

MEI: HOW TO USE

- Preliminary steps:
- 1) Examine the collection: learn as much as possible about the history of the collection so to recognise particular signs and evidence in the books.
- 2) Examine the incunabulum you want to catalogue and start taking notes (on a piece of paper) on all the signs of provenance and try to arrange them consistently and in chronological order.

CREATE A MEI RECORD

- Once you have collected the relevant information on paper, create a record in the **following order**:
- **FIRST**, work on the ‘**Owners of Incunabula**’ Database (e.g. Smith, John; Oxford, Balliol College, etc.).
- **SECOND**, create the **MEI record** for the incunabulum.

OWNERS OF INCUNABULA

- Check the presence, and, if necessary, create new records for the owners in the 'Owners of Incunabula' Database (e.g. Smith, John or Oxford, Balliol College, etc.) **BEFORE** creating MEI records for the incunabula.

The **Owners of Incunabula** database is accessible by clicking on **Datasets** in the bottom menu.

This database is particularly useful because, once you have created a good Owner record, every time you will insert the same provenance in a MEI record it will populate the Provenance Information automatically, saving time and preventing mistakes.

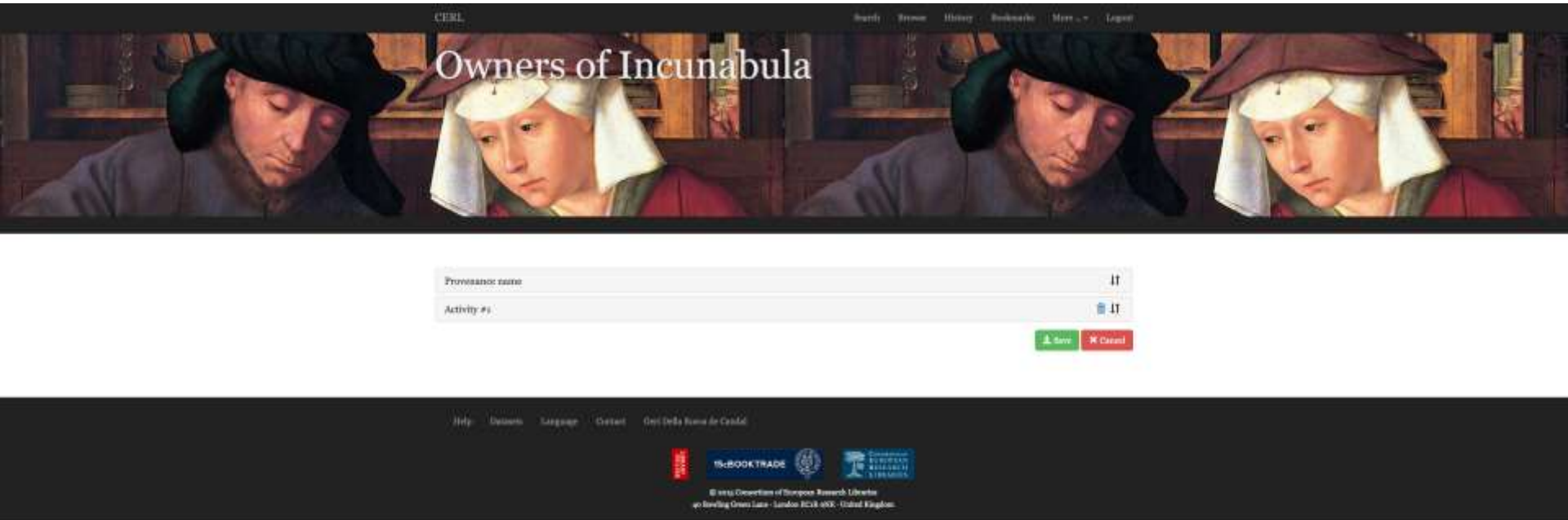


If you wish to **SEARCH** or **EDIT** a record, search for the record in the search tab.

To **CREATE** a record of provenance (person or institution) in the **Owners of Incunabula** database, click on **More** (top menu) and then **Create a new record**.



This is how a new record looks in the Owners of Incunabula Database.



In **Provenance Name**, fill in all the relevant information, following the model below. Make sure the information is correct, since, if it is not, it will be repeated in all the records you will create using this provenance!!!

Name format: IMPORTANT! See next slide.



Provenance name: ||

Name

→

Type

→ ▼

Gender

→ ▼

Biographical dates - Period of existence

→

Note

→

Other Identifier

[+ Add another Other Identifier Field](#)

Variant Names

→

[+ Add another Variant Name Field](#)

Activity #1 ||

CONTROLLED LANGUAGE:

Personal Name: [Surname, Name]. Example: Correr, Theodorus. If a religious, add the Sigla, ex: Cleuen, Franciscus, OSB

Corporate Name (religious): [City, Order, Dedication, Sigla]. Example: Venice, Benedictines, S. Zacharia, OSB. This is basically the Bod-inc and IPI model, which allows best browsing.

Corporate Name (lay): [City, Name]. Example: Brescia, Biblioteca Queriniana



Owners of Incunabula

Search Screen History Bookmarks More... Login

Parental name: II

Name: Gennadius, Joannes

Type: Person

Gender: Male

Biographical dates - Period of existence: 1544-1532

Note: Greek anthropologist, diplomat and patriot (1517/1518-1571/1572), resident for long periods in the London, where his library was based until 1522, when he donated c. 25,000 books (most of which he had collected between 1480 and 1492) to the American School of Classical Studies in Athens, which in turn had agreed to build a dedicated facility in the name of Gennadius's father, George (1480-1524), in a plot of land adjacent to the School. The Gennadius Library officially opened in 1928.

Other Identifier:

[+ Add another Other Identifier Field](#)

Variant Names: Gennadius

[+ Add another Variant Name Field](#)

Activity #1: II

[Save](#) [Cancel](#)

In **Activity**, fill in all the relevant information. Particularly regarding **Dates**, the same principle applies as with MEI records (if incorrect, the machine cannot read them), so follow carefully the MEI guidelines. Add **MARC Area Code** for the country, and **Place** and **GeonamesID** to allow the system to locate the place on the map. Add **Profession /Type of Insitution** and **Characterisation**. Remember, once you are back in the MEI record, to add the **ROLE**, which has to be added manually every time (since it may chance). Most Owners will have only **1 Activity**. In rare cases (e.g. a student who then becomes a lawyer, and we have precise dates) it is possible to have more. Generally speaking, however, best to stick to 1 Activity, listing the dates of birth and death (or foundation/end), either precise or approximate.

