

Amherst College Library

# ACDC MODS Implementation Guidelines

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Amherst College Digital Collections (ACDC) uses the Metadata Object Description Schema (MODS) for the description of its digital resources. The following guidelines were developed to aid in the item-level description of materials digitized for inclusion in ACDC. The guidelines are designed primarily for manually created metadata, not records converted from MARC. Within MODS, content standards are applied at the element level. The following sources were used in the development of the ACDC MODS Guidelines:

- MODS User Guidelines Version 3<sup>1</sup>
- Digital Library Federation / Aquifer Implementation Guidelines for Shareable MODS Records Version 1.1<sup>2</sup>
- Describing Archives: A Content Standard
- Descriptive Cataloging of Rare Materials (MSS)<sup>3</sup>
- Descriptive Cataloging of Rare Materials (Graphics)<sup>4</sup>
- Special Collections and University Archives, University of Massachusetts Amherst, Guidelines for Implementing MODS<sup>5</sup>

For each element within a MODS record, the guidelines include:

- A list of the element’s attributes and sub-elements and a definition of the element. **Only those sub-elements currently used by ACDC are defined.**
- A summary of the DLF requirements for the elements or guidance if ACDC’s practice diverges.
- ACDC’s detailed usage guidelines, incorporating data content and value standards.
- Examples of usage.

**Definitions and discussion of use are taken from the MODS User Guidelines<sup>6</sup> and DLF/MODS Implementation Guidelines.<sup>7</sup>**

### Summary of ACDC core elements

ELEMENT	SUB-ELEMENT(S)/ATTRIBUTE REQUIRED	REPEATABLE
<titleInfo>	<title>	X
<name>	<namePart>	X
<typeOfResource>		X
<genre>		X
<originInfo>	<place><placeTerm>;	

<sup>1</sup> <http://www.loc.gov/standards/mods/userguide/>

<sup>2</sup> [https://wiki.dlib.indiana.edu/download/attachments/28330/DLFMODS\\_ImplementationGuidelines.pdf](https://wiki.dlib.indiana.edu/download/attachments/28330/DLFMODS_ImplementationGuidelines.pdf)

<sup>3</sup> <http://mssworkinggroup.pbworks.com/w/page/21898502/FrontPage>

<sup>4</sup> <http://rbms.info/dcrm/dcrmg/DCRMG.pdf>

<sup>5</sup> <http://credo.library.umass.edu/SCUAMODSGuidelines2012.pdf>

<sup>6</sup> <http://www.loc.gov/standards/mods/userguide/titleinfo.html>

<sup>7</sup> <https://wiki.dlib.indiana.edu>, Op. cit.

	<dateCreated>, <dateIssued> or <dateOther> <i>Only one date sub-element must have attribute <b>keyDate="yes"</b></i>	X
<language>	<languageTerm> <i>One &lt;languageTerm&gt; sub-element should have the attribute <b>type="text"</b> and the other should have the attribute <b>type="code"</b></i>	X
<physicalDescription>	<extent>; <digitalOrigin>; <internetMediaType>	
<abstract>		X
<subject>		X
<relatedItem>	<i>Type attribute required</i>	X
<identifier>		X
<location>	<url> <i>At least one. Only one is required to have attribute <b>usage="primary display"</b></i>	X
<accessConditions>	<i>At least one attribute <b>type="useAndReproduction"</b></i>	
<recordInfo>	<languageOfCataloging><languageTerm> <i>One &lt;languageTerm&gt; sub-element should have the attribute <b>type="text"</b> and the other should have <b>type="code"</b></i>	

## <titleInfo>

MODS Element	Sub-elements
<titleInfo>	<title> <subTitle> <partNumber> <partName> <nonSort>

A word, phrase, character, or group of characters, normally appearing in a resource, that names it or the work contained in it. A wrapper element that contains all sub-elements related to title information. Data content is contained in sub-elements.

### Sub-elements

**<title>** A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource.

**<subTitle>** A word, phrase, character, or group of characters that contains the remainder of the title information after the title proper. When using the <subTitle> element, do not include punctuation at the end of the <title> element intended to delineate the title from the subtitle.

**<nonSort>** Characters, including initial articles, punctuation, and spaces that appear at the beginning of a title that should be ignored for indexing of titles.

Punctuation may or may not be included within the non-sort value depending upon whether it is part of the sorting or non-sorting data. For instance, "The" as an initial article is input with space following the characters, while other data might not require a space (e.g. "L").

### Attributes

All attributes are applied to the <titleInfo> element; no attributes are used at the sub-element level.

**type** For the primary title of the resource, do not use the type attribute. For all additional titles, the DLF guidelines recommend using this attribute to indicate the type of the title being recorded. Allowed values are:

**abbreviated**

**translated**

**alternative** [This is the only value currently used by ACDC.]

**uniform**

**displayLabel** May be used whenever appropriate to indicate the preferred labeling to be displayed by a metadata aggregator. Appropriate cases include titles other than primary title. Include the text preferred and capitalization, but do not include delimiters such as colons.

**authority** Not used by ACDC

## **ACDC Usage Guidelines**

As an important access point for digital resources, at least one <titleInfo> element with one <title> sub-element is required for every digital object. Generally, titles will have to be devised. ACDC follows the multi-part form recommended by DACS (name & nature) and DCRM(MSS) (creator & form). DACS requires that the devised title include the name of the creator(s) and the nature of the material being described<sup>8</sup> and DCRM(MSS) requires the form or genre and creator, if known.<sup>9</sup> Optionally, the title can include the topic of the “unit being described”<sup>10</sup>, per DACS, or the “subject or other distinguishing feature of material”<sup>11</sup> per DCRM(MSS). DCRM(MSS) allows for the following optional components which are “strongly recommended if the required components do not provide sufficient information to identify the item.”<sup>12</sup>

- Place of creation
- Date of creation

In cases where we have identical titles, a date may be added to distinguish them. If a date is not available, the place of creation may be included. In some cases, it will not be possible to succinctly differentiate titles. This is acceptable as long as the items are clearly distinguished through the description provided in the abstract.

ACDC follows DCRM(MSS) requirements when devising titles for correspondence and verse. See examples below.

**Correspondence:** ACDC requires the inclusion of the date of creation in the title, when it is known. Names of people should be formal; no nicknames. Names of organizations should be presented in full form; no acronyms. If a person is commonly known by a nickname or an organization by an acronym (or either form appears on the item), this can be included in the abstract. If the name of the sender or recipient is unknown or illegible, use the phrase “unidentified correspondent” or “unidentified recipient.”

