Metadata Creation before Digitization: Strategies to Unveil Hidden Collections

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Hidden collections

Problem 1: Physical Collection

- We do not know what we have
- Material is not available for use

Problem 2: Digital Initiatives

- We do not know what we have, so items cannot be evaluated/selected for digitization
- Preference is for metadata created before digitization

Hidden collections

Question: Is there something we could do that would simultaneously solve both of these problems?

- Can we inventory the physical collection and find a quick and cost effective way to provide discovery level catalog records? (MARC)
- And at the same time create sufficient information for item selection for digitization and which can be converted into metadata? (Dublin core/MODS, etc.)

Council on Library and Information Resources grant program objectives

Council on Library and Information Resources (CLIR) has awarded grants through its Hidden Collections program to find more efficient ways to make collections discoverable and accessible to users.

"Inherent in the grant program's design is a conviction that cataloging hidden collections contributes to the development of a better integrated, more potent scholarly environment that, in turn, produces new knowledge. Building closer ties with communities of scholarly users is essential to the success of this endeavor."

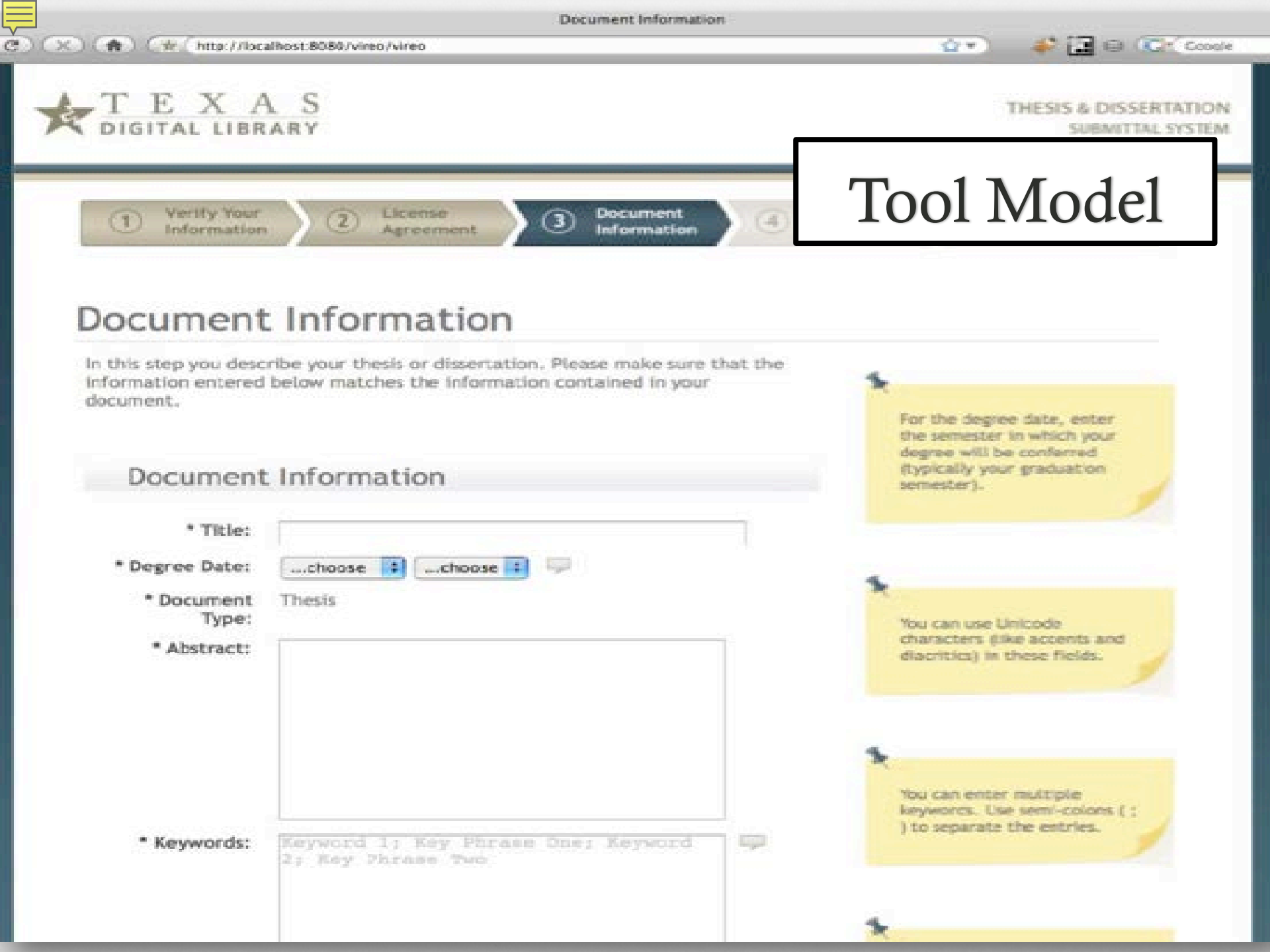
"**Observations on Scholarly Engagement with Hidden Special Collections and Archives: About the Study**"
http://www.clir.org/hiddencollections/engagement

Ideas

- Something is better than nothing
- Ideology of Dublin Core
- User friendly tools for collecting metadata

So …

- **Student labor?**
- **Tool/software?**
- **Collaborate with colleagues?**


Document Information
http://localhost:8080/vireo/vireo
TEXAS DIGITAL LIBRARY
THESIS & DISSERTATION SUBMITTAL SYSTEM
Tool Model
1 Verify Your Information
2 License Agreement
3 Document Information
4
Document Information
In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.
Document Information
* Title:
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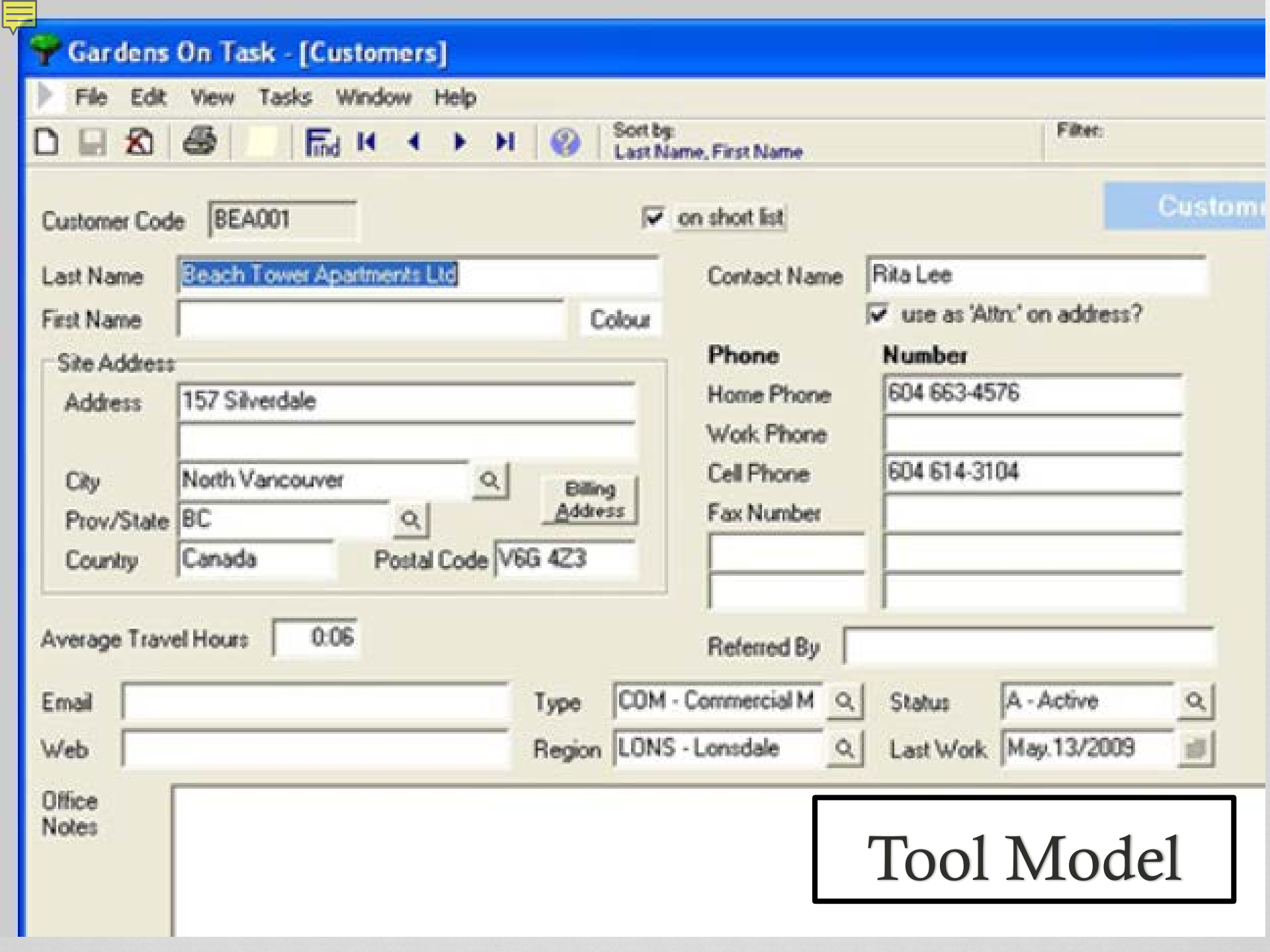
* Document Type:
Thesis
* Abstract:
* Keywords:
Keyword 1; Key Phrase One; Keyword 2; Key Phrase Two
For the degree date, enter the semester in which your degree will be conferred (typically your graduation semester).
You can use Unicode characters (like accents and diacritics) in these fields.
You can enter multiple keywords. Use semi-colons (;) to separate the entries.


Gardens On Task - [Customers]
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Site Address
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157 Silverdale
City
North Vancouver
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Fax Number
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COM - Commercial M
Status
A - Active
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Last Work
May 13/2009
Office Notes
Tool Model

In search of a tool

What might we use to replicate that method?

- A. Digital Library / Repository software
- B. ILS Easy Entry
- C. Cataloging Tools/Mini-Opacs (easy entry)
- D. Database or spreadsheet software
  - Web and desktop based

Repository Software –

DSpace, OpenWMS/RUcore, Greenstone

- User friendly interface / untrained people can fill in the boxes
- Can usually declare the elements we need (depending on the collection) and design the user form and its display constants
- Workflows for collection, sub-collection, and single item record creation as well as batch import and metadata mapping
- Robust, well documented; active development communities
- Permits importing metadata using an in-house schema

Repository Software –

DSpace, OpenWMS/RUcore, Greenstone

- Cons:
  - Costs
    - License, servers, IT personnel, development
  - Difficult to configure:
    - OpenWMS was particularly difficult to install and configure. Needed a lot of help from systems folks! Metadata template design, record creation, and upload were very trial and error.
  - Some systems may have limitations on permissible schema.
  - Difficult to export the records, generates work for IT group.
    - This is not yet a digital project, we were trying to use the interface to collect data. Not every item for which a record is generated is going to be digitized. So again, to move the records out of the system creates an issue with exporting.

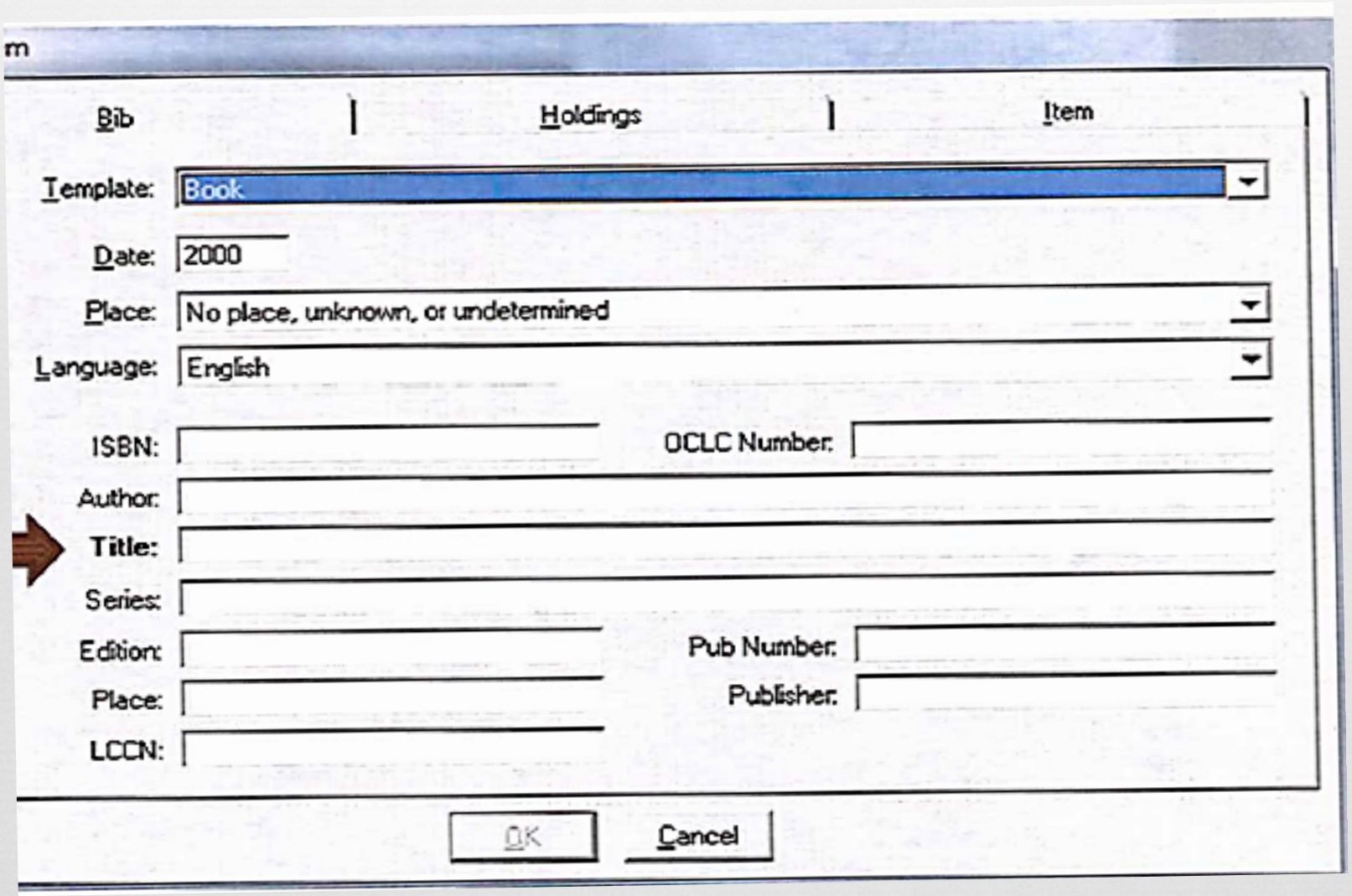
Repository Software

DSpace, OpenWMS/RUcore, Greenstone

Caveats: We are describing print collections and these systems were built for digital collections. Don't want records for print items inhabiting your repository software.

