



# **Northern Illinois University Data Dictionary**

Version 1.1

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Prepared by the  
Digital Collections Working Group:

Matthew Short (Metadata Librarian)  
Stacey Erdman (Digital Collections Curator)  
Jana Brubaker (Head, Technical Services)  
Brian Conant (IPO Coordinator)  
Cindy Ditzler (University Archivist)  
Hao Phan (Southeast Asia Collection, Curator)  
Lynne Thomas (Rare Books/Special Collections, Head)  
Joseph Thomas (LAN Administrator)  
Drew VandeCreek (Digital Initiatives, Head)  
Katharine White (Curator of Manuscripts)

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# Introduction

This is a set of implementation guidelines of the Metadata Object Description Schema (MODS) for use in describing digital collections at Northern Illinois University. These guidelines are intended to meet minimum requirements for description and interoperability defined by the Digital Library Federation. It is important that the same elements, attributes, and values are used consistently from project to project. New projects should adhere closely to this data dictionary, while documenting any divergences.

The elements and attributes below are designated as required, required if applicable, or recommended. In many cases, a required element and attribute will also have a required container, which will always be noted at the beginning of the usage guidelines for that element. If an element is not recommended, then it has been omitted from the data dictionary entirely. An element may also be designated as repeatable. The two charts at the beginning of this document attempt to summarize these requirements for ready reference.

Each element section below consists of:

1. A list of the element's attributes and subelements;
2. A summary of usage guidelines and requirements;
3. Element definitions from the MODS User Guidelines; and
4. Examples of the element illustrating the application of these guidelines.

Based on MODS Schema version 3.5

Please direct any questions or corrections to the Metadata Librarian via e-mail:  
[mshort@niu.edu](mailto:mshort@niu.edu)

## Elements and Attributes

Element	Required	Repeatable	Subelements	Attributes
titleInfo*	Yes	Yes	title*, subtitle, partNumber, partName, nonSort	type, authority
name*	Yes	Yes	namePart*, role – roleTerm*	type*, authority*
typeOfResource*	Yes	Yes	N/A	collection, manuscript
genre	Recommended	Yes	N/A	authority*
originInfo*	Yes	Yes	place*, placeTerm*, publisher, dateIssued*, dateCreated*, dateCaptured*, copyrightDate*, dateOther*, edition, issuance, frequency	type*, authority* – place, encoding, point, keyDate*, qualifier – date
language*	Yes	Yes	languageTerm*, scriptTerm	type, authority – languageTerm*
physcialDescription*	Yes	No	form, reformattingQuality, internetMediaType*, extent, digitalOrigin*, note	type – form & note authority – form
abstract	Recommended	Yes	N/A	N/A
tableOfContents	Recommended	No	N/A	xlink
targetAudience	No	Yes	N/A	authority
note	No	Yes	N/A	type
subject*	Yes	Yes	topic, geographic, geographicCode, temporal, titleInfo, name, genre	authority encoding, point – date type, authority – name, titleInfo authority -- geographicCode
relatedItem*	No	Yes	All MODS elements	type, xlink:href, displayLabel
identifier*	Yes	Yes	N/A	type*
location*	Yes	Yes	physicalLocation, url*, holdingSimple – copyInformation – subLocation, shelfLocator	type, authority – physicalLocation access, usage* -- url
accessCondition*	Yes	Yes	N/A	type, displayLabel
recordInfo*	Yes	No	recordIdentifier, recordContentSource, languageOfCataloging – languageTerm*	authority* – recordContentSource, languageTerm type – languageTerm

## Vocabularies and Values

Element	Subelement	Attribute	Attribute Value	Authority	Value
titleInfo		type			abbreviated, translated, alternative, uniform
titleInfo		authority	type=uniform	Library of Congress Name Authority File	naf
name		type			personal, corporate, conference
name		authority	type=personal type=corporate type=conference	Library of Congress Name Authority File	naf
name	namePart	type			date, family, given, termsOfAddress
name	roleTerm	type			text, code
name	roleTerm	authority	type=text	MARC Relator Term	
name	roleTerm	authority	type=code	MARC Relator Code	marcrelator
typeOfResource					text cartographic notated music sound recording sound recording – musical sound recording – nonmusical still image moving image three dimensional object software, multimedia mixed material
genre		authority		Controlled	Subject Category Code Source Codes, Genre/Form Code and Term Source Codes
originInfo	placeTerm	type			text, code
originInfo	placeTerm	code	=marccountry	MARC Code List	marccountry

				for Countries	
originInfo	date	encoding	=w3cdtf	YYYY-MM-DD	w3cdtf
originInfo	date	qualifier			approximate, inferred, questionable
originInfo	issuance				monographic, single unit, multipart monographic, continuing, serial, integrating resource
language	languageTerm	type			text, code
language	languageTerm	authority	=iso639-2b	ISO639/2b	iso639-2b
language	scriptTerm	type			text, code
language	scriptTerm	authority	=iso15924	ISO15924	iso15924
physicalDescription	digitalOrigin				born digital, reformatted digital, digitized microfilm, digitized other analog
physicalDescription	internetMediaType			MIME Types (type/subtype)	
physicalDescription	form	authority		Controlled	Genre/Form and Term Source Codes
note		type			bibliography, credits, exhibitions, provenance statementOfResponsibility, titleSource
subject	topic	authority	=lcsch	Library of Congress Subject Headings	lcsch, local
subject	geographic	authority	=lcsch	Library of Congress Subject Headings	lcsch
subject	geographicCode	authority	=marcgac	MARC Code List for Geographic Areas	marcgac
subject	temporal	encoding		YYYY-MM-DD	w3cdtf

relatedItem		type			host, constituent, series, isReferencedBy
location	url	access			raw object, object in context
recordInfo	recordContentSource	authority	=oclcorg	JNA	oclcorg
recordInfo	languageTerm	authority	=iso639-2b	ISO 639/2b	iso639-2b
recordInfo	languageTerm	type			code

