




Cataloging 101

Module 2
June 16, 2022



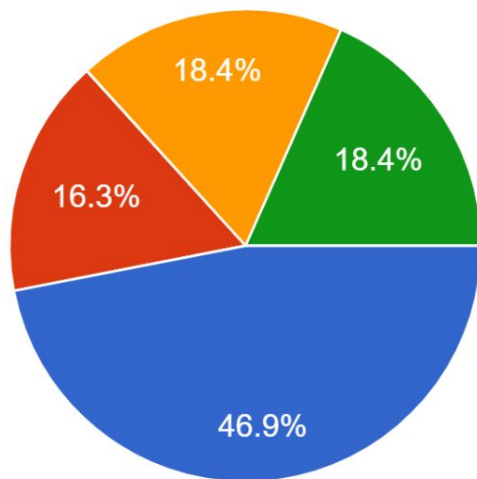
Today's Agenda

- Introductions
 - Brief Recap
 - Questions from module 1?
 - Item-level vs. higher-level description
 - Creating basic catalog records
 - More detailed catalog records
 - Cataloging pitfalls
-

Introductions 2.0

Are you new to cataloging?

49 responses



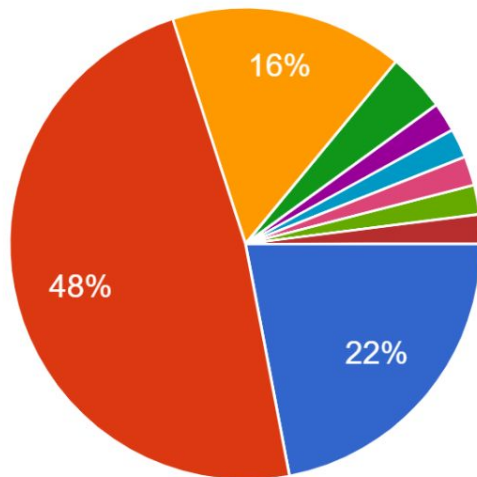
- Yes; I am new to cataloging
- I have experience cataloging objects
- I have experience cataloging archival materials
- I have experience cataloging library materials

The word cloud features the following terms:

- learn** (largest word, blue)
- practices** (second largest, orange)
- information** (purple)
- process** (orange)
- organize** (teal)
- items** (yellow-green)
- digital** (grey)
- work** (red)
- ready** (green)
- find** (green)
- computer** (purple)
- item** (grey)
- experience** (red)
- small** (grey)
- procedures** (grey)
- standard** (yellow)
- helping** (grey)
- searchable** (purple)
- organization** (purple)
- record** (grey)
- accessioned** (grey)
- advisory** (purple)
- books** (yellow-green)
- hope** (purple)
- basic** (grey)
- key** (purple)
- forms** (grey)
- locations** (yellow-green)
- procedures** (grey)
- refreshers** (purple)
- documents** (purple)
- competent** (purple)
- determine** (purple)
- description** (grey)
- paper** (grey)
- basics** (purple)
- photos** (grey)
- learning** (red)

If you currently work with collections, are they cataloged or otherwise described?

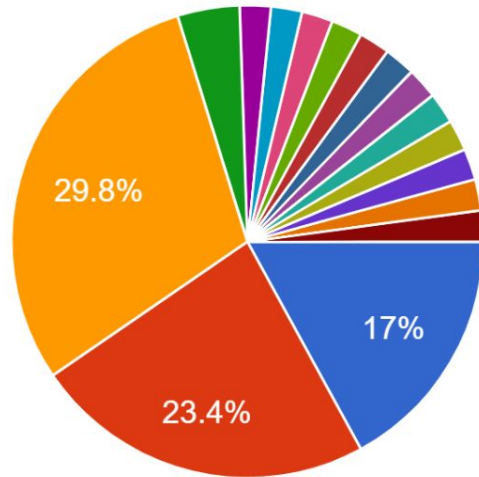
50 responses



- We are just beginning this process
- Some of our collection is cataloged/described
- Most of our collection is cataloged/described
- I am not currently responsible for description
- We cataloged items on paper for manual use
- We are transitioning to Past Perfect.
- Most of my collection is documented but not cataloged
- Cataloging records are outdated, some items are not described
- very basic information is contained on labels only

If some of your collections are cataloged/described, what system are you currently using?

