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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 recognize particular signs and evidence in the books.

2) Examine the incunable 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 incunable.

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.

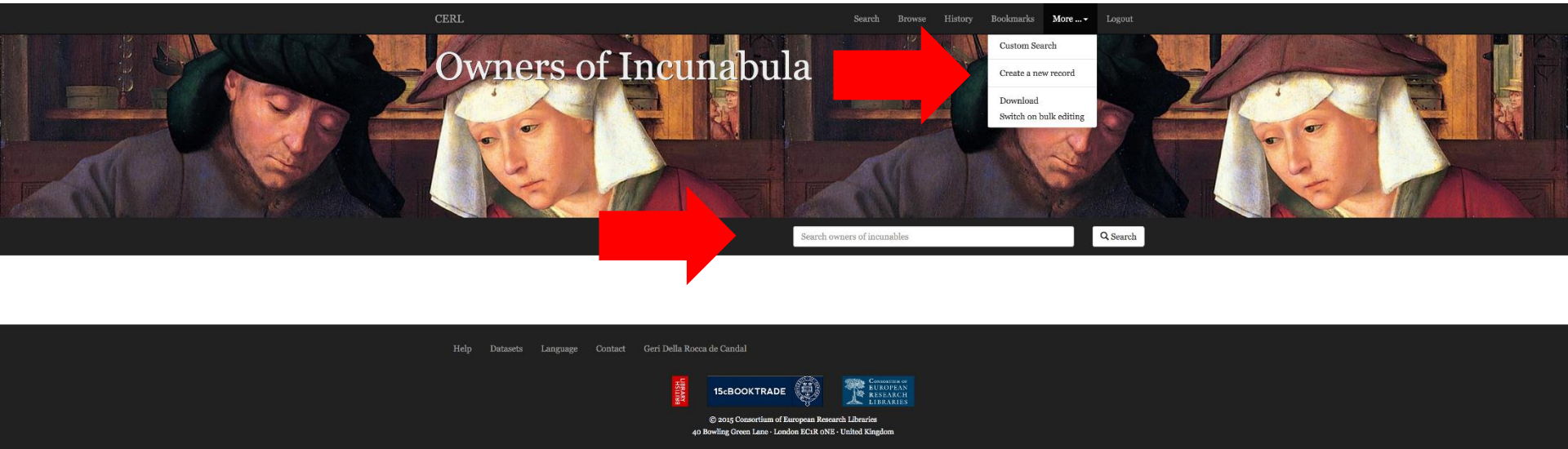
The **Owners of Incunabula** database is accessible by clicking on **Datasets** in the bottom menu.

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.




