

# THE ARCHIVES CATALOG

The **Archives Catalog** is for cataloging unpublished materials such as documents, manuscripts, oral histories, videotapes, personal papers, maps, and music collections. This chapter will explain how to create data for the various catalog fields. Detailed definitions are provided as we go through the catalog tabs to help clarify the type of entry for each field. As in all the catalogs, you may choose only those fields that are appropriate to the item being cataloged.

The Archives Catalog field names are based on the work of the International Council on Archives (ICA) Ad Hoc Commission on Descriptive Standards. The rules of description for archival material have been detailed in the ISAD(G), International Standard Archival Description (General) document. For more information about the ICA, visit their web site at <http://www.ica.org>.

Archives may be cataloged as a single item, such as a letter, manuscript, or diary, or as a complex set of documents, such as the complete records of a corporation. This chapter will show you how to catalog large collections of documents, such as corporate records, using multilevel linking. You will also learn how to catalog individual items, such as letters, diaries, original manuscripts, newspaper clippings, receipts, ledger books, and other personal papers.

Here are two definitions that will help you navigate through the field names in the Archives Catalog.

**Unit of Description** - A unit of description may be a single item, a series containing multiple folders, a folder containing multiple documents, or a full set of corporate

records that are treated as a single entity for the purpose of creating a single catalog record.

**Fonds/Collection** - The whole of the documents, regardless of form or extent, created and/or accumulated by a particular person, family, or corporate body in the course of that creator's activities and functions.

## GETTING STARTED



From the PastPerfect main menu, click on the **Archives** icon to open the Archives Catalog.

If the catalog already contains data, the catalog record that was last viewed will display. If this is the very first object entered, the screen will display blank data fields. Press the **Add** command to begin.

Figure 8-1  
Add new  
Archive  
record

The screenshot shows the 'Add New Archive' dialog box with the following fields and options:

- Enter Accession#** and **Enter Incoming Loan#**: Text input fields for accession and loan numbers.
- OR**: A label between the two input fields.
- Search file**: Two buttons, one under each input field.
- Source**: A text input field.
- Enter Object ID**: A text input field.
- Search Authority file**: A button next to the Object ID field.
- Last entry 2004.1.45**: A label below the Object ID field.
- Search Lexicon**: A button below the Object ID field.
- Enter Objname**: A text input field.
- Search AAI online**: A button next to the Objname field.
- Lexicon Categories**: A text input field.
- Add**: A button with a plus sign icon.
- Cancel**: A button with a close icon.
- Fill with Blank data**: A radio button option.
- Fill with Current data**: A radio button option.
- Fill with Default data**: A radio button option.
- Change Default Data**: A button next to the Default data option.
- Prefill Objectid with Accession#**: A checked checkbox option.
- Prefill Objectid with Incoming Loan#**: An unchecked checkbox option.

Callouts from the image:

- Two arrows point to the **Enter Accession#** and **Enter Incoming Loan#** fields with the text: "Type in the new object ID number and name."
- Two arrows point to the **Enter Object ID** and **Enter Objname** fields with the text: "This screen provides options for Fill with Blank Data, Fill with Current Data, or Fill with Default Data."
- One arrow points to the **Change Default Data** button with the text: "Change or enter default data by clicking on the Change Default Data command button."

Enter your data into the Add New Archive screen and click **Add**. The Archives Catalog screen will appear ready to add information about the item. Complete the entry of information in the top section of the Archives Catalog screen.