47 responses

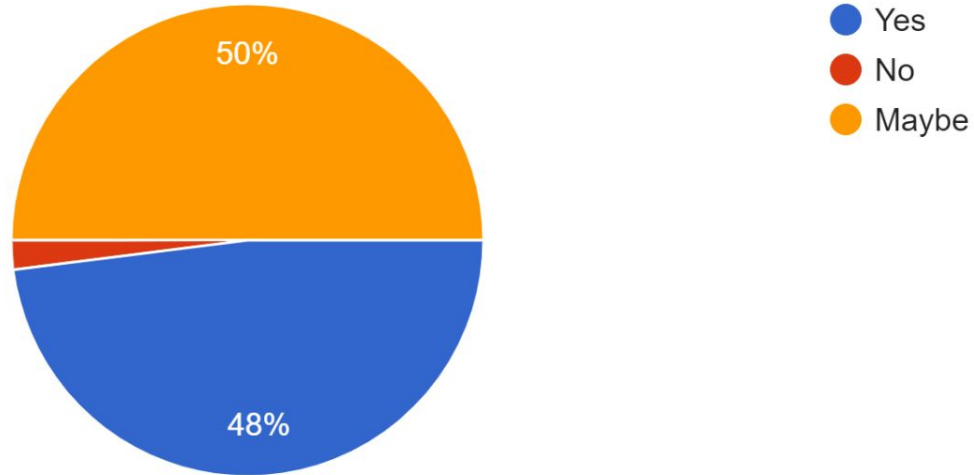


- Paper forms
- Spreadsheet (Excel, etc.)
- PastPerfect
- Access database
- All of the above!
- Just starting with catalogit
- We just subscribed to CatalogIt software
- We use word processing for archival...

▲ 1/2 ▼

Might you be interested in participating in a future statewide digital repository (a centralized platform for providing access to digital materials)?

50 responses



Our Philosophy



Adaptable framework

Not one size fits all

All levels of expertise are welcome

Good-better-best

Perfect is the enemy of good

What Is Cataloging?

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

Item-level Description
vs.
Higher-level Description

Why NOT Always Item-level Cataloging?

- Resource-intensive
- Other materials remain hidden
- In some cases, dubious value added
- Can actually impede access
- Can lose valuable context
- In some cases, impossible to accomplish

In a nutshell, because

Life Is Short.



Good candidates for Higher-level Description

- Sets of “like” materials...regardless of format (CHUNKS!)
- Archival collections, generally



Good *timing* for Higher-level Description



- When just starting to “get a grip” on what you have in...
 - Entire collection
 - A specific space
 - “The Backlog”
- An inventory project

Remember!



Description is an *iterative process*

Each iteration can get more *granular*

Not everything *warrants* granular description

Time spent describing one thing is time not spent describing something else

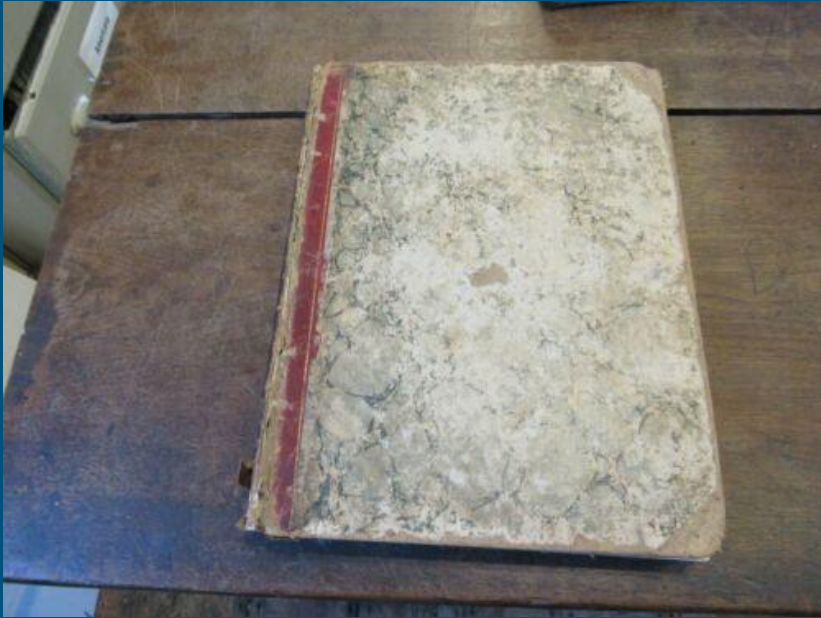
Example.



