

This data dictionary accompanies DS-Access, the particular configuration of Microsoft Access designed to meet the needs of the Digital Scriptorium. The database is intended to collect in an efficient and organized manner basic information about the manuscripts held by the Digital Scriptorium partners, and to provide searching points for images from these holdings.

Each successive level is dependent upon the preceding level(s), in a potentially one-to-many relationship. For example: one manuscript may contain only one part which contains only one text and only one image will be photographed from it. Or, one manuscript may contain two parts (i.e. sections produced independently of one another), and each part may contain three or four texts, and each text may be illustrated in the image database by four or five images. In practice, the first level, "Manuscript" identifies the single codex; the second level, "Part" contains most of the physical information about the codex; the third level, "Text" holds bibliographic information; the fourth level, "Image" refers to photographic image that the end-user sees on the web.

Examples in the data dictionary are intended to represent extremes; overall, the material entered will be the minimum deemed necessary to convey the manuscript's key features and texts. The number of fields may also seem extreme, but a single cataloguing concept (e.g. place of origin) is often granulated in multiple fields in order to ensure precision of searching (e.g. the four fields of Country, Cardinal Point, Region, City); see instead Appendix 1 for the quite restricted list of required fields. If a given field is specified as "Required," it must contain information or the database will not allow that segment of the record to be closed and saved; when possible, required fields are set to a default value to speed inputting.

Terminology is normalized for very few fields (support; country; cardinal point; script; subject) by means of drop-down boxes which sometimes offer suggestions and other times enforce choice from their number only. Dates are input and presented to the end-user according to the conventions of paleography, using roman numerals for the centuries and superscript codes for the segments of centuries; an automatic feature behind the scenes expands the conventional dating to corresponding arabic numerals for precision in search and retrieval. For normalization standards in other fields, see below the comments to that field.

Punctuation

At virtually every point, uncertainty may be signaled by a question mark, e.g., "England?" The semicolon is used to separate repeated categories of information in a single field, e.g. the successive owners in Provenance, or the various languages in the Language field. Most fields begin with a capital letter (because it gives a more polished appearance), but should not end with a period since this may limit results of searches.

Diacritical Marks

DS-Access allows the inputter to invoke a character map to input the diacritical marks of Western European languages with the exception of medieval Latin's cedilla'd e. For this character, please input "e\$" (without the quotation marks). See Appendix 5.

Formatting Conventions

Because of limitations of field sizes in the database and because of the length of the SGML encoding tags, we propose the following conventional codes for italics and superscripts:

1. Titles as #t...#
 e.g.: #tDe proprietatibus rerum#

2. Foreign as #i...#
 e.g.: #iCercles#

3. Superscript as #^...#
 e.g.: s. XV#^ex#

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I. MANUSCRIPT

1. CITY

Definition: The name of the city where the manuscript is held.

Comment: The content of this field will be set to a local default, by entering the chosen term in DS-Access under Settings menu in Default Values.

Example:

Berkeley

Properties: Data type: text. Field size: 50 characters.

Required: Yes.

2. INSTITUTION

Definition: The name of the institution where the manuscript is held.

Comment: The content of this field may be set to a local default, by entering the chosen terms in the appropriate field of the Design View in dsdata5.

Example:

University of California

Properties: Data type: text. Field size: 50 characters.

Required: No.

3. LIBRARY

Definition: The name of the repository or library where the manuscript is held.

Comment: The content of this field may be set to a local default, by entering the chosen terms in the appropriate field of the Design View in dsdata5.

Example:

Bancroft Library

Properties: Data type: text. Field size: 50 characters.

Required: No.

4. SHELFMARK

Definition: Collection name, item number, size designation (if any) that the particular institution uses to identify a specific manuscript, adding zeros when necessary before the item number to assure correct stacking in a computer-generated list.

Comment: The entry will be made with in-house capitalization, spacing, and punctuation marks including colon, slash and period.

Example:

UCB 002 [for UCB 2]

ff UCB 172

UCB130:1400:13 [for UCB 130 (paleography collection), leaf from the 15th century,
13th leaf in the box]

Plimpton MS 003

Smith Western Additional 15

Med/Ren Frag. 49

X87.L12.IA00

Properties: Data type: text. Field size: 50 characters.

Required: Yes.

5. NICKNAME

Definition: Name commonly used to refer to a famous manuscript.

Comment: Will occur only occasionally; do not proliferate their use by citing in-house names; if a manuscript has been cited by W. Fitzgerald, *Ocelli nominum* it is reasonable to assume that its nickname warrants repetition, otherwise probably not.

Example:

- Hungarian Legendary [for UCB 130:f1300:37]
- Ellesmere Chaucer [for Huntington Library, EL 26 C 9]

Properties: Data type: text. Field size: 50 characters.

Required: No.

6. COMPOSITE MANUSCRIPT

Definition: Statement as to whether or not the codex is composed of more than one part.

Comment: The purpose is to remind the inputter of the situation, and to prepare the reader to expect/understand a possible following division of the material into Parts.

Properties: Yes/no box, answering the question, "Is this manuscript composite?"; default value set for "No."

Required: Yes.

7. TOTAL FOLIOS

Definition: In reference to the extent of leaves of the entire codex: the number of front flyleaves in lowercase romans, plus number of leaves in arabics, plus number of back flyleaves in lowercase romans, phrased as total not as span.

Comment: If a manuscript is paginated rather than foliated, use the same formula as above, substituting "pp." for "ff."; do not indicate, at the Manuscript level, the verso of a leaf, since a given number of leaves is understood to include both the recto and the verso of each leaf; pagination, on the other hand, will always include the "verso" and thus always be an even

number; if a the manuscript is a single-leaf document, state "one leaf" (the same information in all 3 levels, Manuscript, Part and Data type: text. since it is required field, it must contain information); "one fragment," "fragment," "one item" or the number of membranes in a roll are also possible entries for this field.

Example:

- ff. iii + 271 + ii
- pp. i + 64
- one leaf
- one item
- 5 membranes

Properties: Data type: text. Field size: 45 characters.

Required: Yes.

8. PHYSICAL ISSUE(S)

Definition: Presence of seals if the item is an archival document; roll or other non-codex format; incunable or printed book.

Comment: Don't confuse the Physical Issues field with the Status of Text field (see below), or use this field for comments about the manuscript's condition, which are placed more appropriately in the Notes field of this same Manuscript Level (see below).

Example:

- Seal in red wax
- 5 pendent seals
- Roll
- Incunable

Properties: Data type: text. Field size: 50 characters.

Required: No.

9. BINDING

Definition: Book binding.

Comment: Restricted to a general statement as to date, type of covering, boards, furniture, binder's name if known; esp. if the binding is contemporary or early, be sure to comment on that fact; if the manuscript is a codex, or a fragment thereof, and it is not bound, enter "Not bound"; if the manuscript is a document and isn't bound, leave the field blank (since one wouldn't expect a document to be bound). If the binding itself is a fragment of a manuscript, say so briefly in this field, and then treat the fragment as another Part+Text+Image with all pertinent information.

Example:

- Contemporary blind stamped leather over wooden boards with evidence of a fore edge clasp closing to the back cover.
- Early modern binding.
- s. XV tawed and stamped pigskin with hasp and chain still attached.
- Panelled morocco binding, s. XIX, by Derome et Fils.
- Quarter bound by the Phillipps binder, Bretherton, with his sticker on the front pastedown.
- Not bound.
- Wrapper formed of a leaf from a missal, s. XV.

Properties: Data type: text. Field size: 255 characters.

Required: No.

10. PROVENANCE

Definition: Successive owners, private and institutional.

Comment: If possible, give dates enclosing them in round parentheses, call numbers (always include the Phillipps number), nature of evidence; separate information about successive owners with semicolon; in the case of documents, omit as redundant the names of persons given below in the Docket field (even though some of them presumably were also owners of the document).

Example:

- Sir Thomas Phillipps (1792-1872), his n. 16365.
- Cistercian abbey of St. Mary at Holme Cultram.
- G. (s. XIX?).
- Minutoli-Tegrini family.
- Arms of a cardinal Albani.
- Motto, "Souveingne vous."

Properties: Data type: text. Field size: 255 characters.

Required: No.

11. BIBLIOGRAPHY

Definition: Bibliographic citation pertaining to the manuscript as a whole.

Comment: In practice, this may be restricted to a de Ricci citation or another similar catalogue entry; in particular, avoid specialist articles; the field is not intended as bibliography for the text (i.e. no printed editions; for which, at most, use the Notes to Text field); for diacritical and formatting conventions, see Appendix 4.

Example:

- de Ricci, p. 1780.

Properties: Data type: text. Field size: 255 characters.

Required: No.

12. NOTES

Definition: A non-defined slot to be adapted to the needs of a specific manuscript.

Comment: To be used at the discretion of the inputter, but presumably not frequently, to contain, for example, statements about the physical condition of the manuscript.

Example:

- Considerable damage from mould on final leaves.
- Returned to Mrs. Pauline Ames Plimpton in July 1950.

Properties: Data type: text. Field size: 255 characters.

Required: No.

13. REPRODUCTION

Definition: Publicly displayed field, to contain either a bibliographic citation of a facsimile or in-house indication of microfilm, microfiche, negatives, etc.

Comment:

Example:

Properties: Data type: text. Field size: 255 characters.

Required: No.

14. ACKNOWLEDGMENTS

Definition: Public recognition of contribution to knowledge about the manuscript.

Comment: This field is the commitment on the part of Digital Scriptorium to build a dialogue between the scholars who are specialists in a given field and the librarians who are responsible for public dissemination of knowledge about the manuscript; it is also an encouragement to update the information contained in the database. The field exists at the first three levels (Manuscript, Part, Text) so that the acknowledgment may be more precisely geared to the information provided.

Example:

The dealer price code on the flyleaf was recognized by Peter J. Kidd.

Dr. Kavrus-Hoffmann kindly supplied the information for this description.

Properties: Data type: text. Field size: 255 characters.

Required: No.

15. SOURCE

Definition: Source(s) of the information input into the database.

Comment: Not intended for end-use display, but for in-house verification, should different/contradictory information turn up at a later date; usually very brief; no need to cite personal observation if the matters observed are easily verifiable (e.g. if the inputter has also actually measured the book block, there's no need to cite that, since presumably anyone else re-measuring would come up with essentially the same numbers).

