

**Minutes**  
**GLAM cataloguing working party**  
**9 March 2009**

**Present:** Fran Baker (JRUL), Christine Fauch (Chair) (Exeter University), Jacqui Grainger (Chawton House Library), Hannah Green (Seven Stories), Jennie Hill (Aberystwyth University), Vaila Holbourn (V&A Theatre collections), Karen Watson (minutes)(University of Sussex)

**Apologies:** Alison Cullingford (Bradford University), Graeme Harper (Bangor University), Samantha Rayner (Anglia Ruskin University), Will Slocumbe (Aberystwyth University), John Walker (Kipling Society)

**Action to  
be taken  
by**

## **1. Introduction and welcome from Chair**

- Chair welcomed all to the first meeting and expressed thanks on behalf of the group to Fran Baker for hosting the meeting and providing lunch and a tour of the John Rylands Library.
- Chair went through the document by Ellie James (circulated prior to the meeting) and summarized the main points. It is hoped that the group will be able to produce guidelines to address the practical issues of cataloguing literary archives. Fran Baker would like to see guidance on subject headings. Hannah Green offered to email the group with a glossary of terms used at Seven Stories.
- *Communication:* group agreed to meet biannually and to use the email list with the option of using a wiki later on when the group is more established. Minutes to go on the GLAM website, minute taker to forward to Fran Baker for uploading. Chair and minute taker to be rotated for each meeting, Fran Baker to report back to GLAM committee.

**HG**

**KW/FB**

**FB**

## **2. Pooled expertise and experience from attendees**

*Summary of 5 minute presentations given by attendees setting out the range of literary archives held in their repositories, what guidelines or standards are used and what level collections are catalogued to or if an academic or user of archives, what information you would like to see in a catalogue.*

### **Jacqui Grainger – Chawton House Library**

- Library and manuscript material from 1600-1830 and are hoping to receive the archive of a prominent Jane Austen scholar.
- Use Heritage 4 with a cataloguing template and marc record. No in-house policies for cataloguing use AACR2, DCRM and standards from the Cilip rare books and Special Collections group available via the Cilip website.
- Highlighted the problems of project work creating databases that were not sustained and the difficulty of matching archive catalogues with the library catalogue.

All agreed that guidance would be useful for librarians and archivists working in isolation, e.g. in historic houses.

### **Hannah Green - Seven Stories**

- Seven Stories collects modern and contemporary British material for children's books, personal papers of writers and illustrators, images, drafts and correspondence. They have been collecting for 7 years and archivists have been on the staff for 3 years.
- Use ISAD (G) for catalogues and have CALM for papers and artworks using the digital image facility available in CALM.
- In house thesaurus, NCA rules for names and try to use the Oxford Dictionary of National Biography but many of the people are living
- Catalogue to file level.

### **Karen Watson - University of Sussex**

- Mainly 20<sup>th</sup> Century collection relating to historical, literary and social history: Virginia and Leonard Woolf, Rudyard Kipling, Edith Sitwell, New Statesman amongst 90 other manuscript collections.
- Do not yet have an Archival management system, catalogue straight into MSword and convert the file for inclusion on the website.
- Try to use ISAD (G) for fonds/collection level descriptions
- Don't use any thesauri, but Oxford Dictionary of National Biography is useful "known" people.
- Cataloguing has tended to be done by project workers, under supervision of staff who have had some cataloguing training.
- Catalogue to file or item level but experience difficulty with correspondence and the level of detail to give.

### **Vaila Holbourn - V&A Theatre Collections**

- National collection for theatre and performance. Collections are varied and include videos, productions, people, programmes and costumes.
- Difficulties of different cataloguing systems and the need to follow legacy of how other collections were catalogued.
- Use ISAD (G) and the library catalogue uses library of congress.
- There is a top level description for everything and aim to have file level. Use XML spy style sheet.
- Adlib is being used for one collection but would not recommend it.

General agreement that the demise of A2A is a shock and that it will prove more difficult for users to find archives.

### **Fran Baker - JRUL**

- Collections from the 15<sup>th</sup> Century onwards; poetry, prose, theatre, histories of literary groups and movements including personal papers and papers of publishing houses.
- There is a box listing for all collections, collection level descriptions, and multilevel catalogues to ISAD (G).
- Catalogue directly in EAD and an electronic gateway to collections is available on the website (ELGAR).
- Have internal guidelines and in house templates.
- Use NCA rules, Library of Congress and Oxford Dictionary of National Biography.
- A benchmark of very detailed cataloguing was set previously, though future cataloguing strategies may change this.

### **Christine Fauch - Exeter University**

- Modern literary papers relating to south west England from 1900 onwards.

- Collection level descriptions and have an active catalogue which can be accessed by users based on CALM.
- Use ISAD (G) and NCA rules for personal names.
- Most collections are catalogued to collection level and are on the Archives Hub.
- Cataloguing is carried out by project workers only.

### **Jenny Hill – University of Wales Aberystwyth**

- Teaches cataloguing of personal papers and is often asked how much detail to go into.
- Appraisal and arrangement are not always straight forward for personal papers.
- Academics would like everything to be digitised so it is important to have detailed item descriptions, indexing and access points.

General agreement that it would be useful to have a dialogue with users and academics and there is scope to have academics contribute e.g. collaborative PhDs.

### **3. Issues**

Group decided that appraisal and arrangement were outside of the scope of the working party and it is difficult to issue guidelines on these subjects as circumstances governing these topics are often specific to each repository.

Group decided to structure guidelines around ISAD (G) and produce a glossary of terms.

All to consider ISAD (G) and note down issues that arise specific to literary papers.

All to circulate issues with ISAD (G) by email before the end of June.

**ALL**

Fran Baker circulated powerpoint by Graham Harvey “ Practice led creative writing”.

### **AOB**

- Next meeting to be scheduled for September.
- Jacqui Grainger kindly offered Chawton House Library as the venue.
- Jenni Hill to chair (provisional), Jacqui Grainger to take minutes.