

MINIM-UK-201  
v1.0

# Proposal for cataloguing and metadata of objects for MINIM-UK

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## 1 Outline

This document describes a proposed methodology and structure for the cataloguing of musical instruments to be included in the MINIM-UK database.

## 2 Scope

- The Steering Group have agreed that LIDO 1.0 XML is an appropriate structure for object metadata. Given the need to export content to MIMO/Europeana, and the guidelines already produced in this area, object records for MINIM-UK should follow the same structure.
- This is an overview document of record structure and field definitions, hence full LIDO XML tags are not given.
- A full LIDO XML mapping document will be created in conjunction with the Database Development Officer. For reference, the MIMO documentation on metadata mapping to the LIDO XML structure can be found at the [MIMO Toolkit](#).

## 3 Collections and their objects

Consideration is given to two collection types:

1. Collections using cataloguing/collection management software, with at least the mandatory metadata fields available. Collections with metadata available from their own collection management systems should map their content to the relevant fields.
2. Collections with little/no object information, or unable to provide mandatory metadata. These collections will need Cataloguer assistance, who will populate the required fields.

The **minimum mandatory** information for any object record is as follows:

### **Descriptive metadata:**

- The category of the instrument
  - The type of object (whether it is an instrument, or part of an instrument)
  - The classification of the instrument??
- Basic information identifying the instrument
  - The name of the instrument
  - The full name of the institution where the instrument is currently kept

### **Administrative metadata:**

- Information on the instrument record itself:
  - Unique record ID from the collection's own system/catalogue
  - The type of record (e.g. the collection level of the record)—for MINIM-UK the object type will *always* be a single item.
  - The legal body ID of the collection (Sigla/MDA code)
- The filename(s) of any associated media being provided

### **Other metadata:**

- A LIDO record ID, which provides a unique identifier for the record as a whole.

Participating collections are encouraged to provide the **optional** information where possible, so that users are provided with the maximum available information about each object.

## 4 Data challenges and authorities

Given the wide array of participating collections, control will be needed for common terminology in categories, names, and dates.

### 4.1 Authorities

MIMO already provides authorities for:

- Instrument makers
- Instrument names
- Instrument classification (including Hornbostel-Sachs)

An authority is in development for ethnonyms.

These authorities can be used in a metadata enrichment process to normalise data during ingestion into the database. These authorities should be updated in conjunction the MIMO consortium when new entries are required. A process for the identification of new terminology and inclusion in the authority list will be implemented.

### 4.2 Dates

Object search by date will be an important feature of the interface. To allow effective use of this function, fields relating to the earliest and latest date of an event must be given, even if a period name is supplied. See [D-3.6: Event date](#) for further information.

If the date is impossible to ascertain, or is not catalogued, the date field should not be used.

For date ranges to be used when associated with period names, the following are proposed:

Term	Range	Example
<b><i>circa</i></b> Or <b><i>around</i></b>	±5 years	“circa 1750” Earliest date = 1745 Latest date = 1755
<b><i>Early xx<sup>th</sup> century</i></b>	33 years	“Early 19 <sup>th</sup> century” Earliest date = 1800 Latest date = 1832
<b><i>Mid xx<sup>th</sup> century</i></b>	34 years	“Mid-19 <sup>th</sup> century” Earliest date = 1833 Latest date = 1866
<b><i>Late xx<sup>th</sup> century</i></b>	33 years	“Late 19 <sup>th</sup> century” Earliest date = 1867 Latest date = 1899
<b><i>First half of xx<sup>th</sup> century</i></b>	50 years	“First half of 18 <sup>th</sup> century” Earliest date = 1700 Latest date = 1749
<b><i>Second half of xx<sup>th</sup> century</i></b>	50 years	“Second half of 18 <sup>th</sup> century” Earliest date = 1750 Latest date = 1799
<b><i>First quarter of xx<sup>th</sup> century</i></b>	25 years	“First quarter of 17 <sup>th</sup> century” Earliest date = 1600 Latest date = 1624
<b><i>Second quarter of xx<sup>th</sup> century</i></b>	25 years	“Second quarter of 17 <sup>th</sup> century” Earliest date = 1625 Latest date = 1649
<b><i>Third quarter of xx<sup>th</sup> century</i></b>	25 years	“Third quarter of 17 <sup>th</sup> century” Earliest date = 1650 Latest date = 1674
<b><i>Fourth quarter of xx<sup>th</sup> century</i></b>	25 years	“Fourth quarter of 17 <sup>th</sup> century” Earliest date = 1675 Latest date = 1699
<b><i>General date range</i></b>	As specified by	“1850-1860”

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	provider	Earliest date = 1850 Latest date = 1860
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These date ranges are specific definitions for MINIM search queries only.

