

UCD Humanities Institute of Ireland

**Irish Virtual Research
Library and Archive**

IVRLA Cataloguing Procedures & Policies



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1.0 Introduction

1.1 Foreword

This paper outlines the cataloguing procedures and policies implemented by the IVRLA project. The paper was up-dated in order to reflect the structural changes made to the IVRLA database during March 2006. Certain cataloguing policy changes were also made at this time, and these are incorporated into this new edition. This paper now conforms to **Version 3.2** of the **IVRLA FileMaker Pro Database**.

1.2 Database Design

The design of the IVRLA database is based on the concept of **objects**, **parts** and **containers**:

An *object* is the representation of an individual resource (eg. a letter, a pamphlet or a photograph). Each object is assigned a unique identifier (*Object ID Number*) and its own record. These records are displayed in the **Objects Screen**.

Each object is composed of a number of *parts*, which represent the separate digitised files or scans which make up the object (eg. the pages of a letter or the front and back of a photograph). Each part is assigned a unique identifier (*Part ID Number*) and its own record. These records are displayed in the **Parts Screen**.

When a number of resources or objects have been intellectually linked by a repository (eg a series of related photographs or a collection of notes on the same subject), the relationship is represented by a *container*. Each container is assigned a unique identifier (*Container ID Number*) and its own record. These records are displayed in the **Container Screen**.

Objects, parts and containers, are connected to each other by means of their unique identifiers. A **table** in the *Objects Screen* displays the various parts of each object, with their Part ID numbers, original references and titles. A similar table in the *Container Screen* displays the various objects of each container, with their Object ID numbers and original references. These tables can be used to navigate between a container and its objects and between an object and its parts.

Finally, the IVRLA database contains two **Authority Files**:

The *Name Authority File* is held in the **MADS Names Screen** and contains one record for every name entered into the database. This record contains one *main entry* for the name and any *variations* of that name. The variants will be used to create cross-references to the main entry.

The *Places Authority File* is held in the **MADS Places Screen** and contains one record for every place-name entered into the database. Again, the record contains

one *main entry* for the place-name and any *variations* of that name. The variants will be used to create cross-references to the main entry. The IVRLA database is designed to create XML records.

The object, part and container records are created using **MODS** (Metadata Object Description Schema).

Authority Files which are created using **MADS** (Metadata Object Description Schema).

The fields in the database correspond to specific elements, subelements, attributes and values of these schemas.

For more information on the XML schemas behind the IVRLA database, see the *IVRLA MODS Implementation Guidelines Document*.

1.3 Entering Data

Both cataloguers and digitisers enter information (metadata) into the database. Digitisers enter data into the fields relating to the physical description and location of the resource (the fields marked in *orange*) and cataloguers enter information relating to the rest of the resource (the fields marked in *black*).

Information is entered into the database in a number of different ways:

1. **Computer Generated:** Certain data is automatically inserted on creation of the record.
2. **Free-text:** In some cases, text can be freely entered into a field.
3. **Picklists:** A choice from a controlled list of attributes or values is selected.
4. **Index:** Pressing “*Ctrl*” and “*i*” brings up an alphabetical index of previously entered text which can be selected and pasted into that field.
5. **“Add” Function:** Where an element is repeatable, a pre-scripted function is used to enter the relevant segment of MODS code for each additional element required.
6. **Building Code:** Where both complex strings of code and repeatability are required, the cataloguer selects elements, subelements and/or attributes from various picklists, and adds them to the field, in order to construct manually the MODS code required.

2.0 Objects Screen

2.1 Digitiser Fields

Table

This table is used to create and assign parts to an object. More detailed information on the creation of objects is contained in the IVRLA digitisation documentation.

1. For each new part, the original call number or reference as it appears on the resource is entered into the **originalRefParts** column.

Examples:

LA31_50

LA30_PH_23

UCD_SC_35_F_13_8

2. A unique number is then automatically generated in the **partID** column, depending on the repository.

Examples:

SC_PM_1001883

AR_PM_0003088

3. A title is given to each part and entered in the **titlePart** column.

Titles usually describe the part in relation to the whole resource/object.

If the resource is paginated, (eg. a pamphlet), the page number is used as the title. Square brackets are used for page numbers that are not actually printed, but are implied.

If the resource consists of sheets of text in a recognizable sequence (eg. a letter or a set of notes), page numbers are assigned and enclosed in square brackets.

For other types of resources, a short description identifying the relationship of the part to the object is used as the title.

Examples:

pages 51 & 52
(for a paginated resource)

page [iv]
(for a paginated resource)

[page 10]
(for a non-paginated resource)

Letter 1, [page 2]

front back verso recto

front cover back cover title-page

envelope booklet map

4. The data in this table is automatically transferred to the *Parts Screen*.

objectID

Unique number automatically generated when a new object is created. This number is also automatically transferred to the corresponding field in the *Parts Screen*, once each constituent part has been created.

Example:

OB_0001105_AR

containerID

Unique number automatically transferred from the *Container Screen*, once a new container has been created and assigned its constituent objects.

More detailed information on the creation of containers is contained in the IVRLA digitisation documentation.

Example:

CT_000006_AR

title

This field contains the main title or description of the resource.

