Guidelines for Implementing MODS
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Introduction

The Guidelines for Implementing MODS have been developed for use by the Department of Special Collections and University Archives (SCUA) of the University of Massachusetts Amherst Libraries to provide a best practices framework for describing digital resources, whether born-digital or reformatted from analog materials using the Metadata Object Description Schema (MODS).\(^1\) Although these guidelines specifically address the creation of item-level records, they are relevant to and can be adapted for every level of description, from the item to the collection.

The following sources were used in the development of the SCUA MODS Guidelines (hereafter referred to as the SCUA Guidelines).

- MODS User Guidelines Version 3: Detailed Description of MODS Elements\(^2\)
- The Library of Congress MODS Schema version 3.3\(^3\)
- The Digital Library Foundation/Aquifer Implementation Guidelines for Shareable MODS Records\(^4\) and the Brown University Center for Digital Initiatives Guidelines for MODS Records\(^5\) (for usage)
- Describing Archives: a Content Standard (2004)\(^6\) (for content requirements)
- AACR2 Standards\(^7\)
- Descriptive Cataloging of Rare Materials (2008) \(^8\)

For each MODS element, this manual offers:

- A summary of SCUA’s requirements.
- The definition of each element from the Library of Congress MODS User Guidelines\(^9\)
- How and when SCUA guidelines differ from the DLF Aquifer recommendations.
- SCUA’s usage guidelines described in detail including tips on creating content data.
- Examples of usage.

In expressing requirements and recommendations for MODS encoding practices, these guidelines follow the definitions from DLF/Aquifer Summary of MODS Requirements and Recommendations Table\(^10\), which in turn draw on the language of the Internet Engineering Task Force (IETF) RFC2119\(^11\).

- **Required** designates an element or attribute that is an absolute requirement of the guidelines.

---

\(^1\) Special thanks to Danielle Feder and Caroline White who laid the foundation for the earliest drafts of this
\(^2\) http://www.loc.gov/standards/mods/v3/mods-userguide-elements.html
\(^3\) http://www.loc.gov/standards/mods
\(^4\)https://wiki.dlib.indiana.edu/confluence/download/attachments/24288/DLFMODS_ImplementationGuidelines.pdf
\(^5\) http://dl.lib.brown.edu/documentation/
\(^7\) http://www.loc.gov/cds/desktop/
\(^9\) http://www.loc.gov/standards/mods/userguide/generalapp.html
\(^10\) http://www.loc.gov/standards/mods/userguide/dlfaquifer.html
\(^11\) http://datatracker.ietf.org/doc/rfc2119/
- **Required If Applicable** designates an element or attribute that is an absolute requirement of the guidelines if it is applicable to the resource being described.

- **Recommended** designates an element or attribute that the implementer may ignore, but only after fully weighing the implications of doing so.

- **Recommended If Applicable** designates an element or attribute that is applicable to the resource being described and an implementer may ignore, but only after fully weighing the implications of doing so.

- **Optional** designates an element or attribute that implementers may use at their own discretion.

- **Not Recommended** designates an element or attribute that an implementer may use, but only after fully weighing the implications of doing so. This item is discouraged.

Several full examples of MODS records for correspondence, photographs, and other types of printed or manuscript material may be found in the Appendix.

First published Fall 2009
Revised Winter 2014
<titleInfo>

<table>
<thead>
<tr>
<th>MODS Elements</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;titleinfo&gt;</td>
<td>&lt;title&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;subTitle&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;partNumber&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;partName&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;nonSort&gt;</td>
</tr>
</tbody>
</table>

SUMMARY OF SCUA REQUIREMENTS

<titleInfo>: element: Required. Repeatable.

Subelement <title>: Required. Repeatable

Subelements Recommended if Applicable.

<subTitle>

<partNumber>

<partName>

<nonSort>

ELEMENT DEFINITIONS\(^{12}\)

<titleInfo> is a wrapper element that contains all subelements related to title information. Data content is always contained in subelements.

SUBELEMENT DEFINITIONS\(^{13}\)

<title> is used for a word, phrase, character, or group of characters that constitutes the chief title of a

\(^{12}\) http://www.loc.gov/standards/mods/userguide/titleinfo.html

\(^{13}\) http://www.loc.gov/standards/mods/userguide/titleinfo.html
resource, i.e., the title normally used when citing the resource.

<subTitle> is used for word, phrase, character, or group of characters that contains the remainder of the title information after the title proper, when the implementer wishes to distinguish this information as a separate element.

<partNumber> is an enumeration-type designation used to identify a part, or section, of a title such as a volume, chapter, or section designation.

<partName> is used for the part or section name of a title, such as a volume, chapter, or section title.

<nonSort> designates initial articles (e.g., "the" or "a") and other characters (e.g., punctuation) that should be ignored for indexing purposes.

SCUA VARIANTS FROM DLF

None

SCUA USAGE GUIDELINES

Titles are important access points for digital resources and frequently appear as the display for an object. They are used in searches and used to sort results. A minimum of one <titleInfo><title> element/subelement is required for every digital object.

If the object already has a title, whether a formal title for a published or printed item or a heading on an unpublished document, it must be transcribed word for word.

Follow traditional cataloging rules (AACR2, DACS, etc): only the first word and proper names are capitalized.

If the object has no obvious title, you will have to supply one. A supplied title must be created with care, briefly conveying the object's character and contents.15

If the title begins with an article (e.g. "The", "A", "An"), wrap the article in a <nonSort> subelement; doing so will enable search results to be sorted by the first significant word of the <title>. As appropriate, to ensure proper indexing and display, a blank space should be included after the article, but within the <nonSort> tags as follows: <titleInfo><nonSort>The </nonSort><title>call of the wild</title></titleInfo>. Remember, do not capitalize other words in the title (unless proper nouns) if using a non-sort element.

TIPS FOR CREATING/SUPPLYING A TITLE

When supplying a title, describe the item as succinctly as possible. You may include descriptive information that addresses the subject type or form, the main subjects depicted, and/or the geographical locations depicted. If the item is related to a titled work, use the title proper of that work as the first part of your supplied titled (e.g. Star of Ethiopia advertisement).

---

15 Version 3.4 of MODS has added a supplied="yes " attribute to the <title> element for titles added by a cataloger.
• Do not begin a supplied title with an article.
• Choose the first word of a supplied title carefully; the title will sort alphabetically by the first letter of the first word.
• If naming an individual in a supplied title, use the fullest form of the name. Nicknames and other forms of the name can be included in an abstract.
• The subelements, apart from <title>, are generally not applicable to a supplied title.
• For further tips, consult an applicable content standard.

TIPS FOR CREATING A TITLE FOR CORRESPONDENCE:

• Correspondence should always be titled thus: "Letter from NAME to NAME." (Or, as appropriate, "Memorandum from...", "Telegram from...", and so on.) The name or names may be people (personal) or organizations (corporate, or occasionally conference).
• Refer to the <name> main entries. For titling correspondence, it may be useful to create the <name> content before the title. Using names in a supplied title for correspondence requires that the names belong to a creator and/or a recipient. For more, see the <name> section, under "Tips for Assigning a Role."
• Names of people should be given in their most formal, commonly encountered versions, to facilitate searching. Nicknames, even if used in the letter, should be avoided in the title.
• Names of organizations should be presented without a definite article and, in the case of a periodical, without quotation marks. Names of organizations, even if commonly known by an acronym, should be spelled out when used in a title.
• If the name of the creator or recipient is illegible or missing, use the term "unidentified correspondent" (lower case).

Attributes
are applied at the <titleInfo> level; there are no attributes at the subelement level.

  type Required if Applicable Applicable only for uniform.
  authority Required if Applicable Applicable when uniform title in type is used.

EXAMPLES

<mods:titleInfo>
</mods:titleInfo>

<mods:titleInfo>
  <mods:title>Letter from unidentified correspondent to W. E. B. Du Bois</mods:title>
</mods:titleInfo>

<mods:titleInfo>
  <mods:title>Letter from Crisis to Jessie Fauset</mods:title>
</mods:titleInfo>
Memorandum from National Association for the Advancement of Colored People to Board of Directors

Niagara Movement receipt no. 24

The Niagara Movement second annual meeting

Missale Carnotense
<name>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;name&gt;</td>
<td>&lt;namePart&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;displayForm&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;affiliation&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;role&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;roleTerm&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;description&gt;</td>
</tr>
</tbody>
</table>

**SUMMARY OF SCUA REQUIREMENTS**

<name> element: *Required if Applicable. Repeatable.*

Subelement <namePart>: *Required if Applicable. Repeatable*

Subelement <role>: *Required if Applicable. Not repeatable*

Subelements <displayForm> and <affiliation>: *Optional*

Subelement <description>: *Not Recommended.*

**ELEMENT DEFINITIONS**

<name> designates the name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource. It is a wrapper element that contains all subelements related to name information.

**SUBELEMENT DEFINITIONS**

16 http://www.loc.gov/standards/mods/userguide/name.html

17 http://www.loc.gov/standards/mods/userguide/name.html
<namePart> includes each part of the name that is parsed. Parsing is used to indicate a date associated with the name, to parse the parts of a corporate name, or to parse parts of a personal name if desired (into e.g. family name and given name).

<displayForm> is used to indicate the unstructured form of the name. It includes a name as given on the resource. For some applications, contractual agreements require that the form of the name provided on the resource be provided.

