

# AMNH Research Library

## Minimal-level cataloging guidelines

Revised 1-12-2013

## Background

In February 2011, the American Museum of Natural History (AMNH) began two grant-funded efforts to create catalog records and collect risk assessment data for library and archive collections under the Museum's Science divisions. The projects have been funded by the Council on Library and Information Resources (CLIR) and the Institute of Museum and Library Services (IMLS).

**The CLIR-funded Cataloging Hidden Collections project** will produce nearly 1,400 catalog records from data that has been gathered in a systematic fashion for four major archival groups held in the AMNH Research Library:

- Manuscript collections (MSS)
- Department records (DR)
- Photographic prints (PPC)
- Photographic slides (PSC)

Project Archivist Iris Lee manages teams of interns to create catalog records for the collections and develops a process for converting and batch-loading Machine-Readable Catalog (MARC) records from spreadsheets. Finding aids for 20 collections will also be created and made available online in Encoded Archival Description (EAD).

**The IMLS-funded Science Department Archives and Library Risk Assessment project** is the third phase of a comprehensive Museum-wide risk assessment program. In its first year of funding, this project analyzed the risks for the specimen and artifact collections in the Science Departments and, in its second year, the risks for the science collections on permanent exhibit. In this third phase, Becca Morgan, Project Archivist, manages teams of interns to create catalog records for the archives in the Science Departments and gather risk assessment data for both libraries and archives under Science:

- Anthropology
- Conservation
- Earth and Planetary Sciences
- Herpetology
- Ichthyology
- Invertebrate Zoology, Entomology
- Invertebrate Paleontology
- Mammalogy
- Ornithology
- Paleontology
- Registrar
- Research Library

The same cataloging process proposed for the Library Cataloging Hidden Collections (CLIR) grant was proposed, and is being used for the initial data gathering for the Science Department Risk Assessment (IMLS) grant resulting in minimal catalog records for those collections as well. Project Archivist Becca Morgan manages teams of interns in cataloging and assessing risk to archival collections in the Science Departments.

Though the projects are managed discretely, the process of gathering data is co-managed by the two project archivists. Student interns work in teams of two to gather the descriptive data and the data to be used for the risk assessment.

When the projects are completed:

- Any textual and photographic archive collections held in the AMNH, whether in the Science Department Archives or the Research Library, will be found by searching the Library Catalog, the OCLC bibliographic network (WorldCat) or by directly searching the web; in addition, records for Field Notebooks in the AMNH Archives, again regardless of location, may be added to the Field Book Registry presently being developed and hosted by Smithsonian Institution Archives.
- Risks will be assessed for all the archival collections, in the Science Departments and in the Research Library, finalizing the comprehensive Museum-wide risk assessment.

## Creating minimal level catalog records

We are cataloging a large number of archival collections museum-wide, sometimes over hundreds in a single location. To record them all in a strategic and efficient manner, interns work in teams of two gathering data in Excel spreadsheets with data fields mapped to MARC fields. Our goal is to create minimal-level catalog records to provide a single point of access for all the archival collections in the Museum through the Library online catalog, OCLC and, ultimately, on the web.

*Describing Archives: a Content Standard* (DACS) defines a single-level minimum record as having the following:

- Reference Code Element (2.1) i.e., Call number
- Name and Location of Repository Element (2.2)
- Title Element (2.3)
- Date Element (2.4)
- Extent Element (2.5)
- Name of Creator(s) Element (2.6)
- Scope and Content Element (3.1)
- Conditions Governing Access Element (4.1)
- Language and Scripts of the Material Element (4.5)

Additional data fields are available in the spreadsheet, but they are not required. A fuller description will facilitate better discovery, but please keep in mind that we want to meet our goals for the projects and not get too lost in the details. However recording additional access points (e.g., subjects and contributors) is highly encouraged especially if they are easily identified.

## How do these spreadsheet records become MARC records?

The spreadsheet information is batch-converted into MARC records using an open-source program, MarcEdit, then uploaded to OCLC and Innovative Millenium using OCLC Connexion. MARC records are also imported into Archivists' Toolkit where they can be exported as EAD-encoded finding aids. Once the catalog records are in Archivists' Toolkit they can easily be developed into full finding aids with container lists and contextual notes. To see detailed instructions for batching records, please see *MARC Conversion Guidelines*.

This document provides examples of information coded in MARC. At the data gathering stage, it is not necessary to include subfields. Some subfields are added while doing authority work and others are added when preparing the spreadsheet for batching. Most of the subfields and all indicator codes are generated by MarcEdit, but certain fields require manual subfield entry because it is not possible to automate. MARC 541 is an example of a field where subfields must be inserted into the text:

541 \_\_ \$d1995 accession,\$ctransferred from\$aEducation Department.

541 \_\_ \$cDonated by\$aDr. Jerome G. Rozen, Jr.

There are not many fields like the one above and most content can be converted using MarcEdit.

## The Process

This is a 3-step process:

- Gathering data in a spreadsheet
- Preparing the data for MARC conversion
- Processing data into MARC records

Each stage requires quality control and review and/or reconfiguration of the data:

- Gathering stage
  - Authority work
  - Review of data with supervisors, Head of Special Collections and Head of Cataloging
- Preparing stage
  - Reconfigure spreadsheet to create 1:1 map of spreadsheet columns to MARC fields
- Processing stage
  - Create multiple line entries for repeatable fields
  - Add 008 and 015 leader information
  - Final review of subfields, indicator codes and punctuation before uploading into catalog

This document supports the data gathering stage and gives examples of MARC configurations. Spreadsheet reconfiguration should be performed or supervised by the Project Archivists. Instructions for preparing spreadsheets will be included in the batching document, *MARC Conversion Guidelines*.

## Field-by-field guideline

(R) = repeatable, (NR) = non-repeatable

DATA FIELDS		
099	*Call Number (NR)	<a href="#">Page 5</a>
1xx	*Creator (NR)	<a href="#">Page 6-7</a>
245	*Title (NR)	<a href="#">Page 7-8</a>
245 \$f	*Date Inclusive (NR)	<a href="#">Page 7-8</a>
245 \$g	Date Bulk (NR)	<a href="#">Page 7-8</a>
246	Varying Form of Title (R)	<a href="#">Page 8</a>
520	*Summary (R)	<a href="#">Page 11</a>
300	*Physical Description (R)	<a href="#">Page 9</a>
351	Arrangement (R)	<a href="#">Page 10</a>
500	Notes (R)	<a href="#">Page 10-11</a>
541	Immediate Source of Acquisition (R)	<a href="#">Page 13</a>
544	Related Archival Materials (R)	<a href="#">Page 13</a>
583	Condition (R)	<a href="#">Page 14-15</a>
583	Action Note (Conservation) (R)	<a href="#">Page 14-15</a>
65x	*Subject—Topical, Geographic Name (R)	<a href="#">Page 16-17</a>
690	†Subject—Local Topical Term (R)	<a href="#">Page 17</a>
6xx	Subject—Person, Corporation, Meeting (R)	<a href="#">Page 15-16</a>
7xx	Contributor (R)	<a href="#">Page 18-19</a>
555	Finding Aid (R)	<a href="#">Page 14</a>
506	*†Restrictions on Access Note (R)	<a href="#">Page 11</a>
852	*†Location (R)	<a href="#">Page 19</a>
949	*†Local Processing Information (R)	<a href="#">Page 19</a>

\*Required

†Added to spreadsheet after data gathering.

This is a field-by-field guideline for data input in our cataloging spreadsheets. Each field has an equivalent MARC field or subfield which is indicated in a header on the spreadsheet. Specific instructions for providing information for the different fields can be found using the table above. Examples are provided along with MARC-encoded counterparts. Data gathering teams are not expected to include MARC codes, but they are illustrated here to demonstrate how the information is displayed in MARC.

This guideline is set up to define each unique field to provide some detailed explanations and examples. The spreadsheet may not include all the fields described in this manual. Some fields have been combined to streamline record-taking. Creator, Subjects, Contributors are examples of fields that are combined on the spreadsheet as 1xx, 65x/6xx, and 7xx respectively. On the other hand, the Title Statement is divided into three distinct fields in the spreadsheet to capture the subfields Inclusive Dates and Bulk Dates in different columns. The spreadsheet is designed to allow for the most efficient way of gathering data while working through a large number of collections in the stacks or on location in the Science Departments.

Examples for each field are given for reference. This guideline uses sections from PACSCL's Minimal Processing Manual, a document intended for creating finding aids. The complete document can be found online at: [http://clir.pacscl.org/wp-content/uploads/2009/07/Processing-Manual\\_Spring-2010.pdf](http://clir.pacscl.org/wp-content/uploads/2009/07/Processing-Manual_Spring-2010.pdf)

### General notes:

Please separate multiple entries with a " >> " (two right arrowheads). This delimiter will be used to indicate a new line entry, rather than creating multiple columns of data.

*Example:* 300 Physical Description | 2 boxes (1 linear foot) >> 15 negatives >> 1 map

Authority work can be done after the data has been captured from the materials. When copying MARC authorities from the OPAC or Library of Congress (LoC), leave the subfields in place. For more information on authority work, see *Authority procedures*.

*Example:* Carter, T. Donald|q(Thomas Donald),|d1893-1972.

If an authority cannot be found, please indicate them as “uncontrolled”.

*Example:* Stone, Byron S. (uncontrolled)

The information provided here has been customized and edited for use with the AMNH Library practices. For complete definitions of MARC fields, see OCLC Bibliographic Formats and Standards (<http://www.oclc.org/bibformats/en/>) and Library of Congress MARC 21 for Bibliographic data (<http://www.loc.gov/marc/bibliographic/>).

As this is a working document, revisions and enhancements will be made over the course of the project. If you have any suggestions or requests for clarification, please email Iris Lee at [jlee@amnh.org](mailto:jlee@amnh.org)

## Call Number

### 099 Local Free-Text Call Number (NR)

#### REQUIRED

Call number assigned to collection.

#### Examples

MSS .C375  
DR 001  
DR 002-004

#### MARC indicators

1st Indicator: blank  
2nd Indicator: blank

#### MARC subfields

\$a Classification Number (NR)

#### MARC Examples

099 \_\_ \$aMSS\$a.C375  
099 \_\_ \$aDR\$a001  
099 \_\_ \$aDR\$a002-004

The call number is a unique identifier assigned to an archival collection. Data sets cataloged for the CLIR grant use a prefix plus cutter numbers or sequential numbers:

- Manuscripts – MSS + cutter number
- Department Records – DR + sequential number
- Photographic Print Collection – PPC + cutter number
- Photographic Slide Collection – PSC + sequential number

Call numbers using cutters are formed by using the prefix followed by a period and the cutter number. Sequential numbers are not divided by a period.

Occasionally collections overlap in content and purpose. Rather than creating individual records, they are cataloged as a single collection with a call number such as DR 002-004, which contains DR 002, DR 003, and DR 004.

On the other hand, collections may need to be broken down into more discrete units to effectively catalog the material. In this case sequential numbers may be followed by a suffix, such as DR 001A, DR 001B, etc. Ideally the collections that share the same base number are related to one another. Suffixes are added when the next numeric call number is not available. *Please consult with your supervisor before making decisions to combine or separate collections.*

## Creator: Personal Name

### 100 Main Entry – Personal Name (NR)

**REQUIRED – main entry can be 100, 110, 111, or Title (as main entry)**

Person responsible for the creation of the collection.

#### Examples

Reeds, Chester A. (Chester Albert), b. 1882.

Dyer, Walter Gurnee, photographer.

#### MARC indicators

1st Indicator: 0=Forename, 1=Surname, 3=Family Name  
2nd Indicator: blank

#### MARC subfields

\$a Personal name (NR)  
\$b Numeration (NR)  
\$c Titles and other words associated with the name (R)  
\$d Dates associated with a name (NR)  
\$e Relator term/Role (R)  
\$q Fuller form of name (NR)

#### MARC Examples

100 1\_ \$aReeds, Chester A.\$q(Chester Albert),\$db. 1882.

100 1\_ \$a Dyer, Walter Gurnee, \$ephotographer.

## Creator: Corporate Name

### 110 Main Entry – Corporate Name (NR)

**REQUIRED – main entry can be 100, 110, 111, or Title (as main entry)**

Organization/Institution responsible for the creation of the collection.

#### Examples

American Museum of Natural History. Dept. of Education.

#### MARC indicators

1st Indicator: 0=Inverted name, 1=Jurisdiction, 2=Name in direct order  
2nd Indicator: blank

#### MARC subfields

\$a Organization/Institution name (NR)  
\$b Subordinate unit (R)

#### MARC Examples

110 2\_ \$aAmerican Museum of Natural History.\$bDept. of Education.

## Creator: Meeting Name

### 111 Main Entry – Meeting Name (NR)

**REQUIRED – main entry can be 100, 110, 111, or Title (as main entry)**

Event, such as an expedition, responsible for the creation of the collection.

#### Examples

American Museum Congo Expedition (1909-1915)

World's Columbian Exposition (1893 : Chicago, Ill.)

#### MARC indicators

1st Indicator: 0=Inverted name, 1=Jurisdiction, 2=Name in direct order  
2nd Indicator: blank

#### MARC subfields

\$a Meeting name (NR)  
\$c Location of meeting (NR)

	<p>\$d Date of meeting (R)          \$e Name of a subordinate unit entered under meeting name (R)          \$q Name of meeting following jurisdiction name entry element (R)</p> <p><b>MARC Examples</b>          111 2_ \$aAmerican Museum Congo Expedition\$d(1909-1915)          111 2_ \$aWorld's Columbian Exposition\$d(1893 :\$cChicago, Ill.)</p>
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Record one entity for the main entry of a collection. Additional creator(s) can be listed in the 7xx field(s).

**MARC Note:** Subfield \$d Date of meeting comes before \$c Location of meeting as in the example above for the World's Columbian Exposition.

<p><b>Title (including Inclusive Date and Bulk Date)</b>          245 Title Statement (NR)</p>	
<p><b>REQUIRED</b></p>	
<p>DACS compliant title for the collection. Record inclusive dates as a date range to indicate the beginning and end of record creation. Record bulk dates to describe the dominant period of date(s), if any. Precede the year(s) with "bulk".</p> <p><b>Examples</b>          State Appropriations, 1884-1886.          Grapevine newsletters, 1942-1992 (bulk 1942-1966, 1983-1992).          T. Donald Carter field books, 1910-1972.          Afghan Expedition of the American Museum of Natural History field photographs, 1950-1951.          Wesley Lanyon photographic slide collection, undated.</p>	<p><b>MARC indicators</b>          1st Indicator: 0=No added entry, 1=Title added entry          2nd Indicator: 0=No nonfiling characters, 1-9=Number of nonfiling characters present</p> <p><b>MARC subfields</b>          \$a Title (NR)          \$f Inclusive dates (NR)          \$g Bulk dates (NR)</p> <p><b>MARC Examples</b>          245 10 \$aState Appropriations,\$f1884-1886          245 10 \$aGrapevine newsletters,\$f1942-1992\$g(bulk 1942-1966, 1983-1992)</p>

Titles and inclusive dates are required. Supplied titles generally have two parts: the name of the creator(s) or collector(s) and the nature of the materials being described. If you are unsure of the dates or do not wish to be misleading, use "undated." Bulk dates are not required. If the date range cannot be determined without further examination of records, use "circa" or an estimated date.

**MARC Note:** Indicate *Title* as an added entry except when it is the main entry. Validation errors occur in Connexion when there is no 100/110/111 entity associated with the record.

To form DACS compliant dates, see below for further guidelines (modified from PACSCL's Minimal Processing Manual).

- Inclusive Dates:
  - Use this: 1849-1851 (no spaces around the dash)
  - **NOT** 1849-51
- If the collection continues to accrue, place the most recent accrual in the date span:
  - 1965-<2012>
  - **(NOT** 1965- OR 1965- (Ongoing)
- Bulk Dates:
  - 1785-1960, bulk 1916-1958

- Significant Gap in Records:
  - 1827, 1952-1978
- Estimated Date Ranges:
  - circa 1870-1879
- Single Dates:
  - 1975 OR 1975 March-August OR 1906 March 17
- Estimated Single Dates:
  - probably 1867
  - approximately 1867
  - before 1867
  - after 1867 January 5
  - 1867 or 1868
  - 1860s
  - circa August 1975

Punctuation note: **Do not** include periods at the end of title statements or dates. Terminal periods will be placed later when the spreadsheet is converted to MARC.

<b>Varying Form of Title</b> <b>246 Varying Form of Title (R)</b>	
<b>OPTIONAL</b>	
<p>Use for DACS-compliant titles that are otherwise too long when indicating the creator.</p> <p><b>Examples</b>            American Museum of Natural History Department of Education booklets and pamphlets            American Museum of Natural History Grapevine newsletters</p>	<p><b>MARC indicators</b>            1st Indicator: 2=No note no added entry            2nd Indicator: 3=Other title</p> <p><b>MARC subfields</b>            \$a Title statement (NR)</p> <p><b>MARC Examples</b>            246 23 \$aAmerican Museum of Natural History Department of Education booklets and pamphlets            246 23 \$aAmerican Museum of Natural History Grapevine newsletters</p>

Use Varying Form of Title for collections with names that are unnecessarily long in order to be compliant with DACS. If a title can stand alone on its own without the redundant use of the creator name, make an additional entry for the title in the 246 field. This is will be used for the EAD record.

*Example:* (110) American Museum of Natural History. Dept. of Education.  
 (245) Department of Education booklets and pamphlets, 1918-1968.  
 (246) American Museum of Natural History Department of Education booklets and pamphlets

**DO NOT** use for titles such as:  
 (100) Carter, T. Donald (Thomas Donald), 1893-1972.  
 (245) Collection, 1910-1970.

This is not a stand-alone title and should be (245) T. Donald Carter collection, 1910-1970.



## Physical Description

### 300 Physical Description (R)

#### REQUIRED

Record boxes and linear feet in parentheses. Calculate linear feet to the nearest 0.25.

If possible, quantify various formats.

#### Examples

5 boxes (3 linear feet)

70 photographs

15 maps

8 sound cassettes

12 slides

#### MARC indicators

1st Indicator: blank

2nd Indicator: blank

#### MARC subfields

\$a Extent (R)

\$b Other physical details (NR)

\$c Dimension (NR)

\$f Type of unit (R)

\$g Size of unit (R)

\$3 Materials specified (NR)

#### MARC Examples

300 \_\_ \$a5 boxes (3 linear feet)

300 \_\_ \$a 70 photographs

300 \_\_ \$a 15 maps

300 \_\_ \$a 8 sound cassettes

300 \_\_ \$a 12 slides

Quantify the number of boxes and linear feet as a parallel statement in parentheses. Quantifying formats is not required, but will help in Phase 2 of the project. Material descriptions should be taken from a standard thesaurus. Below is a short list of formats from LoC Thesaurus for Graphic Materials (<http://www.loc.gov/pictures/collection/tgm/>). Please refer to the website for a comprehensive list.

- [maps](#)
- [floorplans](#)
- [photographs](#)
- [stereographs](#)
- [negatives](#)
- [film negatives](#)
- [nitrate negatives](#)
- [slides](#)
- [transparencies](#)
- [lantern slides](#)
- [digital prints](#)
- [videodiscs](#) (use for CDs, DVDs, or other media that is recorded by a laser and can be displayed on a video screen)

Other terms (taken from the Library OPAC):

- videocassettes (type of carrier can be recorded under notes, e.g., VHS)
- sound cassettes

For terms that cannot be found in a standard thesaurus, please specify in the summary or notes field. Do not list formats that cannot be enumerated. See MARC 500, General Notes, for gathering information that states the inclusion of various formats.

For the risk assessment phase of this project, specific names are provided in a drop-down menu of “collection units.” These terms are specific to the risk assessment data analysis and should not be used for descriptive cataloging. Following the completion of cataloging and risk assessment, information from the Access database may be integrated into the cataloging spreadsheets where collection unit terms will be replaced with their corresponding format designations.

## Arrangement

### 351 Organization and Arrangement of Materials (R)

#### OPTIONAL

Pattern of arrangement for materials within a unit. e.g., alphabetical, chronological, by country, by office of origin, etc.

Also indicate subdivisions of collections that have been combined into a larger unit. *See the last example below.*

#### Examples

Folders in boxes arranged alphabetically.

Arranged in folders by Dr. James Atz.

