1. Illustrations

If there are no illustrations, choose *none* from the drop down menu. If there are illustrations, choose those types of illustrations that apply. If none of the types of illustration are correct, the term *illustrations* is sufficient. You may choose more than one term.

- **None**
  - Item contains no illustrations

- **Illustrated**
  - Item is illustrated, type of illustration not specified

- **Portrait**
Spring 2020

- Coat of arms

- Landscape

- Map

- Woodcuts
  Sometimes known as xylography—a woodcut is a relief printing artistic technique in printmaking in which an image is carved into the surface of a block of wood, with the printing parts remaining level with the surface while the non-printing parts are removed, typically with gouges. The areas to show 'white' are cut away with a knife or chisel, leaving the characters or image to show in 'black' at the original surface level. The block is cut along the grain of the wood (unlike wood engraving where the block is cut in the end-grain). The surface is covered with ink by rolling over the surface with an ink-covered roller (brayer), leaving ink upon the flat surface but not in the non-printing areas.¹

- Engravings
  Engraving is the practice of incising a design onto a hard, usually flat surface, by cutting grooves into it. The result may be a decorated object in itself, as when silver, gold, steel, or glass are engraved, or may provide an intaglio printing plate, of copper or another metal, for printing images on paper as prints or illustrations; these images are also called engravings.¹

¹ Wikipedia simple explanation
Engraving was a historically important method of producing images on paper in artistic printmaking, in mapmaking, and also for commercial reproductions and illustrations for books and magazines. It has long been replaced by various photographic processes in its commercial applications and, partly because of the difficulty of learning the technique, is much less common in printmaking, where it has been largely replaced by etching and other techniques.

- **Colored**
  Illustration have color (more than black and white)

2. **Illustration Note**

Free text note describing an illustration, giving more information. Not required.

*Examples:*
- Coat of arms of Juan Sanchez de Venegas.
- Portrait of Mary Magdelene.

*Example*
3. Ornaments

If there are no ornaments, choose none from the drop down menu. If there are ornaments, choose those types of ornaments that apply. You may choose more than one term.

- **Decorated capital letters – Initial**
  In a written or published work, an initial is a letter at the beginning of a word, a chapter, or a paragraph that is larger than the rest of the text. An initial often is several lines in height and in older books or manuscripts, sometimes ornately decorated.

- **Headpieces**
  Ornamentation at the beginning of text

- **Tailpieces**
  Ornamentation at the beginning of text

- **Borders**
  Ornamentation at the surrounding text, usually on title page

---

![Title page with border](image)
Examples with headpieces and decorated initials

Examples with tailpieces and decorated initials

4. **Font color**
   For items which include font in a color other than black, choose a color from the menu.

5. **Printer's device**
   Printers' and publishers' devices flourished from the 15th century through the end of the 17th century, although they certainly did not fall into disuse; modern presses and fine presses still display devices. They could be simple symbols, allegorical vignettes, rebuses, or symbolic references to the printer's name or self-perception. They could be somber or witty. They were an early trademark and as such, susceptible to forgery and appropriation. One firm could have several different or variant devices. See: [http://web.uflib.ufl.edu/spec/rarebook/devices/device.htm](http://web.uflib.ufl.edu/spec/rarebook/devices/device.htm). Another database of printers devices can be found at: [http://www.bib.ub.edu/fileadmin/impressors/](http://www.bib.ub.edu/fileadmin/impressors/)

   For this field, if a printer's device is found, give a short description. Otherwise, do not fill in the field.

   Example: Dolphin and anchor, ALDUS.

6. **Binding**
   If possible, choose one of the terms in the menu to describe the binding. Not required. To explore different types of bindings, see Philadelphia Rare Books & Manuscripts Company, Bindings Gallery.
Vellum: Fine parchment from the skin of a calf.

Leather

Board

Cloth

Cloth (silk)
Colored edges

Decorated

Decorative endpapers

Paper binding

Example
7. **Brand (Marca de fuego)**
A brand on the edge of a book, denoting ownership. To explore marcas de fuego, see the online *Catálogo Colectivo de Marcas de Fuego*, Biblioteca Lafragua, BUAP


From Biblioteca La Frauga
Example

- If the item does not have a marca de fuego, check the ‘No’ option
- If it does, but is difficult to describe, check the ‘Yes’ option
- If it does and you can give a short description, select the own value box, and input the description in the box.

