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15cBOOKTRADE



MEI

A brief guide to editing in the database Material Evidence in
Incunabula

For further information please contact Cristina Dondi c.dondi@cerl.org

MEI: 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.

PLACES AND DATES ARE VERY IMPORTANT

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 (OOI)

- ❑ 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.

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.

The screenshot displays the 'Owners of Incunabula' database interface. At the top, the 'CERL' logo is on the left, and navigation links for 'Search', 'Browse', 'History', 'Bookmarks', 'More...', and 'Logout' are on the right. Below the navigation is a banner image featuring four figures in historical attire, with the title 'Owners of Incunabula' overlaid in white text. The main content area contains a form with two input fields: 'Provenance name' and 'Activity #1'. Each field has a small upward-pointing arrow icon on its right side. Below the form are two buttons: a green 'Save' button and a red 'Cancel' button. At the bottom of the page, there is a footer with links for 'Help', 'Databases', 'Language', 'Contact', and 'Geri Della Rocca de Cordal'. It also features logos for '15+BOOKTRADE' and 'CONSORTIUM EUROPEAN RESEARCH LIBRARIES', along with the copyright notice: '© 2019 Consortium of European Research Libraries, 40 Bowling Green Lane, London EC1R 0NE, United Kingdom'.

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
Gennadius, Joannes

Type
Person

Gender
Male

Biographical dates - Period of existence
1544-1934

Note
Greek entrepreneur, diplomat and patriot (07/01/1844 - 07/09/1934), resident for long periods in the London, where his library was based until 1902, when he donated c. 25,000 books (most of which he had collected between 1902 and 1922) 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 (1786-1854), in a plot of land adjacent to the School. The Gennadius Library officially opened in 1926.

Other Identifier

Variant Names
Gennadius

Activity #1

Save Cancel

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

A screenshot of a CERL record form for a person. A red arrow points to the "Name" field. The form contains the following information:

- Provenance name:** (empty field)
- Name:** Gennadias, Joannes
- Type:** Person
- Gender:** Male
- Biographical dates - Period of existence:** 1844-1932
- Note:** Greek entrepreneur, diplomat and patriot (107/01/1844 - 07/09/1932), resident for long periods in the London, where his library was based until 1922, when he donated c. 25,000 books (most of which he had collected between 1902 and 1922) to the American School of Classical Studies in Athens, which in turn had agreed to build a dedicated facility in the name of Gennadias's father, George (1786-1854), in a plot of land adjacent to the School. The Gennadias Library officially opened in 1926.
- Other Identifier:** (empty field)
- Variant Names:** Gennadias
- Activity #1:** (empty field)

Buttons for "Add another Other Identifier Field" and "Add another Variant Names Field" are located at the bottom right of the form.

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 buys a book in Bologna, then settles his/her library in Frankfurt, and we have precise dates for both periods) 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.

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

- 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 window.

To **CREATE** a new record:

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

CERL

Search Browse History Bookmarks **More ...** Logout

Material Evidence in Incunabula

Every item of data recorded (a certain style of decoration or binding, the date of a manuscript note, etc.) is treated as a valuable clue for provenance, therefore it can be geographically located and chronologically dated. This enables to track the movement of books across Europe and through the centuries.

Custom Search
Database Statistics
Create a new record
Download
Switch on bulk editing

Search Material Evidence in Incunabula

Search

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 copyspecific 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.

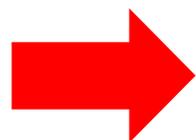
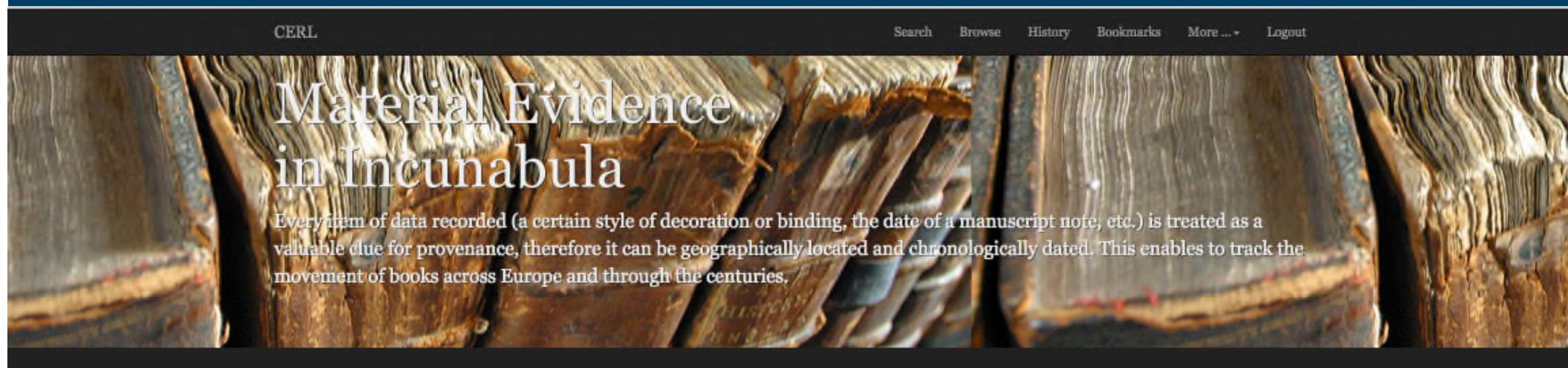
For some basic statistics on this database click [here](#).

