



**MODS and the
Digital Repository of Ireland**

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DRI may update its guidelines documentation from time to time as the Repository develops. Please ensure that you are using the most up-to-date version of our documentation by checking our DRI Publications page.

Foreword

The Digital Repository of Ireland (DRI) has been built to serve the digital preservation needs of the social sciences and humanities in Ireland, by combining a grassroots approach to community requirements with extensive research into international best practices. Our work on metadata began in 2011 with a broad and deep consultation of key institutions across Ireland to understand existing archival practices and metadata usage, and we are grateful to these institutions for their expertise and engagement with our research. Following this study, we conducted research into international best practices in digital archiving. The results of this foundational work can be found in *Digital Archiving in Ireland: National Survey of the Humanities and Social Sciences (2012)*¹ and *Caring for Digital Content: Mapping International Approaches (2013)*.² In 2013 we established a multidisciplinary task force to consolidate our national and international findings, and to begin the process of developing guidelines for metadata creation for different data types and sectors within the broad realm of social and cultural data. Our first set of guidelines, *Dublin Core and the Digital Repository of Ireland* were published in 2015, followed by *Qualified Dublin Core and the Digital Repository of Ireland*.

The purpose of publishing this series is both practical and aspirational. On the one hand, the documents provide guidelines for preparing metadata for ingestion into the Digital Repository of Ireland for the mostly widely used metadata standards in our community. On the other hand, we hope that their reach will go beyond DRI, providing the basis for a standardised approach to metadata preparation in Ireland's social sciences and humanities domains. 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 enable improved and enhanced discovery and richer contextualised cross-collection narratives.

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
Acting Director, Digital Repository of Ireland

¹ <http://dx.doi.org/10.3318/DRI.2012.1>

² <http://dx.doi.org/10.3318/DRI.2013.1>

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Introduction

These guidelines are aimed at anyone using the MODS metadata standard 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 MODS metadata standard, but should be used in tandem with it to ensure that the metadata can be ingested and searched in the Repository.

Although MODS 3.6 has now been approved by the MODS Editorial Committee, these guidelines refer to MODS 3.5 which will continue to be supported by the Repository. These guidelines may be updated to reference MODS 3.6 when further guidance from the Library of Congress becomes available.

By following these guidelines, which include mandatory and recommended elements for ingestion of metadata into the Repository, 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 MODS 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 Dublin Core: 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.

³ http://wiki.dublincore.org/index.php/Glossary/One-to-One_Principle, last accessed 10 December 2015.

Metadata Object Description Schema (MODS)

MODS records for ingestion in DRI should be encoded in XML using the MODS XML Schema (XSD) in its version 3.5.⁴ As the MODS schema supports the use of a wrapper for grouping together a set of MODS records (via the `<modsCollection>` element), two different types of XML-encoded MODS records are supported for ingest. The first of these is a collection of MODS records, encoded as a single XML file. This type of XML would look as follows (with relevant header lines shown in bold):

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:modsCollection xmlns:mods="http://www.loc.gov/mods/v3"

xmlns:copyrightMD="http://www.cdlib.org/inside/diglib/copyrightMD"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xsi:schemaLocation="http://www.loc.gov/mods/v3 mods-3-5.xsd">
  <mods:mods>
    <mods:identifier>...</mods:identifier>
    ...
  </mods:mods>
  <mods:mods>
    <mods:identifier>...</mods:identifier>
    ...
  </mods:mods>
</mods:modsCollection>
```

If encoding the MODS records individually, each of the records would look like this:

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods xmlns:mods="http://www.loc.gov/mods/v3"

xmlns:copyrightMD="http://www.cdlib.org/inside/diglib/copyrightMD"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xsi:schemaLocation="http://www.loc.gov/mods/v3 mods-3-5.xsd">
  <mods:identifier>...</mods:identifier>
  ...
</mods:mods>
```

⁴<http://www.loc.gov/standards/mods/mods-schemas.html>, last accessed 10 December 2015.

Note: Please note that the system is expecting qualified XML for ingest, that is, namespace prefixes must be used throughout the XML. The following namespace prefixes are required:

- mods for the MODS namespace (`xmlns:mods="http://www.loc.gov/mods/v3"` declaration in the XML root element)
- copyrightMD for the **Copyright Metadata Schema**⁵ namespace (`xmlns:copyrightMD="http://www.cdlib.org/inside/diglib/copyrightMD"` declaration in the XML root element)

Ingesting into the Repository

MODS metadata is ingested into the Repository in XML format. In order to match the metadata with its file, the metadata file and digital asset file should use the same filename, e.g. object1.xml and object1.tif

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

When ingesting a collection of MODS metadata records (as described in the previous section), in order to match the metadata with its digital asset file(s), the `<mods:identifier>` element is used, with a value for the `type` attribute specified as `"asset"`. For example, for a MODS record with digital asset files named object1_01.jpeg and object1_02.tiff, the `<mods:identifier>` element would be as follows:

```
<mods:mods>
  <mods:identifier type="asset">object1</mods:identifier>
  ...
</mods:record>
```

Please note that the value of `<mods:identifier>` does not include the file extension.

Please see the **DRI Resources page** for further information on ingestion.⁶

⁵ Rights Management Group – copyrightMD schema: <http://www.cdlib.org/groups/rmg/>, last accessed 10 December 2015.

⁶ <http://www.dri.ie/resources-0>, last accessed 10 December 2015.

MODS Resources

The MODS element set version 3.5 is currently available [here](#).⁷

Guidance on using MODS for cataloguing is available here: [Outline of Elements and Attributes in MODS Version 3.5](#).⁸

DRI also recommends that depositors follow the *DLF/Aquifer Implementation Guidelines for Shareable MODS Records* in their implementation of the MODS standard: [Digital Library Federation / Aquifer Implementation Guidelines for Shareable MODS Records Version 1.1 March 2009](#).⁹

⁷ <http://www.loc.gov/standards/mods/v3/mods-3-5.xsd>, last accessed 10 December 2015.