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<sup>8</sup> DACS p.17

<sup>9</sup> DCRM(MSS) 1B.1

<sup>10</sup> DACS p.22

<sup>11</sup> DCRM(MSS) 1B.1

<sup>12</sup> Ibid

## Examples

```
<mods:titleInfo>
  <mods:title> Henry Martyn Storrs letter to Edward Hitchcock, Jr., 1864 March 10</mods:title>
</mods:titleInfo>
```

```
<mods:titleInfo>
  <mods:title> Letter from unidentified correspondent to Jane Hitchcock Putnam, 1864 March
  3</mods:title>
</mods:titleInfo>
```

**Verse:** For a single poem, song, hymn, or other work in verse that lacks a formal title, use as the title proper the first line of the text<sup>13</sup> with the titleInfo attribute *displayLabel="First Line"*

```
<mods:titleInfo displayLabel="First Line">
  <mods:title> I dreaded that first robin, so</mods:title>
</mods:titleInfo>
```

## **Other special formats:**

For materials that are primarily graphic in nature, e.g. photographs, DCRM(G) may offer more appropriate guidance on the construction of titles.

Text “provided by the creator or creating body on or with the material”<sup>14</sup> may be used as the title.

## Example

Title for an engraving with a caption.

```
<mods:titleInfo>
  <mods:nonSort>The</mods:nonSort>
  <mods:title> Death of General Wolfe</mods:title>
</mods:titleInfo>
```

When devising a title for untitled material, follow these guidelines from DCRM(G):

Give the factual content clearly and concisely. Include the following kinds of information as appropriate and feasible:

- the subject type or form of material, e.g., view(s), portrait(s), photograph(s);
- an identification of the main subject(s) depicted, i.e., persons, events, activities, and objects;
- geographical location(s) depicted, if known and significant;

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<sup>13</sup> DCRM(MSS) 1B.4

<sup>14</sup> DCRM(G) 1A2.1

- the date (including month and day, if considered important) or span date of what is being depicted if different from the date of publication or execution<sup>15</sup>

**Examples**

```
<mods:titleInfo>
  <mods:title> Johnson Chapel, President’s Office, 1934</mods:title>
</mods:titleInfo>
```

```
<mods:titleInfo>
  <mods:title> Johnson Chapel and South College, exterior, 1900s</mods:title>
</mods:titleInfo>
```

```
<mods:titleInfo>
  <mods:title> Johnson Chapel , exterior, early 1860s</mods:title>
</mods:titleInfo>
```

It is acceptable to have multiple items with the same title, if it is not possible to easily or succinctly create distinctive titles. Be sure to clearly distinguish between items through details provided in the abstract, etc.

For untitled works where the interest is in the form or genre of the material, use a tersely descriptive phrasing of the form or genre.<sup>16</sup>

**Examples**

```
<mods:titleInfo>
  <mods:title>Bookplate of Augustin Daly</mods:title>
</mods:titleInfo>
```

```
<mods:titleInfo>
  <mods:title>Silhouette profile of a man facing left</mods:title>
</mods:titleInfo>
```

**Additional Usage Guidelines:**

Do not use square brackets in titles. If you are reasonably but not entirely certain about a name or date, include a question mark immediately following the unclear element and mention the uncertainty in a note or the abstract.

**Examples**

```
<mods:titleInfo>
```

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<sup>15</sup> DCRM(G) 1F2.1

<sup>16</sup> DCRM(G) 1F2.2

<mods:title>Edward Hitchcock letter to Benjamin Silliman, 1822? November 16</mods:title>  
</mods:titleInfo>

<mods:note type="date" displayLabel="Date Note">The letter is dated November 16, with no year given. The year is inferred from when Hitchcock presented the article discussed (September 11, 1822) and when it was published (the 1823 issue of the American Journal of Science).</mods:note>

<mods:titleInfo>

<mods:title>Edward Hitchcock note to Orra White, 1819? or 1820? September 6</mods:title>  
</mods:titleInfo>

<mods:note type="date" displayLabel="Date Note">The note is dated September 6, with no year given. The years provided are based on those found in similar letters from the same folder.</mods:note>

<mods:titleInfo>

<mods:title>Edward Hitchcock receipt of payment to the town of Amherst, 1858</mods:title>  
</mods:titleInfo>



## <name>

MODS Element	Sub-elements
<name>	<namePart> <displayForm> <affiliation> <role> <roleTerm> <description>

The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource. A wrapper element that contains all sub-elements related to name information. Data content is contained in sub-elements. Role values are used to indicate the particular relationship between the name and the resource. <name> is also used as a sub-element of <subject>. For names as subjects, see the <subject> section of the guidelines.

### **Attributes**

**type** The type attribute can take the following values:

**personal**  
**corporate**  
**conference**

**authority** Use the authority attribute *authority="naf"* when the form of the name is taken from the Library of Congress Authorities.<sup>17</sup> Use the authority attribute *authority="local"* when the form of the name is taken from the names module of the Archivists' Toolkit and the source of the name is identified as such.

### **Sub-elements**

**<namePart>** The individual parsed parts that together make up the full name.

#### **Attribute of <namePart>**

**type** When breaking a <name> element into constituent <namePart> elements, the type attribute should be used with the following values, as applicable:

**family**  
**given**

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<sup>17</sup> <http://authorities.loc.gov/>

**date**  
**termsOfAddress**

**<role>** Designates the relationship (role) of the entity recorded in the name to the resource described in the record. A wrapper element for the role recorded in one or more **<roleTerm>** sub-elements.

Although the DLF Guidelines “recommend using this element primarily with personal names,”<sup>18</sup> ACDC allows its use with corporate names as well.

**<roleTerm>** Contains the textual or coded form of a relator/role. ACDC uses only the textual form along with the type attribute, *<roleTerm type="text">*

**Attributes for <roleTerm>**

**type** This attribute has two possible values:

**code** Not used by ACDC

**text** This is the only value currently used by ACDC. Values are taken from the MARC Code List for Relators: Term Sequence.<sup>19</sup>

**ACDC Usage Guidelines**

Whenever possible, record at least one **<name>** element to describe the creator of the intellectual content of the resource. Include as many **<name>** elements for contributors as are readily available.

If the name contains initials and the full form cannot be determined, include the name in the title and/or abstract as applicable but do not include as an access point. In the example below no access point was added for J.S. Rogers.

