

29/04/2016

Spoilt by Choice?

The Art of Archival Cataloguing

» “For archives, we recommend ongoing improvements to access through **improved finding aids**, digitization, and discovery tool integration, as well as expanded opportunities for archivists to help historians interpret collections, to build connections among users, and to instruct PhD students in the use of archives.”

(Supporting the Changing Research Practices of Historians, 2012)

» Finding aids:

- › The systems we use
- › The way we catalogue
- › The expertise/experience of cataloguers
- › The rules we follow
- › The level of detail we provide
- › The understanding of structured data

What we are trying to achieve?



Level	Item
DocumentRef	C TYR/3/1715
RefNo	C TYR/3/1715
Repository	Hull City Archives
Title	Cyclist Messenger Corps personnel card
Date	19 Oct 1942
Description	Name: Peter Raymond Shepherdson Year of birth: 04 Dec 1927 Home address: 45 Park Rd Beverley Rd Place of work: Mr P Downes 82 Beverley Rd Occupation: app Plumber Date of enrolment: 19 Oct 1942 Number of cards: 2
Extent	1 item
AccessConditions	Access will be granted to any accredited reader

Showing 109 records, 10 per page.

Your search returned the following records. Click on View to see a full description.

Searching for (((text='york')AND((text='minster'))

	DocumentRef / Class	Title	Date / PubDate
View	U DDCA/33/13	'A Letter on the Removal of the Screen in York Minster '.	1831
View	U DDMM/31/10	'Notable Yorkshire Churches'	c. 1890
View	U DDDU/11/54	'Yorkshire Gazette' (including notice as in DDDU/11/53, and report of trial of Jonathan Martin for setting fire to York Minster).	4 Apr 1829
View	U DX/11	Account book of building work at Beverley Park	1548
View	L DIAJ	Amy Johnson letters	1922-1928
View	U DDMM/30/9	An original bundle of slides, postcards and photographs	c. 1970
View		Beverlac : or, The antiquities and history of the town of Beverley, in the county of York : and of the provostry and collegiate establishment of St. Johns / with a minute description of the present minster and the church of St. Mary and other ancient and modern edifices ... / by George Poulson.; v. 2 / with a minute description of the present minster and the church of St. Mary and other ancient and modern edifices ... / by George Poulson	
View		Beverlac : or, The antiquities and history of the town of Beverley, in the county of York : and of the provostry and collegiate establishment of St. Johns / with a minute description of the present minster and the church of St. Mary and other ancient and modern edifices ... / by George Poulson.; v. 1 / with a minute description of the present minster and the church of St. Mary and other ancient and modern edifices ... / by George Poulson	

RefNo
U DDCA/x1/1

Extent
15 items



Title
Burn

Date
1666 - 1841

RefNo
U DDCA/x1/2

Extent
5 items



Title
Camblesforth

Date
1554 - 1776

RefNo
U DDCA/x1/3

Extent
38 items



Title
Lease for 50 years at 22s. 2d. rent: Sir Thomas Dawney of Sessaye to Henrye Medeley of Camelsforde husbandman.

Date
1 Oct 1554

RefNo
U DDCA/x1/3/1

Extent
1 item

Search Results

- 1 to 5 of 949

-

- [Last](#)

- [Next](#)

-

Reference No / Rhif Cyfeirnod	Title / Teitl	Date / Dyddiad
B/C/C	Agreement; (1) Breconshire Association for the Blind; (2) The Royal National Institute for the...	8 Jul 1958
B/C/C	Ministry of works: Tretower Castle, Breconshire by C.A. Raleigh Radford	1950
B/C/P/5/18	Proposed country park. Craig-y-nos Castle. Adelina Patti Hospital. Feasibility study (County...	1971
B/D/ACA/1/97	Articles of Agreement 1. Elias Owens of Beguildy, co. Radnor 2. Anne Penry of Llwyncynteivin, co...	16 Feb 1676

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Use the Archives Hub to find [unique sources](#) for your research. Search across [descriptions of archives](#) from over 1,000 years of history, held at [over 280 institutions](#) across the UK.

Search

Keywords

Go



The Archives Hub is a free service describing physical and digitised collections held in higher education, specialist, local authority, business and other research archives. It is updated every week with new content.

[Join our mailing list](#) to receive Hub news and information!

This month's feature: The Association of Performing Arts Collections



The role of The Association of Performing Arts Collections is explained by Ramona Riedzewski, APAC Committee member and Archivist & Conservation Manager at the V&A. She also explores a selection of the collections held by APAC members included on the Archives Hub (Photograph of theatrical scrapbook from Theatre & Performance Archives, University of Kent). [Find out more...](#)

NEW!

Take a look at our [Archives Hub Gallery](#)



Themed Collections

Archives Hub [Themed Collections](#) provide a means to find archival resources with strong visual themes that can be used for research, learning and teaching.