Even an item-level description can get more *granular*

- Image of sheep under a tree
- Color photograph of a flock of 12 Gotland sheep under a maple tree
- Color photograph of Gotland sheep named Emili, Lina, Anchises, Agassi, Alphonse, Artemis, Audrey, Baldwin, Boskoop, Bushka, Battier, and Boustrophedon under one of the marriage maples at their home in Washington, Vermont.

What is an “item” anyway?!



A bound volume of a year of issues of a newspaper?

What is an “item” anyway?!



Each issue?

What is an "item" anyway?!

CONTENTS OF THE FIRST EDITION OF THE ENGLISH DICTIONARY	
Abacus	1
Abandon	2
Abate	3
Abbot	4
Abdicate	5
Abdication	6
Abdullah	7
Abhor	8
Abhorrence	9
Abide	10
Abigail	11
Abigayle	12
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Abigayle	100

Each article?

What is an “item” anyway?!



Each image or advertisement or name that appears in the text?

The takeaway.

Sometimes high-level description is all you need...and it is *always* a good place to start.

Higher-level description can be called...

- A guide to collections
- A collection-level record
- A finding aid



speeches of Isaiah C. Wears, 1816-1901, and Jacob C. White, Sr. and Jacob C. White, Jr., 1832-1899, some autograph material of Benjamin Banneker, 1790-1891, and Frederick Douglass, 1870-1875.

Gift of Leon Gardiner, 1934.

9
Antill, Edward, 1742-1789. Papers, 1780. (1 v.)

A small collection of scientific papers written or copied by Lieutenant Colonel Edward Antill while a paroled prisoner of war at Flat Bush, Long Island (New York, N.Y.) Subjects include "The principles of geology and astronomy," "elements of chronology," "elements of all the syllables within the English language," "a table of the sun's declination from 1764 to 1795," and a table showing the number of miles to each degree of longitude and latitude.

Gift of Mrs. William Stansfield, 1936.

10
Burleigh, Charles Calistus, 1810-1878. Papers, 1844-1859.
(8 items.)

Charles Calistus Burleigh was an abolitionist and reformer associated with the Garrisonian wing of the anti-slavery movement. He was editor of the *Unionists*, 1833-1837, wrote for the *Liberator*, edited the *Pennsylvania Freeman* after 1844, and served as the secretary of the American Anti-Slavery Society and editor of its annual reports.

Included in this small collection of published and unpublished manuscripts are: "Journal of the Little Things of Life," begun in 1844, including an index in another hand; the manuscript for Burleigh's *Thoughts on the Death Penalty* (1845); the texts for the Annual Reports of the American Anti-Slavery Society, 1856-1859, in several hands edited by Burleigh; incoming correspondence, 1838, 1875.

Gift of Colonel John P. Nickolson, 1909.

11
Archambault, Anna Margareta. Papers, 1876-1945.
(2 linear ft.)

Personal correspondence of Anna Margareta Archambault, portrait painter, miniaturist, author, and educator, is included with sketches, photos, and correspondence on her work in miniatures. Also included are correspondence and notes for *Guide Book of Art, Architecture, and Historic Interest*

in *Pennsylvania* (Philadelphia, 1924), which she edited for the Art Committee of the State Federation of Pennsylvania Women, histories of the counties of Pennsylvania, and clippings and illustrations to accompany the histories.

Gift of Anna Margareta Archambault, 1933-1946.

12
Longstreth, Mary Anna. Collection, 1876-1878. (3 v.)

A collection of biographical information gathered by Mary Anna Longstreth, Philadelphia educator, about Emma Dean Walker Armstrong, wife of Samuel Chapman Armstrong, founder of the Hampton (Va.) Normal and Agricultural Institute. The materials are assembled in letter form for the Armstrong children, Louise and Edith, and contain considerable information about the early history of the institute and the educational philosophy of its founder. Longstreth has included, as well, many letters from Emma Dean Walker Armstrong's female acquaintances, testifying to her exemplary character.

Three of the original four volumes survive in the collection.

13
Armstrong, Thomas. Notebook, 1830. (1 v.)

Memoranda of historical events, and on literary and scientific subjects made by Thomas Armstrong while a student at the University of Pennsylvania.