CERL Search Browse History Bookmarks More ... Logout

Owners of Incunabula

Provenance name	↑↓
Activity #1	↑↓

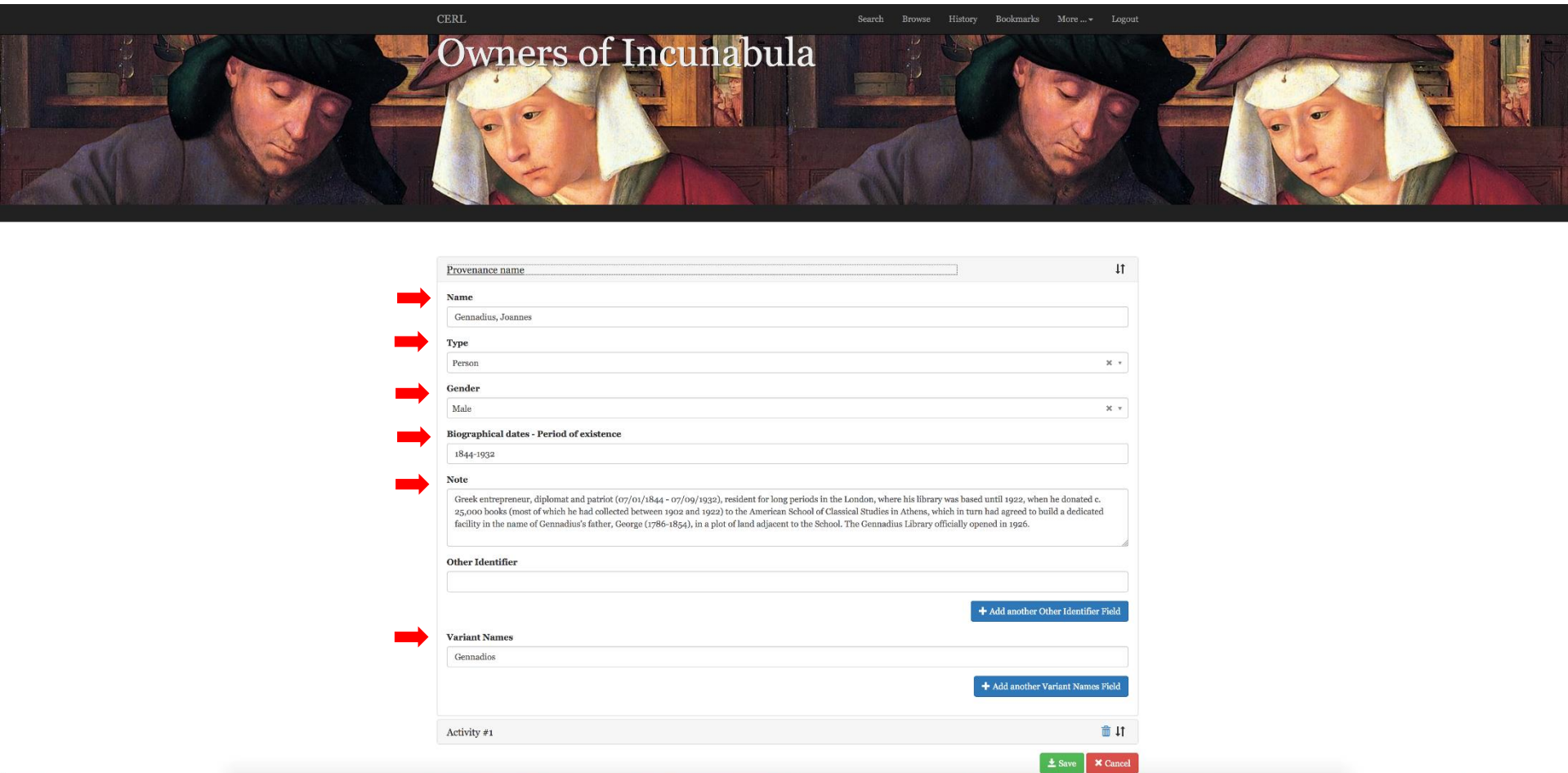
[Save](#) [Cancel](#)

Help Datasets Language Contact Geri Della Rocca de Candal

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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.



The screenshot shows the CERL 'Owners of Incunabula' form. The header features the CERL logo and navigation links: Search, Browse, History, Bookmarks, More..., and Logout. The main title 'Owners of Incunabula' is displayed over a background image of two men in historical attire. The form fields are as follows:

- Provenance name**: A text input field with a list icon on the right.
- Name**: A text input field containing 'Gennadius, Joannes'. A red arrow points to this field.
- Type**: A dropdown menu with 'Person' selected. A red arrow points to this field.
- Gender**: A dropdown menu with 'Male' selected. A red arrow points to this field.
- Biographical dates - Period of existence**: A text input field containing '1844-1932'. A red arrow points to this field.
- Note**: A text area containing a detailed note about Gennadius, a Greek entrepreneur, diplomat, and patriot, resident in London, who donated books to the American School of Classical Studies in Athens. A red arrow points to this field.
- Other Identifier**: A text input field with a blue button '+ Add another Other Identifier Field' to its right.
- Variant Names**: A text input field containing 'Gennadios'. A red arrow points to this field. A blue button '+ Add another Variant Names Field' is to its right.
- Activity #1**: A text input field with a list icon on the right.


