

- NEW SDBM Entities

- **Entries:** An entry describes the features of a manuscript book, as recorded in a particular source of information.
- **Sources:** A source from which data about a manuscript book originates. These include auction, sale, or collection catalogs, online-only auctions or bookseller websites, personal observations, unpublished sources, or other published sources.
- **Provenance Agents:** A person or organization involved in the history of a manuscript's possession and transmission. These include--but are not limited to--auction houses, dealers, collectors, institutional collections (libraries, universities, monasteries, churches), etc.
- **Authors:** An author of a text in a manuscript book.
- **Manuscript Record:** A manuscript record associates entries that refer to the same physical object.

- Add an Entry – Identify the Source

- **SOURCE DATE:** Enter date in YYYY-MM-DD, YYYY-MM, or YYYY format. For multi-date auctions, enter the first day of the auction. For sources with no date, enter all zeros.

e.g.: enter 1968 as 1968
 enter July 2005 as 2005-07
 enter March 2, 2015 as 2015-03-02

- **SELLING AGENT OR INSTITUTION/COLLECTION:** Enter name of auction house, dealer, collector, collection, etc as it appears in the source or as it was known at the time of the transaction. If an individual dealer or seller's firm is identified by name, give the legal name of the firm. If a private individual seller, give last name first. If a donation, enter the individual's name, using the SDBM Personal Name Standard:

 Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

e.g.: Sotheby's
 Sotheby's NYC

British Library
Leo S. Olschki
Lewis, John Frederick

- **SOURCE TITLE:** Enter the title or identifying statement of a data source. If a sale catalogue, include the number if given.

e.g.: no. 5094: Indian and Islamic works of art. (for Christie's April 20, 2007 sale)

Biblioteca manoscritta di Tommaso Giuseppe Farsetti,
Patrizio Veneto (J. Morelli)

- Create New Source

- **SOURCE TYPE:** *[drop-down menu listing all possible types of documentation from which data about a manuscript book originates]*
 - **Auction/Sale Catalog:** Use for auction or sale catalogs for a specific sale event. For online-only auctions (such as eBay) or sale events, use the SOURCE TYPE: *Online-only Auction or Bookseller Website*.
 - **Collection Catalog:** Use for published catalogs of institutional or private individual collections.
 - **Online-only Auction or Bookseller Website:** Use for online-only auctions, such as eBay, or for bookseller websites providing non-dated sale lists. This field is intended for information found only online and not referring to a specific, dated sale. When the data source is an online version of a print catalog (e.g. a pdf), use the SOURCE TYPE: *Auction/Sale Catalog*.
 - **Personal Observation:** Use when recording data acquired via direct personal observation of a manuscript.
 - **Other Published Source:** Use for any other published source not applicable to the previous SOURCE TYPES (e.g., an inventory published in a journal article).
 - **Unpublished:** Use for any unpublished data sources (e.g. in-house finding aids or inventories, personal communications via email, etc).

- **SOURCE DATE:** Enter date in YYYY-MM-DD, YYYY-MM, or YYYY format in Auction/Sale Catalog, Collection Catalog, Published Source, Personal Observation, or Other Published Source. For multi-day auctions, enter the first day of the auction. For Online-only Auction or Bookseller Websites, enter the data you (the data entry person) viewed the data. For sources with no date, leave the date field blank.
- **INSTITUTION/COLLECTION:** Enter name of institution or private collector holding a manuscript in Collection Catalog or Other Published Source . Enter name as given in data source, even if the name has since changed. For institutions, give name of city if not included in the institution's name. For abbeys, monasteries, convents, churches, etc., give city name and institution type or name.

