

SEALS IN CATALOGING (OR, HOW I LEARNED TO STOP WORRYING AND LOVE SIGILLOGRAPHY, V. 2.0)

A seal is "the impression made by a matrix in soft material such as clay, wax, shellac or paper" (E.A. New, *Seals and Sealing Practices* (London: British Records Association, 2010), p. 7). The impression consists of a design (an image, such as a figure, edifice or blazon) or a legend (a word or words, such as a motto or name) or both. "Throughout history, the prime function of a seal has always been as a means of authentication" (*ibid.*).

HOW TO CATALOG A SEAL:

Identify the type of seal by function and method of attachment.

Function:

- *seal of closure*: the seal has been applied to a document to secure it (e.g. when folded) and render tampering obvious.
- *seal of validation*: the seal has been applied to authenticate a document "with the seal representing the party or parties involved in place of, or in addition to, a signature" (New, p. 7).

Method of Attachment:

- *applied seal*: the seal has been impressed in sealing wax or a paper-and-sealing wax sandwich (known as a *wafer seal*) directly onto the face of the document or to a piece of paper, parchment or ribbon threaded through cuts in the document.
- *pendent seal*: the seal has been appended to the foot of the document by pressing one of three supports -- a *tongue* (a horizontal strip cut into the foot of the document), a *tag* (a strip of parchment threaded through slits in the folded foot of the document) or a *cord* (usually wool or silk) -- between two cakes of warmed wax
- *embossed seal*: the seal has been embossed directly onto the paper or (more rarely) parchment of the document or to a small piece of colored paper affixed to the document to make the impression easier to see.

Identify the material into which the impression has been made and its color.

Materials for Impression:

Historically, seal matrices have been impressed into various soft substances, including clay, lead and paper, as well as beeswax- and shellac-based "sealing waxes" (New, p. 16ff). The latter materials are probably most common in our collections:

- *paper*: the seal is embossed onto paper by means of a seal press, "usually steel, which [has] a seal engraved in relief ... with a corresponding intaglio of the seal above. Paper is then trapped between the two parts of the die, creating a raised impression." (New, p. 13)
- *wax*: beeswax, often with the addition of small amounts of resin or gum (and occasionally wool or hair) as a stabilizing agent. Beeswax is often colored; it is also not particularly adhesive. New refers to it as "true sealing wax" to distinguish it from shellac-based recipes (p. 17).
- *shellac*: "the resinous secretion of an insect (*Tachardia lacca*) native to South-East Asia and ... far more brittle than true sealing wax ... [with] a lower melting point, and has often been used in the form of a stick or small pellets which are heated with a candle or match" (New, p. 18). Shellac-based sealing wax is most commonly red or black, but recipes for other colors proliferate through the 19th century. It is more adhesive than beeswax and is often used for seals of closure; applied seals also become more popular once shellac is introduced. In Great Britain, shellac begins to replace beeswax near the end of the 16th century.

When in doubt whether the seal material is wax or shellac, the generic term "sealing wax" may be used.

In addition to the material of the seal itself, note if anything is attached to or embedded in it. If a wafer seal is present, identify the covering material (e.g. paper, parchment) and measure its size in millimeters if it extends beyond the impression. (For wafer seals covered by a portion of the document's own margin, see the examples provided on page 5.)

Color:

- Use basic color words (e.g. red, green, blue, etc.); do not attempt to identify shades.
- Many dyes are not fast. If a seal's color appears to have faded or degraded, describe it as "now <color>" (e.g. "now orange").

Note the shape (if identifiable) and size of a seal.

Shapes:

- *round*
- *rounded* or *pointed oval*
- *scutiform* (shield-shaped)
- *square*
- *rectangular*
- *polygonal* (specifically, *hexagonal*, *octagonal*, etc.)

Size:

Measure the vertical and horizontal dimensions of the impression (NOT the sealing wax or paper!) in millimeters. Thickness is not usually recorded.

Note damage and (when applicable) wear.

Completeness:

Note any and all damage, even if slight (e.g. a single crack).

- *damage to legend / damage to design*
- *damage to design and legend*
- *fragment* (more than half the impression is lost)
- *two or more fragments* (NB: each fragment counted must contain part of the impression)
- *detached*

If no damage is recorded, the seal is presumed to be intact. A seal of closure on a document which has been opened, fracturing the seal, should be noted as "now broken" or "now broken into <number> fragments" as appropriate.

Wear:

Wear should be noted when it provides useful information -- e.g. to explain why a legend is not transcribed or to distinguish between multiple impressions of the same seal on a single document.

- *fine*: every detail crisp
- *clear*: some wear, but details generally visible
- *fair*: design still obvious, but details lost
- *faint*: design difficult to identify

Identify the design of the seal and transcribe its legend.

Design:

Identify the design if possible; describe it only if necessary.

- Describe only what you can see. Never attempt to reconstruct a design from fragmentary or contextual evidence.
- Describe main elements of the design first, then subsidiary ones. Specify their position and the direction in which they face or point.
- Use heraldic terminology to describe armorial designs.
- See Appendix for other design terminology.

Legend:

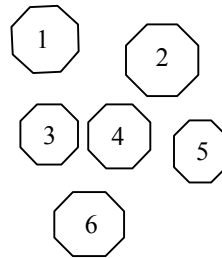
- If the seal lacks a legend, note "none" or "no legend". If the legend has been lost through damage, note "legend lost". If the legend is present but illegible, note "legend illegible".
- Transcribe the seal's orthography (including capitalization, abbreviations and marks of abbreviation), punctuation and spacing exactly as they appear.
- Note the start point of the legend to the nearest 45 degrees from the top of the seal, counted counterclockwise:



If the legend begins at the top of the seal, note "start point at top of seal". If the start point is unclear, note "start point unclear".

Note the location of the seal.

- For a single seal, note its position on the sheet, leaf or page (e.g. "at foot of sheet" or "on leaf B4r").
- Multiple seals should each be described individually. To distinguish one from another, they may be numbered in horizontal rows beginning with the topmost left-hand seal:



Record this information in a 590 note using the following format:

590 [] [] ‡a [Collection name] copy [#] has at/on [location] [adjective of wear] [adjective of shape] [adjective of color] [adjective of attachment] [type of seal] ([description of materials]) [description of damage or fragmentation]. Size: [height] x [width] mm. Design: [description]. Legend (start point at top of seal OR [#] degrees from top of seal): [transcription].

EXAMPLES:

Seals of Validation:

- 590 [] [] ‡a Penn Libraries copy has at foot of sheet fine round red applied seal of validation (presumably shellac), with a few cracks and dark stains in impression. Size: 29 x 26 mm. Design: arms of Rudolph August and Anton Ulrich, Dukes of Braunschweig-Lüneburg. Legend (start point at top of seal): [dot] D:G:RUDOLPH AUGUST[US]&ANTON VLRICH D:D: BR: &LUN:.
- 590 [] [] ‡a Culture Class Collection copy has on leaf C2v fair round applied wafer seal of validation (paper, 72 x 74 mm., presumably over red shellac), with small tear in paper at edge of impression. Size: 40 x 38 mm. Design: arms of Rudolf August and Anton Ulrich, Dukes of Braunschweig-Lüneburg. Legend (start point 90 degrees from top of seal): D:G:RUD:AUG & ANTH:VLR D[...]. Accompanied by the signatures of Rudolf August and Anton Ulrich, written partially on the paper of the seal.
- 590 [] [] ‡a Culture Class Collection copy 3 has on leaf B4r fair round applied wafer seal of validation (paper, 80 x 79 mm., presumably over red shellac); top portion of impression indistinct with some loss of legend. Size: 40 x 38 mm. Design: arms of Rudolf August and Anton Ulrich, Dukes of Braunschweig-Lüneburg. Legend (start point 90 degrees from top of seal): D:G:RUD:A[...]LU.
- 590 [] [] ‡a Penn Libraries copy has at foot of sheet fair applied oval seal of validation (impression on recto, with 64 mm. of tail margin, no longer affixed, folded over presumably red shellac applied to verso), now broken into 2 fragments; portion of sheet with larger fragment torn on three sides, folded back and affixed to verso. Portions of impression indistinct with some loss of design and legend. Size: ca. 43 x 39 mm. Legend (start point 90 degrees from top of seal): D:G:RUD:AUG:&:ANTH:VLR:D:BR:&:LU[...].

Seals of Closure:

- 590 [] [] ‡a Penn Libraries copy has on leaf pi2v clear round red applied seal of closure (presumably shellac), now broken into 2 fragments (1 at fore-edge, 1 at opposite edge). Size: 32 x 29 mm. Design: arms of Carl Wilhelm Ferdinand, Duke of Brunswick and Lüneburg. No legend.
- 590 [] [] ‡a Penn Libraries copy has on leaf A4v clear round red applied seal of closure (presumably shellac), now broken into 2 fragments (1 near fore-edge, 1 at opposite edge), each with a few cracks in impression. Size: 32 x 30 mm. Design: a shield bearing the arms of Braunschweig-Wolfenbüttel, mantled and surmounted by a ducal crown. No legend.

Wafer Seals (Document Itself Used as Covering Material):

- Entire tail margin of document folded **over** wax/shellac applied to **recto**:

590 [] [] #a Culture Class Collection copy has at foot of sheet fair oval applied wafer seal of validation (62 mm. of tail margin folded over presumably red shellac) ...

NB: *Measure height only.*

- Entire tail margin of document folded **under** wax/shellac applied to **verso**:

590 [] [] #a Culture Class Collection copy has at foot of sheet fair oval applied wafer seal of validation (impression on recto, with 62 mm. of tail margin folded over presumably red shellac applied to verso) ...

NB: *Measure height of folded margin only.*

- Portion of tail margin of document folded **over** wax/shellac applied to **recto**:

590 [] [] #a Culture Class Collection copy has at foot of sheet fair oval applied wafer seal of validation (rectangular/triangular tongue (62 x 31 mm.) cut in tail margin and folded over presumably red shellac) ...

NB: *Measure height x width of folded margin. If the tongue is triangular, measure height along its fold.*

- Portion of tail margin of document folded **under** wax/shellac applied to **verso**:

590 [] [] #a Culture Class Collection copy has at foot of sheet fair oval applied wafer seal of validation (impression on recto, with rectangular/triangular tongue (62 x 31 mm.) cut in tail margin and folded over presumably red shellac applied to verso) ...

NB: *Measure height x width of folded margin. If the tongue is triangular, measure height along its fold.*

Record provenance information in a 650 [] 4 field with descriptor (seal).

- Use established forms of names when available.
- Use personal names for all persons, including those acting in an institutional capacity (e.g. kings, popes, etc.).

650 [] 4 #a PRO Rudolf August, Duke of Brunswick-Lüneburg, 1627-1704 (seal)

Add a 655 [] 7 genre heading, Seals (Provenance).

If known, give the place of origin in subfield(s) z and century of origin in subfield y. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z Germany #z Braunschweig #y 17th century. #2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #z Germany #y 17th century. #2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #y 17th century. #2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #2 rbprov #5 PU

Seals attached to a dated document can normally be assumed to be contemporary with it. But be wary of forgeries or the attachment of genuine seals to a forged document.

*

APPENDIX: Design Terminology--Some Helpful(?) Hints

People and Creatures:

- If facing outward, describe as "full-face" or "facing out" (except birds with outstretched wings, which are "displayed"). If turned to one side, use "facing left/right" or, if slightly turned, "facing half left/right".
- A full figure is the default; note "three-quarter", "half-length" or "bust" if not.
- Note motion and direction (i.e. "walking to left").
- Note associated objects (i.e. "woman holding flower in her right hand").
- Note headgear and hairstyles, particularly if they have significance (e.g. "tonsured"). Saints with halos are "nimbed".

Plants:

- If identifiable, identify it (e.g. "a rose"). If not, simply describe it (e.g. "a four-petaled flower").
- Plants and trees are usually shown growing upward; note if they are facing downward or to one side.

Objects:

- Describe them as plainly as possible and note their disposition. A few specifics:
 1. Weapons point up or down.
 2. Objects such as barrels are "on its side/end".
 3. Chairs and stools are with or without arms.
 4. Crescents are assumed to point up; note otherwise.
 5. Give the number of points on stars.
 6. Describe crosses according to heraldic terminology.

Edifices and Ships:

- Buildings on medieval seals should simply be described, even if intended to represent a real structure. Identifiable buildings on post-medieval seals can be so named if clear enough.
- Ships, by default, are in water; note if not. Note masts and the number and disposition of sails (furled or unfurled) and the direction of the vessel.
- Describe details such as banners if sufficiently clear.

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Archivists' Toolkit Tips for Rare Book Cataloging at the University of Pennsylvania

May 2012

The **Archivists' Toolkit** was designed to manage information hierarchically, like an outline, with the most general information (collection) at the highest level. This allows the materials' relationships to be clearly seen by reference staff and researchers.

Collection

Series (groups of like materials found within a collection)

Subseries (groups of like materials found within a series)

File (generally a folder level description)

Item (generally housed within a folder)

Sometimes, there is no need for series and or subseries, and collections may be described only at the file or item level.

Types of collections typically found in RBCat

Single volumes with multiple items bound together: these collections will probably be

entered at the file or item level, with notes.

Serials: collections may be entered at series and/or file level, with notes.

Printed broadsides, proclamations, etc.: collections will probably entered at the series and file/item level, possibly with notes.

A Note about Diacritics

Diacritics need to be added into AT by using keyboard shortcuts (copying and pasting does not provide reliable results). A great source for diacritic keyboard shortcuts can be found at:

<http://arts.samford.edu/uploadedFiles/Arts/Music/Forms/KeyboardShortcutsDiacriticalMarkings.pdf>

Make sure you use the keypad rather than the top row of numbers on the keyboard.

Notes about the UPenn/PACSCL Stylesheet

Punctuation is automatically added at the end of certain fields, therefore, if you add your own punctuation, there will be double periods, commas, etc.

Automatically added punctuation:

- A period is added after every element in the “Resource Identifier”
- A comma is added after the title field
- A period is added after the date field

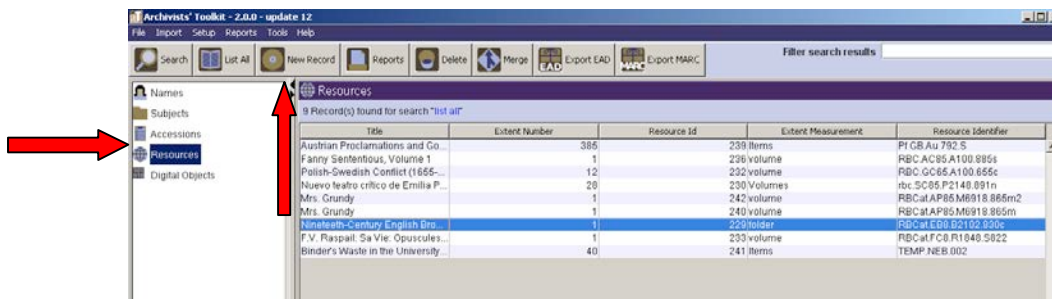
The stylesheet has several quirks and bugs, all of which are described in detail in Best Practice for Data Entry and Optimizing Input for the PACSCL Finding Aids Site (located at clir.pacscl.org/project-documentation). Instructions for getting around the bugs are also provided.

USING THE ARCHIVISTS’ TOOLKIT

See PACSCL/CLIR “Guide to the Archivists’ Toolkit” at clir.pacscl.org/project-documentation for basic instructions for data entry. Specific instructions for Rare Book Cataloging follow:

To get started, open the Archivists’ Toolkit and log-in.

- Double click on Resources
- Click “New Record”



Add information about THE COLLECTION, generally.

Required information:

Level: Will always be “Collection”

Title: Name of the collection.

Date: DACS compliant dates

Date expression: for a single date or any date that is not a range (1915; circa 1915; after 1900; etc.)

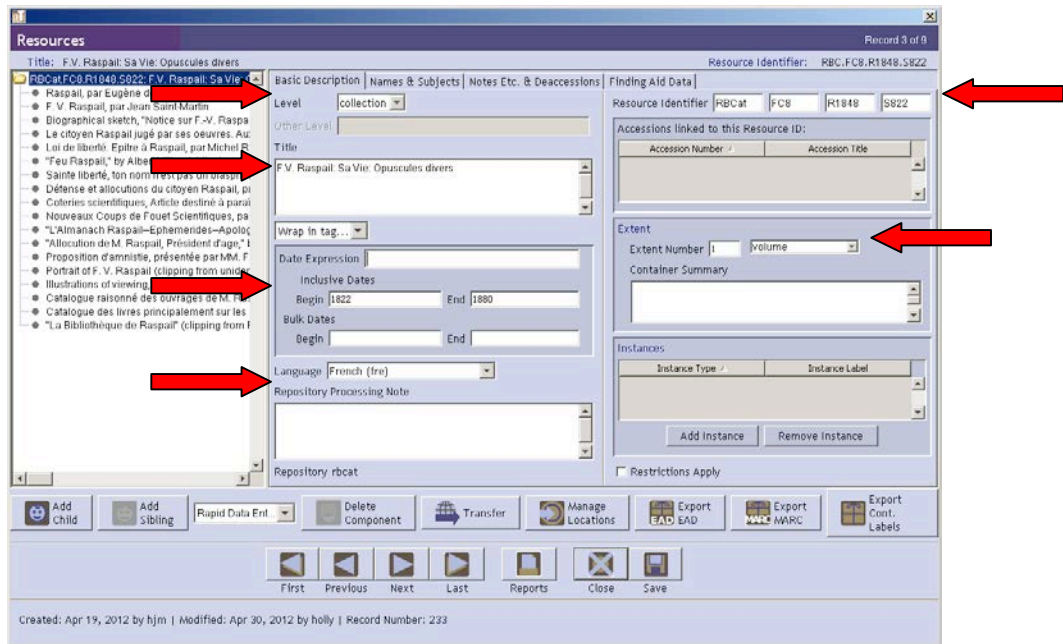
Inclusive dates: for a range of dates (1814-2006)

Bulk dates: for a more specific range of dates within the Inclusive dates (1914-1916)

Language of the material: Use dropdown menu to select the most prevalent language in the collection.

Resource Identifier: First box will always contain “RBCat”; next boxes will contain call number.

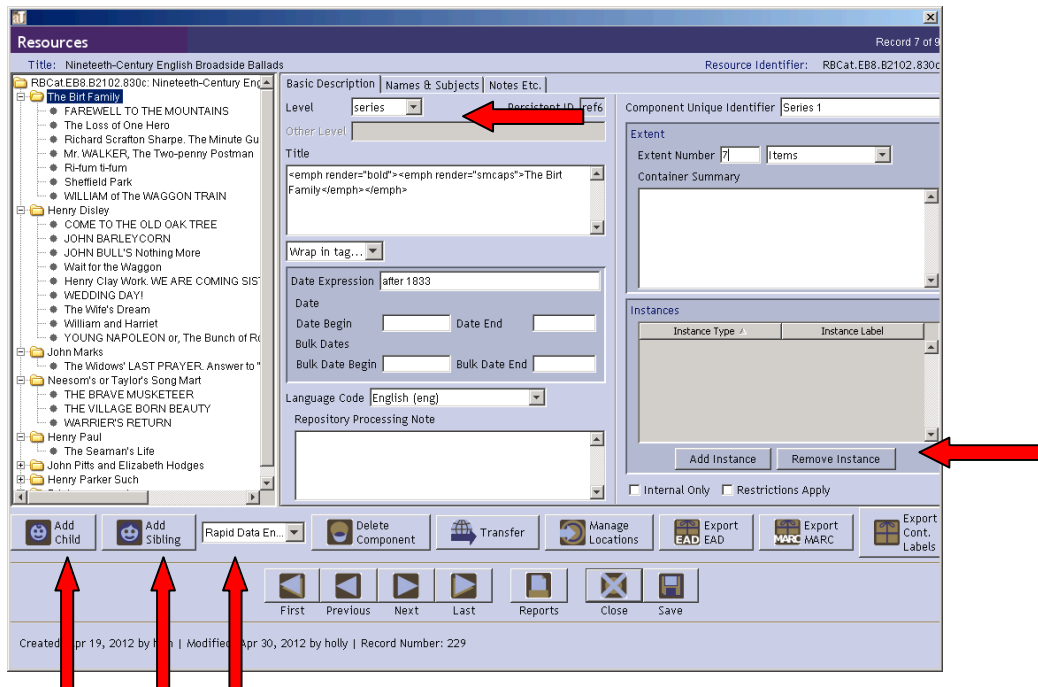
Extent: Size of collection (entered as: 1 volume, 12 boxes, 14 linear feet, etc.)



Add more detailed information about the contents.

Before beginning to add data, make sure you know the levels to which you want to describe the collection--this is called intellectual arrangement.

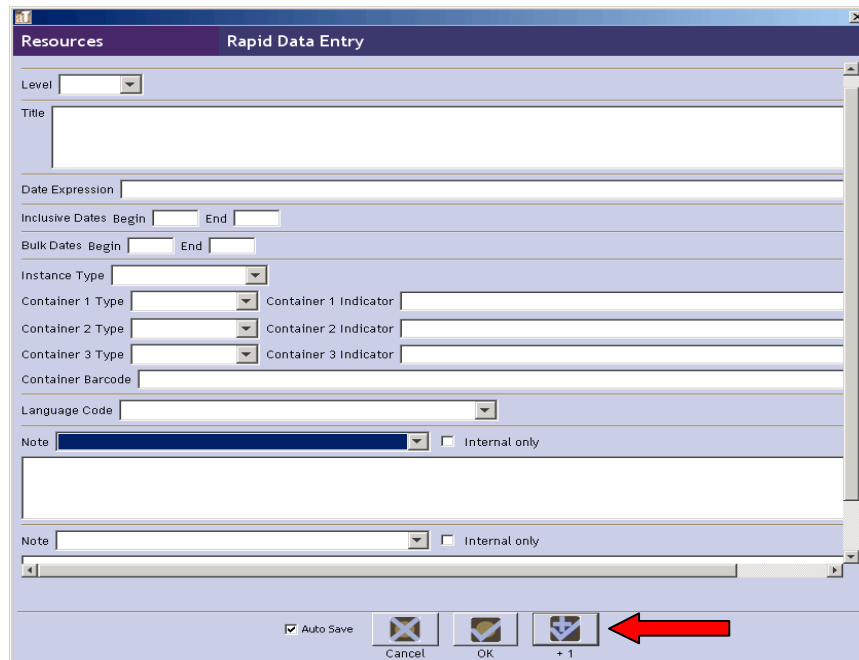
See PACSCL/CLIR "[Guide to the Archivists' Toolkit](http://clir.pacscl.org/project-documentation)" at clir.pacscl.org/project-documentation for instructions for adding series, subseries, files, and items, and for adding instances (physical locations).



Rapid Data Entry pros and cons:

Pros: Very efficient way to add long container lists

Cons: Cannot format text (“wrap in tag”)



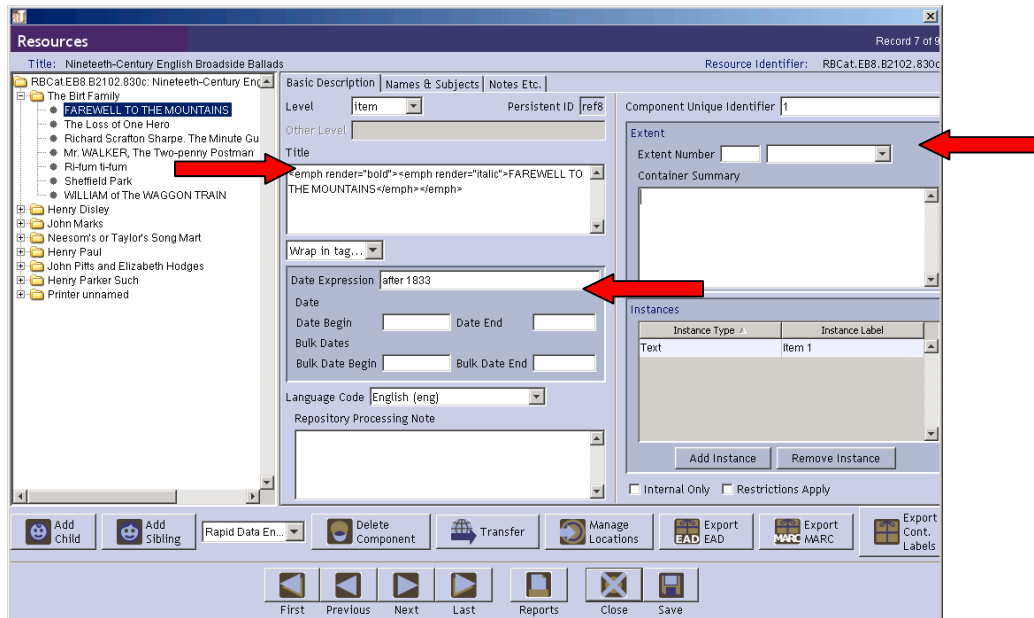
See PACSCL/CLIR
“[Guide to the Archivists’ Toolkit](#)” at
[clir.pacscl.org/project-
documentation](http://clir.pacscl.org/project-documentation) for
instructions on making
fields “sticky” as well as
for configuring a
customized “Rapid Data
Entry Screen”

Regan’s Rules for Data Entry at the File/Item Level:

Title: First element of the title bolded. (Example: **Richard Scrafton Sharpe.** The Minute Gun at Sea, between 1828 and 1829)

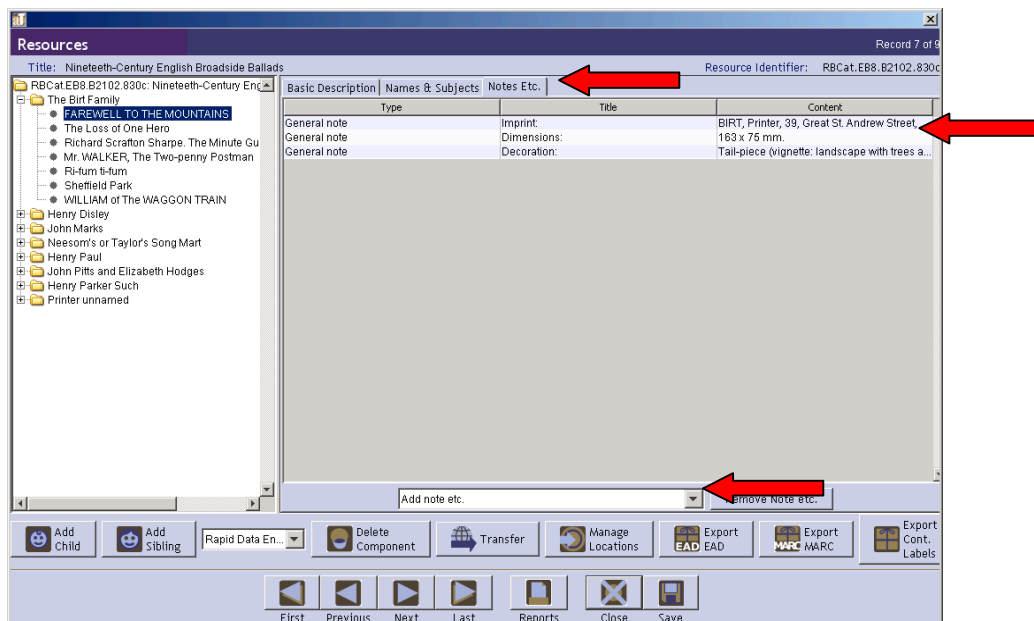
Dates: DACS compliant dates (Examples: 1975 January 5; circa 1975; after 1975; undated (etc.))

Extent: DO NOT USE



Notes to be used (if applicable). Select “General note” then type appropriate label:

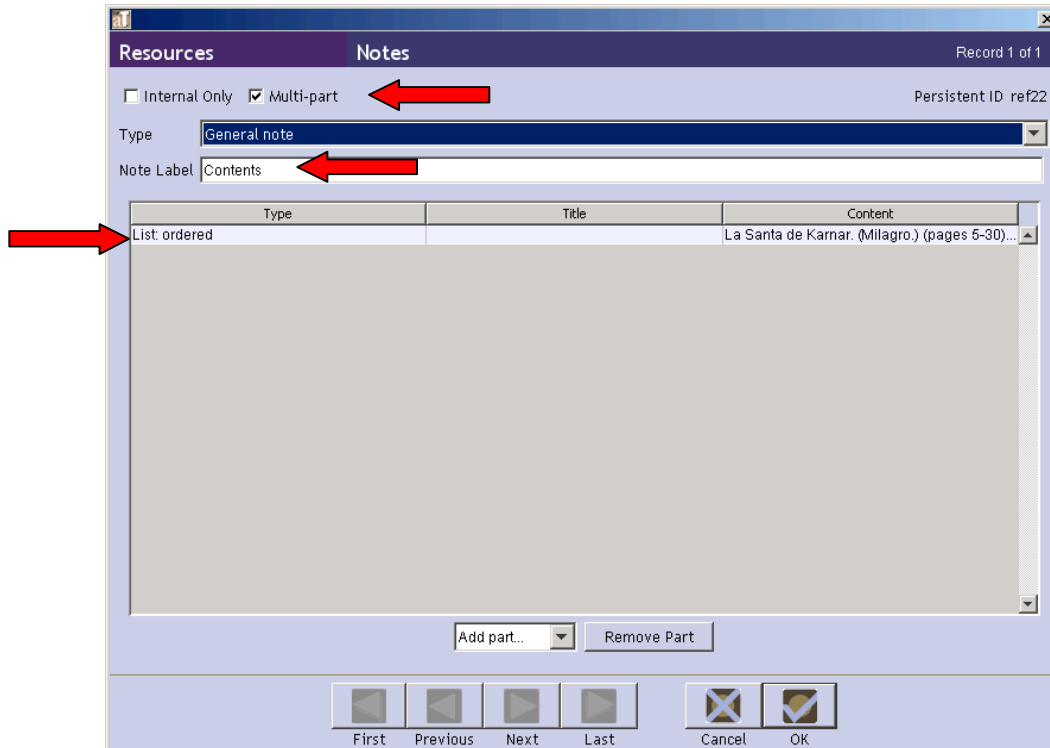
- Imprint
- Dimensions
- Decoration
- Publisher
- Provenance
- Description



Creating lists within notes

- Select Series, Subseries, File or Item to which you want to add a note.
- Click on “Note, Etc.” tab.
- Select “General Note” from dropdown menu (Provide your own label for the note).

- Click “Multi-part”
- A new screen will appear. At bottom, click on “Add part,” and choose “List: ordered”
- You can title the list, but you do not have to; and you can add numeration, but you do not have to.
- Click “Add Item,” type item of list, followed by “+1” until all items of the list are entered.
- Click “OK.”



Regan’s Rules for Collection Level Notes

Abstract: A very brief and tidy description of the collection (usually the last note to be written)--take the first sentence of the biographical/historical note and the first sentence of the scope and content note and tweak for readability.

Biographical/historical note: About the creator or subject of the collection (in RBCat’s case, more often the subject) (include: basic information about the creator or the subject, including main dates or events in the subject’s lifespan; why the subject is important).

Scope and Content note: About the collection (include: what the collection is about most generally; how it is arranged; more specific information about the contents of the collection; highlights; parts of the collection that you might expect to be there that are missing; things in the collection that you would not have expected to be in the collection and are; etc.)

Preferred citation: [Collection name], [Collection dates], Rare Book & Manuscript Library Print Collections, University of Pennsylvania.

Bibliography

Sponsor note (if applicable) located on the “Finding Aid Data” tab:

For Culture Class:

The processing of this collection was made possible through generous funding from

The Andrew W. Mellon Foundation, administered through the Council on Library and Information

Resources’ “Cataloging Hidden Special Collections and Archives” Project.

