

*The Almanac Archive*  
**Metadata Application Profile**

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## A Note to Readers

*The Almanac Archive's* Metadata Application Profile is a work in progress. As we build our proof-of-concept archive, we are testing the practicality and technical viability of collecting and inputting metadata in the ways described throughout this document. We are still considering the following issues in particular:

- **Recording bibliographic format.** What standard pieces of information can we collect from almanacs during an era in which both machine and hand press printing technologies were in operation? How much bibliographic information is it possible to gather from digital images of almanacs? Is it important to work with the physical copies as well as their digital surrogates, and what kind of added value (if any) would this thoroughness bring to our resource?
- **Linking title and author data to other libraries and repositories.** Because almanac titles are extremely long, different libraries abbreviate them in different ways. To maintain consistency and facilitate metadata versatility, we are contemplating using the URIs assigned to almanac titles by a major online library such as WorldCat or the English Short Title Catalogue or those associated with authors in (for example) the Library of Congress Name Authority File.
- **Selecting and describing duplicate copies.** Unlike most other digital libraries and archives, *The Almanac Archive* includes multiple copies of the “same” text when these include annotations. However, we are still deciding how much annotation makes a text worthy of inclusion, and how to present users with search results for parts of duplicate texts that do not contain annotations.

We would be grateful for any input from interested readers on these or other matters. Please feel free to contact us at [julia.grandison@utoronto.ca](mailto:julia.grandison@utoronto.ca) and [leckert@gsu.edu](mailto:leckert@gsu.edu).

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## INTRODUCTION

When this project is completed, *The Almanac Archive* will host a database containing images of British almanacs dating from 1750 to 1850. This archive aims to provide scholars and researchers with comprehensive access to these influential texts—some of the most commonly read, consulted, and annotated printed objects in eighteenth- and nineteenth-century British history. Almanacs offered users practical, standard information to help them organize and record their lives. Each almanac provided a calendar for the coming year, information about astronomical variables such as lunar cycles and the daily hours of sunrise and sunset, and other information about civic and natural events (law and university term dates, holidays, eclipses, tide tables, etc.). Utilizing different search fields in the archive, users will be able to access the information that various almanacs offered contemporary readers as well as any marginal notes that readers recorded. Given the characteristics and uses of the almanac in this period, the potential applications for this project are diverse. Historians of weather, for instance, might track weather patterns or climate change since users frequently noted weather anomalies. Some almanacs include annotations about payments to employees and other financial records, indicating that they may be untapped resources for information about labour and economic history. Likewise, readers' notes in farming almanacs provide insight into historical agricultural practices. Bringing together annotated almanacs will offer scholars unprecedented access to the daily lives of diverse individuals in the eighteenth and nineteenth centuries.

Because of their prevalence, almanacs not only shaped individuals' experiences but also, on a much larger scale, the national consciousness. Cheap and useful, almanacs were owned, consulted, and annotated by readers from all walks of life. In her study of nineteenth-century almanacs, Maureen Perkins estimates that as many as one in seven people purchased an almanac at the beginning of the nineteenth century (14). Dror Warhman has suggested that throughout the eighteenth and nineteenth centuries one in three English families had an almanac (8). Scholars who have worked on almanacs have emphasized their popularity and prevalence and their role shaping attitudes about time, weather, and astronomy. Because of the popularity of this genre across social classes, Brian Maidment argues that for Victorian reformers the almanac "was an important piece of military equipment" for advancing particular ideological agendas (100). Moreover, the extent of the almanac's popularity as well as the confidence that scholars and contemporary commentators have had about its impact suggests that the almanac's influence on reading practices was significant. In an era in which literacy was on the rise among the working classes, almanac sales figures suggest that many people who bought and read very few other texts would still have purchased and consulted almanacs each year. Often costing between just one and three shillings, almanacs were affordable to people who were unable to purchase other printed matter.

Although almanacs were tremendously influential during this period in history, tracking the specific nature of readers' experiences with almanacs — as with any other text — presents a challenge. Most evidence of the influence of almanacs comes from contemporary commentaries on, or critiques of, the genre, rather than from those who used and relied upon these texts. As book historians have argued, however, one way to explore the impressions and habits of common readers at this period is to attend to readers' annotations in texts. Since recent studies have shown that it was a common practice for readers to make notes in almanacs alongside the printed

calendar, extant copies of almanacs turn out to be templates for coordinating and comparing multiple readers' daily impressions and activities, as well as their responses to the same texts and information (see Smyth; McCarthy). These notes constitute personalized histories and timelines that parallel and sometimes reject the almanac's printed data, chronologies, and predictions. As such, annotated almanacs provide date-specific traces about everyday life and evidence how the common reader turned common writer. Our archive will curate copies of almanacs annotated by contemporary readers and display duplicate copies of single publications wherever readers' notes exist.

*The Almanac Archive* will contain images of almanacs in our own collection and those which libraries and archives have generously given us permission to include. We will continue to upload and collect images from almanacs from as many sources as possible. Users of the database will be able to see what a variety of readers recorded on specific dates in history, to research annotations written by diverse readers on subjects such as agriculture or finances, and to view records written by specific groups of people such as women or children. As the collection grows it will offer an increasingly comprehensive picture of how masses of readers used almanacs and recorded their lives in them, and also, more generally, of daily life on given dates in history.

## METADATA SCHEMAS USED

The following document outlines the relationships between the *Almanac Archive's* metadata and two different schemas: Qualified Dublin Core and the metadata schema used by NINES (Networked Infrastructure for Nineteenth-Century Electronic Scholarship), which is based on RDF and Dublin Core, and which uses COLLEX to aggregate and manage the metadata of contributing projects. This document also describes the *Archive's* local metadata standards, including how to evaluate, input, and format values entered.

Our local metadata describes primarily two types of objects: copies of almanacs and digital images of almanacs. This dual structure is necessary to enable us to describe the marginal annotations made within many of the almanacs in our collection. We describe each copy (rather than each issue) because our archive includes multiple copies of single almanac issues when those copies contain reader notes. In order to describe reader marginalia and to make the objects in our archive accessible and interesting to book historians and bibliographers, we have included local metadata values that describe values such as book price, bookseller location, format (octavo, duodecimo, etc.) and that categorize and transcribe reader annotations when they occur. Prominent and easily shared metadata schemas (such as Dublin Core and MODS) do not accommodate all of these values, so our resource relies on our own metadata values to achieve the granularity that we think will be valuable to users.

When possible, we have opted to map our local metadata to Qualified Dublin Core to maximize the shareability of our metadata. The following document indicates how local elements in our database correspond to particular DC elements and attributes. It also indicates where values from our database will correspond to particular controlled vocabularies or encoding schemas (such as the DCMI Type Vocabulary).

This document also outlines how our metadata might be expressed in the RDF format necessary for interoperability with NINES. NINES requires that projects describe each object in their collections in a format that permit the COLLEX interface to aggregate the various digital resources submitted by federation members. NINES recognizes and relies upon some Dublin Core elements as well as some tags and elements of its own.

## **GENERAL GUIDELINES FOR METADATA APPLICATION**

The pages that follow 1) describe each metadata element used to describe an object archived by our resource, 2) specify the format in which its values should be represented, and 3) identify its relationship to metadata elements from other schema.

Each of the following descriptions indicates whether a given element can be repeated for a given resource, whether the element is a required or an optional value, and whether the element should be drawn from a particular controlled vocabulary.

In general, text values should be inputted with the initial letter only capitalized, unless a proper noun is being recorded. Each field should be dedicated to one value only, unless otherwise indicated. For example, the almanac author element is recorded in the “first\_name” and “last\_name” fields of the “Agent” table, but each record must receive only the name of one authorial agent. Additional records should be created for additional authors, if they exist. All input values should be carefully double-checked for accuracy before they are submitted.

Additional input guidelines are provided throughout the document under the “Input Guidelines” heading of each section. These should be consulted throughout the metadata input process.

**ALMANAC ARCHIVE ELEMENT SET****Copy information**

<b>ELEMENT NAME</b>	<b>NAME/LOCATION in DATABASE</b>	<b>MAPS TO METADATA ELEMENT (DC, MARC relator); Controlled Vocab or encoding scheme</b>	<b>MAPS TO RDF/COLLEX ELEMENT</b>
Copy ID	copy_id (Copy)	dc:identifier	
Full almanac title	title (Issue)	dc:title	dc:title
Series title	almanac_title (Almanac)	dcterms:alternative	dcterms:alternative
Almanac author	first_name, last_name OR corporate_name (Agent where value in Role table = author)	dc:creator	role:AUT
Date	year (Issue)	dcterms:temporal; and dc:date	dc:date; collex:date; rdfs:label; rdf:value
Region	region (Issue)	dcterms:spatial	
Price (in pence)	price_pence (inputted as pounds, shillings, and pence; stored in Issue as pence)		
Format (duodecimo, octavo, etc)	format (Issue)	dc:format	
Place of publication	place_publication (Issue)		
Printer	first name, last name OR corporate_name (Agent where value in Role table = Printer)	dc:creator	role:PRT
Publisher	first name, last name OR corporate_name (Agent where value in Role table = Publisher)	dc:publisher	role:PBL
Editor	first name, last name OR corporate_name (Agent where value in Role table = editor)	dc:creator	role:EDT
Language	No corresponding field in database,	dc:language; use ISO 639-2; specify eng	dc:language

	since all values will be identical	<a href="http://id.loc.gov/vocabulary/iso639-2/eng">http://id.loc.gov/vocabulary/iso639-2/eng</a>	
Type	No corresponding field in database, since all values will be identical	dc:type; use DCMI Type Vocabulary; specify Text <a href="http://purl.org/dc/dcmitype/Text">http://purl.org/dc/dcmitype/Text</a>	dc:type (with special NINES values)
Call Number	call_number (Copy)	dc:source	
Library or collection	library_name (Library)	dc:source (with Call Number)	dc:source
Library location	location (Library)		
Library URI	library_url (Library)		
Notes about copy	notes (Copy)	dc:description	
Stamp (yes or no)	stamp (Copy)	dc:description	
Owner or annotator	first_name AND last_name (Owner)	dc:contributor	role:OWN
Owner gender (if known)	gender (Owner)		
Owner occupation (if known)	occupation (Owner)		
Owner location (if known)	location (Owner)		
Bookseller	first name, last name OR corporate_name (in Agent where value in Role table = Bookseller)	dc:contributor	role:BSL (if NINES adds this as a value)
Bookseller location	location (Bookseller_CV)		
Rights	rights (Library)	dc:rights	collex:freeculture[either true or false]
Parts	image_id (Image)	dcterms:hasPart	dcterms:hasPart rdf:resource=""