## 5 Cataloguing new collections

In case a collection is not yet catalogued and there are no preferred cataloguing standards, the CIMCIM standards for the cataloguing of instrument collections (Myers 1989) are available online and will be taken as methodological guideline: <http://www.euchmi.ed.ac.uk/itnXIVc.html>

Because of the scope and time constraints of the project, however, a reduced version will be adopted, and the following fields will be catalogued:

Field	MINIM-UK field
Instrument category	<a href="#">D-1.2.2: Category name</a>
Hornbostel-Sachs classification	<a href="#">D-1.2.1: H-S</a>
Unique object number from the collection	<a href="#">D-2.2.1: Inventory number</a>
Instrument name/title	<a href="#">D-2.1: Object title</a>
Nominal pitch (if applicable)	<a href="#">D-2.4: Description</a>
Maker	<a href="#">D-3.4: Event actor</a>
Place of origin	<a href="#">D-3.7: Place</a>
Culture of origin	<a href="#">D-3.5: Event culture</a>
Date of making	<a href="#">D-3.6: Event date</a>
Serial number	<a href="#">D-2.5: Serial number</a>
Technical description (c.50-200 words)	<a href="#">D-2.4: Description</a>
Dimensions	<a href="#">D-2.6 Dimensions</a>
Inscriptions	<a href="#">D-2.3: Inscription</a>
Decorative features	<a href="#">D-4: Subject</a>

If the collection already has this information in a written format, it should be provided to the Cataloguer(s) for digital preparation.

### 5.1 Considerations

There are a number of important factors for Cataloguers when generating new object records. A pragmatic approach is required: levels of object cataloguing should be decided on the basis of the collection requirements, the perceived importance of particular objects, and the time/resources available. It is assumed that an average time of max. 30 minutes can be allocated to the generation of each new record, including the time required to take photographs.

### 5.2 Photography

Cataloguers should follow the [MIMO Digitisation Standard](#), obtaining the mandatory view of each object, and as many recommended views as time allows.

### 5.3 Measuring dimensions

Where possible, the longest dimension of an object should be catalogued. If time and resources allow, measurements providing value for playing characteristics should be catalogued. See the CIMCIM standards for guidelines.

All units will be given in millimetres (mm).

## 6 Object record tree

### 6.1 Metadata branches

#### *Descriptive metadata*

This branch of the object record features fields which describe:

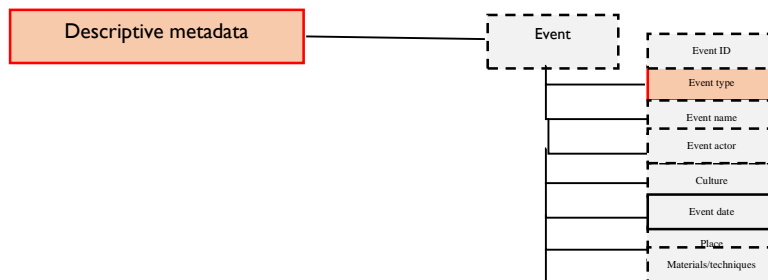
- Titles and classification of the object
- Physical characteristics of the object
- Important events relating to the object.

#### *Administrative metadata*

The *Administrative metadata* branch of the object record features fields which describe:

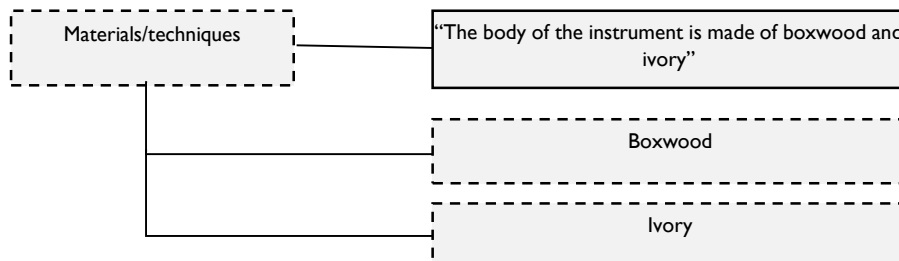
- The organisational source of the object
- Any rights relating to the object
- Any associated media resources.

