



## Faculty Publications

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# Cataloging Manuscripts and Archival Collections

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July 7<sup>th</sup> Received with Thanks  
E. B. Bickel

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# Cataloging Manuscripts

Rebecca Wiederhold  
Technical Services Archivist  
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Miss?

1870

Whitehead,

gent.  
Church Services.

OR HIRE .

# Outline

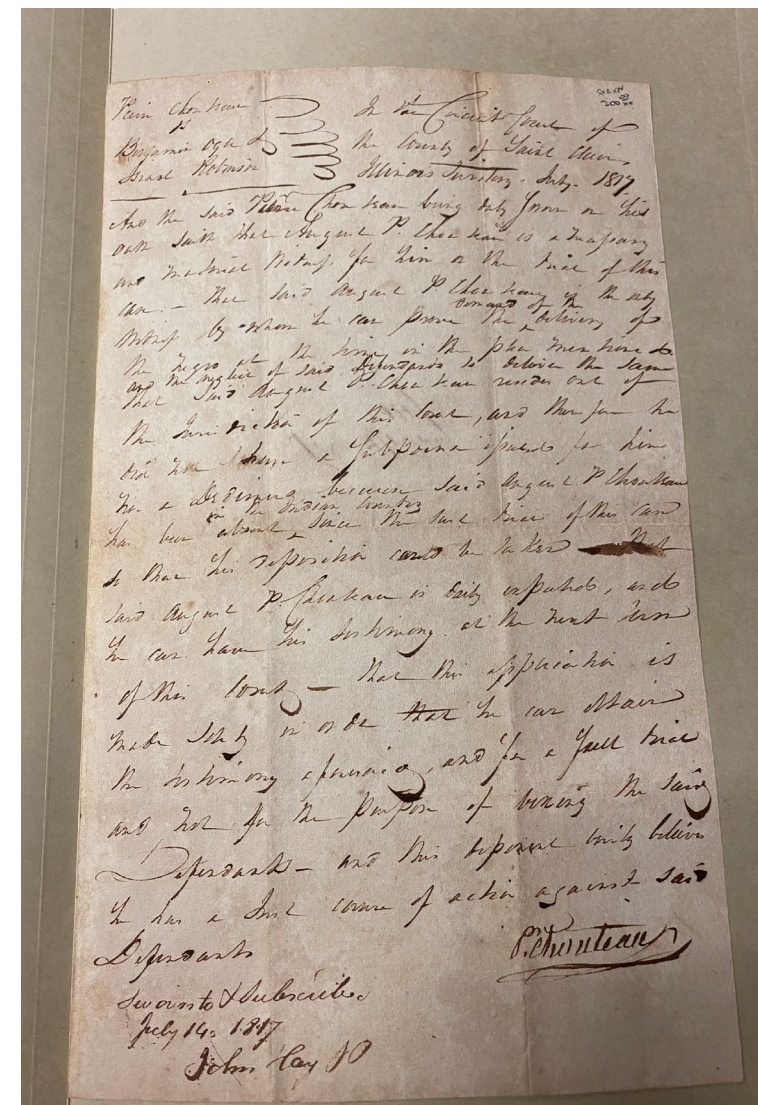
Manuscripts and archival collections overview

Archival collection vs. item-level cataloging

Archival cataloging resources

Archival cataloging guidelines

Evolving collections – when to revise





26

Building Fund

1945

April 11	Found		9653.74
	George J. Ampey	1.00	4.00
	Worthy Stone	3.00	16.00
	Ruth Jones	1.00	2.00
	J. E. Peardon	1.00	2.00
	Mrs. J. E. Peardon	1.00	9703.74
	Lucid Jones	1.00	125.00
	W. A. M. Bree	1.00	4.00
	Mrs. Evelyn Jones	1.00	2.00
	Willard Austin	1.00	6.00
	Willard Austin	5.00	4.50