Reports for 1958-1961 in 1 vol.; reports for 1969, 1970 and 1972 in 2 vols. each year.

Organized into two groups: 085. Minutes of the Council of the Scientific Staff, 1936-1943. 086. Minutes and records of the Council of the Scientific Staff, 1912-1998.

#### MARC indicators

1st Indicator: blank

2nd Indicator: blank

#### MARC subfields

\$a Organization (R)

\$b Arrangement (R)

\$c Hierarchical level (NR)

\$3 Materials (NR)

#### MARC Examples

351 \_\_ \$3Folders in boxes \$barranged alphabetically.

351 \_\_ \$bArranged in folders by Dr. James Atz.

351 \_\_ \$3Reports for 1958-1961 in 1 vol.; reports for 1969, 1970 and 1972 in\$a2 vols. each year.

351 \_\_ \$aOrganized into two groups: 085. Minutes of the Council of the Scientific Staff, 1936-1943. 086. Minutes and records of the Council of the Scientific Staff, 1912-1998.

Use this field to describe how the material is arranged. This is a useful field for collections that are combined due to an overlap of content. Groups can be further broken down with their individual collection numbers preceding the content description. In the last example shown above, The Minutes of the Scientific Staff was cataloged as one record: DR 085-086. The discrete collections that make up DR 085-086 are further broken down by the notation of the original call number followed by a period and the title/contents: 085. Minutes of the Council...

## Notes

### 500 General Note (R)

#### OPTIONAL

General notes. Please state Includes field notes for collections that contain field notes.

#### Examples

Includes field notes.

Includes duplicates within collection.

Includes photographs and blueprints.

Unprocessed collection.

#### MARC indicators

1st Indicator: blank

2nd Indicator: blank

#### MARC subfields

\$a General note (NR)

\$3 Materials specified (NR)

#### MARC Examples

500 \_\_ \$aIncludes field notes.

500 \_\_ \$aIncludes duplicates within collection.

500 \_\_ \$aIncludes photographs and blueprints.

500 \_\_ \$aUnprocessed collection.

500 \_\_ \$aPrevious number used: USDE 938

Use this field to indicate field notes, physical formats that cannot be quantified, and unprocessed collections among other general notes. This field is repeatable and statements can be separated by ">>" in the spreadsheet to specify a new line item. End individual statements with a terminal period.

*Example:* Includes field notes. >> Includes duplicates within collection. >> Unprocessed collection.

Also use the *Notes* field to record call numbers that have significance to the collection. This number can help identify the collection in additional inventories. Historical numbers may have been used in citations or previous numbers used may reference supporting documentation in the Library, therefore important to document.

<b>Restrictions on Access Note</b>	
<b>506 Restrictions on Access Note (R)</b>	
<b>REQUIRED</b>	
<p>Globally populated with information from the department.</p> <p><b>Examples</b> Please contact Special Collections; materials are sometimes restricted.</p>	<p><b>MARC indicators</b> 1st Indicator: blank=Undefined, 0=No restrictions, 1=Restrictions apply 2nd Indicator: blank</p> <p><b>MARC subfields</b> \$a Terms governing access (NR)</p> <p><b>MARC Examples</b> 506 __ \$aPlease contact Special Collections; materials are sometimes restricted.</p>

This field is added to the spreadsheet after the data has been gathered but before converting into MARC records. Different AMNH Department archives may have specific restrictions. The language should be reviewed by Barbara Mathé and the collection managers. The example above reflects the main Research Library's restriction note.

<b>Summary</b>	
<b>520 Summary, Etc. (R)</b>	
<b>REQUIRED</b>	
<p>Scope and general content notes. Briefly describe the content: Who or what is the collection about? What is contained in the collection? Include the most important keywords. Use complete sentences.</p> <p>Start the summary with the word "Field notes" if the collection consists entirely of field notes. If the collection contains field notes, please include a descriptive summary of them.</p> <p><b>Examples</b> Correspondence to and from Dr. Jerome G. Rozen. Some material related to the Southwestern Research Station and Archold Expeditions.  Field notes from Frank E. Watson, the first steward of Lepidoptera at American Museum of Natural History. Field notes begin in 1896 and end in 1947, the time of Watson's death. Concerned chiefly with butterflies collecting in the West Indies and northeastern United States. Also included are field notes from Fred Rindge, insect collecting expedition</p>	<p><b>MARC indicators</b> 1st Indicator: 2=Scope and content, 3=Abstract 2nd Indicator: Undefined</p> <p><b>MARC subfields</b> \$a Summary, etc (R) \$b Expansion of summary note (NR)</p> <p><b>MARC Examples</b> 520 3_ \$a Correspondence to and from Dr. Jerome G. Rozen. Some material related to the Southwestern Research Station and Archold Expeditions. 520 3_ \$a Field notes from Frank E. Watson, the first steward of Lepidoptera at American Museum of Natural History. Field notes begin in 1896 and end in 1947, the time of Watson's death. Concerned chiefly with butterflies collecting in the West Indies and northeastern United States. Also included are field notes from Fred Rindge, insect collecting expedition (primarily in the United States) from 1955 to 1970. Papers, records, notebooks, metal index card container and research of the Department of Entomology. Contains freak monarch</p>

(primarily in the United States) from 1955 to 1970. Papers, records, notebooks, metal index card container and research of the Department of Entomology. Contains freak monarch butterfly with two wings, framed in display case. Also includes many notebooks and loose papers describing various insect species.	butterfly with two wings, framed in display case. Also includes many notebooks and loose papers describing various insect species.
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Though not required in standard MARC record, it is one of our required minimal level cataloging elements. Describe the contents of the collection briefly in at least 1-2 sentences as an Abstract. For full finding aids, the Scope and Contents Note is developed more fully and includes contextual information about the resources being described. Please refer to the Scope and Contents Note guidelines below to help create a succinct statement for the Abstract.

Below are guidelines for writing the Abstract and Scope and Contents Notes (from PACSCL's Minimal Processing Manual).

#### Abstract

- The abstract is a brief and tidy statement that sums up the collection
- It is useful for providing researchers with the most essential facts about the collection.
- You should describe the collection in just a few sentences:
- Who or what is the collection about?
- What is contained in the collection?
- Include the most important keywords

#### Scope and Contents Note

- This note is about the contents of the collection.
- This is a place to discuss highlights, obvious gaps in records, or unique perspectives on the topic of the collection.
- In every scope note, the following should be included:
  - **Types of materials** found in the collection (genres or documentary forms) such as minutes, diaries, reports, water colors, documentaries, etc. Specifics can be added:
    - Example: Included in the collection are diaries describing day-to-day activities as well as nationally important events such as the signing of the Constitution of the United States of America in 1787 and Philadelphia's Yellow Fever Epidemic in 1793.
  - **Main Subjects** (use your best judgment).
  - **All Series Titles and Subseries Titles**, if applicable.
  - **Areas of the collection which are particularly rich with information.**
  - **Dates**
    - Spans of the records, dates of events, or extremely important time frames within the creators life or business operations:
      - Example: If you are referring to Picasso's Blue Period, note the dates: 1900-1904.
    - Formats
      - In narratives, use normal date order such as July 22, 2009.
      - When describing a span, do not use spaces around the hyphen: 1945-1947 and do not abbreviate: NOT 1945-47. However, —from 1800 to 1900 is preferred.
      - Decades are written without an apostrophe: 1920s.
  - **Functions or activities resulting in the creation of the records.**
  - **How the collection fits into the more general context of history.**
  - **How the collection may be useful to researchers** (this is really the highlights section).
    - Example: Researchers interested in colonial medicine may find the diaries which include entries on treating yellow fever to be useful.

A *Scope and Contents Note worksheet* is included in the full PACSCL manual.

## Immediate Source of Acquisition

### 541 Immediate Source of Acquisition Note (R)

#### OPTIONAL

Provenance of the collection.

#### Examples

1990 accession.

1995 accession, transferred from Education Department.

Donated by Dr. Jerome G. Rozen, Jr.

#### MARC indicators

1st Indicator: Leave blank<sup>1</sup>

2nd Indicator: blank

#### MARC subfields

\$a Source of acquisition (NR)

\$c Method of acquisition (NR)

\$d Date of acquisition (NR)

#### MARC Examples

541 \_\_ \$d1990 accession.

541 \_\_ \$d1995 accession,\$ctransferred from\$aEducation Department.

541 \_\_ \$cDonated by\$aDr. Jerome G. Rozen, Jr.

Take information from direct sources such as acquisition sheets, descriptions marked on the box label, or from the documents themselves. The Library may have documents in the vertical files located in Special Collections (for archives housed in the Main Library). Ask your supervisor if there is more information regarding a collection's acquisition.

## Related Archival Materials

### 544 Location of Other Archival Materials Note (R)

#### OPTIONAL

Reference to related archival materials and collections. List call numbers, accession numbers, or locations where material can be found.

#### Examples

Archival material relating to the Hayden Planetarium is available in the planetarium's archives, housed in the AMNH Library Special Collections on the 7th floor.

Related material can be found in Henry Fairfield Osborn papers, 1877-1935 (bulk 1908-1935); call number: MSS .O835.

#### MARC indicators

1st Indicator: 0=Associated materials, 1=Related materials

2nd Indicator: blank

#### MARC subfields

\$n Note (R)

#### MARC Examples

544 1\_ \$nArchival material relating to the Hayden Planetarium is available in the planetarium's archives, housed in the AMNH Library Special Collections on the 7th floor.

544 1\_ \$n Related material can be found in Henry Fairfield Osborn papers, 1877-1935 (bulk 1908-1935); call number: MSS .O835.

As we move through the projects gathering descriptions, this has become an increasingly important field. Locating related materials, especially when they are housed in different locations, may reestablish provenance to collections that have been long since separated as the museum departments evolved over time. Communicate with your supervisor and fellow interns about collections that may be related. This is an area that could warrant extra research.

<sup>1</sup> MarcEdit has a MARC validator that performs quality control on the converted records. Using an indicator in this field will result in an error.

## Finding Aid

### 555 Cumulative Index/Finding Aids Note (R)

#### OPTIONAL

Indicate if a finding aid or container list is available. If EAD exists, please provide the URL.

#### Examples

Container list filed with collection. Container list needs to be updated.

Hard copy of finding aid filed with collection.

#### MARC indicators

1st Indicator: blank=Indexes, 0=Finding aids

2nd Indicator: blank

#### MARC subfields

\$a Cumulative index/finding aids note (NR)

\$u Uniform Resource Identifier (R)

#### MARC Examples

555 0\_ \$aContainer list filed with collection. Container list needs to be updated.

555 0\_ \$aHard copy of finding aid filed with collection.

Some of the collections may include hard copies of finding aids, container lists, or other resource description made to help people locate contents. Use this field to note if such aids are available. Unprocessed collections should be noted in the 500 General Notes field.

## Condition (including Action Note)

### 583 Action Note (R)

#### OPTIONAL

Choose from drop-down menu: Good, Fair, Poor.

In Action Note field, describe conservation issues and/or preservation actions.

#### Examples

Condition: good

Condition: good

Action Note: floor plans housed in a cardboard box, could be placed in archival boxes; oversize blueprints are folded; manuscript box needs a spacer, papers caving

#### MARC indicators

1st Indicator: Leave blank

2nd Indicator: blank

#### MARC subfields

\$a Action (NR) (mandatory)

\$c Time/date of action (R) -- YYYYMMDD

\$l Status (R)

#### MARC Examples

583 \_\_ \$acondition reviewed\$c20110519\$lgood

583 \_\_ \$acondition reviewed\$c20110519\$lgood\$lfloor plans housed in cardboard box, could be placed In archival boxes;\$loversize blueprints are folded;\$lmanuscript box needs a spacer, papers caving

The information recorded in the cataloging phase will also be merged with the LARA database for the risk assessment phase. Note any conditions that can be useful to assess risk to different formats. Separate action notes with a semicolon (;).

After the risk assessment phase, the information gathered in the LARA databases may be carried over into the Excel spreadsheets before data conversion. *For now this step is done by project supervisors.*

**MARC Note:** The information provided gets transformed to follow the appropriate conventions. This is done after the data is gathered but before the spreadsheets are converted. Subfields and dates are added using a simple Find+Replace. For example, the dropdown menu item, "Good" becomes "\$acondition reviewed\$c20110519\$lgood". The dates recorded reflect the last day of the term. Also information in this field is all lowercase with no terminal punctuation; all the status notes are separated by a semicolon followed by the repeatable \$l subfield to indicate the results of the condition during this assessment.

**Risk Assessment Note:** In general, we are not tasked with rehousing or taking action when gathering this data. However if you think you have a nitrate negative on your hands, please notify your supervisor immediately. The Library has cold storage for them and they should be removed from the collection with a separation sheet.

<p><b>Subject: Personal Name</b> 600 Subject Added Entry–Personal Name (R)</p>	
<p><b>OPTIONAL</b></p>	
<p>Person identified as a subject of the collection.</p> <p><b>Examples</b> Carter, T. Donald, 1893-1972.</p> <p><b>Note:</b> Separate repeatable entries with &gt;&gt;</p>	<p><b>MARC indicators</b> 1st Indicator: 0=Forename, 1=Surname, 3=Family Name 2nd Indicator: 0=Library of Congress subject heading</p> <p><b>MARC subfields</b> \$a Personal name (NR) \$b Numeration (NR) \$c Titles and other words associated with the name (R) \$d Dates associated with a name (NR) \$e Relator term/Role (R) \$q Fuller form of name (NR)</p> <p><b>MARC Examples</b> 600 10 \$aCarter, T. Donald\$q(Thomas Donald),\$d1893-1972.</p>

<p><b>Subject: Corporate Name</b> 610 Subject Added Entry–Corporate Name (R)</p>	
<p><b>OPTIONAL</b></p>	
<p>Organization identified as a subject of the collection. As necessary, list subdivision in the same line.</p> <p><b>Examples</b> American Museum of Natural History. Southwestern Research Station.</p> <p><b>Note:</b> Separate repeatable entries with &gt;&gt;</p>	<p><b>MARC indicators</b> 1st Indicator: 1=Jurisdiction, 2=Name in direct order 2nd Indicator: 0=Library of Congress subject heading</p> <p><b>MARC subfields</b> \$a Organization name (NR) \$b Subordinate unit (R)</p> <p><b>MARC Examples</b> 610 20 \$aAmerican Museum of Natural History.\$bSouthwestern Research Station.</p>

## Subject: Meeting Name

### 611 Subject Added Entry--Meeting Name (R)

#### OPTIONAL

Expedition or event identified as a subject of the collection.

#### Examples

Crocker Land Expedition (1913-1917)

#### Note:

Separate repeatable entries with >>

#### MARC indicators

1st Indicator: 2=Expedition name

2nd Indicator: 0=Library of Congress subject heading

#### MARC subfields

\$a Meeting name (NR)

\$c Location of meeting (NR)

\$d Date of meeting (R)

\$e Name of a subordinate unit entered under meeting name (R)

\$q Name of meeting following jurisdiction name entry element (R)

#### MARC Examples

611 20 \$aCrocker Land Expedition\$d(1913-1917)

List people, corporations, or expeditions in which the collection is about. It is not incorrect to repeat the creator of the collection as the subject. Use LoC Name Authorities.

## Subject: Topical Term

### 650 Subject Added Entry--Topical Term (R)

#### REQUIRED\*

Use Library of Congress Subject Headings or subject terms in the AMNH Library OPAC.

#### Examples

Natural history museums--New York (State)--New York.

Museum techniques--Periodicals.

Museums--Administration--Periodicals.

Natural history museums--Periodicals.

#### Note:

Separate repeatable entries with >>

Museums--Administration--Periodicals. >> Natural history museums--Periodicals.

#### MARC indicators

1st Indicator: blank

2nd Indicator: 0=Library of Congress subject heading,

4=Source not specified

#### MARC subfields

\$a Topical term (NR)

\$x General subdivision (R)

\$v Form subdivision (R)

\$y Chronological subdivision (R)

\$z Geographical subdivision (R)

#### MARC Examples

650\_0 \$aNatural history museums\$zNew York (State)\$zNew York.

650\_0 \$aMuseum techniques\$vPeriodicals.

650\_0 \$aMuseums\$xAdministration\$vPeriodicals.

650\_0 \$aNatural history museums\$vPeriodicals.

Use the Library catalog for subject headings (<http://libcat.amnh.org/>). Chances are there will be subject terms and subject strings describing very similar holdings that you can use in the spreadsheets. If the subject term cannot be found in the OPAC or the LoC authority (<http://authorities.loc.gov/>), record it in the provided field 6xx, *Subject, Uncontrolled term*. These will be reviewed by the Project Archivists, along with the Head Cataloger to determine if the term will be added to our authorities or be listed as a 690 *Local Subject Added Entry*. Authority work can be done after the information has been gathered.



**\*NOTE:** Please include at least one 65x subject. It can be a topical term or geographic term. Recommended approach: search the OPAC for a name or expedition represented in the collection. Often a published work or similar holding can be found with related subjects in the catalog record.

<p><b>Subject: Geographic Name</b> 651 Subject Added Entry–Geographic Name (R)</p>	
<p><b>OPTIONAL</b></p>	
<p>Use Library of Congress Subject Headings or subject terms in the AMNH Library OPAC.</p> <p><b>Examples</b> Canada. Connecticut--Guidebooks.</p> <p><b>Note:</b> Separate repeatable entries with &gt;&gt;</p>	<p><b>MARC indicators</b> 1st Indicator: blank 2nd Indicator: 0=Library of Congress subject heading, 4=Source not specified</p> <p><b>MARC subfields</b> \$a Geographic Name (R) \$x General subdivision (R) \$v Form subdivision (R)</p> <p><b>MARC Examples</b> 651_0 \$aCanada. 651_0 \$a Connecticut\$vGuidebooks.</p>

Use the Library catalog (<http://libcat.amnh.org/>) and LoC authorities (<http://authorities.loc.gov/>) for the correct form of geographic terms. Geographic terms can be further subdivided to describe the contents in more detail.

<p><b>Subject: Local Topical Term</b> 690 Local Subject Added Entry–Topical Term (R)</p>	
<p><b>OPTIONAL</b></p>	
<p>Use for keywords. Some may be LCSH but not expressed in a hierarchical string.</p> <p><b>Examples</b> Museum finance. Museum construction. Employee activities. Human resources.</p> <p><b>Note:</b> Separate repeatable entries with &gt;&gt;</p>	<p><b>MARC indicators</b> 1st Indicator: Level of subject (leave undefined) 2nd Indicator: Leave undefined</p> <p><b>MARC subfields</b> \$a Uncontrolled term (R)</p> <p><b>MARC Examples</b> 690 __ \$aMuseum finance. 690 __ \$aMuseum construction. 690 __ \$aEmployee activities. 690 __ \$aHuman resources.</p>

Local topical terms may be determined by review of supervisors and Head Cataloger, Diana Shih. This field is added (if needed) by the Project Archivists during the preparation stage.

## Contributor: Personal Name

700 Added Entry—Personal Name (R)

### OPTIONAL

Use for co-creators or contributors to the collection.

#### Examples

Bourke-White, Margaret, 1904-1971.

#### Note:

Separate repeatable entries with >>

#### MARC indicators

1st Indicator: 0=Forename, 1=Surname, 3=Family Name

2nd Indicator: 2=Analytical entry

#### MARC subfields

\$a Personal name (NR)

\$b Numeration (NR)

\$c Titles and other words associated with the name (R)

\$d Dates associated with a name (NR)

\$e Relator term/Role (R)

\$q Fuller form of name (NR)

#### MARC Examples

700 1\_ \$aBourke-White, Margaret,\$d1904-1971.

## Contributor: Corporate Name

710 Added Entry—Corporate Name (R)

### OPTIONAL

Use for organizations identified as co-creators or contributors to the collection. As necessary, list subdivision in the same line.

#### Examples

American Museum of Natural History. Trustees.

#### Note:

Separate repeatable entries with >>

#### MARC indicators

1st Indicator: 1=Jurisdiction, 2=Name in direct order

2nd Indicator: 2=Analytical entry

#### MARC subfields

\$a Organization name (NR)

\$b Subordinate unit (R)

#### MARC Examples

710 2\_ \$aAmerican Museum of Natural History.\$bTrustees.

## Contributor: Meeting Name

711 Added Entry—Meeting Name (R)

### OPTIONAL

Use for expeditions or events identified as contributing entities to the collection.