- 1 [Tracts concerning banking and usury](#)
[1673]
- 2 [Papers of Wallace, Robert](#)
c1758
- 3 [Toomer, Bunny, Slocock & King records](#)
1732-1902
- 4 [Arkwright, Toplis & Company records](#)
1789-1924
- 5 [Willis, Percival & Company records](#)
1771-1881
- 6 [Bosanquet, Salt & Company records](#)
1824-1884
- 7 [Barnetts, Hoares, Hanbury & Lloyd records](#)
1846-1906
- 8 [Eaton & Company records](#)
1819-1825
- 9 [Vizard & Company Records](#)
1836-1837
- 10 [Tice & Welch records](#)
1849
- 11 [Jones Lloyd and Company](#)
1829-1948
- 12 [Watts, Whidborne & Company records](#)
1867-1891

Contributor

[Lloyds Banking Group Archives \(London\)](#) (121)
[Senate House Library, University of London](#) (12)
[London School of Economics Archives](#) (6)
[Lloyds Banking Group Archives \(Edinburgh\)](#) (5)
[Wiener Library Institute of Contemporary History](#) (3)
[University College London Archives](#) (2)
[University of Glasgow Archive Services](#) (2)
[Oxford: St John's College Library](#) (1)
[School of Oriental and African Studies Archives](#) (1)
[University of Strathclyde Archives and Special Collections](#) (1)
[Women's Library](#) (1)

-

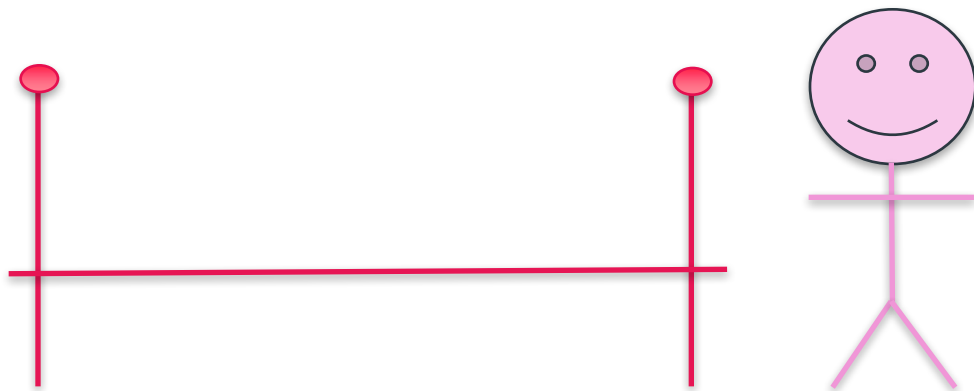
» Finding Aids:

- › The system we use
- › The requirements (rules) we impose
- › The way we process and potentially transform data
- › The way we display
- › The information and advice we give

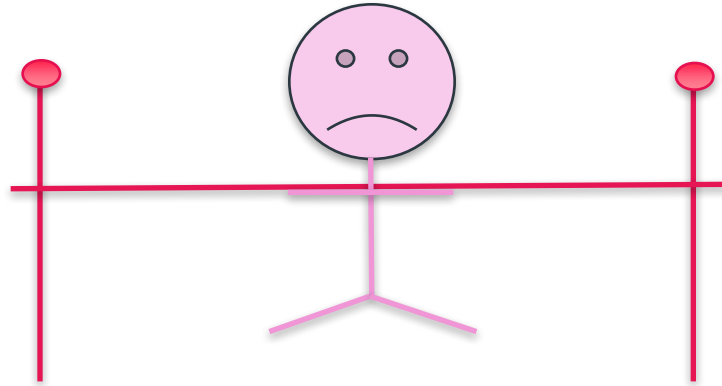
What we are trying to achieve?



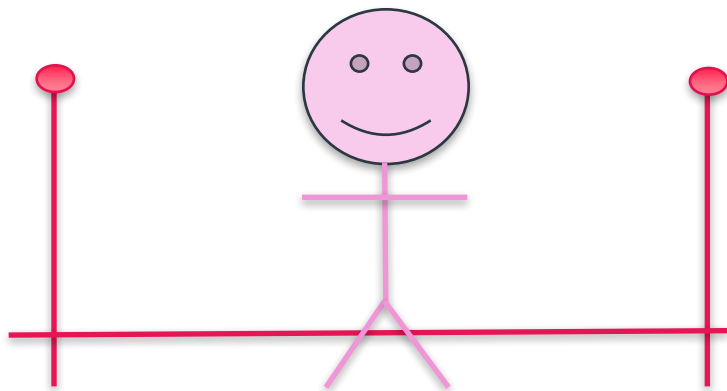
- » Mandatory fields:
 - › Reference
 - › Title
 - › Date(s)
 - › Language
 - › Extent (size)
 - › Access conditions
 - › Repository
 - › Scope & Content



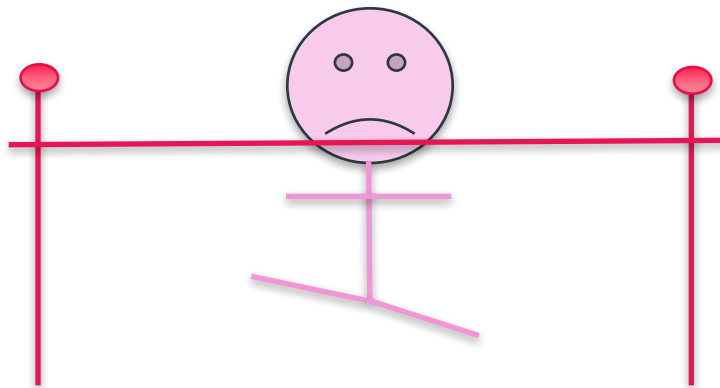
- » Mandatory fields:
 - › **Creator?**



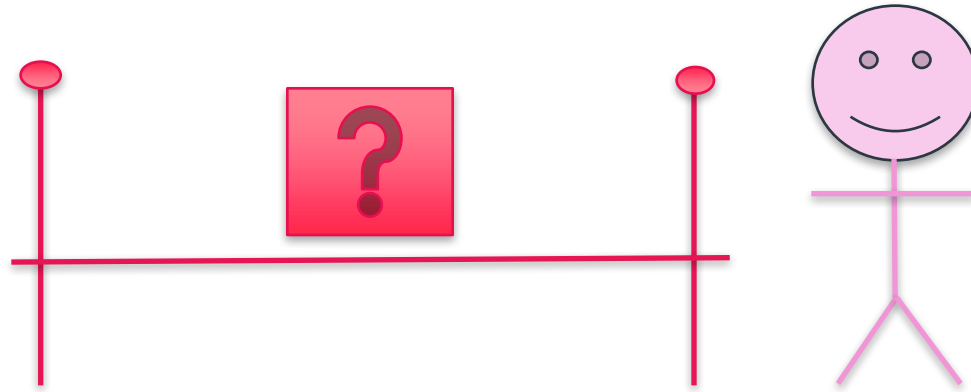
- » Mandatory fields:
 - › Level value
 - › Normalised date
 - › Language code



