 3294</mods:identifier>
```

#### Corresponding MARC

580 \_\_        \$a Referenced by: Confederate Imprints: A Check List Based Principally on the Collection of the Boston Athenæum as item number 3294.

#### 3.4.11 <mods:location>

<mods:location> is a parent element for child elements that are used to display access information for a resource, whether that be a physical location or a digital identifier.



#### 3.4.11.1 <mods:physicalLocation>

*Optional*

<mods:physicalLocation> is used when the physical item from which the material was digitized has a physical location of note, for example, a particular collection location in the University Archives.

In MARC, <mods:physicalLocation> is analogous to an 852 \$b or \$c in the holdings record, but is not directly mapped.

#### XML Example

```
<mods:location>
  <mods:physicalLocation>Galvin Rare Book Room, Boatwright Memorial
  Library, University of Richmond</mods:physicalLocation>
</mods:location>
```

#### 3.4.11.2 <mods:url>

*Optional*

The <mods:url> element is used to indicate a URL related to or hosting the resource being described.

This element is more frequently used when describing related items, as the example below. See section [3.4.14](#) for further information on how to format this information in that context.

In MARC, URL information is stored in the 856 field, with the first indicator determined by the method of access and the second by the URL's relationship to the work. For more detailed information on this, see the OCLC Support and Training page for the [856 Electronic Location and Access](#) field.

#### XML Example

```
<mods:location>
<mods:url> https://collegian.richmond.edu/?a=d&#x26;d=COL20010308&#x26;e=--2001---
2001--en-20--1--txt-txIN-%e2%80%9cKennedy%e2%80%9d-----</mods:url>
</mods:location>
```

#### Corresponding MARC

856 42        \$u https://collegian.richmond.edu/?a=d&d=COL20010308&e=--2001---2001--en-20--1--txt-txIN-%e2%80%9cKennedy%e2%80%9d----- \$y Collegian article: Robert F. Kennedy Jr. Urges Protection of U.S. Rivers and Waterways

#### 3.4.12 <mods:classification authority="lcc">

This element is optional.

When present, for example, when an item has been digitized from the collection and has already been assigned a call number, that call number may be entered in the <mods:classification authority="lcc"> field.

When mapped to MARC, this information is placed in the 050 field.

#### XML Example

```
<mods:classification authority="lcc">M1642 .R6 A6</mods:classification>
```

#### Corresponding MARC

050 04        \$a M1652.R6 \$b A6

### 3.4.13 <mods:accessCondition type="restrictionOnAccess">

This element is required and uses standardized language in most cases. A specialized collection may have an amended version of this statement.

<mods:accessCondition> conveys to the user the restrictions placed on the digitized and born-digital content at the University Libraries.

In MARC, this information is mapped to the 506 field.

#### XML Example

```
<mods:accessCondition type="restrictionOnAccess">
  Digital materials included in collections provided by the library are
  generally open to the public, but are intended for educational and
  research purposes only. Any other use, including but not limited to
  reproduction, redistribution, publication, or transmission, is
  prohibited without specific written consent.</mods:accessCondition>
```

#### Corresponding MARC

506 \_\_\_\_        \$a Digital materials included in collections provided by the library are generally open to the public, but are intended for educational and research purposes only. Any other use, including but not limited to reproduction, redistribution, publication, or transmission, is prohibited without specific written consent.

### 3.4.14 <mods:relatedItem> and Attributes

This element is optional.

The <mods:relatedItem> parent element is used to capture details about a resource related to the material being described. Examples could include, but are not limited to, a transcript, a related article in the student newspaper, or a previous or subsequent part.

Rather than having its own set of child elements, any other MODS element may be entered as a child to <mods:relatedItem>. In general, it is best to be conservative with the amount of information to include under this element, using only what information is required to identify the related resource.

There are several attributes that may be used as a part of the <mods:relatedItem> element to indicate the relationship between the two resources.

<mods:relatedItem type="preceding">

*Optional*

Type="preceding" is used to indicate that the related resource comes before the resource being described in a sequence.

This element with this attribute is not mapped to MARC.

#### XML Example

