

Black Bibliography Project

Data Entry Workflow Instructions

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Introduction

Adding a new resource to the [Black Bibliography Project \(BBP\) database](#) requires three main steps: [searching the database](#), [creating new Wikidata Items](#), and [adding Statements to Items](#). This workflow document will walk you through the steps required to add your resource to the BBP. Instructions on these three steps follow this introduction. ([Click here to go directly to the Wikidata instructions.](#))

The resources described in the BBP are broken into three levels of bibliographic description: [Work](#), [Edition](#), and [Copy](#), and each resource should have a record for each of these descriptive levels. Multiple resources can share Work and Edition records, but each resource should have a unique Copy record. This introduction includes definitions of each of these levels accompanied by lists of the properties assigned to each level. ([Click here to go directly to these definitions and the BBP workflow instructions.](#))

These workflow instructions are meant to be used in conjunction with the [BBP Style Manual](#). When you reach instructions in this document relating to property data entry, you will find links taking you to the appropriate recording instructions in the Style Manual. It is, however, recommended that you spend some time familiarizing yourself with the whole Style Manual, as well.

When recording a new resource in the BBP database, you'll be entering two main kinds of data: *transcribed* and *controlled*. Transcribed information comes directly from the resource. This allows other users to compare the resource they are describing with one that's already been described (e.g., does this book in my hand have the same title page as the book described in the database?). It also gives a picture of how the resource represents itself. As such, it's meant to be human-readable, rather than machine-actionable. Controlled information, on the other hand, brings like resources together. Controlled data appears in a standardized form across relevant records, regardless of how the data presents itself on the resource. This way, an author whose name appears in three different ways across three different resources is identified in the same way in all three descriptions. This standardized data also allows the sophisticated searching that a consistent data set can support. By performing these two differing functions, *transcribed* and *controlled* data complement each other in the description and access of a resource.

A note on terminology: in this document, the word "Item" will always refer to a Wikidata Item. The specific resource you have in your hand will be referred to as a Copy. Other terms used in these instructions and their definitions can be found in the [Glossary](#).

For ease of navigating this document, it is recommended that you open the document outline. To do this, click on "View" (under the document name at the top left of the screen), then select "Show document outline." The outline should now appear on the left side of your screen.

Pre-recording guidance

Before you begin recording data for a new resource in the BBP database, it's suggested that you spend some time familiarizing yourself with the resource you will be describing. Take a few minutes to examine it, getting a sense for what is and is not in your resource. A few questions you should consider as you explore your resource:

1. What are the Work and Edition represented by this Copy?
2. Who are the contributors (e.g. authors, editors, publishers, former owners, etc.) associated with this resource?
3. Is there supplementary textual content, such as an introduction or afterword?

4. Is there supplementary non-textual content, such as illustrations or ornaments?
5. What Copy-specific content (e.g. bookplates, inscriptions, imperfections, etc.) is present?

When you are ready to add your resource to the database, always begin by searching for your resource's Work, Edition, and Copy to ensure that they are not already present in the database. Once you have determined that your resource is unrecorded, then you may create Items for the Work, Edition, and Copy as necessary.

You may also find it useful to begin by making a list of the Agents and Places associated with your resource. You can then search for them, and create those which have not yet been recorded before recording the Work, Edition, and Copy. That way they will be present in the database when you need to enter them as data. But you may also create Agents and Places as you need them in the course of recording data.

Wikidata Instructions

Creating a new Wikidata Item

1. From the main page, under "Properties and Items," click on "Add a new item."
2. You will be presented with a form with four fields: Language, Label, Description, and Aliases.
3. Leave Language at the default, which is English. (Note: this is identifying the language of description, not the language of the resource.)
4. For the Label and Description, follow the individual instructions for the type of Wikidata Item you are adding. (Individual instructions can be found under [BBP Workflow Instructions](#))
5. Do not provide any Aliases.
6. Click "Create."