Penn Provenance Project

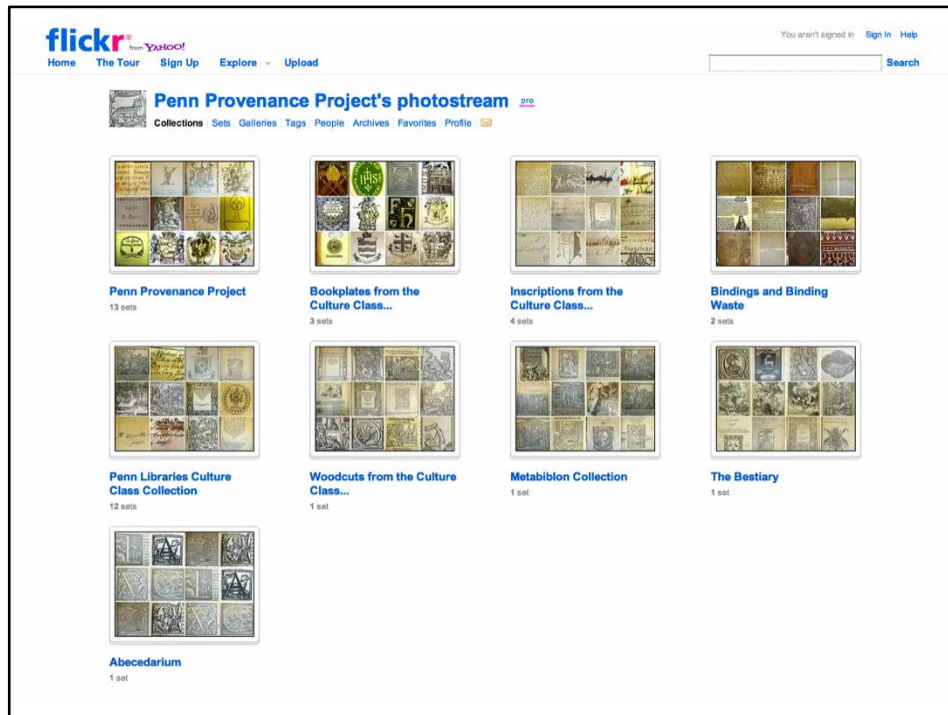
Good morning. Today I am going to be talking about a provenance identification project that we began to help us identify the former owners of rare books in the Penn Libraries. I will be showing you images from our Flickr site and demonstrating some of the ways we use linked data to discover and support the identifications we make.

You will also be seeing a lot of images from the Virtual International Authority File, or VIAF. VIAF brings together authority records from 30 national libraries and allows users to conduct a single search across every field in all records. When libraries have established the same person under different headings, VIAF unites them in a single cluster where all of the **established** forms are visible. VIAF is a fantastic resource and its usefulness is enhanced by the fact that it is web based and free.

A couple of disclaimers before I begin:

I will be showing a lot of screen captures today from websites that do not always translate well to Power Point. Flickr pages are fairly difficult to show when you cannot scroll down the page. On occasion I have sacrificed legibility to give you some context, but I have also provided close ups when necessary.

Also, I will probably mangle the pronunciation of many of the names I say. Although I have tried to avoid examples using people with last names longer than 20 letters and with a preponderance of consonants, it is inevitable that I mess up somewhere along the way.

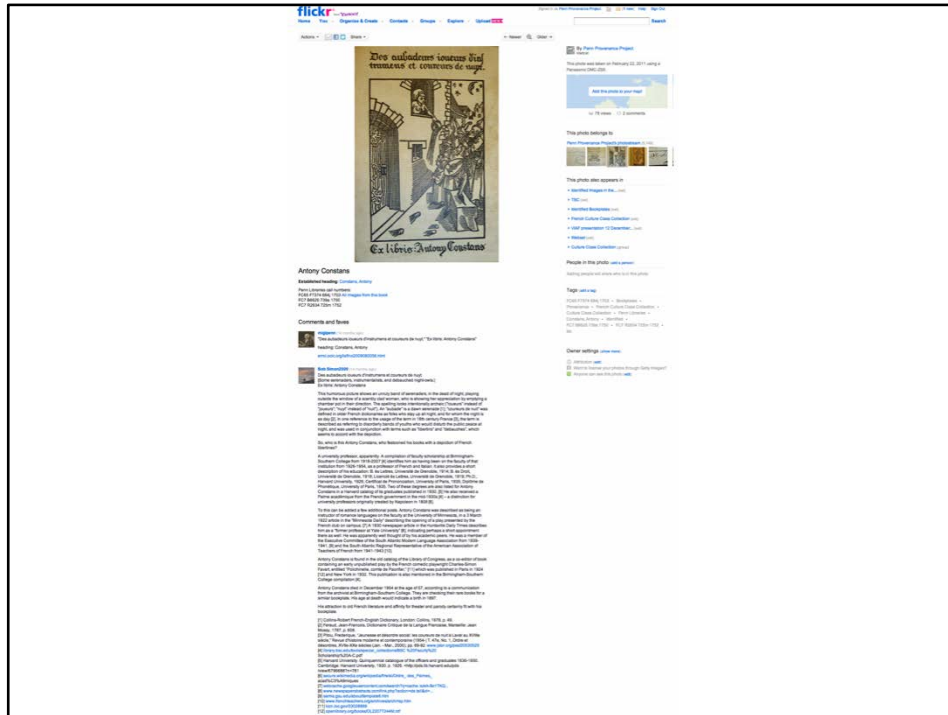


Last February, Penn began a three year Hidden Collections grant awarded by CLIR, the Council on Library and Information Resources to catalog over 33,000 titles in our special collections. One of our goals is to improve the provenance information contained in our catalog records.

It is our experience that provenance research is often very time-consuming. Trying to read illegible inscriptions or figure out just who a particular John Smith is can eat up hours and hours. We also know that we always benefit from having more than one set of eyes look at messy handwriting.

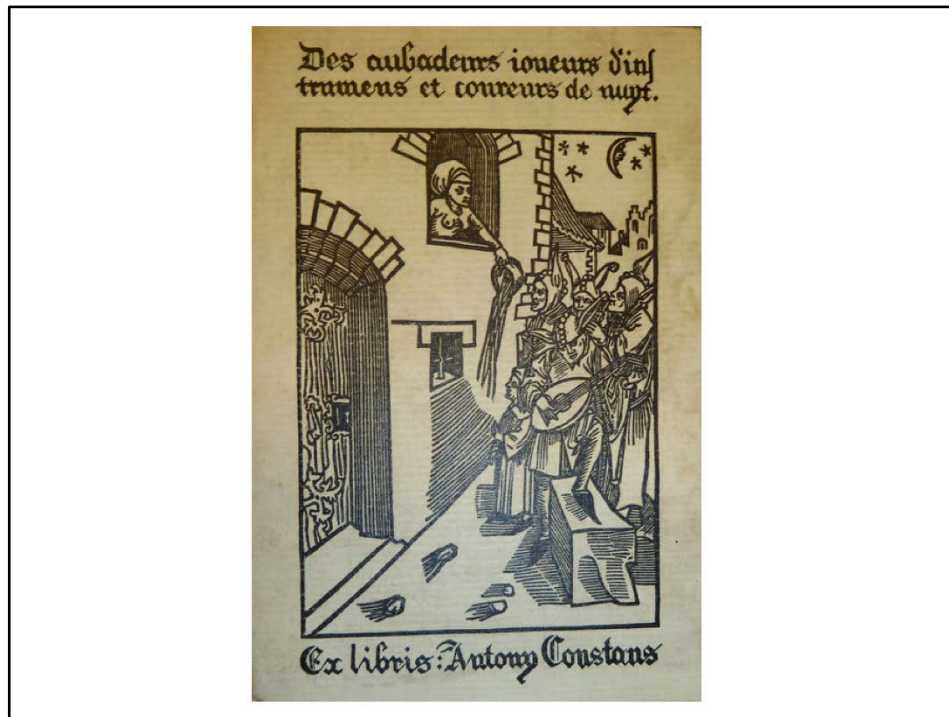
To improve the process, we decided to post images of bookplates, inscriptions and stamps on Flickr where Penn catalogers could submit identifications in comment fields. In a short period of time, contributions and identifications were coming in from outside, too. The site now contains over 5800 images. Over 2600 have been successfully identified and another 1500 have partial IDs. In many cases, we have been able to match our images to authority records in VIAF.

Today I am going to show you a few examples of how we have used VIAF and other reference sources and how linked data has greatly enhanced and facilitated the process of identifying former owners of books in our collections.



I am beginning with the bookplate of Antony Constans because it is one of my favorite images and because the identification provided by an outside contributor was ... fantastic.

The lengthy comment tells us not only who Constans was and when he lived



but also describes the rather saucy bookplate depicting a topless woman dumping a chamber pot onto the heads of serenaders.



Bob Simon2009 (14 months ago)

Des aubadeurs ioueurs d'instrumens et coueurs de nuyt.

[Some serenaders, instrumentalists, and debauched night-owls.]

Ex libris: Antony Constans


This humorous picture shows an unruly band of serenaders, in the dead of night, playing outside the window of a scantily clad woman, who is showing her appreciation by emptying a chamber pot in their direction. The spelling looks intentionally archaic ("ioueurs" instead of "joueurs"; "nuyt" instead of "nuit"). An "aubade" is a dawn serenade [1]; "coueurs de nuit" was defined in older French dictionaries as folks who stay up all night, and for whom the night is as day [2]. In one reference to the usage of the term in 18th century France [3], the term is described as referring to disorderly bands of youths who would disturb the public peace at night, and was used in conjunction with terms such as "libertins" and "debauches", which seems to accord with the depiction.

So, who is this Antony Constans, who festooned his books with a depiction of French libertines?

A university professor, apparently. A compilation of faculty scholarship at Birmingham-Southern College from 1918-2007 [4] identifies him as having been on the faculty of that institution from 1928-1954, as a professor of French and Italian. It also provides a short description of his education: B. ès Lettres, Université de Grenoble, 1914; B. ès Droit, Université de Grenoble, 1918; Licencié ès Lettres, Université de Grenoble, 1919; Ph.D., Harvard University, 1926; Certificat de Prononciation, University of Paris, 1935; Diplôme de Phonétique, University of Paris, 1935. Two of these degrees are also listed for Antony Constans in a Harvard catalog of its graduates published in 1930. [5] He also received a Palme académique from the French government in the mid-1930s [4] – a distinction for university professors originally created by Napoleon in 1808 [6].

Here is a close up of just the beginning of the comment

Des cabarets joueurs d'instruments et coureurs de nuit.



Ex libris: Antony Coustans

[1] Collins-Robert French-English Dictionary, London: Collins, 1978, p. 49.
 [2] Feraud, Jean-Francois, Dictionaire Critique de la Langue Francaise, Marseille: Jean Mossy, 1787, p. 608.
 [3] Pitou, Frederique, "Jeunesse et desordre social: les coureurs de nuit à Laval au XVIIIe siècle," Revue d'histoire moderne et contemporaine (1954-) T. 47e, No. 1, Ordre et desordres, XVIIe-XXe siècles (Jan. - Mar., 2000), pp. 69-92. www.jstor.org/pss/20530529
 [4] [library.bsc.edu/tools/special_collections/BSC %20Faculty%20Scholarship%20A-C.pdf](http://library.bsc.edu/tools/special_collections/BSC%20Faculty%20Scholarship%20A-C.pdf)
 [5] Harvard University. Quinquennial catalogue of the officers and graduates 1636-1930. Cambridge: Harvard University, 1930. p. 1926. <<http://pds.lib.harvard.edu/pds/view/6796688?n=781>
 [6] secure.wikimedia.org/wikipedia/fr/wiki/Ordre_des_Palmes_acad%C3%A9miques
 [7] webcache.googleusercontent.com/search?q=cache:xzkA-Bc1TKQ...
 [8] www.newspapersabstracts.com/link.php?action=detail&id=...
 [9] samla.gsu.edu/about/template6.htm
 [10] www.frenchteachers.org/archives/archrep.htm
 [11] lcnn.loc.gov/33028889
 [12] openlibrary.org/books/OL22077244M.rdf


Several footnotes at the end provide links to reference sources.

One sends us to the Library of Congress authority record.



VIAF
Virtual International Authority File

Search


Select Field: Select Index: Search Terms: **Search**

Constans, Antony 
VIAF ID: 88540662 (Personal)
Permalink: <http://viaf.org/viaf/88540662>

Preferred Forms

  100 1 [_za_Constans_Antony](#)

Selected Titles

1. [pochinelle conte de pacifier parodie inedite du glorieux de destouches 1732](#) 

Publication Statistics


About

Record Views

History of VIAF ID:88540662 (1)

From this information, I pulled up the LC record in VIAF

Des cubaders ioueurs d'inf
trameus et coueurs de nuit.



Ex libris Antony Constans


Antony Constans

Established heading: [Constans, Antony](#)

Penn Libraries call numbers:
 FC65 F7374 684j 1703 [All images from this book](#)
 FC7 B6626 739a 1750
 FC7 R2634 725m 1752

[1] Collins-Robert French-English Dictionary, London: Collins, 1978, p. 49.
 [2] Feraud, Jean-Francois, Dictionnaire Critique de la Langue Francaise, Marseille: Jean Mossy, 1787, p. 608.
 [3] Pitou, Frederique, "Jeunesse et désordre social: les coueurs de nuit à Laval au XVIIIe siècle," Revue d'histoire moderne et contemporaine (1954-) T. 47e, No. 1, Ordre et désordres, XVIIe-XXe siècles (Jan. - Mar., 2000), pp. 69-92. www.jstor.org/pss/20530529
 [4] [library.boc.edu/bois/special_collections/BSC %20Faculty%20Scholarship%20A-C.pdf](http://library.boc.edu/bois/special_collections/BSC%20Faculty%20Scholarship%20A-C.pdf)
 [5] Harvard University. Quinquennial catalogue of the officers and graduates 1636-1930. Cambridge: Harvard University, 1930. p. 1926. <<http://pds.lib.harvard.edu/pds/view/6796688?n=781>
 [6] secure.wikimedia.org/wikipedia/fr/wiki/Ordre_des_Palmes_acad%C3%A9miques
 [7] webcache.googleusercontent.com/search?q=cache:xzkA-Bc1TKQ...
 [8] www.newspaperabstracts.com/link.php?action=detail&id=...
 [9] samla.gsu.edu/about/template6.htm
 [10] www.frenchteachers.org/archives/archrep.htm
 [11] ccn.loc.gov/33028889
 [12] openlibrary.org/books/OL22077244M.rdf

and supplied a link in the description.



Antony Constans

Established heading: [Constans, Antony](#)

Penn Libraries call numbers:
FC65 F7374 684j 1703 [All images from this book](#)
FC7 B6626 739a 1750
FC7 R2634 725m 1752

[1] Collins-Robert French-English Dictionary, London: Collins, 1978, p. 49.
[2] Feraud, Jean-Francois, Dictionnaire Critique de la Langue Francaise, Marseille: Jean Mossy, 1787, p. 608.
[3] Pitou, Frederique, "Jeunesse et désordre social: les coureurs de nuit à Laval au XVIIIe siècle," Revue d'histoire moderne et contemporaine (1954-) T. 47e, No. 1, Ordre et désordres, XVIIe-XXe siècles (Jan. - Mar., 2000), pp. 69-92. www.jstor.org/pss/20530529
[4] [library.bsc.edu/tools/special_collections/BSC %20Faculty%20Scholarship%20A-C.pdf](http://library.bsc.edu/tools/special_collections/BSC%20Faculty%20Scholarship%20A-C.pdf)
[5] Harvard University. Quinquennial catalogue of the officers and graduates 1636-1930. Cambridge: Harvard University, 1930. p. 1926. <<http://pds.lib.harvard.edu/pds/view/6796688?n=781>
[6] secure.wikimedia.org/wikipedia/fr/wiki/Ordre_des_Palmes_acad%C3%A9miques
[7] [webcache.googleusercontent.com/search?q=cache_xzkA-Bc1TKQ...](http://webcache.googleusercontent.com/search?q=cache:xzkA-Bc1TKQ...)
[8] [www.newspaperabstracts.com/link.php?action=de tail&id=...](http://www.newspaperabstracts.com/link.php?action=de_tail&id=...)
[9] samia.gsu.edu/about/template6.htm
[10] www.frenchteachers.org/archives/archrep.htm
[11] icon.loc.gov/33028889
[12] openlibrary.org/books/OL22077244M.rdf

Tags [\(add a tag\)](#)

FC65 F7374 684j 1703 • Bookplates • Provenance • French Culture Class Collection • Culture Class Collection • Penn Libraries • **Constans, Antony** • Identified • FC7 B6626 739a 1750 • FC7 R2634 725m 1752 • tsc

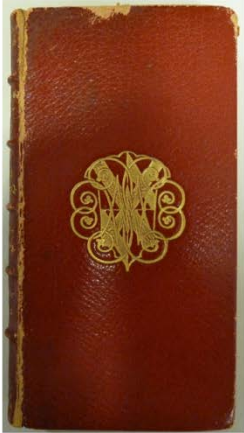
We also create a tag using the exact form of the heading.

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 IC55 A1145 574a • Bindings • Provenance • Monograms • Ciphers • Stamps • Italian Culture Class Collection • Culture Class Collection • Penn Libraries • Stirling Maxwell, William, 1818-1878 • Identified

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Arms of Sir William Stirling Maxwell (1818-1878) with his monogram.
 Arms of of Sir William Stirling Maxwell (1818-1878) with his monogram.
 Established heading: Stirling Maxwell, William, 1818-1878
 More examples of William Stirling Maxwell provenance
 Penn Libraries call number: IC55 A1145 574a
 All images from this book






Comments and faves
 abroadies (7 months ago)
 Arms of of Sir William Stirling Maxwell (1818-1878) with his monogram.

The next image is a binding from Sir William Stirling Maxwell's library.












VIAF
Virtual International Authority File


Search

Select Field: Select Index: Search Terms: **Search**

[Stirling Maxwell, William, 1818-1878](#) 
[Stirling Maxwell, William, Sir, 1818-1878](#) 
[Stirling Maxwell, William](#) 
[Stirling, William](#) 
[Stirling, William, Sir, 1818-1878](#) 
 VIAF ID: 71752698 (Personal)
 Permalink: <http://viaf.org/viaf/71752698>

Preferred Forms

 [100 1 _1a Stirling Maxwell, William, Sir, 1818-1878](#)
 [100 1 _1a Stirling Maxwell, William, Sir, 1818-1878](#)
 [200 _1 1a Stirling, W](#)
 [200 _1 1a Stirling Maxwell, Sir, William, 1818-1878](#)
 [100 1 _1a Stirling Maxwell, William, Sir, 1818-1878](#)
 [100 1 _1a Stirling Maxwell, William, Sir, 1818-1878](#)
 [100 1 _1a Stirling Maxwell, William](#)
 [100 1 _1a Stirling Maxwell, William, Sir, 1818-1878](#)
 [100 1 0 1a Stirling Maxwell, William, Sir, 1818-1878](#)
 [100 1 _1a Stirling Maxwell, William, Sir, 1818-1878](#)
 [100 1 _1a Stirling, William, Sir, 1818-1878](#)



Maxwell is also established. This is the VIAF result page.

Arms of Sir William Stirling Maxwell (1818-1878) with his monogram.

Arms of of Sir William Stirling Maxwell (1818-1878) with his monogram.

Established heading: [Stirling Maxwell, William, †d 1818-1878](#)

More examples of [William Stirling Maxwell](#) provenance

Penn Libraries call number: IC55 AI145 574e

[All images from this book](#)

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ebroadwe (7 months ago)

Arms of of [Sir William Stirling Maxwell](#) (1818-1878) with his monogram.


We put a link to the heading into the description of the image

Arms of Sir William Stirling Maxwell (1818-1878) with his monogram.

Arms of of Sir William Stirling Maxwell (1818-1878) with his monogram.
Established heading: [Stirling Maxwell, William, 1d 1818-1878](#)
More examples of [William Stirling Maxwell](#) provenance

Penn Libraries call number: [IC55 A145 574e](#)
[All images from this book](#)

Comments and faves

 [ebroadwe](#) (7 months ago)
Arms of of [Sir William Stirling Maxwell \(1818-1878\)](#) with his monogram.

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- [IC55 A145 574e](#)
- [Bindings](#)
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- [Monograms](#)
- [Ciphers](#)
- [Stamps](#)
- [Italian Culture Class Collection](#)
- [Culture Class Collection](#)
- [Penn Libraries](#)
- [Stirling Maxwell, William, 1818-1878](#)
- [Identified](#)


By putting the same heading into the tags

Arms of Sir William Stirling Maxwell (1818-1878) with his monogram.

Arms of of Sir William Stirling Maxwell (1818-1878) with his monogram.
Established heading: [Stirling Maxwell, William, 1d 1818-1878](#)
More examples of [William Stirling Maxwell](#) provenance

Penn Libraries call number: IC55 A1145 574e
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Comments and faves

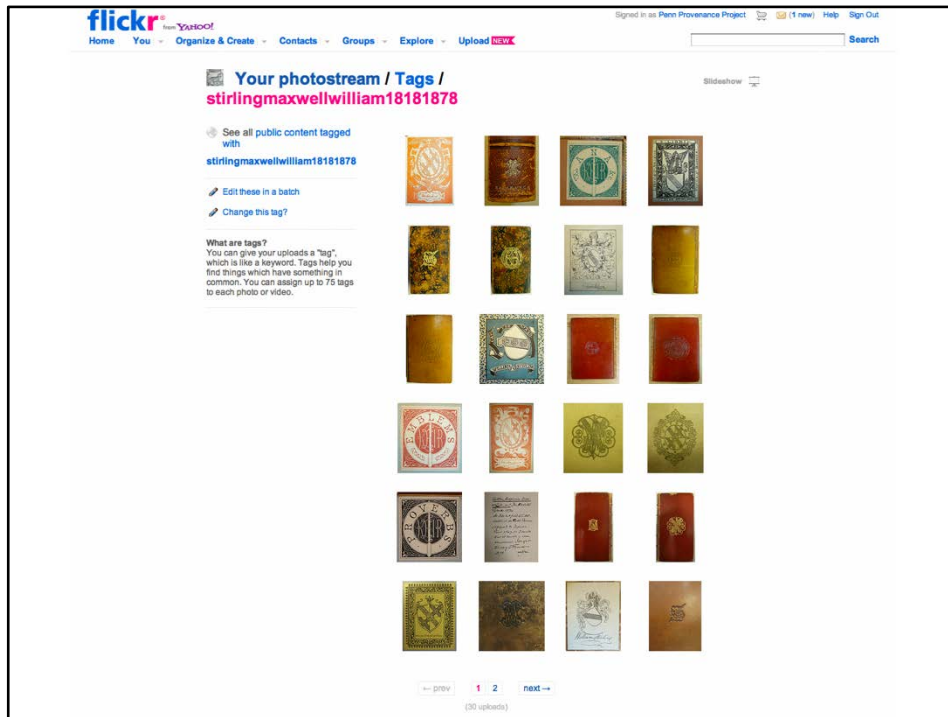
 [ebroadwe](#) (7 months ago)
Arms of of [Sir William Stirling Maxwell](#) (1818-1878) with his monogram.

Tags ([add a tag](#))

[IC55 A1145 574e](#) • [Bindings](#) • [Provenance](#) • [Monograms](#) • [Ciphers](#) • [Stamps](#) • [Italian Culture Class Collection](#) • [Culture Class Collection](#) • [Penn Libraries](#) • [Stirling Maxwell, William, 1818-1878](#) • [Identified](#)

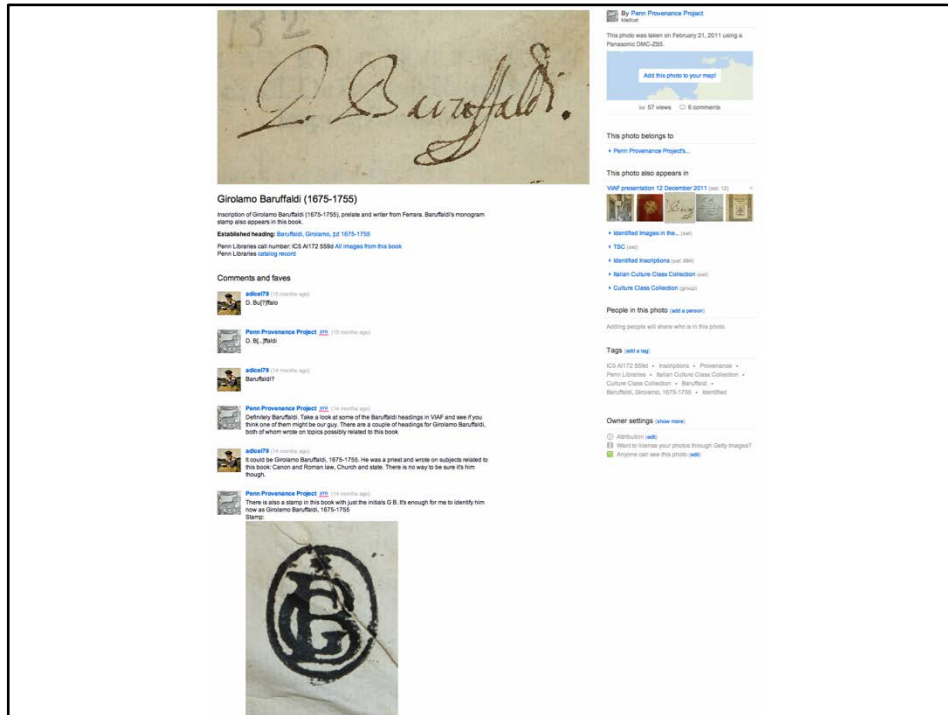
And linking to that tag, we can then group together every single example of his provenance that we have run into.

Clicking on that link takes you ...



To this page, which is just the first page of Sir William’s many bookplates and stamps.


Every time we add a his tag to an image, that image will show up here.



This is one of the identifications I am proudest of because it truly was a proof of concept for this project.

One of the initial difficulties many of us faced was mustering the courage to post an initial reading of an inscription that wasn't 100% accurate. I wanted people to post as much as they could read, under the assumption that the next set of eyes to look at the picture might be able to read just one more letter, and so on, until the correct identification was made.

This inscription proved that the process could work.



132
G. Baruffaldi.

adice179 · 16 months ago
D. Buf7#alo


Penn Provenance Project · 22 · 15 months ago
D. Bf_#alo

adice179 · 14 months ago
Baruffaldi?

Penn Provenance Project · 22 · 14 months ago
Definitely Baruffaldi. Take a look at some of the Baruffaldi headings in VAF and see if you think one of them might be our guy. There are a couple of headings for Girolamo Baruffaldi, both of whom write on topics possibly related to this book.


adice179 · 14 months ago
It could be Girolamo Baruffaldi, 1675-1755. He was a priest and wrote on subjects related to this book: Canon and Roman law, Church and state. There is no way to be sure it's him though.


Penn Provenance Project · 22 · 14 months ago
There is also a stamp in this book with just the initials G.B. It's enough for me to identify him now as Girolamo Baruffaldi, 1675-1755
Stamp:





We began with a partial reading,


filled in a few more letters ...

 **adice179** (14 months ago)
Baruffaldi?

 **Penn Provenance Project** [pno](#) (14 months ago)
Definitely Baruffaldi. Take a look at some of the Baruffaldi headings in VIAF and see if you think one of them might be our guy. There are a couple of headings for Girolamo Baruffaldi, both of whom wrote on topics possibly related to this book ←

 **adice179** (14 months ago)
It could be Girolamo Baruffaldi, 1675-1755. He was a priest and wrote on subjects related to this book: Canon and Roman law, Church and state. There is no way to be sure it's him though.

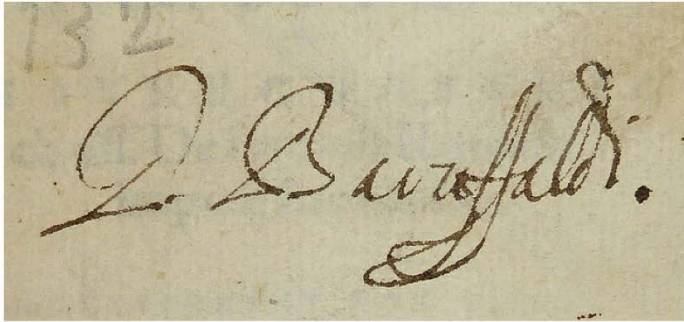
 **Penn Provenance Project** [pno](#) (14 months ago)
There is also a stamp in this book with just the initials G B. It's enough for me to identify him now as Girolamo Baruffaldi, 1675-1755
Stamp:



Until we had the suggestion of a full name.

We then found several candidates in VIAF.

Finally, by looking at what our top contender had written about, and matching that with a monogram stamp in the book, we reached the full identification.



Girolamo Baruffaldi (1675-1755)

Inscription of Girolamo Baruffaldi (1675-1755), prelate and writer from Ferrara. Baruffaldi's monogram stamp also appears in this book.

Established heading: [Baruffaldi, Girolamo, †d 1675-1755](#)

Penn Libraries call number: [IC5 A172 559d](#) [All images from this book](#)
Penn Libraries [catalog record](#)

Tags ([add a tag](#))

- [IC5 A172 559d](#) • [Inscriptions](#) • [Provenance](#) • [Penn Libraries](#) • [Italian Culture Class Collection](#) • [Culture Class Collection](#) • [Baruffaldi](#) • [Baruffaldi, Girolamo, 1675-1755](#) • [Identified](#)

Here is the image of Baruffaldi's autograph correctly identified with the established heading in the description and in the tags

I am absolutely certain that had we not posted this image on Flickr and made a few guesses, our catalog record would forever have been left with the note—"Illegible inscription"

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Inscription: possibly Konrad Heusinger (1752-1820)

C. H.
 hoc significat
 Nomen optimi viri et
 fidelissimi praecceptoris Conrad
 Heusinger

Possibly "Heusinger" in which case it could well be Konrad Heusinger (1752-1820), German classical and educator. He studied with Christian Gottlob Heyne in Göttingen in the 1770s and went on to serve as Konrektor (deputy director) of the Gymnasium in Wolfenbüttel in 1778. In 1786 he became Director of the Kulturmuseum in Braunschweig; he also co-edited the *Braunschweigischer Journal* and published school editions of Cicero and Livy.

Established heading: Heusinger, Konrad, 44 1752-1820
 Penn Libraries call number: LAC B245 S95d All images from this book
 Penn Libraries catalog record

Comments and faves

abraham 7 months ago
 C. H.
 hoc significat
 Nomen optimi viri et
 fidelissimi praecceptoris Conrad
 Heusinger

Possibly "Heusinger" in which case it could well be Konrad Heusinger (1752-1820), German classical and educator. He studied with Christian Gottlob Heyne in Göttingen in the 1770s and went on to serve as Konrektor (deputy director) of the Gymnasium in Wolfenbüttel in 1778. In 1786 he became Director of the Kulturmuseum in Braunschweig; he also co-edited the *Braunschweigischer Journal* and published school editions of Cicero and Livy.

Established form: Heusinger, Konrad, 44 1752-1820

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The next inscription has an unfortunate wormhole right at the second letter of the person's last name






VIAF
Virtual International Authority File

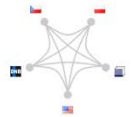
Search

Select Field: Select Index: Search Terms: **Search**

Heusinger, Konrad, 1752-1820 
VIAF ID: 35217163 (Personal)
Permalink: <http://viaf.org/viaf/35217163>



Preferred Forms

-  [100 1 _ 2a_Heusinger, Konrad, 1d_1752-1820](#)
-  [100 1 _ 2a_Heusinger, Konrad, 1d_\(1752-1820\)](#)
-  [100 1 _ 2a_Heusinger, Konrad, 1d_1752-1820](#)
-  [100 1 _ 2a_Heusinger, Konrad, 1d_1752-1820](#)
-  [100 1 _ 2a_Heusinger, Konrad, 1d_1752-1820](#)




4xx's: Alternate Name Forms (6)

5xx's: Related Names (2)

- 551 _ 2a Braunschweig 
- 551 _ 2a Wolfenbüttel 

Selected Titles

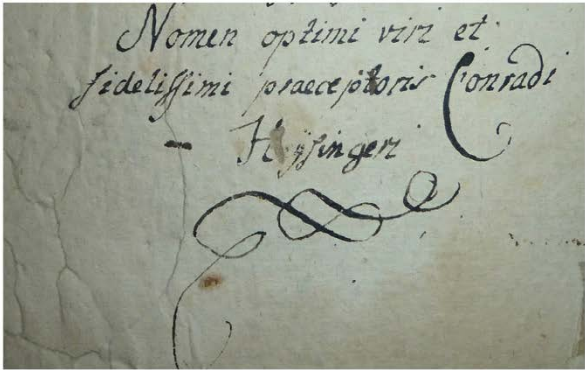
Despite not being able to read some of the initial letters, information in VIAF led to the identification of Konrad Heusinger.