8. Handwriting on item

Does the item have handwritten additions, such as notes, marginalia, numbering, list of contents, dedications, autographs, etc.?

9. Owner autograph

Besides marcas del fuego, there are other indications of the previous owners of an item. If an owner has autographed the item, enter his name in the field.
10. Bookplate/ex libris

Ex libris is from Latin ex librīs, from the books: ex, from + librīs, ablative pl. of liber, book. Or called a bookplate. It’s a label bearing the owner's name or other identification that is pasted usually on the inside cover of a book.

- If an item has a bookplate, give the name of the owner in the field.
- If there is a bookplate, but you cannot determine the owner, you may enter the term ‘unidentified’.
- A book may have had various owners, and so have multiple bookplates. You may enter multiple owners represented by multiple bookplates, by separating the owner names with a comma.

Example: José del Castillo, Biblioteca El Delfín Feliz.

11. Bookstamp

A bookstamp also helps rare book scholars identify previous owners of a book.

Example:

Bookstamp: Biblioteca Malvezzi-Medici

To begin exploring ownership marks such as Ex libris and bookstamps, see the University of Pennsylvania Penn Provenance Project at http://pennrare.wordpress.com/category/provenance/ via Flickr http://www.flickr.com/people/58558794@N07/

- If an item has a bookstamp, give the name of the owner in the field.
- If there is a bookstamp, but you cannot determine the owner, you may enter the term ‘unidentified’. You may also add a description.
- A book may have had various owners, and so have multiple bookstamps. You may enter multiple owners represented by multiple bookstamps, by separating the owner names with a comma.

Example

<table>
<thead>
<tr>
<th>Bookstamp</th>
<th>Unidentified. Crown with a 'c'</th>
</tr>
</thead>
</table>
### BOOKS: Stage 4: Controlled Vocabularies

#### Instructions for Inputting Record Information.

**1. Genre**

*Not required*

Genre is the term for any category of literature or other forms of art or entertainment, e.g. music, whether written or spoken, audial or visual, based on some set of stylistic criteria. 2. A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.

From the drop down menu, you may choose as many of the following terms as apply. If none apply, leave the default choice of the blank space.

