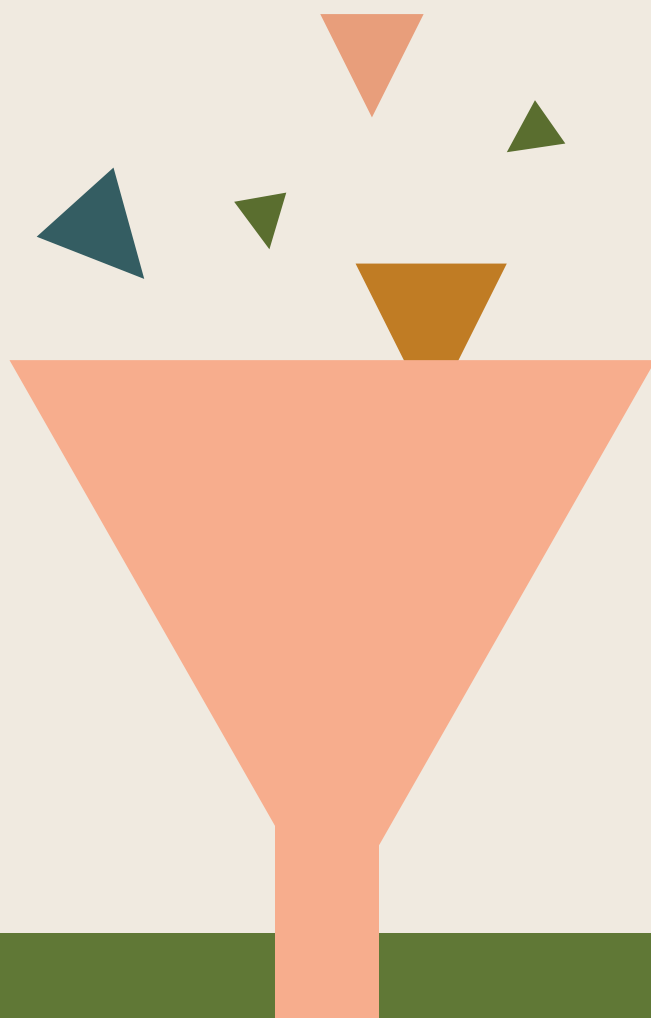


MARC21 encoded as MARCXML and the Digital Repository of Ireland



MARC21 encoded as MARXML and the Digital Repository of Ireland

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Edited by Jenny O'Neill and DRI Metadata Taskforce

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Foreword

This publication marks the fourth in our series of guidelines to support metadata creation for depositing objects in the Digital Repository of Ireland (DRI), and is the product of broad consultation with our members and stakeholders, and careful attention to detail on the part of the authors and editors. Our first set of guidelines, *Dublin Core and the Digital Repository of Ireland* and *Qualified Dublin Core and the Digital Repository of Ireland*, were published in early 2015, followed by the second version of Dublin Core in late 2015, and *MODS and the Digital Repository of Ireland* in 2016.

Guiding our depositors in the creation of rich, accurate, and interoperable metadata is important to us, and we release these guidelines in the hope that they will prove useful to our members, but also to others in the fields of digital archiving and digital preservation. Our guidelines series supports the most widely used metadata standards in our community, and follows international best practice. If we adopt common standards, and approach metadata preparation in similar ways, we will create greater interoperability between our data collections, which will in turn improve access, enhance discovery, and enable richer contextualised cross-collection narratives.

Our work on metadata began with a foundational study into archival practices in Ireland, which helped us to determine the initial metadata standards the DRI would support (*Digital Archiving in Ireland: National Survey of the Humanities and Social Sciences*)¹. Extensive research and testing has gone into supporting the preparation of metadata according to these standards, but also into making sure that social and cultural data deposited in different standards could ‘talk to each other’ in the repository. Following this study, we conducted research into international best practices in digital archiving and published *Caring for Digital Content: Mapping International Approaches*². In 2013 we established a multidisciplinary task force to consolidate our national and international findings, and the publication of successive guidelines has been the work of this task force.

I would like to express our deepest thanks to all the individuals and institutions who have collaborated and communicated with us in developing these guidelines, and who have provided feedback on their implementation. We welcome you to test this latest set of guidelines, and equally welcome and encourage any feedback you have to share.

Dr. Natalie Harrower
Director, Digital Repository of Ireland

¹ <https://repository.dri.ie/catalog/5m614676f>, last accessed 27 March 2017 (DOI: 10.7486/DRI.5m614676f)

² <https://repository.dri.ie/catalog/5t356044x>, last accessed 27 March 2017 (DOI: 10.7486/DRI.5t356044x)

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Introduction

These guidelines are aimed at anyone using the MARC21 metadata standard encoded as MARCXML to prepare content which will be deposited with the Digital Repository of Ireland (“the Repository”). These metadata guidelines do not contradict, or indeed replace, the MARC21 standard, but should be used in tandem with it to ensure that the metadata can be ingested and searched in the Repository.

By following these guidelines, which include mandatory and recommended elements for ingestion of metadata into DRI, you will be making your collections more easily searchable in the Repository, and cross-searchable with other DRI collections.

Mandatory and Recommended Elements

Data must be provided for Mandatory elements to enable metadata to be ingested by the Repository; metadata will be automatically rejected by the system if Mandatory elements are not included. Recommended elements do not have to be included, but DRI strongly advises that they are completed if possible in order to facilitate searching. The remaining MARC21 elements are Optional. All submitted elements, whether Mandatory, Recommended or Optional, will be stored and available in the Repository.

What to Catalogue

DRI recommends following the “one to one” principle of cataloguing: the principle whereby related but conceptually different entities, for example a painting and a digital image of the painting, are described by separate metadata records³. Metadata for a given object can refer to either the physical object or to the digital surrogate, but the information entered should not be a mixture of both.

Controlled Vocabularies

Controlled vocabularies are recommended in order to enhance the Repository’s search function. Although specific controlled vocabularies are recommended in the tables below, they are not mandatory. Content standards, for example AACR2 or RDA, may be used but are not required by DRI. Additionally, ISBD punctuation may be used but is not required by DRI.

³http://wiki.dublincore.org/index.php/Glossary/One-to-One_Principle, last accessed 24 January 2017.

Ingesting into the Repository

Formats for Ingestion

MARC21 records for ingestion in DRI are encoded in XML using the MARCXML Schema.

As the MARCXML schema supports the use of a wrapper for grouping together a set of MARC21 records (via the <collection> element), two different types of XML-encoded MODS records are supported for ingest. The first of these is to have each MARC21 recorded as a single XML file. The second is a collection of MARC21 records, encoded as a single XML file. This type of XML would look as follows (with relevant header lines shown in bold):

```
<xsd:schema xmlns="http://www.loc.gov/MARC21/slim"
xmlns:xsd="http://www.w3.org/2001/XMLSchema" targetNamespace="http://www.loc.gov/MARC21/slim"
elementFormDefault="qualified" attributeFormDefault="unqualified"
version="1.1" xml:lang="en">
<marc:collection xmlns:marc="http://www.loc.gov/MARC21/slim"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.loc.gov/MARC21/slim
http://www.loc.gov/standards/marcxml/schema/MARC21slim.xsd">
  <marc:record>...</marc:record>
<marc:record>...</marc:record>
</marc:collection>
```

Ingesting into the Repository

MARC21 encoded as MARCXML metadata is ingested into the repository in XML format, as currently there is no web form for ingest. When using bulk ingest to ingest a set of individual MARCXML metadata records, in order to match the metadata with its file, the metadata file and data file should use the same filename, e.g. object1.xml and object1.tif

If there are multiple files associated with the metadata file, follow the filename with an underscore and an alphanumeric sequence, e.g. object2.xml (metadata XML) with three files associated with it (object2_001.tif, object2_002.tif, object2_003.tif).

