

**EUROPEANA REGIA
 CIP- ICT- PSP 2009 - 250560**

D2.3 Vademecum for librarians

Deliverable number	D2.3
Nature	SP
Dissemination level	PU
Delivery date	Due Date: March 2010 Actual Date: May 2011 Revision Date: July 2012
Status	Update
Work package number	WP2
Lead beneficiary	HAB
Author(s)	Initial versions 2010-2011: Torsten Schassan (HAB), Ana Barbeta (BHUV) Marc21, Matthieu Bonicel (BnF) EAD. Complete revision and additions July 2012: Stefanie Gehrke (HAB), Ana Barbeta (BHUV) chapter 3.1, Amandine Postec, Matthieu Bonicel (BnF) chapter 3.3



Document history

Revisions

Version	Date	Author	Changes
0.1	22-03-2010	Torsten Schassan (HAB)	Created initial version
0.2	2011-03-09	Claudia Fabian, Wolfgang-Valentin Ikas, Carolin Schreiber (BSB)	Comments documented in ‘Some comments on the draft’
0.3	2011-04-18	Ana Barbeta (BHUV)	Comments documented in ‘Feedback about D2.3’; encoding in MARC/AMREMM provided
0.4	2011-04-29	Matthieu Bonicel, Vincent Boulet (BnF)	Text and encoding in EAD provided
0.5	2012-07-02	Stefanie Gehrke (HAB), Ana Barbeta (BHUV), Amandine Postec and Matthieu Bonicel (BnF)	Complete revision (Stefanie Gehrke, Ana Barbeta, Amandine Postec, Matthieu Bonicel) - the document is aligned with preliminary works of Torsten Schassan on TEI plus inputs from partners and Marcus Baumgarten (HAB)

Reviews

Date	Name	Result

Signature/Approval

Approved by (signature)	Date

Accepted by at European Commission (signature)	Date

0 Executive Summary

This paper is a **‘Quick start guide to concise and Europeana compatible manuscript metadata’**.

Its main purpose is to explain how concise metadata-sets for digitised manuscripts have to be encoded in order to achieve an adequate display for records in Europeana.

Based on a large subset of **ESE v3.4.1** elements that Europeana Regia WP3 chose for **optimal and harmonized display of manuscript records in Europeana**, the appropriate encoding in the following metadata formats is presented:

MARC21, TEI and EAD.

Those encodings may serve as a **starting point for future academic descriptions** or may serve for institutions already using TEI or EAD as guideline for the **creation of concise export-files from rich academic metadata**.

The updated document D2.3 represents a **retrospective view on the achievements** of WP3 under consideration of the theoretical thoughts of WP2. For a first introduction into the topic please read the **‘Attractive Guidelines for Users’** on Europeana Regia’s project documentation, see <http://www.europeanaregia.eu/en/project-europeana-regia/project-documentation>.

For more complex academic manuscript descriptions in TEI without any discussion of an export format, please see a previous version of D2.3 (created August 2011).

A **transformation scenario for records encoded according to these guidelines**, developed within the scope of Europeana Regia, **is available** (see the project’s document D3.6 - xslt-code: Stefanie Gehrke, Herzog August Bibliothek Wolfenbüttel – processing and quality assurance: The European Library) **for the ingestion into Europeana via The European Library**.

Please note, that **Europeana only accepts** metadata that is licensed under **CC0**.

Table of Content

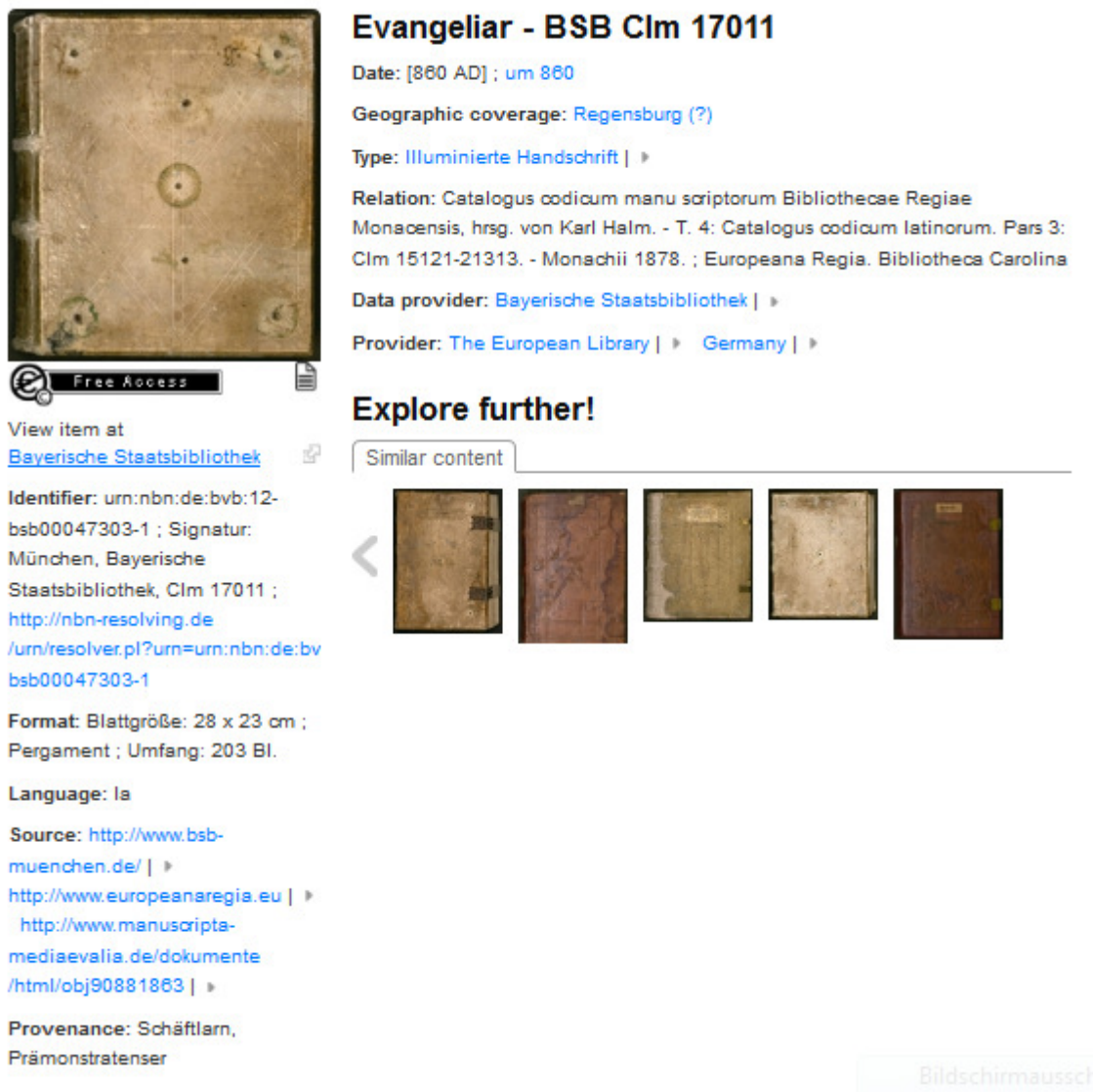
0	Executive Summary	3
	Table of Content	4
1	Introduction	5
1.1	Europeana display sample.....	5
2	Encoding manuscripts for Europeana in Marc 21, TEI or EAD.....	6
3	Encoding concise metadata for medieval manuscripts.....	9
3.1	Encoding records for Europeana in MARC21 (BHUV).....	9
3.1.1	Europeana fields	10
3.1.2	Manuscript identifier	11
3.1.3	Summary title	11
3.1.4	Basic physical description	12
3.1.5	Basic historical description	13
3.1.6	Basic bibliographical information	13
3.1.7	Usage of authority files	14
3.2	Encoding records for Europeana in TEI (HAB and KBR)	16
3.2.1	Minimum TEI document for ingestion into Europeana	16
3.2.2	Concise record for ingestion into Europeana	17
3.2.3	Europeana fields	17
3.2.4	Manuscript identifier	19
3.2.5	Summary title and textual language	21
3.2.6	Basic physical description	23
3.2.7	Copyist, Illuminator and Annotator (dc:contributor)	25
3.2.8	Basic historical description	26
3.2.9	Basic bibliographical Information.....	27
3.2.10	Classification or Keywords	29
3.2.11	Usage of authority files	29
3.3	Encoding records for Europeana in EAD (BnF).....	33
3.3.1	Europeana fields	35
3.3.2	Manuscript identifier	36
3.3.3	Summary title	36
3.3.4	Basic physical description	37
3.3.5	Basic historical description	39
3.3.6	Textual languages	40
3.3.7	Basic bibliographical Information.....	41
3.3.8	Usage of authority files	41
3.3.9	Metadata language.....	43
3.3.10	Codes used in EAD	44
4	Bibliography	44
5	Glossary.....	45
6	Sample Encodings	47
6.1	Encoding in MARC21 for a full academic description	47
6.2	Encoding in TEI for a full academic description	50
6.3	Encoding in EAD for a full academic description.....	54
7	Attachment: Encoding Dates and textual Languages.....	57
7.1	Values for Dates	57
7.2	Values for textual Languages	57

1 Introduction

Europeana is a European effort to present **a single entry-point to digitised or born-digital cultural heritage objects**. To achieve that goal Europeana collects one representative image, a link to the complete digital representation and metadata for each of those cultural heritage objects.

With regard to fully digitized manuscripts as in Europeana Regia this implies the existence of local portals where the libraries' digitised content is presented, **as complete digital facsimile** combined with information on the manuscript and ideally structural metadata.

1.1 Europeana display sample



The screenshot shows the Europeana interface for the manuscript 'Evangeliar - BSB Clm 17011'. On the left is a thumbnail image of the manuscript's cover, which is made of aged parchment with several circular holes. Below the image is a 'Free Access' button. To the right of the image, the title 'Evangeliar - BSB Clm 17011' is displayed in a large, bold font. Below the title, various metadata fields are listed: 'Date: [860 AD] ; um 860', 'Geographic coverage: Regensburg (?)', 'Type: Illuminierte Handschrift | >', 'Relation: Catalogus codicum manu scriptorum Bibliothecae Regiae Monacensis, hrsg. von Karl Halm. - T. 4: Catalogus codicum latinorum. Pars 3: Clm 15121-21313. - Monachii 1878. ; Europeana Regia. Bibliotheca Carolina', 'Data provider: Bayerische Staatsbibliothek | >', and 'Provider: The European Library | > Germany | >'. Below the metadata, there is a section titled 'Explore further!' with a 'Similar content' tab. This section displays a horizontal row of five small thumbnail images of other manuscript covers. On the left side of the page, below the 'Free Access' button, there is a 'View item at' link to 'Bayerische Staatsbibliothek'. Below this, the 'Identifier' is given as 'urn:nbn:de:bvb:12-bsb00047303-1 ; Signatur: München, Bayerische Staatsbibliothek, Clm 17011 ;', followed by a URL: 'http://nbn-resolving.de/urn/resolver.pl?urn=urn:nbn:de:bvbsb00047303-1'. The 'Format' is listed as 'Blattgröße: 28 x 23 cm ; Pergament ; Umfang: 203 Bl.'. The 'Language' is 'la'. The 'Source' is listed with three URLs: 'http://www.bsb-muenchen.de/ | >', 'http://www.europeana-regia.eu | >', and 'http://www.manuscripta-mediaevalia.de/dokumente/html/obj90881863 | >'. The 'Provenance' is 'Schäftlarn, Prämonstratenser'. At the bottom right of the page, there is a small button labeled 'Bildschirmausschnitt'.

Evangeliar - BSB Clm 17011

Date: [860 AD] ; um 860

Geographic coverage: Regensburg (?)

Type: Illuminierte Handschrift | >

Relation: Catalogus codicum manu scriptorum Bibliothecae Regiae Monacensis, hrsg. von Karl Halm. - T. 4: Catalogus codicum latinorum. Pars 3: Clm 15121-21313. - Monachii 1878. ; Europeana Regia. Bibliotheca Carolina

Data provider: Bayerische Staatsbibliothek | >

Provider: The European Library | > Germany | >

Explore further!

Similar content

View item at
[Bayerische Staatsbibliothek](#)

Identifier: urn:nbn:de:bvb:12-bsb00047303-1 ; Signatur: München, Bayerische Staatsbibliothek, Clm 17011 ;
<http://nbn-resolving.de/urn/resolver.pl?urn=urn:nbn:de:bvbsb00047303-1>

Format: Blattgröße: 28 x 23 cm ; Pergament ; Umfang: 203 Bl.

Language: la

Source: <http://www.bsb-muenchen.de/> | >
<http://www.europeana-regia.eu> | >
<http://www.manuscripta-mediaevalia.de/dokumente/html/obj90881863> | >

Provenance: Schäftlarn, Prämonstratenser

Bildschirmausschnitt

A click on 'View item at Bayerische Staatsbibliothek' leads to the BSB-presentation.

