



Instructions for Creating MODS Records Using NoteTab

```
<mods:mods ID="imbr001345" xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-2.xsd">
<mods:titleInfo>
<mods:title>fantasticks</mods:title>
<mods:subTitle>a Sock and Buskin production</mods:subTitle>
<mods:nonSort>The</mods:nonSort>
</mods:titleInfo>

<mods:name type="personal">
<mods:namePart>Schmidt, Harvey</mods:namePart>
<mods:role><mods:roleTerm type="text">creator</mods:roleTerm></mods:role>
</mods:name>
```

March 2007

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PART I: Introduction

This document will guide you through the process of creating MODS data for a METS Document using NoteTab Pro according to the standards adopted by the Brown University Center for Digital Initiatives (CDI).

The Metadata Encoding and Transmission Standard (METS) is a standard for encoding descriptive, administrative, and structural metadata regarding digital objects, using the XML schema language. The Metadata Object Description Schema (MODS) is an extension to METS in the form of an XML schema using library bibliographic data comparable to MARC21

For more information, refer to the following websites:

METS: <http://www.loc.gov/standards/mets>

MODS: <http://www.loc.gov/standards/mods>.

This document should be used in conjunction with the “Brown University Center for Digital Initiatives Guidelines for MODS Records” (<http://dl.lib.brown.edu/documentation/...>)

The CDI utilizes the Notetab editor to create an XML file for each digital object. Within Notetab, the CDI has created the MODS Tools Clip Library to facilitate the creation of the MODS data for an XML METS file. The MODS Tools Clip Library is comprised of a series of clips which prompt the user to enter descriptive data, from which the appropriate XML code is automatically generated.

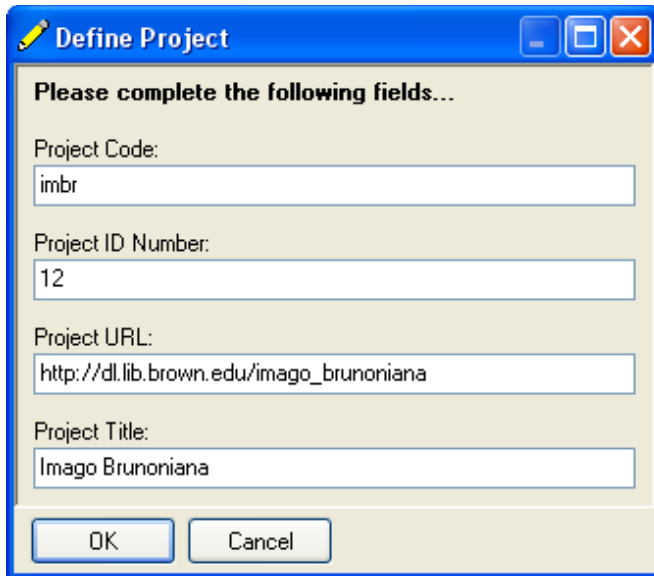
In addition, there are clips which test the XML for validity and well-formedness and check to see whether the document adheres to the Brown metadata model.

General Tips:

- In Notetab, the cursor position dictates where the tag will be inserted in the XML document. Before clicking on any of the tags within the MODS Clip Library (in the left-hand column), you must place your cursor where you want the tags to be inserted into the XML file.
- Periodically use the Well-formedness testing option, described below. This tool will check for errors. Errors in XML code are easier to fix the sooner they are discovered. Also periodically save your work.

PART II: Define the Project

- The project should be defined before any MODS records are entered. This step should be completed at the beginning of each session of entering records. You may complete this step more than once, as each project definition simply overwrites the previously define project.
- Open Notetab and verify that the title of the left menu bar says MODS, indicating the MODS Clip Library is open.
- Double-click the **Define Project** option, located under the Files & Procedures heading in the MODS Clip Library
- A Template Wizard window entitled “**Define Project**” will appear, with the following fields.
 1. **Project Code**
Enter the lowercase four-letter name of the project.
 - askb
 2. **Project ID Number**
Enter the numeric code for the project.
 - 13
 3. **Project URL**
Enter the Uniform Resource Identifier for the project.
 - <http://dl.lib.brown.edu/askb>
 2. **Project Title**
Enter the title of the project.
Note: If the title contains an ampersand, substitute the “&” character with “&”
 - Imago Brunoniana
- Upon completing these fields, click OK