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.

CERL

Search Browse History Bookmarks More ... ▾ Logout

Material Evidence in Incunabula

Every item of data recorded (a certain style of decoration or binding, the date of a manuscript note, etc.) is treated as a valuable clue for provenance, therefore it can be geographically located and chronologically dated. This enables to track the movement of books across Europe and through the centuries.

Copy

↕

Database Segment

Language of description

English ▾

ISTC No.

🔍 Select

Holding Information

Holding Institution

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

ISTC No.

Select

Holding Information

Holding Institution

Select

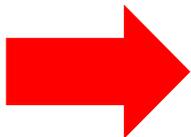
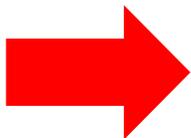
Collection

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.

Select

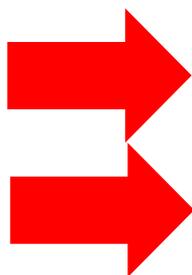
Reference

+ 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.



CERL

Search Browse History Bookmarks Menu ... Logout

Physical Description

Physical Description

Leaf height (in mm)

Leaf width (in mm)

Copy Features

Copy Features

Select Source

Copy Features - Note

Support material note

Support material (book)

Select an Option

Support material (plates)

Select an Option

Watermark

Note on watermark

Link to Bernstein Database

Electronic Reproduction

URL

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).

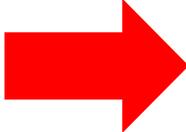
Support material (plates): ignore. **Watermark and Note on Watermark, Bernstein Database,** etc: ignore, unless it is the copy of a particularly rare edition (check ISTC – if less than 20/25 copies worldwide, contact me).

CERL

Search Browse History Bookmarks More ... ▾ Logout

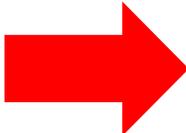
Copy Features

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'.

CERL Search Browse History Bookmarks More... Logout

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

Cataloguers Note

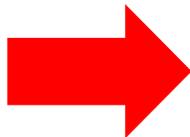
Source

Completeness
Select an Option

Evidence #1  

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!!!

CERL Search Browse History Bookmarks More ... Logout

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

Cataloguers Note

Source

Completeness
Select an Option

Evidence #1

About this record

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



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, ColUL, CorMGL, 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, Schleusingen 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 0



After you have clicked on Edit, you will get back to this point. Now you are ready to describe the blocks of provenance.

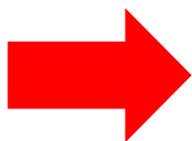
Click on **‘Evidence #1’**.

CERL

[Search](#) [Browse](#) [History](#) [Bookmarks](#) [More ...](#) [Logout](#)

Material Evidence in Incunabula

Every item of data recorded (a certain style of decoration or binding, the date of a manuscript note, etc.) is treated as a valuable clue for provenance, therefore it can be geographically located and chronologically dated. This enables to track the movement of books across Europe and through the centuries.



- Copy 
- Evidence #1**  
- About this record 

 Save  Cancel

[Help](#) [Datasets](#) [Language](#) [Contact](#) Geri Della Rocca de Candali



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Background image by Tom Murphy VII CC-BY-SA-3.0

ATTENTION: To retrieve a provenance name and its attributes, which you have already created in the Owners of Incunabula satellite database (OOI), you have to **SCROLL DOWN** to the bottom of the screen, and click on the **YELLOW BUTTON** (Add another Evidence field):

Historic Shelfmark

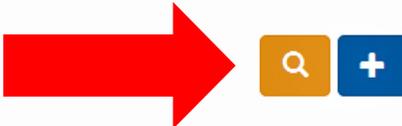
Price (amount)

Price (currency)