<affiliation> contains the name of an organization, institution, etc., with which the entity recorded in <name> was associated at the time that the resource was created. It may also contain other elements that are part of the affiliation, such as email address, street address, job title, etc.

<role> designates the relationship (role) of the entity recorded in name in relation to the resource. <role> is a wrapper for <roleTerm> which may contain a value in coded or textual form, or both.

<roleTerm> contains the textual or coded form of a relator or role. For a coded form for role, an authority should be indicated. If the textual form is taken from a controlled list (e.g., the MARC relators list), an authority attribute, though not mandatory, may be used.

<description> may be used to give a textual description for a name if needed, for example, to distinguish from other names.

### SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Attribute</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>authority</td>
<td>Required if Applicable</td>
<td>Recommended</td>
</tr>
<tr>
<td>usage</td>
<td>Required if Applicable</td>
<td>NA</td>
</tr>
</tbody>
</table>

### SCUA USAGE GUIDELINES

SCUA guidelines require the use of the <name> element if applicable. Required names include those of the creator(s) (and recipient(s) in the case of correspondence), when known, and in such cases may help determine a supplied title, but there may be other ways in which a name is associated with the object. This element is repeatable.

### TIPS FOR A PERSONAL NAME

18 http://www.loc.gov/marc/relators/relaterm.html
• The <name type="personal"> attribute is required.

• If there is a Library of Congress authorized version of the name, add authority="naf". Check carefully for the name; it may be listed differently in the LC authority file from the way it appears in the resource you are describing, so the authorized version may take time to locate.\footnote{For authorized versions of names, consult the Library of Congress Authorities at http://authorities.loc.gov/webvoy.htm. For more flexible search options, consult the Library of Congress Classification Web at http://classificationweb.net/Auto/.

• If after a careful search you find there is no LC authorized version of the name, add authority="local". In addition, a new record should be created within a local authority name file.

• Personal names may be parsed using the <namePart> subelement. If the decision to parse using this subelement has been made, then use the type attributes to separate the parts of the name e.g. "family" (last name), "given" (first name, first and middle names, and/or initials), "date" (birth and death years, if available), "terms of Address" (if appropriate; see below).

• Names should not include terms of address e.g. Mr., Mrs., Esquire, Dr., Jr., and the like, unless required for the unique identification of an individual. For example, when the only way to identify Mrs. A. G. Smith from Mr. A. G. Smith (i.e. if her first name is unknown), then the use of Mrs. is permitted.

TIPS FOR A CORPORATE NAME

• The <name type="corporate"> attribute is required.

• If there is a Library of Congress authorized version of the name, add authority="naf". Check carefully for the name; it may be listed differently in the LC authority file from the way it appears in the resource you are describing, so the authorized version may take time to locate.\footnote{For authorized versions of names, consult the Library of Congress Authorities at http://authorities.loc.gov/webvoy.htm. For more flexible search options, consult the Library of Congress Classification Web at http://classificationweb.net/Auto/.

• If after a careful search you find there is no LC authorized version of the name, add authority="local". In addition, a new record should be created within the local authority name file.

• The <namePart> subelement should be used to contain the name. There is no type attribute for use within <namePart> for corporate names, but a corporate name may comprise more than one <namePart>, e.g. a division of a company or a department of a government. When creating a local authority, follow LC structure.

TIPS FOR ASSIGNING A ROLE

• SCUA guidelines recommend use of the <role> subelement, within <name>, if applicable, (i.e. if known) referring to the individual's role in creating the resource.

• <role> is a wrapper. Content must be included within the <roleTerm> element, as needed, both in text and in code. Two common roles are:
o creator: used for the general main entry (can apply to the writer of correspondence or to the creator/author of ephemera)
o recipient: used for the recipient of correspondence.

• A complete list of roles, including codes, can be found at the Library of Congress MARC web site. If you are uncertain about the application of a particular role, check before you use it.²²

• How can you tell if a creator or recipient is an individual or an organization? Look at the following:
o Letterhead of sender or recipient’s address: may provide a clue, but it is not the deciding factor.

o Content of the letter or item itself: is the writer acting in some kind of official capacity as a representative of an organization? Is the writer writing primarily as an individual or in the context of a personal relationship with the recipient, despite using letterhead or displaying professional expertise?

o Pay attention to the chief purpose of the item.

o If there is more than one possible creator, one must be designated as primary and the other included as an added entry. For the added entry, use the <name> element without adding a <role> subelement.

o If the item is explicitly addressed to more than one recipient, you may add an additional <name> element with a recipient <role>. An example of such an instance might include a letter addressed to two or more individuals.

o If a letter is "from" an organization but written and signed by an individual, the organization is the creator and the individual is given an added entry.

o Added entries, or names with no <role> subelement, appear after the main entry or entries.

TIPS FOR INDICATION MAIN ENTRY

A name is considered a main entry if the attribute @usage is present in <name>. This attribute can only be attached to one <name>.

Attributes
are applied to the <namePart> element except when the name is a corporate name, for which there are no attributes.

usage Required if Applicable
primary

type Required if Applicable
date
family
given
termsOfAddress

²² http://www.loc.gov/marc/relators/relaterm.html
**authority Required if Applicable**

- naf (national authority file)
- local (local authority file)

**EXAMPLES**

```xml
<mods:name usage="primary" type="personal" authority="naf">
  <mods:namePart type="family">Du Bois</mods:namePart>
  <mods:namePart type="given">W. E. B. (William Edward Burghardt)</mods:namePart>
  <mods:namePart type="date">1868-1963</mods:namePart>
</mods:name>

<mods:name type="personal" authority="naf">
  <mods:namePart type="family">Abbott</mods:namePart>
  <mods:namePart type="given">Lyman</mods:namePart>
  <mods:namePart type="date">1835-1922</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">creator</mods:roleTerm>
    <mods:roleTerm type="code">cre</mods:roleTerm>
  </mods:role>
</mods:name>

<mods:name type="personal" authority="local">
  <mods:namePart type="family">Drewry</mods:namePart>
  <mods:namePart type="given">Emmell</mods:namePart>
</mods:name>

<mods:name type="personal" authority="naf">
  <mods:namePart>Halpern, Joel Martin</mods:namePart>
</mods:name>

<mods:name type="personal" authority="naf">
  <mods:namePart>Clark, William Smith</mods:namePart>
  <mods:namePart type="date">1826-1886</mods:namePart>
</mods:name>

<mods:name type="corporate" authority="naf">
  <mods:namePart>Liberia</mods:namePart>
</mods:name>
```
<mods:name usage="primary" type="corporate" authority="naf">
  <modsn:namePart>Reformed Church in America</modsn:namePart>
  <modsn:namePart>Board of Foreign Missions</modsn:namePart>
</mods:name>

<mods:name type="corporate" authority="local">
  <modsn:namePart>Rosten and Company</modsn:namePart>
</mods:name>
### SUMMARY OF SCUA REQUIREMENTS

**<typeOfResource> element: Required**

Attributes: `collection` and `manuscript`: Required if Applicable

### ELEMENT DEFINITIONS

`<typeOfResource>` pertains to the original item and specifies the characteristics and general type of content of the resource using a controlled list of textual values. This element includes a high-level type that categorizes the material in a general way. (More specific typing is done in the `<genre>` element.) This element is repeatable.

### SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Attributes</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>collection</td>
<td>Required if Applicable</td>
<td>Recommended if Applicable</td>
</tr>
<tr>
<td>manuscript</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SCUA USAGE GUIDELINES

`<typeOfResource>` is a high level description of the object. MODS restricts the content of this element to specific terms. The descriptions most frequently used at SCUA are:

- text

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23 [http://www.loc.gov/standards/mods/userguide/typeofresource.html](http://www.loc.gov/standards/mods/userguide/typeofresource.html)


• sound recording
• sound recording-nonmusical
• moving image
• notated music
• still image
• mixed material (used for collections, i.e. when describing materials at the aggregate rather than the item level; see also use in \(<\text{relatedItem}>\) section)

**Attributes**

*manuscript* should be used for materials that are handwritten or typescript. This use includes describing at the item level. When used, it carries a value of "yes" e.g. *manuscript="yes"

*collection* is used when the resource is a collection. When used, it carries a value of "yes" e.g. *collection="yes"

**EXAMPLES**

```xml
<mods:typeOfResource>text</mods:typeOfResource>
<mods:typeOfResource manuscript="yes">text</mods:typeOfResource>
<mods:typeOfResource collection="yes">mixedmaterial</mods:typeOfResource>
```

```xml
<mods:typeOfResource>text</mods:typeOfResource>
<mods:typeOfResource manuscript="yes">text</mods:typeOfResource>
<mods:typeOfResource collection="yes">mixedmaterial</mods:typeOfResource>
```

```xml
<mods:typeOfResource>text</mods:typeOfResource>
<mods:typeOfResource manuscript="yes">text</mods:typeOfResource>
<mods:typeOfResource collection="yes">mixedmaterial</mods:typeOfResource>
```
<genre>

### MODS Element

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;genre&gt;</td>
<td>None</td>
</tr>
</tbody>
</table>

### SUMMARY OF SCUA REQUIREMENTS

<genre> element: Required if Applicable. Repeatable.