- Use the sandbox version? but still problem to export the records without help
- Install a version for use only on the projects?

ILS software / Local Catalog



ILS software / Local Catalog

- "CIRC on the fly" in circulation module
  - Rapid entry template to input some basic fields tied to MARC on the back end;
  - Can be used by non-catalogers who do not know MARC.
  - Pros:
    - Part of the existing ILS (meaning no additional cost or technical burden);
    - Records go directly into the catalog for discovery;
    - Record modification possible by cataloging staff who know MARC;
    - Would be possible to export the short MARC records and convert to DC/MODs/MARCXML via MARCEdit

ILS software / Local Catalog

- "CIRC on the fly" in circulation module
  - Cons:
    - Authorization required;
    - Template fields are limited and can not be expanded;
    - No subject fields;
    - Intended more for inventory control, not discovery;

OPAC/CAT Software

(Destiny, Mandarin, Koha, Evergreen)

- Pros:
  - Free to medium cost;
  - "Easy entry" templates;
  - Minimal IT requirements;
  - Export MARC records as text file for other uses, including import into local catalog
- Cons:
  - May be proprietary;
  - Templates have limited number of fields;
  - MARC view allows more fields but requires authorization - one cannot create their own set of elements;
  - Authority control module is a separate purchase;
  - Open source – the user is responsible for customization and maintenance of the system.

Database / Spreadsheet

- GoogleDocs, ZoHo, MS Excel, MS Access, MS
- Pros:
  - Declare your own fields;
  - All will sort/filter/print to table, generate statistical chart, export without bothering IT;
  - SharePoint / Access permit us to build a user friendly input form, including “if/then” pathways;
  - SharePoint / Access enable the user to see an “entry” without having to scroll across columns;

Database / Spreadsheet

- Pros:
  - SharePoint/Access permits multiple users at the same time: you save a 'record' not the entire database;
  - For Sharepoint, the team manages database authorization – no bothering IT or those with management credentials;
  - Sharepoint permits differing read/write/delete authorizations - student workers cannot destroy the database;
  - SharePoint keeps timelogs so that we can calculate the rate of record production and track student labor.
- Cons:
  - Zoho is free or subscription levels / **however your data are on their servers;**
  - GoogleDocs is free /**however your data are on their servers/ and they ~~target~~ you for ads;**

Database / Spreadsheet

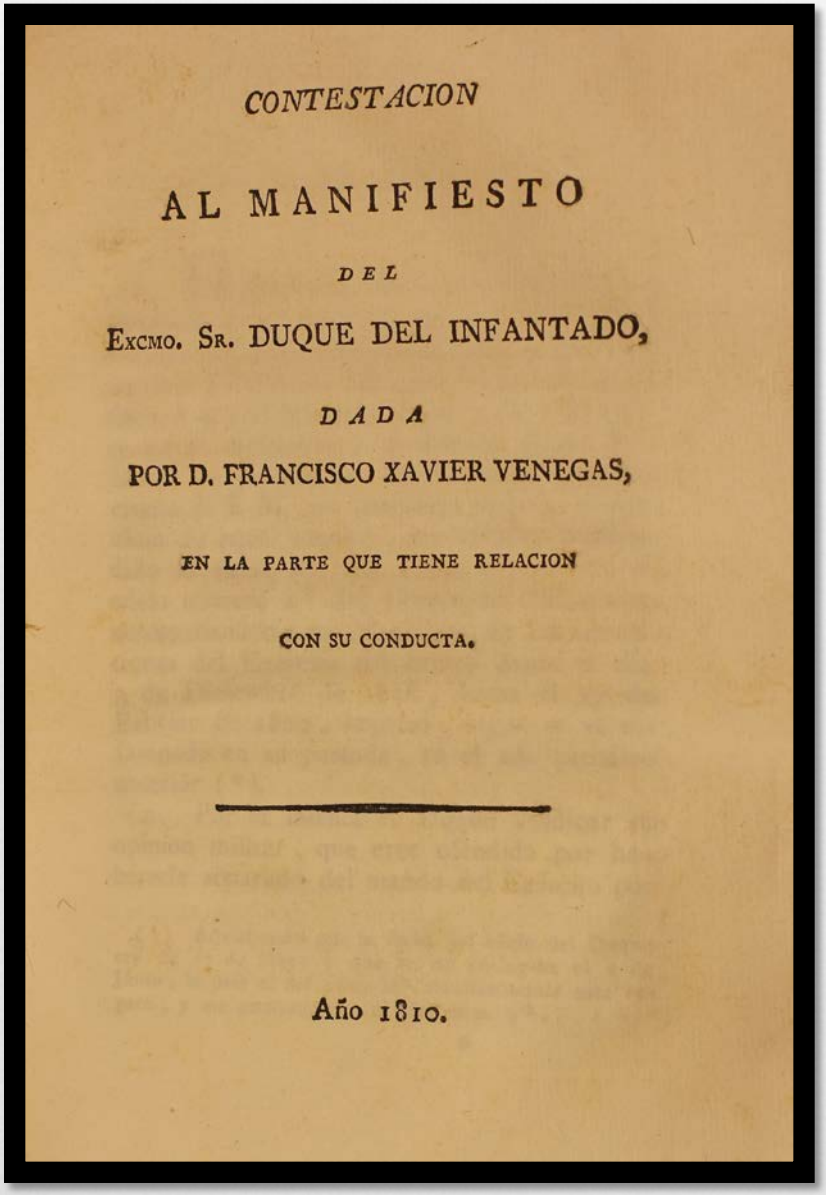
- D: Cons:
  - GoogleDocs & Zoho: Relatively small feature set; interface and commands. Sluggish with larger files;
  - Excel, Access, and SharePoint all must be licensed, with server farm costs for SharePoint;
  - Excel: if there are many columns / rows, it is hard to see the records, even when one freezes columns;
  - Excel: working on the ‘spreadsheet’ which can be harmed; in Sharepoint they can only harm a single record;
  - Excel: single user input, even on a network;
  - Access: Windows only;
  - Access: authorization into the system for students; Back end management is more difficult than in SharePoint.

Tools: Questions

- What do you already have in-house?
- What data elements do you need for the collection?
- How flexible does your tool need to be in letting you define elements?
- To what schema do you want to migrate the data?
- How easily does the tool permit you to move the data?
- Who will be inputting the data? ; How much training will they need?
- How many people will be inputting data? ; From where?
- How much assistance do you need from IT?

Overview of the Colonial Mexican Collection

- Collection spans 1490s – 1870s
- Subject Coverage
  - History, Anthropology, Linguistics, Government, Philosophy, Military Science, Civil and Canon Law, Religion (almost half the collection)
- Geographic coverage
  - Mexico, Spain, Guatemala, Peru, Philippines, Low Countries, Italy, Germany, England
- Languages
  - Spanish, Latin, Aztec, Mistec, Zapotec, Huastec, Otomí, Tarascan, French, Italian, English



CONTESTACION

AL MANIFIESTO

DEL

EXCMO. SR. DUQUE DEL INFANTADO,

DADA

POR D. FRANCISCO XAVIER VENEGAS,

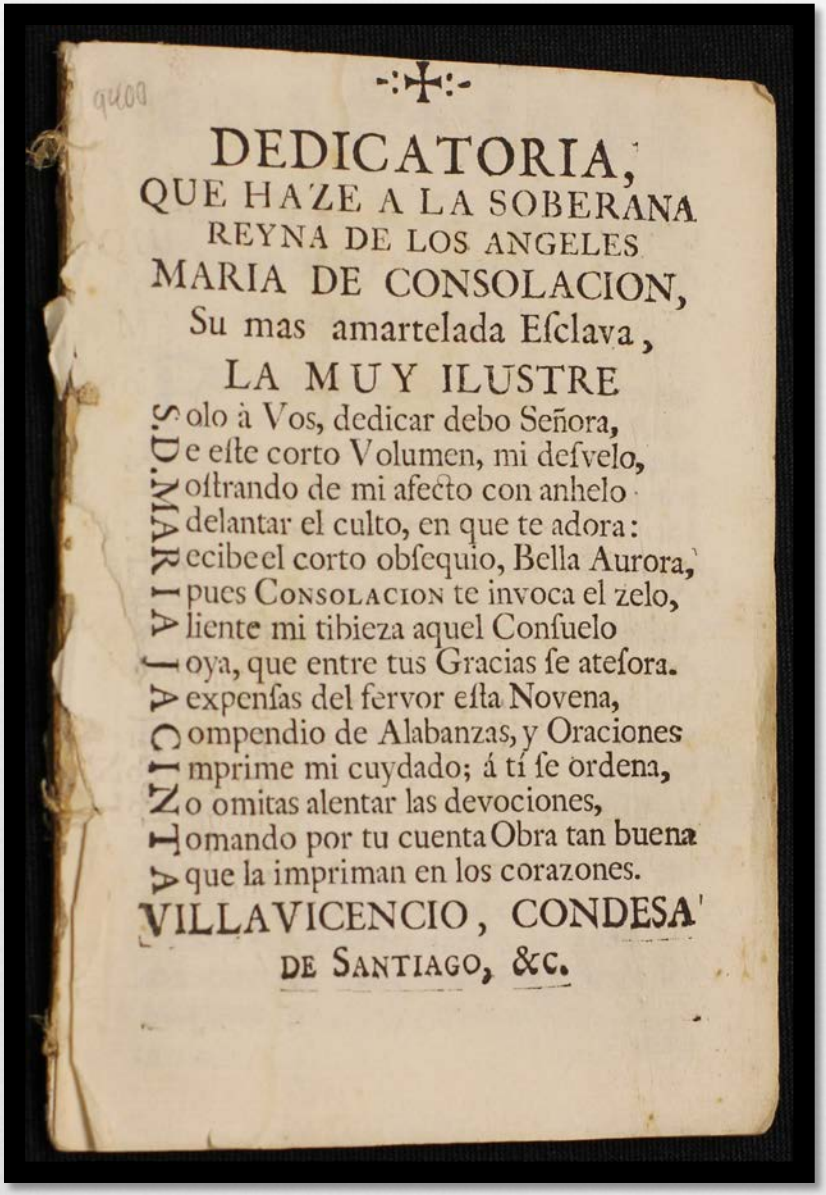
EN LA PARTE QUE TIENE RELACION

CON SU CONDUCTA.

Año 1810.

"Challenges"

- Controlled headings and vocabularies versus keyword approach for the difficulties posed by names in Spanish
- Implications for authorized headings, bibliographic information, subject analysis
- *Duque del Infantado*
  - Hereditary title
  - Pedro de Alcántara Álvarez de Toledo y Salm Salm (1768 – 1841)



DEDICATORIA,
QUE HAZE A LA SOBERANA
REYNA DE LOS ANGELES
MARIA DE CONSOLACION,
Su mas amartelada Eſclava,
LA MUY ILUSTRE
S.D.MARIA JACINTA VILLAVICENCIO, CONDESA'
Solo à Vos, dedicar debo Señora,
e eſte corto Volumen, mi deſvelo,
oſtrando de mi afecto con anhelo
delantar el culto, en que te adora:
ecibe el corto obſequio, Bella Aurora,
pues Consolacion te invoca el zelo,
liente mi tibieza aquel Conſuelo
oya, que entre tus Gracias ſe ateſora.
expenſas del fervor eſta Novena,
ompendio de Alabanzas, y Oraciones
mprime mi cuydado; á tí ſe ordena,
o omitas alentar las devociones,
omando por tu cuenta Obra tan buena
que la impriman en los corazones.
DE SANTIAGO, &c.