⁸ <http://www.loc.gov/standards/mods/mods-outline-3-5.html>, last accessed 10 December 2015.

⁹ https://wiki.dlib.indiana.edu/download/attachments/24288/DLFMODS_ImplementationGuidelines.pdf, last accessed 10 December 2015.

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

Element	Obligation	Controlled vocabulary	Page reference
Title	Mandatory	No	11
Name	Mandatory	Yes	11
Origin Info: Date Created	Mandatory if Origin Info: Date Issued and Origin Info: Date Captured not used	Yes	13
Origin Info: Date Issued	Mandatory if Origin Info: Date Created and Origin Info: Date Captured not used	Yes	14
Origin Info: Date Captured	Mandatory if Origin Info: Date Issued and Origin Info: Date Created not used	Yes	16
Abstract	Mandatory if Note and Table of Contents not used	No	17
Table of Contents	Mandatory if Abstract and Note not used	No	17
Note	Mandatory if Abstract and Table of Contents not used	No	18
Access Condition	Mandatory	No	19
Type of Resource	Mandatory	Yes	21
Subtitle	Recommended	No	22
Language	Recommended	Yes	22
Related item	Recommended	No	24
Subject: Topic	Recommended	Yes	26
Subject: Name	Recommended	Yes	26
Subject: Geographic	Recommended	No	28
Subject: Hierarchical Geographic	Recommended	Yes	28
Subject: Geographic Code	Recommended	Yes	29
Subject: Cartographics	Recommended	Yes	30
Subject: Temporal	Recommended	Yes	31
Identifier	Optional		
Physical Description	Optional		
Origin Info: Publisher	Optional		

Sample DRI-compliant MODS XML record

```
<?xml version="1.0" encoding="UTF-8"?>
<mods:mods version="3.5"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:copyrightMD="http://www.cdlib.org/inside/diglib/copyrightMD"
  xsi:schemaLocation="http://www.loc.gov/mods/v3 mods-3-5.xsd">
  <mods:titleInfo>
    <mods:title>
      St Brendan the navigator holding his church</mods:title>
    </mods:titleInfo>
    <mods:name type="personal">
      <mods:namePart type="family">King</mods:namePart>
      <mods:namePart type="given">Richard</mods:namePart>
      <mods:namePart type="date">1907-1974</mods:namePart>
      <mods:role>
        <mods:roleTerm type="code"
          authority="marcrelator">att</mods:roleTerm>
        <mods:roleTerm type="text" authority="marcrelator">Attributed
          name</mods:roleTerm>
      </mods:role>
    </mods:name>
    <mods:originInfo>
      <mods:dateCreated encoding="w3cdtf" point="start">1931-01-
        01</mods:dateCreated>
      <mods:dateCreated encoding="w3cdtf" point="end">1973-12-
        31</mods:dateCreated>
    </mods:originInfo>
    <mods:abstract>Colour scheme for a single light stained glass window
      featuring St. Brendan holding his church, with his ship depicted in a
      lozenge to his left, and a sea monster entwined around his
      legs.</mods:abstract>
    <mods:accessCondition>
      <copyrightMD:copyright copyright.status="copyrighted">
        <copyrightMD:rights.holder>Copyright 2014 The Board of Trinity
          College Dublin.</copyrightMD:rights.holder>
        <copyrightMD:general.note>Images are available for single-use aca-
          demic application only. Publication, transmission or display is
          prohibited without formal written approval of Trinity College Library,
          Dublin.</copyrightMD:general.note>
      </copyrightMD:accessCondition>
    </mods:accessCondition>
  </mods:mods>

```

```

    </copyrightMD:copyright>
</mods:accessCondition>
<mods:typeOfResource>still image</mods:typeOfResource>

<mods:subject authority="lcsch">
  <mods:topic>Drawings, Irish</mods:topic>
</mods:subject>
<mods:subject authority="lcsch">
  <mods:topic>Christian saints</mods:topic>
</mods:subject>
<mods:subject>
  <mods:name type="personal" authority="naf">
    <mods:namePart type="given">Brendan</mods:namePart>
    <mods:namePart type="termsOfAddress">Saint</mods:namePart>
    <mods:description>The Voyager</mods:description>

    <mods:namePart type="date">approximately 483-577</mods:namePart>
    <mods:displayForm>Brendan, Saint, the Voyager, approximately 483 -
577</mods:displayForm>
  </mods:name>
</mods:subject>
<mods:identifier type="local">IE TCD MS 11182</mods:identifier>

<mods:genre authority="gmgpc">Drawings</mods:genre>
<mods:genre authority="aat" type="culture"
displayLabel="Culture">Irish</mods:genre>
<mods:physicalDescription>
  <mods:form type="material" authority="aat">paper (fiber
product)</mods:form>
  <mods:form type="material" authority="aat">canvas</mods:form>
  <mods:form type="material" authority="aat">pencils (drawing and
writing equipment)</mods:form>
  <mods:form type="material" authority="aat">gouache
(paint)</mods:form>
  <mods:note>Pencil and gouache on paper, with canvas backing adhered
overall</mods:note>
</mods:physicalDescription>

<mods:originInfo>
  <mods:publisher>Digital Repository of Ireland</mods:publisher>
</mods:originInfo>
</mods:mods>

```

Key to the Tables:

Label	This is the name of the metadata field taken from the MODS documentation, for example "Title Info".
Metadata Element	This is the namespaced, MODS XML encoding of the metadata field; for example, <code><mods:titleInfo></code> The elements described in these guidelines use the namespace prefix <code>mods</code>
Definition	This is the formal definition of the element, taken from the MODS user guidelines.
Format of content	This is the type of data entered in the metadata element, for example 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	This field details whether or not the metadata standard allows more than one use of the metadata field. For example, if it is possible to enter more than one Subject the element is repeatable, e.g. <pre><mods:subject> <mods:topic>Cow</topic> </mods:subject></pre> <pre>< mods:subject> <mods:topic>Mammal</mods:topic> </mods:subject></pre>
Values (examples)	This field gives example instances of the types of values that might be entered in the element.