100	1	‡a Heusinger, Konrad ‡d 1752-1820
375		‡a 1 ‡2 iso5218
400	1	‡a Heusinger, Conrad ‡d 1752-1820
400	1	‡a Heusinger, Conradus ‡d 1752-1820
400	1	‡a Heusinger, ... ‡d 1752-1820
548		‡a 1752-1820 ‡9 4:datt ‡w r ‡i Lebensdaten
550		‡0 (DE-101)041992369 ‡0 (DE-588)4199236-2 ‡a Philologe ‡9 4:berc ‡w r ‡i Charakteristischer Beruf
550		‡0 (DE-101)040350886 ‡0 (DE-588)4035088-5 ‡a Lehrer ‡9 4:beru ‡w r ‡i Beruf
551		‡0 (DE-101)040668320 ‡0 (DE-588)4066832-0 ‡a Wolfenbüttel ‡9 4:ortw ‡w r ‡i Wirkungsort
551		‡0 (DE-101)04008065x ‡0 (DE-588)4008065-1 ‡a Braunschweig ‡9 4:ortw ‡w r ‡i Wirkungsort
667		‡a 3
667		‡a VD-18
670		‡a ADB; WBI; DbA I 532, 300-306; III 390, 433-434
675		‡a LoC-NA
678		‡b Dt. Pädagoge und Philologe; Konrektor der Schule in Wolfenbüttel; Direktor des Katarinengymnasiums in Braunschweig 
692		‡a Plautus, Titus M.: Ausgesuchte Schauspiele
692		‡a Cicero, Marcus T.: De officiis libri tres. - 1784
692		‡a Ovidius Naso, Publius: Heroides. - 1786
692		‡a Livius, Titus: Römische Geschichte. - 1821
910		‡a de officiis libri tres ‡9 1

A 678 field in the German record identifies him as a teacher. Other fields indicate his interest in classics.

The person in our inscription is also a teacher and the inscription appears in an copy of Suetonius.

These, and other pieces of evidence strongly suggest that the person in this authority record is the same as the one in our inscription.



Inscription: possibly Konrad Heusinger (1752-1820)

C.H.
hoc significat
Nomen optimi viri[?] et
fidelissimi praeceptoris Conradi
H[eu]singeri

Possibly "Heusinger"? In which case it could well be Konrad Heusinger (1752-1820), German classicist and educator. He studied with [Christian Gottlob Heyne](#) in Göttingen in the 1770s and went on to serve as [Konrektor](#) (deputy director) of the [Gymnasium in Wolfenbüttel](#) in 1778. In 1790 he became [Direktor](#) of the [Katharineum](#) in Braunschweig. He also co-edited the [Braunschweigischer Journal](#) and published school editions of Cicero and Livy.

Established heading: [Heusinger, Konrad, #d 1752-1820](#)

Penn Libraries call number: [La1C Su245 595d](#) [All images from this book](#)
 Penn Libraries [catalog record](#)

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 ▶ [Identified Images in the Culture Class Collection](#) (set)
 ▶ [Identified Inscriptions](#) (set: 684)
 ▶ [Latin Culture Class Collection](#) (set)
 ▶ [Culture Class Collection](#) (group: 5,780)

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Franklin: Penn Libraries Catalog

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Your search: heusinger konrad
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C. Suetonii Tranquilli De XII Caesaribus libri VIII / Isaacus Casaubonus recensuit & animadversionum libros adiecit; additi sunt et Suetonii libelli De illustribus grammaticis & De claris rhetoribus.

Author/Creator: Suetonius, ca. 69-ca. 122.
Standardized title: De vita Caesarum

Other title: C. Suetonii Tranquilli De XII Caesaribus libri VIII
C. Suetonii Tranquilli De XII Caesaribus libri VIII
De XII Caesaribus libri VIII
Isaac Casauboni in C. Suetonii Tranquilli De XII Caesaribus libros VIII animadversiones.
C. Suetonii Tranquilli libri duo De illustribus grammaticis & De claris rhetoribus.

Publisher: [Geneva] : Apud Iacobum Chouët, MDXCV [1595]

Format/Description: Book
[40], 191, [1], 32, [28], 315, [13] p. ; 23 cm (460)

Fingerprint: umh, osam asi- quuo (3) 1595 (8)

Subjects: Rome -- History -- Empire, 30 B.C.-284 A.D.
Rome -- History -- Flavians, 69-96.
Rome -- History -- Julio-Claudians, 30 B.C.-68 A.D.
Emperors -- Rome -- Biography -- Early works to 1800.
Suetonius, ca. 69-ca. 122. De vita Caesarum.

Form/Genre: Printers' devices (Printing) -- Switzerland -- Geneva -- 16th century.

Place of Publication: Switzerland: Geneva.

Notes: Place of printing from Adams.
Printing device of J. Chouët on title page has motto "In nocte consilium". Work was printed at the Estienne's Geneva press for Chouët. Cf. preliminary laudatory verses by Paul Estienne and typographical ornaments.
Signatures: [par.]-2[par.]* -3** A-2A* a-g* h*, *2A-35*.
Leaf 12 blank.
Suetonius's "De grammaticis et rhetoribus" (on 32 p.) has separate pagination and register with divisional half-titles. C. Suetonii Tranquilli Libri duo De illustribus grammaticis & De claris rhetoribus".
"Isaac Casauboni in C. Suetonii Tranquilli De XII Caesaribus libros VIII, Animadversiones" (on 315 p.) is the first edition of Casauboni's commentaries on Suetonius. It has separate pagination and register with divisional half-titles: "Isaac Casauboni in C. Suetonii Tranquilli De XII Caesaribus libros VIII, Animadversiones".
Includes index.
Errata on p. 131 at end.

Local notes: Culture Class Collection copy with inscription by Konrad Heusinger (1752-1820) reading: C.H. Hoc significat nomen optimi viri(?) et fidelissimi praecceptoris Conradi H., Heusinger.
Culture Class Collection copy has ms. bibliographic notes, ms. marginal annotations and ms. underlines.
Culture Class Collection copy signed by Sigismund Andreas Cuno on title page: S. A. Cuno [Gr.] [...] Schesing. 1707.

Chronology: 1595

Provenance: Heusinger, Konrad 1752-1820 (autograph) (inscription)
Cuno, Sigismund Andreas (autograph)

Cited in: Chaix, P. Imprimés à Genève de 1550 à 1600, 146
Schweiger, F. Classischen bibliographie, II, p. 976
Adams 52053
Cathedral libraries catalogue 51979

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And here it is

Local notes: Culture Class Collection copy with inscription by Konrad Heusinger (1752–1820) reading: C.H. Hoc significat nomen optimi viri[?] et fidelissimi praeceptoris Conradi H[...]ysinger.
Culture Class Collection copy has ms. bibliographic notes, ms. marginal annotations and ms. underlines.
Culture Class Collection copy signed by Sigismund Andreas Cuno on title page: S. A. Cuno [Gr.] [...] Schesing. 1707.

Chronology: 1595

Provenance: Heusinger, Konrad 1752–1820 (autograph) (inscription) ←
Cuno, Sigismund Andreas (autograph)

Cited in: Chaix, P. Imprimés à Genève de 1550 à 1600, 146
Schweiger, F. Classischen bibliographie, II, p. 976
Adams S2053
Cathedral libraries catalogue S1979

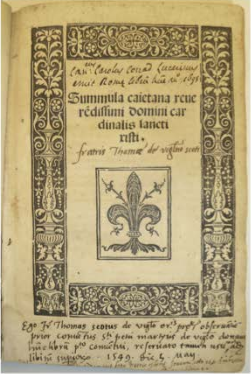
Contributor: Chouët, Jacques, fl. 1577–1599, printer.
Estienne, Paul, 1566 or 1567–ca. 1627, printer.
Suetonius, ca. 69–ca. 122. De grammaticis et rhetoribus.
Casaubon, Isaac, 1559–1614.
Culture Class Collection (University of Pennsylvania)
Latin Culture Class Collection (University of Pennsylvania)

Here we can get a closer view of the heading for Heusinger

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- WAF presentation 12 December 2011 (view 12)
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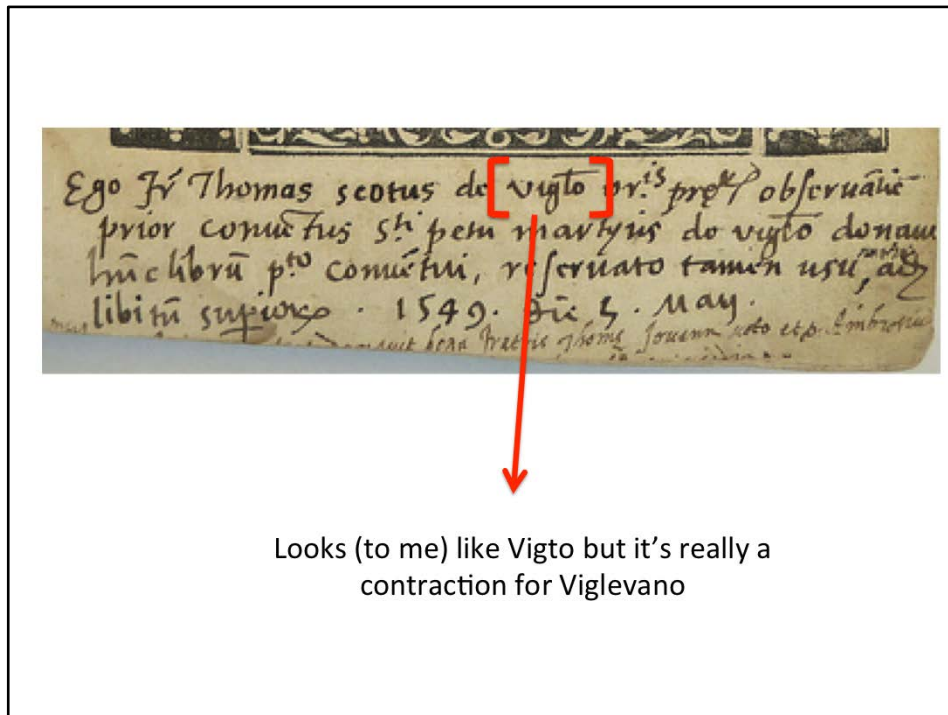
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- [Penn Provenance Project](#) 20 (11 months ago)
- Carolus Corrad still needs to be identified.
- Ambrosius is unidentified.

This is an inscription that I completely misread.



Here's a close up—perhaps you can see my problem. Right after Brother Thomas Scot's name is a word with a letter that looks like a T. The letter is, in fact, a contraction—the correct reading here is Viglevano. It was critical to the identification because, as you might imagine, there are one or two Thomas Scots in VIAF.

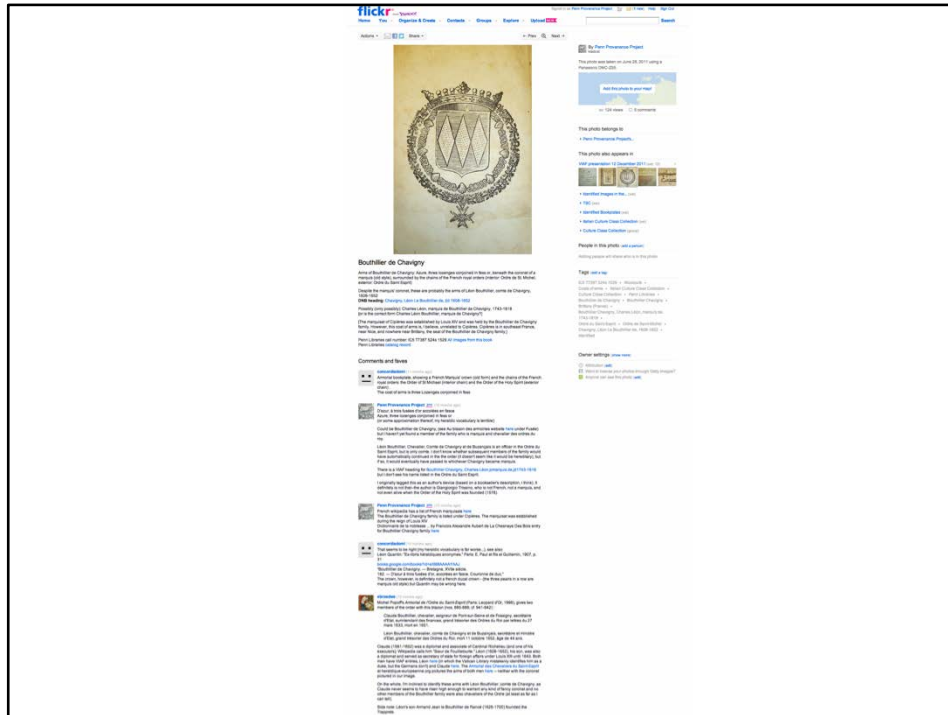
The initial—and, I confess, prolonged—misreading led me down several false trails.

670	‡a	WBI
678	‡b	Dominikaner, Rektor, Zensor der Inquisition und Bischof zu Terni
692	‡a	Fantoni, Girolamo: Compendium Aureum Totius Lecturae D. Abbatis Panormitani Super Decretalibus. - 1564
910	‡a	compendium aureum totius lecturae d abbatis panormitani super decretalibus ‡9 1
943	‡a	156x ‡9 1
950	‡a	fantoni girolamo ‡9 1
996	‡2	SWNLvltls001863349
996	‡2	SUDOC147894328
996	‡2	PTBNP1165409
996	‡2	SUDOC084332816
996	‡2	BIBSYSix90783679
996	‡2	NLA000035568457
996	‡2	LCInr 93044724
996	‡2	SELIBR328156
996	‡2	LCIn 88288083
996	‡2	BIBSYSix90111676
996	‡2	SWNLvltls002443026


The only reason I eventually reached the correct identification is because VIAF records often contain 996 fields.

This field is used to link to authority records ***not*** matched to a particular heading. I have put the full list of 996 fields found in a VIAF record up on the left side just for effect. On the right is a slightly more legible close up of just a few of those fields.

So, these records in the 996 are for Thomas Scotts (of one sort or another) that this heading is ***not***. I was in the incorrect heading—actually, lots of incorrect headings—and out of desperation I began to click on the 996 fields. I eventually stumbled onto the heading for my guy.



OK here we go with heraldry, the black hole of provenance research. Now, I love heraldry, but it's vocabulary is, shall we say, rather specialized. After hours of research, I'm usually only able to say with confidence "yes, that's a coat of arms".



Bouthillier de Chavigny

Arms of Bouthillier de Chavigny: Azure, three lozenges conjoined in fess or, beneath the coronet of a marquis (old style), surrounded by the chains of the French royal orders (interior: Ordre de St. Michel; exterior: Ordre du Saint-Esprit)

Despite the marquis coronet, these are probably the arms of Léon Bouthillier, comte de Chavigny, 1639-1652

DNB heading: *Chavigny, Léon Le Bouthillier de*, [id 1608-1652](#)

Possibly (only possibly): Charles Léon, marquis de Bouthillier de Chavigny, 1743-1818 [or is the correct form Charles Léon Bouthillier, marquis de Chavigny?]

[The marquisat of Cipières was established by Louis XIV and was held by the Bouthillier de Chavigny family. However, this coat of arms is, I believe, unrelated to Cipières. Cipières is in southeast France, near Nice, and nowhere near Brittany, the seat of the Bouthillier de Chavigny family.]

Penn Libraries call number: IC5 T7387 524s 1529 All images from this book
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concordiadomi (1 month ago)

Armoiral bookplate, showing a French Marquis' crown (old form) and the chains of the French royal orders: the Order of St. Michael (interior chain) and the Order of the Holy Spirit (exterior chain).
The coat of arms is three Lozenges conjoined in fess

Penn Provenance Project (10 months ago)

D'azur à trois fusées d'or accolées en fesse
Azure, three lozenges conjoined in fess or
(or some approximation thereof, my heraldic vocabulary is terrible)

Could be Bouthillier de Chavigny, (see [Au blason des armoiries website here](#) under Fusée) but I haven't yet found a member of the family who is marquis and chevalier des ordres du roy.

Léon Bouthillier, Chevalier, Comte de Chavigny et de Buzança is an officer in the Ordre du Saint-Esprit, but is only comte. I don't know whether subsequent members of the family would have automatically continued in the the order (it doesn't seem like it would be hereditary, but if so, it would eventually have passed to whichever Chavigny became marquis.

There is a [V&A heading for Bouthillier Chavigny, Charles Léon, marquis de, id1743-1818](#) but I don't see his name listed in the Ordre du Saint-Esprit.

I originally tagged this as an author's device (based on a bookseller's description. I think, it definitely is not that—the author is Giangioorgio Trissino, who is not French, not a marquis, and not even alive when the Order of the Holy Spirit was founded (1578).

Penn Provenance Project (10 months ago)

French wikipedia has a list of French marquises [here](#)
The Bouthillier de Chavigny family is listed under Cipières. The marquisat was established during the reign of Louis XIV
Dictionnaire de la noblesse ... by Francois Alexandre Aubert de La Chesnaye Des Bois entry for Bouthillier Chavigny family [here](#)

concordiadomi (10 months ago)

That seems to be right (my heraldic vocabulary is far worse ...) see also:
Léon Quantin: "Ex-cetra hérautiques anonymes." Paris: E. Paul et fils et Guillemin, 1907, p. 31
[books.google.com/books?id=XXB8AAAYAAJ](#)
"Bouthillier de Chavigny. — Bretagne, XVIIe siècle.
162. — D'azur à trois fusées d'or, accolées en fesse. Couronne de duc."
The crown, however, is definitely not a French ducal crown — (the three parts in a row are marquis old style) but Quantin may be wrong here.

elrodave (10 months ago)

Michel Popoff's *Armoiral de l'Ordre du Saint-Esprit* (Paris: Leopard d'Or, 1996), gives two members of the order with this blazon (nos. 885-886; cf. 941-942):
Claude Bouthillier, chevalier, seigneur de Pont-aux-Senne et de Fossigny, secrétaire d'Etat, surintendant des finances, grand trésorier des Ordres du Roi par lettres du 27 mars 1633, mort en 1651.
Léon Bouthillier, chevalier, comte de Chavigny et de Buzança, secrétaire et ministre d'Etat, grand trésorier des Ordres du Roi, mort 11 octobre 1652, âge de 44 ans.
Claude (1581-1652) was a diplomat and associate of Cardinal Richelieu (and one of his executors). Wikipedia calls him "Seur de Fouillebourg." Léon (1608-1652), his son, was also a diplomat and served as secretary of state for foreign affairs under Louis XIII until 1643. Both men have V&A entries, Léon here (in which the Vatican Library mistakenly identifies him as a duke, but the Germans don't) and Claude here. The *Armoiral des Chevaliers du Saint-Esprit* at [heraldique-europeenne.org](#) pictures the arms of both men here — neither with the coronet pictured in our image.

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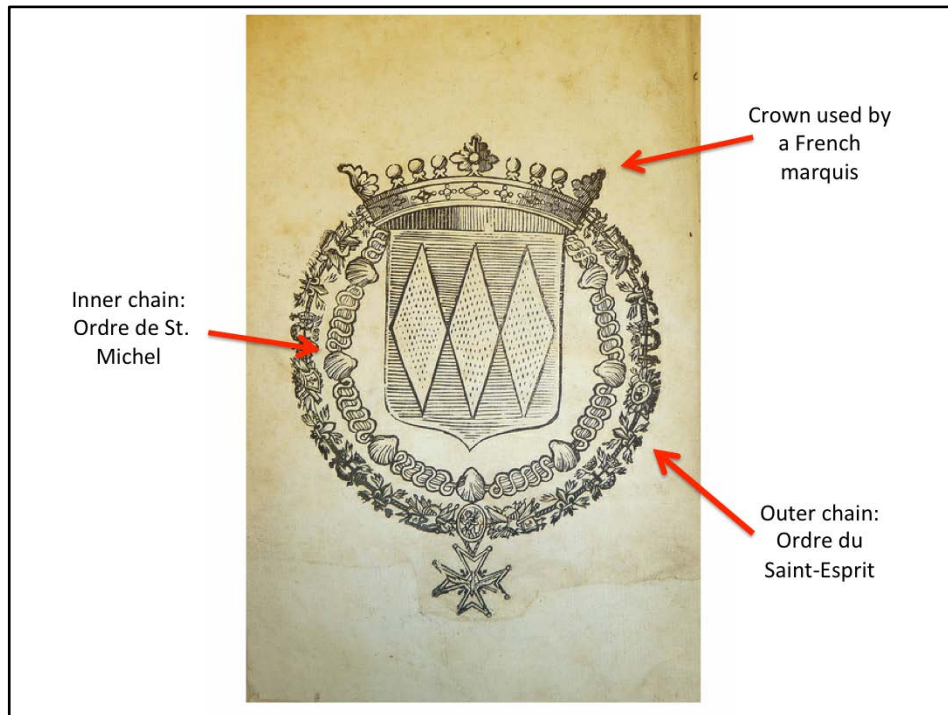
Side note: Léon's son Armand Jean le Bouthillier de Ranoc (1626-1700) founded the Trappists.

In this image we were greatly helped by one of my favorite contributors, concordiadomi.


Concordiadomi gave us some good clues to get us started, and we worked up a heraldic description



All indications were that we had a French marquis, but endless trawling through reference sources never provided an exact match between the rank indicated by the coronet,



the chains around the arms indicating membership in the French royal orders, and the actual arms belonging to the Bouthillier de Chavigny family



Bouthillier de Chavigny

Arms of Bouthillier de Chavigny: Azure, three lozenges conjoined in fess or, beneath the coronet of a marquis (old style), surrounded by the chains of the French royal orders (interior: Ordre de St. Michel; exterior: Ordre du Saint-Esprit)

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Penn Libraries call number: IC5 T7387 524s 1529 All images from this book
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Comments and faves

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Penn Provenance Project *zls* (10 months ago)

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 Léon Quantin; "Ex-circa hétérologues anonymes." Paris: G. Paul et fils et Guillemin, 1907, p. 31
[books.google.com/books?id=xj8BAAAAYAAJ](#)
 "Bouthillier de Chavigny. — Bretagne, XVIIe siècle.
 162. — D'azur à trois fusées d'or, accolées en fesse. Couronne de duc."
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Side note: Léon's son Armand Jean le Bouthillier de Ranoc (1626-1700) founded the Trappists.

Our best guess, which you can see highlighted on the right side of the screen



concordiadomi (10 months ago)

That seems to be right (my heraldic vocabulary is far worse...), see also: Léon Quantin: "Ex-libris héraldiques anonymes." Paris: E. Paul et fils et Guillemin, 1907, p. 31

books.google.com/books?id=aXBBAAAAYAAJ

"Bouthillier de Chavigny. — Bretagne, XVIIe siècle.

182. — D'azur à trois fusées d'or, accolées en fasce. Couronne de duc."

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ebroadwe (10 months ago)

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Side note: Léon's son Armand Jean le Bouthillier de Rancé (1626-1700) founded the Trappists.

Here's a close-up




Our best guess is that someone made a mistake with the coronet. Maybe it was the woodcutter...

... or maybe Leon Bouthillier, the comte—not the marquis—de Chavigny commissioned the woodcut at a hopeful time in his life.







VIAF
Virtual International Authority File


Search

Select Field: Select Index: All VIAF Search Terms: **Search**

Chavigny, Léon Le Bouthillier de 1608-1652 
Bouthillier, Léon, 1608-1652 
Chavigny, Léon Le Bouthillier, duc de, 1608-1652 
VIAF ID: 89701543 (Personal)
Permalink: <http://viaf.org/viaf/89701543>

Preferred Forms

-   100 1 [_ta Bouthillier, Léon, td 1608-1652](#)
-   100 1 [_ta Chavigny, Léon Le Bouthillier, tc duc de, td 1608-1652](#)
-   100 1 [_ta Chavigny, Léon Le Bouthillier de td 1608-1652](#)






Whatever the reason, we've concluded that the arms belong to this Leon Bouthillier in VIAF.







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Chavigny, Léon Le Bouthillier de 1608-1652 
Bouthillier, Léon, 1608-1652 
Chavigny, Léon Le Bouthillier, duc de, 1608-1652 
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Preferred Forms

-   100 1 [_ta Bouthillier, Léon, td 1608-1652](#)
-   100 1 [_ta Chavigny, Léon Le Bouthillier, tc duc de, td 1608-1652](#)
-   100 1 [_ta Chavignv, Léon Le Bouthillier de td 1608-1652](#)



We can see that the Vatican felt even more optimistic about Leon's chances of promotion ... they've made him a duke.

Leon's son, by the way, founded the Trappist order—an order known for its renunciation of worldly pleasures and privileges ... privileges such as dukedoms one imagines.




I thought I would use the bookplate from the Jesuit college in Innsbruck to demonstrate how easy it is to link to VIAF.




VIAF
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Jesuitenkolleg Innsbruck 
VIAF ID: 242763784 (Corporate)
Permalink: <http://viaf.org/viaf/242763784>

[-] Preferred Forms

  110 2 _ [1a Jesuitenkolleg Innsbruck](#) 

[-] 4xx's: Alternate Name Forms (1)

410 2 _ [1a Collegium Societatis Jesu Oeniponti](#) 



A search for the Latin form of the name takes us to the DNB heading for the college. You can see the Latin form in the cross reference.



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Jesuit bookplate, Innsbruck (Austria)

Biblioth. Colleg. Oenip. Soc. Jesu
 Biblioth[eca] Colleg[i] Oenip[ont] Soc[ietatis] Jesu

DNB heading:

Penn Libraries call number: GrC L9637.15 1567



SAVE CANCEL

Put in the transcription and full reading of the bookplate, followed by a little basic html formatting




VIAF
Virtual International Authority File

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Select Field: All Headings | Select Index: All VIAF | Search Terms: Collegium Societatis Jesu Oeniponti **Search**

Jesuitenkolleg Innsbruck 
VIAF ID: 242763784 (Corporate)
Permalink: <http://viaf.org/viaf/242763784> 

Preferred Forms

  110 2 _ [1a Jesuitenkolleg Innsbruck](#) 

4xx's: Alternate Name Forms (1)

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Search

Select Field: Select Index: Search Terms: **Search**


Jesuitenkolleg Innsbruck  ←

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[-] Preferred Forms

  110 2 _ †a [Jesuitenkolleg Innsbruck](#) 

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Jesuit bookplate, Innsbruck (Austria)

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DNB heading: [Jesuitenkolleg Innsbruck](#)

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Stamps of Constantin I. Karadja (1869-1950) and the Fürstlich Stolberg-Wernigerodesche Bibliothek

On left stamp of Constantin I. Karadja (1869-1950), Romanian diplomat, jurist, bibliographer and bibliophile.

On right stamp of Fürstlich Stolberg-Wernigerodesche Bibliothek ("Graff. Stolbergische Bibliothek z. Wernigerode"). [The "Graff" (count) of Wernigerode became a "Fürst" (prince) in 1890.]

Established heading: [Karadja, Constantin I., 1869-1950](#)

Established heading: [Fürstlich Stolberg-Wernigerodesche Bibliothek](#)

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All images from this book

Other examples of [Fürstlich Stolberg-Wernigerodesche Bibliothek](#) provenance

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[edraedue](#) 10 months ago

On left stamp of Constantin I. Karadja (1869-1950), Romanian diplomat, jurist, bibliographer and bibliophile.

On right stamp of Fürstlich Stolberg-Wernigerodesche Bibliothek ("Graff. Stolbergische Bibliothek z. Wernigerode"). [The "Graff" (count) of Wernigerode became a "Fürst" (prince) in 1890.]

By Penn Provenance Project 1 month

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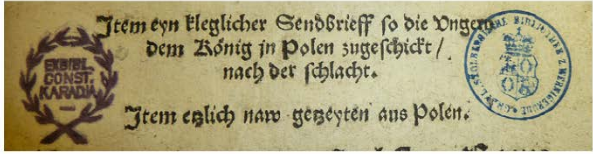
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Item ein Kgllicher Sendbrief so die Ungen dem König in Polen zugeschieht / nach der Schlacht. Item eslich narw gezeihen aus Polen.

By Penn Provenance Project kladcat


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 ebroadwe (16 months ago)

On left: stamp of Constantin I. Karadja (1889-1950), Romanian diplomat, jurist, bibliographer and bibliophile.

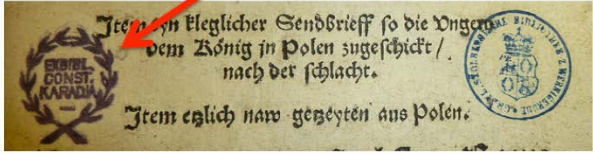
On right: stamp of Fürstlich Stolberg-Wernigerodesche Bibliothek ("Graf. Stolbergische Bibliothek z. Wernigerode"). [The "Graf" (count) of Wernigerode became a "Fürst" (prince) in 1890.]

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Stamps of Constantin I. Karadja (1889-1950) and the Fürstlich Stolberg-Wernigerodesche Bibliothek

On left: stamp of Constantin I. Karadja (1889-1950), Romanian diplomat, jurist, bibliographer and bibliophile.

On right: stamp of Fürstlich Stolberg-Wernigerodesche Bibliothek ("Grafl. Stolbergische Bibliothek z. Wernigerode"). [The "Grafl" (count) of Wernigerode became a "Fürst" (prince) in 1890.]


Established heading: Karadja, Constantin I., 1889-1950
Established heading: Fürstlich Stolberg-Wernigerodesche Bibliothek
 Fuerstlich Stolberg-Wernigerodesche Bibliothek

Penn Libraries call number: GC5 A100 526n

[All images from this book](#)

Other examples of Fürstlich Stolberg-Wernigerodesche Bibliothek provenance

Comments and faves

 **ebroadwe** (16 months ago)

On left: stamp of Constantin I. Karadja (1889-1950), Romanian diplomat, jurist, bibliographer and bibliophile.

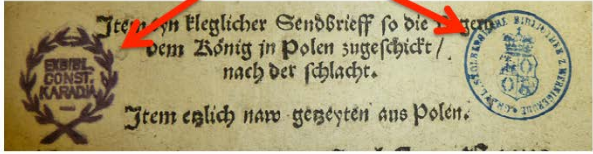
On right: stamp of Fürstlich Stolberg-Wernigerodesche Bibliothek ("Grafl. Stolbergische Bibliothek z. Wernigerode"). [The "Grafl" (count) of Wernigerode became a "Fürst" (prince) in 1890.]

The stamp on the left belongs to Constantin Karadja.

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Stamps of Constantin I. Karadja (1889-1950) and the Fürstlich Stolberg-Wernigerodesche Bibliothek

On left: stamp of Constantin I. Karadja (1889-1950), Romanian diplomat, jurist, bibliographer and bibliophile.

On right: stamp of Fürstlich Stolberg-Wernigerodesche Bibliothek ("Graf. Stolbergische Bibliothek z. Wernigerode"). [The "Graf" (count) of Wernigerode became a "Fürst" (prince) in 1890.]


Established heading: Karadja, Constantin I., 1d 1889-1950
Established heading: Fürstlich Stolberg-Wernigerodesche Bibliothek
 Fuerstlich Stolberg-Wernigerodesche Bibliothek

Penn Libraries call number: GC5 A100 526n

[All images from this book](#)

Other examples of [Fürstlich Stolberg-Wernigerodesche Bibliothek provenance](#)

Comments and faves

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By Penn Provenance Project
 kladcat


This photo was taken on January 25, 2011 using a Panasonic DMC-ZS5.

[Add this photo to your map!](#)

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This photo also appears in

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- [Identified Stamps](#) (set)
- [German Culture Class Collection](#) (set)
- [Culture Class Collection](#) (group)

People in this photo [add a person](#)

Adding people will share who is in this photo

The one on the right belongs to the Stolberg Library.

11Q	2	†a	Fürstlich Stolberg-Wernigerodesche Bibliothek
41Q	2	†a	Stolberg Library
41Q	2	†a	Gräfliche Stolbergische Bibliothek zu Wernigerode
41Q	2	†a	Fürstlich Stolberg-Wernigerödische Bibliothek
41Q	2	†a	Fürstliche Bibliothek zu Wernigerode
41Q	2	†a	Fürst zu Stolberg-Wernigerodesche Bibliothek zu Wernigerode
41Q	2	†a	Gräflich Stolbergische Bibliothek zu Wernigerode
41Q	2	†a	Stolbergische Bibliothek zu Wernigerode
667		†a	The counts [Gräfe] of Wernigerode were raised to princely [Fürste] rank in 1890. Cf. Wernigerode entry in Online Encyclopedia, April 19, 2007
67Q		†b	Allgemeiner Porträt-Katalog, 1931: †b p. vi (... Fürstlich Stolberg-Wernigerodeschen Bibliothek in Wernigerode)

A 667 note in the record for the library tells us that the counts of Wernigerode became princes in 1890.

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Stamps of Constantin I. Karadja (1889-1950) and the Fürstlich Stolberg-Wernigerodesche Bibliothek

On left: stamp of Constantin I. Karadja (1889-1950), Romanian diplomat, journalist, bibliographer and bibliophile.