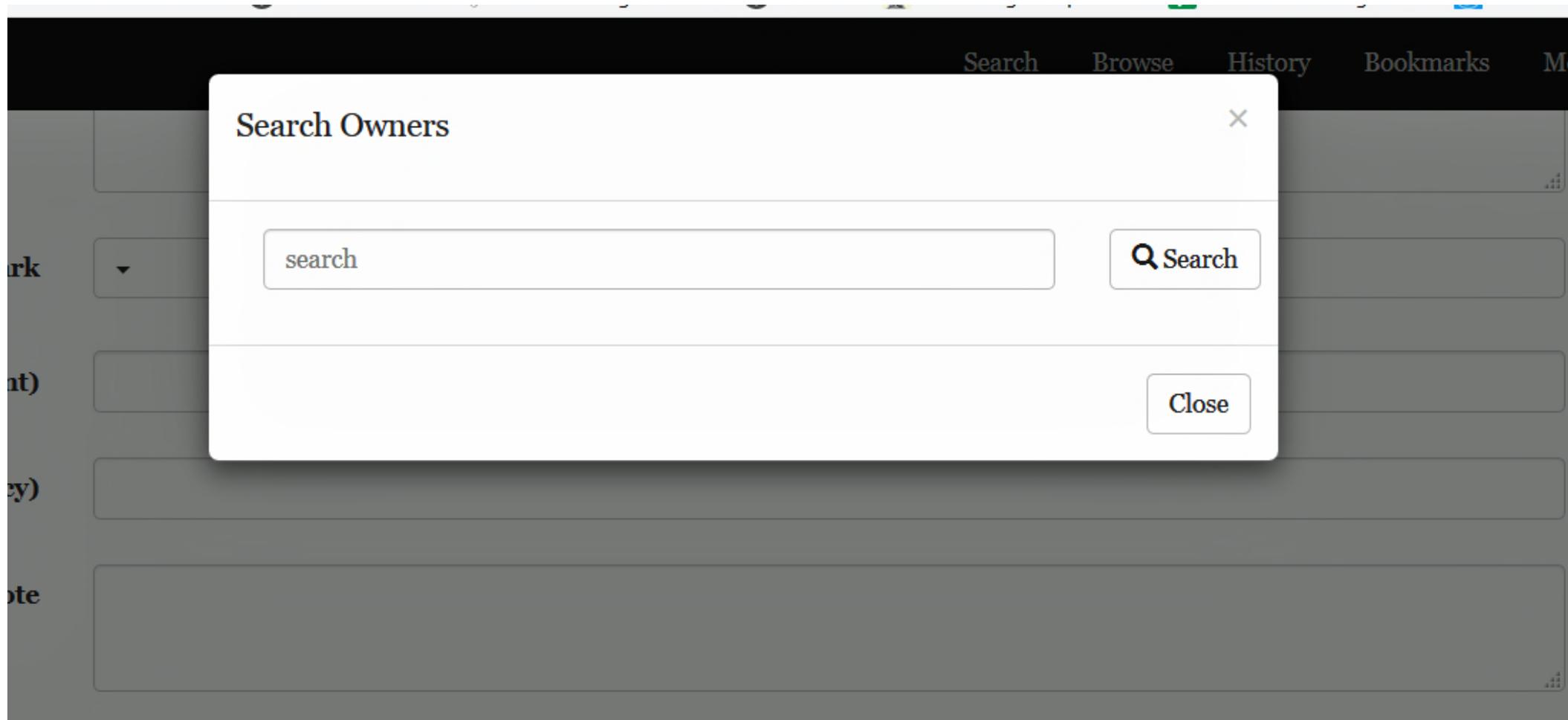
Note

Certainty

Source



A pop-up screen will allow you to digit the provenance name you want (whose record you previously created in OOI database), for example, type 'Reed'



Select the name you want

Search Owners

reed

No. of hits: 8

1	00010417	Reed, Talbot Baines			bkt	noc
2	00013968	Reed, Talbot Baines (1852-1893)	1801 - 1900			
3	00020841	Brent, Richard	1641 - 1666	Walford	stu	noc
4	4416	Reed, David Aiken	1920 - 1953	Pittsburgh	pol	noc

> >>

ATTENTION: A new 'Evidence 2' field will appear just below. Click on that and forget about 'Evidence 1': it will be deleted once you save (because it is empty).

You will find that the block of 'Evidence 2' contains most of the details you need about the former owner

Except for one: **ROLE**. You have to select the appropriate one.