For individuals, use the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

Enter any additional details about the person or institution, such as dates in the Comments field.

e.g.: Boston Medical Library
 Manchester, John Rylands Library
 Aulne, Abbey
 Hoe, Robert
 Eton College, Cambridge University

- **PUBLICATION TITLE:** Enter the title of the publication as given in data source in Collection Catalog, Published Source, or Other Published Source.
- **PUBLICATION AUTHOR:** Enter the author of the publication in Collection Catalog, Published Source, or Other Published Source, following the naming standards for the AUTHOR field. If no author, leave field blank.
 - **AUTHOR field naming standards:** Enter name as found in Author Lookup Table, which is automatically suggested in the text box when you begin typing. If an Author is new, i.e. not in the Author Lookup Table, create an authority name by clicking

on the Create >>> option. This action will open a pop-up window where you can import an authority name in VIAF. If no VIAF file for a name exists, create a standard manually using the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

e.g.: Ludolf, von Sachsen → Ludolf von Sachsen
Albertus, Magnus, Saint → Albertus Magnus, Saint
Hyginus, C. Julius → Hyginus, Gaius Julius

Enter any additional details about the person, such as dates they were alive or active, in the Comments field.

- **WEBSITE NAME:** Enter website name in source type Online-only Auction or Bookseller Website, as given in data source.

e.g.: Ebay
The Romantic Agony
Schilb Antiquarian

- **SOURCE NAME:** Enter the title or identifying statement of a data source in a SOURCE:Personal Observation or an Unpublished Source.

e.g.: For Personal Observation: Research Visit to British Library

For Unpublished Source: Duke Greek MS codex MSS.xls

- **AUTHOR/CREATOR:** Enter name of author or creator of source in Unpublished Source, if known. For individuals, use the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

- **OBSERVER:** Enter name of individual whose observations constitute the data source in Personal Observation. Use the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

- **SELLING AGENT:** Enter name of auction house, dealer, collector, collection, etc. responsible for Auction/Sale Catalog and Online-only Auction or Bookseller Website. If an individual dealer or seller's firm is identified by name, give the legal name of the firm. If a private individual seller, give last name first. If a donation, enter the individual's name. Standard names already entered into the database will appear in the Provenance Agent Lookup Table as you type. If a name is new, i.e. not in the Lookup Table, create an authority name by clicking on the Create >>> option. This action will open a pop-up window where you can import an authority name in VIAF. If no VIAF file for a name exists, create a standard manually using the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

Enter any additional details about the person or institution, such as dates in the Comments field.

e.g.: Boston Medical Library
Manchester, John Rylands Library
Aulne, Abbey
Hoe, Robert
Eton College, Cambridge University

- **HAS MANUSCRIPTS:** Select "Yes" or "No" to describe whether the source contains manuscript data. If unsure, select "Maybe". This field is useful if you do not intend to begin entering data immediately from a source.
- **LOCATION** | **CHANGE ALL INSTANCES TO LOCATION TYPE (WAS WHERE DID YOU SEE THIS SOURCE?):** Select how you saw the data

source. If you select “Other”, describe the situation in the COMMENTS field.

- **DATE ACCESSED:** Enter the date you viewed the data source.
- **SOURCE INSTITUTION:** Enter name of institution or private collector holding this source. ~~type. Enter name as given in data source, even if the name has since changed. For institutions, give name of city if not included in the institution’s name. For abbeys, monasteries, convents, churches, etc., give city name and institution type or name. For individuals, use~~ **SDBM PERSONAL NAME STANDARDS**
- **LOCATION (CITY, COUNTRY):** Enter the location of the institution or collection where the source was viewed, using the format (City, Country).
- **ONLINE LINK/CALL NUM.:** Enter an online link to the data source, or a call number, if known.
- **COMMENTS:** Enter any additional comments not recorded in the previous data fields.

- Add an Entry – Fill Out Details

- **CAT/LOT No.:** Enter lot number from sale catalog for an individual manuscript or catalog number in institutional catalogs.
- **INSTITUTION/COLLECTION:** Enter name of institution or private collector holding the manuscript . Enter name as given in data source, even if the name has since changed. For institutions, give name of city if not included in the institution’s name. For abbeys, monasteries, convents, churches, etc., give city name and institution type or name. For individuals, use the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

e.g.: Boston Medical Library
Manchester, John Rylands Library
Aulne, Abbey
Hoe, Robert

Eton College, Cambridge University

- **SELLING AGENT:** Enter name of auction house, dealer, collector, collection, etc. Record this information as it appears in the source or as it was known at the time of the transaction. If an individual dealer or seller's firm is identified by name, give the legal name of the firm. If a private individual seller, give last name first. If a donation, enter the individual's name. For individuals, use the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

e.g.: Sotheby's
 Sotheby's NYC
 Sotheby's Tel Aviv
 American Art

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.