If the resource has a proper title (as in a pamphlet or book, for example), the title is transcribed as seen on the title page.

If the title is a translation of the proper title from another language, “translated” is chosen from the **titleType** picklist.

If the resource does not have a proper title (as in a photograph, letter or document), square brackets are used to denote that it has been assigned by the project. A short sentence is used to describe the resource and the date of creation, depiction or coverage is included (if known).

If the resource is a letter, the sender, receiver and date (if known) is included in the title.

Examples:

The History of the Irish Land League Impartially Reviewed. By F. M. Holmes.

[De Valera and Dorothy Macardle in Geneva, c. 1930s]

[Letter from Anne Hodgins to Eugene O'Curry, 29 June 1860.]

[Invitation of Miss Ellen Power to a Reception in Áras an Uachtaráin, 21 July 1854]

typeOfResource

This field contains a picklist of terms which describe the general format or media of the resource (This list is defined by MODS).

The type that best describes the resource is selected.

If the resource consists of material in two different formats, a second one can be selected in the **typeOfResource2** field below. If the resource consists of more than two formats, “mixed material” can be chosen in one of these fields.

See **Appendix I** for the complete IVRLA Type List

genre

This field contains a picklist of terms which describe the format of the resource more specifically than ‘type’.

The genre that best describes the resource is selected.

See **Appendix II** for the complete IVRLA Genre List.

extent

This is a free-text field that refers to the number of *intellectual* items the object consists of (eg. One letter, one pamphlet or one photograph).

In most cases this will be one item only, since a container is usually created for resources consisting of several items. However there are cases where several items are catalogued as one object (usually ephemeral resources like tickets, notes or other short documents that do not need individual cataloguing records).

Example:

1 item

digitiserNote

This is a free-text field used by the digitiser to input any additional information relating to the physical aspect or digitization process of the resource (object), if required.

Example:

Page 6 is torn

Page 1 is wrapped around the other 3 pages

locationDisplay

This field contains a picklist of the repositories where the resources are actually located. One of the following options is selected:

UCD School of History and Archives

UCD James Joyce Library Special Collections

UCD School of Irish, Celtic Studies, Irish Folklore and Linguistics

These options may change as the project develops.

originalRef

This is a free-text field. The original call number or reference of the resource (object) is entered here.

_ is used in the place of /

Examples:

LA31_50

LA30_PH_23

UCD_SC_35_F_13_8

recordCreationDateISO

The data in this field is automatically generated on creation of an object. It contains the date of the creation of the record in a format which conforms to ISO standards.

See **Appendix IV** for examples.

2.2 Cataloguer Fields

languages

This field refers to the language of the original resource.

Using the “Add” function, a section of MODS code from the <language> element is entered into the field:

```
<language><languageTerm>#</languageTerm></language>
```

The language is entered where the # symbol occurs.

If the resource is in more than one language, the “Add” function can be repeated.

Examples:

```
<language><languageTerm>English</languageTerm></language>
```

```
<language><languageTerm>Irish</languageTerm></language>
```

roles

This field is used to identify names of persons or organizations who are in some way *responsible* for the resource (as opposed to being a *subject* of the resource).

The specific type of responsibility is defined using a code from the **MARC Relator List** found at: <http://www.loc.gov/marc/relators/>. See **Appendix III** for a list of role codes commonly used by IURLA.

For each name and role, the “Add” function is used to enter a section of MODS code from the <name> element:

```
<name type="personal | conference | corporate">  
<namePart>#</namePart>  
<role><roleTerm>#</roleTerm></role></name>
```

The cataloguer then:

1. Deletes the irrelevant *type* of name (personal, corporate or conference).

2. Enters the full authorized version of the name where the first # symbol occurs (Using Library of Congress Authorities found at: <http://authorities.loc.gov/> or using AACR2 rules, see **Appendix V**).
3. Enters the role code where the second # symbol occurs.
4. Creates an authority record in the *MADS Names Screen* if one has not already been created (See **Section 5.0**).

Multiple names and roles can be entered by repeating the “Add” function.

The person who composes a letter is assigned the ‘aut’ (author) role code, the receiver of the letter is given the ‘rcp’ (recipient) role code.

Examples:

```
<name type="personal">
<namePart>Frazer, William, 1813-1898</namePart>
<role><roleTerm>aut</roleTerm></role>
</name>
```

```
<name type="personal">
<namePart>Carnarvon, Henry Howard Molyneux, Earl of, 1831-1890</namePart>
<role><roleTerm>rcp</roleTerm></role>
</name>
```

```
<name type="corporate">
<namePart>Diprose & Bateman</namePart>
<role><roleTerm>prt</roleTerm></role>
</name>
```

abstractType

This field contains a picklist of the types of abstract used to describe the object. One of the following options is selected:

summary

(Used when the abstract has been created by the IVRLA cataloguer.)

findingAid

(Used when the abstract has been copied and/or edited from an archival Finding Aid.)

catalogue

(Used when the abstract originates from a library catalogue.)

abstract

This is a free-text field giving a description of the form and content of the resource. As described above, it may be a summary created by the cataloguer or it may originate from another source.

The main subject(s) of the resource (people, places, topics) is given as well as a description of the resource itself (what it is).