CERL

Search Browse History Bookmarks More ... + Logout

Price

Price (amount)

Price (currency)

Note

Certainty

Source

 Add another Evidence Field

 Add another empty Evidence Field

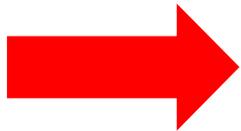
Evidence #2



About this record



 Save  Cancel



Help Datasets Language Contact Geri Della Rocca de Candali



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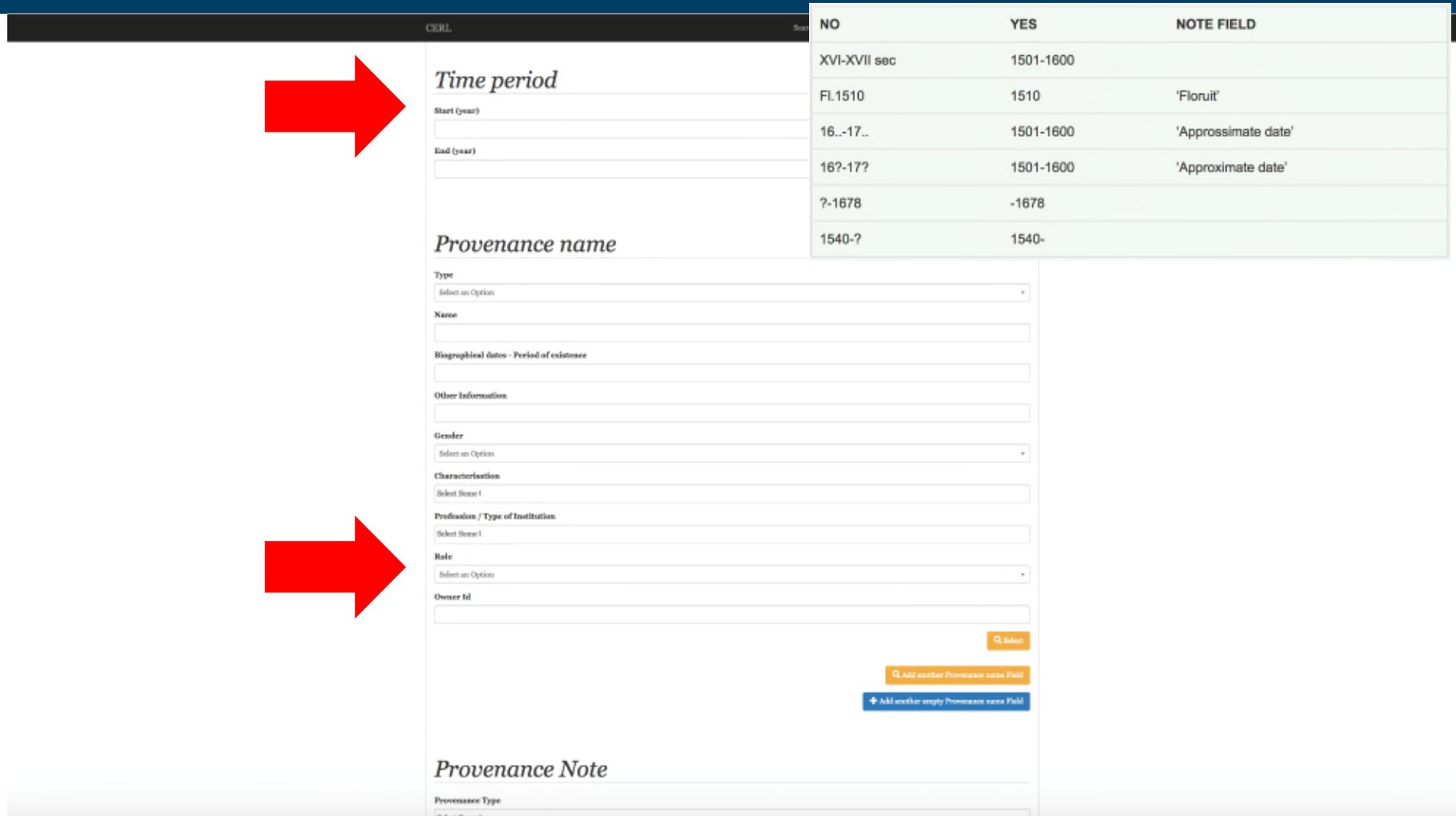
40 Bowling Green Lane · London EC1R 0NE · United Kingdom

ot:void(0)

1) **CHECK THAT TIME PERIOD IS CORRECT.** You may need to adjust it to reflect when the book came into the possession of the owner. For example, Time Period for Talbot Reed is 1852-1893, his biographical dates, but he may have acquired a book in 1890, so you will use in TIME PERIOD 1890 and 1893.

2) Select relevant **ROLE**.

ATTENTION: 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).



