Metadata Elements
for Arts Images
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## Introduction

This document describes a minimum set of data elements to be used when creating metadata for art images in the Yale University Library (YUL). It is the result of the work of the Metadata for Special Collection and Art Images Task Force and was approved by the Library’s Metadata Committee, chaired by Joan Swanekamp, in July 2013.

The YUL guidelines for creating a minimal-level record are based on those in Appendix D of Descriptive Cataloging of Rare Materials Graphics (DCRM (G)). DCRM(G) is a revision of Graphic Materials which has been used in both YCBA, LWL, and Beinecke for many years and is compatible with the other standards (DCRM(Books) and DCRM(Serials)) currently in use for cataloging special collections materials at Yale. DCRM(G) specifically addresses the description of two-dimensional graphic materials that represent the majority of the library’s special collection graphic holdings – e.g., prints, drawings, photographs, born-digital images, ephemeral graphic materials such as postcards, posters, etc. The guidelines for description elements are supplemented by guidelines on the use of standard subject headings and controlled vocabularies such as LCSH, lctgm, and gmgpc (or aat if the appropriate term is not available in one of the LC lists). Finally, the guidelines include those elements prescribed in the Discovery Metadata for Digital Materials (http://guides.library.yale.edu/loader.php?type=d&id=912707) (October 2013).

Organized alphabetically by element name, each section includes: the element name; a brief description of the content; mapping to MARC, Ladybird, and MODS; pointers to appropriate authorities; references to DCRM(G) for further guidance; and, a summary of the rules for recording data. In addition to describing the data elements required for all records, this document provides guidance on creating richer metadata that will increase the accessibility and discoverability of content by users and increase their understanding of the image and its context. Several appendices are included to assist staff in understanding how to record data, create name headings, link to online resources, cheat sheets for easy reference, etc.

- Appendix A: New Names
- Appendix B: Links to Resources
- Appendix C: Transcription Rules (including capitalization)
- Appendix D: Supertypes for Cross Collection Searching
- Appendix E: Crosswalk for Art Images (Ladybird-MODS-MARC)
- Appendix F from DCRM(G) Name access points
- Appendix G: Cheat sheet for physical descriptions of prints and photographs
- Appendix J from DCRM(G) Abbreviations for creators, publishers, printers, etc.
If you have questions about this document or the application of metadata, please contact Ellen Cordes (ellen.cordes@yale.edu) at The Lewis Walpole Library.

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Overview

Required fields, *if applicable*

- **Creator, if applicable**
- **Title**
- **Source of Title**
- **Series Title and Numbering, if applicable**
- **Place of Publication/Creation**
- **Publisher, if applicable**
- **Date Created (Patron display)**
- **Physical Description**
- **Format**
- **Content Type**
- **Subject**
- **Language**
- **Museum or Repository, if applicable**
- **Yale Location**
- **Yale Digital Collection**
- **Call Number**
- **Rights Management**

Required fields, *system-supplied or part of technical metadata*

- **Date Created (ISO-8601)**
- **Date Captured (ISO-8601)**
- **Record ID**
- **Resource ID**
Recommended fields, *if applicable*

- **Alternative Title**
- **Contributor**
- **Description**
- **Subject** (additional subject access)
- **Genre/Form**
- **Note**
- **Relation, if applicable**
- **Culture**
- **Geographic Code**
- **Coverage Temporal**
Alternative Title

Definition: Additional identifying information to name the resource that is in conjunction with but subordinate to the primary title.

Required: No
Repeatable: Yes
MODS mapping: <titleInfo type="alternative">
Ladybird field: fid=71 (Title, alternative)
MARC field(s): 246, 740
Further guidance: DCRM(G) Appendix F

Guidelines: Added titles enhance access when there are multiple options for the choice of title or when the chief title contains text that may challenge retrieval. Consider including one or more additional titles in the following situations:

1) If non-roman text has been transcribed within the first five words of the title proper, provide additional title access for a romanized version of the title proper.

2) Rebuses: If any of the first five words in the title proper contains a rebus, provide additional title access for the title with the intended words unbracketed.

3) Title proper with converted letterforms I, V, i, j, u, or v. Provide additional title access for the form of the title proper that corresponds to modern orthography.

4) Punctuation substituting for letters. If a title proper contains hyphens or other characters as substitutes for letters, and the meaning of the characters is known, provide additional access to the decoded form of the title.

5) Titles with inserted spaces. If any spacing has been inserted in the transcription of the first five words of the title proper, provide additional title access for the form of title with the inserted spaces removed.

6) Variant spellings involving spacing. If any variant or archaic spacing has been transcribed in the first five words of the title proper, provide additional title access for the form of title with modern spacing.

7) Title proper with an interpolated blank. If a blank space intended to be filled in manuscript has been transcribed within the first five words of the title proper as the word “blank” enclosed in square brackets, provide additional title access for the form of title proper without the interpolated blank.

8) Deliberate misspellings. If the title proper contains words that are deliberately misspelled for humorous effect, provide additional title access for the title spelled correctly.

9) Alternative titles. Provide additional title access for alternative titles.

Comment: In the cataloging world of AACR2 and RDA, the term ‘Alternative title’ has a very specific meaning that is different from what MODS intends. In AACR2, the definition of Alternative Title: The
second part of a title proper that consists of two parts, each of which is a title; the parts are joined by
the word “or” or its equivalent in another language.

Example:
Title on the piece = title proper transcribed in Title element: The tempest, or, The enchanted island.

Alternative title: Enchanted island

10) Titles including abbreviations. Provide additional title access for titles with the abbreviations spelled out.

11) Parallel titles. Provide additional title access for parallel titles.

12) Series titles. Provide access for the series title proper exactly as it appears in the publication, including any numbering. See Series Element.

13) Other title. Provide additional title access to any other title-like information on or with the material.

Examples:
For transcribed title: Committee.
Added title (corrected misspelling): Committee

For transcribed title: St. Anne’s Church, Annapolis, Md.
Added title (abbreviation spelled out): Saint Anne’s Church, Annapolis, Maryland

For transcribed title: ***** on the sublime & beautiful
First added title (with ampersand replaced by ‘and’): ***** on the sublime and beautiful
Second added title (with punctuation replaced by intended letters): Burke on the sublime & beautiful
Third added title: Burke on the sublime and beautiful

For transcribed title: Buss & blunderbuss, or, Love among the chimney pots.
Added title for alternative title: Love among the chimney pots
Second added title: Buss and blunderbuss

Source: SER, SIVE SERICVS VERMIS
Transcribed title: Ser, siue, Sericus vermis
Added title (normalized modern): Ser, sive Sericus vermis

Source: Yo Semite Falls. California
Transcribed title: Ser, siue, Sericus vermis
Added title (modern spelling): Yosemite Falls, California
Call Number

Definition: Call number for the original source.
Required: Yes.
Repeatable: No.
MODS mapping: <location><shelfLocator>
Ladybird field: fdid= 58 (Call number)
MARC field(s): 852 $k$h$i

Guidelines: Record the call number of the item or the call number of the collection. For archival collections, include the Box and Folder numbers as applicable.