**<mods:titleInfo>**

**<mods:title>**J. S. Rogers letter to Edward Hitchcock, 1827 July 14**</mods:title>**

**</mods:titleInfo>**

**<mods:abstract>**A letter to Hitchcock regarding a package of mineral specimens, sent separately, to replace another box that was apparently lost. A list of the minerals sent is included and the sender asks for a sample in return. The signature of the sender was cut from the letter. "J.S. Rogers" appears in Hitchcock's hand on the outside of the letter. The identity of J.S. Rogers could not be determined.**</mods:abstract>**

**<roleTerm>** It is acceptable to include a **<name>** without a **<roleTerm>**, but only in cases where no appropriate term can be found in the MARC Code List. If you are uncertain about the appropriateness of a particular role, check before using it. If no **<roleTerm>** is used, make sure its appearance as an access

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<sup>18</sup> P. 20, DLF Guidelines

<sup>19</sup> <http://www.loc.gov/marc/relators/relaterm.html>

point is justified or clarified in the abstract. The content of the <roleTerm> will appear in ACDC as the field label, followed by the name. Any <name> elements without a <roleTerm> will appear in ACDC with the field label "Contributor." If that term does not appropriately describe the relationship between the name and the resource, do not include the name as an access point. If appropriate, include the name as a subject access point instead.

ACDC uses the term **moderator** for documents in which the signer is identified as such, e.g moderator of a town meeting, even if the role appears to vary from the definition given in the MARC Code List:

*Use for a person who leads a program (often broadcast) where topics are discussed, usually with participation of experts in fields related to the discussion.<sup>20</sup>*

ACDC uses the term **secretary** for meeting minutes that are signed by the person who recorded the minutes, based on the definition from the MARC Code List:

*Use for a person or organization who is a recorder, redactor, or other person responsible for expressing the views of an organization.<sup>21</sup>*

The term **recipient** is used only for recipients of correspondence and can be used in cases where the letter is a draft and it's unclear if a copy was ever actually sent.

Corporate names do not use the *type* attribute but should be parsed in separate <namePart> sub-elements.

In cases where a document is signed by an individual, on behalf of an organization, and another <roleTerm> cannot be identified for the individual, it is appropriate to use creator for both. For example, a tax receipt signed by the collector of taxes for payment made to the town of Amherst would include a name element for each, both with <roleTerm>creator</roleTerm>:

```
<mods:titleInfo>
```

```
  <mods:title>Edward Hitchcock receipt of payment to the town of Amherst, 1852</mods:title>
```

```
</mods:titleInfo>
```

```
<mods:name type="corporate">
```

```
  <mods:namePart>Amherst (Mass.)</mods:namePart>
```

```
  <mods:namePart>Tax Collector</mods:namePart>
```

```
  <mods:role>
```

```
    <mods:roleTerm type="text">creator</mods:roleTerm>
```

```
  </mods:role>
```

```
</mods:name>
```

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<sup>20</sup> Ibid

<sup>21</sup> <http://www.loc.gov/marc/relators/relaterm.html>

```

<mods:name type="personal">
  <mods:namePart type="family">Boyden</mods:namePart>
  <mods:namePart type="given">James W.</mods:namePart>
  <mods:namePart type="date">1822-1892</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">creator</mods:roleTerm>
  </mods:role>
</mods:name>

```

For creators that are Amherst College alumni, add a name element (without a <roleTerm>) in the following form:

```

<mods:name type="corporate">
  <mods:namePart>Amherst College</mods:namePart>
  <mods:namePart>Class of 1832</mods:namePart>
  <mods:namePart type="family">Lord</mods:namePart>
</mods:name>

```

To determine if a person is an AC alum, consult the Amherst College Biographical record, an online version of which is available at <http://www3.amherst.edu/~rjyanco94/genealogy/acbiorecord/>. If there is any question about whether a name you are working with matches an entry in the Biographical Record, consult staff in Archives & Special Collections for confirmation.

For AC alums treated as subjects, the same entry is sometimes used as a subject. See the <subject> section for guidance on encoding corporate names as subject.

### **Examples**

Receipt for tuition payment. No access point was added for E. Smith, the treasurer who signed the receipt.

```

<mods:titleInfo>
  <mods:title>Edward Hitchcock receipt of payment to Williston Seminary, 1852 April 24</mods:title>
</mods:titleInfo>

```

```

<mods:name type="corporate" authority="naf">
  <mods:namePart>Williston Seminary</mods:namePart>
  <mods:namePart>(Easthampton, Mass.)</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">creator</mods:roleTerm>
  </mods:role>
</mods:name>

```

<mods:abstract>A receipt for tuition payment to Williston Seminary for Charles Hitchcock, signed by the treasurer, E. Smith. Edward Hitchcock has written "Williston Seminary 1852" on the verso.</mods:abstract>

A certification of church membership, signed by the secretary of the church.

```
<mods:name type="personal" authority="naf">
  <mods:namePart type="family">Willard</mods:namePart>
  <mods:namePart type="given">Samuel</mods:namePart>
  <mods:namePart type="date">1775-1859</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">secretary</mods:roleTerm>
  </mods:role>
</mods:name>
```

```
<mods:name type="corporate" authority="naf">
  <mods:namePart>First Church in Deerfield (Deerfield, Mass.)</mods:namePart>
  <mods:role>
    <mods:roleTerm type="text">creator</mods:roleTerm>
  </mods:role>
</mods:name>
```

## <typeOfResource>

MODS Element	Sub-elements
<typeOfResource>	None

A term that specifies the characteristic and general type of content of the resource. Information in <typeOfResource> is about the original item and categorizes the resource at a fairly high level. The possible values are:

- text
- still image
- cartographic
- notated music
- sound recording [if not possible to specify one of the two following values]
- sound recording-musical
- sound recording-nonmusical
- moving image
- three dimensional object
- software, multimedia
- mixed material

### Attributes

**collection** Use this attribute, *collection="yes"*, to indicate whether the resource described is a collection. A collection is defined as a multi-part group of resources. If there are multiple resource types within the collection, these should be enumerated in separate elements.

**manuscript** Use this attribute, *manuscript="yes"*, to indicate whether the resource described is handwritten or typescript.

Text and still image are the two most commonly used values and *manuscript="yes"* is the only attribute currently used by ACDC (for non-graphic items only).