The image shows a Windows-style dialog box titled "Define Project". It has a blue title bar with a pencil icon on the left and standard window control buttons (minimize, maximize, close) on the right. The main area is light beige and contains the text "Please complete the following fields...". Below this are four text input fields, each with a label to its left: "Project Code:" with the value "imbr", "Project ID Number:" with the value "12", "Project URL:" with the value "http://dl.lib.brown.edu/imago_brunoniana", and "Project Title:" with the value "Imago Brunoniana". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Close Notetab to save these project settings.
- Re-open Notetab and continue.

PART III: Create a New MODS Record

- Open Notetab and verify that the title of the left menu bar says MODS, indicating the MODS Clip Library is open.
- Double-click the **Create New MODS File** option, located under the Files & Procedures heading in the MODS Clip Library.
- A Template Wizard will appear which includes a series of six windows.
- In the first window, entitled “**Title fields,**” enter the following fields:
 1. **Item Number**

Enter the six-digit item number of the digital object. Left-pad the number with zeroes to reach six digits. This number corresponds to the scans you are describing.

 - Example: 003775
 2. **Nonsort portion of title**

Enter the nonsort portion of the title proper. This field contains the nonfiling text (articles in any language) which should be ignored for sorting purposes.

 - Example: The
 3. **Title Proper**

Enter the title proper (comparable to MARC field 245). Refer to the CDI MODS manual for information about capitalization, punctuation, etc.

 - Example: fantasticks
 4. **Subtitle**

Enter the subtitle (comparable to MARC field 245 \$b).

 - Example: a Sock and Buskin production
 5. **Part Number**

Enter the part number (comparable to MARC field 245 \$n). This field is used for a part or section name of a title.
 6. **Part Name**

Enter the part name (comparable to MARC field 245 \$p). This field is often used in conjunction with the part number for a part or section name of a title.
- Upon completing these fields, click OK.

The screenshot shows a dialog box titled "Title" with a yellow pencil icon in the top-left corner. The dialog box has a blue title bar and standard Windows window controls (minimize, maximize, close) in the top-right corner. The main area is light beige and contains the following fields:

- Item Number (6 digits):** A text box containing "001345".
- Nonsort portion of title (ex: "The "):** A text box containing "The".
- Title Proper:** A text box containing "fantasticks".
- Subtitle:** A text box containing "a Sock and Buskin production".
- Part Number:** An empty text box.
- Part Name:** An empty text box.

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

- In the second window, entitled “**MODS Name fields,**” enter the following fields:
 1. **Principal Name**
 For a personal name, use the format “Lastname, Firstname” to enter the name of the individual. For a corporate name, enter the name in direct order. This field is comparable to MARC fields 1XX and 7XX.
 - Example: Taylor, Arlene G.
 - Example: Prohibition Party (R.I.)
 2. **Dates**
 Enter a person’s birth and/or death dates, if known
 - Example: 1963-
 3. **Address**
 Enter a term of address, such as a title or other word associated with a person’s name. This is comparable to MARC field 100 \$c
 - Example: Sir
 4. **Type**
 From the drop-down list, select the type of name.
 - Example: personal
 The option list includes: conference, corporate, and personal.

5. Role

From the drop-down list, select the role of the person or group.

➤ Example: creator

Choose the role that is most specific.

- Upon completing these fields, click OK.

Name

Please complete the following fields.

Principle Name (example: Lastname, Firstname):
Schmidt, Harvey

Dates:
[Empty]

Address (example: President, Duke...):
[Empty]

Type:
personal

Role:
creator

OK Cancel

- In the next window, entitled “**Type of Resource**,” choose the appropriate value from the drop down menu.

Type of Resource

Please complete the following field

Type of Resource (example: still image):
still image

OK Cancel

- In the next window, entitle “**Genre**,” enter the following fields:
 1. **Authority**
Choose the appropriate thesaurus for the for the genre term you will be using. The default is the “Art and Architecture Thesaurus” from the Getty
 2. **Genre**

Enter the appropriate genre term from the thesaurus you have chosen. Be as specific as possible.