14
Armstrong, William. Papers, 1776-1779. (3 v.)

Quartermaster accounts of Major William Armstrong include leaves from journal, 1776; receipt book, 1778; receipt book for construction work at Fort Mifflin, near Philadelphia, 1779.

Gift of Dr. Isaac R. Walker.

15
Armstrong, William G., 1823-1900. Diaries, 1866-1888. (23 v.)

William G. Armstrong was a Philadelphia banknote and line engraver and portrait painter.

The annual diaries contain comment on local and national politics (demonstrating racist and anti-Republican attitudes), and on cultural, professional, and social activities.

Archambault, Anna Margaretta. Papers, 1876-1945.
(2 linear ft.)

Personal correspondence of Anna Margaretta Archambault, portrait painter, miniaturist, author, and educator, is included with sketches, photos, and correspondence on her work in miniatures. Also included are correspondence and notes for *Guide Book of Art, Architecture, and Historic Interest*

in Pennsylvania (Philadelphia, 1924), which she edited for the Art Committee of the State Federation of Pennsylvania Women, histories of the counties of Pennsylvania, and clippings and illustrations to accompany the histories.

Gift of Anna Margaretta Archambault, 1933-1946.

RESULTS
(5/6)

Editing File:

[Stephen Mease Papers \(2018.54\)](#)
> [Mease Flickr Album 0407: Commencement Reception by Stephen Mease May 2017 \(marketing_mease_album0407\)](#)



BASIC INFO

SUMMARY

LOG

Stephen Mease Papers >
(2018.54)
(champlain_series12_mease)

Marketing Images: Aerial View of Burlington by Sanders Milens Summer 1997 (2016.51) (Marketing Oversized Folder 03)

Radio Interviews and News Clippings (marketing radio)

Mease Flickr Album 0407: Commencement Reception by Stephen Mease May 2017 (marketing_mease_album0407)

Mease Flickr Album 0406: Commencement Reception by Stephen Mease May 2017 (marketing_mease_album0406)

Mease Flickr Album 0361:

Identifier

marketing_mease_album0407

Title

Mease Flickr Album 0407: Commencement Reception by Stephen Mease May 2017

Date

Date

May 13 2017

Date type

Date(s) of creation

+ Add Date

Notes

Images by College photographer Stephen Mease taken or uploaded on May 13, 2017. Contents: 90 jpg images of graduates, families, and mascot Chauncey T. Beaver after commencement ceremony. Original title as labeled on Flickr album: "Commencement 2017 - Reception."

Front end finding aid, a PDF online

- » **Series 12: Marketing** (champlain_records_series12)

 - Champlain College Playing Cards (2016.27.1)

 - Champlain College Pennant (2017.40.1)

 - Champlain College Pennant (2017.40.2)

 - » **Marketing Awards Certificates (2016.51)** (Marketing Oversized Folder 01)

 - » **Marketing Images: Aerial View of Burlington by Sanders Milens Summer 1997 (2016.51)** (Marketing Oversized Folder 03)

 - » **Stephen Mease Papers (2018.54)** (champlain_series12_mease)

← Back to albums list



Commencement 2017 - Rec...

90 photos • 124 views



By: Champlain College

PRO



Nina Swaim Papers

ca. 1950-2015

4 boxes (5 linear feet)

Call no.: MS 1125

Eleanor “Nina” Hathaway Swaim (1938-2015) was a feminist, environmental and antinuclear activist, antiwar organizer, and proponent of women’s collective enterprises globally. She was arrested for the final time just a month before her death, chained to the gates of a pipe yard in Williston, VT, protesting a fracked gas pipeline. Born into a conservative family in Sharon, MA, Swaim was radicalized during the mid-sixties by courses at the Free University on the Lower East Side and during the 1968 occupations at Columbia University, where she was an administrator. She joined the It’s All Right to be a Woman Theater in 1970 and toured the country with them before leaving New York City to work in a GI bookstore near a military base in Massachusetts, helping soldiers protesting the Vietnam War. Learning the printing trade, she moved to Vermont and co-founded the women’s collective press, **New Victoria Press**, worked as a mediation coordinator for the Vermont Supreme Court, and became a strong force in the antinuclear movement, helping found the Upper Valley Energy Coalition (UVCE),

Subjects

- Antinuclear movement--United States
- Antinuclear movement--Vermont
- Environmental justice
- Feminism
- Nuclear energy--Vermont
- Peace movements--United States

Contributors

- Nina Swaim

Types of material

- Correspondence
- Diaries
- Personal narratives
- Photographs

Series descriptions

Series 1. Correspondence

1926-2015

Includes decades worth of letters written to and by Nina Swaim. It documents her life abroad and the friends she holds dear as collaborators in community, research, and protest activities. This extensive collection of correspondence tracks Swaim from her early womanhood until her death in 2015.

