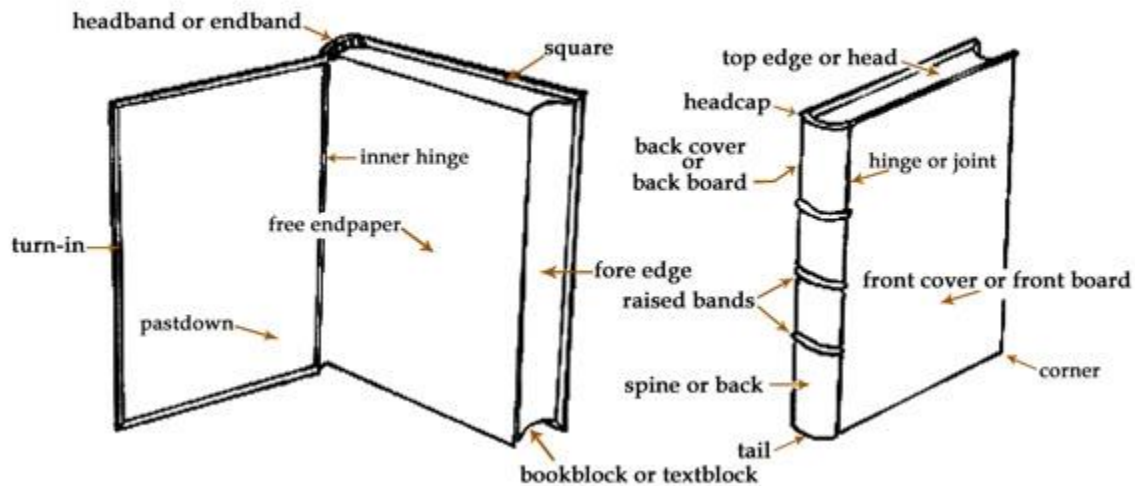


BOOKS: Stage 3: Additional Physical Details Instructions for Inputting Record Information.

Parts of a Book, by Thad McIlroy

<http://thefutureofpublishing.com/2013/04/bookishness-what-makes-a-book-a-book/parts-of-a-book/>

Parts of a Book



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



- 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



Woodcut of making a woodcut!

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 It has long been replaced by various [photographic](#) processes in its commercial applications and, partly because of the difficulty of learning the technique, is much less common in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



Illustrations *	<p>keywords</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Illustrated</p> <p><input checked="" type="checkbox"/> Portrait</p> <p><input checked="" type="checkbox"/> Coat of arms</p> <p><input type="checkbox"/> Landscape</p> <p><input type="checkbox"/> Map</p> <p><input type="checkbox"/> Woodcuts</p> <p><input type="checkbox"/> Engravings</p> <p><input type="checkbox"/> Specify your own value:</p> <input type="text"/> <p>If there are no illustrations, choose 'none' from the menu. If there are illustrations, choose those types of illustrations that apply. If none apply, the term 'Illustrated' is sufficient.</p>
Illustration note	<input type="text" value="Portrait of Don Juan Baptista Ortis de Zalazar"/> <p>Free text note with information concerning illustrations. Not required.</p>

3. Ornaments

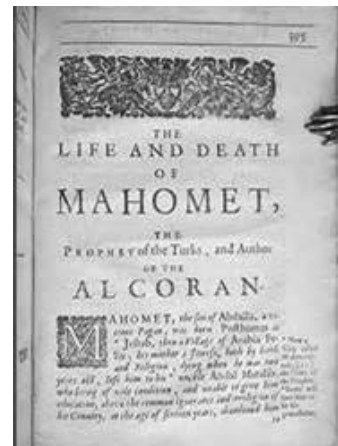
If there are no ornaments, choose *none* from the drop down menu. If there are ornaments, choose those types of ornaments that apply. You may choose more than one term.

- 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

Examples with headpieces and decorated initials



Examples with tailpieces and decorated initials

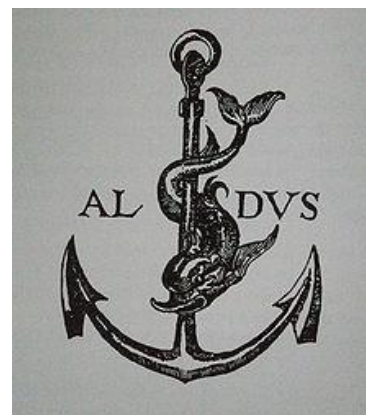


4. Font color

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>. Another database of printers devices can be found at: <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.