- Upon completing these fields, click OK.

The screenshot shows a dialog box titled "Genre". Inside, it prompts the user to "Please complete the following field." There are two input fields: "Authority (example: AAT):" with a dropdown menu showing "aat", and "Genre (example: lithographs):" with a text box containing "photographs". At the bottom are "OK" and "Cancel" buttons.

- In the next window, entitled “**Origin fields,**” enter the following fields:
 1. **Publisher**
Enter the name of the publisher (comparable to MARC field 260 \$b) as it appears on the item. If there is no publisher listed, leave this field blank. If the item is a manuscript, do not enter anything in this field. You may omit spaces between initials.
 - Example: Orin F. Jackson
 2. **Place code**
Enter the 2- or 3-letter MARC place code. This may be found at <http://www.loc.gov/marc/countries/>
 - Example: riu
 3. **Place of Origination**
Enter the location of the publisher (comparable to MARC field 260 \$a) as it appears on the item. You may abbreviate the state name. If there is not place of publication listed, leave this field blank. If the item is a manuscript (unpublished), you may enter the place where the manuscript was written
 - Example: Newport, R.I.

- 4. Date (published material)**

For published items, enter the date(s) of publication (comparable to MARC field 260 \$c). If the item has been published over a range of years, enter the earliest and latest dates separated by a hyphen. For unpublished items, enter the date the item was created (comparable to MARC fields 260 \$g, 260 \$c, 534 \$c, or 533 \$d, depending on the type of material)

 - Example: 1861
 - Example: 1901-1910
 - 5. Date qualifier**

For uncertain dates, enter the appropriate qualifier
 - 6. End date (for date ranges)**

If the item has been published over a range of years, enter the earliest date here.

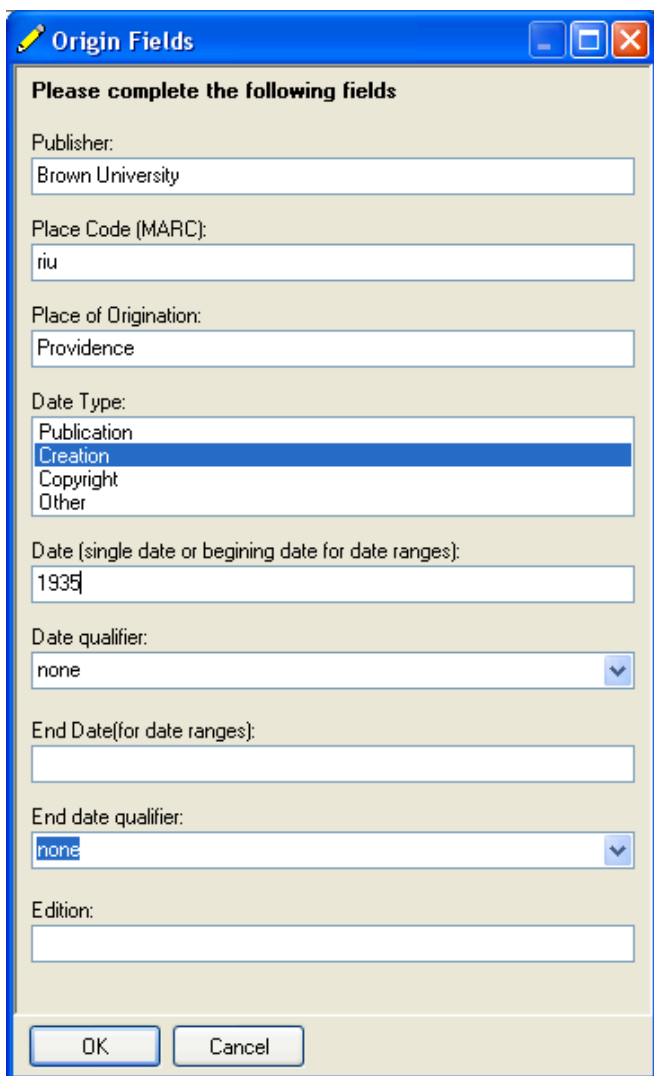
 - Example: 1901
 - 6. End date qualifier**

For uncertain dates, enter the appropriate qualifier for the end date
 - 7. Date type**

Choose the type of publication from among the list of four types. Copyright dates must be explicitly stated by a date preceded by the word “copyright” or by the copyright symbol.
 - 8. Edition**

Enter the edition or version of the item (comparable to MARC field 250) as it appears on the item. You may abbreviate “edition” to “ed.”