- **SELLER:** Enter name of private collector or institution selling manuscripts through the auction house or dealer as recorded in SELLING AGENT. For individuals, use the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

e.g.: Boston Medical Library
Manchester, John Rylands Library
Aulne, Abbey
Hoe, Robert
Eton College, Cambridge University

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.

- **BUYER:** Enter name of institution or private collector purchasing or receiving a manuscript in a given transaction. Enter name as given in data source, even if the name has since changed. For institutions, give name of city if not included in the institution's name. For abbeys, monasteries, convents, churches, etc., give city name and institution type or name. For individuals, use the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

e.g.: Boston Medical Library
Manchester, John Rylands Library
Aulne, Abbey
Hoe, Robert
Eton College, Cambridge University

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further

explain your reasoning in the *Other Information* field, if you desire.

- **SOLD:** Enter “Yes” or “No” for whether or not a final sale took place. Enter “Gift” if a donation or bequest. Enter “Withdrawn” if listed in catalog but removed from sale. Enter “Unknown” if sale status not known.
- **DATE SOLD:** Enter the date the manuscript was sold. Record the date exactly as given in the data source.
- **PRICE:** Enter amount paid for manuscript (numerical values only).
- **CURRENCY:** Use this dropdown menu to enter the standard, 3-letter abbreviation for the most common currencies. These follow the ISO 4217 abbreviation standard.

EUR= European Union Euro

GBP= British Pound

USD= United States Dollar

CHF= Swiss Franc

FRF= French Franc

BEF= Belgian Franc

DEM= Deutsche Mark

ITL = Italian Lira

DKK = Danish Krone

JPY = Japanese Yen

- **OTHER CURRENCY:** Enter less common and obsolete currencies not listed in previous dropdown menu. Where possible, try to follow the ISO 4217 3-letter abbreviation standard. See also APPENDIX B for historical currencies.

Also use field to provide both numerical and currency information for prices that do not follow the 0.00 standard, e.g. 18th-century pound-shilling-pence prices (p-s-d) or Dutch florins (fl.).

e.g.: PLN
 2p0s5d

- **TITLE AS RECORDED:** Enter title exactly as given in the data source. This should be verbatim from the text.

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
 - Question mark = the source expresses doubt about the information
 - Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.
- **COMMON TITLE:** Enter alternate title if desired. An alternate title can be the name by which the text is typically known, a translation of a title from the original language, etc.

e.g.: Bible (when Title as Recorded field = Biblia Latina)
 The Dream of Scipio (when Title as Recorded field = Somnium Scipionis)

- **AUTHOR AS RECORDED:** Enter the name exactly as given in the data source. This should be verbatim from the text, repeating the original idiomatic spelling, name order, abbreviation, and even case usage (usually genitive). If a name is not given in the source, leave Author As Recorded blank, even if the author can otherwise be inferred: in this case, supply the inferred name in the Author field instead and note it as such with the appropriate certainty symbol in the box next to the Author name. The label “Anonymous” should be used only when given exactly as such in the data source.

e.g.: Gualteri Burlaei
 Anonymous from Verona

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
 - Question mark = the source expresses doubt about the information
 - Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.
- **AUTHOR:** Enter name as found in Author Lookup Table, which is automatically suggested in the text box when you begin typing. If an Author is new, i.e. not in the Author Lookup Table, create an authority

name by clicking on the Create >>> option. This action will open a pop-up window where you can import an authority name in VIAF.

If no VIAF file for a name exists, create a standard manually using the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

e.g.: Ludolf, von Sachsen → Ludolf von Sachsen
Albertus, Magnus, Saint → Albertus Magnus, Saint
Hyginus, C. Julius → Hyginus, Gaius Julius

Enter any additional details about the person, such as dates they were alive or active, in the Comments field.