<table>
<thead>
<tr>
<th>Account books.</th>
<th>Use for account books of original entry which record the various transactions of the day in the order in which they occurred.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative regulations.</td>
<td></td>
</tr>
<tr>
<td>Almanacs.</td>
<td>Use for works containing a calendar of days, weeks, and months, together with information such as astronomical data, various statistics, etc. Do not use for modern factual compendia such as the World Almanac.</td>
</tr>
<tr>
<td>Autobiographies.</td>
<td></td>
</tr>
<tr>
<td>Baptistical records.</td>
<td></td>
</tr>
<tr>
<td>Biographies.</td>
<td></td>
</tr>
<tr>
<td>Breviaries.</td>
<td>Use for works containing solely text of all that is said or sung at the Daily Office, Matins or Lauds through Compline.</td>
</tr>
<tr>
<td>Broadsides.</td>
<td>(Broadsheets). Use for separately published pieces of paper or other material, printed and intended to be read unfolded; usually intended to be posted, publicly distributed, or sold, e.g., proclamations, handbills, ballad sheets, newsheets.</td>
</tr>
<tr>
<td>Calendars.</td>
<td>Use for tabular registers of days, not for lists of manuscripts or documents; subdivide by date.</td>
</tr>
<tr>
<td>Catechisms.</td>
<td></td>
</tr>
<tr>
<td>Confessions.</td>
<td>Use for autobiographies dealing with highly private matters, usually with some theoretical, intellectual, or spiritual emphasis.</td>
</tr>
<tr>
<td>Contracts</td>
<td></td>
</tr>
<tr>
<td>Devotional calendars.</td>
<td>Use for calendars which highlight religious activities and events for specific days; not for calendars which are only illustrated with religious pictures.</td>
</tr>
<tr>
<td>Devotional literature.</td>
<td>(Use this for meditations, religious poetry, etc.)</td>
</tr>
<tr>
<td>Eulogies.</td>
<td>Funeral sermon</td>
</tr>
<tr>
<td>Funeral addresses.</td>
<td></td>
</tr>
<tr>
<td>Gazetteers.</td>
<td>A gazetteer is a geographical dictionary or directory used in conjunction with a map or atlas. They typically contain information concerning the geographical makeup, social statistics and physical features of a country, region, or continent. Content of a gazetteer can include a subject's location, dimensions of peaks and waterways, population, GDP and literacy rate. This information is generally divided into topics with entries listed in alphabetical order.</td>
</tr>
<tr>
<td>Grammars.</td>
<td></td>
</tr>
<tr>
<td>Indulgences.</td>
<td>Use for ecclesiastical documents certifying official cancellation of all or part of the temporal punishment due for sins.</td>
</tr>
<tr>
<td>Jesuit relations.</td>
<td>Use for reports of Jesuit missionaries on their travels and activities, especially in the Americas and Asia.</td>
</tr>
<tr>
<td>Legal instruments.</td>
<td>Use for documents expressing legal acts or agreements, or defining or evidencing rights, obligations, entitlements, or liabilities, such as contracts, wills, deeds, mortgages, share certificates, etc.</td>
</tr>
<tr>
<td>Legal works.</td>
<td></td>
</tr>
<tr>
<td>Liturgical books.</td>
<td></td>
</tr>
<tr>
<td>Maps.</td>
<td>Use for commands issued by a military superior.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Military orders.</td>
<td>Use for commands issued by a military superior.</td>
</tr>
<tr>
<td>Military registers.</td>
<td></td>
</tr>
<tr>
<td>Military regulations.</td>
<td></td>
</tr>
<tr>
<td>Missals.</td>
<td>Use for books containing all that is said or sung at Mass throughout the year.</td>
</tr>
<tr>
<td>Novenas.</td>
<td></td>
</tr>
<tr>
<td>Official gazettes.</td>
<td>Use for official governmental journals.</td>
</tr>
<tr>
<td>Occasional sermons.</td>
<td>Use for sermons given on special occasions.</td>
</tr>
<tr>
<td>Prayer books.</td>
<td>Use for books of personal prayer; they may include selections from liturgical books.</td>
</tr>
<tr>
<td>Prayers.</td>
<td>Use for individually issued prayers, not in book form.</td>
</tr>
<tr>
<td>Price lists.</td>
<td></td>
</tr>
<tr>
<td>Proclamations.</td>
<td>Use for something that is proclaimed; a public and official announcement.</td>
</tr>
<tr>
<td>Psalters.</td>
<td>Use for books containing only the Psalms.</td>
</tr>
<tr>
<td>Regulations.</td>
<td>Authoritative rules dealing with details or procedure.</td>
</tr>
<tr>
<td>Royal petitions.</td>
<td></td>
</tr>
<tr>
<td>Sermons.</td>
<td></td>
</tr>
<tr>
<td>Stations of the Cross.</td>
<td></td>
</tr>
</tbody>
</table>

2. **Reprint**

*Not required*

If the item states that it is a reprint of an earlier edition, or states that it is a translation, you may choose one or both of these options from the menu. If it is neither, and you do not choose, the field will contain a default blank space.

3. **Subject/Geo**

*Not required*

From the drop-down menu, you may choose any of the subjects that are appropriate to the item. You may select more than one. If none of the subjects is appropriate, you don’t need to make a selection and the field will contain a default blank space.