#### Examples

Jesup North Pacific Expedition (1897-1903)

#### Note:

Separate repeatable entries with >>

#### MARC indicators

1st Indicator: 2=Name in direct order

2nd Indicator: 2=Analytical entry

#### MARC subfields

\$a Meeting name (NR)

\$c Location of meeting (NR)

\$d Date of meeting (R)

\$e Name of a subordinate unit entered under meeting name (R)

\$q Name of meeting following jurisdiction name entry element (R)

	<b>MARC Examples</b> 711 2_ \$aJesup North Pacific Expedition\$d(1897-1903)
--	--

Contributors are additional creators for the contents of the collection. In EAD, you can express more than one creator. In MARC, the 1xx field is not repeatable and we include the other entities in 7xx. Do not confuse the 6xx field with 7xx – this is specifically used for people, corporations, or expeditions responsible for creating the material that make up the collection.

<b>Location</b> 852 Location (R)	
<b>REQUIRED</b>	
Globally populated: OCLC institution code and AMNH location/department name.  <b>Examples</b> NNMNH Research Library, Special Collections  <b>Note:</b> NNMNH = OCLC institution code	<b>MARC indicators</b> 1st Indicator: blank=No information provided 2nd Indicator: blank=No information provided  <b>MARC subfields</b> \$a Location (NR) \$b Sublocation (R)  <b>MARC Examples</b> 852 __ \$aNMMNH\$bResearch Library, Special Collections

This field is added to the spreadsheet before converting into MARC records. The institution code NNMNH should be included for all AMNH Department archives locations.

<b>Processing Information</b> 949 Local Processing Information (R)	
<b>REQUIRED</b>	
Globally populated: a string of code to identify local holdings.  <b>Code</b> *ov=.b;bn=speco;i=/loc=speco/ty=5/v=;	<b>MARC indicators locally defined</b> 1st Indicator: blank 2nd Indicator: blank  <b>MARC subfields</b> \$a-\$z locally defined  <b>MARC Examples</b> 949 __ \$a*ov=.b;bn=speco;i=/loc=speco/ty=5/v=;

This field is added to the spreadsheet before converting into MARC records. The code may differ from one AMNH Department location to another. *Consult with Diana Shih.*

**OCLC RECORD NOTE:** When revising MARC records, do not re-export an OCLC record. It will create new items in the catalog. Instead, update MARC records in **Millenium** if the changes are minor.

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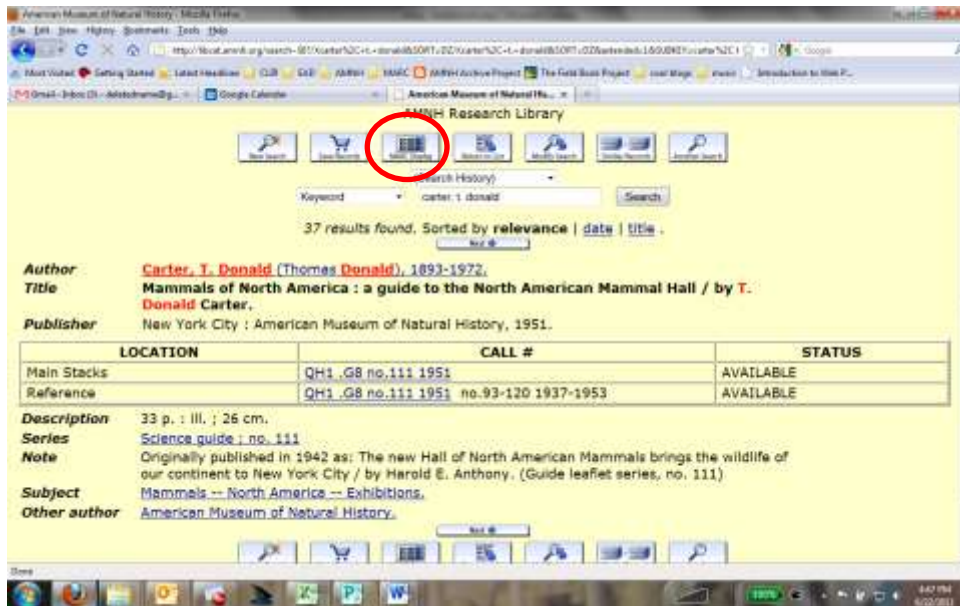
## Authority Procedures

# Authority Procedures

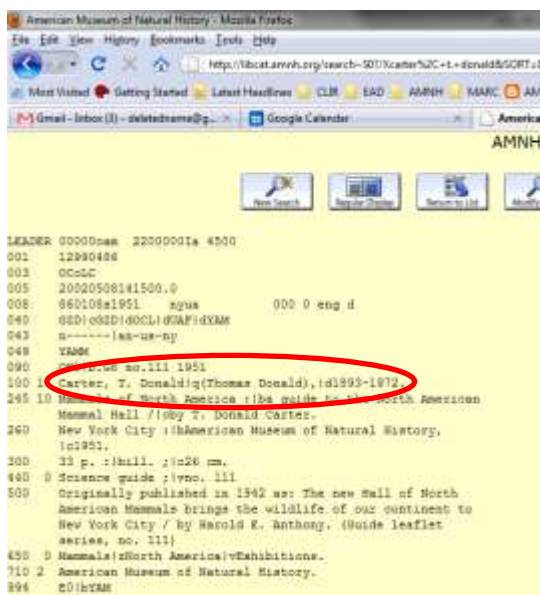
Version 2, 3/14/2012

## Authority work:

- Pull name authorities from AMNH OPAC: <http://libcat.amnh.org/>
- Find a record with the data you need
- Select MARC display



- Then copy and paste the authority record with the subfields intact.



- Change the color of the text to green to indicate authority work has been done.

**For names that are not in the OPAC:**

1. Use Library of Congress authorities: <http://id.loc.gov/>
2. OCLC's Virtual International Authority File (VIAF): [viaf.org](http://viaf.org)
3. Vertical file spreadsheets located on the server:  
M:\Special Collections\AMNH ARCHIVE PROJECT\Cataloging Spreadsheets\Authorities
4. If you cannot find or verify the name, leave it in the spreadsheet and add "(uncontrolled)" after the name

**SUBJECTS**

- Please use the Library OPAC and LCSH for authorized subject terms
- You can cut and paste from the MARC view as illustrated above

**DACS**

- Titles
- Dates
- Check other fields if you have time

**GENERAL**

- Spellcheck and use correct grammar
- Use full sentences in the Summary
- Be consistent with character spacing (e.g., spaces between a period and the first letter of a new sentence)
- Make sure multiple line entries are separated with two right arrows >> in order to facilitate batching. For instance, you would use this in a repeatable field such as *Subject*, where you may include 2 or more headings. Examples:
  - (650) Mammals. >> Extinct mammals.
  - (300) 5 boxes (3 linear feet) >> 10 photographs >> 3 maps
- If you cannot finish authority work, leave a detailed report with your supervisor regarding the work left

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## MARC Conversion Guidelines

# AMNH Research Library

## MARC Conversion Guidelines

Revised 1-12-2013

### General Notes

These are the guidelines to the second and third steps in creating MARC records for the AMNH Library online catalog and WorldCat. The first step was gathering data into spreadsheets which includes authority work and data clean up. Next is preparing the spreadsheet for MARC conversion. The third and final stage is processing data into MARC records using MarcEdit and OCLC Connexion.

This document provides step-by-step procedures to be used as recommended guidelines for spreadsheet preparation for MARC conversion. *Please keep in mind there may be alternative ways to achieve the same result.*

You will need:

- MS Excel 2010
- MarcEdit (open-source MARC editor developed by Terry Reese):  
<http://people.oregonstate.edu/~reese/marcedit/html/downloads.html>
- OCLC Connexion (logon credentials required)

### Review of the Process

This is a 3-step process:

- Gathering data in a spreadsheet
- Preparing the data for MARC conversion
- Processing data into MARC records

Each stage requires quality control and review and/or reconfiguration of the data:

- Gathering stage
  - Authority work
  - Review of data with supervisors, Head of Special Collections and Head of Cataloging
- Preparing stage
  - Reconfigure spreadsheet to create 1:1 map of spreadsheet columns to MARC fields
- Processing stage
  - Create multiple line entries for repeatable fields
  - Add 008 and 015 leader information
  - Final review of subfields, indicator codes and punctuation before uploading into catalog

Guidelines for data gathering can be found online:

<http://images.library.amnh.org/hiddencollections/wp-content/uploads/2011/11/min-cat-guidelines-MARC6.pdf>

### Preparing the spreadsheet

Once the records have been approved by the Science Collection Managers and AMNH Archivist, the spreadsheet data can be reconfigured to facilitate MARC conversion. For this project a number of changes must be made to the general layout of the spreadsheet which will be covered in detail. This is the time to add subfield codes to MARC fields such as Creator (1XX), Call Number (099), Subjects (6XX), Contributors (7XX), Condition (583), and Immediate Source of Acquisition (541). There are ways to automate the insertion of subfield codes into the data, however some fields require manual revision.

### Processing and batch-converting spreadsheet data into MARC

The better you can prepare the spreadsheet, the cleaner the conversion into MARC. MarcEdit has several tools to automate editing, which I will not go into here. For the purposes of expediting catalog creation of minimal-level records, all heavy editing is done using Excel.



# Preparing the spreadsheet

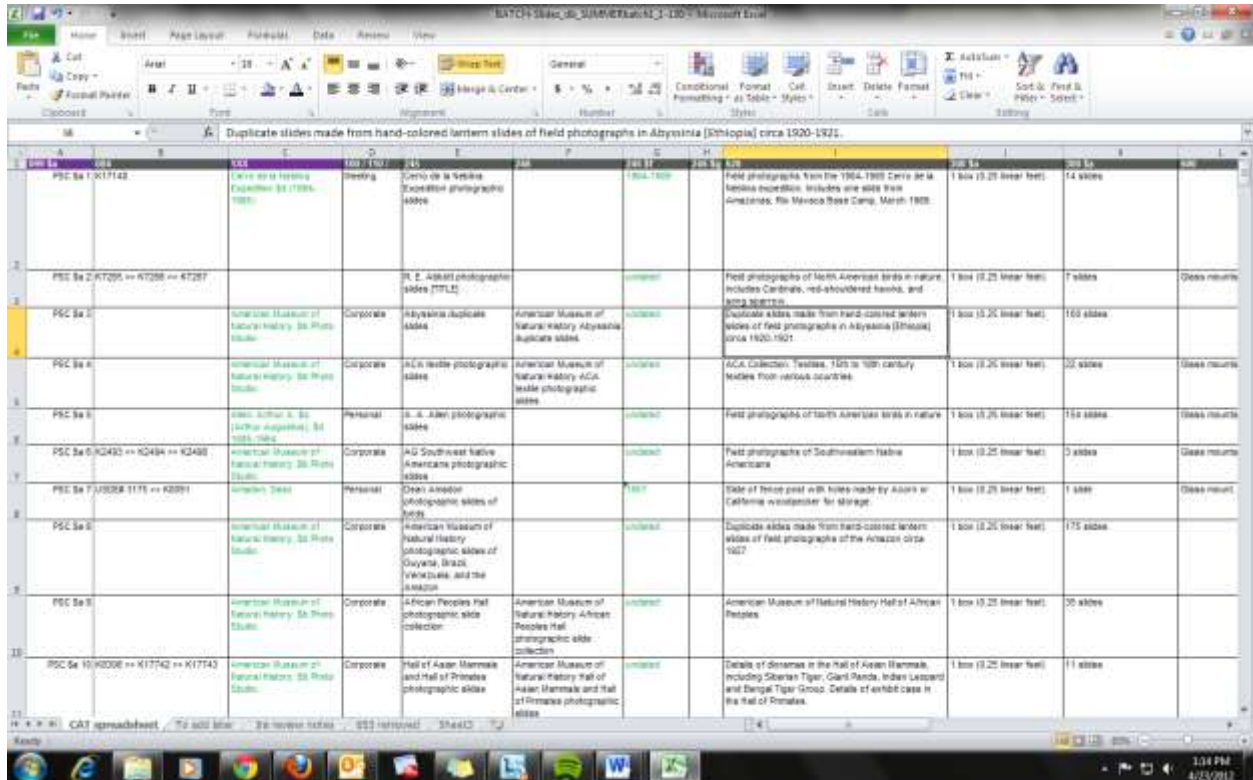
## SETTING UP THE WORKING EXCEL FILE

1. Create a copy of the cataloging spreadsheet:
  - a. Save a version of the approved and final spreadsheet for batching. For example, I replaced "CAT" to "BATCH" in the title: BATCH-Slides\_db. It is important to keep a clean master record ("CAT") of the spreadsheet for other uses.
2. Delete unnecessary columns containing notes from supervisors and the "Side Notes" column.
3. Delete all header columns leaving only the MARC code header and the catalog data.
4. *Suggestion:* color code headers to identify fields that require modification
  - a. Purple = add subfield codes (099, 1XX, 541, 583, 65X, 6XX, 7XX)
  - b. Blue = fields added to the spreadsheet after gathering descriptive data (852, 506, 949)
  - c. Grey = leave data as is

Additional columns (blue) should have the following information; all are required for MARC records:

Field Name	Code	Content
Location (R)	852	NNMNH \$b Research Library, Special Collections
Restrictions on Access Note (R)	506	Please contact Special Collections; materials are sometimes restricted.
Local Processing Information (NR) <sup>1</sup>	949	*ov=.b;bn=speco;i=/loc=speco/ty=5/v=;

Below is a screenshot of a working "BATCH" spreadsheet with some coded headers.



*Note:* If you have any records to skip for more review, this is the time to delete them. Also delete any unnecessary records, e.g., merged records. Master spreadsheet files with these records should be saved with a different name. Remember, this is a working file to create MARC records.

<sup>1</sup> Not technically required for MARC, but required for local uses. The Local Processing Information identifies the holding information in the Millennium catalog and represents availability of the collection in the Library, Special Collections. This may change for other Science Department locations.

## GENERAL DATA CLEAN-UP (AACR2-COMPLIANT) AND ADDING MARC SUBFIELD CODES

### Global checklist: Punctuation

- Title** (245) should NOT end with a period  
*Note: terminal periods will be added through MarcEdit*
- Bulk Dates** (245 \$g) should be enclosed in parenthesis.  
Example: (bulk 1992-1993)
- Physical Description** (300) should NOT end with a period  
Example: 1 box (0.25 linear feet)  
Example: 12 slides
- Conservation Note** (583) should be all lowercase, statements separated with a semicolon, no period at the end  
Example: slide 79-57 has three puncture holes in the film; some slides have reddish hue

### Add subfields to the (purple) columns

Make sure authorized names and subject headings have appropriate subfields and punctuation. Ideally this work will have been completed already. Do a thorough review of the subject (65X, 690) fields to make sure the headings are in the correct columns: topical, geographic location, local subject, etc.

Field	subfield code(s)	Where	Example
099	\$a	Between acronym and unique call number	PSC \$a 10
541	\$a, \$c, \$d	Refer to minimal-cataloging guidelines for more detail	\$c Donated by \$a Chantal Boulanger, \$d May 1990.
583	\$c, \$l (subfield 'el')	Run a Find+Replace to modify condition statement Dates are formatted as yyymmdd	condition reviewed \$c 20110826 \$l good
583	\$l (subfield 'el')	Each additional note should be preceded with \$l. Semicolon is added to the first statement to separate the general condition note from the detailed description.	;\$lsleeve is warping due to the weight of the slides

### Separate data from 1XX, 6XX, and 7XX fields

For ease of gathering data, main entries, entity subjects, and contributors were added to a single column respectively with the corresponding attribute of "Personal", "Corporate" or "Meeting" names. These now have to be divided into separate columns: 100, 110, 111, 600, 610, 611, 700, 710 and 711.

*Note:* Excel 2010 required for use of filters.

These steps detail separating columns for the 1XX field, but should be repeated for 6XX and 7XX

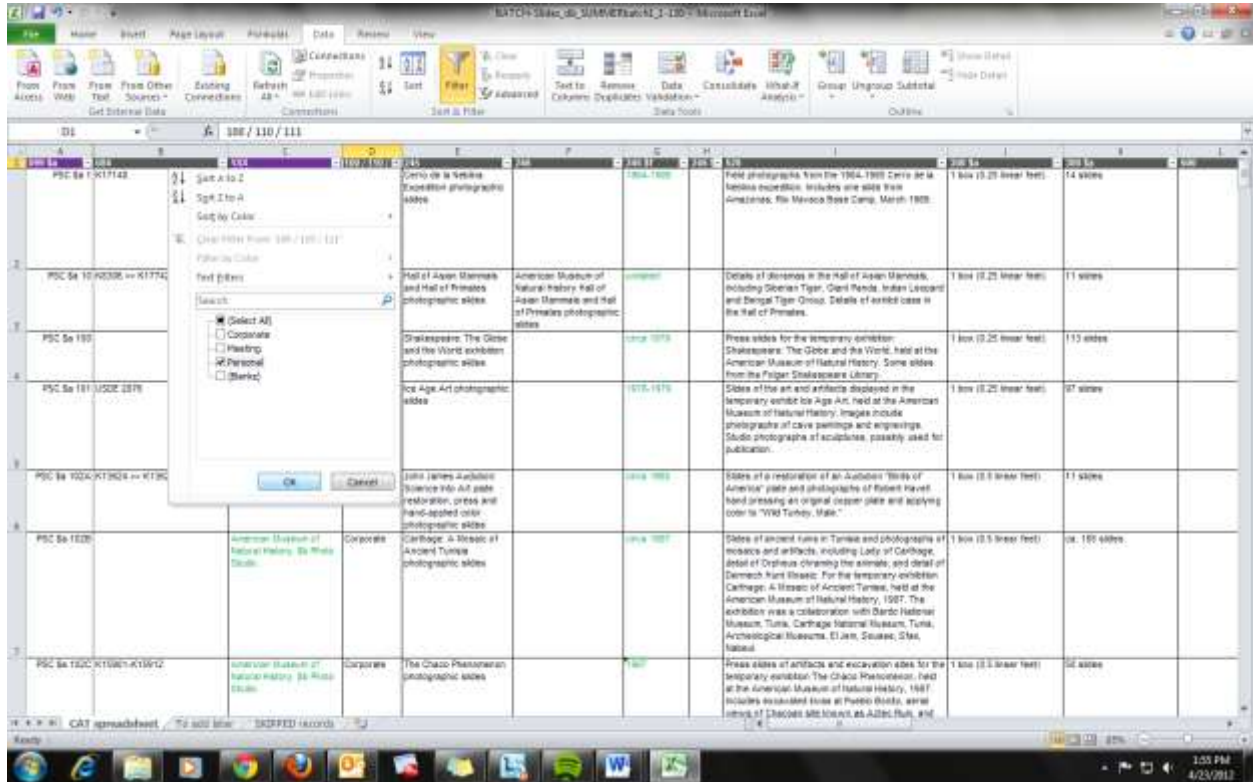
1. Select, copy and paste the entire 1XX column
2. Rename one of the headers "100"
3. Open up the Data tab in Excel and click Filter
4. Open the filter options for the 100/110/111 column and select "Personal". Now only rows of data containing "Personal" in this particular column will be displayed.
5. Clear contents of personal names in the original 1XX column. Leave the new "100" column for now.  
*Note:* It is important that you use the "Clear contents" function rather than the "Delete" function. Deleting cells in Excel can shift the data into different rows, destroying the alignment of the catalog entry!
6. Open the filter options again for the 100/110/111 column and select "Corporate" and "Meeting"
7. Clear contents of entries in the new 100 column
8. Click Filter in the Data tab to deselect this view. The 100 column should now only contain personal names and the original 1XX column should contain only corporate and meeting names.
9. Repeat these steps 1-8 for "Corporate" with the new column heading titled 110.
10. For the remaining meeting names, simply rename the 1XX column to 111.
11. Review the data to make sure there are no repeating names in the new columns created.  
ONLY when you are confident each column is representing the correct information and no information was accidentally repeated or deleted, complete the final step:
12. Delete the entire 100/110/111 column (containing the drop-down information).