At the bottom right, there are two buttons: a green 'Save' button and a red 'Cancel' button.


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




Provenance name 


Name

Gennadius, Joannes

Type

Person 

Gender

Male 


Biographical dates - Period of existence

1844-1932


Note


Greek entrepreneur, diplomat and patriot (07/01/1844 - 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 Gennadius's father, George (1786-1854), in a plot of land adjacent to the School. The Gennadius Library officially opened in 1926.

Other Identifier

 Add another Other Identifier Field

Variant Names

Gennadios  Add another Variant Names Field

Activity #1 

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.

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Search Browse History Bookmarks More...

Provenance name

Activity #1

Start (year)

1844

End (year)

1932

Note

MARC Area Code

Note

Place

London

GeonamesID

2643743

Profession / Type of Institution

Civil servant

Characterisation

No characterisation/day

+ 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'

16?-17?

1501-1600

'Approximate date'

?-1678

-1678

1540-?

1540-

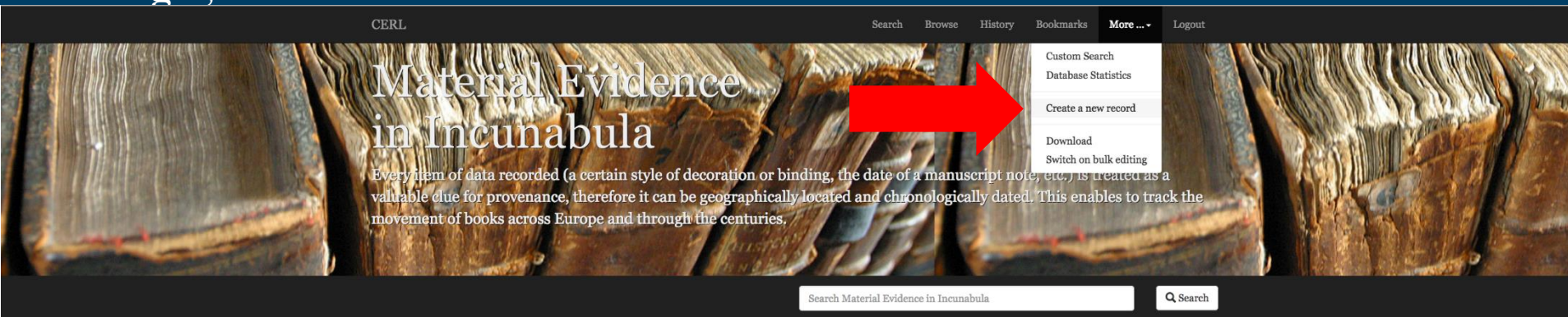
- Once you have finished inserting all the relevant information in the Owners of Incunabula database, you are ready to create MEI records.

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: for example, typing the ISTC number

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 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 provenance 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.

CERL

SearchBrowseHistoryBookmarksMore ... ▾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