## Minimal Level Record

```
<?xml version="1.0" encoding="UTF-8"?>
<mods xmlns="http://www.loc.gov/mods/v3">
  <titleInfo>
    <title/>
  </titleInfo>
  <name type="" authority="naf">
    <role>
      <roleTerm type="text"/>
    </role>
    <namePart type=""></namePart>
  </name>
  <typeOfResource/>
  <originInfo>
    <place>
      <placeTerm type="text"/>
    </place>
    <dateCreated keyDate="yes"/>
  </originInfo>
  <language>
    <languageTerm authority="iso639-2b" type="code"/>
    <languageTerm type="text"/>
  </language>
  <physicalDescription>
    <form authority="rdacontent" type="content"/>
    <form authority="rdamedia" type="media"/>
    <form authority="rdacarrier" type="carrier"/>
    <digitalOrigin/>
    <internetMediaType/>
  </physicalDescription>
  <subject authority=""/>
  <relatedItem type="host">
    <typeOfResource collection="yes"/>
    <titleInfo>
      <title/>
    </titleInfo>
    <location>
      <url/>
    </location>
  </relatedItem>
  <identifier type=""/>
  <location>
    <url usage="primary display"/>
  </location>
```



```
<accessCondition type="useAndReproduction"/>
<recordInfo>
  <languageOfCataloging>
    <languageTerm authority="iso639-2b"/>
  </languageOfCataloging>
  <recordContentSource authority="oclcorg">JNA</recordContentSource>
  <recordIdentifier/>
</recordInfo>
</mods>
```

## Universal Attributes

### ***lang***

This attribute is used to specify the language of a value at the element level. If the language of the element is different from that specified in <languageOfCataloging>, then this attribute is required. As specified elsewhere in these guidelines, the value of the *lang* attribute must be taken from ISO 639-2/b.

### ***script***

This attribute is used to specify the script of a value at the element level, and is required anytime a non-roman script is used. The value of the *script* attribute must be taken from ISO 15924.

### ***transliteration***

This attribute specifies the transliteration technique used at the element level (e.g. ALA/LC Romanization Tables). The value of *transliteration* is uncontrolled. Non-roman scripts do not need to be transliterated.

### ***xlink:href***

Use the *xlink* attribute when linking to an external resource, like a complementary metadata record. These guidelines recommend using *xlink* in <tableOfContents> and <relatedItem> only.

## Title

MODS Element	Attributes	Subelements
<titleInfo>	type authority	<title> <subtitle> <partNumber> <partName> <nonSort>

### Usage guidelines:

1. One <titleInfo><title> is always required.
2. Choice and format of titles are governed by RDA. Other content standards, like CCO, DACS, or DCRM may be used in subsequent <titleInfo> elements. As always, the choice should take into consideration the expectations of users first and the content standard second.
3. In general, transcribe the title from the resource. If there is no title on the resource, use a title already assigned or found in reference sources.
4. Do not use “Untitled” or the filename. Title is required and null values are not allowed. If no title can be found, construct a title using RDA.
5. It is not necessary to have a unique title for every resource.
6. Do not include punctuation intended to separate parts of the title (eg. a colon after <title>, followed by <subtitle>).
7. For parallel titles, use separate <titleInfo><title> elements with *type=“translated”* and *@lang=[appropriate iso639-2/b code]*
8. Only include dates if they are considered part of the title.
9. Multiple <partName> elements should be used in a single <titleInfo> to describe a single part with many hierarchical levels. Multiple parts should be separated into multiple <titleInfo> elements
10. <nonSort> is always required when non-sorting characters are present (e.g. ‘the’, ‘an’)

**<titleInfo>**

Required: Y

Repeatable: Y

Definition: A word, phrase, character, or group of characters, normally appearing in a resource, that names it or the work contained in it. <titleInfo> must contain at least one <title> subelement.

Attributes:

*type* (required if applicable): do not use the *type* attribute for the primary title, but use it for all subsequent titles. *Type* accepts the following values:

abbreviated

translated

alternative

uniform

*authority* (required if applicable): when *type*="uniform", the value is always "naf"

**<title>**

Required: Y

Repeatable: N

MARC: 1XX, 2XX, 7XX

Definition: A word, phrase, character, or group of characters that constitutes the chief title of a resource (i.e. the title normally used when citing the resource).

**<subtitle>**

Required: N

Repeatable: N

MARC: 24X \$b

Definition: A word, phrase, character, or group of characters that contains the remainder of the title information after the title proper

**<partNumber>**

Required: N

Repeatable: N

MARC: 1XX, 2XX, 7XX \$n

Definition: A part or section number of a title.

**<partName>**

Required: N

Repeatable: Y

MARC: 1XX, 2XX, 7XX \$p

Definition: A part or section name of a title (e.g. chapter title, episode name, or audio clip)

**<nonSort>**

Required: N

Repeatable: N

MARC: 245 second indicator

Definition: Characters, including initial articles, punctuation, and spaces that appear at the beginning of a title that should be ignored for indexing of titles.