9703.74

April 12 W. A. M. Bree

April 19 L. Jones

April 26 Caldwell

April 30

CHURCH REGISTER

St. Episcopal Church, South

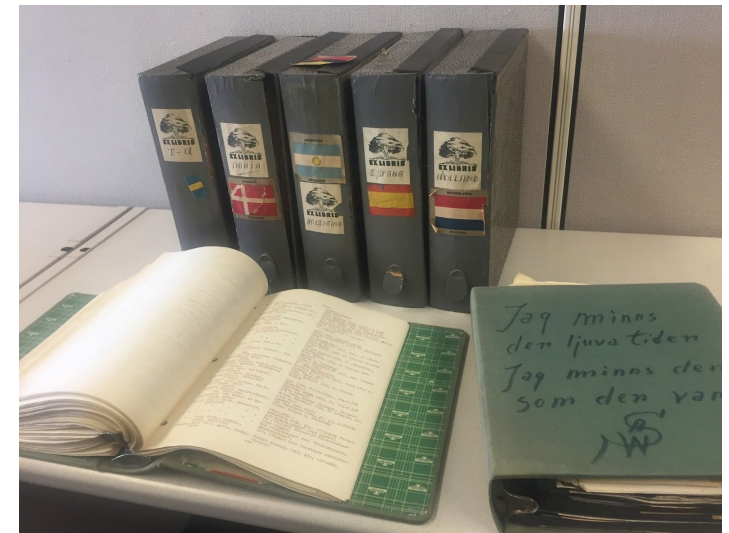
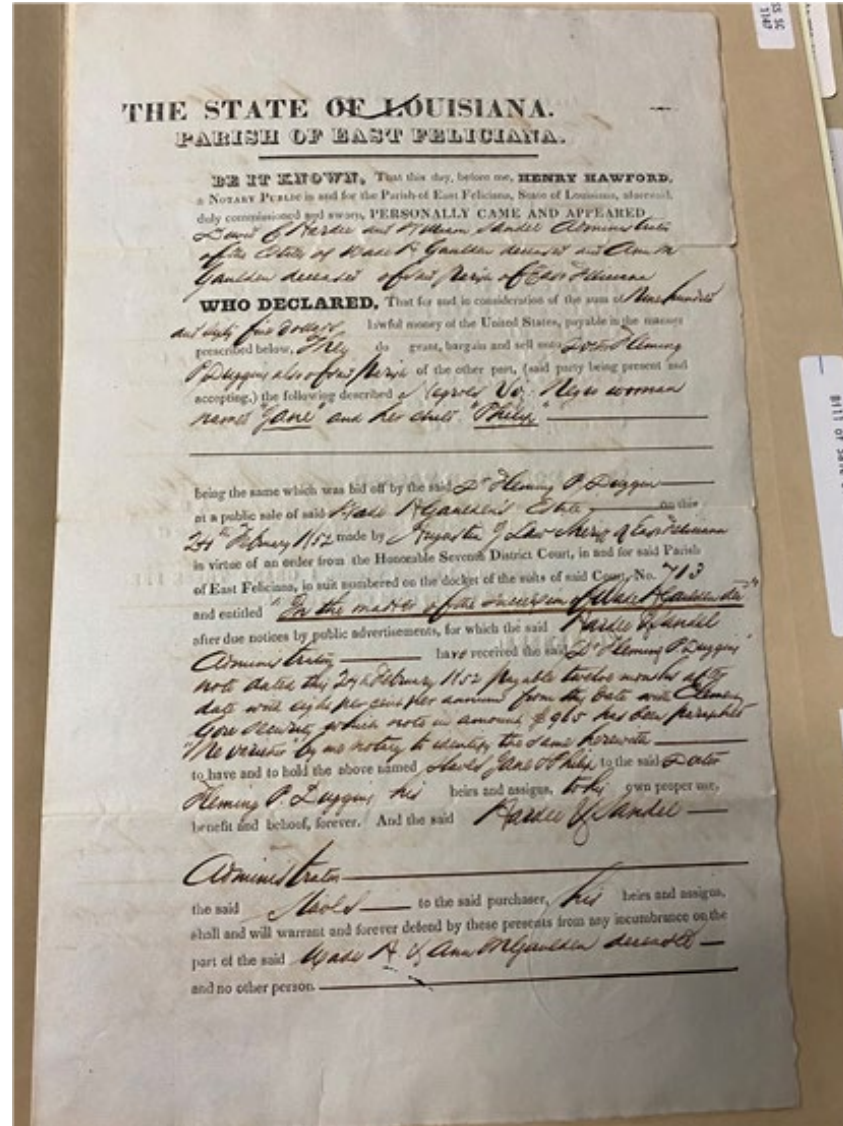
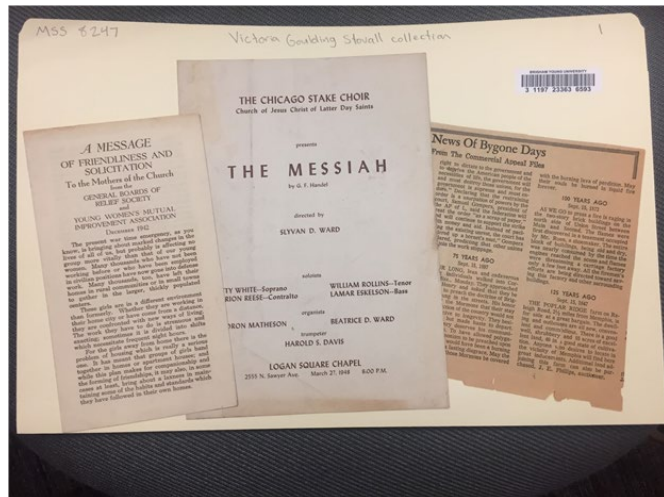
192 to 192