### Examples

Tax receipt

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

Newspaper clipping

```
<mods:typeOfResource>text</mods:typeOfResource>
```

Cut-paper silhouette

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

## <genre>

MODS Element	Sub-elements
<genre>	None

A term that designates a category characterizing a particular style, form, or content, such as artistic, musical, literary, etc. <genre> contains terms that give more specificity than the broad terms used in <typeOfResource>. This element is repeatable.

### Attributes

**authority** Use this attribute to indicate the controlled vocabulary used for the values in the <genre> element.

### **ACDC Usage Guidelines**

ACDC takes its genre terms from the Getty's Art and Architecture Thesaurus (AAT)<sup>22</sup> and, to a much lesser extent, the Library of Congress Thesaurus for Graphic Materials (TGM).<sup>23</sup>

First consult the spreadsheet on the I:drive that contains all genre terms used in MODS records to date.<sup>24</sup> Values should be as specific as possible, however, if a slightly broader term has already been used it may be preferable to assign that term.

If a term is found in the AAT with a parenthetical qualifier, e.g. Charts (graphic drawings), check the TGM to see if the term appears there without a qualifier. If the definition/scope note are equivalent, use the TGM term. ACDC prefers the use of terms without qualifiers because they are less awkward and more like natural language.

<genre> can be repeated if multiple terms apply to the object.

New terms used can be added to the spreadsheet and should be highlighted for review.

### Examples

Cut-paper silhouette

<mods:genre authority="tgm">Cut-paper works</mods:genre>

Clipping of a newspaper wedding announcement

<sup>22</sup> <http://www.getty.edu/research/tools/vocabularies/aat/>

<sup>23</sup> <http://www.loc.gov/pictures/collection/tgm/>

<sup>24</sup> [GenreTerms.xls](#)



<mods:genre authority="aat">Wedding announcements</mods:genre>

<mods:genre authority="tgm">Clippings</mods:genre>

Receipt for purchase of books

<mods:genre authority="aat">Receipts (financial records)</mods:genre>

Account book detailing the daily expenses of the Hitchcock household

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

## <originInfo>

MODS Element	Sub-elements
<originInfo>	<place> <publisher> <dateIssued> <dateCreated> <dateCaptured> <dateValid> <dateModified> <copyrightDate> <dateOther> <edition> <issuance> <frequency>

Information about the origin of the resource, including place of origin or publication, publisher/originator, and dates associated with the resource. A wrapper element that contains all sub-elements related to publication and origination information. Data content is contained in sub-elements.

### Sub-elements

**<place>** Record in <place> and its sub-element <placeTerm> place names associated with the creation or issuance of a resource. The <place> and <placeTerm> sub-element should be omitted if no information about the originating place of the resource is known. Repeat <place> to record multiple places.

#### Sub-element for <place>

**<placeTerm>** Record the textual or code form of the place. ACDC uses only the textual form along with the type attribute, *placeTerm type="text"*

#### Attributes for <placeTerm>

**type** This attribute has two possible values:

**code** Not used by ACDC

**text** This is the only value currently used by ACDC. Textual terms should follow the format found in the LC authorities.<sup>25</sup>

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<sup>25</sup> <http://authorities.loc.gov/>

**<publisher>** Record a named entity determined to have published, printed, distributed, released, issued, or produced a resource.

## Dates

At least one date element is required. Mark one and only one date as a key date using *keyDate="yes"* attribute. There is no wrapper element for dates.

The date element most commonly used by ACDC is **<dateCreated>** which contains the date of creation of the resource. Other date elements that have been used by ACDC are:

**<dateIssued>** publication or issued date (used for published items)

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

## Attributes for date elements

**encoding** If an exact year is known, represent the value using the W3CDTF encoding, which allows month and day to be specified if known. Follow the pattern: YYYY-MM-DD

**point** Used to specify whether a date is a start date or an end date if the resource is best described by a date range. Do not use for single dates. The following values are used:

- start – Used for the first date of a range
- end – Used for the end date of a range

**keyDate** Used to indicate the date that is most important for end user access. Even if only one date is present, include the keyDate attribute. For date ranges, mark the start date of the range intended for date searching as the keyDate. The following value is used:

- yes – This value is used so that a particular date may be distinguished among several dates. Thus, for example, when sorting MODS records by date, a date with *keyDate="yes"* would be the date to sort on. It should occur only for one date in a given record.

**qualifier** This attribute has three allowed values:

- approximate
- inferred
- questionable

## ACDC Usage Guidelines

### Place:

In cases where the form that appears on the item is an historical geographic name, use the modern form from the LC authority file for the <placeTerm> but mention the historical name in a note.

```
<mods:place>  
  <mods:placeTerm type="text">Urūmīyah (Iran)</mods:placeTerm>  
</mods:place>
```

```
<mods:note>The header indicates the letter was written in Oroomiah, the historical name for  
Urūmīyah.</mods:note>
```

```
<mods:abstract>A letter form Justin Perkins, a Presbyterian missionary in Persia (now known as Iran), to  
Edward Hitchcock recounting the geology of the region and describing local religious unrest between  
the Presbyterian missionaries and the "Papals and Puseyites".</mods:abstract>
```

### Dates:

See also <http://www.loc.gov/standards/mods/userguide/generalapp.html> for detailed info, incl. definitions of inferred, etc.

If an item is undated, Archives & Special Collections has indicated that it is acceptable to use the date range from the folder (see finding aid), when available. If there are no dates on the folder, it is acceptable to use the date range for the life span of the creator. In the case of photographs of buildings (as in the Buildings & Grounds Collection), if no date is present on the back of the photo or in the finding aid, a date range can be created using the date it was built as the start date and 1999 as the end date **with a qualifier of "approximate."** One may also choose to provide a date or date range based on knowledge of the photograph process, film type, or other research.

In all cases where the source of the date(s) is not self-evident, use the qualifier "questionable" and add a <mods:note> element with a type="date" and displayLabel="Date Note" attribute. See <note> element for examples.

Date elements are repeatable. For example, a letter may have been started on one date and added to at a later date.