Note that there are instances where fields only become mandatory if a preceding higher-level field is used. For example, if an *Event* is attached to an object, the *Event type* **must** be given, but use of the other fields is optional:



### 6.2 'Indexing' fields

Collections are encouraged to map content to fields which will improve search responses. For example: if materials used to form the object are described in free text, additional supply of the individual materials used will allow targeted search queries on regular terminology, and linking to objects with similar content.



# Glossary of individual fields

## A-1: Record info

**Mandatory** branch of *Administrative metadata*.

### A-1.1: Record ID

**Mandatory** field.

It contains a unique identification of the object from the collection. This will usually be a record ID from the collection's cataloguing software.

This field can be repeated if more than one ID is available.

Example: "1062", "0001", "A0001"

### A-1.2: Record type

**Mandatory** field.

All records will be classed as a single object, hence the text string "item" will always be used as the record type.

Note: the text string will be imposed as part of the ingestion process.

Example: "item"

### A-1.3: Record source

**Mandatory** branch of *A-1: Record info*.

It contains fields identifying the record originator.

#### A-1.3.1: Legal body ID

**Mandatory** field.

This field contains the MDA code/Sigla which acts as a unique identifier for the collection.

Example: "GB-Lcm"

#### A-1.3.2: Legal body name

**Optional** field.

This field contains the full name of the record originator.

Example: "Royal College of Music", "Royal Academy of Music"

#### A-1.3.3: Source website

**Optional** field.

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It contains a link to the record on the source collection's website.

Alternatively it can link to the parent site, if no online catalogue is available.

*Example:* "http://www.rcm.ac.uk/museum"



## A-2: Rights

**Optional** branch of *Administrative metadata*, acting as a wrapper for one or more *Rights sets*.

Note: This branch refers to information about copyright and other intellectual property statements required for use of the **metadata**, and not related media. For image/media rights, see [A-3.1.4](#).

### A-2.1: Rights set

**Optional** branch, containing a group of information relating to rights.

It can be repeated where there are multiple groups of information required.

#### A-2.1.1: Type

**Optional** field for the rights type.

It is a free text field.

Examples: "Copyright", "Trademark"

#### A-2.1.2: Date

**Optional** branch for any dates associated with the rights. It has two **mandatory** sub-fields.

##### A-2.1.2.1: Earliest date rights received

**Mandatory** field to specify the earliest date attached to rights.

The date format should preferably be YYYY-MM-DD, but at least the year should be specified.

Example: "2001-01-06"

##### A-2.1.2.2: Latest date rights received

**Mandatory** field to specify the latest date attached to rights.

The date format should preferably be YYYY-MM-DD, but at least the year should be specified.

Example: "2015-10-13"

#### A-2.1.3: Holder

**Optional** branch for information on the rights holder.

This branch be repeated if there are multiple rights holders.

##### A-2.1.3.1 Name

**Optional** free field to specify the name of the rights holder.

Example: "University of Edinburgh"

##### A-2.1.3.2 ID

**Optional** field to specify the ID of the rights holder. This will be the MDA code, or CIMCIM sigla.

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Example: "UEDIN"

#### A-2.1.3.3 Web link

**Optional** field to specify the web address of the rights holder.

Example: "http://www.ed.ac.uk/"

#### A-2.1.4: Credit line

**Optional** field for credit line text.

Example: "Copyright: University of Edinburgh, 2014."

## A-3: Resources

**Mandatory** branch of *Administrative metadata*, acting as a wrapper for any media to be associated with the object.

### A-3.1: Resource

**Mandatory** branch, containing a group of information about a media resource.

It is repeated for each media resource to be included with the object information.

#### A-3.1.1: Web link

**Optional** field.

A link to a page on the collection's own website, where the media file can be accessed.

*Example:* "http://keimages.ram.ac.uk/emuweb/php5/media.php?irn=18346"

#### A-3.1.2: File ID

**Mandatory** field.

The file name of the resource, as delivered to MINIM-UK.

*Example:* "RCM0338\_Front.jpg"

#### A-3.1.3: File type

**Optional** field specifying the media type.

*Example:* "image", "audio", "video"

#### A-3.1.4: Rights information

**Optional** branch for rights information relating to the media resource.

This branch follows an identical structure and format to [A-2.1: Rights set](#).

#### A-3.1.5: Caption

**Optional** field for a caption, e.g. to describe an image.

*Example:* "The signature in this image reads 'Belchior Dias' and next to it 'LXA', an early abbreviation for 'Lisbon!'"