Series 2. Writing

1957-2015

Swaim was a distinguished writer and short-story author. Within writings are diaries, creative and reflective writing, published stories, drafts and unpublished stories and speeches.

Series 3. Publications

1913-2015

As a researcher, Swaim consulted a lot of publications as reference material including booklets, editorials, and newspapers.

Series 4. Audiovisual

1957-2015

Personal photographs of Swaim as well as photographs she took throughout her life. Showcasing her time abroad and with family and friends, this series is a visual window into Swaim's life. Also contains cassettes and CDs of interviews with Swaim.

Series 5. Research and Activism

1957-2015

Materials Swaim collected and consulted during her decades' worth of research and community engagement. Includes notes, articles, pamphlets, information packets regarding activist group, shirts and the plastic handcuffs Nina wore upon her protesting in Vermont in 2011.

Section 2. Writing

1957-2015 Sept

"Europe on a Bicycle: England, Scotland, Norway, Sweden, Denmark, Germany, Netherlands, Belgium, France"	ca.1957	Box 2: 45
Journal	ca.1960s June 28-July 20	Box 2: 46
Unpublished Writings	1965 Mar 07	Box 2: 47
Printed Diary (with Photographs)	ca.1970	Box 2: 48
Articles Written by Swaim (News Articles)	1972-1987 Aug 27	Box 2: 49
Journal	1974 June 03-1982 June 27	Box 2: 50
Unpublished Writings	1975 Oct 11-2015 July 21	Box 2: 51
Journal	1977 Apr 18-1980 Aug 11	Box 2: 52
Journal	1978 Sept 02-1978 Oct 02	Box 2: 53
Upper Valley Energy Coalition	1979 Apr 12	Box 2: 54
Seneca Protests	1980 Dec 31	Box 2: 55
"A Handbook for Women on the Nuclear Mentality" Copies by Susan Koen and Nina Swaim	ca.1980	Box 2: 56
Memo Book	ca.1980	Box 2: 57
Handwritten Notes, re: Political Consensus and Roberts Rules	ca.1980	Box 2: 58
Unpublished Writings	1981 Jan	Box 2: 59
Journal	1981 Feb 18-1981 Oct 13	Box 2: 60
Unpublished Writings	1982 Aug 14-1982 Nov 17	Box 2: 61
Diary and Notes from Africa	1982 Feb 17-1982 Oct 13	Box 2: 62

Showing Collections: 1 - 10 of 560

1 2 3 4 5 6 7 8 9 10 ... 56 →Next

Title (ascending) ▾

Sort

Abernethy's Store Records

 **Collection** Identifier: mss-184

Abstract

Collection contains account books, advertising, architectural drawings, correspondence, financial statements, tax returns, and building maintenance correspondence and records that document the activities Abernethy's Store of Burlington, VT, as well as the Abernethy Block building from the 1930s to the 1980s.

Dates: 1848-1982

Found in: [University of Vermont Libraries, Special Collections](#)



Abernethy's Store Records

Collection Identifier: mss-184



[# University of Vermont Libraries, Special Collections](#) > [Abernethy's Store Records](#)

[Collection Overview](#)

[Collection Organization](#)

Scope and Content Note

Collection contains account books, advertising, architectural drawings, some photos, an employee manual, correspondence, financial statements, tax returns, and building maintenance correspondence and records that document the activities Abernethy's Store of Burlington, VT, as well as the Abernethy Block building from the 1930s to the 1980s.

The Abernethy's Store Records collection contains records relating to the activities and building of the Abernethy's...

[See more >](#)

Dates

1848-1982

Creator

- [Abernethy's](#) (Organization)

Access

Collection is open for research.

Publication Rights

All requests for permission to publish or quote from manuscripts must be submitted in writing to the Curator of Manuscripts.

Biographical/Historical note

Abernethy's Department Store was a fixture in Burlington, VT on the corner of Church Street and Pearl Street throughout the 20th century.