Please see the [DRI Resources](#) page for further information on ingestion.

MARC Resources

The MARC21 format for bibliographic data is currently available here:

[MARC 21 Format for Bibliographic Data](#)⁴.

The MARCXML encoding of MARC21 currently

A toolkit for [converting MARC 21 to MARCXML](#)⁵ is provided by the Library of Congress. available here:

[MARC 21 XML Schema](#)⁶.

⁴<http://www.loc.gov/marc/bibliographic/>, last accessed 24 January 2017.

⁵<http://www.loc.gov/standards/marcxml/>, last accessed 24 January 2017.

⁶<http://www.loc.gov/standards/marcxml/marcxml.zip>, last accessed 27 March 2017.

Table of mandatory and recommended elements, and suggested controlled vocabularies/standards for DRI

	Metadata element	Obligation	Suggested controlled vocabulary	Page reference
Type of Record	Leader/06	Mandatory	Yes	to be filled later
Type	336 or 380 or 655	Recommended	Yes	
Main or Added Entries	100 or 110 or 111 or 700 or 710 or 711	Mandatory	Yes	
Title	245\$a	Mandatory	No	
Date	008/07-14 or 260\$c or 264\$c	Mandatory	Yes	
Description	300 or 500 or 520	Mandatory	No	
Rights	506 or 540 or 542\$f	Mandatory	No	
Language	008/35-37, 041, 546	Recommended	Yes	
Relationship	490, 775, 776, 780, 785, 787, 830	Recommended	No	
Source	534	Recommended	No	
Subject Access	600, 610, 611, 630, 650, 653	Recommended	Yes	
Chronological Term	648	Recommended	Yes	
Geographic Name	651, 751, 752	Recommended	Yes	

Any additional fields not discussed in this guide are optional and may be used if desired. All metadata will be searchable and displayed in DRI.

Sample DRI-compliant MARCXML record

```
<marc:collection xmlns:marc="http://www.loc.gov/MARC21/slim"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="www.loc.gov/MARC21/slim
http://www.loc.gov/standards/marcxml/schema/MARC21slim.xsd">
  <marc:record>
    <marc:leader>02500nam 2200481 a 4500</marc:leader>
    <marc:controlfield
tag="008">121114s2013ieab0000engd</marc:controlfield>
    <marc:datafield tag="020" ind1=" " ind2=" ">
      <marc:subfield code="a">9781908996251</marc:subfield>
    </marc:datafield>
    <marc:datafield tag="024" ind1="7" ind2=" ">
      <marc:subfield code="a">10.3318/DRI.2013.1</marc:subfield>
      <marc:subfield code="2">doi</marc:subfield>
    </marc:datafield>
    <marc:datafield tag="041" ind1="0" ind2="7">
      <marc:subfield code="a">en</marc:subfield>
      <marc:subfield code="2">iso639-1</marc:subfield>
    </marc:datafield>
    <marc:datafield tag="100" ind1="1" ind2=" ">
      <marc:subfield code="a">O'Carroll, Aileen</marc:subfield>
    </marc:datafield>
    <marc:datafield tag="245" ind1="1" ind2="0">
      <marc:subfield code="a">Caring for Digital Content:
</marc:subfield>
      <marc:subfield code="b">Mapping International Approaches
</marc:subfield>
      <marc:subfield code="c">DRI.</marc:subfield>
    </marc:datafield>
    <marc:datafield tag="260" ind1=" " ind2=" ">
      <marc:subfield code="a">Dublin:</marc:subfield>
      <marc:subfield code="b">Royal Irish Academy,</marc:subfield>
      <marc:subfield code="c">2013.</marc:subfield>
    </marc:datafield>
```

```

<marc:datafield tag="300" ind1=" " ind2=" ">
  <marc:subfield code="a">28 pages;</marc:subfield>
</marc:datafield>
<marc:datafield tag="336" ind1=" " ind2=" ">
  <marc:subfield code="a">Text</marc:subfield>
  <marc:subfield code="2">rdacontent</marc:subfield>
</marc:datafield>
<marc:datafield tag="347" ind1=" " ind2=" ">
  <marc:subfield code="a">Text</marc:subfield>
  <marc:subfield code="b">PDF</marc:subfield>
  <marc:subfield code="2">rdacontent</marc:subfield>
</marc:datafield>
<marc:datafield tag="520" ind1=" " ind2=" ">
  <marc:subfield code="a">This report from the Digital Repository of Ireland maps emerging international approaches to caring for digital data. The repositories selected fall into three categories: the metadata aggregator, the single-site repository, and the multi-site repository. The report documents key developments in the field, key organisations and information providers from different domains, and includes a brief overview of current EU digital preservation projects.</marc:subfield>
</marc:datafield>
<marc:datafield tag="540" ind1=" " ind2=" ">
  <marc:subfield code="a">Copyright Maynooth University, Trinity College Dublin, and the Royal Irish Academy. All rights reserved. No part of this book may be reprinted or reproduced or utilised in any electronic, mechanical or any other means, now known or hereafter invented, including photocopying and recording, or otherwise without either the prior written consent of the publishers or a licence permitting restricted copying in Ireland issued by the Irish Copyright Licensing Agency Ltd, The Writers' Centre, 19 Parnell Square, Dublin 1</marc:subfield>
</marc:datafield>
<marc:datafield tag="650" ind1=" " ind2="0">
  <marc:subfield code="a">Archives</marc:subfield>
</marc:datafield>
<marc:datafield tag="650" ind1=" " ind2="0">
  <marc:subfield code="a">Libraries</marc:subfield>
</marc:datafield>
<marc:datafield tag="650" ind1=" " ind2="0">
  <marc:subfield code="a">Digital preservation</marc:subfield>
</marc:datafield>

```

```
<marc:datafield tag="650" ind1=" " ind2="0">
  <marc:subfield code="a">Digital archiving</marc:subfield>
</marc:datafield>
<marc:datafield tag="700" ind1="1" ind2=" ">
  <marc:subfield code="a">Webb, Sharon</marc:subfield>
</marc:datafield>
<marc:datafield tag="700" ind1="1" ind2=" ">
  <marc:subfield code="a">Collins, Sandra</marc:subfield>
</marc:datafield>
<marc:datafield tag="700" ind1="1" ind2=" ">
  <marc:subfield code="a">Tang, Jimmy</marc:subfield>
</marc:datafield>
<marc:datafield tag="700" ind1="1" ind2=" ">
  <marc:subfield code="a">Gallagher, Damien</marc:subfield>
</marc:datafield>
<marc:datafield tag="710" ind1="2" ind2=" ">
  <marc:subfield code="a">Digital Repository of
Ireland</marc:subfield>
</marc:datafield>
</marc:record>
</marc:collection>
```

Key to the Tables

Label	This is the name of the metadata field taken from the MARC documentation, for example 'Title Statement'.
Metadata Element	This is the MARC encoding of the metadata field; for example, 245.
Definition	This is the formal definition of the element, taken from the MARC21 user guidelines.
Format	This is the type of data entered in the metadata element, for example of content free text or a suggested controlled vocabulary.
Obligation	This field details whether or not the element is a required field for ingest into the Repository. Elements are designated as either Mandatory or Recommended. Optional elements are not detailed in this document as they do not have DRI-specific recommendations associated with them.
Repeatable	<p>This field details whether or not the metadata standard allows more than one use of the metadata field. For example, if it's possible to enter more than one subject field the element is repeatable e.g</p> <pre><marc:datafield tag="650" ind1=" " ind2="0"> <marc:subfield code="a">Cow</marc:subfield> </marc:datafield> <marc:datafield tag="650" ind1=" " ind2="0"> <marc:subfield code="a">Mammal</marc:subfield> </marc:datafield></pre>
Values examples	<p>This field gives examples of the types of values that might be entered in the element.</p> <p>Examples will be given in both MARC21 and MARCXML.</p>

Mandatory Fields

Label	Type of record ⁷
Metadata element	Leader/06
Definition	One-character alphabetic code used to define the characteristics and components of the record.
Format of content	Controlled vocabulary: MARC values for Leader/06 ⁸
Obligation	Mandatory
Repeatable	No
Values (examples)	<p>Manuscript language material: MARC21:*****†** * ** * ** *</p> <p>MARCXML: <marc:leader>*****†** * ** * ** </marc:leader></p> <p>For Cartographic material: MARC21:*****e** * ** * ** *</p> <p>MARCXML: <marc:leader>*****e** * ** * ** </marc:leader></p>
Notes	

⁷ <http://www.loc.gov/marc/bibliographic/bdleader.html>, last accessed 24 January 2017.