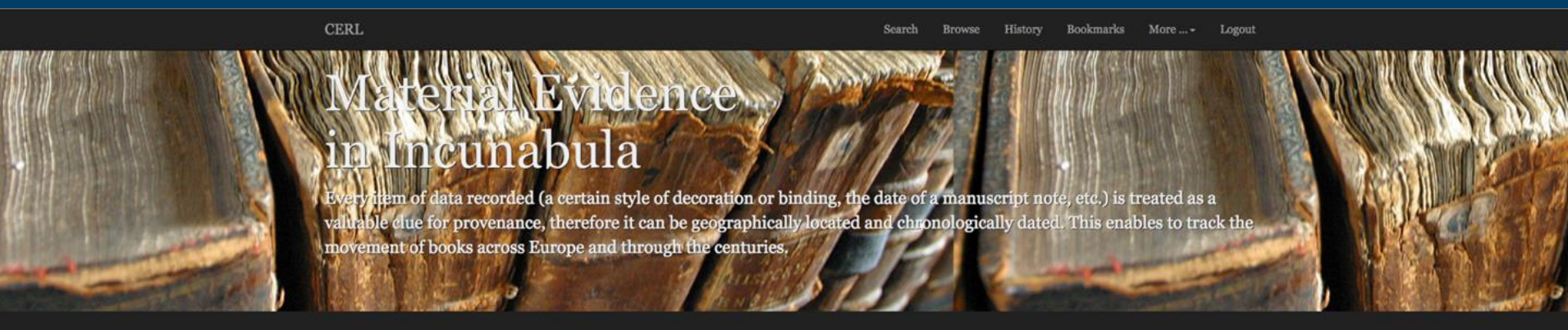
↕

Save

Cancel

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.

A screenshot of a web form titled 'Copy'. The form has several input fields: 'Database Segment', 'Language of description' (with a dropdown menu showing 'English'), and 'ISTC No.'. A large red arrow points from the 'ISTC No.' field towards a yellow button labeled 'Select' with a magnifying glass icon. Below the form, the text 'Holding Information' is visible, followed by a partially obscured line '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

English

ISTC No.

Select

Holding Information

Holding Institution

Select

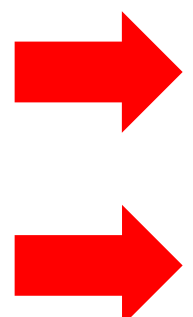
Collection

Shelfmark

Holdings note

Note

+ Add another Note Field



Also bound with this copy: relevant if there is another MS/printed edition bound together with the incunable you are describing. If this is the case, **(1)** just click the yellow tab by the ISTC no., type the ISTC no. and select the result: all the bibliographical information you need will be populated. If that edition/copy is already present in MEI, **(2)** just add the MEI number manually. Info on a manuscript or post-incunabula bound with your edition has to be added manually.

Copy history (ignore).

2.



CERL

Search Browse History Bookmarks More... Logout

Also bound with this copy

Author

Title

Printing place

Printer/Publisher

Year of publ.

MEI copy Id

ISTC No.

Q Select

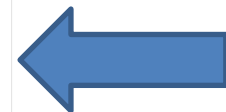
Reference

+ Add another Also bound with this copy Field

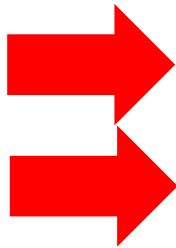
Copy History

Note

1.



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 More ... ▾ Logout

Physical Description

Physical Description

Leaf height (in mm)

Leaf width (in mm)

Copy Features

Copy Features

Copy Features - Note

Support material note

Support material (book)

Support material (plates)

☐ 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

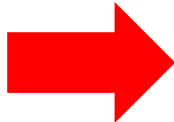
Source

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

SearchBrowseHistoryBookmarksMore ... ▾Logout

Description of Copy

Copy Id

Other Information

Last Edit

Editing History

(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 2o (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

00201610

2016-05-08 22:34:43

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’.

CERL

SearchBrowseHistoryBookmarksMore ...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.