## Image Information

<b>ELEMENT NAME</b>	<b>NAME/LOCATION in DATABASE</b>	<b>MAPS TO METADATA ELEMENT (DC, MARC relator)</b>	<b>MAPS TO RDF/COLLEX ELEMENT</b>
Title	title (Image)	dc:title	dc:title
Image ID	image_id (Image)	dc:identifier	
Part of (copy_id)	copy_id (as foreign key in Image)	dcterms:isPartOf	dcterms:isPartOf rdf:resource=""
File name	file_name (Image)		collex:image rdf:resource
Location (page ref)	location (Image)		
Subject	description (Contents)	dc:subject	dc:subject
Annotations (yes or no)	annotations (Image)		
Annotation type	type (Annotation)		
Description of drawing	description (Drawing)	dc:description	
Annotation category	category (Category)	dc:subject	
Child artist (yes or no)	child (Drawing)	dc:description	
Transcription of text	transcription (Text)		collex:text
Child annotator (yes or no)	child (Text)	dc:description	
Annotation legibility (yes or no)	legible (Text)		
Description of text	description (Text)	dc:description	
Description of mark	description (Mark)	dc:description	
Digital creator	digital_creator (Image)	dc:creator	role:DTC (if NINES adds this value)
Digital format	digital_format (Image)	dc:format	
Date metadata created	date_created (Image)	dcterms:created; use W3CDTF: yyyy-mm-dd	
Digital publisher	No corresponding field in database because all values will be identical	dcs:publisher	collex:archive
Related files	(other images that share the copy_id of this image)	dc:relation	dc:relation rdf:resource=""

## **COPY INFORMATION ELEMENTS**

## *Copy ID*

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**Definition:** Locally, this element records the identifying number of a unique copy of an almanac. In Dublin Core, the “identifier” element provides “an unambiguous reference to the resource within a given context.” Our database software will generate values for Copy ID automatically.

**Maps to DC Element:** dc:identifier

**Name and location in database:** copy\_id (in Copy table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** The database will automatically generate unique identifiers for this field. There is no need to input values here by hand.

**Input Guidelines:**

N/A

**Example:**

N/A

## ***Full almanac title***

---

**Definition:** According to Dublin Core, “a name given to the resource.” In our database, the full almanac title is the complete title taken from the title page of an almanac issue.

**Maps to DC Element:** dc:title

**Name and location in database:** title (found in Issue table)

**Represented in RDF for NINES:** dc:title

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** Titles are also recorded for each copy through the “Series title” element, which indicates the particular series to which each almanac belongs.

**Controlled Vocabularies or Encoding Schemes:** None, but the English Short Title Catalogue ([www.estc.bl.uk](http://www.estc.bl.uk)) reproduces titles in full for most of the almanacs in our collection dating between 1750 and 1800. As long as the inputter is carefully comparing the ESTC’s title with the title of the text in question, she or he may find it useful to copy and paste the ESTC’s title into the title field while entering data. Note, also, that sometimes the ESTC’s capitalization differs from the guidelines below.

### **Input Guidelines:**

1. Most almanac titles are extremely long and cover the majority of the title page of the text, listing the contents of the entire almanac. Include the entirety of this long title, up to the name of the author.
2. Preserve the punctuation but not the capitalization of the various parts of the title, unless a proper noun is used or a new sentence begins.
3. Do not include quotations or epigraphs that appear on the title page.
4. When the initial word in the title is an article, include it at the beginning of the title (not at the end, after a comma).

### **Example:**

Vox Stellarum: or, a loyal almanack for the year of human redemption, 1750. Being the second after bissextile or leap-year. In which is contained all things fitting for such a work; as, a table of terms and their returns; the fulls, changes, and quarters of the moon; the rising, southing, and setting of the seven stars, and other fix’d stars of note; the moon’s age, and a tide table fitted to the same; the rising and setting of the sun; the rising, southing and setting of the moon; mutual aspects, monthly observations, and many other things useful and pleasant. Unto which are added, astrological observations on the four quarters of the year; an hieroglyphick alluding to these present times. A remarkable chronology; the eclipses, and other matters both curious and profitable.

## *Series title*

---

**Definition:** A local element, providing a short form of the title and denoting the series from which a particular issue comes. According to dublicore.org, the “alternative” title property is used to describe an alternative version of the title that is application-specific. In this case, it is a short form that references the almanac series.

**Maps to DC Element:** dcterms:alternative

**Name and location in database:** almanac\_title (in Almanac table)

**Represented in RDF for NINES:** dcterms:alternative

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** We have a local vocabulary for this element. The following values should be used where applicable. We will update the list as we encounter additional titles.

Vox Stellarum
Merlinus Liberatus
The Imperial Almanac
Speculum Anni
Atlas Ouranios
Phillip’s British Merlin
Diaris Britannica
Parker’s Ephemeris
The Ladies and Gentlemens Diary
The Gentleman’s Diary
Olympia Domata
Poor Robin
Ephemeris, or a Diary

### **Input Guidelines:**

1. These values will be loaded in a dropdown menu in the data entry interface, so one and only one should be selected.
2. If none of these values applies, we will add a new series title. Each word of the series title will be capitalized according to headline style, initial articles should be preserved, and, where relevant, Greek titles will be transliterated.

## ***Almanac author***

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**Definition:** In our database, the almanac author is *either* the first and last name of a particular agent responsible for writing an almanac *or* the name of a corporation or organization responsible for writing the almanac. This field maps to the Dublin Core creator field, defined as “an entity primarily responsible for making the resource.”

**Maps to DC Element:** dc:creator

**Name and location in database:** first\_name AND last\_name OR corporate\_name in Agent table, if role\_id corresponds to a value of “author” in the Role table

**Represented in RDF for NINES:** role:AUT

**Occurrence:** Repeatable

**Obligation:** Required if available

**Notes:** None

**Controlled Vocabularies or Encoding Schemes:** The Library of Congress Name Authority File (available at <http://id.loc.gov/>) might be useful for identifying full names if only partial names or initials are given on the almanacs.

### **Input Guidelines:**

1. The almanac author should be the agent primarily responsible for the creation of the resource, listed on the title page of the almanac.
2. The “corporate author” field should be chosen if the author is an entity or conglomerate (see examples below), but the “first name” and “last name” fields should be chosen if there is one or more individual author listed. In this case, each individual author is entered in a separate record.
3. Use the “last name” field for the final name only; use “first name” for all names except the surname, separated by spaces. If only initials are present for first or middle names, enter those in the “first name” field. If only initials are present on the almanac but the full first or middle names are known, enter the remaining portion of each name in square brackets.
4. Capitalize names and conglomerate names.
5. Pseudonymous authorial names should always be recorded. Pseudonyms and real names (if known) should be inputted in separate author fields. If the real name of an author is not represented on the title page but is known, the real name should be recorded in square brackets as a separate, additional author.

### **Examples:**

1. “The Society for the Diffusion of Useful Knowledge” is an example of a corporate author.
2. The author, Francis Moore, should be recorded in the database by inputting “Francis” in the “first name” field and “Moore” in the “last name” field.
3. If Henry Andrews is the known author of an almanac published under a pseudonym, “[Henry]” and “[Andrews]” should be inputted in the “first name” and “last name” fields, respectively.

4. If T. H. Smith is the author recorded on the title page but first and middle names are known, they should be entered as follows: “T[homas] H[enry]” (in “first\_name” field) “Smith” (in “last\_name” field).

## *Date*

---

**Definition:** Locally, the date field refers to the year for which the almanac was produced. The Dublin Core date field is defined as “a point or period of time associated with an event in the lifecycle of the resource.”

**Maps to DC Element:** dc:date AND dcterms:temporal

**Name and location in database:** year (in Issue table)

**Represented in RDF for NINES:** dc:date; collex:date; rdfs:label; rdf:value

**Occurrence:** Non-repeatable

**Obligation:** Required

### **Notes:**

The Dublin Core date field is defined as “a point or period of time associated with an event in the lifecycle of the resource.” Qualified Dublin Core includes categories that specify the nature of the date provided, such as “dateAccepted,” “issued,” “created,” etc. Since the date in this case refers to the year to which the almanac refers, we are not using any of these qualifying terms, but simply the Dublin Core date element. Almanacs, like calendars, offer specific, temporally specific content, thus, the “temporal coverage” property in Qualified Dublin Core is also relevant here. The Qualified Dublin Core property “temporal coverage” describes the “temporal characteristics of the resource.” Therefore, the value inputted for this date element maps to both dc:date and dcterms:temporal.

**Controlled Vocabularies or Encoding Schemes:** Use the YYYY format for inputting dates. The database will record the year value as YYYY-00-00, in accordance with the date() data type in MySQL.

### **Input Guidelines:**

1. Include the date provided in the title or on the title page.
2. In RDF, the <collex:date> scheme should be used. Within the opening and closing tag, include both a human-readable <rdfs:label> and a <rdf:value>. The former should read “Refers to 1840” (for example), while the latter would simply specify the relevant year.
3. In the case where a specific date of publication or issue is known, this information could be recorded in the “Notes about copy” element specific to each copy.

### **Examples**

For an almanac entitled, *Vox Stellarum: or, a loyal almanack for the year of human redemption, 1750*. . . the date to enter would be 1750.

