

**Connecticut Digital Archive  
Implementation Guidelines for  
MODS Records**

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## INTRODUCTION & IMPLEMENTATION

### Introduction

These guidelines outline the implementation of the Metadata Object Description Schema (MODS) version 3.5 by the Connecticut Digital Archive (CTDA). MODS 3.5 is used to describe digital resources (resources that have been reformatted as digital and those born digital) to facilitate access and discovery of digital resources. These guidelines provide a summary of minimum requirements and recommendations for descriptive metadata being ingested into CTDA using MODS 3.5. They should be used as a reference when considering contributing content to CTDA.

These guidelines cover:

- A general summary of requirements and recommendations
- Minimum requirements for MODS records
- Best practices for punctuation, HTML, MODS XML records, coordinates, dates
- Example of full MODS records
- CTDA Metadata Application Profile

These guidelines do not cover:

- How to create a new MODS record for a digital resource ready to be added to CTDA
- Procedures on how to ingest MODS records into CTDA
- Creating MODS records in XML
- Description of the entire MODS 3.5 schema

These guidelines use the following language to express degrees of requirements based on the RFC 2119 Key words to Indicate Requirement:

- **Required (R)** designates an element, attribute, or value that is an absolute requirement of the guidelines
- **Required if applicable (RA)** designates an element, attribute, or value that is an absolute requirement of the guidelines if it is applicable to the resource being described
- **Recommended (RE)** designates an element, attribute, or value that may be ignored but only after fully weighing the implications of doing so
- **Recommended if applicable (REA)** designates an element, attribute, or value that is applicable to the resource being described and may be ignored but only after weighing the implications of doing so
- **Optional (O)** designates an element, attribute or value that may be used at one's discretion
- **Not Recommended (NR)** designates an item that may be used but only after fully weighing the implications of doing so. This item is discouraged.

All metadata has been dedicated to the public pursuant to Creative Commons' CC0 public domain dedication.

These implementation guidelines are based on the following national standards and best practices:

- MODS Schema Version 3.5<sup>1</sup>
- Library of Congress MODS User Guidelines (Version 3)<sup>2</sup>
- Digital Library Federation / Aquifer Implementation Guidelines for Shareable MODS Records (Version 1.1)<sup>3</sup>
- Special Collections and University Archives University of Massachusetts Amherst Guidelines for Implementing MODS<sup>4</sup>
- MODS <note> Types Recommended List<sup>5</sup>
- ISO 639-2b (Alpha Three letter language Code)<sup>6</sup>
- W3CDTF (W3C date/time format based on the ISO 8106)<sup>7</sup>
- IANA (Internet Assigned Numbers Authority MIME Media Types)<sup>8</sup>
- FAST (Linked Data Faceted Application of Subject Terminology)<sup>9</sup>
- Library of Congress Linked Data Authorities and Vocabularies<sup>10</sup>
- Library of Congress Marc Relator Terms List<sup>11</sup>
- GeoNames Geographical Database<sup>12</sup>
- Getty Art and Architecture Thesaurus<sup>13</sup>
- Getty Thesaurus of Geographic Names<sup>14</sup>
- RFC 2119 Key words to Indicate Requirement<sup>15</sup>
- FGDC Geospatial Metadata Standards and the Content Standard for Digital Geospatial Metadata (CSDGM)<sup>16</sup>

## Implementation Notes

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<sup>1</sup> <http://www.loc.gov/standards/mods/v3/mods-3-5.xsd>

<sup>2</sup> <http://www.loc.gov/standards/mods/userguide/>

<sup>3</sup> [https://wiki.dlib.indiana.edu/confluence/download/attachments/24288/DLFMODS\\_ImplementationGuidelines.pdf](https://wiki.dlib.indiana.edu/confluence/download/attachments/24288/DLFMODS_ImplementationGuidelines.pdf)

<sup>4</sup> <http://credo.library.umass.edu/SCUAMODSGuidelines2012.pdf>

<sup>5</sup> <http://www.loc.gov/standards/mods/mods-notes.html>

<sup>6</sup> <http://www.loc.gov/standards/iso639-2/langcodes.html>

<sup>7</sup> <http://www.w3.org/TR/NOTE-datetime>

<sup>8</sup> <http://www.iana.org/assignments/media-types/media-types.xhtml>

<sup>9</sup> <http://experimental.worldcat.org/fast/>

<sup>10</sup> <http://id.loc.gov/>

<sup>11</sup> <http://www.loc.gov/marc/relators/>

<sup>12</sup> <http://www.geonames.org/>

<sup>13</sup> <http://www.getty.edu/research/tools/vocabularies/aat/>

<sup>14</sup> <http://www.getty.edu/research/tools/vocabularies/tgn>

<sup>15</sup> <http://www.faqs.org/rfcs/rfc2119.html>

<sup>16</sup> <https://www.fgdc.gov/metadata/geospatial-metadata-standards>

## Cataloging Rules

These guidelines do not prescribe one set of cataloging rules. However, the use of formal cataloging rules, or content standards, is strongly recommended. These guidelines recommend the following content standards as examples:

- Resource Access and Description (RDA)<sup>17</sup>
- Describing Archives: A Content Standard (DACS)<sup>18</sup>
- Descriptive Cataloging of Rare Materials (DCRM(B))<sup>19</sup>
- Graphic Materials: Rules for Describing Original Items and Historical Collections (GIHC)<sup>20</sup>
- Cataloging Cultural Objects (CCO)<sup>21</sup>
- Content Standard for Digital Geospatial Metadata (CSDGM)<sup>22</sup>

## Punctuation & Use of HTML

Punctuation should only be retained if it occurs within an element. Punctuation should be dropped between elements. When applicable, a stylesheet may be used to display the value contained in elements with or without punctuation. Avoid the use of HTML tags.

### *Example:*

Punctuation is used within the element `<mods:placeTerm>` but ***not for*** the elements `<mods:publisher>`, `<mods:copyrightDate>` as illustrated in the example below.

```
<mods:originInfo>
  < mods:place>
    < mods:placeTerm type="text">Ithaca, NY</ mods:placeTerm>
  </ mods:place>
  < mods:publisher>Cornell University Press</ mods:publisher>
  < mods:copyrightDate>1999</ mods:copyrightDate>
</ mods:originInfo>
```

*Display rendered through the use of a stylesheet:*

Ithaca, NY : Cornell University Press, c1999.

## Creating MODS Records in XML

CTDA partners are not required to create MODS XML records to be ingested into the repository. However, batch ingests and replace only work with MODS XML. The CTDA can ingest MODS

<sup>17</sup> <http://www.rdatoolkit.org/>

<sup>18</sup> <http://www2.archivists.org/standards/describing-archives-a-content-standard-dacs>

<sup>19</sup> <http://rbms.info/dcrm/>

<sup>20</sup> <http://www.loc.gov/rr/print/gm/graphmat.html>

<sup>21</sup> <http://www.vraweb.org/ccoweb/cco/about.html>

<sup>22</sup> <https://www.fgdc.gov/metadata/geospatial-metadata-standards>

XML records either in batch or one at a time. All MODS XML records must be well-formed and valid XML files according to MODS 3.5 and these implementation guidelines. It is important to follow basic requirements for XML and the MODS 3.5 schema to avoid bad data that cannot be processed by the repository. Bad data also poses the risk of creating inaccurate or incorrect data that is harvested by DPLA or iConn.