Attribute designating recognized authority to supply the value within <genre> element: Required if Applicable

### ELEMENT DEFINITION

<genre> designates a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc. ("Genre" contains terms that give more specificity than the broad terms used in <typeOfResource>.) The element is repeatable.

### SCUA VARIANTS FROM DLF

None

### SCUA USAGE GUIDELINES

The <genre> element is used to characterize the content of digital resources. The value (term or terms) chosen should convey an object’s chief form, purpose, and character, and they should be taken from a controlled vocabulary.

Using a controlled vocabulary facilitates effective searching across collections. The vocabulary should be identified in the authority attribute. SCUA customarily uses the Getty’s Art and Architecture Thesaurus "aat" to identify genre values.

### TIPS ON COMMONLY USED GENRE VALUES

- For letters and other types of correspondence, "Correspondence" is used.
- For ephemera, the term or terms must be chosen with care, consulting the definitions to ensure clarity and consistency. In some instances, two or more values will be necessary. The most

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frequently used AAT terms for SCUA are located on an internal wiki.

- For more on controlled vocabularies, see the Art and Architecture Thesaurus.\(^\text{28}\)

### EXAMPLES

```xml
<mods:genre authority="aat">Correspondence</mods:genre>

<mods:genre authority="aat">Certificates of incorporation</mods:genre>

<mods:genre authority="aat">Broadsides</mods:genre>

<mods:genre authority="aat">Postcards</mods:genre>

<mods:genre authority="aat">Advertisements</mods:genre>

<mods:genre authority="aat">Circulars (fliers)</mods:genre>

<mods:genre authority="aat">Lists (document genres)</mods:genre>

<mods:genre authority="aat">Programs (documents)</mods:genre>
```

### MODS Element

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;originInfo&gt;</td>
<td>&lt;place&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;publisher&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;dateIssued&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;dateCreated&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;dateCaptured&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;dateValid&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;dateModified&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;copyrightDate&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;dateOther&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;edition&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;issuance&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;frequency&gt;</td>
</tr>
</tbody>
</table>

### SUMMARY OF SCUA REQUIREMENTS

<originInfo> element: **Required.**

Subelements `<dateCreated>` and `<dateCaptured>`: **Required.** One must have the attribute `keyDate="yes"`

Subelements **Recommended if Applicable:**

- `<place>`
- `<dateIssued>`
- `<copyrightDate>`
- `<dateOther>`
- `<publisher>`
- `<edition>`
Subelements Optional:

<issuance>

<frequency>

Subelements Not Recommended:

<dateValid>

<dateModified>

ELEMENT DEFINITIONS

<originInfo> is a wrapper that contains all subelements related to origination information. It includes all dates associated with the creation, issuance, and/or publication of resource. (Temporal coverage—content of the work or object—belongs under <subject>.) Data is input only within each subelement. This element is not repeatable.

SUBELEMENT DEFINITIONS

<place> is a wrapper element for <placeTerm> to indicate place of publication/origin. Data content is used in <placeTerm> to express place in textual form.

<publisher> is the name of the entity that published, printed, distributed, released, issued, or produced the resource.

<dateIssued> is the date that the resource was published, released, or issued.

<dateCreated> is the date of creation of the resource.

<dateCaptured> is the date on which the resource was digitized (or a subsequent snapshot was taken).

<dateValid> is a date in which the content of a resource is valid.

<dateModified> is a date on which a resource is modified or changed.

<copyrightDate> is a date on which a resource is copyrighted.

<dateOther> is a date that does not fall into another category but is important to record.

<edition> is used for information identifying the edition or version to which the resource belongs.

<issuance> designates how the resource is issued e.g. "continuing" (over time) or "monographic" (one time).

<frequency> is used for a statement of publication frequency in a textual form.

29 http://www.loc.gov/standards/mods/userguide/origininfo.html
30 http://www.loc.gov/standards/mods/userguide/origininfo.html
### SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Subelements</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;dateCreated&gt;</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>&lt;dateCaptured&gt;</td>
<td>Required</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

### SCUA USAGE GUIDELINES

Information in the `<originInfo>` element will include both information about the original form of the resource and information about the digitized resource.

**TIPS FOR DATES**

- At least two date subelements are required.
- For most SCUA items, if they are unpublished, these dates will be `<dateCreated>` and `<dateCaptured>`.
- A published item will require `<dateIssued>` if the publication date is known.
- To indicate which date is best used for searching/sorting mark only one date with the attribute `keyDate="yes"`. Generally, the key date will be the date of either creation or publication.
- Dates should be entered in the W3CDTF (yyyy-mm-dd) format.
- If dates are not known with certainty or accuracy, e.g. only the year, or year + month, those components should be entered (yyyy or yyyy-mm). If a date is estimated, inferred, or in question, add the qualifier attribute.
- To indicate a date range, use `@point="start"` in the beginning of the range and `@point="end"` at the end. Use `@keyDate` only in the first date of the range.
- In the rare event where it's necessary to indicate an object is 'undated', enter 0000 (four zeroes) in the date field.

The following attributes apply to all MODS date elements within `<originInfo>`:

---


32 For more information on using these attributes, consult the section "Attributes Used Throughout the MODS Schema," under "Date Attributes." http://www.loc.gov/standards/mods/userguide/generalapp.html#list
encoding Recommended
point Recommended if Applicable
keyDate Required in one, and only one, date element

TIPS FOR PLACES

• When <placeTerm> is used the values within <place> should reflect the name format found in the LC Name Authority File, where applicable. The most complete place name known should be entered (i.e. including if possible a town or city, not simply a state or country). The authorized forms of some boroughs or neighborhoods contain the cities they are a part of (e.g. Brooklyn (New York, N.Y.) and Jamaica Plain (Boston, Mass.)

• When location of creation or publication is unknown, SCUA recommends not using the <place> subelement at all.

For <placeTerm> the following attributes apply:

type Required

The values for type are:

   text – used to express place in a textual form. The authority attribute is not used in this case.

   code - used to express place in a coded form, with an authority attribute to indicate the source of the code. SCUA does not typically use the code value here.

EXAMPLES

<mods:originInfo>
  <mods:place>
    <mods:placeTerm>London (England)</mods:placeTerm>
  </mods:place>
  <mods:dateCreated keyDate="yes" encoding="w3cdtf">1908-05-14</mods:dateCreated>
  <mods:dateCaptured encoding="w3cdtf">2009-06-21</mods:dateCaptured>
</mods:originInfo>

<mods:originInfo>
  <mods:place>
    <mods:placeTerm>Brooklyn (New York, N.Y.)</mods:placeTerm>
  </mods:place>
  <mods:dateCreated keyDate="yes" encoding="w3cdtf">1928-06-27</mods:dateCreated>
  <mods:dateCaptured encoding="w3cdtf">2010-03-03</mods:dateCaptured>
</mods:originInfo>

33 http://authorities.loc.gov/
<mods:originInfo>
  <mods:dateCreated keyDate="yes" encoding="w3cdtf" point="start">1928-06-27</mods:dateCreated>
  <mods:dateCreated encoding="w3cdtf" point="end">1928-06-27</mods:dateCreated>
  <mods:dateCaptured encoding="w3cdtf">2010-03-03</mods:dateCaptured>
</mods:originInfo>
**<language>**

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;language&gt;</td>
<td>&lt;languageTerm&gt;</td>
</tr>
</tbody>
</table>

**SUMMARY OF SCUA REQUIREMENTS**

The `<language>` element: **Required if Applicable** (e.g. when language is primary to understanding the resource).

- Subelement `<languageTerm>`: **Required if Applicable** Repeatable.

**ELEMENT DEFINITIONS**

The `<language>` element is a wrapper element that contains the language(s) of the content of the resource. Data content is contained in the subelement. This element is repeatable.

**SUBELEMENT DEFINITIONS**

The `<languageTerm>` element contains the language(s) of the content of the resource. It may be expressed in textual or coded form, with attributes. If in coded form, the source of the code is contained in the value of the authority attribute. If no authority is given, it is assumed that the content is textual. This subelement is repeatable.

**SCUA VARIANTS FROM DLF**

None

**SCUA USAGE GUIDELINES**

The `<language>` element is **Required** for resources in which language is primary to understanding the resource.

---

34 http://www.loc.gov/standards/mods/userguide/language.html
35 http://www.loc.gov/standards/mods/userguide/language.html
such as any textual item. It is Optional for resources in which language is important but not primary for understanding, such as a photograph.

<languageTerm> expresses the primary language in code and text form. If the resource uses two or more languages, the <languageTerm> subelement can be repeated, including additional code attributes, as applicable.

**Attributes**
Attributes are used at the <languageTerm> subelement level. There are no attributes at the element level.

- **type** Required
  - text – Values included should represent the form of the language found in the MARC Code List for Languages\(^{37}\)
  - code – Values included are the three-character alphabetic code found in the MARC Code List for Languages\(^{38}\)

- **authority** Required if Applicable
  This attribute is to be inserted in the <languageTerm> subelement, along with type=“code”. The authority value to be used is "iso639-2b".

- **objectPart** Optional
  This attribute designates which part of the resource is in the language supplied.