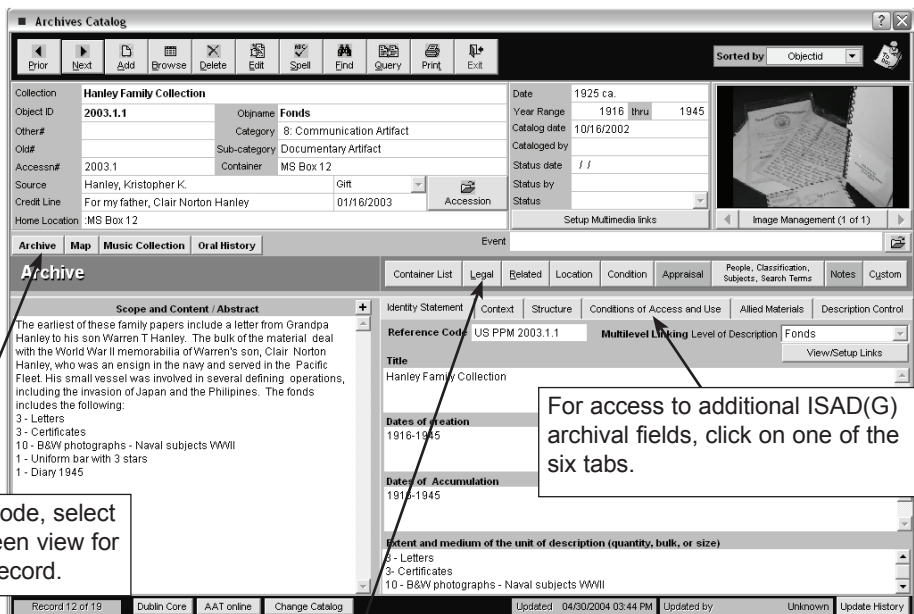
## THE ARCHIVE SCREEN EXAMINED

The top of the Archives catalog screen is essentially the same as the top portion of other catalogs we have discussed. It contains the Collection Name, Dates, Object ID#, Object Name, Source Information, Dimensions, Location, and Image Management. Unlike the other catalogs, the Description field is called Scope and Content/ Abstract and is located in the lower left portion of the catalog screen.

In the middle of the screen on the left hand side you will notice four buttons. These buttons represent the four different screen views available for this catalog; Archive, Map, Music Collection, and Oral History. You may set a default screen view for each catalog record so that whenever you open that particular record the selected screen view appears

Each type of archive record has a particular set of fields that are needed to catalog that type of item. Therefore, you will probably not use all fields for all archival records. The button for a screen view with populated fields will be green. Unpop-

Figure 8-2  
Archives  
Catalog  
screen



With the exception of the Container List, The Additional Information Screens are the same as in other catalogs. (See Chapter 6 for details).

ulated screen view buttons will remain gray. You should use only the fields that are appropriate for the archival record you are cataloging.

In the center of the screen on the right, you will notice a row of buttons and a row of Tabs. The nine buttons open Additional Information Screens. These screens can be found in all four catalogs and are explained in depth in Chapter 6.

Below the Additional Information Screen buttons, there are six tabs that contain ISAD(G) archival fields. The tabs are: Identity Statement, Context, Structure, Conditions of Access & Use, Allied Material, and Description Control. This chapter will discuss how to enter data for each field. You will also learn how to enter a container list for a catalog record and perform multi-level linking.

In addition, we will discuss how to create Map, Oral History, and Music Collection records.

## THE ISAD(G) TABS EXAMINED

### Identity Statement Tab

The Identity Statement tab is used to identify and describe the archival material represented by the record. This tab contains the following fields:

**Reference Code** - The reference code is used to provide a unique identifier for the archival record and to provide a link to the description that represents it. The reference code is made up of three parts; a country code, a repository code, and a specific local object id#. For example: US MnHi P2141. This reference code indicates that the item, P2141, is located at the Minnesota Historical Society in the U.S..

**Multi-level Linking - Level of Description** - The position of the item in the hierarchy of the fonds or collection. This may be Fonds/Collection, Series, Folder, or Item. This will be explained further on pages 140-143.

**Title** - A word, phrase, character, or group of characters that names an archival item. When the material bears a formal title, transcribe it exactly as it is worded, ordered and spelled. When generating your own title, use a phrase that reflects function, activity, subject, location, or theme.