On right: stamp of Fürstlich Stolberg-Wernigerodesche Bibliothek ("Graff. Stolbergische Bibliothek z. Wernigerode"). [The "Graf" (count) of Wernigerode became a "Fürst" (prince) in 1890.]

Established heading: Karadja, Constantin I., †d 1889-1950

Established heading: Fürstlich Stolberg-Wernigerodesche Bibliothek
Fuerstlich Stolberg-Wernigerodesche Bibliothek

Penn Libraries call number: GC5 A100 526n

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[Other examples of Fürstlich Stolberg-Wernigerodesche Bibliothek provenance](#)

In our stamp they are still counts (Graf) so this book was owned by the Stolberg Library before 1890.

Karadja was born in 1889, the year before their elevation. Unless Karadja was extraordinarily precocious, it is likely that the book belonged first to the Stolberg Library and later to Karadja.

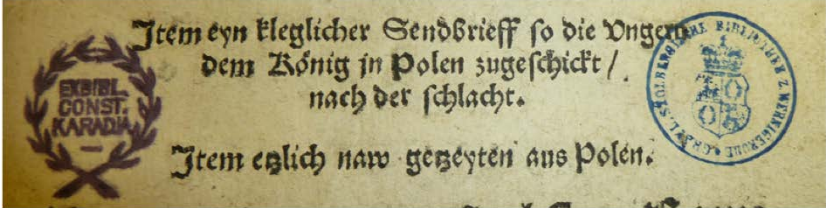
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Established heading: Karadja, Constantin I., †d 1889-1950


Established heading: Fürstlich Stolberg-Wernigerodesche Bibliothek
Fuerstlich Stolberg-Wernigerodesche Bibliothek

Penn Libraries call number: GC5 A100 526n

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Other examples of [Fürstlich Stolberg-Wernigerodesche Bibliothek](#) provenance

We know that the counts changed their stamp once they became princes because if you click on this tag


 **Your photostream / Tags /**
fürstlichstolbergwernigerodeschebibliothek

(You're the only person who has used "fürstlichstolbergwernigerodeschebibliothek" as a tag.)

[Edit these in a batch](#)

[Change this tag?](#)

What are tags?
You can give your uploads a "tag", which is like a keyword. Tags help you find things which have something in common. You can assign up to 75 tags to each photo or video.



you can see other examples of their marks of ownership.

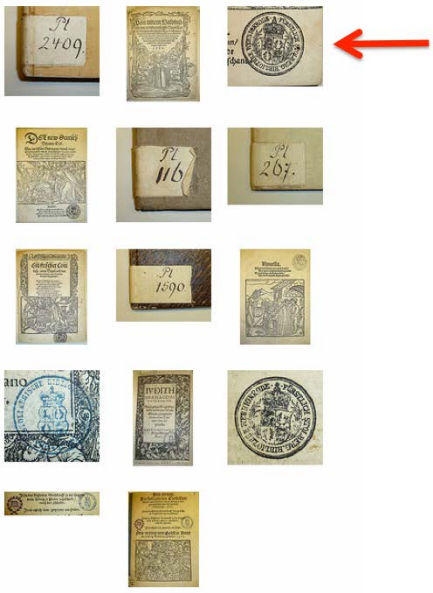
Your photostream / Tags /
fürstlichstolbergwernigerodeschebibliothek

(You're the only person who has used "fürstlichstolbergwernigerodeschebibliothek" as a tag.)

[Edit these in a batch](#)

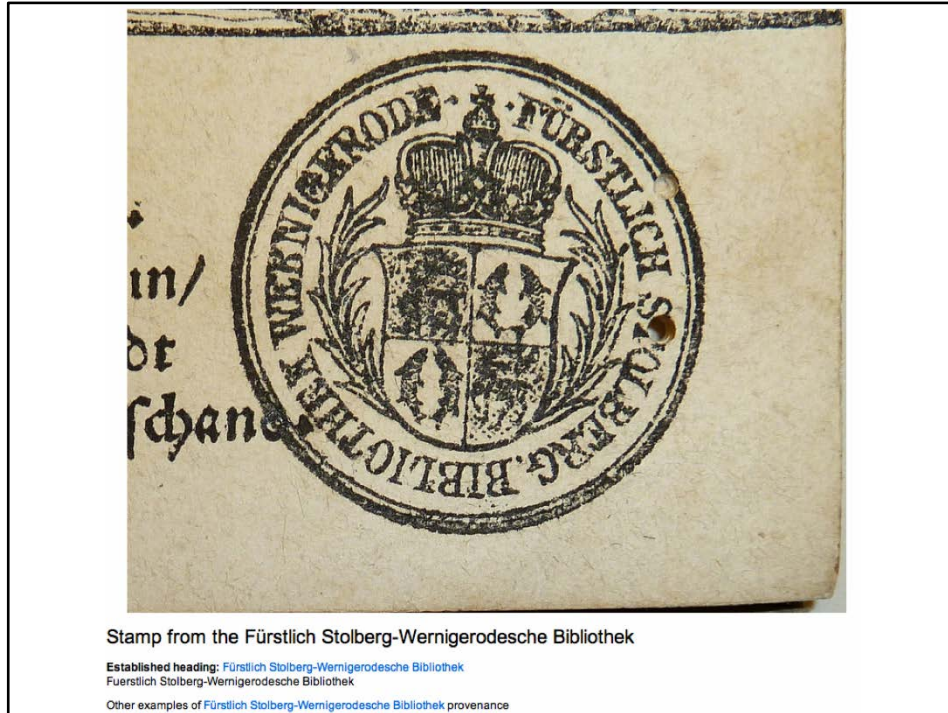
[Change this tag?](#)

What are tags?
You can give your uploads a "tag", which is like a keyword. Tags help you find things which have something in common. You can assign up to 75 tags to each photo or video.

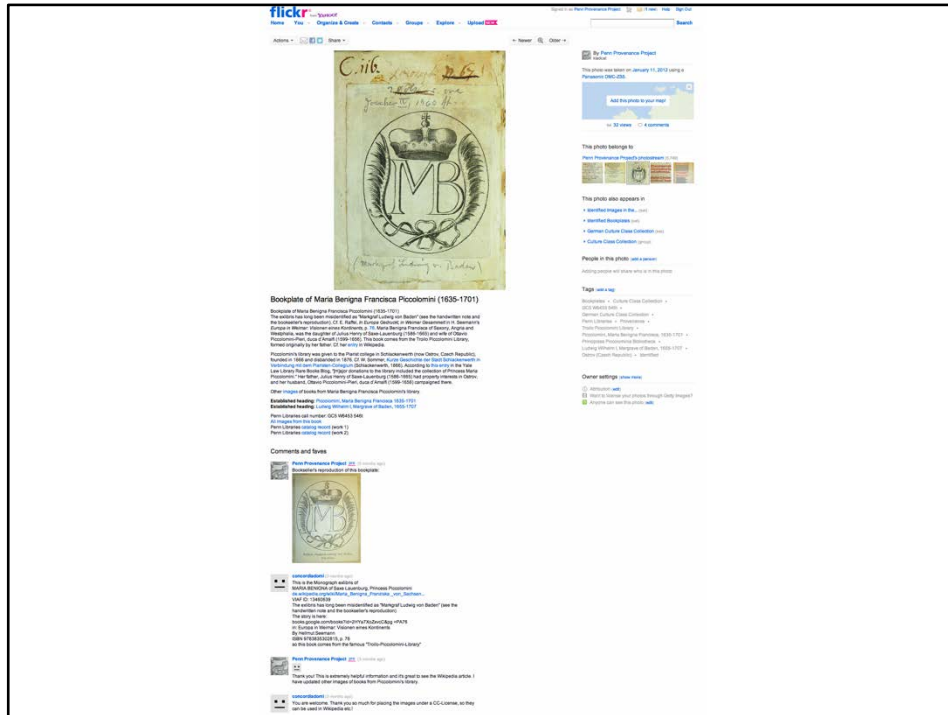


The image displays a grid of 15 historical documents. The top row contains three items: a document with handwritten numbers '72' and '2409', a book cover with a coat of arms, and a circular stamp with a coat of arms. A red arrow points to this stamp. The second row contains three items: a document with '116', a document with '72' and '1890', and a document with '207'. The third row contains three items: a document with '1890', a document with '1890', and a document with '1890'. The fourth row contains three items: a document with '1890', a document with '1890', and a document with '1890'. The fifth row contains two items: a document with '1890' and a document with '1890'.

At the top right is the stamp used after they became princes.



Here's a close up



So, I've shown you how putting these pictures up on Flickr and linking to VIAF and other resources has really helped us catalog our collection.

But how are other people using our images and information?

Bookplate of Maria Benigna Francisca Piccolomini (1635-1701)





Penn Provenance Project [pro](#) (5 months ago)
Bookseller's reproduction of this bookplate:




concordiadomi (3 months ago)
This is the Monograph exlibris of
MARIA BENIGNA of Saxe Lauenburg, Princess Piccolomini
de.wikipedia.org/wiki/Maria_Benigna_Franziska_von_Sachsen...
VIAF ID: 13460639
The exlibris has long been misidentified as "Markgraf Ludwig von Baden" (see the
handwritten note and the bookseller's reproduction)
The story is here:
books.google.com/books?id=2HYa7XoZxvcC&pg=PA76
in: Europa in Weimar: Visionen eines Kontinents
By Hellmut Seemann
ISBN 9783835302815, p. 76
so this book comes from the famous "Troilo-Piccolomini-Library"

This bookplate was long misidentified as belonging to the Markgraf Ludwig von Baden. In fact, it belongs to the Princess Piccolomini. Again, concordiadomi provides the correct identification.

 **Penn Provenance Project** pro (5 months ago)
Bookseller's reproduction of this bookplate:



 **concordiadomi** (3 months ago)
This is the Monograph exlibris of
MARIA BENIGNA of Saxe Lauenburg, Princess Piccolomini
de.wikipedia.org/wiki/Maria_Benigna_Franziska_von_Sachsen...
VIAF ID: 13460639
The exlibris has long been misidentified as "Markgraf Ludwig von Baden" (see the handwritten note and the bookseller's reproduction)
The story is here:
books.google.com/books?id=2HYa7XoZxvcC&pg=PA76
in: Europa in Weimar: Visionen eines Kontinents
By Hellmut Seemann
ISBN 9783835302815, p. 76
so this book comes from the famous "Troilo-Piccolomini-Library"

He also puts in a link to the German wikipedia page for Piccolomini.

Clicking on that

Anmelden / Benutzerkonto erstellen

Artikel Diskussion Lesen Bearbeiten Versionsgeschichte Suche

Maria Benigna Franziska von Sachsen-Lauenburg

Maria Benigna Franziska von Sachsen-Lauenburg (* 10. Juli 1635 in Regensburg; † 1. Dezember 1701 in Wien) war eine Prinzessin von Sachsen-Lauenburg und durch Heirat Fürstin Piccolomini und Herzogin von Amalfi.

Leben [Bearbeiten]

Maria Benigna war eine Tochter des Herzogs Julius Heinrich von Sachsen-Lauenburg (1586–1665) aus dessen dritter Ehe mit Anna Magdalene († 1668), Tochter des Freiherren Wilhelm Popel von Lobkowitz.

Sie heiratete am 4. Juni 1651 Fürst Octavio Piccolomini, Herzog von Amalfi (1599–1656). Die Ehe blieb kinderlos.

Maria Benigna lebte nach dem Tod ihres Mannes, der ihr eine gewaltige Schuldenlast hinterließ^[1], auf ihrem Witwensitz Náchod. Sie erwarb 1684 die Obergerichte über das Gut Neudeck. Maria Benigna hinterließ eine außerordentlich wertvolle Bibliothek, die so genannte *Trailo-Piccolomini-Bibliothek*, die bereits von ihrem Vater angelegt worden war.^[2]

Literatur [Bearbeiten]

- E. H. Kneschke: *Neues allgemeines deutsches Adels-Lexicon, im Vereine mit mehreren Historikern*, 1867, S. 141

Einzelnachweise [Bearbeiten]

- ↑ Axel E. Walter: *Regionaler Kulturräum und intellektuelle Kommunikation vom Humanismus bis ins Zeitalter des Internet*, Band 36, Rodopi, 2005, S. 475
- ↑ Hellmut Seemann: *Europa in Weimar: Visionen eines Kontinents*, Wallstein Verlag, 2008, S. 76




Extrakt 52

Normdaten (Person): PND: 13208855X ⓘ | VIAF: 13480639 ⓘ | Wikipedia-Personensuche

Kategorien: Askanier | Geboren 1635 | Gestorben 1701 | Frau

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Brings us here where you can see that someone (coincidentally named “concord”) has uploaded our image.

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Artikel Diskussion Lesen Bearbeiten Versionsgeschichte Suche

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Einzelnachweise [Bearbeiten]

- ↑ Axel E. Walter: *Regionaler Kulturräum und intellektuelle Kommunikation vom Humanismus bis ins Zeitalter des Internet*, Band 36, Rodopi, 2005, S. 475
- ↑ Hellmut Seemann: *Europa in Weimar: Visionen eines Kontinents*, Wallstein Verlag, 2008, S. 76




Exlibris 52

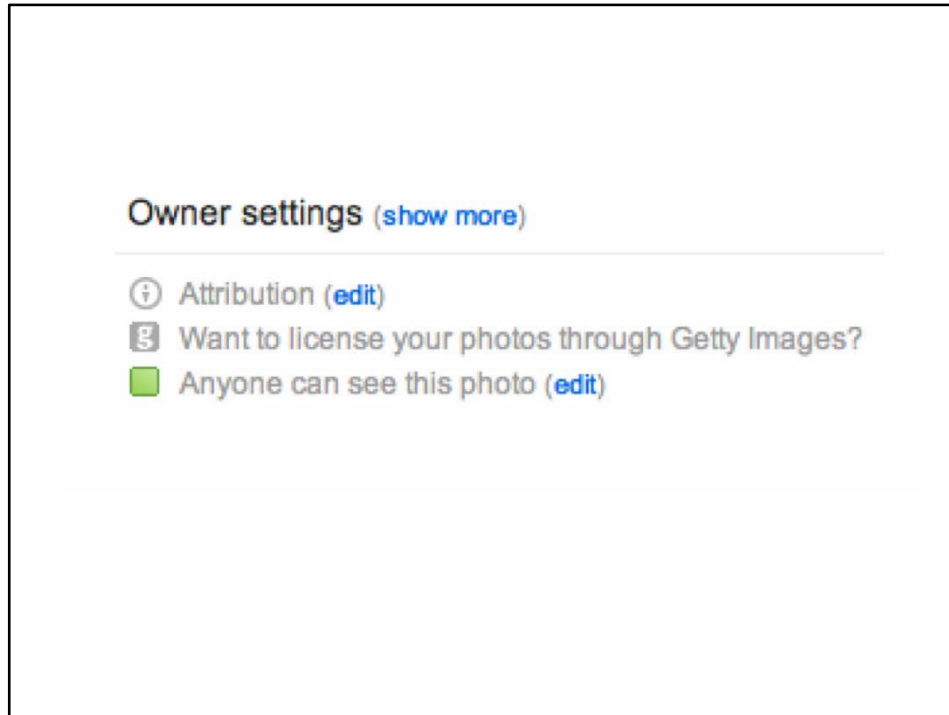
Normdaten (Person): PND: [13208855X](#) ⓘ | VIAF: [13480639](#) ⓘ | [Wikipedia-Personensuche](#)

Kategorien: [Askanier](#) | [Geboren 1635](#) | [Gestorben 1701](#) | [Frau](#)

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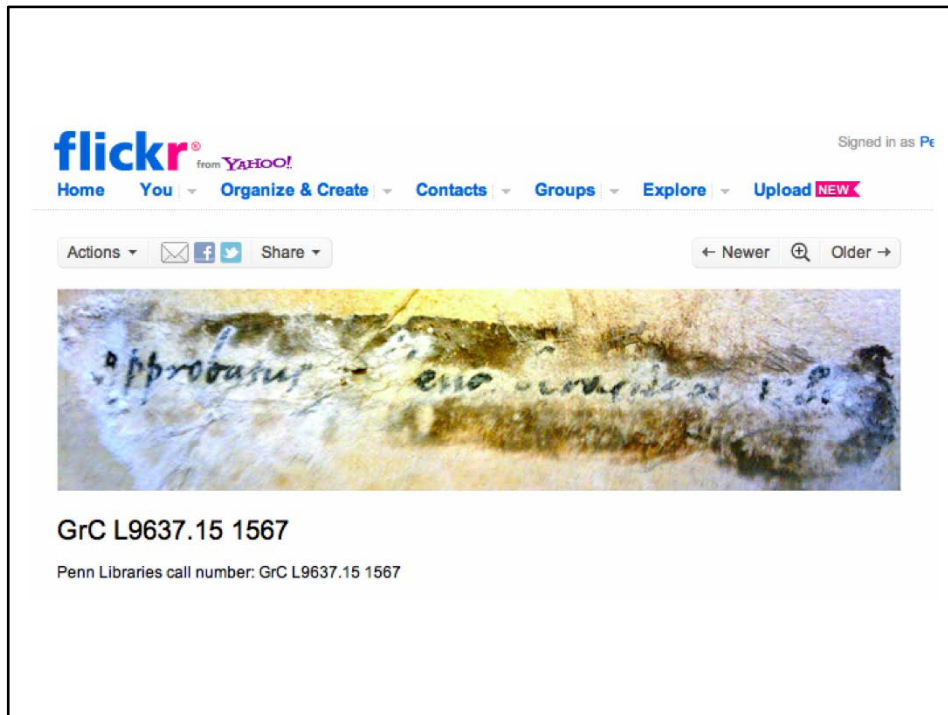



The wikipedia page also links back to VIAF



Because I post all the images under a creative commons license anyone can use them. The last time I looked, over two hundred of our pictures had been uploaded to Wikimedia commons.

In fact, if you would like to own a mural of

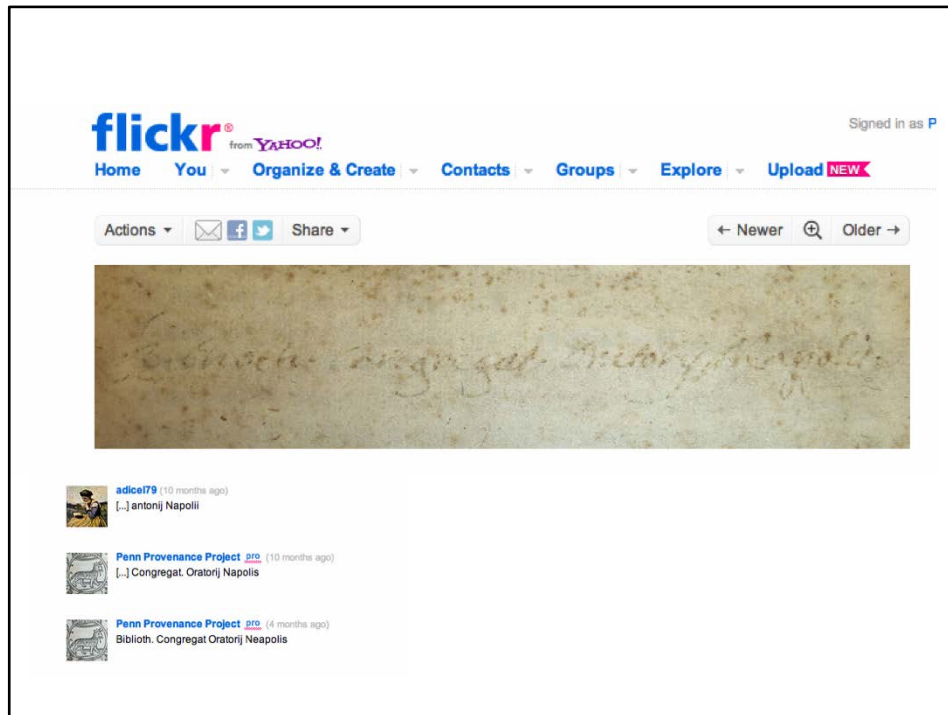


This fine image, there are one or two internet businesses willing to make one for you for a modest commission, of course



This image received a different kind of attention.

Believe it or not it looks worse in real life.



It's an inscription from the Oratorian House in Naples. It wasn't easy to read, because it has been washed off, but we figured it out eventually.

One day in early spring, we were contacted by one of the major London auction houses. They had several lots for sale with the same inscription and wanted information about the provenance of our book. This, I knew, was the moment our amateur-hour project moved to the big leagues—they wanted information from us! We dug up the accession records and told them everything we knew about the book's history. In return, they pointed us to an article about the historical Oratorian library and also sent us a very lovely catalog by way of thanks.

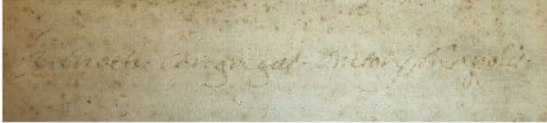
A few weeks later, rare book listservs and blogs started picking up a story about thefts from the Girolamini Library. The name was vaguely familiar but it took me a while to put the pieces together.

You see, I remembered this as an Oratorian inscription, but here is the full form of the name.

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Ownership inscription of the Biblioteca oratoriana dei Girolamini di Napoli


"Biblioth. Congregat. Oratorij Neapolis"
Ownership inscription of the [Biblioteca oratoriana dei Girolamini di Napoli](#)


Established heading: [Biblioteca oratoriana dei Girolamini di Napoli](#)

Penn Libraries call number: [IC5 T5858 553o](#)
Penn Libraries [catalog record](#)

Comments and faves

 [adice179](#) (10 months ago)
[...] antonij Napoli

 [Penn Provenance Project](#) (10 months ago)
[...] Congregat. Oratorij Neapolis

 [Penn Provenance Project](#) (4 months ago)
Biblioth. Congregat. Oratorij Neapolis

By [Penn Provenance Project](#) kladcat

This photo was taken on June 7, 2011 using a Panasonic DMC-ZS5.

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90 views 5 comments

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[Penn Provenance Project's photostream](#) (5,815)

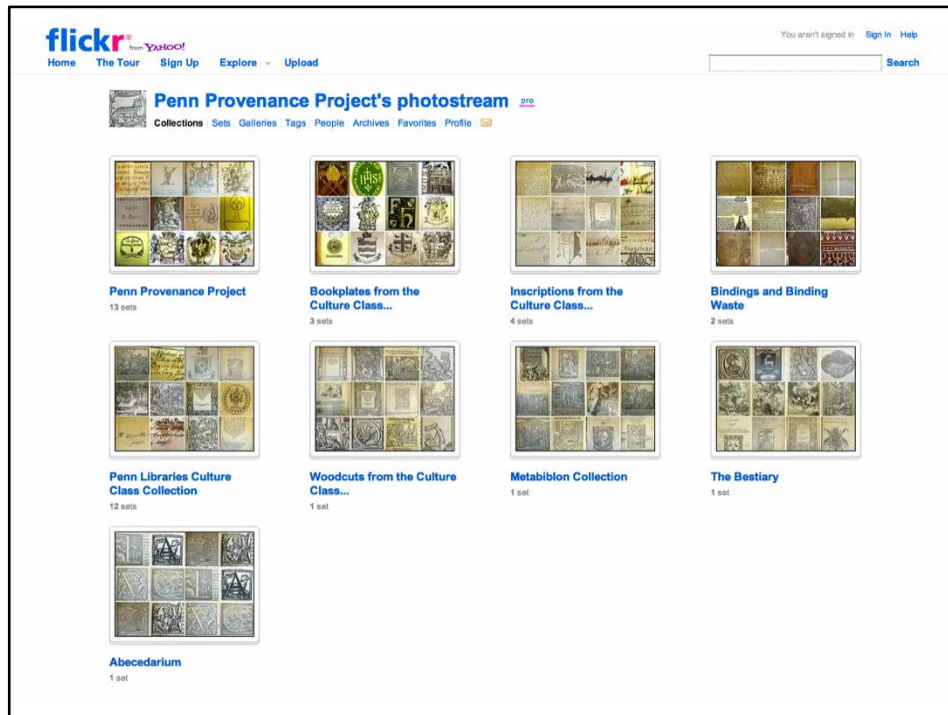
This photo also appears in

- Identified Images in the... (set)
- Identified Inscriptions (set)
- Italian Culture Class Collection (set)
- Culture Class Collection (group)

People in this photo ([add a person](#))

Adding people will share who is in this photo.

Happily, this book is not a recent victim of the Girolamini thefts—we purchased it in the 1970s. Had it been, however, identification of this inscription might have been a small step towards piecing together the crimes committed at the Girolamini Library.



I've written several different endings to this presentation—I was going to talk about lessons learned, or I was going to show some flashy images. I also considered a rah-rah "keep linking data!" speech. Instead—and right now I regret that I only made the decision last night—I'm going to conclude by telling you how very surprising this project has been.

There have been good surprises and bad surprises. The bad surprises include how hard it is for me to take a decent picture and how little Flickr likes diacritics.

But the good surprises far outweigh the bad ones.

It's surprising how much easier provenance research has become. Sure, there are still tons of people we can't identify and there always will be. But the more work we do, the more we link to reference sources and to our other images, the easier it gets. We now know so much more about our collections than we did a year ago and we've barely scratched the surface.

It's surprising how much information is available and how easy it is to link to it. I remember what life was like before the internet and I am still amazed at how valuable the web is for research—not just because you can do a lot of searches and find a lot of information, but also because the internet and social networking make it possible for others to come to you and tell you what you need to know.

I'm surprised at the high quality of information provided in a social networking context. I expected to get some trolls coming through, but I've only ever gotten one strange comment and that was pretty benign by internet standards.

It's surprising how helpful incorrect information can be. Three cheers for poorly OCR'd texts. I can't tell you how many times I misread handwriting the same way some scanners misread printed texts. And then, a comment in Flickr telling us who someone **isn't** can be just as useful as an exact identification.

Mostly, however I'm surprised at how much fun we are having ... doing work. It's fun learning about your collections and former owners and it's fun doing the detective work. But the best—the absolute best—is when you see that other people are interested in and grateful for the work you do and are willing to help out. That is what has made the entire project worth every single minute.

Penn Rare Book Cataloging:
pennrare@gmail.com

Penn Provenance Project photostream:
[http://www.flickr.com/photos/
58558794@N07/](http://www.flickr.com/photos/58558794@N07/)

Regan Kladstrup:
kladstru@pobox.upenn.edu

Fingerprint Instructions

The fingerprint is a 16-unit code which serves as a standard number identifier for early books. It is entered into MARC field 026.

Instructions:

- Identify the first printed recto following any initial title leaves; call this α . Locate the final line of text, excluding signature and catchword.
 - 1, 2 = last two characters of final line
 - 3, 4 = last two characters of penultimate line
- Go to the fourth printed recto following α ; call this β .
 - 5, 6 = last two characters of final line
 - 7, 8 = last two characters of penultimate line
- Go to the first recto numbered 13 in arabic; failing that, 17; failing that, XIII or XVII; failing that, the fourth recto following β .
 - 9, 10 = last two characters of final line
 - 11, 12 = last two characters of penultimate line
- Turn the page to examine the verso.
 - 13, 14 = first two characters of final line
 - 15, 16 = first two characters of penultimate line

Note that punctuation is taken into account, but spaces are ignored.

Two pieces of information complete the fingerprint. The source of the 3rd group of characters is denoted by a symbol in round brackets: 3 if from a page numbered 13 or XIII, 7 if from a page numbered 17 or XVII, and C if counted from β . This is followed by the date of the edition, either as presented in the text, or normalized together with a letter in round brackets to indicate its original presentation (e.g. R for roman numerals or A for arabic).

Exceptions:

If the recto of the leaf from which you would normally take the first or second groups is blank, move to the next printed recto.

If there are not enough leaves to construct the second, third or fourth groups, return to the last leaf used and take subsequent groups from the two lines immediately above the lines already used to construct the earlier group.

If there is no title leaf, consider the first leaf of text, even if it has a caption title, to be the source of the first group. If there is a half-title, but no title leaf, take the first group from the first printed leaf after the half-title.

+ and *

Use * to substitute for any symbol which cannot be reproduced with the Latin keyboard character set, such as:

- Greek letters
- Paragraph marks
- Certain contractions (see attached table)
- Symbols or letters which are present but illegible

Use + to substitute for any symbol **not** present on the page either because of an imperfection (the leaf is torn) or because the line contains fewer printed symbols than needed for a full group. Never try to guess how many letters might be missing. Instead, replace the pair of symbols or the entire group of symbols with ++ or ++++.

Date

Add the publication date, taken from the t.p., to the end of the fingerprint. Always supply the date in Arabic numbers. If there is no date on the t.p. use the date from the 260 |c . Do not use square brackets, even if the date is bracketed in your 260.

Following the date, add a single-letter code from the table below in parentheses indicating how the date appears in the item. If the date is supplied, use (Q).

- A: Arabic numerals
- C: Chronogram
- E: First date shown in an almanac giving the date of Easter
- F: French revolutionary date
- G: Greek letters
- H: Hebrew letters
- M: Arabic letters
- Q: Supplied date
- R: Roman numerals
- T: Textual, e.g. L'an mil cinq cens
- X: Arabic calendar
- Y: Regnal year
- Z: Hebrew calendar

Examples:

t.p.: M.D.C.XXIX
260 |c MDCXXIX [1629]
026 1629 (R)

t.p. 1582
260 1582
026 1582 (A)

t.p.: no date
colophon: M.D.IC.
260: MDIC [1599]
026: 1599 (R)

t.p.: no date
colophon: no date
preface dated 1732
260: [1732]
026: 1732 (Q)

t.p.: 1643
260: 1643 [i.e. 1634] (actual date of publication)
026: 1643 (A)

t.p.: no date
260: [16--?]
026: 16--? (Q)

Multi-volume sets

Take the fingerprint from each volume. Add the volume number to the end of the fingerprint.

The 026 field is repeatable, so there should be an 026 for each volume.

Formatting the 026:

All information is entered into the |e
End all fingerprints with |2 fei (this code indicates which rules were used to construct the fingerprint)

Examples:

026 |e e-I, usum **ut prat (3) 1668 (A) v.1 |2 fei
026 |e e.as uren isas Liin (C) 150-? (Q) |2 fei

SIGNATURE STATEMENTS 101

The basic format for a signature statement is as follows:

Signatures: Signature mark^{Number of leaves}.

Thus one gathering of four leaves, three of which are signed A, becomes:

Signatures: A⁴.

Individual leaves are referred to by signature mark and an unsuperscripted Arabic number representing its place in the gathering. A leaf signed "A 4" or "A iv" or "A iiij" -- or unsigned, but occupying the fourth place in the gathering -- is referred to thus:

Leaf A4

It is always possible to construct a signature statement by describing each gathering individually:

Signatures: A⁴ B⁴ C⁴ D⁴ E⁴.

However, as long as the signature marks are part of an obvious sequence (e.g. the Roman or Greek alphabets) and the gatherings contain the same number of leaves, it is conventional to hyphenate the first and last marks of the sequence:

Signatures: A-E⁴.

Signatures: [alpha]-[epsilon]⁴.

Any gathering containing a different number of leaves or a signature mark which is not part of the sequence should be broken out:

Signatures: A-E⁴ F².

Signatures: A-B⁴ C² D-E⁴.

Signatures: [alpha]⁴ A-E⁴.

Always distinguish between upper-case and lower-case letters, even if they are admixed in an alphabetical sequence:

Signatures: a-b⁴ A-E⁸.

Signatures: a-b⁴ C-E⁸.

Signatures: A-C⁴ d⁴ E-F⁴.

The non-alphanumeric marks * and & can be transcribed as they appear. To transcribe other non-alphanumeric marks, refer to the chart on the Format and Collation handout.

Unsigned gatherings are handled based on position. An unsigned preliminary gathering (i.e. a gathering at the beginning of the text which contains front matter such as a dedication, table of contents, preface, etc.) is denoted **pi**; an unsigned gathering anywhere else is denoted **chi**.

Signatures: pi² A-E⁴.

Signatures: A-B⁴ chi⁴ C-E⁴.

Do NOT use **pi** or **chi** for an unsigned gathering whose position in a sequence can be inferred. Instead, give the inferred mark in brackets, broken out from the rest of the sequence:

Signatures: [A]² B-E⁴.

Signatures: A-B⁴ [C]⁴ D-E⁴.

Always make sure the entire gathering is unsigned before denoting it **pi** or **chi** or inferring a mark in brackets. Occasionally the first leaf of a gathering will be unsigned, in which case the mark is taken from the subsequent signed leaves. Unsigned title leaves need not be remarked; however, an unsigned first leaf anywhere else should be noted:

Signatures: A-E⁴.