Examples:
- OSB MSS 6 Folder 60.3 (a drawing that is part of an archive)
- SH Contents B373 no. 1++ (1 drawing cataloged in Orbis)
- WA MSS S-2249 B2161 (1 drawing cataloged in Orbis)
- WA Photos (an album with 531 photographs)
- 782.03.10.01 (call number for a print at LWL)
- Folio 49 3664 (call number for a portfolio of drawings at LWL)
- YDS-RG011-395-0001-0144 (photograph in archival collection)

Content Type

Definition: The broad class or genre of the resource, used to support faceting and collocation in the Yale digital interface.
Required: No – however, the absence of this field will exclude records from the Content Type facet.
Repeatable: Yes – if two or more categories apply, create a new Content Type element for each category.
MODS mapping: <genre authority="yale" displayLabel="Content Type">
Ladybird field: fdid=288 (Content Type)
MARC field(s): Record type: k ; SMD from 007 (nonprojected graphic)
Further guidance: See also Genre, which can contain a richer level of detail using terms from authorities like AAT, GMGPC, etc. Genre itself is not part of the required element set, but it is recommended for richer description of the resource.
**Guidelines:** Assign the broad class or genre of the resource by using terms from the following list.

<table>
<thead>
<tr>
<th>Content Type values:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paintings &amp; Drawings</td>
</tr>
<tr>
<td>Prints &amp; Photographs</td>
</tr>
<tr>
<td>Sculptures, Models, &amp; Architecture</td>
</tr>
<tr>
<td>Animal &amp; Plant Specimens</td>
</tr>
<tr>
<td>Sound Recordings</td>
</tr>
<tr>
<td>Films, Video Testimonies &amp; Lectures</td>
</tr>
<tr>
<td>Books, Journals &amp; Pamphlets</td>
</tr>
<tr>
<td>Clothing &amp; Accessories</td>
</tr>
<tr>
<td>Currency, Coins &amp; Medals</td>
</tr>
<tr>
<td>Numeric Data</td>
</tr>
<tr>
<td>Fossil, Rock &amp; Mineral Specimens</td>
</tr>
<tr>
<td>Furnishings &amp; Decorative Arts</td>
</tr>
<tr>
<td>Archives or Manuscripts</td>
</tr>
<tr>
<td>Maps, Atlases &amp; Globes</td>
</tr>
<tr>
<td>Music (Printed &amp; Manuscript)</td>
</tr>
<tr>
<td>Tools, Equipment &amp; Instruments</td>
</tr>
</tbody>
</table>

A mapping of detailed Genre terms to the broad categories above is available at: [http://guides.library.yale.edu/loader.php?type=d&id=912714](http://guides.library.yale.edu/loader.php?type=d&id=912714) or see Appendix D.

**Example:** an object consisting of a digitized photograph and a letter would have two associate genre elements:
- Prints & Photographs
- Manuscripts & Archives
**Contributor**

**Definition:** An entity that shares some responsibility for the creation or publication of the resource.

**Required:** No

**Repeatable:** Yes – use separate Contributor elements for each additional name.

**MODS mapping:** `<name> <namePart>`. Repeat the element for multiple contributors. To use the refinement Role to record the specific role of the person or organization named, consult MODS Subelement `<role>`. More detailed information about the name element is available at http://www.loc.gov/standards/mods/userguide/name.html

**Ladybird field:** fdid=69 (Name (creator))

**MARC field(s):** 700, 710

**Further guidance:** Appendix A: Guidance on creating new personal and corporate name headings

Appendix F: Choosing Creator vs. Contributor

**Guidelines:** If multiple artists are associated with a work, record the first named individual in the Creator field and subsequently named individuals in the Contributor field following the conventions as described for Creator.

1) Use the form of the name as found in Voyager, or if not found there, search in the LC Names Authorities, ULAN, and VIAF in descending order of preference.

2) If the name is not found in any authority file, choose the form of the name as found in reference sources in the native language of the person.

3) If the name is not found in any source, record the name as found on or with the piece, choosing the fullest form available, in the script used or the form of the name most frequently used. Include spaces between initials, diacritics, and birth and death dates if known. See Appendix A for examples and a detailed discussion of how to establish new names.

4) Trace other names associated with the creation or distribution of the work – publishers, printers, etc. Optionally include relator codes to indicate the nature of the contribution.
Examples:

Countess of Aylesford / painted by Sir Joshua Reynolds; engraved by V. Green, mezzotinto engraver to His Majesty & to the Elector of Palatine. [London] : Published Janry. 1st, 1783, by V. Green, No. 29 Newman Street, Oxford Street, London, [1 January 1783]

Creator element: Green, Valentine, 1739-1813, printmaker.
Contributor element: Reynolds, Joshua, Sir, 1723-1792, artist.
Contributor element: Green, Valentine, 1739-1813, publisher.

Coverage Temporal

Definition: Temporal period depicted by the image.
Required: No
Repeatable: Yes
MODS mapping: <subject><temporal>
Ladybird field: fdid= 93 (Style)
MARC field(s): 650 $y 651 $y

Guidelines: Record the temporal period (a period label, date, or date range) depicted by the image, i.e., the intellectual content of the resource (e.g., Jurassic; 1900-1920), not the publication date.

1) Use free-text, descriptive terms to provide cultural context to that object. LOOK at Cataloging Cultural Objects, Oxford Art Online, Pelican History of Art series, Heilbrunn Timeline of Art History (Metropolitan Museum of Art).

2) Use free text to record B.C.E dates as in 200 B.C.E.

3) For a range of dates, use a hyphen to join the beginning and ending dates, as in 1900-1950.

4) For a non-contiguous range of dates, use a combination of commas and hyphens to express the date range, as in 1920-1922, 1924.

5) For an approximate date, record date with a question mark, as in 1997?
Examples:

Iron Age, Etruscan, Byzantine, Renaissance, 18th century

Culture

Definition: Nationality or culture associated with the creator of the original resource.

Required: No

Repeatable: Yes

MODS mapping: <name><description>

Ladybird field: fidid = 94 {Culture}

MARC field(s): n/a

Further guidance: For reference, see Getty Union List of Artist Names, http://www.getty.edu/research/tools/vocabularies/ulan/

Guidelines: Indicate the nationality or culture associated with the creator of the original resource.

1) Culture may be associated with any individual, group, or corporate body responsible for the creation of the original resource.

2) If there are multiple cultures associated with the creator, enter each in a separate field.

3) To record information about place that pertains to the content of the resource, see Subject and Geographic Code.

Examples:

Assyrian
Flemish
South Korean
**Creator**

**Definition:** An entity primarily responsible for creation of the resource.

**Required:** Yes – if applicable.

**Repeatable:** Yes – if naming more than one creator in the record, use separate **Contributor elements** for each additional name.