"Challenges"

- Lack of title page
- Dedication
  - poetry & acrostic
- Prayer book – novena
- Use of printed bibliographies and entries from foreign libraries are essential to locating the details

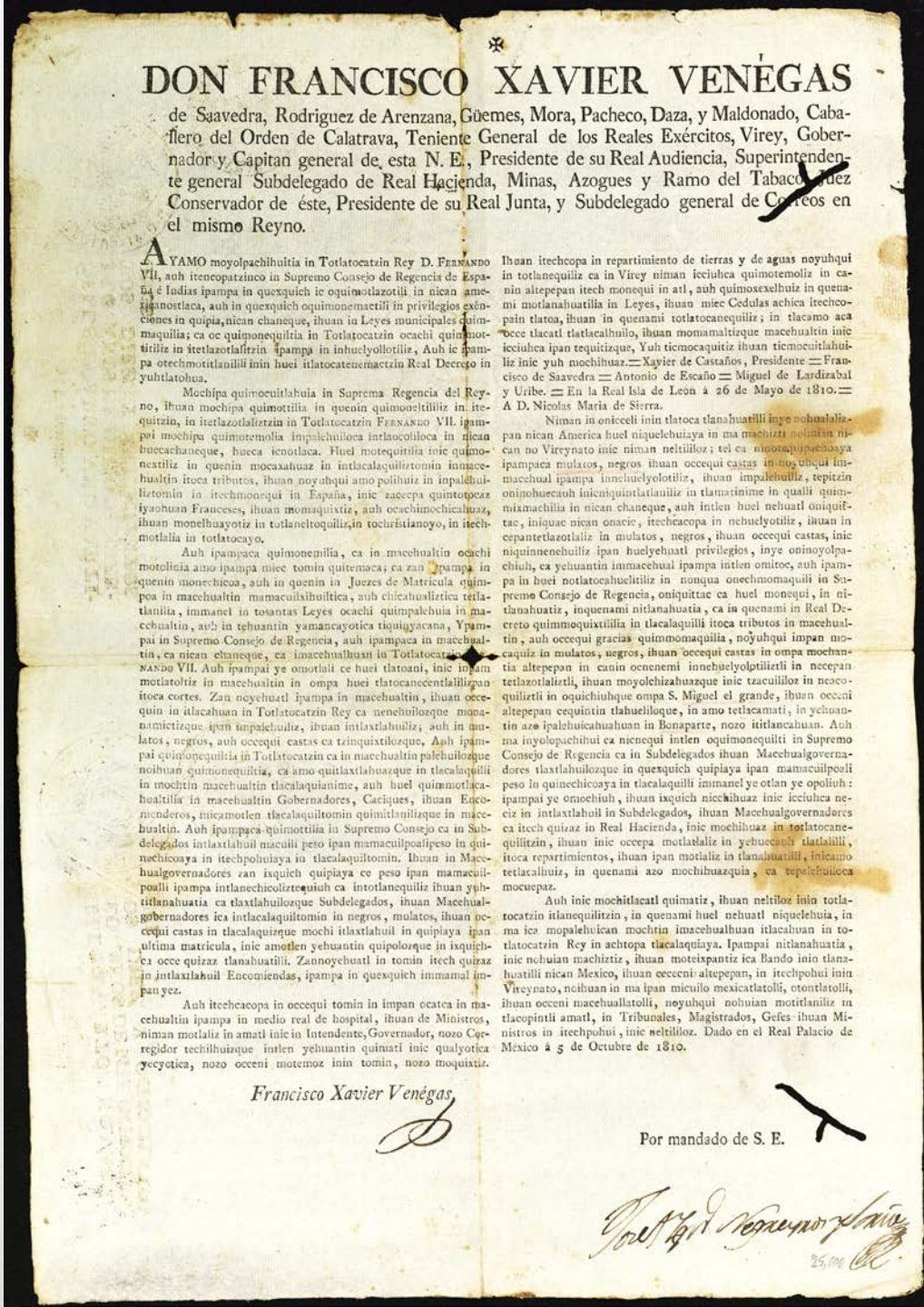
ILL.mo Y R.mo S.r Mro. D. F. IVAN
Angel Rodriguez Arzpo. Metropolitano de Manila, Gov.r de los Obiſpados ſufraganeos Vacantes de las Ciudades del SS. Nombre de Jeſus, y la Nueva Cazeres del Conſejo de ſu M. &c.
ILL.mo Y R.mo S.r
EN el impreſſo Libro del Corazõ mas puro, ortographo el a-
fec-

“Challenges”

- Lacks title page
- Possibly printed in Manila
- Not listed in any bibliographies we have consulted.
- Possible unique exemplar
- Paper has no watermark or chain lines to help in identification

Bando

- Printed – 1810, in Aztec
- Warning to the populace to ignore the pro-independence homilies of Miguel Hidalgo
- Another decree issued the same day – but in Aztec and Spanish, abolished tribute payments to the king to stem the Hidalgo revolt
- Less than 10 proclamations printed in Aztec during the entire colonial period!



DON FRANCISCO XAVIER VENEGAS

de Saavedra, Rodriguez de Arenzana, Güemes, Mora, Pacheco, Daza, y Maldonado, Caballero del Orden de Calatrava, Teniente General de los Reales Exércitos, Virey, Gobernador y Capitan general de esta N. E., Presidente de su Real Audiencia, Superintendente general Subdelegado de Real Hacienda, Minas, Azogues y Ramo del Tabaco, Juez Conservador de éste, Presidente de su Real Junta, y Subdelegado general de Correos en el mismo Reyno.

AYAMO moyolpachihuitia in Totlatocatzin Rey D. Fernando VII, auh itencopatzinco in Supremo Consejo de Regencia de España é Indias ipampa in quexquich ic oquimotlazotili in nican amerikanostlaca, auh in quexquich oquimonemactili in privilegios exênciones in quipia, nican chaneque, ihuan in Leyes municipales quimmaquilia; ca oc quimonequiltia in Totlatocatzin ocachi quimmottitiliz in itetlazotlalitzin ipampa in inhuelyollotiliz, Auh ic ipampa otechmottitlanilili inin huei itlatocatenemactzin Real Decreto in yuhtlatohua.

Mochipa quimocuitlahuia in Suprema Regencia del Reyno, ihuan mochipa quimottilia in quenin quimouelteliliz in itequitzin, in itetlazotlalitzin in Totlatocatzin Fernando VII. ipampi mochipa quimotemolia impalehuiloca intlaocoliloca in nican huecachaneque, hueca icnotlaca. Huel motequitilia inic quimonextiliz in quenin mocaxahuaz in intlacalaquiliztomin inmacehualtin itoca tributos, ihuan noyuhqui amo polihuiz in inpalehuiliztomin in itechmonequi in España, inic zacecpa quintotocaz iyaohuan Franceses, ihuan momaquixtiz, auh ocachimochicahuaz, ihuan monelhuayotiz in totlaneltoquiliz, in tochristianoyo, in itechmotlalia in totlatocayo.

Auh ipampaca quimonemilia, ca in macehualtin ocachi motolinia amo ipampa miec tomin quitemaca; ca zan ipampa in quenin monechicoa, auh in quenin in Juezes de Matricula quimpoa in macehualtin mamacuixihuiltica, auh chicahualiztica tetlatlanilia, immanel in tosantas Leyes ocachi quimpalehuia in macehualtin, auh in tehuantin yamancayotica tiquiyacana, Ypampai in Supremo Consejo de Regencia, auh ipampaca in macehualtin, ca nican chaneque, ca imacehualhuan in Totlatocatzin Fernando VII. Auh ipampai ye omotlati ce huei tlatoani, inic inipam motlatoltiz in macehualtin in ompa huei tlatocanecentlalilizpan itoca cortes. Zan noyehuatl ipampa in macehualtin, ihuan occequin in itlacahuan in Totlatocatzin Rey ca nenehuilozque monamictizque ipan inpalehuiliz, ihuan intlaxtlahuiliz; auh in mulatos, negros, auh occequi castas ca tzinquixtilozque, Auh ipampai quimonequiltia in Totlatocatzin ca in macehualtin palehuilozque noihuan quimonequiltiz, ca amo quitlaxtlahuazque in tlacalaquilli in mochtin macehualtin tlacalaquianime, auh huel quimmotlacahualtilia in macehualtin Gobernadores, Caciques, ihuan Encomenderos, micamotlen tlacalaquiltomin quimitlanilizque in macehualtin. Auh ipampaca quimottilia in Supremo Consejo ca in Subdelegados intlaxtlahuil macuili peso ipan mamacuilpoalipeso in quinechicoaya in itechpohuiaya in tlacalaquiltomin. Ihuan in Macehualgovernadores zan ixquich quipiaya ce peso ipan mamacuilpoalli ipampa intlanechicoliztequiuh ca intotlanequiliz ihuan yuhtitlanahuatia ca tlaxtlahuilozque Subdelegados, ihuan Macehualgobernadores ica intlacalaquiltomin in negros, mulatos, ihuan occequi castas in tlacalaquizque mochi itlaxtlahuil in quipiaya ipan ultima matricula, inic amotlen yehuantin quipolozque in ixquichca occe quizaz tlanahuatilli. Zannoyehuatl in tomin itech quizaz in intlaxtlahuil Encomiendas, ipampa in quexquich immamal ipan yez.

Auh itechcacopa in occequi tomin in impan ocatca in macehualtin ipampa in medio real de hospital, ihuan de Ministros, niman motlaliz in amatl inic in Intendente, Governador, nozo Corregidor techilhuizque intlen yehuantin quimati inic qualyotica yecyotica, nozo occeni motemoz inin tomin, nozo moquixtiz. Ihuan itechcopa in repartimiento de tierras y de aguas noyuhqui in totlanequiliz ca in Virey niman ieciuhca quimotemoliz in canin altepepan itech monequi in atl, auh quimoxexelhuiz in quenami motlanahuatilia in Leyes, ihuan miec Cedulas achica itechcopain tlatoa, ihuan in quenami totlatocanequiliz; in tlacamo aca occe tlacatl tlatlacalhuilo, ihuan momamaltizque macehualtin inic ieciuhca ipan tequitizque, Yuh ticmocaquitiz ihuan ticmocuitlahuiliz inic yuh mochihuaz.=Xavier de Castaños, Presidente =Francisco de Saavedra =Antonio de Escaño =Miguel de Lardizabal y Uribe. =En la Real Isla de León á 26 de Mayo de 1810.= A D. Nicolas Maria de Sierra.

Niman in oniceeli inin tlatoca tlanahuatilli inye nohualalizpan nican America huel niquelehuiaya in ma machiztli nohuiin nican no Vireynato inic niman neltililoz; tel ca mononquipachoaya ipampaca mulatos, negros ihuan occequi castas in noyuhqui immacehual ipampa innehuelyolotiliz, ihuan impalehuiliz, tepitzin oninohuecauh inicniquintlatlaniliz in tlamatinime in qualli quimmixmachilia in nican chaneque, auh intlen huel nehuatl oniquittac, iniquac nican onacic, itechcacopa in nehuelyotiliz, ihuan in cepantetlazotlaliz in mulatos, negros, ihuan occequi castas, inic niquinnenehuiliz ipan huelyehuatl privilegios, inye oninoyolpachiuh, ca yehuantin immacehual ipampa intlen omitoc, auh ipampa in huei notlatocahuelitiliz in nonqua onechmomaquili in Supremo Consejo de Regencia, oniquittac ca huel monequi, in nitlanahuatiz, inquenami nitlanahuatia, ca in quenami in Real Decreto quimmoquixtililia in tlacalaquilli itoca tributos in macehualtin, auh occequi gracias quimmomaquilia, noyuhqui impan mocaquiz in mulatos, negros, ihuan occequi castas in ompa mochantia altepepan in canin ocnenemi innehuelyolpatiliztli in nocepan tetlazotlaliztli, ihuan moyolchizahuazque inic tzacuililoz in nocequiliztli in oquichiuhque ompa S. Miguel el grande, ihuan occeni altepepan cequintin tlahuelilloque, in amo tetlacamati, in yehuantin azo ipalehuicahuahuan in Bonaparte, nozo itiantacahuan. Auh ma inyolopachihui ca nicnequi intlen oquimonequilti in Supremo Consejo de Regencia ca in Subdelegados ihuan Macehualgovernadores tlaxtlahuilozque in quexquich quipiaya ipan mamacuilpoali peso in quinechicoaya in tlacalaquilli immanel ye otlan ye opoliuh: ipampai ye omochiuh, ihuan ixquich niechihuaz inic ieciuhca neciz in intlaxtlahuil in Subdelegados, ihuan Macehualgovernadores ca itech quizaz in Real Hacienda, inic mochihuaz in totlatocanequiltzin, ihuan inic occepa motlatliz in yehuecauh tlatlalili, itoca repartimientos, ihuan ipan motliliz in tlanahuatilli, inicamo tetlacalhuiz, in quenami azo mochihuazquia, ca tepalehuiloca mocuepaz.

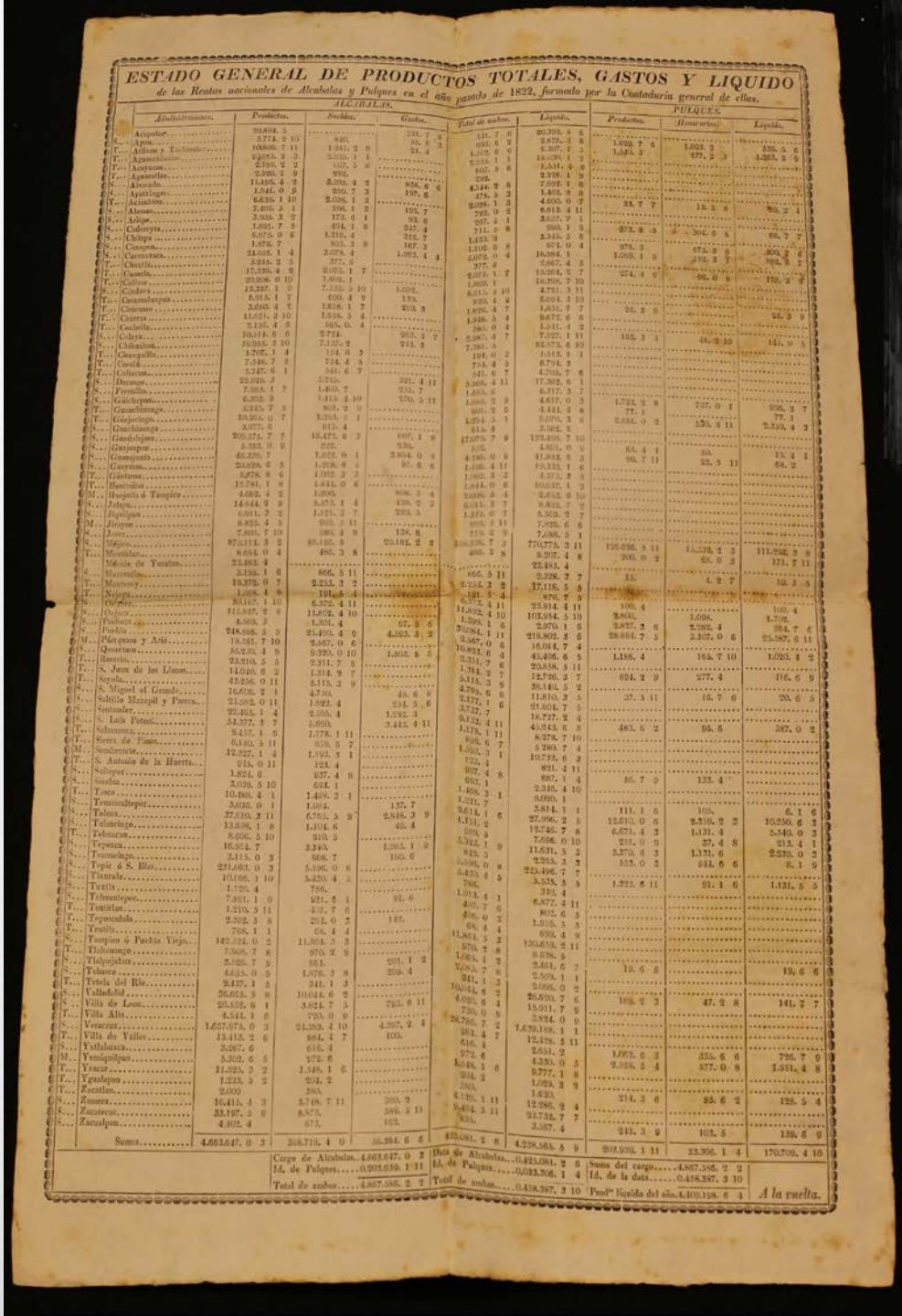
Auh inic mochitlacatl quimatiz, ihuan neltiloz inin totlatocatzin itlanequilitzin, in quenami huel nehuatl niquelehuia, in ma ica mopalehuican mochtin imacehualhuan itlacahuan in totlatocatzin Rey in achtopa tlacalaquiaya. Ipampai nitlanahuatia, inic nohuian machiztiz, ihuan moteixpantiz ica Bando inin tlanahuatilli nican Mexico, ihuan cecceni altepepan, in itechpohui inin Vireynato, nohuan in ma ipan micuilo mexicatlatolli, otontlatolli, ihuan occeni macehuallatolli, noyuhqui nohuian motitlaniliz in tlacopintli amatl, in Tribunales, Magistrados, Gefes ihuan Ministros in itechpohui, inic neltililoz. Dado en el Real Palacio de México á 5 de Octubre de 1810.