Separate how-to documents illustrate how to add a digital resource using the MODS data entry forms in CTDA. If you are a site administrator, you create new or edit MODS XML Forms that fit your institution's needs. These new or edited XML Forms must adhere to XML well-formedness and be valid according to the MODS 3.5 schema and these guidelines.

MODS XML records can also be added by batch import. Separate how-to documents illustrate how to batch import MODS XML records and digital resources.

The CTDA provides data curation services to help with record creation, migration, enhancement, and cleanup. Contact [ctda@uconn.edu](mailto:ctda@uconn.edu) for more information.

### Creating Enhanced MODS Records

CTDA partners can create MODS records either in XML or using the MODS data entry form that implement MODS implements beyond the minimally required. In general, the MODS data entry forms provide fields beyond the minimum such as information for form, extent, identifiers or description. If you would like to create enhanced MODS records, are unsure on how to do this or need fields added to your MODS data entry form(s), the CTDA provides metadata services that can help. Contact [ctda@uconn.edu](mailto:ctda@uconn.edu) for more information.

### Visualizing Metadata

The CTDA will visualize metadata such as geographic places on a map that can be embedded on a web site. For any visualizations done by CTDA, only accurate and consistent data that follow the recommended controlled vocabularies will be used. For a list of these controlled vocabularies, please refer to page 13.

## Summary of CTDA Requirements and Recommendations<sup>23</sup>

Element	Element Requirement Level	Subelement(s)/Attributes required if element is used	Subelement(s)/ Attributes recommended or recommended if applicable	Repeatable	Recommended Content Controlled
<titleInfo>	Required	<title>	<nonSort> @supplied	Yes	@supplied: yes/no
<name>	Recommended if applicable	<namePart>	@authority @valueURI @type <role><roleTerm>	Yes	name/@type: personal corporate conference family  roleTerm/@type: text (MARC Relator Terms List (Text entry only). <b>@type set to text is required</b> )
<typeOfResource>	Required	None		No	
<genre>	Recommended		@authority @valueURI	Yes	
<originInfo>	Required if applicable	<dateIssued> @keyDate @encoding	@point @qualifier @type <publisher>  <place><placeTerm type="text">	Yes	@encoding: w3cdtf @keyDate: yes (for 1 <sup>st</sup> instance of dateIssued) @point: start/end @qualifier: inferred, approximate, questionable placeTerm/@type: text (Type set to text is required)
<language>	Optional	<languageTerm> @authority @type	N/A	Yes	@authority: iso639-2b @type: code
<physicalDescription>	Required		<digitalOrigin> <form> <internetMediaType> <extent> <note> @type		IANA MIME Types are used for the Internet media type  MODS values for digital origin (reformatted digital, born digital, digitized other analog, digitized microfilm)  note/@type: condition physical description
<abstract>	Recommended	None	N/A	Yes	
<tableOfContents>	Optional	None	xlink	Yes	

<sup>23</sup> The namespace declaration, mods, has been omitted in this summary.



CTDA MODS Implementation Guidelines, February 2016

<targetAudience>	Required if applicable	@displayLabel	N/A	No	Currently this is used as an anchor to distinguish content association. Values: CHO, GEO, WWI. Because there exist 1+ tags, to help distinguish these, @displayLabel is used.
<note>	Recommended if applicable	None  (@type='ownership' is required)	@type	Yes	note/@type: biographical/historical conservation history <b>ownership (Required)</b> preferred citation source characteristics source identifier source note historic/current address
<subject>	Recommended	@type with <name>	<topic> <geographic> <name> <cartographics><coordinates> @authority @valueURI	Yes	subject/name/@type: personal corporate conference family
<classification>	Optional	None	N/A	Yes	
<relatedItem>	Used only for Newspaper Content Model				
<identifier>	Required	@type (Required)	N/A	Yes	@type: hdl (persistent identifier: <b>Only @type="hdl" is required and is supplied by the system automatically.</b> ) local uri
<location>	Optional		<url>	Yes	
<accessCondition>	Required	@type	@displayLabel	Yes	@type: use and reproduction restrictions on access
<part>	Optional	None	<detail> <extent> <start>, <end>, <total> <list> <date> @encoding @point @qualifier <text>	Yes	@encoding: w3cdf @point: start/end @qualifier: inferred, approximate, questionable
<extension>	Optional		FGDC (in time ETDMS)		The extension is used currently to record bounding box coordinates in FGDC.
<recordInfo>	Strongly Recommended	<languageOfCataloging> <languageTerm> @authority	<recordContentSource> <recordCreationDate> @encoding <recordOrigin>	No	@encoding: w3cdf @authority: iso639-2b @type: code

		@type			
--	--	-------	--	--	--

## Minimum MODS Requirements

The CTDA requires the following information in all of its MODS records:

1. **Title (Required):** Every record has at least one title. Variant titles, such as subtitles, alternative or uniform titles are optional. A user may optionally record any initial articles separately from the title. If a resource does not have a title, one can be supplied without the use of brackets or other punctuation to denote the title was supplied.
2. **Resource Type (Required):** Every record is assigned by default one of the MODS type values: text ; cartographic ; notated music ; sound recording-musical ; sound recording-nonmusical ; sound recording ; still image ; moving image ; three dimensional object ; software, multimedia ; mixed material. Collection records are by default “mixed material”.
3. **Date (Required If Applicable):** If the date is known, it is required to record a date for every record. This date must be encoded according to the w3cdtf standard. Dates can be of the format YYYY, YYYY-MM or YYYY-MM-DD. Use 2 digits for days and months. Dates can be approximate, inferred or questionable. Date ranges can also be entered where each range can be qualified (approximate, inferred, or questionable) if applicable. If a date is not present, it is recommended to use one’s best judgment to approximate a date.
4. **Held By (Required):** Every record must indicate which institution holds the or who acts as steward for the digital resource. These statements are default statements that are typically the name of the institution such as Connecticut Historical Society.
5. **Rights Statement (Required):** Every record must have at least one statement that provides users with information on use and re-use of the resource. Even if the resource is in the public domain and free of restrictions, this information must be included.
6. **Persistent Identifier (Required):** Every record is assigned a handle by the system.
7. **Language of MODS Record (Required):** Every record is assigned the default “eng” to denote the record was written in English.

CTDA Participants are required to add all of this information except for the Persistent Identifier. The Persistent Identifier is assigned by the Handle System automatically into the MODS record. If you are creating your own MODS XML records, you must ensure that all the information except for the Persistent Identifier is in your MODS XML records. If one of these minimal items is missing or incorrect, then the owning institution will be contacted to correct the metadata. If the owning institution does not correct the issue, then that institution risks not having that record harvested or processed correct by the system.

## Strongly Recommended and Recommended MODS Requirements

The CTDA strongly recommends the following information in its MODS records:

1. **Creator/Contributor (Recommended if applicable):** Best practice is to record the last name first followed by a comma and then the first name and any middle names or initials, titles or honorifics followed by a comma and any dates associated with the name. For example: Smith, Joseph, Jr., 1805-1844. If a name is entered, it is required to include the role played by this creator/contributor using the MARC relator terms. Enter as many terms as are applicable using the terms from the Library of Congress MARC Relator Terms List. For example: creator, photographer.
2. **Genre (Recommended):** Best practice is to record at least one genre term that describes what the digital resource is. For example: administrative records, photographs, manuscripts.
3. **Description (Recommended):** Though a description of the resource is not required, it is helpful for users to have this descriptive content especially in the case of images.
4. **Subjects (Recommended):** Subjects facilitate access and discovery. It is good practice to include at least one topical subject to indicate what the resource is about.