MODS 3.5 Elements for DRI

Label	Title ¹⁰
Metadata element	<pre><mods:titleInfo> <mods:title/> </mods:titleInfo></pre>
Definition	A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource.
Format of content	Free text
Obligation	Mandatory
Repeatable	Yes
Values (examples)	<pre><mods:titleInfo> <mods:title>Ulysses</mods:title> </mods:titleInfo></pre>
Notes	<p>The <code><mods:titleInfo></code> element is a container element that contains all subelements related to title information, with their corresponding attributes. Do not include punctuation intended to delineate parts of titles that are separated into sub-elements of <code><mods:titleInfo></code>.</p> <p>If multiple titles are recorded, repeat <code><mods:titleInfo><mods:title></code> for each. <code><mods:titleInfo></code> is also repeated for each <code>type</code> attribute value.</p> <p>The language of the title may be indicated if desired using the <code>xml:lang</code> or <code>lang</code> attributes.</p>

Label	Name ¹¹
Metadata element	<pre><mods:name> <mods:namePart/> <mods:displayForm/> <mods:affiliation/> <mods:role/> <mods:roleTerm/> </mods:role> <mods:description/> </mods:name></pre>
Definition	The name of a person, organisation, or event (conference, meeting, etc.) associated in some way with the resource.

¹⁰ <http://www.loc.gov/standards/mods/v3/mods-userguide-elements.html#title>, last accessed 10 December 2015.

¹¹ <http://www.loc.gov/standards/mods/userguide/name.html>, last accessed 10 December 2015.

Format of content	Personal, family and corporate names should preferably be formatted according to the Irish Guidelines for Indexing Archives . ¹²
Obligation	<mods:name>, <mods:namePart> and <mods:role> are Mandatory. All other subelements are Optional.
Repeatable	Yes
Values (examples)	<pre> <mods:name type="personal"> <mods:namePart>Scott, Patrick</mods:namePart> <mods:namePart type="date">1921- 2014</mods:namePart> <mods:description>Irish artist</mods:description> <mods:displayForm>Patrick Scott (Irish artist, 1921-2014)</mods:displayForm> <mods:role> <mods:roleTerm type="text">Creator</mods:roleTerm> <mods:roleTerm type="code">cre</mods:roleTerm> </mods:role> </mods:name> <mods:name type="personal"> <mods:namePart type="family">Joyce</mods:namePart> <mods:namePart type="given">James</mods:namePart> </mods:name> <mods:name> <mods:name type="corporate" authority="naf"> <mods:namePart>Trinity College (Dublin, Ireland)</mods:namePart> <mods:role> <mods:roleTerm type="text">Publisher</mods:roleTerm> <mods:roleTerm type="code">pub</mods:roleTerm> </mods:role> </mods:name> <mods:name> <mods:namePart>Unknown</mods:namePart> <mods:role> </pre>

¹² <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 10 December 2015.

```

      <mods:roleTerm type="code">
        cre</mods:roleTerm>
      <mods:roleTerm
type="text">creator</mods:roleTerm>
    </mods:role>
  </mods:name>

```

Notes

Surname and forename can be recorded as:

```
<namePart>lastname, firstname</namePart>
```

or separated as:

```
<namePart type="family">
```

```
<namePart type="given">
```

Use the **<mods:role/>** subelement to clarify the relationship of the named person or organisation to the resource. See the MODS user guide lines for further information.¹³

It is recommended to use the **MARC relator terms**¹⁴ to identify role.

For Irish family names, such as Mary Choilm a' tSeaimpín, where Colm an tSeaimpín is a family identifier rather than a surname and cannot precede Mary, DRI suggests that the family identifier should follow the first name.

If the creator is unknown, a term should be entered in the

```
<mods:namePart>
```

subelement to indicate this, such as "Unknown" or "Anonymous".

Label

Date Created¹⁵

Metadata element

```

<mods:originInfo>
  <mods:dateCreated>
</mods:originInfo>

```

Definition

The date of creation of the original resource.

Format of content

The content of the element is free text, but it should preferably be formatted according to **w3cdtf**¹⁶ or **ISO 8601**.¹⁷ If doing so, the attribute "encoding" should be used, with a value of "w3cdtf" or "iso8601", depending on the choice of encoding.

¹³ <http://www.loc.gov/standards/mods/v3/mods-userguide-elements.html#name>, last accessed 10 December 2015.

¹⁴ <http://www.loc.gov/marc/relators/relaterm.html>, last accessed 10 December 2015.

¹⁵ <http://www.loc.gov/standards/mods/userguide/origininfo.html#datecreated>, last accessed 10 December 2015.

¹⁶ <http://www.w3.org/TR/NOTE-datetime>, last accessed 10 December 2015.

¹⁷ <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 10 December 2015.

In DRI, dates not formatted according to w3cdtf or ISO 8601 will not be searchable by date range, nor displayed in the timeline visualisation tool. Attributes: See definitions for the attributes used throughout the MODS schema.

Obligation Mandatory if Date Issued or Date Captured is not used.

Repeatable Yes

Values (examples) `<mods:originInfo>`
`<mods:dateCreated encoding="w3cdtf"`
`keyDate="yes">19721008</mods:dateCreated>`
`</mods:originInfo>`

Notes Examples of encoded dates that are searchable by date range:

Individual date:

```
<mods:originInfo>
  <mods:dateCreated encoding="w3cdtf">
    20150323
  </dateCreated>
</mods:originInfo>
```

Date range:

```
<mods:originInfo>
  <mods:dateCreated encoding="w3cdtf" point="start">
    2010
  </dateCreated>
  <mods:dateCreated encoding="w3cdtf" point="end">
    2015
  </dateCreated>
</mods:originInfo>
```

Attributes: See definitions for the attributes used throughout the **MODS schema**.¹⁸

Label **Date Issued**¹⁹

Metadata element `<mods:originInfo>`
`<mods:dateIssued>`
`</mods:originInfo>`

¹⁸ <http://www.loc.gov/standards/mods/mods-outline.html>, last accessed 10 December 2015.

