

## Guide To Cataloging for Chicana por Mi Raza

One of the most important parts of the archival process is Cataloging. **Cataloging is the process of describing archival or museum collections.** It is done on an item by item basis and may require original research into the origin or contents of materials. Catalogers may or may not be experts in the subject area that archival contents address; good cataloging systems work independently of the specific contextual knowledge of the cataloger.

For this class, you will be tasked with cataloging the materials you scan. It's important that you do this work as completely as possible, as you may be the only person who's aware of a particular piece of historical or contextual information. It may be too time consuming to completely fill out your cataloging spreadsheet on-site, in that case make good notes in the spreadsheet that you can work from later.

You will be creating a great deal of metadata for each object. **Metadata is a term that refers to the consolidated packet of descriptive information created as part of the cataloging process.** You will store the metadata you are creating and reviewing in a Google Drive Spreadsheet that has a template built in.

This guide will describe how to fill out each field in the spreadsheet. Keep in mind that cataloging is a highly subjective process, and it's up to you to determine how and when to record valuable information.

The first three columns of your spreadsheet are administrative fields. They are used to indicate where in the process each record is. Please make sure to enter your initials in the appropriate column when you have:

- Finished cataloging an item (**column "A"**)
- Finished uploading an item to Medici (**column "C"**).

It's important to do this both to keep track of where things are in process, but also so the Digital Archivist knows who to contact in case of questions or confusion about your cataloging. You'll notice a third column (**column "B"**) - this for the Digital Archivist to indicate that your first stage cataloging has been approved and you can move on to uploading items to Medici.

## ***Describing Archival Items:***

This section is organized by field title. You can catalog in order, or jump around, just make sure every field gets filled out for every record, every time. You can also refer back to this section as a reference guide when you are cataloging.

### **Archive Name (column “D”):**

This should be the last name of the woman’s archive you are working with. For instance, Cotera Collection or Seiferle-Valencia Collection. For most of you, there will only be one Collection that you are working with and it will most likely be the name of the woman you are interviewing. Contact Maria S-V if you aren’t sure what to call your archive.

### **Hard Drive and Folder Name (column “E”):**

Write the name of your hard drive and the folder location within that hard drive where files are stored.

### **Format (column “F”):**

Enter the file format (e.g. TIFF, mp4, etc.)

### **Accession Number File Name (column “G”):**

This should be the name that you create for files during the scanning process. For tiffs, the name should follow this convention:

ArchiveIDNumber\_ScanDate\_Item#

If you have multiple items in a series, for instances pages of a book, add a sequential letter to the name. For instance:

ArchiveIDNumber\_ScanDate\_Item#\_a

ArchiveIDNumber\_ScanDate\_Item#\_b

ArchiveIDNumber\_ScanDate\_Item#\_c

For video files, the name should follow this convention:

NameTake#

Your archive id number will be assigned to you. Please see the *Scanning Guidelines* document for more information on how to name your files and what settings you should use when scanning.

**Combined File Name (column “H”):**

Use this field for multi-page documents ONLY. When you combine multiple items into a single document, use this column to record the name of the combined file (you only need to record it once).

**Item Measurements/Video Duration (column “I”):**

For physical archival objects (photographs, magazines, etc.), record approximate measurements.

For oral histories, record video duration. Copy and paste video duration from Medici (see screenshot below).

SEAD Home About+ Features Tour+ Project Spaces Help+

Chicana por mi Raza Mary B. Corcoran Logout

About Datasets Collections Tags Geobrowser Published Data Dashboard Administration Upload Search

Idali Feliciano, Part 008

Image

Info

Creator(s):  
Filename: 025IF\_051912\_008.mp4  
Size: 120.53 MB  
Category: Video  
MIME Type: video/mp4  
Uploaded By: Linda Garcia Merchant  
Uploaded: 2015-07-21 23:56  
Video Duration: 00:11:40.94

Data Access

Current level: Private

License

All Rights Reserved  
Edit

Social

Viewed by 3 people  
Downloaded by 2 people

Download Delete Reprocess Dataset Embed Upload Derived Data Export

**Item Title for Medici (column “J”):**

Medici automatically reads the names of your files and uses that to generate the record's name when you upload. The Item Title will most likely be created after the actual scanning day. In the item title aim to describe What the item is (photograph, article, poem, etc.), Who is represented, Where is represented and perhaps Why the item might be important. You also want to aim for the title to be relatively short.