**MODS mapping:** <name> <namePart>  To use the refinement Role to record the specific role of the person or organization named, consult MODS Subelement <role>. More detailed information about the name element is available at http://www.loc.gov/standards/mods/userguide/name.html

**Ladybird field:** fdid=69 (Name (creator))

**MARC field(s):** 100, 110, 111, 130

**Further guidance:** Appendix A: Guidance on creating new personal and corporate name headings

Appendix F: Choosing Creator vs. Contributor

**Guidelines:** Make an entry for the name of the primary creator of the item, if known. Use the form of the name found in Voyager. If the name is not found in Voyager:

1) Use an established or authorized form of a name from the Library of Congress (LC) authorities (http://authorities.loc.gov).

2) If no form of a name is found in the LC authorities, use the name established in the Union List of Artist Names (ULAN) (http://www.getty.edu/research/tools/vocabularies/ulan/).

3) If no form of a name is found in ULAN, use a form found in the Virtual Authority File (http://viaf.org).

4) If the name is not found in any of the above authority files, choose the form of the name as found in reference sources in the nationality of the person. Enter a Western style name in inverted form; otherwise enter a name in the order appropriate to the language or culture.

5) If a personal or corporate body name is not found in any source, record the name following the guidelines found in Appendix A.

6) If a work is signed only with a monogram or initials and the identity of the artist is unknown, record the initials.
7) If multiple artists performing the identical role are associated with a work, record the first named individual/corporate body in the Creator field and subsequently named individuals in the Contributor field.

8) If multiple artists performing the different roles are associated with a work, use the chart in Appendix F (from DCRM(G)) to determine which is named in the Creator field and which named individuals should be entered in the Contributor field.

**Examples:**

**Personal names**
- Picasso, Pablo, 1881-1973
- Burford, Thomas, active 1740-1765.
- Mosley, Charles, approximately 1720-approximately 1770.
- Macardell, James, 1727 or 1728-1765.
- H., J. (drawing signed with the monogram 'JH'; cataloger could not identify the artist)

**Corporate names**
- Musée du Louvre.
- Yale University. Library.
- Wilson & Havens. (corporate body responsible for the creation of a stereograph)

Optionally, you may include one of the following relator terms following the heading to specify the role or roles of the individual (from the [MARC Code List for Relators](http://www.loc.gov/marc/relators/relaterm.html)):

- architect
- artist
- photographer
- printmaker
- publisher

**Example:** Edwards, Edward, 1738-1806, artist
Date Created (ISO-8601)

**Definition:** The ISO-8601 version of the Date Created.

**Required:** Yes – if applicable. Date Created (ISO-8601) is strongly recommended, but in some cases accurate date information may not be available. Note: if a Date Created is included in a record, an equivalent ISO-8601 version must be included.

**Repeatable:** No – the ISO-compliant Date Created is used for sorting; it cannot be repeatable.

**MODS mapping:**
<originInfo><dateCreated encoding="iso8601">

**Ladybird field:** fdid = 280 (Date, Created ISO)

**MARC field(s):** Formatted from 008 DATE/1 DATE/2

**YUL Policy:**
http://guides.library.yale.edu/loader.php?type=d&id=912716

**Guidelines:** The ISO-8601 date must be in the general format 'YYYY-MM-DDT00:00:00Z', which is the format of the ISO-8601 date standard supported by SOLR.

The format for an open-ended range of dates is
[YYYY-MM-DDT00:00:00Z to *]

The format for a closed range of dates is
[YYYY-MM-DDT00:00:00Z] to [YYYY-MM-DDT00:00:00Z]

Additional information about this standard can be found at http://wiki.apache.org/solr/SolrQuerySyntax. Refer to ISO8601 documentation for a complete description of the ISO standard.

**Examples:**

- A single year date: 2013-00-00T00:00:00Z
- The date May 22, 1783: 1783-05-22T00:00:00Z
- An open-ended range: [1976-03-06T23:59:59.999Z TO *]
- A closed range: [1995-12-31T23:59:59.999Z TO 2007-03-06T00:00:00Z]
Date Created (Patron display)

Definition: The date the item that is being described was created or modified.
Required: Yes
Repeatable: No
MODS mapping: <originInfo><dateCreated keyDate="yes" qualifier="approximate">
Ladybird field: fdid = 79

From Discovery Metadata for Digital Materials: The current recommendation is to map the Date Created field to Ladybird field {fdid80} (Date, depicted). The label for this field needs to be finalized by the Ladybird development committee. (For a generic photograph taken in 1956 of the Parthenon, record 447-438 B.C. here). Fdid80 is not appropriate for this field since it is mapped to MARC 260$c.

Use Ladybird field {fdid=79}-to record the date of the resource (media) that was digitized, not the thing depicted (for a generic photograph taken in 1956 of the Parthenon, record 1956 here)

MARC field(s): 260 $c
Further guidance: DCRM(G) 4D1, 4D3, 4D4, and 4D5

Guidelines: Transcribe a date that appears on or with the material, including the day and month or any other words or phrases if present. If the date has already been transcribed as part of another element, because it is grammatically inseparable, record the date in the publication date field in square brackets — using the format Day Month Year for as many elements as are known.

Give a probable or approximate date of publication (or creation, if the material is unpublished) in brackets according to one of the patterns shown in the examples below. If “ca.” (for “circa”) is used with a span of dates, repeat it as necessary to indicate whether it applies to one or both dates. Use a question mark to indicate probable but uncertain information.

Also see: Date Created (ISO-8601).

Examples:

<table>
<thead>
<tr>
<th>Free text date field, not indexable, displayed in discovery layer</th>
<th>Date qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1560?]</td>
<td>probable year</td>
</tr>
<tr>
<td>[ca. 1580]</td>
<td>approximate year</td>
</tr>
<tr>
<td>[not before 1479]</td>
<td>terminal date</td>
</tr>
<tr>
<td>[not after 21 August 1492]</td>
<td>terminal date</td>
</tr>
<tr>
<td>[1727 or 1728]</td>
<td>one year or the other</td>
</tr>
<tr>
<td>[between 1711 and 1746]</td>
<td>terminal dates certain</td>
</tr>
<tr>
<td>[between 1711? and 1746?]</td>
<td>probable terminal dates</td>
</tr>
<tr>
<td>[between 1711? and 1746]</td>
<td>probable earliest and certain latest date</td>
</tr>
<tr>
<td>[1670s]</td>
<td>decade certain</td>
</tr>
<tr>
<td>[17th century]</td>
<td>century certain</td>
</tr>
<tr>
<td>[early 17th century]</td>
<td>first third of the century</td>
</tr>
<tr>
<td>[mid-17th century]</td>
<td>middle third of the century</td>
</tr>
<tr>
<td>[late 17th century]</td>
<td>final third of the century</td>
</tr>
</tbody>
</table>

Examples:
Publisher's statement appears on the print as:
Published Decemr. 1, 1795, by S.W. Fores, N. 3 Piccadilly. London

Enter the date in the Date Field as: [1 December 1795]
Note: In MARC 008 Publication Status= e Date 1: 1795 Date 2: 1201 (i.e., MMDD) can be automatically generated to convert to an ISO compliant date.

