BADIAN COLLECTION
RUCore Digital Collection

In Cooperation with:
Rutgers University Libraries, Special Collections & University Archives
Scholarly Communication Center

RECOMMENDED PRACTICES FOR METADATA

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General Notes

This document provides guidelines for creating the appropriate metadata for records in the Badian Collection in RUCore. Each section of this document corresponds to its associated section in RUCore's OpenWMS platform: Descriptive Metadata, Source Metadata, Technical Metadata, and Rights Metadata. The metadata elements are provided in sequential order as they appear in OpenWMS. However, numbering of metadata sections and sub-sections in the document is only provided for clarity and organization purposes.

This is a guide to the terms in this document:

- **Term Name** – name of the metadata element in Open WMS
- **Portal Label** – name of the metadata element in the Badian Collection's RUCore portal (Note: In some cases, the metadata element may only be visible in the "Complete Record" view and not the RUCore portal's "Full Record" or "Brief Record" views.)
- **XML Tags** – displays the XML code that is generated for metadata. Metadata values are listed in square brackets as placeholders in the XML code snippets displayed. However, actual XML code generated may vary from record to record. Related metadata elements may be nested together as sub-elements. For example, *Mint*, *Date Issued* and *Date Other* metadata are all nested together as sub-elements of *Origin Info*.
- **Definition** – the specific definition of the metadata element for the Badian Collection
- **Obligation** – whether a specific metadata element is "Mandatory", "Required" or "Optional" for the Badian Collection
- **Repeatable** – whether a specific metadata element can be repeated – either "Yes" or "No"
- **Refinements** – additional requirements required or recommended for entering record data correctly in OpenWMS
- **Input Guidelines** – provides details regarding the proper input of metadata for that specific metadata element
- **Notes** – additional insights regarding the proper use and application of metadata elements
- **Examples** – illustrate how the metadata should metadata should be created

Metadata examples and controlled vocabulary terms have been included to provide further explanations regarding the recommended metadata practices for the Badian Collection. If additional guidance is needed to ascertain the appropriate use of metadata elements in RUCore records, please consult RUCore's OpenWMS Metadata Guide (http://rucore.libraries.rutgers.edu/open/projects/openwms/index.php?sec=guides&sub=metadata).

A guide to ancient Roman characters & useful symbols

Ancient Roman text, consisting of decorative monographs, value marks, mint marks, and other symbols, provide a challenge for metadata entry. Some of these characters can be entered or copy-and-pasted into OpenWMS. However, some non-standard Unicode characters are not currently supported in OpenWMS. In some cases, it may be necessary to make standard substitution with or without square brackets to express the text, mark, or other symbol expressed on the coin. A list is provided below but is, by no means, exhaustive. More examples may be added as needed. It is best to use Arial as the font when entering the acceptable characters.

It may also be difficult to identify the exact ancient character expressed on a coin. Print and online resources, such as Omniglot (http://www.omniglot.com/writing/latin.htm) and Ancient Scripts (http://www.ancientscripts.com/latin.html), may be useful for identifying ancient Latin and Greek characters correctly. For a partial list of archaic Latin and Greek symbols, one can also consult, respectively, http://en.wikipedia.org/wiki/Latin_alphabet#Archaic_Latin_alphabet and http://en.wikipedia.org/wiki/Archaic_Greek_alphabets. In many cases, Sydenham and Crawford may have the most useful information in identifying relevant graphemes as meaningful numismatic marks. Sydenham's *The Coinage of the Roman Republic* provides resources in Index III (mint letters, monograms, etc.), Index IV (unusual marks of value, etc.), and Index V (monograms, etc. used for moneyers' names). In the case of the Roma monogram in the chart below, it will be most appropriate to express the unusual orientation of ancient text characters as "Roma (monogram)." This transcription provides the user a semantically meaningful description of the ancient text characters. It should be noted that Sydenham also provides a handful of Greek and Oscan legends on the last page of Index VII (legends, etc.).

Character	Supported by OpenWMS	Substitutions
Æ (grapheme of A and E)	Yes	n/a
Φ (Greek phi)	Yes	n/a
⋏, ⋏, ⋏, ⋏, ⋏, Ⱥ (Archaic A)	No	A
⌐ (Archaic P)	No	P
✕ (Denarius mark)	No	(denarius mark)

✝ (As mark)	No	(as mark)
S (Semis mark)	Yes	S (semis mark)
R8 (ROMA monogram)	No	ROMA (monogram)

When transcribing the type, legend, and Badian note in the metadata, other modern text characters have proved useful for metadata entry. Some useful characters that are compatible with OpenWMS are listed below.

Description	Character	Unicode
Up arrow (in Badian note)	↑	UPWARDS ARROW (U+2191)
Down arrow (in Badian note)	↓	DOWNWARDS ARROW (U+2193)
Interpunct (for legend)	·	MIDDLE DOT (U+00B7)
Counterclockwise arrow (in Badian note)	↺	ANTICLOCKWISE OPEN CIRCLE ARROW (U+21BA)
Clockwise arrow (in Badian note)	↻	CLOCKWISE OPEN CIRCLE ARROW (U+21BB)
One small circle (value mark in type & Badian note)	●	BLACK CIRCLE (U+25CF)
Two small circles - horizontal (value mark in type & Badian note)	●●	BLACK CIRCLE (U+25CF)
Three small circles - horizontal (value mark in type & Badian note)	●●●	BLACK CIRCLE (U+25CF)
Two small circles - vertical (value mark in type & Badian note)	●● (arranged vertically)	BLACK CIRCLE (U+25CF)
Three small circles - vertical (value mark in type & Badian note)	●●● (arranged vertically)	BLACK CIRCLE (U+25CF)

1. Descriptive Metadata

1.1 - TYPE OF ITEM

Term Name	Type of Item
Portal Label	*n/a (Complete Record view only)*
XML tags	<mods:typeOfResource>StillImage</mods:typeOfResource>
Definition	Identification of the type of digital object. In all cases, the digital surrogate will be "StillImage."
Obligation	Mandatory
Repeatable	No
Input Guidelines	Data should automatically be entered in OpenWMS record. Check that "StillImage" is selected.

1.2 – TITLE

Term Name	Title Info - Title
Portal Label	Title
XML tags	<mods:titleInfo> <mods:title>[title of record]</mods:title> </mods:titleInfo>
Definition	Title assigned to each coin record.
Obligation	Mandatory
Repeatable	No
Refinements	Type="main"
Input Guidelines	The title of the record should follow this naming convention: "*denomination – Sydenham # - Crawford # - other classifier # (if relevant) - special characteristics (if relevant)."* Please review the examples below as a guide. If no denomination is available, find another way to distinguish the coin from others (see "Ptolemy VI - Svoronos 1384" in examples below).