Example:

- in-house files
- notes of Prof. J. W. Smith
- de Ricci; Bond and Faye corrections
- J. Fohlen description

Properties: Data type: text. Field size: 100 characters.

Required: No.

16. INPUTTER

Definition: Name of person responsible for selecting, organizing and inputting the information about the manuscript into the database, in reference to all four levels (Manuscript; Part; Data type: text. Image) even though the field "Inputter" is only present at the "Manuscript" level.

Comment: Not intended for end-use display; it may be sufficient to use first initials, but at least the last name should be given in full. The inputter may wish to take advantage of the program's Auto-Correct feature by entering initials as the "mistake" (for example, ldm) with the "correction" expanding this to the desired form of the name (for example, L. D. Myrick).

Example:

- L. D. Myrick

Properties: Data type: text. Field size: 50 characters.

Required: Yes.

17. INPUTTER DATE

Definition: Strictly speaking, the date when the Manuscript level of a description was input into the database, but intended to represent the date of inputting of the entire description.

Comment: The database will supply the date according to the present day of its calendar.

Properties: Data type: Date/time.

Required: Yes, but supplied automatically by the database.

18. REVISER

Definition: Name of person revising a given record.

Comment: Not intended for end-use display; handle as above for form of name; put the most recent reviser's name, under the assumption that the most recent person has de facto accepted whatever changes preceded his own work. The reviser will enter the revision note according to his/her own discretion as to whether or not the revision merits memory (e.g. if it's a simple correction of a typographical error, it's hardly worth the effort to register such revision).

Properties: Data type: text. Field size: 50 characters.

Required: No.

19. REVISER DATE

Definition: Strictly speaking, the date when the Manuscript level of a description was revised, but intended to represent the date of any revision of the description.

Comment: The date should be entered according to the format dd-mm-yyyy (without the hyphens since the database supplies them); then, in perverse fashion, as the person tabs out of the field, the database switches the date format to yyyy-mm-dd.

Properties: Data type: Date/time.

Required: No.

20. REVISIT

Definition: Flag referring to any one or several fields in this level as a reminder that the level contains something that is incomplete/uncertain/possibly wrong.

Comment: In-house tool that will not display in the online user-view of the database; it may be searched by the inputter, but because there is no provision for identifying the specific field(s) in this level that require further attention, it is suggested that the inputter signal the specific field by a question mark at the end of the problematic field's data (if any is present) or by a question mark in the problematic field, *tout court*.

Properties: Yes/no box, answering the question, "Does something in this level of this manuscript require further attention?"

Required: No.

21. SUPPRESS

Definition: Flag that the entire description is to be bypassed by the technical staff as they put a body of descriptions on the web.

Comment: The red flag visibly generated by checking the Suppress box will permanently impede public access to a description until the inputter of the holding library unchecks the box. Its purpose is to allow one-by-one decision on display of descriptions.

Properties: Yes/no box, answering the question, "Should this description be held back from public view?"

Required: No.

II. PART

1. PART NUMBER

Definition: A roman numeral designating the parts of a given codex that have independent origin from one another (frequently but not necessarily with differing place or date).

Comment: If the codex was produced in essentially a single campaign, it is considered to have one "Part" and the database remains at the default number, "I." The cataloguer/inputter

will sometimes have no doubts about the separate sections of production of a manuscript, and sometimes will have to make a judgment call, bearing in mind the reason for separate "Parts" in the database: to offer options for more precise cataloguing and searching the database especially as regards place and date of origin, so that, for example, "England" and "England ?" and France may be said of three sections of a single codex. Note that a shift in scribal hand or in decorative style alone may be handled more appropriately in the Number of Scribes or in the Artist fields below. Do use the "Part" option to deal with bindings and flyleaves that are themselves fragments from separate manuscripts. The field offers a drop-down box, with roman numerals, I-X, as the only choices, but higher numbers may be entered if necessary.

Be sure to go back to the beginning of the Manuscript level to check the "Composite?" yes/no box as "yes" (since it defaults to "no").

Note that the Part Number has the same function as the Sequence Numbers at the Text and Image levels, i.e. it will determine the order in which the various Parts display on the web. Thus, if the cataloguer/inputter wants the *membra disiecta* that are the flyleaves to display in second place after the main body of the codex, even though the flyleaves may be bound first in the book, he/she should assign Part I to the main codex and Part II to the flyleaves (or vice versa if the decision is the reverse).

Example:

- UCB 87 with Pt. I, Pt. II, Pt. III (all of the same origin, but currently disbound and shelved separately with foliation beginning anew with each part) [thus the choice to handle this manuscript as "composite" was based on in-house curatorial needs]
- UCB 131 with leaves from a completely different book of hours bound in at the end of the main text
- Plimpton MS 21 with Pt. I and Pt. II (both from England from the second half of the 13th century, but with evidence of independent circulation until their common binding in the 15th century)
- Plimpton MS 287 with Pt. I used for the codex itself, a primer copied in France during the second half of the 15th century, but bound in modern times in a leaf from an antiphonal, England ?, s. XV.

Properties: Data type: text, with default value set at "I"; Field size: 4 characters.

Required: Yes.

2. SUPPORT

Definition: The physical material that supports the script.

Comment: The choices, as supplied in the combination box, are: Paper; Parchment; Paper and parchment.

Properties: Data type: text. Field size: 20 characters.

Required: Yes.

3. WATERMARK

Definition: The identifying mark used by the paper maker.

Comment: Is pertinent only if all or part of the manuscript is on paper; useful as a dating device; use semicolon to separate more than one watermark.

Example:

- Similar to Briquet, *Ange* 117.
- Piccard, *Fabeltiere* III:206; Briquet, *Oiseau* 12124.

Properties: Data type: text. Field size: 125 characters.

Required: No.

4. SPAN OF FOLIOS

Definition: In reference to the individual part, the number of leaves in arabic numerals.

Comment: If a manuscript is paginated rather than foliated, use the same formula as above, substituting "pp." for "ff."; phrased as span, not as total and thus including the designation "v" for "verso" when warranted, which will almost always be cited; if the manuscript is a single-leaf document, repeat "one leaf" (the same information in all 3 levels, Manuscript, Part and Data type: text. since it is required field, it must contain information); if in roll format, give number of membranes (this information will be repeated in the "Span of Folios" field in the Text level).

Example:

- ff. 1-23v
- pp. 35-68
- 4 membranes laced end to end

Properties: Data type: text. Field size: 50 characters.

Required: Yes.

5. HEIGHT

Definition: Height of the book block.

Comment: Measure the support, not the binding; measure in mm; if the manuscript has fold-out plates, measure the normal, non-folded leaves, not those that are oversize; if the manuscript consists of several cropped or mutilated fragments, give the measurement of the largest fragment, i.e., of the one which comes closest to what the original non-damaged shape would have been.

Example:

- 215

Properties: Data type: text. Field size: **DUNNO**

Required: Yes.

6. WIDTH

Definition: Width of the book block

Comment: Measure the support, not the binding; measure in mm; if the manuscript has fold-out plates, measure the normal, non-folded leaves, not those that are oversize; if the manuscript consists of several cropped or mutilated fragments, give the measurement of the largest fragment, i.e., of the one which comes closest to what the original non-damaged shape would have been. Usual proportions of a book dictate that the width is less than the height; if your numbers reverse and place the larger number as the width, take a moment to make certain that that is correct.

Example:

- 163

Properties: Data type: text. Field size: **DUNNO**

Required: Yes.

7. COUNTRY

Definition: Country of origin of the manuscript; first of four place-defining elements.

Comment: In English; the names of modern political division, except for occasions of irreconcilable lack of correspondence; if place of origin is uncertain, it may be followed by a

question mark; it is possible to cite more than one country, separated by a semicolon, especially if the script region crosses modern political boundaries. Note that this is the only required place designation.

Example:

- Rhaetia [for Plimpton MS 32 (representing an area that crosses today's southern Switzerland, northeastern Italy and into Austria)]
- Flanders [for innumerable books of hours]
- Switzerland? [for Plimpton MS 29]
- Italy [for Plimpton MS 41]
- Flanders?; northern France? [for Western MS 12]

Properties: Data type: text. Field size: 20 characters.

Required: Yes.

8. CARDINAL POINT

Definition: Point of the compass or the word "central" for country of origin; second of four place-defining elements.

Comment: In adjectival form, combining as many as two points; the choices are supplied in a combination box; if cardinal point is uncertain, it may be followed by a question mark.

Example:

- southern [for Smith Western MS 16 ("France" having already been specified for the country)]
- northeastern [for Plimpton MS 102 (re "Italy")]
- central [for Plimpton MS 41 (see above)]

Properties: Data type: text. Field size: 20 characters.

Required: No.

9. REGION

Definition: Modern political subdivision of a country (region, county, département, Land, province, etc.); third of four place-defining elements.

Comment: In English, if pertinent; to be used in function of the city of production: either because the city (the following tighter delimitation) is known and one can therefore readily take the step backwards and state the region, or, conversely, if the city of origin is uncertain but one wishes to imply it to the user; if uncertain, use a question mark.

Example:

- Umbria [for Plimpton MS 41 (see above), because it is known that the book was copied in Perugia]
- Tuscany [(not "Toscana") for Plimpton MS 40 B because it is probably from Florence but too tight a location would exclude, for example, Pisa]

Properties: Data type: text. Field size: 30 characters.

Required: No.

10. CITY

Definition: Modern political name; fourth of four place-defining elements.

Comment: In English; if city is uncertain, it may be followed by a question mark.

Example:

- Perugia [for Plimpton MS 41 (see above)]
- Ravenna?

Properties: Data type: text. Field size: 30 characters.

Required: No.

11. DOCUMENT

Definition: Identifies reports of legal activity.

Comment: Covers what are traditionally called documents, usually single sheets, although occasionally in book format; it will depend upon the inputter to distinguish, according to formality of presentation, between "codex" (the implied "normal" to this database) and "document" (the non-normal) in the gray area of book-like documents (cartularies; dogali; registers; note that collections of laws, such as English statute books, are not documents); the reason for this field is to allow users to restrict their search to documents or to exclude documents from their search, in recognition of the nature of medieval studies whereby scholars tend to work exclusively in one field or the other; the reason for the placement of the "Document" field in the Part level is that documents may often survive as endleaves in a codex, and will thus constitute a separate Part of a given codex; for a list of the fields normally applicable to documents, see Appendix 5.

