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?
<table>
<thead>
<tr>
<th>DocumentRef / Class</th>
<th>Title</th>
<th>Date / PubDate</th>
</tr>
</thead>
<tbody>
<tr>
<td>U DDCA/33/13</td>
<td>'A Letter on the Removal of the Screen in York Minster'.</td>
<td>1831</td>
</tr>
<tr>
<td>U DDMM/31/10</td>
<td>'Notable Yorkshire Churches'</td>
<td>c. 1890</td>
</tr>
<tr>
<td>U DDDU/11/54</td>
<td>'Yorkshire Gazette' (including notice as in DDDU/11/53, and report of trial of Jonathan Martin for setting fire to York Minster).</td>
<td>4 Apr 1829</td>
</tr>
<tr>
<td>U DX/11</td>
<td>Account book of building work at Beverley Park</td>
<td>1548</td>
</tr>
<tr>
<td>L DIAJ</td>
<td>Amy Johnson letters</td>
<td>1922-1928</td>
</tr>
<tr>
<td>U DDMM/30/9</td>
<td>An orginal bundle of slides, postcards and photographs</td>
<td>c. 1970</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>
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 Medleye of Camelsforde husbandman.

Date  
1 Oct 1554

RefNo  
U DDCA/x1/3/1

Extent  
1 item
## Search Results

<table>
<thead>
<tr>
<th>Reference No / Rhif Cyfeirnod</th>
<th>Title / Têlit</th>
<th>Date / Dyddiad</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/C/C</td>
<td>Agreement; (1) Breconshire</td>
<td>8 Jul 1858</td>
</tr>
<tr>
<td></td>
<td>Association for the Blind; (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Royal National Institute for</td>
<td></td>
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<tr>
<td></td>
<td>the...</td>
<td></td>
</tr>
<tr>
<td>B/C/C</td>
<td>Ministry of works: Tretower</td>
<td>1930</td>
</tr>
<tr>
<td></td>
<td>Castle, Breconshire by C.A.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Raleigh Radford</td>
<td></td>
</tr>
<tr>
<td>B/C/P/5/18</td>
<td>Proposed country park.</td>
<td>1971</td>
</tr>
<tr>
<td></td>
<td>Craig-y-nos Castle. Adelina Patti</td>
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</tr>
<tr>
<td></td>
<td>Hospital. Feasibility study</td>
<td></td>
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<td></td>
<td>(County...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Articles of Agreement</td>
<td></td>
</tr>
<tr>
<td>B/D/ACA/1/97</td>
<td>1. Elias Owens of Beguildy, co.</td>
<td>16 Feb 1676</td>
</tr>
<tr>
<td></td>
<td>Rodnor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Anne Penny of Llwynycntein, co...</td>
<td></td>
</tr>
</tbody>
</table>
Explore Archives

Enrich Your Research

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.

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 Riedzewska, 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.
<table>
<thead>
<tr>
<th></th>
<th>Tracts concerning banking and usury [1673]</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Papers of Wallace, Robert c1758</td>
</tr>
<tr>
<td>3</td>
<td>Toomer, Bunny, Slocok &amp; King records 1732-1902</td>
</tr>
<tr>
<td>4</td>
<td>Arkwright, Toplis &amp; Company records 1789-1924</td>
</tr>
<tr>
<td>5</td>
<td>Willis, Percival &amp; Company records 1771-1881</td>
</tr>
<tr>
<td>6</td>
<td>Bosanquet, Salt &amp; Company records 1824-1884</td>
</tr>
<tr>
<td>7</td>
<td>Barnettts, Hoares, Hanbury &amp; Lloyd records 1846-1906</td>
</tr>
<tr>
<td>8</td>
<td>Eaton &amp; Company records 1819-1825</td>
</tr>
<tr>
<td>9</td>
<td>Vizard &amp; Company Records 1836-1837</td>
</tr>
<tr>
<td>10</td>
<td>Tice &amp; Welch records 1849</td>
</tr>
<tr>
<td>11</td>
<td>Jones Lloyd and Company 1829-1948</td>
</tr>
<tr>
<td>12</td>
<td>Watts, Whidborne &amp; Company records 1867-1891</td>
</tr>
</tbody>
</table>

**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?
How high we make contributors jump

» Mandatory fields:
  › Reference
  › Title
  › Date(s)
  › Language
  › Extent (size)
  › Access conditions
  › Repository
  › Scope & Content
» Mandatory fields:
  › Creator?
How high we set the bar

Mandatory fields:
  ➤ Level value
  ➤ Normalised date
  ➤ Language code
How high we set the bar

- Index terms
- Properly structured
- ....and consistent
What do users want?
How high can we ask them to jump?
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.

Find out more
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 rewarded to your local cinema, 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 archivists. How can we capture the depth and breadth of performing arts at local and national levels? 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?

The Association of Performing Arts Collections

Archives Hub feature for March 2016

APAG, 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.

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

Archives Hub feature for July 2015

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 band of ephebes, a composer, teacher, poet, artist, engineer, furniture maker, calligrapher and engraver.
Letters of John Jarmain
Records of John Wright & Co, brewers, Perth, Scotland
Papers and photographs of Johnson Gray, student of the...

Johnson-Marshall | Percy | 1915-1993 | Professor of Urban...
John Christopher Pepusch (1667-1752), Composer
William John Watson

St John's College, Oxford
St. John's Place
Saint John's Wood

Black History Month
D H Lawrence
Fairs and Circus History
Bristol and was advised by him to seek Burlington's guidance as a 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)**
Comprehensive coverage
Detailed descriptions
Links to view digital content
Information on related materials
......
Tagging or annotating
Exposure via search engines

Chart showing how comprehensive coverage and detailed descriptions are what is most important for researchers (2014 survey)
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).
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 1890-1900, John James ...  
Care system: Public NHS  
Beds: 197 (12 Short-Stay Surgical, 185 ...  
Emergency department: In-hours (0900-...  
Location: Balamoock Road, Glasgow, Sc...

**gb812-hb50 - Records of Stobhill Hospital, Glasgow ...**
archiveshub.ac.uk/content/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.
How do we ensure that users don’t need to jump (very high)

contributors

pipelines

Global

Specific

Specific

Specific
» 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

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

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

Hub EAD requires the following within lower level <id> entries:

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.
Thank You

Jane Stevenson
Archives Hub Service Manager

jane.stevenson@jisc.ac.uk

http://archiveshub.ac.uk
archiveshub@jisc.ac.uk

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