CERL Search Browse History Bookmarks More... Login

Provenance name: IT

Activity #1

Start (year): 1641

End (year): 1672

Note:

MARC Area Code:

Note:

Place: London

GeonamesID: 4642043

Profession / Type of Institution: Civil servant

Characterisation: No characterisation/typ

+ Add another empty Activity Field

Save Cancel

NO	YES	NOTE FIELD
XVI-XVII sec.	1501-1600	
Fl.1510	1510	'Floruit'
16.-17..	1501-1600	'Approximate date'
167-177	1501-1600	'Approximate date'
?-1678	-1678	
1540-?	1540-	

MEI

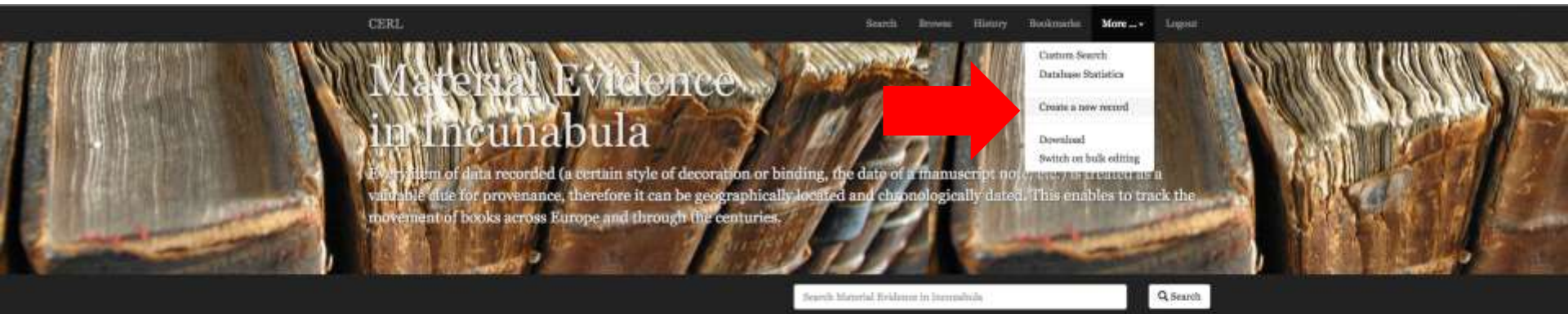
- Once you have finished inserting all the relevant information in the Owners of Incunabula Database, you are ready to create MEI records.

The **Material Evidence in Incunabula (MEI)** database is accessible by clicking on **Datasets** in the bottom menu.

If you wish to **SEARCH** or **EDIT** a record, search for the record in the search tab.

To **CREATE** a new record:

After **Login**, click on **More** and then on **Create a new record**.



Material Evidence in Incunabula

MEI is a database specifically designed to record and search the material evidence (or copy specific, post-production evidence and provenance information) of 15th-century printed books: ownership, decoration, binding, manuscript annotations, stamps, prices, etc. MEI is linked to the Incunabula Short Title Catalogue (ISTC), provided by the British Library, from which it derives the bibliographical records, and it allows the user at last to combine searches of bibliographical records (extracted from ISTC) with copy-specific records.

Uniquely, every element recorded (a certain style of decoration or binding, a manuscript note, etc.) is treated as a valuable clue for provenance, therefore it can be geographically located and chronologically dated. Explicit ownership notes are further categorised as private or institutional, religious or lay, female or male, and by profession. This enables tracking of the movement of books across Europe and through the centuries.

Manuscript notes, equally valuable for understanding the readership of the early editions, are classified according to their frequency and their type: corrections, completions, supplements, extraction of key words, collation, translation, structuring the text, comments, censorship, reading marks (underlining and pointing hands). These data allow for sophisticated social studies on the use of books, readership and reading.

Prices and currencies, fundamentally important to the economic study of the book-trade, are also individually recorded. This will allow a critical mass of evidence to be submitted to the analysis of economic historians.

Personal and institutional names of ownership are linked to the CERL Thesaurus, where further bio-bibliographical information can be found. This provides links to other editions identified with the specified name, clarifying whether the owner was also an author, thus merging ownership and authorship information. Provenance locations are also linked to the CERL Thesaurus, which offers geocoordinates and map locations. MEI is being developed to provide a physical representation of the circulation of books throughout the centuries, from place of production, to their present locations.

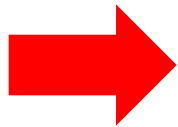
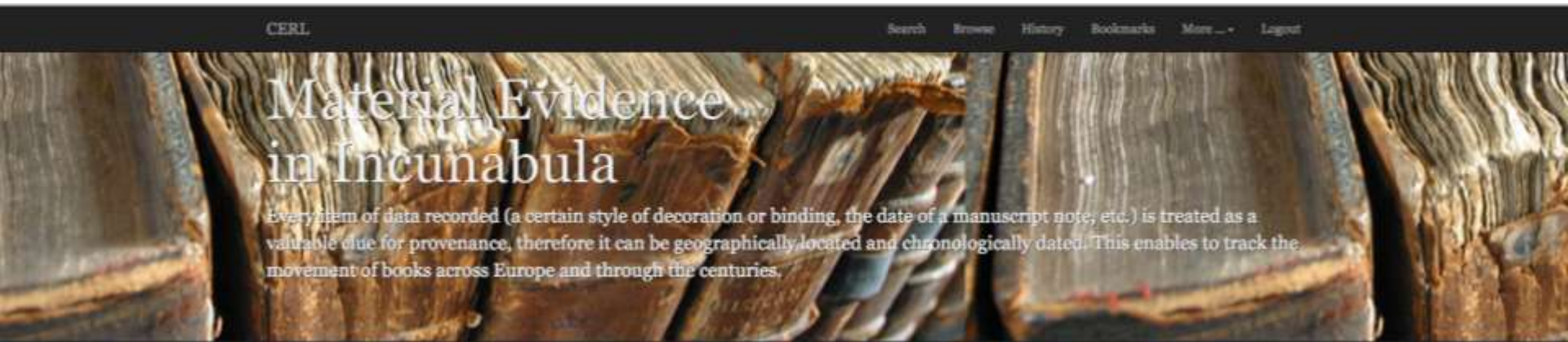
For some basic statistics on this database [click here](#).

Read more about this database on the [CERL Website](#).

This is how a new record looks.

The bars **Copy** and **'About this record'** remain unvaried, while **'Evidence #'** can increase for as many blocks of evidence you wish to create. See further on how to create new blocks of evidence. Ignore **'About this record'**, you will never have to use it.

Start from: COPY.

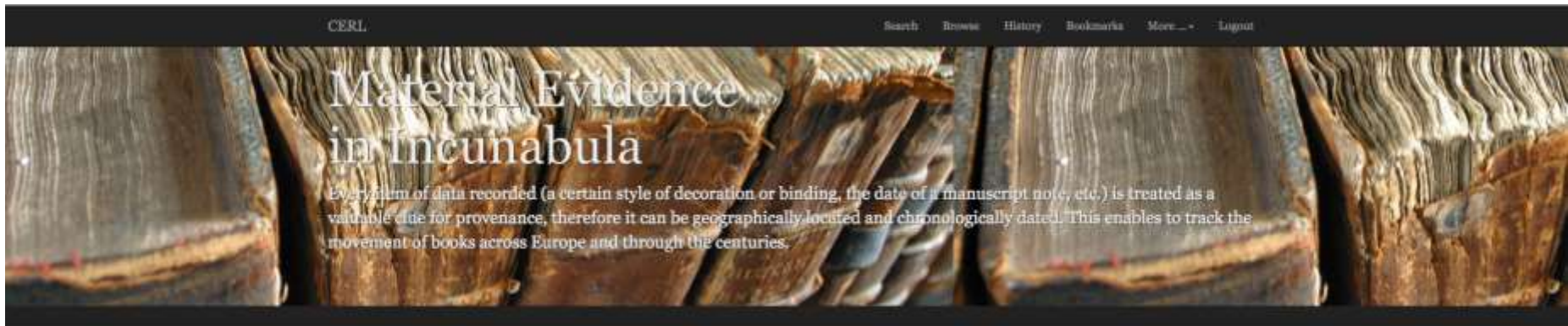


Copy	⌵
Evidence #1	🗑️ ⌵
About this record	⌵

[Save](#) [Cancel](#)

In **copy** there are a few very important things that need to be completed, and a number of others that are unessential. Of the first three elements, **Database segment** (ignore), **Language** (ignore), **ISTC N° IS ESSENTIAL** (if you do not insert it, you will not be able to retrieve the record!!!).