<table>
<thead>
<tr>
<th>Mexico #x Antiquities.</th>
<th>Mexico #x Religious life and customs #y 16th century.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mexico #v Biography #y 16th century.</td>
<td>Mexico #x Religious life and customs #y 17th century.</td>
</tr>
<tr>
<td>Mexico #v Biography #y 17th century.</td>
<td>Mexico #x Religious life and customs #y 18th century.</td>
</tr>
<tr>
<td>Mexico #v Biography #y 18th century.</td>
<td>Mexico #x Religious life and customs #y 19th century.</td>
</tr>
<tr>
<td>Mexico #x Commerce #y 19th century.</td>
<td>Mexico #x Social conditions #y To 1810.</td>
</tr>
<tr>
<td>Mexico #x Commerce #y 16th century.</td>
<td>Mexico #x Social conditions #y 19th century.</td>
</tr>
<tr>
<td>Mexico #x Commerce #y 17th century.</td>
<td>Mexico #x Social life and customs #y 16th century.</td>
</tr>
<tr>
<td>Mexico #x Commerce #y 18th century.</td>
<td>Mexico #x Social life and customs #y 17th century.</td>
</tr>
<tr>
<td>Mexico #x Economic conditions #y To 1810.</td>
<td>Mexico #x Social life and customs #y 19th century.</td>
</tr>
<tr>
<td>Mexico #x Economic conditions #y 19th century.</td>
<td>Spain #x Colonies #x Administration.</td>
</tr>
<tr>
<td>Mexico #x Church history #y 16th century.</td>
<td>Spain #x Colonies #x America.</td>
</tr>
<tr>
<td>Mexico #x Church history #y 17th century.</td>
<td>Spain #x Emigration and immigration.</td>
</tr>
<tr>
<td>Mexico #x Church history #y 18th century.</td>
<td>Spain #x History #y Philip II, 1556-1598.</td>
</tr>
<tr>
<td>Mexico #x Church history #y 19th century.</td>
<td>Spain #x History #y Philip III, 1598-1621.</td>
</tr>
<tr>
<td>Mexico #x Description and travel.</td>
<td>Spain #x History #y Philip IV, 1621-1665.</td>
</tr>
<tr>
<td>Mexico #x Description and travel #v Early works to 1800.</td>
<td>Spain #x History #y Charles II, 1665-1700.</td>
</tr>
<tr>
<td>Mexico #x History #y Conquest, 1519-1540.</td>
<td>Spain #x History #y Philip V, 1700-1746.</td>
</tr>
<tr>
<td>Mexico #x History #y Spanish colony, 1540-1810.</td>
<td>Spain #x History #y Ferdinand VI, 1746-1759.</td>
</tr>
<tr>
<td>Mexico #x History #y Wars of Independence, 1810-1821.</td>
<td>Spain #x History #y Charles III, 1759-1788.</td>
</tr>
<tr>
<td>Mexico #x History #y 1810-.</td>
<td>Spain #x History #y Charles IV, 1788-1808.</td>
</tr>
</tbody>
</table>
Mexico ¥ History ¥ y 1821-1861.          Spain ¥ History ¥ y Napoleonic Conquest, 1808-1813.
Mexico ¥ History, Military ¥ y 16th century.          Spain ¥ History ¥ y Ferdinand VII, 1813-1833.
Mexico ¥ History, Military ¥ y 18th century.          Spain ¥ History, Military.
Mexico ¥ Politics and government ¥ y To 1519.          Spain ¥ Politics and government ¥ y 18th century.
Mexico ¥ Politics and government ¥ y 1810-1821.  
Mexico ¥ Politics and government ¥ y 1821-1861.  
Mexico ¥ Politics and government ¥ y 1861-1867.  

Antiquities: Antiquities is assigned to works that discuss the archaeology or prehistoric cultures of a place.

Biography: Use for works about an individual(s) and may be either biographical, critical, or both. Biographical works focus on the personal aspects of the individual’s life, critical works on the individual’s professional, intellectual, or artistic achievements.

Commerce: Use for works on trade, both foreign and domestic.

Description and travel: Description and travel is used for descriptive works and accounts of travel, including the history of travel, in those places.

Economic conditions: Use for works discussing the economic history or economic conditions in general of a place.

Politics and government: Use for works that discuss the theory, practice, and history of politics and government and citizen participation in the political process.

Religious life and customs: Use for works on the religious customs, practices, etc., of these places.

Social conditions: Use the subdivision Social conditions for works discussing the social history or sociology of a place, including such subtopics of sociology as social problems, stability, change, interaction, adjustment, structure, social institutions, etc.

Social life and customs: Use for works on the customs, ways of living, and habits of people and places.
4. VIAF: Person as Subject

If there is a person as the subject of the item, cut and paste the form of the name as it appears in the VIAF file, including the Tag numbers.

Search the person in the VIAF file (http://viaf.org). Make sure the search is set to filter for the normalized form in English by setting the Select Index tab to LC (NACO). Also, since you are looking for the name of an individual person, set the Select Field tab to Personal Names.

Example:
Francis of Assisi appears as the subject of the item in hand, so we have entered him in the Search Terms: box. This will return the following page.