Adding statements to a Wikidata Item

1. Create a new Wikidata Item or open an existing Item.
2. Click on "+ add a statement" at the bottom of the screen.
3. In the Property field, begin typing the name of the Property you want to use. Select the correct Property from the auto-suggest list.
4. Input the associated data in the box to the right, following the appropriate guidelines from the Style Manual as necessary.
5. If the Property requires or can take a qualifier, click on "+ add qualifier"

- a. In the new Property field which appears under the data entry box, begin typing the name of the Property you want to use. Select the correct Property from the auto-suggest list.
 - b. Input the associated data.
6. When you have finished entering data, click "Save."
7. If the Property has multiple values for your resource, click "+ add value" then repeat 4-6.
8. If the Property has data that was found in an outside reference work, add a reference.
 - a. Click "+ add reference."
 - b. In the new Property field which appears under the data entry box, begin typing "Source" and select from the auto-suggest list.
 - c. Source takes a Wikidata Item as data.
 - d. Begin typing the Reference work name and choose from the auto-suggest options.
 - e. When you have finished entering data, click "Save."

Editing a Wikidata Item (Label/Description/Alias)

1. Open an existing Item.
2. Click on "edit" on the upper right side, under the Label and Description (if present).
3. The fields under "Label," "Description," and "Also known as" can now be edited.
 - a. If entering multiple Aliases under "Also Known as," separate them with a vertical pipe |.
4. When you are finished editing, click "Save" on the upper right side.

BBP Workflow Instructions

What are Works, Editions, and Copies?

Resources entered into the BBP database are described at three bibliographic levels: Work, Edition, and Copy. Before you begin entering data, please familiarize yourself with the definition of each of these terms, as well as the Properties used to describe each. These are the Properties you will be looking for in your resource as you record it in the database. A reminder: multiple resources can and will share Work and Edition records, but each resource should have a unique Copy record. Shared Work and Edition records allows the database to bring together multiple Editions of the same Work and multiple Copies of the same Edition or Work.

How to identify a Work

A Work is a distinct intellectual or artistic creation; that is, the intellectual or artistic content.

The Properties that identify a Work:

- creator
- author
- amanuensis
- editor
- literary form
- language

How to identify an Edition

An Edition is all copies of a resource printed at any time or times from one setting of type without substantial change.

The properties that identify an Edition:

- edition of
- title page transcription
- publication statement transcription
- printing statement transcription
- copyright statement transcription
- dedication statement transcription
 - dedicatee
- edition statement transcription
- series statement transcription
- acknowledgement statement transcription
- ISBN
- title
- published by
- printed by
- distributed by
- sold by
- engraved by
- stereotyped by
- contributor
- illustrator
- editor [for critical editions]
- designer
- translator
- musical arranger
- writer of foreword

- writer of introduction
- writer of preface
- writer of afterword
- writer of supplementary content
- extent statement
 - total number of pages
- illustrative content
- ornamentation
- format
- price

How to identify a Copy

A Copy is the unique item in your hand. It will generally be distinguished from other copies by imperfections, provenance, and/or individual numbering as part of a limited edition (e.g., “Number 5 of an edition of 75 copies”).

The properties that identify a Copy:

- copy of
- held by
 - shelfmark
- impression statement
- limitation statement
- number line
- binding
- height
- width
- condition note
- provenance note
- presentation inscription
- provenance evidence
 - former owner
- associated agent
- sold by
- price

Checking if a Work, Edition, or Copy has been recorded

In order to prevent duplicate description in the bibliography, begin by checking if your resource has already been recorded in the database. ([Click here](#) for a flow chart of the following instructions.)

1. Begin by searching for your resource’s Work using the search box in the upper right corner of the main page. The search function queries Item Labels and Descriptions, so it’s best to begin with a title search. Any Work-level record will

also have 'work' in the label, to help narrow your results. Open any potential Items in the results to check if the properties recorded match your Work (see: [How to Identify a Work](#)).

- a. If the Work has been already recorded, search for the Edition.
 - b. If the Work has not been recorded, [record a new Work](#).
2. Search for your resource's Edition using the search box in the upper right corner of the main screen. The search function queries Item Labels and Descriptions, so it's best to begin with a title search. Any Edition-level record will also have 'edition' in the label, to help narrow your results. Open any potential Items in the results to check if the properties recorded match your Edition (see: [How to Identify an Edition](#)).
 - a. If the Edition has already been recorded, search for your Copy.
 - b. If the Edition has not been recorded, [record a new Edition](#).
3. Search for your resource's Copy using the search box in the upper right corner of the main screen. The search function queries Item Labels and Descriptions, so it's best to begin with a title search. Any Copy-level record will have the holding institution and a unique identifier, such as a shelfmark, in the label, to help narrow your results. Open any potential Items in the results to check if the properties recorded match your Copy (see: [How to Identify a Copy](#)).
 - a. If the Copy has already been recorded, double check the!
 - b. If the Copy has not been recorded, [record a new Copy](#).