**EXAMPLES**

```xml
<mods:language>
  <mods:languageTerm type="code" authority="iso639-2b">eng</mods:languageTerm>
  <mods:languageTerm type="text">English</mods:languageTerm>
</mods:language>

<mods:language>
  <mods:languageTerm type="code" authority="iso639-2b">fre</mods:languageTerm>
  <mods:languageTerm type="text">French</mods:languageTerm>
</mods:language>
```

---

\(^{37}\) [http://www.loc.gov/marc/languages/](http://www.loc.gov/marc/languages/)

\(^{38}\) [http://www.loc.gov/marc/languages/language_code.html](http://www.loc.gov/marc/languages/language_code.html)
<physicalDescription>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;physicalDescription&gt;</td>
<td>&lt;form&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;reformattingQuality&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;internetMediaType&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;extent&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;digitalOrigin&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;note&gt;</td>
</tr>
</tbody>
</table>

SUMMARY OF SCUA REQUIREMENTS

<physicalDescription> element: Required. Not Repeatable

Subelements Required:

- <extent>
- <digitalOrigin>
- <internetMediaType>

Subelement Recommended if Applicable

- <form>

Subelement: Optional

- <reformattingQuality>

Subelement: Not Recommended

- <note>

ELEMENT DEFINITIONS

<physicalDescription> is a wrapper element that contains all subelements relating to physical description information of the resource described. Data content is only input within each

---

39 http://www.loc.gov/standards/mods/userguide/physicaldescription.html
SUBELEMENT DEFINITIONS

<form> includes information that specifies the physical form or medium of material for a resource.

<reformattingQuality> includes an overall assessment of the physical quality of an electronic resource in relation to its intended use.

<internetMediaType> identifies the electronic format type, or the data representation of the resource.

<extent> states the number and specific material of the units of the resource that express physical extent.

<digitalOrigin> designates whether a digital resource is born digital or reformatted digital.

<note> contains notes relating to the physical description of a resource.

SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Subelement</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;extent&gt;</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>&lt;form&gt;</td>
<td>Recommended if Applicable</td>
<td>Recommended</td>
</tr>
<tr>
<td>&lt;note&gt;</td>
<td>Not Recommended</td>
<td>Recommended if Applicable.</td>
</tr>
</tbody>
</table>

SCUA USAGE GUIDELINES

<physicalDescription> is a Required element. It is not repeatable. It is a wrapper in which all data related to the physical nature of the resource is held.

<extent> is a Required subelement that is not repeatable. It is used to establish the number of digital images that comprise the composite digital resource. This can and frequently will be different from the number of physical units that make up a resource. When describing photographs or artwork, first identify the number of images, followed by the dimensions of the original item.

<digitalOrigin> is a Required subelement that is not repeatable. It is used to communicate whether the resource was born digital or reformatted into a digital format. The values available for use

40 http://www.loc.gov/standards/mods/userguide/physicaldescription.html
with this element are:

- **born digital** - resource was created and is intended to remain in digital form
- **reformatted digital** - resource was created by digitization of the original non-digital form.
- **digitized microfilm** - resource was created by digitizing a microform
- **digitized other analog** - resource was created by digitizing another form of the resource not covered by the other values.

At SCUA we most frequently use **reformatted digital**, which includes scans made from paper, documents, photographs, and other analog items.

<InternetMediaType> is a **Required** subelement that is not repeatable. It is used to specify the identification of the electronic format type, or the data representation of the resource, such as text/html, ASCII, Postscript file, executable application or JPEG image. The values available to be used come from a controlled list of MIME types. At SCUA, when we create scans, we most frequently use **image/tiff**.

<form> is a **Recommended if Applicable** subelement that is repeatable. It is used to specify the physical form or medium of material for a resource. SCUA does not typically include this subelement, but in cases where it is included, the use of the <type> attribute is not recommended, but use of the <authority> attribute is Recommended. Authorities can be found in the Library of Congress Source Codes for Forms.

<reformattingQuality> is an **Optional** subelement that is not repeatable. It is used to provide an evaluative assessment of the quality of the resource. In SCUA, this subelement is not commonly used.

<note> is a **Not Recommended** subelement that is not repeatable.

### EXAMPLES

**For an item level digitized manuscript:**

```xml
<mods:physicalDescription>
  <mods:extent>4 p.</mods:extent>
  <mods:internetMediaType>image/tiff</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
```

**For a digitized photograph:**

```xml
<mods:physicalDescription>
  <mods:extent>1 photograph ; 10 x 7.5 cm.</mods:extent>
  <mods:internetMediaType>image/tiff</mods:internetMediaType>
  <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
</mods:physicalDescription>
```

---

42 [http://www.loc.gov/standards/mods/userguide/physicaldescription.html#digitalorigin](http://www.loc.gov/standards/mods/userguide/physicaldescription.html#digitalorigin)
43 [www.iana.org/assignments/media-types/index.htm](http://www.iana.org/assignments/media-types/index.htm)
</mods:physicalDescription>
<abstract>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;abstract&gt;</td>
<td>None</td>
</tr>
</tbody>
</table>

**SUMMARY OF SCUA REQUIREMENTS**

<abstract> element: Required if applicable

**ELEMENT DEFINITIONS**

<abstract> is a summary of the content of the resource.

**SCUA VARIANTS FROM DLF**

<table>
<thead>
<tr>
<th>Element</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;abstract&gt;</td>
<td>Required if applicable</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

**SCUA USAGE GUIDELINES**

The abstract should be a summary of the intellectual content of the resource.

In generally two or three sentences, the abstract should convey a sense of the content and should include anything significant enough to also warrant being included as a subject heading under the <subject> element. In other words, if you trace something as a <subject> be sure also to address it within the abstract.

**TIPS ON WHAT BELONGS IN AN ABSTRACT**

- Context, or information that may be important to understanding the content that is not made clear in the document itself.

- Interesting notes made on a document.

---


• Known relationship between this resource and another that would otherwise not be obvious. But do not overdo this or do the researcher’s work for him/her.

• Clarification of known nickname, initials, and other references that would otherwise not be obvious.

• Caveat: the abstract need not be exhaustive. It should briefly summarize the content of the resource in a way that will facilitate discovery by researchers. Some level of interpretation is inevitable and is not to be feared.

TIPS ON STYLE

• Follow sentence case: capitalize the first word of the abstract and then use caps only for proper nouns.

• Titles appear in quotation marks (the "Crisis," the "Nation," "The Souls of Black Folk," etc.).

• Organizations known by an acronym should be spelled out on first use, with the acronym in parentheses—e.g. National Association for the Advancement of Colored People (NAACP)—unless the organization’s name is encoded elsewhere (as creator, recipient, added entry, or subject).

• Complete, formal sentences are not necessary, but pay strict attention to grammar and logic. Do not use informalities such as contractions.

Attributes

  type Not Recommended there is not a controlled vocabulary to support use of this attribute.

  displayLabel Optional can be used to indicate a preferred display by aggregators, but not always successfully, so SCUA prefers to avoid this attribute.

EXAMPLES

<mods:abstract>Writing on behalf of Jane Addams accepting Du Bois’s invitation to attend the 1908 conference at Atlanta University.</mods:abstract>

<mods:abstract>Responding to letter from Du Bois hoping she can come to Atlanta soon and replying that her schedule is full with commencement engagements for the months of May and June.</mods:abstract>

<mods:abstract>Receiving of money transferred by Du Bois to the Niagara Movement.</mods:abstract>

<mods:abstract>Certifying the incorporation of the Niagara Movement including the Niagara Movement’s principles and objectives.</mods:abstract>
<tableOfContents>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;tableOfContents&gt;</td>
<td>None</td>
</tr>
</tbody>
</table>

**SUMMARY OF SCUA REQUIREMENTS**

[tableOfContents] element: *Not Recommended*

**ELEMENT DEFINITION**

<tableOfContents> describes the contents of a resource. Use of this element should be determined by the complexity of the resource and availability of the information.

**SCUA VARIANTS FROM DLF**

<table>
<thead>
<tr>
<th>Element</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;tableOfContents&gt;</td>
<td>Not Recommended</td>
<td>Recommended if Applicable</td>
</tr>
</tbody>
</table>

**SCUA USAGE GUIDELINES**

Use of the <tableOfContents> element is *Not Recommended*.

**EXAMPLES**

See the MODS <tableOfContents> examples.

---

47 [http://www.loc.gov/standards/mods/userguide/tableofcontents.html](http://www.loc.gov/standards/mods/userguide/tableofcontents.html)


49 [http://www.loc.gov/standards/mods/userguide/tableofcontents.html#examples](http://www.loc.gov/standards/mods/userguide/tableofcontents.html#examples)
<targetAudience>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;targetAudience&gt;</td>
<td>None</td>
</tr>
</tbody>
</table>

**SUMMARY OF SCUA REQUIREMENTS**

<targetAudience> element: *Not Recommended*

**ELEMENT DEFINITIONS**

<targetAudience> specifies the intellectual level of the audience for which the resource is intended.

**SCUA VARIANTS FROM DLF**

<table>
<thead>
<tr>
<th>Element</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;targetAudience&gt;</td>
<td><em>Not Recommended</em></td>
<td><em>Recommended</em></td>
</tr>
</tbody>
</table>

**SCUA USAGE GUIDELINES**

Use of the <targetAudience> element is *Not Recommended*.

**EXAMPLES**

See the MODS <targetAudience> examples.