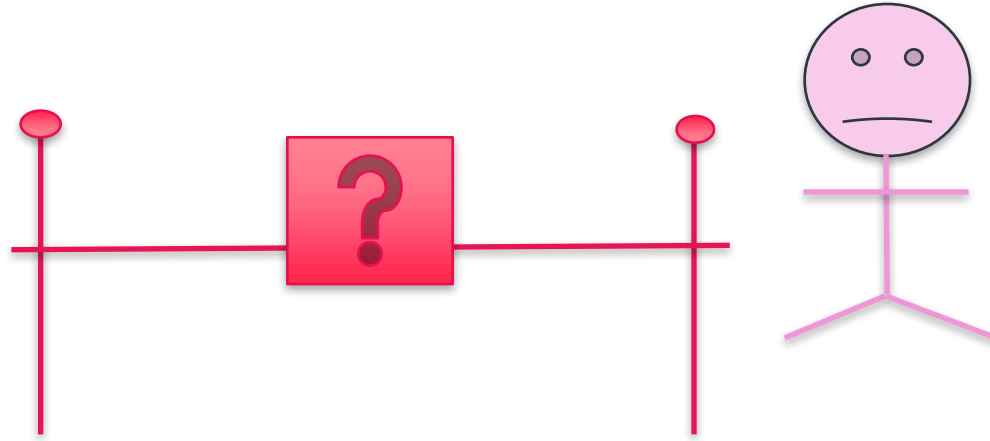
- › Index terms
- › Properly structured
- ›and consistent







How high can we ask them to jump?





- > Home
- > About Us
- ▼ Researchers

Using the Hub for research

Guide to Using Archives

Access to Archives

Discovering Archives

Relevance Ranking

Resources about Archives

- > Features
- > FAQ
- > Archivists

Researchers

Getting the most out of the Archives Hub.

If you are new to archives, take a look at our [Guide to Using Archives](#).



Using the Hub for Your Research

With thousands of descriptions from over 280 institutions, the Archives Hub can point you towards rich primary sources for your research.

[Find out more](#)



Digital Collections for Education & Research

Links to digital resources that you may find useful in your research or teaching.

[Find out more](#)



Discovering Archives Online

Find out more about national and regional services for discovering archives.

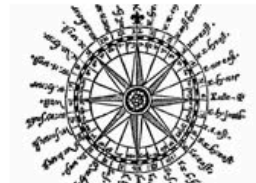
[Find out more](#)



Guide to Using Archives

A guide for those new to archives. Covering definitions, context, use and archival descriptions.

[Find out more](#)



Access to Archives

How to access the physical and digital collections that you discover on the Archives Hub.



Resources

Links to various resources to help you use archives more effectively, including videos, blogs, websites and documents.



The Association of Performing Arts Collections

Posted on March 1, 2016 by Jane Ronson

Archives Hub feature for March 2016

APAC, the Association of performing arts collections in the UK and Ireland: A peer network championing the documentation of performing arts material and its access by everyone.



Samuel Alex Walker, Sepia photograph of Connie Glöckert as Abdallah in The Forty Thieves, at the Gaiety Theatre, 1880. [From the Guy Little Collection, V&A, Museum Number S.195.998-2007.]

Performing arts are all around us and come in many different shapes and sizes: drama, opera, circus, local amateur theatre groups, dance, carnivals, pantomime, music festivals and more. Although performances are increasingly recorded live and high profile productions screened to your local cinemas; capturing the process of putting on a show, the collaborations between a creative team and cast, followed by the public reception present quite a few challenges to collection managers. How to capture the depth and breadth of performing arts at local and national level? How to make performing arts information and material easily accessible to the diverse users ranging from academics, theatre enthusiasts, family historians, school children and the creative industry itself?



Lithograph illustrating the front page of the sheet music for "After Dark Galop" composed by Charles Coote and designed by Alfred Concanen. Part of the Cathrop Boucicault Collection, Special Collections & Archives, University of Kent.

Special Collections & Archives at the University of Kent includes a significant Theatre and Performance Archive. With a focus on theatre history, the Collections are particularly rich in Victorian and Edwardian Theatre and contain playbills, programmes, scripts,

Thomas Baron Pitfield (1903-1999): a visual autobiography

Posted on July 1, 2015 by Jane Ronson

Archives Hub feature for July 2015



TP1.12 Pen-and-wash drawing of the Monstrous Monster, the Duophonia, and landscapes, 1979

This month's archive one true love is the Thomas Baron Pitfield Collection at the [Royal Northern College of Music](#) in Manchester. Pitfield was, to name a handful of epithets, a composer, teacher, poet, artist, engineer, furniture maker, calligrapher and engraver.

All fields ▼

Joh

Search

Search results

Sort by

Relevance

332

📄 Descriptions

16

👤 P

< Previous

1

2

...