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
 - Question mark = the source expresses doubt about the information
 - Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.
- **ROLE**: Note authorial roles and responsibilities using the following code: Attributed = Attr, Translator = Tr, Commentator = Com, Compiler = Comp, Editor = Ed, Glossator = Gl, Preface = Pref, Introduction = Intr
 - **DATE AS RECORDED**: Enter the date exactly as given in the data source. This should be verbatim from the text.

e.g.: 14th century
Fourteenth century
XIV c.

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.

- **DATE FOR SEARCH:** Depending on the content you enter for the Date as Recorded field, the SDBM may auto-populate these fields. You can always change the auto-populated data. If the fields do not auto-populate, enter an appropriate range of dates for the manuscript. Use a minus sign before the year to denote B.C.E. dates (e.g. -10 for 10 B.C.E.).

Enter the start date of the range in the first field, and the end date of the range in the last field. This range allows your entry to appear in a wider array of search results.

e.g.: 1400 - 1500 (when Date as Recorded= XV c.)
1300 - 1350 (when Date as Recorded= first half of
fourteenth century)
1275 - 1300 (when Date as Recorded= last quarter of
13th century)

- **ARTIST AS RECORDED:** Enter name of artist or artists exactly as given in the data source. This should be verbatim from the text. Record standard names for the artist or artists in the ARTIST field.

e.g.: Simon Bening's workshop
Jean Pucelle

- **ARTIST:** Enter the standard name of artist or artists. Standard names already included in the SDBM will appear in a drop-down list as you type into this field. If no correct standard name appears, create a new standard name by clicking the >> **Create** name option from the drop-down list. Follow the instructions in the pop-up window to create the new standard name.

e.g.: Pucelle, Jean
De Brailes, William

When schools, circles, workshops, etc. associated with a named artist or master are given, give the name of the standard name of the artist first, then add the appropriate qualifier:

e.g.: Bening, Simon, follower
 Master of Edward IV, workshop
 Master of the White Inscriptions
 Coetivy Master, follower (Henri de Vulcop)

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.

- **SCRIBE AS RECORDED:** Enter name of scribe exactly as given in data source. This should be a verbatim quotation from the text, repeating the original idiomatic spelling, name order, and even case usage. Descriptive notes about the scribe that do not contain an explicit name, such as, “In a contemporary hand” or “Several hands”, should be entered in OTHER INFO.
- **SCRIBE:** Enter name as found in Scribe Lookup Table, which is automatically suggested in the text box. If a Scribe is new, i.e. not in the Scribe Lookup Table, create an “Authority” name. Enter name as given in source if only a first name, part of a name, or an abbreviated name. If first and last names are recorded or known, enter last name first. Descriptive notes about the scribe that do not contain an explicit name, such as, “In a contemporary hand” or “Several hands”, should be entered in OTHER INFO.

e.g.: Bracciolini, Poggio
 Johannes

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information

- Question mark = the source expresses doubt about the information
 - Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.
- o **LANGUAGE:** Enter all languages used in the manuscript. If a dialect, give the primary language group first (even if not indicated in the catalog), then the dialect.

e.g.: French, Norman
English, Old
German, Swabian

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.

- o **MATERIAL:** Select the physical material on which the text is written: Bamboo, Bark, Clay, Leaf, Leather, Mica, Palm Leaf, Paper, Papyrus, Parchment, Silk, Skin, Wax, Wood, or Other. If Other, describe material in OTHER INFO field.

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.

- o **PLACE:** Enter the geographical location of where the manuscript was produced. Enter country of origin first (even if not indicated in the catalog), using modern political boundaries; exceptions might include

Persia, Flanders, Rhaetia, if these are given in the catalog. If location is identified with an empire or dynasty, give the name of the empire or dynasty first, e.g. Ottoman Turkey or Safavid Persia. After country, enter all locations given. Possible localizations include: cardinal point (northern, southern, southeastern, etc.), province, region, country, city, and institutions. Enter order from the largest geographical unit to the smallest.

e.g.: Germany
 Germany, southern
 Italy, Tuscany
 France, Paris
 France, northern, Arras
 Persia
 Safavid Persia
 Mamluk Egypt
 Ottoman Empire

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.