Extent

5.17 Linear Feet (4 cartons, 1 box, 7 oversize folders)

Language of Materials

English

[Collapse All](#)

Search

From year To year

Collection organization

Abernethy's Store Records
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Advertisements and Catalogs <ul style="list-style-type: none"> Advertisements <ul style="list-style-type: none"> Newspapers, 1848, 1953 Newspaper (framed), 1924 Newspapers, 1932-1959 Correspondence, 1962-1976 Newspapers, circa 1981 Newspapers, 1981-1982 Sales and plans, 1981-1982 Sales and plans, inventory list, 1981-1982 Newspaper, undated Catalogs <ul style="list-style-type: none"> Catalogs, newspaper clippings, circa 1982 Catalogs, undated Catalogs, undated Catalogs, undated Store Events <ul style="list-style-type: none"> A listing of Italian wines and food specialties presented by the Italian Trade

Creating Basic Catalog Records

Some information will be the same

For cataloging at a higher “chunk” level or item level

AND

For cataloging archival or object based collections

OK, we will tell you what to do.

- Suggest using Dublin Core (DC) as your data standard.
 - A data standard tells you what elements to use
 - Likely to be what is used for the statewide digital repository
 - Dublin Core only has 15 elements!
- VHS and VHRP are drafting Dublin Core guidelines to share
- Refer to Describing Archives, a Content Standard (DACS) for additional guidelines on how to form the content for the DC elements
- Consistency is key (document, document, document)!

A GOOD catalog record

Essential elements for anything: (our opinion)

- Inherent characteristics
 - Creator *
 - Title
 - Date
 - Extent
 - Description
 - Language
 - Rights statement
- Management tools assigned for control purposes
 - Unique Identifier
 - Location

*IF known.



How does the catalog record relate to the accession record?

- Some fields may only appear in the accession record: donor info, date of accession, notes, purchase price or appraised value
- But it might be that a version of this info appears in the catalog record
 - Donor name, but not address
 - Year of accession, but not exact date
 - The fact that it was purchased, but not the purchase price
- The two records can be linked by the unique identifier

Creating More Detailed Catalog Records

A BETTER catalog record

All of the GOOD, plus:

- Administrative/Biographical History element
- Access points (huh?)
 - Subject headings
 - Names
 - Types of materials



GOOD

BETTER

BEST

More better. (Best)

- Imaging (scan, photo)
- Measurements
- Related collections/objects (at your institution or elsewhere)
- Condition note
- Meta metadata
 - cataloged by
 - date of catalog record

Cataloging Pitfalls

Pitfall. A hidden or not easily recognized danger or difficulty

Organizational pitfalls

- Not knowing how to start
- Description hesitancy
- Getting bogged down
- Inconsistent data entry
- Lack of coordination between catalogers
- Lack of process documentation

Technological-ish pitfalls

- Orphan or inherited systems
- Losing access to your system
- Multiple systems
- Not having a system