- 1) Find your edition on the ISTC website (in another screen!) and copy the ISTC number (eg: ia00067600);
- 2) Back in MEI, click on **SELECT (yellow tab)** and paste the ISTC number.
- 3) Click on the edition that appears.



Copy IT

Database Segment

Language of description
English

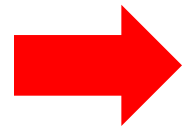
ISTC No.



Holding Information

Holding Information

In **Holding Information**, the **Holding Institution** is essential: **select** (yellow tab) and find your institution. **Collection** (ignore, except in very specific cases). **Shelfmark** is **essential**. **Holding note** (ignore). **Note:** add '**Created by *Name Surname***' e.g. 'Created by Geri Della Rocca de Candal'.



CERL Search Browse History Bookmarks More... Logout

Copy

Database Segment

Language of description
English

ISTC No.

Search

Holding Information

Holding Institution

Search

Collection

Shelfmark

Holdings note

Note

+ Add another Note Field

Also bound with this copy: only relevant if there is another MS/printed edition bound together with the incunabulum you are describing. Should that be the case, please contact me.

Copy history (ignore).

Also bound with this copy

Author

Title

Printing place

Printer/Publisher

Year of publ.

MEI copy id

ISTC No.

Q. Submit

Reference

➤ Add another Also bound with this copy Field

Copy History

Note

Physical description: if the volume is incomplete, this is where you will describe the details (e.g. 'wanting a1'). Add the leaf height and length, in mm.



CEML Search Home History Preferences Help Log out

Physical Description

Physical Description

Leaf height (in mm)

Leaf width (in mm)

Copy Features

Copy Features

Select Source

Copy Features - Note

Suggest material note

Suggest material (book)

Select an Option

Suggest material (plate)

Select an Option

Watermark

Note on watermark

Link to Electronic Database

Electronic Reproduction

CEML


Copy features: very important. Choose as many options apply (e.g. Complete, Incomplete, Parts of texts in facsimile, Parts of text in manuscript, etc).

Support material (book) (i.e. printed on?): usually paper (rarely parchment).

Support material (plates): ignore. **Watermark and Note on Watermark, Bernstein Database,** etc: ignore, unless it is the copy of a particularly rare edition (check ISTC – if less than 20/25 copies worldwide, contact me).

Copy Features

Copy Features



Complete

Incomplete

Made up copy

Composite volume

Variant

Cancellans/cancellandum

Parts of text in facsimile

Parts of text in manuscript

Support material (book)



Select an Option

Support material (plates)

Select an Option

Watermark

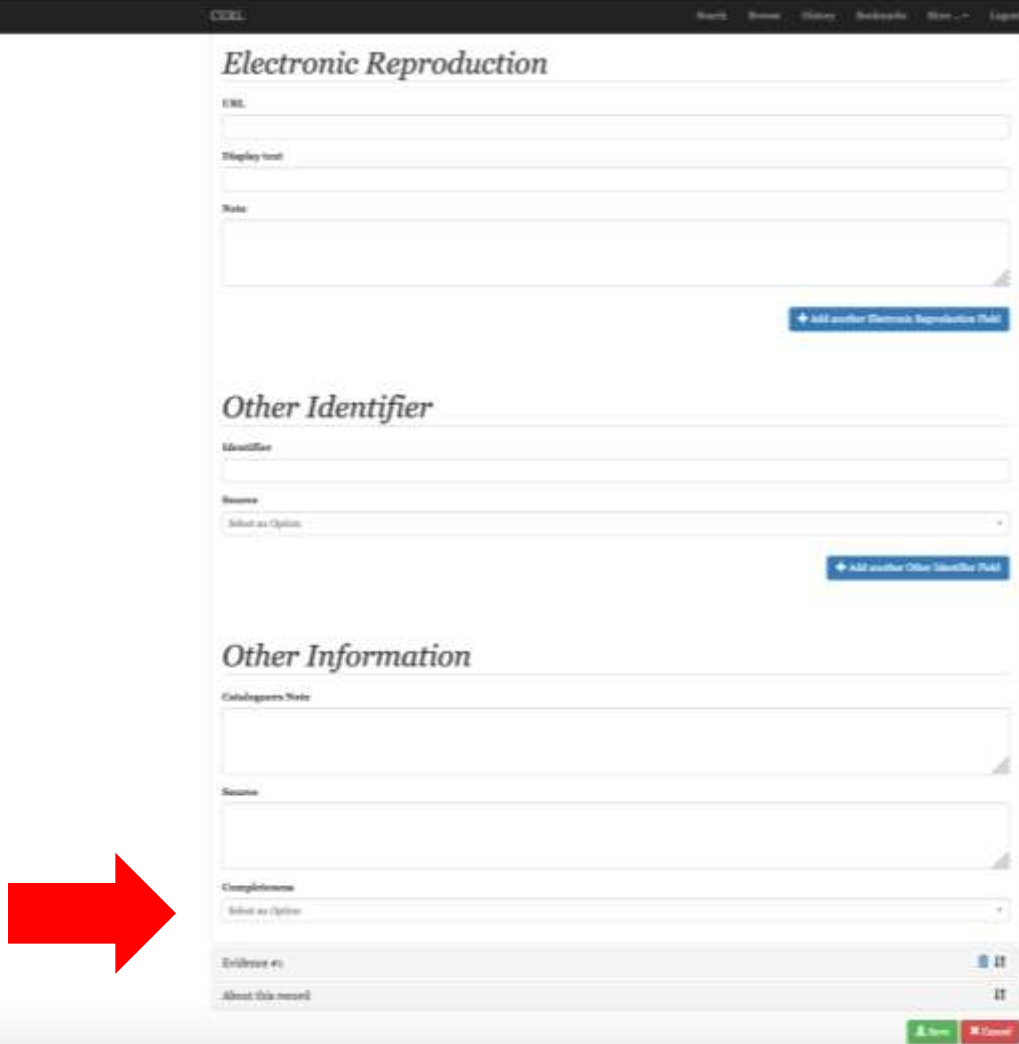
Note on watermark

[Link to Bernstein Database](#)

Electronic Reproduction: only add if you have a digitised version, complete or partial, of **YOUR** copy. If so, contact me for further details.

Other Identifier (ignore). **Other information** (ignore).