Properties: Yes/no box answering the question, "Is this a document?"; default value set for "no"

Required: Yes.

12. DATED

Definition: Explicit statement as to whether the manuscript is formally dated by its scribe.

Comment: Purpose is allow searchability on this crucial criterion, since DS represents the first US contribution to the international effort to produce photographic catalogues of dated/datable manuscripts. It is important in this regard that the yes/no box for Document has been correctly answered, since users will almost certainly want to restrict their searches in the Dated category to codices alone, excluding archival materials.

Properties: Yes/no box answering the question, "Is this manuscript dated?"; default value set for "no"

Required: Yes.

13. DATE

Definition: Date of origin of the manuscript.

Comment: Century/centuries using the standard paleographic system of the letter "s." (for "saeculo") followed by roman numerals combined with superscript arabic numerals or Latin abbreviations; see Appendix 2 for translation table; for dated manuscripts and for documents, include here their date to the half century (so that they, too, will respond to a general date query); if date is uncertain, it may be followed by a question mark; if date includes a span of time, it may be so indicated.

Example:

- s. VIII? or s. IX? [for Plimpton MS 27 (either 8th or 9th century)]
- s. XIII-XIV (13th through 14th centuries)
- s. XIII/XIV [for Plimpton MS 60 (turn of the 13th to the 14th century)]
- s. XVIⁱⁿ [for Plimpton MS 84 (= saeculo sextodecimo ineunte, i.e. early 16th century)]
- s. XV² [for Plimpton MS 23 (second half of the 15th century; the manuscript is dated 1466)]

Properties: Data type: text. Field size: 50 characters.

Required: Yes.

14, 15. BEGIN DATE, END DATE

Definition: Behind-the-scenes fields that respond automatically to the entry of the date in roman numerals+superscript in the Date field.

Comment: The purpose of these fields is to allow a simpler search engine, since computer programs do not readily recognize roman numerals as such, but treat them as letters.

Example:

- s. XV in the Date field, producing "1400" in the Begin Date field and "1499" in the End Date field

Properties: Data type: number as long integer.

Required: Yes, in that it fills in automatically in response to the Date field which is itself required, but in fact the two present fields are not required by the program (because of the possibility that "Date" may be entered as "Undetermined").

16. YEAR-MONTH-DAY

Definition: Date of origin of the manuscript when it is dated by the scribe (in a form more or less translatable to modern dating systems) or otherwise documented or datable to a range of time (for example, if dated in payment records from the original owner's surviving accounts; or if datable to a range of years defined by presence/absence of saints entered by the main scribe in the calendar of a liturgical book). If "datable" rather than dated in the true sense, explain this in the Notes field of the Part level.

Comment: Use arabic numerals for year(s); use names of months in English (to avoid confusion between American and European usage of position of numbers for months and days); use arabic numerals for days; fill in as much as documented information allows; use comma to separate year from month; use space to separate month from day; use dash to indicate range of dates; if uncertain, use a question mark.

Example:

- 1351 [(year only) for Plimpton MS 34]
- 1351-1476 (as might occur with a register of accounts)
- 1393, September [(year, month) for Plimpton MS 17]
- 1395, March 1 or 1396, February 20 [(signed: 6th day of Lent 1395, but unclear if following Pisan or Florentine dating system) for Plimpton MS 171; if desired, the problem with dating style could be explained in the Notes field; see below]
- 1395, March 1 o.s. [if certainly "old style" date, not translated to modern terms because of uncertainty as to its actual meaning; n.s. is for "new style" when the date is certainly modernized for this database]

Properties: Data type: text. Field size: 20 characters.

Required: No.

17. LAYOUT

Definition: Indication of ruling technique and layout.

Comment: The technique is usually limited to seven choices (dry point; lead; crayon; ink; pale red ink; by rake; by board) or combinations thereof; the layout is almost infinite in possibility, so give at least the most visible feature (long lines or columns), with the number of lines, and if desired/feasible a description of the ruling pattern; since layout is an issue mainly pertinent to codices for determining local or in-house usages, leave this field blank when describing a document. The database offers no designated field for information about the structure of the manuscript (collation, catchwords, quire and leaf signatures); if desired

such information could be included in the Layout field, separating the categories of information with a semicolon.

Example:

- 32 long lines ruled in lead
- 2 columns of 37 lines ruled horizontally in ink with full length vertical bounding lines in lead
- 2 columns of 42 lines ruled in ink, with center rule between the columns
- quires of 8 leaves; 28 long lines

Properties: Data type: text. Field size: 255 characters.

Required: No.

18. ALPHABET

Definition: Indication of primary writing system of the manuscript.

Comment: In the case of Digital Scriptorium, almost all manuscripts are written using a subset of the Latin alphabet; a small but growing percentage of the DS holdings are manuscripts written in Greek language and, crucially for this field, in the Greek alphabet; don't use this field if a manuscript has one or two short notes in, for example, the Hebrew alphabet, but rather be sure to put an image of that on the web and use the word "Hebrew" in the caption.

Example:

- Greek
- [but in the Caption field] Scrap of a Hebrew book used as reinforcement for stitching.

Properties: Data type: text. Field size: 50 characters.

Required: No.

19. SCRIPT

Definition: Type of script used, in practice usually a subset of the Latin alphabet.

Comment: For a list of possible terms, see Appendix 3, available in a combination box on the form, with "Add List" allowing the inputter to add other script names; avoid adjectives of aesthetic nature (redundant since the user can see for himself if a particular hand is elegant, crabbed, idiosyncratic, trembling, etc.), but retain those that are indicative of script location or date (as shown in the combination box, e.g. "transitional script" or "Byzantinizing capitals"); remember that the purpose in naming a script is to allow searchability for that script, and only secondarily to tell a user the name of the script that he is looking at; therefore, the more generic the script term used, the more likely that it will be caught in a search net; if a user requires more precise results, he can limit his search by requesting a place, a date or a text in combination with the simple script name.

Properties: Data type: text. Field size: 255 characters.

Required: No.

20. NUMBER OF SCRIBES

Definition: Number of readily distinguishable hands with span of leaves copied by each person.

Comment: Assume that the scribe is the same person throughout the book, unless at one certain point (not gradually over the course of the book) there is a distinct difference; devise a general statement when the situation is too complex to lay out in full.

Example:

- Scribe i, ff. 1-8v; scribe ii, ff. 9-56v

- Scribe i, ff. 1-32v, 112-116v; scribe ii, ff. 33-111v, 117-251
- Several scribes.
- Numerous scribes, with breaks frequently corresponding to textual divisions

Properties: Data type: text. Field size: 80 characters.

Required: No.

21. SCRIBE

Definition: Name of the scribe.

Comment: Source of an actual name could be a colophon in the present manuscript, or a payment record, or a scholar's recognition; the "name" may be an assigned or associative term; if the scribe only copied segments of a manuscript, cite the span of those folios or use a limiting adverb. Since this field has a "quick-search" feature in the interface (i.e. a link to an alphabetical list of the names), it is preferable to phrase this entry with the alphabetizing name first, as in the examples.

Example:

- P.E.A.F. interpreted as "Paulus Erizzo Antonii Filius"
- Richardus Franciscus, partially copied by
- Ser Niccolò Berti Martini de' Gentiluzi [with mention in the Notes field of his habit of signing his work with his motto, "Nichil amantibus durum"]
- Andreuccio della Monaca (from payment records)
- GiovanMarco Cinico. [with thanks in the Acknowledgment field to the scholar who made attribution to the named scribe]
- Scribe D of the Trinity College Gower

Properties: Data type: text. Field size: 255 characters.

Required: No.

22. MUSIC

Definition: Type of musical notation, when present.

Comment: In practice, this will occur most frequently with liturgical books when their generic title will already imply the presence of musical notation (antiphonal; gradual; processional; noted breviary); although not required by the database program to state the presence and type of musical notation, inputters are much encouraged to do so.

Example:

- Square notation on 4-line red staves
- Neumes in campo aperto
- Neumes on staves including one red and one yellow line
- White mensural notation
- Nagelschrift notation

Properties: Data type: text. Field size: 60 characters.

Required: No.

23. REPRESENTATIONAL DECORATION

Definition: Painting or drawing in a manuscript that represents humans or animals, usually in miniatures (of any size or shape), historiated initials, or marginal scenes.

Comment: Give the number (when feasible), size/shape, and technique if any other than standard tempera; include notice of major decoration now missing; mention such decoration even if added to the manuscript at considerably later dates. Remember that, contrary to usual

practice in describing representational decoration in a catalogue, the user will have a number of images upon which to base his own further interpretations.

Example:

- 5 full-page miniatures on inserted leaves, blank on the recto, with evidence of 3 others, now cut away; 9 5-line historiated initials
- 1 4-compartment miniature
- 3 miniatures painted across the width of 2 columns of text
- 12 monthly occupations and zodiac signs in roundels
- Extensive bas-de-page scenes
- Some 200 color wash illustrations
- Numerous pen and ink drawings, many incomplete
- 8 4- to 7-line historiated initials

Properties: Data type: text. Field size: 125 characters.

Required: No.

24. OTHER DECORATION

Definition: Any other significant decoration.

Comment: Give the number (only if rather limited--i.e. don't count all 182 painted initials in a bible), nature, size, and technique if any other than standard tempera; mention presence of gold especially if burnished (rather than powdered) since it gives a notion of the expense level of the manuscript; include notice of decoration now missing.

Example:

- 4 gold initials, 5-line, with white vine stem grounds and full borders
- Flourished initials
- Space reserved for 7-line opening initial; 2-line plain red initials

Properties: Data type: text. Field size: 255 characters.

Required: No.

25. ARTIST

Definition: Name of artist/decorator.

Comment: The "name" may be an assigned or associative term; source of an actual name could be an inscription in the present manuscript, or a payment record, or a scholar's recognition; if the attribution has been made by a scholar, be sure to note the person's name in the Acknowledgments field of the Part level; use cautionary wording unless absolutely certain of attribution. Since this field has a "quick-search" feature in the interface (i.e. a link to an alphabetical list of the names), it is preferable to phrase this entry with the alphabetizing name first, as in the examples.