## *Region*

---

**Definition:** In our database, the region to which the almanac refers. In Dublin Core, the “spatial coverage” term is defined as the “spatial characteristics of a resource.”

**Maps to DC Element:** dcterms:spatial

**Name and location in database:** region (in Issue table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** This element is *not* equivalent to the place of publication for the resource. Instead it is the area described by the almanac. This area may be directly referenced in the title or on the title page of the resource, or it may be implicitly signalled by the content of the almanac. Many almanacs published in Britain implicitly refer to Great Britain as a whole; others are more regionally specific and will indicate a particular area that can be used for this field.

**Controlled Vocabularies or Encoding Schemes:** None.

### **Input Guidelines:**

1. If the almanac specifies a particular region of interest on the title page or in the title, this should be listed as the region.
2. If the almanac does not specify a particular region—and if it does not claim that it is a world almanac—Great Britain should most likely be listed in this field.
3. If two regions are given, they should each be listed in one field, separated by a semicolon.

### **Examples:**

1. The *Yorkshire and Lancashire Historical Almanack* would have a value for region of “Yorkshire; Lancashire.”
2. *Merlinus Liberatus. Being an almanac for the year of our Redemption 1754 . . .* specifies on the title page that the almanac is “calculated for the Meridian of London” and so the region recorded should be London.

## *Price*

---

**Definition:** The cost of the almanac in pence at the time it was originally produced and sold.

**Maps to DC Element:** N/A

**Name and location in database:** price\_pence (in Issue table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** The price will often be listed on the title page of the almanac in shillings and pence and will be inputted into the interface in that format. The interface will convert the number of pounds, shillings, and pence into a total in pence and store this value in the database.

**Controlled Vocabularies or Encoding Schemes:** Conversion used by the interface: 1 pound is equal to 20 shillings, and 1 shilling is equal to 12 pence.

### **Input Guidelines:**

1. The price may or may not be listed on the title page of the almanac. If it is provided, enter the appropriate number of pounds (l), shillings (s), and pence (d).
2. If no price is provided and a price cannot be found using other resources such as the Stationers' Company records, then leave each of these values blank.
3. Sometimes the almanac's stamp includes a price, but this value should not be entered in the price field, as it refers not to the cost of the book but to the cost of the stamp duty on almanacs that year.

### **Examples:**

1. *Vox Stellarum; or a loyal almanack for the year of human redemption 1814 . . .* includes on the title page the line, "[Price: One Shilling & Ten Pence stitched]." The price would be entered as "1" (in the "shilling" field) and "10" (in the pence field). The database will automatically store this value as 22 pence.
2. By contrast, an earlier edition of *Vox Stellarum* from 1750 does not include the price on the front of the almanac. In this case, the value for price should be left blank unless the price of a particular issue can be found elsewhere such as the Stationers' Company records.

## ***Format***

---

**Definition:** In our database, the format refers to bibliographic format, the characteristics produced by the particular arrangement, gathering, and folding of a book's sheets of paper. The orientation and size of the pages of a text indicate its bibliographic format. This element maps to the Dublin Core "format" element, defined as "the file format, physical medium, or dimensions of the resource."

**Maps to DC Element:** dc:format

**Name and location in database:** format (in Issue table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** This field should not be confused with the "Digital format" field in the "Image" table. The latter records the file type and format type of the digital surrogate, while the "Format" field describes the original dimensions of the physical text.

**Controlled Vocabularies or Encoding Schemes:** We have a local vocabulary for this element. The following values should be used where applicable. We will update the list as we encounter additional values. These values were chosen in consultation with Philip Gaskell's *A New Introduction to Bibliography*.

Folio
Quarto
Octavo
12mo
16mo
24mo
32mo
48mo
64mo
96mo
128mo

### **Input Guidelines:**

1. Each almanac should be measured and examined in order to determine its format. Guidelines for determining bibliographic format are available on pages 84-87 in Gaskell's *A New Introduction to Bibliography*.
2. The ETSC often contains physical descriptions of resources. The format of an almanac can be inputted based on the information provided by the ETSC as long as the ETSC record is for the same issue of the almanac.

**Example:**

*Vox Stellarum . . . for 1827* has format Long 12mo because it has 12 leaves per gathering, its chain lines are horizontal (not vertical), and it is greater than 15 cm in height.

## *Place of publication*

---

**Definition:** The location where the resource was published. Place of publication should not be confused with the address of printers or booksellers.

**Maps to DC Element:** N/A

**Name and location in database:** place\_publication (in Issue table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** There is no field in Dublin Core for place of publication.

**Controlled Vocabularies or Encoding Schemes:** N/A.

### **Input Guidelines:**

1. The place of publication should be inputted according to the spelling and details given on the title page of the resource.
2. If a particular city is given, provide the city and nothing further (ie. no need to input the county or the country in which it is located) unless there is more than one town or city of that name.
3. If a particular address is given as a place of publication, input instead the city in which that address is located.

### **Examples:**

*Vox Stellarum; or a loyal almanack for the year of human redemption 1827 . . .* represents its publication information thus: “London: Printed for the Company of Stationers, By J. L. Cox, Great Queen Street, Lincoln’s-Inn Fields; And Sold by George Greenhill, at their Hall in Ludgate Street.” The place of publication should be inputted as “London”; the addresses refer to the printer and bookseller, respectively.

## *Printer*

---

**Definition:** The agent responsible for printing the physical almanac.

**Maps to DC Element:** dc:creator

**Name and location in database:** first\_name AND last\_name OR corporate\_name in Agent table, if role\_id corresponds to a value of “printer” in the Role table

**Represented in RDF for NINES:** role:PRT

**Occurrence:** Repeatable

**Obligation:** Required if available

**Notes:** The printer is often signalled by the line “printed for . . . by . . .”. The agent *for* whom the almanac is printed is NOT the printer; the printer is the agent *by* whom the text was printed. If not located on the title page, information about an almanac’s printer(s) may also be found on the verso of the title page or in the colophon at the rear of the almanac.

**Controlled Vocabularies or Encoding Schemes:** The Library of Congress Name Authority File (available at <http://id.loc.gov/>) might be useful for identifying full names if only partial names or initials are given on the almanacs.

### **Input Guidelines:**

1. The “corporate name” field should be chosen if the printer is an entity or conglomerate (see examples below), but the “first name” and “last name” fields should be chosen if there is one or more individual printer listed. In the case where more than one individual printer is listed, each should be entered in a separate record.
2. Use the “last name” field for the final name only; use “first name” for all names except the surname, separated by spaces. If only initials are present for first or middle names, enter those in the “first name” field. If only initials are present on the almanac but the full first or middle names are known, enter the remaining portion of each name in square brackets.
3. Capitalize names and conglomerate names.

### **Examples:**

1. *Vox Stellarum; or a loyal almanack for the year of human redemption 1827 . . .* represents its publication information thus: “London: Printed for the Company of Stationers, By J. L. Cox, Great Queen Street, Lincoln’s-Inn Fields; And Sold by George Greenhill, at their Hall in Ludgate Street.” The printer in this case is J. L. Cox.
2. The printer, J. L. Cox, should be recorded in the database by inputting “J. L.” in the “first name” field and “Cox” in the “last name” field.
3. If the publication information on a title page reads, “Printed for . . . by J. L. Cox and H. J. Adams,” each agent would receive a separate entry.
4. If the publication information on the title page reads, “Printed for . . . by Smith Printing House,” the “corporate name” field should be chosen and the value entered should be “Smith Printing House.”

## *Publisher*

---

**Definition:** The agent responsible for publishing the physical book. Dublin Core defines this element as “an entity responsible for making the resource available.”

**Maps to DC Element:** dc:publisher

**Name and location in database:** first\_name AND last\_name OR corporate\_name in Agent table, if role\_id corresponds to a value of “publisher” in the Role table

**Represented in RDF for NINES:** role:PBL

**Occurrence:** Repeatable

**Obligation:** Required if available

**Notes:** The publisher is often signalled by the line “printed for . . . by . . .”. The agent *for* whom the almanac is printed is the publisher.

**Controlled Vocabularies or Encoding Schemes:** The Library of Congress Name Authority File (available at <http://id.loc.gov/>) might be useful for identifying full names if only partial names or initials are given on the almanacs.

### **Input Guidelines:**

1. The “corporate name” field should be chosen if the publisher is an entity or conglomerate (see examples below), but the “first name” and “last name” fields should be chosen if there is one or more individual publisher listed. If more than one individual publisher is provided, each should be entered in a separate record.
2. Use the “last name” field for the final name only; use “first name” for all names except the surname, separated by spaces. If only initials are present for first or middle names, enter those in the “first name” field. If only initials are present on the almanac but the full first or middle names are known, enter the remaining portion of each name in square brackets.
3. Capitalize names and conglomerate names.

### **Examples:**

1. *Vox Stellarum; or a loyal almanack for the year of human redemption 1827 . . .* represents its publication information thus: “London: Printed for the Company of Stationers, By J. L. Cox, Great Queen Street, Lincoln’s-Inn Fields; And Sold by George Greenhill, at their Hall in Ludgate Street.” The publisher in this case is the Company of Stationers.
2. The publisher, “The Company of Stationers,” should be inputted in the “corporate name” field.
3. If the publication information on the title page reads, “Printed for Matthew S. Dickinson by . . .” the “first name” and “last name” fields should be completed with “Matthew S.” and “Dickinson,” respectively.

## *Editor*

---

**Definition:** The agent responsible for editing the physical book.

**Maps to DC Element:** dc:creator

**Name and location in database:** first\_name AND last\_name OR corporate\_name in Agent table, if role\_id corresponds to a value of “editor” in the Role table

**Represented in RDF for NINES:** role:EDT

**Occurrence:** Repeatable

**Obligation:** Required if available

**Notes:** Most almanacs in our collection do not include an editor. This field should only be completed if the title page identifies an editor or a compiler in addition to, or instead of, an author.

