**Guidelines for describing images in the CERL Provenance Digital Archive**

Version 0.3

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**General**

Website: <http://arkyves.org/r/cerl/pda>

Login: login via Google, Facebook or ORCID

If you go to Arkyves, you will see a line in blue that directs you to the PDA, below the Arkyves logo.

**Introduction:**

The PDA is meant for unique provenance marks. So for repetitive marks as Ex Libris, Armorail Bindings, Library Stamps, one description will do. If the same mark is used multiple times in various books, the mark is only described once in Arkyves. An inscription can be added twice or more times when the inscription uses a different wording or the former owner’s handwriting has changed substantially. The decision whether a mark should be described separately is up to the person that describes the provenance mark.

Before adding a new image, check if the image is already available in the PDA by searching with the elements you plan to describe the provenance mark: name of the former owner (user of the provenance mark), subject of the image, text on the mark or ICONCLASS code.

- If you cannot find the provenance mark in Arkyves, describe it in the CERL PDA;

- If the mark is already described, do not insert it a second time; click on the image and then you can add the source with the second instance in the Comments field on the right side of the screen. We strive to make this a linked field; for now only add the URL of MEI, a library catalogue etc.

- If the image occurs in another Arkyves collection (you will only see this when your library has a subscription to Arkyves), a new description in the CERL PDA can be added.

Descriptions can only be edited by the person who made the initial contribution; the name is added to the description

**Adding a new image**

You start describing a new provenance mark by clicking the brown button in the bar above.

On the right part of the screen you see the button ‘Upload image(s)’. There you can upload one or (if needed) more images of the provenance mark. On the left part of the screen you see the fields needed to describe the image

1. Start by uploading the image(s)

2. Then insert the information in the concerned fields; fields with an \* are obligatory

*DESCRIPTION OF THE SOURCE*

**Source URL**

In this field a URL can be pasted referring to:

HPB: the Heritage of the Printed Book Database, for example: https://gso.gbv.de/DB=1.77/CMD?ACT=SRCHA&IKT=1016&SRT=YOP&TRM=cid+NL-0100030000.EPE.156864088

MEI: Material evidence in Incunabula Database, for example: https://data.cerl.org/mei/02100998

ISTC: Incunabula Short-Title Catalogue, for example: https://data.cerl.org/istc/is00670300

After pasting a valuable URL the descriptive fields of the source (Shelf mark, Bibliographic details) will be filled automatically.

If the source does not occur in any of these bibliographical resources, you can manually add the relevant information to the source fields.

**Caption/Description**

Here a general description of the provenance mark must be given. The detailed information will be specified in the specific fields describing the provenance. This is a free field, you may choose your own wording (preferably English)

Example:

*- Ex-libris of J.B. Verdussen*

*- Notes by J. Visser with bibliographical information concerning the edition*

*- Stamp of the Pragae Emautina Bibliotheca*

**Institution name**

Institution names are based upon the CERL "Holding Institutions" Database (<https://data.cerl.org/holdinst/_search>). For more information or to add a missing institution, please contact: Alexander Jahnke: [jahnke@sub.uni-goettingen.de](mailto:jahnke@sub.uni-goettingen.de)

*NB:*

You can open this database via the help button above the field; open the database in a new tab with the right mouse button, otherwise you might lose the description you made because going back does not work.

**Location in source**

Picklist. Describe the location in the source via the picklist, i.e. binding, front or back past downs, flyleaf, folio, page, or other; if you click page a second box opens where you can insert the exact page or folio number

**Kind of provenance**

Picklist. Choose one of the options. If you miss something, please write to [marieke.vandelft@kb.nl](mailto:marieke.vandelft@kb.nl)

**Bibliographical data**

These fields will be filled automatically when adding the link in the source field.

***DESCRIPTION OF THE PROVENANCE***

**Transcription**

Transcribe the text (if any) on the provenance mark in normal use, i.e. do not use capitals if these are not used in a common sentences; give the text as it is meant, i.e. solve the u-v, i-j etc. in Latin[*“virtus” instead of “virtvs”*] and if possible, give a translation between brackets [ …].

**Language**

Picklist. Choose the language of the text on the mark

**Century**

Picklist. Choose the century in which the mark was in use; multiple centuries are possible.

**Date**

The date in this field should be as specific as possible; general information on dates is given in the Century field. For persons, give the biographical dates.

**Iconclass**

Via the information button [questionmark] the most used codes are given. For more information, for example to describe the figures on the image, use: <http://iconclass.org/help/outline>.

**Technique**

Use a term form the picklist. If you miss a technique, please send an email to: [marieke.vandelft@kb.nl](mailto:marieke.vandelft@kb.nl)

**Width and Height**

Give these in cm, rounded up or down to halves (2,5 cm)

**Place of use**

This means the place where the provenance mark was used or/and the Former Owner (user of the provenance mark) lived. Type the name of the place of use and the name will be retrieved. If not, see below.

**Former Owners**

Here comes the name of the user of the provenance mark. Insert the name of the Former Owner as specific as possible. This field is connected to the CERL Thesaurus. If you type a name, a person or institution pops up. If this is the right one, you insert it by clicking.

**Missing names**

Place names and Former Owners are from the [CERL "Thesaurus" Database.](https://data.cerl.org/thesaurus/)

If no name pops up when typing, try some different spellings. If then still no name pops up, please open the CERL Thesaurus (<https://data.cerl.org/thesaurus/_search>) in a new tab and search for the name. If the name lacks in CERL thesaurus, you can add it with the button ‘Add missing lookup items’. A new form opens where you can choose between Place, Former Owner (person) and Former Owner (Institution). Insert the place or former owner and it will be kept in CERL Thesaurus and your description. There can be some delay when saving new names in the Thesaurus, so you might have to wait before it turns up.

***RIGHT PART OF THE FORM***

**Can You Help forum**

If you could not identify the image, please give all the information about the image you have and tick this box. The image will then show up in the Can You Help forum at Arkyves and other scholars might be able to help you to identify it.

**Comments field**

In this field you can add information you were not yet able to provide yet: for example, specification of the folium number in the book and other books with the same image. Other useful information like bibliographical references, references to other Provance Websites, information about a former owner etc. For some elements new fields might be defined in the future.