1



Archive of the Un
1881-1886

2



Archive of the Se
1803-2003

Letters of **John** JarmainRecords of **John** Wright & Co, brewers, Perth, ScotlandPapers and photographs of **Johnson** Gray, student of the...[All matching descriptions >](#)**Johnson**-Marshall | Percy | 1915-1993 | Professor of Urban....**John** Christopher Pepusch (1667-1752), ComposerWilliam **John** Watson[All matching people >](#)St **John's** College, OxfordSt. **John's** PlaceSaint **John's** Wood[All matching places >](#)

Black History Month

D H Lawrence

Fairs and Circus History

[All matching collections >](#)

Filter

Applied filters

Level

fond (6)

items (199)

Filter by

Repository

Archive

Level ▲

All fields ▼

Committee

Search

? Search help

▼ Advanced Search

Description ➤

... and was advised by him to seek Dunning's guidance as Dunning's
superintendent minister. He also feels that he should mention that he
gave up a lucrative position to go to Stockport, and as he was
unable to find a job there, is consequently dependent upon his own
resources which is very unpleasant. He is therefore very anxious to
find something.

Advisory Committee on International Questions (Leonard Woolf)

Archive view ⬅

Search results ➡

[University of Sussex Library](#) ➤ Leonard Woolf Archive

Armed Forces Lectures

Offer of wartime service

London County Council Arbitration Tribunal

Labour Party

Advisory Committee on International Questions (Leo...)

Advisory Committee on Imperial Affairs (Leonard Wo...)