Examples	
Title	**Data for Title Creation**
Denarius - Sydenham 561 - Crawford 296/1 - Brockage	Denomination: Denarius; Classification: Sydenham 561/1, Crawford: 296/1; Special Characteristics: Brockage
Sextans - Sydenham 95 - Crawford 39/3	Denomination: Sextans; Classification: Sydenham 95, Crawford 39/3
Aes Rude	Denomination: Aes Rude; no classification
Denarius Serratus - Sydenham 567a or 744 - Crawford 308/1b or 378/1a - Mule	Denomination: Denarius; Classification: Sydenham 567a or 744; Crawford: 308/1b or 378; Special Characteristics: Mule
Ptolemy VI - Svoronos 1384	Denomination: n/a; Authority: Ptolemy VI, Philometor; Classification: Svoronos 1384
Tetradrachm - Fisher 6r16	Denomination: Tetradrachm; Classification: Fisher 6r16

1.3 – LANGUAGE

Term Name	Language – Language Term
Portal Label	*n/a (Complete Record view only)*

XML tags	`<mods:language>`
	  `<mods:languageTerm authority="ISO639-2b" type="code">`[language code]`</mods:languageTerm>`
	`</mods:language>`

Definition	Language(s) expressed on the coin's legend (text printed on coin's obverse and reverse).
Obligation	Required (if applicable)
Repeatable	Yes
Refinements	Term Source="ISO639-2"; Term Type="code"
Input Guidelines	All language terms should be entered with the appropriate ISO639-2 language code. For a full list of ISO language codes, refer to the Library of Congress' "ISO 639-2 Language Code List" (http://www.loc.gov/standards/iso639-2/php/code_list.php). If there is no legend (printed text on a coin), e.g. Aes Rude and Triens, skip this section of the metadata.
Examples	• "lat" – code for Latin • "grc" – code Ancient Greek

1.4 – DENOMINATION

Term Name	Genre
Portal Label	Denomination
XML tags	<mods:genre authority="local">[denomination]</mods:genre>
Definition	Name of the group, or class, of currency that the coin belonged to when it was issued and circulated.
Obligation	Required (if applicable)
Repeatable	No
Refinements	Term Source="RomanCoins-denominations"
Input Guidelines	Enter the singular version of the denomination's name by using the list from the **RomanCoins-denominations** drop-down menu by **Term Source**. In rare cases where there is no denomination name available (e.g. Ptolemy VI - Svoronos 1384), skip this element.
Note	Denomination names will be added to the **RomanCoins-denominations** list on an ad hoc basis.
Controlled Vocabulary	• Aes Rude • Drachm • Aes Signatum • Dupondius • Sestertius • As • Half-litra • Sextans • Aureus • Litra • Tetradrachm • Denarius • Quadrans • Triens • Denarius Serratus • Semis • Uncia • Didrachm • Semuncia • Victoriatus

1.5 – SUBJECTS

Term Name	Subject (topic)
Portal Label	Subjects

XML tags	\<mods:subject authority="local"\>
	    \<mods:topic\>[subject term]\</mods:topic\>
	   \</mods:subject\>

Definition	Terms for iconography on the coin that represent people, mythology, animals, plants, objects, and/or architecture.
Obligation	Required (if applicable)
Repeatable	Yes
Refinements	Term Source="Local (for free text entry)"
Input Guidelines	Subject terms should conform to the local controlled vocabulary for the Badian Roman Coins Collection. New subject terms may be added to the controlled vocabulary, on an ad hoc basis. When there are no appropriate subjects for a coin (e.g. Aes Rude), skip this element.
Notes	• Subject terms should applied selectively in order to provide a concise, specific list of the iconography's subject matter. For example, if a "biga" is shown on the coin, select the more specific term "biga" and not the more general term "chariot." • All subject terms should be in lower case with the exception of proper names. Proper names should have the first letter of each word capitalized, e.g. "Pegasus" and "Gaius Julius Caesar." • Latin terms and names should be given preference over modern terms. For example, "amphora" should be used to describe a two-handled Roman jug rather than the term "jug." "Gnaeus Pompeius Magnus" should be used instead of the Anglicized version of his name "Pompey the Great." • Latin terms and names should be given preference over Greek terms and names. For example, the Latin name "Hercules" rather than the Greek name "Heracles" should be used. • When adding subject terms that are spelled differently in British English and American English, the American spellings are preferred. For example, select "scepter" over the British spelling of "sceptre" that is used commonly by Sydenham and Crawford.
Controlled Vocabulary	*- See full list of subject terms -*

SUBJECT TERMS

PERSON – Proper Names:

Aeneas
Anchises
Ancus Marcius
Anteon
Antius Restio
Aretas
Aulus Postumius Albinus
Bituitus
Catanean brothers
Claudia Quinta
Claudius Marcellus
Faustulus
Gaius Coelius Caldus
Gaius Julius Caesar
Gaius Servilius Ahala
Gnaeus Pompeius
Gnaeus Pompeius Magnus

Jugurtha
Lucius Aemilius Paullus
Lucius Calpurnius Piso
Lucius Cornelius Sulla
Lucius Critonius
Lucius Junius Brutus
Lucius Minucius Argurinus
Lucius Regulus
Marcus Aemilius Lepidus
Marcus Antonius
Marcus Fannius
Marcus Licinius Crassus
Marcus Minucius Faesus
Marcus Servilius Pulex
Geminus
Mnaeus Aquillius
Numa Pompilius

Numonius Valla
Octavian
Ptolemy V
Publius Minucius Argurinus
Quintus Arrius
Quintus Fabius Pictor
Quintus Pompeius Rufus
Quintus Servilius Caepio
Romulus and Remus
Sabine women
Sextus Pompeius
Tarpeia
Titus Tatius
Ulysses
Valeria Luperca
Vercingetorix

PERSON – Unnamed:

captive
desultor
horseman

husbandman
lector
pilot

soldier
togate figure

DIVINITY:

Acca Larentia
Africa
Alexandria
Amphitrite
Apollo
Aurora
Bacchus
Bellerephon
Bonus Eventus
Calliope
Ceres
Clio
Concordia
Cupid
Cybele
Diana
Dioscuri
Erato
Europa

Euterpe
Felicitas
Fides
Flora
Fortuna
Gallia
Genius
Hercules
Hispania
Honos
Italia
Janus
Juno
Jupiter
Lavinium
Leuconoe
Liber
Libertas
Mars

Marsyas
Medusa
Melpomene
Mercury
Minerva
Muse
Nemesis
Neptune
Nerio
Pan*
Pax
Penates
Perseus
Pietas
Polymnia
Quirinus
Roma
Salus
Selene

Sibyl
Sibylla
Sicilia
Silenus
Sol
Terminus
Terpsichore
Thalia
Urania
Vacuna
Valetudo
Veiovis
Venus
Vesta
Victory
Virtus
Vulcan

ANIMALS – Actual & Mythological:

ass	duck	hippocampus	pig
bird	eagle	hog	prawn
boar	elephant	horse	ram
bull	fish	hound	scorpion
butterfly	fly	lion	serpent
camel	goat	lizard	sphinx
centaur	grasshopper	owl	stag
cow	griffin	ox	tortoise
crab	gryphon	panther	wolf
dolphin	heron	Pegasus*	wren

Pegasus is a proper name so the first letter should be capitalized.