## Required and Recommended Value Lists/International Content Standards

The CTDA requires the use of several controlled value lists and international content standards to control content for several types of information found in CTDA MODS records. The CTDA requires the use of the following value lists or international standards:

1. **ISO639-2b (Required):** For any languages, enter the alpha 3 letter code according to the iso639-2b standard ([http://www.loc.gov/standards/iso639-2/php/code\\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php)).
2. **IANA Media Types (Recommended):** For MIME media types, enter the media types as suggested by the IANA standard (<http://www.iana.org/assignments/media-types/media-types.xhtml>).
3. **W3CDTF (Strongly Recommended):** Enter the date according to the w3cdtf standard (<http://www.w3.org/TR/NOTE-datetime>).
4. **<name> type values (Required):** Enter one of these values: personal, family, corporate, conference according to the MODS 3.5 schema.
5. **MODS <note> type values (Required if Applicable):** It is recommended to use the list recommended by the Library of Congress (<http://www.loc.gov/standards/mods/mods-notes.html>).
6. **MODS qualifier values (Required if Applicable):** Enter one of these values: approximate, inferred, questionable.
7. **MODS <languageTerm> type value (Required):** Enter the iso 639-2b code.
8. **MARC Relator Terms (Required if Applicable):** Enter a term, as text, as found in the MARC Relator Term list provided by the Library of Congress (<http://www.loc.gov/marc/relators/>). More than one term can be entered.
9. **MODS <typeOfResource> value list (Required):** This is the equivalent of the Dublin Core Types and uses the list as provided by the MODS 3.5 schema.
10. **MODS <languageTerm> attribute type and authority (Required):** The type is always set to “code” and the content standard for language codes is ISO639-2b or the three letter language codes ([http://www.loc.gov/standards/iso639-2/php/code\\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php)).
11. **Other MODS value lists:** When an element and/or attribute in MODS has a required value list and this element and/or attribute is present in the MODS record, then the appropriate values will be used.

## Recommended Controlled Vocabularies

The CTDA strongly recommends the use of controlled vocabularies to control content for several types of information found in CTDA MODS records. The CTDA Archive recommends using the linked data version whenever possible which provides both the term and the linked data identifier either in the form of an uri or number. The CTDA recommends the use of the following controlled vocabularies:

1. **FAST (Linked Data Faceted Application of Subject Terms) (Strongly Recommended):** <http://experimental.worldcat.org/fast/>
  - a. Topics
2. **Library of Congress Linked Data Service: Authorities and Vocabularies (Recommended):** <http://id.loc.gov/>
  - a. Names (Corporate, Personal, Family, Meeting/Conferences)
  - b. Marc Relator Terms
3. **AAT (Art and Architecture Thesaurus) (Strongly Recommended):** <http://www.getty.edu/research/tools/vocabularies/aat/>
  - a. Genres
4. **Getty Thesaurus of Geographic Names (Strongly Recommended):** <http://www.getty.edu/research/tools/vocabularies/tgn/>
  - a. Places

## Note On Coordinates

There are several types of coordinates. For the CTDA, we can record both a center point and a bounding box.

The center point is recorded in the MODS element coordinates. Coordinates should be supplied in latitude and longitude order using the decimal notation, as shown in the example below. For any map visualizations, only coordinates with this notation will be used.

```
<mods:subject>
  <mods:topic>Railroads -- Massachusetts -- Maps</mods:topic>
  <mods:geographic>Lake Chaubunagungamaug (Mass.)</mods:geographic>
  <mods:geographic>Webster (Mass.)</mods:geographic>
  <mods:geographic>Massachusetts</mods:geographic>
  <mods:cartographics>
    <mods:scale>0.4583333333333333</mods:scale>
    <mods:coordinates>42.023187, -71.852071</mods:coordinates>
  </mods:cartographics>
</mods:subject>
```

The bounding box is recorded in the MODS extension field using elements from FGDC CSGDM. For example,

```
<mods:extension xmlns:fgdc="http://www.fgdc.gov/schemas/metadata/fgdc-std-001-1998.xsd">
  <fgdc:metadata>
    <fgdc:idinfo>
      <fgdc:spdom>
        <fgdc:bounding>
          <fgdc:westbc>-71.852071</fgdc:westbc>
          <fgdc:eastbc>-71.841559</fgdc:eastbc>
          <fgdc:northbc>42.030805</fgdc:northbc>
          <fgdc:southbc>42.023187</fgdc:southbc>
        </fgdc:bounding>
      </fgdc:spdom>
    </fgdc:idinfo>
  </fgdc:metadata>
</mods:extension>
```

## Note On Metadata Tags Used To Aggregate Content

Content can be aggregated to various channels. This is done using a tag in the metadata. The tag is a value that the Solr Index reads and then instructs the system to either index that item (digital asset) in a separate channel, various separate channels or not. This tag or value appears in the MODS element <targetAudience> with the attribute of displayLabel set to the appropriate value and the 3 letter tag. Currently, we have the following tags:

### CHO

CHO tagged content is aggregated in the Connecticut History Illustrated channel.

### GEO

GEO tagged content will be aggregated in a future channel dedicated to geographic content.

### WWI

WWI tagged content will be aggregated in a future channel dedicated to WWI content.

In the MODS forms that are used to ingest a single digital asset or edit MODS metadata, the ability to tag content appears as a question at the top of the form for those using the CTDA management site and UConn's Archives & Special Collections MODS xml forms. For those site administrators who manage their own channels, adding this tag either in one of their MODS xml forms or in the MODS xml records is at their discretion.

In MODS xml, this tag appears as:

```
<mods:targetAudience displayLabel="CHO">CHO</mods:targetAudience>
```

```
<mods:targetAudience displayLabel="GEO">GEO</mods:targetAudience>
```

```
<mods:targetAudience displayLabel="WWI">WWI</mods:targetAudience>
```



## Examples of Minimal Required MODS Elements in XML

### Title

1. Only the main title

```
<mods:titleInfo>
  <mods:title>Phillips Grain Company Ledger</mods:title>
</mods:titleInfo>
```

2. Main title and subtitle

```
<mods:titleInfo>
  <mods:title>Phillips Grain Company Ledger</mods:title>
  <mods:subTitle>administrative file</mods:subTitle>
</mods:titleInfo>
```

3. Main title supplied by submitter

```
<mods:titleInfo supplied="yes">
  <mods:title>Phillips Grain Company Ledger</mods:title>
</mods:titleInfo>
```

4. Main title, subtitle, and initial article

```
<mods:titleInfo>
  <mods:nonSort>The</mods:nonSort>
  <mods:title>Phillips Grain Company Ledger</mods:title>
  <mods:subTitle>administrative records</mods:subTitle>
</mods:titleInfo>
```

### Resource Type

```
<mods:typeOfResource>still image</mods:typeOfResource>
```

### Digital Resource

1. With MIME type information

```
<mods:physicalDescription>
  <mods:internetMediaType>image/jp2</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
```

2. By itself

```
<mods:physicalDescription>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
```

3. With MIME type, form, extent and a note on physical description

```
<mods:physicalDescription>
  <mods:form>black and white</mods:form>
  <mods:extent>1 photograph ; 2 x 4 cm</mods:extent>
  <mods:internetMediaType>image/jp2</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
  <mods:note type="physical description">Source Extent: 24.2 Linear feet</mods:note>
</mods:physicalDescription>
```

Digital Origin has only 4 possible values: born digital, reformatted digital, digitized microfilm, digitized other analog.

