

# **Cataloguing Literary Archives: from the West Yorkshire Playhouse Archive into the Future**

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## **West Yorkshire Playhouse Archive**

- Large collection of a local theatre
- Several accruals
- Modern – earliest record is 1965
- Wide range of material



## **Sources of information**

- The Playhouse supplied a brief history & a list of plays
- National Theatre archives catalogue  
<http://www.nationaltheatre.org.uk/discover-more/archive/archive-catalogue>
- GLAM thesaurus and glossary [http://glam-archives.org.uk/?page\\_id=1147](http://glam-archives.org.uk/?page_id=1147)

## **Organisation**

- **Hierarchy:**

Sub-fonds: Leeds Playhouse and West Yorkshire Playhouse

Series created using functions and format

Sub-series based on theatrical seasons

# Hierarchy

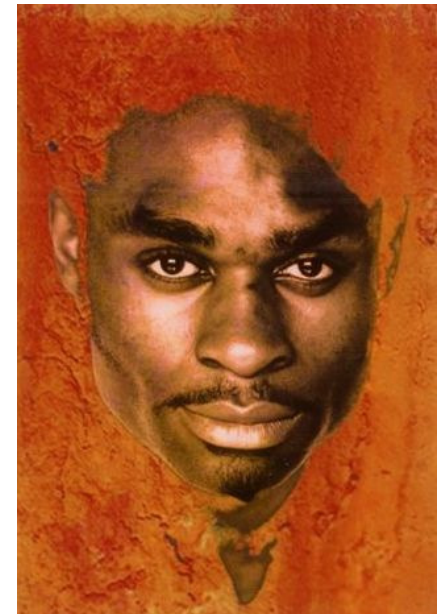
West Yorkshire Playhouse

Production Files

Season 1996-1997

‘As You Like It’ by William Shakespeare

‘Things Fall Apart’ by Chinua Achebe



## **Reviewing the processing and cataloguing of the WYP Collection**

- It took a year for one fte Archivist with volunteer help
- Much of the time was taken up:
  - 1) cataloguing to item and file level
  - 2) repackaging
- Disproportionate effort in proportion to the benefit to customers

## **Drivers for re-thinking our approach to processing and cataloguing**

- Survey of Special Collections has revealed a backlog of at least 12 years of archival cataloguing
- Review of accessioning in April 2013 stated our aim should be to make 80% of accessions available within 5 weeks

## **Adopting the More Product Less Process Model**

- MPLP was put forward by Greene and Meissner in an article in 2005

<http://www.uiowa.edu/~c024120/Readings/Greene-Meissner.pdf>

- An analytical approach to processing and cataloguing
- Not one size fits all





## **Changes in procedures at Leeds**

The Accessioning Archivist will:

- Assess the needs of a collection at the point of accession
- Record its prioritisation on our Collection Management System
- Create a collection level record

## **The introduction of MPLP**

- **West Yorkshire Playhouse – new accrual**

Team Assistants have carried out minimal repackaging

- **Literary Archive of Ken Smith**

Team Assistants have packaged and listed the archives

An Archivist will:

- 1) use the list to create the cataloguing hierarchy
- 2) provide clear notes on the content of each box

## **What has the introduction of MPLP meant so far?**

- Changing attitudes to cataloguing and processing
- Providing Team Assistants with detailed guidelines and ongoing support
- Preparing to assess MPLP's impact on access