

center for digital initiatives

brown university library

CONVERTING EAD COMPONENTS TO MODS

```
<?xml version="1.0" encoding="utf-8"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3">
  <mods:titleInfo>
    <mods:title>Document</mods:title>
  </mods:titleInfo>
  <mods:name>
    <mods:namePart>Louis XV, King of France</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">creator</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:language>
    <mods:languageTerm type="code" authority="iso639-2b">fre</mods:languageTerm>
  </mods:language>
  <mods:physicalDescription>
    <mods:extent>1 p.</mods:extent>
  </mods:physicalDescription>
  <mods:abstract>Document of vellum.Included 2 portraits.</mods:abstract>
  <mods:identifier type="local" displayLabel="Manuscript Accession
No.">A55529</mods:identifier>
  <mods:relatedItem type="host">
    <mods:titleInfo>
      <mods:title>Manuscripts Online</mods:title>
    </mods:titleInfo>
    <mods:identifier
type="URI">http://dl.lib.brown.edu/findingaids/index.html</mods:identifier>
    <mods:identifier type="COLID">5</mods:identifier>
  </mods:relatedItem>
</mods:mods>
```

Prepared by Ann Caldwell

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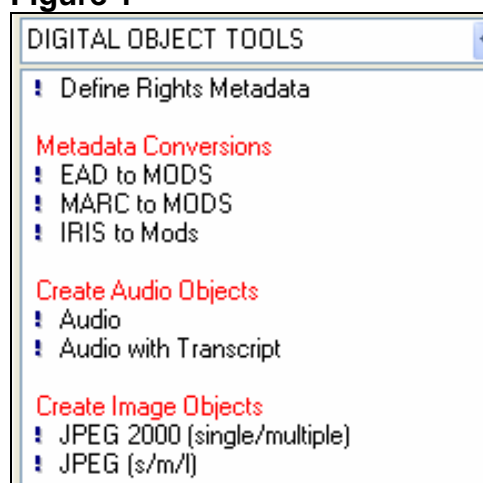
Revised by Jennifer Betts and Sarah Shaw

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INTRODUCTION

Before you begin, you will need to have the Project Manager (<http://dl.lib.brown.edu/staff/projectmanager>) open and NoteTab open to the XML file of EAD project you are working on. In NoteTab, you should be using the Digital Object Tools clip library. (Figure 1)

Figure 1



You will be working with “EAD to MODS” and “Text – Page Images”.

CREATING A MODS RECORD

1. Within the Project Manager, find your particular project and select Meta (Create Metadata) under Production Tasks. Locate the first object name to work on and copy it. (Figure 2)

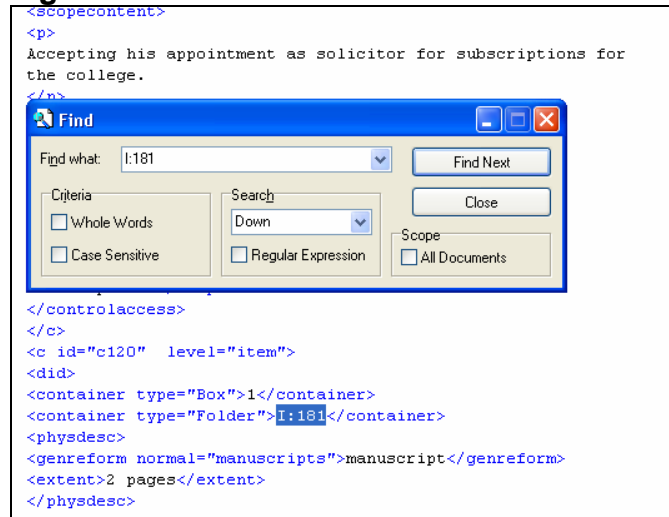
Figure 2

Object ID	Object Name	Object Type	Digitized By	Date	Metadata Created?
manu001304	I.181	text	Tang	2004-03-09	<input type="checkbox"/>
manu001305	I.183	text	Tang	2004-03-09	<input type="checkbox"/>
manu001364	I.185	text	Tang	2004-03-11	<input type="checkbox"/>

2. Within your EAD document, find the corresponding Object Name. This is the item's accession number, box/folder number, name, or other unique identifier.

The easiest way to do this is to do a find (Control F or edit/find) and then paste in the object name from above. You have now found the particular component <c> you want. (Figure 3)

Figure 3



3. Now, double click on “EAD to MODS” in the clip library. A template wizard will appear which includes a series of pop-up windows. You must complete all five windows.

