

# Cataloguing new manuscript collections



Approved by Collection Management Procedures Committee 4 December 2017

## PURPOSE

This procedure is intended as a guide to processing new acquisitions of non-complex manuscript collections where material can be housed together at a single manuscript call number and which require a single collection-level catalogue record.

In the following situations, follow Sections 1-5.2 of this procedure only as specific guidelines for end processing (Section 5) are still to be developed:

- collection material requiring digitisation
- collection material requiring treatment/housing by Collection Care
- “exceptions” i.e. collection material which will remain onsite due to its fragility, significance, expected high use, etc

This procedure can be used in conjunction with the *Cataloguing new manuscript collections checklist* located in Collection Management Procedures on Intranet.

## TARGET AUDIENCE

Collection Access & Description, Archival Team

## PROCEDURE

### 1. Select a collection for processing

1.1. Open Offers Register – All Materials spreadsheet (Excel Online in OneDrive). Find a collection that has been allocated to you, complete field *CA&D Assigned Staff* with your name (First name) if not already done and change *CA&D Status* to ‘Being processed’. Note *File Number*, *Location* and *Accession Number* for the collection.

1.2. Make a note of the time that processing commenced, and keep a running total of time spent on processing the collection (including reading the file, listing, arranging, cataloguing, rehousing, end processing) as this will be recorded on completion.

### 2. Obtain and read relevant Mitchell file

2.1. For new acquisitions, the Mitchell file is usually located in the file holder on the Team Leader’s desk. Some vendor files may be stored on CS&D shelves. If the file is not found in

these locations, search in Records Management intranet site e.g. ML15/16, and check current location before requesting a file.

2.2. Transfer the file to yourself, if not already transferred by Team Leader.

2.3. Read the file thoroughly before starting work on a collection, noting particularly the information in the Recommendation to Acquire, as well as any access conditions imposed by the donor or the Library. Soft copies of recommendations are located on the R-drive:

R:\New Library Services\COLLECTION & ORGANISATION\ACQUISITION\Donations\Donation Recommendations

R:\New Library Services\COLLECTION & ORGANISATION\ACQUISITION\Purchase\Recommendations for Purchase

2.4. Consult the CS&D librarian or R&D curator who signed the Recommendation to Acquire, for further insight into the collection and to discuss strategies for cataloguing

### **3. Collect collection material from Secure Room or Stack**

Obtain location from Offers Register

### **4. Catalogue and process collection**

4.1. Using the Accession Number (from Offers Register) as the access point, open the record in *Adlib Archives (accessions)*. On the *Processing* tab, check that the Team Leader has completed the fields *Processing job*, *Target date*, *Archivist*

4.2. Usually, a catalogue record will already exist, derived from the accession record. Using the Accession Number as the access point, open the record in *Adlib Archives (catalogue)*

4.3. On the *Identity statement* tab, in the *Call number* field, replace the existing entry with the standard statement 'Cataloguing in progress'.

4.4. On the *Location/Future movements* tab, delete the *Current location* if processing will be completed within one day. For longer periods, change the *Current location* to 'Level 2 Archival Team' with '(Your name)'s desk' in the *Notes* field.

4.5. Process the collection, arranging and describing in accordance with archival principles and following basic preservation practices including appropriate housing. If the collection is found to contain items which must be housed separately from the manuscript material (e.g. negatives, slides or transparencies for freezer storage, sound recordings), follow guidelines for that format (to be developed). If any material requires advice/preservation/custom housing from Collection Care, note for attention and follow guidelines (to be developed).

4.6. Complete relevant fields in the catalogue record for the collection, following appropriate standards. For guidance, refer firstly to completed Adlib guidelines (located in Collection Management Procedures on Intranet) and secondly to the ACMS Manual (located

at R:\New Library Services\COLLECTION & ORGANISATION\PROCEDURES\ACMS Manual) for those procedures yet to be updated for Adlib use. Further guidance is provided by *Rules for Archival Description (RAD)*, 2008.

For a minimum level record, the tabs and fields to be used are generally those listed below. Add other fields as appropriate.

### **Identity statement tab**

*Reference code*: System-generated

*Title*: Follow guidelines in ACMS Manual

*Date(s) (free text)*: Refer to 'Adlib - Identity statement - Guidelines for entering free text dates and date ranges' (Collection Management Procedures on Intranet). Note that existing data derived from Adlib *Archives (accessions)* may need to be updated in Adlib *Archives (catalogue)* after examination of the collection

*Date (early), Date (late)*: Refer to 'Adlib - Identity statement - Guidelines for entering free text dates and date ranges' (Collection Management Procedures on Intranet). Use the form YEAR-MONTH-DAY e.g. 1930-01-01, 1934-12-31

*Level*: Select from drop-down list

*Extent*: Follow guidelines in ACMS Manual

*Object category*: Select from List on Edit tab. Refer to 'Adlib - Identity statement - Guidelines for entering object category' (Collection Management Procedures on Intranet)

*Encoding level*: Select from drop-down list

*Call number*: Assigned from Accession register when material is ready to be shelved.