- o **USE:** Enter liturgical use for a liturgical text (e.g. missal, breviary, antiphonary, etc.) or a book of hours.

e.g.: Rome
 Sarum
 Dominican

- o **FOLIOS:** Enter number of folios
- o **LINES:** Enter number of lines
- o **COLUMNS:** Enter number of columns
- o **HEIGHT:** Enter height of manuscript in millimeters.
- o **WIDTH:** Enter width of manuscript in millimeters.

- **ALT SIZE:** Select alternative size measurements from drop down menu. This field should only be entered if the catalog uses terms such as “folio”, “quarto”, “octavo”, “duodecimo”, etc. to indicate size. Do not use this field to enter data on gathering structures. If the catalog does not use these terms to indicate size, LEAVE FIELD BLANK.
- **FULL-PAGE MINIATURES:** Enter the number of miniatures comprising the full area of the text block prescribed by the layout of the manuscript.
- **LARGE MINIATURES:** Enter the number of miniatures that are roughly half or more than half of the prescribed page layout in size.
- **SMALL MINIATURES:** Enter the number of miniatures that are less than half of prescribed page layout in size.
- **UNSPECIFIED MINIATURES:** Enter the number of miniatures of an undetermined size.
- **HISTORIATED INITIALS:** Enter the number of initials with representational imagery.
- **DECORATED INITIALS:** Enter the number of initials with only decorative elements.
- **BINDING:** Enter description of the binding.
- **URL LINK:** Enter full URL hyperlink to source, if one exists.
- **OTHER INFORMATION:** Enter other information recorded in the source, such as distinguishing characteristics, notes on the physical structure of the manuscript, including the explanation of the physical relationships among various texts and/or parts of a miscellany, or anything else that might help to elucidate data and facilitate the identification of the manuscript.
- **PROVENANCE:**
 - **START DATE AS RECORDED:** Enter the date possession of the manuscript began. Record the date exactly as given in the data source.
 - **START DATE FOR SEARCH:** Enter an appropriate range of dates for the start of the possession of the manuscript. Enter the start date of the range in the first field, and the end date of the range in the last

field. This range allows your entry to appear in a wider array of search results. Depending on the content you enter for the Date as Recorded field, the SDBM may auto-populate these fields. You can always change the auto-populated data.

- **END DATE AS RECORDED:** Enter date possession of the manuscript ended. Record the date exactly as given in the data source.
- **END DATE FOR SEARCH:** Enter an appropriate range of dates for the end of the possession of the manuscript. Enter the start date of the range in the first field, and the end date of the range in the last field. This range allows your entry to appear in a wider array of search results. Depending on the content you enter for the Date as Recorded field, the SDBM may auto-populate these fields. You can always change the auto-populated data.
- **SELLING AGENT AS RECORDED:** Enter name of selling agent exactly as given in the data source.
- **SELLING AGENT:** Enter the standard name of the selling agent. Standard names already entered into the database will appear in the Provenance Agent Lookup Table as you type. If a name is new, i.e. not in the Lookup Table, create an authority name by clicking on the Create >>> option. This action will open a pop-up window where you can import an authority name in VIAF. If no VIAF file for a name exists, create a standard manually using the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

Enter any additional details about the person or institution, such as dates in the Comments field.

e.g.: Sotheby's
Sotheby's NYC
Sotheby's Tel Aviv
American Art

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
 - Question mark = the source expresses doubt about the information
 - Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.
- **HOLDER AS RECORDED:** Enter name of possessor exactly as given in the data source.
 - **HOLDER:** Enter name of possessor as found in Provenance Agent Lookup Table. Standard names already entered into the database will appear in the Provenance Agent Lookup Table as you type. If a name is new, i.e. not in the Lookup Table, create an authority name by clicking on the Create >>> option. This action will open a pop-up window where you can import an authority name in VIAF. If no VIAF file for a name exists, create a standard manually using the SDBM Personal Name Standard:

Last name, First Name, Title

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

Enter any additional details about the person or institution, such as dates in the Comments field.

e.g.: Boston Medical Library
 Manchester, John Rylands Library
 Aulne, Abbey
 Hoe, Robert
 Eton College, Cambridge University

CAUTION: Auction houses are never entered in the HOLDER field, enter these in the SELLING AGENT field.