### Example

```
<mods:originInfo>  
  <mods:place>  
    <mods:placeTerm type="text">Amherst (Mass.)</mods:placeTerm>  
  </mods:place>  
  <mods:dateCreated encoding="w3cdtf" keyDate="yes">1835-10-23</mods:dateCreated>
```

<mods:dateCreated encoding="w3cdtf">1835-11-09</mods:dateCreated>  
</mods:originInfo>

<mods:abstract>A letter to Benjamin Silliman in which Edward Hitchcock requests that Silliman send him books containing European geologists' writings on "the deluge." In a section added over two weeks after the initial letter, Hitchcock also updates Silliman on his progress with an article he is preparing about bird tracks, letting Silliman know how many pages he expects the essay to be, and how many image plates he expects will be needed.</mods:abstract>

## <language>

MODS Element	Sub-elements
<language>	<languageTerm>

A designation of the language in which the content of a resource is expressed. A wrapper element for one or more <languageTerm> elements. At least one <language> element is required for resources in which language is primary to understanding the resource. The <language> element is optional for resources in which language is important to understanding the resource, but not primary. For example, the caption of a photograph may in some instances be important to understanding the photograph, but not primary. If the content of the resource is in more than one language, the <language> element can be repeated.

### Sub-elements

<languageTerm> contains the language of the content of the resource in coded and textual form.

#### Attributes for <languageTerm>

**type** This attribute may contain the following values:

**text** Use the form of the language found in the MARC Code List for Languages<sup>26</sup>

**code** Use the 3-character alphabetic code found in iso639-2b, which is identical to the MARC Code List for Languages.

**authority** Use the value iso639-2b in the <languageTerm> element that contains the attribute **type="code"**. Do not use an authority attribute in the <languageTerm> element that contains the attribute **type="text"**.

### Examples

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

Resource contains both English and French text

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

<sup>26</sup> <http://www.loc.gov/marc/languages/>

```
<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>
```

### **ACDC Usage Guidelines**

The <language> element is not used for visual materials, such as photographs, even when some text, like a caption, is present.

For resources where multiple languages are represented, add pairs of <languageTerm> elements for an additional language(s) only when there is a substantial amount of it.

## <physicalDescription>

MODS Element	Sub-elements
<physicalDescription>	<form> <reformattingQuality> <internetMediaType> <extent> <digitalOrigin> <note>

A wrapper element that contains all sub-elements relating to physical description of the resource. Data content is only input within each sub-element. Following the MODS Guidelines, ACDC requires the use of one <physicalDescription> element with one <digitalOrigin> sub-element and one <internetMediaType> sub-element. This element is not repeatable.

### Sub-elements

**<form>** specifies the physical form or medium of the material for a resource. ACDC does not typically include this sub-element, although it may be useful when describing certain types of resources such as artwork.

**<internetMediaType>** records the electronic format type. The content value for this sub-element should be taken from the MIME Media Types list and expressed in the format type/subtype<sup>27</sup>. ACDC most frequently uses **image/jpeg**.

**<extent>** includes a statement of the number and specific material of the units of the resource that express physical extent. DLF recommends using a “content standard of choice.” ACDC relies primarily on DCRM-MSS, not yet published as of September 2013.

**<digitalOrigin>** designates the method by which a resource achieved digital form, i.e. whether a digital resource is born digital or reformatted digital. Current options are:

- **reformatted digital** A resource was created by digitization of the original non-digital form. **This is the option used most frequently by ACDC.**
- **born digital** A resource was created and is intended to remain in digital form. (Resources incorporating pre-existing analog content with new digital content should be assigned this option.)
- **digitized microfilm** A resource was created by digitizing a microform.

<sup>27</sup> <http://www.iana.org/assignments/media-types/index.html>



- **digitized other analog** A resource was created by digitizing another form of the resource not covered by the other values, e.g. an intermediate form such as photocopy, transparency, slide, etc.

**<note>** contains notes relating to the physical description of a resource that do not fit in one of the other available sub-elements. Do not confuse this note with general notes about the resource as a whole.

## ACDC Usage Guidelines

The rules to follow for <extent> depend on whether the material being described is textual or non-textual (i.e. graphic).

### Textual/Manuscript Materials:

For most manuscript materials, follow DCRM(MSS) and record the number of physical units as “item(s)” followed by the total number of pages. Include in the count tipped-in and blank leaves, pages, etc. For laid-in leaves, pages, etc., envelopes, or any other accompanying materials (e.g., loose clippings, photographs), see the instructions in the paragraph below the example. Do not include leaves added as part of the binding or the binding itself (if there is one). **For more detail, see the document on Using DCRM(MSS) in the metadata documentation folder.**

### Example

`<mods:extent>1 item (4 pages)</mods:extent>`

If a manuscript has accompanying material, give the number of physical units of this material, and the type(s) of material, at the end of the physical description. *Optionally*, use the term "accompanying material." Examples of accompanying material are: an envelope in which a letter was sent, a list enclosed in a letter, a dead cricket enclosed with a poem.

### Examples

A letter with an accompanying envelope

`<mods:extent>1 items (3 pages) + 1 envelope</mods:extent>`

A letter with a specimen list enclosed

`<mods:extent>1 items (2 pages) + 1 specimen list</mods:extent>`

`<mods:abstract>`A letter to Benjamin Silliman in which Edward Hitchcock writes that he has obtained numerous fish fossils which he is sending to Silliman. Hitchcock has enclosed a list of the specimens with his letter. Hitchcock also mentions a piece he has written describing the view from Mt. Holyoke, but

writes that it is not likely something that should be published in the American Journal of Science.</mods:abstract>

A letter with a map enclosed

<mods:extent>1 item (4 pages) + 1 map</mods:extent>

<mods:abstract>A letter to Edward Hitchcock in which Benjamin Silliman describes corrections made to a geological map of a section of Connecticut drawn by Edward and Orra White Hitchcock. The corrections were made by Silliman and Dr. James G. Percival. The map, done in watercolor and ink, is enclosed with the letter and contains a note with instructions from Hitchcock on one side, along with a brief note and sketch in response, also in watercolor and ink, by Percival.</mods:abstract>

If single pages are detached (e.g. fallen out of the binding, etc.), do not count separately but you can mention in a <physicalDescription><note>.

### **Example**

<mods:physicalDescription>

<mods:extent>1 item (9 pages)</mods:extent>

<mods:internetMediaType>image/jpeg</mods:internetMediaType>

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

<mods:note>The last several pages are detached from the main booklet.</mods:note>

</mods:physicalDescription>

### **Graphic Materials:**

For graphic materials such as photographs, use one of the following terms allowed by DCRM (G):

- drawing(s)
- painting(s)
- photograph(s)
- print(s)

Include dimensions, rounded up to the nearest centimeter, for photographs. Use the symbol “cm”.

