Meeting of the GLAM Cataloguing Working Party
21st July 2011 at the British Library

Minutes

Present: Christine Faunch (Chair, Exeter University Library); Fran Baker (John Rylands Library); Helen Broderick (British Library, minutes); Zoë Wilcox (British Library)

1. **APOLOGIES**

    1.1 Apologies had been received from Jacqui Grainger (Chawton House Library)

2. **MINUTES OF THE LAST MEETING**

    2.1 The minutes of the meeting of 15th February have been agreed with two exceptions:
    2.2 HB was not able to provide guidelines on BL work with born digital material and Working Party decided on reflection that would not include guidance on born digital material in the first edition of cataloguing guidelines.
    2.3 CF to remain as chair until first draft of guidelines has been passed rather than 'couple of drafts' stated in minutes.

3. **APPOINTMENT OF CHAIR**

    3.1 As stated in 2.3 CF will continue as chair until the next meeting. Working Party members thanked CF for her work as chair and in particular for her work on the cataloguing guidelines.
    3.2 Members decided that the chair's duties (and those of minute taker) should be rotated among CWP. When serving as chair each member will be responsible for following up on decisions made and actions assigned before the next meeting.
    3.3 HB suggested standardising the minutes so that it is easier for them to remain consistent regardless of who takes them.
    3.4 ZW agreed to chair the CWP's next meeting in 2012.

    ACTION: **ALL** to comment on new structure of minutes and suggest changes if they feel would be more appropriate in different form.

4. **UPDATE ON DATA STANDARDS GROUP MEETING**

    4.1 CF reported back on Data Standards Group meeting, which she attended 16th June. Received positive feedback from DSG members who were keen to learn when cataloguing guidelines and term list would be available.
    4.2 CWP agreed with suggestion from DSG member that it would be useful to include images as part of term list. Once term list is ready a call for images could be made via GLAM website.
    4.3 Nia Mai Daniel (National Library of Wales) and Simon Wilson (Hull History Centre) both told CF that would be happy for examples from their institutions to be included in cataloguing guidelines. Both institutions have

done work with born digital material. See institutional websites, National Library of Wales and Hull History Centre for more information.

5. TERM LIST AND COMMENTS

5.1   ZW worked on term list prior to meeting comparing structure and terms to those in Getty, UKAT and UNESCO. ZW found that Getty was most comprehensive although its arrangement was different to CWP term list.

5.2   Following discussion with rest of CWP prior to meeting ZW re-structured term list to better reflect Getty. She did so by removing duplicates and organising terms under following main headings: Documents and information artefacts; Visual Works; Three Dimensional Objects; Materials; Equipment and Techniques.

5.3   CWP discussed aspects of list including whether different types of annotations on proofs should be recorded and if so how; confusion about book size (possibly best to add dimensions rather than traditional quarto and octavo descriptions) and exactly what term 'mounted' refers to.

5.4   Changes can always be made following any feedback received once term list has been launched.

5.5   Definitions for new terms from last meeting (February 2011) have been created although have not yet been added to term list.

5.6   Members agreed with FB's suggestion of creating new version of term list spreadsheet that keeps Seven Stories layout but better relates new structure.

ACTIONS: **ZW** to revise final structure of term list before next meeting
FB to report back on queried terms when has heard from Carcanet Press
CF to contact JG about work mapping MARC with ISAD(G)
ALL to decide on best way to proceed with term list and layout once final structure has been decided.

6. DRAFT GUIDELINES UPDATE

6.1.   CWP worked through updated guidelines and discussed queries that included titles for different levels of description (particularly whether 'Papers' was an appropriate descriptive term for born digital material) and how institutions assign information to Administrative History, Custodial History and Immediate Sources of Acquisition fields.

6.2.   Members agreed with ZW's suggestion that examples be provided at the end of the each section rather than throughout the guidelines.

6.3.   Members discussed deadline for completion of first draft. All agreed that would be best to have one editorial hand to ensure consistency. CF agreed to do editorial work.

6.4.   Completed draft will be sent to GLAM Committee before their first meeting of 2012.

ACTIONS: **ALL** to check examples in guidelines to be checked against term list to ensure consistency
FB to find literary examples for section on dates
ZW to add to notes on Scope and Content and to incorporate in

additional notes on arrangement.

HB to make changes to Accruals and provide literary examples for that section and Physical Characteristics and Technical Requirements

ALL to make amendments to their sections and send through to CF as separate word documents by October.

ALL to consider whether anything else should be added to introductory section of manual.

CF to create final version of first draft to be circulated to GLAM Committee by end of November 2011

7. AOB

7.1. CWP discussed possibility of literary archives study day first raised at last meeting. GLAM and DSG were interested however CWP members feel would be best to concentrate on publication of guidelines and term list first.

7.2. HB asked where can find minutes of past CWP meetings.

ACTION: **ZW** to check whether CWP minutes are available via GLAM website.

8. DATE OF NEXT MEETING

8.1. The next meeting will be held at British Library on Thursday 26th January 2012 at 2pm.

ACTION: **HB** to confirm date and time of meeting at beginning of December.