Leeds Conference 1917

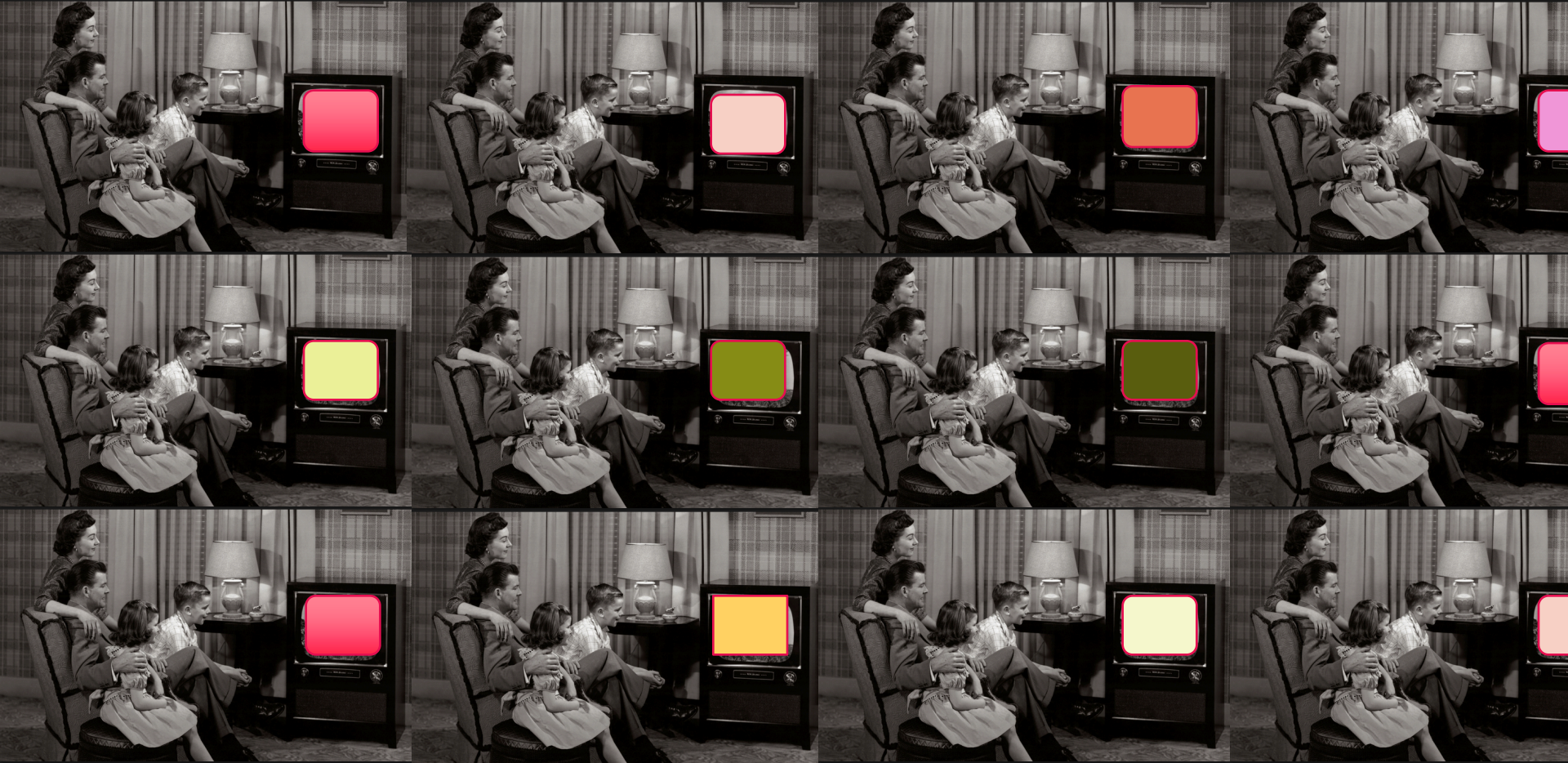
The General Strike of 1926

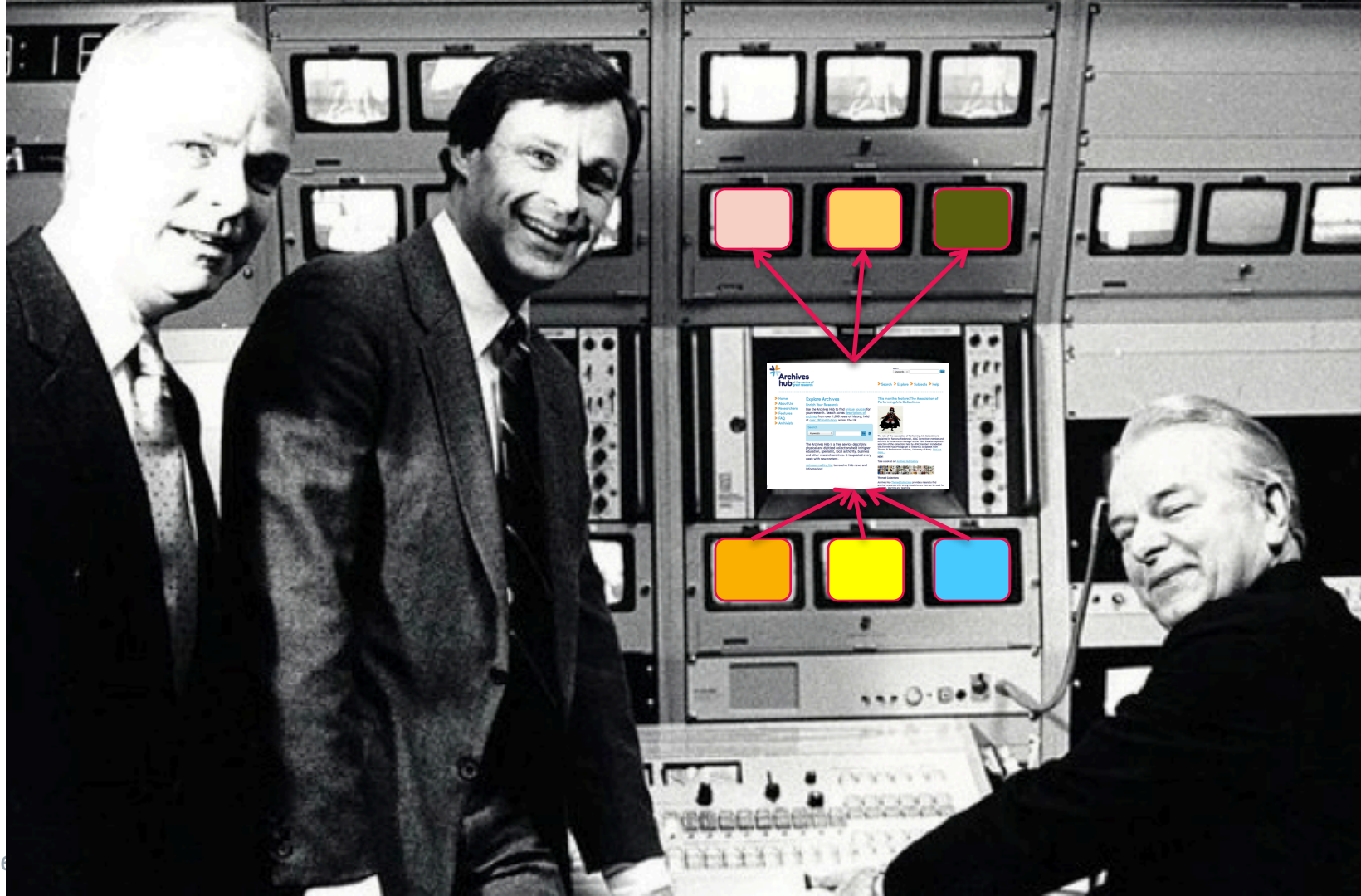
The Labour Books Service

Miscellaneous Letters

Lewes Labour Club

The Fabian Society





A: Which of these is most valuable to you?

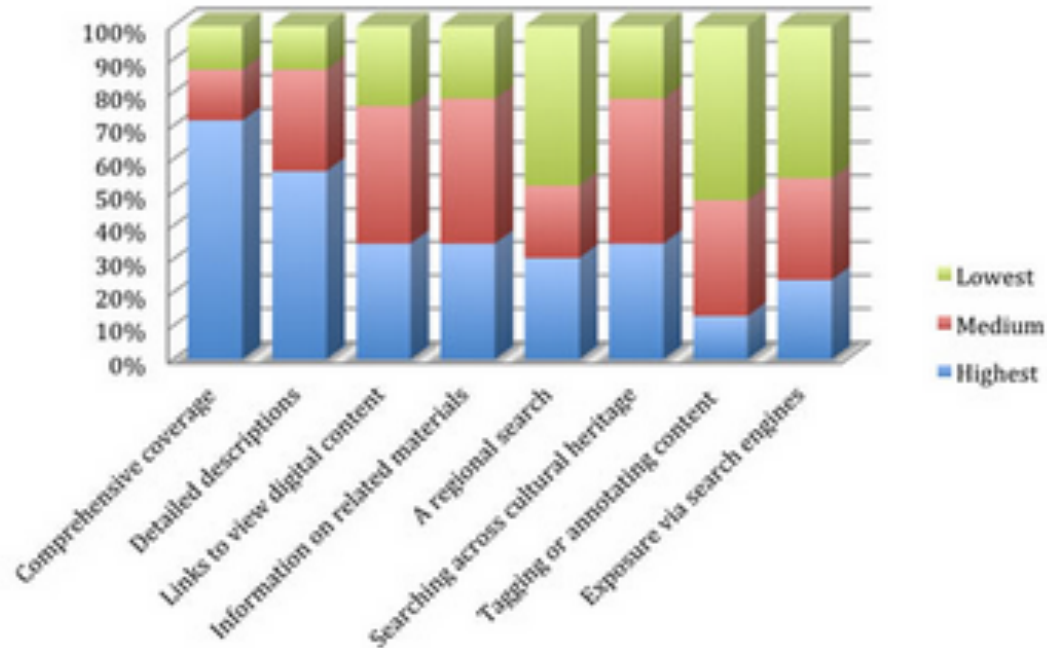


Chart showing how comprehensive coverage and detailed descriptions are what is most important for researchers (2014 survey)

Comprehensive coverage
Detailed descriptions
Links to view digital content
Information on related materials

.....