Figure 8-3  
Archives  
Catalog  
Identity State-  
ment tab

The screenshot displays the 'Identity Statement' tab in the Archives Catalog. The interface includes a top navigation bar with tabs: Identity Statement (selected), Context, Structure, Conditions of Access and Use, Allied Materials, and Description Control. Below the navigation bar, the 'Reference Code' is 'US PPM 2003.1.1'. The 'Title' is 'Hanley Family Collection'. The 'Dates of creation' field contains '1916-1945'. The 'Dates of Accumulation' field also contains '1916-1945'. The 'Extent and medium of the unit of description (quantity, bulk, or size)' field contains '3 - Letters', '3 - Certificates', and '- B&W photographs - Naval subjects WWII'. A 'Multilevel Linking Level of Description' dropdown menu is set to 'Fonds'. A 'View/Setup Links' button is located to the right of the dropdown. A callout box points to the 'Dates of creation' field with the text 'Dates of creation are entered here.' Another callout box points to the dropdown menu with the text 'Select level of description.'

**Dates of Creation** - The actual date or range of dates during which the archival material was created. For example, 1916-1945.

**Dates of Accumulation** - This date range can be different from the Dates of Creation. It is used to record the period over which the material has been accumulated by a collector.

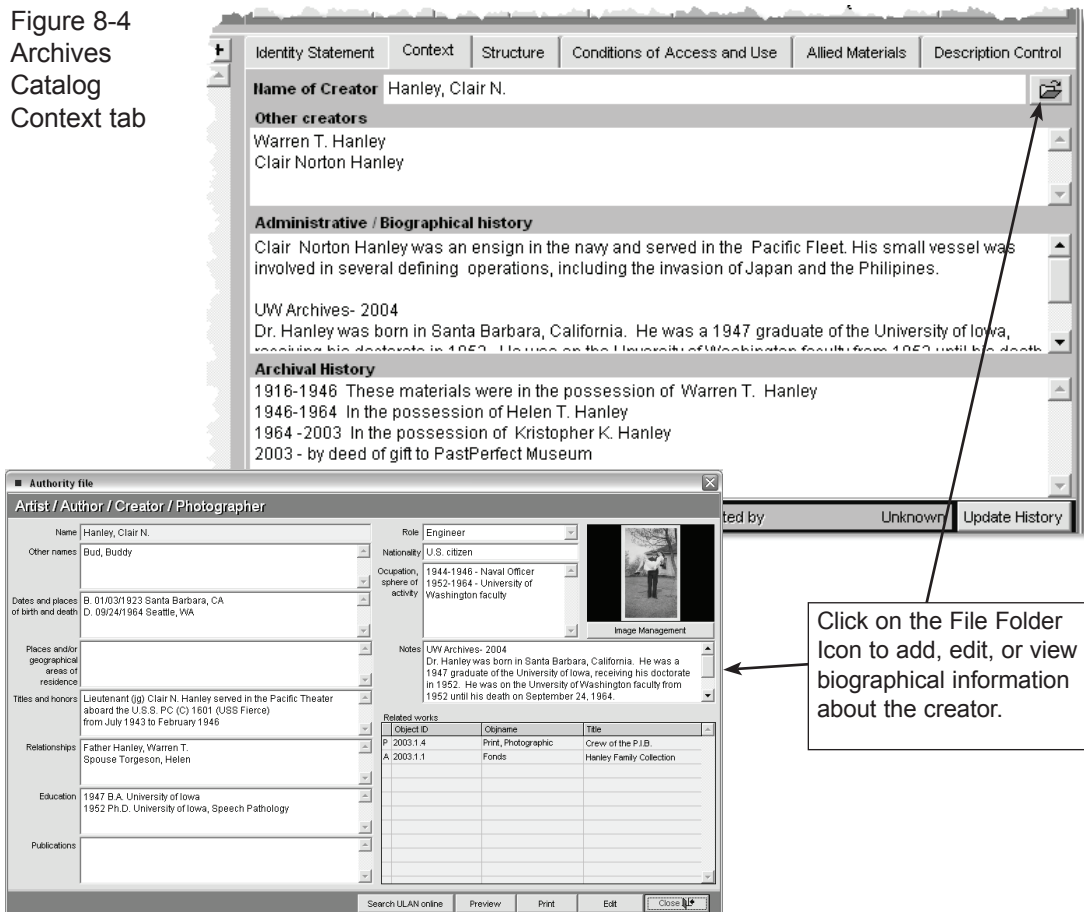
**Extent of the Unit of Description** - Use this field to record the number of physical units in Arabic numerals and the unit of measurement. Alternatively, give the linear shelf space or cubic storage space occupied by the archival material. For example: "143 rolls of microfilm, 35 mm." or "100 cubic feet (65 boxes)".

