




Cataloging 101

Module 1
June 13, 2022



Today's Agenda

- Introductions
 - Our philosophy
 - What is cataloging?
 - Before you begin
 - Standards & systems
 - Using catalog records
-

Introductions in the Chat

Our Philosophy



Adaptable framework

Good-better-best

Not one size fits all

All levels of expertise are welcome

Perfect is the enemy of good

What Is Cataloging?

Systematically recording information about your collections
to facilitate management, stewardship, and access

Why Catalog? Internal Applications

- Intellectual control
 - Identification
 - Location tracking
 - Condition monitoring
 - Emergency preparedness
 - Shared knowledge
- Research & Programs
- Preservation



Why Catalog? External Applications

- Stewardship
- Patron access
- Link collections within and across organizations
- Raise public visibility of collection and organization
- Facilitate advocacy and fundraising



Accession Record

- Record of acquisition transaction
- Encompasses everything within the transaction, single item to 1000s
- High-level description of acquisition contents
- Can include confidential data
- Mostly internal use
- Can be a stand-in for a catalog record

VS.

Catalog Record

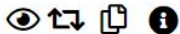
- Descriptive record of collections material(s) themselves
 - Can encompass one item or a group of items
 - Internal and external uses
 - Can be linked to an accession record
-

RESULTS (1/3)

Editing transfer:

Marketing Department Records (2016.51)

Lot contains 0 objects



Lot contains 0 objects

Add new Archival to lot

BASIC INFO

RELATIONSHIPS

CONTENTS

ALTERNATE NAMES

SUMMARY

LOG

Current location Edit Transfer Basic info

Save Cancel

Delete

Lot title

Marketing Department Records

Lot number

2016 . 51

Accession status

accessioned

Description

B I U S x₂ x² Font Size A

Source icons

4 cartons and 1 oversized folder of records transferred from Champlain College's Marketing Department on October 5, 2016. Consists primarily of print photographs in slide form and digital images on cd, taken c. 1995-2006. Also contains a small group of award certificates that the department received for its publications. These certificates arrived framed and were unframed during intake; the frames were discarded.

RESULTS (1/1)

Editing gift:

Champlain College Montage (2022.8)

Lot contains 1 object



Lot contains 1 object

Add new Archival to lot

BASIC INFO

RELATIONSHIPS

CONTENTS

ALTERNATE NAMES

SUMMARY

LOG

Current location Edit Gift Basic info

i Saved changes to gift

Save Cancel Delete

Lot title Champlain College Montage

Lot number 2022 . 8

Accession status accessioned

Description
B I U S | x_2 x^2 | Font | Size | **A** | | |

Original watercolor by artist Amanda Amend (2021). Gift of the artist; signed deed of gift on file.

RESULTS (1/1)

Editing Archival Material and Objects: Campus Subseries > Champlain College Montage: Perry Hall, Bader Hall, the Center for Communication and Creative Media, the S.D. Ireland Family Center for Global Business and Technology, and the Miller Information Commons (2022.8.1)



Part of lot: 2022.8

Export data

- BASIC
ADMIN INFO
SUBJECTS
MEDIA
RELATIONSHIPS
LINKS

Current location Edit Archival Material and Objects Summary

Champlain College Montage: Perry Hall, Bader Hall, the Center for Display: Default Object Report
Communication and Creative Media, the S.D. Ireland Family
Center for Global Business and Technology, and the Miller Information Commons



OBJECT IDENTIFIER 2022.8.1

ALTERNATE IDENTIFIERS

OBJECT TITLES Champlain College Montage: Perry Hall, Bader Hall, the Center for Communication and Creative Media,

DATE October 2021 ()

DESCRIPTION Watercolor painting depicting architectural elements from five buildings on the Champlain College campus: Roger H. Perry Hall, Bader Hall, the Center for Communication and Creative Media, the S.D. Ireland Family Center, and Miller Information Commons.