Systems

Good: Commit to using a specific system

Better: Use a system designed for cataloging

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



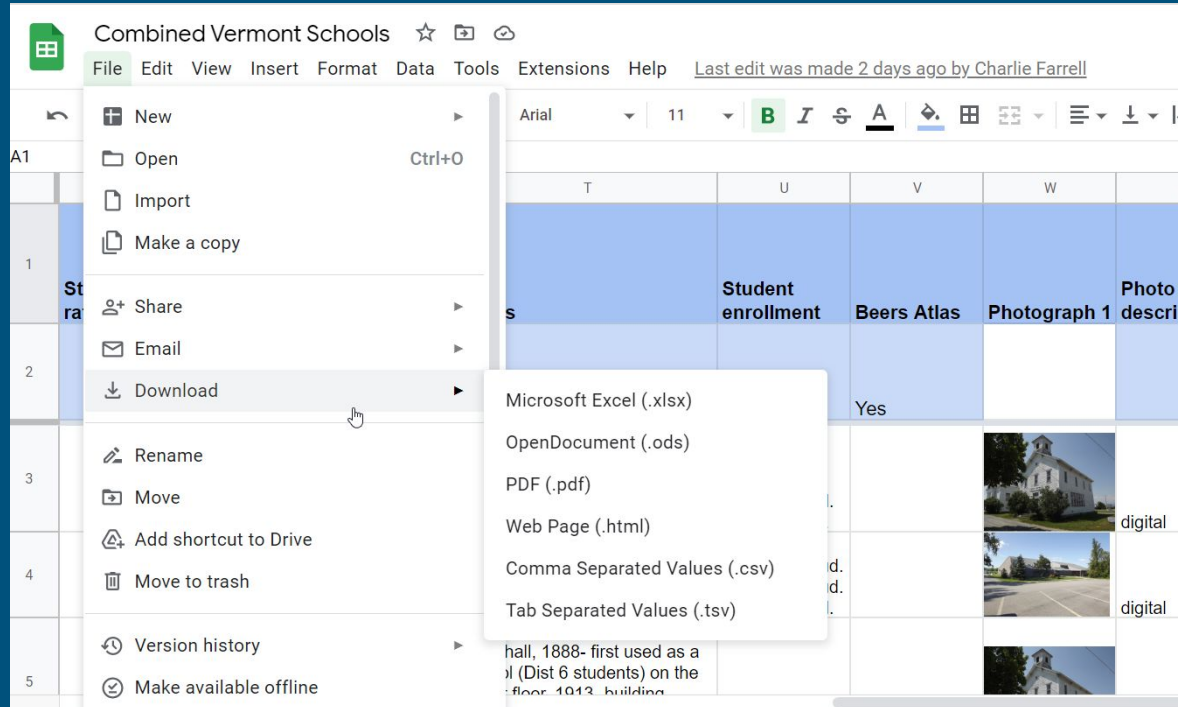
GOOD

BETTER

BEST

Important! Systems are gonna change.

Make sure you have
an exit strategy for your
catalog records:
can you export your data
from whatever system you put it in?



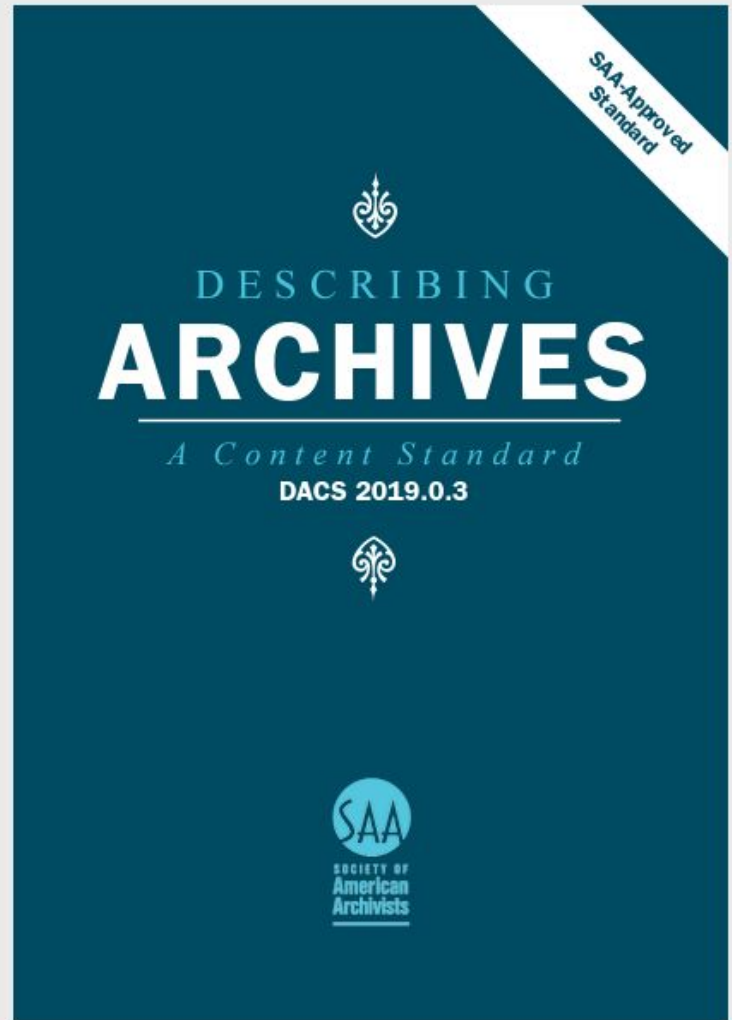
The DACS mantra

Can help with many of the organizational pitfalls.

Make a decision.

Document it.

Apply it consistently.



