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
- 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		Х	X
Date (dd/mm/yyyy)	X	X	X	Х	Х	Х
Box Number	X				Х	Х
Description	X	X	X	Х	Х	Х
Comments/Notes	X	X	X	Х	Х	
Station		X				Х
Railroad		X		Х		Х
(Sub)Division				Х	X	
Location (State)		X	Х	X		
Item Number		Х			X	
Series Info.					Х	
Equipment Info.		Х			X	
Item Dimensions					X	
Subject(s)		X	X			
Author		X	X		X	
Source	X	Х	Х	Х	X	Х
Cataloger	Х	Х			Х	
Citation (book/page)			Х			
Releases/Revisions			Х		Х	
Quantity	Х		Х			Х

# Prototypes



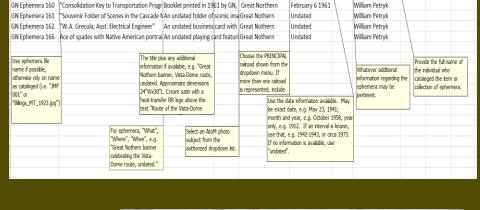
Photo ID		Scope & Content	Subject	Station	State	] Bailroad	Date	Creator	Notes	1
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	Ephemera	Images	Drawings	Railroad Documents
Date	*	*	*	*
Scope/Content	*	*	*	*
Railroad	*	*	*	*
Location	*	*	*	*
Subject 1	*	*	*	*
Subject 2	*	*	*	*
Item	*	*	*	*
Box Number	*	*	*	*
Station	*	*	*	*
Division	*	*	*	*
Subdivision	*	*	*	*
Item Number	**	*	*	**
Series	*	*	*	*
Equipment	*	*	*	*
Author	*	*	*	*
Source	*	*	*	*
Cataloger/Owner	*	*	*	*
Revisions	*	*	*	*
Quantity	*	*	*	*

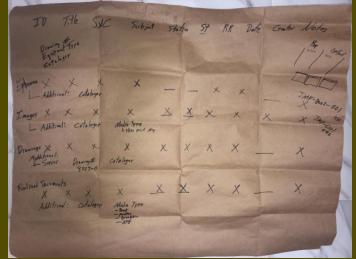
#### PACIFIC NORTHWEST RAILROAD ARCHIVE

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Division	*	*	*	*
Subdivision	×	*	*	*
Item Number	**	*	*	**
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Equipment	*	*	*	*
Author	*	*	*	*
Source	*	*	*	*
Cataloger/Owner	*	*	*	*
Revisions	*	*	*	*
Quantity	*	*	*	*

#### Prototypes







Wotes Cataloger

PACIFIC NORTHWEST RAILROAD ARCHIVE

#### 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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