The screenshot shows the CERL 'Time period' form. A red arrow points to the 'Start (year)' field, and another red arrow points to the 'Role' dropdown menu. To the right, a table provides examples of time periods and their corresponding 'NOTE FIELD' values.

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

Time period

Start (year)

End (year)

Provenance name

Type

Name

Biographical dates - Period of existence

Other Information

Gender

Characterisation

Profession / Type of Institution

Role

Owner Id

Provenance Note

Provenance Type



ANONYMOUS PROVENANCES

Clearly many provenances (based on decoration, binding or manuscript annotations evidence) 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!

CERL Search Browse History Bookmarks More ... Logout

Pen t
Perso

Stamps

Historic Shelfmark

Price (amount)

Price (currency)

Note

Certainty Select an

Source Select Sor

X

Anonymous Italy Q Search

No. of hits: 184

1	00023380	Anonymous, Italy	1485 - 1550	unk	unk
2	00024216	Anonymous, Italy	1495 - 1500	unk	unk
3	00010899	Anonymous, Italy	1651 - 1700	unk	unk
4	00015848	Anonymous, Italy	1901 - 1950	unk	unk
5	00016286	Anonymous, Italy	1801 - 1850	unk	unk
6	00021888	Anonymous, Italy	1501 - 1517	scl	unk
7	00022453	Anonymous, Italy	1475 - 1500	unk	unk
8	00022509	Anonymous, Italy	1496 - 1500	unk	unk

> >>

* Create a New Record

Close



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 for the moment). **Date of evidence** (type specific date, if present).

2) Method of acquisition: important, if known.

Provenance Note

Provenance Type

Inscription

Coat of Arms

Genealogical Tables

Supralibros

Exlibris

Motto

Emblem

Stamp

CERL

Search Browse History Bookmarks More... Logout

Provenance Note

Provenance Type

Select One or More

Link to Provenance Image

Date of evidence

Note

Method of acquisition

Select an Option

Method of acquisition

Select an Option

Purchase

Donation

Bequest

Exchange

Institutional transfer

Dedication copy

Consignment

Requisition

Binding

Binding note

Binding date

Select an Option

Binding type

Select an Option

Binding height

Binding width

Binding depth

Binding description in ERDH

Board material

Select an Option

Cover material

Select an Option

Binding status

Select an Option

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.



Binding

Binding note

Binding date

Binding type

Binding height

Binding width

Binding depth

Binding description in EBD

Board material

Cover material

Binding status

Furniture

Titling

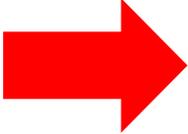
Tooling

Edges

Writing on edges

Geoffered

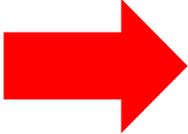
If the book has **Decoration** or **Rubrication**, please describe it here. Again, as with bindings, if you **cannot** associate a decoration or rubrication to a particular block of provenance that you have already identified (space and time), then these sections require individual, specific evidence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