RELATED ENTITIES

MATERIAL Paper

DIMENSIONS 68cm52.5cm

Before You Begin

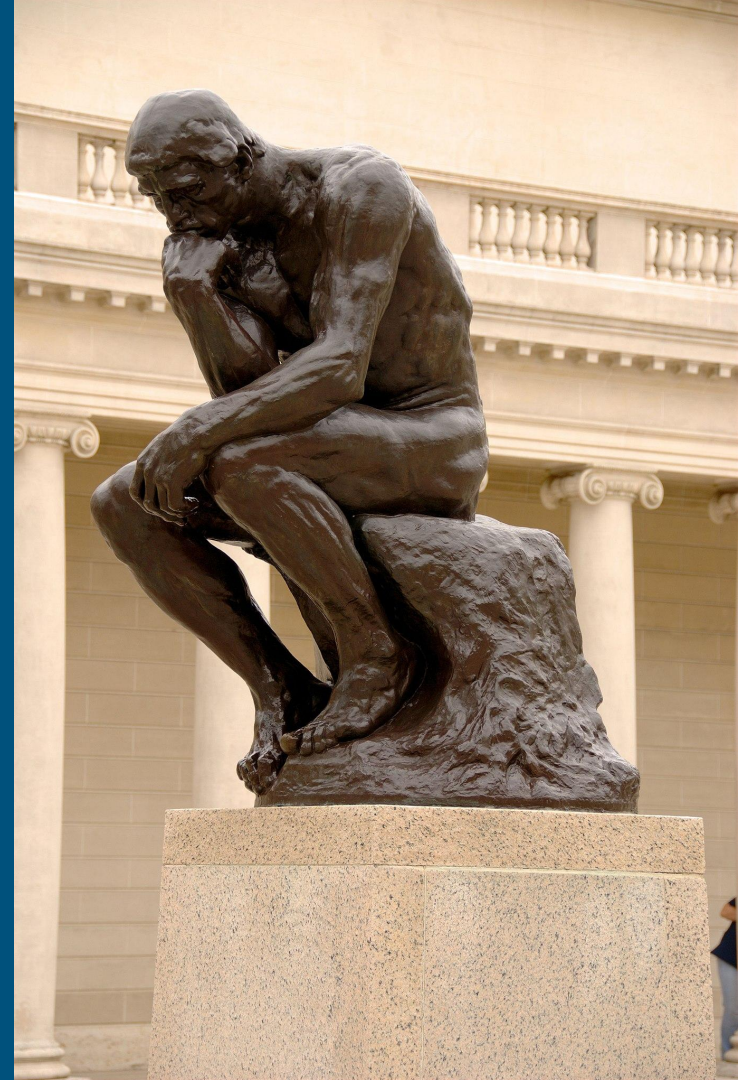
Laying the Foundation



- Mission
- Collections scope
- Collections policy
- Goals for cataloging
- Accession record
- Inventory

Considerations

- Starting from scratch vs. legacy system
- Existing inventory & accession records
- Available resources
- Technology access & comfort levels
- Electronic vs. paper
- Division of labor
- Iterative process





Parallel Systems

- Collections
Numbers
- File names
- Location names

Document, Document, Document



Getting Started



- Foundational policies
 - Inventory
 - Bite-sized chunks
 - Sandbox play
-

Standards & Systems

Why Use Standards?

- Less reinventing the wheel
 - Creates consistency
 - Facilitates collaboration
 - Facilitates future handoff of responsibilities
-

Standards

Good:

Have conscious & consistent standards for fields and field formats

- Required vs. optional fields
- Formatting names of people, organizations, and places
- Formatting titles, subjects, dates, etc.
- Terminology
- Measurements/extent





Adin Styles, *Church Street (North), Burlington, Vt.*, c. 1865

Standards

Better:

Use professional content & formatting standards

- subject headings
- nomenclature
- names
- dates
- etc.



GOOD

BETTER

BEST

Standards

Best:

Use a professional standard as a framework for your entire catalog record

- Dublin Core
 - Foundation for Green Mountain Digital Archive guidelines



Cataloging Systems



- Tool for organizing information
 - Facilitates consistency
 - Facilitates internal and external access to information
 - Facilitates searching and linking data
 - Facilitates cross-pollination between organizations
-



GOOD

BETTER

BEST

Systems

Good:

Commit to using a specific system

- Doesn't necessarily need to be designed for collections



GOOD

BETTER

BEST

Systems

Better:

Use a system designed for cataloging

- Tinycat
- PastPerfect
- CollectiveAccess
- ArchivesSpace
- CatalogIt
- etc.