**Controlled Vocabularies or Encoding Schemes:** The Library of Congress Name Authority File (available at <http://id.loc.gov/>) might be useful for identifying full names if only partial names or initials are given on the almanacs.

### **Input Guidelines:**

1. The “corporate name” field should be chosen if the editor is an entity or conglomerate (see examples below), but the “first name” and “last name” fields should be chosen if there is one or more individual editor listed. In this case, each individual editor is entered in a separate record.
2. Use the “last name” field for the final name only; use “first name” for all names except the surname, separated by spaces. If only initials are present for first or middle names, enter those in the “first name” field. If only initials are present on the almanac but the full first or middle names are known, enter the remaining portion of each name in square brackets.
4. Capitalize names and conglomerate names.
4. Pseudonyms and real names (if known) should be inputted in separate fields. If the real name of an editor is not represented on the title page but is known, both parts should be recorded in square brackets.

### **Examples:**

*The British Almanac for the year 1828* . . . does not specify an author but indicates that this title was “Published under the superintendence of the Society for the Diffusion of Useful Knowledge.” In this case, “The Society for the Diffusion of Useful Knowledge” could be listed as the editor not as the author of this text, using the “corporate name” field.

## *Language*

---

**Definition:** The language in which the resource was written. Dublin Core defines this element as “a language of the resource.”

**Maps to DC Element:** dc: language

**Name and location in database:** no corresponding field in the database

**Represented in RDF for NINES:** dc:language

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** This is not a value that will be entered in the database because all records will have the same value. Our archive only includes texts written in English.

**Controlled Vocabularies or Encoding Schemes:** ISO 639-2. For more information, see <http://id.loc.gov/vocabulary/iso639-2/eng>

### **Input Guidelines:**

A value for this element language will be inputted in RDF or XML files corresponding to each almanac but not in the database itself. The value for all entries, according to the ISO 639-2 encoding scheme will be “eng.”

### **Examples:**

N/A.

## *Type*

---

**Definition:** According to Dublin Core, “the nature of genre of the resource.”

**Maps to DC Element:** dc: type

**Name and location in database:** no corresponding field in the database

**Represented in RDF for NINES:** dc:type (with special NINES values)

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** This is not a value that will be entered in the database because all records will have the same value. Our archive only includes objects that are designated by type “Text.” This field should not to be confused with literary or textual *genre*; it only specifies whether a resource is text, image, film, etc.

**Controlled Vocabularies or Encoding Schemes:** DCMI Type Vocabulary. For more information see <http://purl.org/dc/dcmitype>

### **Input Guidelines:**

A value for this element will be inputted in RDF or XML files corresponding to each almanac but not in the database itself. The value for all entries, according to the DCMI Type Vocabulary, will be “Text.”

### **Examples:**

N/A.

## *Call number*

---

**Definition:** The number by which the library or collection catalogues the resource.

**Maps to DC Element:** dc:source

**Name and location in database:** call\_number (in Copy table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** According to Dublin Core, the “source” element is “a related resource from which the described resource is derived.” Further, “the described resource may be derived from the related resource in whole or in part. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.” We have mapped the Call number element to dc:source because the library call numbers is a formal identification system for the text from which each resource in our database is derived. However, the call number is not sufficient to identify each resource (i.e. a specific copy of a particular almanac) because different libraries can use the same call numbers for the same titles and some libraries use a single call number to identify multiple almanacs that have been bound together. Thus, the call number must be paired with the value in the “Library or Collection” field, as well as the copy\_id, in order to precisely identify a given resource.

**Controlled Vocabularies or Encoding Schemes:** N/A

### **Input Guidelines:**

1. The call number should be reproduced in this field exactly as it is displayed in the library catalogue entry for the resource in question.
2. Maintain the original upper or lower case letters as they appear in the library or collection record, as well as any punctuation and spacing. If the call number includes a copy designation (such as “copy 2”), include this as part of the call number.

### **Examples:**

1. The call number for *Vox Stellarum; or a loyal almanack for the year of human redemption 1796* at Robarts library is “AY751 .V62”.
2. The call number for *Vox Stellarum; or a loyal almanac for the year of human redemption 1750* at Thomas Fisher Rare Book Library is “brit alma 1750v”.
3. The call number for *The Illustrated London Almanack for 1845* at the Robertson Davies Library is “McLean Q 0139”.

## *Library or collection*

---

**Definition:** The name of the library or the collection in which a physical almanac is held.

**Maps to DC Element:** dc:source

**Name and location in database:** library\_name (in Library table)

**Represented in RDF for NINES:** dc:source

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** According to Dublin Core, the “source” element is “A related resource from which the described resource is derived.” Further, “the described resource may be derived from the related resource in whole or in part. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.” Although the “Library or collection” element is not itself a resource and so does not perfectly fit the DC definition for this element, NINES uses the dc:source element to refer to collections as well as resources. According to the “Submitting RDF” wiki for NINES, the dc:source element is “the title of the larger work, resource or collection of which the present object takes part” and “can be used for the title of a journal anthology, book, online collection, etc.” Moreover, the “Library or collection” element must be considered in combination with the “Call number” in order to differentiate between copies in the database.

**Controlled Vocabularies or Encoding Schemes:** N/A

### **Input Guidelines:**

1. The full name of the library and/or collection should be reproduced in this field.
2. In the case where a record refers to a collection within a library, include the collection name followed by a comma and then the library name.
3. The institution associated with the library need not be included in the library name; this information will instead be included in the “Library location” field.

### **Examples:**

1. *Vox Stellarum; or a loyal almanack for the year of human redemption 1796* is held by “John P. Robarts Research Library.”
2. If *Vox Stellarum; or a loyal almanack for the year of human redemption 1750* came from the McMurray Collection at Thomas Fisher Rare Book Library. This information would be entered as “McMurray Collection, Thomas Fisher Rare Book Library.”

## ***Library location***

---

**Definition:** The institution and/or city in which a given library or collection is located.

**Maps to DC Element:** N/A

**Name and location in database:** location (in Library table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** Library location data will be stored in the database. The user will be prompted to enter information about library location only if a library and/or collection has not already been entered into the database.

### **Input Guidelines:**

1. The institution, the city, and the country of the library or collection should be reproduced in this field.
2. If ambiguity exists about a particular city and country combination, include the state, province, or county between the city and the country.
3. Institution, city, state/province or country (where applicable) should all be separated by commas.

### **Examples:**

1. *Vox Stellarum; or a loyal almanack for the year of human redemption 1796* is held by John P. Robarts Research Library with location, "University of Toronto, Toronto, Canada."
2. *Vox Stellarum; or a loyal almanac for the year of human redemption 1760* is held by Chawton House Library with location, "Chawton, United Kingdom."

## ***Library URI***

---

**Definition:** The web address of a library named in the “Library or collection” field.

**Maps to DC Element:** N/A

**Name and location in database:** library\_url (in Library table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** The purpose of this field is to record a unique and permanent address for the library or collection in which a resource is held that will allow hyperlinking by users.

**Controlled Vocabularies or Encoding Schemes:** Once a URL has been entered for a particular library and/or collection it will be stored in the database. Users will not have to repeatedly enter this data.

### **Input Guidelines:**

1. The URI should be a unique and stable URL for the library or collection referencing the library’s homepage. It should not be a link to the catalogue entry for a given almanac.
2. The entire web address should be entered, including the “http://” prefix. The address should likely be cut and pasted from a browser to maximize accuracy and avoid typos.
3. URLs are case sensitive, so care should be taken to preserve the upper and lower case letters in the address. This is one case where the value recorded should not begin with a capital letter.
4. In the case where a particular collection is housed within a library, the collection’s homepage should be referenced rather than the library’s homepage. If a collection does not have its own homepage, the general library’s URL should be entered.

### **Example:**

1. The URI for Thomas Fisher Rare Book Library should be entered as <http://fisher.library.utoronto.ca/>
2. The URI for the G.E. Bentley Collection of William Blake & His Contemporaries at the E.J. Pratt Library should be entered as [http://library.vicu.utoronto.ca/collections/special\\_collections/bentley\\_blake\\_collection/](http://library.vicu.utoronto.ca/collections/special_collections/bentley_blake_collection/)

## *Notes about copy*

---

**Definition:** Locally, the “Notes about copy” element permits space for a brief free text description of notable physical features of each almanac that are not described in any of the other elements. Dublin Core defines the “description” element as “an account of the resource.”

**Maps to DC Element:** dc:description

**Name and location in database:** notes (in Copy table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Optional

**Notes:** Best practices for metadata collection recommend not relying on the description field to include important data that could be described by another element. Limit the use of this field to eccentric details about the copy, bearing in mind that it will be more difficult to search for this information than to search other fields in the database.

**Controlled Vocabularies or Encoding Schemes:** N/A

### **Input Guidelines:**

1. Enter descriptions about the copy in free text, separating discrete observations with a semicolon.
2. This is a text field in the database so there are no space limitations on what is inputted. However, information will be easier to retrieve from these descriptions if keywords are chosen and managed carefully.
3. Notes might include comments on particular on bindings, covers, and flyleaves, if present.
4. Library catalogue records, especially in rare book libraries, sometimes provide detailed information about a particular resource. If available and accurate, this information can be included “Notes about copy” field. Information from library catalogues should appear in quotation marks followed by “library catalogue record” in parentheses.

### **Example:**

1. “““Wrapped in blue flyleaf containing local information printed by bookseller; stab bound” (library catalogue record).”
2. “Rebound in a 20<sup>th</sup>-century library binding; this almanac appears to have been annotated, but many of the annotations have been cut off in the rebinding process.”

## *Stamp*

---

**Definition:** A local element recording whether a given almanac is stamped or unstamped.

**Maps to DC Element:** dc:description

**Name and location in database:** stamp (in Copy table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** The value in this field will be recorded as an additional description element in XML files created about each almanac copy.