2 Encoding manuscripts for Europeana in Marc 21, TEI or EAD

The following table contains an overview how to encode concise metadata in the three main formats for medieval manuscripts:

Display-line EUROPEANA (ESE-element)	Repeat -able	Optimal Content	Marc21	TEI	EAD
center frame					
Title: (dc:title) (MANDATORY)	No	Summary title - Shelfmark	245 abpn	msDesc/head/title or msDesc/summary - Idno	did/unittitle
Alternative title: (dcterms:alternative)	Yes	Alternative title or given Name(s)	130, 240, 242, 243, 246, 730, 740	msName (or msDesc/head/title with a different xml:lang attribute)	Title
Creator: (dc:creator)	Yes	Author	100, 110 abcdjq4	msItem/author	persname @role="0070"
Contributor: (dc:contributor)	Yes	Copyist, Illuminator, Translator or Annotator	700, 710 abcdjq4	persName @role='scribe' ; 'illuminator' ; 'translator' or 'annotator'	persname @role="0270" ; "0710" ; "0680" ; "0040"
Coverage: (dc:coverage)		Carolingian Empire ; Kingdom of France; Aragonese and Spanish Kingdom of Naples (?)			
Date: (dc:date)	Yes	Date of Creation (only a single year)	260 c	origDate @notBefore	unitdate @era="ce" @calendar="gregorian" @normal="1479">1479
(dcterms:created)	Yes	Date of creation of the manuscript and the manuscript parts (! Differs for printed books !)	260 c	origDate	unitdate @era="ce" @calendar="gregorian" @normal="1401/1500"> 15th Century
Time periode: (dcterms:temporal)		Possible values: Carolingian period ; Charles V King of France (1364- 1380) ; Renaissance (?)			
Geographic Coverage: (dcterms:spatial) (MANDATORY when dc:type is not delivered)	Yes	Place of Origin (! Differs for printed books!)	752 ad	origPlace	Origination/ geogname @role="5020"
Type: (dc:type) (MANDATORY when dcterms:spatial is not delivered)	No	Manuscript ; Illuminated Manuscript ; Composite Manuscript ; Manuscript (Fragment)		objectDesc @form (+ decoNote @type="initial" or @type="miniature" ? msPart?)	physdesc/physfacet @type="decoration"/[ini tiales ornées...] AND physfacet @type="codicologie"/[fr agment d'un cahier ...]

Subject: (dc:subject)	Yes	subject heading	600, 610, 630, 650, 653	profileDesc/textClass/ keywords/term	Subject
Relation: (dcterms:isPartOf)	Yes	Project name Europeana Regia. Collection	Project name 830 ap	encodingDesc/ projectDesc/p/ orgName	odd @type="set OAI" @audience="internal"/p /[gallica:corpus:RegiaAr agon]
(dcterms:hasFormat)		Alternative view			
(dcterms: isReferencedBy)	Yes	Bibliographic References	510	listBibl/bibl	Bibliography/bibref
Description: (dc:description)		not used			Physdesc
(dcterms:abstract)		Abstract	520 a	no element available	
(dcterms: tableOfContent)	Yes	Folio plus title for Content and Illumination	505	msContents/msItem/ locus + title AND decoDesc/decoNote/ locus + title	Scopecontent
Data Provider: (dc:provider) (MANDATORY)	No	Repository	Institution name	publicationStmt/ publisher/orgName	publicationstmt/publishe r/
Provider: (europeana:provider) (MANDATORY)	No	Aggregator (The European Library)	Aggregator (The European Library)	Aggregator (The European Library)	Aggregator (The European Library)
left frame					
Thumbnail (Europeana:object)	no	Link: thumbnail for presentation	962 e	publicationStmt/ pubPlace/ptr @type="thumbnailFor Presentation @target	dao @href
Link (europeana: isShownBy) (MANDATORY when europeana:isShownAt is not delivered)	no	Link: complete digital facsimile	962 u	publicationStmt/ pubPlace/ptr @type="purl" @target	dao @href
View item at: (europeana: isShownAt) (MANDATORY when europeana:isShownBy is not delivered)	No	Link: complete digital facsimile	962 u	publicationStmt/ pubPlace/ptr @type="purl" @target	dao @href
Rights-Icon (europeana:rights) (MANDATORY)		copyright of the digital object	540 (copyright of the digital object) [ex. CC-BY-NC]	publicationStmt/ availability @status	Accessrestrict ¹
Rights: (dc:rights)		Information about rights on the resource (text-	Information about rights on the resource (text- string)	publicationStmt/ availability/p	accessrestrict userrestrict

¹ If no element <accessrestrict> is specified, the element dc:rights : Domaine public (public domain) is automatically added in the OAI repository.

		string)	[ex. CC-BY-NC]		
Identifier: (dc:identifier)	Yes	Shelfmark (inc. Introductory phrase) AND PURL and evt. URN	500 a Shelfmark 945 a 962 u 907 a	msDesc/settlement + msDesc/repository + msDesc/idno AND publicationDesc/ptr @type=purl @target	unitid + dao
Format: (dc:format)		Leaves dimensions (inc. Introductory phrase)		supportDesc/ extent/dimensions @type="leaf" @unit/height + width	Physdesc/dimensions
(dcterms:extent)		Extent (inc. Introductory phrase)	300 ac	supportDesc/extent	Physdesc/extent
(dcterms:medium)		Material	340 a	supportDesc @material OR supportDesc/support/ p/material	Physdesc/physfacet @type="support"
Language: (dc:language) (MANDATORY)	Yes	text language	008/18-21 (ISO 369-2)	msContents/textLang or msltem/textLang	Langmaterial/language @langcode
Source: (dc:source)	Yes	other portals with metadata e.g. Manuscripta Mediaevalia ; Gallica	other portals [Ex. Universitat de València http://biblioteca.uv.es] [Ex. Europeana Regia http://europeanare.eu]	publisher/ptr @target	
Provenance: (dcterms:provenance)	Yes	previous owner	561 a	history/ provenance/p/ persName	custodhist -persname @role="4010 -famname -corpname
Publication date: (dcterms:issued)		Local only (publication of the record)		publicationStmt/date @type="issued" @when	Processinfo
(dcterms:digitized)		Local only (date of digitization)		publicationStmt/date @type="digitized" @when	Altformavail
Functionality "Filter your search"					
(europeana:language)		by Europeana (record's language)		(msDesc @xml:lang)	
(europeana:country)		by Europeana			
(europeana:type)		by Europeana	TEXT	TEXT	TEXT

The coloured fields indicate the mandatory content for a valid Europeana record for a (digitised) manuscript.

3 Encoding concise metadata for medieval manuscripts

In the following section, the encoding of concise metadata for codices will be discussed for the formats **Marc21**, **TEI** and **EAD**.

Manuscripts being unique items, it is important to quote them consistently. A standard number can be the catalogue record number or in this case the shelfmark plus the place of the collection.

3.1 *Encoding records for Europeana in MARC21 (BHUV)*

The MARC formats² had been developed since the 1960s with the goal to create standards for the representation and communication of bibliographic and related information in machine-readable form. The MARC standards consist of the MARC formats, which are standards for the representation and communication of bibliographic and related information in machine-readable form, and related documentation. These formats cover data about bibliographic items, authorities, holdings, classification or communities. The content of data elements in MARC records is defined by standards outside the formats such as Anglo-American Cataloguing Rules (AACR2), Library of Congress Subject Headings (LCSH) and Medical Subject Headings (MeSH). In the field of manuscripts and rare books an important initiative to create guidelines for description and MARC encoding is AMREMM. AMREMM is intended as a supplement to AACR2 -- similar in scope to Descriptive Cataloguing of Rare Books (DCRB) and Archives, Personal Papers, and Manuscripts (APPM) -- to allow creation of item-level MARC catalogue records for pre-modern manuscript materials in library on-line public access catalogues.

As an undifferentiated group of materials, manuscripts have usually not been inserted general online catalogues. If done so, the format available has been adapted to some extent. In broad terms, manuscripts are categorized as either literary or archival. When cataloguing pre-modern manuscripts, however - that is, manuscripts generally produced before the middle of the seventeenth century - these broad categories become less useful. But before the advent of printing in the West in the middle of the fifteenth century, all books were manuscripts. These manuscripts were not rough drafts, but finished products, and their physical and bibliographical structures have far more in common with printed books than they do with modern literary manuscripts. Both [APPM](#) and [AACR2R](#) are premised on a modern notion of manuscripts that, as has been shown above, is not applicable to older materials. 'Descriptive cataloguing of ancient, medieval, renaissance, and early modern manuscripts' (AMREMM) is intended as supplement to AACR2R, chapter 4, in order to provide the level of analysis and intellectual control that these materials require. These recent efforts represent a methodological consensus which the present cataloguing rules take as their basis. Implemented in MARC21, the result is a combination of bibliographic control and electronic format that enables manuscripts catalogue records created according to 'AMREMM' to be integrated into any library's on-line public access catalogue.

As AMREMM can be represented using the MARC21 encoding, the following documentation has to refer to two references: First the reference number in the AMREMM system, as documented in [Pass, Gregory A.: Descriptive cataloguing of ancient, medieval, renaissance, and early modern manuscripts. Chicago, Ill.: Association of College and Research Libraries, 2003. \(=AMREMM\)](#), second the reference number in MARC. While the examples will use the MARC numbering, the explanation itself will refer mainly to the AMREMM numbers. The separator for MARC subfields will be copied from the examples and thus be different in the examples.

Punctuation and transcriptions are done according to the AMREMM recommendations. Preceding headwords are in the documentation of AMREMM in English, in this paper they are in Catalan, as the examples are supplied by the BHUV.

² See: <http://www.loc.gov/marc/>

The guidelines do not include the encoding of the leader of a Marc record, even though it is an important part of a record.

3.1.1 Europeana fields

3.1.1.1 Localisation of the digital manuscript (*europaena:isShownAt – europaena:isShownBy*)

If the URL of the digitised manuscript is entered in the catalogue, the institution that published the digital manuscript on its site should guarantee the persistence of the URL. The URL can be supplied in subfield <u> of <856> field, Location and electronic access or in another local field. In the case of Europeana Regia and BHUV, the URL is provided in field <962> in subfield <u>.

AMREMM	MARC	Example
	962\$u	962 \u\$http://weblioteca.uv.es/cgi/view.pl?source=uv_ms_0726

3.1.1.2 Thumbnail (*europaena:object*)

The URL of a thumbnail or image for display in Europeana is provided in field <962> in subfield <e>.

AMREMM	MARC	Example
	962\$e	962 \e\$http://weblioteca.uv.es/europaena/ms/0051/thumbnail.jpg

3.1.1.3 Collection within Europeana Regia (*dcterms:isPartOf*)

The attribution of a manuscript to a collection of manuscripts in a project can be established using field <830:0>.

AMREMM	MARC	Example
	830:0\$ap	830 \0\$aEuropeana Regia.lpLibrary of the Aragonese Kings of Naples
	830:0\$ap	830 \0\$aEuropeana Regia.lpBiblioteca Carolina
	830:0\$ap	830 \0\$aEuropeana Regia.lpLibrary of Charles V and Family

Please note: the names of the collections are standardized, see www.europeanaregia.eu – please provide at least the English name of the collection.

3.1.1.4 Rights declaration (*europaena:rights*)

The mention of the terms for access, use and reproduction of the digital materials can be included in field <540> in subfield <a>.

In the case of records contributed to Europeana Regia, the rights have not been specified at item level. Europeana offered different possibilities to be selected for mentioning the rights. In the case of Universitat de València, the chosen option has been the use of Creative Commons license CC BY-NC (Attribution-NonCommercial). This mention is directly included during the ingestion process.

AMREMM	MARC	Example
7B25	540\$a	540\$a CC-BY-NC

3.1.2 Manuscript identifier

The current shelfmark is recorded using the standard form of scholarly citation. It is preceded by an introductory phrase in the local cataloguing language, e.g. 'Shelfmark' or 'Signatura actual' and preceded by the name of the holding institution. Please note: Local fields could be used as well to store the shelfmark, in order to make it searchable in a shelfmark index. An introductory phrase and the localisation and name of the holding institution have been inserted in each record in the ingestion process.

AMREMM	MARC	Example
7B19	500\$a	500 \\\\$aSignatura actual: València, Universitat de València. Biblioteca Històrica, BH Ms. 726
--	945\$a	945 \\\\$aBH Ms. 0726

Former shelfmarks can be included if needed within another 500 note (repeatable field).

AMREMM	MARC	Example
7B17	500\$a	500 \\\\$aSignatura anterior: Olim 725
--	945\$a	945 \\\\$aOlim 725

3.1.3 Summary title

The summary title of a manuscript shall be given using the entry in field <245>.

3.1.3.1 Summary title for a single text

The first case is the easiest one: a single element contains the title which is included in MARC field 245:

AMREMM	MARC	Example
1A2.2 1B1	245:00\$a	245 00\$aEpistolae

3.1.3.2 Summary title for a combination of an author's name and the title of his work

The summary title can include statements of responsibility that constitute grammatically a part of the title. Author's names are not distinguished in the title field but will be identified separately.

If it happens that the summary title contains both the name of the author and the title of the work, the name of the author should be distinguished at the fields 100 or 110.

Other intellectual responsibilities, such as translators, may be indicated using field 700 or 710.

AMREMM	MARC	Example
1A2.2 1B1	100:1\$a + 245:10\$a	100 1#\$aSèneca, Luci Anneu, l'dca. 4 aC-65 dC 245 10\$ Lucii Annei Senecae Tragediarum liber

3.1.3.3 Summary title for multiple combinations of author's names and the title of their works

Multiple authors' names can appear in the same subfield and can't be easily separated to establish a relationship between each author and his work.

If it happens that the summary title contains multiple times both the name of the author and the title of the work, each name-title combination shall be encoded in different 700 author-title fields.

AMREMM	MARC	Example
1A2.2 1B1	100:1\$a + 245:10\$a + 700:1#\$a	100 1#\$aPetrarca, Francesco,ld1304-1374 245 10\$ Francisci Petr[a]rche poete laureati quorund[am] virorum illustrium ad inclitum d[o]m[inu]m insignis gl[ori]e ducem Fra[n]ciscum de Cararia breve compendium. Suplementum /cLombardi a Serico 700:1#\$a Serico, Lombardo da,ldm. 1390.ltSuplementum De viris illustribus

3.1.3.4 Textual languages

Languages are identified by their normalized code according the MARC Code List for Languages which is similar to ISO 639-2

AMREMM	MARC	Example
7B2	008/35-37	008 090706s1484\\it\la\\000\0\lat\ld

3.1.4 Basic physical description

3.1.4.1 Support material

The support material can be encoded in subfield of field <300> according AMREMM. But MARC allows the possibility of using a specific field 340 for support material. So, the use of this field could be admitted as well.