⁸ <http://www.loc.gov/marc/bibliographic/bdleader.html>, last accessed 24 January 2017.

Label	Content Type ⁹
Metadata element	336
Definition	The form of communication through which a work is expressed.
Format of content	Controlled vocabularies are recommended where relevant. Examples include: DCMI Type Vocabulary ¹⁰ Term and Code List for RDA Content Types ¹¹ For Artworks and Graphic materials: Library of Congress Thesaurus for Graphic Materials ¹² For Archives and Library Special Collections: Rare Books and Manuscripts Section Controlled Vocabulary ¹³ For Audiovisual material: Library of Congress Moving Images Genre-Form ¹⁴
Obligation	Recommended if 380 or 655 are not used.
Repeatable	Yes
Values (examples)	MARC21: 336 ##\$atext\$2rdacontent MARCXML: <marc:datafield tag="336" ind1=" " ind2=" "> <marc:subfield code="a">text</marc:subfield> <marc:subfield code="2">rdacontent</marc:subfield> </marc:datafield> MARC21: 336 ##\$aDataset\$2dct MARCXML: <marc:datafield tag="336" ind1=" " ind2=" "> <marc:subfield code="a">Dataset</marc:subfield> <marc:subfield code="2">dct</marc:subfield> </marc:datafield> MARC21: 336 ##\$aDigital photographs\$2gmgpc MARCXML: <marc:datafield tag="336" ind1=" " ind2=" "> <marc:subfield code="a">Digital photographs</marc:subfield> <marc:subfield code="2">gmgpc</marc:subfield> </marc:datafield>
Notes	

⁹ <http://www.loc.gov/marc/bibliographic/bd336.html>, last accessed 24 January 2017.

¹⁰ <http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>, last accessed 24 January 2017.

¹¹ <http://www.loc.gov/standards/valuelist/rdacontent.html>, last accessed 24 January 2017.

¹² <http://www.loc.gov/pictures/collection/tgm/>, last accessed 24 January 2017.

¹³ http://rbms.info/vocabularies/genre/tr_idx65.htm, last accessed 24 January 2017.

¹⁴ <http://www.loc.gov/rr/mopic/migform.html>, last accessed 24 January 2017.

Label	Form of Work ¹⁵
Metadata element	380
Definition	A class or genre to which a work belongs. May be used to differentiate a work from another work with the same title.
Format of content	Controlled vocabularies are recommended where relevant. Examples include: DCMI Type Vocabulary ¹⁶ Term and Code List for RDA Content Types ¹⁷ For Artworks and Graphic materials: Library of Congress Thesaurus for Graphic Materials ¹⁸ For Archives and Library Special Collections: Rare Books and Manuscripts Section Controlled Vocabulary ¹⁹ For Audiovisual material: Library of Congress Moving Images Genre-Form ²⁰
Obligation	Recommended if 336 or 655 are not used
Repeatable	Yes
Values (examples)	MARC21: 380 ##\$aDrama\$2lcgft MARCXML: <marc:datafield tag="380" ind1=" " ind2=" "> <marc:subfield code="a">Drama</marc:subfield> <marc:subfield code="2">lcgft</marc:subfield> </marc:datafield> MARC21: 380 ##\$aTelevision series\$2migfg MARCXML: <marc:datafield tag="380" ind1=" " ind2=" "> <marc:subfield code="a">Television series</marc:subfield> <marc:subfield code="2">migfg</marc:subfield> </marc:datafield>
Notes	

¹⁵ <http://www.loc.gov/marc/bibliographic/bd380.html>, last accessed 24 January 2017.

¹⁶ <http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>, last accessed 24 January 2017.

¹⁷ <http://www.loc.gov/standards/valuelist/rdacontent.html>, last accessed 24 January 2017.

¹⁸ <http://www.loc.gov/pictures/collection/tgm/>, last accessed 24 January 2017.

¹⁹ http://rbms.info/vocabularies/genre/tr_idx65.htm, last accessed 24 January 2017.

²⁰ <http://www.loc.gov/rr/mopic/migform.html>, last accessed 24 January 2017.

Label	Index Term - Genre/Form ²¹
Metadata element	655
Definition	Terms indicating the genre, form, and/or physical characteristics of the materials being described.
Format of content	Controlled vocabularies are recommended where relevant: DCMI Type Vocabulary ²² For Artworks and Graphic materials: Library of Congress Thesaurus for Graphic Materials ²³ For Archives and Library Special Collections: Rare Books and Manuscripts Section Controlled Vocabulary ²⁴ For Audiovisual material: Library of Congress Moving Images Genre-Form ²⁵
Obligation	Recommended if 336 or 380 are not used
Repeatable	Yes
Values (examples)	MARC21: 655 #0\$aWar diaries. MARCXML: <marc:datafield tag="655" ind1=" " ind2="0"> <marc:subfield code="a">War diaries.</marc:subfield> </marc:datafield> MARC21: 655 #0\$aCartoons and comics. MARCXML: <marc:datafield tag="655" ind1=" " ind2="0"> <marc:subfield code="a">Cartoons and comics.</marc:subfield> </marc:datafield>
Notes	

²¹ <http://www.loc.gov/marc/bibliographic/bd655.html>, last accessed 24 January 2017.

²² <http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>, last accessed 24 January 2017.

²³ <http://www.loc.gov/pictures/collection/tgm/>, last accessed 24 January 2017.

²⁴ http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/genre/tr_idx65.htm, last accessed 24 January 2017.

²⁵ <http://www.loc.gov/rr/mopic/migform.html>, last accessed 24 January 2017.

Label	Main Entry - Personal Name ²⁶
Metadata element	100
Definition	Personal name used as a main entry in a bibliographic record.
Format of content	Free text. Personal and family names should preferably be formatted according to the Irish Guidelines for Indexing Archives ²⁷ .
Obligation	Mandatory if 110 or 111 or 700 or 710 or 711 are not used
Repeatable	No
Values (examples)	<p>MARC21: 100 1#\$aHeaney, Seamus,\$d1939-2013.</p> <p>MARCXML: <marc:datafield tag="100" ind1="1" ind2=" " > <marc:subfield code="a">Heaney, Seamus,</marc:subfield> <marc:subfield code="d">1939-2013.</marc:subfield> </marc:datafield></p> <p>MARC21: 100 1#\$aJoyce, James,\$d1882-1941.\$eaut</p> <p>MARCXML: <marc:datafield tag="100" ind1="1" ind2=" " > <marc:subfield code="a">Joyce, James,</marc:subfield> <marc:subfield code="d">1882-1941.</marc:subfield> <marc:subfield code="e">aut</marc:subfield> </marc:datafield></p>
Notes	<p>For Irish family names, such as Mary Choilm a' tSeaimpín, where Choilm a' tSeaimpín is a family identifier rather than a surname and cannot precede Mary, DRI suggests that the family identifier should follow the first name.</p> <p>Additionally, MARC relators may be used to describe the relationship of the named Contributor to the digital object. A list of MARC Relator terms and codes is available here: MARC Code List for Relators²⁸.</p> <p>If the main or added entry (fields 100, 110, 111, 700, 710, 711) is unknown, some term should be entered into the 100 field to signal this, such as "Unknown" or "Anonymous". However, if the cataloguer would prefer to leave the element blank, they should fill in "Null".</p>

²⁶ <http://www.loc.gov/marc/bibliographic/bd100.html>, last accessed 24 January 2017.

