

Guidelines for computer cataloguing of information items Books, photographs, maps, vertical file material, audio visual material and other items in local history collections

The information below describes the fields used in a cataloguing worksheet for cataloguing books, photographs, maps, articles, ephemera, AV items and other information items. Examples for entering information are provided. Examples are not for one item)

Not all fields (boxes) need to be filled in – it depends on the type of item catalogued and the information available. However in order to adequately describe an item, information must be entered in the following fields:

- Registration number
- Object name
- Title
- Classification
- Subjects
- Description

Enter information in other fields if information is available.

If information is not known leave the field blank. Please do not use the term ‘unknown’.

When entering information in a database, always use sentence case unless a term is the name of a person, place or organisation

Below is the list of fields with examples as to the type of information to be added to the field:

DESCRIPTIVE INFORMATION

Registration number

030561

The registration or accession number is a unique number allocated to the book when received into the collection

Museum code

VKHS

This is required if participating in a regional database project such as the *Victorian Local History Database*. If participating in this project contact the RHSV for a code if you do not have one

Negative number

N453

Use if negatives for photographs are numbered

Object name

Book

Choose from Article; Audiotape; Book; CD; CD-ROM; Correspondence; Document; DVD; Ephemera; Family tree; Illustration; Map; Microform; Movie film; Newspaper; Newsletter; Pamphlet; Periodical; Photograph; Slide; Videotape; Website

Location

Book shelves

Look at your collection and make a list of where collection items are stored. Examples may be Filing cabinets; Book shelves; Newspaper boxes; Family history files or you may use the system outlined in the *Small Museums Cataloguing Guide*

Title

Murrabit, our Murrabit

Use the title as written on the title page. Subtitles may be included here or if they are really long (in some old books may be several lines) may be used as part of the description

Series

Our local community no. 1

If the book is part of a series list the name of the series in this field

Classification

994.56 MUR

Dewey classification numbers may be used but not really useful for small local history collections where most of the books will have similar numbers. Some societies devise their own classification system based on the main themes in their collection and then use letters of the alphabet and or numbers to represent a subject area. For example:

- A General material such as dictionaries, encyclopaedias
- B Government
- C Religious buildings
- D Cemeteries
- E Schools
- F Family histories
- G Sport
- H Industries etc

Categories can be subdivided as required eg H1 Agriculture; H2 Brickmaking

Classification for items in a vertical file may be the headings on the folders eg Buildings; Churches; Schools etc

Subjects

- Historic buildings
- St Heliers Convent
- Art galleries
- Abbotsford

For subjects use terms from a thesaurus – The *Victorian Local History Thesaurus* is available via the RHSV website – www.historyvictoria.org.au/online.htm or a cd-rom version can be purchased from the RHSV

Subjects can also include

- Names of people (surname first followed by given name),
- Names of places
- Names of businesses, organisations etc.

Authority lists should be compiled of names used

Description

A two volume history of the people who lived approximately within a ten mile radius of the township of Murrabit near the Murray River. The work is subtitled - the history of why we're how we are. Topics include topography, Aboriginal settlement, white settlement, early pastoral holdings, roads, towns, schools, religion, river boats, farming, flood fire and famine, irrigation, post and telegraph, public halls, bridges, effect of war and economic depression on the area, entertainment, transport, buildings and organisations. Index, photographs.

Information about the content of the item in a short paragraph – can often be constructed from contents page or introduction. If there are multiple volumes or multiple copies include this information in the description – for example (2 copies) at the end of the description. Include information about photographs, index, bibliography etc

Inscriptions

If an author or previous owner has signed a book or someone has written a message to another person, usually on the title page, record the information in the inscriptions field.

First state how the inscription is recorded then write the words – for example:

- In blue ink: Albert Smith
- On a bookplate: Awarded / to / Jessie Smith / Prize for Attendance / St Silas Sunday School / 1930 (use / to indicate a new line)

Author

Kelly, Jen

Surname first, then given name.

Photographer

Richards, Laurie

Surname first, then given name. Use if one or two photographers have contributed photographs to the book. Often local history books contain photographs from unknown photographers or many photographers.

Illustrator

Lindsay, Norman

Surname first, then given name.

Date made

2000

Year of publication of item or date photograph taken

Place

Bendigo

Enter place of publication – usually located on title page or back of title page – or place photograph taken

Publisher

W F Cheshire

Name of publisher – usually located on title page or back of title page. Enter name of publisher as printed

ISBN

0646408208

Enter if included – usually located on the back of the title page

Size

203p

Enter the number of pages for a book. For photographs, measure the width and height of image in cms. Size of AV items can be minutes.

Address of building

Melbourne, Swanston Street, 233

Use address field only if details of full address available – Enter town or suburb, street name, number

Source of article

The Age, 21 September 1960, p4

Enter information about original article in this field when cataloguing articles from newspapers or books. (You do not then need to use date or publisher fields)

History of item

Book previously owned by Grant Thompson and donated to the RHSV by his family

Use History of item field only if the item comes from a special collection before belonging to your collection

Restrictions

Restrictions field is used if the use of the item is restricted or embargoed. The copyright for a photograph for example may belong to another organisation or person or a donor may place a restriction on access to an item (For example: This photograph is not available for copying without permission of Yarra Press)

CONDITION INFORMATION

Condition

Good

Choose from – Good, Fair, Poor

Condition date

22 February 2002

Condition details

Tear at top of title page

Use only if there is a problem with the item

ACQUISITION DETAILS

Acquisition type

Donation

Choose from – Donation, Purchase, Copied

Donor - Supplier

Name of person or organization donating item or name of firm or organization from whom item purchased. For names of people enter surname followed by given names

Donor Address

Address of person or organization donating or supplying item

Date acknowledged

Date letter of acknowledgement sent

CATALOGUING INFORMATION

Name of cataloguer

Surname first, followed by given name

Date catalogued

Name data entry

Name of person who entered the information in the computer
Surname first, followed by given name

Date entered in DB

Date may be entered automatically in the computer

Date entry altered

Date may be entered automatically in the computer