 - Example: 9th ed.
- Upon completing these fields, click OK.



Origin Fields

Please complete the following fields

Publisher:
Brown University

Place Code (MARC):
riu

Place of Origination:
Providence

Date Type:
Publication
Creation
Copyright
Other

Date (single date or beginning date for date ranges):
1935

Date qualifier:
none

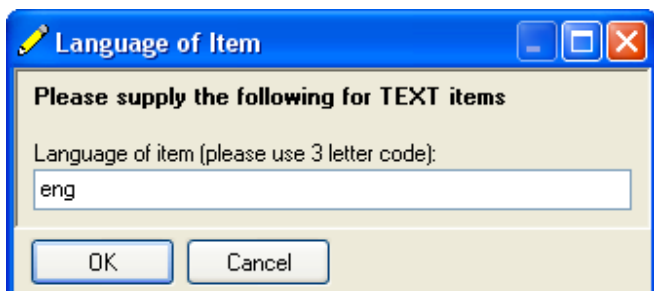
End Date(for date ranges):

End date qualifier:
none

Edition:

OK Cancel

- In the next window, entitled “**Language of Item**”, enter the appropriate language code from the MARC code for languages (<http://www.loc.gov/marc/languages/>). Click OK after entering the value.



Language of Item

Please supply the following for TEXT items

Language of item (please use 3 letter code):
eng

OK Cancel

- In the next window, entitled “**Physical Description**,” enter the following fields:
 1. **Extent**

Enter the physical extent of the item (comparable to MARC fields 300 \$a, 300 \$b, 300 \$c, 300 \$e, and 306 \$a).

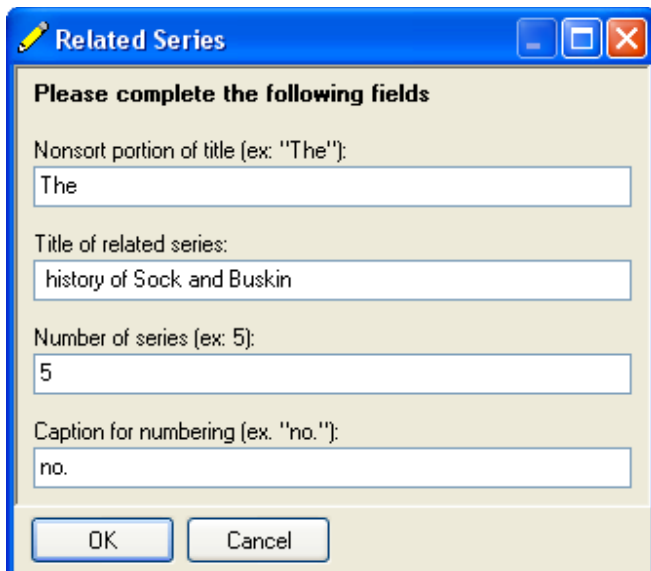
- Example: 552 p.
- 1 broadside ; 43 x 30 cm.

2. Digital Origin

This will default to “reformatted digital”. If you are working with digital item that began as an analog resource, leave the default as is. If you are working with a born digital resource, change the value to “born digital.”

- Upon completing these fields, click OK.

- In the next window, entitled “**Related Series**”, enter the following fields::
 1. **Nonsort portion of title**
Enter any initial articles (in any language) associated with the series title
 - The
 2. **Title of related series**
Enter the title of the series
 - history of Sock and Buskin
 3. **Number of series**
Enter the number of the series
 - 5
 4. **Caption for number**
Enter the caption for the number
 - no.
- Upon completing these fields, click OK.