²⁷ <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 24 January 2017.

²⁸ <http://www.loc.gov/marc/relators/>, last accessed 24 January 2017.

Label	Main Entry - Corporate Name ²⁹
Metadata element	110
Definition	Corporate name used as a main entry in a bibliographic record.
Format of content	Corporate names should preferably be formatted according to the Irish Guidelines for Indexing Archives ³⁰ .
Obligation	Mandatory if 100 or 111 or 700 or 710 or 711 are not used
Repeatable	No
Values (examples)	<p>MARC21: 110 2#\$aTrinity College (Dublin, Ireland).</p> <p>MARCXML: <marc:datafield tag="110" ind1="2" ind2=" " > <marc:subfield code="a">Trinity College (Dublin, Ireland).</marc:subfield> </marc:datafield></p> <p>MARC21: 110 2#\$a Irish Qualitative Data Archive.\$bMaynooth University</p> <p>MARCXML: <marc:datafield tag="110" ind1="2" ind2=" " > <marc:subfield code="a"> Irish Qualitative Data Archive.</marc:subfield> <marc:subfield code="b">Maynooth University</marc:subfield> </marc:datafield></p>
Notes	<p>MARC relators may be used to describe the relationship of the named Contributor to the digital object. A list of MARC Relator terms and codes is available here: MARC Code List for Relators³¹.</p> <p>If the main or added entry (fields 100, 110, 111, 700, 710, 711) is unknown, some term should be entered into the 100 field to signal this, such as "Unknown" or "Anonymous". However, if the cataloguer would prefer to leave the element blank, they should fill in "Null".</p>

²⁹ <http://www.loc.gov/marc/bibliographic/bd110.html>, last accessed 24 January 2017.

³⁰ <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 24 January 2017.

³¹ <http://www.loc.gov/marc/relators/>, last accessed 24 January 2017.

Label	Main Entry - Meeting Name ³²
Metadata element	111
Definition	Meeting or conference name used as a main entry in a bibliographic record.
Format of content	Meeting names should preferably be formatted according to the Library of Congress Authority Headings ³³ .
Obligation	Mandatory if 100 or 110 or 700 or 710 or 711 are not used
Repeatable	No
Values (examples)	<p>MARC21: 111 2#\$aAnnual Conference on Digital Preservation for the Arts, Social Sciences and Humanities\$n1st\$d2015\$cDublin, Ireland</p> <p>MARCXML:</p> <pre><marc:datafield tag="111" ind1="2" ind2=" " > <marc:subfield code="a">Annual Conference on Digital Preservation for the Arts, Social Sciences and Humanities</marc:subfield> <marc:subfield code="n">1st</marc:subfield> <marc:subfield code="d">2015</marc:subfield> <marc:subfield code="c">Dublin, Ireland</marc:subfield> </marc:datafield></pre>
Notes	<p>MARC relators may be used to describe the relationship of the named Contributor to the digital object. A list of MARC Relator terms and codes is available here: MARC Code List for Relators³⁴.</p> <p>If the main or added entry (fields 100, 110, 111, 700, 710, 711) is unknown, some term should be entered into the 100 field to signal this, such as "Unknown" or "Anonymous". However, if the cataloguer would prefer to leave the element blank, they should fill in "Null".</p>

³² <http://www.loc.gov/marc/bibliographic/bd111.html>, last accessed 24 January 2017.

³³ <http://authorities.loc.gov/>, last accessed 24 January 2017.

³⁴ <http://www.loc.gov/marc/relators/>, last accessed 24 January 2017.

Label	Added Entry - Personal Name ³⁵
Metadata element	700
Definition	Added entry in which the entry element is a personal name.
Format of content	Personal and family should preferably be formatted according to the Irish Guidelines for Indexing Archives ³⁶ .
Obligation	Mandatory if 100 or 110 or 111 or 710 or 711 are not used
Repeatable	Yes
Values (examples)	<p>MARC21: 700 1#\$aByrne, Gay.\$ehst</p> <p>MARCXML: <marc:datafield tag="700" ind1="1" ind2=" "> <marc:subfield code="a">Byrne, Gay.</marc:subfield> <marc:subfield code="e">hst</marc:subfield> </marc:datafield></p> <p>MARC21: 700 1# Jordan, Neil,\$db.1950\$edrt</p> <p>MARCXML: <marc:datafield tag="700" ind1="1" ind2=" "> <marc:subfield code="a"> Jordan, Neil,</marc:subfield> <marc:subfield code="d">b.1950</marc:subfield> <marc:subfield code="e">drt</marc:subfield> </marc:datafield></p>
Notes	<p>For Irish family names, such as Mary Choilm a' tSeaimpín, where Choilm a' tSeaimpín is a family identifier rather than a surname and cannot precede Mary, DRI suggests that the family identifier should follow the first name.</p> <p>Additionally, MARC relators may be used to describe the relationship of the named Contributor to the digital object. A list of MARC Relator terms and codes is available here: MARC Code List for Relators³⁷.</p> <p>If the main or added entry (fields 100, 110, 111, 700, 710, 711) is unknown, some term should be entered into the 100 field to signal this, such as "Unknown" or "Anonymous". However, if the cataloguer would prefer to leave the element blank, they should fill in "Null".</p>

³⁵ <http://www.loc.gov/marc/bibliographic/bd700.html>, last accessed 24 January 2017.

³⁶ <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 24 January 2017.

³⁷ <http://www.loc.gov/marc/relators/>, last accessed 24 January 2017.

Label	Added Entry - Corporate Name ³⁸
Metadata element	710
Definition	Added entry in which the entry element is a corporate name.
Format of content	Corporate names should preferably be formatted according to the Irish Guidelines for Indexing Archives ³⁹ .
Obligation	Mandatory if 100 or 110 or 111 or 700 or 711 are not used
Repeatable	Yes
Values (examples)	<p>MARC21: 710 2#\$aLibrary Association of Ireland.</p> <p>MARCXML: <marc:datafield tag="710" ind1="2" ind2=" "> <marc:subfield code="a">Library Association of Ireland.</marc:subfield> </marc:datafield></p> <p>MARC21: 710 2#aRadio na Gaeltachta.</p> <p>MARCXML: <marc:datafield tag="710" ind1="2" ind2=" "> <marc:subfield code="a">Radio na Gaeltachta.</marc:subfield> </marc:datafield></p>
Notes	<p>MARC relators may be used to describe the relationship of the named Contributor to the digital object. A list of MARC Relator terms and codes is available here: MARC Code List for Relators⁴⁰.</p> <p>If the main or added entry (fields 100, 110, 111, 700, 710, 711) is unknown, some term should be entered into the 100 field to signal this, such as "Unknown" or "Anonymous". However, if the cataloguer would prefer to leave the element blank, they should fill in "Null".</p>

³⁸ <http://www.loc.gov/marc/bibliographic/bd710.html>, last accessed 24 January 2017.