GOOD

BETTER

BEST

Systems

Best:

Use a system designed for cataloging that has a public access feature

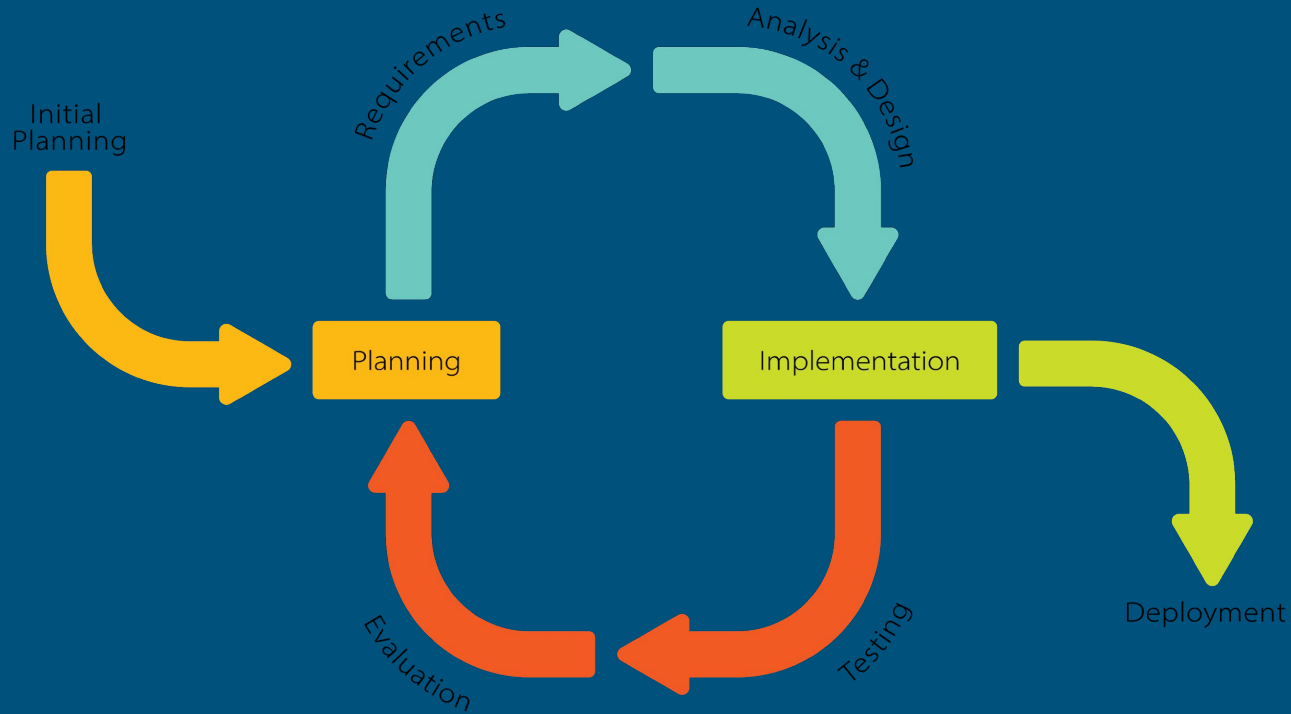
Designate certain fields as publicly accessible, others as internal only

Using Catalog Records

Catalog records can ...

- Facilitate knowing what you have, where it is, and what shape it's in
- Facilitate telling similar items apart from one another
- Allow multiple people to access collections data, including staff, volunteers, and patrons
- Allow for searching within and across collections
- Facilitate participation in a collaborative platform like GMDA or DPLA
- Establish a foundation for
 - Fundraising
 - Preservation projects
 - Programs

Cataloging is an Iterative Process



Document, Document, Document



Module 2: June 16

- Item level vs. higher level description
 - Creating basic catalog records
 - More detailed catalog records
 - Cataloging pitfalls
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Module 3:
June 20

Hands on
cataloging of
objects

Module 4:
June 27

Hands on
cataloging of
archival material