<http://www.prbm.com/interest/binding-a-b.php>

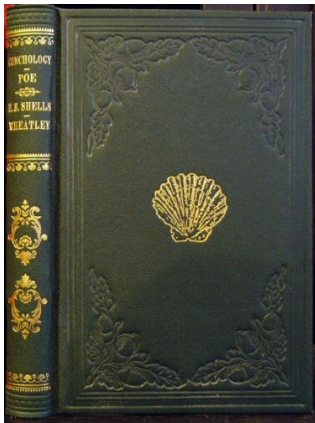
Vellum: Fine parchment from the skin of a calf.



Leather



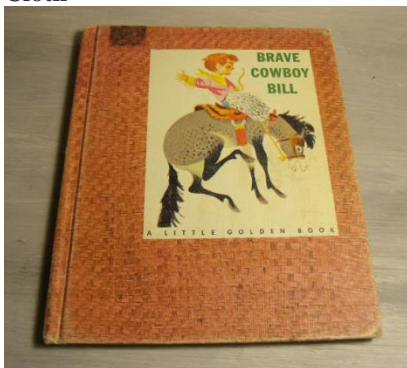
Board



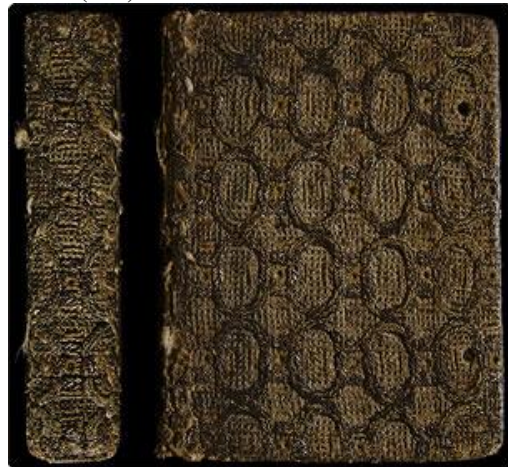
Board



Cloth



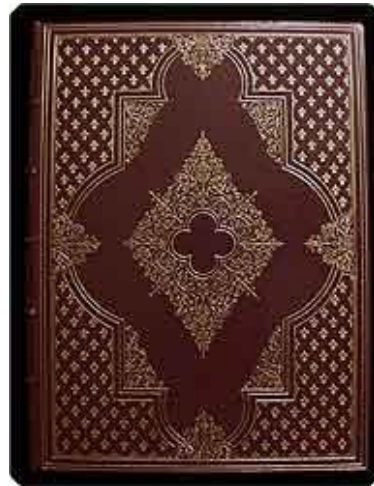
Cloth (silk)



Colored edges



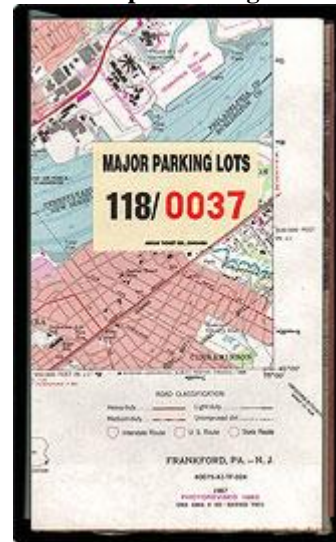
Decorated



Decorative endpapers



Paper binding



Example

Marbled (Decorative) endpapers, Leather binding, Colored edges, Decorated



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

<http://www.marcasdefuego.buap.mx:8180/xmlLibris/projects/firebrand/>



From Biblioteca La Fragua

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.



Brand *

Does the item have a brand (marca de fuego)?

No

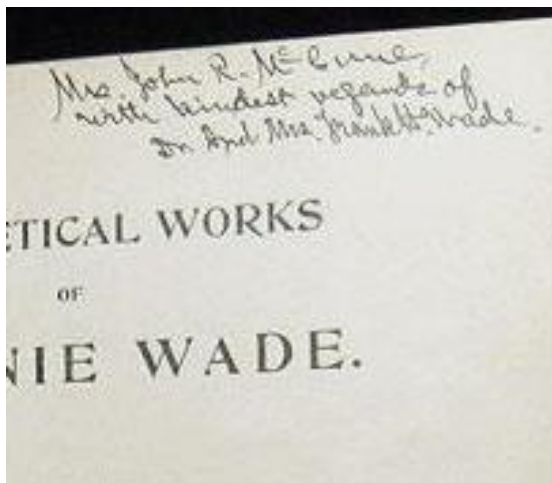
Yes

Specify your own value:

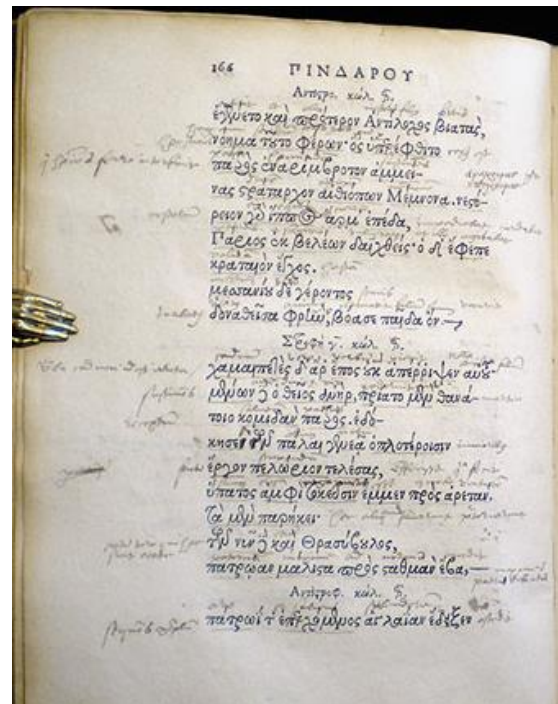
V with an o

8. Handwriting on item

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



Philadelphia Rare Books



9. Owner autograph

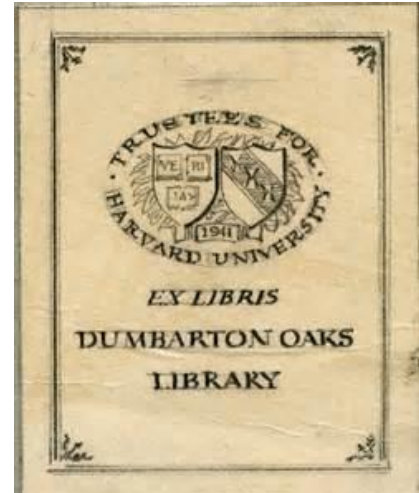
Besides *marcas del fuego*, there are other indications of the previous owners of an item. If an owner has autographed the item, enter his name in the field.

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%40N07/>

- 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

Bookstamp

Unidentified. Crown with a 'G'

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, aural 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.

Account books.	Use for account books of original entry which record the various transactions of the day in the order in which they occurred.
Administrative regulations.	
Almanacs.	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.
<u>Autobiographies.</u>	
Baptismal records.	
Biographies.	
Breviaries.	Use for works containing solely text of all that is said or sung at the Daily Office, Matins or Lauds through Compline.
Broadsides.	(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.
Calendars.	Use for tabular registers of days, not for lists of manuscripts or documents; subdivide by date.
Catechisms.	
Confessions.	Use for autobiographies dealing with highly private matters, usually with some theoretical, intellectual, or spiritual emphasis.
Contracts .	
Devotional calendars.	Use for calendars which highlight religious activities and events for specific days; not for calendars which are only illustrated with religious pictures.
Devotional literature .	(Use this for meditations, religious poetry, etc.)
Eulogies.	Funeral sermon
Funeral addresses.	
Gazetteers.	A gazetteer is a geographical <u>dictionary</u> or <u>directory</u> used in conjunction with a map or <u>atlas</u> . ^[1] They typically contain information concerning the geographical makeup, <u>social statistics</u> and physical features of a country, region, or continent. Content of a gazetteer can include a subject's location, dimensions of peaks and waterways, <u>population</u> , <u>GDP</u> and literacy rate. This information is generally divided into topics with entries listed in alphabetical order.
Grammars.	
Indulgences.	Use for ecclesiastical documents certifying official cancellation of all or part of the temporal punishment due for sins.
Jesuit relations.	Use for reports of Jesuit missionaries on their travels and activities, especially in the Americas and Asia.
Legal instruments.	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.
<u>Legal works.</u>	
Liturgical books.	

Maps.	
Military orders.	Use for commands issued by a military superior.
Military registers.	
Military regulations.	
Missals.	Use for books containing all that is said or sung at Mass throughout the year.
Novenas.	
Official gazettes.	Use for official governmental journals.
Occasional sermons.	Use for sermons given on special occasions.
Prayer books.	Use for books of personal prayer; they may include selections from liturgical books.
Prayers.	Use for individually issued prayers, not in book form.
Price lists.	
Proclamations.	Use for something that is <u>proclaimed</u> ; a public and official announcement.
Psalters.	Use for books containing only the Psalms.
Regulations.	Authoritative rules dealing with details or procedure.
Royal petitions.	
Sermons.	
Stations of the Cross.	

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.

Mexico #x Antiquities.

Mexico #v Biography #y 16th century.

Mexico #v Biography #y 17th century.

Mexico #v Biography #y 18th century.

Mexico #x Commerce #y 19th century.

Mexico #x Commerce #y 16th century.

Mexico #x Commerce #y 17th century.

Mexico #x Commerce #y 18th century.

Mexico #x Commerce #y 19th century.

Mexico #x Economic conditions #y 1540-1810.

Mexico #x Economic conditions #y 19th century.

Mexico #x Church history #y 16th century.

Mexico #x Church history #y 17th century.

Mexico #x Church history #y 18th century.

Mexico #x Church history #y 19th century.

Mexico #x Description and travel.

Mexico #x Description and travel #v Early works to 1800.

Mexico #x History #y Conquest, 1519-1540.

Mexico #x History #y Spanish colony, 1540-1810.

Mexico #x History #y Wars of Independence, 1810-1821.

Mexico #x History #y 1810-.

Mexico #x Religious life and customs #y 16th century.

Mexico #x Religious life and customs #y 17th century.

Mexico #x Religious life and customs #y 18th century.

Mexico #x Religious life and customs #y 19th century.

Mexico #x Social conditions #y To 1810.

Mexico #x Social conditions #y 19th century.

Mexico #x Social life and customs #y 16th century.

Mexico #x Social life and customs #y 17th century.

Mexico #x Social life and customs #y 18th century.

Mexico #x Social life and customs #y 19th century.

Spain #x Colonies #x Administration.

Spain #x Colonies #z America.

Spain #x Emigration and immigration.

Spain #x History #y Philip II, 1556-1598.

Spain #x History #y Philip III, 1598-1621.

Spain #x History #y Philip IV, 1621-1665.

Spain #x History #y Charles II, 1665-1700.

Spain #x History #y Philip V, 1700-1746.

Spain #x History #y Ferdinand VI, 1746-1759.

Spain #x History #y Charles III, 1759-1788.

Spain #x History #y Charles IV, 1788-1808.

Mexico ꝑx History ꝑy 1821-1861.

Mexico ꝑx History, Military ꝑy 16th century.

Mexico ꝑx History, Military ꝑy 17th century.

Mexico ꝑx History, Military ꝑy 18th century.

Mexico ꝑx History, Military ꝑy 19th century.

Mexico ꝑx Politics and government ꝑy To 1519.

Mexico ꝑx Politics and government ꝑy 1540-1810.

Mexico ꝑx Politics and government ꝑy 1810-1821.

Mexico ꝑx Politics and government ꝑy 1821-1861.

Mexico ꝑx Politics and government ꝑy 1861-1867.

Spain ꝑx History ꝑy Napoleonic Conquest, 1808-1813.

Spain ꝑx History ꝑy Ferdinand VII, 1813-1833.

Spain ꝑx History ꝑy Isabella II, 1833-1868.

Spain ꝑx History, Military.

Spain ꝑx Politics and government ꝑy 17th century.

Spain ꝑx Politics and government ꝑy 18th century.

Spain ꝑx Politics and government ꝑy 19th century.

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

Not required

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*.

VIAF
Virtual International Authority File

Search

Select Field: Select Index: Search Terms:

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.

Search

Select Field: Select Index: Search Terms:

2 headings found for *Francis of assisi (in lc)*

Heading
1 Francis, of Assisi, Saint, 1182-1226   
François, d'Assise, saint, 1182-1226  
Franciscus, van Assisi, ca. 1181-1226 
Franciszek z Asyżu (św. ; 1181?-1226).  
Franciscus Assisias 1182-1226 
Franciscus, d'Assisi, saint 
Franciscus Assisiensis, s., 1182-1226 
Francisco de Asís, Santo 
Francisco de Assis, Santo, 1181?-1226, O.F.M. 
František z Assisi, svatý, 1182-1226 

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.

http://viaf.org/viaf/87832561/#Francis_of_Assisi_Saint_1182-1226

VIAF Cluster

VIAF
Virtual International Authority File

Search

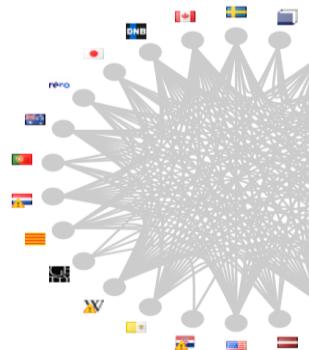
Select Field: Personal Names | Select Index: All VIAF | Search Terms: francis of assisi [x] Search



- Francis, of Assisi, Saint, 1182-1226
- François, d'Assise, saint, 1182-1226
- Franciscus, van Assisi, ca. 1181-1226
- Franciszek z Asyżu (św. ; 1181?-1226).
- Franciscus Assisias 1182-1226
- Franciscus, d'Assisi, saint
- Franciscus Assisiensis, s., 1182-1226
- Francisco de Asis, Santo
- Francisco de Assis, Santo, 1181?-1226, O.F.M.

Preferred Forms

- 100 0 _#a Francisks Asizietis, ꞑc Svētais, ꞑd 1181 vai 1182-1226
- 100 0 _#a François, ꞑc d'Assise, saint, ꞑd 1182-1226
- 200 _#1 #a François d'Assise ꞑc saint #f 1182?-1226
- 100 0 _#a František z Assisi, ꞑc svatý, ꞑd 1182-1226
- 100 0 _#a Francis, ꞑc of Assisi, Saint, ꞑd 1182-1226
- 100 0 _#a Франциск Ассизский, ꞑc Святой, ꞑd 1182-1226
- 100 1 _#a Ἁγίου Φραγκίσκου Ἁσισίου, ꞑd 1182-1226
- 100 0 _#a Franciszek z Asyżu ꞑc (św. ; ꞑd 1181?-1226).
- 100 1 _#a d'Assisi, Francesco
- 100 0 0 _#a Francisco de Asis, ꞑc Santo
- 100 0 _#a Franciszek z Asyżu ꞑc (św. ; ꞑd 1181?-1226).
- 100 0 _#a Franciscus Assisiensis, ꞑc s., ꞑd 1182-1226
- 100 0 _#a Franciscu
- 100 0 _#a Francis



100 0 _#a Franciscus Assisiensis, ꞑc s., ꞑd 1182-1226

100 0 _#a Franciscus Assisiensis, ꞑc sanctus

100 0 _#a Francis, ꞑc of Assisi, Saint, ꞑd 1182-1226

Copy and paste the name into the *VIAF Person as Subject* field, include the tag number and all the subfields.

VIAF Person as Subject	100 0 _#a Francis, ꞑc of Assisi, Saint, ꞑd 1182-1226
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.	

5. VIAF: Author 1
6. VIAF: Author 2

Not required
Not required

Example: Garcia 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].

Commit	Clipboard	Actions	Spelling
restrictions.			
Author 1: Name *		Garcia de Valle y Araujo, Joseph Manuel	

Required. Input name in the form: [Surnames. Forenames]. Correct spe

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*.

Search

Select Field: All Headings	Select Index: All VIAF	Search Terms: Garcia de valle y araujo joseph manuel	Search
-------------------------------	---------------------------	---------------------------------------------------------	---------------

This returns the following screen.

Search

Select Field: All Headings	Select Index: All VIAF	Search Terms: Garcia de valle y araujo joseph manuel	Search
-------------------------------	---------------------------	---------------------------------------------------------	---------------

1 heading found for *Garcia de valle y araujo joseph manuel*

	Heading	Type	Sample Title
1	Valle y Araujo, José Manuel García del	Personal	Trono espiritual, místico altar, que fábrica la alma al may

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

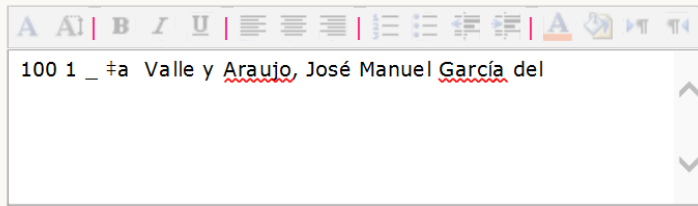
VIAF ID: 43235802 (Personal)
 Permalink: <http://viaf.org/viaf/43235802>

Preferred Forms

100 1 _ [_1a Valle y Araujo, José Manuel García del](#)

Copy and paste the name into the *VIAF Author 1* field, include the tag number and all the subfields.

VIAF Author 1



Normalized (Catalog) form of the name from the Virtual Authority File:
<http://viaf.org/>

VIAF Author 2

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 a22000001a 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 \\\$alssued: On Item
=500 \\\$altem 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.