The abstract for a letter may contain quotations or extracts from it.

Examples:

Pamphlet comprising a reprint of an address to the Statistical Society in London, written and delivered by William Neilson Hancock on the 6th of May 1879, concerning the feasibility of introducing compulsory education to Ireland. Reports of the discussion between members of the Society that followed the address is also provided.

Collection of segments of ballad sheets, dating mainly from the 19th century, and some printed by J. Nicholson of Belfast.

Letter from John O'Daly, "9 Anglesea Street [Dublin]" to Eugene O'Curry, including a transcription of a fairy lullaby ("An Seoithin") he received from a friend in County Waterford. He believes the version to be "barbarously corrupted".

Black and white photograph of President de Valera outside Áras an Uachtarán. Autographed by him.

NOTES:

[Square brackets] are used to denote inferred information or information there is doubt about.

"Double quotation marks" are used to denote a direct quotation from a resource and 'single quotation marks' are used for quotations within this.

Single quotation marks are also used in the place of italics, if required.

cataloguerNote

This is a free-text field used by the cataloguer to enter any additional information relating to the description of the resource (object), which is not covered by the abstract.

Examples:

Gift of Mary Semple.

Additions to abstract made by IVRLA.

subjects

This field contains subject headings which describe the content of the resource. Various terms make up a complete subject heading.

For textual resources (eg. letters, pamphlets, documents), subject terms are selected from **LCSH (Library of Congress Subject Headings)**, found at: <http://classificationweb.net/Auto>.

For non-textual resources (eg. photographs, prints, ephemera), subject terms are selected from **LCTGM (Library of Congress Thesaurus for Graphic Materials)**. There are two controlled vocabularies here:

TGM1: For topical headings (<http://www.loc.gov/rr/print/tgm1/>).

TGM2: For genre and physical characteristics (<http://www.loc.gov/rr/print/tgm2/>).

For both textual and non-textual resources the terms for personal, corporate or conference names, geographic places and names of events, are chosen from the **LC Authorities (Library of Congress Authorities)** list found at: <http://authorities.loc.gov/>, or constructed according to **AACR2** rules (See **Appendix V**).

Subject headings can also be created locally if no term from these authorities exists or is appropriate (see notes below).

Subject headings are constructed in the 'subject' field by inserting sections of code from the MODS <subject> element.

1. An option from the **subject_open** picklist is selected and then inserted into the field using the 'Add' function.
2. The relevant option(s) from the **subject_subelement** picklist is selected and then inserted into the field using the 'Add' function.
3. The **close 'Add'** function is used to close each subject element.

As many subject headings as necessary can be assigned to the resource, by repeating the steps above.

The various terms that make up a complete subject heading are entered into their respective tags chosen from the options in the picklists. An explanation for each option is given below:

subject_open picklist (Defines the origin of the subject heading)

<subject authority="lcsch">

- Used when the complete subject heading is a term from Library of Congress Subject Headings or a name from the LC Authorities.
- Also used when the subject heading contains a term from Library of Congress Subject Headings but a name created locally using AACR2 rules.

<subject authority="lctgm">

- Used when the complete subject heading is a term from the Library of Congress Thesaurus for Graphic Materials.

- Also used when the subject heading contains a term from the Library of Congress Thesaurus for Graphic Materials but a name from LC Authorities or a name created locally using AACR2 rules.

<subject authority="local">

- Used when the subject heading is a term assigned by the IURLA cataloguer or a name created locally using AACR2 rules.
- Used especially for Irish topics / names / phrases / keywords, not covered by LCSH or LCTGM.

subject_subelement picklist (Used to enter the various type of subject terms that make up a complete subject heading).

<name type="personal"><namePart>#</namePart></name>

- Used when a person is the subject of a resource.
- The name is entered where the # symbol occurs.
- The name is selected from LC Authorities or constructed according to AACR2 rules.
- If the name does not already exist in the Name Authority File, a record is created for it (along with any variant forms of the name) in the *MADS Names Screen*. – See **Section 5.0**.

<name type="corporate"><namePart>#</namePart></name>

- Used when an organization, association or official body is the subject of a resource.
- The name is entered where the # symbol occurs.
- The name is selected from LC Authorities or constructed according to AACR2 rules.
- If the name does not already exist in the Name Authority File, a record is created for it (along with any variant forms of the name) in the *MADS Names Screen* – See **Section 5.0**.

<name type="conference"><namePart>#</namePart></name>

- Used when a titled conference or official meeting is the subject of a resource.
- The name is entered where the # symbol occurs.
- The name is selected from LC Authorities or constructed according to AACR2 rules.
- If the name does not already exist in the Name Authority File, a record is created for it (along with any variant forms of the name) in the *MADS Names Screen* – See **Section 5.0**.

<topic>#</topic>

- Used for the main *topical* subject term of the resource.
- The term is entered where the # symbol occurs.
- Subject terms can be authorized terms from LCSH or LCTGM, or unauthorized terms assigned locally.

<geographic>#</geographic>

- Used for *geographic subdivisions* where indicated in LCSH or LCTGM only (not used for local subject headings).