**Controlled Vocabularies or Encoding Schemes:** The data entry interface limits the input options to “Yes” or “No.”

### **Input Guidelines:**

1. Select “Yes” if a stamp is present; “No” if a stamp is not present.
2. Most almanacs produced by the Stationers Company should have stamps, so look carefully if one isn’t immediately apparent. If an almanac’s pages have been trimmed and a stamp isn’t immediately evident, look closely at the edges of the pages for a partial stamp that has been cut off.
3. Often the stamp is on the title page of the almanac, but sometimes it occurs on the verso of the title page or on another page within the text.

### **Example:**

“Yes” for the 1750 copy of *Vox Stellarum* held by Thomas Fisher Rare Book Library. The stamp is not on the title page but on the fourth page of the text.

## *Owner or annotator*

---

**Definition:** An agent who owned or annotated a given almanac.

**Maps to DC Element:** dc:contributor

**Name and location in database:** first\_name AND last\_name in Owner table,

**Represented in RDF for NINES:** role:OWN

**Occurrence:** Repeatable

**Obligation:** Required if available

**Notes:** The provenance of most of the almanacs is unknown, but where it is known, the owner's name should be included in this field. This field also records the various annotators who wrote their names in specific almanacs, bearing in mind that a single physical book could be owned and annotated by multiple people. We are assuming that any name written in an almanac that has the appearance of a signature records the name of an owner or an annotator.

**Controlled Vocabularies or Encoding Schemes:** The Library of Congress Name Authority File (available at <http://id.loc.gov/>) might be useful for identifying full names if only partial names or initials are given on the almanacs. However, most of the almanac owners we will record were not literary or historical figures and so are unlikely to have NAF records. Also helpful is Kip Sperry's *Abbreviations and Acronyms: A Guide for Family Historians*, which is useful for extrapolating full names from common abbreviations.

### **Input Guidelines:**

1. Use the "last name" field for the final name only; use "first name" for all names except the surname, separated by spaces. If only initials are present for first or middle names, enter those in the "first name" field. If only initials are present on the almanac but the full first or middle names are known, enter the remaining portion of each name in square brackets.
2. Capitalize the first letter of first and last names.
3. Include titles (Colonel, Mrs., etc.) in the "first\_name" field where these are recorded next to names.
4. If a name is imperfectly legible, make a guess as to its value and include "[?]" after the questionable name (either the first or the last).
5. Marks of ownership will often occur at the front of an almanac, but they also frequently appear in other places.

### **Examples:**

1. *Vox Stellarum . . . for 1750 . . .* held at the Thomas Fisher Rare Book Library includes the words "Cor.<sup>s</sup> Brough" in the margin of one page. According to Sperry's *Abbreviations and Acronyms*, "Cor.<sup>s</sup>" is a short form for "Cornelius." The value entered in the first name field would be "Cor[neliu]s"; the value in the last name field would be "Brough."
2. *Vox Stellarum . . . for 1812 . . .* held at the Thomas Fisher Rare Book Library contains annotations and ownership inscriptions by several people. The names "George Short" and "Sarah Limb," both written in distinctive hands, appear in the central pages of the almanac. Both names should be entered into the database.

## *Owner gender*

---

**Definition:** A local element recording the gender of a given almanac owner or annotator.

**Maps to DC Element:** N/A

**Name and location in database:** gender (in Owner table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if known

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** The data entry interface will limit the input options to “Male,” “Female,” or “Unknown.”

### **Input Guidelines:**

1. Select “male” if a given owner is known to be male; select “female” if a given owner is known to be female.
2. If the gender cannot be determined from the name of the owner/annotator, select “unknown.”

### **Example:**

1. For owner Sarah Limb, owner gender would be entered as “Female.”
2. For owner L. Smith, owner gender would be entered as “Unknown.”

## ***Owner occupation***

---

**Definition:** Locally, the occupation of a particular owner, discernible or inferred from the annotations or notes in his or her almanac.

**Maps to DC Element:** N/A

**Name and location in database:** occupation (in Owner table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if known

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** There is no formal local vocabulary for this element, but some common values might include the following:

Agriculture
Trade
Medicine/pharmacology
Domestic service
Homemaking
Education

### **Input Guidelines:**

1. The occupation should be expressed as a field of occupation, rather than as a specific job title; thus, “medicine” is preferable to “doctor.”
2. Use the most specific descriptions available: “haberdashery” would be better than “trade” if the almanac owner were a known haberdasher.
3. Begin each entry with a capital letter.
4. It is unlikely that a specific occupation is explicitly associated with a particular almanac owner, so this element should be used to express likely fields of occupation signalled by the notes the owner has made in the text.

### **Example:**

If an almanac contains many marginal notes about the breeding of livestock, one might fill in this field with the value “Agriculture.”

## *Owner location*

---

**Definition:** Locally, the location of residence of a particular owner or annotator, discernible from the annotations or notes in his or her almanac.

**Maps to DC Element:** N/A

**Name and location in database:** location (in Owner table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if known

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** None.

### **Input Guidelines:**

1. Any level of geographic detail is acceptable (city, county, region, etc.) in this field, depending on what can be gleaned from the notes in the almanac.
2. If no detail points to the owner's likely place of residence, leave this field blank.
3. Begin each entry with a capital letter.
4. If ambiguity exists about a particular city and country combination, include the county between the town/city and the country.
5. Town and county or region (where applicable) should all be separated by commas.

### **Example:**

1. If an almanac contains many marginal notes about an event known to take place in Yorkshire, "Yorkshire" would be an appropriate value to record in this field.
2. If an almanac owner records his or her address in his or her almanac as "Teme Cottage, Ludlow, Shropshire," record "Ludlow, Shropshire" in this field.

## ***Bookseller***

---

**Definition:** An individual or a corporation responsible for selling the almanac.

**Maps to DC Element:** dc:contributor

**Name and location in database:** first\_name AND last\_name OR corporate\_name in Agent table, if role\_id corresponds to a value of “bookseller” in the Role table

**Represented in RDF for NINES:** role:BSL (if NINES adds this as a value)

**Occurrence:** Repeatable

**Obligation:** Required if available

**Notes:** There can be more than one bookseller for a given almanac copy. Sometimes a primary distributor is mentioned on the title page and a local bookseller is mentioned on the flyleaf. Include both, if applicable.

**Controlled Vocabularies or Encoding Schemes:** The Library of Congress Name Authority File (available at <http://id.loc.gov/>) might be useful for identifying full names if only partial names or initials are given on the almanacs.

### **Input Guidelines:**

1. The “corporate name” field should be chosen if the bookseller is an entity or conglomerate (see examples below), but the “first name” and “last name” fields should be chosen if there is one or more individual bookseller listed. In this case, each individual bookseller would be entered in a separate record.
2. Use the “last name” field for the final name only; use “first name” for all names except the surname, separated by spaces. If only initials are present for first or middle names, enter those in the “first name” field. If only initials are present on the almanac but the full first or middle names are known, enter the remaining portion of each name in square brackets.
3. Capitalize names and conglomerate names.
4. Check the title page as well as the front and back matter for information about booksellers.

### **Examples:**

1. The title page of *Vox Stellarum; or a loyal almanack for the year of human redemption 1827* . . . includes the line, “sold by George Greenhill, at their Hall in Ludgate Street.” In this case, “George” would be entered in the “first\_name” field; “Greenhill” would be entered in the “last\_name field.”
2. In addition, the same almanac includes a flyleaf with a supplementary title page and some additional information, including the line, “Sold by S. Bassford, Bookseller, &c.” “S.” and “Bassford” would be entered as an additional bookseller (using the “first\_name” and “last\_name” fields).
3. If the bookseller were represented, above, as “Bassford and Sons, Bookseller, &c.” then the “corporate name” field would be chosen instead (and “Bassford and Sons” would be entered).

## ***Bookseller location***

---

**Definition:** The business location of a particular bookseller.

**Maps to DC Element:** N/A

**Name and location in database:** location (in Bookseller\_CV table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if known

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** None.

### **Input Guidelines:**

1. If no location is specified for a given bookseller, leave this field blank.
2. Begin each entry with a capital letter.
3. Include both town and country, separated by commas.
4. If ambiguity exists about a particular city and country combination, include the state, province, or county between the city and the country.
5. If an address is specified, locate the town or city in which it is located and provide the town instead of the address.

### **Example:**

1. The title page of *Vox Stellarum; or a loyal almanack for the year of human redemption 1827 . . .* includes the line, “sold by George Greenhill, at their Hall in Ludgate Street.” Since the address is located in London, record “London, England” in the location field corresponding to this bookseller.
2. In addition, the same almanac includes a flyleaf with a supplementary title page and some additional information, including the line, “Sold by S. Bassford, Bookseller, &c., Bilston.” Record “Bilston, United Kingdom” in the location field corresponding to this bookseller.

## ***Rights***

---

**Definition:** Locally, the rights statement specifying how *The Almanac Archive* is allowed to use resources from the library in question and how users of our archive can use the digital version of these resources. According to Dublin Core, the dc:rights element describes “information about rights held in and over the resource.”

**Maps to DC Element:** dc:rights

**Name and location in database:** rights (in Library table)

**Represented in RDF for NINES:** collex:freeculture

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** When creating RDF files for each copy and image, NINES assumes that a given digital resource can be used with no restrictions unless a value of “false” is entered in the “collex:freeculture” field. Our database records rights statements more fully and “true” or “false” values will be added afterwards to RDF files according to whether any restrictions on use exist.

**Controlled Vocabularies or Encoding Schemes:** Libraries will give us specific wording for rights statements for their resources. This field should not be entered without consultation with the library.

### **Input Guidelines:**

1. Consult library for rights statements.
2. Ensure that this statement includes both the rights of *The Almanac Archive* to use the resource and the rights of users of *The Almanac Archive* to use or reproduce the resource.

### **Example:**

Although this statement has not been cleared with the relevant library, a rights statement might read as follows: “Included with permission of Thomas Fisher Rare Book Library. Please contact the library directly for information about using or reproducing these images.”