```
<mods:relatedItem type="preceding">
  <mods:titleInfo>
```

```

        <mods:title>Bill Moyers classroom discussion (Part
1)</mods:title>
        </mods:titleInfo>
        <mods:identifier>Moyers-Bill-Hicks-Doug-1999-1.mp4</mods:identifier>
    </mods:relatedItem>

```

*<mods:relatedItem type="succeeding">* *Optional*

Type="succeeding" is used to indicate that the related resource comes after the resource being described in a sequence.

This element with this attribute is not mapped to MARC.

XML Example

```

    <mods:relatedItem type="succeeding">
        <mods:titleInfo>
            <mods:title>Bill Moyers classroom discussion (Part
2)</mods:title>
        </mods:titleInfo>
        <mods:identifier>Moyers-Bill-Hicks-Doug-1999-2.mp4</mods:identifier>
    </mods:relatedItem>

```

*<mods:relatedItem type="otherFormat" displayLabel="Transcript">* *Optional*

This set of attributes is used to denote that there is a related item that transcribes the resource.

In MARC, this is mapped to the 856 field.

XML Example

```

    <mods:relatedItem type="otherFormat" displayLabel="Transcript">
        <mods:titleInfo>
            <mods:title>Bill Moyers classroom discussion (Part 2)
Transcript</mods:title>
        </mods:titleInfo>
        <mods:identifier>Moyers-Bill-Hicks-Doug-1999-2.pdf</mods:identifier>
    </mods:relatedItem>

```

Corresponding MARC

856 42        \$u https://richmond.access.preservica.com/uncategorized/IO\_d00ef6b8-2dc4-4bad-a59b-fa81dbf53b00/ \$y Transcript

*<mods:relatedItem type="reviewOf">* *Optional*

This attribute is used if there is a notable related resource that reviews or discusses the resource.

In MARC, this element is mapped to the 856 field.

XML Example

```

    <mods:relatedItem type="reviewOf">
        <mods:titleInfo>
            <mods:title>Words from a leader</mods:title>

```

```

</mods:titleInfo>
<mods:name type="personal">
  <mods:namePart>Gross, Jennifer</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">author</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:originInfo>
  <mods:publisher>The Collegian</mods:publisher>
  <mods:dateIssued>1993-04-15</mods:dateIssued>
</mods:originInfo>
<mods:location>

<mods:url>https://collegian.richmond.edu/?a=d&#x26;d=COL19930415.2.2&#x26;e=
-----en-20--1--txt-txIN-%e2%80%9cGorbachev%e2%80%9d-----</mods:url>
  </mods:location>
</mods:relatedItem>

```

Corresponding MARC

856 42 \$u

https://collegian.richmond.edu/?a=d&#x26;d=COL19930415.2.2&#x26;e=-----en-20--1--txt-txIN-%e2%80%9cGorbachev%e2%80%9d----- \$y Collegian article: Words from a leader

## Appendix A: Notable Updates and Revisions by Date

Document accepted by Library Council and Library Leadership Group 8/23/23

## Appendix B: MODS Template

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:tei="http://www.tei-c.org/ns/1.0"
  xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">

  <mods:titleInfo>
    <mods:nonSort/>
    <mods:title/>
    <mods:subTitle/>
  </mods:titleInfo>

  <mods:titleInfo type="alternative">
    <mods:nonSort/>
    <mods:title/>
    <mods:subTitle/>
  </mods:titleInfo>

  <mods:titleInfo type="translated">
    <mods:nonSort/>
    <mods:title/>
    <mods:subTitle/>
  </mods:titleInfo>

  <mods:titleInfo type="uniform">
    <mods:nonSort/>
    <mods:title/>
    <mods:subTitle/>
  </mods:titleInfo>

  <mods:name type="" valueURI="">
    <mods:namePart/>
    <mods:role>
      <mods:roleTerm type="text"/>
    </mods:role>
  </mods:name>

  <mods:typeOfResource/>

  <mods:originInfo>
    <mods:place>
      <mods:placeTerm type="text"/>
      <mods:placeTerm type="code" authority="marccountry"/>
    </mods:place>
```

```

    <mods:publisher/>
    <mods:dateIssued/>
    <mods:dateCaptured/>
</mods:originInfo>

<mods:physicalDescription>
  <mods:form authority="marcform"/>
  <mods:internetMediaType/>
  <mods:extent/>
</mods:physicalDescription>

<mods:note/>
<mods:note type="statementOfResponsibility"/>
<mods:note type="reproduction"/>
<mods:note type="bibliography"></mods:note>

<mods:abstract/>

<mods:tableOfContents/>

<mods:subject authority="" valueURI="">
  <mods:topic authority="" valueURI=""/>
  <mods:genre authority="" valueURI=""/>
  <mods:geographic authority="" valueURI=""/>
  <mods:name type="" valueURI="">
    <mods:namePart/>
  </mods:name>
  <mods:temporal valueURI=""/>
</mods:subject>

<mods:subject>
  <mods:temporal encoding="w3cdtf" point="start"/>
  <mods:temporal encoding="w3cdtf" point="end"/>
</mods:subject>

<mods:identifier/>

<mods:location>
  <mods:physicalLocation/>
  <mods:url/>
</mods:location>

<mods:classification authority="lcc"/>

  <mods:accessCondition type="restrictionOnAccess">Digital materials
included in collections
  provided by the library are generally open to the public, but are
intended for educational
  and research purposes only. Any other use, including but not limited
to reproduction,

