

This guide will assist you with ensuring your CALM catalogue data is appropriate for contributing to the Archives Hub.

The guidance relates to creating consistent descriptions, but it is primarily focused on cataloguing for the export of EAD, which can be used for the Archives Hub or for other purposes.

### Contents

Setting up your Calm templates .....	2
Calm Record Types .....	2
Hide Fields .....	3
Draft Catalogue Display .....	3
Closed Access Display .....	3
Completing a collection level record .....	3
Archives Hub Mandatory Fields in Calm .....	5
Other fields for collection level descriptions .....	11
Creating a component level description .....	14
Archives Hub mandatory fields at component level in Calm .....	15
Further Tips for Cataloguing .....	16
Exporting from CALM .....	16
Troubleshooting .....	17
Adding the Archives Hub Export Template to your Calm system .....	19
Appendix 1: Quick export checklist .....	22
Appendix 2: Calm Fields Included in the Export .....	23

## Setting up your Calm templates

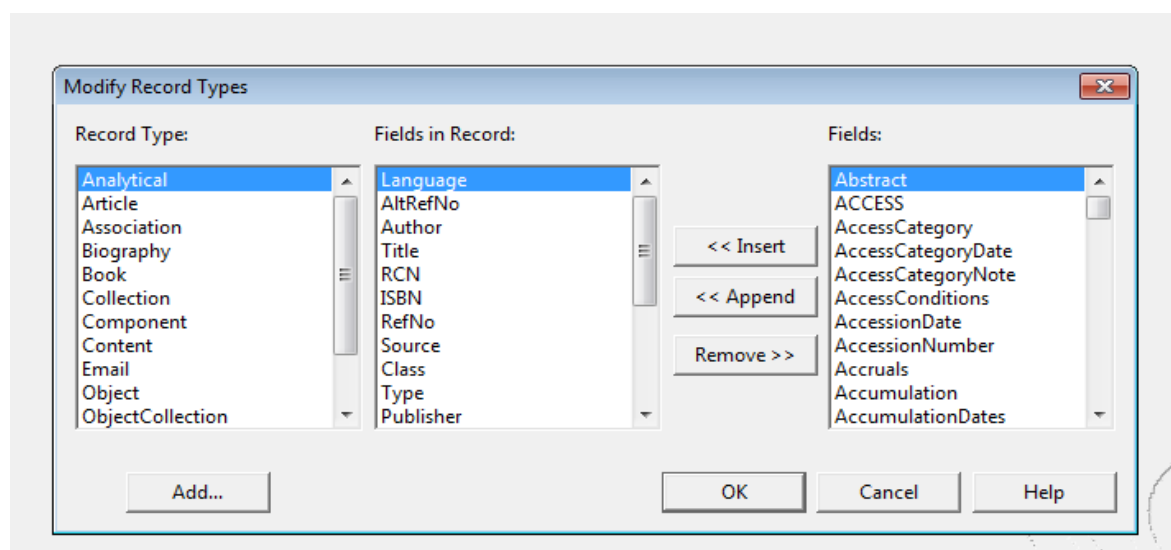
Make sure your record templates are set up correctly in your CALM database. This is to ensure you have all the fields that are needed for the Archives Hub present in your cataloguing interface. You will need to check the templates for:

Collection Records (Fonds/Collection level)

Component Records (Anything below Fonds/Collection level)

Other record types – see below under 'Other Record Types' for Object and Photograph

- Open the Admin program
- Go to <File>
- Select <Open>
- 'Open Database' dialogue box will display - select 'Catalog' then press OK (this can only be opened if the CALM database isn't already in use)
- Go to <Record>
- Select <Modify Types>
- 'Modify Record Types' box dialogue box will display



- Select 'Collection' from the left-hand Record Type column.
- Look through the middle 'Fields in Record' column and identify any missing mandatory or recommended fields (see tables on pages 4-9)
- Click on any missing fields in the right 'Fields' column and press insert to include them in the record type.
- To do the same for lower-level records choose Component then follow the same steps.

## Calm Record Types

Calm has a whole range of record types in addition to Collection and Component – Article, Biography, Email, Book, etc. Each of these is associated with a range of fields in addition to the fields normally used for Collection and Component. We have now modified our template to work with some key fields associated with **Book, Object and Photograph**. Our template does not work with other record types.

We will not export all fields associated with these types, but we have included Object Name, Dimensions, Process Name, Method and Note, Colour and Material. For books, we have included the key fields within the title, as a citation entry. This includes Author, Title, Publisher, Date, Edition. Book records can only appear at lower levels.

### **Other suggestions for setting up the template:**

Pre-populate certain fields with default content (e.g. country code, repository name, repository code)

- Go to **<Field>** then select **<Default Content>**

Pre-populate certain fields with a picklist of default content (e.g. level, language, access conditions)

- Go to **<Field>** then select **<Pick List>**

Set up certain fields as unique, to prevent duplicates. This can be done for any field, but it is particularly useful for refno and altrefno

- Go to **<Field>** then select **<Properties>**
- Select the required field and click it as 'unique'

NB. all of the above changes to record types will affect new records created but will not retrospectively change content of already existing records. To bulk insert fields (with or without default content) to already existing records, Axiell can provide a script.