Undated photograph from an archive, visit to China 1890-1892

Enter the date in the Date Field as: [between 1890 and 1892]

Drawing of a house in England, no date, no artist; based on style:

[18th or 19th century]
Description

**Definition:** Free-text description of the graphic image.

**Required:** No

**Repeatable:** Yes

**MODS mapping:** <abstract>

**Ladybird field:** fdid= 87 (Abstract)

**MARC field(s):** 520

**Guidelines:** Describe what is represented in or by the original resource.

1) This is a free-text field to describe objects, persons, events, activities, places, and periods that may be depicted in the image. It may also reference nonrepresentational content, decoration, function, theme, or other attributes.

2) Descriptions can be in narrative form using full sentences or series of keywords or short phrases as semi-colon separated values.

3) Terms should be used consistently, and appropriate authorities may be consulted as needed.

4) Avoid abbreviations.

5) Descriptions should be specific but also accurate (for example, “dog” rather than “pet” or “animal”).

   a) As a free-text field, this element also allows for the expression of ambiguity or uncertainty.

6) The level of descriptive detail may be determined by the following: the cataloger’s expertise, the information available about the original resource, and/or the requirements of a particular digitization project.

**Examples:**

Hunters and dogs attacking a boar.
Man in overcoat and woman in fur coat shown ice skating.
Bust-length portrait of a man dressed in a suit and positioned in front of a draped background.
animals ; dog (animal) ; hounds (dogs) ; sculpture ; portrait ; equestrian ; whip ; riding boots ;
tricorn ; saddle ; bridle ; water ; marble ; column (architectural element) ; man
A macaroni (dandy) in a monk’s robe walks to the right holding a bouquet of flowers; his belt is made up of playing cards and a dice box. The title is a reference to the social club Almack’s.
Format

Definition: The nature of the original resource.
Required: Yes, at least one format
Repeatable: Yes – create a new format element for each applicable format.
MODS mapping: <typeOfResource>
Ladybird field: fdid=99 (Type of resource)
MARC field(s): Record type=k in the Leader

Guidelines: Record the nature of the original resource by using terms from the first columns in the following list. These terms will be translated into the terms in the second column for display to users.

For art images, ALWAYS use 'still image'. Include other terms as appropriate.

Note: For those using MARC, the RECORD TYPE= K from the Leader satisfies the requirement of at least one value for this element.

Example: Sally in our alley. A print with lyrics printed in letterpress below.
Use: still image and text

The broad genre or class of the resource is recorded in the Content Type element.

<table>
<thead>
<tr>
<th>Format Type</th>
<th>Display Terms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>still image</td>
<td>Image</td>
<td>Resources predominantly visual in nature – for example, a photograph, a painting, a plan. For moving images, see video.</td>
</tr>
<tr>
<td>sound recording</td>
<td>Audio</td>
<td>Resources consisting predominantly of musical and/or nonmusical sounds.</td>
</tr>
<tr>
<td>sound recording- musical</td>
<td>Audio</td>
<td>Used when a resource is predominately a musical sound recording.</td>
</tr>
<tr>
<td>sound recording- nonmusical</td>
<td>Audio</td>
<td>Used when the sound recording is nonmusical in nature.</td>
</tr>
<tr>
<td>moving image</td>
<td>Video</td>
<td>Resources containing predominantly moving images – for example, a motion picture; a filmstrip; a video lecture.</td>
</tr>
<tr>
<td>Text</td>
<td>Text</td>
<td>Resources that are expressed through a form of notation intended to be read – for example, a manuscript, a letter, a book of poetry.</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>cartographic</td>
<td>Maps</td>
<td>Includes maps, atlases, globes, digital maps, and other cartographic items.</td>
</tr>
<tr>
<td>notated music</td>
<td>Notated Music</td>
<td>Graphic, non-realized representations of musical works, both in printed and digitized manifestations that represent the four components of musical sound: pitch, duration, timbre, and loudness.</td>
</tr>
<tr>
<td>software, multimedia</td>
<td>Software</td>
<td>Electronic resources, such as computer programs, enabling a computer to execute specific tasks.</td>
</tr>
<tr>
<td>Dataset</td>
<td>Dataset</td>
<td>Resources in which Information is encoded in a defined structure such as lists and tables intended to be useful for direct machine processing – for example, a statistical dataset.</td>
</tr>
<tr>
<td>three dimensional object</td>
<td>Physical Objects</td>
<td>Three-dimensional artifacts or naturally-occurring objects – for example, a sculpture, a dress, or specimens mounted for viewing.</td>
</tr>
<tr>
<td>mixed material</td>
<td>Mixed Materials</td>
<td>Indicates that there are significant materials in two or more forms that are usually related by virtue of their having been accumulated by or about a person or body.</td>
</tr>
</tbody>
</table>
Genre/Form

Definition: The medium and/or genre of the original resource.
Required: No
Repeatable: Yes – create a new format element for each applicable format and/or genre.
MODS mapping: <genre>
Ladybird field: fdid= 98 (Genre)
MARC field(s): 655 $2 gmgpc

Guidelines: Select one or more terms to describe the primary genre(s) represented by the original resource.

1) The form of the genre heading should be taken from a standard thesaurus. Recommended resources include:
   a) Thesaurus for Graphic Materials (TGM); http://www.loc.gov/pictures/collection/tgm/
   b) Art & Architecture Thesaurus (AAT); http://www.getty.edu/research/tools/vocabularies/aat/

2) If using more than one genre term, place each in a separate field.

3) If an appropriate heading is not found in a standard thesaurus, construct the heading according to standard thesaurus rules (TGM is preferred).

4) The level of specificity for genre indexing may reflect the following: the cataloger’s expertise, the information available about the original resource, and/or the requirements of a particular digitization project.

Examples:

   Architectural drawings (See term definition in TGM); http://www.loc.gov/pictures/item/tgm000455
   Daguerreotypes (See term definition in TGM); http://www.loc.gov/pictures/item/tgm002852
   commonplace books (See term definition in AAT); http://www.getty.edu/vow/AATFullDisplay?find=commonplace&logic=AND&note=&english=N&p复习_page=1&subjectid=300027093

For a daguerreotype of a William Lloyd Garrison, George Thompson and Wendell Phillips, seated at a table:
   Daguerreotypes (gmgpc)
   Group portraits (gmgpc) or group portraits (aat)
   Portrait photographs (gmgpc)

For a 1744 British satirical print in the form of a rebus: The [Cha]mpion, or Even[ing] adver[tiser]:
   Satires (Visual works)--England--1744.
   Rebuses.
**Geographic Code**

**Definition:** Coded geographical location(s) depicted in or by the original resource.

**Required:** No

**Repeateable:** Yes

**MODS mapping:** `<subject><geographicCode>`

**Ladybird field:** `fdid = 92 (Subject, geographic code), 97 (Coordinates)`

**MARC field(s):** 043

**Guidelines:**

Record coded information about place that is relevant to the content of the original resource. Record any text-based description of geographical location(s) depicted in the resource under **Subject**.