## EXAMPLES

**<titleInfo>**

**<nonSort>The</nonSort>**

**<title>Olympics</title>**

**<subTitle>a history</subTitle>**

**<partNumber>Part 1</partNumber>**

**<partName>Ancient</partName>**

**</titleInfo>**

**<titleInfo type="uniform" authority="naf">**

**<title>Bible</title>**

**<partName>Exodus</partName>**

**</titleInfo>**

**<titleInfo xml:lang="fr" type="translated">**

**<nonSort>L'</nonSort>**

**<title>homme qui voulut être roi</title>**

**</titleInfo>**

**<titleInfo lang="rus" script="Latn">**

**<title>Geodezja i urzadzenia roline</title>**

**</titleInfo>**

## Name

MODS Element	Attributes	Subelements
<name>	type authority	<namePart> <displayForm> <affiliationr> <role> <roleTerm>

### Usage guidelines:

1. One <name><namePart> with one <role><roleterm type="text"> is always required.
2. When choosing an authoritative form of a name, check the [Library of Congress Name Authority File](#). If no authorized form exists, contact the Metadata Librarian.
3. Always include as many contributors as you can identify.
4. "Anonymous" may be used if indicated on the source. If the creator is unknown and "anonymous" does not appear on the source, omit <name>. DO NOT use "unknown" or "anonymous" as a generic name value.
5. Include BOTH the creator of the intellectual content being captured (painter, architect, etc.) AND the name of anyone capturing that content in a new medium (e.g. for an image of a painting, include both the painter and the photographer).
6. <role> should be repeated for each new role, but multiple <roleTerm> elements may be used in a single <role> wrapper
7. Values for <roleTerm type="text"> should be taken from RDA Appendix I and any local documentation.
8. Values for <roleTerm type="code"> should be taken from the [MARC relator code list](#).
9. Family and given name should be enclosed in a single namePart element, but date and term of address should be enclosed separately, with the appropriate type attribute.
10. If names are in a hierarchy, include each part in a separate namePart element, from largest to smallest.
11. Names can also be used as subjects (see below).

**<name>**

Required: N

Repeatable: Y

MARC: 1XX, 7XX

Definition: The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource. <name> must include at least one <namePart> subelement.

Attributes:

*type* (required): *Type* takes the following values:

personal  
corporate  
conference

*authority* (required): "naf" or "local"

**<namePart>**

Required: Y

Repeatable: Y

MARC: 1/7XX \$a, \$b

Definition: The individual parsed parts that together make up the full name.

Attributes:

*type*: *Type* takes the following values:

date  
family  
given  
termsOfAddress

**<role>**

Required: Y

Repeatable: Y

MARC: 1/7XX \$e

Definition: Designates the relationship (role) of the entity recorded in name to the resource described in the record. <role> is a container element for the role recorded in one or more <roleTerm> subelements.

**<roleTerm>**

Required: Y

Repeatable: Y

Definition:

Attributes:

*type* (recommended): *type* takes the following values:

text

code

*authority* (recommended): use "marcrelator"

## EXAMPLES

```
<name type="personal" authority="naf">
  <namePart>Woolf, Virginia</namePart>
  <namePart type="date">1882-1941</namePart>
  <role>
    <roleTerm type="text">author</roleTerm>
    <roleTerm type="code" authority="marcrelator">aut</roleTerm>
  </role>
</name>

<name type="conference" authority="naf">
  <namePart>International Workshop on Plasma-Based Ion Implantation (1993 :
  University of Wisconsin--Madison)</namePart>
</name>

<name type="corporate" authority="naf">
  <namePart>United States</namePart>
  <namePart>Court of Appeals (2nd Circuit)</namePart>
</name>
```



## Type of Resource

MODS Element	Attributes	Subelements
<typeOfResource>	collection manuscript	None

### Usage guidelines:

1. Information recorded in <typeOfResource> refers to the original object. For example, in a record for a digitized photograph, <typeOfResource> would refer to the analog original, not to the digital surrogate. If the object is born-digital, then it would refer to that object.
2. This element takes only the following values:

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

### <typeOfResource>

Required: Y

Repeatable: Y

MARC: Leader/06

Definition: A term that specifies the characteristics and general type of content of the resource.

#### Attributes:

*collection="yes"* (recommended if applicable): used to indicate whether the resource described is a collection. If there are multiple resource types within the collection, use multiple <typeOfResource> elements

*manuscript="yes"* (recommended if applicable): use to indicate whether the resource is handwritten or typescript

## Genre

MODS Element	Attributes	Subelements
<genre>	authority	None

### Usage guidelines:

1. <genre> refers to the content of the digital resource being described, not to the digital resource itself.
2. At minimum, use a broad genre term that narrows the scope of the value given in <typeOfResource>. "Photograph," for example, is a term that can be found in most vocabularies, like LCSH, AAT, and TGM II.
3. More specific genre terms that suit the needs of a particular project are strongly recommended, but should always be taken from a controlled vocabulary. The most appropriate vocabulary will vary depending on the project, but common choices include:

[aat \(Art & architecture thesaurus \(Getty\)\)](#)

[rbgenr \(Genre terms\)](#)

[gmGPC \(Thesaurus for graphic materials \(LC\)\)](#)

[rbbin \(Binding terms\)](#)

[rbpap \(Paper terms\)](#)

[rbpri \(Printing & publishing evidence\)](#)

[rbprov \(Provenance evidence\)](#)

[rbpub \(Printing and publishing evidence\)](#)

[rbtyp \(Type evidence\)](#)

### <genre>

Required: R

Repeatable: Y

MARC: 008/24-33, 655

Definition: A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.

Attributes:

*authority* (required): Values should be taken from the [Subject Category Code Source Codes](#) or the [Genre/Form Code and Term Source Codes](#)

## EXAMPLES

*For a digital image of a Civil War era daguerreotype portrait:*

**<genre authority="aat">daguerreotypes</genre>**

**<genre authority="aat">portraits</genre>**

*For a children's adventure story:*

**<genre authority="gsafd">adventure fiction</genre>**

**<genre authority="lcsh">Children's literature</genre>**

## Origin Info

MODS Element	Attributes	Subelements
<origin Info>	type – <place> authority – <place> keyDate – date encoding – date point – date qualifier – date eventType -- <originInfo>	<place> <placeTerm> <publisher> <dateIssued> <dateCreated> <copyrightDate> <dateOther> <edition> <issuance> <frequency>

### Usage guidelines:

1. At least one <originInfo> with one date subelement marked as the key date are required in **every** record. Even if there is only one date in the record, that date must be marked as the *keyDate*. For date ranges, the start date should be marked as the *keyDate*.
2. This element represents the original form of the resource, not the digitized form of an originally analog resource. Information related to digitization should go in <relatedItem> or <note> (more below).
3. It is not necessary to include full <originInfo> for every version of a resource known to exist. Only include information about those versions likely to be relevant to an end user.
4. Rely on RDA for determining the place and publisher of a resource. This element may also be used for production, manufacture, or distribution.
5. Omit <place> element if no information is known about the originating place of a resource. DO NOT use “unknown.”
6. For coded <placeTerm> values, the [MARC Code List for Countries](#) is preferred, but [ISO3166](#) may also be used. Indicate your choice in the authority attribute.
7. If multiple date elements apply, but would contain identical information, use only one of the relevant date elements.
8. If a date range is being indicated, always use the *point* attribute. If a single date is being indicated, never use the *point* attribute.