Completeness: choose **'Incomplete'**. Once the description of the copy is concluded, change to **'Complete'**.



The screenshot shows a web form titled "Electronic Reproduction" with three main sections: "Electronic Reproduction", "Other Identifier", and "Other Information". Each section has a title, a text input field, and a dropdown menu. A red arrow points to the "Completeness" dropdown menu, which is currently set to "Select an Option".

Electronic Reproduction

URL

Display text

Note

+ Add another Electronic Reproduction Field

Other Identifier

Identifier

Source

Select an Option

+ Add another Other Identifier Field

Other Information

Catalogue Note

Source

Completeness

Select an Option

Exhibits (0)

About this record

Save Cancel

At this point you have completed the description of **Copy**. To stay on the safe side, **SAVE** the record (**green tab**).

Remember to save frequently to avoid loss of data!!!

The screenshot displays the ODEE web interface with a dark header bar containing navigation links: Search, Home, History, Bookmarks, View, and Logout. The main content area is divided into three sections:

- Electronic Reproduction**: Includes input fields for URL, Display text, and Note. A blue button labeled "Add another Electronic Reproduction Field" is located to the right.
- Other Identifier**: Includes an Identifier input field, a Source dropdown menu (set to "Select an Option"), and a blue button labeled "Add another Other Identifier Field".
- Other Information**: Includes a Catalogue Note input field, a Source dropdown menu (set to "Select an Option"), and a Completion dropdown menu (set to "Select an Option").

At the bottom of the form, there is a "Refresh" button, a "Save" button (highlighted in green), and a "Cancel" button. A large red arrow points from the bottom right towards the "Save" button.

Once you have saved, you will see the record as it looks. Scroll to the bottom, and click the **first tab** on the left (square with pen) to **EDIT** the record.

The second tab creates a duplicate of the record, and the third tab (bin) deletes the record. Use the latter with caution!!!

CERL

Search Browse History Bookmarks More ... Logout

(vell), Eton College, Glasgow UL (2, Hunterian), Manchester JRL, Newcastle UL, Oxford Bodley (2, 1 imperfect), Oxford, All Souls College, Oxford, Corpus Christi College, Oxford, Merton College, Oxford, New College, Oxford, Queen's College, Stonyhurst College, Windsor RL, ChL, CoUL, CoMGL, DuUL, HarvCL, HEHL, HL(B), InUL, LC, NYPL, PhF(W)L, PML, UCalBL, UMichL, WArtGL, YUL, FDC, JHSch, Firenze Laur, Firenze N, Firenze Ricc, Messina U, Milano Ambr, Milano N, Milano Triv, Modena Est, Napoli N, Napoli U, Parma Pal, Perugia C, Piacenza C, Roma Cas, Roma Cors, Roma N, Torino N, Venezia N, Verona Cap, Vaticano BAV, Madrid BN, Salamanca BU (imperfect), Sevilla Colombina, Toledo BCap (imperfect), Porto BPM, Paris BN (7: 2 vellum [1 imperfect], 5 paper [2 imperfect, 1 var]), Paris Mazarine (2), Chantilly MCondé, Strasbourg BNU, Troyes BM, Athens EB, Athens Gennad, Copenhagen RL, Genève Bodmer, Kraków J, Moscow SL, Patmos Agios Ioannes, Prague NL, Stična C, St Petersburg Akad, St Petersburg NL, Stockholm RL (imperfect), Uppsala UB, Warszawa U, Graz, SteiermarkLB, Innsbruck, UB, Wien, ÖNB, Louvain-la-Neuve, UCL (imperfect, wanting leaves 1 and 273-280), The Hague MMW, Leiden UB 20 (2), Rotterdam Mus. Boymans, Berlin SB, Dresden SLUB, Göttingen SUB, Gotha ForschLB, Hamburg SUB, Hannover NLB, Leipzig UB, München BSB, München UB, Nürnberg StB, Rostock UB, Schleisingen NaturhistM, Stuttgart WLB

Description of Copy


Copy Id 00201610

Other Information

Last Edit 2016-05-08 22:34:43

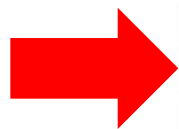
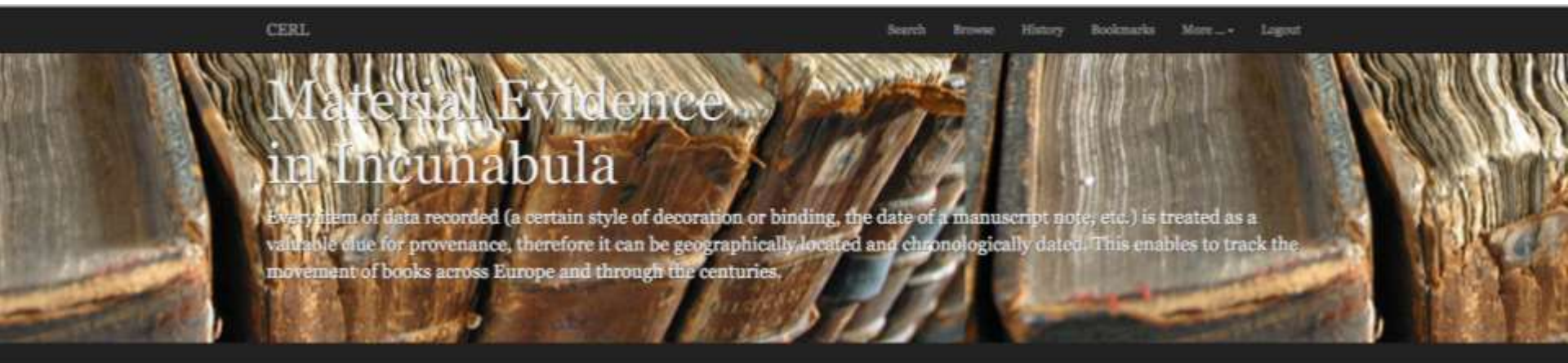
Editing History

0
2016-05-08 22:34:43 ()