### Hide Fields

Note that showing or hiding individual fields within Calm does not affect the EAD export. It is the export template that specifies which fields display and which are hidden.

If you have sensitive information that should not be displayed, we need to discuss a modification to the template to hide the field's contents.

### Draft Catalogue Display

Note that if you have a catalogue status of 'draft' the entry will publish on the Hub by default. However, we can make a switch to ensure that all 'draft' entries (and children of those entries) do not display. Please let us know if you want this switch to be made.

### Closed Access Display

Note that if you have an access status of 'closed' the entry will publish on the Hub by default. However, we can make a switch to ensure that all 'closed' entries (and children of those entries) do not display. Please let us know if you want this switch to be made. We can also make this change for 'draft' entries.

### Completing a collection level record

The table below outlines the mandatory fields for a collection level record. These should be used as the minimum basis for cataloguing.

**Default content** - it has been noted where fields could be bulk inserted or set up in a template with default recurring content.

**Picklist fields** - it has been noted where a picklist might exist, or it might be useful to create one. These will either have a drop-down menu (which can't be edited) or a pop-up menu (which can be edited or free text can be typed)

## Archives Hub Mandatory Fields in Calm

Calm Field	EAD tag	Purpose	Example	Notes on format
Country code (country_code)	<unitid>	To identify uniquely the unit of description. Used to create a unique URI on the Archives Hub	GB	<ul style="list-style-type: none"> <li>- Should be in accordance with the latest version of ISO (currently 3166-1)</li> <li>- Should be uppercase</li> <li>- Will most likely be GB</li> <li>- Press F9 to display within CALM</li> </ul> <p>*BULK INSERT</p>
Repository code (repository_code)	<unitid>	To uniquely identify the unit of description. Used to create a unique URI on the Archives Hub	219	<ul style="list-style-type: none"> <li>- Usually the Archon code for your organisation (or the organisation that holds the material if that's different)</li> <li>- Must exclude any leading zeros e.g. 0219 would be 219</li> <li>- Press F9 to display within CALM</li> </ul> <p>*BULK INSERT</p>
Reference number (Ref_No, Alt_Ref_No, Findingno)	<unitid>	To identify uniquely the unit of description. Used to create a unique URI on the Archives Hub	WWE	<p><b>Calm Reference</b></p> <ul style="list-style-type: none"> <li>- Every entry at every level MUST HAVE A UNIQUE REFERENCE</li> <li>- In the CALM reference a slash (/) is used to denote a change of hierarchical level so <b>it is important not to change the automatically generated reference</b></li> <li>- The reference must not end with a trailing slash</li> <li>- The reference should not be longer than 500 characters</li> <li>- Use the Calm tree to check references</li> <li>- Set up options in Calm tree to identify duplicates (Click on <b>&lt;tree&gt;</b>, then <b>&lt;refno&gt;</b> to open up tree, right click and</li> </ul>

				<p>choose options. Tick box to 'Warn if duplicate items found')</p> <p><b>AltRefNo or Findingno</b></p> <ul style="list-style-type: none"><li>- You may wish to use AltRefNo or FindingNo as your reference number.</li><li>- Add a unique AltRefNo at every level</li><li>- Remember that the Calm automatically generated reference must be kept, as it generates the hierarchy through the numbers of slashes (/).</li><li>- Make sure the Archives Hub are aware you are using the AltRef as your reference</li></ul> <p>Calm Ref Example: ABC (parent level) ABC/1 (first child level) ABC/1/1 (second child level) ABC/1/1/1 (third child level)</p> <p>AltRef Example: ABC ABC-A ABC-A/1 ABC-A/1(i)</p> <p>NB: You can display both Calm and AltRef on the Archives Hub if you wish to. AltRef can also be labelled as 'former reference' if this is required.</p>
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Title	<unittitle>	To name the unit of description	<p>Vale of Glamorgan District Council Records</p> <p>Peter Brook Collection</p> <p>Records of Tennent Caledonian Brewers, Glasgow, Scotland</p>	<p>- Should be a formal or supplied title for the unit of description</p> <p>- Should be meaningful so that it works as a stand-alone title (not one word or just the name of creator)</p> <p>- Ideally not more than 500 characters</p> <p>Dates of the material should go into the separate Date field</p> <p>- At collection level, should normally consist of:</p> <ul style="list-style-type: none"> <li>• Personal/family/corporate name of collection creator</li> <li>• Collection type, e.g. Records, Papers, Collection</li> <li>• May also include profession/geographical location etc. as appropriate</li> </ul>
Dates	<unitdate>	To identify and record the date(s) of the unit of description	1889-1912	<p>- Calm allows for d m yyyy. We recommend dd month yyyy as more user-friendly and consistent for display</p> <p>- Calm adds a 'normalised' year date range for export. The Archives Hub uses your input date for display and the normalised date for date searching</p> <p>- Make sure you adhere to the Calm format for dates, so that the normalised date is created correctly</p> <p>- Multiple date fields can be used if required</p> <p>- c or circa can be used (not ca). It creates a margin of 10 years in the normalised date, e.g. c 1910-c 1912 normalised date is "1900-1922"</p> <p>- NB An open date (1850-) will generate a normalised date of "1850-1850". '1850-ongoing' generates an empty normalised date. We would have to rectify this in the Archives Hub data processing.</p>