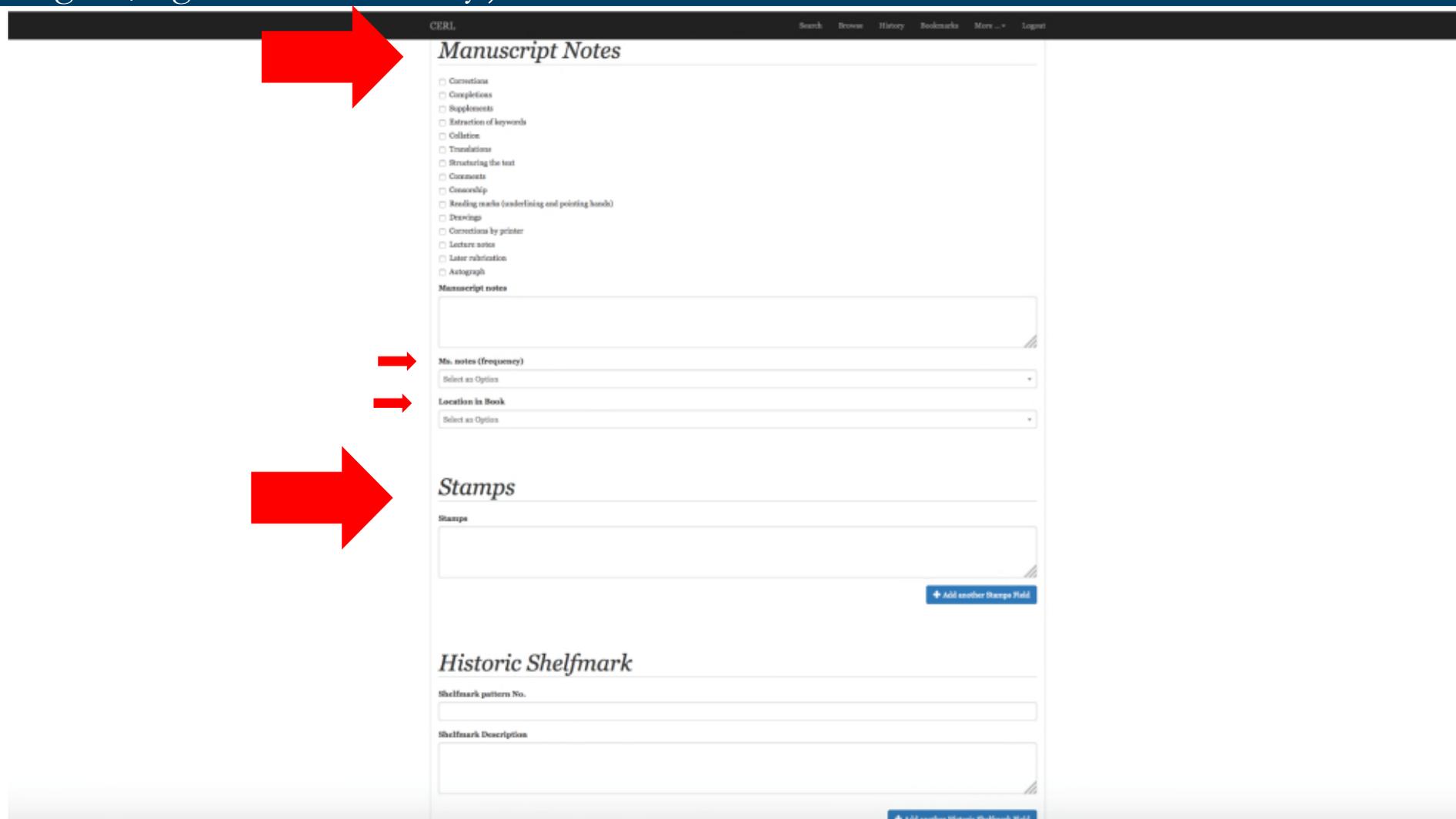


Rubrication

Rubrication note**Rubrication date**

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 screenshot shows the CERL Manuscript Notes form. The form is divided into several sections: **Manuscript Notes**, **Ms. notes (frequency)**, **Location in Book**, **Stamps**, and **Historic Shelfmark**. Red arrows point to the **Manuscript Notes** section, the **Ms. notes (frequency)** dropdown, the **Location in Book** dropdown, and the **Stamps** section.

Manuscript Notes

- Corrections
- Completions
- Supplements
- Extraction of keywords
- Collation
- Translations
- Structuring the text
- Comments
- Ownership
- Reading marks (underlining and pointing hands)
- Drawings
- Corrections by printer
- Lecture notes
- Later rubrication
- Autograph