OBJECT:

acrostolium	curule chair	loaf	shield
acroterium	cymbium	lyre	sistrum
aegis	diadem	mask	spear
amphora	corn ear	mirror	spear head
anchor	falx	modius	staff
aplustre	fasces	oak spray	standard
arrow	fibula	palladium	star
ascia	fig tree	palm	subsellium
axe	fillet	parazonium	sword
bell	flower	patera	tabella
biga	flute	pedestal	tessera
boar's skin	galley	peplum	thunderbolt
bow	garland	petasus	thyrsus
caduceus	gladius	pileus	tibia
caestus	globe	pincers	torch
calix	goat's skin	plough	torch
cap	grapes	pomegranate	trident
capis	hammer	prow	triskelion
carnyx	hand	quadriga	tripod
causia	harpa*	quiver	trophy
chalmys	helmet	radiate head	turreted head
chariot	horns	rostrum	urn
cista	knife	rudder	wheat ear
club	labrys	scepter	wheel
cornucopiae	laurel branch	scroll	wing
crescent	lion's skin	sella	wreath
cuirass	lituus	severed head	

* List harpa as "harpa (sickle)" or "harpa (denticulated sickle)" in the type element.

ARCHITECTURE:

altar	citadel	Rostra	Villa Publica
Arch	column	temple	
Basilica Aemilia	pediment	vallum	

1.6 - SYDENHAM PERIOD

Term Name	Subject (temporal - era)
Portal Label	Sydenham Period
XML tags	<mods:subject authority="Roman Coins"> 　<mods:temporal>[Sydenham period]<mods:temporal> 　</mods:subject>
Definition	Numismatic period, as designated by E.A. Sydenham in *The Coinage of the Roman Republic*, which corresponds to the coin's Sydenham classification.
Obligation	Required (if applicable)
Repeatable	Yes
Refinements	Term Source ="Roman Coins"
Input Guidelines	Enter the appropriate Sydenham period for the coin, according to the controlled vocabulary. If there is no Sydenham period that is appropriate for the coin, skip this metadata section.
Notes	• In some cases, a coin may have two Sydenham classifications, and, thus, two Sydenham periods. For example, the "Denarius Serratus - Sydenham 567a or 744 - Crawford 308/1b or 378/1a – Mule" coin has two Sydenham classifications and belongs to both "Period V – c. 119-91 B.C.E." and "Period VI – c. 90-79 B.C.E." • If the date assigned by Crawford does not fall within the range of the Sydenham period dates, make a brief note in the *Description* element regarding this.
Controlled Vocabulary	• Period I – 269- c. 222 B.C.E. • Period II – c. 222-187 B.C.E. • Period III – c. 187-155 B.C.E. • Period IV – c. 155-120 B.C.E. • Period V – c. 119-91 B.C.E. • Period VI – c. 90-79 B.C.E. • Period VII – c. 78-55 B.C.E. • Period VIII – c. 54-44 B.C.E. • Period IX – c. 44-30 B.C.E.

1.7 – GEOGRAPHY

Term Name	Subject (geographic - hierarchical)
Portal Label	Geography
XML tags	<mods:subject> <mods:hierarchicalGeographic> <mods:country>[country]</mods:country> <mods:region>[region]</mods:region> </mods:hierarchicalGeographic> </mods:subject>
Definition	Modern name(s) for the geographic areas, country and/or region, where the coin was minted.
Obligation	Mandatory
Repeatable	No
Refinements	Country: [Country Name]; Region: [Region Name]
Input Guidelines	Geographic terms entered should conform to the Getty Thesaurus of Geographic Names (TGN). TGN terms can be found at http://www.getty.edu/vow/TGNSearchPage.jsp by browsing the TGN hierarchies. For modern geographic terms, it is best to choose countries that roughly match the ancient region (regardless of strict boundaries) that will be recognizable to the majority of users. For most Roman republican coins, the appropriate geographic terms for region and country are, respectively, "Lazio" and "Italy." Lazio is the TGN's preferred term for Latium (http://en.wikipedia.org/wiki/Latium). Roman Republican provincial coins should have TGN terms that match their associated region of circulation. If the mint is unknown, choose only the country that best suits the coin (e.g. Italy for non-provincial Roman Republican coins). If only the country where the coin is minted is known, only enter the modern term for the country.
Notes	Geographic terms may be added to OpenWMS on an ad hoc basis.

Examples		
Mint	**Country**	**Region**
Rome	Italy	Lazio
Sicily	Italy	Sicily
Canusium	Italy	Apulia
Paphos	Cyprus	Paphos district *

Cyprus	Cyprus	-
Spain	Spain	-
Unknown	Italy	-

* Note: "Paphos district" was chosen for region element as per TGN recommendations for display terms with similar city and region names. The preferred display term is used when necessary to avoid confusion, e.g. Paphos (as city) and Paphos (as region).

1.8 – CLASSIFICATION

Term Name	Classification
Portal Label	Classification
XML tags	`<mods:classification authority="[name of classifier]">[classification code]</mods:classification>`
Definition	Data combining the name of a numismatic authority and the authority's alphanumeric code identifying a standard type or class of coin that was minted.
Obligation	Required (if applicable)
Repeatable	Yes
Refinements	Authority="Sydenham"; Authority="Crawford"; Authority="Grueber"; Authority="Sear"; Authority="Fisher"; Authority="Svoronus"
Input Guidelines	Input Guidelines: Enter the Classifier's name as **Authority** and the associated classification code (may be combination of letters, numbers, and symbols) as **Value**. This data can be located on the coin's housing and/or coin inventory spreadsheet. If there is no appropriate classification, skip this element.
Notes	• Most of the Roman coins in the Badian collection will have one Sydenham classification and one Crawford classification. In rare cases, a coin may have two classifications from the same numismatic authority for a coin. In such cases, each classification code should be entered separately. For example, "Denarius Serratus - Sydenham 567a or 744 - Crawford 308/1b or 378/1a – Mule" is a mule coin that is classified both as "Sydenham 567a" and "Sydenham 744." • The name "Svorōnos" should be normalized as "Svoronos" to better allow for users' searching.

Examples	
Title of record	**Classifications entered**
Aureus - Sydenham 1019a - Crawford 475/1a	Sydenham 1019a Crawford 475/1a
Denarius Serratus - Sydenham 567a or 744 - Crawford 308/1b or 378/1a – Mule	Sydenham 567a Sydenham 744 Crawford 308/1b Crawford 378/1a

1.9 – DESCRIPTION

Term Name	Abstract or Summary
Portal Label	Description
XML tags	<mods:abstract type="Description">[description]</mods:abstract>
Definition	Insight(s) regarding the coin's historical context and/or scholarship.
Obligation	Optional
Repeatable	No
Refinements	Type="Description"
Input Guidelines	Enter in full sentences any necessary and/or unusual information about the coin's historical context and/or scholarship, which is not expressed elsewhere in the record. This is a "free-form" field that can be as brief as a sentence or fill a paragraph. Descriptions may be repurposed across related records, as necessary. If there is no appropriate data to describe, skip this element.
Notes	Possible uses for this field include: • Alternative scholarship regarding the mint, iconography, dates of issues, and other aspects of the coin. • Disambiguation regarding confusing marks and symbols. • Disambiguation regarding anonymous moneyers identified only by marks or symbols.
Examples	• Scholars debate whether the image of a man wearing a helmet is the Roman god Mars or Publius Cornelius Scipio Africanus, also known as Scipio Africanus. • The corn ear (on the reverse) is a mint mark. The moneyer's name is unknown and is identified by Sydenham as a "symbol 'ear of corn' " and Crawford as "Corn-Ear." • Sydenham identified the female figure and soldier on the reverse, respectively, as Baetica (or Hispania) and "Cnaeus Pompey."* * "Cnaeus" is a non-preferred, alternate spelling of the Latin praenomen "Gnaeus." The non-preferred version of this name is used in this example because it comes, as stated in the description, directly from E.A. Sydenham.