---

50 http://www.loc.gov/standards/mods/userguide/targetaudience.html
52 http://www.loc.gov/standards/mods/userguide/targetaudience.html/#examples
<note>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;note&gt;</td>
<td>None</td>
</tr>
</tbody>
</table>

**SUMMARY OF SCUA REQUIREMENTS**

<note>element: Not Recommended

**ELEMENT DEFINITIONS**

<note> contains general textual information relating to a resource that is not encoded in another, more specific MODS element.

**SCUA VARIANTS FROM DLF**

<table>
<thead>
<tr>
<th>Element</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;note&gt;</td>
<td>Not Recommended</td>
<td>Recommended if Applicable</td>
</tr>
</tbody>
</table>

**SCUA USAGE GUIDELINES**

Use of the <note> element is Not Recommended.

**EXAMPLES**

See the MODS <note> examples.

---

53 http://www.loc.gov/standards/mods/userguide/note.html
55 http://www.loc.gov/standards/mods/userguide/note.html#examples
SUMMARY OF SCUA REQUIREMENTS

<subject> element: Required if Applicable, with at least one subelement.

Subelements Required if Applicable:

<name>
<topic>
<geographic>
<temporal>
<titleInfo>
<genre>
<hierarchicalGeographic>
<cartographics>
<geographicCode>
<occupation>

Subelements Optional:

<hierarchicalGeographic>
<cartographics>
<geographicCode>
<occupation>

Attribute: authority: Required, at the <subject> element level.
ELEMENT DEFINITIONS

<subject> is a wrapper element that binds together subelements related to terms or phrases representing the primary topic(s) represented in a work. Data content is contained in the subelements.

SUBELEMENT DEFINITIONS

<geographic> is used for geographic subject terms that are not parsed as hierarchical geographies.
<temporal> is used for chronological subject terms or temporal coverage.
<titleInfo> includes a title used as a subject.
<name> includes a name used as a subject.
<genre> includes a genre or form used as part of a subject string when the subject authority (e.g. LCSH) distinguishes subdivisions of the main subject.
<hierarchicalGeographic> is a wrapper for geographic names given in a hierarchical form relating to the resource.
<cartographics> is a wrapper element that includes cartographic data (maps or charts) indicating spatial coverage.
<geographicCode> represents the same entity as the text used in the <geographic> subelement, but in an authorized code form.
<occupation> includes a term that is descriptive of the occupation reflected in the contents of the described materials.

SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Subelements</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;name&gt;</td>
<td>Required if Applicable</td>
<td>Recommended</td>
</tr>
<tr>
<td>&lt;topic&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;geographic&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;temporal&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

56 http://www.loc.gov/standards/mods/userguide/subject.html
57 http://www.loc.gov/standards/mods/userguide/subject.html
<titleInfo> Required if Applicable  Recommended<br/>
<genre>

<hierarchicalGeographic> Optional  Recommended<br/>
<cartographics><geographicCode><occupation><Attributes><Authority* Required if applicable  Recommended

* SCUA accepts only Library of Congress Subject Headings (lcsh) or locally developed subject headings (local) as values for this attribute.

### SCUA USAGE GUIDELINES

<subject> is the element that answers the who, what, when, and where questions regarding the content of a resource and is made most powerful through the consistent use of controlled vocabularies. For this reason SCUA uses the Library of Congress Subject Headings as the primary source for subject values, and maintains a local vocabulary, structured in the same way as LC’s, to meet the additional, specific needs of collections.

For existing Library of Congress Subject Headings, consult the Library of Congress Authorities and/or Classification Web.

The attribute authority is Required if Applicable. Authority is used only with the <subject> element.

### TIPS ON SUBJECTS

- **When to use a subject**
  A subject or subjects should be included when an item can be said to be about something—a topic, a person, a work—beyond simply mentioning it. Use of the subject element should guide the researcher toward a resource that, by itself or in conjunction with

---


59 http://authorities.loc.gov/webvoy.htm

60 http://classificationweb.net/Auto/
other related resources, has an "aboutness" that will potentially satisfy the researcher's needs.

- **When not to use a subject**
  An item, a letter in particular, may cover many topics without actually being about any one of them in particular, or the letter may only be about one thing and need only one subject to describe it adequately. In some cases, the abstract alone may be sufficient to describe a letter's content with no accompanying `<subject>` terms.

- If you find it necessary to create a new subject value, be sure that you add it to the local vocabulary so that it will be consistently used throughout the collection.

- Multiple subdivisions within a heading are addressed by parsing subject values into subelements, similar to the way a name is parsed, rather than placing them in a single string.

  `<name>` is the subelement that should be used to trace a name that is a significant subject of the item's content. The value should be structured exactly as it is constructed at the top level of the record, with subelements and attributes if applicable. See the section on the `<name>` element for more information.

  `<topic>` is the subelement topical subdivisions. When the subject headings are subdivided encode each level of the subject in a separate `<topic>` field.

  `<temporal>` is the subelement in which chronological subject terms or temporal coverage is captured. For example, when part of a controlled subject heading includes temporal elements, those elements should be captured with this subelement, inside the `<subject>` element.

  `<geographic>` is the subelement that covers geography as subject. SCUA uses the Library of Congress Name Authority File for geographical places.

  `<titleInfo>` is the subelement that contains information about a title that is part of a subject. For more information, see the section on `<titleInfo>`.

For the following subelements, see the MODS User Guidelines\(^6\):

- `<hierarchicalGeographic>`
- `<cartographic>`
- `<geographicCode>`
- `<occupation>`

**Attribute**

`authority Required if applicable` can only be used on the `<subject>` element level. The permitted values for the attribute are:

- `lcsh` – representing Library of Congress subject headings
- `local` – representing special subject headings created by SCUA specifically for the collection

---

\(^6\) [http://www.loc.gov/standards/mods/userguide/subject.html](http://www.loc.gov/standards/mods/userguide/subject.html)
EXAMPLES

<mods:subject authority="lcsh">
  <mods:topic>African Americans</mods:topic>
  <mods:topic>Civil War</mods:topic>
  <mods:topic>History</mods:topic>
  <mods:temporal>19th century</mods:temporal>
</mods:subject>

<mods:subject authority="local">
  <mods:name type="personal">
    <mods:namePart>Burghardt family</mods:namePart>
  </mods:name>
  <mods:topic>Homes and haunts</mods:topic>
  <mods:geographic>Massachusetts</mods:geographic>
  <mods:geographic>Great Barrington</mods:geographic>
</mods:subject>

<mods:subject authority="lcsh">
  <mods:name type="personal">
    <mods:namePart type="family">Du Bois</mods:namePart>
    <mods:namePart type="given">Shirley Graham</mods:namePart>
    <mods:namePart type="date">1906-1977</mods:namePart>
  </mods:name>
</mods:subject>

<mods:subject authority="lcsh">
  <mods:name type="corporate">
    <mods:namePart>Niagara Movement (Organization)</mods:namePart>
  </mods:name>
</mods:subject>
### SUMMARY OF SCUA REQUIREMENTS

**<classification>** element: *Not Recommended*

### ELEMENTS DEFINITIONS

**<classification>** is a designation applied to a resource that indicates the subject by applying a formal system of coding and organizing resources according to subject areas.

### SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Element</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>&lt;classification&gt;</strong></td>
<td><em>Not Recommended</em></td>
<td><em>Optional</em></td>
</tr>
</tbody>
</table>

### SCUA USAGE GUIDELINES

Use of the **<classification>** element is *Not Recommended*.

### EXAMPLES

---


See the MODS <classification> examples.64

<relatedItem>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;relatedItem&gt;</td>
<td>All MODS elements can appear as subelements of &lt;relatedItem&gt;</td>
</tr>
</tbody>
</table>

SUMMARY OF SCUA REQUIREMENTS

<relatedItem> element: Recommended if Applicable, in three very specific ways:

1. To refer to the collection of which the resource is part.
2. To refer to a series or sub-series of which the resource is part.
3. To cross-reference variants of items that you may wish to link to other, related items (e.g. enclosed letters linked to the item in which they were enclosed, translations of letters linked to their original, transcripts linked to their original, etc.)

All other uses of the element <relatedItem> are Not Recommended.

ELEMENT DEFINITIONS65

<relatedItem> is a wrapper containing information that identifies other resources related to the one being described

SUBELEMENT DEFINITIONS66

Refer to the definition for the MODS element to be used as a <relatedItem> subelement.

SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Element</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;relatedItem&gt;</td>
<td>Recommended if Applicable, but only for three very limited uses, as noted. All other uses are Not Recommended.</td>
<td>Recommended if Applicable</td>
</tr>
</tbody>
</table>

64 http://www.loc.gov/standards/mods/userguide/classification.html#examples
65 http://www.loc.gov/standards/mods/userguide/relateditem.html
66 http://www.loc.gov/standards/mods/userguide/relateditem.html
There are three ways <relatedItem> is used at SCUA: to refer to the collection to which the item being described belongs, to refer to the series or sub-series to which the item belongs and to cross-reference items enclosed in other items (e.g. a document sent as a letter’s enclosure or a translation of a letter).

TIPS FOR DESCRIBING THE COLLECTION

- The <relatedItem> element is a wrapper that requires the attribute type="host".
- The collection should be treated like a <title>, using the <titleInfo> wrapper. Refer to the guidelines for <titleInfo>.
- <typeOfResource> should be used according to the guidelines (the data content for a collection will often be "Mixed materials").