¹⁹ <http://www.loc.gov/standards/mods/userguide/origininfo.html#dateissued>, last accessed 10 December 2015.

Definition	Information about the date when the resource was published, released or issued.
Format of content	<p>The content of the element is free text, but it should preferably be formatted according to w3cdtf²⁰ or ISO 8601.²¹ If doing so, the attribute "encoding" should be used, with a value of "w3cdtf" or "iso8601", depending on the choice of encoding.</p> <p>In DRI, dates not formatted according to w3cdtf or ISO 8601 will not be searchable by date range, nor displayed in the timeline visualisation tool.</p> <p>Attributes: See definitions for the attributes used throughout the MODS schema.</p>
Obligation	Mandatory if <mods:dateCreated> or <mods:dateCaptured> are not used.
Repeatable	Yes
Values (examples)	<pre> <mods:originInfo> <mods:dateIssued encoding="iso8601"> 19310101 </mods:dateIssued> </mods:originInfo> <mods:originInfo> <mods:dateIssued keyDate="yes"> 1931 </mods:dateIssued> </mods:originInfo> <mods:originInfo> <mods:dateIssued encoding="w3cdtf" point="start"> 1931 </mods:dateIssued> <mods:dateIssued encoding="w3cdtf" point="end"> 1973 </mods:dateIssued> </mods:originInfo> </pre>
Notes	<p>DRI has separate internal metadata that automatically stores and saves the date and time when the DRI record was created and published on the DRI repository.</p> <p>This Date Issued element is more useful to describe issue/publication dates that are not handled by the DRI system, e.g. the actual issue/publication date of the item being described not DRI's digital representation of the item.</p>

²⁰ <http://www.w3.org/TR/NOTE-datetime>, last accessed 10 December 2015.

²¹ <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 10 December 2015.

Label	Date Captured ²²
Metadata element	<pre><mods:originInfo> <mods:dateCaptured> </mods:originInfo></pre>
Definition	The date on which the resource was digitised or a subsequent snapshot was taken
Format of content	<p>The content of the element is free text, but it should preferably be formatted according to w3cdtf²³ or ISO 8601²⁴. If doing so, the attribute "encoding" should be used, with a value of "w3cdtf" or "iso8601", depending on the choice of encoding.</p> <p>In DRI, dates not formatted according to w3cdtf or ISO 8601 will not be searchable by date range, nor displayed in the timeline visualisation tool.</p> <p>Attributes: See definitions for the attributes used throughout the MODS schema²⁵.</p>
Obligation	Mandatory if <dateIssued> or <dateCreated> is not used.
Repeatable	Yes
Values (examples)	<pre><mods:originInfo> <mods:dateCaptured>2008-2014</mods:dateCaptured> </mods:originInfo></pre> <pre><mods:originInfo> <mods:dateCaptured encoding="iso8601" point="start"> 2008 </mods:dateCaptured> <mods:dateCaptured encoding="iso8601" point="end"> 2014 </mods:dateCaptured> </mods:originInfo></pre>
Notes	<p>DRI has separate internal metadata that automatically stores and saves the date and time when the DRI record was created and published on the Repository.</p> <p>This <dateCaptured> element is more useful to describe the actual date when the item being described was digitised, not DRI's digital representation of the item.</p>

²² <http://www.loc.gov/standards/mods/userguide/origininfo.html#datecaptured>, last accessed 10 December 2015.

²³ <http://www.w3.org/TR/NOTE-datetime>, last accessed 10 December 2015.

²⁴ <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 10 December 2015.

²⁵ <http://www.loc.gov/standards/mods/mods-outline.html>, last accessed 10 December 2015.

Label	Abstract ²⁶
Metadata element	<code><mods:abstract></code>
Definition	A summary of the content of the resource.
Format of content	Free text
Obligation	Mandatory if <code><mods:note/></code> , or <code><mods:tableOfContents/></code> , or <code><mods:physicalDescription><mods:note/></mods:physicalDescription></code> not used
Repeatable	Yes
Values (examples)	<pre><mods:abstract> A novel about the fictional character Leopold Bloom in turn of the century Dublin that mirrors the wanderings of the Ulysses epic. </mods:abstract></pre>
Note	<p>For long abstracts, the Repository supports the inclusion of paragraphs and line breaks.</p> <p>When creating XML metadata, <code>&#xD;</code> may be used to create a carriage return, while <code>&#xA;</code> will create a line break. The inclusion of two carriage returns or line breaks consecutively, for example <code>&#xA;&#xA;</code> will create a paragraph break.</p>

Label	Table of Contents ²⁷
Metadata element	<code><mods:tableOfContents></code>
Definition	<p>A description of the contents of the resource.</p> <p>Use of <code><mods:tableOfContents/></code> should be determined by the complexity of the resource and whether or not the information is readily available.</p>
Format of content	Free text; URI
Obligation	Mandatory if <code><mods:note></code> , or <code><mods:tableOfContents></code> , or <code><mods:physicalDescription><mods:note not used</code>
Repeatable	No
Values (examples)	<pre><mods:tableOfContents> A suitable tone ; Left hand colouring ; Rhythm and accent ; Tempo ; Flexibility ; Ornaments – Sonata in D major, op. V, no. 1 / Corelli – Sonata in G minor / Purcell (with Robert Donington, gamba) – Forlane from Concert royal no. 3 / Couperin </mods:tableOfContents></pre>

²⁶ <http://www.loc.gov/standards/mods/userguide/abstract.html>, last accessed 10 December 2015.

²⁷ <http://www.loc.gov/standards/mods/userguide/tableofcontents.html>, last accessed 10 December 2015.

Note

For long tables of contents, the Repository supports the inclusion of paragraphs and line breaks.