9. When a date is uncertain, indicate this in a qualifier attribute. When only the decade or century are known, enter a date range for the entire decade or century and mark the date as questionable. DO NOT use “ca.”
10. Information related to the digitization process, such as <dateCaptured> or <dateValid> should be omitted in the descriptive record.
11. Places can also be subjects (more below).

### **<originInfo>**

Required: Y

Repeatable: Y

Definition: Information about the origin of the resource, including place of origin or publication, publisher/originator, and dates associated with the resource.

Attributes:

eventType (required): Takes the following values:

production  
publication  
distribution  
manufacture

### **<place>**

Required: R

Repeatable: Y

Definition: Name of a place associated with the issuing, publication, release, distribution, manufacture, production, or origin of a resource. Place is a wrapper for <placeTerm>

### **<placeTerm>**

Required: Y

Repeatable: Y

MARC: 264 \$a

Definition: Used to express place in a textual or coded form.

Input guidelines:

Attributes:

type (required): Takes the following values:

text  
code

authority (recommended if applicable): Used to indicate the controlled list from which the code is taken. *Authority* takes the following values:

marccountry  
iso3166

**<publisher>**

Required: N  
Repeatable: Y  
MARC: 264 \$b

Definition: The name of the entity that published, printed, distributed, released, issued, or produced the resource.

**<dateIssued>**: publication or issued date (260 \$c, 008/07-14)

**<dateCreated>**: date of creation of the resource (260 \$c, \$g, 534 \$c, 533 \$d)

**<copyrightDate>**: date on which a resource is copyrighted (260 \$c)

**<dateOther>**: generic date element that does not fall into another category but is important to the record

Required: Y  
Repeatable: Y  
MARC: 264 \$c, 008/07-14

Attributes for date elements:

*encoding* (required): Dates should always be recorded in a structured form using [W3CDTF](#). If W3CDTF cannot be used for some reason (e.g. the exact year is unknown), ISO8601 may be used instead.

*point* (required if applicable): always use for date ranges, but never for single dates

*keyDate="yes"* (required): the date considered to be the most important for end user access, typically the date of creation or issuance.

*qualifier* (recommended if applicable): *qualifier* takes the following values:

approximate  
inferred  
questionable

**<edition>**

Required: R  
Repeatable: N  
MARC: 250

Definition: Information identifying the version of the resource.

**<issuance>**

Required: N  
Repeatable: N  
MARC: Leader/07

Definition: A term that designates how the resource is issued. <issuance> takes the following values:

- monographic
- single unit
- multipart monographic
- continuing
- serial
- integrating resource

**<frequency>**

Required: N

Repeatable: N

MARC: 008/18, 310

Definition: A statement of publication frequency in textual form.

**EXAMPLES**

**<originInfo eventType="publication">**

**<place>**

**<placeTerm type="text">New York</placeTerm>**

**</place>**

**<publisher>MacMillan</publisher>**

**<copyrightDate encoding="w3cdtf" keyDate="yes" qualifier="inferred">1922</copyrightDate>**

**<edition>2nd ed.</edition>**

**</originInfo>**

**<originInfo eventType="publication">**

**<place>**

**<placeTerm type="code" authority="marccountry">dcu</placeTerm>**

**<placeTerm type="text">Washington, DC</placeTerm>**

**</place>**

**<publisher>Library of Congress, Cataloging Distribution Service, in collaboration with Follett Software Company</publisher>**

**<dateIssued encoding="w3cdtf" keyDate="yes" >2003</dateIssued>**

**<edition>7th ed.</edition>**

**<issuance>monographic</issuance>**

**</originInfo>**

**<originInfo eventType="publication">**

**<dateCreated encoding="w3cdtf" keyDate="yes" qualifier="approximate" point="start">1857</dateCreated>**

```
<dateCreated encoding="w3cdtf" qualifier="approximate"
point="end">1860</dateCreated>
</originInfo>
```



## Language

MODS Element	Attributes	Subelements
<language>	type – <languageTerm> authority – <languageTerm>	<languageTerm> <scriptTerm>

Usage guidelines:

1. At least one <language><languageTerm> element is required for all resources in which language is primary (e.g. textual resources and video/audio resources with spoken-word components).
2. At minimum, there should be one pair of <languageTerm> elements: one element in text and one in code.
3. Coded values should be taken from ISO639-2b, which is identical to the [MARC Code List for Languages](#).
4. When the text of a resource is in a non-Latin script, ALWAYS code for the script using [ISO15924](#). This is especially important for South East Asian materials.

Attributes:

*objectPart* (optional): designates what part of the resource is in the language indicated (e.g summary, introduction, etc.)

### **<language>**

Required: Y

Repeatable: Y

Definition: A designation of the language in which the content of a resource is expressed. <language> is a wrapper for one or more <languageTerm> elements.

### **<languageTerm>**

Required: Y

Repeatable: Y

Definition: Contains the textual or coded form for the language of the content of the resource.

Attributes:

*type* (required): this attributes takes the following values:

text  
code

*authority* (required if applicable): this attribute is required when *type*="code," taking the value "iso639-2b"

### **<scriptTerm>**

Required: Y

Repeatable: N

Definition: Contains the script(s) of the resource

Attributes:

*type* (required): this attributes takes the following values:

text  
code

*authority* (required if applicable): this attribute is required when *type*="code," taking values from ISO15924.