# 1 Manuscripts and Archival Collections

## OVERVIEW



# Manuscripts and archival collections





## 2 Collection- or Item-level Cataloging?

HOW TO DECIDE

26

Building Fund

1945

Date	Donor	Amount	Balance
April 11	George J. Ampey	1.00	9653.74
	Ruby Shores	1.00	9703.74
	J. P. Peardon	1.00	9703.74
	W. A. M. Bree	1.00	9703.74
	Mrs. Evelyn Jones	1.00	9703.74
	Willard Austin	1.00	9703.74
	...	...	...

74

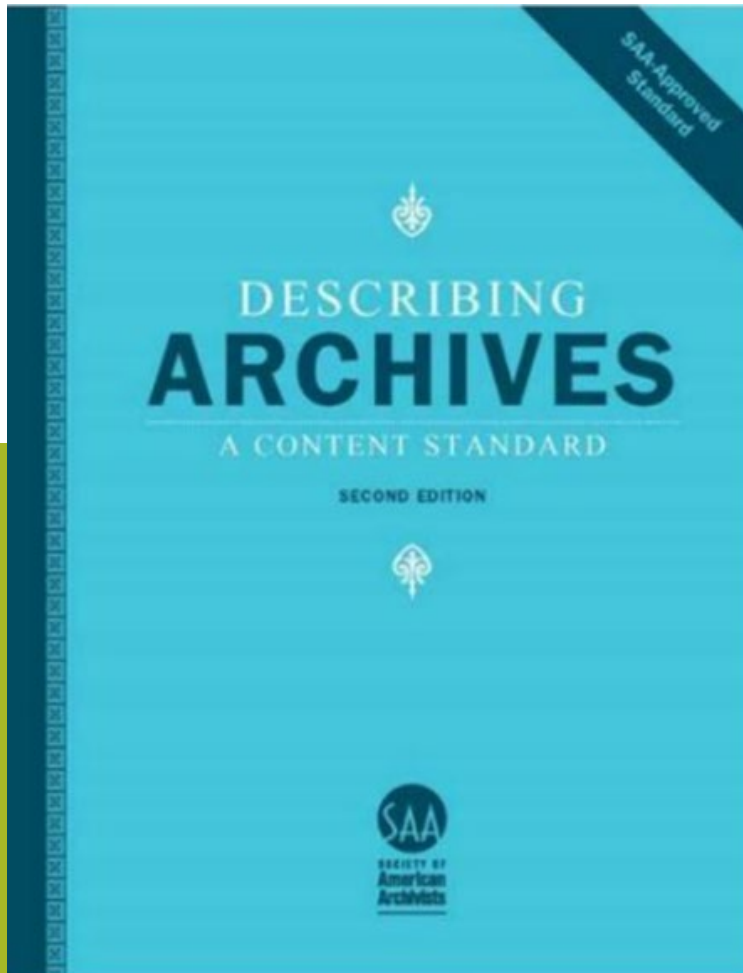
Date	Donor	Amount	Balance
April 12	W. A. M. Bree	4.00	9703.74
	Laura	1.60	9703.74
	...	2.00	9703.74
	...	2.00	9703.74
	...	125.00	9703.74
	...	4.00	9703.74
	...	2.00	9703.74
	...	6.00	9703.74
	...	4.50	9703.74