Manuscript notes

Ms. notes (frequency)
Select an Option

Location in Book
Select an Option

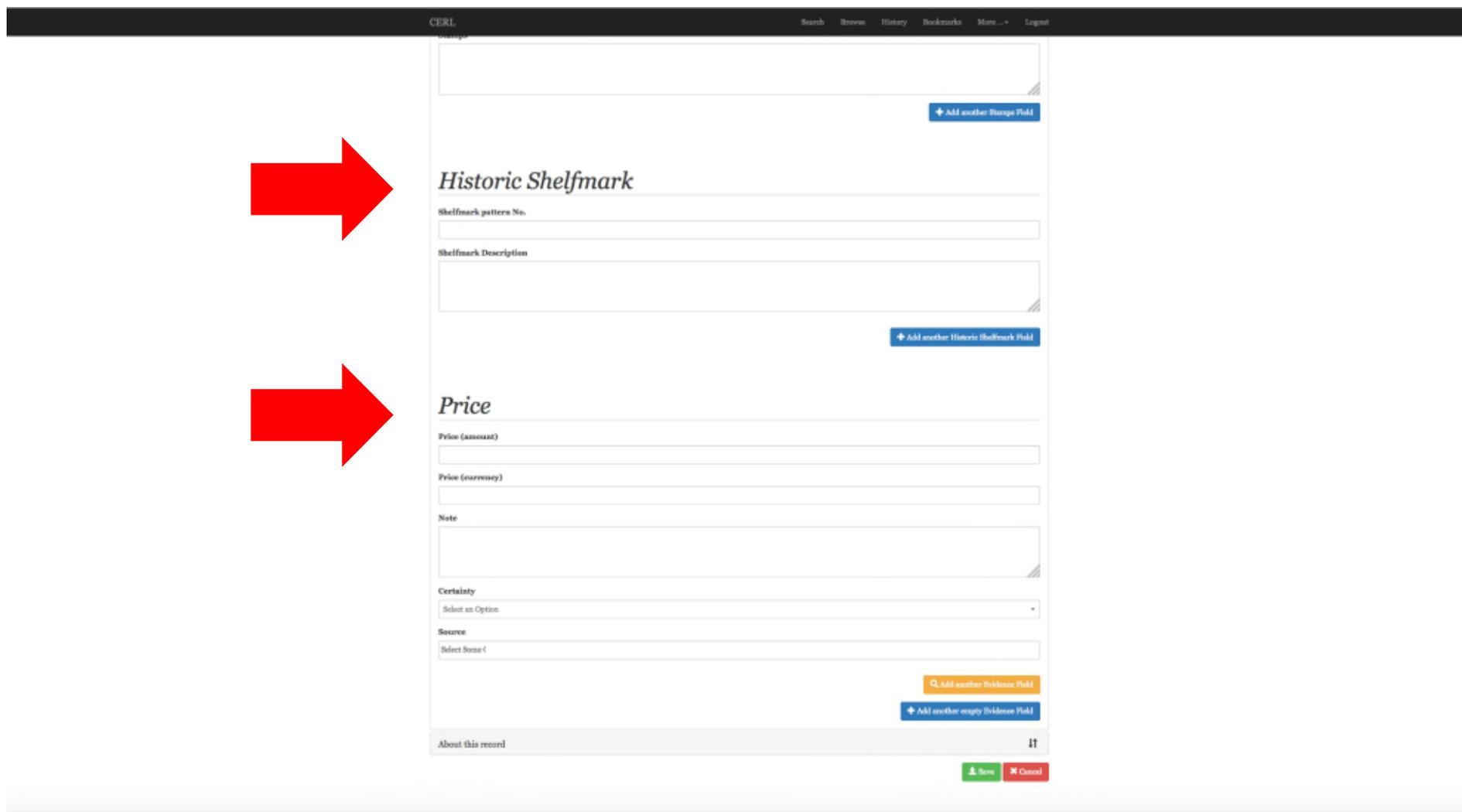
Stamps

Historic Shelfmark

Shelfmark pattern No.

Shelfmark Description

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^o**, 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 screenshot displays the CERL (Conservation of European Rare Library) interface. At the top, there is a navigation bar with links for Search, Browse, History, Bookmarks, Menu, and Logout. The main content area is divided into several sections:

- Historic Shelfmark**: This section includes a text input field for 'Shelfmark pattern No.' and a larger text area for 'Shelfmark Description'. A blue button labeled '+ Add another Historic Shelfmark Field' is located at the bottom right of this section.
- Price**: This section includes input fields for 'Price (amount)', 'Price (currency)', and a larger text area for 'Note'. Below these are dropdown menus for 'Certainty' (with the option 'Select an Option') and 'Source' (with the option 'Select Source'). A blue button labeled '+ Add another empty Evidence Field' is at the bottom right.

Two large red arrows point from the left towards the 'Historic Shelfmark' and 'Price' sections, indicating the areas to be filled out. At the bottom of the interface, there are buttons for 'Save' (green) and 'Cancel' (red), and a small 'About this record' link.

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?

CERL

Search Browse History Bookmarks More ... Logout

Price

Price (amount)

Price (currency)