## **EXAMPLES**

### **<language>**

**<languageTerm type="text">French</languageTerm>**

**<languageTerm type="code" authority="iso639-2b">fre</languageTerm>**

### **</language>**

*This resource is a Persian/English dictionary:*

### **<language>**

**<languageTerm type="code" authority="iso639-2b">per</languageTerm>**

**<scriptTerm type="code" authority="iso15924">Arab</scriptTerm>**

### **</language>**

### **<language>**

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

**<scriptTerm type="code" authority="iso15924">Latn</scriptTerm>**

### **</language>**

## **Physical Description**

<b>MODS Element</b>	<b>Attributes</b>	<b>Subelements</b>
<code>&lt;physicalDescription&gt;</code>	type – <code>&lt;form&gt;</code> , <code>&lt;note&gt;</code> , authority – <code>&lt;form&gt;</code> unit – <code>&lt;extent&gt;</code>	<code>&lt;form&gt;</code> <code>&lt;reformattingQuality&gt;</code> <code>&lt;internetMediaType&gt;</code> <code>&lt;extent&gt;</code> <code>&lt;digitalOrigin&gt;</code> <code>&lt;note&gt;</code>

### Usage Guidelines:

1. At least one `<physicalDescription>` element, with one `<digitalOrigin>` and one `<internetMediaType>` are always required.
2. It is not necessary to include a full physical description of every version of a resource known to exist. Usually, it is sufficient to include one description of the digital form and one description of the analog form, if it varies significantly from the digital form.
3. `<reformattingQuality>` takes only: access, preservation, and replacement.
4. `<internetMediaType>` must take values from the [MIME Media Types list](#), expressed in the format type/subtype format. Use multiple iterations of `<internetMediaType>` for resources that comprise multiple file types.
5. Use RDA when determining the extent of a resource.
6. Include RDA media, content, and carrier types in a series of `<form>` elements.
7. `<digitalOrigin>` takes the following values:
  - born digital
  - reformatted digital
  - digitized microfilm
  - digitized other analog
8. If a resource incorporates pre-existing analog content with new digital content, the `<digitalOrigin>` should be “born digital.”

### **`<physicalDescription>`**

Required: Y

Repeatable: N

Definition: Describes the physical attributes of the information resource. <physicalDescription> is a wrapper element that contains all subelements relating to the physical description of the resource being described.

**<form>**

Required: R

Repeatable: N

Definition: A designation of a particular physical presentation of a resource, including the physical form or medium of material for a resource.

Attributes:

*type*: this attribute takes the following values:

content

media

carrier

*authority* (required if applicable): takes values from [Genre/Form and Term Source Codes](#).

**<reformattingQuality>**

Required: N

Repeatable: N

MARC: 007/13

Definition: Indicates an overall assessment of the physical quality of an electronic resource in relation to its intended use.

**<internetMediaType>**

Required: Y

Repeatable: Y

MARC: 856 \$q

Definition: An identification of the electronic format type, or the data representation of the resource.

**<extent>**

Required: R

Repeatable: Y

MARC: 300 \$a, \$b, \$c, \$e, 306 \$a

Definition: A statement of the number and specific material of the units of the resource that express physical extent.

**<digitalOrigin>**

Required: Y

Repeatable: N

MARC: 007/11

Definition: The method by which a resource achieved digital form.

**<note>**

Required: R

Repeatable: Y

MARC: 340, 351, 500

Definition: General textual information about the physical description of a resource.

**EXAMPLES**

*For a digitized photograph:*

**<physicalDescription>****<form authority="smd">photoprint</form>****<form authority="marcform">electronic</form>****<mods:form authority="rdacontent" type="content">still image</mods:form>****<mods:form authority="rdamedia" type="media">computer</mods:form>****<mods:form authority="rdacarrier" type="carrier">online resource</mods:form>****<internetMediaType>image/jpeg</internetMediaType>****<extent>1 photograph</extent>****<digitalOrigin>reformatted digital</digitalOrigin>****</physicalDescription>**

*For a diary that has been imaged and for which a text transcription has been made:*

**<physicalDescription>****<form authority="marcform">electronic</form>****<form authority="marcform">print</form>****<internetMediaType>image/jpeg</internetMediaType>****<internetMediaType>text/xml</internetMediaType>****<extent>177 pages</extent>****<digitalOrigin>reformatted digital</digitalOrigin>****</physicalDescription>**

*For a learning web site:*

**<physicalDescription>****<form authority="marcform">electronic</form>****<internetMediaType>image/jpeg</internetMediaType>****<internetMediaType>text/html</internetMediaType>**

**<extent>5 digital files</extent>**  
**<digitalOrigin>born digital</digitalOrigin>**  
**</physicalDescription>**

## Abstract

MODS Element	Attributes	Subelements
<abstract>	None	None

### Usage Guidelines:

1. At least one <abstract> element is recommended in every record, but not required.
2. Omit if a title adequately describes the content of the resource.
3. This element is *a/ways* required in collection-level records, and should be used to provide an overview of the scope, history, and provenance of the collection.

### <abstract>

Required: R

Repeatable: Y

MARC: 520

Definition: A summary of the content of the resource.