Related Series

Please complete the following fields

Nonsort portion of title (ex. "The"):
The

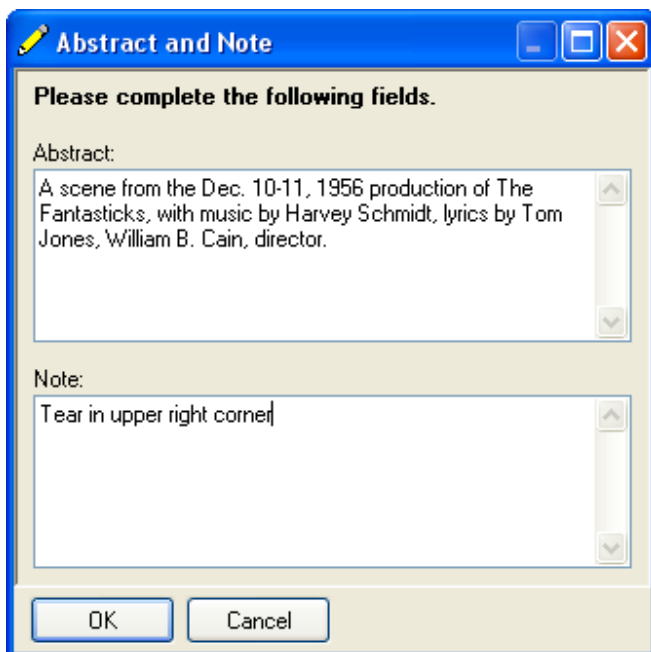
Title of related series:
history of Sock and Buskin

Number of series (ex. 5):
5

Caption for numbering (ex. "no."):
no.

OK Cancel

- In the next window, entitled “**Abstract and Note**”, enter the following fields::
 1. **Abstract**
Enter an abstract for the resource.
 2. **Note**
Enter any notes about the resource.
- Upon completing these fields, click OK.



Abstract and Note

Please complete the following fields.

Abstract:
A scene from the Dec. 10-11, 1956 production of The Fantasticks, with music by Harvey Schmidt, lyrics by Tom Jones, William B. Cain, director.

Note:
Tear in upper right corner

OK Cancel

- In the next window, entitled “Identifier”, enter the following fields::
 1. **Type**
From the pulldown menu, choose the type of identifier
 - local
 2. **Display Label**
From the pulldown menu, choose the appropriate display label
 - HB11000
 2. **Identifier**
Enter the appropriate identifier
 - FrH01847mf1-a
- Upon completing these fields, click OK.

- You will now see the actual XML code appear in NoteTab. The code will include the information you have just entered.
- Your file has been automatically named with a .mods extension and saved to the correct directory on your C drive.
- Next double click on **Well Formedness Test**. This will check to be sure your XML is well-formed.
 1. If there are no errors, a new screen will open with the name of your file on it:
 - ex: c:\xmlfiles\documents\mods\imbr001345.mods
 2. If there are any errors, they will be noted on a new screen entitled error.txt. To fix any errors, simply click on the tab bearing the name of your file to view and edit the code. Fix any problems and repeat the **Well Formedness Test** until no errors are found

- Next click on **Validity Test**. This will check to be sure you have applied the MODS elements correctly. If there are no problems you will get the following message:

Schema validating with XSV 2.5-2 of 2003/07/09 13:08:04

- Target: <file:///c:/xmlfiles/documents/mods/imbr001345.mods>
- docElt: {http://www.loc.gov/mods/v3|mods
- Validation was strict, starting with type {http://www.loc.gov/mods/v3}:modsType
- schemaLocs: <http://www.loc.gov/mods/v3> -> <http://www.loc.gov/standards/mods/v3/mods-3-2.xsd>
- The schema(s) used for schema-validation had no errors
- No schema-validity problems were found in the target

If there are any validation errors, correct them and perform the **Validity Test** until no errors are found.

- Next click on **Content Model Test**. This will check to be sure you have included the minimal MODS elements as defined by the CDI Guidelines. If there are any messages in red, go back to your MODS record to see if there is missing or incorrect information in your record.

PART IV: Additional Titles

- When you created the MODS record in the previous section, you had the opportunity to enter the title proper and subtitle. If the item has other types of titles, use the instructions in this section to add these titles.
- If you haven't already, click on the tab bearing the name of your file (Example: kirk000094 or hb003775) to view the XML code in NoteTab.
- Locate the section of XML code after the last `</mods:titleInfo>` closing tag.
- With your cursor placed after the `</mods:titleInfo>` closing tag, double-click the appropriate type of title in the **Title Group** option, found in MODS Clip Library options.