```

redistribution, publication, or transmission, is prohibited without  
specific written  
consent.</mods:accessCondition>

<mods:relatedItem></mods:relatedItem>

</mods:mods>



## Appendix C: Full Record Examples

### Notated Music

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:tei="http://www.tei-c.org/ns/1.0"
  xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
  <mods:titleInfo>
    <mods:title>Maryland, My Maryland</mods:title>
    <mods:subTitle>a patriotic song</mods:subTitle>
  </mods:titleInfo>
  <mods:name type="personal" authorityURI="https://lccn.loc.gov/nr91024203">
    <mods:namePart>Randall, James Ryder</mods:namePart>
    <mods:namePart type="date">1839-1908</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">lyricist</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="personal">
    <mods:namePart>Blackmar, A. E. (Armand Edward)</mods:namePart>
    <mods:namePart type="date">1826-1888</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">publisher</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="corporate"
authorityURI="https://lccn.loc.gov/no2014131139">
    <mods:namePart>Boatwright Memorial Library (University of
Richmond)</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">encoder</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:typeOfResource>notated music</mods:typeOfResource>
  <mods:originInfo>
    <mods:place>
      <mods:placeTerm>New Orleans</mods:placeTerm>
    </mods:place>
    <mods:publisher>A. E. Blackmar & Bro</mods:publisher>
    <mods:dateIssued>1863</mods:dateIssued>
    <mods:dateCaptured>2008-03-11</mods:dateCaptured>
  </mods:originInfo>
  <mods:physicalDescription>
    <mods:form authority="marcform">electronic</mods:form>
    <mods:form authority="marcform">print</mods:form>
    <mods:internetMediaType>application/pdf</mods:internetMediaType>
    <mods:extent>1 online resource (6 pages)</mods:extent>
  </mods:physicalDescription>
```