When creating XML metadata, `` may be used to create a carriage return, while `
` will create a line break. The inclusion of two carriage returns or line breaks consecutively, for example `

` will create a paragraph break.

Label**Note**²⁸**Metadata element**

```
<mods:note> or
<mods:physicalDescription>
  <mods:note>
</mods:physicalDescription>
```

Definition

General textual information relating to a resource.

`<note>` is used for information that is not encoded in another, more specific MODS element.

Format of content

Free text. Each note should be entered in a separate `<mods:note>` element and the note given a type value if possible.

Obligation

Mandatory if `<mods:note/>`, or `<mods:tableOfContents/>`, or `<mods:physicalDescription><mods:note/></mods:physicalDescription>` not used

Repeatable

Yes

Values (examples)

```
<mods:physicalDescription>
  <mods:note>
    Perspective map not drawn to scale.
  </mods:note>
</mods:physicalDescription>
```

```
<mods:note type="performers">
  Anne Baxter (Louise), Maria Perschy (Angela),
  Gustavo
  Rojo (Bill), Reginald Gilliam (Mr. Johnson),
  [Catherine Elliot?] (Aunt Sallie), Ben Tatar
  (waiter)
</mods:note>
```

²⁸ <http://www.loc.gov/standards/mods/userguide/note.html>, last accessed 10 December 2015.

Note

For long Notes, the Repository supports the inclusion of paragraphs and line breaks.

When creating XML metadata, `` may be used to create a carriage return, while `
` will create a line break. The inclusion of two carriage returns or line breaks consecutively, for example `

` will create a paragraph break.

Notes relating to physical description aspects of a resource should be recorded in the `<mods:note>` subelement of `<mods:physicalDescription>`²⁹.

Label**Access Condition**³⁰**Metadata Element**`<mods:accessCondition>`**Definition**

Information about restrictions imposed on access to and use of a resource.

Format of content

Free text

Obligation

Mandatory

Repeatable

Yes

Values (examples)

```
<mods:accessCondition type="use and reproduction">
  <copyrightMD:copyright
    copyright.status= "copyrighted">
    <copyrightMD:rights.holder>
      Copyright Radio na Gaeltachta.
    </copyrightMD:rights.holder>
    <copyrightMD:general.note>
      This work is licensed under a Creative Commons
      Attribution-NoDerivs 3.0 Ireland License.
      Please use the following attribution when
      citing this work: Copyright Radio na
      Gaeltachta, digital surrogate created by the
      DRI NUI Galway Demonstrator Project
    </copyrightMD:general.note>
  </copyrightMD:copyright>
</mods:accessCondition>
```

²⁹ <http://www.loc.gov/standards/mods/userguide/physicaldescription.html>, last accessed 10 December 2015.

³⁰ <http://www.loc.gov/standards/mods/userguide/accesscondition.html>, last accessed 10 December 2015.

```

<mods:accessCondition
  type="use and reproduction"
  xlink:href="http://creativecommons.org/licenses/by-nc-nd/4.0">
  This work is licensed under a Creative Commons
  Attribution-NonCommercial-NoDerivatives 4.0
  International License.
</mods:accessCondition>

```

Note

manner,

There are no subelements defined in MODS for `<mods:accessCondition>`. However, this element is extensible to allow for the use of an established XML schema outside of MODS for the information, e.g. the **CDL Copyright schema**.³¹ When used in this manner, `<mods:accessCondition>` becomes a container element.

DRI requires the use of the `type` attribute with a value of "use and reproduction" as mandatory to indicate the type of restrictions (or lack thereof) on use of the resource and/or restrictions on access to the material. While there is no controlled list of values for the `type` attribute for `<mods:accessCondition>`, suggested values are "restriction on access" (if the information is about restrictions imposed on access to the described materials) and "use and reproduction" (if the information refers to terms governing the use of the materials after access has been provided).

One use of `<mods:accessCondition>` is to indicate rights relating to access and use of a resource, particularly digital resources. The audience for such rights information is the end user, so rights information should be as free of legalese and technical jargon as possible. State clearly any restrictions on use of the resource, including explicitly mentioning lack of copyright restrictions when the resource is in the public domain. Also provide contact information for use by end users who wish to pursue required permissions for publication, exhibit, or other types of dissemination.

A link may be supplied in lieu of or in addition to the content. If, for example, you maintain rights information relating to specific resources on a website, you may wish to provide a URL for that website in lieu of a textual rights statement. When doing so, you should provide enough textual explanation, along with the URL, to make the purpose of the URL clear to end users. In addition, if you are using a specific type of licence, such as Creative Commons, the text and link to that licence should be included here.

Label	Type of Resource ³²
Metadata element	<code><mods:typeOfResource></code>
Definition	A term that specifies the characteristics and general type of content of the resource.
Format of content	Controlled vocabulary MODS values for <typeofResource> ³³
Obligation	Mandatory
Repeatable	Yes
Values (examples)	<code><mods:typeOfResource></code>

```
moving image
</mods:typeOfResource>
```

```
<mods:typeOfResource>
cartographic
</mods:typeOfResource>
```

```
<mods:typeOfResource>
sound recording non-musical
</mods:typeOfResource>
```

Notes

```
<mods:typeOfResource collection="yes" />
```

The attribute `collection` for `<mods:typeOfResource>`, with a value of "yes", should be used if describing a collection resource³⁴. This attribute is only present if this is the case.

Information in `<mods:typeOfResource>` is about the original item. For example, in the case of a digitised photograph,

`<mods:typeOfResource>` would apply to the analogue original; in born-digital materials, it would apply to the original digital format.

³² <http://www.loc.gov/standards/mods/userguide/typeofresource.html>, last accessed 10 December 2015.

³³ <http://www.loc.gov/standards/mods/userguide/typeofresource.html>, last accessed 10 December 2015.

³⁴ <http://www.loc.gov/standards/mods/v3/mods-collection-description.html>, last accessed 10 December 2015.