## *Parts*

---

**Definition:** Locally, this element records the image files that represent the pages of a specific copy of an almanac. In Dublin Core, this term is meant to record “a related resource that is included either physically or logically in the described resource.”

**Maps to DC Element:** dcterms:hasPart

**Name and location in database:** image\_id (in Image table where copy\_id corresponds to the copy in question)

**Represented in RDF for NINES:** dcterms:hasPart rdf:resource=""

**Occurrence:** Repeatable

**Obligation:** Required

**Notes:** According to NINES, the “hasPart” term is a “pointer to divisions of the present object which have their own RDF objects” and “expresses a hierarchical relationship.” For example, “a book object could point to its subordinate chapter objects.” The file names of related resources which are divisions of the present resource must be referenced with the rdf:resource tag. These file names are not equivalent to the values entered in the database that describe each of the related objects; the file names will be determined at some point in the future.

**Controlled Vocabularies or Encoding Schemes:** The database will automatically generate unique identifiers for this field. There is no need to input values here by hand.

**Input Guidelines:**

N/A

**Example:**

N/A

## **IMAGE INFORMATION ELEMENTS**

## ***Title***

---

**Definition:** According to Dublin Core, “a name given to the resource.” Locally, the title assigned to a particular page image in an almanac.

**Maps to DC Element:** dc:title

**Name and location in database:** title (found in Image table)

**Represented in RDF for NINES:** dc:title

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** Title is a required field for the submission of RDF files to NINES. Although there is no title assigned within each almanac at the page level, a title must be assigned to fulfill this requirement for NINES and Dublin Core.

**Controlled Vocabularies or Encoding Schemes:** None.

### **Input Guidelines:**

1. The title should be assigned by noting the pages represented in each image, such as “Page 1,” or “Page 2-3,” if both recto and verso are represented in a given image.
2. Capitalize the first letter of the initial word of the title, which should be “Page.”

### **Example:**

For the title page of an almanac, input value “Page 1” in this field.

## ***Image ID***

---

**Definition:** Locally, this element records the identifying number of a specific page image in an almanac. In Dublin Core, the “identifier” element provides “an unambiguous reference to the resource within a given context.” In our archive, our database software will generate values for Image ID automatically.

**Maps to DC Element:** dc:identifier

**Name and location in database:** image\_id (in Image table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** The database will automatically generate unique identifiers for this field.

**Input Guidelines:**

N/A

**Example:**

N/A

## *Part of*

---

**Definition:** Locally, this element records the identifying number of the almanac copy to which each image file belongs. In Dublin Core, the “isPartOf” term is meant to record “a related resource in which the described resource is physically or logically included.”

**Maps to DC Element:** dcterms:isPartOf

**Name and location in database:** copy\_id (in Image table where image\_id corresponds to the image in question)

**Represented in RDF for NINES:** dcterms:isPartOf rdf:resource=""

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** According to NINES, the “isPartOf” term is a “pointer to the RDF object of which the present object is a division” and it “expresses a hierarchical relationship.” For example, “a chapter object points to a book object.” The RDF file names for the resource in which the present resource is included must be referenced with the rdf:resource tag.

**Controlled Vocabularies or Encoding Schemes:** The database will automatically generate unique identifiers for this field.

### **Input Guidelines:**

N/A

### **Example:**

N/A

## *File name*

---

**Definition:** Locally, this element records the name of the image file for a particular page in an almanac.

**Maps to DC Element:** N/A

**Name and location in database:** file\_name (in Image table)

**Represented in RDF for NINES:** collex:image rdf:resource=""

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** NINES offers the option of including the image file name in the RDF file for each object between the quotation marks in the “collex:image rdf:resource=""” tag. This is a “pointer to the web-accessible, full-size digital image of the object. This optional element is used to navigate to “the full-sized image that may appear in a pop-up box when a user clicks on the object thumbnail in a list of search results.”

**Controlled Vocabularies or Encoding Schemes:** Image files should be named according to the following scheme. Ideally, they will be assigned automatically before we begin entering data into our interface.

1. Two lower-case letter code indicating the title, taken from the two primary words in the title. For *Vox Stellarum*, use “vs.” For *The Imperial Almanac*, use “ia.”
2. The year to which the almanac refers.
3. A lowercase short form of the library name: for “Thomas Fisher Rare Book Library” use “fisher”; for “Chawton House Library” use “chawton.”
4. The “location” number (corresponding to the “Location” element if possible); the first page image receives number 1; the second page image receives number 2, etc.

### **Input Guidelines:**

1. The file name must be inputted exactly as it appears in the image file. Cut and paste this value, if possible.
2. Include the extension (.pdf, .tif, .jpg, etc) relevant to the file in question.

### **Example:**

For the fifth page image in the copy of *Vox Stellarum; or a loyal almanack for the year of human redemption 1827* . . . held by John P. Robarts Library, use the file name “vs1827robarts5.jpg” (assuming the file is a jpeg file).

## ***Location***

---

**Definition:** Locally, this element references the page sequence of each image in a particular almanac copy.

**Maps to DC Element:** N/A

**Name and location in database:** location (in Image table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** The “location” value for each image should be given as a sequential number for each verso and recto combination shown in each image file. These numbers will not match printed page numbers that are sometimes found in the text.

### **Input Guidelines:**

1. The location number must be assigned by considering the position of each image in the almanac as a whole.
2. The numbers must be sequential and ascending in value.

### **Examples:**

1. The image of the front of the flyleaf (if present) would be assigned value “1”;
2. The frontispiece and title page would be assigned value “2”;
3. The next two pages would be assigned value “3,” etc.

## *Subject*

---

**Definition:** Locally, this element references the subject contents of a particular image. Dublin Core defines this element as the “topic of the resource.”

**Maps to DC Element:** dc:subject

**Name and location in database:** description (in Contents table)

**Represented in RDF for NINES:** dc:subject

**Occurrence:** Repeatable

**Obligation:** Required

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** We have a local controlled vocabulary for this element. The following values should be used where applicable. We will update the list as we encounter additional values. These values are loaded in the data entry interface and may be selected from a dropdown menu.

Fly leaf
Title page
Table of contents
Advertisement
Introduction
Blank
January
February
March
April
May
June
July
August
September
October
November
December
Terms and Returns
Signs of the Zodiac
Planetary or astronomical information (conjunctions, aspects, etc.)
Common notes for the year (feasts, etc.)
Regal table (Information about Kings, Queens, and the Royal Family)
Judges of the law
Religious officials and districts
Government officials or civil servants
Tide table

Equation of time (setting of clocks by the sundial)
Rising, setting of Pleiades (the Seven Stars)
Chronology of events
Account of eclipses or other celestial events
Astrological predictions (often called <i>Judicium Astrologicum</i> )
Lunar information
Length of day (times of sunrise and sunset)
Transfer days at the bank
Holidays at public offices
World calendars
Geographic information
Demographic information (population, GDP, etc).
Actuarial calculations
Specific gravities
Coins and currency
Enigmas, charades, rebuses or answers to them
Math problems or solutions to math problems
Fairs
Taxes
Stamps
Transportation details
Interest
Scientific or astronomical commentary (eg. on Copernican system, on the calendar, etc.)
Bread weights and prices
Roads
Wages
Zodiac Man
Collection days for sheriffs, bailiffs, etc.
Observations on the four quarters of the year

**Input Guidelines:**

1. Select the subject descriptions that best corresponds to each topic covered on a given almanac page. More than one can be selected for each page, if more than one topic is covered.
2. If no subject in the list corresponds to the subject in question, we will generate a new subject heading and add it to the list.

**Examples:**

For the page image (assume that the two are images form a composite one) on the following page, select the subject descriptions: “Signs of the Zodiac”; “Planetary or astronomical information (conjunctions, aspects, etc.)”; and “Chronology of events.”

The Dominion of the Moon in Man's Body,  
 Passing under the Twelve Zodiacal  
**CONSTELLATIONS.**

♈ Aries Head and Face.	♎ Libra Reins and Loins.
♉ Taurus Neck and Throat.	♏ Scorpio Secret Members.
♊ Gemini Arms and Should.	♐ Sagittary Thighs & Hips.
♌ Cancer Breast and Stom.	♑ Capricorn Knees & Hams.
♍ Leo Heart and Back.	♒ Aquarius Legs & Ancles.
♎ Virgo Bowels and Belly.	♓ Pisces Feet and Toes.

The Names and Characters of the Planets:  
 with the Dragon's-Head and Tail.

♄ Saturn.	♁. or the Sun.	♀ Venus.
♃ Jupiter.		☿ Mercury.
♅ Mars.	♁ Dragon's-Head.	♁ the Moon.
		♁ Dragon's-Tail.

The Characters of the Aspects.

♋ Conjunction.	♁ Opposition.	♊ Trine.
♌ Sextile.		♋ Quarteil.

Upon the Twelve Signs.

- ♈ The Head and Face the Rats doth always rule:  
 ♉ The Neck and Throat are govern'd by the Bull.  
 ♊ O'er Arms and Shoulders still the Twins preside:  
 ♌ Breast, Stomach, Ribs, the crooked Crab doth guide.  
 ♍ The noble Lion rules the Back and Heart:  
 ♎ The bashful Virgin claims the Belly Part.  
 ♏ The Reins and Loins the equal Balance weigh:  
 ♐ The Scorpion o'er the Secret Parts doth sway.  
 ♑ The curious Archer doth the Thighs attend:  
 ♒ So doth the Goat our bentled Knees protect.  
 ♓ The Laces unto Aquarius' Loos do fall:  
 ♈ The Fish our active Feet their Portion call.

90  
 M. 70  
 Rich

Moore, 1750.

A Chronology of many remarkable Occurrences, from the  
 Year 1600, to this present Year 1750.