³⁹ <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 24 January 2017.

⁴⁰ <http://www.loc.gov/marc/relators/>, last accessed 24 January 2017.

Label	Added Entry - Meeting Name ⁴¹
Metadata element	711
Definition	Added entry in which the entry element is a meeting name.
Format of content	Meeting names should preferably be formatted according to the Library of Congress Authority Headings ⁴² .
Obligation	Mandatory if 100 or 110 or 111 or 700 or 710 are not used
Repeatable	Yes
Values (examples)	MARC21: 711 2#\$aDublin Theatre Festival. MARCXML: <marc:datafield tag="711" ind1="2" ind2=" " > <marc:subfield code="a">Dublin Theatre Festival.</marc:subfield> </marc:datafield>
Notes	MARC relators may be used to describe the relationship of the named Contributor to the digital object. A list of MARC Relator terms and codes is available here: MARC Code List for Relators ⁴³ . If the main or added entry (fields 100, 110, 111, 700, 710, 711) is unknown, some term should be entered into the 100 field to signal this, such as "Unknown" or "Anonymous". However, if the cataloguer would prefer to leave the element blank, they should fill in "Null".

⁴¹ <http://www.loc.gov/marc/bibliographic/bd711.html>, last accessed 24 January 2017.

⁴² <http://authorities.loc.gov/>, last accessed 24 January 2017.

⁴³ <http://www.loc.gov/marc/relators/>, last accessed 24 January 2017.

Label	Title Statement ⁴⁴
Metadata element	245\$a
Definition	Title proper, alternative title, excluding the designation of the number or name of a part, and statement of responsibility
Format of content	Free text
Obligation	Mandatory for DRI
Repeatable	No
Values (examples)	<p>MARC21: 245 00\$aUlysses /\$cJames Joyce.</p> <p>MARCXML: <marc:datafield tag="245" ind1="0" ind2="0"> <marc:subfield code="a">Ulysses /</marc:subfield> <marc:subfield code="c">James Joyce.</marc:subfield> </marc:datafield></p> <p>MARC21: 245 14\$aThe commitments /\$cRoddy Doyle.</p> <p>MARCXML: <marc:datafield tag="245" ind1="1" ind2="4"> <marc:subfield code="a">The commitments /</marc:subfield> <marc:subfield code="c">Roddy Doyle.</marc:subfield> </marc:datafield></p>
Notes	Only subfield \$a is mandatory, all other subfields are recommended according to MARC cataloguing rules.

⁴⁴ <http://www.loc.gov/marc/bibliographic/bd245.html>, last accessed 24 January 2017.

Label	Date 1 & Date 2 ⁴⁵
Metadata element	008/07-14
Definition	A date specified by the code in 008/06 (Type of date/Publication status).
Format of content	Date should be formatted YYYY for Date 1 and Date 2.
Obligation	Mandatory if 260\$c or 264\$c are not used
Repeatable	No
Values (examples)	<p>MARC21: *****s2002*****</p> <p>MARCXML: <marc:controlfield tag="008">***** *s2002*****</marc:controlfield></p> <p>MARC21: *****m19992001*****</p> <p>MARCXML: <marc:controlfield tag="008">***** *m19992001*****</marc:controlfield></p>
Notes	<p>It is also recommended that cataloguers fill in 008/06, a one-character alphabetic code that indicates the type of dates given in 008/07-14 (Date 1) and 008/11-14 (Date 2).</p> <p>If the resource covers a range of dates or multiple dates this is indicated in 008/06. For continuing resources, 008/07-14 contain the beginning date of publication (chronological designation) and 008/11-14 contain the ending date.</p>

⁴⁵ <http://www.loc.gov/marc/bibliographic/bd008a.html>, last accessed 24 January 2017.

Label	Date of Publication, Distribution, etc. (Imprint)⁴⁶
Metadata element	260\$c
Definition	Date of publication, distribution, etc.
Format of content	Date should preferably be formatted according to W3C Note on Date and Time Formats⁴⁷ or ISO 8601⁴⁸ . Although dates which are not formatted in this way can be included, they will not be indexed and fully searchable by date range in the Repository.
Obligation	Mandatory if 008/07-14 or 264\$c are not used
Repeatable	Yes
Values (examples)	MARC21: 260 ##\$aDublin :\$bPenguin Books,\$c1982. MARCXML: <marc:datafield tag="260" ind1=" " ind2=" "> <marc:subfield code="a">Dublin :</marc:subfield> <marc:subfield code="b">Penguin Books,</marc:subfield> <marc:subfield code="c">1982.</marc:subfield> </marc:datafield> MARC21: 260 ##\$c2001. MARCXML: <marc:datafield tag="260" ind1=" " ind2=" "> <marc:subfield code="c">2001.</marc:subfield> </marc:datafield>
Notes	Only subfield \$c is mandatory, all other subfields are recommended. If the date is unknown and the cataloguer would prefer to leave the element blank rather than write "unknown," they should fill in "null".

⁴⁶ <http://www.loc.gov/marc/bibliographic/bd260.html>, last accessed 24 January 2017.

⁴⁷ <http://www.w3.org/TR/NOTE-datetime>, last accessed 24 January 2017.

⁴⁸ <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 24 January 2017.

Label	Date of production, publication, distribution, manufacture, or copyright notice ⁴⁹
Metadata element	264\$c
Definition	Date of production, publication, distribution, manufacture, or copyright notice
Format of content	Date should preferably be formatted according to W3C Note on Date and Time Formats ⁵⁰ or ISO 8601 ⁵¹ . Although dates which are not formatted in this way can be included, they will not be indexed or fully searchable by date range in the Repository.
Obligation	Mandatory if 008/07-14 or 260\$c are not used
Repeatable	Yes
Values (examples)	MARC21: 264 #4\$c©2002 MARCXML: <marc:datafield tag="264" ind1=" " ind2="4"> <marc:subfield code="c">©2002</marc:subfield> </marc:datafield> MARC21: 264 #1\$aLondon :\$bFacet Publishing,\$c2014. MARCXML: <marc:datafield tag="264" ind1=" " ind2="1"> <marc:subfield code="a">London :</marc:subfield> <marc:subfield code="b">Facet Publishings,</marc:subfield> <marc:subfield code="c">2014.</marc:subfield> </marc:datafield>
Notes	Only subfield \$c is mandatory, all other subfields are recommended. If the date is unknown and the cataloguer would prefer to leave the element blank rather than write "unknown," they should fill in "null".

⁴⁹ <http://www.loc.gov/marc/bibliographic/bd264.html>, last accessed 24 January 2017.

⁵⁰ <http://www.w3.org/TR/NOTE-datetime>, last accessed 24 January 2017.

⁵¹ <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 24 January 2017.

Label	Physical Description ⁵²
Metadata element	300
Definition	Physical description of the described item, including its extent, dimensions, and such other physical details as a description of any accompanying materials and unit type and size.
Format of content	Free text
Obligation	Mandatory if 500 or 520 are not used.
Repeatable	Yes
Values (examples)	MARC21: 300 ##\$a150 pages :\$billustrations ;\$c24 cm MARCXML: <marc:datafield tag="300" ind1=" " ind2=" "> <marc:subfield code="a">150 pages :</marc:subfield> <marc:subfield code="b">illustrations ;</marc:subfield> <marc:subfield code="c">24 cm</marc:subfield> </marc:datafield>
Notes	

⁵² <http://www.loc.gov/marc/bibliographic/bd300.html>, last accessed 24 January 2017.