### **Example**

<mods:physicalDescription>

<mods:extent>1 photograph ; 9 x 14 cm </mods:extent>

<mods:internetMediaType>image/jpeg</mods:internetMediaType>

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

</mods:physicalDescription>

## <abstract>

MODS Element	Sub-elements
<abstract>	None

A summary of the content of the resource.

### ACDC Usage Guidelines

The <abstract> element serves two essential purposes: it provides a concise summary of the resource and supports discovery of the resource through the inclusion of keywords that do not appear elsewhere in the record, i.e. as access points. Avoid lengthy, subjective summaries. Some level of interpretation may be necessary but avoid making speculative assertions or engaging in extensive research best left to the user. When possible, use specific keywords that will assist in search and retrieval. It is likely that topics, names, etc. deserve mention in the abstract but do not warrant inclusion as an access point. Also include mention of anything significant enough to also warrant inclusion as a <subject>.

### Tips on style

- Organizations known by an acronym should be spelled out on first use followed by the acronym in parentheses, unless the organization's name is encoded elsewhere, as a name or subject.
- Complete, formal sentences are not required, but pay attention to grammar and logic. Do not use contractions.

### Examples

A letter in which many topics are briefly touched on, none warranting an access point, however, the names highlighted below would enable the item to be retrieved through a keyword search.

<mods:abstract>A letter to Edward Hitchcock in which Benjamin Silliman mentions that a notice of Hitchcock's discoveries was given to the **Ashmolean Society at Oxford** and was included in the **London Atheneum**. Silliman also encourages Hitchcock to ignore **A. B. Chapin**, **James G. Percival**, and his other critics, and invites him to contribute more to the **American Journal of Science**.</mods:abstract>

### Additional examples

<mods:abstract>Minutes for the April 11, 1821 meeting of the Church of Christ of the Congregational order in Conway. Among the decisions made was the decision to invite Edward Hitchcock to lead the ministry.</mods:abstract>

<mods:abstract>An account book kept by Edward Hitchcock listing purchase subscriptions, expenses, donations, receipts, and expenditures for mineral, footmark, and natural history specimens, including specimens from Nineveh related to the Geological Cabinet of Amherst College.</mods:abstract>

<mods:abstract>A hand-written copy of a portion of a letter sent by Sir Roderick Impey Murchison to Edward Everett. The original letter was dated June 25th, 1854. In this excerpt Murchison defends his position on an issue that has been met with skepticism.</mods:abstract>

<mods:abstract>A letter to Elizabeth Fisher from Felicia Emerson describing the naming of Mount Norwottuck by the Amherst College senior class of 1946 and a July 4th picnic on the mountain. Edward Hitchcock is mentioned for his role in arranging the party, along with "Miss Lyon" and the "South Hadely ladies," as well as for his address to the assembly. Felicia Emerson also recounts her religious confirmation into the Christian Church.</mods:abstract>

<mods:abstract>Photograph album documenting buildings on the Doshisha University campus, ca. 1900-1960. Includes portraits of Joseph Hardy Neesima, the founder of the Doshisha, and a map of the campus. "Wakebayashi Photo Studio Kyoto" is stamped at the end of the album.</mods:abstract>

<mods:abstract>One of 61 drawings done by Orra White Hitchcock for use in Professor Edward Hitchcock's classes on geology and natural history.</mods:abstract>

<mods:abstract>Orders signed by Jeffery Amherst on October 16, 1760 at Fort Crown Point, New York. Jeffery Amherst gives leave to 14 Canadian soldiers to return to their families. He orders a ship to deliver the Canadian soldiers to St. John's, Newfoundland and provides a list of their names.</mods:abstract>

## <note>

MODS Element	Sub-elements
<note>	None

General information relating to a resource, that cannot be recorded in a more specific element.

### ACDC Usage Guidelines

Do not include in a note information that is better suited to the abstract.

When assigning a date in the <originInfo> element for undated items where the source of the date (or range) is not self-evident, use the qualifier “questionable” and add a <mods:note> element with a type=“date” and displayLabel=“Date Note” attribute.

### Examples

<mods:note>The header of the letter indicates the letter was written in "Kanosha N.T", the historical name for Cass County, Nebraska.</mods:note>

<mods:note>It has been inferred that Chester Bridgman was the steward of the boarding house at Williston Seminary.</mods:note>

<mods:note>The receipt is signed, "Geo. Graves." It has been inferred that this refers to the painter George Graves.</mods:note>

<mods:note>The resolution mentioned was not present with the letter.</mods:note>

<mods:note type="date" displayLabel="Date Note">Dates provided are based on the time period during which photo engraving was in common use, from the late 1800s to the mid-1900s.</mods:note>

<mods:note type="date" displayLabel="Date Note">The letter is dated November 16, with no year given. The year is inferred from when Hitchcock presented the article discussed (September 11, 1822) and when it was published (the 1823 issue of the American Journal of Science).</mods:note>

<mods:note type="date" displayLabel="Date Note">The dates provided are the dates of Hitchcock's life since no date is provided with the signature.</mods:note>

## <subject>

MODS Element	Sub-elements
<subject>	<topic> <geographic> <temporal> <titleInfo> <name> <genre> <hierarchicalGeographic> <cartographics> <geographicCode> <occupation>

A wrapper element that binds together sub-elements. Data content is contained in the sub-elements. These sub-elements contain a term or phrase representing the primary topic(s) on which a work is focused. Express multiple subjects in repeated <subject> fields.

### Attributes

**authority** records the name of the authoritative list for a controlled value. A list of Subject Heading and Term Source Codes is maintained by The Library of Congress.<sup>28</sup> ACDC formulates subject strings according to the Library of Congress Subject Headings (or LC Name Authority File), so the value of the authority attribute is always “*lcs*h.” As per the MODS User Guidelines, “a subject thesaurus that does not include names but has an implied authority for names uses the designation for that thesaurus (i.e., “*lcs*h” means LCSH plus NAF).<sup>29</sup> All ACDC subjects, whether topical or name, use the attribute **authority=“*lcs*h”**. Specify authority at the highest level.

### Sub-elements

**<topic>** Use this sub-element to indicate any primary topical subjects that are not appropriate in the <geographic>, <temporal>, <titleInfo>, or <name> sub-elements. This sub-element has no attributes.

**<geographic>** Use this sub-element for geographic subject terms. If the geographic name is part of a corporate body (for example, **United States. Senate**), it is coded as a <name>, not <geographic>. This sub-element has no attributes.