Francisco Xavier Venégas

Por mandado de S. E.

Alcabala

- Sales tax –
  - varied from 2% to 14%, depending upon location in Spanish Empire
- Data are for 1822, published in 1823. Mexico was independent in 1821.



ESTADO GENERAL DE PRODUCTOS TOTALES, GASTOS Y LIQUIDO de las Rentas nacionales de Alcabalas y Pulques en el año pasado de 1822, formado por la Contaduria general de ellas.

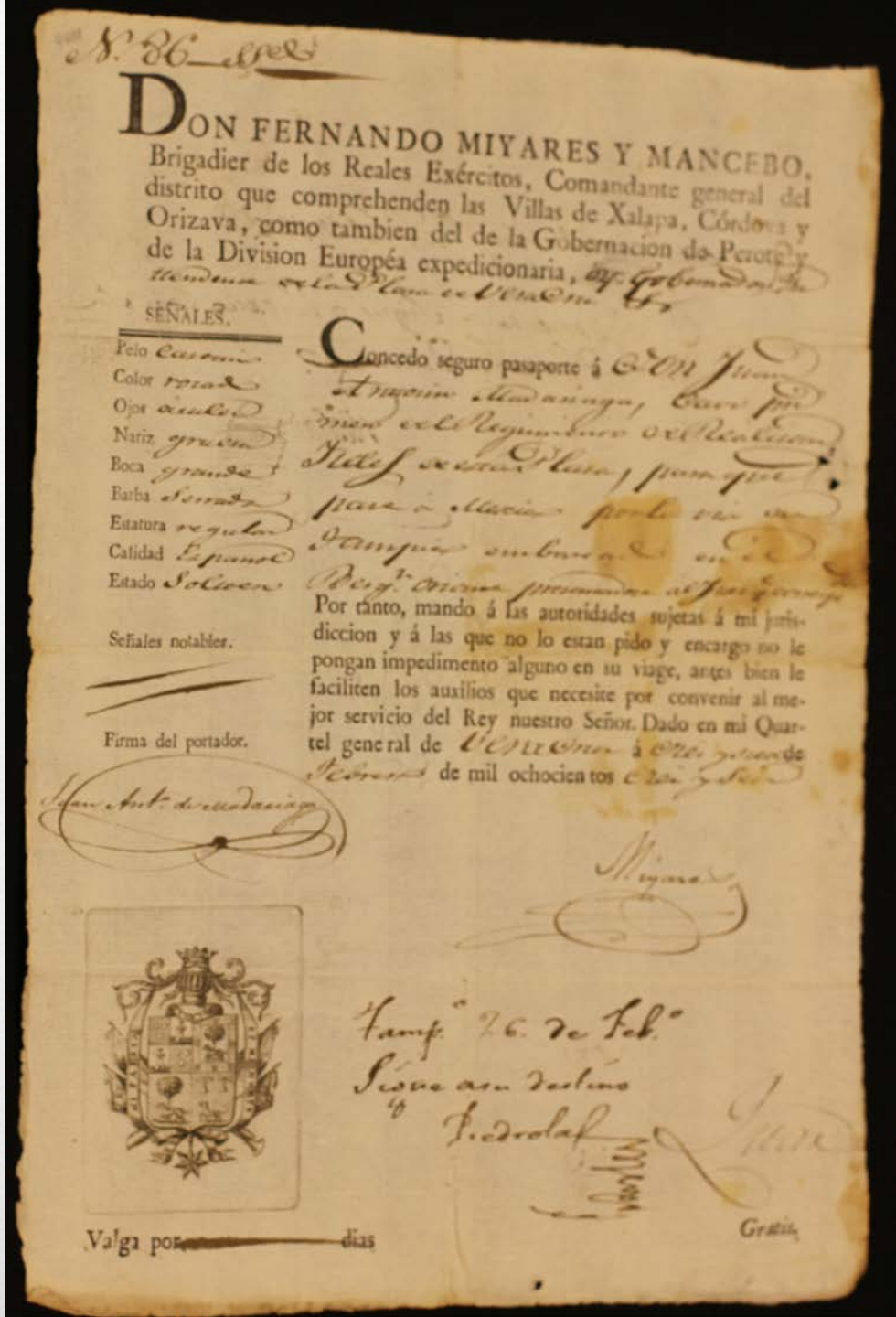
Administraciones.	ALCABALAS. Productos.	Sueldos.	Gastos.	Total de ambos.	Liquido.	PULQUES. Productos.	Menoscabos.	Liquido.
Acapulco	20.894. 5		331. 7 6	20.562. 5 6				
Apan	3.774. 2 10	840.	95. 6 2	4.678. 1 8				
Atlixco y Tochimilco	10.809. 7 13	1.981. 2 8	21. 4	12.787. 1 5	12.029. 7 6	1.693. 2		336. 5 6
Apaseo	7.055. 2 3	2.939. 1 1		10.030. 1 4	1.514. 3	277. 2 3		1.263. 2 9
Acayucan	2.795. 2 2	507. 3 8		3.331. 4 8				
Aguascalientes	298.	992.		1.290. 4 9				
Arcabuco	11.195. 4 2	3.399. 4 2	838. 6 6	15.433. 4 10				
Apatzingan	1.941. 0 9	990. 7 3	197. 6	3.129. 6 6	4.344. 2 8			
Acámbaro	6.638. 1 10	2.038. 1 3		8.676. 3 1	478. 5 3			
Alamos	7.855. 5 1	596. 1 2	195. 7	8.647. 3 10	4.650. 0 7			
Aréquipa	3.905. 3 2	172. 6 1	93. 6	4.171. 3 9	4.098. 1 3	33. 7 7		15. 5 6
Cuicatlan	1.991. 7 5	454. 1 6	247. 4	2.693. 5 11	792. 0 2			
Chilpa	8.075. 0 6	1.216. 4	215. 7	9.507. 4 13	267. 4 1			
Cinapan	1.876. 7	825. 3 8	167. 3	2.869. 3 8	1.113. 3	878. 3 3		304. 5 5
Cuernavaca	14.095. 1 4	3.078. 4	1.263. 4 4	18.436. 5 8	1.106. 6 8			
Chiautla	3.245. 2 5	377. 6		3.622. 8 5	874. 0 4	975. 3		675. 3 6
Cuautla	17.330. 4 2	2.075. 1 7		19.405. 5 9	5.072. 0 4	1.569. 1 8		192. 3 7
Celaya	23.208. 0 10	1.869. 1		25.077. 1 10	2.867. 4 8			
Cordova	13.337. 1 9	7.385. 5 10	1.698.	22.420. 7 19	18.204. 2 7	274. 4 6		96. 0 6
Guanabuapan	6.915. 1 3	999. 4 9	135.	8.049. 5 12	4.711. 3 11			
Cincuco	3.680. 4 5	1.818. 1 7	218. 3	5.716. 5 15	820. 4 2			
Cuerra	11.021. 3 10	1.849. 4		12.870. 7 10	5.004. 4 10			
Cuchula	2.136. 4 5	885. 0. 4		3.021. 4 9	1.826. 4 7	26. 3 6		26. 3 9
Colya	10.514. 6 6	2.754.	263. 4 7	13.532. 3 13	1.841. 4 2			
Chihuahua	59.365. 2 10	7.137. 2	211. 3	66.713. 7 12	2.967. 4 7	102. 3 4		48. 3 10
Chilapa	1.707. 1 4	194. 0 3		1.901. 1 7	7.381. 5			
Cuscatlan	7.346. 7 8	734. 4 3		8.081. 3 11	194. 0 3			
Colucan	3.347. 6 1	341. 6 7		3.689. 4 8	734. 4 3			
Durango	23.925. 1	3.742.	321. 4 11	28.088. 5 11	341. 6 7			
Fresnillo	7.985. 1 7	1.409. 7	235. 7	9.630. 2 14	3.805. 4 11			
Guichipan	6.302. 3	1.413. 4 10	170. 5 11	7.886. 1 24	1.855. 6			
Guanchinango	3.215. 7 3	801. 2 9		4.016. 1 12	1.066. 2 9	1.733. 2 8		737. 0 1
Guejentepec	10.365. 0 7	1.295. 7 1		11.660. 7 8	806. 2 6	77. 1		
Guachinango	3.977. 6	815. 4		4.793. 2	4.254. 5 1	2.084. 0 2		150. 3 11
Guadalajara	208.375. 7 7	18.473. 6 3	697. 1 6	227.546. 7 16	615. 4			
Guajuapan	4.353. 0 9	778.	238.	5.369. 0 9	17.078. 7 9	129.488. 7 10		
Guanajuato	48.330. 7	1.802. 0 1	2.854. 0 8	52.986. 7 9	326.	1.305. 0 3		65. 4 1
Guayana	20.828. 6 5	1.398. 6 5	97. 6 6	22.324. 3 16	4.186. 0 9	41.832. 6		80. 7 11
Gueteno	5.278. 6 6	1.003. 2 3		6.281. 8 9	1.196. 4 11	10.332. 1 6		22. 3 11
Hermosillo	17.781. 1 8	1.844. 0 6		19.625. 1 14	1.403. 3 3	3.373. 3 3		
Hospital de Tampico	4.682. 4 2	1.000.	806. 3 4	6.488. 7 6	1.849. 6	10.057. 1 2		
Jalapa	14.844. 2 9	3.875. 1 4	438. 2 2	19.157. 5 15	2.668. 3 4	2.853. 6 10		
Iguiapa	6.911. 3 2	1.121. 3 7	223. 3	8.255. 6 12	6.031. 3 7	8.852. 7 2		
Jicayan	8.824. 4 11	903. 7 11		9.728. 4 6	1.275. 0 7	8.592. 2 7		
Juarez	7.805. 7 10	980. 4 9	138. 8	8.924. 5 11	7.825. 6 6	7.825. 6 6		
Mejico	870.114. 3 2	88.135. 5	29.192. 2 3	987.441. 6 5	218. 2 9	7.585. 3 1		
Montalvan	8.694. 0 4	486. 3 8		9.180. 3 12	100.338. 7 3	770.775. 3 11	126.936. 3 11	13.338. 4 3
Merida de Yucatan	23.483. 4			23.483. 4	486. 3 8	8.207. 4 8	200. 0 2	111.936. 3 8
Matamoros	3.199. 1 6	866. 5 11		4.065. 7 17		22.483. 4		86. 6 3
Monterey	19.372. 0 7	2.253. 3 2		21.625. 3 9	9.253. 3 2	3.228. 3 7	15.	4. 2 7
Negapa	1.068. 4 9	191. 5 4		1.259. 9 13	191. 5 4	17.118. 5 5		
Oaxaca	80.187. 1 10	6.372. 4 11		86.559. 6 5	6.372. 4 11	876. 7 5		
Orizava	11.587. 7 8	11.872. 4 10		23.460. 2 2	11.502. 4 11	23.814. 4 11	100. 4	
Puebla	4.389. 3	1.201. 4	57. 3 6	5.647. 7 9	1.309. 1	103.934. 5 10	2.800.	1.098.
Parcuaro y Ario	248.888. 5 5	25.490. 4 9	4.363. 3 2	278.742. 5 16	30.981. 1 11	2.970. 1 6	2.577. 2 6	2.592. 4
Queretaro	86.230. 4 9	9.930. 0 10	1.303. 5 6	97.464. 3 9	2.567. 0 6	218.802. 3 6	28.864. 7 3	3.107. 0 6
Rosario	23.810. 5 5	2.351. 7 8		26.162. 5 13	16.914. 2 6	16.914. 7 4		
S. Juan de los Llanos	14.040. 6 2	1.314. 2 7		15.354. 8 9	2.351. 7 8	45.406. 6 5	1.188. 4	165. 7 10
Sayula	43.256. 0 11	5.115. 3 9		48.371. 4 4	1.314. 2 7	20.858. 5 11		
S. Miguel el Grande	16.606. 2 1	4.750.	48. 6 8	21.404. 8 9	5.115. 3 9	12.726. 2 7	604. 2 9	277. 4
Saltillo Mazapil y Parras	23.592. 0 11	1.922. 4	234. 5 6	25.748. 6 17	4.780. 6 8	38.140. 5 2		
Sinteneler	22.465. 1 4	2.050. 4	1.282. 3	25.797. 8 7	2175. 1 8	11.810. 3 5	37. 3 11	16. 7 6
S. Luis Potosi	54.377. 3 7	5.950.	3.443. 4 11	63.771. 0 18	3.737. 7 6	21.804. 7 5		
Sahuanaca	9.457. 1 9	1.178. 1 11		10.635. 3 4	9.135. 4 11	18.727. 2 4		
Sierra de Pinos	6.340. 5 11	859. 6 7		7.199. 6 2	1.178. 1 11	4.811. 6 8	483. 6 2	96. 6
Sombrerete	12.727. 1 4	1.593. 3 1		14.320. 4 5	956. 6 7	8.278. 7 10		
S. Antonio de la Huerta	915. 0 11	123. 4		1.038. 4 11	1.593. 3 1	5.280. 7 4		
Salinpec	1.824. 6	937. 4 8		2.762. 2 14	123. 4	10.735. 6 3		
Sandia	3.039. 5 10	691. 1		3.730. 6 10	937. 4 8	821. 4 11		
Tasco	10.488. 4 1	1.408. 2 1		11.896. 6 2	691. 1	887. 1 4	85. 7 2	123. 4
Temascaltepec	3.033. 0 1	1.664.	135. 7	4.832. 7 8	1.408. 2 1	2.346. 4 10		
Tolusa	37.910. 3 11	6.765. 3 9	2.848. 3 9	47.524. 4 5	1.221. 7	9.090. 1		
Talancingo	13.838. 1 8	1.104. 6	46. 4	14.989. 3 14	9.614. 1 6	3.814. 1 1	111. 1 6	105.
Tehuacan	8.906. 5 10	910. 5		9.817. 1 15	1.731. 2	27.996. 2 5	12.610. 0 6	2.336. 2 2
Tepeaca	16.954. 7	2.340.	1.363. 1 2	20.657. 8 9	510. 5	13.745. 2 8	6.671. 4 3	1.131. 4
Tamaulipas	3.415. 0 3	868. 7	180. 6	4.464. 4 9	5.422. 1 9	7.596. 0 10	215. 0 9	37. 4 8
Tepic ó S. Blas	231.663. 0 3	5.196. 0 8		236.859. 0 11	913. 2	11.631. 5 3	5.370. 6 3	1.131. 6
Tlaxcala	10.666. 1 10	3.430. 4 3		14.096. 6 13	5.196. 0 8	2.255. 3 3	555. 0 3	544. 5 6
Texila	1.126. 4	786.		1.912. 4	3.423. 4 5	225.498. 7 7		
Tehuantepec	7.881. 1 0	921. 6 1	91. 6	8.894. 3 1	586.	5.535. 5 5	1.222. 6 11	91. 1 6
Teuxtlan	1.210. 5 11	437. 7 6		1.648. 5 17	1.013. 4 1	313. 4		
Tepecuacuilco	2.302. 5 8	201. 0 3	147.	2.650. 5 11	403. 7 6	6.877. 4 11		
Teutila	708. 1 1	68. 4 4		776. 5 5	896. 0 3	802. 6 3		
Tampico ó Pueblo Viejo	142.321. 0 2	11.864. 3 3		154.185. 3 5	68. 4 4	1.035. 5 5		
Tlalcozingo	7.868. 7 8	970. 2 8		8.838. 9 16	11.864. 5 3	899. 4 9		
Tlalpujahua	5.226. 7 9	861.	201. 1 2	6.288. 8 11	970. 2 8	126.659. 2 11		
Tobasco	4.635. 0 9	1.876. 3 8	209. 4	6.720. 4 17	1.068. 1 2	6.838.		
Tetela del Rio	2.417. 1 5	341. 1 3		2.758. 2 8	2.063. 3	2.434. 6 7		
Valladolid	26.665. 5 8	10.044. 6 2		36.710. 1 10	341. 1 3	2.593. 1 1	19. 6 6	19. 6 6
Villa de Leon	20.532. 6 1	3.824. 7 5	705. 6 11	25.063. 4 17	10.044. 6 7	3.096. 0 2		
Villa Alta	4.541. 1 6	730. 0 9		5.271. 2 15	4.029. 6 4	25.030. 7 6	188. 2 3	47. 2 8
Veracruz	1.657.073. 0 3	24.389. 4 10	4.397. 2 4	1.685.859. 6 17	730. 0 9	15.931. 7 9		
Villa de Valles	13.413. 2 6	884. 4 7	100.	14.397. 6 13	28.786. 7 2	3.824. 0 9		
Yetlaluca	3.267. 6	616. 4		3.884. 2	1.639.188. 1 1	1.639.188. 1 1		
Yanquitlan	3.302. 6 5	473. 6		3.776. 4 5	984. 4 7	12.428. 5 11		
Yucar	11.325. 3 2	1.548. 1 6		12.873. 4 8	616. 4	2.651. 2		
Tgualapa	1.213. 5 2	204. 2		1.417. 7 2	972. 6	4.230. 0 5	1.062. 6 3	355. 6 6
Zacatlan	2.000	280.		2.280.	5.548. 1 6	6.277. 1 8	2.926. 5 4	877. 0 8
Zamora	16.415. 4 3	2.748. 7 11	280. 2	19.444. 6 16	204. 2	1.024. 3 2		
Zacatecas	33.197. 3 6	8.873.	589. 3 11	42.660. 3 17	280.	1.620.	214. 3 6	85. 6 2
Zacualpa	4.402. 4	673.	102.	5.177. 4	8.179. 1 11	12.986. 2 4		
					9.404. 3 11	23.732. 7 7		
					835.	3.567. 4	243. 3 9	103. 5
Sumas	4.663.647. 0 3	308.718. 4 0	36.384. 6 8	4.663.081. 2 8	4.228.564. 5 9		303.939. 1 11	33.306. 1 4