				<p>EXAMPLES:  1901-1974 (normalised: "1901-1974")  28 Jun 1884 (normalised: "1884-1884")  Early 18<sup>th</sup> century (normalised: "1700-1739")  No space between hyphens and numbers,  e.g. 28-29 July 1884 (normalised: "1884-1884")  [3 March 1901] (normalised: "1901-1901")  c 10 April 1889 (normalised:"1879-1899")  c 1900-1910 (normalised: "1890-1920")</p> <p>*PICKLIST MENU</p>
Level	<archdesc level>	To identify the level of arrangement of the unit of description	Fonds	<p>-Fonds or collection are typically used at the top level, but you can catalogue at series level if you wish.</p> <p>Calm has a controlled list of values. We recommend using the standard values of fonds/collection/series/subseries/section/subsection/piece. These will translate into EAD level values.</p> <p>*PICKLIST MENU</p>
Extent	<extent>	To identify and describe the physical or logical extent	30 boxes 10 volumes 3 cubic metres	<ul style="list-style-type: none"> <li>- Record unit and measurement (e.g. box, file, volume, paper)</li> <li>- If you want to give two equivalent sizes, we recommend using brackets, e.g. 10 boxes (2 cubic metres)</li> <li>- If you want to list separate sizes, we recommend using two 'extent' fields</li> </ul>



Repository name	<repository>	To identify the institution or agency responsible for providing intellectual access to the materials being described	West Glamorgan Archive Service V&A Theatre and Performance Archive	<ul style="list-style-type: none"> <li>- Name of the repository should always be consistent</li> <li>- Should only contain the repository name, not the archon code or address information</li> <li>- This field must contain your repository name and not just 'Archive'</li> </ul> <p>*BULK INSERT or PICKLIST MENU (if multiple institutions)</p>
Scope and content (description)	<scopecontent>	To enable users to judge the potential relevance of the unit of description.	The collection consists of records of the Guest Keen Nettlefold group and predecessor companies, Glamorgan Hematite Iron Ore Mine Company and Cardiff Hematite Iron Ore Company. The records relate largely to Glamorgan Hematite Iron Ore Mine, Llanharry, but also include material from other significant	<ul style="list-style-type: none"> <li>- Give a brief summary of the scope (such as, time periods, geography) and content (such as documentary forms, subject matter, administrative processes) of the unit of description</li> <li>-Add names, subjects and places that you will include as index terms.</li> </ul>

			iron and steel works in south Wales	
Access conditions	<accessrestrict>	To provide information on the legal status or other regulations that restrict or affect access to the unit of description	This collection is open for research. It is advisable to book in advance, for details and opening hours see <a href="http://archives.denbighshire.gov.uk/visit-us/">http://archives.denbighshire.gov.uk/visit-us/</a> . Access to some documents may be restricted due to Data Protection legislation, Denbighshire Record Office will advise where this is the case	- Standard text can be included in a picklist e.g. 'Some records are subject to access restrictions under the Data Protection Act' -This field is mandatory for the Archives Hub at the top level because it is vital researchers know whether they can access the materials.  *PICKLIST
Language	<language>	To identify the language(s), used in the material being described	Welsh English French	- If the material is in more than one language, they should be recorded in separate language fields commencing with the predominant language(s) (To add fields go to <field>, select <insert>, then choose 'Language') - The Archives Hub will add the ISO code for the language, e.g. French (fre)

## Other fields for collection level descriptions

Field	Tag	Purpose	Example	Notes on format
Creatorname	<origination>	To identify the creator (or creators) of the unit of description	Berry, Ronald Anthony [Ron] (1920–1997)	<ul style="list-style-type: none"> <li>- Typically, the creator is only included at the collection level; it could be included at lower levels if it is a different person/organisation, e.g. a series of letters written by a correspondent of the archive creator</li> <li>- If there are multiple creators, they should be recorded in separate fields (go to field, insert, creatorname)</li> <li>- The Archives Hub can take creator names from either the 'creator' field or the 'origination' field</li> <li>- The name should, where possible, be given in the standardised form as prescribed by national conventions e.g. NCA rules. Standard format would be surname, forename, dates. Epithet can also be included.</li> </ul>
Admin history	<bioghist>	To provide an administrative history of, or biographical details on, the creator (or creators) of the unit of description to place the material in context and make it better understood	On 10 Feb 1914 The South Wales Transport Company was incorporated as a subsidiary of the British Electric Traction Company Limited (BET). It was formed to operate bus services in Swansea and surrounding towns (Neath, Llanelli, Pontardawe etc)....	