**<temporal>** Use this sub-element for chronological subject terms or temporal coverage. Because ACDC

<sup>28</sup> <http://www.loc.gov/standards/sourcelist/subject.html>

<sup>29</sup> <http://www.loc.gov/standards/mods/userguide/subject.html>

uses LCSH, we do not use the optional attributes for this sub-element.

**<titleInfo>** Use this sub-element to indicate a title used as a subject. All sub-elements and attributes used under the top-level element <titleInfo> may be used with this sub-element.

**<name>** Use this sub-element to indicate a name used as a subject. All sub-elements and attributes used under the top-level element <name> may be used with this sub-element.

### ACDC Usage Guidelines

<subject> describes the subject content represented in or by the item, and typically addresses the *who*, *what*, *where*, and *when* of the item. Subject(s) should be included when an item can be said to be *about* something, beyond just the mention of or reference to a topic. Enter as many specific terms as necessary to capture subject content. Conversely, in some cases inclusion of a <subject> element might not be warranted. For example, a letter might cover many topics without specifically being *about* any one of them. In this case the abstract alone might sufficiently describe the content of the letter and the only additional <subject> terms needed would be for the sender and recipient (if both are considered significant).

#### Example

A letter from Benjamin Silliman to Edward Hitchcock that covers a range of topics but without emphasis on any one in particular.

**<mods:abstract>**A letter to Edward Hitchcock in which Benjamin Silliman expresses his gratitude for Hitchcock including his edition of [Robert] Bakewell's geology text in the Amherst College catalog of text books in geology. Silliman also provides some observations about his plan involving purple gases and metals, and asks Hitchcock's opinion about including illustrations of some plants for The American Journal of Science and whether or not Orra White Hitchcock would prepare them.**</mods:abstract>**

```
<mods:subject authority="lcsch">
  <mods:name type="personal">
    <mods:namePart type="family">Hitchcock</mods:namePart>
    <mods:namePart type="given">Edward</mods:namePart>
    <mods:namePart type="date">1793-1864</mods:namePart>
  </mods:name>
  <mods:topic>Correspondence</mods:topic>
</mods:subject>
```

```
<mods:subject authority="lcsch">
  <mods:name type="personal">
    <mods:namePart type="family">Silliman</mods:namePart>
    <mods:namePart type="given">Benjamin</mods:namePart>
  </mods:name>
  <mods:topic>Geology</mods:topic>
</mods:subject>
```

```
    <mods:namePart type="date">1779-1864</mods:namePart>
  </mods:name>
  <mods:topic>Correspondence</mods:topic>
</mods:subject>
```

Try to think about the items in broader contexts, not just within the context of the collection of which they are a part, but the larger collection of materials from Archives & Special Collections and beyond. Strive for both accuracy and consistency when assigning subject terminology. **For more guidance, see the document on subject analysis in the metadata documentation folder.**

Letters to the editor(s) of a newspaper should include a subject access point for the title of the publication, using the authorized form of the uniform title. If there is no LC authority record, check our local catalog.

```
<mods:subject>
  <mods:titleInfo>
    <mods:title>Independent (New York, N.Y.)</mods:title>
  </mods:titleInfo>
</mods:subject>
```

```
<mods:subject>
  <mods:titleInfo>
    <mods:title>Springfield daily Republican (Springfield (Mass.))</mods:title>
  </mods:titleInfo>
</mods:subject>
```

### **Examples**

Doshisha University photo album

```
<mods:subject authority="lcsh">
  <mods:name type="corporate">
    <mods:namePart>Dōshisha Daigaku</mods:namePart>
  </mods:name>
  <mods:topic>Buildings</mods:topic>
  <mods:topic>Photographs</mods:topic>
</mods:subject>
```

```
<mods:subject authority="lcsh">
  <mods:topic>College buildings</mods:topic>
  <mods:geographic>Japan</mods:geographic>
  <mods:geographic>Tokyo</mods:geographic>
```



```
<mods:topic>Photographs</mods:topic>
</mods:subject>
```

Orra White Hitchcock's Classroom drawings

```
<mods:subject authority="lsh">
  <mods:topic>Footprints, Fossil</mods:topic>
  <mods:topic>Identification</mods:topic>
</mods:subject>
```

```
<mods:subject authority="lsh">
  <mods:topic>Geology, Stratigraphic</mods:topic>
  <mods:topic>Charts, diagrams, etc.</mods:topic>
</mods:subject>
```

```
<mods:subject authority="lsh">
  <mods:topic>Lava flows</mods:topic>
  <mods:geographic>Italy</mods:geographic>
  <mods:geographic>Etna, Mount</mods:geographic>
  <mods:topic>Charts, diagrams, etc.</mods:topic>
</mods:subject>
```

### **Examples of MODS encoding for each type of subject heading**

Personal Name (100 in authority record)

```
<mods:subject>
  <mods:name type="personal">
    <mods:namePart type="family">Hitchcock</mods:namePart>
    <mods:namePart type="given">Edward</mods:namePart>
    <mods:namePart type="date">1793-1864</mods:namePart>
  </mods:name>
```

Corporate Name (110 in authority record)

```
<mods:subject authority="lsh">
  <mods:name type="corporate">
    <mods:namePart>Amherst College</mods:namePart>
  </mods:name>
  <mods:topic>History</mods:topic>
</mods:subject>
```

Uniform Title (130 in authority record)

```
<mods:subject>
  <mods:titleInfo>
    <mods:title>Supplement to the Ichnology of New England</mods:title>
    <mods:subTitle>a report to the government of Massachusetts in 1863</mods:subTitle>
  </mods:titleInfo>
  <mods:topic>Illustrations</mods:topic>
</mods:subject>
```

Topical Term (150 in authority record)

```
<mods:subject authority="lcsch">
  <mods:topic>Religion and science</mods:topic>
</mods:subject>
```

Geographic Name (151 in authority record)

```
<mods:subject authority="lcsch">
  <mods:geographicic>Iran</mods:geographicic>
  <mods:topic>Description and travel</mods:topic>
</mods:subject>
```

## <relatedItem>

MODS Element	Sub-elements
<relatedItem>	Any MODS element may appear as sub-elements of <relatedItem>

Information that identifies other resources related to the one being described. A wrapper element under which any MODS element may be used as a sub-element.

### Attributes

**type** describes the relationship between the resource in <relatedItem> and the resource being described in the MODS record. The following values are allowed:

- preceding
- succeeding
- original
- host [this is the value currently used by ACDC]
- constituent
- series
- otherVersion
- otherFormat
- isReferencedBy

**displayLabel** is used to indicate the preferred labeling for display. Include the text preferred and capitalization, but do not include delimiters such as colons.

