

**Meeting of the GLAM Cataloguing Working Party
15 February 2011 at The British Library**

Minutes

Present: Christine Fauch (CF, Chair) (Exeter University Library); Fran Baker (FB, minutes) (JRUL); Jacqui Grainger (JG) (Chawton House Library); Helen Broderick and Zoe Wilcox (BL).

1. Apologies for absence: Jennie Hill (Aberystwyth University); Karen Watson (Sussex University Library).

2. Minutes of the last meeting on 11 November 2010 and matters arising:

The following points of correction were made:

2a. Mistake over names of those present; Vaila [Holborn] has left the Bodleian and is no longer a member of the working group.

2b. Comments on the moderation of the correlation of MARC21 with ISAD(G) and DC

- Date - use of square brackets if date is inferred.
- Name of creator – a comprehensive list is to be produced by the end of the project producing guidelines. (N. B. Authority is the creator's correct name, listing known as an additional name for search terms).

2c. Born-digital – HB to provide the guidelines/examples from the BL sound archive. Follow ISAD(G), compare with DC and leave very general.

2d. Subject list – there is a significant difference here in the application of different disciplines of librarianship and archiving and the use of subject authority files, LCC, keywords etc. These differences could result in leaving core, or key, aspects out and it seems to be present a trans-professional issue for later on in the project.

3. Chair

CF will steer through a couple of drafts of the guidelines and stand down as the Chair at that point. This will be after the next meeting and a new Chair will need to be appointed, maybe a rotation amongst the members of the working party can be established at the next meeting.

4. GLAM Committee meeting 4 March

FB to report back.

5. Term list and comments

p.3: Camera-ready copy – unsure whether this classes as a narrower term for a proof.

FB to check with Carcanet Press.

p.4: Definition of cassette tapes: magnetic tape sound recording format, consisting of two miniature spools between which a magnetically coated plastic tape is passed and wound.

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p.5: Collated proof – this is a review copy, an uncorrected copy, as opposed to a ‘marked proof’ which is a corrected copy.

p.6: Commonplace book – this is a handwritten/autograph book which incorporates noteworthy literary passages, cogent quotations, poems, comments, recipes, prescriptions and other miscellaneous document types. These document types can be very varied, often include historical and political information, bearing this in mind should there be a sub-genre of the commonplace book for those examples that are purely literary? A scrapbook has items pasted onto the pages of the book, see also p. 29. In those cases where autograph and pasted items exist together in the same book the cataloguer will have to make a judgement about the term used against the majority of the contents, with the secondary term added additionally.

p.8: Cuttings book – a book which contains items clipped or cut from newspapers and other print media, for contents that are not print use ‘scrapbook’.

p.11: Ephemera – use for an item created or manufactured for a specific limited use.

p.12: Gallery proof stands as in the term list but ‘first proof’ is a term that should be used as a more general area.

p.16: Insert – this is any small piece of loose material placed within an item and extra-illustrated, or ‘Graingerised’.

p.23: Could ‘paste-up’ simply be a format?

FB to check with Carcanet Press.

p.27: Programme – a printed item such as a theatre programme.

p.33 ‘Theatre programme’ is a narrower term and is used for printed or written lists of the acts, scenes, selections, or other features composing a theatre performance, including the names, and even the careers, of the performers.

ZW has added some terms to the hierarchy which she uses in cataloguing literary archives: log book, postcard, greetings card, invitation, holograph & autograph, word-processed. And also raised the following for discussion:

- Folio – term for leaves bound in a book.
- Leaf – term for loose leaves, e.g. newsletter, line-drawing.
- Should we include terms to describe bindings, paper size, volume sizes or measurements, and physical condition? JG uses volume size for texts earlier than 1900 with marked gatherings, and measurements for other and later examples.
- First pull – term for original pull of an illustration before use in a journal or publication, before it is re-cut and degraded.

CF to check definition & get back to FB

- Fanzine – mode of production to be included, e.g. handmade in scope and production, modes of printed reproduction. Any fanzine that has metamorphosed over time, like i-d magazine should have this described in admin history.
- Photo-mechanical production is the broad term for Xerox, photocopies, banda sheets etc.

CF to check definition & get back to FB

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6. Draft guidelines update - all

Once the documents, such as the term list and hierarchy, are mounted on the GLAM website comments from all members are to be collected and brought to the CWP for moderation. These are working documents that can then be updated twice per annum.

The guidelines, however, are to be finite in order to provide an established guide for best practice.

ZW is adding to the definitions of the term list and is excused from a contribution to the guidelines.

Next summer, 2012, is the deadline for the guidelines to go live on the website.

7. Date for the next meeting

2pm 21st July (HB)

8. AOB

8a. To hold a CWP study day to specifically address the practice of cataloguing literary archives. We thought it might be good to sound people out to ascertain what their shared concerns are, what they would want to get out of a day, who we might aim it at etc.

It would probably be aimed people who were new to cataloguing literary archives – so librarians, curators, archivists who haven't catalogued literary material, paraprofessionals, maybe collaborative PhD students who undertake cataloguing as part of their study – with a focus on the increasingly interdisciplinary nature of contemporary curatorship. This may also include an array of artifacts related to an archive as well.

The study day can be programmed with 2 papers about particular projects, followed by group sessions where people could share issues and advice for best practice. The break-out sessions would rely on the demand for this, common concerns may more appropriately be addressed by further papers.

8b. Discussion of appraisal and arrangement guidelines, accruals, scope and content etc..

3.3.2 The appraisal of personal archives is a contentious issue, especially in the area of the personal life of the creator/writer. The important point is for the long-term preservation of the archive as agreed with the depositor, and advance appraisal of suitability in advance of deposit is an important stage in the liaison over deposit.

ZW – to update appraisal document.

3.3.4 Guidelines on how to arrange required for non-archivist cataloguers

ZW to draft guidelines; FB & CF to provide examples of arrangement.

3.4 Accruals – differentiate from library acquisitions because accruals add to an existing archive using a development of item numbers but using the same archive reference number. This reflects that they belong to the same collection but are added later.

HB to add comments.

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Whereas each library acquisition has its own accession number and the history of acquisitions is indicated by a numerical sequence from 1- 99999....

Scope and Content (FB) to be discussed at the next meeting and any comments to FB in the meantime.

This leaves the Notes area guideline to be drafted:

- Conditions, access and reproduction
Draft – FB
Examples – CF
- Language scripts
Draft – HB
- Admin & Biography history
Draft – CF
- Archival history (provenance)
Draft – CF
- Physical characteristics (condition)
Draft – HB
- Finding aids, other finding aids
Draft – FB
- Related units of description
Draft – HB
- Publication note
Draft – CF

The following issues are to be discussed later: the existence and the location of originals and copies, copyright problems and providing examples for all areas.