Select and click the form of the name that is associated with the American flag. This should be at the top of the list (usually). You will get a page that looks like the following page.
Copy and paste the name into the VIAF Person as Subject field, include the tag number and all the subfields.
5. VIAF: Author 1

6. VIAF: Author 2

Example: García de Valle y Araujo, Joseph Manuel

In an earlier stage, we have entered the name of the author of the item in the field Author 1: Name, in the form [last name, first name].

| Author 1: Name | García de Valle y Araujo, Joseph Manuel |

Search the person in the VIAF file (http://viaf.org) Make sure the search is set to filter for the normalized form in English by setting the Select Index tab to LC (NACO). Also, since you are looking for the name of an individual person, set the Select Field tab to Personal Names.

This returns the following screen.

| Search Terms: | Garcia de Valle y Araujo joseph manuel |

In this case, there is only one form, and it happens to be the form used in records produced in the United States. If you click on that form you will return the following screen.

| Valle y Araujo, José Manuel García del |
| VIAF ID: 43235802 (Personal) |
| Permalink: http://viaf.org/viaf/43235802 |

Copy and paste the name into the VIAF Author 1 field, include the tag number and all the subfields.
If there is a second author in the Name: Author 2 field, follow the same procedures.

7. VIAF: Corporate Body
Not required
Normalized (Catalog) form of the name from the Virtual Authority File: http://viaf.org/

8. VOCAB Operator
Required
Name of student who entered the genre, subject, and VIAF name fields.

9. VOCAB Date
Required
Date when student entered the genre, subject, and VIAF name fields.
TEMPLATES AND MAPPING FOR CLIR DATABASE

BOOKS TEMPLATE

(Diacritics palette)
Attachments (automatically generated? —not used)
Books DB Number:
ID Number
ID Number: Bound-with
Title: Transcribed
Title: Transcribed 2
Title: Letters
Title: Modern
Title: Source
Subtitle: Transcribed
Subtitle: Letters
Statement of Responsibility
Variant Title 1
Author 1: Name
Author 1: Role
Author: Corporate Body
Publication: Place: Transcribed
Publication: Country
Publication: City
Printer: Transcribed
Printer: Person
Printer: Corporate Body
Publication Date: Transcribed
Publication Date: Inferred
Publication Date: Data Form
Imprint Source *
Language(s) *
Pages: Numbered
Copies
Duplicate copy ID Number
Operator ID
Record: Creation date (automatically generated)
Keywords
Operator (Name of person who adds the keywords)
Date of Keywords
Illustrations *
Illustration note
Ornaments
Font color
Printer's device
Binding
Brand *
Handwriting
Owner autograph
Bookplate
Bookstamp
Genre
Reprint/Trans
Subjects/Geo
VIAF Author 1
VIAF Author 2
VIAF Corporate Body
VIAF Person as Subject
Vocab Operator
VOCAB Date

SINGLE SHEETS TEMPLATE

Single Sheets DB ID
(Diacritics palette)
ID Number
Title
Title: Source
Title: Variant
Title: Variant 2
Publication: Country
Publication: City
Issued: On Item
Date: Year
Language(s)
Sheets Size
Illustrations
Authorizations
Signed
Item Note
Summary
Created By
Modified
Modified By
Damage
Copies
Genre (from RBMS controlled vocabularies; option for multiple genre terms)
Subjects/Geo (from Library of Congress Subject Headings; option for multiple)
VIAF Person as Subject
VIAF Person as Subject 2
VIAF: Author 1
VIAF: CB Author (corporate body)
VOCAB Operator
VOCAB Date
=LDR 00000nam a2200000i 45e0
MARC MAPPING FOR SINGLE SHEETS

=008  140613s9999\\\\\mx\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\000\0\spa\d
=035  \$9ID Number
=245  10$aTitle.
=246  30$aTitle: Variant
=246  30$aTitle: Variant 2
=260  \$cDate: Year.
=300  \$aSheets :$cSize
=500  \$aAuthorizations
=500  \$aIssued: On Item
=500  \$aItem Note
=500  \$aSigned
=500  \$aTitle: Source
=520  \$aSummary
=546  \$aLanguage(s).
=562  \$aDamage
=600  10$aVIAF Person as Subject
=600  10$aVIAF Person as Subject1
=651  \0$aSubjects/Geo
=655  \$aGenre
=700  1$aVIAF Author
=710  1$aIAF Corporate Body
=752  \$aPublication: Country$dPublication: City.