```

<mods:note type="statement of responsibility">words by Jas R. Randall,
music by a Lady of Baltimore</mods:note>
<mods:note>Entered according to Act of Congress in the year 1863 by C.
Nordendorf in the clerk's office of C.S. Court, Richmond, VA</mods:note>
<mods:note>Tempo, moderato ; instrumentation, for voice and
piano</mods:note>
<mods:note>Digitized by Chandra McPherson at Boatwright Memorial Library,
University of Richmond</mods:note>
<mods:note>Names inscribed in ink. Having disposed of the copy-right of my
poem, "Maryland! My Maryland!" to Messrs. A. E. Bla[ckamar &] Bro., I
certify that their edition is the only one that has my sanction and approval.
Jas. R. Randal. Price 30 </mods:note>
<mods:subject>
<mods:geographic authority="naf">United States</mods:geographic>
<mods:temporal>Civil War, 1861-1865</mods:temporal>
<mods:topic authority="lcsh">History</mods:topic>
<mods:genre authority="lcgft">Songs and music</mods:genre>
</mods:subject>
<mods:subject>
<mods:geographic authority="naf">Confederate States of
America</mods:geographic>
<mods:genre authority="lcgft">Popular music</mods:genre>
</mods:subject>
<mods:subject authority="lcsh">
<mods:topic>Piano music, Arranged</mods:topic>
</mods:subject>
<mods:identifier>Crandall Number 3643</mods:identifier>
<mods:location>
<mods:physicalLocation>Galvin Rare Book Room, Boatwright Memorial
Library, University of Richmond</mods:physicalLocation>
<mods:shelfLocator>M1642 .M378</mods:shelfLocator>
</mods:location>
<mods:classification authority="lcc">M1642 .M378</mods:classification>
</mods:mods>

```

## Streaming Video

```

<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet type="text/xsl" href="../../mods-to-html.xsl"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
<mods:titleInfo>
<mods:title>Protecting Urban Waterways (Part 2)</mods:title>
<mods:partNumber>2</mods:partNumber>
</mods:titleInfo>
<mods:name type="personal" valueURI="

```

```

http://id.loc.gov/authorities/names/n77016927>
<mods:namePart>Kennedy, Robert Francis, 1954-</mods:namePart>
<mods:role>
  <mods:roleTerm type="text">speaker</mods:roleTerm>
</mods:role>
</mods:name>
<mods:name type="personal" valueURI="
http://id.loc.gov/authorities/names/n82072728">
<mods:namePart>Couto, Richard A., 1941-</mods:namePart>
<mods:role>
  <mods:roleTerm type="text">host</mods:roleTerm>
</mods:role>
</mods:name>
<mods:typeOfResource>moving image</mods:typeOfResource>
<mods:subject>
  <mods:name type="personal" valueURI="
http://id.loc.gov/authorities/names/n77016927">
    <mods:namePart>Kennedy, Robert Francis, 1954-</mods:namePart>
  </mods:name>
</mods:subject>
<mods:subject authority="lcsch">
  <mods:topic valueURI="

```

```

http://id.loc.gov/authorities/subjects/sh88003150>Environmentalists</mods:to
pic>
</mods:subject>
<mods:subject authority="lcsch">
  <mods:geographic valueURI="
http://id.loc.gov/authorities/subjects/sh95009670">Hudson River
Valley (N.Y. and N.J.)</mods:geographic>
  <mods:topic valueURI="
http://id.loc.gov/authorities/subjects/sh99005384">Environmental
conditions
  </mods:topic>
</mods:subject>
<mods:subject authority="lcsch">
  <mods:genre valueURI="

```

```

http://id.loc.gov/authorities/genreForms/gf2014026110>Humor</mods:genre>
</mods:subject>
<mods:subject>
  <mods:temporal encoding="w3cdtf" point="start">1954</mods:temporal>
  <mods:temporal encoding="w3cdtf" point="end">2001</mods:temporal>
</mods:subject>
<mods:originInfo>
  <mods:publisher>Boatwright Memorial Library</mods:publisher>
  <mods:place>
    <mods:placeTerm type="text">University of Richmond,
Virginia</mods:placeTerm>
    <mods:placeTerm type="code"

```