- The place-name is entered where the # symbol occurs.
- The place-name is selected from LC Authorities or constructed according to AACR2 rules, if not already defined by LCSH.
- If the place-name does not already exist in the Name Authority File, a record is created for it (along with any variant forms of the name) in the *MADS Places Screen* – See **Section 6.0**.

<temporal>#</temporal>

- Used for *temporal subdivisions* (time-span) where indicated in LCSH (Not used for LCTGM or local subject headings).
- The subdivision is entered where the # symbol occurs, as it appears in LCSH

<temporal encoding="iso8601">#</temporal>

- [currently not in use]

<titleInfo><title>#</title></titleInfo>

- Used when a titled publication / manuscript / artistic work is the subject of a resource.
- The title is entered where the # symbol occurs.
- Titles can be selected from LC Authorities or assigned locally.
- For locally assigned titles, the title of a published or well-known text is entered as it appears in bibliographic records, if available. Otherwise, and for unpublished texts, the title is entered as it appears in the resource.

<geographicCode>#</geographicCode>

- Used to identify a specific geographic area using a controlled list - may be used for resources from the Irish Folklore Department.

General notes on the construction of subject headings:

- In general, the narrowest term found in LCSH or LCTGM that describes the resource is used.
- In LCSH and LCTGM, when a main subject heading contains a cross-reference to a similar subdivision, then the most specific subject heading relevant to the resource is used.

Example:

Main heading: Children
 Subdivision: - - Children (under the name of a particular person)

If both types of headings are relevant and especially if the main heading differs significantly from the subdivision then *both* headings are used.

Example:

Main heading: Dwellings
 Subdivision: - - Homes & haunts (under the name of a particular person)

- In general, terms from TGM 2 and format subdivisions in LCSH are not used to describe the media/format of the resource, since the genre and type fields should cover these.

However, they may be used if:

1. It is wished to give a more specific term than in genre and type (eg. 'daguerrotype' or 'love letters').
 2. If the *content* of the resource is about a particular format (a pamphlet about a collection of letters, or a photograph of a photograph).
- Temporal subdivisions are only used where indicated in LCSH (and not for LCTGM or local subject headings.)
 - Geographic subdivisions are only used where indicated in LCSH and LCTGM (and not for subject headings assigned locally.)

Notes on the construction of local subject headings:

- To maintain consistency, local subject headings are generally only constructed for topics / names / phrases / keywords, not covered by LCSH or LCTGM (especially of Irish character).
- If a local name is constructed, AACR2 rules are used.
- If a topical subject term is constructed, similar vocabulary to LCSH and LCTGM is used.
- Geographic or temporal subdivisions are not added.

Subject Heading Examples:

```
<subject authority="lcsch">  
<name type="personal"><namePart>O'Connell, Daniel, 1775-1847</namePart></name>  
</subject>
```

```
<subject authority="local">  
<name type="personal"><namePart>De Valera, Eamon, 1882-1975</namePart></name>  
</subject>
```

```
<subject authority="lctgm">  
<name type="personal"><namePart>De Valera, Eamon, 1882-1975</namePart></name>  
<topic>Death & burial</topic>  
</subject>
```

```
<subject authority="lcsch">  
<name type="personal"><namePart>Connell family</namePart></name>  
<topic>Genealogy</topic>  
</subject>
```

```
<subject authority="local">  
ivrlaCataloguingProceduresPolicies.doc  
Created on 28/08/2006
```

<name type="corporate"><namePart>World's Fair Wax-Work
Exhibition</namePart></name>
<topic>Catalogs</topic>
</subject>

<subject authority="lcs" >
<topic>Municipal government publications</topic>
<geographic>Dublin (Ireland)</geographic>
</subject>

<subject authority="lcs" >
<geographic>Ireland</geographic>
<topic>History</topic>
<temporal>1837-1901</temporal>
</subject>

<subject authority="lcs" >
<topic>Land titles</topic>
<topic>Registration and transfer</topic>
<geographic>Ireland</geographic>
</subject>

<subject authority="lcs" >
<topic>Examinations</topic>
<topic>Questions</topic>
</subject>

<subject authority="lcs" >
<topic>History</topic>
<topic>Sources</topic>
<topic>Publishing</topic>
</subject>

<subject authority="lctgm" >
<topic>Shrines</topic>
<geographic>Lourdes (France)</geographic>
</subject>

<subject authority="local" >
<topic>Guards of honour</topic>
</subject>

<subject authority="local" >
<titleInfo><title>Let Erin Remember The Days Of Old</title></titleInfo>
</subject>

<subject authority="lcs" >
<titleInfo><title>Herodotus</title></titleInfo>
</subject>

placeTerm

This is a free-text field where the place of publication or creation is given.

For published material the place of publication as it appears on the resource is given.

For unpublished material, the known or [inferred] place of creation is given.

For letters and other correspondence, if the sender's address does not appear in the abstract, it is entered in this field.

Examples:

London and New York

Ennis, County Clare, Ireland

Florence, Italy

[Scotland]

35 Lower Leeson Street, Dublin

publisher

This is a free-text field where the publisher(s) of a resource is identified.

The publisher's name is entered as it appears on the title-page of the resource. Any adjoining information which identifies the publisher is included (except a geographic place of publication, which is entered in the 'placeTerm' field).