Recommended Elements

Label	Subtitle ³⁵
Metadata element	<code><mods:titleInfo></code> <code><mods:title></code> <code><mods:subTitle></code> <code></mods:titleInfo></code>
Definition	<p>A word, phrase, character, or group of characters that contains the remainder of the title information after the title proper.</p> <p><code><mods:titleInfo></code> is a container element that contains all subelements related to title information. Data content is contained in subelements. Do not include punctuation intended to delineate parts of titles that are separated into subelements of <code><mods:titleInfo></code>.</p>
Format of content	Free Text
Obligation	Recommended
Repeatable	Yes
Values (examples)	<code><mods:titleInfo></code> <code><mods:title></code> The Age of Migrating Ideas <code></mods:title></code> <code><mods:subTitle></code> Early Medieval Art in Northern Britain and Ireland <code></mods:subTitle></code> <code></mods:titleInfo></code>

Label	Language ³⁶
Metadata element	<code><mods:language></code>
Definition	A designation of the language in which the content of a resource is expressed.
Format of Content	Language codes should be formatted according to ISO639 ³⁷ or RFC5646 ³⁸
Obligation	Recommended
Repeatable	Yes
Values (examples)	<code><mods:language></code>

³⁵ <http://www.loc.gov/standards/mods/userguide/titleinfo.html#subtitle>, last accessed 10 December 2015.

³⁶ <http://www.loc.gov/standards/mods/userguide/language.html>, last accessed 10 December 2015.

³⁷ http://www.loc.gov/standards/iso639-2/php/code_list.php, last accessed 10 December 2015.

³⁸ <http://tools.ietf.org/html/rfc5646>, last accessed 10 December 2015.


```

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

  <mods:language>
    <mods:languageTerm type="code"
      authority="rfc5646" >
      fr
    </mods:languageTerm>
  </mods:language>

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

  <mods:language objectPart="abstract">
    <mods:languageTerm type="code" authority="rfc5646">
      En
    </mods:languageTerm>
  </mods:language>

```

Notes

<mods:language> is a container element; the actual language values are recorded in the sub-element <mods:languageTerm>. The type attribute indicates whether the language is expressed in a coded or textual form.

If the content of the resource is in more than one language, the objectPart attribute for <mods:language> is used to indicate which language is used for each part of the resource, and the <mods:language> element is repeated.

If you are not using the language code recommended above, the language will not be indexed.

Regardless of the vocabulary used, all language codes will be indexed as three-letter ISO 639-2 codes. For example, items with language codes “en”, “eng”, “en_IE”, “en_US” or “en_UK” will be recognised as using a common language and indexed together as “eng”.

The language code will also be converted into English and Irish and indexed. So a search for “english” will find records containing “en”, “eng”, “en_IE” etc. as their language.

Label	Related Item ³⁹
Metadata element	<code><mods:relatedItem></code>
Definition	Information that identifies other resources related to the one being described. It can be used to describe a constituent part of a multi-part resource which is considered intellectually one object (e.g. a book with several chapters, a painting consisting of several panels). All other MODS elements can appear as subelements of <code><mods:relatedItem></code> .
Format of content	Free text, bibliographic citation, URL. <code><mods:relatedItem></code> includes a designation of the specific type of relationship as a value of the “type” attribute. This is a controlled list of types enumerated in the schema, including, for instance, ‘original’ and ‘isReferencedBy’ ⁴⁰ DRI recommends that users follow the Digital Library Federation / Aquifer Implementation Guidelines for Shareable MODS Records ⁴¹ as they apply to the <code>mods:relatedItem/></code> element, which make <code>type</code> a required attribute. ⁴²
Obligation	Recommended
Repeatable	Yes
Values (examples)	<code><mods:relatedItem type="original"></code> <code><mods:titleInfo></code> <code><mods:title></code> Bust of Shakespeare set in decorative Cartouche

³⁹ <http://www.loc.gov/standards/mods/userguide/relateditem.html>, last accessed 10 December 2015.

⁴⁰ <http://www.loc.gov/standards/mods/v3/mods-userguide-elements.html#relateditem>, last accessed 10 December 2015.

⁴¹ <http://www.loc.gov/standards/mods/userguide/relateditem.html>, last accessed 10 December 2015.

⁴² <http://www.loc.gov/standards/mods/userguide/relateditem.html>, last accessed 10 December 2015.

```

        </mods:title>
    </mods:titleInfo>
    <mods:location>
        <mods:physicalLocation>
            Manuscripts & Archives Research Library,
            Trinity College Dublin
        <mods:physicalLocation>
        <mods:shelfLocator>
            IE TCD MS 11182/1037
        </mods:shelfLocator>
    </mods:location>
</mods:relatedItem>

<mods:relatedItem type="original">
    <mods:titleInfo>
        <mods:title>
            The Eve of St. Agnes
        </mods:title>
    </mods:titleInfo>
    <mods:location>
        <mods:physicalLocation>
            Dublin City Gallery The Hugh Lane
        </mods:physicalLocation>
        <mods:url>
http://emuseum.pointblank.ie/online\_catalogue/work-
detail.php?objectid=234
        </mods:url>
    </mods:location>
</mods:relatedItem>

```

Notes

If the field includes a URL (nested within <mods:location><mods:url>), then it will become a clickable link when viewed in the repository. See example below.

```

<mods:relatedItem type="original">
    <mods:location>
        <mods:url>http://emuseum.pointblank.ie/online\_
catalogue/work-detail.php?objectid=234</mods:url>
    </mods:location>
</mods:relatedItem>

```

Label	Subject: Topic ⁴³
Metadata element	<mods:subject> <mods:topic> </mods:subject>
Definition	“Topic” is used as the tag for any topical subjects that are not appropriate in the <mods:geographic>, <mods:temporal>, <mods:titleInfo>, <mods:name>, <mods:genre>, <mods:hierarchicalGeographic>, or <mods:occupation> subelements.
Format of content	Free text. Use of controlled vocabularies recommended: Irish Public Service Thesaurus ⁴⁴ HASSET Keywords ⁴⁵ Library of Congress Subject Headings ⁴⁶
Obligation	Recommended
Repeatable	Yes
Values (examples)	<mods:subject authority="lcsch"> <mods:topic>Musicology</mods:topic> </mods:subject> <mods:subject authority="ipst"> <mods:topic>cultural heritage</mods:topic> </mods:subject>
Notes	If uncontrolled keywords or subject terms are included, then the authority attribute should not be used.