CHURCH REGISTER

...st Episcopal Church, South

192 to 192





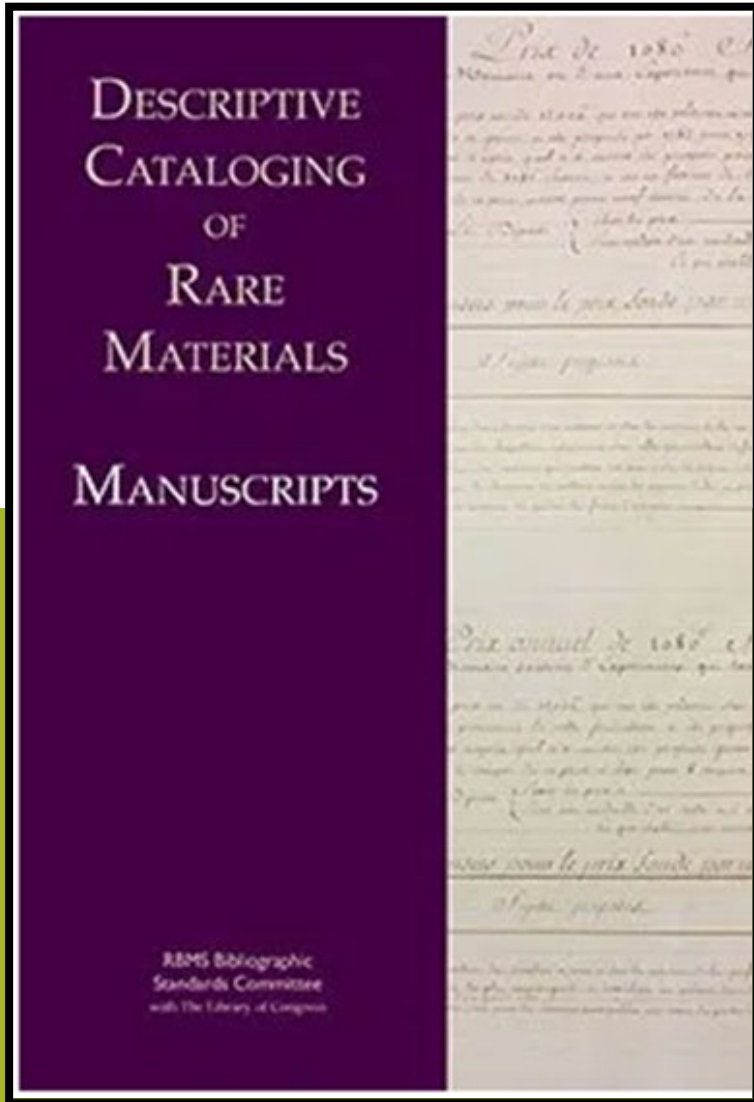
# Collection-level cataloging

Use *Describing Archives: A Content Standard*

DACS, 2<sup>nd</sup> ed. <https://saa-ts-dacs.github.io>

Used for:

- Collection-, series-, and file-level MARC records
- Unpublished manuscripts and archival collections (any material types)
- Finding aids



# Item-level cataloging

Use *Descriptive Cataloging of Rare Materials (Manuscripts)*

DCRM(MSS) <https://rbms.info/dcrm/dcrmmss/>

Used for:

- Item-level MARC records
- post-1600 manuscripts, including photographic or digital reproductions
- Bibliographic control (as opposed to archival)



26

Building Fund

1945

April 11	Found	9653.74	4.00	April 12	W.A.M.
	George J. Ampey 1.00	9703.74	1.60		Laurie
	1.50		2.00	" 19	
	Ray Jones 1.00		2.00	" 26	Calder
	J. Peardon 1.00		4.00	30	
	1.00		2.00		
14	W.A.M. Bree		6.00		
	1.50		4.50		
	Mrs. Evelyn Jones				
	1.50				
	Willard Austin 1.00				
	5.00				

CHURCH REGISTER

st Episcopal Church, South

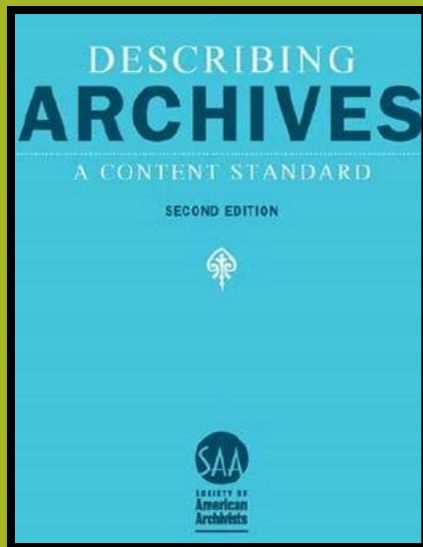
192 to 192

# 3 Archival Cataloging Resources

DACS, RDA, and PCC

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# Cataloging Standards



## DACS

- Devised titles
- Collection-level physical description
- Notes:
  - Scope and content
  - Provenance
  - Arrangement
  - Conditions Governing Use

## RDA

- Creators
- Production statement
- Content, media, carrier types
- Creator relationships





# BIBCO Standard Record (BSR) RDA Metadata Application Profile

January 21, 2020 revision

<https://www.loc.gov/aba/pcc/bibco/documents/PCC-RDA-BSR.pdf>

- RDA Core and PCC Core Elements
- Required Non-RDA and MARC Data
  - Archival Materials





The background image shows an open ledger book. The left page is titled 'Building Fund' and has the number '26' in the top left corner. It contains handwritten entries for the year 1945, including names like 'George J. Bunker', 'Ruth Jones', 'J. C. Peardon', and 'W. A. M. Bree', along with monetary values such as '1.00', '1.50', and '5.00'. The right page shows a list of dates in April (12, 19, 26, 30) and names like 'W. A. M. Bree' and 'Laurie'. A small label on the right side of the book reads 'CHURCH REGISTER' and 'West Episcopal Church, South'.