1.10 - PRESENTATION FORMAT

Term Name	Presentation Format – Internet Media Type
Portal Label	n/a (Complete Record view only)

XML tags	`<mods:physicalDescription>`
	  `<mods:internetMediaType>application/pdf</mods:internetMediaType>`
	  `<mods:internetMediaType>image/jpeg</mods:internetMediaType>`
	`</mods:physicalDescription>`

Definition	File format(s) for digital media attached to the record.
Obligation	Mandatory
Repeatable	Yes
Input Guidelines	For all records, enter "application/pdf" and "image/jpeg" separately as the value.

1.11 – LEGEND

Term Name	Note
Portal Label	Legend-Obverse; Legend-Reverse
XML tags	<mods:note type="Legend-Obverse">[legend for obverse]</mods:note> <mods:note type="Legend-Reverse">[legend for reverse]</mods:note>
Definition	Text inscription on the coin's obverse and reverse.
Obligation	Required (if applicable)
Repeatable	Yes
Refinements	Type="Legend-Obverse"; Type="Legend-Reverse"
Input Guidelines	Enter the obverse legend and reverse legends as separate metadata values. If there is a legend only on one side of the coin, enter only that data. If there is no legend on either side of the coin, skip this element.
Notes	• If the physical coin's legend is missing any characters, enter the legend as is typical for the coin's classification. The physical coin's deviation from the classification's normal legend should be noted in the **Condition Evaluation Note** element. • Do not expand abbreviations expressed on a coin. • Non-text symbols, including value marks and mint marks, should be expressed in the **Type** element - not the **Legend** element. • Use an interpunct (http://en.wikipedia.org/wiki/Interpunct), rather than a period, between Latin text segments in legends as this provides a more accurate transcription. • Greek text translations should use the appropriate Greek text characters.

Examples		
Title	**Legend-Obverse**	**Legend-Reverse**
Denarius - Sydenham 954 - Crawford 454/1	FIDES NERVA	A·LCINI III VIR
Denarius - Sydenham 1345 - Crawford 511/3b	MAG·PIVS·IMP·ITER	PRAEF ORAE·MRIT·ET CLAS·EX·S·C
Denarius - Sydenham 561 - Crawford 296/1a - Brockage	CN BLASIO CN F	-
Denarius Serratus - Sydenham 576b - Crawford 311/1c	-	K L·SCIP·ASIAG
Ptolemy VI - Svoronos 1384	-	ΠΤΟΛΕΜΑΙΟΥ ΒΑΣΙΛΕΩΣ

1.12 – TYPE

Term Name	Note
Portal Label	Type-Obverse; Type-Reverse
XML tags	<mods:note type="Type-Obverse">[type for obverse]</mods:note> <mods:note type="Type-Reverse">[type for reverse]</mods:note>
Definition	Identification of the coin's iconography (including mint marks and value marks) with a description of its visual orientation.
Obligation	Required (if applicable)
Repeatable	Yes
Refinements	Type="Type-Obverse"; Type="Type-Reverse"
Input Guidelines	Enter the obverse type and reverse type as separate metadata values. Do not enter legend in this element. If there is no iconography on either side of the coin (e.g. Aes Rude), skip this element.
Notes	• Refer to Badian note, Sydenham, Crawford, Grueber, and other appropriate resources to accurately describe the imagery on the coin. While sometimes seeming counter-intuitive, numismatists have a particular way of describing the orientation of elements on a coin. It is recommended to enter directions as per the standard layouts described by Sydenham, Crawford, and Grueber. • Latin terms (as listed in *1.5 SUBJECT*) are preferred to modern language terms. For proper names, use the proper Latin names as listed in the project's Controlled Vocabulary, e.g. preferred praenomen. For example, Gnaeus is the preferred praenomen for "Cn." for this project though Cnaeus is also commonly used. • It is acceptable to use appropriate symbols, e.g. "●" (small circles) to describe imagery on a coin especially when used as such in the coin's Badian note. Refer to the section "A guide to ancient Roman characters & useful symbols" for more details. • Enter the direction of the iconography fully without common abbreviations (e.g. "to right" rather than "r."). • If the central figure (head, bust, chariot, etc.) is facing or traveling to the right, then "before" refers to the rightmost area of the coin and "behind" refers to the leftmost area. The reverse is true when the central figure is facing or traveling to the left. If there is no central figure relative to which you can base these directional terms, do not use them. Instead, use "on the right" or "on the left" (but not "to right" and "to left"!). • Start the description with the central device or image and work your way outwards. Attributes, adjuncts, and other subsidiary aspects should be described next, followed by the type of border if there is one. Semicolons are used to separate distinct sections of the face of the coin, but feel free to use them to break up very wordy sentences. • Generally, descriptions are of the form: [central figure/object]; [directional term], [description]; [directional term], [description]; ... However, it's OK to deviate from this pattern if doing so produces a clearer description. • Make sure to use commas correctly. "Horse galloping to right, below sickle" is not as clear and unambiguous as "Horse galloping to right; below, sickle."

Examples		
Title	**Type-Obverse**	**Type-Reverse**
Denarius - Sydenham 561 - Crawford 296/1a – Brockage	Helmeted head of Mars to the right; above, [denarius mark]	mirror image of obverse
Denarius - Sydenham 1345 - Crawford 511/3b	Head of Gnaeus Pompeius Magnus to the right; behind, capis; before, lituus	Diademed Neptune to the left, wears cloak while holding aplustre in right hand with right foot on prow; on each side, one of the Catanaean brothers carries a parent on his shoulders

1.13 - SPECIAL CHARACTERISTICS

Term Name	Note
Portal Label	Special Characteristics
XML tags	<mods:note type="Special Characteristics">[special characteristic]</mods:note>
Definition	Any anomalies or distinctive characteristics, including manufacturing defects and counterfeits, which distinguish the coin as different from the standard denomination types of the period.
Obligation	Required (if applicable)
Repeatable	Yes
Refinements	Type="Special Characteristics"
Input Guidelines	Enter this data, only as applicable, for the value - according to the controlled vocabulary terms for this element. Capitalize the first letter of the special characteristic entered.
Controlled Vocabulary	• Brockage • Mule • Counterfeit

