

Cataloging Checklist for Manuscript Collections at Houghton Library

Call number:

Cataloger's name:

Date:

Determine where collection will live (on site or at Harvard Depository)

Perform research relevant to collection (in curatorial/internal files, paper and/or electronic inventories, databases, HOLLIS, previous finding aids, etc.)

If necessary, unify disparate accessions

If necessary, discuss cataloging proposal with Senior Manuscript Cataloger and/or Associate Librarian for Technical Services (this may include determining level of cataloging granularity, among other issues)

If necessary, discuss preservation issues with Preservation Librarian and/or Curator

Discuss foldering and housing needs for the collection with end-processing

Assign the collection a call number

Arrange material physically

Draft finding aid in EAD

Request hou number from Senior Manuscript Cataloger and add to finding aid

Create new or revise existing MARC record for collection

Submit finding aid and MARC record to Senior Manuscript Cataloger for review

Make corrections to finding aid and MARC record

Run numbering macro

Put numbers on folders

Ask Senior Manuscript Cataloger to upload finding aid to OASIS

Review finding aid on OASIS and check 555 field link in HOLLIS

Fill out manuscripts tracking form and notify end-processing

Notes:

Save form as [call number].pdf