Checking if an Agent, Place, or Series has been recorded

Controlled data works best when the same name is used to consistently identify an Agent, Place, or Series. Before you begin describing your resource, or while you are entering data, check to see if the Agent, Place, or Series associated with your resource has already been recorded.

1. Search for your resource's Agent using the search box in the upper right corner of the main screen. The search function queries Item Labels and Descriptions, so it's best to begin with first name and last name. Remember: the Label used for an Agent **does not** need to match the form of name that appears on your resource.
 - a. If the Agent in the database is the one associated with your resource, use that Agent.
 - i. If the form of name on your resource differs from that used for the Label, you may add an alternate form of name to the existing Agent record as an Alias. (See: [Instructions on editing a Wikidata Item](#))
 - b. If you are uncertain if an Agent is the person or organization you are looking for, or your Agent has not already been recorded, [record a new Agent](#).

2. Search for your resource's Place using the search box in the upper right corner of the main screen.
 - a. If the Place in the database is the one associated with your resource, use that Place.
 - i. If the form of name on your resource differs from that used for the Label, you may add an alternate form of name to the existing Place record as an Alias. (See: [Instructions on editing a Wikidata Item](#))
 - b. If you are uncertain if a Place is the one you are looking for, or your Place has not already been recorded, [record a new Place](#).
3. Search for your resource's Series using the search box in the upper right corner of the main screen. The search function queries Item Labels and Descriptions, so it's best to begin with a title search. Any Series record will also have 'series' in the label, to help narrow your results.
 - a. If the Series in the database is the one associated with your resource, use that Series.
 - i. If the form of name on your resource differs from that used for the Label, you may add an alternate form of name to the existing Series record as an Alias. (See: [Instructions on editing a Wikidata Item](#))
 - b. If you are uncertain if a Series is the one you are looking for, or your Series has not already been recorded, [record a new Series](#).

Recording a new Work

1. Create a new Item. (See: [Instructions on creating a Wikidata Item](#))
2. For the Label, record the Work title. See the Style Manual for [guidance on how to structure a Work title](#).
3. For the Description, provide a concise description that provides a few distinguishing details about the Work, including the author/creator and the literary form.

Example: Poems by Phillis Wheatley
4. Add the following statements. (See: [Instructions on adding statements to a Wikidata Item](#))
 - a. instance of**

Note: This property takes an existing Wikidata Item as data.

 - i. Fill this in with "Work." It will appear as an auto-suggest option when you start typing.
 - ii. If the Work is also anonymous, i.e. credited to the name Anonymous, also fill this in with "Anonymous work."
 - iii. If the Work is also unattributed, i.e. there is no author identified on the resource, also fill this in with "Unattributed work."
 - b. creator**

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the creator's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your creator does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#)) Once you have created a new Agent, you can add them to the record.

c. author

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the author's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your contributor does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#)) Once you have created a new Agent, you can add them to the record.

d. amanuensis

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the amanuensis's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your contributor does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#)) Once you have created a new Agent, you can add them to the record.

e. editor

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the editor's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your editor does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#)) Once you have created a new Agent, you can add them to the record.

f. literary form

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the literary form and choose from the auto-suggest options. See the Style Manual for [guidance on recording a literary form](#).

g. language

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the language and choose from the auto-suggest options.

Recording a new Edition

1. Create a new Item. (See: [Instructions on creating a Wikidata Item](#))
2. For the Label, record the Edition title. See the Style Manual for [guidance on structuring an Edition title](#).
3. For the Description, provide a concise description with a few distinguishing details about the Edition, including the date, place of publication, and publisher (even though this will duplicate information from the label).

Example: 1793 edition, re-print, published by Thomas Spencer, Albany

4. Add the following statements. (See: [Instructions on adding statements to a Wikidata Item](#))

a. instance of

Note: This property takes an existing Wikidata Item as data.

- i. Fill this in with "Edition." It will appear as an auto-suggest option when you start typing.

b. edition of

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the Work name and choose from the auto-suggest options.
- ii. Qualify with '**rank**,' if the edition numbering is known.