1) This element reflects the geographical location(s)—either historical or contemporary—depicted in or by the original resource, i.e., the subject matter or intellectual content of the resource.

   a) Geographic locations include physical features (e.g., continents, rivers, mountains, etc.) and administrative entities (e.g., empires, nations, states, cities, etc.).

   b) However, generic political and/or cultural groups as well as specific built works are beyond the scope of this element and might be recorded in the Subject element instead.

   c) This element should not be used to record other geographic associations that the resource might have, such as current or former location or place of creation or discovery.

2) Record information using the appropriate Getty Thesaurus of Geographic Names (TGN) code, being as specific as possible. When known, record the most granular location information. Some items may be traced to the exact “inhabited place,” e.g., Bamako, whereas other items may only be traced to the continent, e.g., Africa.

**Examples:**

- For the Byzantine Empire, use: **7024407**
  - For reference, see TGN: [Byzantine Empire](#).

- For the Himalayas, use: **7016919**
  - For reference, see TGN: [Himalayas](#).

- For Shanghai, use: **7023856**
  - For reference, see TGN: [Shanghai](#).
Language

Definition: The system of written, spoken, or signed communication used in a resource.

Required: Yes, if applicable. The Language element is required if a resource contains any textual content.

Repeatable: Yes. If more than one language is widely used in the resource, create a new language element for each language in the resource.

MODS mapping: 

```
<language> <languageTerm type="code" authority="iso639-3">
```

Ladybird field: fdid=84 (Language)

MARC field(s): 008 Language code (not repeatable, use primary language); 041 $a (repeatable)

Authority: ISO 639-3 Registration Authority (http://www-01.sil.org/iso639-3/codes.asp)

Guidelines: Record the name of the language of any text, using the English form as found ISO 639-3 registry.

1) Use an established or authorized three-letter language code from the Codes for the representation of names of languages - Part 3: Alpha-3 code for comprehensive coverage of languages (http://www.iso.org/iso/catalogue_detail?csnumber=39534) for a language substantially represented in the resource.

Note: For Voyager users, use the MARC codes (http://www.itsmarc.com/crs/mergedprojects/langcod/langcod/contents.htm) provided in the dropdown list in Language element in the 008.

2) If more than one language is used in the resource, create a new language element for each language.

Note: For Voyager users, record the presence of substantial text in additional languages in the 041 field in the repeatable subfield $a.

3) If a language of the resource cannot be determined with accuracy, use the code ‘und’ (‘undetermined’).

4) If there is no linguistic content in the resource being described, the code ‘zzx’ can be used, if desired.
Examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>eng</td>
<td>Caption in English</td>
</tr>
<tr>
<td>fre, ara</td>
<td>Text in French and Arabic.</td>
</tr>
<tr>
<td>zzx</td>
<td>No text</td>
</tr>
</tbody>
</table>

Museum or Repository

**Definition:** Holding institution of the physical object or collection, if different from the Yale Location element.

**Required:** Yes – if applicable.

**Repeateable:** Yes

**MODS mapping:** `<location><physicalLocation>`

**Ladybird field:** `fdid=101` (Location, not YUL)

**MARC field(s):** n/a

**Guidelines:**

1) Use established or authorized forms of the name of the collection from the Library of Congress (LC) authorities (http://Authorities.loc.gov/), if present.

2) If no form of an institution’s name is found in the LC authorities, use the name established in the Union List of Artist Names (ULAN) (http://www.getty.edu/research/tools/vocabularies/ulan/).

3) If no form of the holding institution’s name is in ULAN, use established or authorized forms of the name from the Virtual International Authority File (http://viaf.org).

4) If no form of the holding institution’s name is established, enter a corporate name in a brief, distinct and direct form.

**Examples:**

Bibliothèque nationale de France
Field Museum of Natural History
Note

Definition: Any free-text information about the resource, its contents, contributors, etc.
Required: No
Repeatable: Yes
MODS mapping: <note>
Ladybird field: fdid=86 (Note), 110 (Note, extended)
MARC field(s): 5XX

Guidelines: Record other text considered important but not otherwise transcribed in one of the prescribed fields. Put quotations from the material or from other sources in quotation marks; follow the quotation by an indication of its source, unless that source is text (printed, manuscript, or electronic) provided by the creator or creating body on or with the material, in which case the source may be omitted.

Recommended notes include the following kinds of information found on or with the item. Use separate note fields for each type of note:

a) Make notes on the language of the text, if present, unless apparent from the rest of the description.
b) Make notes on the script, if considered important. E.g. Parallel texts in English and Arabic.
c) Picture captions, etc.
d) Make note of a translation of non-English title, if available.
e) If parallel titles and other title information were not transcribed as part of the title or alternative title, they may be given here as notes.
f) Provide the basis for an attribution especially if an entry was made in the Creator or Contributor element.
g) If a statement of responsibility for a person or corporate body connected with the work does not appear on the material, and an attribution is available, give the information in a note. Include the authority for the attribution.
h) If a statement of responsibility on or with the item is known to be fictitious or incorrect, make a note stating the true or most generally accepted attribution. Give the authority for the information whenever possible.

i) If considered important, note the lack of an attribution.

j) Record the names of persons or bodies connected with a work, or with previous versions of it, if they have not already been named in the description; give the authority for the information, if necessary.

k) Note variant forms of names of persons or bodies named in statements of responsibility if the variant forms clarify the names used in main or added entry headings.

l) For prints only: Always note the source of the statement of state when recorded.

m) If present on the item, give a statement as to a limited number of impressions in a note, preferably in quoted form.

*Note:* In Voyager, if the statement of limitation includes the unique number of the item being cataloged, give only the statement of limitation in the general note. Give the item’s number in a separate local note, if considered important.

**Other Examples:**

Digitized as part of the International Mission Photography Archive project of the Yale Divinity Library, 2013.
Place of Publication/Creation

**Definition:** Place of creation or place of publication of the original resource.

**Required:** Yes – if applicable.

**Repeatable:** Yes – if multiple places are named on the piece or the place could be one or more locations.

**MODS mapping:** `<originInfo><place>`

**Ladybird field:** fdid=77 (Place of Origin)

**MARC field(s):** 260 $a

**Further guidance:** DCRM(G) 4B

**Guidelines:** Record the place of publication or creation of the original resource.

1) Record the names of the place or places that are associated with the publication or creation of the object as they appear on the item; enter each place in a separate field. Use square brackets to indicate supplied or conjectural place names.

2) If a full publication statement is available and includes the place name, record the name of the place in this field, but record the publisher statement (including the place if it is grammatically linked) in the **Publisher** element.

**Examples:**

**Publication statement on the item:**

Pubd. May 18, 1784 by W. Holland, No. 66 Drury Lane

**Place of creation supplied in square brackets based on address and known location of the publisher:**

[London]

**Publication statement on the item:**

Published 20th Octr. 1800, by Laurie & Whittle, 53 Fleet Street, London,

**Place of creation grammatically separate so transposed to supplied in square brackets based on address and known location of the publisher:**

London

**No place of creation on a photograph of a Chinese mission:**

[China] or if a more specific location if known [Beijing]

**No place of creation on drawing of Roman ruin by an English tourist:**

[England or Rome]
Publisher

**Definition:** Name of the publisher or the imprint or publication statement.

**Required:** Yes, if applicable

**Repeateable:** No.

**MODS mapping:** `<originInfo><publisher>`

**Ladybird field:** `fdid = 78 (Publisher)`

**MARC field(s):** `260 $b`

**Further guidance:** DCRM(G) 4C

**Guidelines:** Transcribe the name of the publisher, including the names of distributors, sellers, sponsor/advertisers, printers, or manufacturers if the wording or layout of text on the material suggests that the manufacturer is also functioning as the publisher, distributor, etc.

