

Cataloguing new manuscript collections checklist



Approved by Collection Management Procedures Committee 4 December 2017

Adlib reference code:

Call number:

- ☐ *Offers Register, All Materials: CA&D Assigned Staff* -> First name, *CA&D Status* -> 'Being processed'; note *File Number, Location, Accession Number*
- ☐ Make a note of the time processing commenced, keep a running total of time spent
- ☐ Mitchell file – transfer to yourself if necessary, note Recommendation to Acquire, access conditions
- ☐ Consult author of Recommendation to Acquire for insight into collection and to discuss cataloguing strategies
- ☐ Collect collection material from Secure Room or Stack
- ☐ Adlib Archives (*accessions*), *Processing* tab – check fields *Processing job, Target date, Archivist*
- ☐ Adlib Archives (*catalogue*), *Identity statement* tab, *Call number* field -> 'Cataloguing in progress'
- ☐ Adlib Archives (*catalogue*), *Location/Future movements* tab – delete *Current location* or change to 'Level 2 Archival Team' with '(Your name)'s desk' in *Notes* field
- ☐ Process the collection
- ☐ Complete catalogue record for the collection
- ☐ MSS Accession Register – assign Call Number
- ☐ Adlib Archives (*catalogue*), *Identity statement* tab, *Call number* field -> 'MLMSS XXXXX'
- ☐ Adlib Archives (*catalogue*), *Location/Future movements* tab – delete *Current Location* if applicable
- ☐ Adlib UI (public view) – check catalogue record (also check in Primo after 24 hours)
- ☐ Print Adlib catalogue record, check for errors, add copy to Mitchell file
- ☐ Annotate Alma order creation sheet or letter of acknowledgement/invoice with Call no., Adlib ref. code
- ☐ Create label(s), affix to folder/boxes
- ☐ For collections to be restricted, carry out Restriction Procedure
- ☐ Transfer processed collection to Put shelves or Stack 2
- ☐ Return Mitchell file
- ☐ *Offers Register, All Materials: Location* -> 'Call Number'; delete *Location Shelf; Location Free Text* -> 'MLMSS XXXXX'; *CA&D Status* -> 'Completed CA&D'; add Date CA&D completed
- ☐ Adlib (*accessions*), *Processing* tab – complete fields *Completion date* and *Duration (hours)*