Term Name	Personal Name
Portal Label	Moneyer

XML tags	`<mods:name type="personal">`
	`  <mods:displayForm>[moneyer's name]</mods:displayForm>`
	`  <mods:role>`
	`    <mods:roleTerm type="text">Moneyer</mods:roleTerm>`
	`  </mods:role>`
	`<mods:namePart type="date">[moneyer's dates]</mods:namePart>`
	`  <mods:description>[moneyer's alternate name(s)]</mods:description>`
	`  </mods:name>`

Definition	Government official who issued coin, as directed by governing body.
Obligation	Mandatory
Repeatable	Yes
Refinements	roleTerm type="text"; namePart type="date"; description
Input Guidelines	Enter the fullest version of the moneyer's name as **Display Form** and "Moneyer" as the **roleTerm**. If the moneyer is unknown, enter "Anonymous" for this field. If the moneyer is unknown but identified by iconography, list the moneyer's visual symbol in parentheses after "Anonymous", e.g. "Anonymous (corn ear)" and create a related note explaining this in the **Description** element. If there is more than one moneyer, enter each moneyer as a separate element. If applicable, non-preferred versions of the moneyer's name by be entered in **Other name information** sub-element. If there are any established dates regarding the moneyer, list the dates in the **Date(s)** sub-element.
Notes	• Refer to Sydenham and Crawford resources regarding moneyer's name. If Sydenham and Crawford differ, use the moneyer(s) listed by Crawford. • The full version of a Latin name may include a praenomen, nomen gentilicium, and cognomen, e.g. "Gaius Julius Caesar." If appropriate, agnomen, honorifics, and filiation may be included. Use the preferred versions of Latin praenomen, listed below, for the standard praenomen abbreviations, e.g. Gnaeus for "Cn." • Use the list below as the preferred praenomen list, below, for all metadata elements except the Badian Note and Auction Note. In the later cases, the text should be transcribed according to what is written or typed on the notes.
Additional Options	• **Other name information**: If applicable, enter the moneyer's proper name without dates as derived from the Library of Congress Name Authority File (http://id.loc.gov/authorities/names.html) or the Nomisma IDs (http://nomisma.org/id/). For example, enter "Sulla" (http://nomisma.org/id/sulla) as the **Other name information** and "Lucius Cornelius Sulla Felix" as the **Display Form**. • **Date(s)**: If known, enter the moneyer's birth and death dates as text values. Dates can be derived from a number of sources, including the Library of Congress Name Authority and Nomisma. However, birth/death/active dates must be "B.C.E." or "A.D."

For example, Scipio is listed as "Scipio Africanus, ca. 236-183 B.C." in the LCNA (http://id.loc.gov/authorities/names/n50005015.html). So, the *Date(s)* for him would be "ca. 236 B.C.E.-183 B.C.E." List ambiguous dates as "ca." for circa or "fl." for flourished. If only the birth or death dates are known, "b." and "d." are appropriate abbreviations, respectively.

ABBREVIATIONS FOR COMMON LATIN PRAENOMEN ("FIRST NAME"):

A.	Aulus		M.	Marcus		Sex.	Sextus
Ap.	Appius		M.'	Manius		Sp. (or S.)	Spurius
C.	Gaius		N.	Numerius		T.	Titus
Cn.	Gnaeus		P.	Publius		Ti.	Tiberius
D.	Decimus		Q.	Quintus		V.	Vibius
L.	Lucius		Ser.	Servius			

Examples - Research			
Title	**Sydenham**	**Crawford**	**Moneyer's Full Name**
Aureus - Sydenham 1019a - Crawford 475/1a	L. [Munatius] Plancus	L.PLANC.PRAETF.VRB.	Lucius Munatius Plancus
Quadrans - Sydenham p10 - Crawford 72/7	Ear of corn (Symbol)	Corn-Ear	Anonymous (corn ear)

Examples – Metadata Entry		
Display Form	***Other Name Information***	***Date(s)***
Gnaeus Pompeius	Pompey the Younger; Gnaeus Pompeius Magnus filius	ca. 75 B.C.E.– 45 B.C.E.
Sextus Pompeius Magnus Pius	Sextus Pompey	67 B.C.E. – 35 B.C.E.
Publius Cornelius Scipio Africanus	Scipio Africanus; Scipio the African; Scipio the Great; Scipio Africanus-Major; Scipio the Elder	ca. 236 B.C.E. –183 B.C.E.
Anonymous (corn ear)		

Term Name	Origin Info - Place
Portal Label	Mint

XML tags	`<mods:originInfo>`
	　　`<mods:place>`
	　　　　`<mods:placeTerm type="text">[mint location]</mods:placeTerm>`
	　　`</mods:place>`
	`<mods:originInfo>`

Definition	City, region, or country where the coin was manufactured. Preference should be given to the most specific place term.
Obligation	Mandatory
Repeatable	No
Refinements	Type="text"
Input Guidelines	Enter the name of the mint location as the term.
Notes	Refer to Sydenham and Crawford resources regarding mint location. If Sydenham and Crawford differ regarding mint location, use the location that is listed by Crawford and enter a corresponding note regarding the differing locations in the ***Description*** element. If the mint location is in question, enter the mint location followed by a question mark in parentheses. For example, the mint for "Didrachm – Sydenham 1 – Crawford 12/1" is "Metapontum (?)". If the mint is unknown, enter "Unknown" for this field.

1.16 – AUTHORITY

Term Name	Publisher
Portal Label	Authority
XML tags	<mods:originInfo> <mods:publisher>[name of authority]</mods:publisher> </mods:originInfo>
Definition	Governing body that issued the currency.
Obligation	Mandatory
Repeatable	No
Input Guidelines	Enter the appropriate authority as *Publisher*. For most coins, the appropriate authority is the "Roman Republic." If the governing body at the time is an individual ruler (e.g. Gaius Julius Caesar), list the ruler instead.
Examples	• Roman Republic • Ptolemy VI, Philometor

1.17 A - DATE ISSUED *(Single-Year Date)*

Term Name	Origin Info - Date Issued
Portal Label	*n/a (Complete Record view only)*
XML tags	<mods:originInfo> <mods:dateIssued encoding="iso8601" keyDate="yes" qualifier="exact">[date]</mods:dateIssued> </mods:originInfo>
Definition	Year when the coin was issued, as expressed according to ISO standards.
Obligation	Required (if single-year date)
Repeatable	N (when entering single-year date)
Refinements	Encoding="iso8601"; Qualifier="exact"; Key Date="yes"
Input Guidelines	Enter date in compliance with ISO 8601 encoding standards (see **Notes** below). Also, enter **Encoding** as "iso8601", **Qualifier** as "exact", and "yes" for sorting the **Key Date**.
Notes	• Refer to Sydenham and Crawford, as well as, the Badian note, regarding dates issued. If Sydenham and Crawford differ, use the dates listed by Crawford. • B.C.E. dates can be converted to ISO 8601 standards in two steps. First, subtract 1 from the B.C.E. number. Second, change the number to a negative, four-digit value (including zeros as placeholders). For example, "300 B.C.E." becomes "-0299". That also means "1 B.C.E." is "0000" according to ISO 8601. For more information regarding the conversion of B.C.E. dates to ISO 8601 encoding standards, refer to http://www.hermetic.ch/cal_stud/formats.htm and http://en.wikipedia.org/wiki/ISO_8601. • Due to a problem with OpenWMS, it is recommended to remove the hyphen(s) with the date(s) prior to ingesting the record. After the record has been ingested and the DOI is registered, the record can be updated with the hyphen(s).