## Date

1. Single date

```
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf">1913</mods:dateIssued>
</mods:originInfo>
```

2. Date range with only start date

```
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf"
point="start">1913</mods:dateIssued>
</mods:originInfo>
```

3. Date range with only end date

```
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf" point="end">1913</mods:dateIssued>
</mods:originInfo>
```

4. Date range with both start and end dates

```
<mods:originInfo>
  <mods:dateIssued encoding="w3cdtf" keyDate="yes" point="start">1910</mods:dateIssued>
  <mods:dateIssued encoding="w3cdtf" point="end">1913</mods:dateIssued>
</mods:originInfo>
```

5. Date range with publisher and place of publication

```
<mods:originInfo>
  <mods:place>
    <mods:placeTerm type="text">Boston, MA</mods:placeTerm>
  </mods:place>
  <mods:publisher>Edwin C. Publishing Co.</mods:publisher>
  <mods:dateIssued encoding="w3cdtf" keyDate="yes" point="start">1910</mods:dateIssued>
  <mods:dateIssued encoding="w3cdtf" point="end">1913</mods:dateIssued>
</mods:originInfo>
```

## 6. Qualified single date

```
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf" qualifier="approximate">1913</mods:dateIssued>
</mods:originInfo>
```

In the quotes for the attribute, qualifier, there can only be 3 values: approximate, inferred, or questionable.

## Held By

```
<mods:note type="ownership">Trinity College, Hartford, CT</mods:note>
```

## Rights

```
<mods:accessCondition type="restrictions on access">The collection is open and available for research.</mods:accessCondition>
```

## Language

### 1. Only language for the MODS record

```
<mods:recordInfo>
  <mods:languageOfCataloging>
    <mods:languageTerm authority="iso639-2b" type="code">eng</mods:languageTerm>
  </mods:languageOfCataloging>
</mods:recordInfo>
```

### 2. Language with content source, creation date, record origin, and description standard

```
<mods:recordInfo>
  <mods:recordContentSource>University of Connecticut Libraries</mods:recordContentSource>
  <mods:recordCreationDate encoding="w3cdtf">2014-03-12</mods:recordCreationDate>
  <mods:languageOfCataloging>
    <mods:languageTerm authority="iso639-2b" type="code">eng</mods:languageTerm>
  </mods:languageOfCataloging>
  <mods:recordOrigin>This finding aid was produced using the Archivists' Toolkit 2014-03-12T09:34-0400</mods:recordOrigin>
```

<mods:descriptionStandard>Describing Archives: A Content Standard</mods:descriptionStandard>  
</mods:recordInfo>

## W3C Date/Time profile of ISO8601

The CTDA strongly recommends that any dates be formatted using the w3cdtf encoding. If dates are not encoded using the w3cdtf encoding then they will not be properly indexed. Also, any timeline visualizations will not work with dates not encoded according to the w3cdtf profile.

W3CDTF encoding **requires** that dates be recorded as follows:

- Year: **YYYY** (for example, 1872)
- Year and month: **YYYY-MM** (for example, 1872-01)
- Complete date: **YYYY-MM-DD** (for example, 1872-01-21)

To express a date range, record the start and end dates separately. For example, a photograph was taken between March 3, 1910 and September 5, 1910 would be recorded as:

- Start date: 1910-03-03
- End date: 1910-09-05

If a date or date range requires a qualifier (for example, circa 1934), the numeric dates are recorded separately from the qualifier. The qualifier must be one of three values: approximate, inferred, questionable.

- **approximate**: Used to identify dates that have been approximated and may not be exact, such as circa dates (for example, ca. 2009)
- **inferred**: Used to identify dates that have not been transcribed directly from the digital resource, but have been inferred from another source (for example, [1924])
- **questionable**: Used to identify questionable dates (for example, 1988?)

Note that the date indicated in the record should be the date the original resource was issued, released, created, or published, NOT the date on which its digital surrogate was created.

### Non-numeric date formats

Sometimes an object will be notated with a date such as **early 1902**, **19<sup>th</sup> century**, **summer 1879**, or similar. This style does not conform to the W3CDTF encoding standard. In such instances, textual dates must be replaced by numeric date ranges (using “start” and “end” dates) and an appropriate qualifier.

- For centuries, use xx00 – xx99. For example,
  - 19<sup>th</sup> century = 1800 – 1899 (approximate)
- For early centuries, use xx00 – xx39. For example,
  - Early 20<sup>th</sup> century = 1900 – 1939 (approximate)
- For mid centuries, use xx30 – xx69. For example,

- Mid 20<sup>th</sup> century = 1930 -1969 (approximate)
- For late centuries, use xx60 – xx99. For example,
  - Late 18<sup>th</sup> century = 1760 – 1799 (approximate)
- For decades, use xxx0 – xxx9. For example,
  - 1970s = 1970 – 1979 (approximate)
- For parts of the years,
  - Early 190 = 1970-01 to 1970-04 (approximate)
- For seasons,
  - Winter 1980 = 1969-12 to 1970-02 (approximate)

## Appendix A: MODS Records Examples

### 1. Example of a record for a book (one MODS record for the book, which consists of jp2's for each page)

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods
  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"
  version="3.5" xsi:schemaLocation="http://www.loc.gov/mods/v3 http://www.loc.gov/standards/mods/v3/mods-3-5.xsd">
  <mods:titleInfo>
    <mods:title>Economic Preparation for Aggressive War</mods:title>
    <mods:subTitle>supporting documents</mods:subTitle>
  </mods:titleInfo>
  <mods:name authority="fast" valueURI="http://id.worldcat.org/fast/255922" type="personal">
    <mods:namePart>Dodd, Thomas J. (Thomas Joseph), 1907-1971</mods:namePart>
    <mods:role>
      <mods:roleTerm authority="marcrelator" type="text">Collector</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:typeOfResource>text</mods:typeOfResource>
  <mods:genre authority="aat" valueURI="300027590">legal documents</mods:genre>
  <mods:genre authority="aat" valueURI="300027473">financial records</mods:genre>
  <mods:genre authority="aat" valueURI="300026877">correspondence</mods:genre>
  <mods:genre authority="aat" valueURI="300027425">administrative records</mods:genre>
  <mods:originInfo>
    <mods:dateIssued encoding="w3cdtf" keyDate="yes" point="start">1934</mods:dateIssued>
    <mods:dateIssued encoding="w3cdtf" point="end">1939</mods:dateIssued>
  </mods:originInfo>
</mods:mods>
```