*Pay close attention:* Though each catalog record is represented by ONE main entry, a single record may have SEVERAL entity subjects and contributors, or SEVERAL OF BOTH. Be very careful when clearing contents in the 6XX and 7XX fields – DO NOT ACCIDENTALLY DELETE ALL THE DATA DISPLAYED IN THE FILTERED VIEW! These names can be relevant to the record and

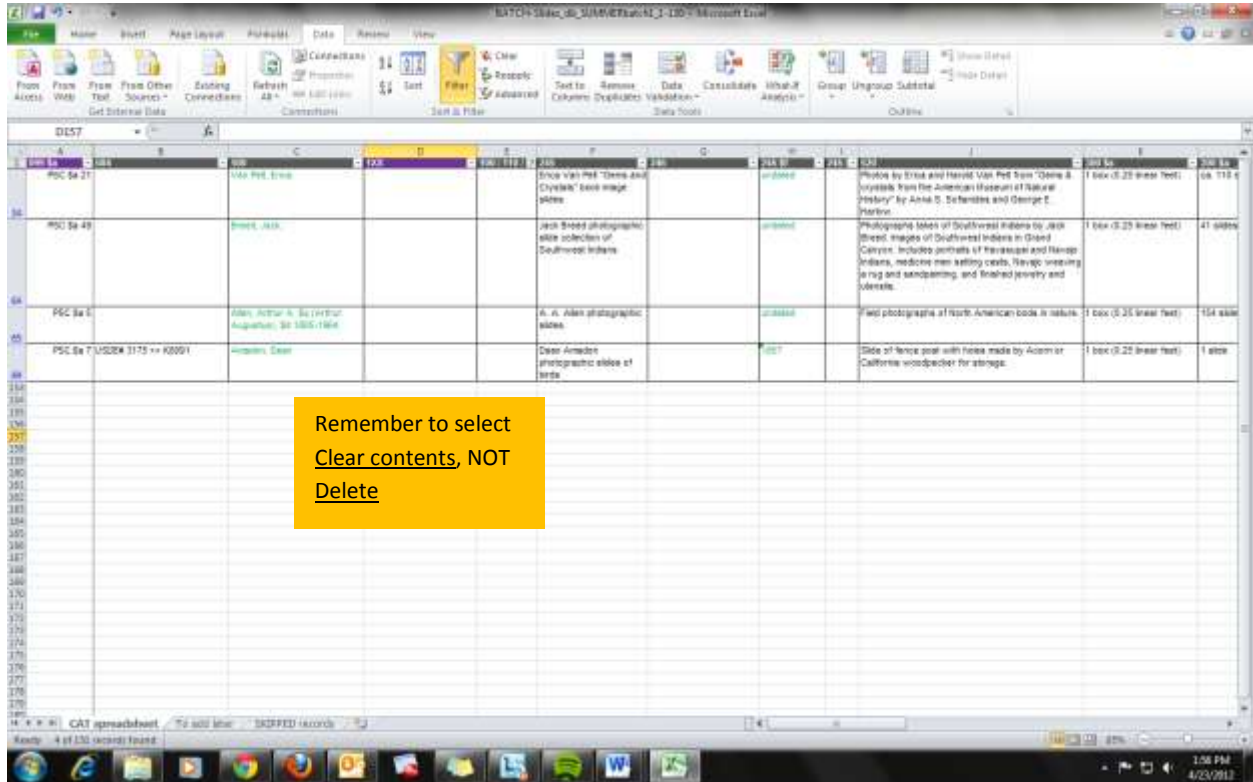
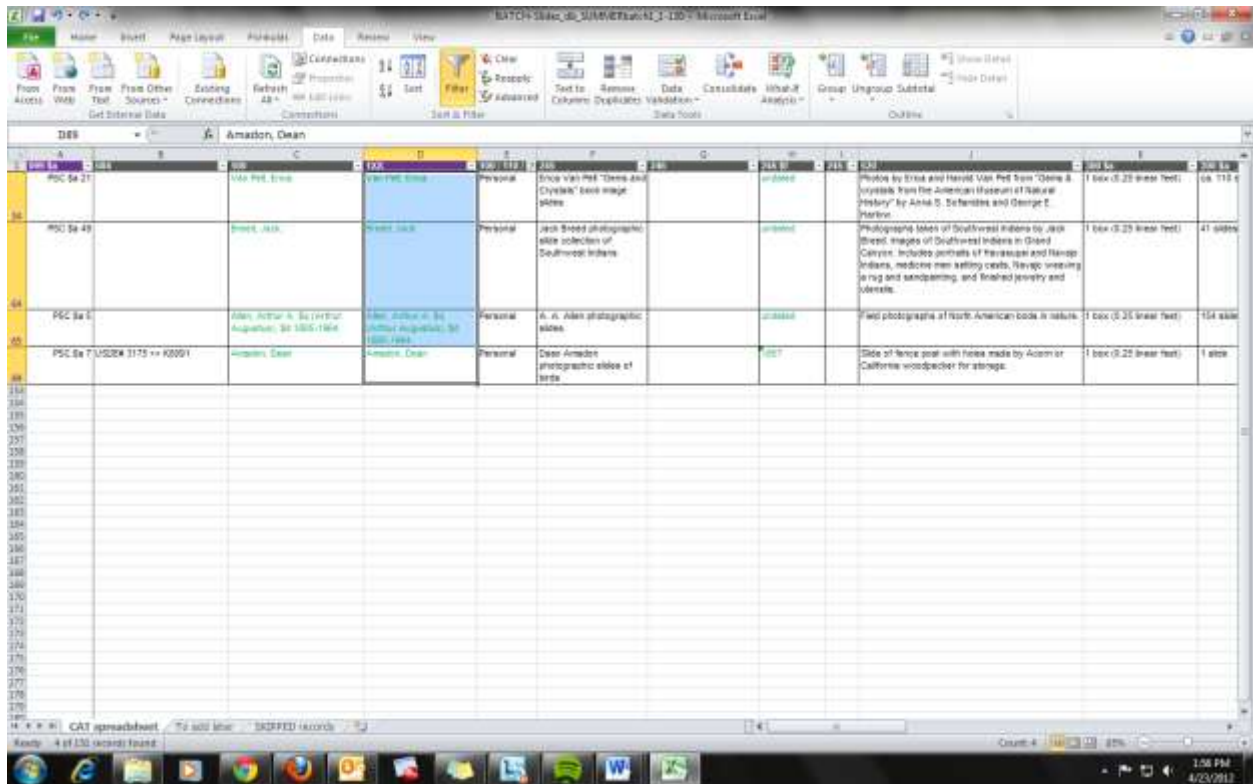
should remain. If you think you may have wholesale deleted data without first checking the content (as I have the misfortune of knowing firsthand), undo your actions until you are back to a good starting point.

Below are screenshot examples for separating the 1XX column.

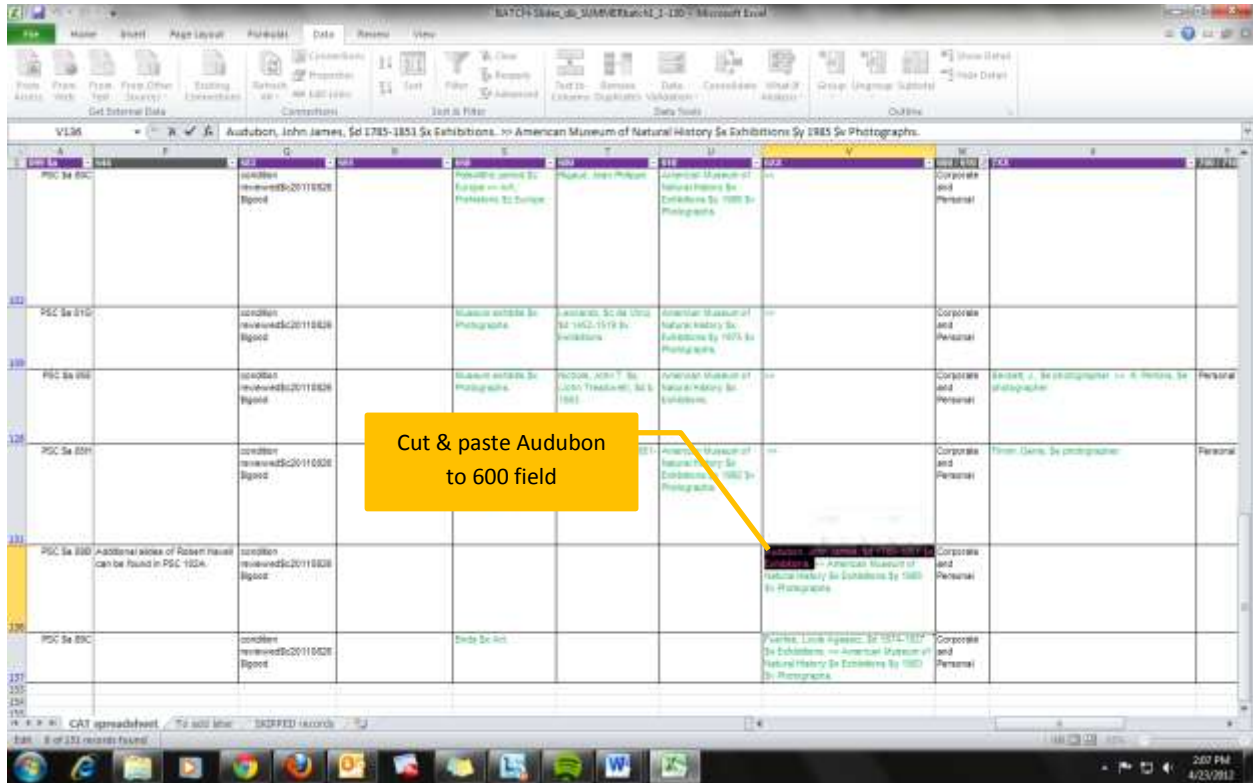
Data > Filter mode for Personal / Corporate / Meeting name drop-down column



Filtered view for Personal names. Clear contents of personal names in the original 1XX column. *Do not delete cells with data.*



For subject and contributor fields that contain more than one type of entity, the information will have to be parsed out one by one into their correct columns.



### COMBINING CELLS IN EXCEL

Some cells are more easily joined in Excel than in MarcEdit. While MarcEdit does allow you to join and split cells through the Text Delimited Translator, the tool which converts the xls file into mrk, the results were not what I had expected. These next steps show you how to combine multiple cells, such as 245 and 583, into one representative data cell for each catalog record. It uses multiple steps to add subfields to data and combine the sum of the parts. If you are familiar with combining cells, you may want to skip the detailed steps.

*General Note:* Make sure your new cells are formatted as "General". Some columns may be specified as text, particularly the ones that contain numbers. You can select the column, right-click and choose Format cells to change this.

#### Combining 245 fields

1. Insert a new column to the left of 245 \$f (inclusive dates)
2. In the first blank cell of this new column, type ", \$f"  
*Note:* the comma is added to join with the end of the title statement in 245 later.
3. Fill down ", \$f"
4. Insert a new column to the right of 245 \$f (inclusive dates)
5. In the first blank cell of this new column, enter the function code "=[click on first cell showing value: ", \$f"]&[click on first cell showing the value for inclusive date]"
6. Hit enter.
7. Fill down function. The cells should populate with the data from the 2 columns.  
*Note:* Additionally I also copy and paste this data again as VALUES to delete the function. This should leave you with solid values in the cells rather than a string of cell coordinates.
8. Delete the ", \$f" and 245 \$f columns.
9. Manually add "\$g" before any bulk dates. Usually there are not to many so it is faster to spot check and add the subfield
10. Insert a new column to the right of 245 \$g (bulk dates)
11. In the first blank cell, enter "=" then click on the cells to be joined: 245 title statement, 245 \$f (combined) & 245 \$g
12. Hit enter and fill down. Also copy and paste column as values – recommended!
13. Delete 245 title statement, 245 \$f (combined) & 245 \$g columns.

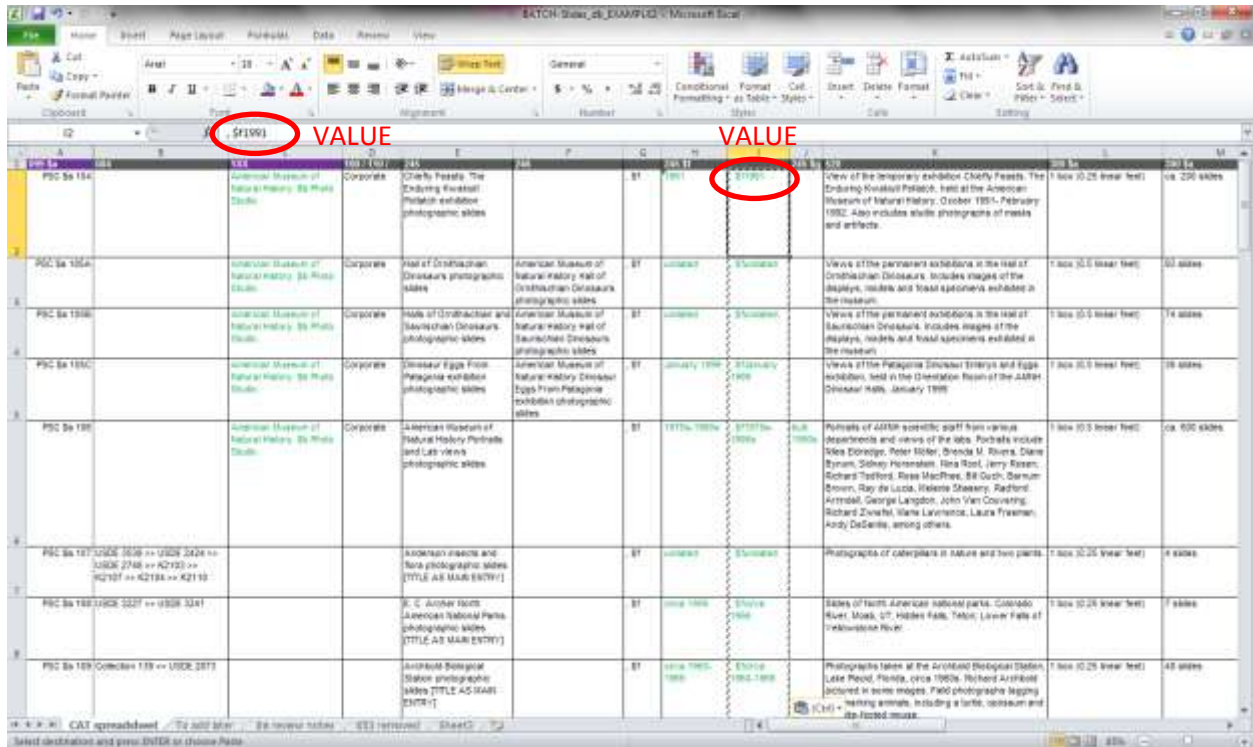
Use function codes to join cell values

The screenshot shows a Microsoft Excel spreadsheet with the following data:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
PSC 5a 154	American Museum of Natural History 5a Photo Slides	Corporate	Clarey Feasts. The Enduring Frontier. Modern exhibit. photographic slides			BT	1951		&H2		View of the temporary exhibition Clarey Feasts. The Enduring Frontier. Modern exhibit. photographic slides. held at the American Museum of Natural History. October 1951-February 1952. Also includes studio photographs of mammals and artifacts.	1 box 10.25 linear feet	ca. 226 slides		
PSC 5a 155A	American Museum of Natural History 5a Photo Slides	Corporate	Hall of Ornithosaurus	American Museum of Natural History Hall of Ornithosaurus photographic slides							Views of the permanent exhibitions in the Hall of Ornithosaurus. Includes images of the displays, models and fossil specimens exhibited in the museum.	1 box 10.5 linear feet	61 slides		
PSC 5a 155B	American Museum of Natural History 5a Photo Slides	Corporate	Hall of Ornithosaurus	American Museum of Natural History Hall of Ornithosaurus photographic slides							Views of the permanent exhibitions in the Hall of Ornithosaurus. Includes images of the displays, models and fossil specimens exhibited in the museum.	1 box 10.5 linear feet	74 slides		
PSC 5a 155C	American Museum of Natural History 5a Photo Slides	Corporate	Dinosaur Eggs From Patagonia exhibit	American Museum of Natural History Dinosaur Eggs From Patagonia exhibit photographic slides			January 1959				Views of the Patagonia Dinosaur Eggs and Eggs Exhibition, held in the Orientation Room of the AMNH Dinosaur Hall, January 1959.	1 box 10.5 linear feet	18 slides		
PSC 5a 155	American Museum of Natural History 5a Photo Slides	Corporate	American Museum of Natural History Portraits and Lab views photographic slides				1970s-1980s			1980s	Portraits of AMNH scientific staff from various departments and views of the labs. Portraits include Nels Dönniger, Peter Höfer, Brenda M. Rivera, Diane Byrum, Sidney Horowitz, Rosa Rosal, Jerry Rosen, Richard Tafford, Ross MacIver, Bill Dych, Benjamin Brown, Ray de Luca, Valerie Chakrav, Radford Arnold, George Langdon, John Van Couvering, Richard Zinsler, Ilana Lammonte, Laura Freeman, Andy DeSantis, among others.	1 box 10.5 linear feet	ca. 600 slides		
PSC 5a 157 USDC 3255 -- USDC 3256 -- USDC 2746 -- K2193 -- K2197 -- K2198 -- K2110			Anderson insects and flora photographic slides [TITLE AS MAIN ENTRY]								Photographs of caterpillars in nature and two plants.	1 box 10.25 linear feet	4 slides		
PSC 5a 158 USDC 3227 -- USDC 3241			S. C. Archer North American National Parks photographic slides [TITLE AS MAIN ENTRY]								Slides of North American national parks. Colorado River, Mont. UT. Hidden Falls, Teton, Lower Falls of Yellowstone River.	1 box 10.25 linear feet	7 slides		
PSC 5a 159 Collection 159 -- USDC 3273			Arnold Biological Station photographic slides [TITLE AS MAIN ENTRY]				1916-1965-1969				Photographs taken at the Arnold Biological Station, Lake Powell, Florida, circa 1965. Richard Arnold pictured in some images. First photographs tagging and marking animals, including a turtle, opossum and a white-footed mouse.	1 box 10.25 linear feet	48 slides		

Copy and paste this data again as VALUES to delete the function

The screenshot shows the same Microsoft Excel spreadsheet as above. A 'Paste Special' dialog box is open, showing options for 'Paste' (All, Formulas, Formats, Comments, All) and 'Operation' (None, Add, Subtract). The 'All' option is selected under 'Paste', and 'None' is selected under 'Operation'. The dialog box is positioned over the column containing the function codes (&H2).