1) Transcribe the name of the publisher, distributor, etc., together with any associated words or phrases, as it appears on or with the material.

2) For material known to have been published but lacking the name of the publisher, supply the phrase “Publisher not identified” in square brackets.

   For example: [Europe?] : [Publisher not identified]

3) Omit this element for material known to be unpublished.

**Examples of publishers’ statements:**

Privately printed

Published by Kennedy & Lucas, lithographers

New York State Department of Health

*Comment: A collection of photographs issued by the Department ; square bracket the information if there is no formal publication statement*

United States Food Administration : National Association of Ice Industries

*Comment: The poster has two sponsors: National Association of Ice Industries and US Food and Drug Administration*
Publish'd July 1st, 1790 by J. & J. Boydell, Cheapside & at the Shakespeare Gallery Pall Mall, Published by R. Ackermann, 101 Strand : sold by all respectable book and printsellers in the United Kingdom

Published as the act directs by Danl. Demoniae

**Physical Description**

Physical description of the original, including expression of the extent of the specific material designation.

- **Definition:**
  Physical description of the original, including expression of the extent of the specific material designation.

- **Required:**
  Yes

- **Repeatable:**
  No

- **MODS mapping:**
  `<physicalDescription><extent>`

- **Ladybird field:**
  `fdid = 82 (Physical description)`

- **MARC field(s):**
  `300 $a $b$c`

- **Further guidance:**
  DCRM (G) Area 5

**Guidelines:** Provide a description of the original material—including the extent, support, medium, and dimensions—according to the guidelines below.

1) State the extent as an arabic numeral along with one of the specific material designation from this list:

   - drawing(s) *including technical and architectural drawings*
   - painting(s)
   - photograph(s) *including photomechanically reproduced photographs*
   - prints(s) *including photomechanically reproduced images other than photographs*

If none of these accurately reflects the nature of the material, use
item(s) or, picture(s)

Because this manual addresses the creation of records for digital surrogates of individual items, the statement of extent will normally be:

1 drawing
1 photograph
1 print

However, if there is more than one discrete image on one support, indicate this in the statement of extent, e.g.,
2 drawings on 1 sheet
2 photographs on 1 card mount

It is also possible that a single image is composed of multiple supports:
1 print on 4 sheets
1 photograph on 5 sheets

(Note: Describe the paired images on a stereograph as a single item—i.e. 1 photograph)

2) Record additional physical characteristics, including form, medium, presentation, primary and secondary supports, and color according to the DCRM(G) Area 5: Physical Description (http://rbms.info/dcrm/dcrmg) or refer Appendix E summarizes DCRM(G) for common issues in recording physical characteristics for prints and photographs.

3) Generally, record dimensions in terms of height x width and specify what was measured. Height and width are defined with reference to the position in which the image would be viewed. Height is always expressed first.

Examples:
1 drawing; sheet 18 x 14 cm
1 print; image and text 67 x 44 cm, on sheet 80 x 50 cm
1 photograph: print on card mount; mount 9 x 18 cm
**Record ID**

**Definition:** A unique machine-assigned number for the descriptive record.

**Required:** Yes

**Repeatable:** No

**MODS mapping:** `<recordInfo><recordIdentifier>`

**Ladybird field:** Ladybird record ID number

**MARC field:** Orbis record ID for individual item cataloged in Orbis

**Guidelines:** Generally system-supplied, to identify each record containing the descriptive date for a digital image.

---

**Relation**

**Definition:** Record information to show a relationship with another resource.

**Required:** Yes – if applicable.

**Repeatable:** Yes

**MODS mapping:** `<relatedItem>` Type attribute or xlink:href can be applied. For further information, see: [http://www.loc.gov/standards/mods/userguide/relateditem.html](http://www.loc.gov/standards/mods/userguide/relateditem.html)

**Ladybird field:** `fdid` = 62 (Host, Creator), 63 (Host, Title), 64 (Host, place of creation), 65 (Host, publisher), 66 (Host, date), 67 (Host, edition), 68 (Host, note), 104 (OrbisBibID), 106 (YFAD), 107 (URL link, related), 109 (Part of, group), 111 (Handle)

**MARC field(s):** 773

**Guidelines:** Record sufficient information in the Relation element to enable users to identify, cite, and either locate or link to the related resource.

1) A relationship may be multi-directional or one-directional. The Relation element is recommended for the following:
   a) to link to records for related items
b) to provide contextual information about the original resource in relationship to another item or items (e.g., a host or parent collection, a series to which the resource belongs, or another version of the resource.

c) to provide information about constituent parts.

2) The types of relationships that may be described, according to MODS, include the following:

a) preceding – Information concerning a predecessor to the resource.
b) succeeding – Information concerning a successor to the resource.
c) original – Information concerning an original form of the resource.
d) host – Information concerning a host or parent resource for the resource described; this may be a parent collection.
e) constituent – Information concerning a constituent unit of the resource. This allows for more specific parsed information.
f) series – Information concerning the series in which a resource is issued.
g) otherVersion – Information concerning another version (i.e. change in intellectual content) of the resource.
h) otherFormat – Information concerning another format (i.e. change in physical format) of the resource.
i) isReferencedBy – Citations or references to published bibliographic descriptions, reviews, abstracts, or indexes of the content of the resource.
j) references – Information concerning a resource cited or referred to in the resource.
k) reviewOf – Information concerning a resource reviewed in the content of the resource.

3) Use separate fields to indicate multiple relationships.

4) See Call Number for the numeric identifier that indicates the collection, volume, or album of which the original resource is a part.

Examples:
Collection of Bookplates by Vytautas O. Virkau
http://hdl.handle.net/10079/fa/arts.bkp.0132
19th and 20th century Architecture Lantern Slide Collection
Resource ID

Definition: A string of characters or numbers conforming to a formal identification system that uniquely identifies the digital resource.

Required: Yes
Repeatable: No
MODS mapping: <identifier>
Ladybird field: fdid=127 (Filename)
MARC field(s): in 856 41 $u

Guidelines: Depending on your unit’s workflow, assign a character string that clearly and uniquely identifies the digital surrogate or digital version of the resource described in the record – e.g., lwlpr15498 (Lewis Walpole library assigned sequential number), YDS-RG001-001-0001-0001 (file name assigned by Divinity Library).

Note: In some units, the task of assigning a unique Resource ID to the digital resource is separate from the task of creating metadata as described in this document. This is a required element because a link must be made between the metadata and the digital object. Supervisors at individual YUL units will clarify local policy.

