

**Meeting of the GLAM Cataloguing Working Party
Thursday 15 October 2009 at Chawton House Library**

Minutes

Present: Christine Faunch (CF, Chair) (Exeter University Library); Fran Baker (FB, minutes) (JRUL); Jacqui Grainger (JG) (Chawton House Library); Vaila Holbourn (VH) (Bodleian Library).

1. Apologies for absence: Alison Cullingford (Bradford University Library); Hannah Green (Seven Stories); Jennie Hill (Aberystwyth University); Karen Watson (Sussex University Library).

2. Minutes of the meeting held on 9 March 2009 at the JRUL, and matters arising

The following points of correction were made:

Item 1: Ellie James should read Ellie Jones.

Item 2, JRUL section, bullet point 2: should read that three levels of documentation processes exist (box listing, collection level descriptions and multi-level catalogues to ISADG), although numerous collections still remain undocumented.

Actions/matters arising were all dealt with under the relevant agenda item at the present meeting.

3. ISAD(G) guidelines

CF had collated the group's comments on literary issues in relation to ISAD(G) into a single document, along with mappings of each element to the two principal cataloguing systems used by group members (CALM and EAD). She had also contacted the national libraries to enquire whether they have in-house cataloguing guidance specific to literary papers; none of them do, although some general cataloguing guidelines were received from the National Library of Scotland.

Some of the issues raised by group members were common to archives more generally, and it was decided that in order to ensure the group's workload is manageable, the primary focus should be on those ISAD(G) elements which raise issues that are specific or highly pertinent to literary archives, and on which guidance is most needed. These are as follows:

- Date(s)
- Name of creator(s)
- Administrative/biographical history (this point overlaps with agenda item 7 below)
- Scope and content
- Accruals
- Conditions governing access
- Conditions governing reproduction
- Related units of description

Actions:

- *FB and VH: to check respective in-house cataloguing guidelines for recommended sources of biographical information, epithets etc and forward to CF.*
- *VH: to raise at in-house cataloguing group the issue of dating MSS and drafts of literary works which are revised over time, and preferred ways of representing this in the date field; and to forward information to CF.*
- *JG: to map ISAD(G) elements to the relative fields in MARC and Heritage 4.*
- *CF: to draft guidance on the identified ISAD(G) elements and circulate to group members in early 2010.*

4. Term list

A substantial number of entries had been added to the Seven Stories term list, largely by FB. It was agreed that this document could be released earlier than the group's other projected outputs as an interim resource and 'living' document which might be augmented over time. Some of the entries are currently conjectural or have queries attached, and it was agreed that other group members should comment on/suggest answers for these where possible.

It was agreed that a list of sources for terms and their definitions should also be compiled.

The issue of terminology for describing born-digital material was discussed. If sufficient information for compiling a term list cannot be obtained as a result of the actions below, this may go out to GLAM members more widely. The issue of terms for describing audio-visual material was also discussed.

Actions:

- *All: to check the current version of the term list and provide comments, amendments, corrections, additions.*
- *All who supplied entries for term list: supply FB with a list of sources.*
- *FB: to forward link to Paradigm Workbook chapter on 'Arranging and cataloguing digital and hybrid archives', and to extract potential term list entries from this. [Post-meeting note: URL for relevant section of Workbook is <http://www.paradigm.ac.uk/workbook/cataloguing/index.html>]*
- *CF: to contact Helen Broderick at the British Library re. BL term list for describing audio material.*
- *CF: to contact the BFI re. term list for visual archives.*
- *FB: to collate new version of term list and list of sources for circulation prior to next meeting.*

5. Subject indexing

Whilst this was recognised as a very important issue, the group decided not to focus on subject indexing as an immediate priority. It is likely to form a major project and should be addressed at a later stage, possibly with significant input from others beyond the Cataloguing Working Party.

6. Born-digital literary archives

This point was dealt with under item 4 of the agenda.

[Post-meeting note: it is understood that the Descriptive Standards Committee of the ICA may be looking into the possibility of producing an equivalent of ISAD(G) for cataloguing digital records].

Actions:

- *FB: to make enquiries about ICA plans.*

7. Authority files

Some institutions have begun creating authority files: Seven Stories create authority files for Web delivery (separate from their archive catalogues), using CALM software; Exeter are starting to do the same (also using CALM), which will enable them to link from an archive catalogue to an external biographical entry, and where necessary to add further tailored biographical information which is specific to the archive in question; at Chawton House Library, volunteers have worked on creating separate biographies for the website.

It was noted that the new EAC-CPF schema has been introduced for the purpose of creating authority records (conforming to ISAAR-CPF), although no group members' institutions are yet making use of this.

JG suggested that CILIP may also be doing some work in this area.

FB reported that the UK Archives Discovery Network appear to have an Authority Records Committee, and it was decided that contact should be made with this group as a first step.

Action:

- *CF: to make contact with the UKAD Authority Records Committee.*

8. Published material in literary archives

It was decided that the group could not lay down universally applicable guidelines in this area as there are likely to be many different workable solutions; it was suggested that the best course of action would be to provide examples of practice from different institutions.

JG reported that the archivist at Winchester College is shortly to begin cataloguing the institutional library using CALM, and may have some useful suggestions.

Action:

- *JG: to speak to the archivist at Winchester College about mapping from library/MARC fields to ISAD(G)/CALM.*

9. Roles and responsibilities

It was decided for various reasons that rotating the responsibility for chairing and secretarial duties was likely to be impractical. Group members unanimously agreed that CF should continue chairing the group, and JG offered to take on the role of Secretary.

Actions:

- *FB: to pass on contact details for group members to JG.*

10. A.O.B.: none.

11. Date and location of next meeting

CF offered to host the next meeting in Exeter; this is likely to be at Devon and Exeter Institution, although this will be confirmed nearer the time. The meeting will be held in early March, to precede the next general GLAM meeting; exact date and time tbc.

CF expressed thanks on behalf of the group to JG for hosting the meeting and for giving a fascinating tour of Chawton House and the Library.