Digital Archival Objects	<dao>	<p>Images, which will be displayed on the Hub, and can include a short description. Use the URL field.</p> <p>Note that export template Nov2019 corrected a problem with the URL Description. You must have the URL Description field displayed or you will get an export error, but you can use it or leave it empty.</p>	<p>URL:  <a href="https://archiveshub.jisc.ac.uk/images/content/features-artshumanities-boswell-lg.jpg">https://archiveshub.jisc.ac.uk/images/content/features-artshumanities-boswell-lg.jpg</a></p>	<p>If the URL has a public link to an image, then the Hub will pick up the image and display it. It will create a thumbnail and link to the full size image. The optional description will be displayed.</p> <p>You cannot enter more than one URL for each level.</p>
Format	<genreform>	Format or genre of the material	Manuscripts, Typescripts, VHS tapes, 35mm film	<p>If you add all your formats in one format box, this will create one single link on the Hub. It is best to split your formats, one to each box, and then they become separate links on the Hub.</p>
Notes	<notes>	For content that does not clearly fit into any other fields.		<p>It can be useful to have a place to put information that does not appropriately fit in any other field.</p>
Subjects/Terms	<controlaccess> <subject>	<p>The subject and terms databases can both be used – the content exports to the 'subjects' field in the EAD.</p> <p>NB: The subjects database is a single hierarchy thesaurus; the terms database is a polyhierarchical thesaurus. Note</p>	Manufacturing	<p>Adding subjects helps to make your description more discoverable. It also clearly represents what your archive is significantly about.</p> <p>- It is best to use a recognized thesaurus or set of indexing rule, such as the UNESCO Thesaurus</p>

		that we only ingest the term as it appears in your Calm record.		
Authorities / Related_Name_Code (index terms)	<controlaccess> <persname> <corpname>	To provide structured metadata for the significant people and organisations represented in the records.  Create names in the Calm persons/institutions database and link to them from within your Calm description. This will include a 'DS' reference in the Related Name Code, and the Hub export will be able to access the name.	Raymond Henry Williams (31 August 1921 – 26 January 1988), academic, novelist and critic	Access points or index terms are not mandatory, but they are highly recommended.  - Include an access point for the name of the person(s) or organisation(s) who created the collection - Always try to include life dates, or floruit dates if life dates are not known - Include other significant names - Access terms at collection level apply to all levels; those at lower levels are specific to those levels

## Creating a component level description

Provide more detailed descriptions of the Sections, Series, Items etc within the collection using the component level template.

- You can create a new *Component* record in several ways-
  1. With a Collection level record open, select **<Record>** from the left hand side menu then **<Add Below>**
  2. From CALM's main menu, select **<Archive Menu>**, Select **<Catalogue Menu>**, Select **<New>** and then choose record type 'Component'

Within the *Component* template you can choose to enter data at different levels, for example: series, sub-series, file, item etc

Lower levels are considered to be “children” with the next higher level being the “parent”.

- You can add 'child' component records at any level in several ways;
  1. Select **<Record>** from the left hand side menu then **<Add Below>**
  2. Click on **<Tree>** then **<Ref\_No>** to open up the collection tree. Click on an entry in the tree with the right mouse button to bring up option to 'Create Child'

Records added at the same level are called “sibling” records i.e. a number of *Series* level descriptions would be “siblings” of each other.

- You can add 'sibling' component records in several ways;
  1. Select **<Record>** from the left-hand side menu then **<Copy >**. This prompts you to give the record a unique reference number and just carries over the data in the Level, Repository, RefNo, and Title fields.
  2. Select **<Record>** from the left-hand side menu then **<Clone>**. This copies over all of the data within that record, except RefNo.

## Archives Hub mandatory fields at component level in Calm

Field	EAD tag	Purpose	Example	Notes (see mainly notes above)
Country code (country_code)	<unitid>	To identify uniquely the unit of description. Used to create a unique URI on the Archives Hub	GB	
Repository code (repository_code)	<unitid>	To identify uniquely the unit of description. Used to create a unique URI on the Archives Hub	219	
Reference number (Ref_No, Alt_Ref_No, Findingno)	<unitid>	To identify uniquely the unit of description. Used to create a unique URI on the Archives Hub	WWE/1 WWE/1/1 WWE/1/1/1	- Every entry at every level <b>MUST HAVE A UNIQUE REFERENCE</b> - In the CALM reference a slash (/) is used to denote a change of hierarchical level and generate the tree structure, so <b>it is important not to change the automatically generated reference</b>
Title	<unittitle>	To name the unit of description	Stanley Royal Hospital Minute Book Drawings and research material on clocks	- Make a lower level title as meaningful as possible as a stand-alone description - It is recommended to add dates in the separate Date field, especially for series of materials such as minute and account books

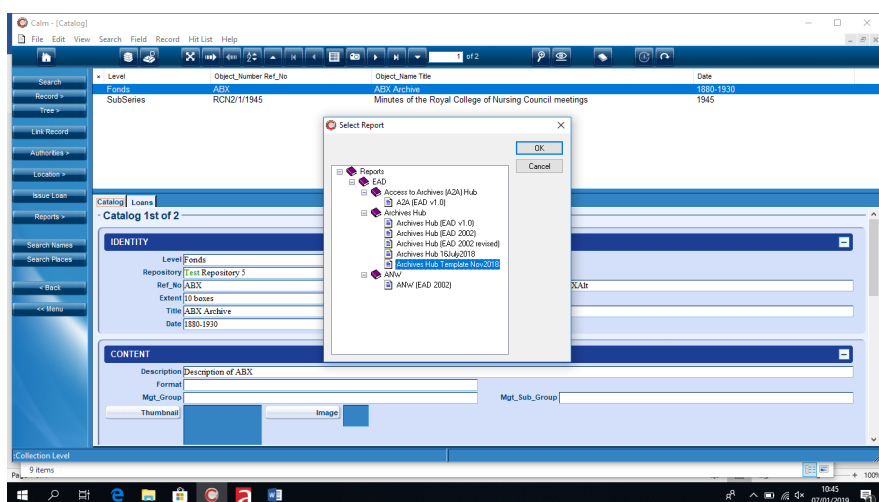
NB In general, do not repeat information at lower-levels, but provide relevant information for the particular subfonds, series or item being described.