Tagging or annotating
Exposure via search engines

About 467,000 results (0.65 seconds)

The Letters of Sidney and Beatrice Webb | British ...

www.cambridge.org/.../letters-sidney-and-beatrice-webb-volume-2?... ▼

Sidney and **Beatrice Webb** were among the outstanding political personalities in the period 1890–1945.

gb394-we - Beatrice Webb Letters - Archives Hub

archiveshub.ac.uk/data/gb394-we ▼

Scope and Content. 1 file of 23 open **letters** dating from December 1923 to December 1926. Administrative / Biographical History. **Beatrice Webb** (1858 - 1943).

[All](#)[Maps](#)[Images](#)[News](#)[Videos](#)[More ▾](#)[Search tools](#)

About 215,000 results (0.73 seconds)

NHSGGC : A Brief History of Stobhill

www.nhsggc.org.uk/...hospital.../stobhill...stobhill-hospital/a-brief-histor... ▾

A Brief History. Stobhill Hospital has been at the forefront of healthcare for over 100 years, and will continue to heal and care for Glaswegians for many years to ...

Stobhill Hospital - Wikipedia, the free encyclopedia

https://en.wikipedia.org/wiki/Stobhill_Hospital ▾

Jump to **History** - History[edit]. Stobhill was originally a Poor Law hospital, commissioned by the Glasgow Parish Council, to an 1899-1900, John James ...

Care system: Public NHS

Beds: 197 (12 Short-Stay Surgical, 185 ...

Emergency department: In-hours (0900-... **Location:** Balornock Road, Glasgow, Sc...

gb812-hb50 - Records of Stobhill Hospital, Glasgow ...

archiveshub.ac.uk/data/gb812-hb50 ▾

Administrative / Biographical History. Stobhill Hospital was built by the Glasgow City and Barony Parish Council and opened in 1903 – 04. it had 1,867 beds, ...

Stobhill Hospital - Glasgow Boards/Forums - Glasgow Guide

discuss.glasgowguide.co.uk > ... > Sickness and Health ▾

21 Jun 2010 - 7 posts - 3 authors

I visited Stobhill just twice - once for a crushed finger - like an eejit, me ... Was in this hospital twice, once to visit my g/grm who was a patient in

Full record for 'STOBHILL HOSPITAL: The Story of a Modern ...

movingimage.nls.uk/film/1347 ▾

Description: The work of a modern hospital with shots 'behind the scenes' ... Exteriors of Stobhill hospital (1.44) But there are more than wards in a hospital.

“

Putting our collection descriptions on the Hub has definitely increased use of the archives we hold.

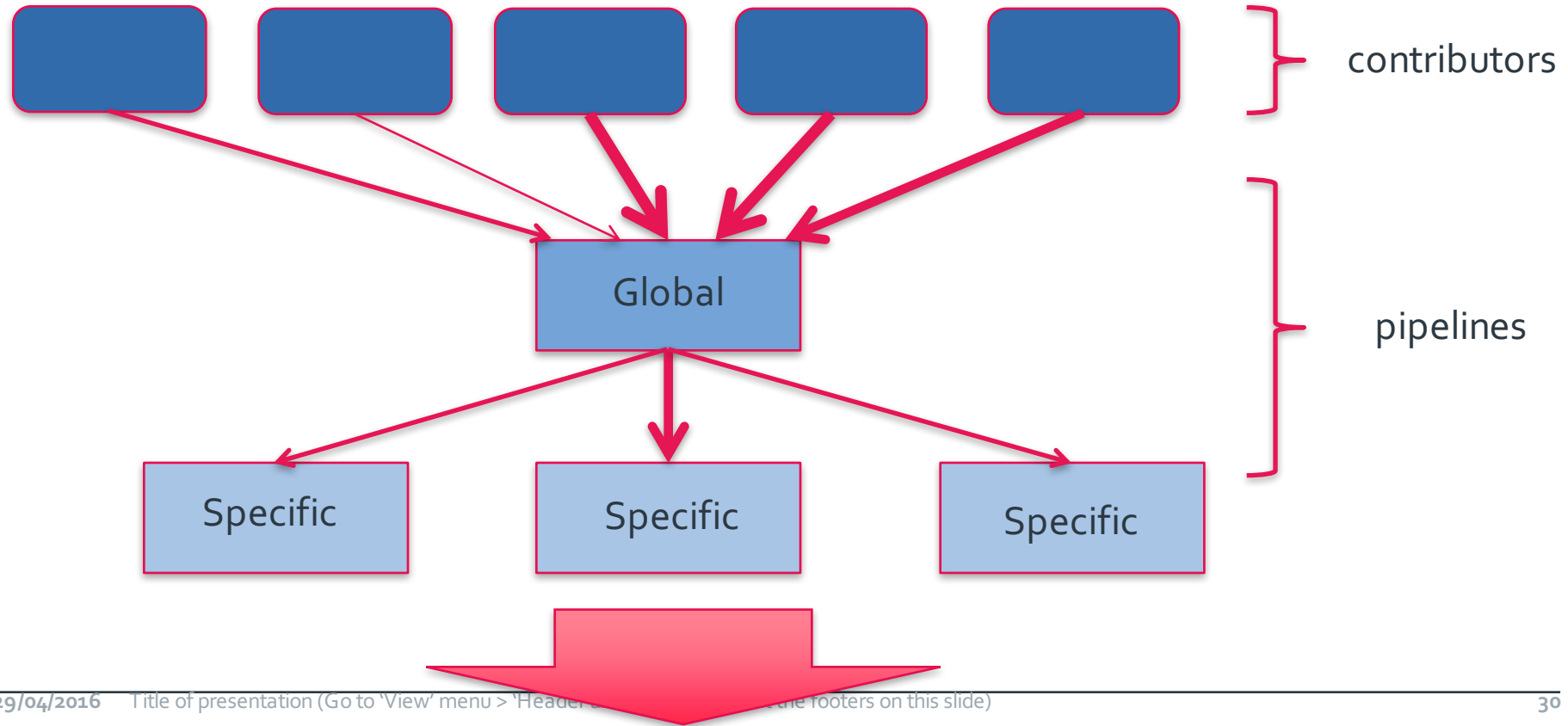
Interest in the archive collections, and researcher visits, have increased since we joined the Hub.