If the printer is regarded as the publisher, the printer's name is entered here. Otherwise, a printer's name is entered in the 'role' field, with the 'prt' role code.

Photographs stamped with the name of a photography company are entered in the 'role' field with the 'pht' role code (and separately with the 'cph' role code, if they are also the copyright holder) and not in the 'publisher' field.

Names in this field are *not* authorized in the *MADS Names Screen*.

Examples:

An Claidheamh Soluis

William Ridgway; Hodges, Figgis, & Co.

Printed and published by George Edward Wright, at The Times office

edition

This is a free-text field where the edition of a published monograph is given. The edition statement is entered as it appears on the title-page (or cover) of the resource.

Examples:

1st Ed.

Second edition, revised and enlarged

dateIssued

This is a free-text field used to identify the known date of publication of a resource. The information is usually found on the title-page of the publication.

This field will be displayed to the user.

See **Appendix IV** for examples.

dateIssuedISO

This field contains a computer searchable version of the date in the 'date issued' field above. The format conforms to ISO standards. This date will not be seen by the user.

See **Appendix IV** for examples.

dateCreated

This is a free-text field used to identify the known or approximate date of *creation* of a resource (for example, when a photograph was taken or when a letter was written or the date on certificate or invitation).

This field will be displayed to the user.

If the creation of a resource involves two dates (for example, a photograph taken in 1920 but sent by correspondence to someone in 1970), both dates are entered here.

See **Appendix IV** for examples.

dateCreatedISO & dateCreatedISO2

These fields contain a computer searchable version of any date entered in the 'date issued' field above. The format conforms to ISO standards. These dates will not be seen by the user.

See **Appendix IV** for examples.

copyrightDate

This is a free-text field used to identify a given *copyright* date of a resource. This field will be displayed to the user.

See **Appendix IV** for examples.

copyrightDateISO

This field contains a computer searchable version of the date in the 'copyrightDate' field above. The format conforms to ISO standards. This date will not be seen by the user.

See **Appendix IV** for examples.

NOTE:

If any of the above date fields are populated, at least one of the 'ISO' dates must be designated the 'key date'. To do this, the 'yes' check-box beside the chosen date field is ticked.

The 'key date' is the date on which records will be sorted chronologically when a user performs a date search.

For published resources, the 'key date' will be the 'dateIssued'. Otherwise, it will be the 'copyrightDate', if it is known.

For non-published resources the 'key date' will be the 'creationDate'. If, as in the example above, there are two creation dates (a photograph taken in 1920 but sent by correspondence to someone in 1970), then the first creation date is designated the 'key date'.

accessCondition

This field contains a picklist of the access conditions prescribed by the individual repositories. Currently, one of the following first three options is selected, depending on the collection being catalogued:

restricted_SHARC_access_policy
(for the School of History and Archives)

restricted_JJLSC_access_policy
(for the James Joyce Library Special Collections)

restricted_SICSIFL_access_policy
(for the School of Irish, Celtic Studies, Irish Folklore & Linguistics)

restricted_IVRLA_review_low risk

restricted_IVRLA_review_high risk

These options may change as the project develops.

relatedItems

This field is used to link one resource with another if the content is associated with it in some way.

For example, an existing cross-reference from one item to another in an archival Finding Aid, would be identified in the IVRLA database through this field.

The “Add” function is used to insert a section of MODS code from the <relatedItem> element:

```
<relatedItem>  
<identifier type="local">#</identifier>  
</relatedItem>
```

The objectID or containerID number of the item to which the current object is related is then entered where the # symbol occurs.

This “Add” function can be repeated to link the object to additional objects.

Example:

```
<relatedItem>  
<identifier type="local">OB_0000328_002_AR</identifier>  
</relatedItem>
```

3.0 Parts Screen

3.1 Digitiser Fields

objectID

Unique number, automatically generated and transferred from the *Objects Screen*, once a new object and its constituent parts have been created.

Example:

OB_0001105_AR

partID

Unique number, automatically generated and transferred from the *Objects Screen*, once a new object and its constituent parts have been created.

Examples:

SC_PM_1001883

AR_PM_0003088

locationDisplay

This field contains a picklist of the repositories where the resources are actually located. One of the options below, selected in the *Objects Screen*, is automatically transferred to the *Parts Screen*, once an object and its constituent parts have been created.

UCD School of History and Archives

UCD James Joyce Library Special Collections

UCD School of Irish, Celtic Studies, Irish Folklore and Linguistics

These options may change as the project develops.

originalRefParts

This field contains the original call number or reference of the specific part. The data is automatically transferred from the table in the *Objects Screen*, once an object and its constituent parts have been created there.

Examples:

LA31_50

LA30_PH_23

UCD_SC_35_F_13_8

titlePart

This field gives each scanned part of the resource a name, in relation to the whole resource (object).

The data is automatically transferred from the table in the *Objects Screen*, once an object and its constituent parts have been created there.

Examples:

(See **Section 2.1**)

dimensions

This is a free-text field giving the dimensions (usually Width x Length - in centimetres) of each part.