✎ 📄 🗑

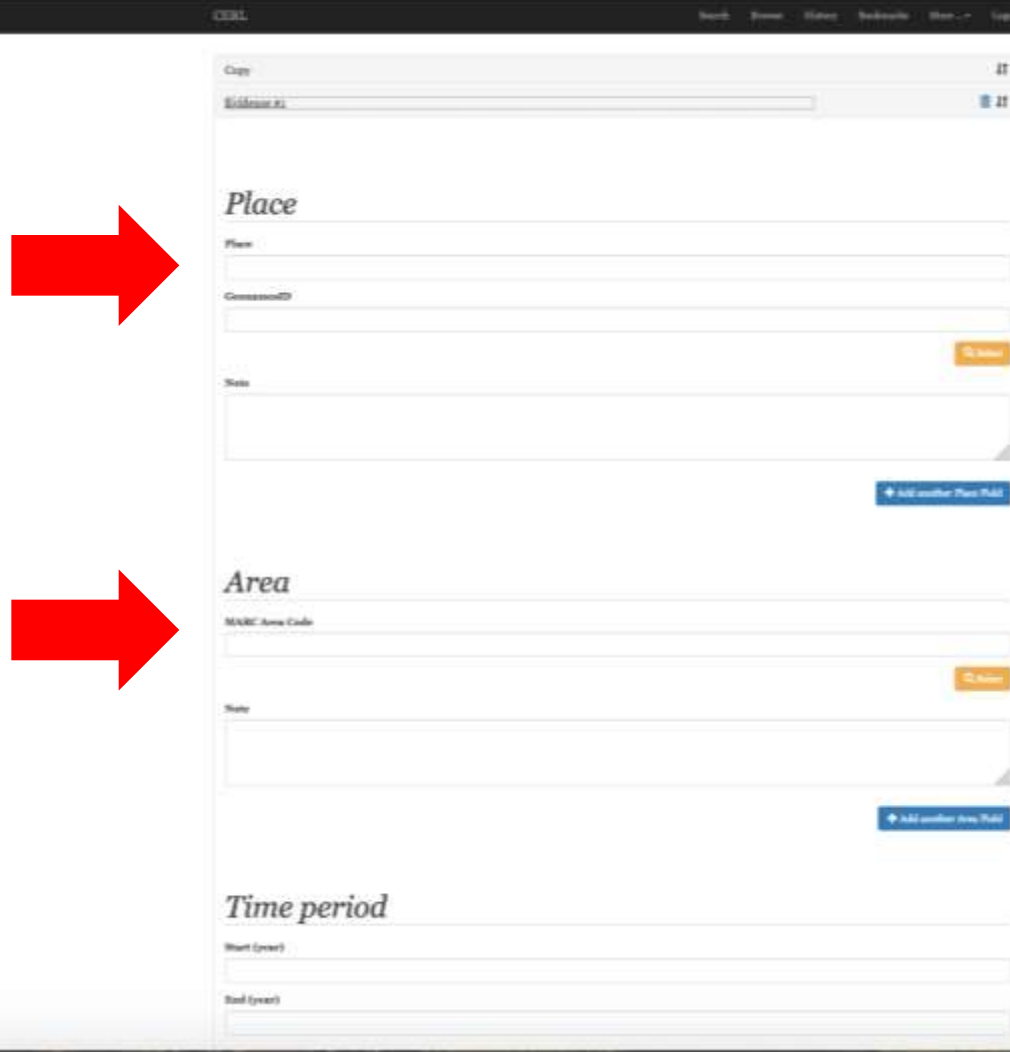
After you have clicked on Edit, you will get back to this point. Now you are ready to describe the blocks of provenance. Click on **'Evidence #1'**.



Copy	⌵
Evidence #1	🗑️ ⌵
About this record	⌵

[Save](#) [Cancel](#)

Since the point of MEI is to tag space and time, this info, when available, is essential, so don't be shy. Write down the **Place** name (e.g. 'Milan'), then click on the yellow tab 'select' – this will open the Geonames window, where you will write 'Milan' again, and then select the appropriate option from the list ('ppl' option is preferable). Repeat with **Area**: click on yellow tab 'select' and insert the country name ('Italy') in the window that will have opened. In both cases add notes if necessary (e.g. if you are not 100% sure it is Milan, but you have good reasons to suppose so – explain why).



The screenshot displays the CEML (Cultural Event Metadata Interface) form. At the top, there is a navigation bar with 'CEML' on the left and 'Search', 'Home', 'Help', 'Feedback', 'About', and 'Logout' on the right. The main form is divided into three sections: 'Place', 'Area', and 'Time period'. The 'Place' section includes a 'Place' text field, a 'GeonamesID' text field, and a 'Note' text area. A yellow 'Select' button is located to the right of the 'GeonamesID' field. Below the 'Note' field is a blue button labeled '+ Add another Place Field'. The 'Area' section includes a 'MARC Area Code' text field, a 'Note' text area, and a yellow 'Select' button to the right of the 'MARC Area Code' field. Below the 'Note' field is a blue button labeled '+ Add another Area Field'. The 'Time period' section includes 'Start (year)' and 'End (year)' text fields. Two large red arrows point from the left towards the 'Place' and 'Area' section headers.

1) In MEI, time is as important as space (so, again, don't be shy): in **Time period**, insert either exact dates or approximate dates, but follow carefully the MEI guidelines on how to insert dates (see picture inserted here).

2) Next, click on the yellow tab 'Add another Provenance name field' (i.e. **DO NOT** start filling the Provenance name section). This will open a window: insert the name you are looking for and select it (provided that it is already in the database). This will create and fill a new **Provenance name** section, under the empty one (which will then be deleted once you save the record). The only part that you always have to complete manually is '**Role**' (e.g. present or former owner, binder, etc.).



CEML

Search Home History Preferences Menu Login

Time period

Start (year)

End (year)

Provenance name

Type

Name

Biographical dates - Period of existence

Other information

Gender

Characterization

Profession / Type of institution

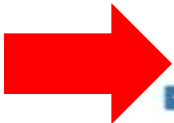
Role

Owner ID

Provenance Note

Provenance Type

NO	YES	NOTE FIELD
XVI-XVII sec.	1501-1600	
Fl.1510	1510	'Floruit'
16.-17.	1501-1600	'Approximate date'
167-177	1501-1600	'Approximate date'
?-1678	-1678	
1540-?	1540-	



💡 ANONYMOUS PROVENANCES

Clearly the majority of provenances are anonymous: we have thus created a number of **records for 'anonymous' provenances** in the Owners of Incunabula database with geographical and chronological boundaries (e.g. Anonymous, Italy [1475-1525]) .

Please use of them!



CEDEL Search Browse History Preferences Menu Login

Time period

Start (year)

End (year)

Provenance name

Type

Select an Option

Name

Biographical dates - Period of existence

Other information

Gender

Select an Option

Characterization

Select State

Profession / Type of Institution

Select State

Role

Select an Option

Owner ID

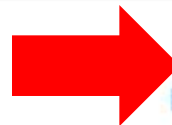
Select State

Provenance Note

Provenance Type

Select State

NO	YES	NOTE FIELD
XVI-XVII sec.	1501-1600	
Fl.1510	1510	'Floruit'
16.-17.	1501-1600	'Approximate date'
167-177	1501-1600	'Approximate date'
?-1678	-1678	
1540-?	1540-	