## D-1: Classification set

**Mandatory** branch of *Descriptive metadata*.

### D-1.1: Object type

**Mandatory** field.

This field specifies whether the object is a whole instrument, or a part of an instrument (e.g. a mouthpiece).

Only one of the two text strings from the example is allowed.

Example: “musical instruments”, “parts of musical instruments”

### D-1.2: Classification

**Mandatory** branch within the *Classification set* for categorisation of the instrument.

#### D-1.2.1: Hornbostel-Sachs classification

**Optional** field to supply the H-S number for the instrument.

Example: “412.13”

#### D-1.2.2: Category name

**Mandatory** field to supply the category of the instrument.

Multiple category names are allowed. If multiple names are present, one must be labelled as ‘preferred’ to allow automatic classification by MINIM and MIMO. The other terms must be labelled ‘alternative’.

Example: “Accordion”

## D-2: Identification

**Mandatory** branch of *Descriptive metadata*.

### D-2.1: Object title

**Mandatory** field for the instrument name.

Multiple names are allowed. If multiple names are present, one must be labelled as 'preferred', and the others labelled 'alternative'.

Example: "Clavicytherium"

### D-2.2: Repository

**Mandatory** branch of *Identification*.

This branch can be repeated if required, for example to record a history of repositories.

#### D-2.2.1: Inventory number

**Optional** field for the object's inventory number in the repository.

Example: "RCM0001"

#### D-2.2.2: Repository

**Mandatory** branch for the repository name.

This follows the same format as [A-1.3: Record source](#) (and can include MDA code/CIMCIM sigla where appropriate) but at least the full repository name must be given.

Example: "Royal College of Music Museum"

### D-2.3: Inscription

**Optional** field for inscriptions on the object.

This is a free text field and can be repeated if there are multiple inscriptions.

Example: In ink on bottom sticker: "primo basso"

### D-2.4: Description

**Optional** branch of *Identification* for descriptive text.

This branch can be repeated if required, for example to record multiple descriptions of different types.

#### D-2.4.1: Description type

**Optional** field for the type of description being provided.

Possible types are given in the example below. If no type is given, it is considered a "general description".

Example: "general description", "context", "decorative features", "literature references",

“performance characteristics”, “inscriptions locations”

#### D-2.4.2: Description text

**Optional** field giving the description text.

*Example:* “Military bugle. Copper body with brass mounts, including bell garland, connecting ferule in tubing and mouthpiece receiver. Mouthpiece stamped: Potter, London; attached with chain.”

#### D-2.4.3: Description source

**Optional** field to provide the source of the description text (e.g. the text author).

This is a free text field – collections are free to specify the source as they please.

*Example:* “© Horniman Museum and Gardens”

*Example:* “Margaret Birley, Keeper of Musical Instruments, Horniman Museum and Gardens”

### D-2.5: Serial number

**Optional** field to record a serial number of an instrument, particularly for industrially manufactured objects with many produced examples.

Note: some collections may already record this information as an inscription field in their management systems, in which case it can be recorded in [D-2.3](#).

This is a free text field and can be repeated if there are multiple serial numbers.

*Example:* "151896"

### D-2.6: Dimensions

**Optional** branch of *Identification* for object dimensions/measurements.

#### D-2.6.1: Free text measurements

**Optional** field to describe object dimensions with free text. All dimensions to be recorded should be within this field.

*Example:* "Overall length: 843mm. Keyboard length: 762mm."

#### D-2.6.2: Measurements set

**Optional** branch to split measurements into basic attributes. All its sub-fields are mandatory.

##### D-2.6.2.1 Unit

**Mandatory** field to specify the unit of measurement.

*Example:* “mm”

##### D-2.6.2.2 Type

**Mandatory** field to specify the physical part being measured.

Example: “Keyboard length”

#### D-2.6.2.3 Value

**Mandatory** field to specify the number of units.

Example: “762”

## D-3: Event

Note: The concept of an ‘event’ is not common in collections management systems and may require complex mapping from multiple field sources. A forthcoming document on formal mapping to LIDO XML will provide further advice in this area.

**Optional** branch of *Descriptive metadata*.

This branch can be repeated for each event to be specified.

An event would usually be the date of production for the object, but other event types can be supplied if required.

### D-3.1: Event ID

**Optional** field for the unique ID of the event from the collection’s system.

Example: “event-36”

### D-3.2: Event type

**Mandatory** field for the type of event being specified.

The most common type will be “production”. This, and other types are given in the example below.