## The Context Tab

This tab is used to identify the creator of the archival material and place the material in context. This tab contains the following fields:

**Name of Creator** - Enter the name of the organization or individual responsible for the creation of the material. Notice the File Folder Icon to the right of this field. This indicates that there is a sub-screen available where you may create biographical information about the creator.

Figure 8-4  
Archives  
Catalog  
Context tab



**Other Creators** - Enter the names of any other creators associated with the unit of description. Enter names: Last, First, Middle Initial to facilitate research.

**Administrative/Biographical History** - Provide a history of the corporation, or a biography of the creator of the archival material. This will help place the material in context. Record any significant information on the origin, progress, development, and work of the corporation or on the life and work of the creator of the material.

**Archival History** - Record the successive transfers of ownership, responsibility and/or custody on the unit of description. Indicate any actions, such as history of arrangement, creation of finding aids, re-use, software migration or reorganization of records that have resulted in its present structure and arrangement.

## The Structure Tab

This tab provides information about future additions to or destruction of materials, and a guide to the arrangement of the materials.

Figure 8-5  
Archives  
Structure Tab

The screenshot shows a web-based interface for the Archives Structure Tab. At the top, there are several tabs: Identity Statement, Context, Structure (which is selected), Conditions of Access and Use, Allied Materials, and Description Control. Below the tabs, the main content area is divided into sections:

- Appraisal, destruction and scheduling information:** A text box containing the text: "This material to be held in the permanent collection of the PastPerfect Museum. This collection will be appraised every ten years."
- Disposition:** A field labeled "Disposition" with the value "None" and a "Date" field with two empty slots.
- Accruals:** A text box containing the text: "No accruals are expected for this collection."
- System of arrangement:** A text box containing the text: "The materials in this fonds are located in file folders and placed in a document box. The folders are arranged in alphabetical order by creator and title."

At the bottom of the interface, there is a status bar with the following information: "Updated 06/27/2004 09:57 AM", "Updated by", "Unknown", and "Update History".

**Appraisal, Destruction, and Scheduling Information** - Enter information on any appraisal, destruction, or scheduling action taken. Where appropriate, record the authority by which the action has been taken. Example: "This item is to be kept permanently in the PastPerfect Museum Archives. The item shall be appraised every ten years for insurance purposes."

**Disposition** - Enter the type of disposition planned for this record, such as "Return to creator" or "Destroy".

**Disposition Date** - Enter the date of disposition.

**Accruals** - Detail any possible changes in the extent of the materials or item. Indicate if future accruals, additional transfers, or deposits are expected. Where appropriate, give an estimate of their quantity and frequency. This field applies to the cataloging of corporate records.

**System of Arrangement** - Enter information in this field about the arrangement of the material. Specify the order of the material and, if appropriate, how these have been altered by the archivist.

## The Conditions of Access Tab

This tab contains fields that are designed to record the legal status of the materials and to outline conditions under which the material may be used or reproduced.