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

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- Question mark = the source expresses doubt about the information

- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.
- **BUYER AS RECORDED:** Enter name of institution or individual purchasing or receiving a manuscript in a given transaction. Enter name as given in data source, even if the name has since changed.
- **BUYER:** Enter name of institution or individual as found in Provenance Agent Lookup Table. Standard names already entered into the database will appear in the Provenance Agent Lookup Table as you type. If a name is new, i.e. not in the Lookup Table, create an authority name by clicking on the Create >>> option. This action will open a pop-up window where you can import an authority name in VIAF. If selling agent has no standard name, enter the name as stated in the data source. For personal names, use the following format: Last Name, First Name, Title. For institutions, give name of city if not included in the institution's name. For abbeys, monasteries, convents, churches, etc., give city name and institution type or name.

Do not use commas between names and hometowns or between names and common descriptors. Spell out common abbreviations of given names.

Enter any additional details about the person or institution, such as dates in the Comments field.

e.g.: Boston Medical Library
 Manchester, John Rylands Library
 Aulne, Abbey
 Hoe, Robert
 Eton College, Cambridge University

Note: Denote certainty of data with the appropriate symbol in the box next to field. A checkmark appears as default. Click on the box to cycle through the following options:

- Checkmark = the source contains the information
- Question mark = the source expresses doubt about the information
- Asterisk = you (the data entry person) are providing the information, based on a strong inference. You can further explain your reasoning in the *Other Information* field, if you desire.

- **EVIDENCE:** Enter any additional details or descriptions related to the provenance not included in the prior PROVENANCE fields.
- **EDITORIAL NOTES:** Enter any additional comments or questions regarding the entry. This field is intended to contain user comments, not details found in the data source itself.

Remember that entries reflect what the **source** provides, not necessarily the reality of what the **manuscript** is. You should not try to correct a source. Known errors in the data should be preserved but noted in this field or the **Comments** field. If you believe the source description is in error, create a new **Personal Observation** entry. If there is not already a **Manuscript Record** created, you will be asked to create this record.

APPENDIX A: Source Standards

TBD

APPENDIX B: 18th Currency and Exchange Rates

(taken from:

<http://www.hudsonrivervalley.net/ROCHAMBEAUINCONNECTICUT/Currency.php>)

German Currency:

- 1 Gulden (= fl; gold, after circa 1500 silver)
= 60 Kreuzer
- 1 fl rhein
= 15 Batzen
= 60 Kreuzer
= 240 Denar
= 480 Heller
- 1 Albus
= 1 1/2 Batzen
= 6 Kreuzer
= 24 Denar
= 48 Heller
- 1 Batzen
= 4 Kreuzer
= 16 Denar
= 32 Heller

- 1 Groschen
 - = 3 Kreuzer
 - = 12 Denar
 - = 24 Heller
- 1 Kreuzer
 - = 4 Denar
 - = 8 Heller
- 1 Denar
 - = 2 Heller
- 1 Königstaler: 1 fl 20 Kreuzer rhein.
- 1 Laubtaler: 2 fl 45 Kreuzer rhein.
- 1 Dukaten: 5 fl rhein. (since 1559)
- 1 Karolin: 11 fl

French Currency:

- Louis (Gold)
 - = 20 livres (24 livres after 1726)
 - = 480 sous
 - = 7200 denier
- Livre (Silver)
 - = 20 sous
 - = 300 denier
- Sous (Copper)
 - = 15 denier
- Denier (Copper)
 - = 60 sous
- Ecu (silver)
 - = 3 livres
 - = 900 denier
- Franc = 1 livre, an administrative unit only

English Currency:

- Pound Sterling (silver)
 - = 20 Shillings

- = 240 Pennies
 - = 480 Ha'pennies
 - = 960 Farthings
- Shilling (Silver)
 - = 12 Pennies
 - = 24 Ha'pennies
 - = 48 Farthings
- Groat (Silver)
 - = 4 Pennies
 - = 8 Ha'pennies
 - = 16 Farthings
- Penny (Copper)
 - = 2 Ha'pennies
 - = 4 Farthings
- Ha'penny (Copper)
 - = 2 Farthings
- Farthing (Brass)
- Guinee (Gold)
 - = 21 shillings (after 1707)
- Crown (Silver)
 - = 5 shillings
- Sovereign
 - = £ 1 Gold coin, introduced in 1817

In 1849, a silver florin was introduced, worth 2 shillings.