### Modifying 583 data and combining 583 fields

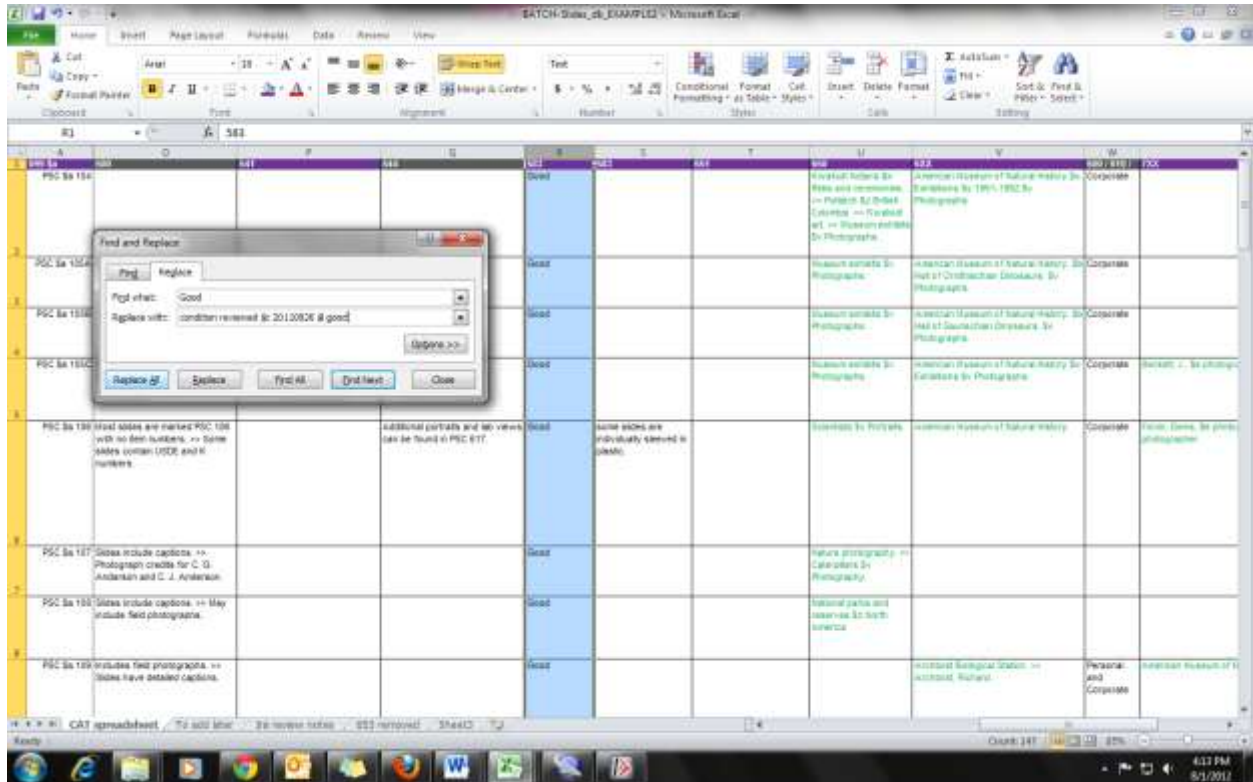
1. Select the 583 drop-down column and run a Find+Replace Good/Fair/Poor with the following:

Find	Replace
Good	condition reviewed \$c [XXXXXXXX] \$l good
Fair	condition reviewed \$c [XXXXXXXX] \$l fair
Poor	condition reviewed \$c [XXXXXXXX] \$l poor

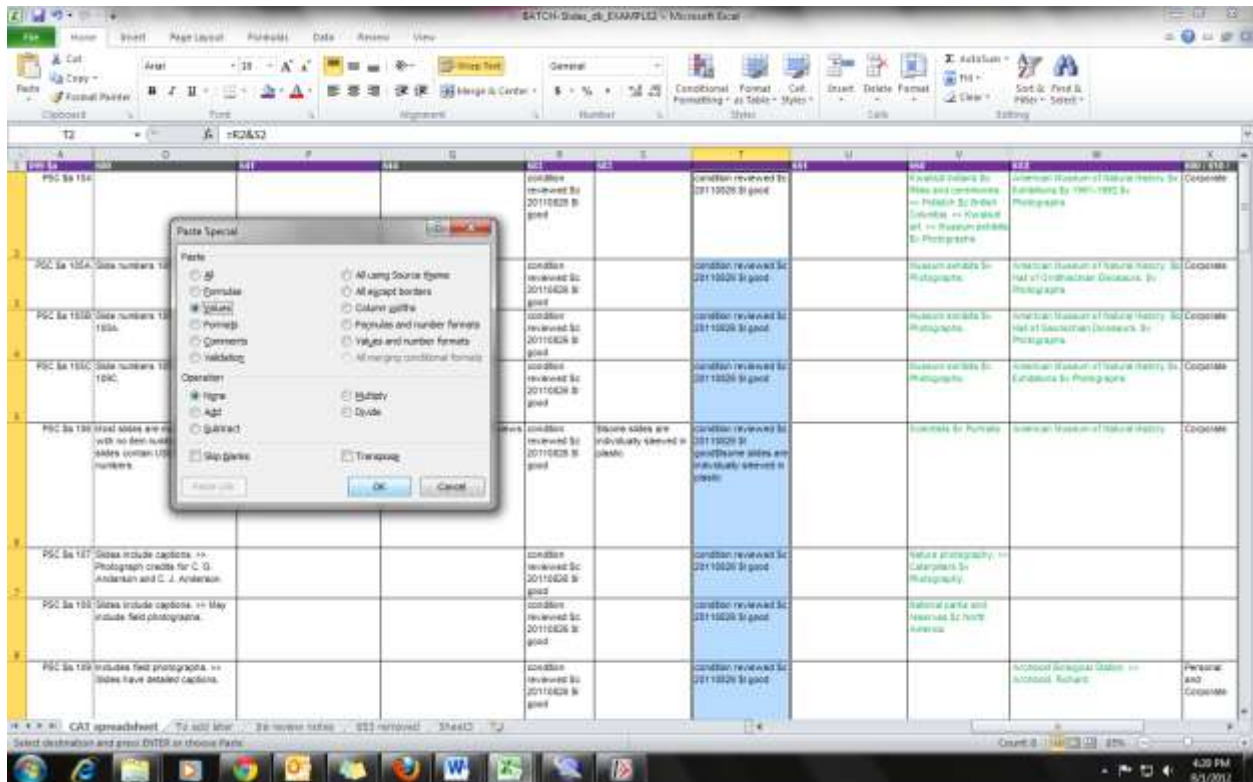
[XXXXXXXX] = date of review as yyyyymmdd (year-month-day)

2. In the second 583 (condition note) field, add \$l (subfield 'el') before each condition description. Depending on the volume of data in this field, you may want to add the subfields manually or automate insertion by combining cells or running a Find+Replace.
3. Insert a new column to the right of 583 (condition note)
4. In the first blank cell of this new column, enter the equation "=" followed by the two 583 columns separated by "&"
5. Hit enter.
6. Fill down equation.
7. Copy and paste column as Values
8. Delete original 583 columns.
9. Additionally, data that includes further description of the condition should also be preceded by a semi-colon. Judge the volume of data to consider filling it in automatically. The field should read something like this (with the semi-colon in red): "condition reviewed \$c 20110826 \$l good; \$l some slides are individually sleeved in plastic"

Find+Replace "Good" with "condition reviewed \$c [XXXXXXXX] \$l good"



After combining the two 583 fields, copy & paste the data as VALUES to delete the function





Add a semi-colon to data that includes further description of the condition: "...good; \$I..."

	A	Q	R	S	T	U	V
1	099 \$a	544	583	583	condition reviewed \$c 20110826 \$I good	651	650
3	PSC \$a 105A		condition reviewed \$c 20110826 \$I good		condition reviewed \$c 20110826 \$I good		Museum exhibits \$v Photographs.
4	PSC \$a 105B		condition reviewed \$c 20110826 \$I good		condition reviewed \$c 20110826 \$I good		Museum exhibits \$v Photographs.
5	PSC \$a 105C		condition reviewed \$c 20110826 \$I good		condition reviewed \$c 20110826 \$I good		Museum exhibits \$v Photographs.
6	PSC \$a 106	Additional portraits and lab views can be found in PSC 617.	condition reviewed \$c 20110826 \$I good	\$I some slides are individually sleeved in plastic	condition reviewed \$c 20110826 \$I good; \$I some slides are individually sleeved in plastic		Scientists \$v Portraits.
	PSC \$a 107		condition reviewed \$c		condition reviewed \$c 20110826 \$I good		Nature photography. >> Caterpillars \$v

### Renaming Excel headers In preparation for MarcEdit

This is an optional step, but will be incredibly useful when mapping spreadsheet data to MARC in MarcEdit. The chart below provides the necessary information if you plan to move ahead to conversion.

Rename the header fields in Excel using the following table. For more detailed information about subfield codes and indicators, please see the data gathering draft (<http://images.library.amnh.org/hiddencollections/wp-content/uploads/2011/11/min-cat-guidelines-MARC6.pdf>) or visit the OCLC bibliographic formats and standards page on the internet: <http://www.oclc.org/bibformats/en/>

Code	Code for MarcEdit	Field Name	Notes
099	099 \$a \\	Call No.	
084	500 \$a \\	Historical Call No.	No longer being used in MARC records. Change to 500 with the preceding note – “Previous number(s) used:”
100	100 \$a 1\	Creator, Personal Name	
110	110 \$a 2\	Creator, Corporate Name	
111	111 \$a 2\	Creator, Meeting Name	
245	245 \$a 10 term period	Title	Add the terminal period; after conversion, update the 2 <sup>nd</sup> indicator for non-filing characters. Change: Titles as main entries to 245 \$a 00
246	246 \$a 23	Alt Form of Title	
520	520 \$a 3\	Summary	
300	300 \$a \\	Physical Description	
351	351 \$9 \\	Arrangement	\$9 is a placeholder, MarcEdit requires you input a subfield; can be deleted later.
500	500 \$a \\	Notes	
541	541 \$9 \\	Source of Acquisition	\$9 is a placeholder, MarcEdit requires you input a subfield; can be deleted later.
544	544 \$n 1\	Related Archival Materials	
583	583 \$a \\	Action Note	
651	651 \$a \0	Subject, Geo Name	
650	650 \$a \0	Subject, Topical	
600	600 \$a 10	Subject, Personal Name	
610	610 \$a 20 review	Subject, Corporate Name	2 <sup>nd</sup> indicator (source of name authority) may need to be reviewed – check against the OPAC
700	700 \$a 1\	Contributor, Personal Name	
710	710 \$a 2\	Contributor, Corporate Name	
711	711 \$a 2\	Contributor, Meeting Name	
555	555 \$a 0\	Finding Aid	
852	852 \$a \\	Location	
506	506 \$a \\	Restrictions on Access	
949	949 \$9 \\	Local Processing Information	\$9 is a placeholder, MarcEdit requires you input a subfield; can be deleted later.

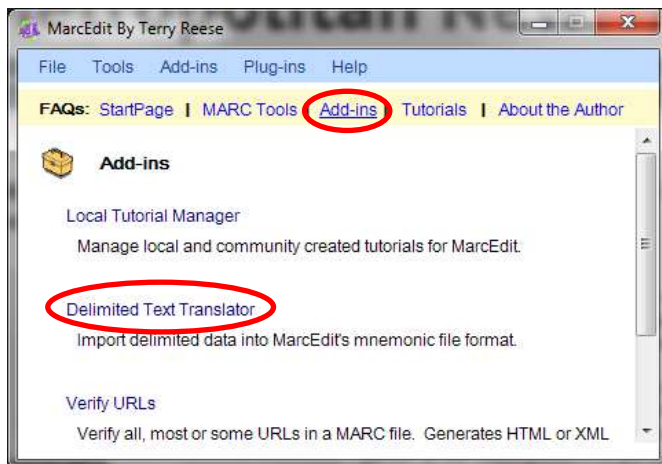
# Processing and batch-converting spreadsheet data into MARC

## MARCEdit

### Delimited Text Translator

The Delimited Text Translator converts delimited text files into MARC. It allows you to define MARC fields and indicators to individual fields. It also creates minimal Leader information, which you can revise.

1. Launch MarceEdit (version 5.8 current)
2. Go to Add-ins > Delimited Text Translator
3. Navigate to the working BATCH .xlsx and assign a folder to output the conversion – an editable Marc text file (.mrk)
4. Make sure to include the name of the sheet in your Excel spreadsheet
5. Check the UTF-8 encoded box (optional)
6. Click Edit LDR/008 and consult the charts listed further in this guideline



**Leader chart**

Byte summary can be found at <http://www.oclc.org/bibformats/en/fixedfield/008summary.shtm>

Data set	suggested LEADER (examples) (REVIEW in Connexion)
Manuscripts	00000ntca 2200000la 4500
Department Records	00000npca 2200265Ka 4500
Photo Slides	00000ngca 2200373Ka 4500
Photo Prints	00000nkm 2200253Ka 4500

**008 breakdown**

Must contain 40 characters total. MARC file will not validate otherwise.

General Example:

```
x x x x x x x x x x x x x x n y u \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ x x e n g \ d
```

Character space	Value
1-6	Date entered as yymmdd, supplied by system
7	DtSt, variable code referencing date (See 008 chart below)
8-15	Start date and end date; for unknown digits, use "u"
16-18	Country code, which is "nyu" for New York, United States
19-33	Use backslash for blanks
34	Tmat, type of material; see list of codes. "s" for slides is an example
35	Tech, technique (for moving images); use "n" for not applicable
36-38	Language code; "eng" for English
39	Use backslash for blank
40	Src, Cataloging source; use "d" for other

Example for Slides:

```
xxxxxxxxxxxxxxxxnyu\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ s n e n g \ d
```

Example for DR:

```
xxxxxxxxxxxxxxxxnyu\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ e n g \ d
```

**008 DtSt chart**

Detailed descriptions can be found at <http://www.oclc.org/bibformats/en/fixedfield/dtst.shtm>

type	code	record data (example)	008 data (example)
single date (use for circa dates)	s	1991 or circa 1990s	s1991\ \ \ \ or s199u\ \ \ \
inclusive dates (use for circa dates)	i	1960-1969 or circa 1950-1970	i19601969 or i195u197u
undated	n	undated	n u u u u u u u
bulk dates	k	bulk 1990s	k199u199u
detailed date	e	January 1999	e199901uu
exact single date	e	April 29, 1993	e19930429

### Mapping fields to MARC in Delimited Text Translator

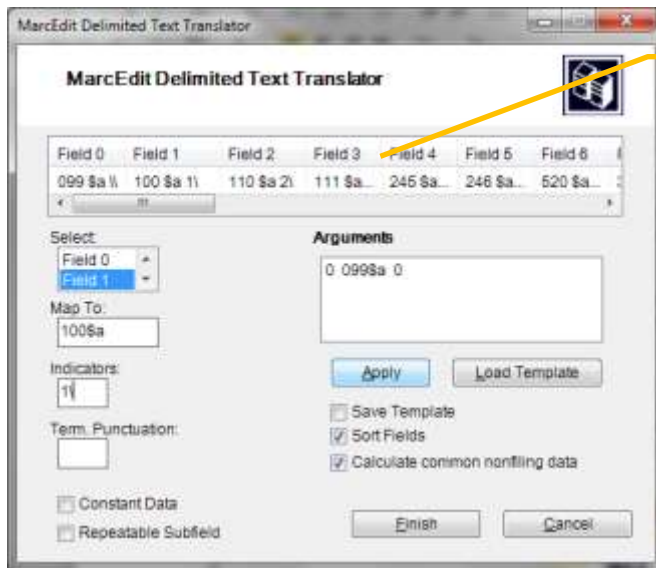
When your spreadsheet has loaded, a window will appear to assign MARC fields to spreadsheet data. You can either refer to the previous chart listing codes for MarcEdit, or if you have renamed your spreadsheet headers, use them as guides.

Some things to keep in mind:

- Field numbers in the “Select” box must be highlighted to apply the code
- There is no space between the MARC field and subfield
- Backslashes indicate a blank entry
- The displayed spreadsheet headers can be expanded
- But **DO NOT CLICK INSIDE THE DATA FIELDS THAT RUN ACROSS THE TOP – THEY WILL DISAPPEAR AND YOU WILL HAVE TO START THE PROCESS ALL OVER!**
- Click Apply to assign the definition, click Finish when you’re done

Some good things to know:

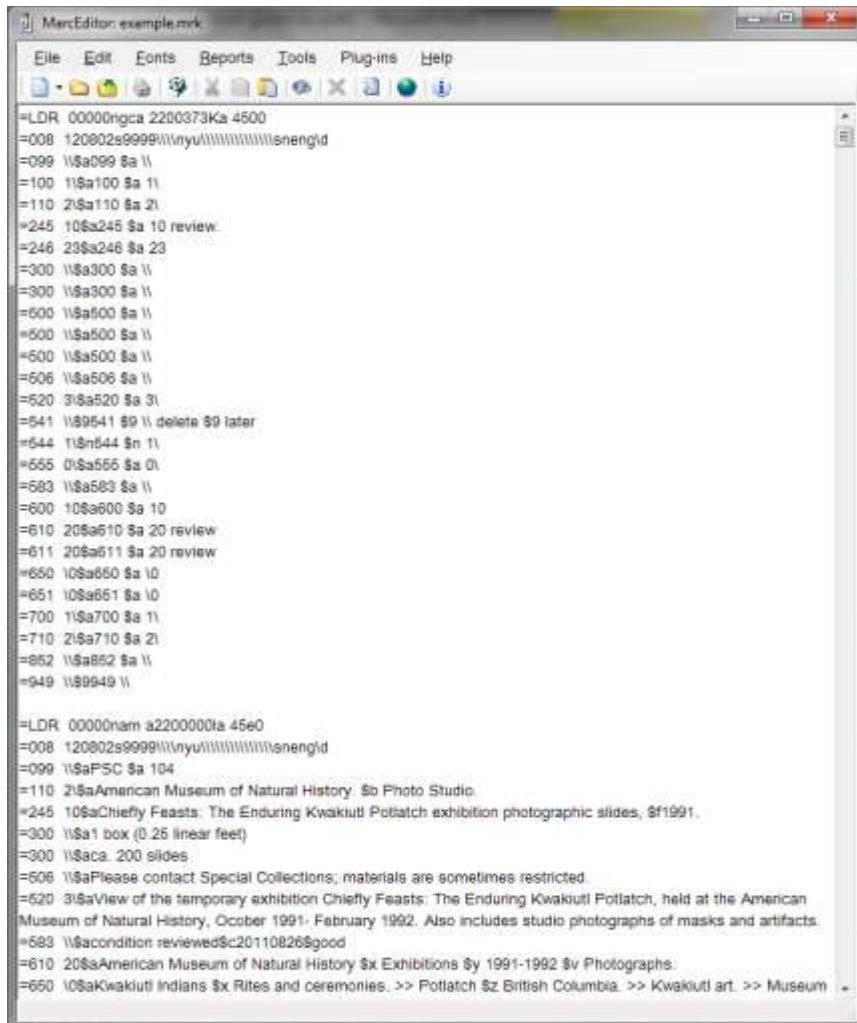
- Under “Arguments” you will see the definitions load. You can join or split arguments by selecting and right-clicking for more options. I have personally not had much luck with this functionality but it is available.
- You can save and apply templates. This can be extremely useful for absolutely consistent header formations. For different spreadsheets generated from different data sets or Science locations, it is likely that there will be some variation in data organization.



You can expand the column width to view information but do not click in the data fields!

## Editing the MARC records as text

After applying all the definitions in the Delimited Text Translator, the resulting MARC text file looks like this:



```
MarcEditor: example.mrk
File Edit Fonts Reports Tools Plug-ins Help
=LDL 0000ngca 2200373Ka 4500
=008 120802s9999\\inyu\\isengid
=099 \\$a099 $a \\
=100 1\\$a100 $a 1\\
=110 2\\$a110 $a 2\\
=245 10\\$a245 $a 10 review.
=246 23\\$a246 $a 23
=300 \\$a300 $a \\
=300 \\$a300 $a \\
=500 \\$a500 $a \\
=500 \\$a500 $a \\
=500 \\$a500 $a \\
=506 \\$a506 $a \\
=520 3\\$a520 $a 3\\
=541 \\$9541 $9 \\ delete $9 later
=544 1\\$n544 $n 1\\
=555 0\\$a555 $a 0\\
=583 \\$a583 $a \\
=600 10\\$a600 $a 10
=610 20\\$a610 $a 20 review
=611 20\\$a611 $a 20 review
=650 10\\$a650 $a 10
=651 10\\$a651 $a 10
=700 1\\$a700 $a 1\\
=710 2\\$a710 $a 2\\
=852 \\$a852 $a \\
=949 \\$9949 \\

=LDL 0000nam a2200000ta 45e0
=008 120802s9999\\inyu\\isengid
=099 \\$aP5C $a 104
=110 2\\$aAmerican Museum of Natural History. $b Photo Studio.
=245 10\\$aChieftly Feasts: The Enduring Kwakiutl Potlatch exhibition photographic slides, $f1991.
=300 \\$a1 box (0.25 linear feet)
=300 \\$aca. 200 slides
=506 \\$aPlease contact Special Collections; materials are sometimes restricted.
=620 3\\$aView of the temporary exhibition Chieftly Feasts: The Enduring Kwakiutl Potlatch, held at the American Museum of Natural History, October 1991- February 1992. Also includes studio photographs of masks and artifacts.
=583 \\$acondition reviewed$c20110826$good
=610 20\\$aAmerican Museum of Natural History $x Exhibitions $y 1991-1992 $v Photographs:
=650 10\\$aKwakiutl Indians $x Rites and ceremonies. >> Potlatch $z British Columbia. >> Kwakiutl art. >> Museum
```

You can edit this document as text. Using this file you will want to make the following revisions:

- 008 - Insert correct date information for each record
- Create new line entries for data following a >>  
*Example:* in the above screenshot the last line displays 4 separate subject headings for 650. Delete ">>" and add new line "=650 \\0\$aPotlatch \$z British Columbia." Repeat for the remaining subjects.
- Review indicator codes for 245 and 610
- Delete all instances of \$9
- Make sure long entries have not been truncated (this can often happen in 520 with long descriptions of content)
- Delete the first record displaying your mapping definitions

*Note:* Editing shortcuts such as Copy, Paste and Find+Replace are available in this mode.