Rights Management

Definition: A statement that indicates rights relating to access and use of a resource.

Required: Yes
Repeatable: Yes
MODS mapping: <accessCondition type="useAndReproduction">
Ladybird field: Access condition {fdid=102} – general counsel statement
Restriction {fdid=103} – statement about restrictions on use
MARC field(s): 540
Guidelines: Yale University Library has adopted a generic Rights Management statement approved by the Office of General Counsel. A Rights Management element containing this statement is required (see below).

Additional rights information intended for end users can be included as additional, repeating Rights Management elements. These statements should be as free of legalese and technical jargon as possible. Rights Management may include information on who has access to a resource and what they are authorized to do with it (a resource may be available only to the Yale community, for example).

Yale Rights Statement: The use of this image may be subject to the copyright law of the United States (Title 17, United States Code) or to site license or other rights management terms and conditions. The person using the image is liable for any infringement.

Provide a URL for a complete copyright statement to digitized resources: e.g.,
http://ecatalogue.art.yale.edu/terms.htm

Provide a statement about rights owner of the original object and rights and permission information:

1. The XXX Papers are the physical property of the XXX Library at Yale University. Copyrights belong to the authors, or their legal heirs and assigns. Permission to publish reproductions from the XXX Papers must first be obtained from the Estate of XXX. For further information, contact XXX.

2. Free text rights management statement for digitized resource: Copyright to this resource is held by XXX and is provided here for educational purposes only. It may not be downloaded, reproduced, or distributed in any format without written permission of XXX. Any attempt to circumvent the access controls placed on this file is a violation of United States and international copyright laws, and is subject to criminal prosecution.

3. Free text permissions management statement for digitized resource: These images are provided for study purposes only. For publication or other use of images from the Library’s collection, please contact the XXX Library at xxx@yale.edu. Further details on
the Library's photoduplication policy are available at http://www.library.yale.edu/xxx.html

**Series Title and Numbering**

**Definition:** For graphic materials, a series refers to a set of items related to each other by the fact that all (or most) of the items bear a collective title (i.e., series title) applying to the set as a whole. The individual items may or may not be numbered, and may or may not bear individual titles.

**Required:** Yes – if applicable.

**Repeatable:** Yes

**MODS mapping:** `<relatedItem type="series">`

**Ladybird field:** fdid=161 (Series title and numbering)

**MARC field(s):** 490, 830

**Further guidance:** DCRM(G) 6A. See also DCRM(G) definitions of Groups

**Guidelines:** Record the title of a series and any numbering associated with the series. Also use this element to record the title of a multipart resource that bears a collective title (i.e., a manifestation known to have been conceived or published as a finite number of pieces, e.g., a set of twelve prints representing the months of the year).

1) Transcribe series and multipart resource title information in the form and order in which it appears in the source.

2) If the title proper of a series or multipart resource includes a statement of responsibility or numbering that is visually or grammatically inseparable from other words in the title proper, transcribe it as part of the title proper.

   **Example:**
   
   Characters for caricatures / by Christopher Cosmopolitus, Esqr.

3) Otherwise, transcribe series numbering as the last element in the series statement. If the numbering does not appear in this order in the source, transpose it as needed.

   **Example:**
Cries of London; 2nd series of 25, no. 13

4) For items with both a main series and a subseries, transcribe the name of the main series first, followed by the title of the subseries.

   Example:
   Gems of American life. American beauties

5) In case of doubt as to whether a number appearing on the material is series numbering, transcribe the numbering in a note.

   Examples:
   Gems of American life. American beauties
   The California Missions and the State of California. Irrigation, 10
   Characteristics
   Southern scenes, no. 128
   Comment: Numbering supplied in ms. in a contemporary hand
   Geological series, no. 64
   The Picturesque of the Hudson: from the Palisades to the Catskills. Second series
   Comment: Unnumbered series of stereographs
Source of Title

Definition: A note to indicate the source of the title.
Required: Yes
Repeatable: No
MODS mapping: <note>
Ladybird field: fdid=86 (Note)
MARC field(s): 5XX

Guidelines: Always provide a note on the source of the title, e.g.:

a) Title from item.
b) Title from caption below image.
c) Title from contemporary ms. note on verso.
d) Translation of non-English title
e) Title from photographer’s logbook.
f) Title devised by cataloger.

Subject

Definition: A term or phrase describing the content found in or represented by a work.
Required: Yes – at least one.
Recommended: Yes – use of additional subject and genre/forms is highly recommended.
Repeatable: Yes – if two or more distinct subjects apply, create a new element for each distinct subject.
MODS mapping: <subject>
Ladybird field(s): Subject, topic {fdid=90}
If applicable, subjects can also be mapped to Subject, name {fdid=88}, Subject, geographic {fdid=91}
MARC field(s): 600, 610, 611, 650, 651 all subfields
Guidelines: Subject typically answers questions such as who, what, when, and where. Use as many Subject elements as needed to capture the scope of the work. Use Subject terms from published authorities whenever possible.

When assigning subject terms relevant to the content of the resource, for example, use appropriate subjects headings found in the catalog record.

1) Subject terms should be devised in accordance with a thesaurus or naming authority file relevant to the following categories:

   Names: Significant names (personal, corporate, family, meeting, etc.) represented in or by the resource should be represented in a form taken from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF) or Union List of Artists' Names (ULAN). If a name does not appear in an authority file, establish the name according to a known content standard (See Appendix A).

   Places: Names of geographic locations represented in or by the resource should be represented in a form taken from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF) or Thesaurus of Geographic Names (TGN). If a name does not appear in an authority file, establish the name according to a known content standard.

   Topical (about): Headings for the subjects, concepts, events, functions, occupations, time periods, etc. represented by the resource should be taken from a standard or local thesaurus such as the Library of Congress Subject Headings (LCSH).

   Topical (depicted): Headings for subjects and items represented in the resource should be taken from a standard or local thesaurus such as the Art and Architecture Thesaurus (AAT), or Thesaurus of Graphic Materials I (TGM I).

   Note: For records created in Voyager, not the MARC tagging should be 650 _7 and include $2 lctgm following the term.

2) Each subject should be placed in a separate field.
3) If locally defined subject terms are required, carefully document how and when the terms should be used.

**Examples:**

*For Pugin’s pencil drawing of Amiens Cathedral:*
  - Church buildings -- France -- Pictorial works.
  - Amiens (France). Cathedrale.

*For photograph of Ming tombs that includes camels:*
  - Ming Tombs (China)
  - Archaeology--China--History
  - Jiangxi Sheng (China)--History
  - Camels

*For an image with the Title: Amish doll quilts, dolls, and other playthings*
  - Quilts, Amish
  - Doll quilts
  - Soft toys

**Title**

**Definition:** The name of the resource or the name given to the resource, including formal statement of responsibility as it appears on the item.