```

authority="marccountry">va</mods:placeTerm>
  </mods:place>
  <mods:dateIssued>2001-03-07</mods:dateIssued>
</mods:originInfo>
  <mods:abstract>Abstract Environmental advocate, Robert F. Kennedy, Jr.,
speaks on growing up in McLean, Virginia, as part of a large political family
and his interest in the environment at an early age. He talks about his work
with National Resource Defense Council, River Keepers, and Waterkeeper
Alliance.</mods:abstract>
  <mods:note>Event organized by James Hall and Sue Robinson
Saine.</mods:note>
  <mods:note>Digital transfer by Zhuoqun Wei, Digital Scholarship
Lab.</mods:note>
  <mods:physicalDescription>
    <mods:extent>1 streaming video file (42 min., 22 sec.)</mods:extent>
    <mods:internetMediaType>video/mp4</mods:internetMediaType>
  </mods:physicalDescription>
  <mods:location>
    <mods:physicalLocation>Virginia Baptist Historical Society,
University of Richmond Archival Video Collection</mods:physicalLocation>
  </mods:location>
  <mods:relatedItem type="series">
    <mods:titleInfo>
      <mods:title>Jepson Leadership Forum</mods:title>
    </mods:titleInfo>
  </mods:relatedItem>
  <mods:relatedItem>
    <mods:titleInfo>
      <mods:title>Robert F. Kennedy Jr. Urges Protection of U.S. Rivers
and Waterways</mods:title>
    </mods:titleInfo>
    <mods:name>
      <mods:namePart>Giuffrida, Greg</mods:namePart>
    </mods:name>
    <mods:originInfo>
      <mods:dateIssued>2001-03-08</mods:dateIssued>
      <mods:publisher>The Collegian</mods:publisher>
    </mods:originInfo>
    <mods:location>

<mods:url>https://collegian.richmond.edu/?a=d&#x26;d=COL20010308.2.2&#x26;srp
os=1&#x26;e=-2001---2001--en-20--1--txt-txIN-"Kennedy"-----</mods:url>
  </mods:location>
  </mods:relatedItem>
  <mods:accessCondition type="restrictionOnAccess">Digital materials
included in collections
  provided by the library are generally open to the public, but are
intended for educational
  and research purposes only. Any other use, including but not limited
to reproduction,

```

```
redistribution, publication, or transmission, is prohibited without
specific written
consent.</mods:accessCondition>
</mods:mods>
```

## Transcript of Streaming Video

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:tei="http://www.tei-c.org/ns/1.0"
  xsi:schemaLocation="http://www.loc.gov/mods/v3
    http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">

  <mods:titleInfo>
    <mods:subTitle>The</mods:subTitle>
    <mods:title>Real Olympic movement Transcript</mods:title>
  </mods:titleInfo>
  <mods:name type="personal" valueURI="
    http://id.loc.gov/authorities/names/no2011100650">
    <mods:namePart>Naber, John, 1956-</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">speaker</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="personal">
    <mods:namePart>Davenport, William D.</mods:namePart>
  </mods:name>
  <mods:name type="personal">
    <mods:namePart>Limas, Arlene</mods:namePart>
  </mods:name>
  <mods:name type="personal" valueURI="
    http://id.loc.gov/authorities/names/n2003094102">
    <mods:namePart>Lee, Buddy, 1958-</mods:namePart>
  </mods:name>
  <mods:name type="personal" valueURI="
    http://id.loc.gov/authorities/names/n87865914">
    <mods:namePart>Jablin, Fredric M.</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">host</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:typeOfResource>text</mods:typeOfResource>
  <mods:originInfo>
    <mods:place>
      <mods:placeTerm type="code">vau</mods:placeTerm>
      <mods:placeTerm type="text">University of Richmond,
```

Va.