## Further Tips for Cataloguing

- Where you want to add two separate pieces of information in one field, always generate a new box, e.g. two creators, two languages
- Customised fields within Calm cannot be exported, as they do not conform to the export template. Be aware that these fields will not be included in the Archives Hub
- Every level of description should directly describe the materials you are cataloguing. Do not use levels simply to wrap a title around a section.
- Make sure a URL for an image is persistent. Note that the Archives Hub will copy the image and use the copy for display, so that it will remain available from within the Hub. But if the URL is broken then it will not be available from elsewhere, e.g. Archives Portal Europe

## Exporting from CALM

1. Search for the collection you want to export on CALM
2. You may want to double check against quick CALM export checklist (see [Appendix 1](#))
3. Go to **<File>**
4. Select **<Report>** then select the latest Hub EAD template. Check the Calm webpage for the latest version of the export: <https://archiveshub.jisc.ac.uk/calm>.
5. Save the .xml file in an appropriate location
6. The export should complete without errors



Select **File > Report** to bring up the list of export options. Select the appropriate Archives Hub export template.

**Country Code:** if an error is reported, e.g. missing countrycode, but you know that it's present at collection level, make sure you're starting the export whilst the collection level record is open.



**Repository Code:** The repository code must be present, but Calm does not raise an error if it is not. You need to be aware of this and ensure it's included, otherwise an error will occur when we try to ingest your descriptions, and we will need to ask you to correct and re-send them.

## Troubleshooting

**Error message:** "Failed to parse report template ead/archiveshub/hubead2002-CLD-22Mar2017.xml. Field 'RelatedNameCode' is not defined for this record type."

**Solution:** RelatedNameCode is a value in our template. but for version 9.1 (and possibly other older versions), this value needs to be PersonCode. Contact the Archives Hub, who can provide you with this modification.

**Error message:** 'Failed to open joined database Persons. Cannot open exclusively.'

**Solution:** This is a known bug that Axiell are aware of. Axiell have recommended to us that Calm users upgrade to version 11 to fix this. Unfortunately, this is an error within the Calm system and there is nothing the Archives Hub team can do to fix it.

**Image not displaying:** Check the URL is correct – it should end .jpg or .gif or similar, and if you enter it in a browser it should only display an image, and not a page that contains an image embedded into it. Check you have not entered more than one image (i.e. two URL fields both with images), and check if you have two URL fields and have only used the second one (you must use the first one).

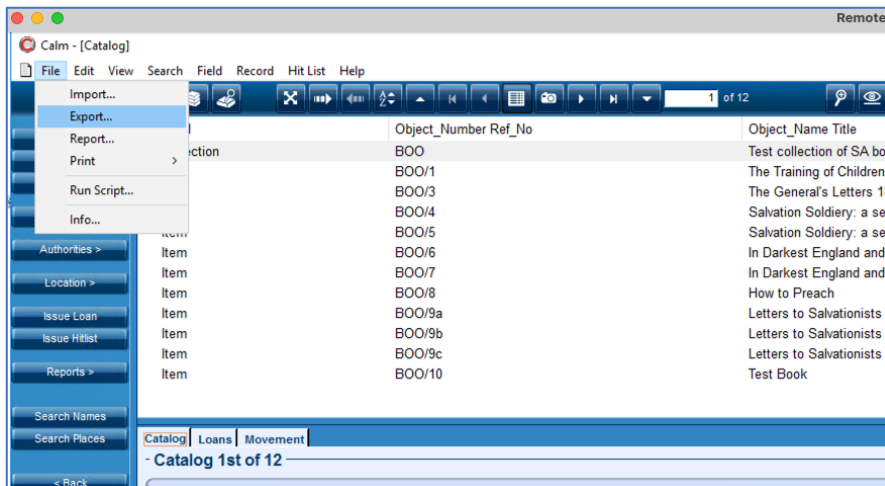
**Error due to lack of a 'URL description':** Templates before Nov2019 output the URL Description as invalid if it is empty.

**Solution:** The Nov2019 template corrected this – it can still be empty, but it is valid EAD (because it includes paragraph tags).