Example			
Title	**Entered in OpenWMS**	**Date Issued**	**Date Issued - ISO**
Aureus - Sydenham 1019a - Crawford 475/1a	iso8601; -0044; exact; yes	45 B.C.E. 0045	-0044

1.17 B - DATE ISSUED *(Date Span of Multiple Years)*

Term Name	Origin Info - Date Issued
Portal Label	*n/a (Complete Record view only)*
XML tags	mods:originInfo> <mods:dateIssued encoding="iso8601" keyDate="yes" point="start" qualifier="approximate">[start date]</mods:dateIssued> <mods:dateIssued encoding="iso8601" keyDate="no" point="end" qualifier="approximate">[end date]</mods:dateIssued>
Definition	The span of years when the coin was issued, as expressed according to ISO standards.
Obligation	Required (if date span)
Repeatable	Yes (when entering start/end dates)
Refinements	Encoding="iso8601"; Qualifier="approximate"; Key Date="yes"; Key Date="no"; Point="start"; Point="end"
Input Guidelines	Enter beginning and end dates as separate metadata values. Dates must comply with ISO 8601 encoding standards (see *Notes* below). For the earlier date, use "start" as the *Point*, "approximate" as the *Qualifier*, "yes" for *Key Date* sorting, and "iso8601" for *Encoding*. For the later date, use "end" as the *Point*, "approximate" as the *Qualifier*, "no" for *Key Date* sorting, and "iso8601" for *Encoding*.
Notes	• Refer to Sydenham and Crawford, as well as, the Badian note, regarding dates issued. If Sydenham and Crawford differ, use the dates listed by Crawford. • B.C.E. dates can be converted to ISO 8601 standards in two steps. First, subtract 1 from the B.C.E. number. Second, change the number to a negative, four-digit value (including zeros as placeholders). For example, "300 B.C.E." becomes "-0299". That also means "1 B.C.E." is "0000" according to ISO 8601. For more information regarding the conversion of B.C.E. dates to ISO 8601 encoding standards, refer to http://www.hermetic.ch/cal_stud/formats.htm and http://en.wikipedia.org/wiki/ISO_8601. • Due to a problem with OpenWMS, it is recommended to remove the hyphen(s) with the date(s) prior to ingesting the record. After the record has been ingested and the DOI is registered, the record can be updated with the hyphen(s).

Examples			
Title	**Entered in OpenWMS**	**Date Issued**	**Date Issued - ISO**
Denarius - Sydenham 561 - Crawford 296/1a - Brockage	start; iso8601; -0111; approximate; yes end; iso8601; -0110; approximate; yes	112 B.C.E.-111 B.C.E.	-0111, -0110

1.18 A - DATE OTHER *(Single-Year Date)*

Term Name	Origin Info – Date Other
Portal Label	Date Issued
XML tags	<mods:originInfo> <mods:dateOther qualifier="exact">[date]</mods:dateOther> </mods:originInfo>
Definition	Year when the coin was issued, as expressed in text.
Obligation	Required (if single-year date)
Repeatable	N (when entering single-year date)
Refinements	Qualifier="exact"
Input Guidelines	Enter the date as text, e.g. "89 B.C.E." with "exact" as the *Qualifier*.
Notes	• Due to an error message in OpenWMS, the *Date Other* element requires a user to select an *Encoding* value prior to entering the date. To circumvent this problem, follow these steps: 1) select an *Encoding* value; 2) enter the date; 3) remove the *Encoding* value. By following the aforementioned steps, a user can successfully submit the text B.C.E. date(s) in OpenWMS. • The metadata for the *Date Other* element is displayed with the label of *Date Issued* in the Badian Roman Coins Collection Portal for the benefit of users. However, the ISO-encoded dates in the actual *Date Issued* element provide machine-readable ways of storing, sorting, browsing, and searching the coin records by date in the portal.

1.18 B - DATE OTHER *(Date Span of Multiple Years)*

Term Name	Origin Info – Date Other
Portal Label	Date Issued

XML tags	`<mods:originInfo>`
	    `<mods:dateOther point="start" qualifier="approximate">[start date]</mods:dateOther>`
	    `<mods:dateOther point="end" qualifier="approximate">[end date]</mods:dateOther>`
	`</mods:originInfo>`

Definition	The span of years when the coin was issued, as expressed in text.
Obligation	Required (if date span)
Repeatable	Yes (when entering start/end dates)
Refinements	Qualifier="approximate"; Point="start"; Point="end"
Input Guidelines	Enter beginning and end dates as text as separate metadata values. For the earlier date, use "start" as the **Point** and "approximate" as the **Qualifier**. For the later date, use "end" as the **Point** and "approximate" as the **Qualifier**.
Notes	• Due to an error message in OpenWMS, the **Date Other** element requires a user to select an **Encoding** value prior to entering the date. To circumvent this problem, follow these steps: 1) select an **Encoding** value; 2) enter the date; 3) remove the **Encoding** value. By following the aforementioned steps, a user can successfully submit the text B.C.E. date(s) in OpenWMS. • The metadata for the **Date Other** element is displayed with the label of **Date Issued** in the Badian Roman Coins Collection Portal for the benefit of users. However, the ISO-encoded dates in the actual **Date Issued** element provide machine-readable ways of storing, sorting, browsing, and searching the coin records by date in the portal.

1.19 - PHYSICAL LOCATION *(Collection-Level)*

Term Name	Location - Physical Location
Portal Label	Physical Location

XML tags	\<mods:location\>
	   \<mods:physicalLocation\>Rutgers University. Libraries. Special Collections and University Archives.\</mods:physicalLocation\>
	   \</mods:location\>

Definition	Repository or archive that houses the coin.
Obligation	Mandatory
Repeatable	No
Input Guidelines	For collection record, enter "Rutgers University. Libraries. Special Collections and University Archives." as the *Physical Location*.
Notes	This metadata is applied at the collection level and will automatically be applied to each record when it is ingested into the Badian Roman Coins collection.

2. Source Metadata

*NOTE: The source metadata is Rutgers-specific metadata. For additional guidance regarding the appropriate use of source metadata for three-dimensional objects, refer to **OpenWMS Metadata Guide** (http://rucore.libraries.rutgers.edu/open/projects/openwms/index.php?sec=guides&sub=metadata).*

2.1 - SOURCE TYPE

Term Name	Source Technical - Source Type
Portal Label	*n/a (Complete Record view only)*
XML tags	<rulib:sourceTechnical> <rulib:sourceType>Three-dimensional object</rulib:sourceType> </rulib:sourceTechnical>
Definition	Physical format (or structure) of the original source material.
Obligation	Mandatory
Repeatable	No
Input Guidelines	For all records, enter "Three-dimensional object" as **Source Type**.