# 4 Archival Cataloging Guidelines

FIELD-BY-FIELD for MARC



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# Ctrl

FIXED FIELD DATA: **TYPE OF CONTROL**



Ctrl (Type of Control) = **a** (archival control)



Contextual relationships between items



Provenance



040 **\$b** eng **\$e** rda **\$e** dacs

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# Type

FIXED FIELD DATA: **TYPE OF RECORD**



Type = **p** (mixed materials)



Type = **t** (manuscript language material)



Other common Type codes for archival collections:

**a** – non-manuscript language material (e.g., collection of printed books, controlled archivally)

**d** – manuscript notated music

**e** – cartographic material

**f** – manuscript cartographic material

**i** – nonmusical sound recording

**k** – two-dimensional non-projected graphics



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# BLvl

FIXED FIELD DATA:  
**BIBLIOGRAPHIC LEVEL**



Bibliographic Level = **c** (Collection)

- Multipart group of items
- Common provenance
- Record is most comprehensive in system



Bibliographic Level = **d** (Subunit)

- Component of an archival unit
- Larger archival unit described in field 773

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1XX/7XX

VARIABLE FIELD DATA:  
**CREATORS**



RDA 19.2

DACS 2.6 - CREATOR, COLLECTOR,  
COMPILER

- Use standardized vocabularies (RDA)
- Describe the relationship between the creator and the materials



DACS 2.6.3 – source for 1XX is the name element in the devised title



DACS 2.6.7 - Record other names in 7XX



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# 245

VARIABLE FIELD DATA: **DEVISED  
TITLE**



Collections almost always require devised title. No square brackets.



RDA 2.3.2.10,11 - cataloger may provide a devised title, should consist of:

- The nature of the resource OR
- Its subject OR a combination



RDA 2.3.2.11.4 – archival materials may also include the name of the creator, collector, source



DACS 2.3.3 compose a brief title that uniquely identifies the material, normally consisting of:

- NAME segment
- NATURE OF THE UNIT
- TOPICAL segment (optional)

---

# 245 continued

VARIABLE FIELD DATA: **DEVISED  
TITLE**



## NAME SEGMENT

- Use form generally known by
- 3 or fewer names
- May use family names

*Paul Clyde and Mary Kestler family papers*



## NATURE OF THE UNIT (aggregate terms)

- Papers (personal materials)
- Records (organizational materials)
- Collection (topical aggregation)
- Can use more specific form terms (nature of the archival unit)

*William Gedney photographs and writings*



## TOPIC OF THE UNIT

- Brief characteristic term or phrase
- Reflect the basis of the collection's creation or use

*Clarence McGehee collection on Ruth St. Denis*



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# 245 continued

VARIABLE FIELD DATA: **DEVI**  
**SED**  
**TITLE**



Lots of cataloger's judgment allowed.



No prescribed order. Just be consistent



Examples of DACS-compliant titles

- Young family papers
- British American Tobacco Company records
- Sarah Dyer zine collection
- Allyn Kellogg Ford collection of historical manuscripts
- Edith Wharton correspondence with Morton Fullerton
- Collection of Robert Browning materials

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# 264

## VARIABLE FIELD DATA: PRODUCTION STATEMENT



RDA 2.7.6 – place of production, producer, dates of production in an unpublished form

- Only date is Core



DACS 2.4 – the dates the documents were originally created or the date an event or image was captured in physical form

- Writing a letter
- Drawing a map
- Painting a portrait
- Sound was originally recorded
- Film was shot
- Photograph was taken



Fixed Field Date Type:

- i – inclusive     *264\_0 \$c 1848-1879.*
- k – bulk     *264\_0 \$c bulk 1916-1958.*



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# 300

VARIABLE FIELD DATA: **EXTENT**



DACS 2.5.4 “Record the quantity of the material in terms of its physical extent as linear or cubic feet, number of items or number of containers or carriers.”