Cargo de Alcabalas	4.663.647. 0 3	Data de Alcabalas	4.423.081. 2 6
Id. de Pulques	203.039. 1 11	Id. de Pulques	203.306. 1 4
Total de ambos	4.867.386. 2 7	Total de ambos	4.458.387. 3 10

Suma del cargo	4.867.386. 2 2	
Id. de la data	0.458.387. 3 10	
Prod° liquido del año	4.409.198. 6 4	A la vuelta.

Passport

- 1816
- Issued in Mexico
- Physical description fields
- Seal



N.º 86

DON FERNANDO MIYARES Y MANCEBO, Brigadier de los Reales Exércitos, Comandante general del distrito que comprehenden las Villas de Xalapa, Córdova y Orizava, como tambien del de la Gobernacion de Perote y de la Division Européa expedicionaria, [illegible]

SEÑALES.

Pelo [illegible]
Color [illegible]
Ojos [illegible]
Nariz [illegible]
Boca [illegible]
Barba [illegible]
Estatura [illegible]
Calidad [illegible]
Estado [illegible]

Señales notables.

Firma del portador.

Concedo seguro pasaporte á [illegible]

Por tanto, mando á las autoridades sujetas á mi jurisdiccion y á las que no lo estan pido y encargo no le pongan impedimento alguno en su viage, antes bien le faciliten los auxilios que necesite por convenir al mejor servicio del Rey nuestro Señor. Dado en mi Quartel general de [illegible] de [illegible] de mil ochocientos [illegible]

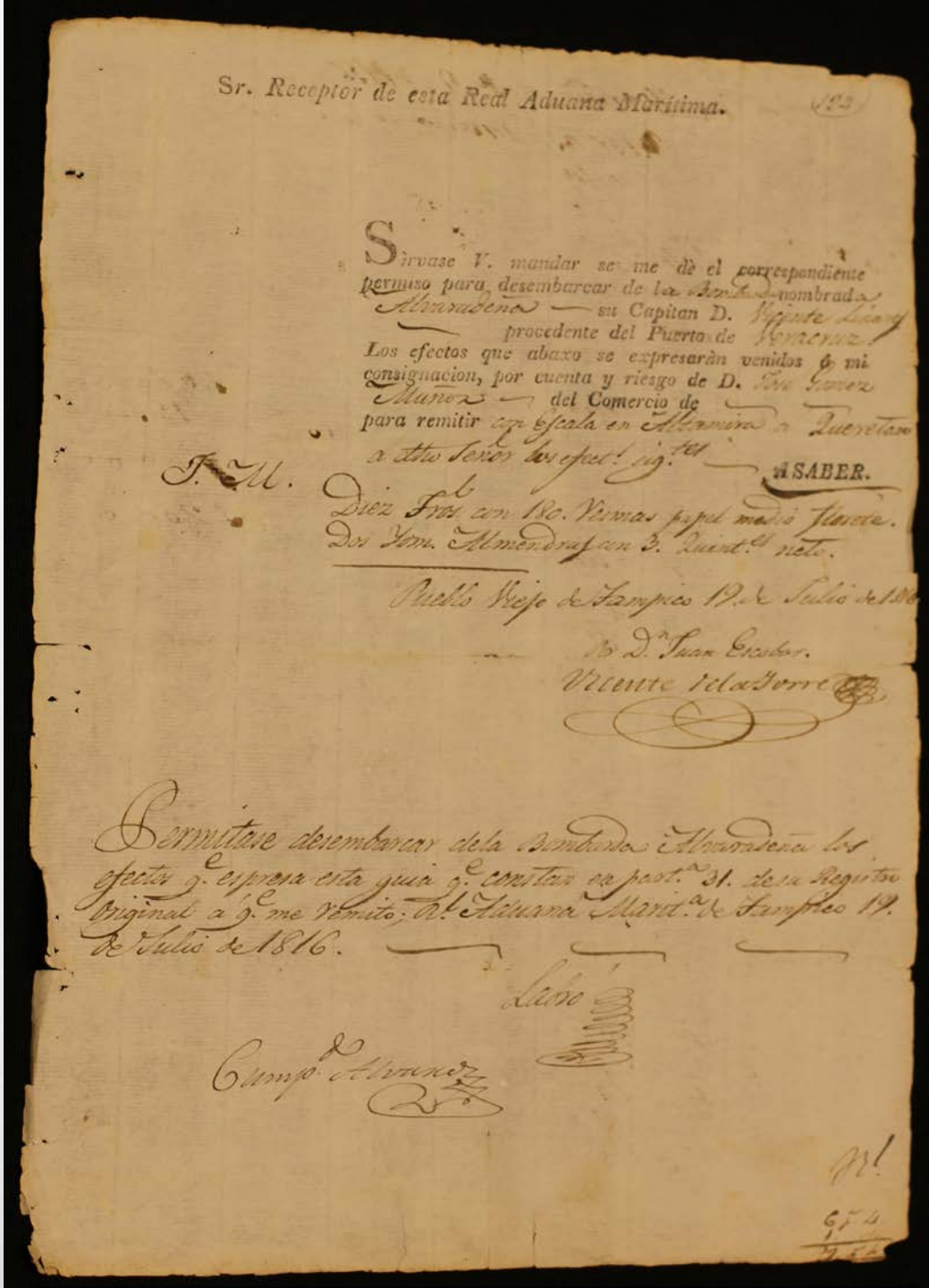
Miyares

Valga por [illegible] dias

Gratis.

Single Sheets Seaborne Commerce

- Mexico
- 1816 (Tampico - Veracruz)
  - 25 sealed 2/3 sized sacks of grain, bundled together
- 1808 (Campeche – Veracruz)
  - Paper and Almonds



Sr. Receptor de esta Real Aduana Marítima.

Sirvase V. mandar se me dè el correspondiente permiso para desembarcar de la Bomb.da nombrada Alvaradeña — su Capitan D. Vicente Linares — procedente del Puerto de Veracruz. Los efectos que abaxo se expresaràn venidos á mi consignacion, por cuenta y riesgo de D. José Gomez Muñoz — del Comercio de para remitir con Escala en Altamira a Queretaro a dho Señor los efect.s sig.tes — A SABER.

J. M.

Diez Fros. con 180. Resmas papel medio florete.
Dos Tom. Almendras con 3. Quint.es neto.

Pueblo Viejo de Tampico 19. de Julio de 1816

Por D.n Juan Escobar.
Vicente de la Torre

Permitase desembarcar de la Bombarda Alvaradeña los efectos q.e espresa esta guia q.e constan en part.a 31. de su Registro Original a q.e me remito; R.l Aduana Marit.a de Tampico 19. de Julio de 1816.

Labro

Camp.do Alvarez

R.l

674

N. C.

Digo yo D.n Diego Ybarra Mtre dela Goleta titulada el Sto Christo de San Roman que se halla anclado en este puerto de Campeche próxîmo á hacer viage al de Veracruz, que he recibido á bordo de dho mi Buque de D. Pedro Rossell y por cuenta Riego y consignacion de D. Nicolas Campero y Bustamante de aquel Comercio lo siguiente

Veinte y Siete medios tercios de Costales en Jutos y bien acondicionados y marcados con la marca que se expresa al margen

de que me doy por entregado á mi entera satisfaccion, y en los mismos términos, llegado que sea á salvamento con el dicho buque, me obligo á entregarlo en el citado Puerto, ó en el que se diere por cumplido mi registro, á D. Nicolas Campero y Bustamante ausente a su poder

quien verificada mi fiel entrega, me ha de satisfacer por flete y conducion a Beinte y Ocho rs a cuyo debido cumplimiento obligo mi persona y bienes, segun práctica y ley de comercio, firmando dos de este tenor para cumplir uno. Campe a 14. de Diciembre de 1808.