AMREMM	MARC	Example
5C1	300\$b 340\$a	300 \\\$a238 f. :\$bvitel·la, il. 300 \$a 60 leaves \$b parchment. 340\$a Vitel·la

3.1.4.2 Number of leaves

The number of leaves is encoded in subfield <a> of field <300>.

AMREMM	MARC	Example
5B	300\$a	300 \\\$a238 f.

3.1.4.3 Size of leaves

The size of leaves is encoded in subfield <c> of field <300>.

AMREMM	MARC	Example
5D	300\$c	300 \\\$a238 f. :\$bvitel·la, il. ;\$c260 x 158 mm enquadernació 275 x 220 mm

3.1.5 Basic historical description

3.1.5.1 *Place of origin*

This information is encoded in 3 different fields:

- in field <008> at character positions 15-17 the country code will be given, using MARC code list for countries;
- in field <260> the name of the place of origin will be given in its modern form enclosed in square brackets;
- in field <752> the name could be repeated in the local catalogue language.

AMREMM	MARC	Example
4C	008 260\$a 752\$a	008 090324m14421443sp\p\000\0\lat\d 260 \a[València] 752 \aEspanya\$dValència

3.1.5.2 *Date of origin*

The date or a range of dates of origin shall be expressed in Arabic numerals. All dates shall be converted to the New Style of the Gregorian calendar. If the date appears not as such in the manuscript, the numerals have to be enclosed in square brackets. Again, in field <008>, at character positions 07-10 (date 1) and 11-14 (date 2), a numeric representation can be stored.

AMREMM	MARC	Example
4D	008 260\$c	008 090706s1484\lit\000\0\lat\d 260 \aFlorència,\$c1484

3.1.5.3 *Previous owners*

Notes about previous ownership and custodial history of the described item are included in field <561>. The different possessors are mentioned in chronological order.

AMREMM	MARC	Example
7B15	561\$a	561\$aBiblioteca de Ferrante de Aragón; Biblioteca del Duque de Calabria "Librería de San Miguel de los Reyes" (Lit. B Plu 2 n.19)

3.1.6 Basic bibliographical information

3.1.6.1 *Cataloguer*

The author of the description can be given in field <583\$z>. Details of the recording shall be given, e.g. if catalogued from the original or a reproduction and if the description has been provided by an existing catalogue record. The cataloguing date shall be given as well.

AMREMM	MARC	Example
7B27	583\$z	583 \zItem catalogued in hand by [name of the cataloguer], [date]

3.1.6.2 *Research bibliography*

Bibliographical references are given in field <510> with the author(s) and title in subfield <a> and a

page reference in subfield <c>.

AMREMM	MARC	Example
7B20	510:4\$a+c	510 4\ \$aMazzatinti, Biblioteca dei Re d'Aragona,\$c423

3.1.7 Usage of authority files

3.1.7.1 Identification of persons

Names of authors are given in subsfield <a> of field <100> in an already normalised form. Additional biographical information can be supplied using e.g. the subfield for numeration, <c> for titles and words associated with the name, <d> for dates associated with the name and <q> for fuller forms of the name.

Persons that are related in any way to the manuscript have to be identified in field <700:1\$a>. A subfield <e> could be used to distinguish former owners, scribes, illuminators, donors, etc.

AMREMM	MARC	Example
A.3.2.2	700:1\$a	700 1\ \$aSinibaldi, Antonio,\$d1443-1528,\$ecop.\$0(VIAF)31869963 700 1\ \$aMajorana, Cristoforo,\$eil.\$0(VIAF)95986363

These fields in the records are connected in the library system with authority records. In the case of the BHUV, main sources used for this purpose are:

- CANTIC (Catàleg d'autoritats de noms i títols de Catalunya)
- VIAF
- Autoridades de la BNE (National Library of Spain)
- Authority records of the BnF (National Library of France)
- GND

VIAF is considered the most appropriated source, because almost all the names included in the manuscripts can be found in VIAF in its multilingual version. Different possibilities to get an optimal integration of personal names are under consideration. The VIAF ID is provided in a subfield <0>.

3.1.7.2 Identification of places

A specific index for places of production exists within the BHUV system. Authority files for places are included in Europeana Regia records, namely the IDs provided by the Getty Thesaurus of Geographical Names (TGN) in subfield <0>.

AMREMM	MARC	Example
4C	752\$a	752 \ \$aItàlia\$dNàpols\$0(tgn)7004474

3.1.7.3 Identification of decorative elements

No specific source is used until now at BHUV.

3.1.7.4 *Library of Congress Authorities and Vocabularies*

No Library of Congress Subject Headings are until now used in the context of the project.

3.1.7.5 *Metadata language*

MARC (2709) does not allow the specification of language used in different parts of metadata. The language used for description is the one used by the cataloguing institution (in the case of BHUV it is Catalan) but this is not set inside MARC records.

The language of the document is encoded in 2 different fields:

- in field <008> at character positions 35-37 the country code will be given, using MARC code list for countries;
- in field <546> the language could be repeated in the local catalogue language.

AMREMM	MARC	Example
4C	008 546	008 090324m14421443sp\p\000\0\lat\d 546 \\\$aLlatí

3.2 Encoding records for Europeana in TEI (HAB and KBR)

The format TEI³ had been developed with the goal to create a standard for the representation of texts in digital form. TEI is a text-centric format which means that the representation of the text had been in the focus of attention for the longest time. Only recently the materiality of the carrier, its physical qualities have been taken into account and structures to contain these kinds of information have been introduced to the system of the TEI. Among these structures are the elements needed for the encoding of manuscript descriptions. The TEI Guidelines have been released in Nov 2009 as version P5 (proposal 5). They define some 500 different textual components and concepts, which can be expressed using a markup language and are defined by a DTD or XML schema.

The overall structure of a TEI document may be summarized as follows:

```
<TEI>
  <teiHeader>
    <!-- metadata about publication -->
    <!-- metadata about digitization -->
    <!-- metadata about encoding -->
    <!-- metadata describing the manuscript -->
  </teiHeader>
  <facsimile>
    <!-- metadata about digital images -->
  </facsimile>
  <text>
    <!-- (optional) transcription of the manuscript -->
  </text>
</TEI>
```

3.2.1 Minimum TEI document for ingestion into Europeana

An example of a **TEI document for ingestion into Europeana that still meets the Europeana requirements** (note: metadata licenced under CC0 only accepted) is given below (please find in brackets [adequate metadata; mostly text string] and the (corresponding ESE v3.4.1 element)):

```
<teiHeader>
  <fileDesc>
    <titleStmt>
      <title>[Title or shelfmark of manuscript]</title>
    </titleStmt>
    <publicationStmt>
      <publisher>[data provider] (europeana:dataProvider)</publisher>
      <ptr target="[web address data provider] (dc:source)"/>
      <date when="[yyyy-mm-dd]" type="issued"/>[date publication]</date>
      <date when="[yyyy-mm-dd]" type="digitised"/>[digitization]</date>
      <availability status="[CC licence for digitized facsimile]
(europeana:rights)">
        <p>[Text string: Rights on the resource] (dc:rights)</p>
      </availability>
      <pubPlace>
        <ptr type="purl" target="[persistent link to complete digital
facsimile] (europeana:isShownBy and europeana:isShownAt)"/>
        <ptr type="thumbnailForPresentations" target="[persistent link to a
thumbnail] (europeana:object)"/>
      </pubPlace>
    </publicationStmt>
```

³ See: www.tei-c.org/


```

<sourceDesc>
  <msDesc xml:id="[mss_shelfmark(blankets replaced by minus)]_tei-
msDesc" xml:lang="[ISO 639-2 or -3] (europeana:language)">
    <!-- evt. head, title here -->
    <msContents>
      <textLang mainLang="[ISO 639-2 or -3] (dc:language)" others="[ISO
639-2 or -3] (dc:language)" />
      <summary>[title] (dc:title)</summary><!--if not in head -->
      <physDesc>
        <objectDesc form="codex"><!-- (dc:type) (europeana:type) -->
        <supportDesc><support><p><material></material></p></supportDesc>
        </objectDesc>
      </physDesc>
    </msDesc>
  </sourceDesc>
</fileDesc>
<encodingDesc>
  <projectDesc><p>
    <orgName>[project's name and/or collection] (dcterms:isPartOf)
    </orgName></p>
  </projectDesc>
</encodingDesc>
<revisionDesc>
  <change when="[yyyy-mm-dd]">[revision information]</change>
</revisionDesc>
</teiHeader>
<text><p/></text>
</TEI>

```

Please note: the attribute **xml:lang** on the element `<msDesc>` is used for the language of the information given in the metadata ([europeana:language](#)). The element **<textLang>** with its attributes `@mainLang` and `@others` is used for the language(s) the manuscript texts are written in ([dc:language](#)).

Within the scope of Europeana Regia mandatory values for the project's name and collections are:

- Europeana Regia. Bibliotheca Carolina
- Europeana Regia. Library of Charles V and Family
- Europeana Regia. Library of the Aragonese Kings of Naples

The following chapters will provide more details on concise records for Europeana in TEI.

3.2.2 Concise record for ingestion into Europeana

The localisation of the digital manuscript and a reference to a thumbnail preview image are the heart of the representation in Europeana. As it is information on the digital manuscript, the TEI-file gives that information in the `<teiHeader>`: inside the publication statement element `<publicationStmt>` and here in the element `<pubPlace>`.

3.2.3 Europeana fields

3.2.3.1 *Link to the digital manuscript ([europeana:isShownBy](#) and [europeana:isShownAt](#))*

The localisation of the digital manuscript should be given in a sustainable form, using a referencing scheme such as [URN](#) or [DOI](#). Alternatively it may at least be a [PURL](#), guaranteed by the institution that publishes the digitised manuscript on its site.

Preferable way to encode this information is to use a pointer-element `<ptr>`.

As the URN or DOI rely on referencing mechanisms it is a canonical reference (cRef) that is needed as target of the pointer/reference while a PURL might take the form of a simple web link, to be encoded using target.

```
<TEI>
  <teiHeader>
    <!-- information about title and edition here -->
    <publicationStmt>
      <pubPlace>
        <ptr type="urn" cRef="urn:nbn:de:gbv:23-mss/82-weiss8"/>
        <ptr type="purl" target="http://diglib.hab.de/mss/82-
weiss/start.htm"/>
      </pubPlace>
    </publicationStmt>
    <!-- source description including the manuscript description here -->
  </teiHeader>
</TEI>
```

3.2.3.2 Thumbnail (*europeana:object*)

The reference to the preferred thumbnail preview image for a manuscript is a simple link to an image thus to be encoded as web link using <ptr>. The URL might be stored in the attribute target while the pointer/reference should be classified by the type attribute with the value 'thumbnailForPresentations'.

```
<TEI>
  <teiHeader>
    <!-- information about title and edition here -->
    <publicationStmt>
      <pubPlace>
        <!-- reference(s) to the digital manuscript here -->
        <ptr type="thumbnailForPresentations"
            target="http://diglib.hab.de/mss/82-
weiss/thumbs/00019.jpg"/>
      </pubPlace>
    </publicationStmt>
    <!-- source description including the manuscript description here -->
  </teiHeader>
</TEI>
```

3.2.3.3 Rights declaration

It is mandatory for ingestion into Europeana to declare the rights on the digital facsimile (*europeana:rights*) and it is within the ingestion process possible to declare the rights on the resource (*dc:rights*):

```
<TEI>
  <teiHeader>
    <!-- information about title and edition here -->
    <publicationStmt>
      <pubPlace>
        <!-- reference(s) to the digital manuscript here -->
        <availability status="[CC licence for digitized facsimile]
(europeana:rights)">
          <p>[Text string: Rights on the resource] (dc:rights)</p>
        </availability>
      </pubPlace>
    </publicationStmt>
    <!-- source description including the manuscript description here -->
```

```
</teiHeader>
</TEI>
```

3.2.3.4 *Project and Collection*

The information about the collection a manuscript belongs to in the scope of a project is part of the title information which as well comprises the information about the funding body. Naming the project and the collection of manuscripts could be done as follows:

```
<encodingDesc>
  <projectDesc>
    <p>Transformed in the scope of the project <orgName>Europeana Regia.
    Bibliotheca Carolina (dcterms:isPartOf)</orgName>
    </p>
  </projectDesc>
</encodingDesc>
```

As already mentioned, Europeana Regia incorporates the following three collections (standardized):

- Europeana Regia. Bibliotheca Carolina
- Europeana Regia. Library of Charles V and Family
- Europeana Regia. Library of the Aragonese Kings of Naples

In order to create a more detailed record for Europeana, the metadata describing the manuscript will be kept in the element <msDesc> and its substructure:

```
<msDesc xml:id="[...]" xml:lang="eng">
  <msIdentifier>
    <!-- Repository location, shelfmarks, etc. -->
  </msIdentifier>
  <head><title></title><origPlace></origPlace>
  <origDate></origDate></head> <!-- element head is optional -->
  <msContents>
    <!-- Structured description of contents and language used in the
manuscript-->
  </msContents>
  <physDesc>
    <!-- Physical and codicological description -->
  </physDesc>
  <history>
    <!-- Origin, provenance, acquisition -->
  </history>
  <additional>
    <!-- Additional bibliographic and curatorial information, and
associated materials etc. -->
  </additional>
  <msPart>
    <!-- Composite manuscript details -->
  </msPart>
</msDesc>
```

3.2.4 Manuscript identifier

The digitised manuscript has to be identified. The name of the place where the institution holding the manuscript is located, the name of the institution itself and the shelfmark (call number) of the manuscript are encoded in TEI as follows:

```

<msIdentifier>
  <settlement>[name of the city] (dc:identifier) </settlement>
  <!-- <institution>[name of the institution]
  </institution> optional -->
  <repository>[name of the repository holding the manuscripts]
  (dc:identifier) </repository>
  <!-- <collection>[name of the library's collection, the manuscript
  belongs to] ] (dcterms:isPartOf) </collection> optional -->
  <!-- Note: Not the virtual ER-collection here! -->
  <idno>[shelfmark of the manuscript] (dc:identifier) </idno>
</msIdentifier>

```

It is important to explain the difference between <institution> and <repository>: Looking at an example, an institution might be any University while the repository would be the University library or an institute holding the described manuscript. It is important to distinguish between them as in the context of manuscripts the element <repository> is the more important one while <institution> can appear to be a ‘false friend’.