Years of Christ	Years since
1600	150
1601	149
1602	148
1603	147
1604	146
1605	145
1606	144
1607	143
1608	142
1609	141
1610	140
1611	139
1612	138
1613	137
1614	136
1615	135
1616	134
1617	133
1618	132
1619	131
1620	130
1621	129
1622	128
1623	127
1624	126
1625	125
1626	124
1627	123
1628	122
1629	121
1630	120
1631	119
1632	118
1633	117
1634	116
1635	115
1636	114
1637	113
1638	112
1639	111
1640	110
1641	109
1642	108
1643	107
1644	106
1645	105
1646	104
1647	103
1648	102
1649	101
1650	100
1651	99
1652	98
1653	97
1654	96
1655	95
1656	94
1657	93
1658	92
1659	91
1660	90
1661	89
1662	88
1663	87
1664	86
1665	85
1666	84
1667	83
1668	82
1669	81
1670	80
1671	79
1672	78
1673	77
1674	76
1675	75
1676	74
1677	73
1678	72
1679	71
1680	70
1681	69
1682	68
1683	67
1684	66
1685	65
1686	64
1687	63
1688	62
1689	61
1690	60
1691	59
1692	58
1693	57
1694	56
1695	55
1696	54
1697	53
1698	52
1699	51
1700	50
1701	49
1702	48
1703	47
1704	46
1705	45
1706	44
1707	43
1708	42
1709	41
1710	40
1711	39
1712	38
1713	37
1714	36
1715	35
1716	34
1717	33
1718	32
1719	31
1720	30
1721	29
1722	28
1723	27
1724	26
1725	25
1726	24
1727	23
1728	22
1729	21
1730	20
1731	19
1732	18
1733	17
1734	16
1735	15
1736	14
1737	13
1738	12
1739	11
1740	10
1741	9
1742	8
1743	7
1744	6
1745	5
1746	4
1747	3
1748	2
1749	1
1750	0

## *Annotations*

---

**Definition:** Locally, this element records whether or not a given page contains any handwritten annotations.

**Maps to DC Element:** N/A

**Name and location in database:** annotations (in Image table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None

**Controlled Vocabularies or Encoding Schemes:** The data entry interface will limit the input options to “Yes” or “No.”

**Input Guidelines:**

1. Select “Yes” if a mark, annotation, or drawing is present; select “No” if the page has no notes, drawings, or marks made by human hands.

**Example:**

N/A

## *Annotation type*

---

**Definition:** Locally, this element records whether a given annotation is a mark, a drawing, or text.

**Maps to DC Element:** N/A

**Name and location in database:** type (in Annotation table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None

**Controlled Vocabularies or Encoding Schemes:** The data entry interface will limit the input options to “Text” or “Drawing” or “Mark”

### **Input Guidelines:**

1. Select “Text” if a given annotation is composed of a series of letters that can be entered on the keyboard (or transliterated, if written in a different alphabet).
2. Select “Drawing” if a given annotation is a pictorial representation with a subject that can be described.
3. Select “Mark” if a given annotation can neither be characterized as “Text” or as “Drawing,” yet is clearly a deliberate mark made by an annotator.

### **Example:**

The following page image contains two annotations; the lines and dots would be assigned value “Mark”; the words would be assigned value “Text.”

iiiiiiii *Friday* Thursday

Moore. AUGUST, 1750.

The 11 day at 2 aftern. Jupiter  
 The 17 day at 10 night. Venus  
 The 20 day at 10 morn. Mars } is with the Moon.  
 The 21 day at 7 even. Mercury  
 The 27 day at 10 morn. Saturn

O	Z	Sun	Sun	Moon's	Observations.
50	50	Min.	Min.	South.	
1	12	4 40	7 20	7 A. 23	The last Month produced no less than three quartile Rays to the Body of $\gamma$ . viz. of the Sun, $\delta$ and $\varphi$ , Jupiter being in $\varphi$ , Full Moon 6 day, 4 aftern.
2	13	4 42	7 18	8 32	
3	14	4 44	7 16	9 38	the other Planets in $\Omega$ . This Month also, is no less remarkable for a Variety of active Positions; all which implies turbulent and violent Doings; 'tis a hot Month and will have hot Actions in it, Last Quart. 12 day, 9 morn.
4	15	4 46	7 14	10 23	
5	16	4 48	7 12	11 17	the Fury of which will be felt from the Northern, even to the most Southern Parts of <i>Europe</i> , <i>Sweden</i> , and <i>Italy</i> , will tell their story, but principally, they will effect the Roman Hierarchy with fatal Disorders: The Pope and his scarlet Brethren, the Conclave of holy Cardinals, are in a high Ferment, Divisions and Disappointments attend their Councils and Actions; their Adversaries gain Ground upon them, the First Quart. 23 day, midn.
6	17	4 49	7 11	Morn.	
7	18	4 51	7 9	0 10	Lictors, with their Rods and Axes are near their Doors.
8	19	4 53	7 7	1 2	
9	20	4 55	7 5	1 54	New Moon 20 day, 8 night.
10	21	4 57	7 3	2 48	
11	22	4 58	7 2	3 43	fatal Disorders: The Pope and his scarlet Brethren, the Conclave of holy Cardinals, are in a high Ferment, Divisions and Disappointments attend their Councils and Actions; their Adversaries gain Ground upon them, the
12	23	5 0	7 0	4 39	
13	24	5 2	6 58	5 35	First Quart. 23 day, midn.
14	25	5 4	6 56	6 34	
15	26	5 6	6 54	7 32	Lictors, with their Rods and Axes are near their Doors.
16	27	5 8	6 52	8 27	
17	28	5 10	6 50	9 18	New Moon 20 day, 8 night.
18	29	5 12	6 48	10 7	
19	30	5 14	6 46	10 54	fatal Disorders: The Pope and his scarlet Brethren, the Conclave of holy Cardinals, are in a high Ferment, Divisions and Disappointments attend their Councils and Actions; their Adversaries gain Ground upon them, the
20	31	5 16	6 44	11 38	
21	1	5 18	6 42	0 A. 10	First Quart. 23 day, midn.
22	2	5 20	6 40	1 2	
23	3	5 22	6 38	1 44	Lictors, with their Rods and Axes are near their Doors.
24	4	5 24	6 36	2 26	
25	5	5 26	6 34	3 11	New Moon 20 day, 8 night.
26	6	5 27	6 33	3 57	
27	7	5 29	6 31	4 45	First Quart. 23 day, midn.
28	8	5 31	6 29	5 36	
29	9	5 33	6 27	6 29	Lictors, with their Rods and Axes are near their Doors.
30	10	5 35	6 25	7 21	
31	11	5 37	6 23	8 16	B 4

## *Description of drawing*

---

**Definition:** Locally, this element records general physical details about each drawing present in an almanac page image. Dublin Core defines the “description” element as “an account of the resource.”

**Maps to DC Element:** dc:description

**Name and location in database:** annotations (in Image table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** None

### **Input Guidelines:**

1. Record the colour and medium (ink, pencil, paint, etc.).
2. Record what is represented in the drawing, or a best guess about what is being depicted.
3. Record the position of the drawing, if relevant.
4. Separate elements of the description using semicolons.

### **Example:**

An appropriate value might be “A horse in black ink; positioned at the top of the page.”

## *Annotation category*

---

**Definition:** Locally, this element records the subject category of a given drawing or annotation. Dublin Core defines this element as the “topic of the resource.”

**Maps to DC Element:** dc:subject

**Name and location in database:** category (in Category table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None

**Controlled Vocabularies or Encoding Schemes:** We have a local controlled vocabulary for this element, represented below. The following values should be used where applicable. We will update the list as we encounter additional titles.

Weather
Music
Signature
Personal event or information
Agriculture
Historical event
Natural event
Finances
Schedule
Other calculation
Other

### **Input Guidelines:**

1. Select the subject category that most appropriately describes each annotation or drawing. If a note or a drawing could be defined by more than one of these categories, select the category that seems most directly related to the subject of the note/drawing.

### **Examples:**

1. “Peace signed with America” should be described by choosing the “Historical event” category.
2. A note about the hatching of duck eggs should be described using the “Agriculture” category.

## ***Child artist***

---

**Definition:** Locally, this element records whether or not a given drawing was likely done by a child.

**Maps to DC Element:** N/A

**Name and location in database:** child (in Drawing table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None

**Controlled Vocabularies or Encoding Schemes:** The data entry interface will limit the input options to “Yes,” “No,” or “Unknown.”

### **Input Guidelines:**

1. Select “Yes” if a given drawing seems likely to have been done by a child.
2. Select “No” if a given drawing seems likely to have been done by an adult.
3. Select “Unknown” if it’s not clear whether a given drawing was done by a child or by an adult.
4. Note that only rarely will it be absolutely clear whether a child or an adult did a given drawing. In the absence of definitive evidence, make an educated guess and only select “Unknown” if artist’s age is truly unclear.

### **Examples:**

1. A horse drawn in a shaky hand, apparently for fun, is likely the work of a child; select value “Yes.”

## *Transcription of text*

---

**Definition:** Locally, this element records the text of a note.

**Maps to DC Element:** N/A

**Name and location in database:** child (in Text table)

**Represented in RDF for NINES:** collex:text

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** The “collex:text” element required by NINES for submitting the resource in RDF format contains the plain text transcript of a text that is searchable by Collex. According to NINES, “this should be a ‘pure’ transcript of the text content of the object, without extraneous text from navigation elements, copyright statements, etc.” Since this element can only appear once in a NINES RDF file, it will have to include all annotations occurring on a given image. The RDF files we prepare will have to concatenate all of the annotations linked to a given image in the “collex:text” element.

**Controlled Vocabularies or Encoding Schemes:** None.

### **Input Guidelines:**

1. Transcribe the content of a given note exactly as it appears, including punctuation, capital and lower case letters, and spelling or grammatical errors.
2. If part or all of an annotation is illegible, insert an ellipsis in square brackets to substitute for the illegible part or parts.
3. If a word has a suspected transcription but is imperfectly legible, insert a question mark between square brackets after each questionable word.
4. In instances where annotations have been erased or are evident but illegible due to page trimming or damage insert “annotations illegible” in square brackets.