Leaf C1 unsigned.

It is not unusual for an alphabetical sequence to be followed by another in which the letters are doubled (and then by a third in which they are tripled, and so on). As long as the sequence is regular, the first and last marks can be hyphenated, as above:

Signatures: A-2K⁴.

Any interruptions, however, must be broken out.

Signatures: A-2B⁴ 2C² 2D-2E⁴.

Signatures: A-Z⁴ [alpha]-[beta]⁴ 2A-2E⁴.

Normally either "AA" or "Aa" can be represented as 2A and "AAA" or "Aaa" or "AAa" can be represented as 3A, and so forth. However, if this reduces two different reduplicated marks to the same form in the signature statement (e.g. both "AA" and "Aa" as 2A), they should be transcribed as they appear to avoid confusion:

Signatures: A-Z⁴ AA-ZZ⁴ Aa-Dd⁴.

If the same signature mark or series of signature marks is repeated in the sequence, they are distinguished by a prefix. Duplicated preliminary signature marks are preceded by [superscript pi]. A duplicate series, but not a duplicate single gathering, is separated from what follows by a comma:

Signatures: [superscript pi]A⁴ A-E⁴.

Signatures: [superscript pi]A-B⁴, A-E⁴.

A duplicated sequence elsewhere will be prefixed by a superscript Arabic number, beginning with 2, in ascending order of occurrence. Each sequence is separated by a comma:

Signatures: A-2Z⁴, ²A-M⁴, ³A-X⁴.

Signatures: A-K⁴, ²A².

A duplicated mark in the middle of an otherwise regular sequence can be an error or an insertion. If the former, it can be corrected in the signature statement using the bracketed letter convention and explained in a note:

Signatures: A-B⁴ [C]⁴ D-E⁴.

Gathering [C] signed "B".

If the latter, the duplicate mark is preceded by [superscript chi].

Signatures: A-C⁴ [superscript chi]C⁴ D-E⁴.

For questions not covered by this handout, ask a librarian. (The arcana of the discipline are detailed in chapter 5, "Format and Collational Formula," of Fredson Bowers's *Principles of Bibliographical Description*.)

FORMAT AND COLLATION

Common Formats

Format	300	Chain Lines	No. of Leaves*
folio	(fol.)	vertical	2, 4, 6, 8, or 10
quarto	(4to)	horizontal	4 or 2
octavo	(8vo)	vertical	8 or 4
duodecimo	(12mo)	horizontal or vertical**	12, 6, or 8/4
sextodecimo	(16mo)	horizontal	8

*These are the most common number of leaves per gathering. Cf. P. Gaskell, *A New Introduction to Bibliography* (Oxford: Oxford UP, 1972), p. 85.

**Most 12mos have horizontal chain lines; some have vertical chain lines, depending on how the sheet was folded. Cf. Gaskell, p. 87ff, for the gory details.

Alphabetic Signature Marks

A	B	C	D	E	F	G	H	I	K	L	M	N	O	P	Q	R	S	T	V	X	Y	Z
[1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23]

Common Non-Alphabetic/Non-Numeric Signature Marks

LEAF	500 (SIGNATURES)	NAME
{nothing}	pi	<i>unsigned preliminary leaves</i>
{nothing}	chi	<i>unsigned medial leaves</i>
¶	[par.]	paragraph mark/pilcrow
§	[sec.]	section mark
☞	[fist]	fist/manicule/index
†	[dagger]	dagger
‡	[double dagger]	double dagger
⊠	[Maltese cross]	Maltese cross
☛	[fleuron]	fleuron
α	[alpha]	alpha (Greek alphabet)*
&	&	ampersand
7	[et]	Tironian "et" (i.e. "and")
	[con]	Latin abbreviation for "con-"
	[rum]	Latin abbreviation for "-rum"

*Do NOT use Greek characters even if they are available. Always transcribe the Romanized pronunciation (i.e. alpha, beta, gamma, delta ...) in brackets.

AUSTRIAN PAMPHLET AND BROADSIDE PROJECT V1.1

Fixed Fields:

Lang:

This field encodes the primary language of the item. It is set to "ger" (German). If you encounter an item printed primarily in a language other than German, use its MARC code from the drop-down list. For items printed in multiple languages in which no one language predominates, consider the language of the title to be primary.

Ctry:

This field encodes the country in which the item was printed. It is set to "au" (Austria), because we are assuming that all these documents were printed as well as issued there. If you encounter an item you have reason to believe was printed elsewhere, see me.

Variable Fields:

Some variable fields require little to no editing (or will be second nature to you by now). The following fields, however, will require creation or greater attention.

026 [] [] ‡e <1st group> <2nd group> <3rd group> <4th group> (<page code>) <date> (<date code>) ‡2 fei

THIS FIELD IS FOR PRE-1800 MATERIALS ONLY. Delete this field in documents from 1800 onward.

041 0 [] ‡a <language code> ‡a <language code>

Add this field *only* if the text of the work is provided in more than one language. The MARC code list for languages can be found here:

`<http://www.loc.gov/marc/languages/language_name.html>`

The first ‡a will contain the primary language. It will be paired with a 546 (see below).

043 [] [] ‡a <country code>

This field encodes the country with which the work is concerned. Austria is provided as the default:

043 [] [] ‡a e-au---

If, however, the work is concerned with another country (determined by the 65X fields), replace **e-au** (the final --- will be invariant) with the relevant code from the MARC Geographic Area Code list:

`<http://www.loc.gov/marc/geoareas/gacs_name.html>`

For documents dealing with multiple countries, see me.

1XX:

These works were promulgated by a number of different Austrian authorities. The most common entries for the 1XX are **Austria**, **Upper Austria (Austria)**, and **Lower Austria (Austria)**. Use **Austria** when the document credits the *vereinigte Stände der österreichischen Erblande* or the *kaiserliche und königliche* (sometimes abbreviated *k. u. k.* or *k. k.*) *Staaten*. Also use **Austria** as the default when no better identification can be made.

110 1 [] ‡a Austria.

The Austrian *Hofkriegsrat* has its own established form:

110 1 [] #a Austria. #b Hofkriegsrat.

Use **Upper Austria (Austria)** when the document credits *Oberösterreich* or *Österreich ob der Enns*.

110 1 [] #a Upper Austria (Austria)

Use **Lower Austria (Austria)** when the document credits *Niederösterreich* (sometimes abbreviated to *N. O.* or *N. Oe.* or, in Latin, *Inf. Austr.*) or *Österreich unter der Enns*.

110 1 [] #a Lower Austria (Austria)

If the work credits a Viennese authority, use **Vienna (Austria)** in the 110. (Do NOT use this heading if the work was merely promulgated in Vienna by the Austrian emperor or a Lower Austrian *Landeshauptmann*, for example.)

110 1 [] #a Vienna (Austria)

Two other authorities you will encounter are the *Stadtmagistrat* of Innsbruck and the kingdom of Galicia-Lodomeria.

110 1 [] #a Innsbruck (Austria). #b Stadtmagistrat.

110 1 [] #a Galicia-Lodomeria (Kingdom)

Most of these main entries will have an associated 700 with the name(s) of the main signatory (or signatories) of the document. See the information on that field for a comprehensive list.

Some documents are promulgated by reigning monarchs, each of whose institutional 110 should be paired with a personal 700:

110 1 [] #a Holy Roman Empire. #b Emperor (1705-1711 : Joseph I)

700 0 [] #a Joseph #b I, #c Holy Roman Emperor, #d 1678-1711.

110 1 [] #a Holy Roman Empire. #b Emperor (1765-1790 : Joseph II)

700 0 [] #a Joseph #b II, #c Holy Roman Emperor, #d 1741-1790.

110 1 [] #a Holy Roman Empire. #b Emperor (1711-1740 : Charles VI)

700 0 [] #a Charles #b VI, #c Holy Roman Emperor, #d 1685-1740

110 1 [] #a Austria. #b Sovereign (1740-1780 : Maria Theresa)

700 0 [] #a Maria Theresa, #c Empress of Austria, #d 1717-1780.

110 1 [] #a Austria. #b Sovereign (1792-1835 : Francis I)

700 0 [] #a Francis #b I, #c Emperor of Austria, #d 1768-1835

110 1 [] #a France. #b Sovereign (1799-1814 : Napoleon I)

700 0 [] #a Napoleon #b I, #c Emperor of the French, #d 1769-1821

Finally, a few documents (e.g. military orders) will have their authors as their main entry in a 100.

100 1 [] #a Berthier, Louis-Alexandre, #d 1753-1815.

100 1 [] #a Morand, Charles Antoine, #d 1771-1835.

100 1 [] #a Tilly, J. F. (Note space between initials!)

100 1 [] #a Welden, Ludwig von, #d 1782-1853.

100 1 [] #a Windisch-Grätz, Alfred Candid Ferdinand, #c Fürst zu, #d 1787-1862.

Consult the Excel spreadsheets *GBAu792LFolio.xls* and *GBAu792LBroadside.xls* for help making identifications. These spreadsheets can be found under My Computer → catmet on 'library\files' (P:) → rbcats → Student Projects → Austrian Pamphlets & BroadSides.

If the name of the issuing person or body does not appear in the 245, make a 500 note explaining where you found it (e.g. "Text signed at end: Joseph Felner."). *For these documents, do this even if the issuing person or body does not get his/its own 7XX field.*

240 1 0 #a <Uniform title>.

There are a few treaties in this collection. These require an additional title field prior to the 245: a 240 uniform title field:

```
240 1 0 #a Treaties, etc. #g Bavaria (Kingdom), #d 1807 Nov. 5.
245 1 0 #a Staatsvertrag über die wechselseitige Freyzügigkeit der
      Pensionen zwischen dem österreichischen Kaiserstaat und dem
      Königreiche Bayern.
```

The other party to the treaty will receive a 710 with a uniform title:

```
710 1 0 #a Bavaria (Kingdom) #t Treaties, etc. #g Austria, #d 1807 Nov.
      5.
```

The forms for both of these fields can be found in the cheat sheet.

260 [] [] #a [Austria? : #b s.n., #c <Imprint date>]

These documents appear to be largely without imprints. We will assume that, if promulgated for and/or in Austria, they were also printed there and infer the #a from that circumstance as we do the #c from the date of promulgation:

```
260 [] [] #a [Austria? : #b s.n., #c 1800]
```

Pair any supplied information with a 500 note explaining where you found it (e.g. "Text dated at end: Gegeben in Wien den 22sten September 1800."). When one of these documents does give imprint information, enter it in the relevant fields (adding a 700 1 [] for the printer, if needed).

The cheat sheet gives putative dates and date ranges for documents that lack them.

```
300 [] [] #a <#> p. : #b <"ill."> ; #c <#> cm. (<format>)
300 [] [] #a (1 sheet [1] p.) : #b <"ill."> ; #c <#> x <#> cm.
```

This field is for physical description.

For Pamphlets:

FOR PRE-1800 MATERIALS, count all pages, whether numbered or not; unnumbered page sequences are supplied in brackets.

```
#a 6 p.           (6 numbered pages)
#a 4, [2] p.     (4 numbered pages followed by 2 unnumbered pages)
#a [6] p.       (6 unnumbered pages)
```

FOR MATERIALS PRINTED FROM 1800 ONWARD, count only numbered page sequences unless you need to refer to an unnumbered page elsewhere in the record. Unpaginated documents from this period are handled in one of two ways:

```
#a 1 v. (unpaginated) (for long documents)
#a [6] p. (for brief documents)
```

FOR PRE-1800 MATERIALS, if the pamphlet is completely unpaginated, add a 500 note with this information:

```
500 [] [] #a Without pagination.
```

If the pamphlet has an illustration (e.g. a coat of arms), use "ill." in the subfield b. (An ornament does not count as an illustration.) If the pamphlet has no illustrations, omit this subfield. Measure the height of the pamphlet in centimeters for the ‡c. FOR PRE-1800 MATERIALS ONLY also determine the pamphlet's format for the ‡c.

‡a 6 p. : ‡b ill. ; ‡c 36 cm. (fol.) (for pre-1800 materials)
‡a 6 p. : ‡b ill. ; ‡c 36 cm. (for post-1800 materials)

We do NOT record format for materials printed from 1800 onward.

For Broadsides:

A broadside is a single sheet printed on one side, so the ‡a in the 300 field will always be structured thus:

‡a 1 sheet ([1] p.)

In the ‡c subfield give both the height and the width of the broadside, height first:

300 [] [] ‡a 1 sheet ([1] p.) ; ‡c 38 x 24 cm.

If the broadside has a large illustration (e.g. a coat of arms), use "ill." in the subfield b. (A small ornament does not count as an illustration.) If the broadside has no illustrations, omit this subfield. Broadsides have no format.

546 [] [] ‡a <Name of language> and <Name of language>.

This field, used in conjunction with the 041, specifies the language of a work. Add this field *only* if the text of the work is provided in more than one language. Use the name of the language, not its MARC code, and give the primary language first. This will always be the first 5XX field when it occurs.

500:

This is a free-text field for notes concerning anything to do with this edition of the work. (The 590 field contains notes regarding our particular copy.) In general 500 notes are ordered in this way:

- Notes dealing with authorship.
- Notes dealing with the title.
- Notes dealing with the imprint.
- Signature statement (see below)
- Notes dealing with signatures and pagination.
- Notes dealing with other aspects of physical description.
- Index note.

500 [] [] ‡a Signatures: <Signature statement>.

THIS FIELD IS FOR PRE-1800 MATERIALS ONLY. The presence of blank leaves should always be noted, either in a parenthetical statement at the end of this note or as a separate 500 note immediately following.

500: [] [] ‡a Signatures: A-B⁴ (leaf B4 blank).
500: [] [] ‡a Signatures: A-B⁴ C².
500: [] [] ‡a Leaves B4 and C2 are blanks.

Broadsides never require a signature statement or a 500 "Without pagination" note. They do require a 500 [] [] #a **Broadside**. note and a 655 [] 7 broadside genre heading. (Forms will also require the 655 [] 7 genre headings for forms.)

590 [] [] #a **Culture Class Collection copy is no. <#> in a collection of at least 200 Austrian pamphlets and broadsides containing decrees, notices and treaties issued largely during the 18th and the first half of the 19th centuries.**

This is the first local note. If you have two or more copies of the same document, emend it as follows:

590 [] [] #a **Culture Class Collection copies 1 and 2 are no. <#> and <#>, respectively, in a collection of Austrian pamphlets ...**

Make a separate set of 590 notes to describe each copy, beginning each note **Culture Class Collection copy <#> ...**

590:

This is a free-text field for notes concerning anything to do with our copy of the work, such as:

- Imperfection: When required, this is the second local note (after the one identifying the pamphlet by number). A pamphlet is imperfect if parts of it are missing -- the technical term is "wanting". Note what isn't there, preferably by leaf number. *Always note specifically that the title leaf is wanting, even if it is part of a series of missing leaves.* When more of the pamphlet is wanting than present, note what is "only" present.
- Provenance: This includes signatures, ownership inscriptions, stamps, labels, and seals (i.e. anything that shows personal or institutional ownership of the pamphlet). Exclude marks of Penn's ownership (but not of donation to Penn). Pair each provenance 590 with a 650 [] 4 PRO field, EXCEPT SEALS, which pair with *both a 650 [] 4 PRO and a 655*. For more information about describing seals, see the "Cataloging Seals" document.
- Ms. annotations: Note ms. notes (interlinear or marginal), marks and underlines. Early ms. is always interesting; later ms. is a judgment call (e.g. random strings of alphanumeric in modern pencil, which is probably a bookseller's internal reference number, can be safely ignored). Differentiate between ink and pencil; always note colored (i.e. non-black) ink. Multiple occurrences of ms. can be described collectively as "few", "several", "some", "many", and "copious". Significant inscriptions (if any) can be broken out and noted separately.
- Disbound note: Note when the pamphlet was once bound but has since been *disbound*:

590 [] [] #a **Culture Class Collection copy disbound.**

If the pamphlet consists of two or more gatherings which have become detached from one another on disbinding, use this note:

590 [] [] #a **Culture Class Collection copy disbound (loose gatherings).**

If a broadside shows signs of once having been bound into a volume (e.g. a left marginal fold contains evidence of glue or stitching; a stub of paper is affixed to the verso of the document along a central fold; etc.), use the following note:

590 [] [] #a **Culture Class Collection copy disbound from a nonce volume.**

- Unbound note: This note applies only to pamphlets consisting of two or more bifolia (folded two-leaf sheets); do not give a single folded sheet an unbound note.

For folio pamphlets:

```
590 [] []   #a Culture Class Collection copy unbound.
```

For all other pamphlets:

```
590 [] []   #a Culture Class Collection copy unbound (folded uncut
sheets) .
```

```
590 [] []   #a Culture Class Collection copy unbound (folded cut
sheets) .
```

- Damage short of imperfection: Note any detached leaves; significant tears, holes (including wormholes), burns, ink blots or dampstaining; and any damage which affects the legibility of the text.

650/651 :

A basic set of subject headings is provided:

```
650 [] 0    #a Law #z <Geographic name> #v <Early works to 1800>.
651 [] 0    #a <Geographic name> #x History #y <#>th century
#v Sources.
```

Use the cheat sheet to fill in the blanks with the relevant geographic name. Please note that geographic names with multiple parts are handled differently in #a and #z. In #a, use the name as it would appear in the 110 field:

```
651 [] 0    #a Upper Austria (Austria) #x History #y 18th century
#v Sources.
```

For #z, generally give each element its own subfield in descending order of priority (e.g. nation, then state, then city):

```
650 [] 0    #a Law #z Austria #z Upper Austria #v Early works to
1800.
```

EXCEPTIONS:

```
#a Salzburg (Austria : Land) ==> #z Austria #z Salzburg (Land)
#a Galicia (Poland and Ukraine) ==> #z Galicia (Poland and Ukraine)
#a Goriška (Slovenia and Italy) ==> #z Goriška (Slovenia and Italy)
#a Lombardo-Venetian Kingdom ==> #z Italy #z Lombardo-Venetian Kingdom
```

If in doubt, look the name up in the OCLC authority file. There will usually be a field at the end of the entry showing how the name should appear in #z.

IMPORTANT: For some documents, the cheat sheet will give a subject heading other than or in addition to the geographic name(s) with which to fill in the blanks on the default 65Xs. Include these subject headings as they appear. Anything that begins with a topic (e.g. Education) will be a 650; anything that begins with a geographic name (e.g. Venice) will be a 651. If no fill-in-the-blank geographic name is given, delete the default 65Xs.

Delete the #v Early works to 1800 for works printed after 1800. Please note that 6XX fields can end with a parenthesis.

700:

Consult the cheat sheets for help in identifying the relevant names for the 700 field for a given document:

700	1	[]	‡a Auersperg, August, ‡c Graf von, ‡d d. 1827.
700	1	[]	‡a Bach, Alexander, ‡c Freiherr von, ‡d 1813-1893.
700	1	[]	‡a Bellegarde, Heinrich von, ‡d 1756-1845.
700	1	[]	‡a Berthier, Louis-Alexandre, ‡d 1753-1815.
700	1	[]	‡a Bissingen und Nippenburg, Ferdinand von, ‡d 1749-1831.
700	1	[]	‡a Bruck, Karl Ludwig von, ‡d 1798-1860.
700	1	[]	‡a Buol-Schauenstein, Johann Rudolf von, ‡d 1763-1834.
700	1	[]	‡a Chorinsky, Gustav von, ‡d 1806-1873.
700	1	[]	‡a Chorinsky, Ignaz Karl von, ‡d 1770-1823.
700	1	[]	‡a Chotek, Rudolf von, ‡d 1701-1771.
700	1	[]	‡a Clarke, Henri Jacques Guillaume, ‡d 1765-1818.
700	1	[]	‡a Cordon, Franz von.
700	1	[]	‡a Dietrichstein, Joseph Karl, ‡c Graf von, ‡d 1763-1825.
700	0	[]	‡a Ferdinand Karl Josef, ‡c Erzherzog von Österreich-Este, ‡d 1781-1850.
700	1	[]	‡a Hackher zu Hart, Joseph Franz, ‡c Edler von, ‡d 1726-1792.
700	1	[]	‡a Herberstein, Joseph Johann Nepomuk, ‡c Graf von, ‡d 1725 or 27-1809.
700	1	[]	‡a Hingenau, Bernhard Gottlieb von, ‡d 1760-1833.
700	1	[]	‡a Hohenzollern-Hechingen, Friedrich Franz Xaver, ‡c Prinz von, ‡d 1757-1844.
700	1	[]	‡a Hörl, Joseph Georg, ‡d 1722-1806.
700	1	[]	‡a Hormayr zu Hortenburg, Joseph, ‡c Freiherr von, ‡d 1781-1848.
700	1	[]	‡a Jellacic de Buzim, Franz, ‡d 1746-1810.
700	1	[]	‡a Kaunitz-Rittberg, Ernst Christoph von, ‡d 1737-1797.
700	1	[]	‡a Klebelsberg, Hieronymus von, ‡d 1800-1862.
700	1	[]	‡a Krieg von Hochfelden, Franz, ‡d 1776-1856.
700	1	[]	‡a Kuefstein, Johann Ferdinand, ‡c Graf, ‡d 1752-1818.
700	1	[]	‡a Krauss, Philipp von, ‡d 1792-1861.
700	1	[]	‡a Kulmer, Franjo von, ‡d 1806-1853.
700	1	[]	‡a Lamberg, Anton Raimund, ‡c Graf von, ‡d 1795-1869.
700	1	[]	‡a Lamberg, Franz Joseph von, ‡d 1637-1712.
700	1	[]	‡a Lamberg-Sprinzenstein, Franz de Paula Anton, ‡c Graf von, ‡d 1705-1765.
700	1	[]	‡a Lumpert, Anton, ‡d 1757-1837.
700	1	[]	‡a Mannagetta-Lerchenau, Johann Joseph Martin, ‡c Freiherr von, ‡d d. 1762.
700	0	[]	‡a Maximilian Joseph, ‡c Erzherzog von Österreich-Este, ‡d 1782-1863.
700	1	[]	‡a Mittrowsky, Anton Friedrich, ‡d 1770-1842.
700	1	[]	‡a Montgelas, Maximilian Joseph, ‡c Graf von, ‡d 1759-1838.

700 1 [] ‡a Orsini-Rosenberg, Philipp Joseph, ‡c Graf von, ‡d 1691-1765.
700 1 [] ‡a Penkler, Joseph von, ‡d 1751-1830.
700 1 [] ‡a Pergen, Johann Anton, ‡d 1725-1814.
700 1 [] ‡a Reichmann von Hochkirchen, Augustin, ‡d 1754-1828.
700 1 [] ‡a Sauer von und zu Ankenstein, Wenzel, ‡c Graf, ‡d 1742-1799.
700 1 [] ‡a Saurau, Franz Joseph von, ‡d 1760-1831.
700 1 [] ‡a Saurau, Maria Karl von, ‡d 1718-1778.
700 1 [] ‡a Schlik, Leopold Heinrich, ‡c Graf von, ‡d 1729-1770.
700 1 [] ‡a Schwarzenberg, Felix, ‡c Fürst zu, 1800-1852.
700 1 [] ‡a Seuffert, Johann Michael, ‡d 1764-1829.
700 1 [] ‡a Skrbensky von Hrzistie, Anton Philipp, ‡c Graf von, ‡d 1789-1876.
700 1 [] ‡a Spindler, Johann Philipp.
700 1 [] ‡a Stadion, Franz, ‡c Graf, ‡d 1806-1853.
700 1 [] ‡a Stadion, Friedrich Lothar Joseph von, ‡d 1761-1811.
700 1 [] ‡a Steinherr, Joseph Innozenz, Edler von Hohenstein, ‡d 1751-1824.
700 1 [] ‡a Stipsicz, Joseph von, ‡d 1755-1831.
700 1 [] ‡a Sumerau, Joseph Thaddäus von, ‡d 1714-1817.
700 1 [] ‡a Talatzko von Gestietics, Johann Adam von, ‡d 1778-1858.
700 1 [] ‡a Thinnfeld, Ferdinand Joseph Johann von, ‡d 1793-1868.
700 1 [] ‡a Thürheim, Christoph Wilhelm, ‡c Graf von, ‡d 1731-1802.
700 1 [] ‡a Welden, Ludwig von, ‡d 1782-1853.
700 1 [] ‡a Weltz, Ferdinand Karl von, ‡d 1653-1711.
700 1 [] ‡a Windisch-Grätz, Alfred Candid Ferdinand, ‡c Fürst zu, ‡d 1787-1862.
700 1 [] ‡a Wöber zu Hagenberg, Jakob, ‡c Reichsfreiherr von.
700 1 [] ‡a Wohlleben, Stephan von, ‡d 1751-1823.
700 1 [] ‡a Wrba-Freudenthal, Rudolf von, ‡d 1761-1823.

If the work was promulgated by someone not on this list, see me.

700 1 [] ‡a <Printer's name>), ‡e printer.

THIS FIELD IS FOR PRE-1800 MATERIALS ONLY. Delete this field in records from 1800 onward.

752 [] [] ‡a Austria.

We are assuming that most of these documents were printed in Salzburg, so this field is provided as the default. If necessary, emend this field to conform to the information provided in the 260.

852 8 [] ‡b scarce ‡k Mapcase ‡h GB ‡i Au792L no. <#> ‡x <source>

These materials come from the Mapcase sublocation, so add ‡k Mapcase to the 852 field in the holdings record.

Revised 11 February 2013:NEB

BRUNSWICK BROADSIDES PROCEDURES

I. Examine the broadside and measure its dimensions (if folded, measure both folded and unfolded dimensions). Also note any features to be recorded in 500 notes (e.g. initials, *locus sigilli*, etc.) or 590 notes (e.g. provenance, damage, seals, etc.).

Note: For help reading/transcribing Fraktur fonts, consult the Yale Library Fraktur Chart:
<<http://www.library.yale.edu/cataloging/music/fraktur.htm>>

II. Find citations to the broadside in Petersen and, if applicable, VD 17. (You can search VD 17 by fingerprint.)

III. Search OCLC for a matching record in English (F2).

- If you find one, apply the online constant data record **BrunswickPamphletsBroadside** to it (CTRL-U) and edit the record as needed, adding a **‡d PAU** to the end of the 040 field. Validate the record as you work (SHIFT-F5) and control the headings (SHIFT-F11) when finished.
- If you don't find one, create a new record (CTRL-SHIFT-B), apply the online constant data record **BrunswickPamphletsBroadside** to it (CTRL-U), and complete the record. Validate the record as you work (SHIFT-F5) and control the headings (SHIFT-F11) when finished.

Of Note in the Bibliographic Record:

1. The main entry will be a 110 field. If the broadside credits the **E.E. Rath** or **Burgermeister und Rath der Stadt Braunschweig** or Petersen gives **BM und Rat der Stadt BS**, use this heading:

```
110 1 [] ‡a Braunschweig (Germany). ‡b Rat.
```

If the broadside or Petersen credits the reigning duke or dukes, use this heading:

```
110 1 [] ‡a Braunschweig (Duchy)
```

This 110 will be paired with an appropriate 700 field for the duke(s). See the Reference Document for a complete list of dukes.

If the broadside credits the Napoleonic kingdom of Westphalia (1807-1813), see the Reference Document for information on how to proceed. If anyone else is credited, see me.

2. If the issuing person or body is identified only at the close of the text with a printed signature or a "Given by" statement, transcribe that signature or statement in a 500 note.

```
500 [] [] ‡a Text signed at end: Der Rath der Stadt zu Braunschweig.
```

3. If the broadside has a title, use it in the 245:

```
245 1 [] ‡a Des Durchleuchtigen Hochgebornen Fürsten und Herrn Herrn Augusti, Herzogen zu Brunswieg und Lünäburgk, Müntz-Edict.
```

If the title is generic (e.g. *Edict* or *Tax-Ordnung*), use it in the 245 but add a 246 1 [] with the first lines of the document, as much as is needed to distinguish this work from others with the same generic title. Use VD 17's transcription if available.

```
245 1 [] ‡a Edict.
```

```
246 1 [] ‡i Text begins: ‡a Von Gottes Gnaden Wir Augustus, Herzog zu  
Brunswieg und Lunäburg ... vernommen, dass ... im hiehigen Unserem  
Fürstentuhmb Wulfenbüttel ... unterschiedene Personen sich niedergelassen,  
welche Uns mit gewöhnliche[n] Huldigungs-Pflichten nicht verwandt ...
```

If the work lacks a title, use the first lines of the document (as transcribed by VD 17, if available) and add the following 500 note:

```
500 [] [] #a Title from beginning of text.
```

4. Enter imprint information in the 260 field. If that information is lacking in the broadside itself, supply it from VD 17, if available, and add a 500 note indicating the source:

```
260 [] [] #a [Wolfenbüttel : #b Jakob Schmidt, #c 1655]
```

```
500 [] [] #a Imprint from VD 17.
```

Add a 700 field with the printer's name if it has been established in the OCLC name authority files. If not, see me. Use the date from the subfield c to complete the DATE fixed field and the 650 [] 4 CHR field.

5. Give both the height and the width of the broadside in the ‡c of the 300 field, height first:

```
300 [] [] #a 1 sheet ([1] p.) ; #c 38 x 24 cm.
```

If the broadside is folded, enter its unfolded dimensions in the 300 and make a 590 note to record its folded dimensions:

```
590 [] [] #a Culture Class Collection copy folded to 19 x 12 cm.
```

4. Enter citation numbers for Petersen and, if applicable, VD 17 in their respective 510s. Delete any 510 you cannot complete.

5. Add any relevant 500 and 590 notes; if the latter include any provenance information, also add the relevant 650 [] 4 PRO fields.

6. If the work was promulgated for the Duchy of Braunschweig, use these subject headings:

```
650 [] 0 #a Law #z Germany #z Braunschweig #v Early works to 1800.
```

```
651 [] 0 #a Braunschweig (Germany : State) #x History #v Sources.
```

Note: If the work was printed after 1800, omit the subfield v in the 650.

If the broadside credits the Napoleonic kingdom of Westphalia (1807-1813), see the Reference Document for information on how to proceed. If anyone else is credited, see me.

7. Make sure to fill in the box and pamphlet numbers in the 090, 246, and first 590 fields.
8. Enter a fingerprint into the 026 field. (See the documentation on creating fingerprints for single-sheet items for information on how to proceed.)

The Reference Document gives detailed field-by-field cataloging instructions with examples; consult it as needed.

IV. Save the record to the online save file for review (CTRL-ALT-V). Once review is completed, export the record into Voyager.

- If the record has an OCLC control number, simply use the export command (F5).
- If the record lacks an OCLC control number, first update the holdings (F8), then export (F5).

Import the record from the OCLC data file in Voyager (Record -- Import -- From new file / From previous file) and save it to the database ("Save to DB" button). Make a holdings record ("New Hldgs" button) with the following edits:

Leader:

Type of Record: **x**

Encoding Level: **1**

852:

852 8 [] #b scrare #h GB #i B8385L box [#] no. [#] #x [source]

The source will be written or stamped on the broadside and appear in one of two forms:

[Two-digit number]-[Four-digit number]: e.g. "52-1529"
[Year] ([Number]) [Funding source]: e.g. "1952 (A6871) BAGenS"

Save the holdings record in Voyager ("Save to DB" button).

VI. Click the "OK to Export" box in the "System" tab of the bibliographic record and save the bibliographic record to Voyager ("Save to DB" button).

VII. Add **IN PENCIL** the pamphlet's "box [#] no. [#]" to the call number GB. B8385L written or stamped on the back of the pamphlet. Record the call number and Voyager bibliographical record number and mark the record "Done" in the German Culture Class spreadsheet on GoogleDocs.

*

MULTIPLE COPIES OF THE SAME BROADSIDE:

1. Make sure they are different copies, not different editions. Compare subsidiary portions of title, fingerprints, dates at end of document, and contents; also consult VD 17's "Anmerkungen" for information on variants within an edition. If you aren't sure, see me.
2. Catalog all copies on the same bibliographic record, assigning each one its own number in the "box [#] no. [#]" sequence. Make a 246 for each copy with its proper "box [#] no. [#]":

246 1 3 #a Brunswick Pamphlets. #n box 3 no. 12 #5 PU
246 1 3 #a Brunswick Pamphlets. #n box 3 no. 13 #5 PU

If there are 2 *copies* of the same broadside, give each its own 090 field:

090 [] [] #a GB #b B8385L box 3 no. 12
090 [] [] #a GB #b B8385L box 3 no. 13

But if there are 3 or more *copies* of the same broadside, delete the 090 field.