Often the name of the <collection> a manuscript belongs to in the library is part of the shelfmark and has to be stored in <idno>. Both of the following two versions are possible. The second and shorter form does not provide the libraries collections name for <dcterms:isPartOf>:

```

<msIdentifier>
  <settlement>München</settlement>
  <repository>Bayerische Staatsbibliothek</repository>
  <collection>Codices Latini</collection>
  <idno>Clm 52</idno>
</msIdentifier>

```

OR

```

<msIdentifier>
  <settlement>München</settlement>
  <repository>Bayerische Staatsbibliothek</repository>
  <idno>Clm 52</idno>
</msIdentifier>

```

A former shelfmark and a catalogue number will be represented using the element <altIdentifier> which should be typed as e.g. former or catalog.

```

<msIdentifier>
  <settlement>>[see above]</settlement>
  <repository>>[see above]</repository>
  <idno>[see above]</idno>
  <altIdentifier type="catalog">
  <!-- recommended values: 'catalog' and 'former' -->
    <collection>Heinemann</collection>
    <idno>3005</idno>
  </altIdentifier>
</msIdentifier>

```

In case of a given name the element <msName> can be used. Please ensure that the manuscript name is not provided in the title-element.

```

<msIdentifier>
  <settlement>>[see above]</settlement>
  <repository>>[see above]</repository>
  <idno>[see above]</idno>
  <msName>Wolfenbütteler Psalter (dcterms:alternative) </msName>
</msIdentifier>

```

3.2.5 Summary title and textual language

The summary title of a manuscript shall be given using the element <title> within the element <head> **or** using the element <summary> within the element <msContents>.

3.2.5.1 *Summary title and textual language for a single text*

The first case is the easiest one: a single element <head> contains an element <title> which contains the title of the work.

```
<msDesc>
  <!-- msIdentifier goes here -->
  <head>
    <title>[title] (dc:title)</title>
  </head>
  <!-- other parts of the description go here -->
  <msContents>
    <textLang mainLang="[language code] (dc:language)">[text string
language used in the manuscript]</textLang>
    <!-- detailed list of the content -->
  </msContents>
  <!-- other parts of the description go here -->
</msDesc>

OR

<msDesc>
  <!-- msIdentifier here -->
  <msContents>
    <summary>[title] (dc:title)</summary>
    <textLang mainLang="[language code] (dc:language)"
otherLangs="[language code] (dc:language)">[text string language(s) used
in the manuscript]</textLang>
    <!-- detailed list of the content -->
    <!-- other parts of the description go here -->
  </msContents>
</msDesc>
```

The attributes mainLang and otherLangs take values from ISO standards 639-2 or -3. The attribute mainLang can only take one language code while otherLangs can contains multiple values separated by spaces.

3.2.5.2 *Summary title for a combination of an author's name and the title of his work*

If it is planned to display both the name of the author and the title of the work as title in Europeana, and if you are not providing a detailed list of the manuscripts content, the name of the author might be distinguished using <persName>, probably adding the attribute role and the value author. Thus, the author's name could be separated from the rest of the title. A translator named in the title would be tagged as <persName> with the attribute role and the value translator.

```
<head>
<title><persName role="author">Saint Jerome</persName>: Epistolae</title>
</head>
```

3.2.5.3 *Summary title for multiple combinations of author's names and the titles of*

their works

If it is not planned to provide a detailed list of the content of the manuscript (see below), each author-title combination could be encoded using the element <head> with the child element <title> and name of the author distinguished by using <persName>.

The project partner recommend to create one summary title (<head><title> or <summary>) and to provide a detailed list on the content of the manuscript, see 3.2.5.4.

```
<msDesc>
  <msIdentifier>
    <settlement>Amiens</settlement>
    <repository>Bibliothèque d'Amiens - Métropole</repository>
    <idno>Ms 222 C</idno>
  </msIdentifier>
  <head>
    <title><persName role="author">Bède</persName>: De temporum
ratione. Indications du nombre et de la place des étoiles dans diverses
constellations. <persName role="author">Bède</persName>: De natura rerum.
Computatio Grecorum</title>
  </head>
  <!-- rest of the description -->
</msDesc>
```

3.2.5.4 Compiled list of the content of the manuscript

If you would like to provide Europeana with a table of contents of the manuscript and a more detailed list of the authors' names, you should use the repeatable element <msItem> and its descendant-elements:

```
<msDesc>
  <msIdentifier>
    <settlement>[...]</settlement>
    <repository>[...]</repository>
    <idno>[...]</idno>
  </msIdentifier>
  <msContents>
    <textLang [...]>
      <summary>[...]</summary>
    <msItem>
      <locus>[folio] (dcterms:tableOfContents)</locus>
      <author>[name of the author] (dc:creator)</author>
      <title>[work title] (dcterms:tableOfContents)</title>
    </msItem>
    <msItem>
      <locus>[folio] (dcterms:tableOfContents)</locus>
      <author>[name of the author] (dc:creator)</author>
      <title>[work title] (dcterms:tableOfContents)</title>
    </msItem>
  </msContents>
  <!-- rest of the description -->
</msDesc>
```

The xsl-transformation ensures for several works of the same author, that a unique list of authors' names are displayed in Europeana, when there is a standardized text-string used per author. Use @ref if you want to enrich your metadata with a link to the corresponding norm data.

Note: If a manuscript contains texts in different languages, the languages should be tagged within the <msItem> of the corresponding texts.

```
<msItem>
  <!-- information on author, title, incipit, etc. -->
  <textLang mainLang="goh"/>
</msItem>
```

3.2.6 Basic physical description

The description of the physical aspects of a manuscript can be divided in TEI into seven main parts: the descriptions of (in this order)

- the object itself, its materials and layout
- the writing hands, the script, and/or -if applicable- typefaces,
- any musical notations,
- the decoration,
- textual additions like annotations,
- the present and former bookbinding(s), and
- any accompanying material which may be closely associated with the manuscript being described.

The element structure therefore is supposed to be the following:

```
<physDesc>
  <objectDesc>
    <!-- description of the object itself -->
  </objectDesc>
  <handDesc>
    <!-- description of writing hands or copyists if known or
identifiable -->
  </handDesc>
  <!-- optionally followed by scriptDesc and typeDesc -->
  <musicNotation />
  <decoDesc />
  <additions />
  <bindingDesc />
  <accMat />
</physDesc>
```

The aspects that have to be described, material, number of leaves, and size of leaves, are all aspects that belong to the object itself and therefore have to be stored in the element <objectDesc>. This in fact can again be divided into two parts: the descriptions of (in this order)

- the support,
- the layout.

The element structure inside <objectDesc> therefore is supposed to be the following:

```
<objectDesc form="codex"><!-- standardized values: 'codex', 'fascicle',
'fragment' or 'leaf' (dc:type) -->
  <supportDesc/>
  <layoutDesc/>
</objectDesc>
```

Standardized values within the scope of Europeana Regia for the attributes are: 'codex', 'fascicle', 'fragment' or 'leaf'.

Again, the aspects that have to be described, material, number of leaves, and size of leaves, are all

aspects that belong to the support description and therefore have to be stored in the element `<supportDesc>`. This can be divided into five parts: the descriptions of (in this order)

- the support,
- the extent and format
- the foliation,
- the collation,
- the condition.

The element structure inside `<supportDesc>` therefore is supposed to be the following:

```
<supportDesc material="perg"><!-- standardized values: 'perg', 'chart',  
'perg_chart', 'papyrus', 'papyrus_chart', 'papyrus_perg' -->  
  <support>  
    <!-- description of the support materials, including watermarks -->  
  </support>  
  <extent>  
    <!-- description of the extent of the manuscript, including number  
and size of leaves -->  
  </extent>  
  <foliation />  
  <collation />  
  <condition>  
    <!-- description of the condition of the manuscript, in addition to  
the more general description of the support material above -->  
  </condition>  
</supportDesc>
```

The element `<supportDesc>` itself can have an attribute `material` with the standardized values 'perg', 'chart' or 'perg_chart'.

3.2.6.1 Support material (*dcterms:medium*)

As shown above, the element `<supportDesc>`, and within this the element `<support>` is the place to store the information on the support material. While it is highly recommended to make use of the attribute `material` on the element `<supportDesc>` a clear text description of the material should appear inside the element too. It would violate the rule of the usage of XML to encode only in attributes any text that has to appear in the output as data.

```
<supportDesc material="perg">  
  <support>  
    <p>  
      <material>Parchment (dcterms:medium)</material>  
    </p>  
  </support>  
</supportDesc>
```

```
<supportDesc material="chart">  
  <support>  
    <p>  
      <material>Papier (dcterms:medium)</material>  
    </p>  
    <p>  
      <watermark>Dreiberg mit zweikonturiger Stange, darüber  
zweikonturiges Kreuz</watermark>  
    </p>  
    <bibl>  
      <abbr>Piccard-Online</abbr>  
      <ref cRef="151547" type="Piccard-Online">151547</ref>  
    </bibl>  
  </support>  
</supportDesc>
```



```

        </bibl>
        <date>1474</date>
    </p>
</support>
</supportDesc>

```

3.2.6.2 Number of leaves (*dc:terms:extent*)

The number of leaves or pages of a manuscript belongs to the aspects of the support in general and the extent of the manuscript in particular. Thus the place to describe this aspect properly would be inside `<extent>` as child element of `<supportDesc>`.

```

<supportDesc>
  <!-- description of the support materials here -->
  <extent>[number of leaves] (dc:terms:extent)
    <!-- size of leaves here -->
  </extent>
</supportDesc>

```

3.2.6.3 Size of leaves (*dc:format*)

Similar to the number of leaves the size of leaves or pages of a manuscript belongs to the aspects of the support in general and the extent of the manuscript in particular. Thus the place to describe this aspect properly would be right after the number of leaves inside `<extent>`. As the dimensions of a leaf are measured in two dimensions, the use of `<dimensions>` with its child elements `<height>` and `<width>` is preferred.

The type of dimension should be encoded as 'leaf'. The unit of the measures has to be supplied in another attribute. The attribute unit will contain cm or mm in most cases but other values are possible.

```

<supportDesc>
  <!-- description of the support materials here -->
  <extent>
    <!-- number of leaves here -->
    <dimensions type="leaf" unit="cm"><!-- Value: 'cm' or 'mm' -->
      <height>24</height>
      <width>21</width>
    </dimensions>
  </extent>
</supportDesc>

```

3.2.7 Copyist, Illuminator and Annotator (*dc:contributor*)

If the name of the copyist of a manuscript is known, you have to use the element `<persName>` with the attribute `role` and the value `scribe` within the element `<handNote>`.

If there is an illuminator, you will choose the attribute `role` and the value `illuminator` within the element `<decoNote>`, if there are annotations in the manuscript, the name of the annotator is listed in the element `<additions>`.

```

<handDesc>
  <handNote>
    <p><persName role="scribe">Adallandus (dc:contributor)</persName></p>
  </handNote>
</handDesc>

<decoDesc>

```

```

    <decoNote>
      <p><persName role="illuminator">[...] (dc:contributor)</persName></p>
    </decoNote>
  </decoDesc>

  <additions>
    <p><persName role="annotator">[...] (dc:contributor)</persName></p>
  </additions>

```

Use @ref if you want to enrich your metadata with a link to the norm data for a copyist, illuminator, annotator or commentator.

3.2.8 Basic historical description

The basic aspects of the history of a manuscript, place of origin and date of origin, are part of what in the cataloguing tradition is called ‘Schlagzeile’. In the scope of TEI, these bits of information could be encoded either as parts of the head information or as part of the description of the history. These two options are mutually exclusive in order to prevent multiple entries as well as conflicting or inconsistent information. In general, the encoding inside <head> is preferable.

3.2.8.1 *Place of origin (dcterms:spatial)*

The place of origin will be stored in an element <origPlace>. The element can be placed directly inside <head> thus resulting in the following structure:

```

<msDesc>
  <!-- msIdentifier here -->
  <head>
    <!-- manuscript title here -->
    <origPlace>Weißenburg, Elsass(?) (dcterms:spatial)</origPlace>
  </head>
</msDesc>

```

OR

use <origPlace> inside <origin>:

```

<history>
  <origin>
    <p><origPlace>Christ Church,
    Canterbury (dcterms:spatial)</origPlace></p>
  </origin>
</history>

```

It is common practise to use geographic location as well as organization here.

Use @ref if you want to enrich your metadata with a link to the norm data for a copyist, illuminator, annotator or commentator.

3.2.8.2 *Date of origin (dcterms:created)*

The date of origin will be stored in an element <origDate>. This element might be placed -as <origPlace>- either in <head> or in <origin>, a child of <history>.

```

<msDesc>
  <!-- msIdentifier here -->
  <head>
    <!-- manuscript title here -->
    <origDate notAfter="0850" notBefore="0801">9. Jh., 1. H.</origDate>
    <!-- also possible: attribute when="" -->

```

```
</head>
</msDesc>
```

OR

Usage of <origDate> inside <origin> could result in the following structure:

```
<history>
  <origin>
    <p><origDate notBefore="1372" notAfter="1372">14th c. (second half)
(1372)</origDate></p><!-- also possible: attribute when="" -->
  </origin>
</history>
```

It is important to notice that

- any other date which relates to the history of the manuscript must not be encoded using <origDate> but rather using <date>.
- the attributes notBefore and notAfter are not meant to be exact definitions of when - in this case - a manuscript has been written but to offer only a possibility to process the information automatically e.g. for the placement of the manuscript on a time scale or to allow for searches of all manuscripts (possibly) written in a certain period of time, still it is possible to use the attribute when here.
- the element <origDate> might be used within the context of the description of the binding, any accompanying material, or fragments, in addition to what has been described above.