2.2 - WEIGHT

Term Name	Source Technical - Extent
Portal Label	Weight
XML tags	<rulib:sourceTechnical> <rulib:extent Unit="grams">[weight]</rulib:extent> </rulib:sourceTechnical>
Definition	Mass of the coin. This is an important feature in numismatics since the weight of a coin, in the classical world, was related to it monetary value.
Obligation	Mandatory
Repeatable	No
Refinements	Unit="grams"
Input Guidelines	Enter the coin's weight in grams (abbreviated as "g"), using a numeric value with no more than two decimals, and "grams" as *Unit*.
Examples	• 4 g • 3.5 g • 2.25 g

2.3 - FORMAT

Term Name	Source Technical - Format
Portal Label	*n/a (Complete Record view only)*
XML tags	\<rulib:sourceTechnical\> \<rulib:format\>Coin\</rulib:format\> \</rulib:sourceTechnical\>
Definition	The type of three-dimensional object that is represented in the record.
Obligation	Required *(with the exception of Aes Rude)*
Repeatable	No
Input Guidelines	For all records (except the Aes Rude), enter "Coin" as **Format**.
Note	The Aes Rude is not considered a coin but rather an object. In the case of the Aes Rude, this element should be left blank.

2.4 - MATERIAL

Term Name	Source Technical - Medium
Portal Label	Material
XML tags	<rulib:sourceTechnical> <rulib:medium>[material]</rulib:medium> </rulib:sourceTechnical>
Definition	The primary metal that the particular coin is made of.
Obligation	Mandatory
Repeatable	No
Input Guidelines	Enter the coin's metal as ***Medium***. Capitalize the first letter of the metal's name.
Notes	Refer to Sydenham and Crawford, as well as, the Badian note, to ascertain the type of metal. In these resources, the metal is often abbreviated by its symbol as a chemical element, e.g. "Ag" for silver and "Au" for gold.
Controlled Vocabulary	• Bronze • Silver • Gold

2.5 - DIMENSIONS

Term Name	Source Technical - Dimensions
Portal Label	Dimensions
XML tags	<rulib:sourceTechnical> <rulib:dimensions>[dimensions]</rulib:dimensions> </rulib:sourceTechnical>
Definition	Dimensions of the coin – specifically, height by width by thickness in millimeters.
Obligation	Mandatory
Repeatable	No
Input Guidelines	Enter the coin's dimensions in millimeters with a numeric value, following this convention: "height x width x thickness" plus "mm". When appropriate, include one decimal value for smaller dimensions, such as the thickness. The height and width should usually be rounded to the closest whole number.
Notes	OpenWMS also has an *Outer Container – Dimensions* element, also. Take care when entering metadata to use the *Dimensions* element (not the *Outer Container – Dimensions* element).
Examples	• 16 x 18 x 2 mm • 14 x 14 x 1.6 mm

2.6 - METHOD OF MANUFACTURE

Term Name	Source Technical - Physical Properties Note
Portal Label	Method of Manufacture

XML tags	`<rulib:sourceTechnical>`
	        `<rulib:physicalPropertiesNote>`[method of manufacture]`</rulib:physicalPropertiesNote>`
	`</rulib:sourceTechnical>`

Definition	Method used to create the coin.
Obligation	Mandatory
Repeatable	No
Input Guidelines	Enter either "Struck" or "Cast". Capitalize the first letter of the method of manufacture.
Notes	• Refer to Sydenham and Crawford, as well as, the Badian note, to ascertain the method of manufacture. • All silver and gold coins were struck. Bronze coins manufactured prior to 205 B.C.E. were cast. From 205 B.C.E. to 187 B.C.E., bronze coins could be either cast or struck. From 187 B.C.E. and on, all bronze coins were struck. • For more detailed explanation of cast and struck coins, refer to Crawford's *Roman Republican Coinage*, Volume II, chapter 1 "Technique and technology," pages 576 to 589.
Controlled Vocabulary	• Struck • Cast

2.7 - CATALOG NUMBER

Term Name	Shelving - Locator
Portal Label	Catalog Number
XML tags	<rulib:shelving> <rulib:locator TYPE="Catalog Number">[catalog number]</rulib:locator> </rulib:shelving>
Definition	The unique identifier assigned to each coin. It is comprised of seven characters (BAD + four numeric digits).
Obligation	Mandatory
Repeatable	No
Refinements	Locator Type="Catalog Number"
Input Guidelines	Enter "Catalog Number" as *Locator Type* and the coin's specific catalog number as *Locator*.
Note	Please refer to physical coin's housing and/or the coin inventory document for the catalog number.

2.8 - BOX NUMBER

Term Name	Shelving - Locator
Portal Label	*n/a (Complete Record view only)*
XML tags	<rulib:shelving> <rulib:locator TYPE="Box Number">[box number]</rulib:locator> </rulib:shelving>
Definition	Numerical identifier for the physical box in which the coin is stored.
Obligation	Mandatory
Repeatable	No
Refinements	Locator Type="Box Number"
Input Guidelines	Enter "Box Number" as *Locator Type* with the coin's specific box number as *Locator*.
Note	Refer to the box number listed on the outer box that holds the coin in its housing and/or the coin inventory document.

2.9 - BADIAN NOTE

Term Name	Provenance Event
Portal Label	Badian Note
XML tags	<rulib:provenanceEvent> <rulib:type>Processing</rulib:type> <rulib:label>Badian Note</rulib:label> <rulib:detail>[text transcription]</rulib:detail> <rulib:associatedEntity> <rulib:role>Creator</rulib:role> <rulib:name>Dr. Ernst Badian</rulib:name> </rulib:associatedEntity> </rulib:provenanceEvent>
Definition	Textual transcription of Dr. Ernst Badian's hand-written note(s) enclosed with the particular coin.
Obligation	Required (if applicable)
Repeatable	No
Refinements	Label="Badian Note"; Role="Creator"; Name="Dr. Ernst Badian"; Type="Processing"
Input Guidelines	Enter "Processing" as *Type* and "Badian Note" as *Label* with the text transcription for *Detail*. In the Associated Entity sub-element, enter "Dr. Ernst Badian" for *Name* and "Creator" as the *Role*. If there is no Badian note, skip this element.
Note	• Transcribe text written on Badian Note as closely as possible, including abbreviations and possible typographical errors. • If any writing is illegible or indistinguishable, enclose it in square brackets or parentheses. Refer to the Leiden conventions (http://en.wikipedia.org/wiki/Leiden_Conventions) for more details on the proper use of these characters in the transcription. • Arrows and circles can be transcribed with the appropriate Unicode symbols, e.g. "●". Please refer to the section *"A guide to ancient Roman characters & other useful symbols"* for details. • If mint marks and value marks cannot be typed, it is acceptable to make brief, descriptions in square brackets, e.g. "[denarius mark]". Please refer to the section *"A guide to ancient Roman characters & other useful symbols"* for details.

Examples	
Title	**Badian Note (transcription)**
Denarius Serratus - Sydenham 567a or 744 - Crawford 308/1b or 378/1a – Mule	Den. Serr. Diademed head of Pietas r., behind PIETA[S]/ Plowman w/ team of oxen l., ab. XVIIII.