### ACDC Usage Guidelines

Currently, the <relatedItem> element is used to refer to the collection of which the item is a part and to link to the full finding aid for that collection, if available. Search for the collection at <http://asteria.fivecolleges.edu/findaids/amherst/list>. Once you find the landing page for the collection, copy that URL. Use the title of the collection as it appears on the finding aid, without the dates.

```
<mods:relatedItem displayLabel="Part of" type="host">
  <mods:titleInfo>
    <mods:title>Edward and Orra White Hitchcock Papers</mods:title>
  </mods:titleInfo>
  <mods:location>
    <mods:url note="Finding Aid">http://asteria.fivecolleges.edu/findaids/amherst/ma27_main.html</mods:url>
```

```
</mods:location>
</mods:relatedItem>
```

Very occasionally it may be used to link two records as in the following example.

In this example it was determined that an apparently unrelated note found in a book of Hitchcock's classroom lecture notes should be treated as a separate object.

The record for the lecture notes contains the following:

```
<mods:titleInfo>
  <mods:title>Edward Hitchcock classroom lecture notes, "Heat or Calorie..."</mods:title>
</mods:titleInfo>

<mods:relatedItem displayLabel="Enclosure" xlink:href="http://replaceMe.edu/ma00027-10-04-00031.html">
  <mods:titleInfo>
    <mods:title>Calvin Chapin Bayley note to Edward Hitchcock</mods:title>
  </mods:titleInfo>
</mods:relatedItem>
```

And the record for the note, with a corresponding <relatedItem> element:

```
<mods:titleInfo>
  <mods:title>Calvin Chapin Bayley note to Edward Hitchcock</mods:title>
</mods:titleInfo>

<mods:abstract>A note from Amherst College student C. C. [Calvin Chapin] Bayley to Edward Hitchcock describing an experiment using mirrors to reflect rays of light onto a thermometer and a lump of ice and the resulting temperature changes. A diagram of the experiment is included. This note was found within Hitchcock's classroom lecture notes on heat.</mods:abstract>

<mods:relatedItem displayLabel="Enclosed in" xlink:href="http://replaceMe.edu/ma00027-10-04-00009.html">
  <mods:titleInfo>
    <mods:title>Edward Hitchcock classroom lecture notes, "Heat or Calorie..."</mods:title>
  </mods:titleInfo>
</mods:relatedItem>
```

## <identifier>

MODS Element	Sub-elements
<identifier>	None

A unique standard number or code that distinctively identifies a resource. The DLF Guidelines “recommend that <identifier> be used to encode any identifying character string uniquely associated with a resource, but reserves <location><url> for encoding the URL to the resource in its repository context. Persistent URIs that serve both as a unique identifier and a URL to the resource in its repository context should be encoded using both elements.”<sup>30</sup>

### Attributes

**type** indicates the type of identifier. There is no controlled list of values but the suggested value used by ACDC is “*uri*”

### **ACDC Usage Guidelines**

We don’t know what the URL for the digital object will be until the PID is created when the files are ingested in Fedora. Aaron will replace our placeholder text in the URL at that point. Insert the file name.html after <http://replaceMe.edu/>.

See <location> element for details on how to encode <location><url>.

### Example

<mods:identifier type="uri"><http://replaceMe.edu/ma00027-03-31-00078.html></mods:identifier>

---

<sup>30</sup> P. 72 of pdf

## <location>

MODS Element	Sub-elements
<location>	<physicalLocation> <url>

Identifies the institution or repository holding the resource, or a remote location in the form of a URL where it is available.

### Sub-elements

**<physicalLocation>** identifies the physical, institutional home of an analog resource that has been digitized. DLF recommends against its use for identifying the physical location of digital files.

**<shelfLocator>** contains the shelfmark or other shelving designation that indicates the location identifier for a copy.

**<url>** contains the URL for the resource.

#### Attributes for <url>

**Usage** This attribute has one enumerated value: **primary display**. This attribute must be used with one and only one instance of <location><url>.

### ACDC Usage Guidelines

The physical location is always **Amherst College Archives & Special Collections**. The shelf locator should contain the box and folder number from the digitization spreadsheet/finding aid. The URL will match the URL used in the **<identifier>** element, with the addition of the attribute *usage="primary display"*.

### Example

```
<mods:location>  
  <mods:physicalLocation>Amherst College Archives & Special  
  Collections</mods:physicalLocation>  
  <mods:shelfLocator>Box 3 Folder 31</mods:shelfLocator>  
  <mods:url usage="primary display">http://replaceMe.edu/ma00027-03-31-00078.html</mods:url>  
</mods:location>
```

## <accessCondition>

MODS Element	Sub-elements
<accessCondition>	None

Information about restrictions imposed on access to a resource.

### Attributes

**type** indicates restrictions (or lack thereof) on use of the resource and/or restrictions on access to the material. The possible values for this attribute are:

- use and reproduction [this is the only value currently used by ACDC]
- restriction on access

### Example

`<mods:accessCondition type="Use and reproduction">Public Domain: This material has been identified as being free of known restrictions under copyright law, including all related and neighboring rights. While Amherst College Archives & Special Collections claims no rights or authority over this material, we do ask that any publication or use of this material cite the Archives & Special Collections at Amherst College as the source of the images and the repository where the original documents can be found.</mods:accessCondition>`

## <recordInfo>

MODS Element	Sub-elements
<recordInfo>	<recordContentSource> <recordCreationDate> <recordChangeDate> <recordIdentifier> <recordOrigin> <languageOfCataloging>

A container element that includes sub-elements relating to information necessary for managing metadata.

### Sub-elements

<languageOfCataloging> records the language of the text of the cataloging in the MODS record

#### Sub-element of <languageOfCataloging>

<languageTerm> Contains the language of the text of the cataloging in the MODS record. Include one pair of <languageTerm> elements representing the primary language of the text wrapped in a single <language> element, one with the attribute *type="text"* and the other *type="code"*. Additional pairs of <languageTerm> elements representing secondary languages may be included in separate <language> elements.

#### Attribute of <languageTerm>

**authority** The only allowed value is *iso639-2b*. This is identical to the MARC Code List for Languages.<sup>31</sup>

### Example

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

<sup>31</sup> <http://www.loc.gov/marc/languages/>