3. Edit the first 590 note to read:

590 [] [] #a Culture Class Collection copies 1 and 2 are box [#], no. [#]
and [#], respectively, in a collection of early modern German legal pamphlets
...

4. Make a separate series of other 590 notes for each copy. Each note should begin:

Culture Class Collection copy [#] ...

5. Any 650 4 PRO fields should have the copy number added in parentheses at the end:

650 [] 4 #a PRO Smith, John (autograph) (Culture Class Collection copy 2)

5. Make a separate holdings record for each copy.

Revised 10 October 2012:NEB

BRUNSWICK BROADSIDE PROJECT REFERENCE DOCUMENT 1.2

Fixed Fields:

Most fixed fields are invariant. These 2 fields, however, will need to be coded manually for each record.

Ills:

If the broadside has an illustration (see 300 field below), code the first space in this field "a". If the broadside has no illustrations, leave this field blank.

Dates:

Enter the imprint date from the 260 field in the first of the two "Dates" fields. Leave the second one blank.

These 2 fields should be invariant, but may need to be changed under special circumstances.

Lang:

This field encodes the primary language of the broadside. It is set to "ger" (German). If you encounter a broadside printed primarily in a language other than German, see me.

Ctry:

This field encodes the country in which the broadside was printed. It is set to "gw" (Germany). If you encounter a broadside printed anywhere else, see me. If you use "S.l" in the 260 ‡a, code this field "xx".

Variable Fields:

Some variable fields require little to no editing. The following fields, however, will require creation or greater attention.

026 [] [] ‡e [1st group] [2nd group] [3rd group] [4th group] (S)
[date] ([date code]) ‡2 fei

For information on this field, see the document on fingerprints in single-sheet publications.

041 0 [] ‡a ger ‡a lat

Add this field *only* if the text of the work is provided in both German and Latin. It will be paired with a 546 (see below). If any other languages crop up, see me.

043 [] [] ‡a e-gx---

This field identifies the geographic area with which the work is concerned. It is invariant (except in the unlikely event you come across a broadside not concerned with Braunschweig; if you do, see me).

090 [] [] ‡a GB ‡b B8385L box X no. X

This field contains the call number. If there are 2 copies of the same broadside, assign each its own number in the "box [#] no. [#]" sequence and give each its own 090 field:

090 [] [] ‡a GB ‡b B8385L box 3 no. 12
090 [] [] ‡a GB ‡b B8385L box 3 no. 13

If there are 3 or more copies of the same broadside, delete the 090 field.

110:

If the title or opening lines of text credit the **E.E. Rath** or **Burgermeister und Rath der Stadt Braunschweig** or Petersen gives **BM und Rat der Stadt BS**, use this heading:

110 1 [] #a Braunschweig (Germany). #b Rat.

If the title or opening lines of text credit the reigning duke or dukes of Braunschweig or the members of the **Ministerium des Herzogthums Braunschweig** (i.e. v. Wolfradt, v. Bötticher, and/or v. Praun), use this heading:

110 1 [] #a Braunschweig (Duchy)

(This will be paired with an appropriate 700 field for the duke(s) or, in the case of the Ministerium, the members of an interregnal committee. See below.)

If the title or opening lines of text credit the Napoleonic kingdom of Westphalia (1807-1813), use this heading:

110 1 [] #a Westphalia (Kingdom)

(This will be paired with an appropriate 700 field for the king or his regents. See below.)

If the title or opening lines of text credit anyone else, see me.

If the name of the issuing person or body does not appear in the 245 (see below), make a 500 note explaining where you found it (e.g. "Text signed at end: Julius, Herzog zu Braunschweig u. Lüneburg").

245 1 [*] #a [Main portion of title] : #b [Subsidiary portion of title] : [Further subsidiary portion of title] / #c [Statement of responsibility, if grammatically separable from title] ; [Subsidiary portion of title following the statement of responsibility].

If the work has a title, transcribe it, using grammatical and orthographic cues to divide the main portion from the subsidiary portion and statement of responsibility [i.e. that part of the title from which you derived the 110/700]. If the title is long, transcribe only as much as a user would need to identify the work properly. Use ellipses to indicate that a portion of the title has been omitted. (See Figure 1 for an example.)

Note 1: The colon, semi-colon, slash and period each has a specific coding function. When transcribing a title that includes these punctuation marks, omit them (if they will not be missed), substitute commas, or divide the title into subsidiary portions as appropriate. (Exception: A period may be used when it shows a word has been abbreviated or following a numeral in a date or enumerated list.)

Note 2: If the title begins with a definite or indefinite article *in the nominative case*, code the second indicator to skip it.

245 1 4 #a Ein Ordinantz des durchleuchtigsten Herren ...

If the title begins with a definite or indefinite article *in any other case*, code the second indicator "0" [zero]. Add a 246 field containing the title beginning with the first word following the article:

245 1 0 #a Des durchleuchtigsten Herren ...

246 3 0 #a Durchleuchtigsten Herren ...

If the title is generic (e.g. *Edict* or *Tax-Ordnung*), use it in the 245 but add a 246 1 [] with the first lines of the document, as much as is needed to distinguish this work from others with the same generic title. Use VD 17's transcription if available:

245 1 [] #a Edict.

246 1 [] ‡i Text begins: ‡a Von Gottes Gnaden Wir Augustus, Herzog zu
Brunswieg und Lunäburg ... vernommen, dass ... im hiehigen
Fürstentuhmb Wulfenbüttel ... unterschiedene Personen sich
niedergelassen, welche Uns mit gewöhnliche[n] Huldigungs-Pflichten
nicht verwandt ...

If the work lacks a title, use the first lines of the document (as transcribed by VD 17, if available. See Figure 2 for an example.) Add the following 500 note:

500 [] [] ‡a Title from beginning of text.

246 1 3 ‡a Brunswick Pamphlets. ‡n box [#] no. [#] ‡5 PU

This field is for variant forms of the title; we use it here for a local title based on the collection name. If there are multiple copies of the same broadside, assign each its own number in the "box [#] no. [#]" sequence and give each its own 246 field:

246 1 3 ‡a Brunswick Pamphlets. ‡n box 3 no. 12 ‡5 PU
246 1 3 ‡a Brunswick Pamphlets. ‡n box 3 no. 13 ‡5 PU

260 [] [] ‡a [Imprint place] : ‡b [Printer's name], ‡c [Imprint date].

This field is for publication data. Transcribe it if available, omitting extraneous information and providing an Arabic date in brackets following any Roman or textual forms:

Broadside:

Gedruckt in S.F.Gn. Vestung und Residenz-Stadt Wolfen-Büttel / Durch Johann Bißmarck, civem. Im Jahr M. DC. XLVI.

Record:

260 [] [] ‡a Gedruckt in ... Wolfen-Büttel : ‡b Durch Johann Bissmarck ...,
‡c Im Jahr MDCXLVI [1646]

If any information is lacking, supply it from the VD 17 record and add a 500 note indicating its source. Supplied data should be placed in square brackets. If the subfield ‡c does not end in a square bracket, end it with a period.

260 [] [] ‡a Gedruckt in Braunschweig : ‡b [Karl Einhorn], ‡c An. Dom.
MDCLV [1655]
500 [] [] ‡a Printer's name from VD 17.
260 [] [] ‡a [Wolfenbüttel : ‡b Jakob Schmidt, ‡c 1655]
500 [] [] ‡a Imprint from VD 17.

If the imprint place or printer cannot be determined, use the abbreviations "S.l." (*sine loco*) and "s.n." (*sine nomine*) in brackets in the appropriate subfields:

260 [] [] ‡a Gedruckt in Braunschweig: ‡b [s.n.], ‡c An. Dom. MDCLV [1655]
260 [] [] ‡a [S.l. : ‡b s.n.], ‡c MDCLV [1655]

If "S.l." is used here, code the "Ctry" fixed field (see above) "xx".

300 [] [] ‡a 1 sheet ([1] p.) : ‡b ["ill."] ; ‡c [#] x [#] cm.

A broadside is a single sheet printed on one side, so the ‡a in the 300 field will always be structured thus:

‡a 1 sheet ([1] p.)

In the ‡c subfield give both the height and the width of the broadside, height first:

300 [] [] ‡a 1 sheet ([1] p.) ; ‡c 38 x 24 cm.

If the broadside has a large illustration (e.g. a coat of arms), use "ill." in the subfield b. (A small ornament does not count as an illustration.) If the broadside has no illustrations, omit this subfield.

546 [] [] ‡a German and Latin.

This field, used in conjunction with the 041, specifies the language of a work. Add this field *only* if the text of the work is provided in both German and Latin. It will always be the first 5XX field when it occurs. (If any other languages crop up, see me.)

500:

This is a free-text field for notes concerning anything to do with this edition of the work. (The 590 field contains notes regarding our particular copy.) In general 500 notes are ordered in this way:

1. NOTES DEALING WITH AUTHORSHIP.

If the text ends with the printed name of a person or institution traced in a 100, 110 or 700 field, add a 500 "Text signed at end" note.

500 [] [] ‡a Text signed at end: Augustus Herzog zu Brunswieg und Lünäburgk.

500 [] [] ‡a Text signed at end: Der Rath der Stadt zu Braunschweig.

This can be combined with a "Text dated at end" note (see below), if necessary:

500 [] [] ‡a Text dated and signed at end: Geben in Unserer Vestung Wulffenbüttel. Den 24. Julii des 1651. Jares. Augustus Herzog zu Brunswieg und Lünäburgk.

2. NOTES DEALING WITH THE TITLE.

If the work lacks a title and you have used the first lines of the document as transcribed by VD 17, add the following 500 note:

500 [] [] ‡a Title from beginning of text.

3. NOTES DEALING WITH THE IMPRINT.

If the text is dated at its close, add a 500 "Text dated at end" note.

500 [] [] ‡a Text dated at end: Den 24. Julii des 1651. Jares.

4. NOTES DEALING WITH PHYSICAL DESCRIPTION

Note the presence of coats or arms or other illustrations; head-pieces and/or tail-pieces; and initials if decorated, inhabited or historiated.

Note where a *locus sigilli* (i.e. "place of the seal," indicated by the letters L.S.) is present, e.g. "Locus sigilli at end of text."

500 [] [] ‡a Broadside.

All broadside catalog records include this 500 note. It is paired with a 655 genre heading for broadsides (see below). If the broadside is a form, also add the 655s for forms (see below).

510 4 []:

This field contains references. If possible, include both of the following:

510 4 [] #a Petersen, W. Verzeichnis der Einblattdrucke und Handschriften ...
Braunschweig-Lüneburg, #c [#]

510 4 [] #a VD 17 #c [#]

If you cannot find the work in one or the other of these references, delete its 510.

590 [] [] #a Culture Class Collection copy imperfect: [description
of imperfection].

When required, this is the second local note (after the one identifying the item by box and number). A broadside is imperfect if part of the sheet is missing -- the technical term is "wanting". Note what isn't there and *always note specifically that the title is wanting*. When it is easier to specify what is present than what is absent, describe it as "only" present:

590 [] [] #a Culture Class Collection copy imperfect: lower portion of
sheet (all after line 15) wanting.

590 [] [] #a Culture Class Collection copy imperfect: last 12 lines of text
only; upper portion of sheet (including caption title) wanting.

590:

This is a free-text field for notes concerning anything to do with our copy of the work, such as:

- Provenance: This includes signatures, ownership inscriptions, stamps, labels, and seals (i.e. anything that shows personal or institutional ownership of the broadside). Exclude marks of Penn's ownership (but not of donation to Penn). Try **both** to identify the person or institution by a common or established form of their name (check OCLC and VIAF) **and** to transcribe it as it appears on the page -- the latter will help users keyword-search the provenance marker as it appears when they do not know to whom or what it refers.

590 [] [] #a Culture Class Collection copy signed at end by August
Wilhelm, Herzog zu Braunschweig und Lüneburg ("Aug. Guil.
Dux Brunsv."), with his red wax seal affixed beneath.

590 [] [] #a Culture Class Collection copy has round armorial stamp
("Fürstlich Stolberg Bibliothek Wernigerode") of Fürstlich
Stolberg-Wernigerodesche Bibliothek at head of sheet.

Pair each provenance 590 with a 650 [] 4 PRO field (see below), EXCEPT SEALS, which pair with *both a 650 [] 4 PRO and a 655* (see below). For more information about describing seals, see the "Cataloging Seals" document.

- Ms. annotations: Note ms. notes (interlinear or marginal), marks and underlines. Early ms. is always interesting; later ms. is a judgment call (e.g. random strings of alphanumeric in modern pencil, which is probably a bookseller's internal reference number, can be safely ignored). Differentiate between ink and pencil; always note colored (i.e. non-black) ink. Multiple occurrences of ms. can be described collectively as "few", "several", "some", "many", and "copious". Significant inscriptions (if any) can be broken out and noted separately.

590 [] [] #a Culture Class Collection copy has a few ms. underlines
and marginal marks in red ink.

590 [] [] #a Culture Class Collection copy has early Latin ms.
correction to text in line 5.

590 [] [] ‡a Culture Class Collection copy: imprint date supplied in modern ms. in pencil at foot of sheet.

- Damage short of imperfection: Note any significant tears, holes (including wormholes), burns, ink blots or dampstaining and any damage which affects the legibility of the text.

590 [] [] ‡a Culture Class Collection copy: sheet closely cropped at all margins with damage to caption title and last line of text.

590 [] [] ‡a Culture Class Collection copy: upper portion of sheet dampstained; wormhole in lower portion of sheet with minor loss of text.

590 [] [] ‡a Culture Class Collection copy: upper portion of sheet torn and mended with some damage to text.

650/651:

These are subject headings. If the work was promulgated for the Duchy of Braunschweig, use these headings:

650 [] 0 ‡a Law ‡z Germany ‡z Braunschweig ‡v Early works to 1800.
651 [] 0 ‡a Braunschweig (Germany : State) ‡x History ‡v Sources.

Note: If the work was printed after 1800, omit the subfield v in the 650.

If the work was promulgated for the Napoleonic kingdom of Westphalia (1807-1813), use these headings:

650 [] 0 ‡a Law ‡z Germany ‡z Westphalia (Kingdom)
651 [] 0 ‡a Westphalia (Kingdom) ‡x History ‡v Sources.

If the work was promulgated for any other jurisdiction, see me.

650 [] 4 ‡a CHR [date]

This field contains the date from the subfield ‡c of the 260 field. For more information, see the specific documentation on this field.

650 [] 4 ‡a PRO [Name] ([Provenance type]) ([Provenance type]) ... ([Collection name] copy [#])

This field should be used in conjunction with a 590 note describing a mark of provenance.

For the name:

Use the established form if available, removing the delimiters but retaining any punctuation and dates.

Geo. Washington ==> PRO Washington, George, 1732-1799
Georgius III. Reg. Brit. &c. ==> PRO George III, King of Great Britain, 1738-1820

If the name is not established, transcribe it as "[Surname], [Forename]", placing it into the nominative case if needed. (If you have a choice between a Latin and a vernacular version of the same name, favor the vernacular here but make sure to transcribe both in the 590 note.)

John Smith ==> PRO Smith, John
Ex Libris Johannis Wecklerii ==> PRO Wecklerius, Johannes

For the provenance type:

The following are standard local provenance types you are likely to encounter in these broadsides:

- autograph
- former owner
- inscription
- seal (for more information about cataloging seals, see the documentation on that topic)
- stamp

The same name can be followed by as many types as are needed. (For seals, see also 655 field below.)

PRO Washington, George, 1732-1799 (autograph)

PRO Wecklerius, Johannes (former owner) (inscription)

PRO George III, King of Great Britain, 1738-1820 (autograph) (seal)

655 [] 7 #a Broadsides #z [Country] #z [Province/City] #y [#]th century. #2 rbgenr

Use this field in conjunction with the 500 "Broadside" note. Fill in the country and province or city to which the broadside was directed and its century of origin. (In general, prefer "Braunschweig" for the second #z.) If any of these elements is unknown, delete its subfield.

655 [] 7 #a Broadsides #z Germany #z Braunschweig #y 17th century.
#2 rbgenr

655 [] 7 #a Broadsides #y 17th century. #2 rbgenr

655 [] 7 #a Broadsides #2 rbgenr

655 [] 7: FORMS

If the broadside was printed as a form, add both of the following 655 fields:

655 [] 7 #a Forms (documents) #2 aat

655 [] 7 #a Blank forms #z Germany #z Braunschweig #y [#]th century.
#2 rbgenr

In the "Blank forms" field, fill in the century of origin. Normally these forms were produced for use in the Duchy of Braunschweig; if they are directed at any other jurisdiction (including the Kingdom of Westphalia), see me. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z [Country] #z [City] #y [#]th century. #2 rbprov #5 PU

Use this field in conjunction with a 590 note about a seal. Fill in the country, city and century of origin for the seal, if known. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z Germany #z Wolfenbüttel #y 17th century.
#2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #y 17th century. #2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #2 rbprov #5 PU

700:

If the work was promulgated for the Duchy of Braunschweig by its duke(s), the first 700 field(s) will contain the name(s) of the reigning duke(s), in conjunction with a 110 1 [] #a Braunschweig (Duchy) field. You will have multiple options for this field, as follows:

- 700 0 [] #a Julius, #c Duke of Braunschweig-Lüneburg, #d 1528-1589.
- 700 0 [] #a Heinrich Julius, #c Duke of Brunswick-Wolfenbüttel, #d 1564-1613.
- 700 0 [] #a Friedrich Ulrich, #c Duke of Brunswick-Wolfenbüttel, #d 1591-1634.
- 700 0 [] #a August, #c Duke of Braunschweig-Lüneburg, #d 1579-1666.
- 700 0 [] #a Rudolf August, #c Duke of Brunswick-Lüneburg, #d 1627-1704.
- 700 0 [] #a Anton Ulrich, #c Herzog von Braunschweig-Wolfenbüttel, #d 1633-1714.

Note: Rudolf August and Anton Ulrich were co-rulers from 1685-1704. When they appear together, include both names, each in its own 700.

- 700 0 [] #a August Wilhelm, #c Herzog zu Braunschweig und Lüneburg, #d 1662-1731.
- 700 0 [] #a Ludwig Rudolph, #c Duke of Braunschweig-Lüneburg, #d 1671-1735.
- 700 0 [] #a Ferdinand Albrecht #b II, #c Duke of Braunschweig-Lüneburg, #d 1680-1735.
- 700 0 [] #a Karl #b I, #c Duke of Brunswick-Lüneburg, #d 1713-1780.
- 700 0 [] #a Carl Wilhelm Ferdinand, #c Duke of Brunswick and Lüneburg, #d 1735-1806.
- 700 0 [] #a Friedrich Wilhelm, #c Herzog von Braunschweig-Lüneburg-Oels, #d 1771-1815.
- 700 0 [] #a Karl #b II, #c Duke of Brunswick-Lüneburg-Wolfenbüttel, #d 1804-1873.

If the work was promulgated for the Duchy of Braunschweig by the members of the **Ministerium des Herzogthums Braunschweig** (i.e. v. Wolffradt, v. Bötticher, and/or v. Praun), the first 700 field(s) will contain the name(s) listed, in conjunction with a 110 1 [] #a Braunschweig (Duchy) field. Include the name of each man credited, as follows:

- 700 1 [] #a Wolffradt, Gustav Anton, #c Graf von, #d 1762-1833.
- 700 1 [] #a Bötticher, August Ludwig von, #d 1746-1835.
- 700 1 [] #a Praun, Carl von, #d 1732-1808.

If the work was promulgated for the Napoleonic kingdom of Westphalia (1807-1813) by the king (Jérôme Bonaparte) or his regents, the first 700 field(s) will contain his/their name(s), in conjunction with a 110 1 [] #a Westphalia (Kingdom) field. You will have multiple options for this field, as follows:

- 700 0 [] #a Jérôme Bonaparte, #c King of Westphalia, #d 1784-1860.

700 1 [] ‡a Jollivet, Jean-Baptiste-Moïse, ‡c comte, ‡d 1754-1818.
700 1 [] ‡a Siméon, Joseph-Jérôme, ‡c comte, ‡d 1749-1842.
700 1 [] ‡a Beugnot, Jacques-Claude, ‡c comte, ‡d 1761-1835.
700 1 [] ‡a Lagrange, Joseph, ‡c comte, ‡d 1763-1836.

If the work was promulgated for any other jurisdiction or credited to someone not on this list, see me.

700 1 [] ‡a [Printer's name as established], ‡e printer.

Add this field if the printer's name has been established in the OCLC name authority files. If the printer's name is not established, see me.

752 [] [] ‡a Germany ‡d [Imprint city as established].

This field is for the imprint place. Check for the established name of the city in the OCLC name authority files.

Revised 15 October 2012:NEB

BRUNSWICK HORROR IN THE NAPOLEONIC ERA

Who to Blame and How to Trace (or Find) Them

NAPOLEON, EMPEROR OF THE FRENCH

110 1 [] #a France. #b Sovereign (1799-1814 : Napoleon I)
700 0 [] #a Napoleon #b I, #c Emperor of the French, #d 1769-1821.

JEROME, KING OF WESTPHALIA

110 1 [] #a Westphalia (Kingdom)
700 0 [] #a Jérôme Bonaparte, #c King of Westphalia, #d 1784-1860.

REGENCY OF WESTPHALIA (JOLLIVET, SIMÉON, BEUGNOT, LAGRANGE)

110 1 [] #a Westphalia (Kingdom)
700 1 [] #a Jollivet, Jean-Baptiste-Moise, #c comte, #d 1754-1818.
700 1 [] #a Siméon, Joseph-Jérôme, #c comte, #d 1749-1842.
700 1 [] #a Beugnot, Jacques-Claude, #c comte, #d 1761-1835.
700 1 [] #a Lagrange, Joseph, #c comte, #d 1763-1836.

Joseph Lagrange is not established and lacks a VIAF entry. He has an entry in French Wikipedia

http://fr.wikipedia.org/wiki/Joseph_Lagrange

and in Georges Six, *Dictionnaire Biographique des Generaux & Amiraux Francais de la Revolution et de l'Empire (1792-1814)* (Paris: Gaston Saffroy, 2003).

MARTIAL DARU, INTENDANT OF BRUNSWICK AND HALBERSTADT

110 1 [] #a Westphalia (Kingdom)
700 1 [] #a Daru, Martial, #d 1774-1827.

Martial Daru is not established. He has a VIAF entry

[http://viaf.org/viaf/89765261/#Daru, Martial 1774-1827](http://viaf.org/viaf/89765261/#Daru,_Martial_1774-1827)

and we also have a copy of Henri Daru's recent biography, *Martial Daru: Baron d'Empire, 1774-1827* (Boulogne Billancourt: RJ, 2009) in the stacks: Van Pelt DC198.D16 M37 2009.

FRENCH GENERALS AND MILITARY GOVERNORS (BISSON; RIVAUD)

100 1 [] #a Bisson, Baptiste-Pierre-François-Jean-Gaspard, #c comte, #d 1767-1811.

General Bisson is not established. He has a VIAF entry

[http://viaf.org/viaf/80852268/#Bisson, Pierre Francois Joseph Gaspard 1767-1811](http://viaf.org/viaf/80852268/#Bisson,_Pierre_Francois_Joseph_Gaspard_1767-1811)

which gives his name as "Pierre Francois Joseph Gaspard Bisson". But this biographical website

<http://www.histoire-empire.org/persos/bisson/bisson.htm>

gives it as "Baptiste-Pierre-François-Jean-Gaspard, comte Bisson". Georges Six, *Dictionnaire Biographique des Generaux & Amiraux Francais de la Revolution et de l'Empire (1792-1814)* (Paris: Gaston Saffroy, 2003) similarly gives his name as "Baptiste-Pierre-François-Jean-Gaspard Bisson". They all agree on his dates: 1767-1811.

100 1 [] #a La Raffinière, Olivier Macoux Rivaud, #c comte de, #d 1766-1839.

General Rivaud is not established and lacks a VIAF entry. Both the French Assemblée Nationale's biographical notice

http://www.assemblee-nationale.fr/sycomore/fiche.asp?num_dept=10228

and Georges Six, *Dictionnaire Biographique des Generaux & Amiraux Francais de la Revolution et de l'Empire (1792-1814)* (Paris: Gaston Saffroy, 2003) give his name as "Olivier Macoux Rivaud de la Raffinière" and his dates as 1766-1839. A biography of him also exists: Germaine de Pellegars-Malhortie, *Olivier-Macoux Rivaud, Comte de la Raffinière, Général de Division, 1766-1839* (Impr. Pays d'Auge-Tribune, 1970).

MINISTERIUM DES HERZOGTHUMS BRAUNSCHWEIG (V. WOLFFRADT, V. BÖTTICHER, V. PRAUN)

110 1 [] #a Braunschweig (Duchy)

700 1 [] #a Wolffradt, Gustav Anton, #c Graf von, #d 1761-1835.

700 1 [] #a Bötticher, August Ludwig von, #d 1746-1835.

700 1 [] #a Praun, Carl von, #d 1732-1808.

Gustav Anton Graf von Wolffradt is not established. He has a VIAF entry

http://viaf.org/viaf/5283296/#Wolffradt,_Gustav_Anton_%C2%98von%C2%9C

and an entry in the ADB

http://de.wikisource.org/wiki/ADB:Wolffradt,_Gustav_Anton_Graf_von

as well as one in German Wikipedia

http://de.wikipedia.org/wiki/Gustav_Anton_von_Wolffradt

August Ludwig von Bötticher is not established and lacks a VIAF entry. He has an entry in the 19th-century German necrology *Neuer Nekrolog der Deutschen*, 13. Jahrgang (1835): 2. Teil (Weimar: B. Fr. Voigt, 1837), p. 873-874 (no. 256), available on Google books

http://books.google.com/books?id=X88EAAAIAAJ&lpg=PA873&ots=_pzzZXflz1&dq=%22august%20ludwig%20von%20botticher%22&pg=PA873#v=onepage&q&f=false

Carl von Praun is not established and lacks a VIAF entry. His dates (1732-1808) are recorded in Herbert Dennert, *Bergbau und Hüttenwesen im Harz vom 16. bis 19. Jahrhundert*, 2. erw. und erg. Aufl. (Clausthal-Zellerfeld: Piepersche Druckerei, 1986), p. 149, where he's called (as of 1765), "the young former Braunschweigian councillor [Hofrat]". Cf. Google Books snippet here:

http://books.google.com/books?id=o7UgAQAAIAAJ&q=%22carl+von+praun%22&dq=%22carl+von+praun%22&hl=en&ei=b33GTpO_JeLj0gH5wunnDw&sa=X&oi=book_result&ct=result&resnum=2&ved=0CDQQ6AEwAQ

A contemporary account by Carl Lachman in his *Geschichte der Stadt Braunschweig seit ihrer Entstehung bis 1816* (Braunschweig: Lucius, 1816), p. 385, identifies Praun and Bötticher as the duke of Braunschweig's oldest "Geheime Räte" [i.e. privy councillors] at the time of the Napoleonic conquest (1806-1807) and says that Praun did not long survive thereafter, which agrees with a death date of 1808. Cf. the Google Books version:

<http://books.google.com/books?id=GF8PAAAAYAAJ&dq=%22von%20praun%22%20%22von%20botticher%22&pg=PA385#v=onepage&q&f=false>

BRUNSWICK PAMPHLET PROJECT REFERENCE DOCUMENT 1.4

Fixed Fields:

Most fixed fields are invariant. These 3 fields, however, will need to be coded manually for each record.

Ills:

If the pamphlet has an illustration (see 300 field below), code the first space in this field "a". If the pamphlet has no illustrations, leave this field blank.

Idx:

If the pamphlet has an index (see 500 Index field below), code this field "1". If it does not, code this field "0" [zero].

Dates:

Enter the imprint date from the 260 field in the first of the two "Dates" fields. Leave the second one blank.

These 2 fields should be invariant, but may need to be changed under special circumstances.

Lang:

This field encodes the primary language of the pamphlet. It is set to "ger" (German). If you encounter a pamphlet printed primarily in a language other than German, see me.

Ctry:

This field encodes the country in which the pamphlet was printed. It is set to "gw" (Germany). If you encounter a pamphlet printed anywhere else, see me. If you use "S.I" in the 260 ‡a, code this field "xx".

Variable Fields:

Some variable fields require little to no editing (or will be second nature to you by now). The following fields, however, will require creation or greater attention.

026 [] [] ‡e [1st group] [2nd group] [3rd group] [4th group] ([page code]) [date] ([date code]) ‡2 fei

This field contains the fingerprint. For more information, see the fingerprint documentation.

041 0 [] ‡a ger ‡a lat

Add this field *only* if the text of the work is provided in both German and Latin. It will be paired with a 546 (see below). If any other languages crop up, see me.

043 [] [] ‡a e-gx---

This field identifies the geographic area with which the work is concerned. It is invariant (except in the unlikely event you come across a pamphlet not concerned with Braunschweig; if you do, see me).

090 [] [] ‡a GB ‡b B8385L box X no. X

This field contains the call number. If there are 2 *copies of the same pamphlet*, assign each its own number in the "box [#] no. [#]" sequence and give each its own 090 field:

090 [] [] #a GB #b B8385L box 3 no. 12
090 [] [] #a GB #b B8385L box 3 no. 13

If there are 3 or more copies of the same pamphlet, delete the 090 field.

110:

If the title leaf or opening lines of text credit the **E.E. Rath** or **Burgermeister und Rath der Stadt Braunschweig** or Petersen gives **BM und Rat der Stadt BS**, use this heading:

110 1 [] #a Braunschweig (Germany). #b Rat.

If the title leaf or opening lines of the work credit the reigning duke or dukes of Braunschweig or the members of the **Ministerium des Herzogthums Braunschweig** (i.e. v. Wolffradt, v. Bötticher, and/or v. Praun), use this heading:

110 1 [] #a Braunschweig (Duchy)

(This will be paired with an appropriate 700 field for the duke(s) or, in the case of the Ministerium, the members of an interregnal committee. See below.)

If the title leaf or opening lines of the work credit the Napoleonic kingdom of Westphalia (1807-1813), use this heading:

110 1 [] #a Westphalia (Kingdom)

(This will be paired with an appropriate 700 field for the king or his regents. See below.)

If the title leaf or opening lines of the work credit anyone else, see me.

If the name of the issuing person or body does not appear in the 245 (see below), make a 500 note explaining where you found it (e.g. "Text signed at end: Julius, Herzog zu Braunschweig u. Lüneburg").

245 1 [*] #a [Main portion of title] : #b [Subsidiary portion of title] : [Further subsidiary portion of title] / #c [Statement of responsibility, if grammatically separable from title] ; [Subsidiary portion of title following the statement of responsibility].

If the work has a title, transcribe it, using grammatical and orthographic cues to divide the main portion from the subsidiary portion and statement of responsibility [i.e. that part of the title from which you derived the 110/700]. If the title is long, transcribe only as much as a user would need to identify the work properly. Use ellipses to indicate that a portion of the title has been omitted. (See Figure 1 for an example.)

If the title is generic (e.g. *Edict* or *Tax-Ordnung*), use it in the 245 but add a 246 1 [] with the first lines of the document, as much as is needed to distinguish this work from others with the same generic title. Use VD 17's transcription if available:

245 1 [] #a Edict.

246 1 [] #i Text begins: #a Von Gottes Gnaden Wir Augustus, Herzog zu BrunsWieg und LunäBurg ... vernommen, dass ... im hiehigen Fürstentuhmb Wulfenbüttel ... unterschiedene Personen sich niedergelassen, welche Uns mit gewöhnliche[n] Huldigungs-Pflichten nicht verwandt ...

If the work lacks a title, use the first lines of the document as transcribed by VD 17. (See Figure 2 for an example.) Add the following 500 note:

500 [] [] ‡a Title from beginning of text.

Note 1: The colon, semi-colon, slash and period each has a specific coding function. When transcribing a title that includes these punctuation marks, either omit them (if they will not be missed), substitute commas, or divide the title into subsidiary portions as appropriate. (Exception: A period may be used when it shows a word has been abbreviated or following a numeral in a date or enumerated list.)

Note 2: If the title begins with a definite or indefinite article *in the nominative case*, code the second indicator to skip it.

245 1 4 ‡a Ein Ordinantz des durchlechtigsten Herren ...

If the title begins with a definite or indefinite article *in any other case*, code the second indicator "0" [zero]. Add a 246 field containing the title beginning with the first word following the article:

245 1 0 ‡a Des durchlechtigsten Herren ...

246 3 0 ‡a Durchlechtigsten Herren ...