	Border of dots. 308/1b - 378/1a 567a-744
Quadrans - Sydenham p. 10* - Crawford 72/7	AE Quadrans 214-12 BC Head of Hercules r. in boarskin [bef. ?] / Bull reclining r. ab. wheat ear ●●●, bel. [mark] ROMA border of dots 11.50 g 72/7 S.p. 10* [Unl.]
Denarius - Sydenham 954 - Crawford 454/1	[front side] P254, Rome, Turn over for description, A. Licinius Nerva, Den[ic?], 47., R/A·LICINI·/III·VIR, Caval[ic?] - drain and cap., Lif., S. 954 Cr. 454/1, [back side] Head of Fides r., before FIDES↓, behind NERVA↓/Horseman dragging(?) armed soldier, behind III before VIR, below A·LICINI, [printed text on card] Münzen und Medaillen A.G., Basel

2.10 - AUCTION NOTE

Term Name	Provenance Event
Portal Label	Auction Note

XML tags	<rulib:provenanceEvent>
	   <rulib:type>Acquisition</rulib:type>
	   <rulib:label>Auction Note</rulib:label>
	   <rulib:detail>[text transcription]</rulib:detail>
	   <rulib:associatedEntity>
	    <rulib:role>Auctioneer</rulib:role>
	    <rulib:name>[name of auction company]</rulib:name>
	   </rulib:associatedEntity>
	  </rulib:provenanceEvent>

Definition	Textual transcription of the auction note(s) enclosed with the particular coin.
Obligation	Required (if applicable)
Repeatable	No
Refinements	Label="Auction Note"; Role="Auctioneer"; Name="[Auction Company]"; Type="Aquisition"
Input Guidelines	Enter "Acquisition" for *Type*, "Auction Note" for *Label* and the text transcription in Detail. In the Associated Entity sub-element, enter auction company's name in *Name* with "Auctioneer" as the *Role*. If there is no auction note, skip this element.
Examples	(Transcription): ASTARTE COINS & FINE ART Auctions XX and XXI 30th October 2009 LOT 40

2.11 - GRADE

Term Name	Condition Evaluation Event - Rating
Portal Label	*n/a (Complete Record view only)*
XML tags	<rulib:conditionEvaluationEvent> <rulib:rating>[grade]</rulib:rating> </rulib:conditionEvaluationEvent>
Definition	Numismatic grade of the particular coin that was assigned by a professional appraiser.
Obligation	Optional
Repeatable	No
Input Guidelines	Enter the coin grade that is listed for the particular coin in the appraisal documents. If there is no appraisal information for the coin or ambiguity regarding the appraisal, skip this element.
Notes	For a more information on coin grading, go to http://en.wikipedia.org/wiki/Coin_grading and http://www.centercoin.com/coin_information/collecting/grading_coins.htm.
Controlled Vocabulary	• Poor • Fair • Good • Very Good • Fine • Very Fine • Extra Fine

2.12 - CONDITION EVALUATION NOTE

Term Name	Condition Evaluation Note
Portal Label	Condition Evaluation Note
XML tags	<rulib:conditionEvaluationNote>[note]</rulib:conditionEvaluationNote>
Definition	Note regarding how the physical coin deviates from the standard type and legend, as classified by Sydenham and Crawford.
Obligation	Optional
Repeatable	No
Input Guidelines	Enter brief notes, as applicable, regarding how the physical coin deviates from the norm. If there are no deviations from the standard coin type and legend, skip this element.
Examples	● L in legend on obverse is worn off. ● Coin does not have beaded border on either obverse or reverse.

3. Technical Metadata

*NOTE: The only technical metadata listed in this document is **Content Model** and **Note**. Other technical metadata is system-generated by OpenWMS when the digital image files are uploaded.*

3.1 - CONTENT MODEL

Term Name	Content Model
Portal Label	*n/a (Complete Record view only)*
Definition	Identification of the digital surrogate's content type.
Obligation	Mandatory
Repeatable	No
Input Guidelines	Data should automatically be populated when record is created. Check that "Photograph" is listed as **Content Model**.

3.2 - NOTE

Term Name	Note
Portal Label	*n/a (Complete Record view only)*
Definition	Description of any technical issues worth noting.
Obligation	Mandatory
Repeatable	No
Input Guidelines	For all records, enter the following: "Not up to 3,000 pixel standard. Limitation due to hardware."

4. Rights Metadata

NOTE: This collection-level metadata is automatically generated to record during ingestion. It does not need to be entered in OpenWMS for individual records.

4.1 - RIGHTS DECLARATION *(Collection-Level)*

Term Name	Rights Declaration
Portal Label	Rights Declaration
XML tags	<rulib:rightsDeclaration AUTHORITY="Special Collections and University Archives, Rutgers University Libraries">Professor Corey Brennan of Rutgers University is Professor Badian's literary/academic executor, and it is with Professor Brennan's full consent that Rutgers University Libraries can use the Badian notes in the Roman Coins portal.</rulib:rightsDeclaration>
Definition	The official rights declaration of the owner and/or repository (RUL's Special Collections and University Archives) regarding the coins.
Obligation	Mandatory
Repeatable	Yes
Refinements	Authority="Special Collections and University Archives, Rutgers University Libraries"
Input Guidelines	For collection-level record, enter "Special Collections and University Archives, Rutgers University Libraries" as the **Authority** with the following **Value**: "Professor Corey Brennan of Rutgers University is Professor Badian's literary/academic executor, and it is with Professor Brennan's full consent that Rutgers University Libraries can use the Badian notes in the Roman Coins portal."

4.2 - RIGHTS HOLDER (CORPORATE) *(Collection-Level)*

Term Name	Rights Holder (Corporate)
Portal Label	Rights Holder

XML tags	\<rulib:rightsHolder type="corporate"\>
	   \<rulib:name\>Rutgers University. Libraries. Special Collections and University Archives.\</rulib:name\>
	   \<rulib:role\>Archive or repository\</rulib:role\>
	  \</rulib:rightsHolder\>

Definition	Corporate entity that currently holds rights to the object.
Obligation	Mandatory
Repeatable	No
Refinements	Role="Archive or repository"
Input Guidelines	For collection-level record, enter "Rutgers University. Libraries. Special Collections and University Archives." as *Corporate/Organization Name* and select "Archive or repository" as *Role*.

4.3 - RIGHTS EVENT - ASSOCIATED ENTITY *(Collection-Level)*

Term Name	Rights Event - Associated Entity
Portal Label	Associated Entity

XML tags	<rulib:rightsEvent>
	  <rulib:associatedEntity>
	   <rulib:role>Donor</rulib:role>
	   <rulib:name>Dr. Ernst Badian</rulib:name>

Definition	Entities associated with the rights history of the object.
Obligation	Mandatory
Repeatable	No
Refinements	Role="Donor"
Input Guidelines	For collection-level record, enter "Dr. Ernst Badian" as ***Name*** and "Donor" as ***Role*** for all records.