```

</mods:originInfo>
<mods:physicalDescription>
  <mods:internetMediaType>image/jp2</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
<mods:abstract>The Common Plan or Conspiracy (Boxes 282-284) refers to Count I of the IMT indictment, namely conspiracy to
commit unlawful aggression. This subseries consists of trial briefs and German documents used by the Allied prosecution team. The
papers are arranged thematically as the conspiracy charge had economic, political, and military dimensions. This subseries includes
detailed German war plans for invading such nations as Poland, France, Russia, Norway, and Yugoslavia. The minutes of high-level
economic meetings on the mobilization for war also highlight these files.</mods:abstract>
  <mods:note type="ownership"> Archives & Special Collections at the Thomas J. Dodd Research Center, University of
Connecticut Libraries</mods:note>
  <mods:note type="preferred citation">"Economic Preparation for Aggressive War": supporting documents, 282:7200, Thomas J.
Dodd Papers. Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut
Libraries.</mods:note>
  <mods:subject>
    <mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1709901">Nuremberg War Crime Trials (Germany :
1946-1949)</mods:topic>
    <mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1079361">Prosecution</mods:topic>
    <mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1423712">Trials, litigation, etc.</mods:topic>
    <mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1170357">War -- Planning</mods:topic>
    <mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/1170711">War, Cost of</mods:topic>
  </mods:subject>
  <mods:identifier type="local">MSS19940065:282:7200</mods:identifier>
  <mods:accessCondition type="use and reproduction">Permission to publish from these transcripts must be obtained in writing
from both the University of Connecticut Libraries and the owner(s) of the copyright.</mods:accessCondition>
  <mods:accessCondition type="restrictions on access">The collection is open and available for
research.</mods:accessCondition> >
  <mods:recordInfo>

```



```
<mods:recordCreationDate encoding="w3cdtf">2011-12-16T15:09-0500</mods:recordCreationDate>
<mods:recordOrigin>This finding aid was produced using the Archivists' Toolkit</mods:recordOrigin>
<mods:languageOfCataloging>
  <mods:languageTerm type="code" authority="iso639-2b">eng</mods:languageTerm>
</mods:languageOfCataloging>
<mods:descriptionStandard>Describing Archives: A Content Standard</mods:descriptionStandard>
</mods:recordInfo>
</mods:mods>
```

## 2. Example of a record for a digitized photograph from Connecticut History Illustrated



```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods
  xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns="http://www.loc.gov/mods/v3"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  version="3.5"
  xsi:schemaLocation="http://www.loc.gov/mods/v3 http://www.loc.gov/standards/mods/v3/mods-3-5.xsd">
  <mods:titleInfo>
    <mods:title>Ella Grasso, July 19, 1974</mods:title>
  </mods:titleInfo>
  <mods:name type="personal">
    <mods:namePart>Kington, Ellery G.</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text" authority="marcrelator">Creator</mods:roleTerm>
    </mods:role>
  </mods:name>
```

```

<mods:typeOfResource>still image</mods:typeOfResource>
<mods:genre authority="aat" valueURI="300046300">photographs</mods:genre>
<mods:originInfo>
  <mods:dateIssued keyDate="yes" encoding="w3cdtf">1974-07-19</mods:dateIssued>
</mods:originInfo>
<mods:physicalDescription>
  <mods:form>black and white</mods:form>
  <mods:internetMediaType>image/jpg</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
<mods:abstract>Closeup of a smiling Ella Grasso. She is wearing a string of pearls.</mods:abstract>
<mods:targetAudience displayLabel="CHO">CHO</mods:targetAudience>
<mods:note type="source note">Hartford Times Collection</mods:note>
<mods:note type="ownership">Hartford History Center</mods:note>
<mods:subject>
  <mods:topic authority="fast" valueURI="http://id.worldcat.org/fast/945704">Governors</mods:topic>
  <mods:geographic authority="tgn" valueURI="7013695">Hartford (inhabited place)</mods:geographic>
  <mods:name type="personal" authority="fast" valueURI="http://id.worldcat.org/fast/44576">
    <mods:namePart>Grasso, Ella</mods:namePart>
  </mods:name>
</mods:subject>
<mods:identifier type="local">32520105828866</mods:identifier>
<mods:identifier type="local">hpl_hhc_ht_grasso02.jp2</mods:identifier>
<mods:accessCondition type="use and reproduction">Copyright restrictions apply to the use of this image. For more information or
to obtain a photographic reproduction of this image, contact the Hartford History Center, Hartford Public
Library.</mods:accessCondition>
<mods:recordInfo>
  <mods:recordContentSource>Hartford History Center</mods:recordContentSource>
  <mods:languageOfCataloging>

```

```
<mods:languageTerm type="code" authority="iso639-2b">eng</mods:languageTerm>  
</mods:languageOfCataloging>  
</mods:recordInfo>  
</mods:mods>
```

### 3. Example of a map which uses the tag GEO and CHO

```

<?xml version="1.0" encoding="UTF-8"?>
<mods:mods 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"
  version="3.5"
  xsi:schemaLocation="http://www.loc.gov/mods/v3 http://www.loc.gov/standards/mods/v3/mods-3-5.xsd">
  <mods:titleInfo>
    <mods:title>Aerial survey of Connecticut 1934 photograph 00036</mods:title>
  </mods:titleInfo>
  <mods:name type="corporate" authority="local">
    <mods:namePart>Fairchild Aerial Survey Co.</mods:namePart>
    <mods:role>
      <mods:roleTerm authority="marcrelator"
        authorityURI="http://id.loc.gov/vocabulary/relators"
        valueURI="http://id.loc.gov/vocabulary/relators/cre"
        type="text">Creator</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="corporate" authority="local">
    <mods:namePart> Connecticut Air National Guard</mods:namePart>
    <mods:role>
      <mods:roleTerm authority="marcrelator"
        authorityURI="http://id.loc.gov/vocabulary/relators"
        valueURI="http://id.loc.gov/vocabulary/relators/cre"
        type="text">Creator</mods:roleTerm>
    </mods:role>
  </mods:name>

```

```

<mods:name type="corporate" authority="local">
  <mods:namePart>Connecticut State Planning Board</mods:namePart>
  <mods:role>
    <mods:roleTerm authority="marcrelator"
      authorityURI="http://id.loc.gov/vocabulary/relators"
      valueURI="http://id.loc.gov/vocabulary/relators/ctb"
      type="text">Contributor</mods:roleTerm>
  </mods:role>
</mods:name>
<mods:typeOfResource>cartographic</mods:typeOfResource>
<mods:genre>aerial photographs</mods:genre>
<mods:originInfo>
  <mods:dateIssued encoding="w3cdtf" keyDate="yes">1934-04</mods:dateIssued>
</mods:originInfo>
<mods:physicalDescription>
  <mods:internetMediaType>image/jp2</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
<mods:abstract>Parts of Rhode Island included</mods:abstract>
<mods:targetAudience displayLabel="CHO">CHO</mods:targetAudience>
<mods:targetAudience displayLabel="GEO">GEO</mods:targetAudience>
<mods:note type="ownership">Connecticut State Library</mods:note>
<mods:note type="source note">Aerial photographs</mods:note>
<mods:note>Research Guide to Aerial Photographs at the Connecticut State Library: http://www.cslib.org/aerials/</mods:note>
<mods:subject>
  <mods:topic>Aerial photographs</mods:topic>
  <mods:geographic>Connecticut</mods:geographic>
  <mods:geographic>North Stonington</mods:geographic>
  <mods:cartographics>

```