TIPS FOR DESCRIBING THE SERIES AND SUB-SERIES

- The <relatedItem> element is a wrapper that requires the attribute type="series".
- The series should be treated like a <title>, using the <titleInfo> wrapper. Refer to the guidelines for <titleInfo>.
- <typeOfResource> should be used according to the guidelines (the data content for a collection will often be "Mixed materials").
- For an item that is part of a sub-series, create a <relatedItem> element for each part of the series hierarchy.

TIPS FOR LINKING ENCLOSURES AND ITEMS THAT ENCLOSE THEM

- Some items, usually letters, contain enclosures that are themselves separate items but that may sometimes be explicitly referenced. Both the enclosing document(s) and the enclosure(s) should be cross-referenced using the displayLabel attribute.
- For the item containing the enclosure(s), the value is expressed displayLabel="Enclosure" followed by the <titleInfo> and <identifier> of the letter.
- For the item(s) enclosed, which may be another letter, a clipping, a piece of writing, and so on, the value is expressed displayLabel="Enclosed in" followed by the <titleInfo> and <identifier> for the enclosure.
- See guidelines for <identifier> including use of attributes.

SCUA USAGE GUIDELINES

• For more than one enclosure, each enclosure should be treated separately using the <relatedItem> element.

EXAMPLES

Case 1: Items Contained Within a Collection

<mods:relatedItem type="host">
  <mods:titleInfo>
  </mods:titleInfo>
  <mods:typeOfResource>mixed material</mods:typeOfResource>
  <mods:identifier type="local">MS 312</mods:identifier>
  <mods:identifier type="uri">mums312</mods:identifier>
</mods:relatedItem>

Case 2: Items Contained Within a Series or Subseries

<mods:relatedItem type="series">
  <mods:titleInfo>
    <mods:title>Series 1: Correspondence</mods:title>
  </mods:titleInfo>
  <mods:typeOfResource>mixed material</mods:typeOfResource>
  <mods:identifier type="local">mums312-s01</mods:identifier>
  <mods:identifier type="uri">mums312</mods:identifier>
</mods:relatedItem>

<mods:relatedItem type="series">
  <mods:titleInfo>
    <mods:title>Series 1A: General Correspondence</mods:title>
  </mods:titleInfo>
  <mods:typeOfResource>mixed material</mods:typeOfResource>
  <mods:identifier type="local">mums312-s01A</mods:identifier>
  <mods:identifier type="uri">mums312</mods:identifier>
</mods:relatedItem>

<mods:relatedItem type="series">
  <mods:titleInfo>
    <mods:title>Series 17: Photographs</mods:title>
  </mods:titleInfo>
  <mods:typeOfResource>mixed material</mods:typeOfResource>
  <mods:identifier type="local">mums312-s17</mods:identifier>
  <mods:identifier type="uri">mums312</mods:identifier>
</mods:relatedItem>

Case 3: Linking

<mods:relatedItem displayLabel="Enclosed in" xlink:href="LEAVE BLANK">
  <mods:titleInfo>
  </mods:titleInfo>
</mods:relatedItem>
<identifier>

MODS Element  Subelements

<identifier>  None

SUMMARY OF SCUA REQUIREMENTS

At least one <identifier> element with the type attribute: Required if Applicable. Repeatable

ELEMENT DEFINITIONS\(^\text{68}\)

<identifier> contains a unique standard number or code that distinctively identifies a resource. It includes manifestation, expression, and work level identifiers.

SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Element</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;identifier&gt;</td>
<td>Required if Applicable</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

SCUA USAGE GUIDELINES\(^\text{69}\)

The <identifier> element is Required if Applicable and refers to the digitized object. There are no subelements.

Attributes

- **type** Required: At least one type attribute must be used. The following values are those most frequently used by SCUA:
  - **uri** – uniform resource identifier
  - **local** - SCUA’s item ID, or the file name without the extension (e.g. mums312-b001-i001)

---

\(^\text{68}\) http://www.loc.gov/standards/mods/userguide/identifier.html
\(^\text{69}\) SCUA specific rules informed by https://wiki.dlib.indiana.edu/confluence/download/attachments/24288/DLFMODS_ImplementationGuidelines.pdf
EXAMPLES

<mods:identifier type="local">mums312-b001-i001</mods:identifier>

<mods:identifier type="uri">http://credo.library.umass.edu/view/full/mums312-b001-i001</mods:identifier>
<location>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;location&gt;</td>
<td>&lt;physicalLocation&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;shelfLocator&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;url&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;holdingSimple&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;holdingExternal&gt;</td>
</tr>
</tbody>
</table>

SUMMARY OF SCUA REQUIREMENTS

At least one <location> element: Required if Applicable.

Subelements Required if Applicable:

<physicalLocation>
<shelfLocator>
?url>

Subelements Not Recommended:

<holdingSimple>
<holdingExternal>

ELEMENTS DEFINITIONS

<location> is an element that identifies the institution or repository holding the resource, or a remote location in the form of a URL where it is available.

SUBELEMENT DEFINITIONS

<physicalLocation> contains the name of the institution or repository that holds the resource or where it is available.

<shelfLocator> is a shelfmark or other shelving designation that indicates the location identifier

70 http://www.loc.gov/standards/mods/userguide/location.html
71 http://www.loc.gov/standards/mods/userguide/location.html
for a copy.

<url> is the Uniform Resource Location of the resource

<holdingSimple> contains information about what the institution holds of the resource and its specific location. This information consists of copy-specific information about the resource, information about the specific location within an institution, version information, and other information that is peculiar to the institution.

<holdingExternal> contains information that uses a schema defined externally to MODS. This subelement may include more detailed holdings information than that accommodated by the MODS schema.

### SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Subelement</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;shelfLocator&gt;</td>
<td>Required if Applicable</td>
<td>Not used (though supported within the Library of Congress MODS standards(^2))</td>
</tr>
<tr>
<td>&lt;physicalLocation&gt;</td>
<td>Required if Applicable</td>
<td>Optional</td>
</tr>
</tbody>
</table>

### Attribute

<table>
<thead>
<tr>
<th>Attribute</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>usage for &lt;url&gt;</td>
<td>Recommended if Applicable</td>
<td>Required</td>
</tr>
</tbody>
</table>

### SCUA USAGE GUIDELINES\(^3\)

SCUA Requires if Applicable use of at least one <location> element.

SCUA Requires if Applicable use of the subelements:

- <physicalLocation>
- <shelfLocator>
- <url>

SCUA does Not Recommend use of the subelements:

- <holdingsSimple>
- <holdingsExternal>

---


\(^3\) SCUA specific rules informed by [https://wiki.dlib.indiana.edu/confluence/download/attachments/24288/DLFMODS_ImplementationGuidelines.pdf](https://wiki.dlib.indiana.edu/confluence/download/attachments/24288/DLFMODS_ImplementationGuidelines.pdf)
Attributes

<physicalLocation>

  displayLabel Optional used to provide a preferred labeling but may not be followed by aggregators.

  authority Optional used to indicate a controlled vocabulary value for this attribute. SCUA recommends the use of MARC Organization Codes.\textsuperscript{74}

<url>

  usage Recommended indicates how the object represented by the link will be used. Aggregators may use it to determine which URL is most appropriate for end-user display, which in most cases is the object in context. When used, the only value defined for usage is primary display.

EXAMPLES

<mods:location>
  <mods:physicalLocation>Special Collections and University Archives, University of Massachusetts Amherst Libraries</mods:physicalLocation>
  <mods:shelfLocator>Box 034</mods:shelfLocator>
  <mods:url>http://credo.library.umass.edu/view/full/mums312-b034-i001
  </mods:url>
</mods:location>

\textsuperscript{74} http://www.loc.gov/marc/organizations/org-search.php
<accessCondition>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;accessCondition&gt;</td>
<td>None</td>
</tr>
</tbody>
</table>

SUMMARY OF SCUA REQUIREMENTS

<accessCondition> element: Required. Repeatable with the attribute type.

ELEMENT DEFINITIONS

<accessCondition> contains information about restrictions imposed on access to a resource such as rights.

SCUA VARIANTS FROM DLF

None

SCUA USAGE GUIDELINES

SCUA Requires the use of the <accessCondition> element.

Attributes

**Type.** Required. Should be used to identify restrictions, or the lack thereof, on the use of the resource. Although there is no controlled vocabulary for type, the values most frequently used by SCUA are:

- **restrictionOnAccess** — reflecting restriction on access imposed on the described material.
- **useAndReproduction** — reflecting rights on actual use of material, after access has been granted.

EXAMPLES

---

75 [http://www.loc.gov/standards/mods/userguide/accesscondition.html](http://www.loc.gov/standards/mods/userguide/accesscondition.html)

<part>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;part&gt;</td>
<td>&lt;detail&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;extent&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;date&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;text&gt;</td>
</tr>
</tbody>
</table>

**SCUA REQUIREMENTS**

<part> element: *Required if applicable.*

**ELEMENT DEFINITIONS**

<part> is the designation of physical parts of a resource in a detailed form.

**SUBELEMENT DEFINITIONS**

<detail> contains numbering and type of designation of the part in relation to the host/parent item in which a host item resides.

<extent> contains the measured units making up the part, such as pages, minutes, etc.

<date> contains date information relevant to the part

<text> contains unparsed information in textual form about the part.