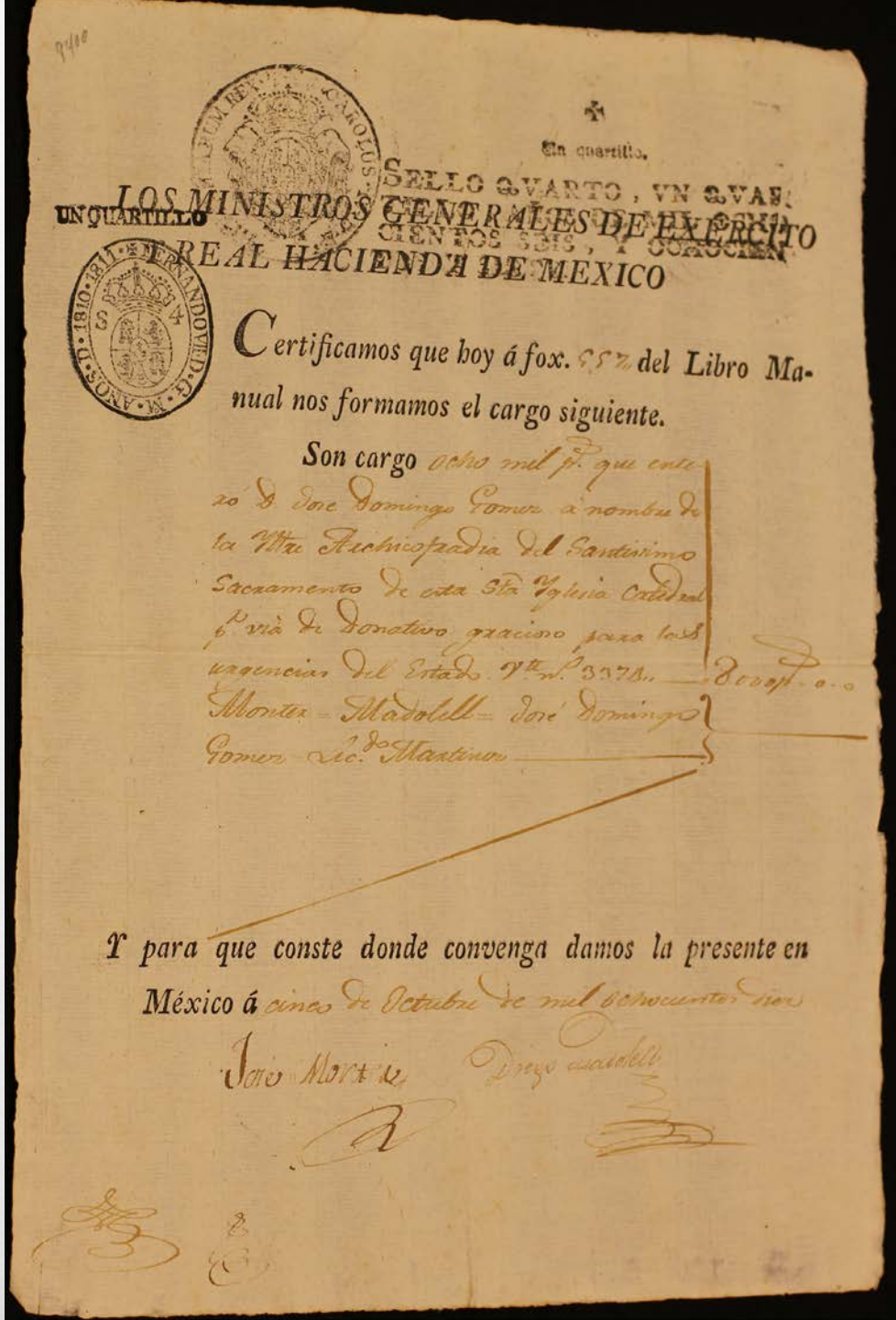
No respondo a beria

Diego de Ybarra

Diz.e 28. pagué el f.te a 94 p. 5 rs

“Single Sheets” Overland Commerce

- San Luis Potosí (1810)
- Cargo: 8,000 Eucharist hosts to the Cathedral
- 2 revenue seals – the rule, not the exception since the 1640s



SharePoint

We chose SharePoint and were satisfied with advantages:

- Besides the “List”, SharePoint provides a team site where we can collect Bibliography and shared documents concerning the project
- Easy management of access permissions
- Easy to create the database
- Can define the elements needed for any collection
- Can design user input form
- Can declare which elements are required and/or repeatable

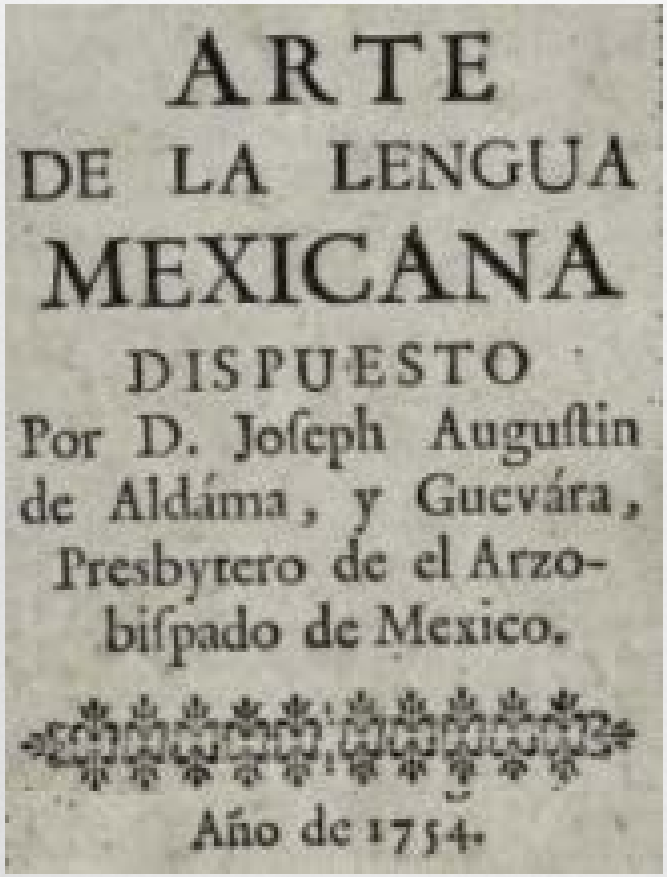
SharePoint

- Can embed controlled vocabulary list in fields for value selection
- Allows if/then paths
- Can import data from *Excel* or another *SharePoint* list
- Can filter and sort on the records
- Because we have a form, can easily see all the data for one record, without having to scroll across columns
- Can easily export the data into Excel table – literally the push of a button

Element sets

- We divided the work into stages to determine how students would handle increasing degrees of difficulty, and the cost of generating more difficult records.
  - Basic Descriptive Elements
    - One must be aware that when you are creating an element set (= columns in SharePoint), where you want to map the elements, i.e., DC, VRA (Visual Resource), MODS, MARC, etc.
  - Additional Descriptive Elements for Rare Books
  - Keywords
  - Single Sheet Items
  - Controlled Terms

Basic Descriptive Elements [1]


ARTE
DE LA LENGUA
MEXICANA
DISPUESTO
Por D. Joſeph Auguſtin
de Aldáma, y Guevára,
Presbytero de el Arzo-
biſpado de Mexico.
Año de 1754.

Title: ARTE DE LA LENGUA MEXICANA *[identification and retrieval]*

Statement of Responsibility: DISPUESTO Por D. Joseph Augustin de Aldáma y Guevára, Presbytero de el Arzo-bispado de Mexico. *[identification]*

Author: Aldama y Guevara, José Augustín de *[retrieval]*

Date: Transcribed: Año de 1754 *[identification]*

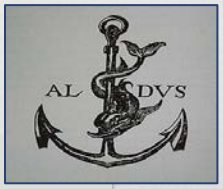
Date: Data : 1754 *[retrieval]*

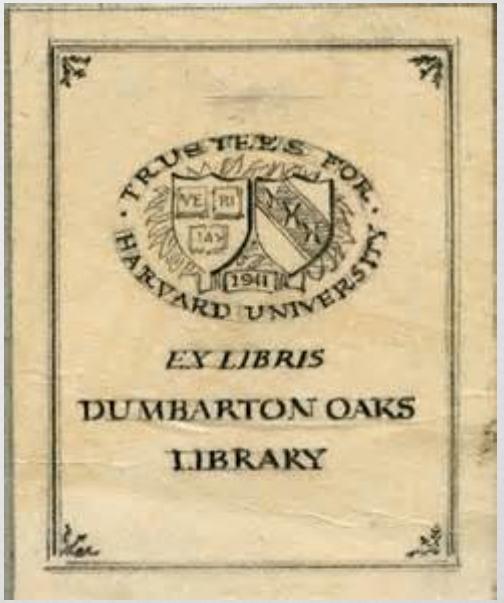
	Transcribed Elements	Data Elements	
	Title	Alternative Title Spelling	
	Variant Title		
	Subtitle	Variant Subtitle	
	Statement of Responsibility	Author	
		Author2	
		Author: Corporate Body	
	Publication: Place	Place: Country	
		Place: City	
	Printer	Printer: Authorized Form	
		Printer: Corporate Body	
	Date	Date: Data Form	
	Language		
	Pages		

Basic Descriptive Elements [2]

Additional Descriptive Elements [1]

Element	Content
Illustrations	Controlled Vocabulary in list
Illustration Note	Free text
Ornaments	Controlled Vocabulary in list
Font color	Controlled Vocabulary in list
Printer's device	Free text
Binding	Controlled Vocabulary in list
Brand (Marca de fuego)	Free text
Handwriting on item	Free text
Owner autograph	Free text
Bookplate/ex libris	Free text
Bookstamp	Free text

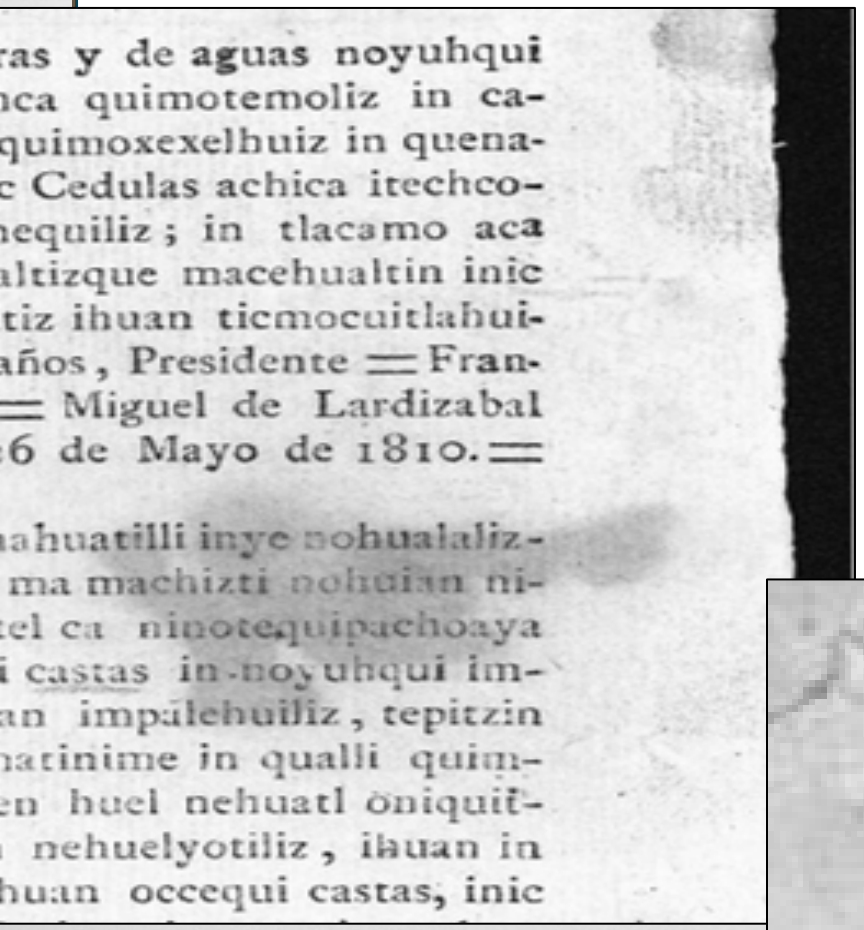


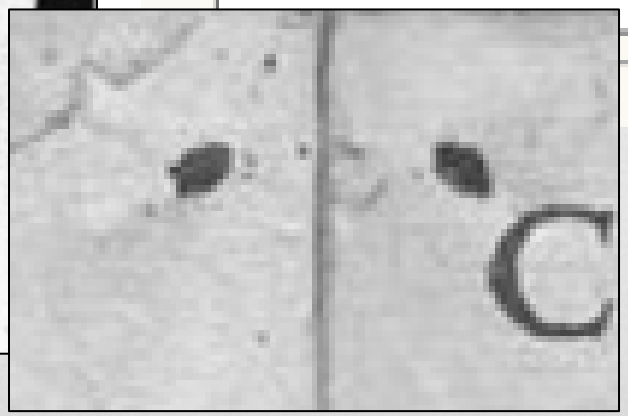


Additional descriptive elements [2]

Damage

- [x] Stained
- [x] Wormholes
- [ ] Bug-spotting
- [ ] Torn
- [ ] Missing text
- [ ] Burned
- [ ] Specify your own value:





Keywords

Number	
Keywords	Saint Mary Magdalene, Prayers, Catholic Church Add keywords that you might use to retrieve this item. Separate words (or phrases) with a comma. Example: Colonial Mexico, Catholic Church
Operator	Isbeth Name of person who adds the keywords
Date of Keywords	12/3/2013 Date of Keywords

Categories of "Single Sheets"