Example:

- M. P.
- Simon Marmion
- Master of Morgan 85
- Master of the Squinty Eyes
- Cristoforo Maiorana, in the style of
- Boucicaut Master, following compositions of
- Jan van Eyck, miniatures relating to the work of

Properties: Data type: text. Field size: 50 characters.

Required: No.

26. NOTES

Definition: A non-defined slot to be adapted to the needs of a specific manuscript.

Comment: To be used at the discretion of the inputter to contain notes about the physical situation of the manuscript.

Example:

- Upper section of a bifolium.
- Unfoliated.
- The same artist illuminated Padua, Biblioteca del Seminario, MS 355.
- The date is given only as 14 October "anno quo supra."

Properties: Data type: text. Field size: 255 characters.

Required: No.

27. ACKNOWLEDGMENTS

Definition: Public recognition of contribution to knowledge about the manuscript.

Comment: This field is the commitment on the part of Digital Scriptorium to build a dialogue between the scholars who are specialists in a given field and the librarians who are responsible for public dissemination of knowledge about the manuscript; it is also an encouragement to update the information contained in the database. The field exists at the first three levels (Manuscript, Part, Text) so that the acknowledgment may be more precisely geared to the information provided.

Example:

- We are grateful to Dr. A. C. de la Mare for the identification of this scribe.
- We thank Prof. James Marrow for the attribution of the miniatures to Willem Vrelant.

Properties: Data type: text. Field size: 255 characters.

Required: No.

28. SEQUENCE

Definition: Arabic numeral to ensure proper sequencing of images on the web.

Comment: This field exists at the three levels of Part, Text and Image, with the numbers beginning afresh at "1" for the children of each new parent record. Thus a hypothetical MS 1, with two children parts, names them 1 and 2; the hypothetical MS 2 with three children parts, names them 1, 2, 3, and so forth. In the meantime, the text children of part 1 are named, 1, 2, 3; those of part 2 are named, 1, 2; the text child of part 3 is named 1. The same occurs at the following layer of descendance: each text, no matter what its own number is, begins the count of its own images all over again at 1. The purpose of the numbering to reflect the successive layers of Part, Text and Image is to allow for greater ease in adding or deleting sequence numbers at any point along the chain, should the occasion arise. These numbers will not be visible to the end-user.

Properties: Data type: number as long integer.

Required: No.

29. REVISIT

Definition: Flag referring to any one or several fields in this level as reminder that the level contains something that is incomplete/uncertain/possibly wrong.

Comment: In-house tool that will not display in the final user-version of the database; its presence may be searched by the inputter, but because there is no provision for identifying the specific field(s) in each level that require further attention, it is suggested that the inputter

signal the specific field by a question mark at the end of the problematic field's data (if any is present) or by a question mark in the problematic field, *tout court*.

Properties: Yes/no box, answering the question, "Does something in this level of this manuscript require further attention?"

Required: No.

III. TEXT

1. SPAN OF FOLIOS

Definition: In reference to the individual text, the number of leaves in arabics.

Comment: If a manuscript is paginated rather than foliated, use the same formula as above, substituting "pp." for "ff."; phrased as span, not as total; include the "v" for "verso" when appropriate; if the verso is blank, include mention of this, using a semicolon as a separator; if the manuscript is a single-leaf document, repeat "one leaf" (the same information in all 3 levels, Manuscript, Part and Data type: text. since it is required field, it must contain information); if in roll format, give number of membranes (this is repeated from the "Span of Folios" field in the Part level).

Example:

- ff. 1-23v
- ff. 24-57; f. 57v blank
- pp. 35-68
- 4 membranes laced end to end

Properties: Data type: text. Field size: 50 characters.

Required: Yes.

2. AUTHOR

Definition: Name(s) of author(s).

Comment: If there is more than one author per text, separate the names by a semicolon, e. g. Guillaume de Lorris; Jean de Meun; however, if the second name is not that of a joint author, but represents a different form of collaboration, see following field, "Other Associated Names"; in the case of a collection of excerpts (florilegium; anthology; rapiarium) list the author names in the order in which they occur in the text (as much as is feasible, given that some names will repeat), then state the nature of the text in the Generic Title field.

PREMISES:

The problems of medieval nomenclature make consistency in the form of names very difficult to achieve. The schematic approach to normalization of medieval nomenclature in this database depends on two premises: that the inputter has competency in medieval materials and his/her judgment is trustworthy; that the goal is to input material with the greatest possible dispatch and with the least possible research/authority-check time. Implicitly, we thus expect that end-users of the database will perform multiple searches for a given author, under multiple forms of a name.

LANGUAGE OF NAME--Major Authors:

In this database, names of monarchs and other well known individuals appear in the form most familiar to English speakers (Frederick II; Catherine of Siena; Peter the Venerable); the English preposition "of" will also be used (but not exclusively) in preference to various Latin/other vernacular forms: David of Augsburg, not David von Augsburg or David

Augustensis. It is recognized that the language of the names may be hybrid, incorporating both English and Latin words: Peter Comestor, not Peter the Eater, and not Petrus Comestor. It is also recognized that the most familiar form to English speakers may not be in English: Johannes de Sacro Bosco, not John of Holywood; Niccolò Machiavelli, not Nicholas Machiavelli. Names of Arabic philosophers will be cited in the form used in the Latin West, and commonly known to most scholars of the Middle Ages: Averroes (not Ibn-Rushd); Avicenna (not Ibn-Sina); the same holds for Jewish authors writing in Latin: Petrus Alfonsi (not Moise Sefardi). Results of accepted scholarship on the identities of medieval authors will be incorporated: Christine de Pizan, not Christine de Pisan.

LANGUAGE OF NAME--Lesser known Authors:

Other authors will be referred to in the language consonant with their region of origin or chief activity: Marco Polo, because of his birth in Italy (not because of the language of his writings, which would have produced a French form, "Marc Paul"); Franciscus Pipinus, because of his writings in Latin (not because of his birth in Italy, which would have produced Francesco Pipino). In points of uncertainty, consult the *Regeln für die alphabetische Katalogisierung*, vol. 6 in 2 pts., *Personennamen des Mittelalters* (Wiesbaden 1989), remembering that *RAK-PMA* privileges Latin.

LANGUAGE/FORM OF NAME--Unknown/Uncertain Authors:

If an "author" identified himself or has been accepted under a pseudonym, that pseudonym will be used: Sir John Mandeville; Trotula. Pseudo (*sic*, without hyphen) and the name will be used for authors of those texts attributed during the Middle Ages to a real, and usually well known author, but now recognized as having been written by someone else, unknown to us: Pseudo Augustine.

WORD ORDER IN NAME:

Names will retain normal order without inversion and without punctuation between first names and surnames, patronymics, adjectives, place names (Dante Alighieri; Giovanni Boccaccio; Peter Lombard; Thomas Aquinas); for some authors, the name will consist of a single word (Alcuin; Bede), esp. in the case of classical authors (Ovid, not Publius Ovidius Naso).

ATTRIBUTES:

The title of "Saint" will not be used when referring to someone in their status as author: Jerome, and not St. Jerome (although the qualification of St. will occur in iconography, where the medieval intent was indeed to emphasize him *qua* saint). Other appellations will also be omitted whenever possible: Hugh of Cluny is equally as understandable as and preferable to Hugh, abbot of Cluny. On the other hand, when an author is normally known with a title as part of his name, the title will be used: Sir Philip Sidney. Other attributes may be included if normal/desired, in English when feasible: Philip the Good of Burgundy; Lorenzo il Magnifico de' Medici.

Properties: Data type: text. Field size: 100 characters.

Required: No, as far as the database is concerned, but in fact one of the four necessary fields for text identification (author/title/generic title/incipit).

3. OTHER ASSOCIATED NAMES

Definition: Names of others associated with a given text.

Comment: Usually those who have translated, revised, rewritten, glossed, etc. a text, with the nature of their contribution specified; for the form of the names, see above under "Author." Although this field is not (yet?) indexed for "quick search," it remains preferable to phrase the names in such a manner as to readily produce an alphabetical list.

Example:

- Bernardus Parmensis, glossator
- Octavien de St. Gelais, translator
- Robert Stonham, resp. for the epitome
- Benvenuto da Imola, commentary by
- Petrus Antonini de Padua, notary

Properties: Data type: text. Field size: 150 characters.

Required: No.

4. TITLE

Definition: Title of the work.

Comment: Usually (?) in the language in which it was originally written; occasionally use the commonly recognized English title, when the situation of an actual title is too nebulous; use classical Latin spelling for diphthongs, "ti," "mn" etc. to aid in uniform searching; be careful to not confuse actual titles with generic titles masquerading in Latin. See Appendix 5 for Diacritical and Formatting Conventions.

Example:

- *De proprietatibus rerum* [not as *On the properties of things*, even when in the English translation of John Trevisa; note that information on the translator goes in the Other Associated Names field, as described above]
- *Travels* [for Marco Polo, not the French *Devisement du monde* or the Latin *De consuetudinibus orientalium regionum*]
- *Somnium Scipionis* [not *Sompnium Scipionis*]
- *Vitaspatrum* [(UCB 9), an actual title; *Vitae sanctorum* (Plimpton MS 64) is not and should go into the field for Generic title as "Saints' Lives"]

Properties: Data type: text. Field size: 100 characters.

Required: No, as far as the database is concerned, but in fact one of the four necessary fields for text identification (author/title/generic title/incipit).

5. GENERIC TITLE

Definition: Term that indicates a category of books, rather than a specific text.

Comment: Use English (mainly) and include adjectives or other qualifiers; may be used to characterize generally a codex that contains several identifiable texts (in addition to the titles of the texts) as a sort of general subject indexing term; this field will be of particular use for stating the type of archival document; if the type of document isn't known, just use the word "document" alone. Note that Latin is the normal form for naming (by incipit) certain types of documents or laws: "Vidimus"; "Inspeximus"; "Circumspecte agatis"; "Quo warranto." In practice, the entry in this field is seldom, if ever, italicized.