</mods:placeTerm>  
 </mods:place>  
 <mods:publisher>Boatwright Memorial Library</mods:publisher>  
 <mods:dateIssued>2022-12-20</mods:dateIssued>  
 </mods:originInfo>  
 <mods:physicalDescription>  
 <mods:form authority="marcform">electronic</mods:form>  
 <mods:internetMediaType>application/pdf</mods:internetMediaType>  
 <mods:extent>1 online resource (8 pages)</mods:extent>  
 </mods:physicalDescription>  
 <mods:abstract>Transcript of panel featuring olympians John Naber, Willie Davenport, Arlene Limas, Buddy Lee, and Beth Scott. </mods:abstract>  
 <mods:subject authority="lcsh" valueURI="">  
 <mods:name type="personal" valueURI="http://id.loc.gov/authorities/names/no2011100650">  
 <mods:namePart>Naber, John, 1956-</mods:namePart>  
 </mods:name>  
 </mods:subject>  
 <mods:subject>  
 <mods:topic valueURI="http://id.loc.gov/authorities/subjects/sh2011000878">Olympic athletes</mods:topic>  
 </mods:subject>  
 <mods:subject valueURI="http://id.loc.gov/authorities/subjects/sh2009116137">  
 <mods:topic>Athletes</mods:topic>  
 <mods:topic>Psychology</mods:topic>  
 </mods:subject>  
 <mods:subject>  
 <mods:topic valueURI="http://id.loc.gov/authorities/subjects/sh85027294">Coaches (Athletics)</mods:topic>  
 </mods:subject>  
 <mods:location>  
 <mods:physicalLocation>Virginia Baptist Historical Society, University of Richmond Archival Video Collection</mods:physicalLocation>  
 </mods:location>  
 <mods:accessCondition type="restrictionOnAccess">Digital materials included in collections provided by the library are generally open to the public, but are intended for educational and research purposes only. Any other use, including but not limited to reproduction, redistribution, publication, or transmission, is prohibited without specific written consent.</mods:accessCondition>  
 <mods:relatedItem type="series">  
 <mods:titleInfo>  
 <mods:title>Jepson Leadership Forum</mods:title>  
 </mods:titleInfo>

```

</mods:relatedItem>
<mods:relatedItem type="series">
  <mods:titleInfo>
    <mods:title>Sports, Society, and Leadership</mods:title>
  </mods:titleInfo>
</mods:relatedItem>
<mods:relatedItem type="otherFormat">
  <mods:titleInfo>
    <mods:nonSort>The</mods:nonSort>
    <mods:title>Real Olympic movement</mods:title>
  </mods:titleInfo>
  <mods:identifier>Naber-John-2002.mp4</mods:identifier>
</mods:relatedItem>

</mods:mods>

```

## Text Resource

```

<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet type="text/xsl" href="../../mods-to-html.xsl"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
  <mods:titleInfo>
    <mods:title>Richmond College Board of Trustees minutes 1840-
1870</mods:title>
  </mods:titleInfo>
  <mods:name type="corporate">
    <mods:namePart>University of Richmond. Board of
Trustees</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">issuing body</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="personal">
    <mods:namePart>Allen, Littleberry</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">secretary</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="personal">
    <mods:namePart>Wortham, Charles T.</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">secretary</mods:roleTerm>
    </mods:role>
  </mods:name>
</mods:mods>

```

```

<mods:name type="personal">
  <mods:namePart>Murray, John M.</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">secretary</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:name type="personal">
  <mods:namePart>Snead, Jesse</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">signer</mods:roleTerm>
  </mods:role>
  <mods:role>
    <mods:roleTerm type="text">secretary</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:name type="personal">
  <mods:namePart>Crane, James C., 1803-1846</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">signer</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:name type="personal"
valueURI="http://id.loc.gov/authorities/names/n93040613">
  <mods:namePart>Taylor, James B. (James Barnett), 1804-
1871</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">secretary</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:name type="personal"
valueURI="http://id.loc.gov/authorities/names/n93040608">
  <mods:namePart>Ryland, Robert, 1805-1899</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">signer</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:name type="personal">
  <mods:namePart>Spilman, L. R.</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">secretary</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:typeOfResource>text</mods:typeOfResource>
<mods:subject authority="lcsh">
  <mods:name type="corporate"
valueURI="http://id.loc.gov/authorities/names/n80106863">
    <mods:namePart>University of Richmond</mods:namePart>
  </mods:name>
  <mods:topic
valueURI="http://id.loc.gov/authorities/subjects/sh99005024">History</mods:to