246 1 3 ‡a Brunswick Pamphlets. ‡n box [#] no. [#] ‡5 PU

This field is for variant forms of the title; we use it here for a local title based on the collection name. If there are multiple copies of the same pamphlet, assign each its own own number in the "box [#] no. [#]" sequence and give each its own 246 field:

246 1 3 ‡a Brunswick Pamphlets. ‡n box 3 no. 12 ‡5 PU

246 1 3 ‡a Brunswick Pamphlets. ‡n box 3 no. 13 ‡5 PU

260 [] [] ‡a [Imprint place] : ‡b [Printer's name], ‡c [Imprint date].

This field is for publication data. Transcribe it from the title leaf or colophon of the pamphlet, if available, omitting extraneous information and providing an Arabic date in brackets following any Roman or textual forms:

Pamphlet:

Gedruckt in S.F.Gn. Vestung und Residenz-Stadt Wolfen-Büttel / Durch Johann Bißmarck, civem. Im Jahr M. DC. XLVI.

Record:

260 [] [] ‡a Gedruckt in ... Wolfen-Büttel : ‡b Durch Johann Bissmarck ..., ‡c Im Jahr MDCXLVI [1646]

If any information is lacking, supply it from the VD 17 record and add a 500 note indicating its source. Supplied data should be placed in square brackets. If the subfield ‡c does not end in a square bracket, end it with a period.

260 [] [] ‡a Gedruckt in Braunschweig : ‡b [Karl Einhorn], ‡c An. Dom. MDCLV [1655]

500 [] [] ‡a Printer's name from VD 17.

260 [] [] ‡a [Wolfenbüttel : ‡b Jakob Schmidt, ‡c 1655]

500 [] [] ‡a Imprint from VD 17.

If the imprint place or printer cannot be determined, use the abbreviations "S.l." (*sine loco*) and "s.n." (*sine nomine*) in brackets in the appropriate subfields:

260 [] [] ‡a Gedruckt in Braunschweig: ‡b [s.n.], ‡c An. Dom. MDCLV [1655]

260 [] [] ‡a [S.l. : ‡b s.n.], ‡c MDCLV [1655]

If "S.l." is used here, code the "Ctry" fixed field (see above) "xx".

If the imprint date must be inferred from the document's date of promulgation, supply it in square brackets. If said date does not appear in the 260, pair it with a 500 note explaining where you found it (e.g. "Text dated at end: Geben in Unser Vestung Wolfenbüttel den 1. Januar 1655.").

300 [] [] #a [#] p. : #b ["ill."] ; #c [#] cm. ([format])

This field is for physical description. Count all pages, whether numbered or not; unnumbered page sequences are supplied in brackets.

#a 32 p. (32 numbered pages)
#a 30, [2] p. (30 numbered pages followed by two unnumbered pages)
#a [32] p. (32 unnumbered pages)

If the pamphlet is completely unpaginated, add a 500 note with this information:

500 [] [] #a **Without pagination.**

If the pamphlet has an illustration (e.g. a coat of arms), use "ill." in the subfield b. (A title vignette does not count as an illustration.) If the pamphlet has no illustrations, omit this subfield. Measure the height of the pamphlet in centimeters and determine its format -- usually quarto (4to) or folio (fol.) -- for the subfield c.

#a 32 p. : #b ill. ; #c 19 cm (4to)
#a 32 p. ; #c 19 cm. (4to)

SINGLE-SHEET ITEMS ARE TREATED DIFFERENTLY. If one crops up, see me.

546 [] [] #a **German and Latin.**

This field, used in conjunction with the 041, specifies the language of a work. Add this field *only* if the text of the work is provided in both German and Latin. It will always be the first 5XX field when it occurs. (If any other languages crop up, see me.)

500:

This is a free-text field for notes concerning anything to do with this edition of the work. (The 590 field contains notes regarding our particular copy.) In general 500 notes are ordered in this way:

- Notes dealing with authorship.
- Notes dealing with the title.
- Notes dealing with the imprint.
- Signature statement (see below)
- Notes dealing with signatures and pagination.
- Notes dealing with other aspects of physical description
 1. Note the presence of title vignettes; coats of arms or other illustrations; head-pieces and/or tail-pieces; and initials if decorated, inhabited or historiated.
 2. Note where a *locus sigilli* (i.e. "place of the seal," indicated by the letters L.S.) is present, e.g. "Locus sigilli at end of text."
- Index note (see below)

500 [] [] #a Signatures: [Signature statement].

This field contains the signature statement. The presence of blank leaves should always be noted, either in a parenthetical statement at the end of this note or as a separate 500 note immediately following.

500: [] [] #a Signatures: A-B⁴ (leaf B4 blank).
500: [] [] #a Signatures: A-B⁴ C².
500: [] [] #a Leaves B4 and C2 are blanks.

500 [] [] #a Includes index.

Add this note if the work contains an index. (If the items are listed in the order in which they appear in the text, you have a table of contents, not an index.) This will always be the final 500 note in a series.

510 4 []:

This field contains references. If possible, include both of the following:

510 4 [] #a Petersen, W. Verzeichnis der Einblattdrucke und Handschriften ...
Braunschweig-Lüneburg, #c [#]
510 4 [] #a VD 17 #c [#]

If you cannot find the work in one or the other of these references, delete its 510.

590 [] [] #a Culture Class Collection copy imperfect: [description of imperfection].

When required, this is the second local note (after the one identifying the pamphlet by box and number). A pamphlet is imperfect if parts of it are missing -- the technical term is "wanting". Note what isn't there, preferably by leaf number. *Always note specifically that the title leaf is wanting, even if it is part of a series of missing leaves.*

590 [] [] #a Culture Class Collection copy imperfect: leaf B4 wanting.
590 [] [] #a Culture Class Collection copy imperfect: leaves C1-C4 wanting.
590 [] [] #a Culture Class Collection copy imperfect: all before leaf C1
(including title leaf) wanting.

When more of the pamphlet is wanting than present, note what is "only" present:

590 [] [] #a Culture Class Collection copy imperfect: leaves A1-C4 only.
590 [] [] #a Culture Class Collection copy imperfect: title leaf and
conjugate leaf only.

590:

This is a free-text field for notes concerning anything to do with our copy of the work, such as:

- Provenance: This includes signatures, ownership inscriptions, stamps, labels, and seals (i.e. anything that shows personal or institutional ownership of the pamphlet). Exclude marks of Penn's ownership (but not of donation to Penn). Try both to identify the person or institution by a common or established form of their name (check OCLC and VIAF) and to transcribe it as it appears on the page -- the latter will help users keyword-search the provenance marker as it appears when they do not know to whom or what it refers.

590 [] [] #a Culture Class Collection copy signed at end (leaf B4r) by August Wilhelm, Herzog zu Braunschweig und Lüneburg ("Aug. Guil. Dux Brunsv."), with his red wax seal affixed beneath.

590 [] [] #a Culture Class Collection copy has round armorial stamp ("Fürstlich Stolberg Bibliothek Wernigerode") of Fürstlich Stolberg-Wernigerodesche Bibliothek on title leaf.

Pair each provenance 590 with a 650 [] 4 PRO field (see below), EXCEPT SEALS, which pair with *both a 650 [] 4 PRO and a 655* (see below). For more information about describing seals, see the "Cataloging Seals" document.

- Ms. annotations: Note ms. notes (interlinear or marginal), marks and underlines. Early ms. is always interesting; later ms. is a judgment call (e.g. random strings of alphanumerics in modern pencil, which is probably a bookseller's internal reference number, can be safely ignored). Differentiate between ink and pencil; always note colored (i.e. non-black) ink. Multiple occurrences of ms. can be described collectively as "few", "several", "some", "many", and "copious". Significant inscriptions (if any) can be broken out and noted separately.

590 [] [] #a Culture Class Collection copy has a few ms. underlines and marginal marks in red ink in text.

590 [] [] #a Culture Class Collection copy has early Latin ms. correction to text on leaf C1r.

590 [] [] #a Culture Class Collection copy: imprint date supplied in modern ms. in pencil at foot of title leaf.

- Disbound/unbound pamphlets: Note when the pamphlet was once bound but has since been *disbound*:

590 [] [] #a Culture Class Collection copy disbound.

If the pamphlet consists of two or more gatherings which have become detached from one another on disbinding, use this note:

590 [] [] #a Culture Class Collection copy disbound (loose gatherings).

If the pamphlet is *unbound*, use one of these notes:

For folio pamphlets:

590 [] [] #a Culture Class Collection copy unbound.

For all other pamphlets:

590 [] [] #a Culture Class Collection copy unbound (folded uncut sheets).

590 [] [] #a Culture Class Collection copy unbound (folded cut sheets).

Note: To distinguish an unbound copy from one which has been assembled and then disbound, look for signs of sewing -- remains of thread or needle holes -- in the gutter. A previously bound copy will have been sewn.

- Damage short of imperfection: Note any detached leaves; significant tears, holes (including wormholes), burns, ink blots or dampstaining; and any damage which affects the legibility of the text.

590 [] [] #a Culture Class Collection copy: leaf C3 detached.

590 [] [] #a Culture Class Collection copy: leaves closely cropped at all margins with occasional loss of signature mark and damage to first or last lines of text.

590 [] [] #a Culture Class Collection copy: title leaf dampstained; wormhole in lower portion of leaves C1-D2 with minor loss of text.

590 [] [] #a Culture Class Collection copy: upper portion of leaf A2 torn and mended with some damage to text.

650/651:

These are subject headings. If the work was promulgated for the Duchy of Braunschweig, use these headings:

650 [] 0 #a Law #z Germany #z Braunschweig #v Early works to 1800.
 651 [] 0 #a Braunschweig (Germany : State) #x History #v Sources.

Note: If the work was printed after 1800, omit the subfield v in the 650.

If the work was promulgated for the Napoleonic kingdom of Westphalia (1807-1813), use these headings:

650 [] 0 #a Law #z Germany #z Westphalia (Kingdom)
 651 [] 0 #a Westphalia (Kingdom) #x History #v Sources.

If the work was promulgated for any other jurisdiction, see me.

650 [] 4 #a CHR [date]

This field contains the date from the subfield ‡c of the 260 field. For more information, see the specific documentation on this field.

650 [] 4 #a PRO [Name] ([Provenance type]) ([Provenance type]) ... ([Collection name] copy [#])

This field should be used in conjunction with a 590 note describing a mark of provenance.

For the name:

Use the established form if available, removing the delimiters but retaining any punctuation and dates.

Geo. Washington ==> PRO Washington, George, 1732-1799
Georgius III. Reg. Brit. &c. ==> PRO George III, King of Great Britain, 1738-1820

If the name is not established, transcribe it as "[Surname], [Forename]", placing it into the nominative case if needed. (If you have a choice between a Latin and a vernacular version of the same name, favor the vernacular here but make sure to transcribe both in the 590 note.)

John Smith ==> PRO Smith, John
Ex Libris Johannis Wecklerii ==> PRO Wecklerius, Johannes

For the provenance type:

The following are standard local provenance types you are likely to encounter in these pamphlets:

- autograph
- former owner
- inscription
- seal (for more information about cataloging seals, see the documentation on that topic)
- stamp

The same name can be followed by as many types as are needed. (For seals, see also 655 field below.)

PRO Washington, George, 1732-1799 (autograph)

PRO Wecklerius, Johannes (former owner) (inscription)

PRO George III, King of Great Britain, 1738-1820 (autograph) (seal)

655 [] 7: FORMS

If the pamphlet was printed as or contains a form, add both of the following 655 fields:

655 [] 7 #a Forms (documents) #2 aat

655 [] 7 #a Blank forms #z Germany #z Braunschweig #y [#]th century.
#2 rbgenr

In the "Blank forms" field, fill in the century of origin. Normally these forms were produced for use in the Duchy of Braunschweig; if they are directed at any other jurisdiction (including the Kingdom of Westphalia), see me. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z [Country] #z [City] #y [#]th century. #2 rbprov #5 PU

Use this field in conjunction with a 590 note about a seal. Fill in the country, city and century of origin for the seal, if known. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z Germany #z Wolfenbüttel #y 17th century.
#2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #y 17th century. #2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #2 rbprov #5 PU

700:

If the work was promulgated for the Duchy of Braunschweig by its duke(s), the first 700 field(s) will contain the name(s) of the reigning duke(s), in conjunction with a 110 1 [] #a Braunschweig (Duchy) field. You will have multiple options for this field, as follows:

700 0 [] #a Julius, #c Duke of Braunschweig-Lüneburg, #d 1528-1589.

700 0 [] #a Heinrich Julius, #c Duke of Brunswick-Wolfenbüttel, #d 1564-1613.

700 0 [] #a Friedrich Ulrich, #c Duke of Brunswick-Wolfenbüttel, #d 1591-1634.

700 0 [] #a August, #c Duke of Braunschweig-Lüneburg, #d 1579-1666.

700 0 [] #a Rudolf August, #c Duke of Brunswick-Lüneburg, #d 1627-1704.

700 0 [] ‡a Anton Ulrich, ‡c Herzog von Braunschweig-Wolfenbüttel, ‡d 1633-1714.

Note: Rudolf August and Anton Ulrich were co-rulers from 1685-1704. When they appear together, include both names, each in its own 700.

700 0 [] ‡a August Wilhelm, ‡c Herzog zu Braunschweig und Lüneburg, ‡d 1662-1731.

700 0 [] ‡a Ludwig Rudolph, ‡c Duke of Braunschweig-Lüneburg, ‡d 1671-1735.

700 0 [] ‡a Ferdinand Albrecht ‡b II, ‡c Duke of Braunschweig-Lüneburg, ‡d 1680-1735.

700 0 [] ‡a Karl ‡b I, ‡c Duke of Brunswick-Lüneburg, ‡d 1713-1780.

700 0 [] ‡a Carl Wilhelm Ferdinand, ‡c Duke of Brunswick and Lüneburg, ‡d 1735-1806.

700 0 [] ‡a Friedrich Wilhelm, ‡c Herzog von Braunschweig-Lüneburg-Oels, ‡d 1771-1815.

700 0 [] ‡a Karl ‡b II, ‡c Duke of Brunswick-Lüneburg-Wolfenbüttel, ‡d 1804-1873.

If the work was promulgated for the Duchy of Braunschweig by the members of the **Ministerium des Herzogthums Braunschweig** (i.e. v. Wolffradt, v. Bötticher, and/or v. Praun), the first 700 field(s) will contain the name(s) listed, in conjunction with a 110 1 [] ‡a Braunschweig (Duchy) field. You will have multiple options for this field, as follows:

700 1 [] ‡a Wolffradt, Gustav Anton, ‡c Graf von, ‡d 1762-1833.

700 1 [] ‡a Bötticher, August Ludwig von, ‡d 1746-1835.

700 1 [] ‡a Praun, Carl von, ‡d 1732-1808.

If the work was promulgated for the Napoleonic kingdom of Westphalia (1807-1813) by the king (Jérôme Bonaparte) or his regents, the first 700 field(s) will contain his/their name(s), in conjunction with a 110 1 [] ‡a Westphalia (Kingdom) field. You will have multiple options for this field, as follows:

700 0 [] ‡a Jérôme Bonaparte, ‡c King of Westphalia, ‡d 1784-1860.

700 1 [] ‡a Jollivet, Jean-Baptiste-Moïse, ‡c comte, ‡d 1754-1818.

700 1 [] ‡a Siméon, Joseph-Jérôme, ‡c comte, ‡d 1749-1842.

700 1 [] ‡a Beugnot, Jacques-Claude, ‡c comte, ‡d 1761-1835.

700 1 [] ‡a Lagrange, Joseph, ‡c comte, ‡d 1763-1836.

If the work was promulgated for any other jurisdiction or by someone not on this list, see me.

700 1 [] ‡a [Printer's name as established], ‡e printer.

Add this field if the printer's name has been established in the OCLC name authority files. If the printer's name is not established, see me.

752 [] [] #a Germany #d [Imprint city as established].

This field is for the imprint place. Check for the established name of the city in the OCLC name authority files.

Revised 17 October 2012:NEB

MARC EDIT TASK MANAGER COMMANDS

Add Delete Field Task:

041
506
524
540
544
545
561

Add New Field Task:

555 0\ \$a Finding aid available through the World Wide Web.
710 2\ \$a[Culture] Culture Class Collection (University of Pennsylvania) \$5 PU
710 2\ \$aCulture Class Collection (University of Pennsylvania) \$5 PU
752 \ \$a[Country of Publication] \$d[city of publication]
856 42\$3Finding aid \$u[URL]

Add Edit Indicator Task:

245 1\ 10
600 17 \$2local 14
600 37 \$2local 34
610 07 \$2local 04
610 27 \$2local 24
700 17 \$2local 14
700 37 \$2local 34
600 17 \$2NACO Authority File 10
600 17 \$Library of Congress Name Authority Headings 10
600 37 \$Library of Congress Name Authority Headings 30
610 07 \$Library of Congress Name Authority Headings 00
610 27 \$Library of Congress Name Authority Headings 20
700 17 \$Library of Congress Name Authority Headings 10
700 37 \$Library of Congress Name Authority Headings 30

Add Replace All Task:

=040 \ \$edacs =040 \ \$a PAU \$c PAU \$e dacs 0
\$2Library of Congress Name Authority Headings [leave blank]
\$2Naco Authority File [leave blank]
\$2local [leave blank]
\$2Local Sources [leave blank]
Physical Description Note: [leave blank]
\$creator . \$creator
\$creator [leave blank]

=852 \\\$bUniversity of Pennsylvania: Rare Book & Manuscript Library Print Collections\$c
=852 \\\$aUniversity of Pennsylvania\$b Rare Book & Manuscript Library Print Collections\$h

MARIA THERESA PAMPHLET PROJECT DOCUMENT 1.0

Fixed Fields:

Most fixed fields are invariant. These fields, however, will need to be coded manually for each record.

Ills:

If the item has an illustration (see 300 field below), code the first space in this field "a". If the item has no illustrations, leave this field blank.

Dates:

Enter the imprint date from the 260 field in the first of the two "Dates" fields. Leave the second one blank.

These 2 fields should be invariant, but may need to be changed under special circumstances.

Lang:

This field encodes the primary language of the item. It is set to "dut" (Dutch). If you encounter an item printed primarily in a language other than Dutch, use its MARC code from the drop-down list. For items printed in multiple languages, consider the language of the title to be primary.

Ctry:

This field encodes the country in which the item was printed. It is set to "be" (Belgium). If you encounter an item printed anywhere else, see me. If you use "S.1" in the 260 ‡a, code this field "xx".

Variable Fields:

Some variable fields require little to no editing (or will be second nature to you by now). The following fields, however, will require creation or greater attention.

026 [] [] ‡e [1st group] [2nd group] [3rd group] [4th group] ([page code]) [date] ([date code]) ‡2 fei

This field contains the fingerprint. For more information, see the fingerprint documentation.

041 0 [] ‡a [language code] ‡a [language code]

Add this field *only* if the text of the work is provided in more than one language. The MARC code list for languages can be found here:

`<http://www.loc.gov/marc/languages/language_name.html>`

The first ‡a will contain the primary language. It will be paired with a 546 (see below).

043 [] [] ‡a e-ne---

This field identifies the geographic area with which the work is concerned. It is invariant (except in the unlikely event you come across a pamphlet not concerned with the Austrian Netherlands; if you do, see me).

090 [] [] ‡a GB75 ‡b Au792L 7501 no. X

This field contains the call number. If there are 2 copies of the same pamphlet, assign each its own number in the "no. [#]" sequence and give each its own 090 field:

090 [] [] ‡a GB75 ‡b Au792L 7501 no. 12
090 [] [] ‡a GB75 ‡b Au792L 7501 no. 13

If there are 3 or more copies of the same pamphlet, delete the 090 field.

1XX:

If the title leaf or opening/closing lines of text credit Empress **Maria Theresa**, use the default heading:

110 1 [] ‡a Austria. ‡b Sovereign (1740-1780 : Maria Theresa)

This will be paired with the default 700, her personal name.

If the title leaf or opening/closing lines of the work credit **De President ende Raedts-lieden ... geordonneert in Vlaenderen**, use this heading:

110 1 [] ‡a Flanders (County)

If the title leaf or opening/closing lines of the work credit **Charles de Lorraine**, use this heading:

100 0 [] ‡a Charles Alexandre, ‡c duc de Lorraine, ‡d 1712-1780.

In each of these latter two cases, delete the default 700. If the title leaf or opening/closing lines of the work credit anyone else, see me.

If the name of the issuing person or body does not appear in the 245 (see below), make a 500 note explaining where you found it (e.g. "Text signed at end: Charles duc de Lorraine").

245 1 [*] ‡a [Main portion of title] : ‡b [Subsidiary portion of title] : [Further subsidiary portion of title] / ‡c [Statement of responsibility, if grammatically separable from title] ; [Subsidiary portion of title following the statement of responsibility].

If the work has a title, transcribe it, using grammatical and orthographic cues to divide the main portion from the subsidiary portion and statement of responsibility (i.e. that part of the title from which you derived the 1XX/700). If the title is long, transcribe only as much as a user would need to identify the work properly. Use ellipses to indicate that a portion of the title has been omitted.

If the title is generic (e.g. *Edict* or *Tax-Ordnung*), use it in the 245 but add a 246 1 [] with the first lines of the document, as much as is needed to distinguish this work from others with the same generic title:

245 1 [] ‡a Edict.

246 1 [] ‡i Text begins: ‡a Maria Theresa by der gratie Godts, Rooms-Keyserinne ... Op de klachten di Ons gedaen zyn geweest, dat eenige Onder-Officieren, Soldaeten ende andere alzulcke Militairen ... sig binnen de Steden, Vlecken, dorpen ende andere plaetsen van het platte Landt seer dickwils verspreyden ...

If the work lacks a title, use the first lines of the document as the title. Add the following 500 note:

500 [] [] ‡a Title from beginning of text.

Note 1: The colon, semi-colon, slash and period each has a specific coding function. When transcribing a title that includes these punctuation marks, either omit them (if they will not be missed), substitute commas, or divide the title into subsidiary portions as appropriate. (Exception: A period may be used when it shows a word has been abbreviated or following a numeral in a date or enumerated list.)

Note 2: If the title begins with a definite or indefinite article *in the nominative case*, code the second indicator to skip it. If the title begins with a definite or indefinite article *in any other case*, code the second indicator "0" [zero]. Add a 246 field containing the title beginning with the first word following the article.

260 [] [] ‡a [Imprint place] : ‡b [Printer's name], ‡c [Imprint date].

This field is for publication data. Most of these items were printed by Pierre Goesin in Ghent, so the following:

260 [] [] ‡a Tot Gendt : ‡b By Petrus de Goesin ... ,

is provided as the default. **Check the item; if the imprint on the title leaf or in the colophon differs in any way (e.g. "Tot Gend" instead of "Tot Gendt"), transcribe it into this field as it appears.**

The imprint date will in general need to be supplied from the date of promulgation. Place it in square brackets:

260 [] [] ‡a Tot Gendt : ‡b By Petrus de Goesin ... , ‡c [1773]

Pair any supplied information with a 500 note explaining where you found it (e.g. "Text dated at end: Gedaen tot Brussel den 18. February 1773.").

If the imprint place or printer cannot be determined, use the abbreviations "S.l." (*sine loco*) and "s.n." (*sine nomine*) in brackets in the appropriate subfields:

260 [] [] ‡a [S.l. : ‡b s.n., ‡c 1773]

If "S.l." is used here, code the "Ctry" fixed field (see above) "xx" and delete the 752.

300 [] [] ‡a [#] p. : ‡b ["ill."] ; ‡c [#] cm. ([format])

300 [] [] ‡a (1 sheet [1] p.) : ‡b ["ill."] ; ‡c [#] x [#] cm.

This field is for physical description.

For Pamphlets:

Count all pages, whether numbered or not; unnumbered page sequences are supplied in brackets.

‡a 6 p. (32 numbered pages)

‡a 4, [2] p. (30 numbered pages followed by two unnumbered pages)

‡a [6] p. (32 unnumbered pages)

If the pamphlet is completely unpaginated, add a 500 note with this information:

500 [] [] ‡a Without pagination.

If the pamphlet has an illustration (e.g. a coat of arms), use "ill." in the subfield b. (An ornament does not count as an illustration.) If the pamphlet has no illustrations, omit this subfield. Measure the height of the pamphlet in centimeters and determine its format -- most likely folio (fol.) -- for the subfield c.

‡a 6 p. : ‡b ill. ; ‡c 36 cm (fol.)

‡a 6 p. ; ‡c 36 cm. (fol.)

For Broadsides:

A broadside is a single sheet printed on one side, so the ‡a in the 300 field will always be structured thus:

‡a 1 sheet ([1] p.)

In the ‡c subfield give both the height and the width of the broadside, height first:

300 [] [] #a 1 sheet ([1] p.) ; #c 38 x 24 cm.

If the broadside has a large illustration (e.g. a coat of arms), use "ill." in the subfield b. (A small ornament does not count as an illustration.) If the broadside has no illustrations, omit this subfield.

Broadsides have no format.

546 [] [] #a [Name of language] and [Name of language].

This field, used in conjunction with the 041, specifies the language of a work. Add this field *only* if the text of the work is provided in more than one language. Use the name of the language, not its MARC code, and give the primary language first. This will always be the first 5XX field when it occurs.

500:

This is a free-text field for notes concerning anything to do with this edition of the work. (The 590 field contains notes regarding our particular copy.) In general 500 notes are ordered in this way:

- Notes dealing with authorship.
- Notes dealing with the title.
- Notes dealing with the imprint.
- Signature statement (see below)
- Notes dealing with signatures and pagination.
- Notes dealing with other aspects of physical description
 1. Note the presence of title vignettes; coats or arms or other illustrations; head-pieces and/or tail-pieces; initials if decorated, inhabited or historiated; and factotums.
 2. Note where a *locus sigilli* (i.e. "place of the seal," indicated by the letters L.S.) is present, e.g. "Locus sigilli at end of text."
- Index note

500 [] [] #a Signatures: [Signature statement].

This field contains the signature statement. The presence of blank leaves should always be noted, either in a parenthetical statement at the end of this note or as a separate 500 note immediately following.

500: [] [] #a Signatures: A-B⁴ (leaf B4 blank).

500: [] [] #a Signatures: A-B⁴ C².

500: [] [] #a Leaves B4 and C2 are blanks.

Broadsides do not require a signature statement or a 500 "Without pagination" note.

500 [] [] #a Broadside.

All broadside catalog records include this 500 note. It is paired with a 655 genre heading for broadsides (see below). If the broadside is a form, also add the 655s for forms.

590 [] [] #a Culture Class Collection copy imperfect: [description of imperfection].

When required, this is the second local note (after the one identifying the pamphlet by number). A pamphlet is imperfect if parts of it are missing -- the technical term is "wanting". Note what isn't there, preferably by leaf number. *Always note specifically that the title leaf is wanting, even if it is part of a series of missing leaves.*

590 [] [] #a Culture Class Collection copy imperfect: leaf B4 wanting.
 590 [] [] #a Culture Class Collection copy imperfect: leaves C1-C4 wanting.
 590 [] [] #a Culture Class Collection copy imperfect: all before leaf C1
 (including title leaf) wanting.

When more of the pamphlet is wanting than present, note what is "only" present:

590 [] [] #a Culture Class Collection copy imperfect: leaves A1-C4 only.
 590 [] [] #a Culture Class Collection copy imperfect: title leaf and
 conjugate leaf only.

590:

This is a free-text field for notes concerning anything to do with our copy of the work, such as:

- Provenance: This includes signatures, ownership inscriptions, stamps, labels, and seals (i.e. anything that shows personal or institutional ownership of the pamphlet). Exclude marks of Penn's ownership (but not of donation to Penn). Try both to identify the person or institution by a common or established form of their name (check OCLC and VIAF) and to transcribe it as it appears on the page -- the latter will help users keyword-search the provenance marker as it appears when they do not know to whom or what it refers.

590 [] [] #a Culture Class Collection copy signed at end (leaf B4r)
 by Maria Theresa, Empress of Austria ("Ma. Theresa").

590 [] [] #a Culture Class Collection copy has round armorial stamp
 ("Fürstlich Stolberg Bibliothek Wernigerode") of Fürstlich Stolberg-
 Wernigerodesche Bibliothek on title leaf.

Pair each provenance 590 with a 650 [] 4 PRO field (see below), EXCEPT SEALS, which pair with *both a 650 [] 4 PRO and a 655* (see below). For more information about describing seals, see the "Cataloging Seals" document.

- Ms. annotations: Note ms. notes (interlinear or marginal), marks and underlines. Early ms. is always interesting; later ms. is a judgment call (e.g. random strings of alphanumeric in modern pencil, which is probably a bookseller's internal reference number, can be safely ignored). Differentiate between ink and pencil; always note colored (i.e. non-black) ink. Multiple occurrences of ms. can be described collectively as "few", "several", "some", "many", and "copious". Significant inscriptions (if any) can be broken out and noted separately.

590 [] [] #a Culture Class Collection copy has a few ms. underlines
 and marginal marks in red ink in text.

590 [] [] #a Culture Class Collection copy has early Latin ms.
 correction to text on leaf C1r.

590 [] [] #a Culture Class Collection copy: imprint date supplied in
 modern ms. in pencil at foot of title leaf.

- Disbound note: Note when the pamphlet was once bound but has since been *disbound*:

590 [] [] #a Culture Class Collection copy disbound.

If the pamphlet consists of two or more gatherings which have become detached from one another on disbinding, use this note:

590 [] [] #a Culture Class Collection copy disbound (loose
 gatherings).

If a broadside shows signs of once having been bound into a volume (e.g. a left marginal fold contains evidence of glue or stitching; a stub of paper is affixed to the verso of the document along a central fold; etc.), use the following note:

590 [] [] ‡a Culture Class Collection copy disbound from a nonce volume.

- Unbound note: This note applies only to pamphlets consisting of two or more bifolia (folded two-leaf sheets); do not give a single folded sheet an unbound note.

For folio pamphlets:

590 [] [] ‡a Culture Class Collection copy unbound.

For all other pamphlets:

590 [] [] ‡a Culture Class Collection copy unbound (folded uncut sheets).

590 [] [] ‡a Culture Class Collection copy unbound (folded cut sheets).

Note: To distinguish an unbound copy from one which has been assembled and then disbound, look for signs of sewing -- remains of thread or needle holes -- in the gutter. A previously bound copy will have been sewn.

- Damage short of imperfection: Note any detached leaves; significant tears, holes (including wormholes), burns, ink blots or dampstaining; and any damage which affects the legibility of the text.

590 [] [] ‡a Culture Class Collection copy: leaf C3 detached.

590 [] [] ‡a Culture Class Collection copy: leaves closely cropped at all margins with occasional loss of signature mark and damage to first or last lines of text.

590 [] [] ‡a Culture Class Collection copy: title leaf dampstained; wormhole in lower portion of leaves C1-D2 with minor loss of text.

590 [] [] ‡a Culture Class Collection copy: upper portion of leaf A2 torn and mended with some damage to text.

650/651:

Subject headings are provided and invariant. If the work was promulgated for any jurisdiction outside the Austrian Netherlands, see me.

650 [] 4 ‡a CHR [date]

This field contains the date from the subfield ‡c of the 260 field. For more information, see the specific documentation on this field.

650 [] 4 ‡a PRO [Name] ([Provenance type]) ([Provenance type]) ... ([Collection name] copy [#])

This field should be used in conjunction with a 590 note describing a mark of provenance.

For the name:

Use the established form if available, removing the delimiters but retaining any punctuation and dates.

Geo. Washington ==> PRO Washington, George, 1732-1799

Georgius III. Reg. Brit. &c. ==> PRO George III, King of Great Britain, 1738-1820

If the name is not established, transcribe it as "[Surname], [Forename]", placing it into the nominative case if needed. (If you have a choice between a Latin and a vernacular version of the same name, favor the vernacular here but make sure to transcribe both in the 590 note.)

John Smith ==> PRO Smith, John
Ex Libris Johannis Wecklerii ==> PRO Wecklerius, Johannes

For the provenance type:

The following are standard local provenance types you are likely to encounter in these pamphlets:

- autograph
- former owner
- inscription
- seal (for more information about cataloging seals, see the documentation on that topic)
- stamp

The same name can be followed by as many types as are needed, in alphabetical order. (For seals, see also 655 field below.)

PRO Washington, George, 1732-1799 (autograph)
PRO Wecklerius, Johannes (former owner) (inscription)
PRO George III, King of Great Britain, 1738-1820 (autograph) (seal)

655 [] 7 #a Broadsides #z Netherlands #y 18th century. #2 rbgenr

Use this field in conjunction with the 500 "Broadside" note. If an item is directed at any other jurisdiction, see me. If any of these elements is unknown, delete its subfield.