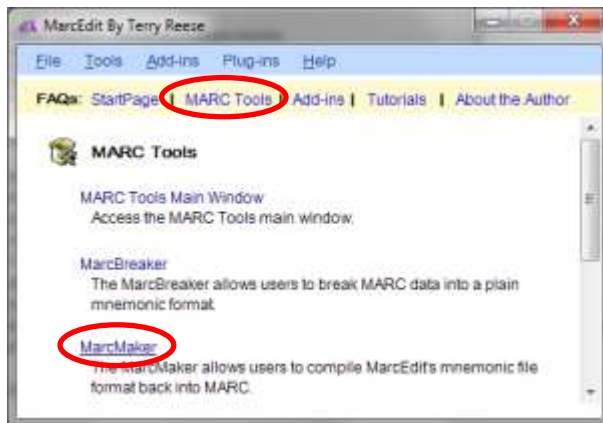
## Validate the file

Go to Tools > Validate MARC Records

Run the validator and fix any errors that result

### Convert the MARC text file (.mrk) to a MARC (.mrc) file

- In the main view, go to Tools > MarkMaker
- Select your input file and choose your output file location
- Select MarcMaker under Functions
- Click Execute
- Your resulting (.mrc) file will have a purple icon



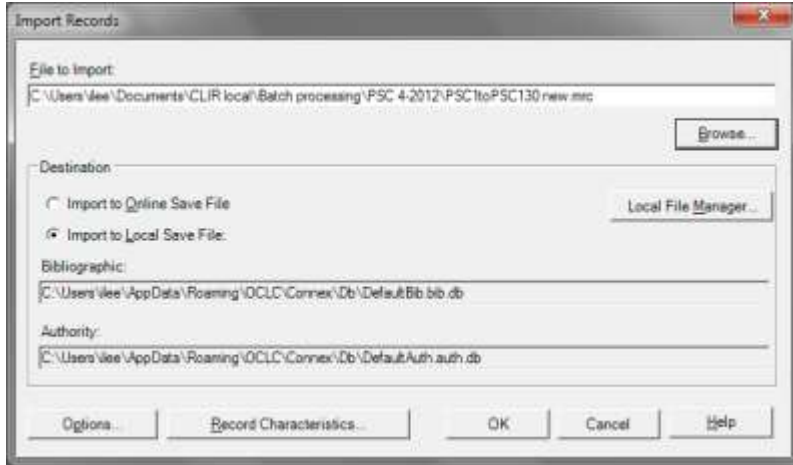
### OCLC CONNEXION

#### Batch importing .mrc file into OCLC Connexion

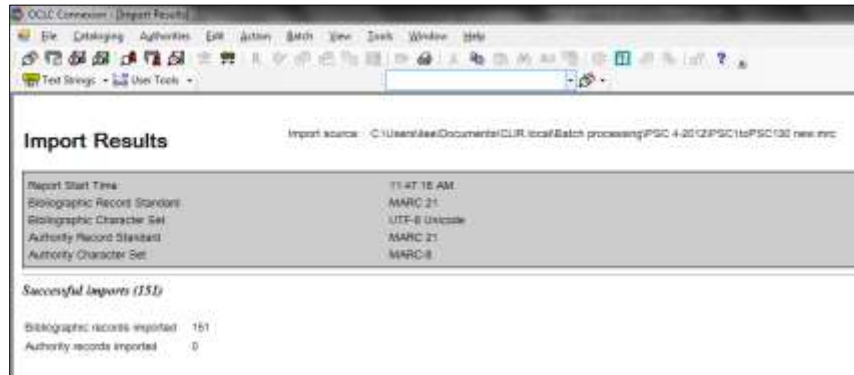
- Launch Connexion and logon. You will need credentials to upload and export holdings, i.e. publish records.
- Go to File > Import records and navigate to the .mrc file (purple icon)
- Import to local save file (or online if preferred)
- Click OK

- If successful you will get a result page. If you have problems, check the Options and make sure you set your Maximum Number of Matches to Download to 150<sup>2</sup>.  
Tools > Options > Batch tab

File > Import records



Successful import result page!

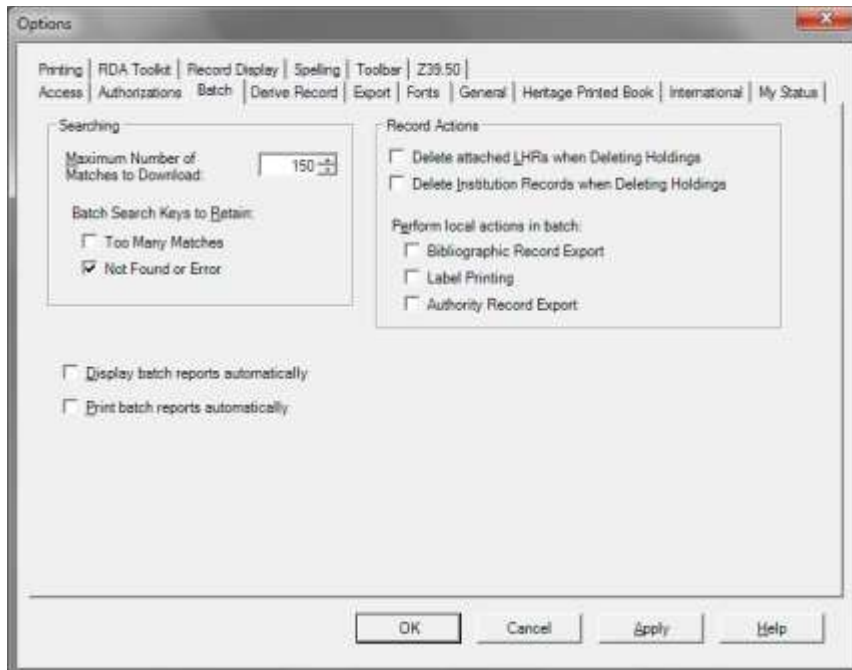


<sup>2</sup> OCLC Connexion offers a batchload service for a fee. The batchload setup would cost \$338, with no per-record charge (quoted 6/28/2011). Additional batchloads could be processed at no additional cost as long as they are sent under the same project and use the same type of conversion. Link to an order checklist: <http://www.oclc.org/us/en/support/documentation/batchprocessing/using/checklistfororderingBib.pdf>

You can import a maximum of 150 records at a time without the use of OCLC's batchload service. The advantage being there is no additional cost, however the disadvantage is the spreadsheet data must be converted to .mrc using the steps detailed here. It is a question of time vs. cost, and how much control of the data conversion is desired. OCLC will convert an .xls file. Here we are using MarcEdit to do the .xls conversions.



Change the Maximum Number of Matches to Download to 150 if you have problems importing.  
Tools > Options > Batch tab



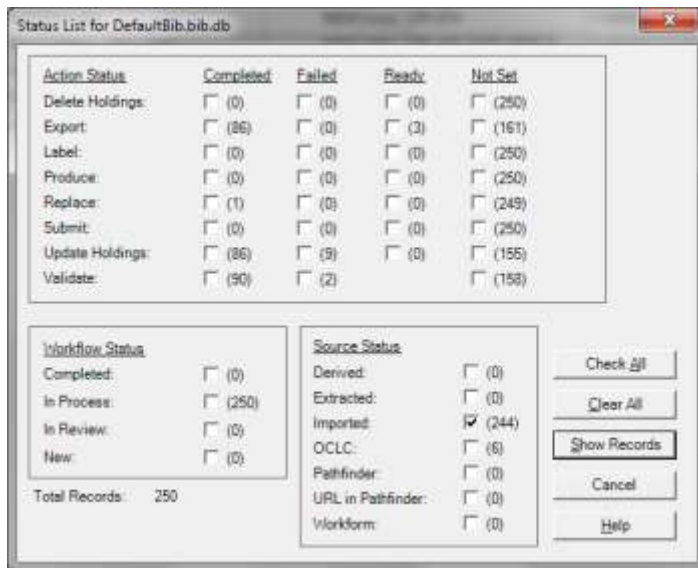
### Edit, Upload and Export MARC records for WorldCat and Library OPAC

In Connexion, you will have a final chance to review your records before publishing to WorldCat and the Library catalog. You can also link controlled terms and revise Leader and 008 information if necessary.

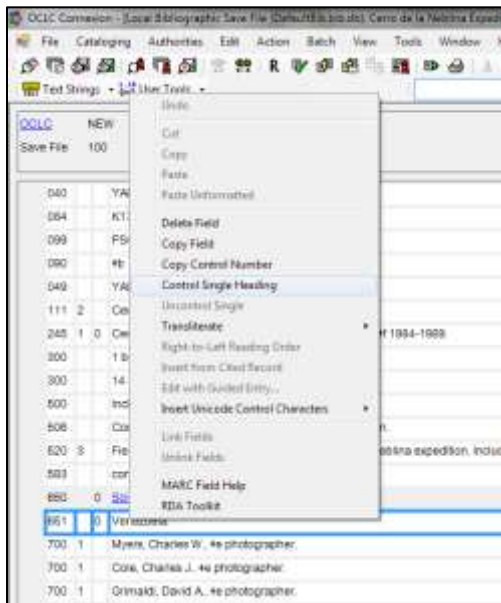
1. Show records: Cataloging > Show > By Local Save File Status (or online)
2. Open a new record to edit
3. Right-click control headings for names, subjects and contributors. Select Control Single Heading
4. Do one final review of the content
5. Upload to WorldCat: Update holdings (F8)
6. Export to Millenium: Export (F5)

*Note:* Validation errors may occur. Records that do not validate will not publish. If you encounter an error, refer to the OCLC bibliographic formats and standards website (<http://www.oclc.org/bibformats/en/>) to help resolve the problem, or consult Diana Shih.

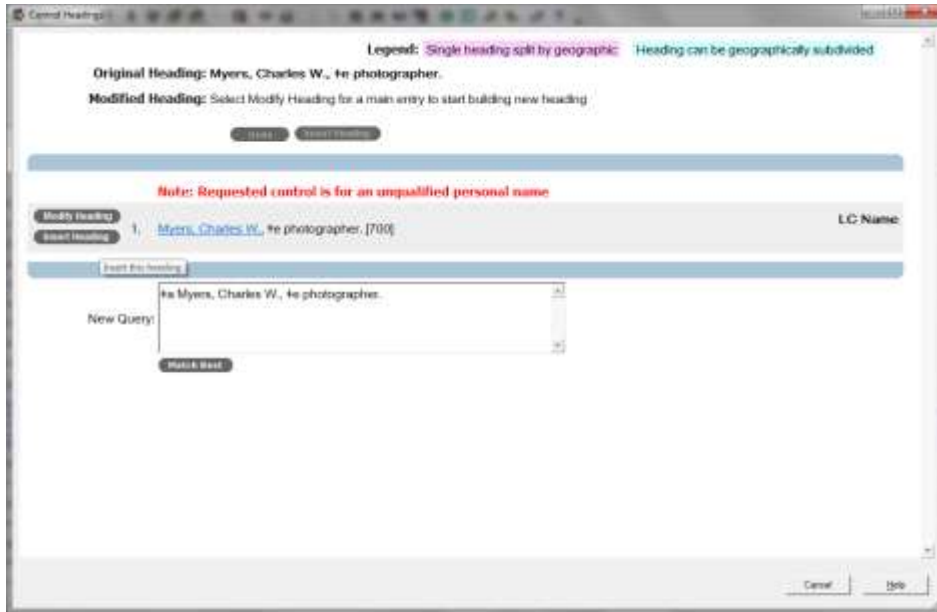
Show records



Control Single Headings. Links to OCLC's authority records.



Unqualified names will prompt a window like the one below. You can click on the name to see more details about the person. Once you confirm that this is the correct individual, click on Insert Heading.



#### EXTERNAL DOCUMENTATION

All records for CLIR that have been batched are indexed in a spreadsheet report with the date published, call number, OCLC number, and other relevant information. This is not a necessary step, but done for the purposes of grant documentation. The file is called: RecordsPublished\_2011-2012  
filepath: M:\Special Collections\AMNH ARCHIVE PROJECT\CLIR\Reports\Batch

AMERICAN MUSEUM OF NATURAL HISTORY  
RESEARCH LIBRARY

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## Finding Aid Guidelines

# Finding Aid Guidelines

Revised 1-12-2013

## Getting started

Before you begin arranging and describing the collection, you will want to become familiar with what you have. Information for the collection can be found in several forms. Most immediate is the material itself, but because we do not have the time or resources to look at every single item contained in the collection, there are other sources of information that may offer useful data:

- Box labels
- Folder labels
- Catalog record or inventory
- Accession records
- Provenance sheets
- Container lists
- Vertical files (located in Special Collections)

Some collections are cataloged and a print out of the record might be with the collection. You can search the AMNH Research Library Online Public Access Catalog (OPAC) using the local call number search option. Open <http://libcat.amnh.org/> in your browser then choose **Local call number** in the drop down menu.

Accession records, provenance sheets, and container lists may also be included in hard copy with the collection if they are available. Use these records to build a context and a framework for the material you have. Use these records as starting points. Later you may find some data to be updated, such as dates and extent.

Make notes of any relevant information you will want to include in your collection descriptions: personal and corporate names, dates, fields of study, expeditions, department names, etc.

## Examining records and minimal processing

The collections we will be working with this semester are fairly well organized and may have gone through a first pass of processing. We will not be removing staples or paperclips and in general, very light processing such as refolding and rehousing into archival boxes. Please see page 4 of the PACSL manual to see some action we may take for various situations.

While examining the records, look for information that may be relevant to a researcher. A collection of T. Donald Carter field notebooks may have dates, geographic locations, expedition names, and specimens acquired/studied. Take note of these in the provided worksheet or on a separate sheet of paper. You may also want to make note of gaps in dates, physical formats included, and conservation issues present.

As much as possible, leave the material in their original order. Society of American Archivists (SAA) defines *original order* as “The organization and sequence of records established by the creator of the records.” Maintaining that sequence may provide important insight as to how the creator used those records. However a haphazard structure is not helpful to a researcher and can be difficult to describe. If you feel strongly that a collection needs rearranging, please consult with Iris or Barbara.

Below is the full note regarding original order by SAA:

Original order is a fundamental principle of archives. Maintaining records in original order serves two purposes. First, it preserves existing relationships and evidential significance that can be inferred from the context of the records. Second, it exploits the record creator's mechanisms to access the records, saving the archives the work of creating new access tools.

Original order is not the same as the order in which materials were received. Items that were clearly misfiled may be refiled in their proper location. Materials may have had their original order disturbed, often during inactive use, before transfer to the archives; see restoration of original order.

A collection may not have meaningful order if the creator stored items in a haphazard fashion. In such instances, archivists often impose order on the materials to facilitate arrangement and description. The principle of respect for original order does not extend to respect for original chaos.<sup>1</sup>

### **Finding Aid components**

Please follow the links to the section in the Finding Aid Template for more instructions.

- [Title Page](#)
- [Collection Information](#)
- [Repository](#)
- [Collection](#)
  - [Creator](#)
  - [Inclusive Dates](#)
  - [Bulk Dates](#)
  - [Call Number](#)
  - [Extent](#)
  - [Physical Description](#)
  - [Condition](#)
  - [Prepared by/Date](#)
- [Biographical Sketch](#)
- [Historical Note](#)
- [Scope and Content](#)
- [Separated Material](#) (if applicable)
- [Related Material](#) (if applicable)
- [Access Conditions and Restrictions](#)
- [Custodial History](#)
- [Preferred Citation](#)
- [Source of Acquisition](#)
- [Subjects](#)
- [Container List](#)
  - [Series Title](#) (if applicable)
  - [Box Number](#)
  - [Folder Number](#)
  - [Folder Title](#)

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<sup>1</sup> Pearce-Moses, Richard. SAA: A Glossary of Archival and Records Terminology.

[http://www.archivists.org/glossary/term\\_details.asp?DefinitionKey=69](http://www.archivists.org/glossary/term_details.asp?DefinitionKey=69) (Accessed September 14, 2011).

## Finding Aid Worksheet

<b>CALL NUMBER</b>	Number:	<input type="checkbox"/> OPAC record <input type="checkbox"/> Existing inventory
<b>EXTENT</b> Record number of boxes and linear feet.	Beginning of processing:	End of processing:
<b>CREATOR</b> Record the entity responsible for the collection.		
<b>TITLE</b>		
<b>DATES</b> Make any notes for bulk or missing dates.		
<b>PERSONAL NAMES</b> Other persons responsible for the contents of the collection.		
<b>CORPORATE NAMES</b> Other agencies responsible for the contents of the collection.		
<b>PHYSICAL DESCRIPTION</b> Various formats included in the collection. If it is a small amount, please quantify: 10 photographs.		
<b>CONDITION</b> Briefly describe the condition		
<b>CONSERVATION</b> Describe needs for conservation, if any.		
<b>SUBJECTS</b> These can include fields of study, expedition names, topical headings, etc.		
<b>RELATED MATERIAL</b>		
<b>SEPARATED MATERIAL</b>		
<b>SERIES?</b>		
<b>SENSITIVE MATERIAL?</b>		

Call Number: XXX XXX

**TITLE**

American Museum of Natural History  
Special Collections-Library  
Central Park West at 79th Street  
New York, NY 10024



## COLLECTION INFORMATION

Repository:

American Museum of Natural History, Special Collections-Library  
Central Park West at 79th Street  
New York, NY 10024

Collection: The title of the collection

Creator: The name of the person who made the collection. If you can, look them up in the catalog and use the authority name.

Example: Bean, Thomas E. (Thomas Ebenezer), 1844-1931

Inclusive Dates: 1879-1934

Bulk Dates: 1892-1930

*How to Format Strange Dates:*

There's a significant gap in the records: 1827, 1952-1963

Not sure about the exact dates: approximately 1952-1978 or approximately 1897

Just one exact date: 1906 August 17

Can just pin it down to the month/months: 1975 August or 1978 March-August

No earthly idea about the date: undated

Call Number:

Extent: You will probably have both the number of boxes and the number of linear feet. Do not abbreviate either 'linear feet' or the type of box.

Example: .25 linear feet (1 box), 50 linear feet (34 boxes, 1 box of catalog cards)

Physical Description: Provide information about any important physical characteristics that affect the use of the collection (i.e. media [handwritten notes, photographs])

Condition: Fragile, etc.

Prepared by/Date: Your Name, Month and Year

Revised by/Date:

## **BIOGRAPHICAL SKETCH**

Include the following items if applicable. For a more guided worksheet, please refer to the PACSL manual, page 12.

- Genealogy
- Historical Background
- Chronology

## **HISTORICAL NOTE**

For a more guided worksheet, please refer to the PACSL manual, page 13.

## **SCOPE AND CONTENT**

Identify the subject matter and the form of the collection to enable users to judge its potential relevance. Highlight any other information about the collection that would be useful to the researcher. For a more guided worksheet, please refer to the PACSL manual, page 14.

## **SEPARATED MATERIAL**

Information about materials that are associated by provenance to the described materials but that have been physically separated or removed.

## **RELATED MATERIAL**

Information about materials that are not physically or logically included in the material described in the finding aid but that may be of use to a reader because of an association to the described materials. Materials designated by this element are not related to the described material by provenance, accumulation, or use. Include a brief summary and call number(s).

## **ACCESS CONDITIONS AND RESTRICTIONS**

- Restrictions pertinent to this collection (e.g., restricted for 10 years after the death of individual, particular items that are rare and require direct supervision)
- Requests to use the collection should be made in advance to the Senior Special Collections Librarian, who may be contacted at 212-769-5420 or at speccol@amnh.org

## **CUSTODIAL HISTORY (if necessary)**

Provide information on changes of ownership and custody of the collection that is significant for its authenticity, integrity and interpretation.

## **PREFERRED CITATION**

American Museum of Natural History, [title of collection].

## **SOURCE OF ACQUISITION**

e.g. Gift of Jane Smith, Interdepartmental transfer. The interesting history goes in Custodial History - this is just a single sentence or so that says who the archives got the collection from and when.

## **SUBJECTS**

List topical terms related to the collection. Also include personal names, expeditions and organizations that are important to the collection.