### **Example:**

1. In the image above (page 51), the annotation would be transcribed thus: “~~Friday~~ Thursday”.
2. In the image below, the annotations in this almanac are evident but illegible because the pages have been trimmed when the almanac was rebound. The annotations would be transcribed thus: “[annotations illegible]”.

FEBRUARY, XXVIII DAGE.

Moon's Quarters { Monday, full moon, at 11 hours  
 { Wednesday, first quarter, at 14 hours  
 { Saturday, new moon, at 4 hours

Signs of an Ebbing Tide are, when the Moon is in the 11th, 13th, 15th, 17th, 19th, 21st, 23rd, 25th, 27th, 29th, and 31st Days, and when the Moon is in the 12th, 14th, 16th, 18th, 20th, 22nd, 24th, 26th, 28th, and 30th Days.

M	W	T	F	S	S	M	A	H
D.	D.	Day and Period.	S. when	M	S.	when	A.	Hours.
1	F		10	5	8			High tide at 10 5/8
2	S	First. Ebb, D.	10	5	8			Low tide at 10 5/8
3	S		10	5	8			High tide at 10 5/8
4	F	A. Sun. of. Ebb.	10	5	8			Low tide at 10 5/8
5	M		10	5	8			High tide at 10 5/8
6	Tu	Day break 5h. 23m.	10	5	8			Low tide at 10 5/8
7	Th	Tide ends 6h. 30m.	10	5	8			High tide at 10 5/8
8	F	Day 6h. 30m. long	10	5	8			Low tide at 10 5/8
9	S	Night 12h. 30m. long	10	5	8			High tide at 10 5/8
10	*	Spring tides Qu.	10	5	8			Low tide at 10 5/8
11	M	Day 7h. 30m. long	10	5	8			High tide at 10 5/8
12	Tu	Day 7h. 30m. long	10	5	8			Low tide at 10 5/8
13	W		10	5	8			High tide at 10 5/8
14	Th	Fading. Day Ebb.	10	5	8			Low tide at 10 5/8
15	F		10	5	8			High tide at 10 5/8
16	S		10	5	8			Low tide at 10 5/8
17	*	Spring tides Qu.	10	5	8			High tide at 10 5/8
18	M		10	5	8			Low tide at 10 5/8
19	Tu		10	5	8			High tide at 10 5/8
20	W	Day break 4h. 30m.	10	5	8			Low tide at 10 5/8
21	Th	Tide ends 5h. 30m.	10	5	8			High tide at 10 5/8
22	F	Day 5h. 30m. long	10	5	8			Low tide at 10 5/8
23	S	Day 5h. 30m. long	10	5	8			High tide at 10 5/8
24	*	Eq. Sun. or. Qu.	10	5	8			Low tide at 10 5/8
25	M	D. of Sun. or. Qu.	10	5	8			High tide at 10 5/8
26	Tu	Day Ebb.	10	5	8			Low tide at 10 5/8
27	W	Day Ebb.	10	5	8			High tide at 10 5/8
28	Th	Night 12h. 30m. long	10	5	8			Low tide at 10 5/8

## ***Child annotator***

---

**Definition:** Locally, this element simply records whether or not a given note was likely written by a child.

**Maps to DC Element:** N/A

**Name and location in database:** child (in Text table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None

**Controlled Vocabularies or Encoding Schemes:** The data entry interface will limit the input options to “Yes,” “No,” or “Unknown.”

### **Input Guidelines:**

1. Select “Yes” if a given note seems likely to have been written by a child.
2. Select “No” if a given note seems likely to have been written by an adult.
3. Select “Unknown” if it’s not clear whether a given note was written by a child or by an adult.
4. Note that only rarely will it be absolutely clear whether a child or an adult wrote a particular note. In the absence of definitive evidence, make an educated guess and only select “Unknown” if writer’s age is truly unclear.
5. The subject matter as well as the penmanship of the note are good indicators of the age of the annotator.

### **Example:**

The letters of the alphabet repeated around the margins of an almanac are likely the work of a child practising his or her writing; select “Yes.”

## *Annotation legibility*

---

**Definition:** Locally, this element records whether or not the meaning of a given note can be transcribed confidently or not.

**Maps to DC Element:** N/A

**Name and location in database:** legible (in Text table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** None

**Controlled Vocabularies or Encoding Schemes:** The data entry interface will limit the input options to “Yes” or “No.”

### **Input Guidelines:**

1. Select “Yes” if a given note is legible and can be transcribed accurately.
2. Select “No” if a given note is not legible at all or is incompletely legible.

## *Description of text*

---

**Definition:** Locally, this element records a description of the location and appearance of a given note. Dublin Core defines the “description” element as “an account of the resource.”

**Maps to DC Element:** dc:description

**Name and location in database:** description (in Text table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** None.

### **Input Guidelines:**

1. Record the colour and medium (ink, pencil, paint, etc.).
2. Record the position, if relevant.
3. Separate elements of the description using semicolons.

### **Example:**

An appropriate entry might be, “Written in black ink; note adjacent to calendar entry for 15 March.”

## *Description of mark*

---

**Definition:** Locally, this element records the text of a note. Dublin Core defines the “description” element as “an account of the resource.”

**Maps to DC Element:** dc:description

**Name and location in database:** description (in Mark table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required if available

**Notes:** None.

**Controlled Vocabularies or Encoding Schemes:** None.

### **Input Guidelines:**

1. Record the colour and medium (ink, pencil, paint, etc.).
2. Record the position and shape of the mark, if relevant.
3. This is a text field with no limitations on the length of the entry, but brevity is encouraged.
4. Separate elements of the description using semicolons.

### **Example:**

An appropriate entry might be, “A horizontal mark in pencil; adjacent to entry for 20 January.”

## *Digital creator*

---

**Definition:** In our database, the digital creator is the person responsible for inputting information about each almanac image. Dublin Core defines the “creator” field as the “entity primarily responsible for making the resource.”

**Maps to DC Element:** dc:creator

**Name and location in database:** digital\_creator (in Image table)

**Represented in RDF for NINES:** role:DTC (if NINES adds this value)

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** This data will likely not be public when the archive is published; the digital creator is useful information for administrative purposes only.

**Controlled Vocabularies or Encoding Schemes:** The data entry interface will enter the name of the digital creator automatically by referencing the user who inputted the data for each image.

**Input Guidelines:** N/A

**Example:**

If Lindsey described the metadata for a given image in a database, the interface will record “Lindsey Eckert” in this field.

## *Digital format*

---

**Definition:** Locally, the digital format element refers to file type of a given almanac image. This element maps to the Dublin Core “format” element, defined as “the file format, physical medium, or dimensions of the resource.”

**Maps to DC Element:** dc:format

**Name and location in database:** digital\_format (in Image table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** This field should not be confused with the “format” field in the “Issue” table. The latter records the bibliographic format type of the physical resource, while the “Digital format” field describes the characteristics of the digital surrogate.

**Controlled Vocabularies or Encoding Schemes:** Although libraries may provide images of almanacs in various file formats, we will convert all images to JPEGs. The database software will therefore automatically populate this field with the value “JPEG.”

### **Input Guidelines:**

N/A

### *Date metadata created*

---

**Definition:** This element refers to the date and time at which the record for a particular image is created in the database. The “created” term refines the Dublin Core “date” element, and is defined as “the date of creation of a resource.”

**Maps to DC Element:** dcterms:created

**Name and location in database:** date\_created (in Image table)

**Represented in RDF for NINES:** N/A

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:**

This field is not to be confused with the date when the photograph of the almanac was taken, or the date to which the almanac refers. It will not be public field when the database is published, but may be useful for administrative purposes.

**Controlled Vocabularies or Encoding Schemes:** A timestamp will automatically be created and recorded by the database software when image information is recorded. There is no need to enter data here by hand.

**Input Guidelines:** N/A

**Example:** N/A

## ***Digital publisher***

---

**Definition:** Locally, the name of our archive, as the organization responsible for publishing the digital copy of each image. Dublin Core defines this element as “an entity responsible for making the resource available.”

**Maps to DC Element:** dc:publisher

**Name and location in database:** no corresponding field in the database

**Represented in RDF for NINES:** collex:archive

**Occurrence:** Non-repeatable

**Obligation:** Required

**Notes:** This is not a value that will be entered in the database because all records will have the same value. The digital publisher element, mapping to the “collex:archive” field in RDF format for NINES, provides the name of our archive on every record so that the COLLEX search engine can identify the project to which each image belongs to when aggregating search results for NINES users.

**Controlled Vocabularies or Encoding Schemes:** NINES will assign us a “collex:archive” identity for use when compiling RDF files for each of our resources.

### **Input Guidelines:**

A value for this element will be inputted in RDF or XML files but not in the database itself.

### **Examples:**

N/A

## *Related files*

---

**Definition:** Locally, this element describes other images that come from the same almanac copy as the image being described. This field maps to the Dublin Core “relation” field, defined as “a related resource.”

**Maps to DC Element:** dc:relation

**Name and location in database:** the image\_ID of any other images in the database that share the copy\_ID of a given image ((in the Image table)

**Represented in RDF for NINES:** dc:relation rdf:resource=""

**Occurrence:** Repeatable

**Obligation:** Required

**Notes:** According to NINES, the “relation” term is a “pointer to an associated resource” and provides “a means to express relationships among resources that have formal relationships to others, but exist as discrete resources themselves e.g. images in a document, other volumes in a series or items in a collection.” The RDF file names of other resources that are also present in the almanac in which the present resource is included must be referenced with the rdf:resource tag. These file names are not equivalent to the values entered in the database that describe this field; the file names will be determined at some point in the future.

**Controlled Vocabularies or Encoding Schemes:** The database will automatically generate unique identifiers for this field. There is no need to input values here by hand.

### **Input Guidelines:**

N/A

### **Examples:**

N/A

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