Label	Subject: Name ⁴⁷
Metadata element	<mods:subject> <mods:name> </mods:subject>
Definition	The <mods:name> sub-element for <mods:subject> includes a name used as a subject.
Format of content	Free text. Use of controlled vocabularies recommended: Getty Union List of Artists Names ⁴⁸ Dictionary of Irish Biography ⁴⁹ Library of Congress Subject Headings ⁵⁰

⁴³ <http://www.loc.gov/standards/mods/userguide/subject.html#topic>, last accessed 10 December 2015.

⁴⁴ http://www.gov.ie/webstandards/metastandards/pst/280602_html/index.htm, last accessed 10 December 2015.

⁴⁵ <http://www.esds.ac.uk/search/hassetsearch.asp>, last accessed 10 December 2015.

⁴⁶ <http://id.loc.gov/search/?q=early+modern&q=cs%3Ahttp%3A%2F%2Fid.loc.gov%2FAuthorities%2Fsubjects>, last accessed 10 December 2015.

⁴⁷ <http://www.loc.gov/standards/mods/userguide/subject.html#name>, last accessed 10 December 2015.

⁴⁸ <http://www.getty.edu/research/tools/vocabularies/ulan/>, last accessed 10 December 2015.

⁴⁹ <http://dib.cambridge.org/>, last accessed 10 December 2015.

⁵⁰ <http://id.loc.gov/search/?q=early+modern&q=cs%3Ahttp%3A%2F%2Fid.loc.gov%2FAuthorities%2Fsubjects>, last accessed 10 December 2015.

National Register for Archives⁵¹

Personal, family and corporate names should be formatted according to the [Irish Guidelines for Indexing Archives](#).⁵²

Obligation

Recommended

Repeatable

Yes

Values (examples)

```
<mods:subject authority="lcsch">
  <mods:name authority="naf">
    <mods:namePart>Joyce, James</mods:namePart>
    <mods:namePart type="date">
      1882-1941
    </mods:namePart>
  </mods:name/>
</mods:subject>

<mods:subject>
  <mods:name type="corporate">
    <mods:namePart>
      Irish Qualitative Data Archive, 2010
    </mods:namePart>
  </mods:name>
</mods:subject>

<mods:subject>
  <mods:name type="corporate">
    <mods:namePart>
      Radio na Gaeltachta
    </mods:namePart>
    <mods:namePart type="date">1972</mods:namePart>
  </mods:name>
</mods:subject>
```

Notes

All subelements and attributes used under the top-level element `<mods:name>` may be used. An authority attribute may also be used at this level if desired in addition to at the highest level (under `<mods:subject>`). Equivalent to MARC 21 fields [600](#)⁵³, [610](#)⁵⁴, [611](#)⁵⁵.

For Irish family names, such as Mary Choilm a' tSeaimpín, where Colm an tSeaimpín is a family identifier rather than a surname and cannot precede Mary, DRI suggests that the family identifier should follow the first name.

⁵¹ <http://discovery.nationalarchives.gov.uk/>, last accessed 10 December 2015.

⁵² <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIndexing.pdf>, last accessed 10 December 2015.

⁵³ <http://www.loc.gov/marc/bibliographic/bd600.html>, last accessed 10 December 2015.

⁵⁴ <http://www.loc.gov/marc/bibliographic/bd610.html>, last accessed 10 December 2015.

⁵⁵ <http://www.loc.gov/marc/bibliographic/bd611.html>, last accessed 10 December 2015.

Label	Subject: Geographic ⁵⁶
Metadata Element	<code><mods:subject></code> <code> <mods:geographic></code> <code></mods:subject></code>
Definition	“Geographic” is used for geographic subject terms that are not parsed as hierarchical geographics. If the geographic name is part of a corporate body (i.e., United States. Senate), it is coded as <code><mods:name></code> , not <code><mods:geographic></code> . <code><mods:geographic></code> is equivalent to MARC 21 element 651 ⁵⁷ and 6XX ⁵⁸ subfield \$z.
Format of content	Free text. If a controlled vocabulary is used, the source can be captured as an attribute of <code><mods:geographic></code> e.g. <code>authority</code> .
Obligation	Recommended
Repeatable	Yes
Values (examples)	<code><mods:subject></code> <code> <mods:geographic>Ireland</mods:geographic></code> <code></mods:subject></code>

Label	Subject: Hierarchical Geographic ⁵⁹
Metadata element	<code><mods:subject></code> <code> <mods:hierarchicalGeographic></code> <code></mods:subject></code>
Definition	A geographic name given in a hierarchical form relating to the resource. The <code><mods:hierarchicalGeographic></code> is a wrapper element that contains a number of sub-elements.
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 Thesaurus of Geographic Names . ⁶⁰
Obligation	Recommended
Repeatable	Yes
Values (examples)	<code><mods:subject authority="tgn"></code> <code> <mods:hierarchicalGeographic></code> <code> <mods:country>Ireland</mods:country></code> <code> <mods:province>Leinster</mods:province></code> <code> <mods:county>Kildare</mods:county></code> <code> <mods:inhabitedPlace>Maynooth</code> <code> </mods:hierarchicalGeographic></code> <code></mods:subject></code>

⁵⁶ <http://www.loc.gov/standards/mods/userguide/subject.html#geographic>, last accessed 10 December 2015.

⁵⁷ <http://www.loc.gov/marc/bibliographic/bd651.html>, last accessed 10 December 2015.