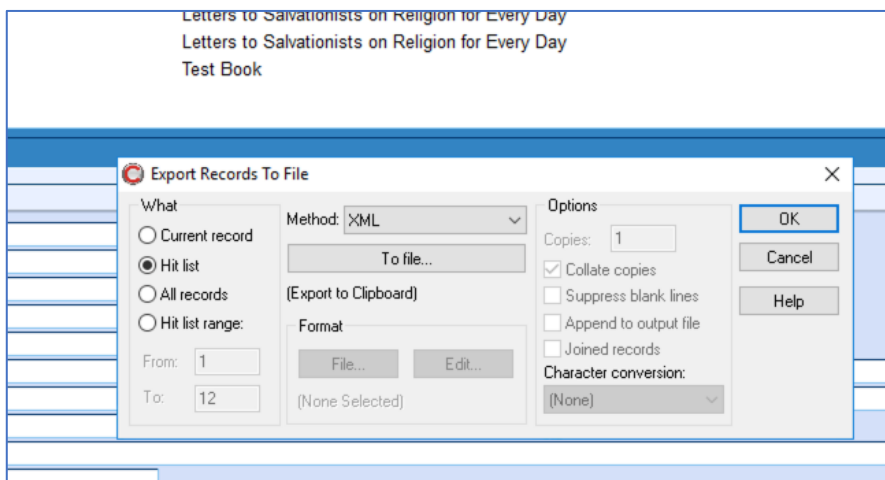
## Exporting Calm XML

If you are getting an error you don't understand, and can't export EAD, it may be a good idea to export native Calm XML and send that to us. We can then upload it to our own instance of Calm, and replicate your environment. We may then be able to find a fix.

To export Calm XML, open the description in Calm, and then go to File -> Export, select Hit List, Method: XML. To file: give it a name and somewhere to save, and then click ok, Calm will export the description in native DDescribe XML format, rather than EAD.



Open the description (with all of the level) and go to File > Export



Make sure the Method is XML and click 'To file' to name and confirm the location. Then click OK to save the file.

```
<?xml version="1.0" encoding="UTF-8" ?>
<!DOCTYPE DDescribeDatabase SYSTEM "boo-test.dtd">
<DDescribeDatabase Name="Catalog">
  <DDescribeRecord>
    <RecordType>Collection</RecordType>
    <Level>Collection</Level>
    <Repository>Salvation Army International Heritage Centre</Repository>
    <RefNo>B00</RefNo>
    <Extent>10 books</Extent>
    <Class></Class>
    <Author></Author>
    <Editor></Editor>
    <Title>Test collection of SA book records</Title>
    <Date>2019</Date>
    <Description>Test collection of SA book records</Description>
    <Type>Collection</Type>
    <Series></Series>
```

The file will be native Calm XML, with <DDescribe> tags.

## Adding the Archives Hub Export Template to your Calm system

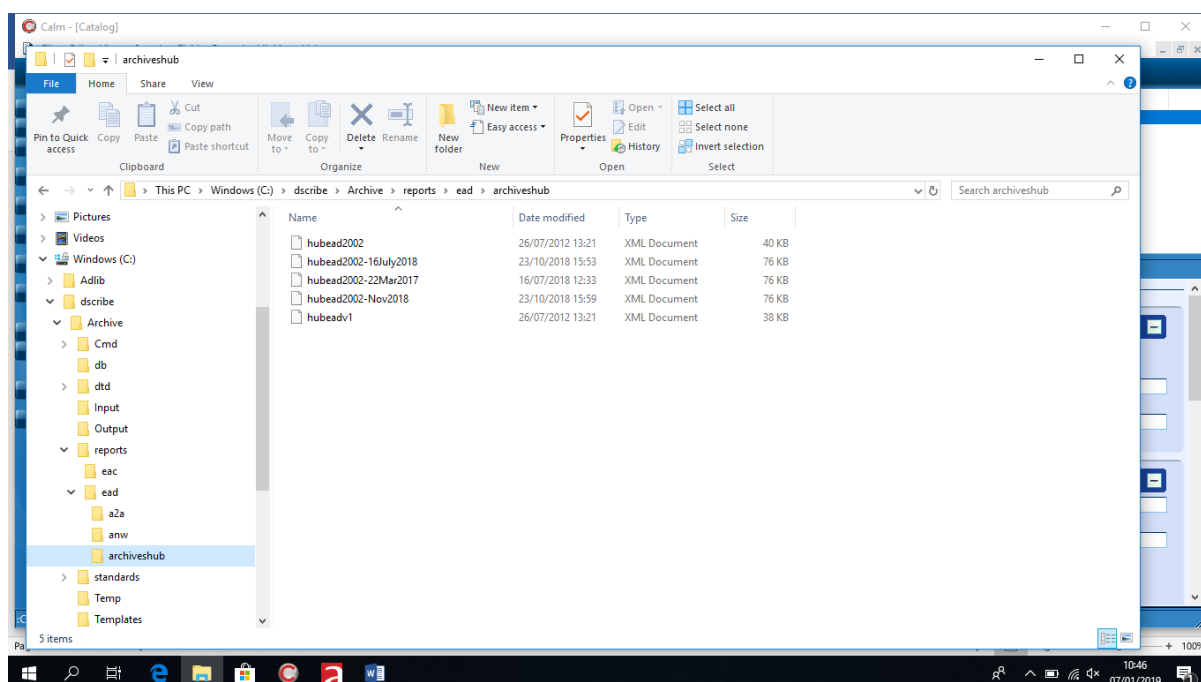
In order to export from Calm, you need to use an export template. This is the document that takes the Calm content and transforms it into Hub EAD.