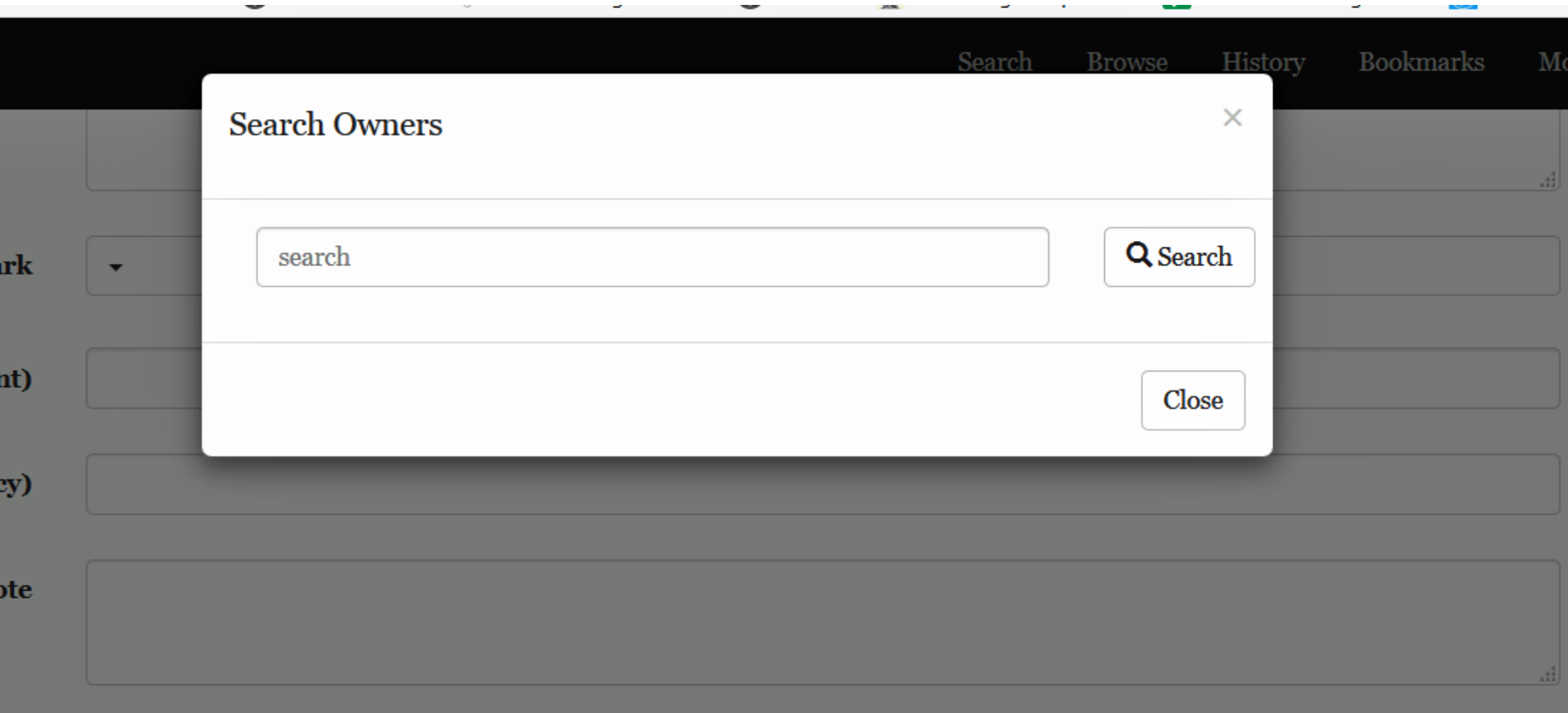


Copy	↕↑
Evidence #1	🗑️ ↕↑
About this record	↕↑

Save

Cancel

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

Search

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

> »

* Create a New Record

Close

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

SearchBrowseHistoryBookmarksMore ... ▾Logout

Price

Price (amount)

Price (currency)

Note

Certainty

Select an Option ▾

Source

Select Some €

Q Add another Evidence Field

+ Add another empty Evidence Field

Evidence #2

🗑️ ⬆️⬆️

About this record

⬆️⬆️

Save

Cancel

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).