Examples:

66.5 x 51.5

reformattingQuality

This field contains a picklist of terms describing the quality of each digitised part of the resource, in relation to its intended use. One of the following options is selected:

preservation

(The part is 'created via reformatting to help preserve the original item. The capture and storage techniques ensure high-quality, long-term protection'.)*

access

(The part is 'intended to support current electronic access to the original item (i.e., reference use), but is not sufficient to serve as a preservation copy'.)*

replacement

(The part is 'of high enough quality to serve as a replacement if the original is lost, damaged, or destroyed'.)*

The option selected from the previous record is automatically inserted into the field.

*Definitions from the MODS website

internetMediaType

This field contains a picklist of terms describing the specific media format of each digitised part of the resource. One of the following options is selected:

image/tiff

image/jpeg

text/html

audio/wav

These options may change as the project develops.

Currently, the option selected from the previous record is automatically inserted into the field.

digitalOrigin

This field contains a picklist of terms describing the origin of the digitised part. One of the following options is selected:

reformatted digital

(used when the part was created in non-digital form and converted into digital form)

born digital

(used when the part was created in digital form)

The option selected from the previous record is automatically inserted into the field.

dvdNumber

This is a free-text field containing the DVD number on which the digitised part is stored.

Example:

IVRLA_00067a

digitiserNote

This is a free-text field used by the digitiser to input any extra information relating to the physical aspect or the part, or any issues relating to the digitization of that part, if required.

recordCreationDateISO

This field contains the date of creation of the part (in ISO standard format) and is automatically generated on creation of the part..

Example:

2006-03-04

operator

[This field is not currently in use.]

3.2 Cataloguer Fields

keywords

This is a free-text field used to identify any keywords occurring in a specific *part* of an object. A keyword can be, for example, a topic, word, phrase or place.

This field can be used to identify information which is not specifically covered by the 'subjects' field in the *Objects Screen*, but which the cataloguer deems to be relevant.

It can also be used to navigate the user to a specific part of the resource (eg a particular page of a pamphlet) by inserting keywords appearing in that part.

Words entered into this field will be indexed and available to the user as a free-text search. Therefore, words are entered freely, separated by a space.

Keywords that are names of people or organisations are entered in the 'names' field below.

Examples:

Revolution Europe England Reform Bill Franchise Extended franchise

Atlantic Dam Dile Stag of the deluge Cervus Hibernicus

Shannon Lough Derg Manuscripts Inis Cealtra Cloneragh Terryglass Tallaght
Clonmacnois]

meeting committee of antiquities 1861

names

This field is used to identify names of people or organisations occurring in a specific *part* of an object.

This field can be used to identify a name which is not specifically covered by the 'subjects' field in the *Objects Screen*, but which the cataloguer deems to be relevant.

It can also be used to navigate the user to a specific part of the resource (eg a particular page of a pamphlet) by inserting a names appearing in that part.

For each name, the following section of MODS code is entered into the field, using the 'Add' function:

```
<name><namePart>#</namePart></name>
```

The name is then entered (as it appears in the resource) where the # symbol occurs.

Examples:

```
<name><namePart>George Petrie</namePart></name>
```

```
<name><namePart>Rev. H. J. Lawlor</namePart></name>
```

```
<name><namePart>Todd</namePart></name>
```

```
<name><namePart>Royal Irish Academy</namePart></name>
```

4.0 Container Screen

4.1 Digitiser Fields

Table

This table is used to assign/create objects to a new container. More detailed information on the creation of objects is contained in the IVRLA digitisation documentation.

1. For each new object, the original call number or reference as it appears on the resource is entered into the **originalRef** column.

Examples:

LA31_50

LA30_PH_23

UCD_SC_35_F_13_8

2. A unique number is then automatically generated in the **containerID** column, depending on the repository.

containerID

Unique number automatically generated when a new container (group of resources/objects) is created. This number is also automatically transferred to the corresponding field in the *Objects Screen*, once each constituent object has been created.

Example:

CT_000006_AR

title

Main title or description of the group of resources.

If the group of resources has a proper title, the title is transcribed as it appears is entered.

If the title is a translation of the proper title from another language, "translated" is chosen from the **titleType** picklist.

In most cases, however, a container title will be a description assigned by the cataloguer/digitiser, since it is a description of a *group* of resources or objects. In such cases the title is contained in square brackets. The title will consist of a short

sentence describing the resources and the date of creation, depiction or coverage is included (if known).

If the resources include a letter, the sender, receiver and date (if known) is included in the title.

Examples:

[A series of typed and handwritten research notes, in English and French relating to the background to the Psalter of St Caimin manuscript and small pencil sketches of decoration on folios, Franciscan Library, Dublin.

[Undated portraits of de Valera between 1920s and 1950s]

[Prints of Williamstown Castle and Avenue, 1875]

[Two letters from Sir Montague Chapman to William Frazer, 11 September 1896, 4 October 1896.]

extent

This is a free-text field that refers to the number of *intellectual* items (objects) that the container consists of (eg. 5 photographs=5 items, 30 photographs and one letter=31 items, a single set of notes, a list and a sketch= 3 items).

Example:

31 items

digitiserNote

This is a free-text field used by the digitiser to input any extra information relating to the physical aspect or digitization process of the group of resources (objects), if required.