The Archives Hub has worked on the export template over time. If we want to make modifications, e.g. add a field that wasn't exporting, then the template has to be updated. This means we date the templates and ask you to add the most recent template. We will let you know when a new template is published, and what the modifications are. We have the most recent template available from <https://archiveshub.jisc.ac.uk/calm>.

The Archives Hub export template needs to be added to the Calm system:

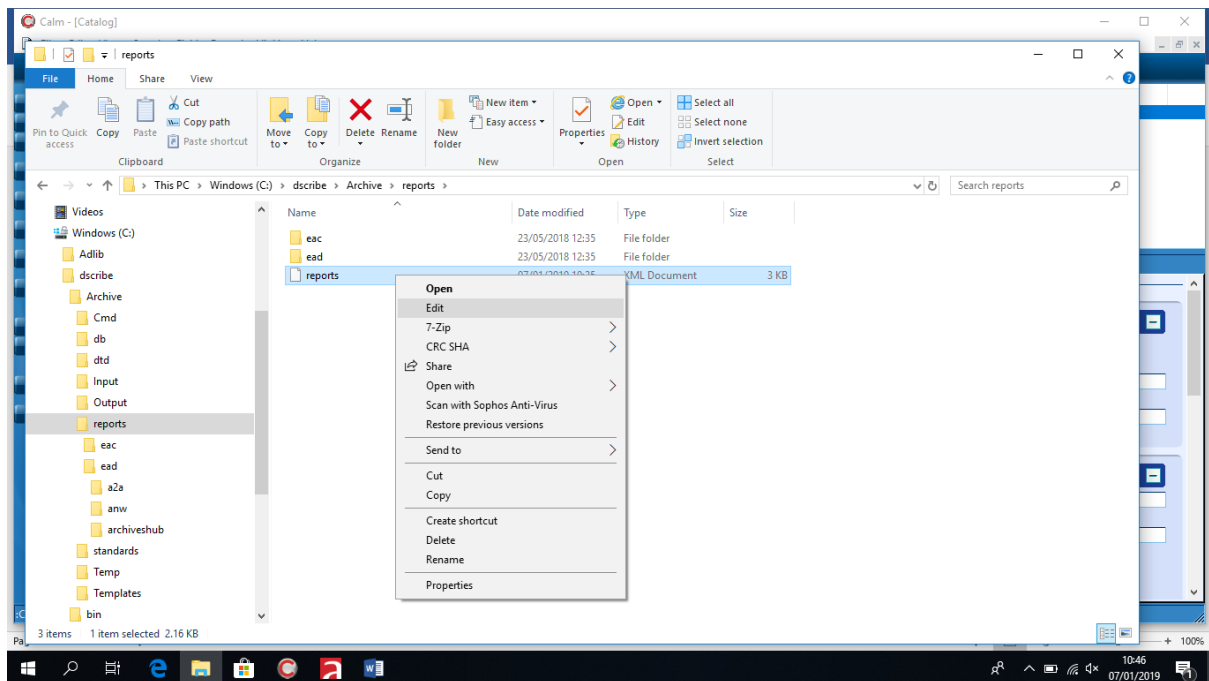
1. Save the export template into the correct folder, alongside the other Hub export templates. This should be: D:\describe > Archive > reports > ead > archiveshub. E.g. if you are working with 'hubead2002-October2019.xml' then save this into the folder. You may also have other templates listed in this folder, which is fine.

NB: If you are using a client/server version of CALM (on multiple computers) rather than a standalone version the template needs to be placed on the server version of this directory. This may be under the control of your IT Dept, rather than the archive service, so you may need to forward these instructions on to your IT department.



*Save the export template in the 'archiveshub' folder*

2. Open the document 'reports.xml' in the \describe\Archive\reports folder in order to edit it. This document simply lists the templates available to you.



Open the 'reports' document in edit mode

You just need to add an entry for the new template. This must go within the right category:

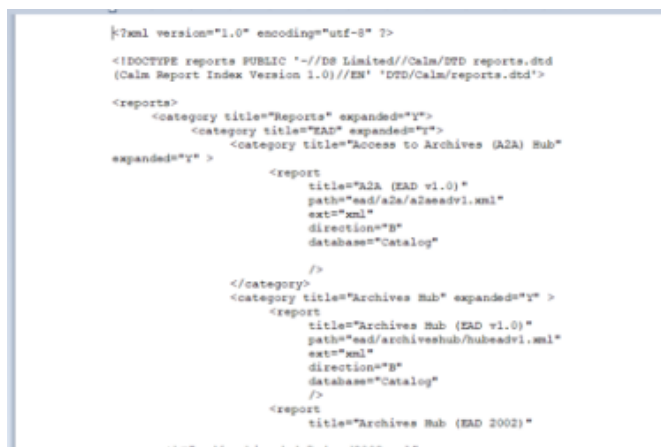
```
<category title="Archives Hub" expanded="Y" >
```

Each template is within a <report> tag. You may have several templates within this <category> area, which is fine. Just add the new one as a separate <report> entry. It does not matter which order the templates are listed in.

e.g. for the October2019 template:

```
<report title="Hub EAD - October 2019" path="ead/archiveshub/hubead-October2019.xml"
ext="xml" direction="B" database="Catalog" />
```

This means that the 'October2019' template will be listed in the pop-up window showing 'Reports' when you do the export.