Figure 8-6  
Archives  
Conditions of  
Access

The screenshot displays the 'Conditions of Access and Use' tab in the PastPerfect Museum Software. The interface is organized into a grid of sections:

- Conditions governing access:** Unrestricted access.
- Conditions governing reproduction / Copyright:** May be photographed by permission of the Curator of Collections, PastPerfect Archives.
- Language/scripts of Material:** English
- Physical characteristics & technical requirements:** These items are extremely fragile and friable. Handling shall be minimized by using digital images and photocopies. Anyone handling the items must wear cotton gloves.
- Finding aids:** See: Guide to the Archival Collections of the PastPerfect Museum. 2004.

At the bottom of the window, a status bar indicates: Updated 06/27/2004 09:31 AM, Updated by Unknown, and Update History.

**Conditions Governing Access** - Identify any conditions that restrict or affect access to the item. Indicate the extent of the period of restriction and the date at which the material will open. Example: "Family correspondence closed until 2010."

**Conditions Governing Reproduction** - Identify any restrictions on the use or reproduction of the material. If the conditions governing the use, reproduction, or publication of the material are unknown, or if there are no conditions, then no statement is necessary.

**Language of Material** - Record the predominant language of the materials comprising the item.

**Physical Characteristics** - Indicate any important physical details and any permanent physical condition of the material that limits its use.

**Finding Aids** - Give information about any finding aids that the repository may have that provide information relating to the item. If appropriate, include information on where to obtain a copy. Example: "See: Guide to Historical Document Holdings in Spokane County. 1999."



## The Allied Materials Tab

This tab provides fields for recording information about the location of the original item and any information about the existence of copies or other materials that are related and that may be held in other repositories.

Figure 8-7  
Archives  
Catalog-  
Allied Materials

Identity Statement	Context	Structure	Conditions of Access and Use	Allied Materials	Description Control
<b>Existence &amp; location of originals</b>					
Originals reside in the PastPerfect Museum Archives. See Location Information.					
<b>Existence &amp; locations of copies</b>					
Photocopies in the collection of the World War Two Museum of Pottstown, 1234 S. Union Street, Pottstown, PA. 19342. 610-555-5678.					
<b>Related units of description in this repository</b>					
See Accession #2003.1 for WWII related materials.					
<b>Associated Material in other repositories</b>					
More examples of War Ration Books are available at the World War Two Museum of Pottstown, 1234 S. Union Street, Pottstown, PA. 19342. 610-555-5678.					
Updated 06/27/2004 09:31 AM		Updated by		Unknown	
Update History					

**Existence and Location of Originals** - If the item is a reproduction and another repository holds the originals, record the name of the other repository. Also give any identifying numbers and other information that may help in locating the original material. If the originals no longer exist, give that information.

**Existence and location of Copies** - If the item is available in another format, record the formats together with any significant object ID numbers and the location where they may be found. Example: "Photocopies available for researchers. File Cabinet 4 Drawer 2."

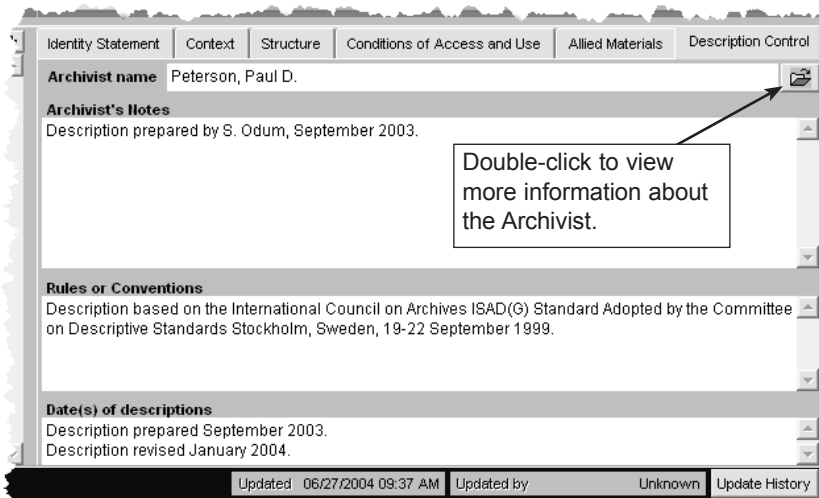
**Related Units of Description in this repository**- Use this field to identify related items in the same repository. If the item consists of material that has a direct and significant connection to another item in your repository, indicate the relationship. For example: "See also 2004.1.1-War Ration Book."