Because we are now able to direct researchers to the Hub we do not need to search the collections on their behalf, therefore saving staff time on enquiries.

”

Archives Hub Impact Survey 2014

How do we ensure that users don't need to jump (very high)





- » Validation
- » 'Hub Requirements'
- » Normalisation
- » Consistent Structure



archdesc (only) did

archdesc-did-physdesc

Element archdesc/did MUST contain at least one non-empty physdesc element

archdesc-did-repo

Element archdesc/did MUST contain at least one non-empty repository element

archdesc-did-langmaterial

Element archdesc/did MUST contain at least one non-empty langmaterial/language element

archdesc-did-unitdate

Element archdesc/did MUST contain at least one non-empty unitdate element

archdesc-did-unittitle-length-short

Element unittitle content MUST be more than nine characters long

archdesc-did-unittitle-single-word

Element unittitle content MUST include more than one word

Hub EAD Profile

Introduction

This is a guide to the EAD used by the Archives Hub, effectively a Hub EAD profile. The requirements for Hub EAD are in addition to 'well-formed' and 'valid' EAD required for any EAD description.

This information will be useful for those with knowledge of their system and of EAD who want to develop or improve an export from an archival system to contribute descriptions to the Archives Hub. It may also be of use to those who want to understand more about the Archives Hub implementation of EAD.

Common EAD Pitfalls

- Problems with encoding of non-standard characters
- Paragraph tags missing or duplicated
- Unitid attributes missing
- Duplicate references
- Origination tag with more than one name included
- Languages are not in separate <language> tags
- http links incorrectly marked up
- One word titles
- Level values not recognised

<archdesc> <did>

For valid EAD, fields within 'descriptive identification' or <did> cannot include paragraph tags.

Hub EAD requires the following within the top level <did>: <unitid>, <unittitle>, <unitdate>, <language>, <extent> and <repository>

<c> <did>

EAD uses <c> tags for components. We recommend unnumbered.

Hub EAD requires the following within lower level <did> entries: <unitid>, <unittitle>

Hub data processing

We may convert numbered <c0n> tags to unnumbered tags, particularly if the numbered nesting is incorrect (e.g. <c01> followed by <c03>).

level

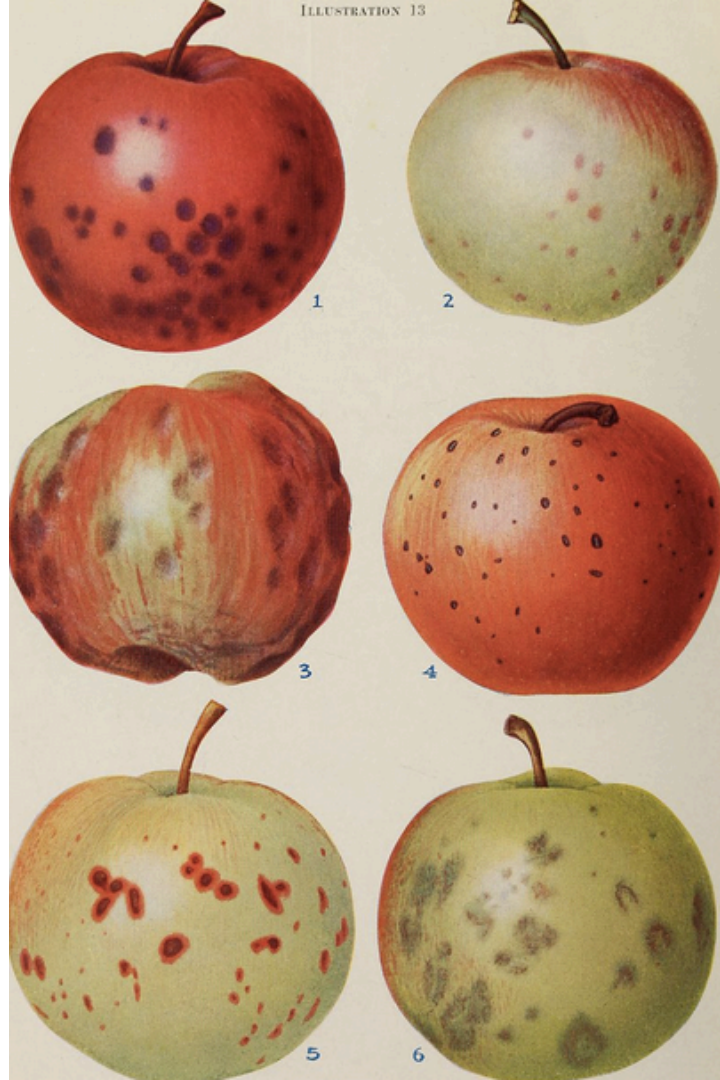
The level *value* - <archdesc level="{value}"> is a requirement for the Hub at the top level of a description. It is preferred for all units of description.