```



```

pic>
  </mods:subject>
  <mods:subject authority="lcsh"
valueURI="http://id.loc.gov/authorities/subjects/sh85028397">
    <mods:topic>College trustees</mods:topic>
  </mods:subject>
  <mods:subject authority="lcsh"
valueURI="http://id.loc.gov/authorities/subjects/sh95004598">
    <mods:topic>Education, Higher</mods:topic>
    <mods:topic>Finance</mods:topic>
  </mods:subject>
  <mods:subject authority="lcgft">
    <mods:genre
valueURI="http://id.loc.gov/authorities/genreForms/gf2014026128">Minutes
(Records)</mods:genre>
  </mods:subject>
  <mods:subject authority="lcgft">
    <mods:genre valueURI="
      http://id.loc.gov/authorities/genreForms/gf2011026119">Charters
and articles of incorporation</mods:genre>
  </mods:subject>
  <mods:subject>
    <mods:temporal encoding="w3cdtf" point="start">1840-03-
04</mods:temporal>
    <mods:temporal encoding="w3cdtf" point="end">1870-07-01</mods:temporal>
  </mods:subject>
  <mods:originInfo>
    <mods:publisher>Boatwright Memorial Library</mods:publisher>
    <mods:place>
      <mods:placeTerm type="text">University of Richmond,
Virginia</mods:placeTerm>
      <mods:placeTerm type="code"
authority="marccountry">vau</mods:placeTerm>
    </mods:place>
    <mods:dateIssued>1870-07-01</mods:dateIssued>
  </mods:originInfo>
  <mods:note>Includes index.</mods:note>
  <mods:tableOfContents>Charter of Richmond College -- By laws -- Minutes -
- Honorary degrees -- Graduates -- Names of trustees --
Index.</mods:tableOfContents>
  <mods:physicalDescription>
    <mods:extent>1 online resource (237 pages)</mods:extent>
    <mods:note>Original: 1 volume (378 numbered pages, 63 unnumbered
pages)</mods:note>
    <mods:internetMediaType>application/pdf</mods:internetMediaType>
  </mods:physicalDescription>
  <mods:location>
    <mods:physicalLocation>Virginia Baptist Historical Society, Trustees
Records, Unbound Reports, and Correspondance
Collection</mods:physicalLocation>

```

```
</mods:location>
  <mods:accessCondition>Digital materials included in collections provided
by the library are
    generally open to the public, but are intended for educational and
research purposes only.
    Any other use, including but not limited to reproduction,
redistribution, publication, or
    transmission, is prohibited without specific written
consent.</mods:accessCondition>
  <mods:note type="content">The Ryland Records contain documents that
reference the enslaved persons President Ryland put to work on campus during
his time as president of the college. For more information, visit the
University of Richmond's Equity and Inclusive History page
at https://equity.richmond.edu/inclusive-
history/ryland/index.html</mods:note>
</mods:mods>
```

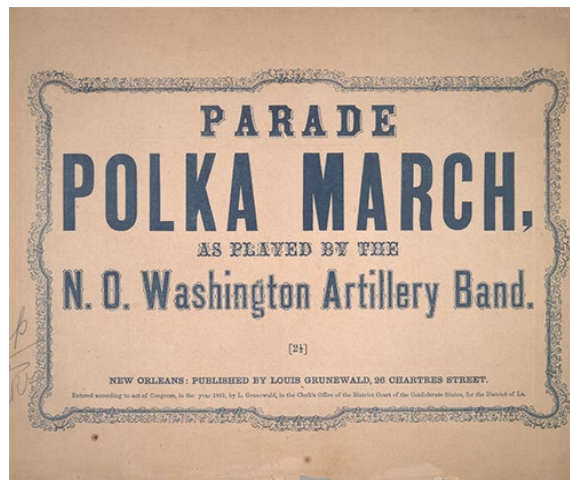
## Appendix D: Information Recording and Transcription Examples

### Title Capitalization and Punctuation Example: Standard RDA



```
<mods:titleInfo>  
  <mods:title>Keep me awake, Mother.</mods:title>  
</mods:titleInfo>
```