**SCUA VARIANTS FROM DLF**

<table>
<thead>
<tr>
<th>Element</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;part&gt;</td>
<td><em>Required if applicable</em></td>
<td><em>Recommended</em></td>
</tr>
</tbody>
</table>

---

77 http://www.loc.gov/standards/mods/userguide/part.html

78 http://www.loc.gov/standards/mods/userguide/part.html
SCUA USAGE GUIDELINES

SCUA uses `<part>` for three purposes: 1) for indicating the volume and issue number of a periodical, 2) for indexing audio and video recordings, and 3) for enumerating the tracks of a multi-part audio or video recording.

**Volume and issue:** wrap volume and issue information in a single `<part>` element and encode each issuance number in a separate `<detail>` element. Distinguish volume from issue setting the `@type` attribute in `<detail>` to either “volume” or “issue.”

**Audio or visual index:** Each segment identified should be wrapped in a separate `<part>` element with `@type` set to “segment.” The starting segment time should be encoded in a `<start>` within `<extent>` in the following format, HH:MM:SS. Any text to be displayed at the index point should be encoded in `<text>`.

**Individual tracks:** This approach should be used to mimic a playlist-like functionality. For example, if a record describes a single music album that is made up of individual tracks in separate files. Each track should be wrapped in a separate `<part>` element with `@type` set to “playlist”, `@order` set to the track number, and `@ID` set to the PID + part number of the specific file, e.g.

```xml
<mods:part type="playlist" order="1" ID="mufs020-bav2-i003-001"/>
```

Include the title you want to display with the track in `<detail>`/<title> and you may encode the start/end time of the track in `<extent>`/<start> and `<extent>`/<end>.

EXAMPLES

See MODS `<part>` examples.80

---

80 http://www.loc.gov/standards/mods/userguide/part.html#examples
How Avakian came to women's issues; birth of her brother when she was six and a half; becoming aware that she lived in a patriarchy.
<extension>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;extension&gt;</td>
<td>None</td>
</tr>
</tbody>
</table>

**SUMMARY OF SCUA REQUIREMENTS**

<extension> element: *Not Recommended*.

**ELEMENT DEFINITIONS**

<extension> is used to provide for additional information not covered by MODS. It may be used for elements that are local to the creator of the data.

**SCUA VARIANTS FROM DLF**

None

**SCUA USAGE GUIDELINES**

The element <extension> is a *Not Recommended* element.

**EXAMPLES**

See MODS <extension> examples.

---

81 http://www.loc.gov/standards/mods/userguide/extension.html
83 http://www.loc.gov/standards/mods/userguide/extension.html#examples
<recordInfo>

<table>
<thead>
<tr>
<th>MODS Element</th>
<th>Subelements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;recordInfo&gt;</td>
<td>&lt;recordContentSource&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;recordCreationDate&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;recordChangeDate&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;recordIdentifier&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;recordOrigin&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;languageOfCataloging&gt;</td>
</tr>
</tbody>
</table>

SCUA REQUIREMENTS

<recordInfo> element: Required. Not repeatable.

Subelements <languageOfCataloging> and <recordContentSource> Required

Subelements Optional:

<recordCreationDate>
<recordChangeDate>
<recordIdentifier>
<recordOrigin>

ELEMENT DEFINITIONS

<recordInfo> is a wrapper element that contains subelements relating to information necessary for managing metadata. Data is only input within each subelement.

SUBELEMENT DEFINITIONS

<recordContentSource> is the code or name of the organization that either created or modified

---

84 http://www.loc.gov/standards/mods/userguide/recordinfo.html
85 http://www.loc.gov/standards/mods/userguide/recordinfo.html
the original record.

<languageOfCataloging> applies to the language used to create a record.

<recordCreationDate> is the date on which the record was first created.

<recordChangeDate> may serve as a version identifier for the record.

<recordIdentifier> contains the system control number assigned by the organization creating, using, or distributing the record.

<recordOrigin> is intended to show the origin, or provenance of the MODS record. This might include what methods were used to prepare it (machine generated or human prepared), or what transformations or conversions have been applied.

---

SCUA VARIANTS FROM DLF

<table>
<thead>
<tr>
<th>Subelements</th>
<th>SCUA</th>
<th>DLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;recordContentSource&gt;</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>&lt;languageOfCataloging&gt;</td>
<td>Required</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

---

SCUA USAGE GUIDELINES

The <recordInfo> element is Required for use by SCUA.

SCUA considers the following subelements to be Required

<languageOfCataloging>

<recordContentSource>

<languageOfCataloging> wraps the <languageTerm> subelement, which specifies in text form the language of record creation: English.

<recordContentSource> designates the proper name of the institution: Special Collections and University Archives, W. E. B. Du Bois Library, University of Massachusetts Amherst.

---

EXcerpts

---

86 SCUA specific rules informed by
APPENDIX
Examples of Full MODS Records

Correspondence with personal names

<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xlink="http://www.w3.org/1999/xlink" version="3.3"
  <mods:titleInfo>
  </mods:titleInfo>

  <mods:name type="personal" authority="naf">
    <mods:namePart type="family">Spencer</mods:namePart>
    <mods:namePart type="given">Annie Bethel</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">creator</mods:roleTerm>
      <mods:roleTerm type="code">cre</mods:roleTerm>
    </mods:role>
  </mods:name>

  <mods:name type="personal" authority="naf">
    <mods:namePart type="family">Du Bois</mods:namePart>
    <mods:namePart type="given">W. E. B. (William Edward Burghardt)</mods:namePart>
    <mods:namePart type="date">1868-1963</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">recipient</mods:roleTerm>
      <mods:roleTerm type="code">rcp</mods:roleTerm>
    </mods:role>
  </mods:name>

  <mods:typeOfResource manuscript="yes">text</mods:typeOfResource>

  <mods:genre authority="aat">Correspondence</mods:genre>

  <mods:originInfo>
    <mods:place>
      <mods:placeTerm>Lynchburg (Va.)</mods:placeTerm>
    </mods:place>

    <mods:dateCreated keyDate="yes" encoding="w3cdtf"
qualifier="approximate">1918-02-23</mods:dateCreated>
  </mods:originInfo>

  <mods:language>
    <mods:languageTerm type="code" authority="iso639-2b">eng</mods:languageTerm>
  </mods:language>
</mods:mods>
Praise and congratulations for "The Shadow of Years" as published in "The Crisis" and 50th birthday.
Correspondence with corporate name

<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xlink="http://www.w3.org/1999/xlink" version="3.3"
  <mods:titleInfo>
  </mods:titleInfo>
  <mods:name type="corporate" authority="local">
    <mods:namePart>Standard Life Insurance Company</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">creator</mods:roleTerm>
      <mods:roleTerm type="code">cre</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="personal" authority="naf">
    <mods:namePart>Du Bois</mods:namePart>
    <mods:namePart type="family">Du Bois</mods:namePart>
    <mods:namePart type="given">W. E. B. (William Edward Burghardt)</mods:namePart>
    <mods:namePart type="date">1868-1963</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">recipient</mods:roleTerm>
      <mods:roleTerm type="code">rcp</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:typeOfResource manuscript="yes">text</mods:typeOfResource>
  <mods:genre authority="aat">Correspondence</mods:genre>
  <mods:originInfo>
    <mods:place>Atlanta (Ga.)</mods:place>
    <mods:dateCreated keyDate="yes" encoding="w3cdtf">1918-07-13</mods:dateCreated>
    <mods:dateCaptured encoding="w3cdtf">2009-07-01</mods:dateCaptured>
  </mods:originInfo>
  <mods:language><mods:languageTerm type="code" authority="iso639-2b">eng</mods:languageTerm></mods:language>
  <mods:physicalDescription>
    <mods:extent>1 p.</mods:extent>
    <mods:internetMediaType>image/tiff</mods:internetMediaType>
    <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
  </mods:physicalDescription>
  <mods:abstract>Concerning cost of life insurance at age fifty.</mods:abstract>
</mods:mods>
</mods:recordinfo>
</mods:mods>
Correspondence with multiple recipients

Example 1:

```xml
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"

<mods:titleInfo>
</mods:titleInfo>

<mods:name type="corporate" authority="local">
  <mods:namePart type="family">Blackburn</mods:namePart>
  <mods:namePart type="given">Alfred D.</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">creator</mods:roleTerm>
    <mods:roleTerm type="code">cre</mods:roleTerm>
  </mods:role>
</mods:name>

<mods:name type="personal" authority="naf">
  <mods:namePart type="family">Du Bois</mods:namePart>
  <mods:namePart type="given">W. E. B. (William Edward Burghardt)</mods:namePart>
  <mods:namePart type="date">1868-1963</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">recipient</mods:roleTerm>
    <mods:roleTerm type="code">rcp</mods:roleTerm>
  </mods:role>
</mods:name>

<mods:name type="personal" authority="naf">
  <mods:namePart type="family">Spingarn</mods:namePart>
  <mods:namePart type="given">Joel Elias</mods:namePart>
  <mods:namePart type="date">1875-1939</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">recipient</mods:roleTerm>
    <mods:roleTerm type="code">rcp</mods:roleTerm>
  </mods:role>
</mods:name>

<mods:typeOfResource manuscript="yes">text</mods:typeOfResource>

<mods:genre authority="aat">Correspondence</mods:genre>

<mods:originInfo>
  <mods:place>
    <mods:placeTerm>Chicago (III.)</mods:placeTerm>
  </mods:place>
  <mods:dateCreated keyDate="yes" encoding="w3cdtf">1932-12-27</mods:dateCreated>
  <mods:dateCaptured encoding="w3cdtf">2011-08-11</mods:dateCaptured>
</mods:originInfo>

<mods:language>
```