RDA 3.4.1.11 – Multiple options:

- Number of containers, items, volumes
- Amount of storage space
- Number and type of units



DACS 2.5.7 – parallel extent in parentheses



Examples:

- 300 \$a 1 box \$a (1 linear ft.)
- 300 \$a 5 folders \$a (0.5 linear ft.)
- 2 film reels
- 1,451 items

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# 33X

VARIABLE FIELD DATA: **CONTENT,**  
**MEDIA, CARRIER TYPES**



RDA 3.3 Carrier Type - Record as many terms as are applicable, or only predominant or most substantial parts



Example 33X for a collection of diaries, photographs, newspapers on microfilm, and loose papers:

- 336 \$a text \$2 rdacontent
- 336 \$a still image \$2 rdacontent
- 337 \$a unmediated \$2 rdamedia
- 337 \$a microform \$2 rdamedia
- 338 \$a sheet \$2 rdacarrier
- 338 \$a volume \$2 rdacarrier
- 338 \$a microfilm reel \$2 rdacarrier



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# 351

VARIABLE FIELD DATA:  
**ORGANIZATION AND  
ARRANGEMENT OF MATERIALS**



RDA 7.8, PCC Core

DACS 3.2.3 – Describe arrangement of material in terms of various aggregations and their relationships



Optional: give information about system of ordering



Example:

351 \_\_ \$a Arranged in four series: 1. Youth, 1846-1852. 2. Early career, 1853-1865. 3. Political life, 1866-1895. 4. Retirement, 1896-1903; \$b Chronological arrangement.

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# 520

## NOTE FIELDS: SCOPE AND CONTENT NOTE



RDA 7.10, PCC Core

DACS 3.1 – One of the most critical elements of archival description. One of only three required notes.



Include information about any or all of the following, as appropriate:

- ❑ The function(s), activity(ies), transaction(s), and process(es) that generated the materials being described
- ❑ The documentary form(s) or intellectual characteristics of the records being described
- ❑ The content dates, that is the time period(s) covered by the intellectual content or subject of the unit being described
- ❑ Geographic area(s) and places to which the records pertain

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# 520 continued

NOTE FIELDS: **SCOPE AND  
CONTENT NOTE**



Include ...(continued):

- ❑ Subject matter to which the records pertain, such as topics, events, people, and organizations
- ❑ Any other information that assists the user in evaluating the relevance of the materials, such as completeness, changes in location, ownership and custody while still in the possession of the creator, etc.



*520 \$a Collection contains materials pertaining to the life of Rose Marie Reid. Includes her personal and professional materials documenting the growth, popularity, and decline of her business in swimwear. Her professional materials contain advertisements, legal documents, and actual swimsuits designed by Reid. Her personal papers include her correspondence, both private and related to her designs, and several speeches she gave as her fame and renown grew. Her ecclesiastical papers discuss her missionary work, contribution to the construction of the Los Angeles Temple, and other church assignments. Dated 1899-2004.*



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# 545

NOTE FIELDS: **BIOGRAPHICAL  
OR HISTORICAL DATA**



Includes info about creators of collection and describes their relationship to the archival materials.

- ❑ 1<sup>st</sup> indicator 0 – biographical (person)
- ❑ 1<sup>st</sup> indicator 1 – administrative history (corporation)



*545 \$a Rose Marie Reid (1906-1978) was a Mormon swimwear designer.*

*Rose Marie Reid was born on September 12, 1906 to Elvie and Marie Yancey in Cardston, Alberta, Canada. She learned beauty work in Boise, Idaho. She was married three times and had three children. In the 1930s she started Reid's Holiday Togs, Ltd. Interested in growing her business, she moved to California. By 1956, the business had five regional offices, 1,200 employees, and was very profitable. She designed numerous swimsuits, including a sequined one to help fund the Los Angeles Temple. Reid died on December 19, 1978 in Provo, Utah.*

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# 506, 524, 540

NOTE FIELDS: **RESTRICTIONS ON ACCESS; PREFERRED CITATION; TERMS GOVERNING REPRODUCTION AND USE**



## 506 - Restrictions on Access Note (RDA 4.5, PCC Core)

- 1<sup>st</sup> indicator 0 – no restrictions
- 1<sup>st</sup> indicator 1 – restrictions apply

506 0\_ \$a Open for public research.

506 1\_ \$a Restricted. Material very fragile;  
\$c Access by appointment only.



## 524 – Preferred Citation of Described Materials Note (RDA 2.16, PCC Core)

524 \$a Initial citation: John Smith papers; 20th Century Western and Mormon Manuscripts; L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University. Following citations: MSS 1234, LTPSC.



## 540 – Terms Governing Use and Reproduction Note

- Copyright restrictions
- Privacy restrictions
- Contractual restrictions

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# 530, 535, 544

NOTE FIELDS: **RELATED MATERIALS**



## 530 – Additional Physical Form Available Note

DACS 6.2 - Existence, location, and availability of copies

530 \_\_ \$a Diaries available on microfilm for use in repository only.