Note: This qualifier takes a number as data.

1. Record the number of priority of the edition.

c. title page transcription

Note: This property is free text.

- i. Transcribe the title page. See the Style Manual for [guidance on transcribing a title page](#).

d. publication statement transcription

Note: This property is free text.

- i. Transcribe the publication statement. See the Style Manual for [guidance on transcribing a publication statement](#).
- ii. Qualify with '**location on resource**.'

Note: This qualifier is free text.

1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

e. printing statement transcription

Note: This property is free text.

- i. Transcribe the printing statement. See the Style Manual for [guidance on transcribing a printing statement](#).
- ii. Qualify with '**location on resource**.'

Note: This qualifier is free text.

1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

f. copyright statement transcription

Note: This property is free text.

- i. Transcribe the copyright statement. See the Style Manual for [guidance on transcribing a copyright statement](#).
- ii. Qualify with '**location on resource**.'

Note: This qualifier is free text.

1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

- iii. Qualify with '**copyright holder**.'

Note: This qualifier takes an existing Wikidata Item as data.

1. Begin typing the copyright holder's name in the box and choose the appropriate Agent from the auto-suggest options.
 - a. If your copyright holder does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

g. dedication statement transcription

Note: This property is free text.

- i. Transcribe the dedication statement. See the Style Manual for [guidance on transcribing dedications](#).
- ii. Qualify with '**location on resource**.'

Note: This qualifier is free text.

1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

- iii. Qualify with '**dedicatee**.'

Note: This qualifier takes an existing Wikidata Item as data.

1. Begin typing the dedicatee's name in the box and choose the appropriate Agent from the auto-suggest options.
 - a. If your dedicatee does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

h. edition statement transcription

Note: This property is free text.

- i. Transcribe the edition statement. See the Style Manual for [guidance on transcribing an edition statement](#).

- ii. Qualify with '**location on resource**.'

Note: This qualifier is free text.

- 1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

i. series statement transcription

Note: This property is free text.

- i. Transcribe the series statement. See the Style Manual for [guidance on transcribing a series statement](#).

- ii. Qualify with '**location on resource**.'

Note: This qualifier is free text.

- 1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

- iii. Qualify with '**series title**.'

Note: This qualifier takes an existing Wikidata Item as data.

- 1. Begin typing the series title in the box and choose the appropriate Series from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Series. (See: [Instructions on recording a new Series](#).) Once you have created a new Series, you can add it to the record.

j. acknowledgment statement transcription

Note: This property is free text.

- i. Transcribe the acknowledgement statement. See the Style Manual for guidance on transcribing an acknowledgement statement.

- ii. Qualify with '**location on resource**.'

Note: This qualifier is free text.

- 1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

k. ISBN

Note: This property is free text.

- i. Record the ISBN. See the Style Manual for [guidance on recording an ISBN](#).

l. title

Note: This property is free text.

- i. Record titles found elsewhere than the title page. See the Style Manual for [guidance on recording other titles](#).

ii. Qualify with '**location on resource.**'

Note: This qualifier is free text.

1. Record the location in the resource where the information was found. A [list of standard title locations](#) is available in the Style Manual.

m. published by

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the publisher's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your publisher does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.
- ii. For unknown or unidentified publishers:
 1. If the resource does not include a publisher, but does include a place and/or date of publication, click on the rectangular boxes next to the data entry field and select 'unknown value.' This allows you to record the place and date as qualifiers.

iii. Qualify with '**place.**'

Note: This qualifier takes an existing Wikidata Item as data.

1. Begin typing the place of publication in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.
- iv. Qualify with '**date.**'

Note: This qualifier takes a year as data.

1. Record the date of publication. See the Style Manual for [guidance on recording dates](#).

n. printed by

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the printer's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your printer does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.
- ii. For unknown or unidentified printers:

1. If the resource does not include a printer, but does include a place and/or date of printer, click on the rectangular boxes next to the data entry field and select 'unknown value.' This allows you to record the place and date as qualifiers.

iii. Qualify with '**place.**'

Note: This qualifier takes an existing Wikidata Item as data.

1. Begin typing the place of printing in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place.](#)) Once you have created a new Place, you can add it to the record.

iv. Qualify with '**date.**'

Note: This qualifier takes a year as data.

