Key to Interim TIFF Manuscript Data.xlsx

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This file serves as a key to the Interim TIFF Manuscript Data.xlsx file and serves to explain some of the color coding and annotation.

1.0) "Go Items" tab

1.1) Base File Name (Column A)

1.1.1) We have created MODS records for all Livingstone letters listed in the CC catalogue. As a result, we only include base file names in this column for uncatalogued letters and for other items from the CC catalogue.

1.1.2) In some cases for these items, MODS records do already exist for these two last-named items, but we have included base file names nonetheless to ensure the proper renaming of item directories.

1.1.3) In other cases (marked in purple), we include the base file names because no MODS records exist for the given items, so this is the first time base file names have been assigned. Inclusion here will also ensure the proper renaming of item directories.

1.2) Items (Column B)

1.2.1) The acronyms we use in this column reference specific sections of the CC catalogue and are as follows:

aaab = Autographs and Autographed Books
b = Books
d = Documents
fd = Field Diaries
lalf = Letters and Letter Fragments
m = Maps (not in CC)
par = Papers and Reports
seaos = Sketches, Envelopes, and Odd Scraps

1.2.2) If a letter appears in the CC catalogue, the letter number in four digit form is used in this column.

1.2.3) If a letter does not appear in the catalogue, we use "Uncat" plus the recipient plus the date, as in the following example:

Uncat to Waller 6 Feb 1866

1.2.4) If an item (other than a letter) appears in the CC catalogue, we here use an acronym for the relevant section of the catalogue plus the catalogue entry number (in three digit form).

1.2.5) If an item (other than a letter) does not appear in the CC catalogue, we use "Uncat" plus a date (if available) plus a short description of an item plus institutional acronym (if we have more than one copy of an item), as in the following example:

par-Uncat 1862 private memo

1.2.6) Contextual items in this column are named with "context" plus some short description.

1.2.7) If an entry is green in that column, it means that the item comes from the RGS and that we currently only have JPEGs of it.

1.3) TIFF (Column C)

1.3.1) If we have TIFF or JPEG images of an item, an "x" appears in this column.

1.3.2) If we will get TIFF images of the item from the University of Glasgow, a "G" appears in this column

1.4) XML (Column D)

1.4.1) If we have a TEI P4 or TEI P5 transcription of an item, a "P4" or "P5" appears here.

1.5) Notes (Column E)

1.5.1) If we have a letter for which we have a transcription but no images the acronym for the institution holding the letter will appear in this column or there will be a reference to the print publication from which the letter is taken.

1.5.2) If we have a letter to Benjamin Pyne for which we have a transcription but no images, the word "Pyne" appears in this column. If Chris Lawrence has photocopies of the letter we add an asterisk: Pyne*

1.5.3) If the original of a letter no longer survives and the CC catalogue lists the DLC has having a photocopy, that information is also noted in this column.

1.5.4) If we only have images of some kind of copy of a letter, then that is duly noted here by the acronym for the institution which holds the copy plus the word "copy."
1.5.5) There are also a few random notes in this column.

2.0) "Review Later" tab

2.1) All points made above under 1.0 also apply to this tab.

3.0) "No-go Items" tab

3.1) We have no further plans to work with the data enumerated in this tab. As a result, the items have been left named in a somewhat ad hoc fashion, and no further explanation of file names is being provided.

3.1) The layout of the items here reflects the layout (and is so labeled also) of the directories in which these items are held in the "No-go Items" directory on the UNL Spacely server: