Meeting of the GLAM Cataloguing Working Party

Tuesday 9 March 2010 at the University of Exeter

Minutes

Present: Christine Faunch (CF, Chair) (University of Exeter Library); Fran Baker (FB) (JRUL); Jacqui Grainger (JG, Secretary) (Chawton House Library)

Apologies for absence: Alison Cullingford (University of Bradford Library); Hannah Green (Seven Stories); Jennie Hill (Aberystwyth University); Fiona Courage (University of Sussex Library); Vaila Holbourn (OULS)

1. Minutes of the meeting held on 15 October 2010 at Chawton House Library, and matters arising
   The minutes were agreed.
   Actions/matters arising were all dealt with under the relevant agenda item at the present meeting.

2. Term List
   FB is to complete the term list and submit it to be posted on the GLAM website in due course:

   http://archives.li.man.ac.uk/glam/index.html

   The group wishes to formally thank FB for the work she has put into compiling the term list.

   JG is to produce a bibliography for subject indexing as a resource on the GLAM website. There is also a potential training element in providing library classification and cataloguing training as a tool for cross-referencing between the different disciplines involved in GLAM: archivists, curators, academics and librarians. JG can also provide this and suitable, accessible locations will need to be found for this.

3. ISAD(G) cataloguing guidelines
   In reference to ISAD(G) elements:
   1.3 Dates
   Inferred dates are to be enclosed within square brackets [ ]. A date span and broad date ranges can be abbreviated to 3 letters, e.g. 03-Apr-10, 03-Apr – Nov-10.
   3.3 Accruals
   This is only to be used if further accruals are expected.
   2.1 Name of Creator
   Follow the National Council on Archives (NCA) instructions for personal, corporate and place names. The NCA has a National Name Authority File:

Other authority files, from GLAM members, would be welcome as resources on the GLAM website and as models for future use.
CF to contact Chris Sheppard in order check examples.

4. MARC/ISAD(G) mapping
   JG has mapped the 26 data elements of ISAD(G) against MARC and will produce a draft for consultation at the next working party meeting. It will also contain a mapping of Dublin Core elements alongside MARC and ISAD(G).

5. Group numbers
   JG to email the working party group members because the group is potentially large, but only a small group of core members regularly attend. The email will elicit who is still interested and then GLAM as a whole can be contacted in order to recruit new members.

6. Date of next meeting
   The next meeting of the GLAM Cataloguing Working Party will be on the 27 August 2010 and to be held at … (Chawton if you want??)