In the “EAD to MODS” wizard, enter the following fields:

- **EAD document name**

Enter the name of your XML file. This is probably the name of the manuscript collection you’re working on. If the name begins with “ms” do not put a space between “ms” and the following name.

example: msA98.6
example: mshoffman

- **Component ID (from EAD)**

This is the value contained within <c>.

example: c3

- **Object ID (from tracking system)**

Return to the Project Manager and copy the object ID for the component you’re working on. Then paste that value into the clip in NoteTab. (Figure 4)

example: manu001530

Figure 4

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Manuscripts Online
box 13
Misc. Papers RIC: Vol 1

Task: Create Metadata

Review Skip(s)

Object ID	Object Name	Object Type	Digitized By	Date	Metadata Created?
manu001304	I.181	text	Tang	2004-03-09	<input type="checkbox"/>
manu001305	I.183	text	Tang	2004-03-09	<input type="checkbox"/>
manu001364	I.185	text	Tang	2004-03-11	<input type="checkbox"/>

- **Language of item**
Enter the three-character MARC code for the language. Codes are available at: <http://www.loc.gov/marc/languages/langhome.html>
example: eng
example (if the object is an image there is no language): X
 - **Geographic area code**
Enter the two- or three-character MARC code for the geographic area of the component. Codes are available at: http://www.loc.gov/marc/countries/cou_home.html
example: fr
example (if the object is an image with no geographic area): X
4. After completing these fields, click OK. Click OK again when a list of correlating XML, XSL, and MODS files appear. (Figure 5)

Figure 5

EAD to MODS : Text

Please complete the following fields...

EAD document name:
ms-1e-1

Component ID(from EAD):
c120

Object ID (from tracking system):
manu001304

Language of Item:
eng

Geographic Area Code:
riu

OK Cancel

This will generate a MODS record that has been named after the object ID with the suffix “.mods”.

CREATING METS RECORD

1. In the MODS record:
 - Paste or type in any coding for diacritics that have been removed from the <mods:title> element and save the MODS file.
 - If any dates have been used in the <controlaccess> they will need to be coded separately from the names.

example:

Original format

```
<mods:name type="personal">
  <mods:namePart>Van Horne, William, 1747-1807</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">creator</mods:roleTerm>
  </mods:role>
</mods:name>
```

Modified format

```
<mods:name type="personal">
  <mods:namePart>Van Horne, William</mods:namePart>
  <mods:namePart type="date">1747-1807</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">creator</mods:roleTerm>
  </mods:role>
</mods:name>
```

- Remove any cataloging brackets ([or]) from the unittitle and name and save the MODS file.
2. Copy the title from the <mods:title> element and paste into into a new document. Copy the date and paste it in the same document (Figure 6):

example: Proposal for taxing the college estate; 1774 Apr 19

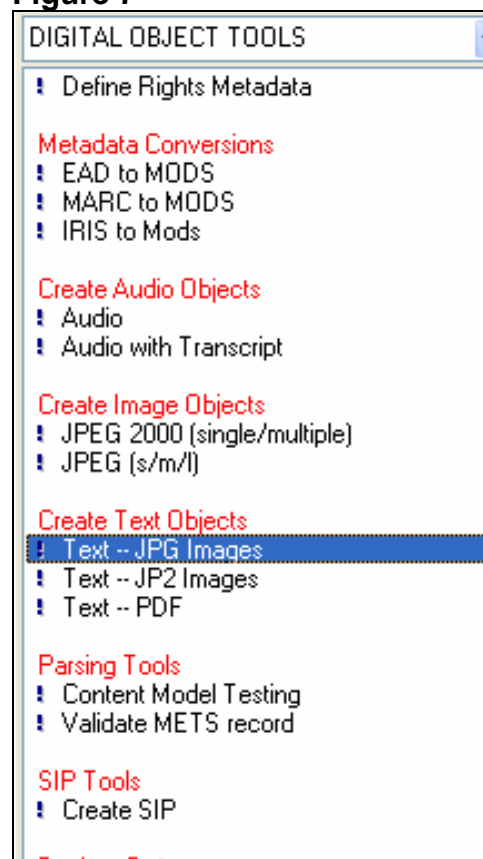
Figure 6

```

<?xml version="1.0" encoding="utf-8" ?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3">
  <mods:titleInfo>
    <mods:title>
      Proposal for taxing the College estate
    </mods:title>
    <mods:subTitle>1774 Apr 19</mods:subTitle>
  </mods:titleInfo>
  <mods:name type="personal">
    <mods:namePart>Green, Thomas</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">creator</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:originInfo>
    <mods:place>
      <mods:placeTerm type="code"
        authority="marcorgac">riu</mods:placeTerm>
    </mods:place>
    <mods:dateCreated>1774</mods:dateCreated>
  </mods:originInfo>
  <mods:language>
    <mods:languageTerm type="code" authority="iso639-
      2b">eng</mods:languageTerm>
  </mods:language>