1. Record the date of printing. See the Style Manual for [guidance on recording dates.](#)

o. distributed by

Note: This property takes an existing Wikidata Item as data.

i. Begin typing the distributor's name in the box and choose the appropriate Agent from the auto-suggest options.

1. If your distributor does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent.](#)) Once you have created a new Agent, you can add them to the record.

ii. For unknown or unidentified distributors:

1. If the resource does not include a distributor, but does include a place and/or date of distribution, click on the rectangular boxes next to the data entry field and select 'unknown value.' This allows you to record the place and date as qualifiers.

iii. Qualify with '**place.**'

Note: This qualifier takes an existing Wikidata Item as data.

1. Begin typing the place of distribution in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place.](#)) Once you have created a new Place, you can add it to the record.

iv. Qualify with '**date.**'

Note: This qualifier takes a year as data.

1. Record the date of distribution. See the Style Manual for [guidance on recording dates](#).

p. sold by

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the seller's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your seller does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording an Agent](#).) Once you have created a new Agent, you can add them to the record.

- ii. Qualify with '**place**.'

Note: This qualifier takes an existing Wikidata Item as data.

1. Begin typing the place of sale in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.

- iii. Qualify with '**price**.'

Note: This qualifier takes a number as data.

1. Record the sale price. See the Style Manual for [guidance on recording price](#).

q. engraved by

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the engraver's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your engraver does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

- ii. Qualify with '**place**.'

Note: This qualifier takes an existing Wikidata Item as data.

1. Begin typing the place of engraving in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.

- iii. Qualify with '**date**.'

Note: This qualifier takes a year as data.

1. Record the date of engraving. See the Style Manual for [guidance on recording dates](#).

r. stereotyped by

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the stereotyper's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your stereotyper does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

- ii. Qualify with '**place**.'

Note: This qualifier takes an existing Wikidata Item as data.

1. Begin typing the place of stereotyping in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.

- iii. Qualify with '**date**.'

Note: This qualifier takes a year as data.

1. Record the date of stereotyping. See the Style Manual for [guidance on recording dates](#).

s. contributor

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the contributor's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your contributor does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

t. illustrator

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the illustrator's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your illustrator does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

u. editor

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the editor's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your editor does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

v. designer

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the designer's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your designer does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

w. translator

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the translator's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your translator does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

x. musical arranger

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the musical arranger's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your musical arranger does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

y. writer of foreword

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the writer's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your writer does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

z. writer of introduction

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the writer's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your writer does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

aa. writer of preface

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the writer's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your writer does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

bb. writer of afterword

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the writer's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your writer does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

cc. writer of supplementary content

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the writer's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your writer does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

dd. associated agent

Note: This property takes an existing Wikidata Item as data.

- ii. Begin typing the agent's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your agent does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

ee. extent statement

Note: This property is free text.

- i. Record the extent statement. See the Style Manual for [guidance on recording an extent statement](#).
- ii. Qualify with 'total number of pages.'
Note: This qualifier takes a number as data.
 - 1. Record the total number of pages.

ff. illustrative content

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the kind of illustrative content and choose from the auto-suggest options. See the Style Manual for [guidance on recording illustrative content](#).

gg.ornamentation

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the kind of ornamentation and choose the correct term from the auto-suggest options. See the Style Manual for [guidance on recording ornamentation](#).

hh.format

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the format and choose from the auto-suggest options. See the Style Manual for [guidance on recording format](#).

ii. price

Note: This property takes a number as data.

- i. Record the price of the Edition. See the Style Manual for [guidance on recording price](#).
- ii. Qualify with 'place.'
Note: This qualifier takes an existing Wikidata Item as data.
 - 1. Begin typing the Place name in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.

Recording a new Copy

1. Create a new Item. (See: [Instructions on creating a Wikidata Item](#).)
2. For the Label, record the Copy title. See the Style Manual for [guidance on structuring a Copy title](#).
3. For the Description, provide a concise description that provides a few distinguishing details about the Copy, including the holding institution and shelfmark.

4. Add the following statements. (See: [Instructions on adding statements to a Wikidata Item](#))

a. instance of

Note: This property takes an existing Wikidata Item as data.