### **Context tab**

*Creator*: Follow guidelines in ACMS Manual

*Archival history*: Not yet in use

*Ownership history*: Follow guidelines in ACMS Manual

*Accession number*: Auto-derived from *Archives (accessions)* database

*Immediate source of acquisition*: Follow guidelines in ACMS Manual, based on information in ML file

### **Content and structure tab**

*Scope and content:* Follow guidelines in ACMS Manual. It is often easiest to create a Word document first, copy-and-paste to Notepad (to remove formatting), then copy-and-paste to Adlib. Sources of information may include the Recommendation to Acquire (R-drive version) and electronic lists if provided – copy-and-paste if useful, but check accuracy against collection material.

*Content keyword person/institution:* Follow guidelines in ACMS Manual

*Content keyword:* Follow guidelines in ACMS Manual

*System of arrangement:* Follow guidelines in ACMS Manual

### **Conditions of access and use tab**

*Conditions governing access:* Select from drop-down list, add public note specific to the material being described, following guidelines in ACMS Manual. (If collection is to be Restricted/Partly Restricted, complete fields as part of End Processing 5.6, referring to Restriction Checklist)

*Material status:* Select from drop-down list

*Physical access conditions:* Delete 'MSS unprocessed'. Following guidelines in ACMS Manual select from drop-down list, add public note specific to the material being described

*Rights:* Select from drop-down list, add public note specific to the material being described, following guidelines in ACMS Manual

### **Notes and description control tab**

Notes type: Drop-down list options

- *Administrative/Biographical history:* References should be from authoritative sources or created from the library correspondence file/collection material
- *General notes*
- *Source of descriptive information*
- *Variations in title*
- *Continuation of title*
- *Statement of responsibility*
- *Signatures and inscriptions*
- *Attributions and conjectures*
- *Edition note*
- *Date note*
- *Publishers note*
- *Conservation note*
- *Citation note*
- *Alphanumeric designations*

- *Confidential note*: Record any information of relevance – not available in the public view

For all Notes types, follow guidelines in ACMS Manual

## 5. End processing

5.1. Assign call number (MLMSS plus next running number) in Accessions Register located on top of shelves next to Published Team book labels. Record collection details in Register

5.2. In *Adlib Archives (catalogue)*, *Identity statement* tab, *Call number* field, replace 'Cataloguing in progress' with 'MLMSS XXXXX'. Follow guidelines in ACMS Manual for recording call numbers for outsize material

5.3. On *Location/Future movements* tab:

- If collection comprises folders/Type 1 boxes only, in *Current Location name* field, replace any existing location with 'Row 105 (Stack 2)'
- If collection contains both folders/Type 1 boxes and outsize boxes, in *Current Location name* field, replace any existing location with 'Row 105 (Stack 2)' and in *Notes* field add 'Applies to Box(es) X, X, etc' (referring to non-outsize boxes)
- If collection comprises outsize boxes only, leave *Current Location name* field blank

5.4. Carry out final check of catalogue record in Adlib and in Adlib UI (public view). Also check the record in Primo, allowing 1 day for record to be visible

5.5. Print Adlib catalogue record (on File tab -> Find Word template -> Draft Adlib template catalogue record. dotx). Check for errors, add copy to Mitchell file

5.6. In Mitchell file, annotate Alma order creation sheet (if present) or letter of acknowledgement (for donations) or invoice (for purchases) with Call number and Adlib reference code

5.7. Create label(s), affix to folder/boxes

5.8. If applicable, carry out restriction procedure – print out Restriction Checklist (R:\New Library Services\ACCESS & USE\ACCESS REGULATION\Restrictions\MSS Restriction Register\Restriction checklist.docx)

5.9. Transfer processed collection to Put shelves in Secure Room or if large, to Row 105 (Stack 2) shelves for manuscript collections awaiting offsite transfer

5.10. Mark Mitchell file with 'F' and place in Return to Records tray OR if part of vendor file e.g. Douglas Stewart, return to usual location

5.11. Update Offers Register (OneDrive): Change Location to 'Call Number', delete Location Shelf, change Location Free Text to 'MLMSS XXXXX'; change CA&D Status to 'Completed CA&D'; add Date CA&D completed in the form DD Month YEAR

5.12. In *Adlib (accessions)* on *Processing* tab complete fields *Completion date* and *Duration (hours)*

Ann Peck

29 November 2017