In the cash-starved colonies in North America, Spanish coinage was widely used.

Spanish Currency:

- Doubloon (Gold)
 - = 8 Escudos
 - = 4 Pistols
 - = 16 Pieces of Eight
 - = 128 Reales
- Pistol (Gold)
 - = 2 Escudos

- = 4 Pieces of Eight
- = 32 Reales
- Escudo (Gold)
 - = 2 Pieces Of Eight
 - = 16 Reales
- Piece Of Eight (Gold)
 - = 1 Peso
 - = 8 Reales
- Real (Silver)
 - = 8 Copper Pesos
- Peso (Copper)
- Piaster (gold)
 - = 8 Reales
 - = 1 Piece of Eight
 - = 1 Spanish Milled Dollar
 - = 1 Peso

Portuguese Currency:

- Johannes (Gold, 1722)
 - = ½ Dobra
 - = ½ Doubloon
 - = 4 Escudos
 - = 8 Pieces of Eight
 - = 64 Reales
 - = 36s. sterling (called a Half-Joe in America)

The chief trade coin of the American colonies was the Spanish Milled Dollar or Piece of Eight and the Spanish Pistole worth, 12s. 2.8 pence (=d). sterling.

There was a substantial difference in the trade value of these coins between England and her colonies. In England the Spanish milled dollar was worth anywhere between 4s. 3d. and 4s. 6d. st., up to 4 s 9 d. st. In New York, however, the Spanish milled dollar was rated by custom at 8s.; in Pennsylvania at 7s. 6d. in Delaware at 7s. 6d. and in Virginia the Spanish milled dollar was worth 6s. 8d. by 1764. Even English coins were valued higher in the colonies: the silver crown, worth 5s. in England, was rated at 6s. 3d. by the Virginia Act of 1727.

How did these currencies relate to each other? In 1764, Richard Wolters, British agent in Rotterdam, reckoned 1 Pistole at 17s. 2d.st., or 4s. 3.5d. st. per Piece of Eight[234] . In a letter of May 1780, Axel von Fersen wrote that 1 Piastre/Piece of Eight/Peso was worth 6 livres = 62 pennies = 5 s 2 d in America. Since he only paid 5 livres 5 sous = 4 shilling 5 pence in Brest, he hoped to make a profit upon arrival in Newport. Georg Daniel Flohr gave the value of 1 Spanish dollar at 2 fl 20 Kreuzer rhein., and according to Harris, "the British pound sterling was equal to 23.17 livres tournois" during the 1780s.[235] The Abbé Robin, a chaplain in one of Rochambeau's regiments in turn gave the value of a shilling in New England in the summer of 1781 as 22 sous 6 deniers or 22 livres 8 sous to the pound sterling[236] .

Based on the value of the Piece of Eight in England and contemporary sources as well as admitting for currency fluctuations we get the following exchange rates:

1 £ Sterling
= 23 livres 3 sous
= 6 deniers
~ 4.5 Pieces of Eight
~ 9 fl 30 Kreuzer rhein

1 Piece of Eight
= 4 shilling 5 pence
= 2 fl 20 Kreuzer rhein
= 5 livres 5 sous

1 Livre
= 24 Kreuzer rhein
= 10 pence 1.4 farthing
= 1 real 1 copper peso

1 fl rhein
= 2 s 2d st.
= 2 livres 10 sous
= 4 reales

[234] Frank Spencer, *An Eighteenth-Century Account of German Emigration to the American*

Colonies. *The Journal of Modern History* 28 (March-December 1956), pp. 55-59, p. 58.

[235] Robert D. Harris, "French Finances and the American War, 1777-1783" *Journal of Modern*

History 48 (June 1976), pp. 233-258, p. 247, note 41.

[236] Abbé (Charles César) Robin, *New Travels through North-America: In a Series of Letters*

(Philadelphia, 1783), p. 16.