Abbreviated Title

This title is only used with serials and is comparable to MARC field 210

- Enter the following fields:
 1. Abbreviated title:
Enter the abbreviated title as it appears on the item:
 - Example: Addict. behav.
- Upon completing these fields, click OK.

Alternative Title

- Enter the following fields:
 1. **Nonsort portion of title**
Enter the nonsort portion of the title proper. This field contains the nonfiling text (articles in any language) which should be ignored for sorting purposes.
 - Example: The

2. Alternative title:

Enter the alternative title (comparable to MARC field 246). An alternative title may be a title that appears at the head of the title, on a place other than the title page, or in addition to the title and subtitle. This is also where you would record first lines of text, first lines of songs, etc.

- Example: Thanksgiving and Christmas have blessed us once more

3. Display label:

Enter the display label (comparable to MARC field 246 \$i). This field indicates the additional text displayed with the alternative title. You may select an option from the drop-down or you may enter your own free text.

- Example: First line:
- Example: At head of title:

- Upon completing these fields, click OK.

Translated title:

- Enter the following fields:

1. Nonsort portion of title

Enter the nonsort portion of the title proper. This field contains the nonfiling text (articles in any language) which should be ignored for sorting purposes.

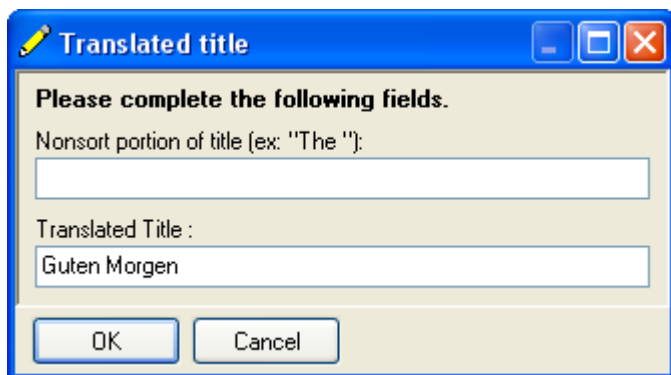
- Example: Ein

2. Translated Title

Enter the translated title (comparable to MARC field 246) as it appears on the item. This is the title that is the exact translation of the main title.

- Example: Guten Morgen

- Upon completing these fields, click OK.



A dialog box titled "Translated title" with a pencil icon on the left and standard window controls (minimize, maximize, close) on the right. The dialog contains the following text and fields:

Please complete the following fields.

Nonsort portion of title (ex: "The "):

Translated Title :

At the bottom, there are two buttons: "OK" and "Cancel".

Uniform title:

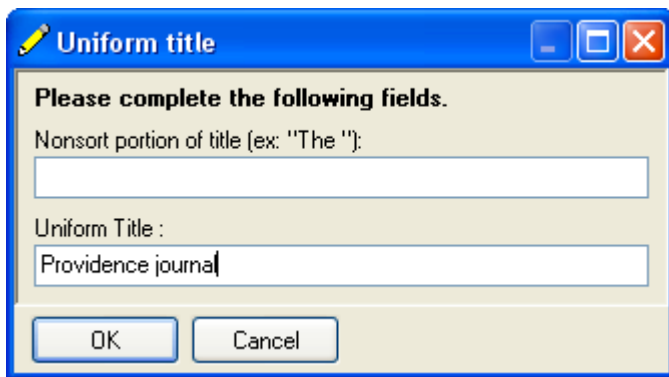
- Enter the following fields
 - 1. Nonsort portion of title**

Enter the nonsort portion of the title proper. This field contains the nonfiling text (articles in any language) which should be ignored for sorting purposes.

 - Example: The
 - 2. Uniform title**

Enter the uniform title (comparable to MARC fields 130, 730, 240).

 - Example: Providence journal
 - Example: Symphonies, no. 1, op. 21, C major
- Upon completing these fields, click OK.