Example:

- Alchemical compilation
- Antiphonal
- Bible
- Bible, glossed, Luke
- Book of Hours, use of Rome

- Calligraphy
- Cartulary
- Computistic treatises
- Florilegium
- Humanistic miscellany
- Indenture
- Lease
- Marriage contract
- Medical recipes
- Missal
- Pastoral materials
- Payment order
- Portolan chart
- Receipt
- Wycliffite tracts
- Instructions to the Ambassador to the Court of Spain
- Report on the Conclave electing Alexander VII

Properties: Data type: text. Field size: 255 characters.

Required: No, as far as the database is concerned, but in fact one of the four necessary fields for text identification (author/title/generic title/incipit).

6. LANGUAGE(S)

Definition: Names, in English, of the language(s) used in the text.

Comment: Name more than one language, if appropriate, separated by a semicolon.

Example:

- Middle English
- Italian dialect, possibly southern
- French with forms typical of Picardy
- Latin; French

Properties: Data type: text with default value set for "Latin"; Field size: 75 characters.

Required: No.

7. DOCKET

Definition: Abridged outline of proceedings in a legal document, giving names, dates, action, etc.

Comment: Bear in mind that this very broadly defined field with miscellaneous content carries almost all the informational weight for the medieval archival documents in Digital Scriptorium; users will only be able to apply free-word searches to this category. Therefore, enter the information using the most predictable, least esoteric words possible. Remember:

1. to phrase the "Folios" field for this kind of material as "one item" or "[x] membranes"
2. to refer to the two sides of a document, when necessary, as "face" and "dorse"
3. to note the presence, material, color and method of attachment of seals in the "Physical Issues" field
4. to leave the "Binding" field blank (assuming, of course that the item is not bound)
5. to check the "Document" box as "yes"
6. to enter the name of a notary in the "Other Associated Names" field (since notaries are closer in function to lawyers than to scribes)

7. to offer an indication of the type of document in the "Generic title" field
8. to use "Docket" for virtually all the content information
9. to make comments about endorsements, presence of notarial marks and so on in the "Notes" field of the Text level

Example:

- Papal bull of Innocent III addressed to the abbot of Saint-Remi of Rheims concerning a quarrel about some marshes between the abbey of Saint-Bertin and the burghers of Saint-Omer, excommunicating the latter, dated 5 February 1202.

Properties: Data type: text. Field size: 255 characters.

Required: No.

8. RUBRIC

Definition: Author- and/or title-like information in the manuscript, often set off from the main body of the text by red ink, underlining, display script or spacing.

Comment: The rubric often contains the words "incipit" or "here begins" or the like and thus risks being mistaken for the incipit; the physical display mechanisms listed above are not in and of themselves sufficient to meet the definition of "rubric" which must have some sort of title-page-like information. See the Comment for "Incipit" regarding transcription issues; italics in this situation (i.e. where it is not a title), are encoded as: #i[word(s) to be italicized]#.

Example:

- [rubric] *Here begins the Dominical Prayer*, [incipit] Our father who art in heaven . . .
- [rubric] *Incipit oratio dominica*, [incipit] Pater noster qui es in celis . . .

Properties: Data type: text. Field size: 255 characters.

Required: No.

9. INCIPIT

Definition: Beginning words of a text, often used to identify it.

Comment: Transcribe preferably far enough into the text to include a finite verb; always transcribe past biblical quotes; always transcribe at least the first two verses of poetry; never break internally to a syntactical unit; contrary to the suggested inputting of titles (= an abstraction), never normalize to classical Latin (or modern English or whatever) spelling for the transcription of an incipit (= a specific instance); use "[sic]" only when you yourself, at a later proofreading, run the risk of considering something in the transcription a typographical error; use the barest minimum of punctuation (in particular, avoid the slash used by printed-book scholars to show a line break); if at all possible, transcribe the incipit of an unidentified text or one of uncertain authorship (esp. in the cases when one only has a generic title); never give incipits of bibles, liturgical or statute books; end the incipit with standard ellipses (3 spaced dots); distinguish between and transcribe multiple sets of incipits, giving their function in square brackets and colon (prologue; dedicatory letter; "argumentum"; "accessus"; etc.); use italics for biblical citations, proverbs cited internally to the text, etc.; for diacritical and formatting conventions, see Appendix 4 below.

Example:

- Beatus vir qui non abiit in consilio impiorum . . . [not a rubric even though all these words may be inscribed in a highly elaborate, decorative script, because there is no statement, however minimal, regarding author or title or textual division]
- Cum studia secularium magno desiderio fervere cognoscerem . . .

- *Parce michi domine nichil enim sunt dies mei, Exprimitur autem in his verbis humane condicionis instabilitas . . .*
- Blessid god souereyn goodnesse/ mercy to me thy synfull creature . . .
- [prologue:] In hoc tractatu de regimine sanitatis aliquid dicendum est . . . [text:]
Oportet illum qui wlt [*sic*] esse longevus . . .

Properties: Data type: text. Field size: 255 characters.

Required: No, as far as the database is concerned, but in fact one of the four necessary fields for text identification (author/title/generic title/incipit).

10. EXPLICIT

Definition: Ending words of a text, often used to identify it.

Comment: As above, regarding incipits; be sure to start transcribing the explicit well before any formulaic doxology or colophon (which should be omitted if it is clear that that is the nature of the final words); only transcribe the final explicit, not those of the prologues, dedicatory letters, etc. See the Comment for "Incipit" regarding transcription issues. Omit the ellipses that would precede an explicit in normal prose.

Example:

- when they shall not mowe do servyce.
- si intima mente scrusteris [*sic*] et ad medullam intimi intellectus per dei gratiam perveneris. Amen.
- ut Leti phaleris omnes et torquibus omnes.
- Her blessing mote thou haue and wele mote thou thryue. Wele is the childe that thryue may my der childe.

Properties: Data type: text. Field size: 255 characters.

Required: No.

11. SUBJECTS

Definition: A broad, even impressionistic set of terms, up to a maximum of three per text, that will roughly categorize groups of texts to allow for searching by general type of text, rather than by specific author or title.

Comment: This is a closed list which will display publicly so that the end-user may choose from it the terms that he feels will most likely represent his material. Note that all the terms are not, strictly speaking, "subjects"; some were included to aid certain academic disciplines. For example, "illuminated" (with the meaning of "includes representational decoration"), combined with searches on place and date of origin, may prove useful to art historians who are interested in styles of painting, rather than the texts that the paintings illustrate. Use the terms to show what text is about, not what it contains (e.g. "musical" = a text about music, not one containing music); do not duplicate information available already in other fields (although "archival" may be doing precisely that with respect to the Document button checked "yes" at the Part level).

The 73 subjects are listed in Appendix 4 in alphabetical order, each with a definition and several examples. Here is the basic list, without definitions or examples.

Example:

- | | |
|---------------|----------------|
| • Academic | • Amatory |
| • Accounts | • Archival |
| • Alchemical | • Associations |
| • Allegorical | • Astronomical |

- Astrological
- Biblical—about
- Biblical—complete
- Biblical—ot
- Biblical—nt
- Biographical
- Calligraphic
- Cartographic
- Cartulary
- Classical
- Computistic
- Devotional
- Dialectics
- Didactic
- Dogmatic
- Dramatic
- Ecclesiastical—cnclsSynds
- Ecclesiastical—other
- Ecclesiastical—papal
- Epic
- Epistolary
- Financial
- Forgery
- Genealogical
- Geographical
- Geometry
- Glossary
- Governmental
- Grammatical
- Hagiographic
- Heraldic
- Historical
- Homeletic
- Humanistic
- Hunting
- Illuminated
- Jewish
- Legal—canon
- Legal—civil
- Literary
- Liturgical
- Magic
- Manualistic
- Mathematical
- Medical
- Military
- Monastic
- Musical
- Mystical
- Matural history
- Motes
- Other
- Pastoral care
- Patristic
- Penitential
- Philosophical
- Poetic
- Political
- Rhetorical
- Romance
- Technical
- Theological
- Veterinary
- Women's studies

Properties: Data type: text. Field size: 50 characters.

Required: No.

12. STATUS OF TEXT

Definition: Statement as to type of problem when a text is not complete or disordered.

Comment: In practice the choices are: incomplete (when a scribe has simply stopped copying, leaving empty space on the leaf or on multiple leaves); defective (when a book is physically mutilated); fragment (when so little of the text survives that one can only speak of a few leaves); copied out of order (when a scribe's exemplar was misbound); misbound.

Example:

- Ending defectively
- Missing several quires internally with consequent loss of text
- Beginning defectively in the chapter list

- All full page miniatures cut away with loss of text
- Fragment

Properties: Data type: text. Field size: 75 characters.

Required: No.

13. NOTES

Definition: A non-defined slot to be adapted to the needs of a specific manuscript.

Comment: To be used at the discretion of the inputter to contain notes about the textual situation of the manuscript. In the case of documents, use this field to mention the presence of endorsements and authenticating devices, such as a rota, monogram, rubric (in the Spanish sense), signature or notary/tabellion mark.

Example:

- Endorsed.
- Notarial mark in the shape of a cross of Ser Giovanni Buzzacarini (?).

Properties: Data type: text. Field size: 255 characters.

Required: No.

14. URL

Definition: Allows for a connection beyond DS to an outside document that pertains to the text in question.

Comment: The field was created at the text level with the assumption that likely targets of pointers coming out of DS were transcriptions, translations or commentaries on a text; in addition, it's clear that a single target can be pointed at any number of times, for example, by each text in a description if the target in fact refers to the entire manuscript.

Properties: Data type: Hyperlink.

Required: No.

15. ACKNOWLEDGMENTS

Definition: Public recognition of contribution to knowledge about the manuscript.

Comment: This field is the commitment on the part of Digital Scriptorium to build a dialogue between the scholars who are specialists in a given field and the librarians who are responsible for public dissemination of knowledge about the manuscript; it is also an encouragement to update the information contained in the database. The field exists at the first three levels (Manuscript, Part, Text) so that the acknowledgment may be more precisely geared to the information provided.

Example:

- Prof. David Ganz has kindly informed us of the author of this text.
- Dr. A. Ian Doyle has found the only other known copy of this treatise.

Properties: Data type: text. Field size: 255 characters.

Required: No.

16. SEQUENCE

Definition: Arabic numeral to ensure proper sequencing of images on the web.