Example:

Photographs are enclosed in a torn envelope

locationDisplay

This field contains a picklist of the repositories where the resources are actually located. One of the following options is selected:

UCD School of History and Archives

UCD James Joyce Library Special Collections

UCD School of Irish, Celtic Studies, Irish Folklore and Linguistics

These options may change as the project develops.

ivrlaCataloguingProceduresPolicies.doc

Created on 28/08/2006

originalRef

This is a free-text field. The original call number or reference of the group of items is entered here.

_ is used in the place of /

Examples:

P150_3015_1

LA38_15

4.2 Cataloguer Fields

abstractType

This field contains a picklist of the types of abstract used to describe the group of resources (objects). One of the following options is selected:

summary: The abstract has been created by the IVRLA cataloguer.

findingAid: The abstract originates from an archival Finding Aid.

catalogue: The abstract originates from a library catalogue.

abstract

This is a free-text field giving a description of the form and content of the group of resources (objects). As described above, it may be a summary created by the cataloguer or it may originate from another source.

The main subject(s) of the resources (people, places, topics) is given as well as a description of what they are.

Examples:

Mounted black and white photographs of President de Valera's visit to the De La Salle Mother House in Rome in 1961.

Commemorative material on Sir Roger Casement, mainly relating to the production of various publications.

cataloguerNote

This is a free-text field used by the cataloguer to enter any additional information relating to the description of the group of resources (objects), which is not covered by the abstract.

Examples:

Abstract re-organised by IVRLA

relatedItems

This field is used to link one group of resources with another resource(s).

For example, an existing cross-reference from one item to another in an archival Finding Aid, would be identified in the IVRLA database through this field.

The “Add” function is used to insert a section of MODS code from the <relatedItem> element:

```
<relatedItem>
  <identifier type="local">#</identifier>
</relatedItem>
```

The objectID or containerID number of the item to which the current container is related is then entered where the # symbol occurs.

This “Add” function can be repeated to link the container to additional containers or objects.

Example:

```
<relatedItem>
<identifier type="local"> CT_000079_AR </identifier>
</relatedItem>
```

5.0 MADS Names Screen

Introduction

This screen holds records in the *Names Authority File*. It is used to store *all* names entered into the 'roles' field or the 'subjects' field in the *Objects Screen*.

Each name record contains:

1. A *main entry* (as taken from LC Authorities or assigned locally according to AACR2 rules).
2. Any other forms or *variants* of that name (as taken from LC Authorities or assigned locally according to AACR2 rules).

The variants will cross-reference to the main entry.

The various fields in the record are described below:

nameType

The specific *type* of the main entry is defined here. One of the following options is chosen from the picklist:

personal

corporate

conference

authority

This field is used to distinguish whether the main entry was taken from an existing record in LC Authorities or whether it was assigned locally.

One of the following options is selected from the picklist:

lcsh

local

namePart

The main entry for the name is entered here, as it appears in the 'roles' or 'subjects' field in the *Objects Screen*.

note

Any information which helps distinguish the main entry name can be added here (ie, anything not covered by AACR2 rules).

variants

Any other form of the name can be entered in this field (eg. former names, maiden names, different spellings, translations, acronyms, pseudonyms etc.). Variants can be taken from LC Authorities or be assigned locally, using AACR2 rules).

For each new variant, the 'Add' function is used to enter the following section of MADS code:

```
<variant type="acronym | abbreviation | translation | other">#</variant>
```

The cataloguer then:

1. Specifies the *type* of variant by deleting the irrelevant types ("acronym", "abbreviation", "translation" or "other").
2. Enters the variant name where the # symbol occurs.

Full Record Examples:

nametype: corporate
authority: lcsh
namePart: University College, Cork
note:
variants: <variant type="other">Coláiste na hOllscoile Corcaigh</variant>
<variant type="acronym">U.C.C.</variant>

nametype: personal
authority: lcsh
namePart: Johnson, Lady Bird, 1912-
note:
variants: <variant type="other">Johnson, Claudia Alta Taylor, 1912-</variant>
<variant type="other">Taylor, Claudia Alta, 1912-</variant>
<variant type="other">Johnson, Claudia Alta Taylor, 1912-</variant>
<variant type="other">Taylor, Claudia Alta, 1912-</variant>

NOTE: See **Appendix V** for more information on AACR2 rules.

6.0 MADS Places Screen

Introduction

This screen holds records in the *Places Authority File*. It is used to store *all* place-names entered into the 'subjects' field in the *Objects Screen*.

Each place-name record contains:

1. A *main entry* (as taken from LC Authorities or assigned locally according to AACR2 rules).
2. Any other forms or *variants* of that name (as taken from LC Authorities or assigned locally according to AACR2 rules).

The variants will cross-reference to the main entry.

The various fields in the record are described below:

authority

This field is used to distinguish whether the main entry was taken from an existing record in LC Authorities, or whether it was assigned locally.

One of the following options is selected from the picklist:

lcsh

local

namePart

The main entry for the place-name is entered here as it appears in the 'subjects' field in the *Objects Screen*.

variants

Other forms of the place-name are entered in this field (eg. former names, different spellings, translations, etc.). Variants can be taken from LC Authorities or be assigned locally, using AACR2 rules).