Label	General Note ⁵³
Metadata element	500
Definition	General information for which a specialized 5XX note field has not been defined.
Format of content	Free text
Obligation	Mandatory if 300 or 52 are not used
Repeatable	Yes
Values (examples)	<p>MARC21: 500 ##\$a Translated from Irish.</p> <p>MARCXML: <marc:datafield tag="500" ind1=" " ind2=" "> <marc:subfield code="a">Translated from Irish.</marc:subfield> </marc:datafield></p> <p>MARC21: 500 ##\$aIncludes index.</p> <p>MARCXML: <marc:datafield tag="500" ind1=" " ind2=" "> <marc:subfield code="a">Includes index.</marc:subfield> </marc:datafield></p>
Notes	

⁵³ <http://www.loc.gov/marc/bibliographic/bd500.html>, last accessed 24 January 2017.

Label	Summary, etc ⁵⁴
Metadata element	520
Definition	Unformatted information that describes the scope and general contents of the materials.
Format of content	Free text
Obligation	Mandatory if 300 or 500 are not used.
Repeatable	Yes
Values (examples)	<p>MARC21: 520 ##\$aKate and Ben follow their rabbit into a haunted house and discover the source of the house's ghostly sound.</p> <p>MARCXML: <marc:datafield tag="520" ind1=" " ind2=" "> <marc:subfield code="a">Kate and Ben follow their rabbit into a haunted house and discover the source of the house's ghostly sound.</marc:subfield> </marc:datafield></p> <p>MARC21: 520 ##\$aPapers "originally commissioned as course material for a series of continuing legal education seminars" -- Pref., v. 1.</p> <p>MARCXML: <marc:datafield tag="520" ind1=" " ind2=" "> <marc:subfield code="a">Papers "originally commissioned as course material for a series of continuing legal education seminars" -- Pref., v. 1.</marc:subfield> </marc:datafield></p>
Notes	The summary may include but is not limited to: a summary, abstract, annotation, review, or a simple phrase describing the material.

⁵⁴ <http://www.loc.gov/marc/bibliographic/bd520.html>, last accessed 24 January 2017.

Label	Restrictions on Access Note ⁵⁵
Metadata element	506
Definition	Information about restrictions imposed on access to the described materials.
Format of content	Free text
Obligation	Mandatory if 540 or 542\$f are not used
Repeatable	Yes
Values (examples)	<p>MARC21: 506 1#\$aAccess is restricted to bona fide academic teaching and research staff.</p> <p>MARCXML: <marc:datafield tag="506" ind1="1" ind2=" "> <marc:subfield code="a">Access is restricted to bona fide academic teaching and research staff.</marc:subfield> </marc:datafield></p>
Notes	

⁵⁵ <http://www.loc.gov/marc/bibliographic/bd506.html>, last accessed 24 January 2017.

Label	Terms Governing Use and Reproduction Note ⁵⁶
Metadata element	540
Definition	Terms governing the use of the materials after access has been provided.
Format of content	Free text
Obligation	Mandatory if 506 or 542\$f are not used
Repeatable	Yes
Values (examples)	<p>MARC21: 540 ##\$aCopyright Radio na Gaeltachta. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Ireland Licence. Please use the following attribution when citing this work: Copyright Radio na Gaeltachta, digital surrogate created by the DRI NUI Galway Demonstrator Project.</p> <p>MARCXML:</p> <pre><marc:datafield tag="542" ind1=" " ind2=" "> <marc:subfield code="a">Copyright Radio na Gaeltachta. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Ireland Licence. Please use the following attribution when citing this work: Copyright Radio na Gaeltachta, digital surrogate created by the DRI NUI Galway Demonstrator Project.</marc:subfield> </marc:datafield></pre>
Notes	<p>The field includes, but is not limited to, copyrights, film rights, trade restrictions, etc. that restrict the right to reproduce, exhibit, fictionalize, quote, etc.</p> <p>Where ownership is unknown, you must ensure that due diligence has been carried out and that the rights holder could not be traced. See the European Orphan Works Directive⁵⁷ for information on carrying out a diligent search.</p> <p>You may also include a statement indicating that the rights holder could not be traced.</p>

⁵⁶ <http://www.loc.gov/marc/bibliographic/bd540.html>, last accessed 24 January 2017.

⁵⁷ DIRECTIVE 2012/28/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on certain permitted uses of orphan works <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:299:0005:0012:EN:PDF>, last accessed 24 January 2017.

Label	Copyright statement ⁵⁸
Metadata element	542\$f
Definition	Copyright statement as it is presented on the resource.
Format of content	Transcribed text
Obligation	Mandatory if 506 or 540 are not used
Repeatable	Yes
Values (examples)	<p>MARC21: 542 ##\$fCopyright National Library of Ireland, 2013</p> <p>MARCXML: <marc:datafield tag="542" ind1=" " ind2=" "> <marc:subfield code="f">Copyright National Library of Ireland, 2013</marc:subfield> </marc:datafield></p> <p>MARC21: 542 0#\$fCopyright IQDA, Maynooth University. All rights reserved</p> <p>MARCXML: <marc:datafield tag="542" ind1="0" ind2=" "> <marc:subfield code="f">Copyright IQDA, Maynooth University. All rights reserved</marc:subfield> </marc:datafield></p>
Notes	<p>Only subfield \$f is mandatory, all other subfields are recommended.</p> <p>Where ownership is unknown, you must ensure that due diligence has been carried out and that the rights holder could not be traced. See the European Orphan Works Directive⁵⁹ for information on carrying out a diligent search. You may also include a statement indicating that the rights holder could not be traced.</p>

⁵⁸<http://www.loc.gov/marc/bibliographic/bd542.html>, last accessed 24 January 2017.

⁵⁹DIRECTIVE 2012/28/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on certain permitted uses of orphan works <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:299:0005:0012:EN:PDF>, last accessed 24 January 2017.

Recommended Fields

Label	Language ⁶⁰
Metadata element	008/35-37
Definition	Three-character alphabetic code that indicates the language of the item.
Format of content	Controlled Vocabulary: MARC code list for languages ⁶¹
Obligation	Recommended for DRI
Repeatable	No
Values (examples)	<p>MARC21: 008/35-37 ***** *eng***</p> <p>MARCXML: <marc:controlfield tag="008">***** *****eng*** </marc:controlfield></p> <p>MARC21: 008/35-37 ***** *gle***</p> <p>MARCXML: <marc:controlfield tag="008">*****gle*** </ marc:controlfield></p>
Notes	Where appropriate, additional language information is recorded in the 041 field. The 041 field is outlined below.

⁶⁰ <http://www.loc.gov/marc/bibliographic/bd008a.html>, last accessed 24 January 2017.

⁶¹ <http://www.loc.gov/marc/languages/>, last accessed 24 January 2017.

Label	Language Code ⁶²
Metadata element	041
Definition	Codes for languages associated with an item when the language code in field 008/35-37 of the record is insufficient to convey full information.
Format of content	Languages should preferably be formatted according to MARC Code List for Languages ⁶³ , ISO639 ⁶⁴ or RFC5646 ⁶⁵ .
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 041 ##\$aeng</p> <p>MARCXML: <marc:datafield tag="041" ind1=" " ind2=" "> <marc:subfield code="a">eng</marc:subfield> </marc:datafield></p> <p>MARC21: 041 17\$aeng \$hgle \$2iso639-2</p> <p>MARCXML: <marc:datafield tag="041" ind1="1" ind2="7"> <marc:subfield code="a">eng</marc:subfield> <marc:subfield code="h">gle</marc:subfield> <marc:subfield code="2">iso639-2</marc:subfield> </marc:datafield></p>
Notes	

⁶² <http://www.loc.gov/marc/bibliographic/bd041.html>, last accessed 24 January 2017.