Cancel

ADD another Provenance entry Form

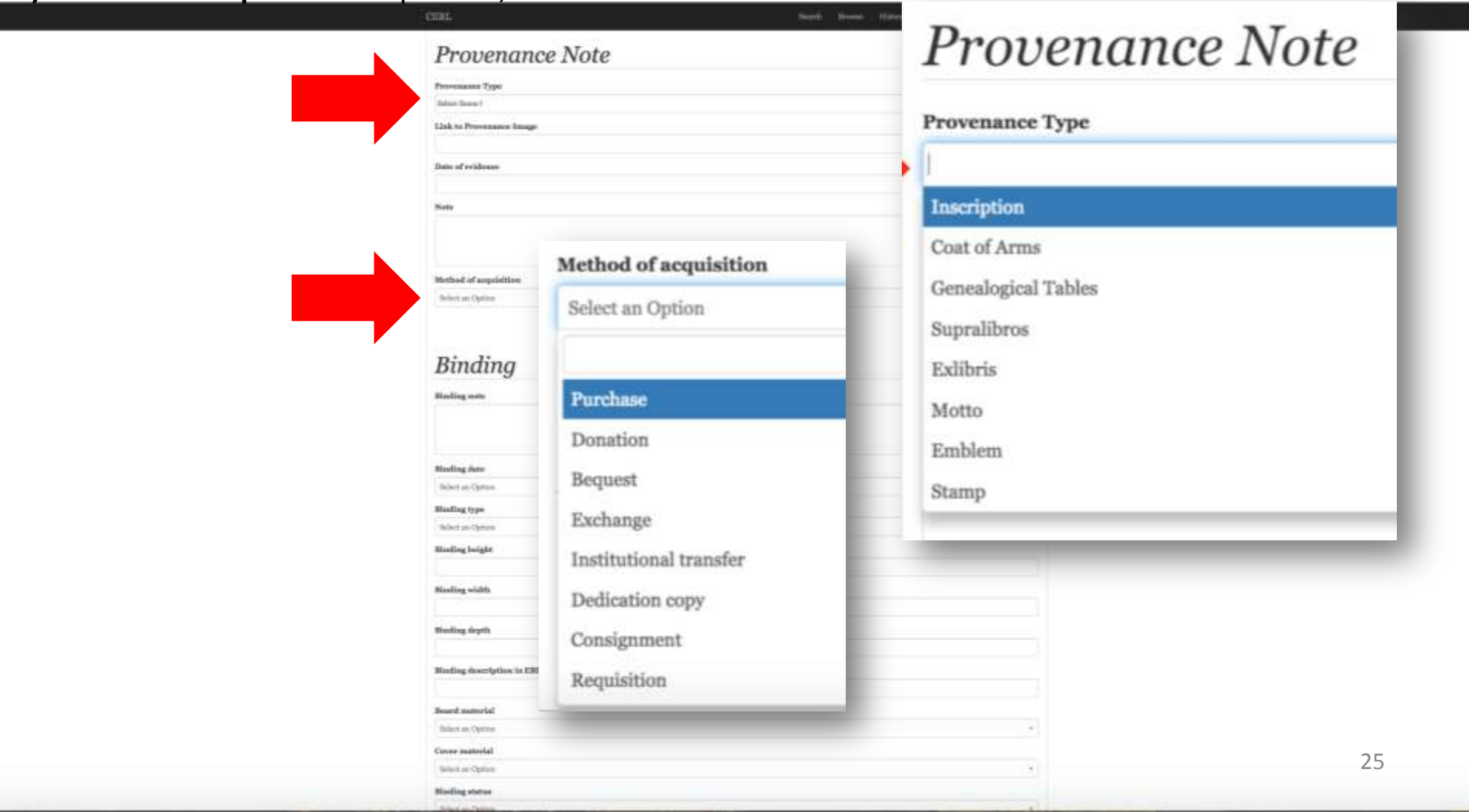
ADD another empty Provenance entry Form

In **Provenance Note: 1) Provenance type** is essential: select one or more. If you select **'Inscription'**, the text of the inscription should be inserted right below, in the **'Note'** field. For all other options (e.g. 'binding', 'stamp', etc.) scroll down to the next sections of this block of evidence.

 **Difference between inscription and manuscript notes?** An inscription is **ONLY** a note of ownership (e.g. 'ex libris Marci Tullii' or 'This book belongs to Erasmus'). Any other annotation goes under 'manuscript notes'.

Link to Provenance Image (ignore, unless particularly relevant). **Date of evidence** (ignore, unless particularly relevant).

2) Method of acquisition: important, if known.



The image shows a screenshot of the CEHL Provenance Note form. Two red arrows point to the 'Provenance Type' and 'Method of acquisition' dropdown menus. The 'Provenance Type' dropdown is open, showing options: Inscription, Coat of Arms, Genealogical Tables, Supralibros, Exlibris, Motto, Emblem, and Stamp. The 'Method of acquisition' dropdown is also open, showing options: Select an Option, Purchase, Donation, Bequest, Exchange, Institutional transfer, Dedication copy, Consignment, and Requisition.