### Title Capitalization and Punctuation Example: Alternate AACR2 Method



```
<mods:titleInfo>  
  <mods:title>Parade polka march</mods:title>  
</mods:titleInfo>
```

id.loc.gov Title Transcription Example

**Pride and prejudice (Motion picture : 1940)**

**URI(s)**

- <http://id.loc.gov/authorities/names/no2007003957>

is rendered in MODS as a subject as follows:

```
<mods:subject>
  <mods:titleInfo>
    <mods:title>Pride and prejudice (Motion picture : 1940)</mods:title>
  </mods:titleInfo>
</mods:subject>
```

## Appendix E: Glossary

Access Point	An access point is an element of a record that is indexed, and so searchable by users.
Attribute	A parameter modifying an element. ex. In <mods:note type="statement of responsibility">, the attribute is <i>type</i>
Authorized Access Point	An authorized access point, in addition to being indexed, is an element that has been populated using standardized information to ensure consistency in searching, for example, authorized names from the LC Authorities database.
Authority Record	A record which defines the authoritative form to be used to identify a person, place, or concept. The record may also identify and list commonly-used alternatives to the authoritative form, as well as related terms.
Controlled Vocabulary	A list of words and phrases used to standardize metadata input. ex. Library of Congress Subject Headings (LCSH), Medical Subject Headings (MeSH)
Element	The building blocks of XML, elements make up the structure of every xml document. The start and end of each element is denoted by the < and > symbols.
FAST (Faceted Application of Subject Terminology)	A controlled vocabulary collaboratively created by OCLC and the Library of Congress. While still based on LCSH, FAST subject headings are intended to be easier to use, and are limited to a single descriptive concept per element, as opposed to the complex subjects of LCSH. OCLC's guidance page for this vocabulary can be found <a href="#">here</a> .
Interoperability	The ease with which one can use a given set of data between systems.
LCSH (Library of Congress Subject Headings)	LCSH is a subject vocabulary. PDF documents of subjects in this vocabulary are available <a href="#">here</a> .
Linked Data (also Linked Open Data, or LoD)	Linked data is a semantic web framework that where standardized URIs are used to link together like concepts from different data sources to create authoritative links. For example, an authoritative record from id.loc.gov may link to the Virtual International Authority File (VIAF), Wikidata, or WorldCat.
Namespace	A namespace in XML is an identifier placed at the head of an XML document that allows the XML to be validated against a given set of element specifications
OAI:DC Protocol (Open Archives Initiative: Dublin Core Protocol)	OAI:DC is a framework used for metadata harvesting, specifically calibrated for the Dublin Core schema, that can identify and import DC metadata information from an outside source.
Preferred	The element is not strictly required, but should be included if the information is available.

RDA (Resource Description and Access)	RDA is a library cataloging standard developed jointly by the United States, Canada, and the United Kingdom in 2010 as a replacement for the previous ruleset, the Anglo-American Cataloging Rules (AACR2).
Required	This element must be present for the XML record to be considered adequate. If the information is not available, it must be supplied ex. a supplied title, which would be enclosed in square brackets, as [Photo of two students smiling]
Schema	A metadata schema is a framework that defines a set of elements for description and rules for its validation and presentation. ex. Dublin Core, MODS, VRACore, etc.
Standard (also Input Standard)	A metadata standard or input standard is a set of rules which govern the input of metadata to ensure consistency and quality. ex. In traditional cataloging, RDA is a metadata standard.
Transformation	The process by which xml metadata is converted from one schema to another
URI	A uniform resource identifier (URI) is a unique string of characters that can be used to identify a concept or resource.
Wrapper Element	Also known as a parent element. An element that acts as a container for other elements. ex. <mods:subject> is a wrapper for the various subject type ( <i>genre, topic, etc.</i> )
VIAF (Virtual International Authority File)	An authority file maintained by OCLC that merges information from multiple sources, including national libraries such as the Library of Congress (NACO) and open source datasets such as Wikidata.
XSLT	Extensible Stylesheet Language Transformations. A language used to transform an XML document into another document.