Comment: This field exists at the three levels of Part, Text and Image, with the numbers beginning afresh at "1" for the children of each new parent record. Thus a hypothetical MS 1, with two children parts, names them 1 and 2; the hypothetical MS 2 with three children parts, names them 1, 2, 3, and so forth. In the meantime, the text children of part 1 are named, 1, 2, 3; those of part 2 are named, 1, 2; the text child of part 3 is named 1. The same

occurs at the following layer of descendance: each text, no matter what its own number is, begins the count of its own images all over again at 1. The purpose of the numbering to reflect the successive layers of Part, Text and Image is to allow for greater ease in adding or deleting sequence numbers at any point along the chain, should the occasion arise. These numbers will not be visible to the end-user.

Properties: Data type: number as long integer.

Required: No.

17. REVISIT

Definition: Flag referring to any one or several fields in this level as reminder that the level contains something that is incomplete/uncertain/possibly wrong

Comment: In-house tool that will not display in the final user-version of the database; its presence may be searched by the inputter, but because there is no provision for identifying the specific field(s) in each level that require further attention, it is suggested that the inputter signal the specific field by a question mark at the end of the problematic field's data (if any is present) or by a question mark in the problematic field, *tout court*.

Properties: Yes/no box, answering the question, "Does something in this level of this manuscript require further attention?"

Required: No.

IV. IMAGE

A. Manuscript Metadata

1. FOLIO NUMBER(S)

Definition: The location within the manuscript of the image.

Comment: If the manuscript is a single-leaf fragment, the designation is "Recto" or "Verso" spelled out in full; otherwise, omit designation of recto (unless there is a firm local commitment to its use), and signal verso as "v"; can also contain words other than folio or page number(s); in the case of a single-leaf document, employ the words "Face" (=written side) or "Dorse" (= back, or verso). Note the use of capital letters if the location of the image is given by means of a word or words; the capital letter in this position gives a more polished appearance.

Example:

- Verso
- f. iii
- f. 34 [or f. 34r, or fol. 34]
- f. 34v
- f. 34v, detail
- ff. 34v-35
- p. 22
- Dorse
- Back pastedown
- Binding

Properties: Data type: text. Field size: 25 characters.

Required: Yes.

2. CAPTION

Definition: Text accompanying image on the web, serving both to point out an interesting feature (justification for the choice of shot), and to allow for free-word searching.

Comment: The caption field itself may not always contain a statement, if there is nothing to say (since there will be at least one photo per manuscript; this is particularly true of the documents); this is the slot where iconography is given, using the verbal terminology of the Princeton Index of Christian Art at its simplest level since the user will be able to see the image himself and note, for example, the presence of the donkey and the ox in a Nativity scene.

Example:

- Annunciation.
- Tobit and the swallow.
- Later reader's notes in red ink in the outer margin.
- Pentrials, including one dated 1572.
- Force of dry point ruling splitting the parchment in the last text line.
- Large blue stain from chemical reagent to intensify ink color.
- Display capitals in first text line.

Properties: Data type: text. Field size: 255 characters.

Required: No.

3. ICONCLASS

Definition: A hierarchical code comprised of numbers and letters to identify iconography; see Iconclass manual/CD-Rom for the codes themselves; for overview, see website:

<http://iconclass.let.ruu.nl/home.html>

Comment: The system has the advantage of international use and is language-independent; full implementation of Iconclass is complex: we expect a limited/simplified coding based on work in progress at the Princeton Index of Christian Art linking verbal and number codes.

Properties: Data type: text. Field size: 100 characters.

Required: No.

4. NOTES TO PHOTOGRAPHER

Definition: Notes to photographer.

Comment: Use only if the choice of photograph seems unclear, or if a particular size of film is required; the photographer will have the list of captions to aid him, so it isn't necessary to repeat that information.

Example:

- manuscript is paginated (if there is risk that he will shoot the required number of a folio, not a page)
- the prick mark is the tiny hole some 60 mm from the bottom of the page, in the outer margin (because the hole is so small as to be easily overlooked)
- be sure to use 4 x 5 transparency here!

Properties: Data type: text. Field size: 50 characters.

Required: No.

5. SEQUENCE

Definition: Arabic numeral to ensure proper sequencing of images on the web.

Comment: This field exists at the three levels of Part, Text and Image, with the numbers beginning afresh at "1" for the children of each new parent record. Thus a hypothetical MS 1, with two children parts, names them 1 and 2; the hypothetical MS 2 with three children

parts, names them 1, 2, 3, and so forth. In the meantime, the text children of part 1 are named, 1, 2, 3; those of part 2 are named, 1, 2; the text child of part 3 is named 1. The same occurs at the following layer of descendance: each text, no matter what its own number is, begins the count of its own images all over again at 1. The purpose of the numbering to reflect the successive layers of Part, Text and Image is to allow for greater ease in adding or deleting sequence numbers at any point along the chain, should the occasion arise. These numbers will not be visible to the end-user.

Properties: Data type: number as long integer.

Required: No.

6. REVISIT

Definition: Flag referring to any one or several fields in this level as reminder that the level contains something that is incomplete/uncertain/possibly wrong.

Comment: In-house tool that will not display in the final user-version of the database; its presence may be searched by the inputter, but because there is no provision for identifying the specific field(s) in each level that require further attention, it is suggested that the inputter signal the specific field by a question mark at the end of the problematic field's data (if any is present) or by a question mark in the problematic field, *tout court*.

Properties: Yes/no box, answering the question, "Does something in this level of this manuscript require further attention?"

Required: No.

B. Technical Metadata

Definition of the fields in the Technical Metadata tab lie outside the scope of the Data Dictionary; please consult with your local imaging staff for the bulk of this, and see the User Manual in particular for use of the two last fields, Legacy and Status. The list of fields with sample data in square brackets is placed in Appendix 7.

APPENDIX 1

RESUME OF FIELDS

Hierarchy levels	Total fields	Required fields
Manuscript	4	18
Part	28	8
Text	15	1
Image	6	1
Total	67	14

REQUIRED FIELDS

The following 20 fields must contain data for DS-Access to accept a given record, and 7 of these fields have default values. In addition, the inputter has the strongest of obligations to input data in at least one of the four fields that identify a text:

Author/Title/Generic title/Incipit (the database will in fact accept a record left blank in all four fields, but the end-user needs *something* to pin down a text).

Manuscript:

- City (set to a chosen default value)
- Institution (set to a chosen default value)
- Shelfmark
- Composite Manuscript (defaults to "no")
- Total Folios
- Inputter
- Inputter Date (added automatically by the program)

Part:

- Part Number (defaults to "I")
- Support
- Span of folios
- Height
- Width
- Country
- Document (defaults to "no")
- Dated (defaults to "no")
- Date (and implicitly, Begin Date and End Date)

Text:

- Span of folios
- at least one of the following four fields, required by sense, although not by the program:
 - Author
 - Title
 - Generic title
 - Incipit
- Sequence number

Image:

- Folio number
- Sequence number

APPENDIX 2

DATE TRANSLATION

The standard dating system used for manuscript studies employs roman numerals and superscript arabic numbers or letters in Latin: for example, "s. XIII^{im}" stands for "saeculo tertio decimo ineunte"; "med" is for "medio"; "ex" is for "exeunte" (respectively "beginning," "middle" and "ending"). This system is used to designate dating accomplished by means of paleographic judgment. The use of arabic numerals, on the other hand, implies some form of "datability," e. g.: "ca. 1300" rather than "s. XIII/XIV" might suggest a text composed in 1298 and a particular copy with an ownership note of someone who died in 1303. The program provides an automatic feature that expands from the dating conventions in roman numerals to those in arabics for behind the scenes ease of searching, and it includes the option of "Undetermined" as a date. An example of the dating is the following chart for the fifteenth century.

Date	BeginDate	EndDate
s. XIV/XV	1390	1410
s. XV	1400	1499
s. XV#^in#	1400	1415
s. XV#^1/4#	1400	1425
s. XV#^1#	1400	1450
s. XV#^2/4#	1425	1450
s. XV#^med#	1440	1460
s. XV#^3/4#	1450	1475
s. XV#^2#	1450	1499
s. XV#^4/4#	1475	1499
s. XV#^ex#	1485	1499
s. XV/XVI	1490	1510
s. XVI	1500	1599

APPENDIX 3 SCRIPT TERMINOLOGY

The following script terminology is listed in the combination box at the level of "Part," for the field "Script." It is not intended as definitive or prescriptive, given the small consensus among paleographers and the complexity of the question; it is simply a mechanism to give the inputter a head start on building the list of terms that he/she will use locally. The User Manual to the database explains how the inputter adds to or subtracts from the present starter list.

- Anglicana
- Bâtarde
- Beneventan
- Byzantinizing capitals
- Calligraphic script
- Cancelleresca
- Caroline minuscule
- Chancery
- Cipher
- Court hand
- Cursive
- Display script
- Fere humanistic
- Glossing hand
- Gothic
- Humanistic
- Hybrida
- Insular
- Italic
- Littera bononiensis
- Littera parisiensis
- Liturgical book hand
- Luxeuil minuscule
- Mercantesca
- Merovingian
- Notarial script
- Noting hand
- Ordinary minuscule
- Pre-caroline
- Roman font
- Rustic capitals
- Secretary
- Semi-uncials
- Square capitals
- Transitional script
- Uncials
- Visigothic

APPENDIX 4 SUBJECTS

This is a closed list which will display publicly so that the end-user may choose from it the terms that he feels will most likely represent his material. Note that all the terms are not, strictly speaking, "subjects"; some were included to aid certain academic disciplines. For example, "illuminated" (with the meaning of "includes representational decoration"), combined with searches on place and date of origin, may prove useful to art historians who are interested in styles of painting, rather than the texts that the paintings illustrate. The following 73 subjects are in alphabetical order, each with a definition and several examples.

Academic: Texts pertaining to a member of an academic institution such as a university. Texts used by a member of an academic institution, such as lecture notes. Texts with the purpose to instruct students of an academic institution.