Be aware: content standards evolve, too

Awareness of your inherent bias, create/select subject headings with care, be careful about the models you consult

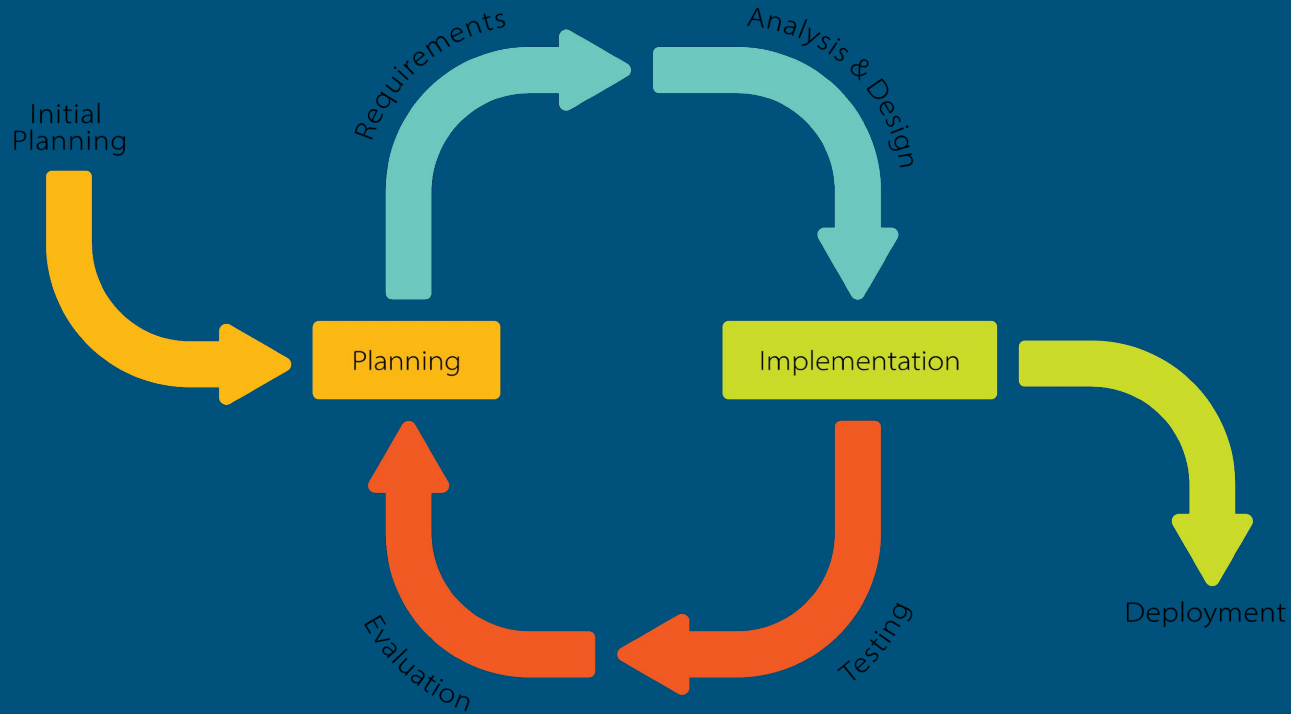
Reparative description or decolonizing the catalog

Iterative process - we are all working on this together, cultural perceptions change over time, be open to revisiting

Before	After
<p>The Poston Relocation Center in Arizona was the largest of the ten Japanese American internment camps operated by the United States War Relocation Authority during World War II, 1942-1945.</p>	<p>The Poston Relocation Center in Arizona was the largest of the ten American concentration camps operated by the United States War Relocation Authority during World War II, 1942-1945.</p>
<p>Publications published by the United States War Relocation Authority include information distributed to employees and residents of the camp. The collection includes... newspaper clippings from 1992 about the evacuation and relocation of Japanese Americans...The collection also includes photographic Christmas cards, circa 1952-1955, from the Kitaji family, who were former residents of the camp</p>	<p>Publications published by the United States War Relocation Authority include information distributed to employees and Japanese Americans incarcerated in the camp. The collection includes...newspaper clippings from 1992 about the forced removal and incarceration of Japanese Americans. The collection also includes photographic Christmas cards, circa 1952-1955, from the Kitaji family, who were incarcerated in the camp.</p>

Reparative Archival Description Working Group: Yale records on Japanese American incarceration during World War II

Cataloging is an Iterative Process



Module 3:
June 20

Hands on
cataloging of
objects

Module 4:
June 27

Hands on
cataloging of
archival material