CERL

Time period

Start (year)

End (year)

Provenance name

Type

Select an Option ▼

Name

Biographical dates - Period of existence

Other Information

Gender

Select an Option ▼

Characterisation

Select Some (

Profession / Type of Institution

Select Some (

Role

Select an Option ▼

Owner Id

[Select](#)

[Add another Provenance name Field](#)

[Add another empty Provenance name Field](#)

Provenance Note

Provenance Type

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



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! AND TRY NOT TO CREATE MORE

CERL

Search

Browse

History

Bookmarks

More ... ▾

Logout

☐ Pen t

☐ Perso

Stamps

Historic Shelfmark

Price (amount)

Price (currency)

Note

Certainty

Source

Select an

Select Sor

Search Owners



Anonymous Italy

🔍 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

About this record

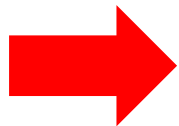
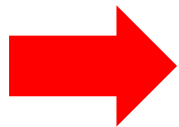


In **Provenance Note**: 1) **Provenance type** is essential: select one or more. If you select **‘Inscription’**, the text of the inscription should be inserted right below, in the **‘Note’** field. For all other options (e.g. ‘binding’, ‘stamp’, etc.) scroll down to the next sections of this block of 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 (add here the PDA link, if you have uploaded a picture there). **Date of evidence** (type specific date, if present).

2) **Method of acquisition**: important, if known.



Provenance Note

Provenance Type

Select Some C

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 EBD

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.



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

Binding

Binding note

Binding date

Binding type

Binding height

Binding width

Binding depth

Binding description in EBDB

Board material

Cover material

Binding status

Furniture

Titling

Tooling

Edges

Writing on edges

Gaufered

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.

CERL

[Search](#)

[Browse](#)

[History](#)

[Bookmarks](#)

[More ... ▾](#)

[Logout](#)