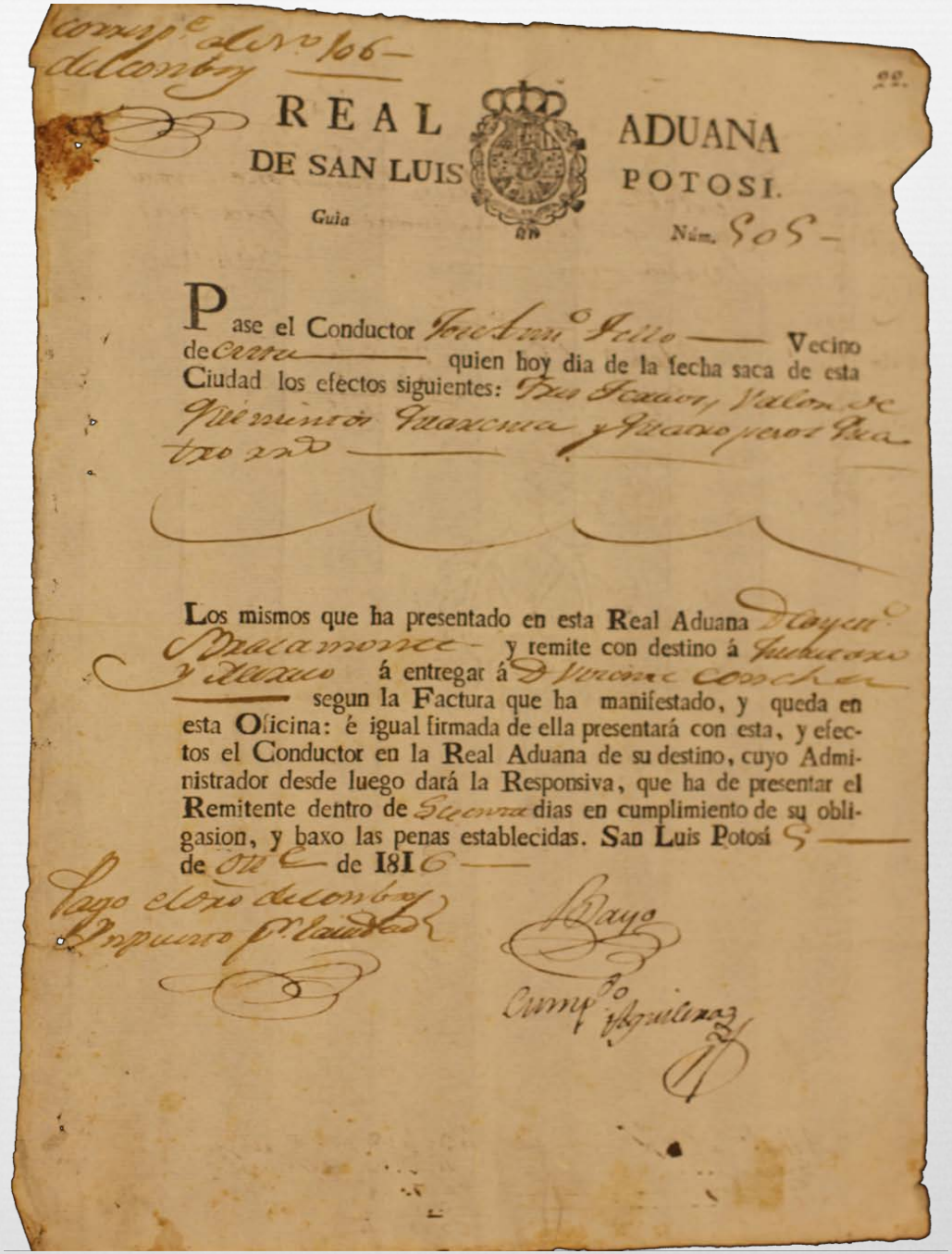
- Intergovernmental and / or Ecclesiastical
  - Bandos
  - Sentencias
  - Oficios
  - Decretos
  - Alcabalas
  - Informes
- Commerce
  - Recibos
  - Entradas-Barcos
  - Salidas-Barcos
  - Anuncios
- Passports

Single Sheets [1]

Example:

Single sheet publication concerning overland commerce.

Permission/safe conduct issued in San Luis Potosí (1816), for the transportation of agricultural goods.



REAL ADUANA
DE SAN LUIS POTOSI.
Guia Núm. 505

Pase el Conductor José Ant.º Tello Vecino de Cuba quien hoy dia de la fecha saca de esta Ciudad los efectos siguientes: Tres Tercios, Valor de Quinientos Quarenta y Quatro pesos Quatro rr.s

Los mismos que ha presentado en esta Real Aduana D. Cayet.º Bracamonte y remite con destino á Guanajuato y Mexico á entregar á D. Vicente Concha segun la Factura que ha manifestado, y queda en esta Oficina: é igual firmada de ella presentará con esta, y efectos el Conductor en la Real Aduana de su destino, cuyo Administrador desde luego dará la Responsiva, que ha de presentar el Remitente dentro de Sesenta dias en cumplimiento de su obligasion, y baxo las penas establecidas. San Luis Potosí 5 de Oct.e de 1816

Pago el dro de comb.s
Impuesto p.r Calidad

Bayo

Cump.do Aguilera

Single Sheet Elements [2]

Title	Language(s)
Alternative Title Spelling	Sheets (format)
Variant Title	Size
Author	Illustrations
Author2	Authorizations
Author: Corporate Body	Signed
Place: Country	Item Note
Place: City	Summary
Date	Damage
Date: Data Form	

la Gloriossa SANTA MARIA MAGDALENA

Apostolico Collegio de B. G. P.S. Pedro, de esta Ciudad

GUADALUPANO ZODIACO PARA RECIBIR DE LA ESCOGIDA COMO EL SOL MARIA SRA. NRA.

Por el P. Dr. Francisco Xavier Lazcano, de la Compania de Jesus, Cathedratico del Eximio Dr. Suarez en esta Real Universidad, y Qualificador del Santo Oficio

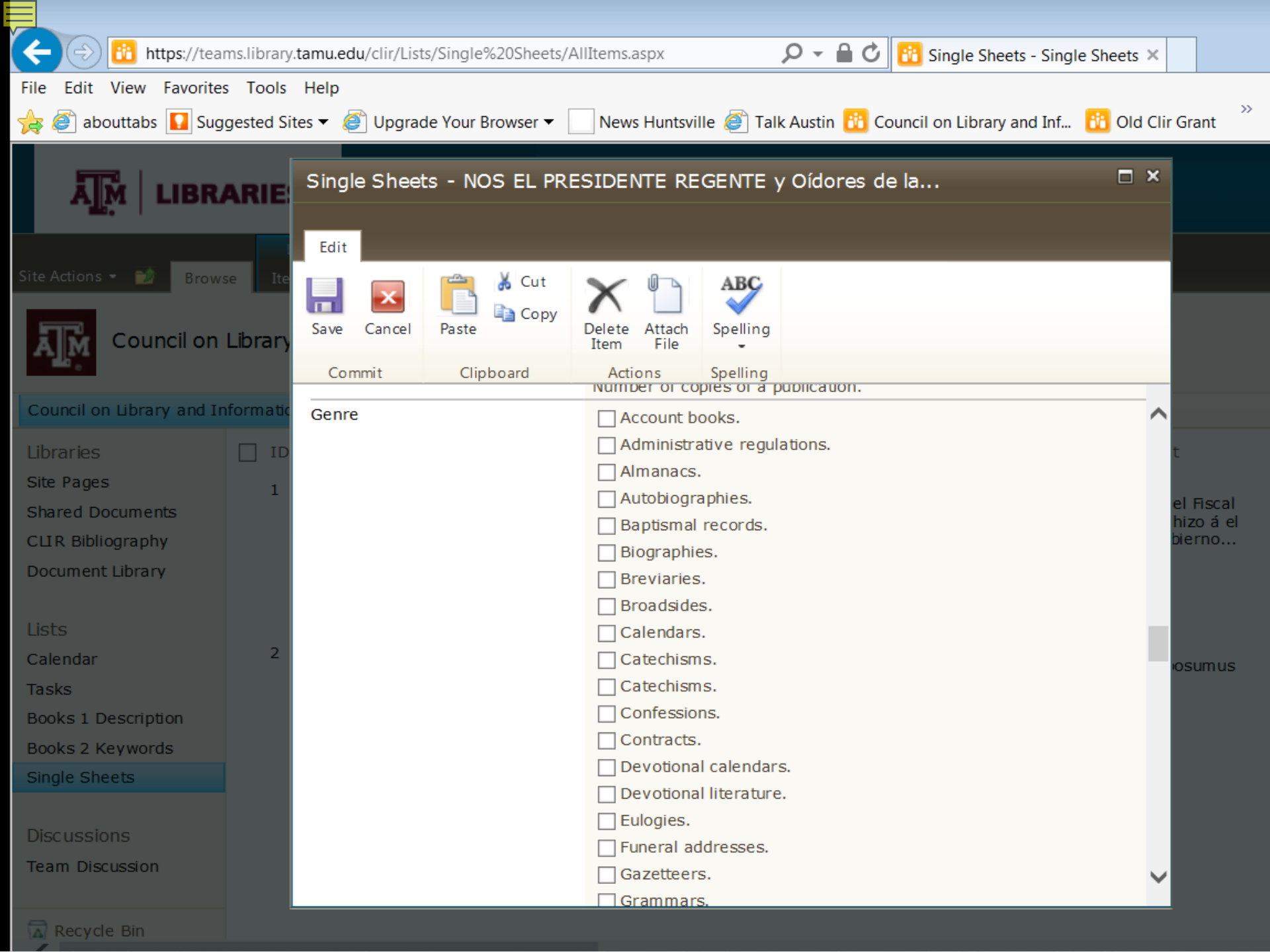
ESTACIONES DE LA PASSION DEL SENOR, que exercitava la Venerable MADRE

A el Br. D. Joseph de Rivera Calderon, Comissatio de Corte del S. Oficio de la Inquis del Convento de Religiosas

Controlled Terms [1]

Controlled terms: Genre [2]

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.
Devotional literature.	(Use this for meditations, religious poetry, etc.)
Eulogies.	Funeral sermon.


https://teams.library.tamu.edu/clir/Lists/Single%20Sheets/AllItems.aspx
Single Sheets - Single Sheets
File Edit View Favorites Tools Help
abouttabs Suggested Sites Upgrade Your Browser News Huntsville Talk Austin Council on Library and Inf... Old Clir Grant
LIBRARIES
Site Actions Browse
Council on Library
Council on Library and Informatic
Libraries
Site Pages
Shared Documents
CLIR Bibliography
Document Library
Lists
Calendar
Tasks
Books 1 Description
Books 2 Keywords
Single Sheets
Discussions
Team Discussion
Recycle Bin
Single Sheets - NOS EL PRESIDENTE REGENTE y Oídores de la...
Edit
Save
Cancel
Paste
Cut
Copy
Delete Item
Attach File
Spelling
Commit
Clipboard
Actions
Spelling
Number of copies of a publication.
Genre
Account books.
Administrative regulations.
Almanacs.
Autobiographies.
Baptismal records.
Biographies.
Breviaries.
Broadsides.
Calendars.
Catechisms.
Catechisms.
Confessions.
Contracts.
Devotional calendars.
Devotional literature.
Eulogies.
Funeral addresses.
Gazetteers.
Grammars.

Controlled terms: Subjects [3]

Save Cancel Paste

Commit Clipboard Actions Spelling

Subjects/Geo

- [ ] Mexico ǂx History ǂv Sources
- [ ] Mexico ǂx Commerce ǂy 19th century ǂv Sources.
- [ ] Mexico ǂx Commerce ǂy 16th century ǂv Sources.
- [ ] Mexico ǂx Commerce ǂy 17th century ǂv Sources.
- [ ] Mexico ǂx Commerce ǂy 18th century ǂv Sources.
- [ ] Mexico ǂx Commerce ǂy 19th century ǂv Sources.
- [ ] Mexico ǂx Economic conditions ǂy 1540-1810 ǂv Sources.
- [ ] Mexico ǂx Economic conditions ǂy 19th century ǂv Sources.
- [ ] Mexico ǂx Church history ǂy 16th century ǂv Sources.
- [ ] Mexico ǂx Church history ǂy 17th century ǂv Sources.
- [ ] Mexico ǂx Church history ǂy 18th century ǂv Sources.
- [ ] Mexico ǂx Church history ǂy 19th century ǂv Sources.
- [ ] Mexico ǂx History ǂy Conquest, 1519-1540 ǂv Sources.
- [ ] Mexico ǂx History ǂy Spanish colony, 1540-1810 ǂv Sources.
- [ ] Mexico ǂx History ǂy Wars of Independence, 1810-1821 ǂv Sources.
- [ ] Mexico ǂx History ǂy 1810- ǂv Sources.
- [ ] Mexico ǂx History ǂy 1821-1861 ǂv Sources.
- [ ] Mexico ǂx History, Military ǂy 16th century ǂv Sources.

Controlled terms: Using Lists [4]

- How homogenous are the items in the collection?
  - If homogeneous, the list will be manageable; if not…
- How precise do you need the terms to be for the particular collection? Or how generic can they be?
- How well do the librarians/curators know the collection?
- How much training do the students need to understand the terms and assign them correctly?

City of publication

Printer: Transcribed

En la Imprenta de Diego Fernandez de Leon

Printer: Person

None

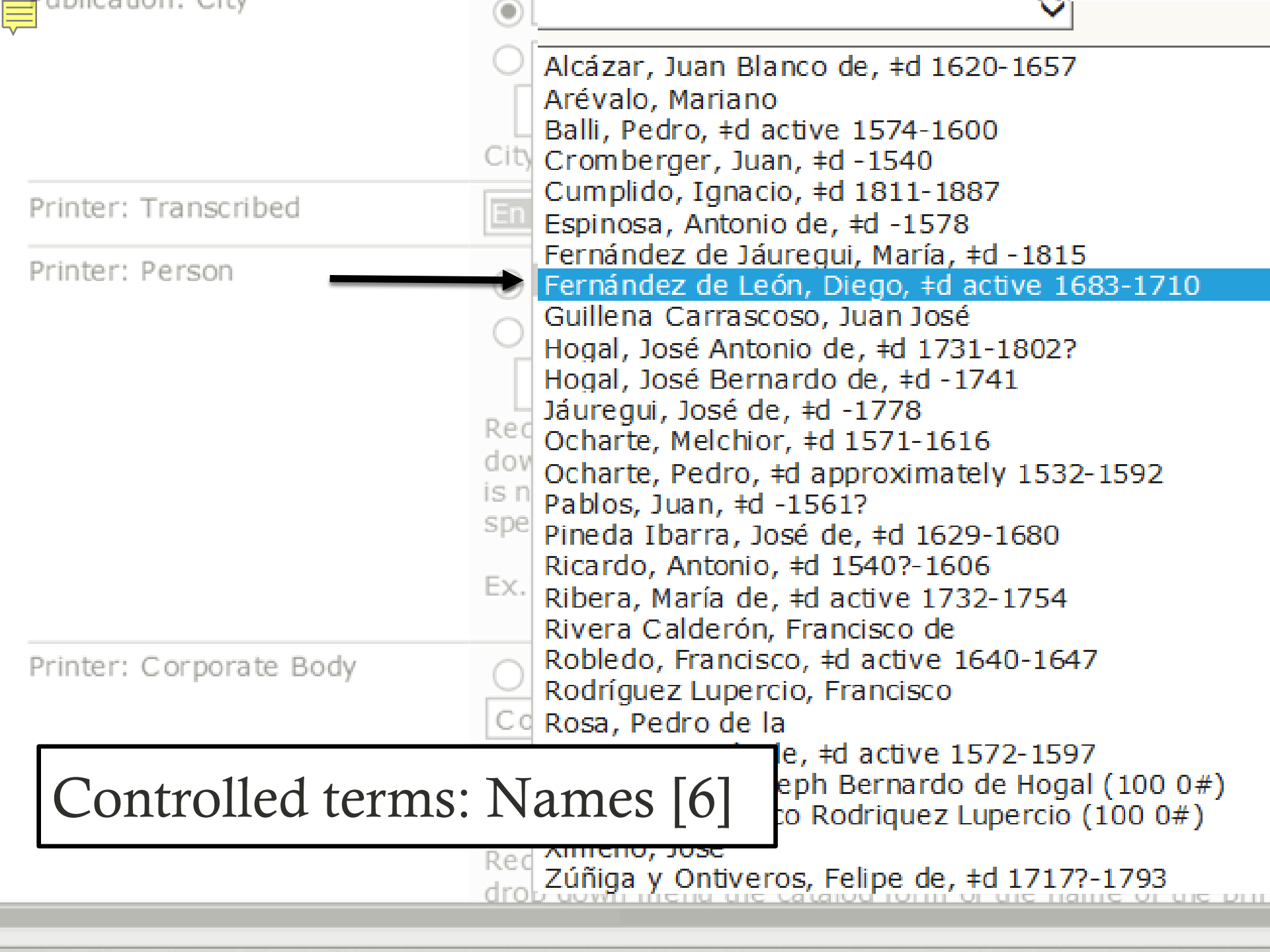
Specify your own value:

Fernandez de Leon, Di x

Required if applicable. For a named individual
down menu the catalog form of the name of th
is not on the list, input name in the form: [Sur
iacritics for modern usage.