Uniform title

Please complete the following fields.

Nonsort portion of title (ex: "The "):

Uniform Title :

OK Cancel

- Select **Well-Formedness Test**. Fix errors as necessary.

PART V: Additional Names

- When you created the MODS record in the PART III, you had the opportunity to enter one name. If additional names are associated with the object, use the instructions in this section to add each name.
- Locate the section of XML code after the last `</mods:name>` closing tag.
- With your cursor placed after the `</mods:name>` closing tag, double-click the **Name** option, found in the Name Group in the MODS Clip Library options. This action will open a window entitled “**Name**”.
- Enter the following fields:
 1. **Name**
 For a personal name, use the format “Lastname, Firstname” to enter the name of the individual. For a corporate name, enter the name in direct order. This field is comparable to MARC fields 1XX and 7XX.
 - Example: Taylor, Arlene G.
 - Example: Prohibition Party (R.I.)
 2. **Dates**
 Enter a person’s dates, if known
 - Example: 1963-
 3. **Address**
 Enter a term of address, such as a title or other word associated with a person’s name. This is comparable to MARC field 100 \$c
 - Example: Sir
 4. **Type**
 From the drop-down list, select the type of name.
 - Example: personal
 The option list includes: conference, corporate, and personal.
 5. **Role**
 From the drop-down list, select the role of the person or group.
 - Example: creator
 Choose the role that is most specific.
- Upon completing these fields, click OK.



A dialog box titled "MODS: Name fields" with a yellow pencil icon in the top-left corner. The dialog has a blue title bar and standard Windows window controls (minimize, maximize, close) in the top-right. The main area is light beige and contains the following fields:

- Please complete the following fields.**
- Principle Name (example: Lastname, Firstname):** A text box containing "Raleigh, Walter".
- Dates:** A text box containing "1552-1618".
- Address (example: President, Duke...):** A text box containing "Sir".
- Type:** A dropdown menu with "persona" selected.
- Role:** A dropdown menu with "creator" selected.

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

- Select **Well-Formedness Test**. Fix errors as necessary.

PART VI: Notes and Abstract

NOTE

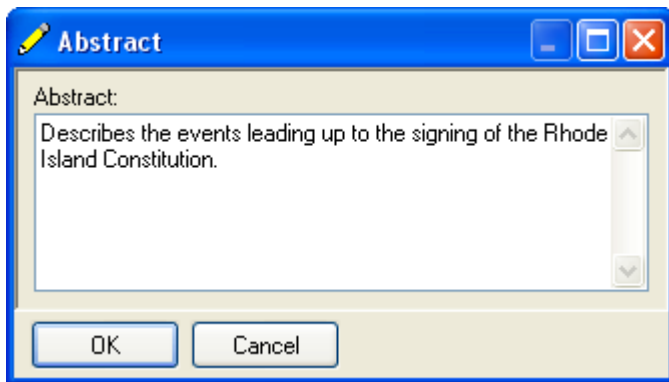
- When you created the MODS record in the PART III, you had the opportunity to enter one bibliographic note. Use the instructions in this section to create additional notes.
- Locate the section of XML code after the last `</mods:note>` closing tag.
- With your cursor placed after the `</mods:note>` closing tag, double-click the **Note** option, found in the Note Group in the MODS Clip Library options. This action will open a window entitled “**Note**”. If appropriate, choose the type of note from the pull-down menu.
- Enter the note (comparable to MARC field 5XX) and click OK.
 - Example: Hay Broadside Harris copy: Shelved under: Newport daily news, 1861.
 - Example: Within ornamental border, printed on yellow paper, in two columns, divided by curvilinear line.
- Select **Well-Formedness Test**. Fix errors as necessary.

The image shows a dialog box titled "Note". The window has a blue title bar with a pencil icon on the left and standard minimize, maximize, and close buttons on the right. The main area is light beige and contains the text "Please complete the following fields...". Below this, there are two input fields. The first is labeled "Type:" and has a dropdown menu with "language" selected. The second is labeled "Note:" and is a text area containing the text "In English and French". At the bottom of the dialog are two buttons: "OK" and "Cancel".