**Associated Material in Other Repositories** - If there is any material in another repository that has a relationship by provenance to the material, provide informa-

tion about the associated items and their repository. Example: "See Catalog #85.1.2-Cheney Museum of History. Photo of Hanley, Waren T."

## Description Control Tab

Figure 8-8  
Archives  
Catalog-  
Description  
Control Tab



**Archivist Name** - Record the name of the archivist who is primarily responsible for cataloging and describing the unit of description. This field is controlled by the Experts Authority File. To view more information about this expert, click on the File Folder Icon to the right of the field.

**Archivist's Notes** - Explain how the description was prepared.

**Rules or Conventions** - Identify the international, national, and/or local rules or conventions followed in preparing the description.

**Date(s) of Description** - Indicate when this description was prepared and/or revised.

## Restricting access to selected sub-screens

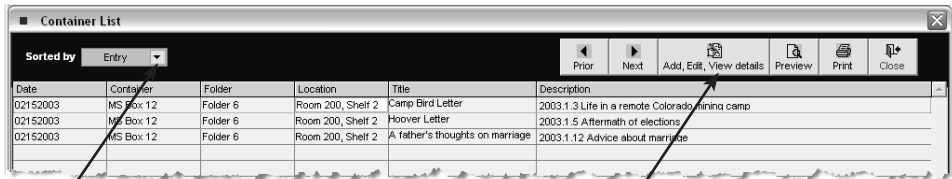
Some museums may not want to use all four screen views of the Archives catalog screen. To hide selected views, go to the main menu and select **Setup**. From the flyup menu choose **Security**. On the Security screen, place a check mark next to the name of any screen view you wish to hide.

## THE CONTAINER LIST

Use the Container List when cataloging an archival record that contains multiple items. The Container List may be used when cataloging all the folders in an a document box or all the items contained in a folder.

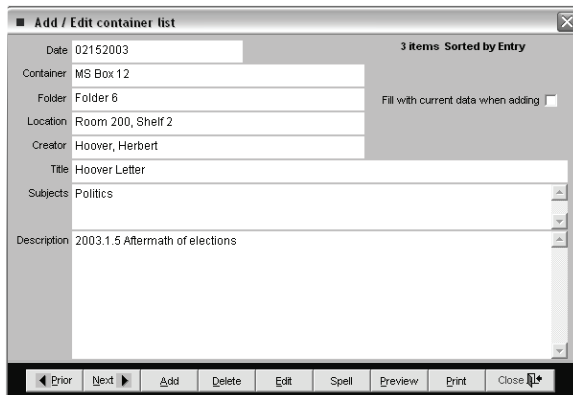
To add a new item to the Container List, press the **Container List** command button and then press **Add, Edit, View Details** command. Enter information in the Container, Folder, Location, Creator, Title, Subjects, and Description fields. Click **Save** when finished. To change the sort order of the Container List, select the desired order from the Sort by pull down menu. Items can be sorted by Container, Folder, Title, or the order they were entered.

Figure 8-9  
Container  
List



Click on the down arrow to view the choices for changing the sort order of the Container List.

Press the Add, Edit, View Details command to enter a new item in the Container List.