- Albertus Magnus, *De caelo et mundo* (with *conduxit* note for tax-free importation into Padua for use at university)
- Notes by Ermolao Barbaro in a text of Aristotle's *Politics* concerning its use at the University of Padua
- Diploma for degree of Doctor Philosophiae, granted by the University of Pisa, signed by its vice-chancellor, Franciscus Fellonius, to Gellus Gellius

Accounts: Texts which include accounts, e.g. a statement of moneys received and expended, possibly with calculation of the balance. A detailed statement of money due. See also *Financial* and *Archival*.

- Provisioners' book of the household expenses of Thomas Howard, Earl of Surrey, at his halls of Stoke by Neyland in Suffolk and of Hunsdon in Hertfordshire
- Ten extracts from the "cartularium" of the Great Bank of Venice, being the accounts of Bartholomeus de Pusterla, knight of Milan, most of them in his favor.
- Accounts of the Hanaper Office of the Court of Chancery in England, 17th century

Alchemical: Texts relating to alchemy; texts written by or associated with alchemists.

- Petrus Bonus of Ferrara, *Pretiosa margarita novella* (14th century)
- Constantine of Pisa, *The Book of the Secrets of Alchemy*

Allegorical: Texts which are allegorical, or which contain extended literary or theological allegories (i.e. extended or continued metaphor, or allegorical representation). Treatises on allegory.

- Isidore of Seville's *Allegoriae Quaedam Sacrae Scripturae*
- John Gower, *Confessio amantis*

Amatory: Texts which pertain to secular love; treatises on love, medieval romances, chivalric tales, love allegories.

- Ovid, *Ars Amatoria*
- Andreas Capellanus, *Art of Courtly Love*

Archival: Texts which were or could have been part of a general archive, for example government records and documents, notarial records, receipts, deeds, wills. Documents of a secular government, of merchants, of secular tradesmen.

- Probate copy of the will of Robert of Colby, county of Norfolk, dated November 15, 1549, proved September 19, 1557
- Deed, whereby Petrus de Corso sells to Bozon de Corso one "mansum" called La Syrvenchia

Associations: Texts enforcing, establishing or concerning lay associations. Texts setting forth the common purpose of a number of persons, and signed by them as a pledge that they will carry it into execution. Not for religious orders.

- Members of confraternity of St. Cornelius
- Privilege granted to the Society of the Blessed Virgin Mary by Frater Johannes Melegarius, director of the Hospitals of St. John of Jerusalem in Pisa, Tuscany

Astrological: Texts of or pertaining to the science of astrology (i.e. the practical application of astronomy, or the application of astronomy to human uses).

- Horoscopes
- Guido Bonatti, *Liber astronomiae*

Astronomical: Texts relating to the science of astronomy or the observation of heavenly bodies.

- Henry Phillipps, *Seaman's Astronomy*
- George Purbach, *Theoricae novae planetarum*

Biblical—about: Biblical exegesis, including Bibles which contain extensive glosses and literary texts which also serve as biblical allegories.

- Augustine, *De genesi ad litteram*
- Rabanus Maurus (questioned attribution), Commentary on Ecclesiastes

Biblical—complete: A Pandect. A Bible containing texts associated with both the Old Testament (Hebrew Scriptures) and the New Testaments (Christian Gospels).

- Fragment Macabees from thirteenth-century French bible, where a codicological analysis suggests the bible would have been complete, containing both Hebrew and Christian texts

Biblical—NT: Biblical texts including the Gospels, associated with the New Testament (Christian Gospels).

- Gospel according to Mark

Biblical—OT: Biblical texts associated with the Old Testament (Hebrew Scriptures)

- Pentateuch
- Psalter

Biographical: Includes biographies, autobiographies. For hagiographies or martyrologies, see *Hagiographic*.

- Giovanni Boccaccio, *Tratatello in laude di Dante*
- Suetonius, *Vitae Caesarum*

Calligraphic: Texts whose script is carefully executed. Texts on the art, techniques, or practice of writing.

- *Opera nella quale vedrete molte caratteri di lettere*
- Esther Inglis, *New Yeere's Gwift*

Cartographic: Texts containing maps (e.g. portolans). For texts on geography or geographical history, see *Geographic*.

- Giovanni Oliva, portolan charts
- Battista Agnese, atlas

Cartulary: A collection of archives recopied into book format (i.e. into a codex).

- Cartulary of the Diocese of Auxerre
- Cartulary containing pontifical bulls for the abbey of S. Antoni de Sancto Antonio, of the diocese of Vienne

Classical: Copies and translations of classical texts (Cicero, Plato, Aristotle, etc.). Glosses and commentaries on classical texts.

- Ovid, *Metamorphoses*
- Vergil, *Georgics*
- *Ilias latina*

Computistic: Manuscripts which reflect the art of ascertaining time by the course of the sun and the moon, specifically those which contain evidences of the practical application of these calculations (calculation formulae to determine the date of Easter, charts, calendars, and memory devices).

- Johannes de Sacrobosco, *Computus ecclesiasticus*
- Anianus, *Computus manualis*.

Devotional: Texts used for private devotion. For liturgical books associated with public rituals, see *Liturgical*.

- Book of hours
- Book of prayers

Didactic: Texts which are used for secular teaching purposes. See also *Rhetorical*, *Grammatical*, *Manualistic*.

- *Disticha Catonis*
- Bartolomaeus Anglicus, *De proprietatibus rerum*.

Dogmatic: Texts which proceed upon a priori principles accepted as true, instead of being founded upon experience or induction (those are *Theological*). Theology as authoritatively held and taught by the church.

- Gregory of Nyssa, *Oratio catechetica*

- Bonaventure, *Breviloquium*.

Dramatic: Texts which are specifically theatrical, or which incorporate drama or dramatic elements in some way.

- Terence, *Comedies*
- Planctus beatae Mariae virginis (in which the text is divided into distinct speaking parts)

Ecclesiastical—cncilsSynods: Texts of, documenting, or pertaining to ecclesiastical councils or synods.

- Statues of the Synod of Breslau
- Proceedings of the Council of Trent, 1591-1601

Ecclesiastical—other: Texts of, documenting, or pertaining to the ecclesiastical establishment outside of the papacy.

- Privileges of the congregation of S. Giustina, O.S.B.
- *De electione prelati*

Ecclesiastical—papal: Texts of, documenting, or pertaining to the papacy. Papal bulls.

- Examples: Gregory XII, Papal decree
- Alexander VI grants titulus to Guillelmus Perradi, rector of the church of St. Martin de Arlcubiis, allowing him benefits "incompatibilia" and relaxing for him canonic rules related to benefits

Epic: Texts pertaining to that species of poetical which celebrates in the form of a continuous narrative the achievements of one or more heroic personages of history or tradition.

- Statius, *Thebaid*
- Lucan, *Pharsalia*
- Vergil, *Aenied*
- Prudentius, *Perestephanon*
- *Ilias latina*

Epistolary: Texts which are or contain letters.

- Letter from the presbyter cardinal of S. Angelo in Pescheria to the bishop of Modena, instructing him to investigate a complaint about grazing lands
- Letter dated 1381 to Niccolò Guarco, doge of Genoa (1378-1383)

Financial: Texts other than registers or financial records that address mercantile activity, coins, banking, in an abstract, discursive manner.

- *Trattato d'aritmetica mercantile*
- Jean Foy-Vaillant, *Numismata imperatorum romanorum praestantiora*
- Treatise on currency exchange

Forged: Texts and other materials produced with intention to defraud.

- Illustration by the “Spanish Forger”

Genealogical: Texts which contain genealogies or charts depicting family relationships as opposed to *Heraldic*.

- *Libro de linages de España*
- Sebastian Glaser, *Hennenbergsche Chronica* (with manuscript genealogical table)
- Spanish patent of nobility

Geographic: Texts on geography, geographical history, and exploration of geography (through travelogue or otherwise). For texts containing maps and map-making, see *Cartographic*.

- *Itinerario del regno di Portogallo*
- Bernhard von Breydenbach, *Peregrinatio in terram sanctam*
- Marco Polo, *De consuetudinibus orientalium regionum*

Geometrical: Texts which are either treatises on or primers of geometry. Texts which include geometrical or geometry-related drawings.

- Euclid, *Geometria*
- Thomas Bradwardine, *Geometria*

Glossary: an alphabetical list of terms often accompanied by definitions or explanations and sometimes placed as an appendix to a larger text.

- Interpretation of Hebrew Names
- *Vocabularius brevilogus*

Governmental: Texts which are written by or products of medieval governments; treatises on the correct methods of government.

- Dante, *De Monarchia*
- Magna Carta
- Paolo Sarpi, *Consulta di Stato in qual modo debba governarsi la Repubblica de Venezia*

Grammatical: Grammatical primers and grammars, speaking of the rules of language.

- Donatus, *Ars maior*
- Thebaldus, *Regulae grammaticae*

Hagiographic: Accounts of the life, death and miracles of religious figures. Hagiographies, martyrologies and passionaries. For secular biographies and autobiographies, see *Biographic*.

- Life of St. Catherine of Siena
- Gerald of Frachet, *Vitae fratrum ordinis praedicatorum*

Heraldic: Different from *Genealogical* in that it contains coats of arms, or the genealogy of noblemen.

- *Book of Heraldry of the Funckh family*

Historical: Texts recounting, documenting, or pertaining to past events, especially those dealing with a particular event, individual, people, country. Texts which record, comment, or theorize upon the past.

- Chronicle of Rome and southern Italy, after Lucan
- Leonardo Bruni, *Historia florentini populi*

Homiletic: Texts which are or contain fragments of homilies or sermons; texts pertaining to, heard by, or delivered to the public.

- Pseudo-Augustine, *De ligno dignoscentiae boni et mali* (Sermon 1)
- Origen, *Homiliae in Genesim, Exodum, Leviticum*

Humanistic: Texts pertaining to, owned by or written by a group of European intellectuals, primarily in the fifteenth and sixteenth centuries, who were dedicated to Classical scholarship, education in the service of civic good, philology, conceptions of human dignity.

- Lorenzo Valla, Commentary on *Doctrinale*
- Cicero, *De officiis* (written in cursive humanistic script)
- Poggio Bracciolini, *De nobilitate*

Hunting: Texts detailing the multiple medieval practices of hunting.

- Frederick II, *The Art of Falconry*

Illuminated: Manuscripts containing illumination, i.e. representational decoration.