```

    <mods:scale>1:12000</mods:scale>
    <mods:coordinates>41.486, -71.7867</mods:coordinates>
  </mods:cartographics>
</mods:subject>
<mods:identifier type="local">CT1934_00036.jp2</mods:identifier>
<mods:location>
  <mods:holdingSimple>
    <mods:copyInformation>
      <mods:shelfLocator>Connecticut State Library, State Archives, RG 089: 11a</mods:shelfLocator>
    </mods:copyInformation>
  </mods:holdingSimple>
</mods:location>
<mods:accessCondition type="use and reproduction">No known copyright restrictions.</mods:accessCondition>
<mods:recordInfo>
  <mods:recordContentSource>University of Connecticut Libraries</mods:recordContentSource>
  <mods:recordCreationDate encoding="w3cdtf">2015-03-10-04:00</mods:recordCreationDate>
  <mods:languageOfCataloging>
    <mods:languageTerm authority="iso639-2b" type="code">eng</mods:languageTerm>
  </mods:languageOfCataloging>
  <mods:recordOrigin>This MODS record was migrated from Connecticut State Library's CONTENTdm.</mods:recordOrigin>
</mods:recordInfo>
</mods:mods>

```

## Appendix B: Connecticut Digital Archives Metadata Application Profile

### CTDA MAP, Version 3.1

#### Introduction

This MODS profile supports the compilation of metadata for the CTDA in terms of description of content and MODS elements. It is anticipated that this profile will serve the needs to describe a large variety of resources. This profile does not account for all properties used currently or in the future by CTDA. Further, this profile does not account for all the properties possible in the MODS version 3.5 schema. The following MAP provides a baseline of the most commonly implemented elements, attributes and values in CTDA. For a full profile of MODS, consult the Library of Congress' MODS User Guidelines (Version 3)<sup>24</sup>.

#### Namespaces

CTDA MODS application profile uses the following namespaces:

mods	<a href="http://www.loc.gov/mods/v3">http://www.loc.gov/mods/v3</a>
xsi	<a href="http://www.w3.org/2001/XMLSchema-instance">http://www.w3.org/2001/XMLSchema-instance</a>
xlink	<a href="http://www.w3.org/1999/xlink">http://www.w3.org/1999/xlink</a>

#### Aggregation Tags

The CTDA uses the value in the MODS element <targetAudience> to tag content so that it can be aggregated to separate CTDA channels or sites. Currently there are 3 “tags” or controlled values for the MODS element <targetAudience>: CHO, WWI, and GEO. Digital resources that have the value CHO in the MODS element <targetAudience> are aggregated in the Connecticut History Illustrated channel or site. Digital resources that have the value GEO in the MODS element <targetAudience> will be aggregated in a future geographic channel or site. Digital resources that have the value WWI in the MODS element <targetAudience> will be aggregated in a future WWI channel or site. Digital resources can have more than one values in more than one MODS element <targetAudience> in which case that digital resource will be aggregated in the sites Connecticut History Illustrated and the future geographic channel. The MODS element requires the attribute displayLabel that has the corresponding value of the tag wanted, i.e. <targetAudience displayLabel=”CHO”>CHO</targetAudience>.

#### Format of entries

<b>Name of Term</b>	A unique token assigned to the term
<b>Label</b>	A human-readable label assigned to the term
<b>Defined By</b>	An identifier of a namespace, pointer to a schema or bibliographic reference for a document within which the term is defined
<b>Source Definition</b>	The definition of the term in the namespace in which the term originated
<b>CTDA Definition</b>	The CTDA definition of the term

---

<sup>24</sup> <http://www.loc.gov/standards/mods/userguide/index.html>



<b>CTDA Comments</b>	Comments on the CTDA definition of the term
<b>Type of term</b>	The grammatical category of the term (element, container element, attribute)
<b>Has Encoding Scheme</b>	The described term is qualified by the referenced encoding scheme
<b>Obligation</b>	Indicates whether the element is required to always or sometimes present. In this application profile the obligation can be: required (R), required if applicable (RA), recommended (RE), recommended if applicable (REA), optional (O), not recommended (NR)
<b>Occurrence</b>	Indicates any limit to the repeatability of the element.

## CTDA MODS Application Profile

Attributes Used throughout CTDA MODS Records<sup>25</sup>:

### @type

*This attribute is applied when it is necessary to identify the type of value being recorded.*

### @authority

*This attribute is applied when it is necessary to identify the name of the authoritative list for a controlled value that is recorded.*

### @displayLabel

*This attribute is applied when it is necessary to add additional text associated when recording a value that is used for display purposes.*

### @valueURI

*This attribute is applied when it is necessary to add the linked data identifier from the authoritative list for a controlled value that is recorded.*

### @keyDate

*This attribute is applied to the first instance of the element, <dateIssued>, to distinguish this date from others in the MODS record.*

### @encoding

*This attribute is applied when dates are being recorded to add the value of "w3cdtf".*

### @point

*This attribute is applied when it is necessary to record a date range with the value of "start", indicating the first date of the range, and "end", indicating the end date of a range.*

### @qualifier

*This attribute is applied when it is necessary to qualify a date being recorded as approximate, inferred or questionable.*

### @lang

*This attribute is applied when it is necessary to specify the language used within individual elements using the code iso639-2b.*

### @xlink

*This attribute is applied when it is necessary to record an external link.*

<sup>25</sup> <http://www.loc.gov/standards/mods/v3/mods-userguide-generalapp.html#list>

<b>Name of Term</b>	titleInfo/title
<b>Label</b>	Title
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/titleinfo.html">http://www.loc.gov/standards/mods/userguide/titleinfo.html</a>
<b>Source Definition</b>	A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource
<b>CTDA Definition</b>	A word, phrase, character, group of characters or filename that constitutes the chief title of a resource, i.e., the title normally used when citing the resource
<b>CTDA Comments</b>	Titles can be unqualified or qualified as: abbreviated, translated, alternative, uniform. A parallel/transliterated title is considered a main title. No initial articles are part of the title. Only one title is required.
<b>Type of term</b>	Element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	R
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	titleInfo/nonSort
<b>Label</b>	Initial Article
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/titleinfo.html">www.loc.gov/standards/mods/userguide/titleinfo.html</a>
<b>Source Definition</b>	Characters, including initial articles, punctuation, and spaces that appear at the beginning of a title that should be ignored for indexing of titles
<b>CTDA Definition</b>	Characters, including initial articles, punctuation, and spaces that appear at the beginning of a title that should be ignored for indexing of titles
<b>CTDA Comments</b>	
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	O
<b>Occurrence</b>	Not Repeatable

<b>Name of Term</b>	titleInfo/@supplied
<b>Label</b>	Was this title assigned?
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/titleinfo.html">www.loc.gov/standards/mods/userguide/titleinfo.html</a>
<b>Source Definition</b>	An indication that the title information did not come from the resource itself
<b>CTDA Definition</b>	An indication that the title information did not come from the resource itself, such as being assigned by the person entering the metadata
<b>CTDA Comments</b>	
<b>Type of term</b>	attribute
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	O
<b>Occurrence</b>	Not Repeatable

<b>Name of Term</b>	name/namePart
<b>Label</b>	Creator(s)/Contributor(s)
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/name.html">www.loc.gov/standards/mods/userguide/name.html</a>
<b>Source Definition</b>	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource
<b>CTDA Definition</b>	The name of a person, organization, family or event (conference, meeting, etc.) associated in some way with the resource

<b>CTDA Comments</b>	The name is entered as one string in a single namePart element. When possible, names should come from a controlled vocabulary. CTDA recommends linked FAST or LC's Linked Authorities & Vocabularies. When used, this element requires the use of the attribute, @type set to personal, corporate, conference, or family. It is strongly recommended to use a controlled vocabulary and if possible the linked data version of this vocabulary and hence use the attributes, @authority and @valueURI.
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	REA
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	name/role/roleTerm
<b>Label</b>	Role Played By Creator(s)/Contributor(s)
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/name.html">www.loc.gov/standards/mods/userguide/name.html</a>
<b>Source Definition</b>	Designates the relationship (role) of the entity recorded in the name to the resource described in the record