### Examples:

**<abstract displayLabel="Content description">**Broadside advertising a funeral ceremony assassinated president Abraham Lincoln, held in Elgin, Illinois, on April 19, 1865. It details the route of the procession, the order of local official participants in the procession, and the order of service for the ceremony to be held in the Academy Hall.**</abstract>**

**<abstract>**Describes the results of an ongoing evaluation of State activity relating to improvement of criminal records. Activities reviewed include upgrading of accuracy and completeness of records, automation, implementation of positive identification procedures and procedures for responding to firearm background check inquiries. The report describes the nature of activities initiated, time until completion, and impact on availability of records. Characteristics of individual states are represented in some areas. The document was prepared by Queues Enforth Development under BJS award 95-RU-RX-K002. 2/00 NCJ 179768.**</abstract>**

## [Table of Contents](#)

MODS Element	Attributes	Subelements
<tableOfContents>	None	None

### Usage Guidelines:

1. If a more structured description is required, use <relatedItem> with *type="constituent"* instead.
2. <tableOfContents> may also be used as an empty element with an *xlink:href* attribute, allowing you to link to an external table of contents.
3. DO NOT use structured content notes.

### <tableOfContents>

Required: R

Repeatable: N

MARC: 505

Definition: A description of the contents of a resource.

### Examples:

**<tableOfContents displayLabel="Partial Contents">Honey Boy – Hiawatha Song – Her Boy in Blue</tableOfContents>**

**<tableOfContents xlink:href="http://www.ojp.usdoj.gov/bjs/toc/cchrie98.htm"/>**



## Target Audience

MODS Element	Attributes	Subelements
<targetAudience>	authority	None

Usage Guidelines:

1. Use this element whenever there is a specific audience for a resource.
2. Do not use this element to indicate who should and should not have access to the resource. For access restrictions, use <accessCondition> instead.

### **<targetAudience>**

Required: N

Repeatable: Y

MARC: 008/22

Definition: A description of the intellectual level of the audience for which the resource is intended.

Attributes:

*authority* (recommended if applicable): since there is no list of controlled authority terms for audience, be as clear and as explicit as possible

**Examples:**

**<targetAudience authority="marctarget">specialized</targetAudience>**

**<targetAudience>Genealogists</targetAudience>**

**<targetAudience>English as a second language (ESL) students</targetAudience>**

## Note

MODS Element	Attributes	Subelements
<note>	type	None

### Usage Guidelines:

1. This element should be used sparingly. If a more specific MODS element would be more appropriate, always use the more specific element.
2. The following types of notes are most common:

Type	Label	MARC
bibliography	Bibliography	504
credits	Credits	508
exhibitions	Exhibition History	585
provenance	Provenance	541, 561
statementOfResponsibility	Responsibility	245 \$c
titleSource	Title Source	500

3. Consult this [list of common note terms](#) from the Library of Congress. If you require an additional type, please contact the Metadata Librarian.

### <note>

Required: N

Repeatable: Y

MARC: 5XX, 245 \$c

Definition: General textual information relating to a resource.

Attributes:

*type* (required): see above

*displayLabel* (optional): see above

### Examples:

<note type="credits">Digital file includes a piano score composed and performed by Philip Carli.</note>

**<note>**Based on the play "I am a camera" by John Van Druten, and "Berlin stories" by Christopher Isherwood.**</note>**

## Subject

MODS Element	Attributes	Subelements
<subject>	authority encoding -- <temporal> point -- <temporal> authority -- <geographicCode> type -- <titleInfo> authority -- <titleInfo> type -- <name> authority -- <name>	<topic> <geographic> <geographicCode> <temporal> <genre> <titleInfo> <name>

### Usage Guidelines:

1. Use Library of Congress Subject Headings, which should be indicated by *authority=lcs* in <subject>. Other controlled vocabularies, including local vocabularies, may be used at the discretion of the project manager and defined in the project's data dictionary.
2. Authority is specified at the <subject> level, except in the case of <geographic>, <temporal>, <titleInfo>, or <name>.
3. Always parse subject values into subelements. DO NOT place precoordinated subject headings into a single <subject><topic>string.
4. If end users are more likely to be interested in the form or genre of the item, use <genre>. If the object is about a particular form or genre, or if the form/genre is part of a precoordinated subject heading, use <subject><genre>.
5. If specifying subjects from different authorities, use separate <subject> elements for each.
6. Dates in <temporal> should be formatted according to W3CDTF, which should, in turn, be indicated in the *encoding* attribute. For more details about how to input dates, see the Date section above.
7. If a geographic name is part of a corporate body (e.g. United States, Senate), it is coded as <name>, not <geographic>.
8. All subelements of <titleInfo>, <name>, and <genre> may be used.
9. <hierarchicalGeographic> and <cartographics> are not in use at this time.

**<subject>**

Required: Y

Repeatable: Y

Definition: A term or phrase representing the primary topic(s) on which a work is focused.

Attributes:

*authority* (required): this attributes accepts only two values, unless otherwise specified in the project's data dictionary:

lcsb

local

**<topic>**

Required: N

Repeatable: Y

MARC: 650, 653, 6XX \$x and \$v

Definition: Include here all terms that would not be more appropriate in <geographic>, <temporal>, <titleInfo>, <name>, or <genre>.

**<geographic>**

Required: N

Repeatable: Y

MARC: 651, 6XX \$z

**<geographicCode>**

Required: N

Repeatable: Y

MARC: 043

Definition: A geographic area code associated with a resource.

Attributes:

*authority* (required): takes the following values:

marcgac

marccountry

iso3166

**<temporal>**

Required: N

Repeatable: Y

MARC: 045, 6XX \$y

Definition: Used for chronological subject terms or temporal coverage.

Attributes:

*encoding* (required): takes only "w3cdtf"  
*point* (required if applicable): takes only "start" or "end"

**<titleInfo>** Refer to the Title section of these guidelines  
**<name>** Refer to the Name section of these guidelines.  
**<genre>** Refer to the Genre section of these guidelines.