ABSTRACT

- The abstract contains a summary of the item (comparable to MARC field 520).
- Locate the section of XML code after the last `</mods:note>` closing tag.
- With your cursor placed after the `</mods:note>` closing tag, double-click the **Abstract** option, found in the Note Group in the MODS Clip Library options. This action will open a window entitled “**Abstract**”. Enter the abstract and click OK.

- Example: Short prose articles and stories in manuscript, poetry manuscripts, and verse.
- Select **Well-Formedness Test**. Fix errors as necessary.



PART VII: Physical Description

EXTENT

- If the extent information was not already input in Part III, it may be input at this point. The **extent** refers to the physical extent of the item (comparable to MARC fields 300 \$a, 300 \$b, 300 \$c, 300 \$e, and 306 \$a).
- Enter the following fields:
 1. **Extent**
Enter the number of pages. Other information such as the presence of illustrations and size may also be entered; check with CDI staff.
 - Example: 45 p.
- Upon completing this field click OK.

MODS: Physical Description -- Extent

Extent (example: 3 p.):
45 p.

OK Cancel

2. **Form**
Enter the form of material from the list of MARC forms available at <http://www.loc.gov/marc/sourcecode/form/formsource.html>
 - Example: print
- Upon completing this field click OK.

MODS: Physical Description -- Form

Form (print):
print

OK Cancel

- Select **Well-Formedness Test**. Fix errors as necessary.

PART VIII: Subject

SUBJECT

- Subjects refer to both the subject matter of the item (comparable to MARC fields 600, 610, 611, 630, and 650) and the genre of the material (comparable to MARC fields 653 and 655)
- Locate the section of XML code after the last `</mods:extent>` closing tag.
- Double click on the **Subject Wrapper** option in the MODS clip library. This will provide the opening and closing XML tags for a single subject tag
- Fill in each subject tag with the appropriate heading and subdivision when appropriate; remember that each separate subject must have its own **Subject wrapper**
- Select **Well-Formedness Test**. Fix errors as necessary.

PART IX: Related Items

CONSTITUENT

- The **constituent** refers to the name-title added entries for a related resource (comparable to MARC field 700 \$t, 710 \$t, 711 \$t).
- Locate the section of XML code after the last `</mods:relatedItem>` closing tag.
- With your cursor placed after the `</mods:relatedItem>` closing tag, double-click the **Constituent** option, found in the Related Items Group in the MODS Clip Library options.
- A Template Wizard will appear which includes a series of two windows.
- The first window mirrors the first window described in PART III. Enter the fields for Nonsort portion of title, Title Proper, Subtitle, Alternative Title, Display Title, Part Number, and Part Name. Click OK.
- The second window mirrors the second window described in PART III. Enter the fields for Principal Name Type, and Role. Click OK.
- Select **Well-Formedness Test**. Fix errors as necessary.

RELATED SERIES

- The **related series** field contains the title of a series related to the item (comparable to the series statement in MARC fields 440, 490, or 8XX).
- Locate the section of XML code after the last `</mods:relatedItem>` closing tag.
- With your cursor placed after the `</mods:relatedItem>` closing tag, double-click the **Related Series** option, found in the Related Items Group in the MODS Clip Library options. This action will open a window entitled “**Related Series**”. Enter the title (and number, if included) of the related series as above (in the **MODS Origin** field) and click OK.
 - Example: Library and information science text series.
- Select **Well-Formedness Test**. Fix errors as necessary.
- Select **Validity Test**. Fix errors as necessary.
- Select **Content Model Test**. Fix errors as necessary.

Appendix A: Full MODS record

The following sample record is for a photograph.

```
<mods:mods ID="imbr001345" xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-2.xsd">
<mods:titleInfo>
<mods:title>fantasticks</mods:title>
<mods:subTitle>a Sock and Buskin production</mods:subTitle>
<mods:nonSort>The</mods:nonSort>
</mods:titleInfo>
<mods:name type="personal">
<mods:namePart>Schmidt, Harvey</mods:namePart>
<mods:role>
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Fantasticks, with music by Harvey Schmidt, lyrics by Tom Jones, William
B. Cain, director.</mods:abstract>
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type="URI">http://dl.lib.brown.edu/imago_brunoniana</mods:identifier>
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