Controlled terms: Names [5]

Ex.: Eguiara y Eguren, Juan José de



Controlled terms: Names [6]

VIAF Author 1

100 1 _ ǂa Valle y Araujo, José Manuel García del

Controlled Terms: Authority Files [7]

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

VIAF Author 2

Normalized (Catalog) form of the name of Author 2, from the Virtual
File: http://viaf.org/

VIAF Corporate Body

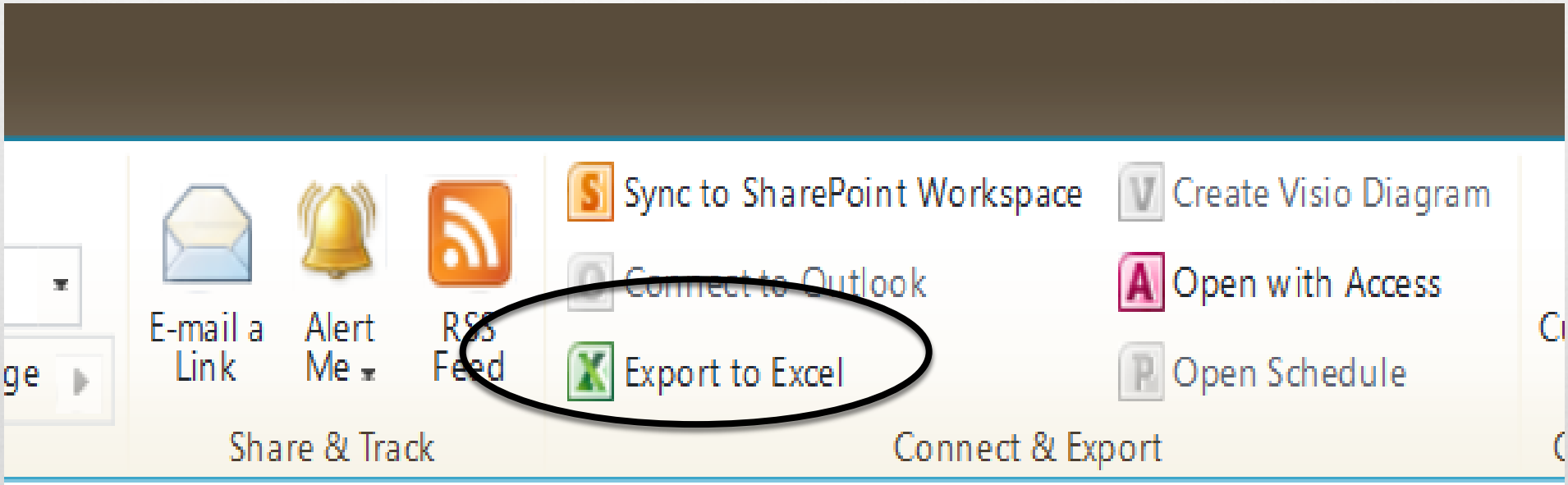
Normalized (Catalog) form of the name of the corporate body autho
Virtual Authority File: http://viaf.org/

VIAF Person as Subject

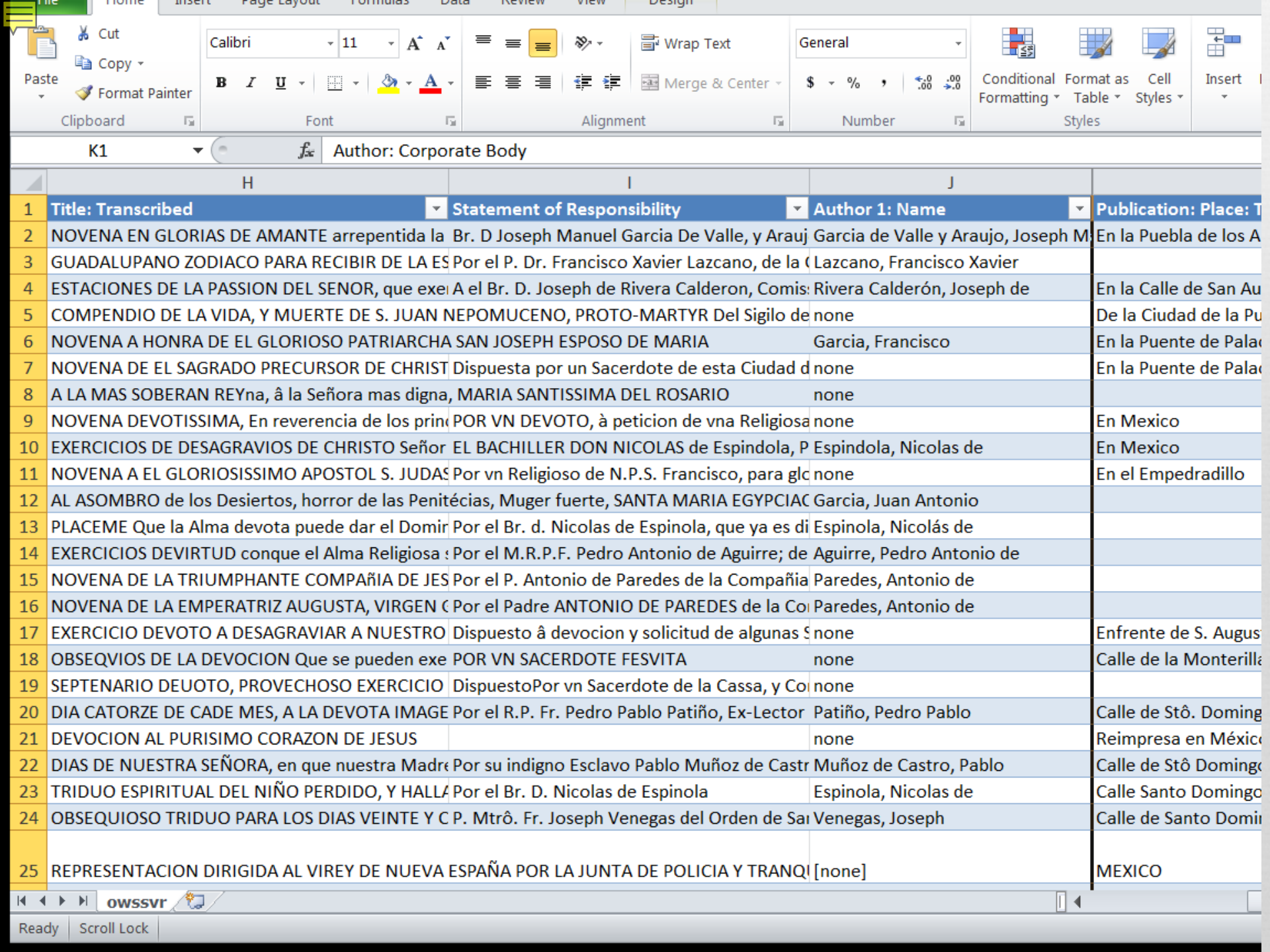
100 0 _ ǂa Mary Magdalene, ǂc Saint

If there is a person as the subject of the item, cut and paste the form

SharePoint to Dublin Core



with	Title: Transcribed	Statement of Responsibility	Author 1: Name	Author 2: N
	NOVENA EN GLORIAS DE AMANTE arrepentida la Gloriossa SANTA MARIA MAGDALENA	Br. D Joseph Manuel Garcia De Valle, y Araujo, Presbytero, Collegial de este Apostolico Collegio de B. G. P.S. Pedro, de esta Ciudad	Garcia de Valle y Araujo, Joseph Manuel	
	GUADALUPANO ZODIACO PARA	Por el P. Dr. Francisco Xavier Lazcano, de la Compania de	Lazcano, Francisco Xavier	



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Calibri
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General
Merge & Center
Conditional Formatting
Format as Table
Cell Styles
Insert
Clipboard
Font
Alignment
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Author: Corporate Body
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Scroll Lock

	H	I	J	
1	Title: Transcribed	Statement of Responsibility	Author 1: Name	Publication: Place: T
2	NOVENA EN GLORIAS DE AMANTE arrepentida la	Br. D Joseph Manuel Garcia De Valle, y Arauj	Garcia de Valle y Araujo, Joseph M	En la Puebla de los A
3	GUADALUPANO ZODIACO PARA RECIBIR DE LA ES	Por el P. Dr. Francisco Xavier Lazcano, de la (	Lazcano, Francisco Xavier	
4	ESTACIONES DE LA PASSION DEL SENOR, que exe	A el Br. D. Joseph de Rivera Calderon, Comis	Rivera Calderón, Joseph de	En la Calle de San Au
5	COMPENDIO DE LA VIDA, Y MUERTE DE S. JUAN NEPOMUCENO, PROTO-MARTYR Del Sigilo de		none	De la Ciudad de la Pu
6	NOVENA A HONRA DE EL GLORIOSO PATRIARCHA SAN JOSEPH ESPOSO DE MARIA		Garcia, Francisco	En la Puente de Palac
7	NOVENA DE EL SAGRADO PRECURSOR DE CHRIST	Dispuesta por un Sacerdote de esta Ciudad d	none	En la Puente de Palac
8	A LA MAS SOBERAN REYna, â la Señora mas digna, MARIA SANTISSIMA DEL ROSARIO		none	
9	NOVENA DEVOTISSIMA, En reverencia de los prin	POR VN DEVOTO, à peticion de vna Religiosa	none	En Mexico
10	EXERCICIOS DE DESAGRAVIOS DE CHRISTO Señor	EL BACHILLER DON NICOLAS de Espindola, P	Espindola, Nicolas de	En Mexico
11	NOVENA A EL GLORIOSISSIMO APOSTOL S. JUDAS	Por vn Religioso de N.P.S. Francisco, para glc	none	En el Empedradillo
12	AL ASOMBRO de los Desiertos, horror de las Penitécias, Muger fuerte, SANTA MARIA EGYPCIAC		Garcia, Juan Antonio	
13	PLACEME Que la Alma devota puede dar el Domir	Por el Br. d. Nicolas de Espinola, que ya es di	Espinola, Nicolás de	
14	EXERCICIOS DEVIRTUD conque el Alma Religiosa s	Por el M.R.P.F. Pedro Antonio de Aguirre; de	Aguirre, Pedro Antonio de	
15	NOVENA DE LA TRIUMPHANTE COMPAñIA DE JES	Por el P. Antonio de Paredes de la Compañia	Paredes, Antonio de	
16	NOVENA DE LA EMPERATRIZ AUGUSTA, VIRGEN (	Por el Padre ANTONIO DE PAREDES de la Co	Paredes, Antonio de	
17	EXERCICIO DEVOTO A DESAGRAVIAR A NUESTRO	Dispuesto â devocion y solicitud de algunas S	none	Enfrente de S. Augus
18	OBSEQVIOS DE LA DEVOCION Que se pueden exe	POR VN SACERDOTE FESVITA	none	Calle de la Monterill
19	SEPTENARIO DEUOTO, PROVECHOSO EXERCICIO	DispuestoPor vn Sacerdote de la Cassa, y Co	none	
20	DIA CATORZE DE CADE MES, A LA DEVOTA IMAGE	Por el R.P. Fr. Pedro Pablo Patiño, Ex-Lector	Patiño, Pedro Pablo	Calle de Stô. Doming
21	DEVOCION AL PURISIMO CORAZON DE JESUS		none	Reimpresa en Méxic
22	DIAS DE NUESTRA SEÑORA, en que nuestra Madre	Por su indigno Esclavo Pablo Muñoz de Castr	Muñoz de Castro, Pablo	Calle de Stô Domingo
23	TRIDUO ESPIRITUAL DEL NIÑO PERDIDO, Y HALLA	Por el Br. D. Nicolas de Espinola	Espinola, Nicolas de	Calle Santo Domingo
24	OBSEQUIOSO TRIDUO PARA LOS DIAS VEINTE Y C	P. Mtrô. Fr. Joseph Venegas del Orden de Sa	Venegas, Joseph	Calle de Santo Domi
25	REPRESENTACION DIRIGIDA AL VIREY DE NUEVA ESPAÑA POR LA JUNTA DE POLICIA Y TRANQ		[none]	MEXICO

SharePoint to Dublin Core

SharePoint	Dublin Core
Title:Transcribed	dc.title
Title Source	dc.description
Author1	dc.creator
Author2	dc.creator
Printer: Person	dc.contributor.printer
Language	dc.language
Publisher	dc.publisher

Conversion & Crosswalk

- SharePoint record conversion:
  - SharePoint -> Excel -> MARCEdit -> DC or
  - SharePoint ->Excel -> MARCEdit -> MARCXML/MODS/VRA or other
  - SharePoint -> Excel -> repository (DSpace simple archive format generator - GITHUB)
- Advantage / Latitude – we can do it for ourselves and not make requests of IT to generate or extract records.

Conclusions

- Can the students do this? YES!
- However, a cataloger must be present to train, supervise, clarify and correct as needed.
- Cost: +/- $3.50 per record for the basic elements without subject
- It's easier to convert this type of information from SharePoint into Dublin Core Records than into MARC21 or MODS