### Examples:

*With parsed and repeated <subject> values, with LCSH specified as the authority at the <subject> level*

```
<subject authority="lcsch">  
  <topic>Railroads</topic>  
  <geographic>West (U.S.)</geographic>  
  <genre>Maps</genre>  
</subject>
```

*Topical: With <topic> grouped with other <subject> subelements that use same authority, with LCSH and local specified separately as authority at the <subject> level*

```
<subject authority="lcsch">  
  <topic>Funeral rites and ceremonies</topic>  
  <geographic>Louisiana</geographic>  
  <geographic>New Orleans</geographic>  
</subject>
```

```
<subject authority="local">  
  <topic>Jazz funerals</topic>  
</subject>
```

*Temporal: With the encoding attribute used to indicate a single date in time*

```
<subject>  
  <temporal encoding="w3cdtf">1975-05-15</temporal>  
</subject>
```

*Temporal: With the encoding and point attributes used to indicate a date range*

```
<subject>  
  <temporal encoding="w3cdtf" point="start">2001-09-11</temporal>  
  <temporal encoding="w3cdtf" point="end">2003-03-19</temporal>
```

**</subject>**

*Title: With name and topical subelement*

**<subject authority="lcsb">  
    <name type="personal" authority="naf">  
        <namePart>Woolf, Virginia</namePart>  
        <namePart type="date">1882-1941</namePart>  
    </name>  
    <titleInfo>  
        <title>Three Guineas</title>  
    </titleInfo>  
    <topic>Criticism and interpretation</topic>  
</subject>**

*Genre:*

**<subject authority="lcsb">  
    <name type="personal" authority="naf">  
        <namePart>Edmondston, Catherine Devereux</namePart>  
        <namePart type="date">1823-1875</namePart>  
    </name>  
    <genre>Diaries</genre>  
</subject>**

## [Related Items](#)

MODS Element	Attributes	Subelements
<relatedItem>	type xlink:href displayLabel	All MODS elements

### Usage Guidelines:

1. One <relatedItem type="host">, with a title and link, is required in every record to identify the collection.
2. ANY MODS element may be used as a subelement of <relatedItem>. In other words, <relatedItem> may be used a MODS record within a MODS record.
3. DO NOT use multiple, nested <relatedItem> elements within a single MODS record.
4. <relatedItem> may be used:
  - a. If you need to point to a record for a related item, using *xlink* and an empty element.
  - b. If you need to provide contextual information, such as a description of a series or version.
  - c. If you need to provide specific and detailed information about constituent parts, like the tracks on a CD.
5. The analog version of a digital surrogate should be described in the main record.
6. <tableOfContents> is preferred over <relatedItem>, unless more information is needed about constituent parts.

### <relatedItem>

Required: N

Repeatable: Y

MARC: 7XX, 490, 8XX, 510

Definition: Information that identifies other resources related to the one being described.

Attributes:



*type* (required): This attribute describes the relationship between the related item and the parent MODS record. It accepts the following values:

- host
- constituent
- series
- isReferencedBy

*xlink:href* (recommended if applicable): Used to link to external resources, taking a URL  
*display label* (optional)

## Examples:

### *Linking*

```
<relatedItem displayLabel="Preceding Title" type="preceding"
xlink:href="http://hdl.loc.gov/umich.dli.moa/AGE3371"/> <relatedItem
xlink:href="info:lccn/85000002" />
```

### *Context*

```
<relatedItem displayLabel="Appears in" type="host">
  <titleInfo>
    <title>Post-Fordism</title>
    <subTitle>a reader</subTitle>
  </titleInfo>
  <name type="personal" authority="naf">
    <namePart type="given">Ash</namePart>
    <namePart type="family">Amin</namePart>
    <role>
      <roleTerm type="text">editor</roleTerm>
    </role>
  </name>
  <originInfo>
    <dateIssued>1994</dateIssued>
    <publisher>Blackwell Publishers</publisher>
    <place>
      <placeTerm type="text">Oxford</placeTerm>
    </place>
  </originInfo>
  <part>
    <extent unit="page">
      <start>23</start>
      <end>45</end>
    </extent>
  </part>
</relatedItem>
```

## Constituent parts

```
<relatedItem type="constituent" ID="DMD_disc01_tr001">
  <titleInfo type="uniform" authority="naf">
    <title>Chaconne von Vitali</title>
  </titleInfo>
  <titleInfo>
    <title>Chaconne</title>
  </titleInfo>
  <name type="personal" authority="naf">
    <namePart>Vitali, Tomaso Antonio</namePart>
    <namePart type="date">1663-1745</namePart>
    <role>
      <roleTerm authority="marcrelator" type="text">composer</roleTerm>
    </role>
  </name>
  <name type="personal" authority="naf">
    <namePart>Blatt, Josef</namePart>
    <role>
      <roleTerm authority="marcrelator" type="text">performer</roleTerm>
    </role>
  </name>
  <physicalDescription>
    <extent>9:55</extent>
  </physicalDescription>
  <note type="Standard Restriction">This item is unavailable due to copyright restrictions.</note>
  <note type="performers">Nathan Milstein, violin ; Josef Blatt, piano.</note>
  <note type="statement of responsibility">Tomaso Vitali</note>
  <note>Originally for violin and continuo; arr. for violin and piano.</note>
  <note>Attributed to Tomaso Vitali, but most likely not by him.</note>
  <subject authority="lcsch">
    <topic>Chaconnes (Violin and piano), Arranged.</topic>
  </subject>
</relatedItem>
```

## Identifier

MODS Element	Attributes	Subelements
<identifier>	type	None

### Usage guidelines:

1. Every MODS records should include at least one <identifier><type> element.
2. For digital objects, the identifier is the Fedora PID.
3. For analog resources, the <identifier> is typically the ISBN or ISSN. However, in some cases a local control number, like a classification number or an accession number, may be assigned instead.
4. It is not necessary to assign an identifier to an analog resource, but it is recommended.

### <identifier>

Required: Y

Repeatable: Y

MARC: 010, 020, 022, 024, 856

Definition: Contains a unique standard number or code that distinctively identifies a resource.