```

3. Copy the combined title and date located in the new document.
4. In the NoteTab clip library, double click on "Text – JPG Images". (Figure 7)

Figure 7

A template wizard will appear which includes a series of five pop-up windows. You must complete all windows:

- **Object ID (ie, kirk000001)**
Enter the object ID of your item. This will be the name of your MODS file. Note that if you have been creating multiple MODS records, this will default to the object ID of your previous record. Be sure to change it.

example: manu001530

- **Object label**
Paste in the title you copied from above.

example: Pension de Cent-soixante et dix France, Ving-huit

- **Object type (ie, sheet music, pamphlet ... (USE AAT)):**
Choose the appropriate object type.

example: manuscripts

- **Small Image Size (ie, 600, 800)**
Check with project manager for appropriate image size.

example: 600

- **Large Image Size (ie, 1000, 1650)**
Check with project manager for appropriate image size.

example: 1250

5. After completing these fields, click OK. (Figure 8)

Figure 8

The screenshot shows a dialog box titled "Create Digital Object -- Text". The dialog box contains the following fields and values:

- Object ID (ie, kirk000001): manu001304
- Object Label: Proposal for taxing the College estate
- Object Type (ie, sheet music, pamphlets...[USE AAT]): manuscripts
- Small Image Size (ie, 600, 800): 600
- Large Image Size (ie, 1000, 1650): 1250

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

This creates a METS record.

SCHEMA VALIDATION

1. Go to the METS header and copy the OBJID, including the equal sign and quotation marks. (Figure 9)

Figure 9

```
<METS:mets
xmlns:METS="http://www.loc.gov/METS/"
xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:mix="http://www.loc.gov/mix/"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.loc.gov/METS/
http://www.loc.gov/standards/mets/mets.xsd
http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-0.xsd
http://www.loc.gov/mix/ http://www.loc.gov/mix/mix.xsd"
LABEL="Proposal for taxing the College estate"
OBJID="1107036574181179" TYPE="text.manuscripts">
<METS:metsHdr CREATEDATE="2005-01-29T00:00:00.001"
LASTMODDATE="2005-01-29T00:00:00.001">
```

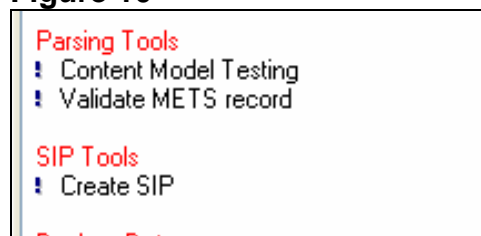
Next, validate your METS record by double-clicking on “Validate METS record”. This performs schema validation.

Click on “View in Browser” icon on the toolbar. If any error messages appear on the report, go back to your MODS and METS records to be sure there are no errors. Occasionally the validation will fail because the system was unable to communicate with the schema validation locations. If this is the case, try to validate again later in the day.

CREATING SUBMISSION INFORMATION PACKAGE (SIP)

1. Double click on “Create SIP” in the clip library. (Figure 10)

Figure 10



ADDING DIGITAL ARCHIVAL OBJECT (DAO)

1. Return to the component in your XML document. Immediately after the <did>, insert the tag “<dao href””. Paste the OBJID after the “href” and close the tag (</>). (Figure 11)

Figure 11

```
<corpname role="subject">Brown University--
Subscriptions</corpname>
</controlaccess>
</o>
<c id="c120" level="item">
<did>
<dao href="1107036574181179"/>
<container type="Box">1</container>
<container type="Folder">I:181</container>
<physdesc>
<genreform normal="manuscripts">manuscript</genreform>
<extent>2 pages</extent>
</physdesc>
<unittitle>
Proposal for taxing the College estate
<unitdate normal="17740419">1774 Apr 19</unitdate>
</unittitle>
</did>
<scopecontent>
<p>
Document prepared for Providence town meeting stating that the
estates of the College (excepting the campus, the
President's House, and the College Edifice) together
with those of the President and Professor should be subject to
```

2. Save the document; then parse and validate.
3. Once you have completed these steps, return to the Project Manager and check “Metadata created” and “Packed” for each component.

REPEAT THE PROCESS

1. You must repeat the entire process for each scan registered in the Project Management System.