3.2.8.3 Previous owners (dcterms:provenance)

The names of previous owners are provided inside the element <provenance>:

```
<history>
  <!--information on origin here -->
  <provenance>
    <p><persName> [...] </persName></p>
  </provenance>
  <provenance>
    <p><orgName> [...] </orgName></p>
  </provenance>
</history>
```

Note: Please use a separate element <provenance> for each previous owner (person or institution).

3.2.9 Basic bibliographical Information

To the basic bibliographical information belong two distinct types of information: on one hand the information about the record description itself, i.e. the authorship information; on the other hand the most important bibliographical items concerning the research on the manuscript.

Both types of information are additional information, because they are not describing the manuscript itself. The element <additional> therefore meant to store this information. This element is located at the very end of each description of the manuscript, followed only possibly by the description of the parts of the manuscript in cases where the manuscript is a composite manuscript.

```
<msDesc>
  <!-- msIdentifier, head, msContents, physDesc, history here -->
  <additional>
    <!-- basic bibliographical information here -->
  </additional>
</msDesc>
```

3.2.9.1 Cataloguer

In a TEI document, the information about the source and revision status of the manuscript description itself is contained in the element <source> in <recordHist> which again is contained in <adminInfo>. If the manuscript description is already published e.g. in printed format, the source should be encoded in a <bibl> element. References to online reproductions of the catalogue could be included according to the usual referencing methods of the TEI.

```
<additional>
  <adminInfo>
    <recordHist>
      <source>
        <bibl>Butzmann, Hans: Die Weissenburger Handschriften.
        (Kataloge der Herzog August Bibliothek Wolfenbüttel; N.R. 10) Frankfurt:
        Klostermann, 1964. S. <ref cRef="HSK0078_b240" type="manumed">240</ref>-
        <ref cRef="HSK0078_b241" type="manumed">241</ref>.</bibl>
      </source>
    </recordHist>
  </adminInfo>
  <!-- references / bibliography here -->
</additional>
```

AND

the author of the manuscript description should be documented in the <teiHeader> as well, using the element <respStmt>:.

```
<teiHeader>
  <!-- fileDesc, titleStmt, title here -->
  <respStmt>
    <resp>Cataloguer</resp>
    <name>[name of the cataloguer]</name>
    <orgName>[...]</orgName>
  </respStmt>
  <!-- publicationStmt etc. here -->
</teiHeader>
```

3.2.9.2 Research bibliography

The bibliography is considered to be a list of a special kind, consisting of bibliographical items. Thus, the element to use is <listBibl> with a series of children <bibl>.

```
<additional>
  <!-- information about the record description itself here -->
  <listBibl>
    <!-- maybe a list head here -->
    <bibl>[...]</bibl>
    <!-- more bibliographical items here -->
  </listBibl>
</additional>
```

In order to provide a divided list, e.g. with editions and literature separate, <listBibl>s would have to nest:

```
<listBibl>
  <listBibl>
```

```

    <head>Editions</head>
    <bibl/>
    <!-- more bibliographical items here -->
  </listBibl>
  <listBibl>
    <head>Literature</head>
    <bibl/>
    <!-- more bibliographical items here -->
  </listBibl>
</listBibl>

```

3.2.10 Classification or Keywords

The place for keywords within a manuscript description is the <teiHeader>, within the <profileDesc>:

```

<profileDesc>
  <textClass>
    <keywords scheme="#abbr.">
      <term></term>
      <term></term>
    </keywords>
  </textClass>
</profileDesc>

```

3.2.11 Usage of authority files

Entries in authority files are identified in a canonical way and can be referenced within the manuscript description in TEI using key (for a standard number) or ref (for a URI) attributes on elements that contain the entity to be identified.

3.2.11.1 Identification of persons and institutions

The elements <author>, <persName> and <orgName> can have the attribute ref to reference to authority file entry (linked open data).

The attribute ref contains an URI being a full path to the file containing the needed information.

```

<persName ref="[URI]" role="illuminator">[name]</persName>

```

3.2.11.1.1 Virtual International Authority File (VIAF)

The representation of the VIAF number in the TEI element would be one of the following:

```

<author ref="http://viaf.org/viaf/66806872">Augustinus, Aurelius</author>

```

3.2.11.1.2 Gemeinsame Normdatei (GND)

The representation of the GND number in the TEI element would be the following:

```

<author ref="http://d-nb.info/gnd/118505114">Augustinus,
Aurelius</author>

```

3.2.11.2 Identification of places

A place name might appear in the following roles:

- as the name of the place of origin, or
- as any other place name somehow related to the manuscript.

The name of the place of origin will be encoded using the element <origPlace> as seen above. For any other place the element <placeName> has to be used instead.

Both elements, <origPlace>, and <placeName> can have the attributes key and ref to reference to authority files entries.

If the attribute key is used, its value should be a combination of the identification of the authority file in use plus the entries number, separated by an underscore.

The attribute ref contains an URI pointing to a full path to the file containing the needed information.

```
<placeName ref="http://d-nb.info/gnd/5101000-8">Weißenburg,  
Haganau</placeName>
```

3.2.11.2.1 Getty Thesaurus of Geographical Names (TGN)

The representation of the TGN number in the TEI element would be one of the following:

```
<origPlace key="tgn_7013496">Regensburg</origPlace>
```

```
<placeName ref="http://www.getty.edu/vow/TGNFullDisplay  
?find=Paris&place=&nation=&subjectid=7008038">Paris</placeName>
```

This key pointing to the TGN database should be processed in the output to generate a hyperlink pointing to

<http://www.getty.edu/vow/TGNFullDisplay?find=7008038&place=&nation=&subjectid=7008038>.

Unfortunately right now the website does not offer a possibility to shorten this URL by dropping the parameters for which no value has been specified.

3.2.11.3 Identification of works

The German ‘Gemeinsame Normdatei’ provides identifiers for works, e.g.

```
<title ref="http://d-nb.info/gnd/4243932-2">Cathemerinon</title>
```

3.2.11.4 Identification of decorative elements (dc:subject)

The identification of decorative elements in TEI can be done by describing the type (decoNote @type) of the illumination and provide folio and title for the miniature or illumination.

In TEI, the description of each bit of decoration should be stored in a separate element <decoNote> which is child to either the description of the decoration as a whole, represented in the element <decoDesc>, or the description of a text, represented in the element <msItem>.

```
<decoDesc>  
  <decoNote type="initial">
```

If terms shall be encoded explicitly (**dc:subject**), extra encoding is necessary. Within the TEI a specific element is available for this purpose, the element `<term>`. The type of term used may be specified by the attribute `type` and should be accompanied by the reference to a controlled vocabulary, stored in the attribute `cRef` or should link to a reference-string.

```
<term cRef="anyRef" type="anyType">[any term]</term>
<term ref="[URI]">[any term]</term>
```

`<term>` might as well be enclosed by `<index>`. This index element may contain other instances of `<index>` in order to establish a hierarchy. An index name might be specified using the attribute `indexName` on the outermost `<index>`. Encoding would look like that:

```
<index indexName="">
  <term>[First level term]</term>
  <index>
    <term>[Second level term]</term>
  </index>
</index>
```

The `<index>` element has to be stored exactly within this element it is connected to; in the context of book decoration this would be any `<decoNote>` element in the first place.

3.2.11.4.1 IconClass

To look at an example: If a manuscript contained a historiated initial the IconClass notation to attribute to this initial would be ‘49L171’. The description would note ‘historiated initial’:

```
<decoNote type="initial">
  <locus>253r</locus> Sechszeilige,
<title>
<term ref="http://www.iconclass.org/rkd/49L171/">historisierte
Initiale</term> G</title>.
</decoNote>
```

3.2.11.4.2 Art & Architecture Thesaurus (AAT)

The representation of the AAT number in the TEI element would be one of the following:

```
<decoNote type="initial">
  <locus>253r</locus> Sechszeilige,
  <title><term key="aat_300194390">historisierte Initiale</term>
G</title>.
</decoNote>
```

3.2.11.4.3 Vocabulaire codicologique

The representation of the **Vocabulaire codicologique** number in the TEI element would be one of the following:

```
<decoNote type="initial">
  <locus>253r</locus> Sechszeilige,
  <title><term
ref="http://vocabulaire.irht.cnrs.fr/pages/page51.htm#511.03">historisier
te Initiale</term> G</title>.
</decoNote>
```

3.2.11.5 Library of Congress Authorities and Vocabularies

The representation of the LCSH number in the TEI element would be one of the following:

```
<term ref="http://id.loc.gov/authorities/sh85025581">Church  
calendar</term>
```

The representation of the TGM number in the TEI element would be one of the following:

```
<term ref="http://id.loc.gov/vocabulary/graphicMaterials/tgm005394.html">  
  Initials</term>
```


3.3 Encoding records for Europeana in EAD (BnF)

When EAD⁴ was defined in 1993, it was meant to encode descriptions of collections held by archives and special collections, similar to the MARC standards for describing printed books. The emphasis is on the possibility to describe the collection as a whole and to make an inventory of the items in a collection. This approach has the advantage to be able to keep all information about a collection, e.g. its structure, etc, together. On the other hand the encoding of information about a chunk or single item might not necessarily be as structured as one may wish for certain purposes. In the scope of the project Europeana Regia the EAD version from 2002 is used by BnF.⁵

The overall structure of an Europeana Regia-conformant EAD document may be summarized as follows:

```
<ead>
  <eadheader>
    <!-- metadata about finding aid (name, creation, language, used
standards) -->
  </eadheader>
  <archdesc>
    <!-- description of the collection, fond or isolated manuscript -->
    <did>
      <!-- description and identification of the whole collection
or of the whole manuscript -->
    </did>
    <scopecontent />
    <c>
      <!-- description of a part of the fond or of a component of
the manuscript -->
      <did>
        <!-- description and identification of first level part
of fond or the first component of the manuscript -->
      </did>
      <c>
        <!-- description of the subordinate unit of description
at second level -->
      </c>
    </c>
    <c>
      <!-- description of other first level subordinate unit of
description -->
    </c>
  </archdesc>
</ead>
```

An example of a minimal EAD document would therefore be:

```
<ead id="d0e 1">
  <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b"
  repositoryencoding="iso15511" scriptencoding="iso15924">
    <eadid><!-- document ID --></eadid>
    <filedesc>
```

⁴ See: <http://www.loc.gov/ead/>

⁵ Cf. Encoded Archival Description Tag Library. Version 2002.

```

        <titlestmt>
            <titleproper><!-- Title of manuscript --></titleproper>
        </titlestmt>
        <publicationstmt>
            <publisher><!-- name of publisher --></publisher>
            <date calendar="gregorian" era="ce">[date]</date>
        </publicationstmt>
    </filedesc>
    <profiledesc>
        <creation audience="internal">Cette notice a été encodée en
XML conformément à la DTD EAD (version 2002).</creation>
        <language>Notice rédigée en <language
langcode="fra">français</language>. </language>
    </profiledesc>
</eadheader>
<archdesc level="item">
    <did>
        <!-- description of manuscript concerning author, title, date
and place of origin, physical aspects -->
    </did>
    <bibliography>
        <!-- bibliographical information here -->
    </bibliography>
    <processinfo>
        <p><!-- author of the description --></p>
    </processinfo>
</archdesc>
</ead>

```

The metadata describing the manuscript will be kept in several elements with the following basic substructure:

```

<ead>
    <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b"
        repositoryencoding="iso15511" scriptencoding="iso15924">
        <eadid>identifier of the finding aid </eadid>
        <filedesc>
            <titlestmt>
                <titleproper> title proper of the finding aid
            </titleproper>
                <subtitle> subtitle of the finding aid </subtitle>
            </titlestmt>
            <publicationstmt>
                <publisher> publisher of the finding aid </publisher>
                <date calendar="gregorian" era="ce"> date of creation of
the finding aid </date>
            </publicationstmt>
        </filedesc>
        <profiledesc>
            <creation> Description of the creation of the finding aid
        </creation>
            <language> Language of the finding aid </language>
        </profiledesc>
    </eadheader>
    <archdesc level="item">
        <did>

```

```

        <unitid type="cote"> shelfmark of the unit of description
</unitid>
        <unittitle> Titleand authorof the unit of description
</unittitle>
        <unitdate calendar="gregorian" era="ce" normal=""> Date of
the unit of description </unitdate>
        <langmaterial> Language of the unit of description
</langmaterial>
        <repository>
            <corpname />
        </repository>
        <physdesc>
            <geogname role="5020"> Place of copying </geogname>
            <physfacet type="support"> Material support </physfacet>
            <extent />, <dimensions />.</physdesc>
    </did>
    <custodhist>
        <p />
    </custodhist>
    <bibliography>
        <head />
        <bibref />
        <bibref />
    </bibliography>
    <processinfo>
        <p />
    </processinfo>
</archdesc>
</ead>

```

3.3.1 Europeana fields

3.3.1.1 *Localisation of the digital manuscript (europeana:isShownBy and europeana:isShownAt)*

The location of the digital manuscript is given in a <dao> element with the following attributes:

- href with the URI identifier of the remote resource
- actuate which defines whether a link occurs automatically or must be requested by the user
- show which defines whether a remote resource that is the target of a link appears at the point of the link, replaces the existing link, or appears in a new window
- title with information that serves as a viewable caption which explains to users the part that a resource plays in a link.

```

<did>
    <!-- other parts of the description go here -->
</did>
<!-- other parts of the description go here -->
<altformavail>
    <p>Manuscrit numérisé à partir de l'original</p>
</altformavail>
<dao
    actuate="on_request"
    href="http://gallica.bnf.fr/ark:/12148/btv1b600003322"
    show="new"
    title="Accéder au manuscrit numérisé"/>

```

3.3.1.2 Thumbnail (*europa:object*)

Each thumbnail in the BnF digital library Gallica has an URI. Links to images could be encoded in EAD as a if necessary:

```
<dao actuate="on_request" href="" show="new" title="plat supérieur de la  
reliure" />
```

3.3.1.3 Collection within Europeana Regia (*dc:isPartOf*)

Each record is tagged as being part of a specific set to be identified in the OAI repository using the element `<odd>` (Within the scope of the project Europeana Regia 3 sets have been created: Aragonese manuscripts, Carolingian manuscripts, manuscripts of Charles V of France and family):

```
<odd type="set OAI" audience="internal">gallica:corpus:RegiaCarol</odd>
```

3.3.1.4 Rights declaration (*europa:rights*)

The restrictions for accessing the digital document are specified in the element `<accessrestrict>`. If no specific element is added to the record, the digital surrogate is automatically as Public domain in the `dc:rights` element of the OAI DC record, which means it's freely available on the digital library. Reproduction and reuse policy is specified on the digital library's website.