## 535 – Location of Originals/ Duplicates Note

DACS 6.1 – originals or duplicates are held by another institution

- 1<sup>st</sup> indicator 1 – holder of originals
- 1<sup>st</sup> indicator 2 – holder of duplicates

535 1\_ \$a Historical Society of Pennsylvania.



## 544 – Location of Other Materials Note

DACS 6.3 – archival materials with close provenance

- 1<sup>st</sup> indicator 0 – same provenance, different repository
- 1<sup>st</sup> indicator 1 – same repository, different provenance
- Unstructured note = \$n



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# 541, 561

NOTE FIELDS: **PROVENANCE**



Provenance information is very important to record for archival collections.



**541 – Immediate Source of Acquisition Note** (RDA 2.19, PCC Core; DACS 5.2)

**\$c** - Method of acquisition

**\$a** - Source of acquisition

**\$d** - Date of acquisition

541 \_\_ **\$c** Donated; **\$a** Sheryl Henry Irving; **\$d** 2005.



**561 – Ownership and Custodial History Note** (RDA 2.18, PCC Core)

561 \_\_ **\$a** Originally collected by Gerald Henry and given to his granddaughter Sheryl Henry Irving, who collected some further information about her grandparents, before donating the materials along with her own papers to the Historical Society.

# 555/856

NOTE FIELDS: **FINDING AIDS**  
**NOTE, LINK TO ONLINE FINDING AIDS**



## 555 – Finding Aids Note

1<sup>st</sup> indicator 0 – generates display constant:  
*“Finding aids:”*

\$a – Statement about finding aid

\$u – URI

555 0 \_ \$a A more detailed finding aid is available in print in the repository.

555 0 \_ \$a File-level inventory available online.  
\$u  
<http://files.lib.byu.edu/ead/XML/UA1031.xml>



## 856 – Link to online finding aid

1<sup>st</sup> indicator 4 – HTTP

2<sup>nd</sup> indicator 2 – Related resource

\$3 – Materials specified

\$u – URI

856 42 \$3 Finding aid \$3

[http://hdl.lib.byu.edu/2294/UPB\\_MSS2721](http://hdl.lib.byu.edu/2294/UPB_MSS2721)

BYU HAROLD B. LEE LIBRARY

### Manuscript Collection Descriptions

Home / MSS 2721 / Hugh Nibley papers

#### Hugh Nibley papers

Dates: approximately 1844–2008, bulk approximately 1940–2000

Contains the personal and professional papers of Nibley. Includes research notes, manuscripts, photographs, publications, personal papers, and ephemera that document his work as a Mormon scholar, a professor, and a father. Materials date approximately 1844 to 2008.

- Extent: 296 boxes (148 linear ft.). -- 2 cartons (2 linear ft.). -- 1 oversize folder (0.3 linear ft.)
- Creator: Nibley, Hugh, 1910–2005
- Call Number: MSS 2721
- Repository: L. Tom Perry Special Collections; 20th Century Western & Mormon Manuscripts; 1130 Harold B. Lee Library; Brigham Young University; Provo, Utah 84602; <http://sc.lib.byu.edu/>
- Access Restrictions: Open for public research.

---

# 6XX

VARIABLE FIELD DATA:  
**SUBJECTS**



Genre/form terms particularly useful for archival collections



LCGFT – Library of Congress Genre/Form Terms

Genre/Form Search: Structured heading

[Diaries](#)

[Diaries, Fictional](#) USE [Diary fiction](#)

[Diary fiction](#)

[Dictionaries](#)

[Dictionaries, Data](#) USE [Data dictionaries](#)

[Dictionaries, Geographical \(Gazetteers\)](#) USE [Gazetteers](#)



Getty's Art & Architecture Thesaurus





26 Building Fund

1945	Found	96537	
April 11	George J. Amersley 1.00	4.00	April 12 Found
	Phyllis Thomas 1.00	16.00	19 W.A.M.
	J. E. Peardon 1.00	2.00	19 Laurie
	W.A.M. Bree 1.00	2.00	" 19
	Mrs. Evelyn Jones 1.00	125.00	" 26 Caldwell
	Willard Austin 1.00	4.00	30
	Willard Austin 5.00	2.00	
		6.00	
		4.50	