For each new variant, the "Add" function is used to enter the following section of MADS code:

```
<variant type="translation | other">#</variant>
```

The cataloguer then:

1. Specifies the *type* of variation by deleting the irrelevant one (“translation” or “other”).
2. Enters the variation where the # symbol occurs.

Full Record Examples:

authority: lcsh
namePart: Howth (Dublin, Ireland)
variants: <variant type="translation">Binn Éadair (Dublin, Ireland)</variant>

authority: lcsh
namePart: Offaly (Ireland)
variants: <variant type="other">King's County (Ireland)</variant>

authority: lcsh
namePart: Clear Island (Ireland)
variants: <variant type="other">Cape Clear Island (Ireland)</variant>
<variant type="translation">Oileán Chléire</variant>

NOTE: See **Appendix V** for more information on AACR2 rules.

Appendix I: IVRLA Type List

The following is the list of values defined for the MODS element <typeOfResource>, and used in the in the 'type' field of the IVRLA database:

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

Appendix II: IVRLA Genre List

The following is the complete list of values used in the 'genre' picklist of the IVRLA database (Other may be added as the project develops):

animation
ballad sheet
correspondence
draft
drawing
ephemera
film
handbill
interview
journal article
map
monograph
musical score
narration
negative
newscutting
notes
painting
pamphlet
photograph
plan
postcard
preprint
print
questionnaire
slide
speech
thesis
verse

Appendix III: Role Codes

The following is a list of values from the **Marc Relators List** found at: <http://www.loc.gov/marc/relators/>. These are commonly used in the 'role' field of the IVRLA database. Any other code from this authority list may also be used.

Code	Role
ann	Annotator
aft	Author of afterword, colophon etc.
aui	Author of introduction, etc.
aut	Author
art	Artist
bnd	Binder
ctg	Cartographer
coll	Collector
cmp	Composer
cph	Copyright holder
edt	Editor
ill	Illustrator
lyr	Lyricist
mus	Musician
pht	Photographer
plt	Platemaker
pop	Printer of plates
prt	Printer
rcl	Recipient
snh	Singer
trl	Translator
typ	Typesetter

Appendix IV: Date Formats

IVRLA uses two instances for each date element.

The first is a textual format for user readability (**Display Date**) and the second is a normalised format conforming to **ISO 8601** (W3CDTF) for computer searchability.

Examples of display dates and their equivalent ISO formats are outlined below:

DESCRIPTION	DISPLAY DATE EXAMPLES	ISO FORMAT	ISO EXAMPLES
year only	1985	YYYY	1985
year and month	April 1985	YYYY-MM	1985-04
year, month and day	12 April 1985	YYYY-MM-DD	1985-04-12
century only	20 th C.	YY	19
range (complete date)	12 April 1985- 15 June 1986	YYYY-MM-DD/YYYY-MM-DD	1985-04-12/1986-06-15
range (same year, same month)	12-15 April 1985	YYYY-MM-DD/DD	1985-04-12/15
range (same year)	April-June 1985	YYYY-MM/MM	1985-04/06
range (different Century)	17 th -18 th C.	YY/YY	16/17
range of eras	1920s	YYYY-YYYY	1920/1929
more specific range of era	early 1800s	YYYY-YYYY	1800/1850
more specific range of era	late 1850s	YYYY-YYYY	1850/1859

Cont. --->

Approximate Dates:

Display Date : "c." is entered before the date (Example: c. May 1950)

ISO Date: No precise provision is made. The date is represented using the relevant ISO format from the table above. (Example: 1950-05)

Questionable or Inferred Dates:

Display Date: Square brackets are entered around the portion of the date which is uncertain. (Example: [25] December 1945)

ISO Date: No precise provision is made. The date is represented by the relevant ISO format from the table above. (Example: 1945-12-25)

If the date can be narrowed down to two known options:

Display Date: "/" is entered between the two dates. (Example: January/February 1965)

ISO Date: No precise provision is made. The date is represented by an appropriate range using the relevant ISO format from the table above. (Example: 1965-01/02)

Dates occurring before or after a known date:

Display Date: "pre" is entered before the date if it occurs before a known date.

(Example: pre 1945)

"post" is entered before the date if it occurs after a known date.

If a date occurs before a known date.

(Example: post 1945)

ISO Date: No precise provision is made. An appropriate range of dates is chosen depending on the context of the resource. The relevant ISO format from the table above is then used to represent this.

(Example: 1940/1944)

Two or more dates:

Display Date: A comma separates the two dates. (Example: 1916, 1922)

ISO Date: An applicable range of dates using the relevant ISO format from the table above is entered. (Example: 1916/1922)

Appendix V: AACR2 Rules

Anglo-American Cataloguing Rules, Second Edition, 2002 revision

(Abbreviated to AACR2 for the purpose of this paper)

- IURLA follows AACR2 for all **personal, corporate** and **conference** names in the 'roles' and 'subjects' fields in the *Objects Screen* and in the 'namePart' and 'variants' fields in the *MADS Names Screen*.

For rules on personal names see Chapter 22.

For rules on corporate and conference names, see Chapter 24.

- IURLA follows AACR2 for all **geographic** place-names in the 'subjects' field in the *Objects Screen* and in the 'namePart' and 'variants' fields in the *MADS Places Screen*.

For rules on geographic names, see Chapter 23.