All Europeana Regia documents described in EAD (BnF) are in the public domain and tagged accordingly.

3.3.2 Manuscript identifier

The digitised manuscript has to be identified. The core elements of the Europeana Regia project (the name of the place where the institution holding the manuscript is located, the name of the institution itself and the shelfmark (call number) of the manuscript) are encoded in EAD as following

```
<did>  
  <repository>institution holding the manuscript</repository>  
  <unitid type="cote">shelfmark</unitid>  
  <!-- other parts of the description go here -->  
</did>
```

```
<did>  
  <repository authfilenumber="751041006" source="RCR"> Bibliothèque  
nationale de France. Département des manuscrits </repository>  
  <unitid type="cote">Français 793</unitid>  
  <!-- other parts of the description go here -->  
</did>
```

3.3.3 Summary title

The summary title of a manuscript shall be given using the element `<unittitle>`.

3.3.3.1 Summary title for a single text

The first case is the easiest one: a single element `<unittitle>`, child element of `<did>`, contains an indexing element `<title>` which contains the title of the work. The element `<title>` is only used if the specific title of a work can be identified. In other cases (e.g. miscellanies), an global title is indicated in `<unittitle>` without any further tag.

```
<did>  
  <unitid type="cote">Latin 323</unitid>
```

```

<unittitle>
  <title>Evangelia</title>
</unittitle>
<!-- other parts of the description go here -->
</did>

```

3.3.3.2 *Summary title for a combination of an author's name and the title of his work*

If it happens that the summary title contains both the name of the author and the title of the work, the name of the author might be distinguished using <persname> with an attribute role and value author or supposed author.

```

<did>
  <unitid type="cote">Latin 5779</unitid>
  <unittitle>
    <persname role="0070">Caesar</persname>,
    <title>De Bello Gallico</title>
  </unittitle>
  <!-- other parts of the description go here -->
</did>

```

Other intellectual responsibilities, such as translators, may be indicated using <persname> with an attribute role and the required value.

```

<did>
  <unitid type="cote">Latin 5831</unitid>
  <unittitle>
    <persname role="0070">Plutarchus</persname>,
    <title>Vitae</title>.
    <persname role="0680">Leonardus Giustinianus</persname>
    interpres.
  </unittitle>
  <!-- other parts of the description go here -->
</did>

```

3.3.3.3 *Summary title for multiple combinations of author's names and the title of their works*

If it happens that the summary title contains multiple times both the name of the author and the title of the work, the persname-title combination shall be repeated.

```

<did>
  <unitid type="cote">Latin 1767</unitid>
  <unittitle>
    <persname role="0070">S. Ambrosius</persname>,
    <title>Sermones</title>.
    <persname role="0070">S. Maximus Taurinensis</persname>,
    <title>Sermones</title>.
    <persname role="0070">S. Basilius</persname>,
    <title>Sermones</title>.
  </unittitle>
  <!-- other parts of the description go here -->
</did>

```

3.3.4 Basic physical description

The description of the physical aspects of a manuscript can be divided in EAD into six main parts: the descriptions of:

- the object itself, its materials and layout
- the writing hands, the script, and/or -if applicable- typefaces,
- the decoration,
- textual additions like annotations,
- the present and former bookbinding(s), and
- any accompanying material which may be closely associated with the manuscript being described.

The element structure therefore is supposed to be the following:

```
<did>
  <unitid/>
  <unittitle/>
  <physdesc>
    <extent>
      <!-- description of the extent of the manuscript, i. e.
number of leaves -->
    </extent>
    <dimensions/>
    <physfacet type="reliure">
      <!-- description of the bookbinding of the manuscript -->
    </physfacet>
    <physfacet type="support">
      <!-- description of the material support of the manuscript --
>
    </physfacet>
    <physfacet type="écriture">
      <!-- description of the script of the manuscript -->
    </physfacet>
    <physfacet type="décoration">
      <!-- description of the decoration of the manuscript -->
    </physfacet>
    <physfacet type="illustration">
      <!-- description of the illustrations of the manuscript -->
    </physfacet>
    <physfacet type="marginalia">
      <!-- description of the marginal annotations of the
manuscript -->
    </physfacet>
  </physdesc>
</did>
<scopecontent>
  <p>
    <!-- description of any other elements of the manuscript -->
  </p>
</scopecontent>
```

The aspects that have to be described, material, number of leaves, and size of leaves, are all aspects that belong to the object itself and therefore have to be stored in the elements <extent> and <dimensions>.

3.3.4.1 *Support material*

As shown above, the element <physdesc>, and within this the element <physfacet> with an attribute type and value support is the place to store the information on the support material.

```
<did>
  <unitid type="cote">Latin 5831</unitid>
  <physdesc>
```

```

        <physfacet type="support">parchemin</physfacet>
    </physdesc>
</did>

```

3.3.4.2 *Number of leaves*

The number of leaves or pages of a manuscript belongs to the aspects of the support in general and the extent of the manuscript in particular. Thus the place to describe this aspect properly would be inside <extent> as child element of <physdesc>.

```

<did>
    <unitid> Français 295</unitid>
    <unittitle>
        <title>Les faits des Romains</title>
    </unittitle>
    <physdesc>
        <extent>890 pages</extent>
    </physdesc>
</did>

```

3.3.4.3 *Size of leaves*

As did the number of leaves, as do the size of leaves or pages of a manuscript belong to the aspects of the support in general and the extent of the manuscript in particular. Thus the place to describe this aspect properly would be inside <dimensions> as child element of <physdesc>.

```

<did>
    <unitid>Français 295</unitid>
    <unittitle>
        <title>Les faits des Romains</title>
    </unittitle>
    <physdesc>
        <dimensions>390 x 260 mm. (just. 258 x 166 mm)</dimensions>
    </physdesc>
</did>

```

3.3.5 Basic historical description

3.3.5.1 *Place of origin*

The place of origin may have several meanings. The place of copying will be stored in an element <geogname> with an attribute role and value place of copying as child element of <physdesc>.

```

<did>
    <unitid type="cote">Latin 5831</unitid>
    <physdesc>
        <geogname role="5020">Naples</geogname>
    </physdesc>
</did>

```

If the place name is part of the description of the history of the manuscript, it will be stored in an element <custodhist>.

```

<did>
    <unitid>Latin 5831</unitid>
</did>
<custodhist>
    <p>Ce manuscrit a fait partie de la bibliothèque fondée par le
    <persname role="4010">cardinal Georges Ier d'Amboise, archevêque de
    Rouen</persname>, au château de <geogname>Gaillon</geogname>, d'après

```

```
l'inventaire de 1508.</p>
</custodhist>
```

3.3.5.2 Date of origin

The date of origin of the described manuscript will be stored in an element <unitdate>, as child element of <did>.

```
<did>
  <unitid type="cote">Français 295</unitid>
  <unittitle>
    <title>Les faits des Romains</title>
  </unittitle>
  <unitdate normal="1324/1328">1324-1328</unitdate>
</did>
```

```
<did>
  <unitid type="cote"> NAL 157</unitid>
  <unittitle>
    <title>Evangelia</title> Évangiles dits de Saint-Gratien de
Tours</unittitle>
  <unitdate normal="0701/0900">VIIIe-IXe s.</unitdate>
</did>
```

It is important to notice that <unitdate> is only used to tag the date of origin of the manuscript. All other indexing dates will be stored in an element <date>.

3.3.5.3 Previous Owners

Previous owners are stored in an elements <persname> or <corpname> (wether it's a physical character or an institution), tagged with the @role "4010". This element is usually found in the element <custodhiwt> but can also be found elsewhere, in the elements <physdesc> or <scopecontent>.

```
<custodhist>
<p>
  Bien que le volume ne figure pas dans les inventaires de la
  Librairie du Louvre rédigés entre 1380 et 1424, il a vraisemblablement
  appartenu à <persname role="4010">Charles V</persname>, féru d'astrologie
  et dont la bibliothèque comprenait un autre exemplaire du
  <emph render="italic">Quadripartitum</emph>.
</p>
</custodhist>
```

3.3.6 Textual languages

The languages are stored in an element <langmaterial>, in a subelement <language>, tagged with a @langcode, using the ISO standard 639-2.

```
<langmaterial>
  Document rédigé en
  <language langcode="fre">français</language>.
</langmaterial>
```


3.3.7 Basic bibliographical Information

Two distinct types of information belong to the basic bibliographical information: on one hand the information about the record description itself, i.e. the authorship information; on the other hand the most important bibliographical items concerning the research on the manuscript. Both types of information are of the kind of additional information, because it is not describing the manuscript itself.

3.3.7.1 *Cataloguer*

The name of the author of the finding aid is encoded in a <processinfo> element, which has to contain a <p> child element.

```
<did>
  <!-- other parts of the description go here -->
</did>
<!-- other parts of the description go here -->
<processinfo>
  <p>Notice rédigée par Marie-Pierre Laffitte.</p>
</processinfo>
```

3.3.7.2 *Research bibliography*

The research bibliography is encoded in a <bibliography> repeatable wrapper element. Each bibliographic reference is indicated in a <bibref> child element. <bibliography> element may be qualified by a <head> element.

```
<did>
  <!-- other parts of the description go here -->
</did>
<!-- other parts of the description go here -->
<bibliography>
  <head>catalogue</head>
  <bibref>Catalogus manuscriptorum Bibliothecae regiae, IV, p. 156 :
  "Codex membranaceus, quo continetur Caii Julii Caesaris de bello Gallico
  commentarii, cum A. Hirtii supplemento. -- 2.º Ejusdem Caesaris de bello
  civili libri tres. -- 3.º Liber de bello Alexandrino. -- 4.º Liber de
  bello Africano. -- 5.º Liber de bello Hispanico. Is codex decimo quinto
  saeculo exaratus videtur"</bibref>
  <bibref>Omont, Anciens inventaires et catalogues de la Bibliothèque
  nationale, I, p. 104, 184 et 322.</bibref>
</bibliography>
<bibliography>
  <head>codicologie</head>
  <bibref>T. De Marinis, La Biblioteca napoletana dei re d'Aragona,
  Milan, II, 1947, p. 38 et 201-204.</bibref>
</bibliography>
```

3.3.8 Usage of authority files

Several indexing elements may be used: <persname> for names of persons, <corpname> for names of corporate bodies, <title> for titles of works, <geogname> for names of places, <subject> for subjects and <name> for other elements. These elements have several attributes used to precise authorized forms and to link it with authority files.

These indexing elements are located where the indexed element appears in the finding aid.

An element <controlaccess> may be used as a wrapper element that designates any key access points for the described materials in order to encode indexed references which not explicitly appear in the description itself (e. g. other forms of the title, subjects...).

3.3.8.1 Identification of persons

An author's name is encoded using the element <persname> with required attribute and value (cf. 4.2.2). Others attributes included in the element <persname> are used to precise the authorized form of name and to link the description with an authority file.

The following attributes are used:

- normal with the authorized form of name
- authfilenumber with the identifier of the authority record (for instance an URI such as ARK identifier)
- source with the name of the authority file used to do so.

```
<did>
  <unitid type="cote">Latin 5779</unitid>
  <unittitle>
    <persname
      authfilenumber="ark:/12148/cb11894764p"
      normal="Caesar, Caius Julius (0100-0044 av. J.-C.)"
      role="0070"
      source="OPP">Caesar</persname>,
    <title>De Bello Gallico</title>
  </unittitle>
  <!-- other parts of the description go here -->
</did>
```

3.3.8.2 Identification of places

A place's name is encoded using the element <geogname> with an attribute role and a required value (see example with place of copying, 4.2.4.1). Following attributes are used to precise the authorized form of name and to link the description with an authority file.

The following attributes are used:

- normal with the authorized form of the place name
- authfilenumber with the identifier of the authority record (for instance an URI such as ARK identifier)
- source with the name of the authority file used to do so.

```
<did>
  <unitid>Latin 5831</unitid>
</did>
<custodhist>
  <p>Ce manuscrit a fait partie de la bibliothèque fondée par le
    <persname role="4010">cardinal Georges Ier d'Amboise, archevêque
de Rouen</persname>, au château de
    <geogname authfilenumber="ark:/12148/cb11974046k" normal="Gaillon
(Eure)" source="OPP">Gaillon</geogname>,
    d'après l'inventaire de 1508</p>
</custodhist>
```

3.3.8.3 Identification of works

A title of work is encoded using the element <title>. Following attributes are used to precise the authorized form of name and to link the description with an authority file.