**Required:** Yes

**Repeatable:** No

**MODS mapping:** <titleInfo>

**Ladybird field:** fdid=70 (Title)

**MARC mapping:** 245 $a $b ; Statement of responsibility 245 $c . Note:
  - Following AACR2 rules, follow text in $a with $k [graphic]

**Further guidance on title:** DCRM(G) 1B, 1F, or 1H. See also Alternative Title.
Further guidance on statement of responsibility

See Item 7 below and refer to DCRM(G) 1G1

Guidelines: The title is the primary name of the material (printed, manuscript, or electronic) provided by the creator or creating body on or with the material.

1) Include all text inseparable from the words of the title (i.e., all words that clearly read together without a break, or that are visually or grammatically inseparable); include any alternative titles.
   
   Example: Title on the piece is *The Putney disaster, or, Symptoms of ducking.*
   
   Note: The alternative title “Symptoms of ducking” is included.

2) If the title is very long, includes parallel titles and subtitles, consider transcribing them in a note field; truncate very long titles at a logical point (without loss of essential information), but never before the fifth word. Use an ellipsis to indicate omitted words.

   a) If parts of the title are scattered over the item, compose the title based on those elements distinguished by position, typography, or size of lettering.

   b) If the text could reasonably be assembled in a different order, provide additional title access if considered important. See Title Alternatives.

3) If there is no title but there is sufficient non-incidental text, use as that text of as much as will be meaningful as the title. If the transcribed text does not adequately describe the nature and context of the item, consider providing additional information in a note.

4) If no title can be derived from text provided by the creator or creating body on or with the material, but a title can be supplied from another source (e.g., catalogues raisonnés), transcribe it from that source and enclose it in square brackets. Cite the source in a note.

5) If there is only incidental text, supply a descriptive title or a title by which the image is commonly known in square brackets.
a) Use a succinct descriptive phrasing of the subject, iconographic theme, technique, artistic school or style, etc. Optionally, include the word "Untitled."

**Examples:** [Madonna and Child, with angel looking on]  
[Untitled landscape with trees]

b) Alternatively consider using a succinct descriptive phrase emphasizing the form or genre.

**Example:** [Silhouette profile of a man facing left]

For further guidance on devising titles, refer to DCRM(G) 1F.

6) If the only title on or with the item is a series title, devise a descriptive title in square brackets and record the series name and numbering in a note. To provide additional title access for the series title, use the **Series Title and Numbering** element.

**Examples:**
[View of Carfax and Abingdon from Whiteheads Oak].

*Example of a descriptive title devised by the cataloger because there is no text on or with the drawing. Add general note: Title devised by cataloger.*

Mrs. Mary Beale, paintress.

*Example of a transcribed title from text written in the artist’s hand below image). Add general note: Title from ms. note in artist’s hand.*

Hydraulic Mining -- Behind the pipes.

*Example of a caption used as the title. Title from caption below image.*

7) **Follow the title information with a space-slash-space** and transcribe the names of persons and corporate bodies responsible for the intellectual and artistic content material when these names appear on or with the material. Examples include architectural firms, artists, cartoonists, designers, draftsmen, engineers, illustrators, painters, photographers, photo studios, and printmakers. Include any phrases and abbreviations that indicate their role.

8) Transcribe statements of responsibility as found in printed, manuscript, or electronic text on or with the material in the form in which they appear. For published items transcribe manuscript text in a note rather than as part of the title.

9) Do not transcribe names of publishers, manufacturers, distributors, sponsors, advertisers, or copyright holders in this element unless the information is grammatically or visually inseparable from the statement of responsibility.
10) If there are two or more statements of responsibility, transcribe them in the order indicated by their sequence or layout. Typically, the order is left to right, top to bottom. If the sequence and layout are ambiguous or insufficient to determine the order, transcribe the statements in the order that makes the most sense.

11) If the statement of responsibility represents the creator only by a pseudonym, a descriptive phrase, or a symbol such as a monogram or device, use that information in the statement of responsibility. Indicate the latter by “monogram” or “device” in square brackets. If the full name is known, give it in a note.

12) Do not supply or devise a statement of responsibility if there is no statement of provided by the creator or creating body on or with the material.

13) For more information about transcribing statements of responsibility consult DCRM(G) 1G.

**Examples:**

Corn. Poelenburgh pictor / G.V. [monogram].

*Note:* Title in ink below image in Horace Walpole’s hand. Signed in pencil, lower right: G.V.


*Note:* Title from caption below image.

[Apothecary scene from Romeo and Juliet] / designed and drawn on stone by W.J. Pringle.

*Note:* Title devised by cataloger. *Note: Devised title because there was no title on the item; however there was a statement of responsibility.*

A tailor in a high wind, or, L’embarras des richesses / [anchor symbol] ; etchd. by G. Cruikshank.

*Note:* Title from caption below image.

*Note:* The anchor symbol is the artist’s mark of Frederick Marryat.
Yale Digital Collection

Definition: Any combination of digital objects brought together as a set under the responsibility of a Yale entity.

Required: Yes
Repeatable: Yes
MODS mapping: 
Ladybird field: fdid=275 (Digital Collection)
MARC field:

Guidelines: Enter a name for the collection of digital materials in a brief, distinct, direct and human-readable form. If Yale is part of the complete name conventionally used for the collection, it may be applied, but does not need to be present as part of a value entered into this field.

Examples:

<table>
<thead>
<tr>
<th>Digital Collection</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maurice Durand Hán Nôm Collection</td>
<td>Digitized collection of Maurice Durand’s papers.</td>
</tr>
<tr>
<td>Yale Indian Papers Project</td>
<td>Database of a virtual collection of primary sources from Native American history.</td>
</tr>
</tbody>
</table>

Yale Location

Definition: The organization or unit at Yale that is responsible for providing access to the resource or that holds the source of a reproduction.

Required: Yes
Repeatable: Yes
MODS mapping: <location><physicalLocation>
Ladybird field: fdid=100 (Location, YUL)
MARC field(s): 852 $b
Guidelines: Use a value from one of the following list of locations. Materials at the LSF should be listed under the owning library. If no owning library is apparent, use the location ‘Yale University Library’. If your location is not on this list, and you think it should be, contact Robert Carlucci (robert.carlucci@yale.edu)

Yale Locations:

<table>
<thead>
<tr>
<th>Library Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bass Library</td>
</tr>
<tr>
<td>Beinecke Library</td>
</tr>
<tr>
<td>Center for Science and Social Science Information</td>
</tr>
<tr>
<td>Classics Library</td>
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<tr>
<td>Cushing/Whitney Medical Library</td>
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<tr>
<td>Divinity Library</td>
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<tr>
<td>Haas Arts Library</td>
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<td>Film Study Center</td>
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<tr>
<td>Law Library</td>
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<td>Lewis Walpole Library</td>
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<tr>
<td>Math Library</td>
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<tr>
<td>Music Library</td>
</tr>
<tr>
<td>Oral History of American Music?</td>
</tr>
<tr>
<td>Sterling Memorial Library</td>
</tr>
<tr>
<td>Visual Resources Collection</td>
</tr>
<tr>
<td>Yale Center for British Art</td>
</tr>
<tr>
<td>Yale University Art Gallery</td>
</tr>
<tr>
<td>Yale University Library</td>
</tr>
</tbody>
</table>