## CONTAINER LIST

### Series I: Correspondence (or other series title)

*Series Description* (if appropriate): This series consists of...

<b>Box</b>	<b>Folder</b>	<b>Title</b>
1	1	[Folder title]. [Date].
1	2	Letter from Henry F. Osborn to Lucretia Osborn. 1930.
2	1	Et cetera...

### Series II: Clippings

*Series Description*: This series consists of clippings from various newspapers...

<b>Box</b>	<b>Folder</b>	<b>Title</b>
13	1	[Folder title]. [Date].

Note: Do not use a “ to note repeated box numbers: repeat the number. Format as [box number] [one tab] [folder number] [two tabs] [folder title] [period] [date] [period], just like it is in the examples above. Whoever is encoding this later will thank you!

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Importing Container Lists  
Into Archivists' Toolkit

# Importing finding aid container lists into Archivists' Toolkit using Excel and Notepad++

July 16, 2012

## General

Use these guidelines with Excel file, *AT-EAD\_containerList.xlsx*. The steps will show you how to generate EAD code for finding aid container lists only. Once imported into Archivists' Toolkit, the container list can be merged with an existing collection-level finding aid, or can be used as a starting point for a new finding aid.

You will need:

- Excel
- Notepad++ (open-source xml editor): <http://notepad-plus-plus.org/download/v6.1.5.html>
- Archivists' Toolkit

and possibly an xml validator, such as oXygen to verify the EAD code. Invalid code will not import into AT.

*Note:* xml developer programs, like oXygen and XMetaL require a licensing fee. oXygen offers a free 30-day trial.

A basic understanding of EAD and XML is helpful. The spreadsheet is built to expose the container list code, but it is not foolproof. Careful review of tags and xml syntax is needed for a successful import.

*Acknowledgements:* This methodology was adapted from PACSCL. The spreadsheet was modified from Matt Herbison's Excel file, *Copy of EAD\_data\_entry-Development\_version-2010aug16*. More information can be found on the PACSCL blog at:

<http://clir.pacscl.org/2012/03/19/excel-to-xml-the-spreadsheet-from-heaven>

## Documents to use

Copy Excel spreadsheet **AT-EAD\_containerList.xlsx**. You may want to rename the file as a working copy.

It contains 3 worksheets:

- container list code
- copy&paste from finding aid
- PACSCL EAD Skeleton2Copy (written by Matt Herbison)



Locate and open the **finding aid document** you wish to import.

*Note:* The following steps offer guidelines for finding aids written in the AMNH finding aid Word template. If it is using the current template, you should be able to copy and paste the container list with little manipulation. If not, a more hands-on approach to repurposing the data may be needed.

## REPURPOSING CONTAINER LISTS IN EXCEL

Using the sheet titled *copy&paste from finding aid*, copy and paste the entire container list from your finding aid document into the cells. Depending on how the author set up the Word document, the data may not paste consistently – compare and review the data carefully before moving information around (see the item circled in red below). In addition, long titles may be broken up using several tabs or a hard return. Always review and adjust the data to make sure that title information for each folder is represented in a single cell.

Box	Folder	Title	date attribute	date expression	notes
<b>Box 1 Summary</b> Contains 13 notebooks from the 1890s. There are five notebooks with Hovey's class notes from when he studied at the university in Heidelberg, Germany in 1891. The majority of this box is comprised of field notebooks from localities around					
1	1	Connecticut Field Note Book No. 1, undated.			
1	2	Chemistry notes I. 1891.			
1	3	Topical Minutes and Hudson River Valley, N.Y. undated. (field notebook)			
1	4	Connecticut Field Note Book No. II. 1893			
1	5	South Dakota and Wyoming. 1897			
1	6	Italy. 1897. (field notebook)			
1	7	Virginia. 1898. (field notebook)			
1	8	Topographic Map of the Yellowstone National Park. 1898.			
1	9	Map of Connecticut. undated. (field notebook)			
1	10	Petrography and Optical Mineralogy. 1892.			
1	11	Special Mineralogy. 1891.			
1	12	Petrography. 1890.			
1	13				
<b>Box 2 Summary</b> Contains nine field notebooks from Hovey's studies of the Hudson River Valley in 1900, the Black Hills of South Dakota in 1901, St. Vincent and Martinique from 1902-1903 and Mexico in 1905. There is also a volume of the American Mus					
2	14	Hudson River Valley. 1900. (field notebook)			
2	15	Black Hills. S.D. 1901. (field notebook)			
2	16	St. Vincent and Martinique. 1902. (field notebook)			
2	17	St. Vincent and Kingstons. 1902. (field notebook)			
2	18	Martinique. 1903. (field notebook)			
2	19	Mexico. 1905. (field notebook)			
2	20	Cauca Valley. undated. (field notebook)			
2	21	American Museum Journal Cash Accounts. 1902-1905.			

Headers are provided in the spreadsheet, however you may want to create new columns or move columns to best work with the data you have. The screenshot above shows descriptive summaries for the box contents. This information will not be used in the conversion, but you can manually add it to the AT finding aid after the container list import.

### Break out the dates from the titles

A quick & easy way to automate separating dates into new cells

1. Select the column with the folder titles
2. Use Find+Replace to add a unique delimiter to the lines
3. Choose Data > Text to Columns. With Delimiter selected, check Other: [unique delimiter]

*Example:*

Chemistry notes I. 1891.

Find = “. 1”

Replace = “. \$1”

Use “\$” as the delimiter to break the dates out of the columns

Result: Chemistry notes I. \$1891.

*Note:* Using the period at the end of the title in the Find+Replace command keep from converting every instance of the number “1” into “\$1”. For instance finding “. 1” converted the line to read “Chemistry notes I. \$1891” and not “Chemistry notes I. \$189\$1”. Carefully review data to make sure other title information did not get converted by mistake.

Example using undated folders:

Connecticut Field Note Book No. 1. undated.

Find = "undated."

Replace = "\$undated"

Result: Connecticut Field Note Book No. 1. \$undated.

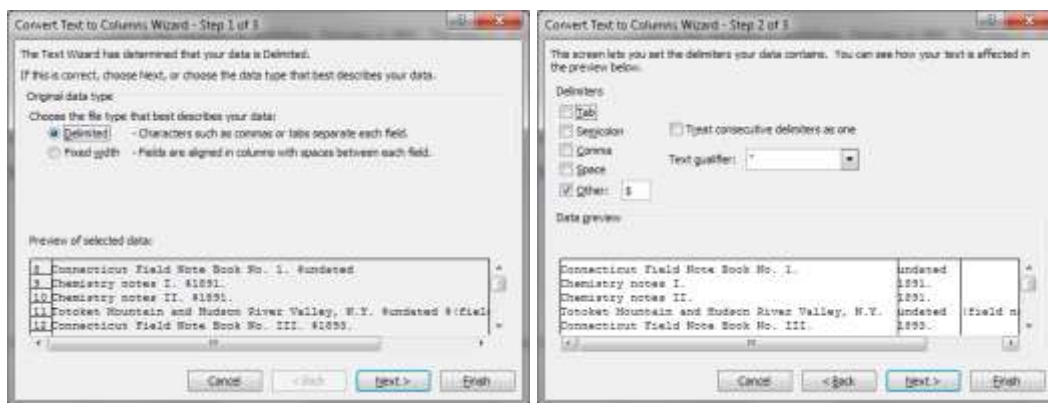
At this point, you may also want to add delimiters to parenthetical data or manually add delimiters where the Find+Replace did not apply. If there are any parenthetical notes or descriptions that follow the folder titles, they can be added into Archivists' Toolkit manually after the import.

### Data > Text to Columns

With the title column selected, go to Data > Text to Columns

Select Delimited

Uncheck Tab and check Other: \$



Make sure dates are in one column and notes are in another. You may have to manually move data around to align in their correct columns.

### Create an additional column for dates

You will need 2 columns for dates: date attribute is inserted into the code as EAD data, while date expression is how the date is displayed in a finding aid. In the EAD code, the inclusive dates are written with a beginning and an end date with a backslash in between. e.g., "1891/1891".

1. Copy the entire column for dates.
2. Insert copied column into the spreadsheet.
3. With one column of dates selected, run a Find+Replace for hyphens (-) and replace with slashes (/). This is your date attribute column.
4. Clean up the other date column to make DACS-compliant and remove terminal periods.

*Notes:* Single dates in the date attribute column should still be expressed by a beginning and end date. Undated titles will have no data for this cell. Be sure to include the quotation marks for the date attribute column, otherwise the xml will not validate. You can add them quickly by inserting a couple of columns of quotation marks on either side then combining the cells; go back and remove quotation marks for undated titles.

### Replacing invalid characters in data

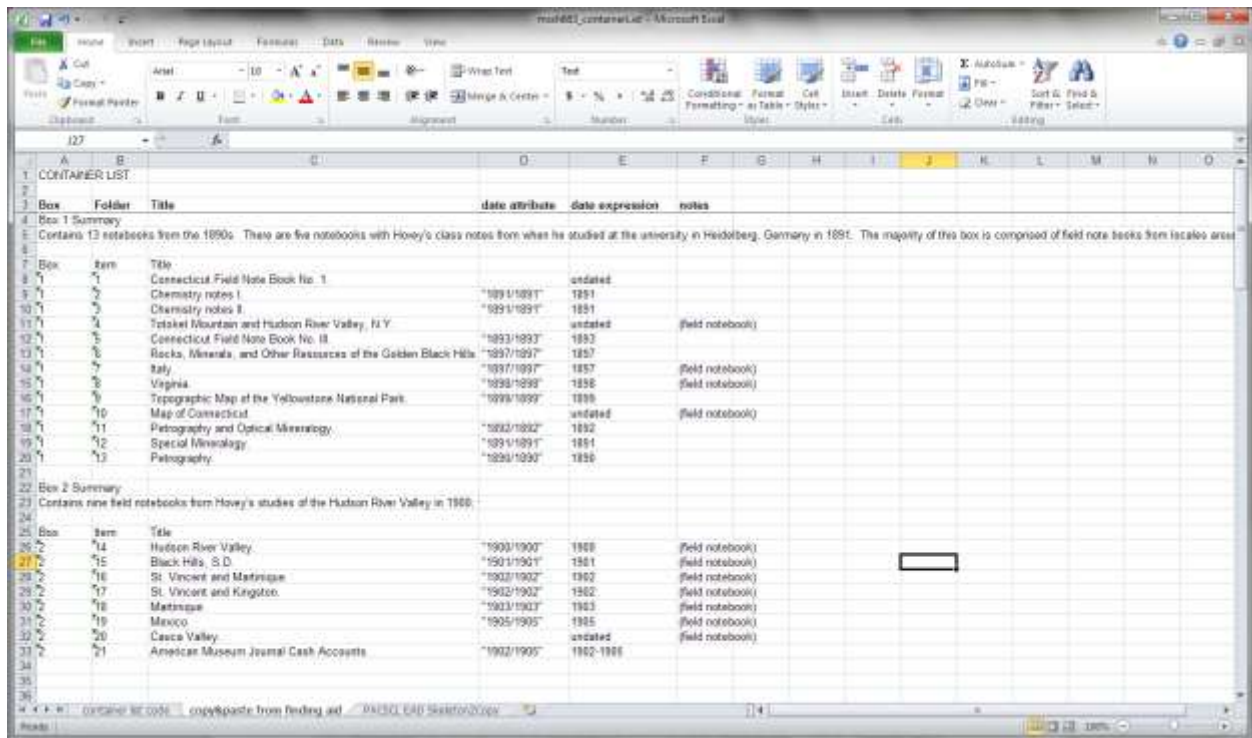
Folder titles may include diacritics and characters that will affect the xml validation of your EAD code. You will need to replace them with UTF-8 characters. Below are a couple of examples of characters to look out for. If special characters are used, you may have to manually adjust them in AT.

- & – spell out "and" or use "&amp;" instead
- slanted quotations and apostrophes – use straight quotes and apostrophes:



single opening quote	'	replace with	'
single closing quote	'	replace with	'
double opening quote	"	replace with	"
double closing quote	"	replace with	"
long dash	–	replace with	-
bar / pipe		replace with	;

Cleaned up data ready to paste into code should look like this:



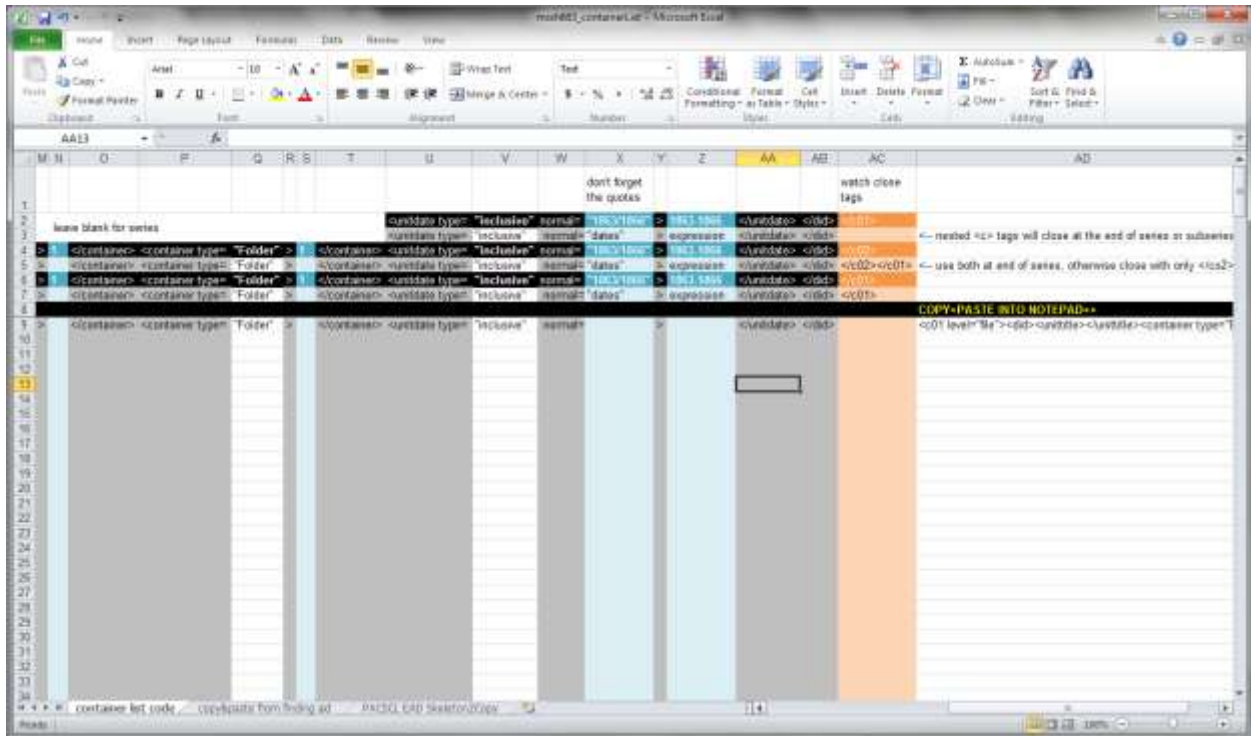
### Copying data into EAD code

Copy and paste clean columns of data into the code template laid out in the worksheet titled *container list code*. Watch for series and folder levels – mind your <c01>s and <c02>s! If you have a container list with series and subseries, pay careful attention to closing tags within nested containers. A series should hold information for its constituent subseries and folders. Its closing tags should wrap up all the elements included: </c03></c02></c01>. Most likely you will be working with a simple folder list which will only consist of one container element: <c01>.

The columns are color-coded to give an at-a-glance view of the data that needs to be unique vs. data that can be repeated.

grey	fill down UNLESS you have a series, then match control
white	variable info, but most likely a fill down
light blue	new data from container list – use cleaned up columns from working sheet
light orange	closing tags – if you only have folder level (only <c01>s), then fill down, otherwise watch the end tags preceding a new series!

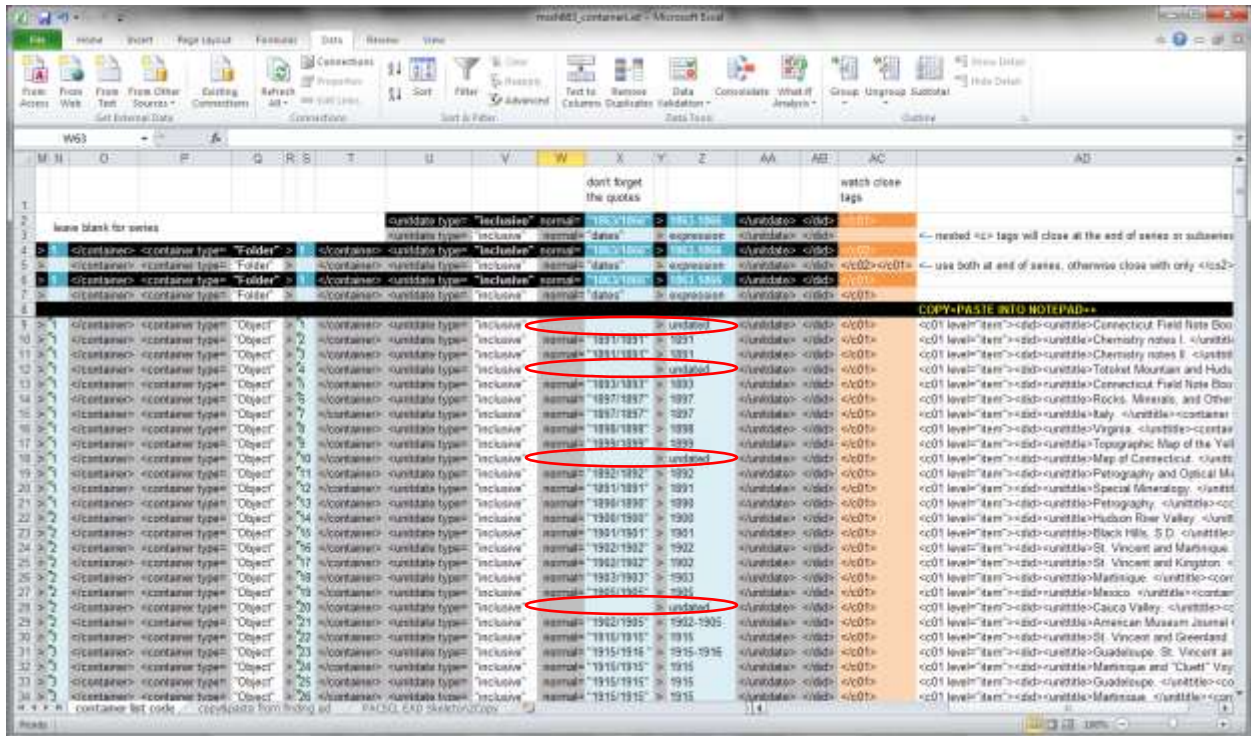
The very last last column is a combination (excel equation) for each line item. This is the data you will be copying and pasting into Notepad++



**Last bits of clean up**

- Make sure you have copied and/or filled down the correct code. Check columns that contain only ">".
- Delete " normal=" from columns for titles with no dates, or marked "undated". Screenshot on next page.
- Run a Find+Replace for quotations and apostrophes.
- Do a thorough check for diacritics.

EXAMPLE of code for folders with no dates, or "undated"  
 Remove "normal=" and leave the date attribute blank.



## USING NOTEPAD++

Open a new xml file in Notepad++. You will copy&paste two sets of information into this file:

- The code from worksheet *PACSCL EAD Skeleton2Copy*
- The column COPY+PASTE INTO NOTEPAD++ from the sheet *container list code*

For container lists you want to merge with existing collection-level resources already in AT, you do not have to fill out any top-level information such as <title>, <unitid>, <unitdate>, etc. Simply copy&paste the PACSCL skeleton code, then paste the new container list into the skeleton code.

Save the file as an *eXtensible Markup Language File* (.xml) and import the EAD into Archivists' Toolkit.