<b>CTDA Definition</b>	Designates the relationship (role) of the entity recorded in the name to the resource described in the record
<b>CTDA Comments</b>	When a MARC relator term is used, it is required to use the term and not the code for the term. When used, this element requires the use of the attributes, @type="text" and @authority="marcrelator".
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	<a href="http://www.loc.gov/marc/relators/relaterm.html">http://www.loc.gov/marc/relators/relaterm.html</a>
<b>Obligation</b>	REA
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	typeOfResource
<b>Label</b>	Resource Type
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/typeofresource.html">www.loc.gov/standards/mods/userguide/typeofresource.html</a>
<b>Source Definition</b>	A term that specifies the characteristics and general type of content of the resource
<b>CTDA Definition</b>	A term that specifies the characteristics and general type of content of the resource
<b>CTDA Comments</b>	For finding aids, this will be, "mixed material".
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	<a href="http://www.loc.gov/standards/mods/userguide/typeOfResource.html">www.loc.gov/standards/mods/userguide/typeOfResource.html</a>
<b>Obligation</b>	R
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	genre
<b>Label</b>	Genre
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/genre.html">www.loc.gov/standards/mods/userguide/genre.html</a>
<b>Source Definition</b>	A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.
<b>CTDA Definition</b>	A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.
<b>CTDA Comments</b>	CTDA recommends using AAT. If a controlled vocabulary is used, then it is required to use the attribute @authority and if possible record the linked data id in the attribute @valueURI.
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	RE

<b>Occurrence</b>	Repeatable
<b>Name of Term</b>	originInfo/dateIssued
<b>Label</b>	Publication Date
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/origininfo.html">www.loc.gov/standards/mods/userguide/origininfo.html</a>
<b>Source Definition</b>	A date that the resource was published, released, or issued
<b>CTDA Definition</b>	A date that the resource was published, released, or issued
<b>CTDA Comments</b>	When a publication date is present, it is required to use the w3cdtf encoding scheme. The first instance of this element requires the attribute keyDate set to yes. Dates can be qualified as approximate, inferred or questionable. Dates can be single or entered as a start and end date (using the attributes @qualifier and @point).
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	w3cdtf
<b>Obligation</b>	RA
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	originInfo/place/placeTerm
<b>Label</b>	Place of Publication
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/origininfo.html">www.loc.gov/standards/mods/userguide/origininfo.html</a>
<b>Source Definition</b>	Used to express the place in a textual or coded form
<b>CTDA Definition</b>	Used to express the place of publication in a textual form
<b>CTDA Comments</b>	When used, this element requires the use of the attribute @type="text".
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	O
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	originInfo/publisher
<b>Label</b>	Publisher
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/origininfo.html">www.loc.gov/standards/mods/userguide/origininfo.html</a>
<b>Source Definition</b>	The name of the entity that published, printed, distributed, released, issued, or produced the resource
<b>CTDA Definition</b>	The name of the entity that published, printed, distributed, released, issued, or produced the resource
<b>CTDA Comments</b>	
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	O
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	language/languageTerm
<b>Label</b>	Language(s)
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/language.html">www.loc.gov/standards/mods/userguide/language.html</a>
<b>Source Definition</b>	A description of the language in which the content of the resource is expressed
<b>CTDA Definition</b>	A description of the language in which the content of the resource is expressed
<b>CTDA Comments</b>	When used, this element requires the use of the attributes @type="code" and @authority="iso639-2b".
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	iso639-2b ( <a href="http://www.loc.gov/standards/iso639-2/php/code_list.php">http://www.loc.gov/standards/iso639-2/php/code_list.php</a> )
<b>Obligation</b>	O
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	physicalDescription/form
<b>Label</b>	Form
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/physicaldescription.html">www.loc.gov/standards/mods/userguide/physicaldescription.html</a>
<b>Source Definition</b>	A description of a particular physical presentation of a resource, including the physical form or medium of material for a resource
<b>CTDA Definition</b>	A description of a particular physical presentation of a resource, including the physical form or medium of material for a resource, such as “black and white”
<b>CTDA Comments</b>	
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	O
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	physicalDescription/internetMediaType
<b>Label</b>	Digital Format
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/physicaldescription.html">http://www.loc.gov/standards/mods/userguide/physicaldescription.html</a>
<b>Source Definition</b>	An identification of the electronic format type, or the data representation of the resource
<b>CTDA Definition</b>	An identification of the electronic format type, or the data representation of the resource
<b>CTDA Comments</b>	
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	IANA Media Types
<b>Obligation</b>	RE
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	physicalDescription/extent
<b>Label</b>	Form
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/physicaldescription.html">www.loc.gov/standards/mods/userguide/physicaldescription.html</a>
<b>Source Definition</b>	A statement of the number and specific material of the units of the resource that express physical extent
<b>CTDA Definition</b>	A statement of the number and specific material of the units of the resource that express extent
<b>CTDA Comments</b>	To describe the physical extent of analog items, it is preferred to use the element <code>physicalDescription/note/@physical</code> description.
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	O
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	physicalDescription/digitalOrigin
<b>Label</b>	Digital Origin
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/physicaldescription.html">www.loc.gov/standards/mods/userguide/physicaldescription.html</a>
<b>Source Definition</b>	The method by which a resource achieved digital form
<b>CTDA Definition</b>	The method by which a resource achieved digital form
<b>CTDA Comments</b>	CTDA uses the recommended values by LC as found in the user guide
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	RE
<b>Occurrence</b>	Not Repeatable

<b>Name of Term</b>	physicalDescription/note/@physical description
<b>Label</b>	Physical Details

<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/physicaldescription.html">www.loc.gov/standards/mods/userguide/physicaldescription.html</a>
<b>Source Definition</b>	General textual information about the physical description of a resource
<b>CTDA Definition</b>	A description of any physical description of the original resource
<b>CTDA Comments</b>	Uses the attribute type set to “physical description” and/or “condition”
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	O
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	physicalDescription/note/@condition
<b>Label</b>	Physical Details
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/physicaldescription.html">www.loc.gov/standards/mods/userguide/physicaldescription.html</a>
<b>Source Definition</b>	General textual information about the condition of a resource
<b>CTDA Definition</b>	A description of the condition of the resource
<b>CTDA Comments</b>	
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	O
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	abstract
<b>Label</b>	Description
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/abstract.html">www.loc.gov/standards/mods/userguide/abstract.html</a>
<b>Source Definition</b>	A summary of the content of the resource
<b>CTDA Definition</b>	A summary of the content of the resource
<b>CTDA Comments</b>	
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	RE
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	targetAudience
<b>Label</b>	
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/targetaudience.html">www.loc.gov/standards/mods/userguide/targetaudience.html</a>
<b>Source Definition</b>	A description of the intellectual level of the audience for which the resource is intended
<b>CTDA Definition</b>	An anchor for particular collections to designate materials that are aggregated to a particular CTDA site
<b>CTDA Comments</b>	CHO designates content to be aggregated in the site Connecticut History Illustrated  GEO designates content to be aggregated in the site for geographic information  WWI designates content to be aggregated in the site for WWI information.