655 [] 7: FORMS

If the item was printed as or contains a form, add both of the following 655 fields:

655 [] 7 #a Forms (documents) #2 aat
655 [] 7 #a Blank forms #z Netherlands #y 18th century. #2 rbgenr

In the "Blank forms" field, fill in the century of origin. Normally these forms were produced for use in the Austrian Netherlands; if they are directed at any other jurisdiction, see me. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z [Country] #z [City] #y [#]th century. #2 rbprov #5 PU

Use this field in conjunction with a 590 note about a seal. Fill in the country, city and century of origin for the seal, if known. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z Austria #y 17th century. #2 rbprov #5 PU
655 [] 7 #a Seals (Provenance) #y 17th century. #2 rbprov #5 PU
655 [] 7 #a Seals (Provenance) #2 rbprov #5 PU

700:

If the work was issued in the name of Empress Maria Theresa, the first 700 field will contain her name, in conjunction with a 110 1 [] #a Austria. #b Sovereign (1740-1780 : Maria Theresa) field:

700 0 [] #a Maria Theresa, #c Empress of Austria, #d 1717-1780.

If the work was promulgated for any other jurisdiction or by anyone not previously covered by this document, see me.

700 1 [] #a [Printer's name as established], #e printer.

Most of these items were printed by Pierre Goesin, so the following:

700 1 [] #a Goesin, Pierre François Antoine de, #d 1753-1831, #e printer.

is provided as the default. If the work was printed by someone else, emend this field to contain his/her name instead; use the form established in the OCLC name authority files. If the printer's name is not established, see me. If no printer is mentioned, delete this field.

752 [] [] #a [Imprint country] #d [Imprint city].

Most of these items were printed in Ghent, so the following:

752 [] [] #a Belgium #d Ghent.

is provided as the default. If the work was printed somewhere else, emend this field to that place instead; use the form established in the OCLC authority files. If no imprint place is mentioned, delete this field.

Revised 4 January 2013:NEB

SALZBURG PAMPHLET PROJECT DOCUMENT 1.0

Fixed Fields:

Most fixed fields are invariant. These fields, however, will need to be coded manually for each record.

Ills:

If the item has an illustration (see 300 field below), code the first space in this field "a". If the item has no illustrations, leave this field blank.

Dates:

Enter the imprint date from the 260 field in the first of the two "Dates" fields. Leave the second one blank.

These 2 fields should be invariant, but may need to be changed under special circumstances.

Lang:

This field encodes the primary language of the item. It is set to "ger" (German). If you encounter an item printed primarily in a language other than German, use its MARC code from the drop-down list. For items printed in multiple languages, consider the language of the title to be primary.

Ctry:

This field encodes the country in which the item was printed. It is set to "au" (Austria), because we are assuming that all these documents were printed as well as issued in Salzburg. If you encounter an item you have reason to believe was printed elsewhere, see me.

Variable Fields:

Some variable fields require little to no editing (or will be second nature to you by now). The following fields, however, will require creation or greater attention.

026 [] [] ‡e <1st group> <2nd group> <3rd group> <4th group> (<page code>) <date> (<date code>) ‡2 fei

THIS FIELD IS FOR PRE-1800 MATERIALS ONLY. For more information, see the fingerprint documentation. Delete this field in documents from 1800 onward.

041 0 [] ‡a <language code> ‡a <language code>

Add this field *only* if the text of the work is provided in more than one language. The MARC code list for languages can be found here:

`<http://www.loc.gov/marc/languages/language_name.html>`

The first ‡a will contain the primary language. It will be paired with a 546 (see below).

043 [] [] ‡a e-au---

This field identifies the geographic area with which the work is concerned. It is invariant (except in the unlikely event you come across a pamphlet not concerned with Salzburg; if you do, see me).

090 [] [] #a GB #b Sa399 no. X

This field contains the call number. If there are 2 copies of the same pamphlet, assign each its own number in the "no. <#>" sequence and give each its own 090 field:

090 [] [] #a GB #b Sa399 no. 12
090 [] [] #a GB #b Sa399 no. 13

If there are 3 or more copies of the same pamphlet, delete the 090 field.

110:

If the work was promulgated for Salzburg prior to 11 February 1803 by a local authority, use this heading:

110 1 [] #a Salzburg (Ecclesiastical principality)

If the work was promulgated for Salzburg after 11 February 1803 by a local authority, use this heading:

110 1 [] #a Salzburg (Austria : Land)

If the work was promulgated for Salzburg by the Holy Roman Emperor Francis II, use this heading:

110 1 [] #a Holy Roman Empire. #b Emperor (1792-1806 : Francis II)

In each case this field will be paired with one or more 700s containing the personal name(s) of the official(s) signing the document. See the information on the 700 field below for a list. If the title leaf or opening/closing lines of the work credit anyone not covered in this document, see me.

If the name of the issuing person or body does not appear in the 245 (see below), make a 500 note explaining where you found it (e.g. "Text signed at end: Joseph Felner.").

245 1 [*] #a <Main portion of title> : #b <Subsidiary portion of title> : <Further subsidiary portion of title> / #c <Statement of responsibility, if grammatically separable from title> ; <Subsidiary portion of title following the statement of responsibility>.

If the work has a title, transcribe it, using grammatical and orthographic cues to divide the main portion from the subsidiary portion and statement of responsibility (i.e. that part of the title from which you derived the 1XX/700). If the title is long, transcribe only as much as a user would need to identify the work properly. Use ellipses to indicate that a portion of the title has been omitted.

If the title is generic (e.g. *Edict* or *Tax-Ordnung*), use it in the 245 but add a 246 1 [] with the first lines of the document, as much as is needed to distinguish this work from others with the same generic title:

245 1 [] #a Circularbefehl.

246 1 [] #i Text begins: #a Schon am 22sten December 1794 habe Wir Uns durch die überhandnehmende Anzahl französischern Ausgewanderter veranlasst gesehen, ein Circular an sämtliche Gränzgerichte des Erzstifts zu erlassen ...

If the work lacks a title, use the first lines of the document as the title. Add the following 500 note:

500 [] [] #a Title from beginning of text.

Note 1: The colon, semi-colon, slash and period each has a specific coding function. When transcribing a title that includes these punctuation marks, either omit them (if they will not be missed), substitute commas, or divide the title into subsidiary portions as appropriate. (Exception: A period may be used when it shows a word has been abbreviated or following a numeral in a date or enumerated list.)

Note 2: If the title begins with a definite or indefinite article *in the nominative case*, code the second indicator to skip it. If the title begins with a definite or indefinite article *in any other case*, code the second indicator "0" [zero]. Add a 246 field containing the title beginning with the first word following the article.

260 [] [] ‡a <Imprint place> : ‡b <Printer's name>, ‡c <Imprint date>.

This field is for publication data. For documents without imprints, we will assume that, if promulgated for Salzburg, they were also printed there and infer the ‡a from that circumstance as we do the ‡c from the date of promulgation:

260 [] [] ‡a [Salzburg? : ‡b s.n., ‡c 1800]

Pair any supplied information with a 500 note explaining where you found it (e.g. "Text dated at end: Geschehen Salzburg im hochfürstlichen Hofrath den 22sten July 1796.").

300 [] [] ‡a <#> p. : ‡b <"ill."> ; ‡c <#> cm. (<format>)
300 [] [] ‡a (1 sheet [1] p.) : ‡b <"ill."> ; ‡c <#> x <#> cm.

This field is for physical description.

For Pamphlets:

FOR PRE-1800 MATERIALS, count all pages, whether numbered or not; unnumbered page sequences are supplied in brackets.

‡a 6 p. (6 numbered pages)
‡a 4, [2] p. (4 numbered pages followed by 2 unnumbered pages)
‡a [6] p. (6 unnumbered pages)

FOR MATERIALS PRINTED FROM 1800 ONWARD, count only numbered page sequences unless you need to refer to an unnumbered page elsewhere in the record. Unpaginated documents from this period are handled in one of two ways:

‡a 1 v. (unpaginated) (for long documents)
‡a [6] p. (for brief documents)

FOR PRE-1800 MATERIALS, if the pamphlet is completely unpaginated, add a 500 note with this information:

500 [] [] ‡a Without pagination.

If the pamphlet has an illustration (e.g. a coat of arms), use "ill." in the subfield b. (An ornament does not count as an illustration.) If the pamphlet has no illustrations, omit this subfield. Measure the height of the pamphlet in centimeters for the ‡c. FOR PRE-1800 MATERIALS ONLY also determine the pamphlet's format -- most likely folio (fol.) -- for the ‡c.

‡a 6 p. : ‡b ill. ; ‡c 36 cm. (fol.) (for pre-1800 materials)
‡a 6 p. : ‡b ill. ; ‡c 36 cm. (for post-1800 materials)

We do NOT record format for materials printed from 1800 onward.

For Broadsides:

A broadside is a single sheet printed on one side, so the ‡a in the 300 field will always be structured thus:

‡a 1 sheet ([1] p.)

In the ‡c subfield give both the height and the width of the broadside, height first:

300 [] [] ‡a 1 sheet ([1] p.) ; ‡c 38 x 24 cm.

If the broadside has a large illustration (e.g. a coat of arms), use "ill." in the subfield b. (A small ornament does not count as an illustration.) If the broadside has no illustrations, omit this subfield.

Broadsides have no format.

546 [] [] **#a** <Name of language> and <Name of language>.

This field, used in conjunction with the 041, specifies the language of a work. Add this field *only* if the text of the work is provided in more than one language. Use the name of the language, not its MARC code, and give the primary language first. This will always be the first 5XX field when it occurs.

500:

This is a free-text field for notes concerning anything to do with this edition of the work. (The 590 field contains notes regarding our particular copy.) In general 500 notes are ordered in this way:

- Notes dealing with authorship.
- Notes dealing with the title.
- Notes dealing with the imprint.
- Signature statement (see below)
- Notes dealing with signatures and pagination.
- Notes dealing with other aspects of physical description.
- Index note.

500 [] [] **#a Signatures:** <Signature statement>.

This field contains the signature statement. The presence of blank leaves should always be noted, either in a parenthetical statement at the end of this note or as a separate 500 note immediately following.

500: [] [] **#a Signatures:** A-B⁴ (leaf B4 blank) .

500: [] [] **#a Signatures:** A-B⁴ C².

500: [] [] **#a Leaves B4 and C2 are blanks.**

THIS FIELD IS FOR PRE-1800 MATERIALS ONLY. Delete this field in documents from 1800 onward.

Broadsides never require a signature statement or a 500 "Without pagination" note.

500 [] [] **#a Broadside.**

All broadside catalog records include this 500 note. It is paired with a 655 genre heading for broadsides (see below). If the broadside is a form, also add the 655s for forms.

590 [] [] **#a Culture Class Collection copy is no. <#> in a collection of 55 pamphlets and broadsides containing decrees and notices issue for the ecclesiastical principality and later the duchy of Salzburg, most between 1796-1810.**

This is the first local note. If you have two or more copies of the same document, emend it as follows:

590 [] [] **#a Culture Class Collection copies 1 and 2 are are no. [#] and [#], respectively, in a collection of 56 pamphlets ...**

Make a separate set of 590 notes to describe each copy, beginning each note **Culture Class Collection copy <#> ...**

590 [] [] #a Culture Class Collection copy imperfect: <description of imperfection>.

When required, this is the second local note (after the one identifying the pamphlet by number). A pamphlet is imperfect if parts of it are missing -- the technical term is "wanting". Note what isn't there, preferably by leaf number. *Always note specifically that the title leaf is wanting, even if it is part of a series of missing leaves.*

590 [] [] #a Culture Class Collection copy imperfect: leaf B4 wanting.
590 [] [] #a Culture Class Collection copy imperfect: leaves C1-C4 wanting.
590 [] [] #a Culture Class Collection copy imperfect: all before leaf C1 (including title leaf) wanting.

When more of the pamphlet is wanting than present, note what is "only" present:

590 [] [] #a Culture Class Collection copy imperfect: leaves A1-C4 only.
590 [] [] #a Culture Class Collection copy imperfect: title leaf and conjugate leaf only.

590:

This is a free-text field for notes concerning anything to do with our copy of the work, such as:

- Provenance: This includes signatures, ownership inscriptions, stamps, labels, and seals (i.e. anything that shows personal or institutional ownership of the pamphlet). Exclude marks of Penn's ownership (but not of donation to Penn). Try both to identify the person or institution by a common or established form of their name (check OCLC and VIAF) and to transcribe it as it appears on the page -- the latter will help users keyword-search the provenance marker as it appears when they do not know to whom or what it refers.

590 [] [] #a Culture Class Collection copy signed at end (leaf B4r) by Maria Theresa, Empress of Austria ("Ma. Theresa").

590 [] [] #a Culture Class Collection copy has round armorial stamp ("Fürstlich Stolberg Bibliothek Wernigerode") of Fürstlich Stolberg-Wernigerodesche Bibliothek on title leaf.

Pair each provenance 590 with a 650 [] 4 PRO field (see below), EXCEPT SEALS, which pair with *both a 650 [] 4 PRO and a 655* (see below). For more information about describing seals, see the "Cataloging Seals" document.

- Ms. annotations: Note ms. notes (interlinear or marginal), marks and underlines. Early ms. is always interesting; later ms. is a judgment call (e.g. random strings of alphanumeric in modern pencil, which is probably a bookseller's internal reference number, can be safely ignored). Differentiate between ink and pencil; always note colored (i.e. non-black) ink. Multiple occurrences of ms. can be described collectively as "few", "several", "some", "many", and "copious". Significant inscriptions (if any) can be broken out and noted separately.

590 [] [] #a Culture Class Collection copy has a few ms. underlines and marginal marks in red ink in text.

590 [] [] #a Culture Class Collection copy has early Latin ms. correction to text on leaf C1r.

590 [] [] #a Culture Class Collection copy: imprint date supplied in modern ms. in pencil at foot of title leaf.

- Disbound note: Note when the pamphlet was once bound but has since been *disbound*:

590 [] [] #a Culture Class Collection copy disbound.

If the pamphlet consists of two or more gatherings which have become detached from one another on disbinding, use this note:

590 [] [] #a Culture Class Collection copy disbound (loose gatherings).

If a broadside shows signs of once having been bound into a volume (e.g. a left marginal fold contains evidence of glue or stitching; a stub of paper is affixed to the verso of the document along a central fold; etc.), use the following note:

590 [] [] #a Culture Class Collection copy disbound from a nonce volume.

- Unbound note: This note applies only to pamphlets consisting of two or more bifolia (folded two-leaf sheets); do not give a single folded sheet an unbound note.

For folio pamphlets:

590 [] [] #a Culture Class Collection copy unbound.

For all other pamphlets:

590 [] [] #a Culture Class Collection copy unbound (folded uncut sheets).

590 [] [] #a Culture Class Collection copy unbound (folded cut sheets).

Note: To distinguish an unbound copy from one which has been assembled and then disbound, look for signs of sewing -- remains of thread or needle holes -- in the gutter. A previously bound copy will have been sewn.

- Damage short of imperfection: Note any detached leaves; significant tears, holes (including wormholes), burns, ink blots or dampstaining; and any damage which affects the legibility of the text.

590 [] [] #a Culture Class Collection copy: leaf C3 detached.

590 [] [] #a Culture Class Collection copy: leaves closely cropped at all margins with occasional loss of signature mark and damage to first or last lines of text.

590 [] [] #a Culture Class Collection copy: title leaf dampstained; wormhole in lower portion of leaves C1-D2 with minor loss of text.

590 [] [] #a Culture Class Collection copy: upper portion of leaf A2 torn and mended with some damage to text.

650/651:

Two sets of subject headings are provided, one for works promulgated prior to 11 February 1803:

650 [] 0 #a Law #z Salzburg (Ecclesiastical principality) <#v Early works to 1800.>

651 [] 0 #a Salzburg (Ecclesiastical principality) #x History #v Sources.

and one for works promulgated after 11 February 1803:

650 [] 0 #a Law #z Austria #z Salzburg (Land)

651 [] 0 #a Salzburg (Austria : Land) #x History #y 19th century #v Sources.

Delete whichever set does not apply; delete the #v Early works to 1800 for works printed after 1800. If the work was promulgated for any other jurisdiction, see me. Please note that this field can end with a parenthesis.

650 [] 4 #a CHR <date>

This field contains the date from the subfield ‡c of the 260 field. For more information, see the specific documentation on this field.

650 [] 4 #a PRO <Name> (<Provenance type>) (<Provenance type>) ... (<Collection name> copy <#>)

This field should be used in conjunction with a 590 note describing a mark of provenance.

For the name:

Use the established form if available, removing the delimiters but retaining any punctuation and dates.

Geo. Washington ==> PRO Washington, George, 1732-1799
Georgius III. Reg. Brit. &c. ==> PRO George III, King of Great Britain, 1738-1820

If the name is not established, transcribe it as "<Surname>, <Forename>", placing it into the nominative case if needed. (If you have a choice between a Latin and a vernacular version of the same name, favor the vernacular here but make sure to transcribe both in the 590 note.)

John Smith ==> PRO Smith, John
Ex Libris Johannis Wecklerii ==> PRO Wecklerius, Johannes

For the provenance type:

The following are standard local provenance types you are likely to encounter in these pamphlets:

- autograph
- former owner
- inscription
- seal (for more information about cataloging seals, see the documentation on that topic)
- stamp

The same name can be followed by as many types as are needed, in alphabetical order. (For seals, see also 655 field below.)

PRO Washington, George, 1732-1799 (autograph)
PRO Wecklerius, Johannes (former owner) (inscription)
PRO George III, King of Great Britain, 1738-1820 (autograph) (seal)

655 [] 7 #a Broadsides #z Austria #z Salzburg #y <#>th century. #2 rbgenr

Use this field in conjunction with the 500 "Broadside" note. If an item is directed at any other jurisdiction, see me. If any of these elements is unknown, delete its subfield.

655 [] 7: FORMS

If the item was printed as or contains a form, add both of the following 655 fields:

655 [] 7 #a Forms (documents) #2 aat

655 [] 7 #a Blank forms #z Austria #Salzburg #y 19th century. #2 rbgenr

In the "Blank forms" field, fill in the century of origin. Normally these forms were produced for use in Salzburg; if they are directed at any other jurisdiction, see me. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z <Country> #z <City> #y <#>th century. #2 rbprov #5 PU

Use this field in conjunction with a 590 note about a seal. Fill in the country, city and century of origin for the seal, if known. If any of these elements is unknown, delete its subfield.

655 [] 7 #a Seals (Provenance) #z Austria #y 19th century. #2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #y 19th century. #2 rbprov #5 PU

655 [] 7 #a Seals (Provenance) #2 rbprov #5 PU

700:

If the work was promulgated for Salzburg prior to 11 February 1803 by a local authority, the 110 1 [] #a Salzburg (Ecclesiastical principality) field will be paired with one of the following 700s:

700 1 [] #a Colloredo, Hieronymus, #c Graf, #d 1732-1812.

700 1 [] #a Hartleben, Theodor, #d 1770-1827.

700 1 [] #a Kleinmayrn, Johann Franz Thaddäus von, #d 1733-1805.

700 1 [] #a Lützow, Johann Gottfried, #d 1742-1822.

700 0 [] #a Sigmund Christoph, #c Fürstbischof von Chiemsee, #d 1754-1814.

700 1 [] #a Zillerberg, Johann Nepomuk von, #d d. 1814.

If the work was promulgated for Salzburg after 11 February 1803 by a local authority, the 110 1 [] #a Salzburg (Austria : Land) field will be paired with one or more of the following 700s:

700 1 [] #a Felner, Joseph, #d 1769-1850.

700 0 [] #a Ferdinando #b III, #c Grand-Duke of Tuscany, #d 1769-1824.

700 1 [] #a Hagenauer, Dominikus, #d 1746-1811.

700 1 [] #a Périer, Camille Joseph, #d 1781-1844.

700 1 [] #a Pichler, Franz de Paula, #d d. 1820.

700 1 [] #a Rehlingen, Johann Nepomuk Josef, #c Freiherr von, #d 1740-1808.

700 1 [] #a Zezi, Christian Ignaz, #d 1742-1819.

If the work was promulgated for Salzburg by the Holy Roman Emperor Francis II, the 110 1 [] #a Holy Roman Empire. #b Emperor (1792-1806 : Francis II) field will be paired with the following 700:

700 1 [] #a Francis #b I, #c Emperor of Austria, #d 1768-1835.

If the work was promulgated for any other jurisdiction or by someone not on this list, see me.

700 1 [] #a <Printer's name as established>, #e printer.

THIS FIELD IS FOR PRE-1800 MATERIALS ONLY. Add this field in the unlikely event that a printer is named.

752 [] [] #a <Imprint country> #d <Imprint city>.

We are assuming that most of these documents were printed in Salzburg, so the following:

752 [] [] #a Austria #d Salzburg.

is provided as the default. If any other place or no place appears in the 260, emend this field to conform to the information provided there, deleting it if necessary.

Revised 15 January 2013:NEB

SALZBURG PAMPHLET PROJECT V1.0

Fixed Fields:

Lang:

This field encodes the primary language of the item. It is set to "ger" (German). If you encounter an item printed primarily in a language other than German, use its MARC code from the drop-down list. For items printed in multiple languages in which no one language predominates, consider the language of the title to be primary.

Ctry:

This field encodes the country in which the item was printed. It is set to "au" (Austria), because we are assuming that all these documents were printed as well as issued in Salzburg. If you encounter an item you have reason to believe was printed elsewhere, see me.

Variable Fields:

Some variable fields require little to no editing (or will be second nature to you by now). The following fields, however, will require creation or greater attention.

026 [] [] ‡e <1st group> <2nd group> <3rd group> <4th group> (<page code>) <date> (<date code>) ‡2 fei

THIS FIELD IS FOR PRE-1800 MATERIALS ONLY. Delete this field in documents from 1800 onward.

041 0 [] ‡a <language code> ‡a <language code>

Add this field *only* if the text of the work is provided in more than one language. The MARC code list for languages can be found here:

<http://www.loc.gov/marc/languages/language_name.html>

The first ‡a will contain the primary language. It will be paired with a 546 (see below).

110:

If the work was promulgated for Salzburg prior to 11 February 1803 by a local authority, use this heading:

110 1 [] ‡a Salzburg (Ecclesiastical principality)

If the work was promulgated for Salzburg after 11 February 1803 by a local authority, use this heading:

110 1 [] ‡a Salzburg (Austria : Land)

If the work was promulgated for Salzburg by the Holy Roman Emperor Francis II, use this heading:

110 1 [] ‡a Holy Roman Empire. ‡b Emperor (1792-1806 : Francis II)

In each case this field will be paired with one or more 700s containing the personal name(s) of the official(s) signing the document. See the information on the 700 field below for a list. If the title leaf or opening/closing lines of the work credit anyone not covered in this document, see me.

If the name of the issuing person or body does not appear in the 245 (see below), make a 500 note explaining where you found it (e.g. "Text signed at end: Joseph Felner."). ***For these documents, do this even if the issuing person or body does not get his/its own 700 1 [] field.***

260 [] [] #a [Salzburg? : #b s.n., #c <Imprint date>]

These documents appear to be largely without imprints. We will assume that, if promulgated for Salzburg, they were also printed there and infer the #a from that circumstance as we do the #c from the date of promulgation:

260 [] [] #a [Salzburg? : #b s.n., #c 1800]

Pair any supplied information with a 500 note explaining where you found it (e.g. "Text dated at end: Geschehen Salzburg im hochfürstlichen Hofrath den 22sten July 1796."). In the unlikely event one of these documents gives imprint information, enter it in the relevant fields (adding a 700 1 [] for the printer, if needed).

300 [] [] #a <#> p. : #b <"ill."> ; #c <#> cm. (<format>)

300 [] [] #a (1 sheet [1] p.) : #b <"ill."> ; #c <#> x <#> cm.

This field is for physical description.

For Pamphlets:

FOR PRE-1800 MATERIALS, count all pages, whether numbered or not; unnumbered page sequences are supplied in brackets.

#a 6 p. (6 numbered pages)

#a 4, [2] p. (4 numbered pages followed by 2 unnumbered pages)

#a [6] p. (6 unnumbered pages)

FOR MATERIALS PRINTED FROM 1800 ONWARD, count only numbered page sequences unless you need to refer to an unnumbered page elsewhere in the record. Unpaginated documents from this period are handled in one of two ways:

#a 1 v. (unpaginated) (for long documents)

#a [6] p. (for brief documents)

FOR PRE-1800 MATERIALS, if the pamphlet is completely unpaginated, add a 500 note with this information:

500 [] [] #a Without pagination.

If the pamphlet has an illustration (e.g. a coat of arms), use "ill." in the subfield b. (An ornament does not count as an illustration.) If the pamphlet has no illustrations, omit this subfield. Measure the height of the pamphlet in centimeters for the #c. FOR PRE-1800 MATERIALS ONLY also determine the pamphlet's format -- most likely folio (fol.) -- for the #c.

#a 6 p. : #b ill. ; #c 36 cm. (fol.) (for pre-1800 materials)

#a 6 p. : #b ill. ; #c 36 cm. (for post-1800 materials)

We do NOT record format for materials printed from 1800 onward.

For Broadsides:

A broadside is a single sheet printed on one side, so the #a in the 300 field will always be structured thus:

#a 1 sheet ([1] p.)

In the #c subfield give both the height and the width of the broadside, height first:

300 [] [] #a 1 sheet ([1] p.) ; #c 38 x 24 cm.

If the broadside has a large illustration (e.g. a coat of arms), use "ill." in the subfield b. (A small ornament does not count as an illustration.) If the broadside has no illustrations, omit this subfield. Broadsides have no format.

546 [] [] #a <Name of language> and <Name of language>.

This field, used in conjunction with the 041, specifies the language of a work. Add this field *only* if the text of the work is provided in more than one language. Use the name of the language, not its MARC code, and give the primary language first. This will always be the first 5XX field when it occurs.

500:

This is a free-text field for notes concerning anything to do with this edition of the work. (The 590 field contains notes regarding our particular copy.) In general 500 notes are ordered in this way:

- Notes dealing with authorship.
- Notes dealing with the title.
- Notes dealing with the imprint.
- Signature statement (see below)
- Notes dealing with signatures and pagination.
- Notes dealing with other aspects of physical description.
- Index note.

500 [] [] #a Signatures: <Signature statement>.

THIS FIELD IS FOR PRE-1800 MATERIALS ONLY. The presence of blank leaves should always be noted, either in a parenthetical statement at the end of this note or as a separate 500 note immediately following.

500: [] [] #a Signatures: A-B⁴ (leaf B4 blank).

500: [] [] #a Signatures: A-B⁴ C².

500: [] [] #a Leaves B4 and C2 are blanks.

Broadsides never require a signature statement or a 500 "Without pagination" note. They do require a 500 [] [] #a Broadside. note and a 655 [] 7 broadside genre heading. (Forms will also require the 655 [] 7 genre headings for forms.)

590 [] [] #a Culture Class Collection copy is no. <#> in a collection of 55 pamphlets and broadsides containing decrees and notices issue for the ecclesiastical principality and later the duchy of Salzburg, most between 1796-1810.

This is the first local note. If you have two or more copies of the same document, emend it as follows:

590 [] [] #a Culture Class Collection copies 1 and 2 are no. [#] and [#], respectively, in a collection of 55 pamphlets ...

Make a separate set of 590 notes to describe each copy, beginning each note Culture Class Collection copy <#> ...

590:

This is a free-text field for notes concerning anything to do with our copy of the work, such as:

- Imperfection: When required, this is the second local note (after the one identifying the pamphlet by number). A pamphlet is imperfect if parts of it are missing -- the technical term is "wanting". Note what isn't there, preferably by leaf number. *Always note specifically that the*

title leaf is wanting, even if it is part of a series of missing leaves. When more of the pamphlet is wanting than present, note what is "only" present.

- Provenance: This includes signatures, ownership inscriptions, stamps, labels, and seals (i.e. anything that shows personal or institutional ownership of the pamphlet). Exclude marks of Penn's ownership (but not of donation to Penn). Pair each provenance 590 with a 650 [] 4 PRO field, EXCEPT SEALS, which pair with *both a 650 [] 4 PRO and a 655*. For more information about describing seals, see the "Cataloging Seals" document.
- Ms. annotations: Note ms. notes (interlinear or marginal), marks and underlines. Early ms. is always interesting; later ms. is a judgment call (e.g. random strings of alphanumeric in modern pencil, which is probably a bookseller's internal reference number, can be safely ignored). Differentiate between ink and pencil; always note colored (i.e. non-black) ink. Multiple occurrences of ms. can be described collectively as "few", "several", "some", "many", and "copious". Significant inscriptions (if any) can be broken out and noted separately.

- Disbound note: Note when the pamphlet was once bound but has since been *disbound*:

590 [] [] #a Culture Class Collection copy disbound.

If the pamphlet consists of two or more gatherings which have become detached from one another on disbinding, use this note:

590 [] [] #a Culture Class Collection copy disbound (loose gatherings).

If a broadside shows signs of once having been bound into a volume (e.g. a left marginal fold contains evidence of glue or stitching; a stub of paper is affixed to the verso of the document along a central fold; etc.), use the following note:

590 [] [] #a Culture Class Collection copy disbound from a nonce volume.

- Unbound note: This note applies only to pamphlets consisting of two or more bifolia (folded two-leaf sheets); do not give a single folded sheet an unbound note.

For folio pamphlets:

590 [] [] #a Culture Class Collection copy unbound.

For all other pamphlets:

590 [] [] #a Culture Class Collection copy unbound (folded uncut sheets).

590 [] [] #a Culture Class Collection copy unbound (folded cut sheets).

- Damage short of imperfection: Note any detached leaves; significant tears, holes (including wormholes), burns, ink blots or dampstaining; and any damage which affects the legibility of the text.

650/651:

Two sets of subject headings are provided, one for works promulgated prior to 11 February 1803:

650 [] 0 #a Law #z Salzburg (Ecclesiastical principality) <#v Early works to 1800.>

651 [] 0 #a Salzburg (Ecclesiastical principality) #x History #v Sources.

and one for works promulgated after 11 February 1803:

```
650  []  0      †a Law †z Austria †z Salzburg (Land)
651  []  0      †a Salzburg (Austria : Land) †x History †y 19th century †v
Sources.
```

Delete whichever set does not apply; delete the †v Early works to 1800 for works printed after 1800. If the work was promulgated for any other jurisdiction, see me. Please note that this field can end with a parenthesis.

700:

If the work was promulgated for Salzburg prior to 11 February 1803 by a local authority, the 110 1 [] †a Salzburg (Ecclesiastical principality) field will be paired with one of the following 700s:

```
700  1  []  †a Colloredo, Hieronymus, †c Graf, †d 1732-1812.
700  1  []  †a Hartleben, Theodor, †d 1770-1827.
700  1  []  †a Kleinmayrn, Johann Franz Thaddäus von, †d 1733-1805.
700  1  []  †a Lützow, Johann Gottfried, †d 1742-1822.
700  0  []  †a Sigmund Christoph, †c Fürstbischof von Chiemsee, †d 1754-1814.
700  1  []  †a Zillerberg, Johann Nepomuk von, †d d. 1814.
```

If the work was promulgated for Salzburg after 11 February 1803 by a local authority, the 110 1 [] †a Salzburg (Austria : Land) field will be paired with one or more of the following 700s:

```
700  1  []  †a Felner, Joseph, †d 1769-1850.
700  0  []  †a Ferdinando †b III, †c Grand-Duke of Tuscany, †d 1769-1824.
700  1  []  †a Hagenauer, Dominikus, †d 1746-1811.
700  1  []  †a Périer, Camille Joseph, †d 1781-1844.
700  1  []  †a Pichler, Franz de Paula, †d d. 1820.
700  1  []  †a Rehlingen, Johann Nepomuk Josef, †c Freiherr von, †d 1740-
1808.
700  1  []  †a Zezi, Christian Ignaz, †d 1742-1819.
```

If the work was promulgated for Salzburg by the Holy Roman Emperor Francis II, the 110 1 [] †a Holy Roman Empire. †b Emperor (1792-1806 : Francis II) field will be paired with the following 700:

```
700  1  []  †a Francis †b I, †c Emperor of Austria, †d 1768-1835.
```

If the work was promulgated for any other jurisdiction or by someone not on this list, see me.

752 [] [] †a Austria †d Salzburg.

We are assuming that most of these documents were printed in Salzburg, so this field is provided as the default. If necessary, emend this field to conform to the information provided in the 260.