## IMPORTING INTO ARCHIVISTS' TOOLKIT

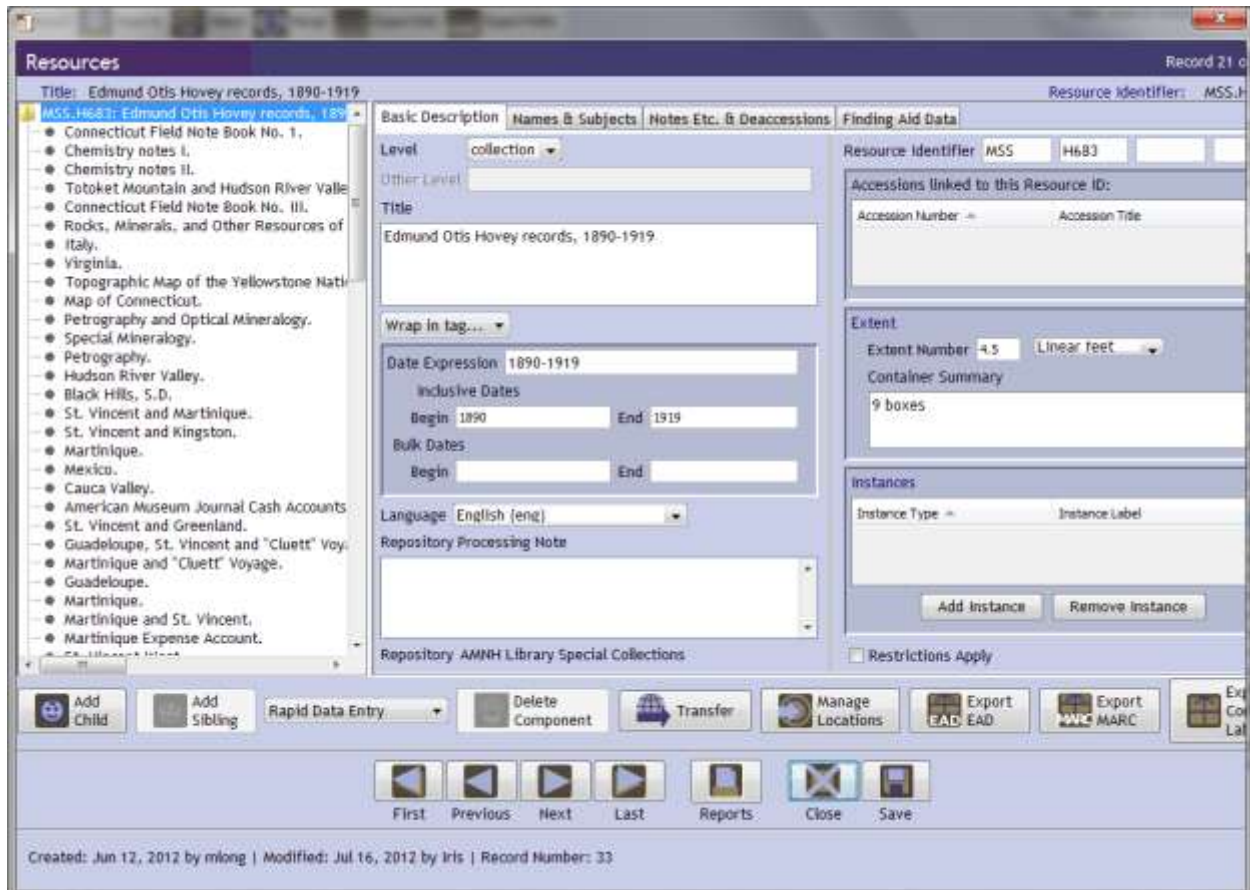
In the top menu options, select Import > Import EAD. Select your new xml file and import. The new resource should appear in the list (remember to select *List All* to view all the finding aid resources).

If the file does not import, review the error message and fix the code. Use a validator to help identify issues with the EAD. Watch out for those diacritics!

## Merge container list with a collection-level finding aid

Select both the collection-level finding aid and the container list and click *Merge*. Select the collection-level resource to merge into. This will retain all the top-level information and add the new "children" data to it.

Resulting resource should look like this:



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Excel to Access Conversion Notes  
for Risk Assessment

# Excel to Access Conversion Notes

Written 7-18-2011

Revised 11-29-2011

## Workflow overview

- Copy blank LARA db to local drive (filename: LARA Blank\_db1.5)
- Export blank database from Access into Excel
- Review fields from Excel cataloging spreadsheet to determine data to be carried over
- Create new Excel spreadsheet for merging fields
- Copy and paste by column into exported Excel document
- Copy and paste all data, including headers, into Access table (TblCollectionInfo)
- View Access forms to verify the copied data is landing in the correct fields

**Note:** You cannot add several new rows to an existing Access table. If new collections need to be added, the entire table, including headers, must be written over with updated data. However, entire columns may be written over. *For example, Location information was added after the initial merge by copying and pasting the entire Division/Department/Room column.*

## Step-by-step Guide for Conversion

### Setting up the documents

- Copy LARA Blank\_db1.5 to local drive
- Rename the file LARA [Newname]\_db1.5
- Copy the latest CAT spreadsheet to local drive
- Give this Excel file a temporary name – this is a working file and can be deleted at the end
  - Example: CAT-LARA Slides\_db

### Export blank Access database to create a spreadsheet with LARA headers

In order to merge the cataloging data, a separate Excel spreadsheet must be made with the same headers as the LARA database.

- Open LARA [Newname]\_db1.5
- Open TblCollectionInfo to view collection information in table format
- Locate External Data tab and select Excel within the category Export
- Save file in desired location and give it a temporary name – can be deleted at the end
  - Example: LARA headers Slides\_db



### Prepare the exported spreadsheet in Excel

The values in the Access database can be free text, TRUE/FALSE (for check boxes), numeric percentage value, or data given in a drop-down list. Information pulled from the CAT spreadsheets is used to supply default values for the LARA databases.

- Highlight fields that will get CAT data to easily see columns to be merged.
- For Prints and Slides (see Appendix A and Appendix B for complete conversion tables):

LARA	CAT	Display in Access Form
Division/Department/Room	Fill down	Location
CallNumber	Call Number	Call Number
HistoricalCallNumber	Historic Call Number	Historical Call Number
Creator	Creator	Creator
Title	Title	Title
Date	Date Inclusive	Date
NatureofMaterial	Summary, Physical Description, Physical Description: other physical details, Notes, Side Notes	Summary
SpecimenBreakdown	Fill down: Individual Object	Collection Unit (extent)
SpecimenBreakdownQuantity	From Physical Description	Collection Unity Qty
ConditionGood	From Condition (TRUE/FALSE)	Good (check box)
ConditionFair	From Condition (TRUE/FALSE)	Fair (check box)
ConditionPoor	From Condition (TRUE/FALSE)	Poor (check box)
ConditionNote	Action Note	Condition: Note
Cabinetry	Fill down: Open Shelving	Cabinet Type
CabinetryOptimal	Fill down: TRUE	Optimal (check box)
CabinetryLockable	Fill down: FALSE	Lockable (check box)
CabinetryRaised	Fill down: TRUE	Raised (check box)
StorageMaterialsUsedOptimal	Fill down: TRUE	Archival (check box)
Preparation/LablingUnproc	Finding Aid	Unprocessed (check box)
Preparation/LablingNotes	From other fields pertaining to labeling	Preparation/Labeling: Notes
FieldNotes	From Notes (TRUE/FALSE)	Field Notes (check box)

**Note:** Additional fields for Slides can be pre-filled, e.g., **UnitName** = Photographic Collections - color prints, negs & pos (including slides and transparencies) - Slides. Also **StorageMaterialsUsedOptimal%** = 100.00%

### Prepare the temporary CAT spreadsheet in Excel

Most of the information from the cataloging spreadsheet can be copied and pasted from column to column between the CAT and CAT-LARA spreadsheets. The LARA summary field requires merging of several CAT columns. Other fields require filtering data and replacing their cell values (e.g., "Includes field notes." becomes "TRUE"). Some of the preparation will be done on a case by case basis. The steps detailed here demonstrate one way to achieve a desired outcome. They should be used as guides.

## Merging several fields for NatureofMaterial

1. Create a copy of the working spreadsheet into a new sheet.
2. Delete the columns that are unnecessary for the merge.
3. For Prints and Slides, the only columns used are:
  - a. Summary
  - b. Physical Description
  - c. Physical Description: other physical details
  - d. Notes
  - e. Side Notes
4. Insert columns in between the above fields to include a delimiter between cell information. With the example above, you should have 9 working columns.
5. Add a delimiter in the spacer column. "\$" works great. Include some space for visual padding: " \$ "
6. Fill down by selecting the cells (including " \$ ") and select Fill/Down.
7. Copy and paste the delimiter cells into the other spacer columns.
8. Insert a new column to the end of the sheet. This will be used for merging the data across the rows.
9. In the last column, create a function using this formula:
   
"=A6&B6&C6&D6&E6&F6&G6&H6&I6"
10. The results should look something like this:
  - a. Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow. \$ 7 slides \$ Glass mounts. \$ Includes field notes. \$ Includes field notes. Authority record could not be found.
11. Fill down by selecting the cells in that column and select Fill/Down.
12. Insert one last column to the end of the sheet.
13. Copy and paste the merged data column into the new column as Values (Paste Special, select Values).
14. The last column will be used to copy and paste into the column with the heading **NatureofMaterial** in the CAT-LARA Excel spreadsheet.

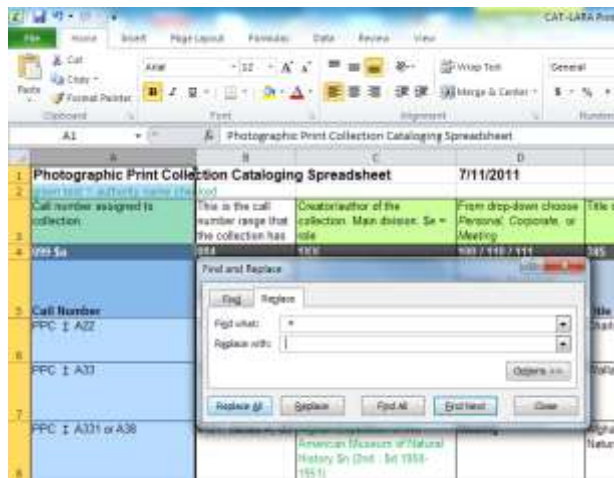
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.
Field photographs of North American birds in nature, includes Cardinals, red-shouldered hawks, and song sparrow.	7 slides	Glass mounts.	Includes field notes.	Includes field notes.	Authority record could not be found.



## Removing delimiters from cells for LARA database

In the cataloging spreadsheets, delimiters may have been used to facilitate an eventual splitting of fields for MARC conversion. Rather than including them in the LARA Access database, they can be removed by a simple Find and Replace. This example uses the Call Number field.

1. Select the cataloging data for Call Number.
2. Conduct a Find and Replace to remove delimiters.
  - a. Find: " ‡ " (2 spaces before and after ‡)
  - b. Replace: " " (single space)
3. Review the column to change any missed delimiters.



## Message cataloging data for LARA database in CAT-LARA Excel spreadsheet

This is used for descriptive fields that can be transformed into values that appear in check boxes in Access. Only "TRUE" is needed for inserting check marks.

## Replacing textual data with TRUE for LARA checkboxes

In an effort to save time in Phase 2, information such as Good/Fair/Poor have been translated as "TRUE" in the CAT-LARA spreadsheet. This places a check in the associated boxes for the Access database. This uses the Find and Replace for transforming data to "TRUE".

1. Select the cataloging data for Condition.
2. Paste into the CAT-LARA spreadsheet, **ConditionGood**.
3. Review the column to clean up data that does not say "Good", "Fair", or "Poor".
4. Copy and paste the clean column into **ConditionFair** and **ConditionPoor**.
5. Select column **ConditionGood**.
6. Find "Good" and Replace with "TRUE"
7. Find "Fair" and Replace with blank.
8. Find "Poor" and Replace with blank.
9. Repeat for columns **ConditionFair** and **ConditionPoor** with corresponding values.

**Note:** The Find and Replace will also transform the header column.

## Replacing textual data with TRUE for LARA checkboxes using Filters

This action can be used for other fields that have check boxes, e.g., Field Notes. This works well to display only the rows that match your search criteria in free-text fields. Excel indicates the rows by displaying the numbers on the far left as blue. You may also notice that the numbers will not follow a sequential order with the filter applied. Selections and transformations made in this view will only affect the filtered rows.

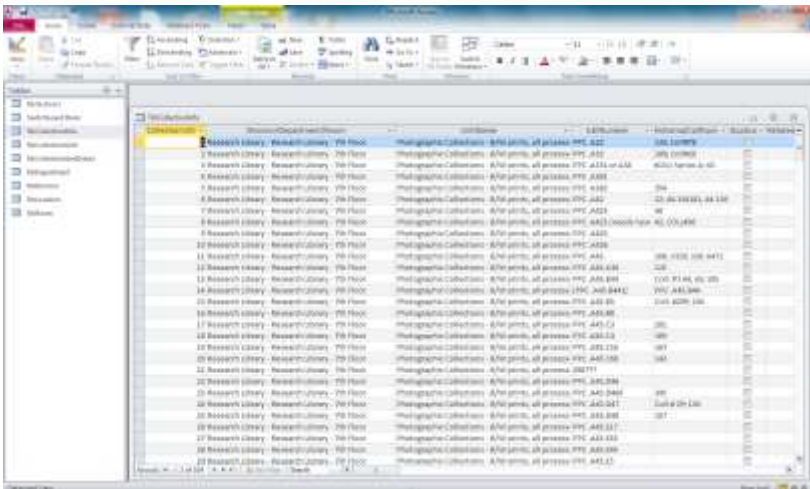
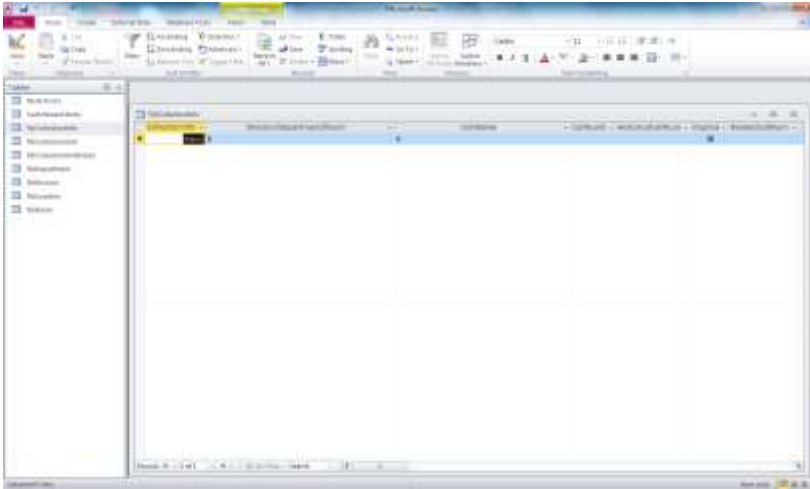
1. Select the cataloging data for Notes.
2. Paste into the CAT-LARA spreadsheet, **FieldNotes**.
3. Apply a **Filter** to the column by typing "field" into the search bar. You will want to have (Select All Search Results) selected.
4. Review the filtered fields to make sure they all relate to field notes.
5. Replace the values in the first cell with "TRUE".
6. Select the filtered cells (will appear blue in the Excel number listed on the far left), including "TRUE" and **Fill/Down**.
7. Deselect **Filter** to view all the data.
8. Review the remaining cells and delete all data that does not equal "TRUE".

The screenshot shows a Microsoft Excel spreadsheet with the following columns: AN, AD, AF, and AS. The AF column is highlighted in yellow, and the AS column is highlighted in green. A filter dialog box is open over the AF column, showing search results for 'field'. The dialog box has a search bar containing 'field' and a list of search results. The first result is '(Select All Search Results)' which is selected. Other results include 'field photographs, unidentified', 'field photographs', 'field photographs, Original prints not', 'field photographs, Originals in situ', 'field photographs, The images include', 'Includes field notes', and 'Includes field photographs'. The spreadsheet data includes text such as 'Negative numbers and caption information on 52 cards. Collection includes handwritten', 'New negative numbers, pertinent in', 'Includes plates for scientific publication. Photographs from book "Oral incubation in Thiapsia macrocephala"', 'Field photographs, unidentified', 'Weid 1991"', 'According to a note in 1999 postcards were found in mammalian collection', and 'Some photographs of original type included'.

## Copy CAT-LARA Excel cells into LARA Access Table

After preparing all the data to be merged in Excel, copy and paste the entire sheet into the Access table.

1. Open LARA [Newname]\_db1.5
2. Open the TblCollectionInfo table from the Tables panel.
3. Copy CAT-LARA Excel sheet.
4. Select all and paste into the blank LARA table.
5. View Access forms to verify the copied data is landing in the correct fields.



**APPENDIX A:  
PHOTOGRAPHIC SLIDE COLLECTION, Research Library**

LARA	CAT	Display in Access Form
Division/Department/Room	Fill down: Research Library - Research Library - Neg	Location
UnitName	Fill down: Photographic Collections - color prints, negs & pos (including slides and transparencies) - Slides	Collection Unit
CallNumber	Call Number	Call Number
HistoricalCallNumber	Historic Call Number	Historical Call Number
Creator	Creator	Creator
Title	Title	Title
Date	Date Inclusive	Date
NatureofMaterial	Summary, Physical Description, Physical Description: other physical details, Notes, Side Notes; Add "Adhesive labels."	Summary
SpecimenBreakdown	Fill down: Individual Object	Collection Unit (extent)
SpecimenBreakdownQuantity	From Physical Description	Collection Unity Qty
ActionNone	Fill down: TRUE	None (check box)
ActionNone%	Fill down: 100.00%	None (percentage field)
ConditionGood	From Condition (TRUE/FALSE)	Good (check box)
ConditionFair	From Condition (TRUE/FALSE)	Fair (check box)
ConditionPoor	From Condition (TRUE/FALSE)	Poor (check box)
ConditionNote	Action Note	Condition: Note
Cabinetry	Fill down: Open Shelving	Cabinet Type
CabinetryOptimal	Fill down: TRUE	Optimal (check box)
CabinetryLockable	Fill down: FALSE	Lockable (check box)
CabinetryRaised	Fill down: TRUE	Raised (check box)
StorageMaterialsUsedOptimal	Fill down: TRUE	Archival (check box)
StorageMaterialsUsedOptimal%	Fill down: 100.00%	Archival (percentage field)
StorageMaterialsUsedNotes	Fill down: Housed in plastic trays.	Storage: Notes
Preparation/LablingNotes	Filtered from Action Note	Preparation/Labeling: Notes
FieldNotes	From Notes (TRUE/FALSE)	Field Notes (check box)

**APPENDIX B:  
PHOTOGRAPHIC PRINT COLLECTION, Research Library**

LARA	CAT	Display in Access Form
Division/Department/Room	Fill down: Research Library - Research Library - 7th Floor	Location
UnitName	Fill down: Photographic Collections - B/W prints, all processes (e.g. albumen, collodion, silver gelatin)	Collection Unit
CallNumber	Call Number	Call Number
HistoricalCallNumber	Historic Call Number	Historical Call Number
Creator	Creator	Creator
Title	Title	Title
Date	Date Inclusive	Date
NatureofMaterial	Summary, Physical Description, Physical Description: other physical details, Notes, Side Notes	Summary
SpecimenBreakdown	Fill down: Individual Object	Collection Unit (extent)
ActionNone	Fill down: TRUE	None (check box)
ActionNone%	Fill down: 100.00%	None (Percentage field)
ConditionGood	From Condition (TRUE/FALSE)	Good (check box)
ConditionFair	From Condition (TRUE/FALSE)	Fair (check box)
ConditionPoor	From Condition (TRUE/FALSE)	Poor (check box)
ConditionNote	From Condition if it was a value other than Good/Fair/Poor	Condition: Note
Cabinetry	Fill down: Open Shelving	Cabinet Type
CabinetryOptimal	Fill down: TRUE	Optimal (check box)
CabinetryLockable	Fill down: FALSE	Lockable (check box)
CabinetryRaised	Fill down: TRUE	Raised (check box)
StorageMaterialsUsedOptimal	Fill down: TRUE	Archival (check box)
StorageMaterialsUsedOptimal%	Fill down: 100.00%	Archival (Percentage field)
StorageMaterialsUsedNotes	Action Note	Storage: Notes
Preparation/LablingUnproc	From Finding Aid (TRUE/FALSE)	Unprocessed (check box)
Preparation/LablingNotes	Fill down: Partially processed, in labeled folders.	Preparation/Labeling: Notes
FieldNotes	From Notes (TRUE/FALSE)	Field Notes (check box)