⁶³ <http://www.loc.gov/marc/languages/>, last accessed 24 January 2017.

⁶⁴ http://www.loc.gov/standards/iso639-2/php/code_list.php, last accessed 24 January 2017.

⁶⁵ <http://tools.ietf.org/html/rfc5646>, last accessed 24 January 2017.

Label	Series Statement ⁶⁶
Metadata element	490
Definition	Series statement for a series title.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	MARC21: 490 0#\$aThe Secret Seven MARCXML: <marc:datafield tag="490" ind1="0" ind2=" "> <marc:subfield code="a">The Secret Seven</marc:subfield> </marc:datafield>
Notes	

⁶⁶ <http://www.loc.gov/marc/bibliographic/bd490.html>, last accessed 24 January 2017.

Label	Other Edition Entry ⁶⁷
Metadata element	775
Definition	Entry for another available edition of the target item (horizontal relationship).
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 775 08\$i Revision of: \$a Joyce, James 1882-1941 \$t Ulysses \$b First British Edition \$d London: The Bodley Head, 1960</p> <p>MARCXML:</p> <pre><marc:datafield tag="775" ind1="0" ind2="8"> <marc:subfield code="i">Revision of:</marc:subfield> <marc:subfield code="a">Joyce, James 1882-1941:</marc:subfield> <marc:subfield code="t">Ulysses</marc:subfield> <marc:subfield code="b">First British Edition</marc:subfield> <marc:subfield code="d">London: The Bodley Head, 1960</marc:subfield> </marc:datafield></pre>
Notes	

⁶⁷ <http://www.loc.gov/marc/bibliographic/bd775.html>, last accessed 24 January 2017.

Label	Additional Physical Form Entry ⁶⁸
Metadata element	776
Definition	Information concerning another available physical form of the target item (horizontal relationship).
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 776 0#\$aManuscripts and Archives Research Library of Trinity College Dublin \$dDublin, Trinity College Dublin, 2006 \$tThe 1641 depositions. [microform] \$wMSS 809-841</p> <p>MARCXML: <marc:datafield tag="776" ind1="0" ind2=" "> <marc:subfield code="a"> Manuscripts and Archives Research Library of Trinity College Dublin</marc:subfield> <marc:subfield code="d">Dublin, Trinity College Dublin, 2006</marc:subfield> <marc:subfield code="t">The 1641 depositions. [microform]</marc:subfield> <marc:subfield code="w">MSS 809-841</marc:subfield> </marc:datafield></p>
Notes	

⁶⁸ <http://www.loc.gov/marc/bibliographic/bd776.html>, last accessed 24 January 2017.

Label	Preceding Entry ⁶⁹
Meta-data element	780
Definition	Information concerning the immediate predecessor of the target item (chronological relationship).
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 780 00\$aRowling, J. K. \$d1998 \$tHarry Potter and the Chamber of Secrets</p> <p>MARCXML:</p> <pre><marc:datafield tag="780" ind1="0" ind2="0"> <marc:subfield code="a">Rowling, J. K.</marc:subfield> <marc:subfield code="d">1998</marc:subfield> <marc:subfield code="t">Harry Potter and the Chamber of Secrets</marc:subfield> </marc:datafield></pre>
Notes	

⁶⁹ <http://www.loc.gov/marc/bibliographic/bd780.html>, last accessed 24 January 2017.

Label	Succeeding Entry ⁷⁰
Metadata element	785
Definition	Information concerning the immediate successor to the target item (chronological relationship).
Format of content	Free text
Obligation	Recommended by DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 785 00\$aRowling, J. K. \$d1997 \$tHarry Potter and the Philosopher's Stone</p> <p>MARCXML:</p> <pre><marc:datafield tag="785" ind1="0" ind2="0"> <marc:subfield code="a">Rowling, J. K.</marc:subfield> <marc:subfield code="d">1997</marc:subfield> <marc:subfield code="t">Harry Potter and the Philosopher's Stone</marc:subfield> </marc:datafield></pre>
Notes	

⁷⁰<http://www.loc.gov/marc/bibliographic/bd785.html>, last accessed 24 January 2017.

Label	Other Relationship Entry ⁷¹
Metadata element	787
Definition	Information concerning the work related to the target item when the relationship does not fit any of those defined in fields 760-785.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 787 0#\$aPowerscourt House (Wicklow, Ireland) \$tPhotographs relating to Powerscourt House, 1947-1974 \$wleDuNL</p> <p>MARCXML:</p> <pre><marc:datafield tag="787" ind1="0" ind2=" "> <marc:subfield code="a">Powerscourt House (Wicklow, Ireland)</marc:subfield> <marc:subfield code="t">Photographs relating to Powerscourt House, 1947-1974</marc:subfield> <marc:subfield code="w">leDuNL</marc:subfield> </marc:datafield></pre>
Notes	

⁷¹ <http://www.loc.gov/marc/bibliographic/bd787.html>, last accessed 24 January 2017.

Label	Series Added Entry - Uniform Title ⁷²
Metadata element	830
Definition	Series added entry consisting of a series title alone.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 830 #0\$aMusica da camera (Oxford University Press); \$v72</p> <p>MARCXML: <marc:datafield tag="830" ind1=" " ind2="0"> <marc:subfield code="a">Musica da camera (Oxford University Press);</marc:subfield> <marc:subfield code="v">72</marc:subfield> </marc:datafield></p>
Notes	

⁷² <http://www.loc.gov/marc/bibliographic/bd830.html>, last accessed 24 January 2017.

Label	Original Version Note ⁷³
Metadata element	534
Definition	Descriptive data for an original item when the main portion of the bibliographic record describes a reproduction of that item and the data differ.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 534 ##\$aClarke, J. J. (John J.), 1879-1961, photographer. \$t[Woman pushing perambulator along Bray seafront] \$w(leDuNL)168917</p> <p>MARCXML: <marc:datafield tag="534" ind1=" " ind2=" "> <marc:subfield code="a">Clarke, J. J. (John J.), 1879-1961, photographer.</marc:subfield> <marc:subfield code="t">[Woman pushing perambulator along Bray seafront]</marc:subfield> <marc:subfield code="w">(leDuNL)168917</marc:subfield> </marc:datafield></p>
Notes	

⁷³ <http://www.loc.gov/marc/bibliographic/bd534.html>, last accessed 24 January 2017.

Label	Subject Added Entry - Personal Name ⁷⁴
Metadata element	600
Definition	Subject added entry in which the entry element is a personal name.
Format of content	Personal and family names should preferably be formatted according to the Irish Guidelines for Indexing Archives ⁷⁵ .
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	MARC21: 600 14\$aValera, Eamon, de,\$d1882-1975. MARCXML: <marc:datafield tag="600" ind1="1" ind2="4"> <marc:subfield code="a">Valera, Eamon, de,</marc:subfield> <marc:subfield code="d">1882-1975.</marc:subfield> </marc:datafield>
Notes	All data will be indexed as subject keywords.

⁷⁴ <http://www.loc.gov/marc/bibliographic/bd600.html>, last accessed 24 January 2017.

⁷⁵ <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 24 January 2017.

Label	Subject Added Entry - Corporate Name ⁷⁶
Metadata element	610
Definition	Subject added entry in which the entry element is a corporate name.
Format of content	Corporate names should preferably be formatted according to the Irish Guidelines for Indexing Archives ⁷⁷ .
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	MARC21: 610 24\$aDigital Repository of Ireland. MARCXML: <marc:datafield tag="610" ind1="2" ind2="4"> <marc:subfield code="a">Digital Repository of Ireland.</ marc:subfield> </marc:datafield>
Notes	

⁷⁶ <http://www.loc.gov/marc/bibliographic/bd610.html>, last accessed 24 January 2017.