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	RA
<b>Occurrence</b>	NOT Repeatable

<b>Name of Term</b>	targetAudience/@displayLabel
<b>Label</b>	
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/targetaudience.html">www.loc.gov/standards/mods/userguide/targetaudience.html</a>

<b>Source Definition</b>	How the value is to be displayed for the description of the intellectual level of the audience for which the resource is intended
<b>CTDA Definition</b>	This is used to distinguish the different aggregation tags in the XML forms. The value must correspond to the tag being used.
<b>CTDA Comments</b>	CHO designates content to be aggregated in the site Connecticut History Illustrated  GEO designates content to be aggregated in the site for geographic information  WWI designates content to be aggregated in the site for WWI information
<b>Type of term</b>	attribute
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	R
<b>Occurrence</b>	NOT Repeatable

<b>Name of Term</b>	note/@type='source note'
<b>Label</b>	Source Note
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/note.html">www.loc.gov/standards/mods/userguide/note.html</a> , <a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Source Definition</b>	General textual information relating to a resource
<b>CTDA Definition</b>	General textual information relating to a resource to indicate the source or the name of the source/parent resource
<b>CTDA Comments</b>	This note with type set to source note is used to indicate the name of the parent or source resource, i.e. the name of a parent collection.
<b>Type of term</b>	element/attribute
<b>Has Encoding Scheme</b>	<a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Obligation</b>	REA
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	note/@type='source identifier'
<b>Label</b>	Source Identifier
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/note.html">www.loc.gov/standards/mods/userguide/note.html</a> , <a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Source Definition</b>	General textual information relating to a resource
<b>CTDA Definition</b>	General textual information relating to a resource to indicate the identifier(s) of the source or parent resource, i.e. the MSS number of the parent collection, the html (URI) of the source resource, etc.
<b>CTDA Comments</b>	This note with type set to source identifier is used to indicate the identifier(s) of the parent or source resource.
<b>Type of term</b>	element/attribute
<b>Has Encoding Scheme</b>	<a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Obligation</b>	REA
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	note/@type='ownership'
<b>Label</b>	Ownership
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/note.html">www.loc.gov/standards/mods/userguide/note.html</a> , <a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Source Definition</b>	General textual information relating to a resource
<b>CTDA Definition</b>	General textual information relating to a resource to indicate the owner of the digital resource being described.
<b>CTDA Comments</b>	This note with type set to ownership is used to indicate the steward of the digital resource.

<b>Type of term</b>	element/attribute
<b>Has Encoding Scheme</b>	<a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Obligation</b>	R
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	note/@type='biography/history'
<b>Label</b>	Biography/History
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/note.html">www.loc.gov/standards/mods/userguide/note.html</a> , <a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Source Definition</b>	General textual information relating to a resource
<b>CTDA Definition</b>	General textual information relating to a resource to indicate any biographical or historical information pertaining to the digital resource.
<b>CTDA Comments</b>	This note with type set to biography/history is used to indicate any biographical or historical information.
<b>Type of term</b>	element/attribute
<b>Has Encoding Scheme</b>	<a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Obligation</b>	REA
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	note/@type='preferred citation'
<b>Label</b>	Preferred Citation
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/note.html">www.loc.gov/standards/mods/userguide/note.html</a> , <a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Source Definition</b>	General textual information relating to a resource
<b>CTDA Definition</b>	General textual information relating to a resource to indicate preferred citation for citing the digital resource.
<b>CTDA Comments</b>	This note with type set to preferred citation is used to indicate the preferred citation.
<b>Type of term</b>	element/attribute
<b>Has Encoding Scheme</b>	<a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Obligation</b>	REA
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	note
<b>Label</b>	Note
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/note.html">www.loc.gov/standards/mods/userguide/note.html</a>
<b>Source Definition</b>	General textual information relating to a resource
<b>CTDA Definition</b>	General textual information relating to a resource
<b>CTDA Comments</b>	When used, it is recommended to describe the type of note using the attribute, @type, and the MODS <note> type values.
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	<a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a>
<b>Obligation</b>	REA
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	subject
<b>Label</b>	Subjects
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/subject.html">www.loc.gov/standards/mods/userguide/subject.html</a>
<b>Source Definition</b>	A term or phrase representing the primary topic(s) on which a work is focused
<b>CTDA Definition</b>	A term or phrase representing the primary topic(s) on which a work is focused
<b>CTDA Comments</b>	CTDA recommends using FAST for topical and name subjects and TGN for geographic subjects.
<b>Type of term</b>	container element



<b>Has Encoding Scheme</b>	
<b>Obligation</b>	RE
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	identifier
<b>Label</b>	Identifier(s)
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/identifier.html">www.loc.gov/standards/mods/userguide/identifier.html</a>
<b>Source Definition</b>	Contains a unique standard number or code that distinctively identifies a resource
<b>CTDA Definition</b>	Contains a unique standard number or code that distinctively identifies a resource
<b>CTDA Comments</b>	The only identifier required is the handle designated by the attribute type set to "hdl". Other identifiers take the suggested values in the Standard Identifier Source Codes ( <a href="http://www.loc.gov/standards/sourcelist/standard-identifier.html">http://www.loc.gov/standards/sourcelist/standard-identifier.html</a> )
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	R
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	accessCondition
<b>Label</b>	Rights
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/accesscondition.html">www.loc.gov/standards/mods/userguide/accesscondition.html</a>
<b>Source Definition</b>	Information about restrictions imposed on access to a resource
<b>CTDA Definition</b>	Information about restrictions imposed on access to a resource
<b>CTDA Comments</b>	At least one rights statement is required. When used, this element requires the attribute @type set to "use and reproduction" or "restrictions on access". Archives and Specially Collections at UConn also have 2 other rights statements: Digital Object Disclaimer and the Intellectual Rights Statement, which are indicated in the attribute displayLabel
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	R
<b>Occurrence</b>	Repeatable

<b>Name of Term</b>	relatedItem
<b>Label</b>	Related Item
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/relateditem.html">http://www.loc.gov/standards/mods/userguide/relateditem.html</a>
<b>Source Definition</b>	Information that identifies other resources related to the one being described
<b>CTDA Definition</b>	Information that identifies other resources related to the one being described
<b>CTDA Comments</b>	The relatedItem is used only for to describe Newspapers at the top level or the newspaper as a whole. Any MODS element can appear here.
<b>Type of term</b>	element
<b>Has Encoding Scheme</b>	
<b>Obligation</b>	RE
<b>Occurrence</b>	Not Repeatable

<b>Name of Term</b>	recordInfo
<b>Label</b>	Information about the MODS record
<b>Defined By</b>	<a href="http://www.loc.gov/standards/mods/userguide/recordinfo.html">www.loc.gov/standards/mods/userguide/recordinfo.html</a>
<b>Source Definition</b>	Information about the metadata record
<b>CTDA Definition</b>	Information about the metadata record
<b>CTDA Comments</b>	Only the child element language/languageTerm is required with the required attributes @type="code" and @authority="iso639-2B". This is set to "eng".
<b>Type of term</b>	container element

<b>Has Encoding Scheme</b>	iso639-2b ( <a href="http://www.loc.gov/standards/iso639-2/php/code_list.php">http://www.loc.gov/standards/iso639-2/php/code_list.php</a> )
<b>Obligation</b>	RE
<b>Occurrence</b>	Not Repeatable