- i. Fill this in with “Copy.” It will appear as an auto-suggest option when you start typing.

b. copy of

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the Edition name and choose from the auto-suggest options.

c. held by

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the institution’s or owner’s name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your institution or owner does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

- ii. Qualify with ‘**shelfmark**’.

Note: This qualifier is free text.

1. Record the shelfmark.

d. impression statement transcription

Note: This property is free text.

- i. Transcribe the impression statement. See the Style Manual for [guidance on transcribing an impression statement](#).
- ii. Qualify with ‘**location on resource**.’

Note: This qualifier is free text.

1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

e. limitation statement transcription

Note: This property is free text.

- i. Transcribe the limitation statement. See the Style Manual for [guidance on transcribing an limitation statement](#).
- ii. Qualify with ‘**location on resource**.’

Note: This qualifier is free text.

1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

f. number line transcription

Note: This property is free text.

- i. Record the number line. See the Style Manual for [guidance on recording a number line](#).
 - ii. Qualify with '**location on resource**.'
- Note: This qualifier is free text.*
- 1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).

g. binding

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the kind of binding or binding component and choose from the auto-suggest options. See the Style Manual for [guidance on recording binding information](#).
 - ii. Qualify with '**material**.'
- Note: This property takes an existing Wikidata Item as data.*
- 1. Begin typing the kind of material and choose from the auto-suggest options.

h. height

Note: This property takes a number as data.

- i. Record the height of the textblock. See the Style Manual for [guidance on recording dimensions](#).
- ii. Use the unit 'centimeters.'

i. width

Note: This property takes a number as data.

- i. Record the width of the textblock. See the Style Manual for [guidance on recording dimensions](#).
- ii. Use the unit 'centimeters.'

j. condition note

Note: The property is free text.

- i. Record a note on the condition of the Copy. See the Style Manual for [guidance on recording a condition note](#).

k. provenance note

Note: This property is free text.

- i. Record a note on the provenance of the item. See the Style Manual for [guidance on recording a provenance note](#).

l. presentation inscription

Note: This property is free text.

- i. Transcribe any presentation inscription.
 - ii. Qualify with '**inscription to**.'
- Note: This qualifier takes an existing Wikidata Item as data.*

1. Begin typing the name of the person or institution to whom the inscription was made in the box and choose the appropriate Agent from the auto-suggest options.
 - a. If your person or institution does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.
- iii. Qualify with '**inscription from**.'

Note: This property takes an existing Wikidata Item as data.

 1. Begin typing the inscriber's name in the box and choose the appropriate Agent from the auto-suggest options.
 - a. If your inscriber does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.
- iv. Qualify with '**place**.'

Note: This qualifier takes an existing Wikidata Item as data.

 1. Begin typing the Place name in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.
- v. Qualify with '**date**.'

Note: This qualifier takes a year as data.

 1. Record the date of the presentation inscription. See the Style Manual for [guidance on recording dates](#).

m. provenance evidence

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the kind of provenance evidence and choose from the auto-suggest options. See the Style Manual for [guidance on recording provenance evidence](#).
- ii. Qualify with '**provenance note**.'

Note: This qualifier is free text.

 1. Transcribe the provenance information. See the Style Manual for [guidance on recording a provenance note](#).
- iii. Qualify with '**former owner**.'

Note: This property takes an existing Wikidata Item as data.

 1. Begin typing the owner's name in the box and choose the appropriate Agent from the auto-suggest options.

- a. If your owner does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

iv. Qualify with '**associated agent**.'

Note: This property takes an existing Wikidata Item as data.

- 1. Begin typing the agent's name in the box and choose the appropriate Agent from the auto-suggest options.
 - a. If your agent does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

v. Qualify with '**place**.'

Note: This qualifier takes an existing Wikidata Item as data.

- 1. Begin typing the place associated with the provenance in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.

vi. Qualify with '**date**.'

Note: This qualifier takes a date as data.

- 1. Record the date associated with the provenance. See the Style Manual for [guidance on recording dates](#).

n. sold by

Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the seller's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your seller does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording an Agent](#).) Once you have created a new Agent, you can add them to the record.
- ii. Qualify with '**provenance note**.'
Note: This qualifier is free text.
 - 1. Transcribe the provenance information. See the Style Manual for [guidance on recording a provenance note](#).
- iii. Qualify with '**provenance evidence**.'
Note: This property takes an existing Wikidata Item as data.