⁵⁸ <http://www.loc.gov/marc/bibliographic/>, last accessed 10 December 2015.

⁵⁹ <http://www.loc.gov/standards/mods/userguide/subject.html#hierarchicalgeographic>, last accessed 10 December 2015.

⁶⁰ <https://www.getty.edu/research/tools/vocabularies/tgn/>, last accessed 10 December 2015.

```

    </mods:hierarchicalGeographic>
</mods:subject>

<mods:subject>
  <mods:hierarchicalGeographic>
    <mods:territory>
      British Indian Ocean Territory
    </mods:territory>
  </mods:hierarchicalGeographic>
  <mods:cartographics>
    <mods:coordinates>
      6 00 S, 71 30 E
    </mods:coordinates>
  </mods:cartographics>
</mods:subject>

```

Label	Subject: Geographic Code ⁶¹
Metadata Element	<mods:subject> <mods:geographicCode> </mods:subject>
Definition	A geographic area code associated with a resource. This subelement can only be used in conjunction with the <mods:geographic/> subelement, as part of the same <mods:subject/> element. The geographic code must represent the same entity as the term in the <mods:geographic> sub-element.
Format of content	Free text. Use of controlled vocabularies recommended e.g. ISO 3166 ⁶² , MARC Code List for Geographic Areas ⁶³ , MARC Code List for Countries . ⁶⁴
Obligation	Recommended
Repeatable	Yes
Values (examples)	<mods:subject> <mods:geographic>Ireland</mods:geographic> <mods:geographicCode authority="iso3166"> ISO 3166-2:IE </mods:geographicCode> </mods:subject>

⁶¹ <http://www.loc.gov/standards/mods/userguide/subject.html#geographiccode>, last accessed 10 December 2015.
⁶² http://www.iso.org/iso/home/standards/country_codes.htm, last accessed 10 December 2015.
⁶³ http://www.loc.gov/marc/geoareas/gacs_name.html, last accessed 10 December 2015.
⁶⁴ http://loc.gov/marc/countries/countries_name.html, last accessed 10 December 2015.

Label	Subject: Cartographics ⁶⁵
Metadata element	<pre> <mods:subject> <mods:cartographics> <mods:coordinates> <mods:scale> <mods:projection> </mods:cartographics> </mods:subject> </pre>
Definition	<p>Cartographic (maps or charts) data indicating spatial coverage.</p> <p>The <mods:cartographics> element is a container element that includes cartographic data indicating spatial coverage. Data content is entered in the subelements.</p>
Format of content	<p>Free text. Recommended use of W3c Geo (Longlat) vocabulary.⁶⁶</p> <p>For the <mods:coordinates> element, one or more statements may be supplied. If one is supplied, it is a point (i.e., a single location); if two, it is a line; if more than two, it is an n-sided polygon where n=number of coordinates assigned. No three points should be co-linear, and coordinates should be supplied in polygon-traversal order.</p> <p><mods:scale> may include any equivalency statements, vertical scales, or vertical exaggeration statements for relief models and other three-dimensional items.</p> <p><mods:projection> Includes the name of the projection and any associated information related to the properties of the projection, where applicable.</p>
Obligation	Recommended
Repeatable	Yes
Values (examples)	<pre> <mods:subject> <mods:cartographics> <mods:coordinates>E 72°-E 148°/N 13°-N 18° </mods:coordinates> <mods:scale>1:22,000,000</mods:scale> <mods:projection>Conic proj</mods:projection> </mods:cartographics> </subject> </pre>

⁶⁵ <http://www.loc.gov/standards/mods/userguide/subject.html#cartographics>, last accessed 10 December 2015.

⁶⁶ <http://www.w3.org/2003/01/geo/#vocabulary>, last accessed 10 December 2015.

Notes

Cartographics is equivalent to MARC 21 fields **034**⁶⁷ and **255**⁶⁸. If desired, cartographic elements may be bound together with a geographic name (hierarchical or otherwise) within a `<mods:subject>` element.

Label

Subject: Temporal⁶⁹

Metadata element

```
<mods:subject>
  <mods:temporal>
</mods:subject>
```

Definition

Used for chronological subject terms or temporal coverage.

Format of content

May be expressed as a controlled subject term or as a structured date with an encoding attribute.

If a controlled subject term is used, indicate authority using the *authority* attribute at the `<mods:subject>` level. Controlled vocabulary: **Library of Congress Subject Headings**.⁷⁰

If a structured date is used, indicate the formatting source using the *encoding* attribute. May be entered as free text or in structured form. In DRI, dates should be formatted according to **w3cdtf**⁷¹ or **ISO 8601**⁷² to allow for the information to be searchable by date range, and displayed in the timeline visualisation tool.

Obligation

Recommended

Repeatable

Yes

Values (examples)

```
<mods:subject authority="lcsh">
  <mods:temporal>World War, 1914-1918</mods:temporal>
</mods:subject>
```

```
<mods:subject>
  <mods:temporal encoding="w3cdtf" point="start">
    1914-07-28
  </mods:temporal>
  <mods:temporal encoding="w3cdtf" point="end">
    1918-11-11
  </mods:temporal>
</subject>
```

Notes

For guidelines about the attributes of the `<mods:temporal>` subelement, see the **MODS User Guide**⁷³.

⁶⁷ <http://www.loc.gov/marc/bibliographic/bd034.html>, last accessed 10 December 2015.

⁶⁸ <http://www.loc.gov/marc/bibliographic/bd255.html>, last accessed 10 December 2015.

⁶⁹ <http://www.loc.gov/standards/mods/userguide/subject.html#temporal>, last accessed 10 December 2015.

⁷⁰ <http://authorities.loc.gov/>, last accessed 10 December 2015.

⁷¹ <http://www.w3.org/TR/NOTE-datetime>, last accessed 10 December 2015.

⁷² <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 10 December 2015.

⁷³ <http://www.loc.gov/standards/mods/userguide/subject.html#temporal>, last accessed 10 December 2015.