The following attributes are used:

- normal with the authorized form of title
- authfilenumber with the identifier of the authority record (for instance an URI such as ARK identifier)
- source with the name of the authority file used to do so.

```
<did>
  <unitid type="cote">Latin 5779</unitid>
  <unittitle>
    <persname authfilenumber="ark:/12148/cb11894764p"
      normal="Caesar, Caius Julius (0100-0044 av. J.-C.)"
      role="0070" source="OPP">Caesar</persname>,
    <title authfilenumber="ark:/12148/cb120992063"
      normal="César, Jules (0100-0044 av. J.-C.) [De bello
Gallico]"
      source="OPP">De Bello Gallico</title>
    </unittitle>
    <!-- other parts of the description go here -->
  </did>
```

3.3.8.4 Identification of decorative elements

The description of the decorative elements is given in an element `<physfacet>`, child element of `<physdesc>`, by using an attribute type with the value decoration.

At BnF the full description already exists in a local online database called Mandragore (<http://mandragore.bnf.fr>). Specific descriptions of illuminations have been created for Europeana Regia manuscripts in this database if they didn't exist before. A link to the Mandragore record for any described manuscript will be given in the `<physfacet type="decoration">` of the EAD record.

Mandragore currently uses different standards for describing iconography. A project is currently ongoing between BnF at significant partners in France such as the "Institut de recherche et d'histoire des textes" (IRHT) to normalize these complex databases and make them interoperable online.

```
<did>
  <!-- other parts of the description go here -->
  <physdesc>
    <!-- other parts of the physical description go here -->
    <physfacet type="decoration">[identification of decorative
elements]</physfacet>
  </physdesc>
</did>
```

3.3.9 Metadata language

For each bit of metadata the language it is written in will be stated. Basic terms will be translated at least into English.

The information about the language of the contents of the EAD file are stored in the element `<language>` inside of `<language>` which might appear in the `<profiledesc>`.

```
<profiledesc>
  <!-- other information here -->
  <language>Notice rédigée en <language
langcode="fra">français</language>. </language>
</profiledesc>
```

3.3.10 Codes used in EAD

Codes used in the attributes role of indexing elements in the examples are following:

Code	Meaning
0070	Author
0680	Translator
4010	Previous owner
0710	Illuminator
0270	Copyist
5020	Place of copying

Code used in the attribute source of indexing elements:

Code	Meaning
OPP	Opale Plus. Former name of the General Catalogue of the BnF, where the authority file (in MARC) is located

4 Bibliography

RLG Best Practices Guidelines for Encoded Archival Description

<http://www.rlg.org/en/pdfs/bpg.pdf>

Anglo-American Cataloguing Rules, 2nd ed., rev. Ottawa: Canadia Library Association; Chicago: American Library Association, 1988.

Hensen, Stephen L.: Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries, 2nd ed. Chicago: Society of American Archivists, 1989.

Encoded Archival Description Tag Library. Version 2002.

<http://archivists.org/publications/epubs/EAD2002-TL-05-03.pdf>

ENRICH ODD. http://tei.oucs.ox.ac.uk/ENRICH/Deliverables/ENRICH_D_3_1_TEI-spec.pdf
ENRICH Reference Guide.

http://tei.oucs.ox.ac.uk/ENRICH/Deliverables/referenceManual_en.html

Pass, Gregory A.: Descriptive cataloguing of ancient, medieval, renaissance, and early modern manuscripts. Chicago, Ill.: Association of College and Research Libraries, 2003. (=AMREMM)

Richtlinien Handschriftenkatalogisierung / Deutsche Forschungsgemeinschaft, Unterausschuß für Handschriftenkatalogisierung. 5., erw. Aufl. Bonn-Bad Godesberg : Dt. Forschungsgemeinschaft, 1992. (=Richtlinien)

Riecke, Anne-Beate: Die Erstellung von Handschriftenbeschreibungen nach den Richtlinien der DFG mit Hilfe von Manuscriptum XML. Berlin: SBBPK, 2009.

TEI Consortium, eds. TEI P5: Guidelines for Electronic Text Encoding and Interchange. TEI Consortium.

5 Glossary

Label	Meaning
AACR	Anglo-American Cataloguing Rules, 2nd ed., rev. Anglo-American Cataloguing Rules, 2nd ed., rev. Ottawa: Canadia Library Association; Chicago: American Library Association, 1988.
AAT	Art & Architecture Thesaurus, a structured vocabulary for describing artifacts, maintained by the Getty Vocabulary Program. http://www.getty.edu/research/tools/vocabularies/aat/index.html
AMREMM	Descriptive Cataloguing of Ancient, Medieval, Renaissance, and Early-modern Manuscripts. cf. http://archive.ala.org/alcts/organization/ccs/ccda/tf-amrm1.pdf
	Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries. cf. Hensen, Stephen L.: Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries, 2nd ed. Chicago: Society of American Archivists, 1989.
BNE	Biblioteca Nacional de España
BnF	Bibliothèque nationale de France
BHUV	Universitat de València. Biblioteca Històrica
BSB	Bayerische Staatsbibliothek München
CERL	Consortium of European Research Libraries. http://www.cerl.org/web/en/resources/cerl_thesaurus/main (CERL Thesaurus)
EAD	Encoded Archival Description. http://www.loc.gov/ead/
EDM	Europeana Data Model. http://www.europeana.eu/schemas/edm/
ESE	Europeana Semantic Elements. http://www.europeana.eu/schemas/ese/
ENRICH	European Networking Resources and Information concerning Cultural Heritage. ENRICH was a project funded under eContent+ programme. http://enrich.manuscriptorium.com
GND	Gemeinsame NormDatei. A joint controlled vocabulary, maintained by the German national library. It incorporates three, former separate authority files: Personennamendatei (PND), Schlagwortnormdatei (SWD), and Gemeinsame Körperschaftsdatei (GKD). http://www.d-nb.de/standardisierung/normdateien/gnd.htm
HAB	Herzog August Bibliothek Wolfenbüttel
IconClass	Iconclass is a classification system designed for art and iconography, maintained by the Netherlands Institute for Art History. http://www.iconclass.nl [IconClass browser: http://www.iconclass.org]
LCSH	Library of Congress Subject Headings. http://id.loc.gov/authorities/
MAB	Maschinelles Austauschformat für Bibliotheken
MARC	Machine-Readable Cataloguing, Concise Format for Bibliographic Data (MARC21) http://www.loc.gov/marc/
MM	Manuscripta Mediaevalia. http://www.manuscripta-mediaevalia.de

<u>OAI-PMH</u>	Open Archives Initiative, Protocol for Metadata Harvesting http://www.openarchives.org
<u>PURL</u>	Permanent Unified Resource Locator
<u>RDF</u>	Resource Description Framework. An official World Wide Web Consortium (W3C) Semantic Web specification for metadata models. http://www.w3.org/RDF/
<u>TEI</u>	Text Encoding Initiative. http://www.tei-c.org
<u>TGM</u>	Thesaurus of Graphic Materials. http://id.loc.gov/vocabulary/graphicMaterials
<u>TGN</u>	Getty Thesaurus of Geographical Names, a structured vocabulary of geographic places maintained by the Getty Vocabulary Program. http://www.getty.edu/research/tools/vocabularies/tgn/index.html
<u>URN</u>	Unified Resource Name http://tools.ietf.org/html/rfc2141
<u>VIAF</u>	Virtual International Authority File. http://viaf.org

6 Sample Encodings

6.1 Encoding in MARC21 for a full academic description

=LDR 07343ntm a2200757 a 4500
=008 090924s1482\\it\p\\000\0\lat\ld
=040 \\\$aES-VaUB\$bcat\$cES-VaUB\$eamremm
=100 0\\\$aDionís\$cd'Halicarnàs,\$d60-8 aC.
=240 10\$aAntiquitates romanae
=245 10\$aDionysii Halicarnasei originum sive Antiquitatum romanarum\$h[Manuscrit]
=260 \\\$a[Nàpols],\$c1482
=300 \\\$a384 f. :\$bvitel·la, il. ;\$c328 x 224 mm enquadernació 345 x 240 mm
=500 \\\$aMs. il·luminat
=520 \\\$aEl còdex transcriu els onze primers llibres de la Història antiga de Roma. Per error el copista anotà la rúbrica corresponent a l'explicit del llibre desè abans que finalitzes aquest, així mateix hom reservà l'espai per a la caplletra, utilitzada al començament de cadascun dels capítols, i la decoraren amb posterioritat (f. 357v)
=546 \\\$aLlatí
=500 \\\$aTítol obtingut de la rúbrica (f. 3r)
=505 0\\\$a1. f. 1r-2r : "[rúbr.] Clementissimo ac sanctissimo Paulo secundo domino nostro papae. [text] Et si Pontifex maxime et optime ea ... de rebus latinis grece nunc loquentem"
=505 8\\\$a2. f. 3r-41r: "[rúbr.] [Praefatio] Dionysii Halicarnasei originum sive antiquitatum romanarum liber primus. [text] Quum minime vellem rationes ... ; [f. 6r: text] Eius autem auctor sum Dionysius Alexandri Halicarnaseus atq[ue] hic incipio. [Liber primus] Orbem terrae marisq[ue] totius dominam ; [f. 41r: rúbr.] Alicarnasei originum liber primus finitus"
=505 8\\\$a3. f. 41r-71r: "[rúbr.] Liber secundus romanae antiquitatis quem conscripsit Dionysius Alexandri Alicarnaseus res gestas continet Romuli Romae conditoris Numeq[ue] Pompilii post eum urbi imperantis rerum autem ab ut[r]isq[ue] gestarum tempus a septima Olympiade, qua vicit Daides Mesenius imperante Athenis Charopo. [text] Urbs quidem Roma ... de Numa Pompilio accepimus. [rúbr.] Liber secundus finitus"
=505 8\\\$a4. f. 71r-106v: "[rúbr.] Incipit liber tercius Alicarnasei Antiquitatum. [text] Numa Pompilio mortuo ... annos octo et triginta regnans, sic moritur. [rúbr.] Finis tertii"
=505 8\\\$a5. f. 106v-145v: "[rúbr.] Quartus liber romanarum Antiquitatum comprehendit gesta a Servio Tullio post Lucium Tarquinium imperante et a Lucio Tarquinio superbo, ulti[m]o imperium obtinente, tempus autem res eor[um] gestas complectens anni novem et sexaginta. [text] Rex igitur Tarquinius ... his est causis per hos viros dissolutus. [rúbr.] Liber quartus finitus"
=505 8\\\$a6. f. 145v-180v: "[rúbr.] Dionysii Antiquitatum liber quintus. [text] Regius igitur dominatus durans ... ; [f. 180r: text] presidente Athenis Hipparco. [f. 180v: rúbr.] Dionysii Alicarnasei de romanis antiquitatibus liber q[uintus] finit"
=505 8\\\$a7. f. 180v-220r: "[rúbr.] Sextus incipit. [text] Sequenti anno suscipientes consulare imperium ... in consulatu hor[um] romanis gesta. [rúbr.] Finis sexti libri initiumque septimi"
=505 8\\\$a8. 220r-254v: "[rúbr.] Tito autem Geganio Publioque minutio consulatum suscipientibus frumenti inopia vehemens ... [text] consulibus gesta fuere talia. [rúbr.] Dionysii Alicarnasei liber septimus finitus"

=505 8\ \$a9. 254v-295v: "[rúbr.] Incipit octavus. Post hoc creati consules tricesima septima Olympiade, qua vicit in stadio ... [text] dignum mentione in eo[rum] consulatu gestum"

=505 8\ \$a10. 295v-329v: "[rúbr.] Dionysii Alicarnasei romanorum Antiquitatum liber nonus incipit. [text] Anno vero post hos consules discordia ... unus pedestris q[ue] alter differentes. [rúbr.] Dionisii Alicarnasei romanarum A[ntiquitatum] libri noni finis"

=505 8\ \$a11. 329v-357v: "[rúbr.] Incipit decimus. [text] Post hos autem consules Olympias ... ; [f. 357r: text] neq[ue] plebis lato suffragio permanserunt in eodem magistratu ; [f. 357v: rúbr.] Dionysii Alicarnasei liber decimus romane historiae finitus"

=505 8\ \$a12. 357v-382r: "[rúbr.] Dionysii Alicarnasei liber undecimus. [text] Tercia autem et octogesima Olymndiade ... deditissimum tibe servulum. [rúbr.] Lappus Biragus flor[entinus]. Scriptum hoc opus per notarium Leonem de Lucibus de Castro Sancti Laurentii anno domini n[ost]ri lh[es]u C[hrist]i nativitatis. MCCCCLXXXII. Fœliciter amen. Finis"

=500 \ \$aCol·lació: Vitel·la, f. i (pergamí actual) + 1, 384 (en blanc el f. 2v i 382v) + i (pergamí actual)

=500 \ \$aComposició: Escrit a línia tirada a 35 línies

=500 \ \$aEscriptura: Humanística antiga

=500 \ \$aDecoració: Orla miniada en or i colors, amb flors, "putti", emblemes i escut dels Sobirans de Nàpols (De Marinis, 11), capitals d'adorn amb orles al principi de cada llibre; títols en roig, o roig i negre; notes marginals en roig i amb algun buit deixat pel copista

=500 \ \$aEnquadernació: Pell amb adorns daurats; mancat de fermalls i amb cants daurats. Restaurada en 1971

=500 \ \$aOrigen: Escrit en Nàpols (Derolez, 802) en 1482 (vegeu nota colofó, f. 382r)

=561 \ \$aBiblioteca de Ferrante de Aragón; Biblioteca del Duque de Calabria; "Librería de San Miguel de los Reyes"

=541 \ \$aDesamortització,\$d1837

=500 \ \$aSignatura anterior: Olim 857

=500 \ \$aSignatura actual: València, Universitat de València. Biblioteca Històrica, BH Ms. 56

=510 4\ \$a"Inventario de robbe della guardarrobe..." (Ferrara, 1527),\$c162

=510 4\ \$a"Inventario de los libros del Duque de Calabria" (A. 1550),\$c552

=510 4\ \$aRepullés, "Catálogo de los códices procedentes del Monasterio de San Miguel de los Reyes",\$c76

=510 4\ \$aMazzatinti, Biblioteca dei Re d'Aragona,\$c411

=510 4\ \$aGutiérrez del Caño, Catálogo de los manuscritos existentes en la Biblioteca Universitaria de Valencia,\$c838

=510 4\ \$aDomínguez Bordona, Manuscritos con pinturas,\$c1991

=510 4\ \$aAlcina, Historia de la Biblioteca de Alfonso V de Nápoles,\$c118

=510 4\ \$aDe Marinis, Biblioteca Napoletana,\$cII, p. 67, lám. 90-91

=510 4\ \$aColophons,\$cIV, 12381

=510 4\ \$aDerolez, Codicologie des manuscrits en écriture humanistique sur parchemin,\$c802

=510 4\ \$aGómez, Pilar, "Códices miniados",\$cp.111

=510 4\ \$aKristeller,\$cIV t. II p. 6571(a)

=510 4\ \$aOrtells Pérez, Manuscritos datados y datables de la Ciudad de Valencia,\$ct. II., pp. 313-315, n. 126, lám. 143

=510 4\ \$aDe la Mare, "The Florentine Scribes of Cardinal Giovanni of Aragon,"\$cp. 248, nota 15

=510 4\ \$aCherchi-De Robertis, "Un inventario...",\$cpp. 215-216, n. 162

=510 4\ \$aÁlvaro Zamora, Encuadernaciones mudéjares,\$cp. 470, fig. 8

=585 \ \$aEls Vestits del Saber, pp. 82-83

=655 \4 \$aManuscrits il·luminats\$yS. XV

=700 1\ \$aBirago, Lapo,\$etrad.