Note

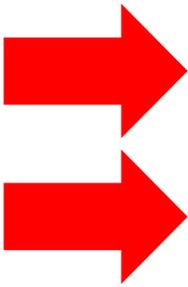
Certainty

Select an Option

Source

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

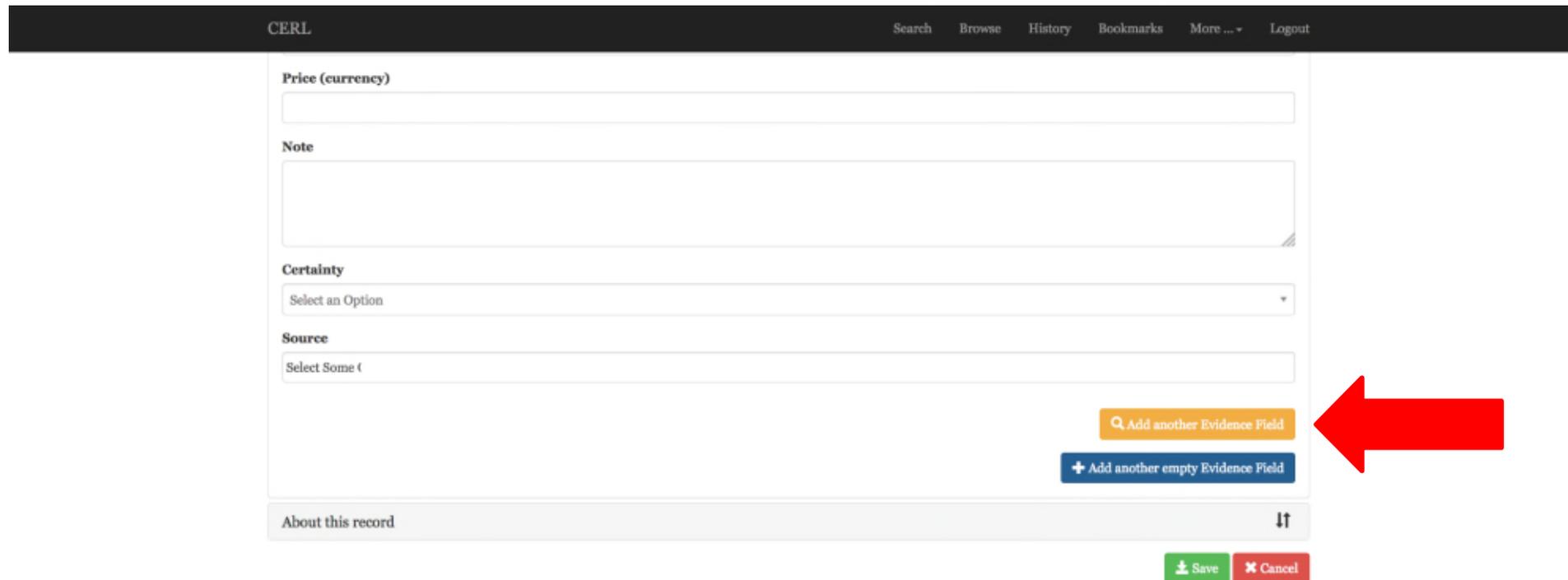
Save Cancel



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

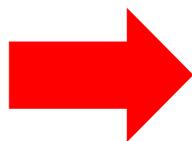
If you wish to **create a new block of evidence**, you have three ways:

- 1) You immediately click on the **yellow tab** 'Add another Evidence Field', to retrieve another OOI entry you have created.
- 2) You click on the blue tab 'Add another empty Evidence Field' to populate manually
- 3) 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 **yellow or blue tab** 'Add another (empty) Evidence Field'.



The screenshot shows the CERL interface with a dark header containing the logo and navigation links: Search, Browse, History, Bookmarks, More ... ▾, and Logout. The main content area is a form with several sections: 'Price (currency)' with an empty text input; 'Note' with a large text area; 'Certainty' with a dropdown menu showing 'Select an Option'; and 'Source' with a dropdown menu showing 'Select Some €'. At the bottom right of the form, there are two buttons: a yellow button with a magnifying glass icon and the text 'Add another Evidence Field', and a blue button with a plus icon and the text 'Add another empty Evidence Field'. A large red arrow points to the yellow button. Below the form is a section titled 'About this record' with a vertical scrollbar icon. At the bottom right, there are two buttons: a green 'Save' button and a red 'Cancel' button.

BY CLICKING THE BLUE TAB 'Add another empty Evidence Field', YOU CREATE A PROVENANCE BLOCK MANUALLY (not importing data from OOI). The new, empty, block of evidence will appear right under the blue tab.



CERL Search Browse History Bookmarks More ... Logout

Price

Price (amount)

Price (currency)

Note

Certainty
Select an Option

Source
Select Some €

[Add another Evidence Field](#)

[+ Add another empty Evidence Field](#)

Evidence #2  

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. further info for small places: Carpi, province of Modena, Italy).

THEN CONTINUE AS DESCRIBED ABOVE

The screenshot shows a web form with a dark blue header containing the text 'CERL' and navigation links: 'Search', 'Browse', 'History', 'Bookmarks', 'More ...', and 'Logout'. The form itself is white and contains three main sections: 'Place', 'Area', and 'Time period'. The 'Place' section has a 'Place' text field, a 'GeonamesID' text field, and a yellow 'Select' button. Below it is a 'Note' text area and a blue '+ Add another Place Field' button. The 'Area' section has a 'MARC Area Code' text field, a yellow 'Select' button, a 'Note' text area, and a blue '+ Add another Area Field' button. The 'Time period' section has 'Start (year)' and 'End (year)' text fields. Three large red arrows are overlaid on the image: one points from the left to the 'Place' section, one points from the right to the 'Area' section, and one points from the right to the 'Time period' section.