1. When thinking about the “Item Title for Medici” think about user-friendliness,

brevity, being concise, but also giving enough information for users to differentiate between title names.

- a. If it is a photograph, consider putting “photograph” in the title.
- b. If it is related to an organization, consider the organization name in the title.
- c. If it is an article, consider including both the newspaper publication and the article title.
- d. The title should answer at least a few of the key “W” questions, like “who,” “what,” “where,” etc.

**Important Note:** *Once your preliminary cataloging has been approved by the Digital Archivist, you will be responsible for renaming your image files to the Item Title for Medici. It is important to NOT do this until your cataloging has been approved. If you have more than 100 archival items, please contact the Digital Archivist ([mariasv@umich.edu](mailto:mariasv@umich.edu)).*

#### **Creator/Author (column “K”):**

When an item has a creator - for instance every written work has an author, every photograph has a photographer - please indicate that in this field. If an item does have a creator, but they are unknown or unidentified, please put Unknown. Keep in the mind that creators or authors may be individuals or organizations. Note that the Creator/Author is *not* the archive name.

#### **Media Type (column “L”):**

Please describe the media type using the standardized list of terms provided at the end of this packet. It’s okay to add new terms if absolutely necessary, but please triple check that there is not a better option already listed in the index. Spellings are important, for instance we use “Photograph” instead of “Photo.”

#### **Description (column “M”):**

The description section is where you tell the item’s story. Aim for one or two concise sentences that cover all the basics - who/what/where/when/why. Make sure to mention important organizations - don’t just say “protest,” say who/what organization is protesting. For now this is all the information scholars will have about this item - what you do want to make sure that they know? What’s important to communicate?

#### **Date Represented (column “N”):**

Most of the materials for this collection date from the 1960s and 1970s. Whenever possible, supply more information about the specific date range in this section. If you

know that the event happened in the 1960's indicate that. If you know a specific year, for instance in the case of a newspaper article, put that. Even if you know the specific year, please also enter a decade (ie.1960s)

### **Tags (column "O"):**

Tags are applied to records to enhance access and usability for users. Think of the tags as additional descriptive words that people might want to search under. Aim for about 12 tags for each record.

**Mandatory tags:** Each of your records should always include the following tags:

- What type of item it is (photograph, poem, article).
- CPMR (stands for Chicana por Mi Raza).
- Your Group Tag
- Date Range Tag
- Archive Woman's Name (ex: Coteria Archive).

**Descriptive tags:** Other options for tags include the names of prominent people depicted, the names of events or organizations represented, the name of a larger movement the particular action depicted might relate to.

### **Event (column "P"):**

If there is a specific event associated with an item please indicate that here as well as in Tags and Description.

### **Provenance (column "Q"):**

Provenance refers to the origin of a particular item or collection. Generally your provenance description will look something like "Courtesy of Martha Coteria."

### **Publisher (column "R"):**

For books or other items with publishers, please indicate here. If publisher is unknown, enter "unknown." If the item was never published (e.g. handwritten notes), enter "N/A."

### **Misc. Notes (column "S"):**

Use this section to capture information that you are not sure where it goes or if it's important. You may be the only archivist to see this collection of materials for some time to come, so make sure to make as many notes as possible. Even though some of the information you collect will not be put into use immediately, it is all valuable.

You can also use the notes section to record information that you then use to fill out

your other fields in more detail after the scanning day.

**Media Type Terms List:**

Agenda (*Note: Only use if the item is not a Conference Agenda or Meeting Agenda*)

Announcement

Art

Article

Bibliography

Biographical Information

Biography

Book

Booklet

Brochure

Button

Certificate

Conference Agenda

Conference Information

Conference materials

Constitution

Correspondence

Educational Materials

Event Program

Flyer

Historical Document

Interview

Invitation

Letter

Magazine

Meeting Agenda

Meeting Notes

Meeting Plans

Memo

Newsletter

Newspaper (*Note: As in a complete newspaper, NOT an article*)

Newspaper Article

Official certificate

Organizations

Pamphlet

Paper

Personal Notes

Photograph

Poetry

Political Organizing

Poster

Presentation

Publication  
Published Report  
Questionnaire  
Resume  
Secondary Source  
Song  
Symposium booklet