- Book of hours
- Guillaume de Lorris and Jean de Meun, *Roman de la rose*

Jewish: Texts pertaining to Jews or the Jewish faith. Texts owned or written by Jews. Texts in Hebrew.

- Letter from F. Gonzales to Ferdinand and Isabella of Spain protesting an order to expel Jews from Naples
- Josephus, *Antiquitates Iudaicae*
- A piyut or liturgical poem for Shharit (the Morning Service)

Legal—canon: Texts explicating, commenting upon, and containing ecclesiastical law as laid down in decrees of the pope and statutes of councils.

- Church law of Iceland
- Gratian, *Decretum*

Legal—civil: Texts explicating, commenting upon, and containing the secular law of any city or state regulating the private rights and duties of the inhabitants.

- Henry Bracton, *De legibus et et consuetudinibus Anglie*
- Index of statutes organized by regnal year
- Bartolus, *Quaestio*
- *Corpus iuris civilis*

Literary: Texts of, or pertaining to, or on the nature of, literature, that is a species of composition in which there is a value placed on the qualities of its form. Texts commenting upon literary figures (characters, authors, or other persons of literary history). See also *Poetic*, *Romance* and *Epic*.

- Aristotle, *Poetics*
- Aesop, *Fables*
- Boccaccio, *Decameron*

Liturgical: Texts used in the performance of public religious ceremonies. Texts pertaining to or connected with public worship, having to do with liturgies or forms of public worship. On account of the public quality of worship involved, this subject category differs from *devotional*.

- Gradual with square notation on 4-line red staves
- Missal
- *Antiphonarium ad usum canonicorum regularium S. Crucis*

Logic: Philosophical texts which practice or theorize about logic, the formal science of the conditions of the truth of representations (in other words, the study of conditions to which assertions must conform in order to correspond to “reality”). In scholarship on the Middle Ages, the use of the term “logic” is often related to the use of the term “dialectic” (which denotes a method of critical analysis by presenting a thesis, antithesis and synthesis of an argument).

- Aristotle, *Categories*
- Porphyry, *Ysagoge*

Magic: Texts of or pertaining to magic.

- Niccolò Peranzone, *Opusculum pulcherrimum de memorie naturalis reparatione*
- Bernard Silvester, *Experimentarius* (12th century astrological geomancy)

Manualistic: Texts intended to be kept at hand for reference, as reference manuals. Handbooks, textbooks, treatises, instructions, procedures for simplified teaching, manuals.

- NEEDS EXAMPLE

Mathematical: Texts dealing with mathematics.

- *Definitiones et quaestiones mathematicae*
- Boethius, *Mathematica*

Medical: Texts dealing with the practice of medicine.

- *Articella*
- Avicenna, *Canon of Medicine*

Military: Texts relating to warfare or defense, adapted to or connected with a state of war, or designed for military instruction. Texts relating to or belonging to armed forces or an army. Texts recounting military history.

- Francesco di Giorgio, *Trattato di architettura civile e militare*
- Caesar, *De bello gallico*

Monastic: Texts associated with a monastery or the monastic life. Texts produced by or read in monastic communities.

- Hugh of St. Victor, *Expositio regulae S. Augustini*
- *Statuta ordinis cartusiensis*
- Bede, excerpt containing a monk's vision of Hell

Musical: Texts commenting on or dealing with music. For texts containing musical notation, see *Liturgical*.

- Boethius, *De musica*

Mystical: Texts containing mystical visions. Commentaries or treatises on mysticism, a means of knowledge not appealing to the senses or conscious understanding.

- Bonaventure, *De triplici via*
- Walter Hilton, *Scale of Perfection*
- *De duplici arte visoriae*

Natural History: Texts of or pertaining to natural history, i.e. the facts relating to the natural objects, plants, animals as observed or described systematically.

- *Modo di conoscer il far della luna et suoi moti d'acqua*
- Marbod, *Liber lapidum*
- Pliny, *Natural History*

Notes: Texts which include personal notes which fall outside the category of more formally compiled glosses.

- Marginalia to Isidore, *Commentary on Genesis*

Other: This category enables the manuscript curator and cataloger to group and sort manuscripts, texts and other materials that are unidentified and require further study. Designation of an item as "other" will mean that the item should be revisited and researched in greater depth. The Digital Scriptorium will invite its website users to assist in investigating unidentified texts and other materials.

- Unidentified text.

Pastoral: Texts concerning the function of priests and other religious leaders in caring for their congregations.

- Gregory I, *Liber pastoralis curae*
- William of Pagula, *Oculus sacerdotis*

Patristic: Texts of or pertaining to the study of the writings of the Fathers of the Church, as in patristic learning or scholarship.

- Augustine, *Confessions*
- Jerome, *Lives of the Desert Fathers*

- *De scriptis Augustini, Ambrosii, Hieronymi*

Penitential: Texts containing in codified form the canons of the Church relating to penance, its imposition; texts concerning penance.

- Antoninus Florentinus, *De statu confessorum*
- Bartholomaeus Pisanus, *Summa de casibus conscientie*

Philosophical: Texts of or pertaining to a philosopher or philosophy.

- Aristotle, *Nicomachean Ethics*
- Marsilio Ficino, *Theologia Platonica*
- Cicero, *De amicitia*

Poetic: Texts of, or pertaining to, or on the nature of, poetry. See also *Epic* or *Literary*.

- Dante, *Divine Comedy*
- Claudian, *De raptu Proserpinae*

Political: Texts of, belonging, or pertaining to the state or body of citizens, its government and policy, especially in civil and secular affairs, public and civil. Texts of or pertaining to the science or art of politics. Texts of or by persons engaged in civil administration. See also *Military* and *Governmental*.

- Aristotle, *Politics*
- Augustine, *City of God*

Rhetorical: Texts of, pertaining to, or commenting on the practice of rhetoric, i.e. the art of using language so as to persuade or influence others, which in the Middle Ages was reckoned one of the seven liberal arts; rhetoric, grammar and logic comprised the “trivium.”

- Agostino Dati, *Elegantiolae*
- Nicoluccio di Ascoli, *Declamationes Senecae in claro stilo reductae*

Romance: Texts of the specific genre of chivalric romance (a tale in verse, embodying the adventures of some hero of chivalry, esp. of those of the great cycles of medieval legend, and belonging both in matter and form to the ages of knighthood). See also *Amatory*.

- *Mort le roi Artur*
- Ariosto, *Orlando furioso*

Scholastic: Different from *Academic* in that these texts refer to the doctrines of Scholasticism, the predominant theological and philosophical teaching of the period A.D. 1000-1500, based upon the authority of the Church Fathers and of Aristotle and his commentators.

- Thomas Aquinas, *Summa Theologica*
- Peter Lombard, *Sentences*

3. Superscript as #^...#
e.g.: s. XV#^ex#

APPENDIX 6

FIELDS NORMALLY USED FOR DOCUMENTS incl. required fields

See discussion in the Part section, about the field "Docket."

A. MANUSCRIPT

1. City (required)
2. Institution
3. Library or Repository
4. Shelfmark (required)
5. Composite Manuscript (required)
6. Total Folios (required)
7. Physical Issue(s)
8. Provenance
9. Bibliography
10. Notes
11. Revisit
12. Source
13. Inputter (required)
14. Inputtter Date (required)
15. Reviser
16. Reviser Date
17. Suppress

B. PART

1. Part Number (required)
2. Support (required)
3. Watermark
4. Span of Folios (required)
5. Height (required)
6. Width (required)
7. Country (required)
8. Cardinal Point
9. Region
10. City
11. Document (required)
12. Dated (required)
13. Date (required)
14. Year-Month-Day
15. Notes
16. Revisit

C. TEXT

1. Span of Folios (required)
2. Generic Title (required for sense, not by program)
3. Docket
4. Status of Text

5. Alphabet
 6. Language(s)
 7. Notes
 8. Revisit
-
- D. IMAGE
 1. Folio Number(s) (required)
 2. Caption
 3. Notes to Photographer
 4. Revisit

APPENDIX 7 TECHNICAL METADATA

Definition of the fields in the Technical Metadata tab lie outside the scope of the Data Dictionary; please consult with your local imaging staff for the bulk of this, and see the User Manual in particular for use of the two last fields, Legacy and Status. The list of fields follows with sample data in square brackets.

- Capture ID: Technical Metadata ID generated by imaging software at time of capture
- Capture Date/Time: yyyy-mm-dd hh:mm:ss
- MIME Type: [gif, jp2, jpeg, pcd, pdf, tiff]
- Compression: [uncompressed, jpeg, ccitt group 4, jpeg 2000, lzw]
- Colorspace: [whiteiszero, blackiszerio, rgb, cmyk, cieLab]
- Profile Name: [AdobeRGB, CieLab, sRGB]
- File Size: Number of bytes [60,000,000]
- Source Type: Monographh, Transparency, Print, Film info [Kodak Ektachrome 4 x 5 100 Plus Professional Film (EPP)]
- Image Producer: [Columbia University]
- Host Computer: [Dell Optiplex 2750]
- Operating System: [various, from Mac to Windows XP]
- Sampling Frequency Plane: camera/scanner focal plane; object plane; source object plane; Capture type (Film intermediary or Direct Digital) [FI]
- Sampling Frequency Unit: no absolute unit of measure; inch; centimeter; Unit of measure (inches or unknown) [inches]
- X Sampling: Horizontal pixels per inche [600]
- Y Sampling: Vertical pixels per inch [600]
- Image Width: Horizontal pixels [2048]
- Image Length: Vertical pixels [3072]
- Bits Sample: Bit Depth [16]
- Samples Pixel: bitonal; RGB, CMYK; Samples per Picture [3]
- Target Type: external; internal; Kodak Q-13 Color Separation Guide and Gray Scale as captured on film source]
- Scanner: [Nikon Coolscan 5000]
- Scanner Software: Silverfast AI v6.0]
- Camera Manufacturer: [Phaseone]
- Camera Model: [Powerphase FX]
- Camera Software: [Phaseone Capture v3.0]

- Camera: [Hasselblad 503CW]
- Lens: [Planar CFI 3.5]
- Focal Length: [100mm]
- Scene Illuminant: [Tungsten]
- Legacy Image: Yes/no check box
- Status: Drop-down box: New; Worksheet; In-process; Complete.