The 'report.xml' document simply lists the reports – each within a <report> set of tags grouped by <category>

When you are then ready to export, you choose File > Report, and you will see the EAD export options for the Hub. Make sure to choose the right template – the one you have added, which should be the most recent Archives Hub template.

## Appendix 1: Quick export checklist

### **Collection level mandatory fields**

Country code

Repository code

Reference number

Title

Dates

Level

Extent

Repository

Scope and content

Access conditions

Language

### **Collection level recommended fields**

Creator name

Admin history

Access points (index terms)

### **Lower level mandatory fields**

Reference code

Reference number

Title

### **Checks for all levels**

Multiple languages- split into two fields

Multiple creators- split into two fields

Duplicates – ref no or altrefno

Check tree for any false/missing levels

## Appendix 2: Calm Fields Included in the Export

This list includes all of the fields that we map into an EAD description. At the bottom there is a list relating to the Calm Book Type. There are also some fields that come from Calm Photograph Type included.

We can potentially add fields to this list, but we have to implement an export that works for all Calm users, so we cannot add bespoke fields or fields used in non-standard ways.

<b>EAD Element / attribute</b>	<b>Calm field</b>
archdesc @level	fonds = collection fonds = fonds fonds = record group series = class series = series file = file item = item
archdesc @otherlevel	sub-fonds = sub-fonds sub-fonds = sub-group sub-sub-fonds = sub-sub-fonds sub-sub-sub-fonds = sub-sub-sub-fonds sub-series = sub=series sub-sub-series = sub-sub=series sub-sub-sub-series = sub-sub-sub-series bundle = bundle
origination	Origination
origination	Maker
origination	CreatorName
unittitle	Title
unitdate @normal	Accumulation
unitdate	Date
extent	Extent
dimensions	Dimensions
ormat	Format
genreform	Format

genreform	Object Name
physfacet	Process Name
physfacet	Process Method
physfacet	Process Note
physfacet	Colour
physfacet	Material
repository	Repository
unitid @label='former'	Alt_Ref_No
unitid + @countrycode + @repositorycode	Ref_No + country_code + repository_code
language	Language
processinfo	Arch Note
note	Catalogue Status [Internal only]
accessrestrict	Access Status
phystech	Physical Description
bioghist	Admin History
scopecontent	Description
arrangement	Arrangement
controlaccess/corpname	Corporate Name
controlaccess/persname	Person Name
controlaccess/geogname	Place Name
controlaccess/famname	Person Name type=family
accessrestrict	Legal Status
accessrestrict	Access Conditions
accruals	Accruals
acqinfo	Acquisition



altformavail	Calm Copies
originalsloc	Originals
appraisal	Appraisal
custodhist	Custodial History
userrestrict	User Restrictions
userrestrict	Use Restrictions
userrestrict	Copyright
note	Accumulation Dates
relatedmaterial	Related Material
otherfindaid	Finding Aids
note	Notes
note	Inscription Content
bibref	Publn Note
dao @href	url
daodesc	URL Description
controlaccess/name	Creator Name
controlaccess/name	Origination
controlaccess/name	Maker
controlaccess/subject	Subject
controlaccess/subject	Term
controlaccess/subject	Category
<b>Level</b>	<b>Level: Book</b>
origination	Creator Name
origination	Origination
origination	Author

unittitle	Title
unittitle	Title Translation
origination	Author
geogname	Pub Place
publisher	Cam Publisher
unitdate	Pub Date
unitdate @normal	Accumulation
unitdate	Date
unitdate @normal	Pub Date
extent	Extent
genreform	Format
dimensions	Dimensions
physfacet	Physical Description
physfacet	Binding Note
physfacet	Inscription Content
physfacet	Inscriber
repository	Repository
unitid @label='former'	Alt_Ref_No
unitid + @countrycode + @repository code	Ref_No + country_code + repository_code
language	Language
note	Catalogue Status [Internal]
phystech	Condition
bioghist	Admin History
scopecontent	Description
scopecontent	Abstract

arrangement	Arrangement
note	Notes
note	Publn Note
controlaccess/corpname	Corporate Name
controlaccess/persname	Person Name
controlaccess/geogname	Place Name
controlaccess/famname	Person Name type=Family
accessrestrict	Access Conditions
accessrestrict	Access Status
accruals	Accruals
acqinfo	Acquisition
acqinfo	Acquisition Source
altformavail	Copies
originalsloc	Originals
appraisal	Appraisal
custodhist	Custodial History
custodhist	Provenance
userrestrict	User Restrictions
userrestrict	Use Restrictions
userrestrict	Copyright
note	Accumulation Dates
relatedmaterial	Related Material
otherfindaid	Finding Aids
dao @href	url
daodesc	URL Description
odd	Edition

odd	Series
odd	ISBN
odd	Class
odd	Location
controlaccess/name	Creator Name
controlaccess/name	Origination
controlaccess/name	Author
controlaccess/name	Editor
controlaccess/subject	Subject
controlaccess/term	Term
controlaccess/subject	Category