

Autumn 2023
Priority Projects

Proposal for
Standard Excel
Catalog Templates



PACIFIC NORTHWEST
RAILROAD ARCHIVE

Goals

- No single standard for .XLSX catalog files at the PNRA
- Saving volunteer time in establishing collections
- Increasing buy-in to AToM software
- Final product uploaded to PNRA 45

Design Process

- Conducting a listening tour for feedback towards iterative design
- Combing all PNRA catalog spreadsheets for trends and outliers, visually representing these findings
- Influence of AToM and SharePoint

Listening Tour

A five-question interview kicked off the assessment:

- Benefits of new catalog template standards?
 - Drawbacks of new catalog template standards?
 - Cautions or 'gotchas!' to consider?
 - Your referrals to other sources of insight or authority?
 - Final thoughts?
 - Additional notes
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- A big thank you to all participants!

Listening Tour

- **Priorities: preservation, ease-of-use for volunteers, RHO-friendly, searchable/AToM-compliant.**
- **Common ground: simplification without data loss, visually accessible interface for users, gentle introduction to format change via training.**
- **Underline: cohesive yet tailored product**

	Ephemera	Photomedia	Bibliography	Profiles	Drawings	Timetables
Item/Print Title	X	X	X		X	X
Date (dd/mm/yyyy)	X	X	X	X	X	X
Box Number	X				X	X
Description	X	X	X	X	X	X
Comments/Notes	X	X	X	X	X	
Station		X				X
Railroad		X		X		X
(Sub)Division				X	X	
Location (State)		X	X	X		
Item Number		X			X	
Series Info.					X	
Equipment Info.		X			X	
Item Dimensions					X	
Subject(s)		X	X			
Author		X	X		X	
Source	X	X	X	X	X	X
Cataloger	X	X			X	
Citation (book/page)			X			
Releases/Revisions			X		X	
Quantity	X		X			X

Prototypes

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Photo ID	Title	Scope & Content	Subject	Station	State	Railroad	Date	Creator	Notes
Image file name, e.g. JMF1234	For photos, "What", "Where", "When", e.g. "Burlington Northern diesel locomotive 2019 at Mississippi Street, Minnesota in 1973." Avoid abbreviations and acronyms.	The title plus any additional information if available, e.g. "Burlington Northern diesel locomotive 2019, formerly Great Northern 2019, at Mississippi Street, Minnesota, on June 20, 1973. Number 2019 is a GP20 built by General Motors Electro-Motive Division (EMD), builder's number 26207. Photo by J.M. Fredrickson." Avoid abbreviations and acronyms. Additional information should not require additional research.	Select an At&M photo subject from the authorized drop-down list.	Typically a town or city, may also be station within a city, e.g. Reservation, Mississippi Street. If unknown, leave blank.	Use the two letter postal abbreviation, e.g. MN, ND, WA.	Choose the PRINCIPAL railroad shown from the drop-down menu. If more than one railroad is represented, include in the Scope and Content field.	Use the date information available. May be exact date, e.g. May 23, 1941; month and year, e.g. October 1958, year only, e.g. 1912. If an interval is known, use that, e.g. 1942-1943, or circa 1973. If no information is available, use "undated".	If the photographer is other than the creator of the collection and is known, include in Scope & Content, and list here as Last Name, First Name. If the photographer is also the creator of the collection, no entry is necessary - At&M will fill it in.	Whatever additional information regarding the photograph may be pertinent.

	Ephemera	Images	Drawings	Railroad Documents
Date	★	★	★	★
Scope/Content	★	★	★	★
Railroad	★	★	★	★
Location	★	★	★	★
Subject 1	★	★	★	★
Subject 2	★	★	★	★
Item	★	★	★	★
Box Number	★	✗	★	✗
Station	✗	★	★	★
Division	✗	✗	★	★
Subdivision	✗	✗	★	★
Item Number	★*	★	★	★*
Series	✗	✗	★	✗
Equipment	✗	★	★	✗
Author	✗	★	★	✗
Source	✗	★	★	✗
Cataloger/Owner	★	★	★	★
Revisions	✗	★	★	✗
Quantity	★	✗	✗	✗

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Live Demo

- .XLSX catalog templates for ephemera, images, railroad documents, and drawings are annotated for ease of use.
- Guidance from Bill Petryk's photo data entry template—including direct borrowing of phraseology—it is brief, comprehensive and AToM compliant.

Next Steps

- **Template prototypes are complete and feedback has been collected; continuous feedback is appreciated.**
- **The final version combines your feedback with our findings, and is polished before uploading.**
- **Expect an upcoming rollout info session!**

Thank you very much!
Your time and consideration
are of great consequence.

Final results pending!

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