Provenance Note

Provenance Type
Select an Option

Link to Provenance Image

Date of evidence

Note

Method of acquisition
Select an Option

Binding

Binding note

Binding date
Select an Option

Binding type
Select an Option

Binding height

Binding width

Binding depth

Binding description in CEHL

Board material
Select an Option

Cover material
Select an Option

Binding status
Select an Option

Method of acquisition

Select an Option

Purchase

Donation

Bequest

Exchange

Institutional transfer

Dedication copy

Consignment

Requisition

Provenance Note

Provenance Type

Inscription

Coat of Arms

Genealogical Tables

Supralibros

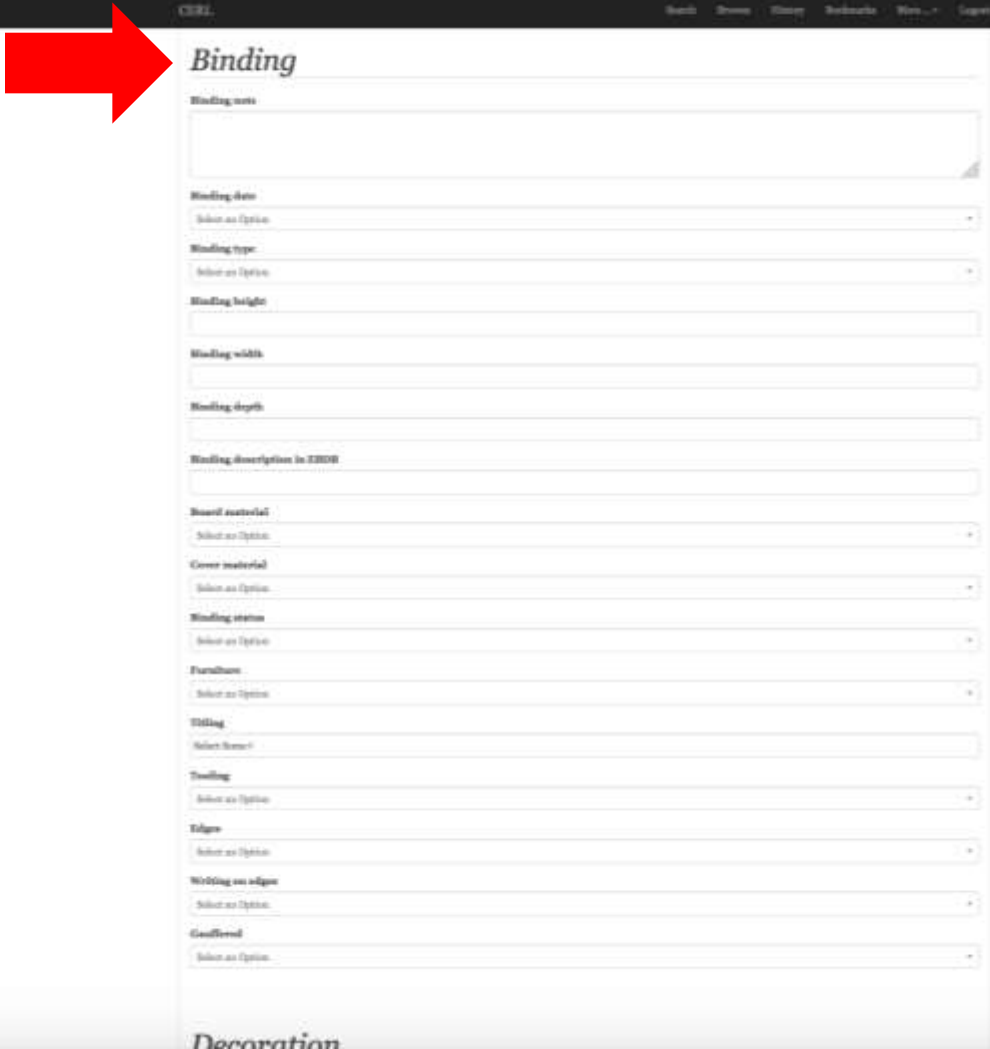
Exlibris

Motto

Emblem

Stamp

Describe the **Binding** to the best of your knowledge. **Do not hesitate to ask for help identifying it.** If you **cannot** associate a binding to a particular block of provenance that you have already identified (space and time), then the binding requires a specific evidence block, in which the binding alone is described. Please fill in all, or as many binding descriptors as possible. In **Binding note** you can add a brief textual description (e.g. 'brown Russian calf, gilt fleuron'), or copy information from an earlier description.



The image shows a screenshot of a web form titled "Binding" from a library catalog system. A large red arrow points to the "Binding note" field. The form contains several input fields and dropdown menus for recording binding details. The fields are as follows:

- Binding note:** A large text area for a detailed description.
- Binding date:** A dropdown menu with "Select an Option..."
- Binding type:** A dropdown menu with "Select an Option..."
- Binding height:** A text input field.
- Binding width:** A text input field.
- Binding depth:** A text input field.
- Binding description in EBHL:** A text input field.
- Board material:** A dropdown menu with "Select an Option..."
- Cover material:** A dropdown menu with "Select an Option..."
- Binding status:** A dropdown menu with "Select an Option..."
- Parallels:** A dropdown menu with "Select an Option..."
- Titling:** A text input field with "Select Name..."
- Tooling:** A dropdown menu with "Select an Option..."
- Edges:** A dropdown menu with "Select an Option..."
- Wrapping on edges:** A dropdown menu with "Select an Option..."
- Classified:** A dropdown menu with "Select an Option..."

At the bottom of the form, the word "Decoration" is partially visible.

If the book has **Decoration** or **Rubrication**, please describe it here. Again, as with bindings, if you **cannot** associate a decoration or rubrication to a particular block of provenance that you have already identified (space and time), then these sections require individual, specific evidence block, in which the decoration and/or rubrication alone is described.



Decoration

Decoration Note

- Illustration coloured in by hand
- Illuminations
- Ornamental letters
- Coat of arms
- Rubrication
- Partial rubrication
- Pen initials
- Illustration stamped in



Rubrication

Rubrication note

Rubrication date

1) Manuscript notes: Tick all the appropriate boxes (e.g. corrections, censorship, etc.) and in **Manuscript notes** you can provide a short textual description of the marginalia (e.g. '16th c. Latin marginalia, brown ink, German hand'). MS notes, if not connected to a specific block of provenance (space and time), should be described separately (e.g. if two anonymous sets of marginalia, two individual blocks of evidence describing the manuscript notes only). Please also describe the **Frequency** and **Location in Book** (useful to understand reading practices).

2) Stamps: describe, if any (same principle applies regarding provenance: if a stamp is the sole evidence of a prov., describe separately. If not, it goes together with the block of provenance it belongs to, e.g. 'Bodleian Library').

The image shows a screenshot of the CEEL Manuscript Notes form. The form is titled "Manuscript Notes" and includes several sections:

- Checkboxes:** A list of checkboxes for selecting appropriate categories, such as Corrections, Cancellations, Supplements, Extraction of fragments, Colours, Drawings, Brackets, etc.
- Manuscript notes:** A large text input field for describing the marginalia.
- No. notes (Duplicates):** A dropdown menu with "Select an Option" as the current selection.
- Location in Book:** A dropdown menu with "Select an Option" as the current selection.
- Stamps:** A section with a large text input field and a blue button labeled "Add another Stamp Field".
- Historic Shelfmark:** A section with a "Shelfmark pattern No." input field and a "Shelfmark Description" input field, both with blue buttons labeled "Add another Shelfmark Field".

Red arrows point to the "Manuscript Notes" title, the "No. notes (Duplicates)" dropdown, the "Location in Book" dropdown, and the "Stamps" section.

Following the same principles described above on how to ascribe evidence to a new block of evidence, or a single one containing multiple evidence, describe the presence of **Historic Shelfmarks**, if any (enquire about the **Shelfmark pattern n°**, if necessary).

If the **price** of the book, in one of its passages of ownership, is known, complete the information here, e.g. 10; GBP; (in **notes**) 'Price inscribed in pencil on the front pastedown'.

The image shows a screenshot of the ODEE (Open Data for the Digital Edition of the Encyclopaedia Britannica) interface. The interface is divided into several sections. At the top, there is a navigation bar with the ODEE logo and links for Search, Home, History, Preferences, and Login. Below this, there is a form for adding a new evidence field. The form is divided into two main sections: 'Historic Shelfmark' and 'Price'. Two red arrows point to the 'Historic Shelfmark' and 'Price' section headers. The 'Historic Shelfmark' section includes a text input field for 'Shelfmark pattern No.', a larger text area for 'Shelfmark Description', and a button labeled '+ Add another Storage Field'. The 'Price' section includes text input fields for 'Price (amount)', 'Price (currency)', and 'Date', a dropdown menu for 'Certainty', and a text input field for 'Source'. There are also buttons for '+ Add another Storage Field', '+ Add another empty Evidence Field', and '+ Add another Evidence Field'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

The final step in completing a block of evidence involves stating:

- 1) The **Certainty** of the evidence. Usually, unless highly dubious, one can consider the described evidence almost invariably certain.
- 2) The **Source** of the evidence (**essential**) – i.e. where does the information come from? From the examination of the copy ('Book in hand'), from a catalogue, a bibliography...etc?