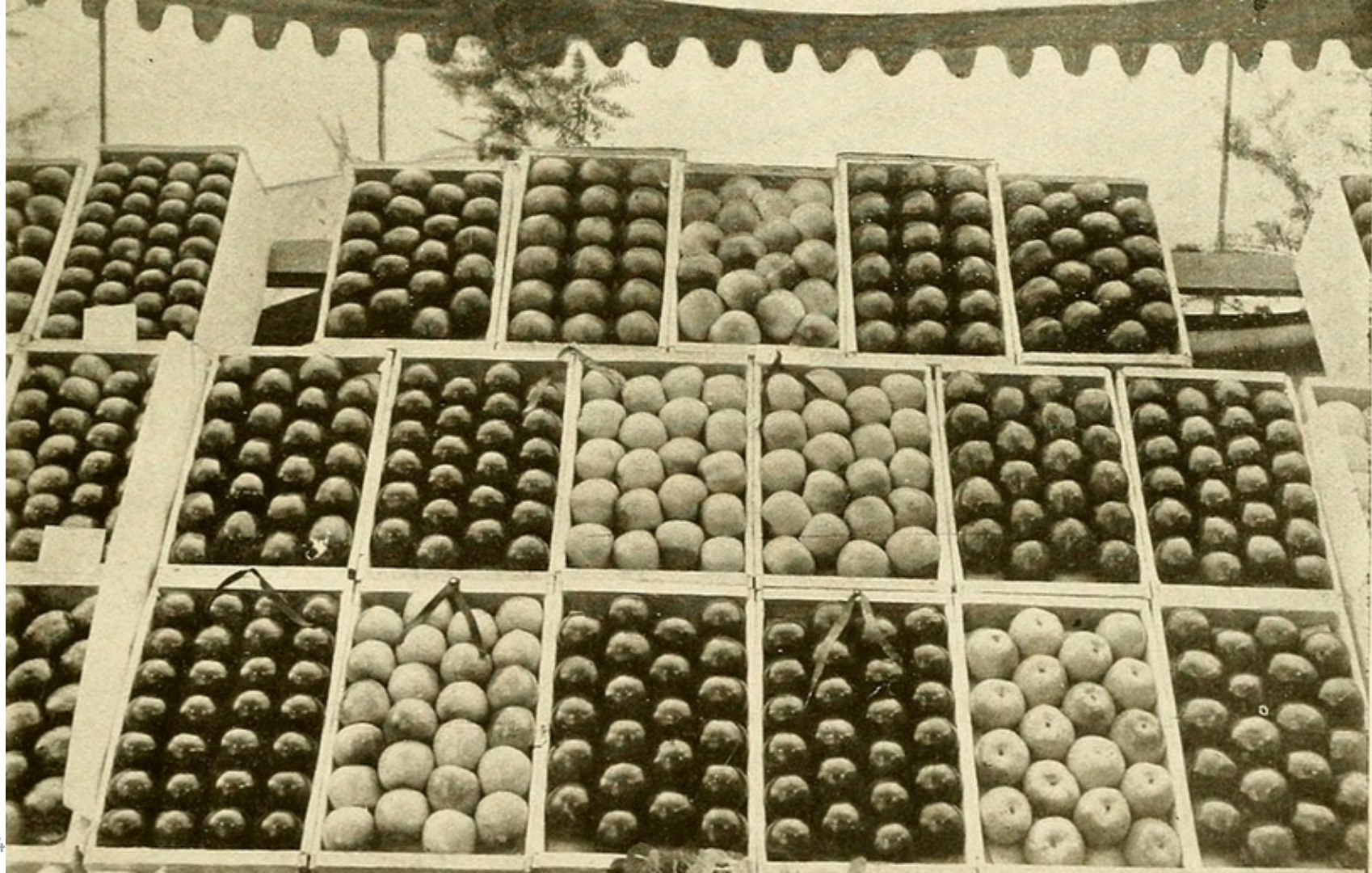
If you omit level values, your descriptions may not be included in a user results filter by level.

- We use the EAD controlled list of level values: fonds, collection, subfonds, class, series, subseries, file, item, otherlevel
- 'otherlevel' has a controlled list of values on the Hub: subcollection, section, subsection, subfile, piece, box, folder
- Usually the value is 'fonds' or 'collection' at the top level of description, but you can provide descriptions at other levels
- Please talk to us about additional otherlevel values if you need them.



1. Weißer Winterkalville — 2. Prinzenapfel — 3. Goldgulderting — 4. Virginischer Rosenapfel — 5. Roter Wiertartenapfel — 6. Kaiser Alexander — 7. Rosette von Kanada — 8. Ananasreute — 9. Edelhorndorfer —
 10. Karpfentersapfel — 11. Urgen-französische Reute — 12. Winterrothrusapfel — 13. Großer Rohrsapfel — 14. Kleiner Fleiner — 15. Gelber Edelapfel.





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