65
Includes envelope. Letter invokes Masons and contains drawings of Masonic symbols, accuses National Association for the Advancement of Colored People (NAACP) of "foster[ing] race prejudice," demands restitution, lists other "decrees."
Example 2:

```xml
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xlink="http://www.w3.org/1999/xlink" version="3.3"
  <mods:titleInfo>
    <mods:title>Letter from Walter White to the Members of the Spingarn Medal Award Committee</mods:title>
  </mods:titleInfo>
  <mods:name type="personal" authority="naf">
    <mods:namePart type="family">White</mods:namePart>
    <mods:namePart type="given">Walter Francis</mods:namePart>
    <mods:namePart type="date">1893-1955</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">creator</mods:roleTerm>
      <mods:roleTerm type="code">cre</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="personal" authority="naf">
    <mods:namePart type="family">Du Bois</mods:namePart>
    <mods:namePart type="given">W. E. B. (William Edward Burghardt)</mods:namePart>
    <mods:namePart type="date">1868-1963</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">recipient</mods:roleTerm>
      <mods:roleTerm type="code">rcp</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="personal" authority="naf">
    <mods:namePart type="family">Roosevelt</mods:namePart>
    <mods:namePart type="given">Theodore</mods:namePart>
    <mods:namePart type="date">1887-1944</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">recipient</mods:roleTerm>
      <mods:roleTerm type="code">rcp</mods:roleTerm>
    </mods:role>
  </mods:name>
  <mods:name type="personal" authority="naf">
    <mods:namePart type="family">Dillard</mods:namePart>
    <mods:namePart type="given">J. H. (James Hardy)</mods:namePart>
    <mods:namePart type="date">1856-1940</mods:namePart>
    <mods:role>
```

67
Regarding the scheduling of the upcoming January Committee meeting, such that it may accommodate the travel plans of Edwin R. Embree.
Examples of other genres

Example 1: Life insurance application enclosed in letter

```xml
<?xml version="1.0" encoding="utf-8"?>
<mods:mods version="3.3" xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  <mods:titleInfo>
    <mods:title>Application to the Standard Life Insurance Company, Atlanta, Ga.</mods:title>
  </mods:titleInfo>

  <mods:name type="corporate" authority="local">
    <mods:namePart>Standard Life Insurance Company</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">creator</mods:roleTerm>
      <mods:roleTerm type="code">cre</mods:roleTerm>
    </mods:role>
  </mods:name>

  <mods:typeOfResource manuscript="yes">text</mods:typeOfResource>

  <mods:genre authority="aat">Application forms</mods:genre>

  <mods:originInfo>
    <mods:place>
      <mods:placeTerm>Atlanta (Ga.)</mods:placeTerm>
    </mods:place>
    <mods:dateCreated keyDate="yes" encoding="w3cdtf" qualifier="approximate">1918-07-13</mods:dateCreated>
    <mods:dateCaptured encoding="w3cdtf">2009-07-01</mods:dateCaptured>
  </mods:originInfo>

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

  <mods:physicalDescription>
    <mods:extent>2 p.</mods:extent>
    <mods:internetMediaType>image/tiff</mods:internetMediaType>
    <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
  </mods:physicalDescription>

  <mods:abstract>Incomplete application for life insurance</mods:abstract>

  <mods:subject authority="lcsh">
    <mods:topic>Life insurance</mods:topic>
  </mods:subject>

  <mods:relatedItem displayLabel="Enclosed In" xlink:href="LEAVE BLANK">
    <mods:titleInfo>
    </mods:titleInfo>
  </mods:relatedItem>
</mods:mods>
```
Example 2: Digitized photographic slide

<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xlink="http://www.w3.org/1999/xlink" version="3.3"

  <mods:titleInfo>
    <mods:title>Ballet group at national celebration in Skopje</mods:title>
  </mods:titleInfo>

  <mods:name type="personal">
    <mods:namePart>Halpern, Joel Martin</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">photographer</mods:roleTerm>
      <mods:roleTerm type="code">pht</mods:roleTerm>
    </mods:role>
  </mods:name>

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

  <mods:genre authority="aat">Slides (Photographs)</mods:genre>

  <mods:originInfo>
    <mods:dateCreated keyDate="yes" encoding="w3cdtf" qualifier="approximate">1954-05</mods:dateCreated>
    <mods:dateCaptured encoding="w3cdtf">2007</mods:dateCaptured>
  </mods:originInfo>

  <mods:physicalDescription>
    <mods:extent>1 slide ; 5 x 5 cm</mods:extent>
    <mods:internetMediaType>image/jpeg</mods:internetMediaType>
    <mods:digitalOrigin>reformatted digital</mods:digitalOrigin>
  </mods:physicalDescription>

  <mods:abstract>Ballet group (according to sign). Boy carries sign leading a group of girls, all
dressed in white, and accompanied by their teacher in red. "Kultura," in background, is a
bookstore still at same location (as of 2003).</mods:abstract>

  <mods:subject authority="lcsh">
    <mods:geographic>Macedonia</mods:geographic>
    <mods:genre>Photographs</mods:genre>
  </mods:subject>

  <mods:subject authority="lcsh">
    <mods:geographic>Yugoslavia</mods:geographic>
    <mods:genre>Photographs</mods:genre>
  </mods:subject>

  <mods:subject authority="lcsh">
    <mods:topic>Schoolgirls</mods:topic>
  </mods:subject>

</mods:mods>
<mods:geographic>Macedonia</mods:geographic>
<mods:genre>Photographs</mods:genre>
</mods:subject>

<mods:subject authority="lcsh">
  <mods:topic>Anniversaries</mods:topic>
  <mods:geographic>Macedonia</mods:geographic>
  <mods:genre>Photographs</mods:genre>
</mods:subject>

<mods:subject authority="lcsh">
  <mods:topic>Ballet</mods:topic>
  <mods:topic>Costume</mods:topic>
  <mods:geographic>Macedonia</mods:geographic>
  <mods:genre>Photographs</mods:genre>
</mods:subject>

<mods:subject authority="lcsh">
  <mods:topic>Bookstores</mods:topic>
  <mods:geographic>Macedonia</mods:geographic>
  <mods:genre>Photographs</mods:genre>
</mods:subject>

<mods:relatedItem type="host">
  <mods:titleInfo>
    <mods:title>Joel M. Halpern Papers</mods:title>
  </mods:titleInfo>
  <mods:typeOfResource>mixed material</mods:typeOfResource>
  <mods:identifier type="local">FS 001</mods:identifier>
  <mods:identifier type="uri">mufs001</mods:identifier>
</mods:relatedItem>

<mods:relatedItem type="series">
  <mods:titleInfo>
  </mods:titleInfo>
  <mods:typeOfResource>mixed material</mods:typeOfResource>
  <mods:identifier type="uri">mufs001-s08</mods:identifier>
</mods:relatedItem>

<mods:relatedItem type="series">
  <mods:titleInfo>
    <mods:title>Series 8A. Slides</mods:title>
  </mods:titleInfo>
  <mods:typeOfResource>mixed material</mods:typeOfResource>
  <mods:identifier type="uri">mufs001-s08A</mods:identifier>
</mods:relatedItem>

<mods:identifier type="local">mufs001-xn-i0262</mods:identifier>
<mods:identifier type="uri">LEAVE BLANK</mods:identifier>

<mods:location>
  <mods:physicalLocation>Special Collections and University Archives,
  University of Massachusetts Amherst Libraries</mods:physicalLocation>
  <mods:url>http://credo.library.umass.edu/view/full/mufs001-xn-i0262</mods:url>
Example 3: Leaf enclosed in a letter

<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xlink="http://www.w3.org/1999/xlink" version="3.3"

  <mods:titleInfo>
  </mods:titleInfo>

  <mods:name type="personal" authority="local">
    <mods:namePart type="family">Tuck</mods:namePart>
    <mods:namePart type="given">Joseph</mods:namePart>
    <mods:role>
      <mods:roleTerm type="text">creator</mods:roleTerm>
      <mods:roleTerm type="code">cre</mods:roleTerm>
    </mods:role>
  </mods:name>

  <mods:name type="corporate" authority="local">
    <mods:namePart>China Traders, Inc. (New York, N.Y.)</mods:namePart>
  </mods:name>

  <mods:typeOfResource manuscript="yes">text</mods:typeOfResource>

  <mods:genre authority="aat">Leaf (plant material)</mods:genre>

  <mods:originInfo>
    <mods:place>
      <mods:placeTerm>New York (N.Y.)</mods:placeTerm>
    </mods:place>
    <mods:dateCreated keyDate="yes" encoding="w3cdtf" qualifier="inferred">1940-08</mods:dateCreated>
    <mods:dateCaptured encoding="w3cdtf">2010-10-26</mods:dateCaptured>
  </mods:originInfo>
</mods:mods>
Leaf bearing W. E. B. Du Bois’s Chinese name, pronounced Dih Bao Sze, and given by Joseph Tuck.