⁷⁷ <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 24 January 2017.

Label	Subject Added Entry - Meeting Name ⁷⁸
Metadata element	611
Definition	Subject added entry in which the entry element is a meeting or conference name.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 611 24\$aAnnual Conference on Digital Preservation for the Arts, Social Sciences and Humanities \$n1st \$d2015 \$cDublin, Ireland.</p> <p>MARCXML: <marc:datafield tag="611" ind1="2" ind2="4"> <marc:subfield code="a">Annual Conference on Digital Preservation for the Arts, Social Sciences and Humanities</marc:subfield> <marc:subfield code="n">1st</marc:subfield> <marc:subfield code="d">2015</marc:subfield> <marc:subfield code="c">Dublin, Ireland.</marc:subfield> </marc:datafield></p>
Notes	

⁷⁸ <http://www.loc.gov/marc/bibliographic/bd611.html>, last accessed 24 January 2017.

Label	Subject Added Entry - Uniform Title ⁷⁹
Metadata element	630
Definition	Subject added entry in which the entry element is a uniform title.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	MARC21: 630 00\$aBible.\$leng MARCXML: <marc:datafield tag="630" ind1="0" ind2="0"> <marc:subfield code="a">Bible.</marc:subfield> <marc:subfield code="l">eng</marc:subfield> </marc:datafield>
Notes	

⁷⁹ <http://www.loc.gov/marc/bibliographic/bd630.html>, last accessed 24 January 2017.

Label	Subject Added Entry - Topical Term ⁸⁰
Metadata element	650
Definition	Subject added entry in which the entry element is a topical term.
Format of content	It is recommended to use a vocabulary or thesaurus that is appropriate to the record's subject. A suggested list is available on the DRI Vocabularies ⁸¹ page.
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 650 10\$aGeography</p> <p>MARCXML: <marc:datafield tag="650" ind1="1" ind2="0"> <marc:subfield code="a">Geography</marc:subfield> </marc:datafield></p> <p>MARC21: 650 10\$aSatire</p> <p>MARCXML: <marc:datafield tag="650" ind1="1" ind2="0"> <marc:subfield code="a">Satire</marc:subfield> </marc:datafield></p>
Notes	

⁸⁰ <http://www.loc.gov/marc/bibliographic/bd650.html>, last accessed 24 January 2017.

⁸¹ <http://dri.ie/vocabularies>, last accessed 24 January 2017.

Label	Index Term - Uncontrolled ⁸²
Metadata element	653
Definition	Index term added entry that is not constructed by standard subject heading/thesaurus-building conventions.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	MARC21: 653 00\$aKnitted jumpers MARCXML: <marc:datafield tag="653" ind1="0" ind2="0"> <marc:subfield code="a">Knitted jumpers</marc:subfield> </marc:datafield>
Notes	

⁸² <http://www.loc.gov/marc/bibliographic/bd653.html>, last accessed 24 January 2017.

Label	Subject Added Entry - Chronological Term ⁸³
Metadata element	648
Definition	Subject added entry in which the entry element is a chronological term.
Format of content	Chronological dates should preferably be formatted according to W3C Note on Date and Time Formats ⁸⁴ or ISO 8601 ⁸⁵ ; or the Library of Congress Subject Headings ⁸⁶ for named periods.
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	MARC21: 648 #0\$aWorld War, 1914-1918 MARCXML: <marc:datafield tag="648" ind1=" " ind2="0"> <marc:subfield code="a">World War, 1914-1918</marc:subfield> </marc:datafield>
Notes	

⁸³ <http://www.loc.gov/marc/bibliographic/bd648.html>, last accessed 24 January 2017.

⁸⁴ <http://www.w3.org/TR/NOTE-datetime>, last accessed 24 January 2017.

⁸⁵ <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 24 January 2017.

⁸⁶ <http://id.loc.gov/authorities/subjects.html>, last accessed 24 January 2017.

Label	Subject Added Entry - Geographic Name ⁸⁷
Metadata element	651
Definition	Subject added entry in which the entry element is a geographic name.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 651 #0\$aIreland</p> <p>MARCXML: <marc:datafield tag="651" ind1=" " ind2="0"> <marc:subfield code="a">Ireland</marc:subfield> </marc:datafield></p> <p>MARC21: 651 #7\$aNewport (Mayo, Ireland)\$2logainm. ie\$0http://data.logainm.ie/place/1413172</p> <p>MARCXML: <marc:datafield tag="651" ind1=" " ind2="7"> <marc:subfield code="a">Newport (Mayo, Ireland)</ marc:subfield> <marc:subfield code="2">logainm.ie</marc:subfield> <marc:subfield code="0">http://data.logainm.ie/ place/1413172</marc:subfield> </marc:datafield></p>
Notes	

⁸⁷ <http://www.loc.gov/marc/bibliographic/bd651.html>, last accessed 24 January 2017.

Label	Added Entry - Geographic Name ⁸⁸
Metadata element	751
Definition	Added entry in which the entry element is a geographic name that is related to a particular attribute of the described item, e.g., the place of publication for a rare book, place of distribution, place of a university to which a dissertation is submitted, place of an event such as a conference, etc.
Format of content	Free text
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	MARC21: 751 ##\$aGrafton Street (Dublin, Ireland)\$ePublication place\$2lsh MARCXML: <marc:datafield tag="751" ind1=" " ind2=" "> <marc:subfield code="a">Grafton Street (Dublin, Ireland)</marc:subfield> <marc:subfield code="e">Publication place</marc:subfield> <marc:subfield code="2">lsh</marc:subfield> </marc:datafield>
Notes	

⁸⁸ <http://www.loc.gov/marc/bibliographic/bd751.html>, last accessed 24 January 2017.

Label	Added Entry - Hierarchical Place Name ⁸⁹
Metadata element	752
Definition	Added entry in which the entry element is a hierarchical form of place name that is related to a particular attribute of the described item, e.g., the place of publication for a rare book.
Format of content	Free text. Use of a controlled vocabulary is recommended. A good example of a controlled vocabulary for hierarchical geographic terms is the Getty's Thesaurus of Geographic Names ⁹⁰
Obligation	Recommended for DRI
Repeatable	Yes
Values (examples)	<p>MARC21: 752 ##\$alreland\$bLeinster\$cKildare\$dMaynooth\$2tgn</p> <p>MARCXML:</p> <pre><marc:datafield tag="752" ind1=" " ind2=" "> <marc:subfield code="a">Ireland</marc:subfield> <marc:subfield code="b">Leinster</marc:subfield> <marc:subfield code="c">Kildare</marc:subfield> <marc:subfield code="d">Maynooth</marc:subfield> <marc:subfield code="2">tgn</marc:subfield> </marc:datafield></pre> <p>MARC21: 752 ##\$cCork\$dBantry\$2logainm.ie\$0http://data.logainm.ie/place/8397</p> <p>MARCXML:</p> <pre><marc:datafield tag="752" ind1=" " ind2=" "> <marc:subfield code="c">Cork</marc:subfield> <marc:subfield code="d">Bantry</marc:subfield> <marc:subfield code="0">http://data.logainm.ie/place/8397</ marc:subfield> <marc:subfield code="2">logainm.ie</marc:subfield> </marc:datafield></pre>
Notes	

⁸⁹ <http://www.loc.gov/marc/bibliographic/bd752.html>, last accessed 24 January 2017.

⁹⁰ <https://www.getty.edu/research/tools/vocabularies/tgn/>, last accessed 24 January 2017.