Example: “Production”, “Acquisition”, “Creation”, “Finding”, “Modification”, “Use”, “Collecting”, “Designing”, “Destruction”, “Excavation”, “Exhibition”, “Loss”, “Move”, “Order”, “Part addition”, “Part removal”, “Performance”, “Planning”, “Provenance”, “Publication”, “Restoration”, “Transformation”, “Type assignment”, “Type creation”

### D-3.3: Event name

**Optional** branch for the name of the event.

#### D-3.3.1: Name

**Mandatory** free text field to describe the event name.

#### D-3.3.2: Source

**Optional** free text field to describe the source giving the event name.

### D-3.4: Event actor

**Optional** branch to describe the actor involved in the event. This branch can be repeated if there is more than one actor.

Note: If an actor is described, an attribute describing the type is **mandatory**. Only two types are allowed: “person”, referring to an individual, or “firm”, referring to a company/institution.

Example: “person”, “firm”

#### D-3.4.1: ID

**Optional** field for the unique ID of the actor from the collection’s system.

Example: “agent-614”

#### D-3.4.2: Actor name

**Mandatory** branch for the actor name.

##### D-3.4.2.1 Name

**Mandatory** field to specify the name.

The MIMO thesaurus provides an authority list of names.

Example: “Boosey & Hawkes”

##### D-3.4.2.2 Source

**Optional** field to specify the name source.

#### D-3.4.3: Nationality

**Optional** field for the actor’s nationality.

Example: “Spanish”

#### D-3.4.4: Vital dates

**Optional** fields for the actor’s birth date/beginning of activity, and death date/end of activity.

The date format should preferably be YYYY-MM-DD, but free text dates are allowed.

Example: “2015-11-05”

#### D-3.4.5: Gender

**Optional** field to specify actor gender.

Four possible entries are available, see the example below.

Example: “male”, “female”, “unknown”, “not applicable”

#### D-3.4.6: Role

**Optional** field to specify role of the actor.

Example: “Instrument maker”



### D-3.5: Event culture

**Optional** field to supply the ethnonym/people name.

*Example:* “Mangbetu”

### D-3.6: Event date

**Optional** branch to supply a date/date range relating to the event.

If a date is being provided, the earliest and latest dates are **mandatory**. If the exact date is known, the contents of these fields will be identical.

#### D-3.6.1: Date (free text)

**Optional** field to provide a free text version of the date.

*Example:* “circa 1610”

#### D-3.6.2: Earliest date

**Mandatory** field to provide the earliest date for the event.

The date format should preferably be YYYY-MM-DD, but at least the year should be specified.

*Example:* “1605”

#### D-3.6.3: Latest date

**Mandatory** field to provide the latest date for the event.

The date format should preferably be YYYY-MM-DD, but at least the year should be specified.

*Example:* “1615”

#### D-3.6.4: Period name

**Optional** field to provide the name of the period when the event occurred.

If a period name is also specified in D-3.6.1, this field will be identical.

*Example:* “early 17<sup>th</sup> century”

### D-3.7: Place

**Optional** branch to provide geographical information about the event.

#### D-3.7.1: Free text place name

**Optional** field to provide a free text version of the place.

*Example:* “London”

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#### D-3.7.2: Place ID

**Optional** field for the unique ID of the place from the collection's system.

Example: "place-868"

#### D-3.7.3: Place name

**Optional** field to provide the place name.

Example: "Paris"

##### *D-3.7.3.1: Geographical entity*

Additional 'is part of' fields can be provided to make the geographical entity more precise.

Example: "Paris"  
[Is part of] "France"  
[Is part of] "Europe"

#### D-3.8: Materials/techniques

**Optional** branch to provide information on object materials/production techniques.

##### D-3.8.1: Free text materials/techniques

**Optional** field to provide a free text version of the materials/techniques.

Example: "Boxwood, ivory"

##### D-3.8.2: Material/technique

**Optional** repeatable field to index individual materials and techniques.

Example: "Ivory"

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## D-4: Subject

**Optional** branch of *Descriptive metadata*.

### D-4.1: Decorative element

**Optional** repeatable field to provide information on any decorative subject matter displayed on the instrument.

*Example:* “The inside of the lid is painted in the style of Paris Bordone of Venice (c. 1580), depicting Venus and Cupid and a hunting scene towards the tail.”