Price

Price (amount)

Price (currency)

Note

Certainty

Source

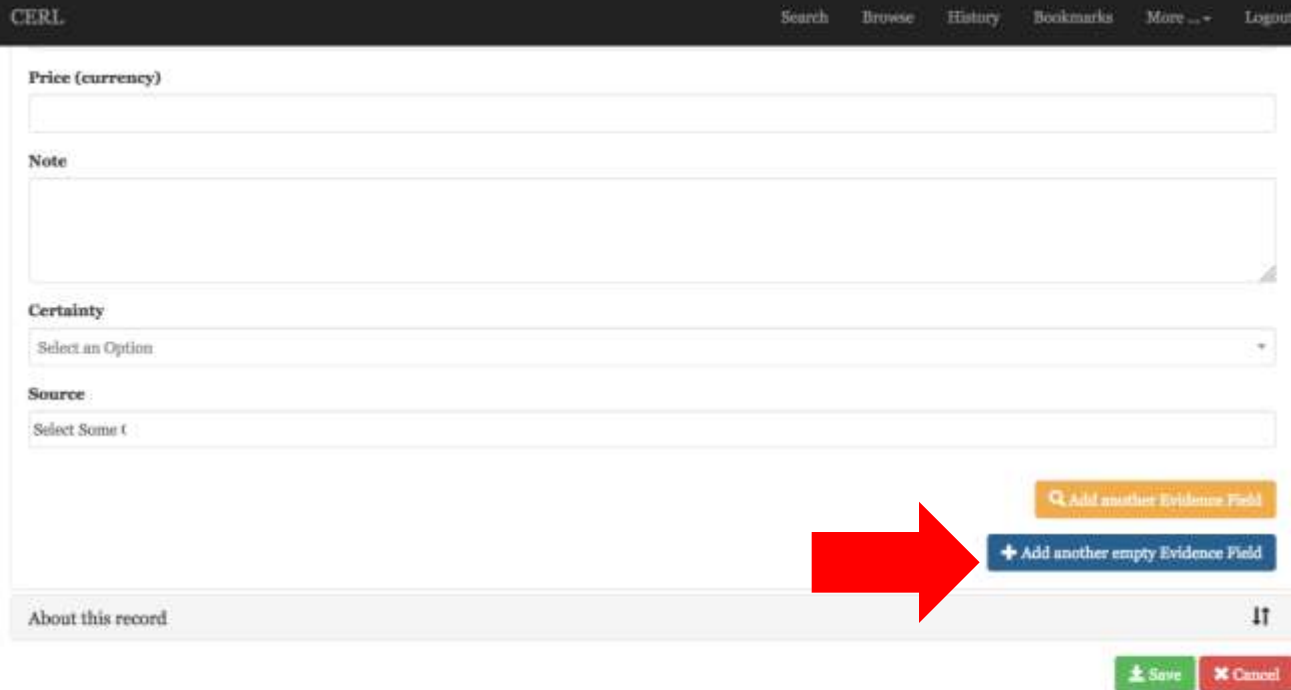
- Book in hand
- Bibliography
- Library catalogue
- Auction / Sales Catalogue
- Hist. Library Catalogue / Accession Journal
- Unknown / other



At this point the description of a block of evidence is **complete**.

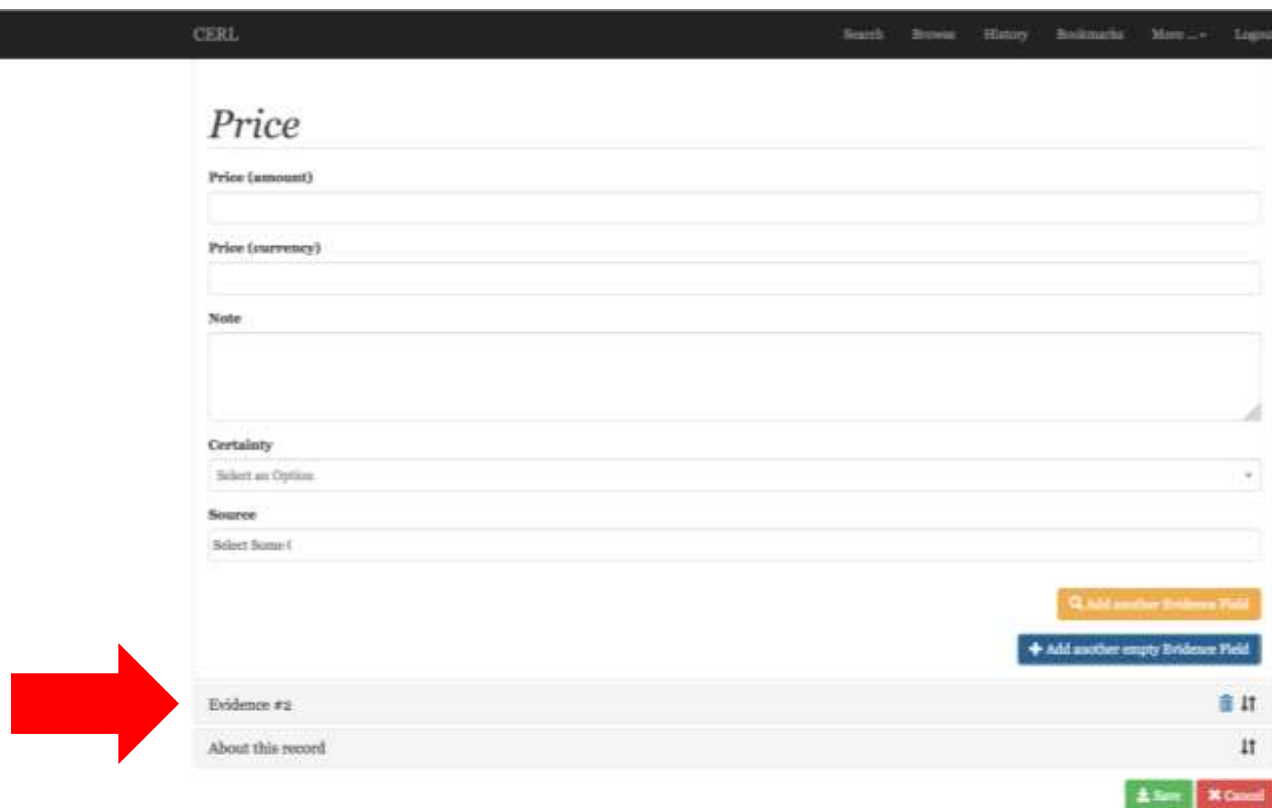
If you wish to **create a new block of evidence**, you have two ways:

- 1) You immediately click on the **blue tab 'Add another empty Evidence Field'**.
- 2) You save the record (green tab), follow slides 19, 20 and 21 again, open the last evidence block created, scroll down to the end of the block, and click on the **blue tab 'Add another empty Evidence Field'**.



The screenshot shows the CERL interface with a form for adding evidence. The form includes fields for 'Price (currency)', 'Note', 'Certainty' (with a dropdown menu), and 'Source' (with a dropdown menu). At the bottom right of the form, there are two buttons: an orange button labeled 'Add another Evidence Field' and a blue button labeled '+ Add another empty Evidence Field'. A large red arrow points to the blue button. Below the form, there is a section titled 'About this record' and a footer with 'Save' and 'Cancel' buttons.

Either way, once you have clicked on the **blue tab 'Add another empty Evidence Field'**, the new block of evidence will appear right under the blue tab.



The screenshot shows the CERL interface with a form titled "Price". The form includes fields for "Price (amount)", "Price (currency)", "Note", "Certainty" (with a dropdown menu), and "Source" (with a dropdown menu). Below these fields are two buttons: "Add another Evidence Field" (orange) and "Add another empty Evidence Field" (blue). A red arrow points to the blue button. At the bottom of the form, there are sections for "Evidence #2" and "About this record", each with a trash icon and a list icon. At the very bottom of the form are "Save" and "Cancel" buttons.