CHURCH REGISTER

...st Episcopal Church, South

192 to 192

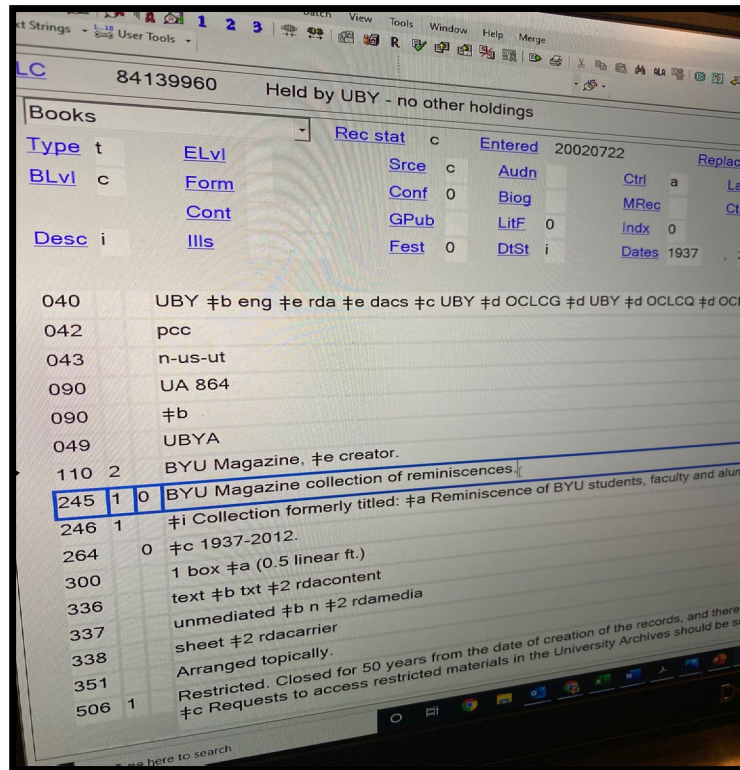
# 5 Evolving collections

WHEN to REVISE the MARC RECORDS



# Evolving Collections

WHEN TO REVISE THE  
MARC RECORD AND/OR  
FINDING AID



The screenshot shows a MARC record for 'BYU Magazine collection of reminiscences'. The record is held by UBY and has no other holdings. The record is entered on 20020722. The record is a text-based collection of reminiscences, consisting of 1 box (0.5 linear ft.) of text. The record is unmediated and consists of 2 rdamedia sheets. The record is arranged topically and is restricted, closed for 50 years from the date of creation of the records, and there are requests to access restricted materials in the University Archives should be sent to the University Archives.

Type	t	ELvl	Rec stat	c	Entered	20020722	Replac	
BLvl	c	Form	Srce	c	Audn	Ctrl	a	
		Cont	Conf	0	Biog	MRec	CT	
Desc	i	Ills	GPub		LitF	0	Indx	0
			Fest	0	DtSt	i	Dates	1937

040 UBY #b eng #e rda #e dacs #c UBY #d OCLCG #d UBY #d OCLCQ #d OCL

042 pcc

043 n-us-ut

090 UA 864

090 #b

049 UBYA

110 2 BYU Magazine, #e creator.

245 1 0 BYU Magazine collection of reminiscences

246 1 #i Collection formerly titled: #a Reminiscence of BYU students, faculty and alumni

264 0 #c 1937-2012.

300 1 box #a (0.5 linear ft.)

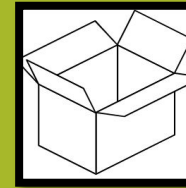
336 text #b txt #2 rdacontent

337 unmediated #b n #2 rdamedia

338 sheet #2 rdacarrier

351 Arranged topically.

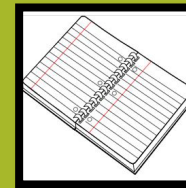
506 1 Restricted. Closed for 50 years from the date of creation of the records, and there are requests to access restricted materials in the University Archives should be sent to the University Archives.



Collection addenda has been received  
(more boxes, folders, photographs)



Portion of collection is deaccessioned



Deeper collection analysis: variant  
attribution, more accurate date range,  
series identified, or topical content  
assessed



Correcting errors, adding links to digitized  
version

---

# Evolving Collections

## WHEN TO REVISE THE MARC RECORD AND/OR FINDING AID

Fields	Guideline	Example
Title	Move original title to 246 with display text in \$i	245 10 \$a Moroni McArthur mission papers and family correspondence  246 1_ \$i Collection formerly titled: \$a Moroni McArthur mission papers
Dates	Adjust inclusive dates	
Extent & 33Xs		
Scope and content note & 6XXs	Update to reflect collection's current state	
Note about revision	Make note of change to collection/record in 583 or 590	<i>Revision note in finding aid:</i> Revised in 2019 to add box of family correspondence donated ...



# Thank you

ULA TSRT Webinar – November 2020

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Dr. to GEORGE BIRBECK,  
BOOT AND SHOEMAKER.

April 20<sup>2</sup> 2<sup>1</sup>/<sub>2</sub> prs boots - repaid

June 1<sup>st</sup> New quarter boots -

2 8

15

17 6

2 1/2 prs boots - 4/11