1. Begin typing the kind of provenance evidence and choose from the auto-suggest options. See the Style Manual for [guidance on recording provenance evidence](#).
- iv. Qualify with '**place**.'
- Note: This qualifier takes an existing Wikidata Item as data.*
 1. Begin typing the Place name in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.
- v. Qualify with '**date**.'
- Note: This qualifier takes a date as data.*
 1. Record the date associated with the provenance. See the Style Manual for [guidance on recording dates](#).
- vi. Qualify with '**price**.'
- Note: This qualifier takes a number as data.*
 1. Record the price associated with the sale. See the Style Manual for [guidance on recording price](#).
- o. price**
- Note: This qualifier takes a number as data.*
 - i. Record the price of the Copy. See the Style Manual for [guidance on recording price](#).
 - ii. Qualify with '**provenance note**.'
 - Note: This qualifier is free text.*
 1. Transcribe the provenance information. See the Style Manual for [guidance on recording a provenance note](#).
- p. distinguishing characteristic**
- Note: This qualifier is free text.*
 - i. Record the distinguishing characteristic. See the Style Manual for [guidance on recording a distinguishing characteristic](#).

Recording a new Agent

1. Create a new Item. (See: [Instructions on creating a Wikidata Item](#).)
2. For the Label:
 - a. If it is a personal name, see the Style Manual for [guidance on recording personal names](#).
 - b. If it is a corporate name, see the Style Manual for [guidance on recording corporate names](#).

3. Leave the Description blank.
4. Add the following statements. (See: [Instructions on adding statements to a Wikidata Item.](#))
 - a. *There are currently no required statements for Agents.*

Recording a new Place

1. Create a new Item. (See: [Instructions on creating a Wikidata Item.](#))
2. For the Label, see the Style Manual for [guidance on recording place names.](#)
3. Leave the Description blank.
4. Add the following statements. (See: [Instructions on adding statements to a Wikidata Item.](#))
 - a. *There are currently no required statements for Places.*

Recording a new Series

1. Create a new Item. (See: [Instructions on creating a Wikidata Item.](#))
2. For the Label, see the Style Manual for [guidance on recording series titles.](#)
3. Leave the Description blank.
4. Add the following statements. (See: [Instructions on adding statements to a Wikidata Item.](#))
 - a. *There are currently no required statements for Series.*

Recording a new Reference work

1. Create a new Item. (See: [Instructions on creating a Wikidata Item.](#))
2. For the Label, see the Style Manual for [guidance on recording reference work titles.](#)
3. Leave the Description blank.
4. Add the following statements. (See: [Instructions on adding statements to a Wikidata Item.](#))
 - a. **title**
Note: This property is free text.
 - b. **author**
Note: This property takes an existing Wikidata Item as data.
 - i. Begin typing the author's name in the box and choose the appropriate Agent from the auto-suggest options.
 1. If your author does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent.](#)) Once you have created a new Agent, you can add them to the record.
 - c. **compiler**
Note: This property takes an existing Wikidata Item as data.

- i. Begin typing the compiler's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your author does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

d. published by

Note: This property takes an existing Wikidata Item as data.

- v. Begin typing the publisher's name in the box and choose the appropriate Agent from the auto-suggest options.
 - 1. If your publisher does not appear as an auto-suggest option, create a new Agent. (See: [Instructions on recording a new Agent](#).) Once you have created a new Agent, you can add them to the record.

- vi. Qualify with '**place**.'

Note: This qualifier takes an existing Wikidata Item as data.

- 1. Begin typing the place of publication in the box and choose the appropriate Place from the auto-suggest options.
 - a. If it does not appear as an auto-suggest option, create a new Place. (See: [Instructions on recording a new Place](#).) Once you have created a new Place, you can add it to the record.

- vii. Qualify with '**date**.'

Note: This qualifier takes a year as data.

- 1. Record the date of publication. See the Style Manual for [guidance on recording dates](#).

e. edition statement transcription

Note: This property is free text.

- i. Transcribe the edition statement. See the Style Manual for [guidance on transcribing an edition statement](#).

- ii. Qualify with '**location on resource**.'

Note: This qualifier is free text.

- 1. Record the location in the resource where the information was found. See the Style Manual for [guidance on recording location](#).