Decoration

Decoration Note

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



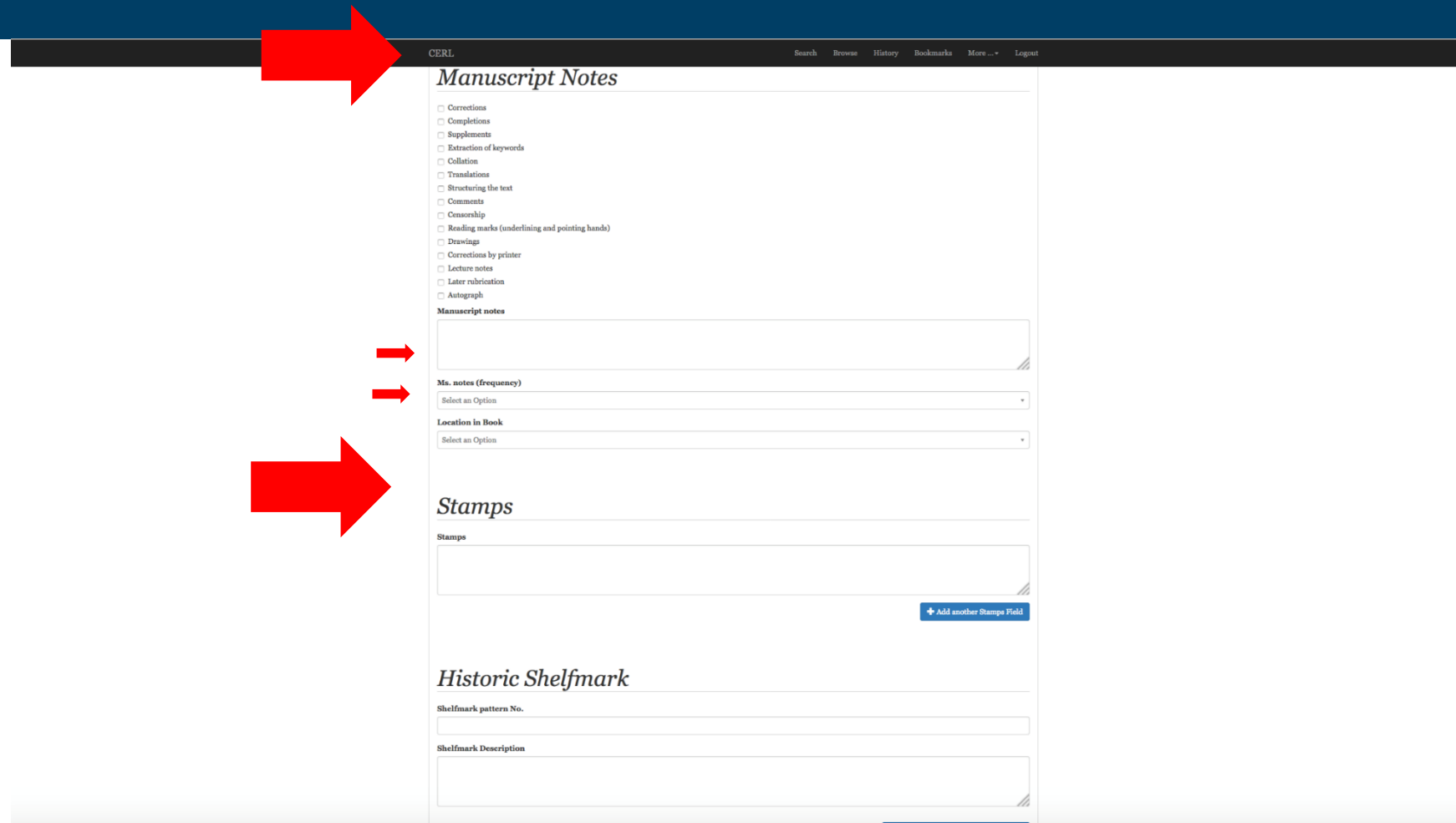
Rubrication

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. 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. A large red arrow points to the 'Manuscript Notes' section header. Two smaller red arrows point to the 'Ms. notes (frequency)' and 'Location in Book' dropdown menus. Another large red arrow points to the 'Stamps' section header. The form includes a list of checkboxes for various types of notes, a text area for manuscript notes, dropdowns for frequency and location, a text area for stamps, and a section for historic shelfmarks.

CERL Search Browse History Bookmarks More ... Logout

Manuscript Notes

- ☐ Corrections
- ☐ Completions
- ☐ Supplements
- ☐ Extraction of keywords
- ☐ Collation
- ☐ Translations
- ☐ Structuring the text
- ☐ Comments
- ☐ Censorship
- ☐ 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


Stamps

Add another Stamp Field

Historic Shelfmark

Shelfmark pattern No.

Shelfmark Description

2

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

SearchBrowseHistoryBookmarksMore ... ▾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 two ways:

- 1) You immediately click on the **yellow tab 'Add another Evidence Field'**, to retrieve another OOI entry you have created.
- 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 **yellow tab**.

The screenshot shows the CERL (Consortium of European Research Libraries) evidence entry interface. At the top is a dark navigation bar with the CERL logo and links for Search, Browse, History, Bookmarks, More..., and Logout. The main form area contains several input fields: 'Price (currency)', 'Note', 'Certainty' (a dropdown menu), and 'Source' (a dropdown menu). Below these fields are two buttons: a yellow button labeled 'Add another Evidence Field' and a blue button labeled 'Add another empty Evidence Field'. A large red arrow points to the yellow button. At the bottom of the form is a 'Save' button (green) and a 'Cancel' button (red). The footer of the page includes links for Help, Datasets, Language, and Contact, along with the name Geri Della Rocca de Candal and logos for British Library, 15cBOOKTRADE, and the Consortium of European Research Libraries.

BY CLICKING THE **BLUE TAB** 'Add another empty Evidence Field', YOU CREATE AN EMPTY PROVENANCE BLOCK, WHICH NEEDS TO BE **COMPLETED 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 C

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

BRITISH
REVIST

15cBOOKTRADE





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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

CERL Search Browse History Bookmarks More ... Logout

Copy Evidence #1

Place

Place

GeonamesID

Note

Area

MARC Area Code

Note

Time period

Start (year)

End (year)