### Attributes:

*type* (required): The values for this attribute are not controlled, but common examples include:

pid  
isbn  
issn  
lccn  
local

### Examples:

<identifier type="pid">niu-lincoln:30924</identifier>

<identifier type="lccn">00694010</identifier>

## Location

MODS Element	Attributes	Subelements
<location>	type -- <physicalLocation> authority -- <physicalLocation> access -- <url> usage -- <url>	<physicalLocation> <url> <holdingSimple> <copyInformation> <subLocation> <shelfLocator>

### Usage guidelines:

1. The MODS record must include one <location><url> with *usage="primary display"* or *usage="object in context"*. This element may not be repeated. Best practice is to link to a page that includes BOTH the resource and the metadata display.
2. This element is used to record the URL of the object in the digital collection, but it may also be used to record holding information for the analog resource.
3. When recording the physical location of an analog resource, include a text instance (*type="text"*) and a coded instance (*type="code"*). The coded instance must include the OCLC organization code, which will typically be "JNA."
4. If the record describes a multi-part resource, like a set, choose one primary entry point.
5. This element is NOT used to indicate the physical location of files.

### <location>

Required: Y

Repeatable: Y

Definition: identifies the institution or repository holding the resource, or a remote location in the form of a URL where it is available. <location> is a wrapper for <physicalLocation>, <url>, and <holdingSimple>.

### <physicalLocation>

Required: N

Repeatable: Y

MARC: 852 \$a

Definition: the institution or repository that holds the resource or where it is available

**<url>**

Required: Y

Repeatable: N

Definition: the Uniform Resource Location of the resource.

Attributes:

*primary display* (required)

*access* (recommended): this attributes takes the following values:

raw object

object in context

**<holdingSimple>**

Required: N

Repeatable: N

Definition: General information about what the institution identified in physicalLocation holds of the resource and its specific location

**<copyInformation>**

Required: N

Repeatable: N

Definition: Information about a specific tangible instance of a bibliographic resource or set which comprises one or more pieces via indication of sublocation and/or locator.

**<subLocation>**

Required: N

Repeatable: N

MARC: 852 \$b

Definition: Department, division or section of an institution holding a copy of the resource.

**<shelfLocator>**

Required: N

Repeatable: N  
MARC: 852 \$h

Definition: Shelfmark or other shelving designation that indicates the location identifier for a copy.

### Examples:

```
<location>
  <url usage="primary display" access="object in context"> http://lincoln-
    dev.lib.niu.edu/fedora/repository/niu-lincoln%3A30922</url>
</location>

<mods:location>
  <mods:physicalLocation type="text">Founders Memorial Library. Donn V. Hart South
    East Asian Collection.
  </mods:physicalLocation>
  <mods:physicalLocation type="code"
    authority="marcorg">JNA</mods:physicalLocation>
  <mods:holdingSimple>
    <mods:copyInformation>
      <mods:subLocation>fmlspx</mods:subLocation>
      <mods:shelfLocator>PL3957.H684 1825</mods:shelfLocator>
    </mods:copyInformation>
  </mods:holdingSimple>
  <mods:url usage="primary display" access="object in context">
    http://sea.lib.niu.edu/fedora/repository/SEAImages:houghcollection/-
    /An%20English%20and%20Burman%20vocabulary </mods:url>
</mods:location>
```

## Access Conditions

MODS Element	Attributes	Subelements
<accessCondition>	type displayLabel	None

### Usage guidelines:

1. Every MODS record must include one <accessCondition> element with the attribute *type="useAndReproduction."*

### <accessCondition>

Required: Y

Repeatable: N

MARC: 506 (restrictions), 540 (use)

Definition: information about restrictions imposed on access to a resource

Attributes:

*type* (required): This attribute takes the following values:

use and reproduction  
restriction on access

## **Record Information**

<b>MODS Element</b>	<b>Attributes</b>	<b>Subelements</b>
<code>&lt;recordInfo&gt;</code>	authority -- <code>&lt;recordContentSource&gt;</code> type -- <code>&lt;languageTerm&gt;</code> authority -- <code>&lt;languageTerm&gt;</code>	recordIdentifier recordContentSource recordOrigin languageOfCataloging languageTerm

### **Usage Guidelines:**

1. Every MODS record requires one `<mods:languageTerm authority="iso639-2b" type="code">eng</mods:languageTerm>`.
2. The source of the record is always our OCLC organization identifier:  
`<recordContentSource authority="oclcorg">JNA</recordContentSource>`
3. Use the URL that points to the MODS record in the Fedora repository for `<recordIdentifier>`.

### **`<recordInfo>`**

Required: Y

Repeatable: N

Definition: Information about the metadata record. `<recordInfo>` is a wrapper for `<recordIdentifier>`, `<recordContentSource>`, and `<languageOfCataloging>`.

### **`<recordIdentifier>`**

Required: Y

Repeatable: N

MARC: 001

Definition: Contains the system control number assigned by the organization creating, using, or distributing the record.

### **`<recordContentSource>`**

Required: Y

Repeatable: N

MARC: 040

Definition: The code or name of the organization that either created or modified the original record.



Attributes:

*authority* (required): Always "oclcorg"

**<recordOrigin>**

Required: R

Repeatable: N

Definition: Shows the origin or provenance of the MODS record.

**<languageOfCataloging>**

Required: Y

Repeatable: N

MARC: 040 \$b

Definition: The language of the text of the cataloging in the MODS record.

**<languageTerm>**

Required: Y

Repeatable: N

Definition: Contains the language(s) of the metadata record.

Attributes:

*authority* (required): Always "iso639-2b"

*type* (required): Always "code"

**Examples:**

**<mods:recordInfo>**

**<mods:recordContentSource>JNA</mods:recordContentSource>**

**<mods:recordIdentifier>http://prairiefire.lib.niu.edu/fedora/repository/niu-prairie%3A1631/MODS/MODS </mods:recordIdentifier>**

**<mods:languageOfCataloging>**

**<mods:languageTerm authority="iso639-2b"**

**type="code">eng</mods:languageTerm>**

**</mods:languageOfCataloging>**

**</mods:recordInfo>**