=700 0\ \$aLeone,\$cde Lucibus,\$ecop.

=752 \ \$altàlia\$dNàpols

=830 \0 \$aEuropeana Regia.\$pBiblioteca dels reis aragonesos de Nàpols

=907 \ \$a.b18689954\$b02-06-11\$c24-09-09

=998 \ \$al\$ax\$b24-09-09\$cv\$dt\$ea\$flat\$git \$h0\$i0

=909 \ \$aMCC

=962 \ \$a000:000:URL:b1868995:005019:0:0:0:0:0\$\$(en Europeana Regia)\$vn\$uhttp://weblioteca.uv.es/cgi/view.pl?source=uv_ms_0056\$ehhttp://weblioteca.uv.es/europeana/ms/0056/thumbnail.jpg

=945 \ \$aBH Ms. 0056

=945 \ \$aOlim 857\$g1\$I \$o-\$pEUR0,00\$q-\$rc\$so\$t5\$u0\$v0\$w0\$x0\$y.i21380090\$z24-09-09

6.2 Encoding in TEI for a full academic description

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<TEI xmlns="http://www.tei-c.org/ns/1.0"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" version="5" >
  <teiHeader>
    <fileDesc>
      <titleStmt>
        <title xml:lang="lat">ms. 9507</title>
        <respStmt>
          <resp>Cataloguer</resp>
          <name type="person">Ann Kelders</name>
          <name type="org">Koninklijke Bibliotheek van België -
Bibliothèque royale de Belgique</name>
        </respStmt>
        <funder>co-funded by the<orgName>European
Union</orgName>under the<ref
target="http://cordis.europa.eu/fp7/ict/home_en.html">Seventh Framework
Programme</ref><ref
target="http://ec.europa.eu/information_society/apps/projects/index.cfm?o
bj_id=CIP-ICT-PSP.2009.2.3">(CIP-ICT-PSP.2009.2.3)</ref></funder>
      </titleStmt>
      <editionStmt>
        <edition>Electronic version according to TEI P5</edition>
        <respStmt>
          <resp>TEI-P5 conform Encoding by</resp>
          <name type="person">Stefanie Gehrke</name>
          <name type="org">Herzog August Bibliothek
Wolfenbüttel</name>
        </respStmt>
      </editionStmt>
      <publicationStmt>
        <publisher>
          <name type="org">Koninklijke Bibliotheek van België /
Bibliothèque royale de Belgique</name>
          <ptr target="http://www.kbr.be"/>
        </publisher>
        <date when="2011-11-04" type="issued">2011</date>
        <date when="2011-09-05" type="digitised">2011</date>
        <distributor>Koninklijke Bibliotheek van België /
Bibliothèque royale de Belgique</distributor>
        <availability status="restricted"><p>Rights Reserved -
Free Access</p></availability>
        <pubPlace>
          <ptr type="purl"
target="http://lucia.kbr.be/multi/KBR_9507Viewer/imageViewer.html"/>
          <ptr type="thumbnailForPresentations"
target="http://www.europeanaregia.eu/sites/default/files/imagecache/manus
cript-thumb_record/manuscripts/thumbnail_kbr_9507_0.jpg"/>
        </pubPlace>
      </publicationStmt>
      <sourceDesc>
        <msDesc xml:id="KBR_ms_9507" xml:lang="eng">
          <msIdentifier>
            <settlement
key="tgn_7007868">Brussels</settlement>
```

```

        <repository>Koninklijke Bibliotheek van België /
Bibliothèque royale de Belgique</repository>
        <idno>ms. 9507</idno>
    </msIdentifier>
    <msContents>
        <summary xml:lang="lat">Thomas de Cantiprato,
Bonum universale de apibus</summary>
        <textLang mainLang="fre">French</textLang>
    <msItem>
        <locus from="1r" to="125v">1r-125v</locus>
        <author
ref="http://viaf.org/viaf/100174390/">Thomas de Cantiprato</author>
        <author>Henri du Trevou</author>
        <title xml:lang="lat">Bonum universale de
apibus <note>[French version]</note></title>
        <title xml:lang="fre">Le bien universel des
mouches à miel</title>
        <incipit>A Tres souuerain et tres excellent
prince Charles par la grace de dieu tres digne roy de france</incipit>
        <explicit>Qui vit (et) regne avec le pere
(et) le saint esp(er)it un dieu par touz les siecles des siecles amen. Or
est ci fine n(ost)re liure benoit soit dieu ie en sui deliure et la
escript henri du treuou.</explicit>
    </msItem>
</msContents>
<physDesc>
    <objectDesc form="codex">
        <supportDesc material="perg">
            <support><p><material>parchment</material>
<stamp>king of France <locus>fol. 1r</locus></stamp>
</p></support>
            <extent>III + 128 ff.
                <dimensions type="leaf" unit="cm">
                    <height>31</height>
                    <width>21,5</width>
                </dimensions>
            </extent>
        </supportDesc>
        <layoutDesc><layout columns="2">2
columns.</layout></layoutDesc>
    </objectDesc>
    <handDesc><handNote script="other"
scope="sole"><persName role="scribe">Henri du Trevou</persName>, littera
gothica textualis</handNote></handDesc>
    <decoDesc><decoNote type="initial">decorated
initials</decoNote>
        <decoNote type="marginal">marginal
decoration</decoNote>
        <decoNote type="miniature">(fol. 1r) <title>The
king of France (Charles V) discussing with prelates</title> - <title>Bees
and their queen (king) leaving the hive</title> - <title>Bishop taking
out a host out of a bee hive</title> - <title>Man taken away by a
devil</title>.</decoNote>
        <decoNote type="miniature">(fol. 16r)
<title>Assassination of an abbot commissioned by revolting
monks</title>.</decoNote><decoNote type="miniature">(fol. 28r)
<title>Pope and prelates</title>.</decoNote>

```

<decoNote type="miniature">(fol. 111v) <title>Bees
 attacked by sparrows and a couple tempted by the devil</title></decoNote>
 </decoDesc>
 <bindingDesc><binding><p>modern</p></binding></bindingDesc>
 </physDesc>
 <history><origin><p>
 <origPlace key="tgn_1000070">France (Paris)</origPlace>
 <origDate notBefore="1372" notAfter="1372">14th c. (second half)
 (1372)</origDate></p></origin>
 <provenance><p><persName
 ref="http://viaf.org/viaf/44307104">Charles V (king of
 France)</persName></p></provenance>
 <provenance><p><orgName
 ref="http://viaf.org/viaf/126212452">Library of the Louvre
 (Paris)</orgName></p></provenance>
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 royale de Belgique, I. Turnhout, 2000, p. 152-154</bibl>
 <bibl>L. Delisle, Mélanges de paléographie et de
 bibliographie. Paris, 1880, p. 226-228</bibl>
 <bibl>L. Delisle, Recherches sur la librairie de Charles V,
 I. Paris, 1907, p. 228-230</bibl>
 <bibl>G. Dogaer and M. Debae, La librairie de Philippe le
 Bon. Exposition organisée à l'occasion du 500e anniversaire de la mort du
 duc [=] De librije van Filips de Goede. Tentoonstelling georganiseerd bij
 de 500ste verjaardag van de dood van de hertog [exhibition catalogue].
 Bruxelles/Brussel, 1967, nr. 45</bibl>
 <bibl>C. Gaspar and F. Lyna, Les principaux manuscrits à
 peintures de la Bibliothèque royale de Belgique, I. Bruxelles, 1984, nr.
 147</bibl>
 <bibl>La Librairie de Charles V [exhibition catalogue].
 Paris, 1968, p. 111, nr. 193</bibl>
 <bibl>M.-A. Palewska, Recherches sur le 'Bonum universale
 de apibus' de Thomas de Cantimpré, suivies de l'édition des exempla
 d'après la traduction française faite pour Charles V en 1372 [thesis

presented at the École nationale des chartes, Paris, 1958</bibl>
 <bibl>summary published in Positions des thèses de l'École
 des chartes, 1958, p. 109-114]</bibl>
 <bibl>H. Platelle (ed.), Thomas de Cantimpré. Les exemples
 du 'Livre des abeilles'. Présentation, traduction et commentaire.
 [Turnhout], 1997 (Miroir du Moyen Âge)</bibl>
 <bibl>J. Van den Gheyn, Catalogue des manuscrits de la
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6.3 Encoding in EAD for a full academic description

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source="OPP">Plutarchus</persname>,
        <title>Vitae</title>,
        <persname role="0680">Leonardus Giustinianus</persname>
        interpretes.
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plus f. 300bis à longues lignes, le f. 302 manque</extent>,
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Ier d'Aragon, roi de Naples</persname>; il a fait partie de la
<corpname>bibliothèque des rois aragonais de Naples</corpname> et a été
```

vendu à Georges Ier d'Amboise par Frédéric Ier d'Aragon, roi de Naples, avant sa mort en 1504. Le manuscrit a fait partie de la bibliothèque fondée par le <persname role="4010">cardinal Georges Ier d'Amboise (1460-1510), archevêque de Rouen </persname>, au château de <geogname>Gaillon</geogname>[...]</p>
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 <bibref>Omont, Anciens inventaires et catalogues de la Bibliothèque nationale, II, p.401-428</bibref>
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 <bibref>T. De Marinis, La Biblioteca napoletana dei re d'Aragona, Milan, I, 1952, p. 74 et II, 1947, p. 132 et 201-204 (inventaire C)., p. 124 n° 139.</bibref>
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 <bibref>Deville, p. 523</bibref>;
 <bibref>Ch. de Robillard de Beaurepaire, Inventaires sommaires des Archives départementales antérieures à 1790. Seine-Inférieure. Archives ecclésiastiques, série G, Paris, 1866, p. 293-294</bibref>
 <bibref>M.-P. Laffitte, "La librairie de Georges d'Amboise à Gaillon", Léonard de Vinci entre France et Italie "miroir profond et sombre", Caen, 1999, p. 261-273</bibref>
 <bibref>G. Toscano, "La librairie du château de Gaillon. Les manuscrits enluminés d'origine italienne acquis par le cardinal Georges d'Amboise", ibid., p. 275-290</bibref>
 <bibref>M.-P. Laffitte, "Une acquisition de la Bibliothèque du roi au XVIIe siècle : les manuscrits de la famille Hurault", Bulletin du Bibliophile, 2008/1, p. 42-98.</bibref>
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7 Attachment: Encoding Dates and textual Languages

7.1 Values for Dates

The information about the date of origin has to be stored not only in human language but as well mathematical dates according to the standard ISO 8601 in the format yyyy-mm-dd. The following list of sample values should be applied to the data:

Original text	mathematical	Encoding (TEI example)
8. Jh.	from 701 to 800	notBefore="0701" notAfter="0800"
c9, 1st half	from 801 to 750	notBefore="0801" notAfter="0850"
c9, 2nd half	from 851 to 900	notBefore="0851" notAfter="0900"
IXe s., 1re tiers	from 701 to 733	notBefore="0701" notAfter="0733"
9. Jh., 1. Viertel	from 701 to 725	notBefore="0701" notAfter="0725"
9c, in	plus 15 years	notBefore="0801" notAfter="0715"
9. Jh., Mitte	850, plus-minus 10 years	notBefore="0841" notAfter="0860"
8c, ex	minus 15 years	notBefore="0786" notAfter="0800"
before 800	minus 15 years	notBefore="0786" notAfter="0799"
after 800	plus 15 years	notBefore="0801" notAfter="0815"
around 800	plus-minus 15 years	notBefore="0786" notAfter="0815"
8./9. Jh.	800, plus-minus 10 years	notBefore="0791" notAfter="0810"

7.2 Values for textual Languages

The language(s) of the text(s) of the manuscript shall be provided especially if different from Latin. The language information given here is given according to the language codes defined in the ISO standards ISO 639-2 and 639-3, Cf. <http://www.sil.org/iso639-3/codes.asp>. Language codes often used in western medieval manuscript cataloguing include:

Code	Language
Lat	Latin
Grc	Ancient Greek (to 1453)
Goh	Old High German (ca. 750-1050)
Gmh	Middle High German (ca. 1050-1500)
Gsw	Swiss German, Alemannic
Nds	Low German
Fro	Old French (842-ca. 1400)
Frm	Middle French (ca. 1400-1600)
Ang	Old English (ca. 450-1100)
Enm	Middle English (1100-1500)
Ara	Arabic
Cat	Catalan