## SEARCHING THE CONTAINER LIST

You may perform searches on the contents of the container list using the **Query** command function. The **Query** function allows you to search any field or combination of fields using a variety of conditions. The Query function is discussed

in detail in *Chapter 14 Research*. Press the **Query** command at the top of the Archives Catalog screen to begin a search of the Container List. You may search up to seven fields simultaneously using either the “and” or “or” operator to narrow or expand the search. Select the fields from the field pull-down lists and then select a condition from the condition pull-down lists.

Figure 8-10  
Container List  
search through  
the Query  
screen

The screenshot shows the 'Query Archives' window. At the top, there are radio buttons for 'Main catalog', 'Container List' (selected), 'Oral History Recordings', and 'Music Track List'. Below this is a search form with three columns: 'Field', 'Condition', and 'What'. The 'Field' column has a dropdown menu open with options: Container, Creator, Date, Description, Folder, Location, and Subjects. The 'Condition' column has a dropdown menu open with options: Contains text, Contains exact match, and Contains exact match. The 'What' column contains the text 'Hanley' and 'WWII'. To the right of the search form are radio buttons for 'and' and 'or', and a 'Match case' checkbox. Below these are buttons for 'Search now', 'Save Query', 'Retrieve Query', and 'New Search'. At the bottom of the search form, it says 'ed=8 found=2'. Below the search form is a table with columns: Object ID, Object name, Creator, Title, and Description. The table contains two rows of data.

Object ID	Object name	Creator	Title	Description
2003.1.1	Fonds	Hanley, Clair N.	Hanley Family Collection	The earliest of these family papers include a letter from Grandpa Hanley to his son Warr
2003.1.2	Series, Archival	Hanley, Clair N.	Hanley Correspondence	3 Letters

Select the container list field you wish to search from the pull-down menu.

Select the condition statement from the condition pull down menu.

To save a query, press the **Save Query** command button. You may retrieve and rerun the saved query at any time.

## MULTI-LEVEL LINKING

For many historical societies and small museums, the item and folder level with container list are enough to catalog most archival materials. However, for large collections of corporate documents or a collection of personal papers, you may want to use the multilevel linking capability built into PastPerfect. This allows you to link collection records together in a hierarchical system from the general to the specific. Separate records can be entered for each level of description: fonds/collection, series, folder, or item.

A **fonds/collection** is defined by the ICA as the whole of the documents, regardless of form or medium, organically created and/or accumulated and used by a person, family, or corporate body in the course of the creator's activities and function.

A **series** is defined as documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process. For example, in a collection of corporate documents, the minutes of board of directors meetings arranged in folders by year could be considered a series.

Let's catalog a parent record for the Hanley Family Collection personal papers. The Parent Record encompasses the whole collection, briefly describing all the items contained in the fonds.

Figure 8-11  
Archive parent  
record

Archives Catalog

Collection: Hanley Family Collection

Object ID: 2003.1.1

Objname: Fonds

Category: 8: Communication Artifact

Sub-category: Documentary Artifact

Date: 1925 ca.

Year Range: 1916 thru 1945

Catalog date: 10/16/2002

Accession#: 2003.1

Container: MS Box 12

Source: Hanley, Kristopher K.

Credit Line: For my father, Clair Norton Hanley

Home Location: MS Box 12

Reference Code: US PPM 2003.1.1

Title: Hanley Family Collection

Dates of creation: 1916-1945

Dates of Accumulation: 1916-1945

Extent and medium of the unit of description (quantity, bulk, or size): 3 - Letters, 3 - Certificates, 10 - B&W photographs - Naval subjects WWII

Scope and Content / Abstract: The earliest of these family papers include a letter from Grandpa Hanley to his son Warren T Hanley. The bulk of the material deal with the World War II memorabilia of Warren's son, Clair Norton Hanley, who was an ensign in the navy and served in the Pacific Fleet. His small vessel was involved in several defining operations, including the invasion of Japan and the Philippines. The fonds includes the following:  
3 - Letters  
3 - Certificates  
10 - B&W photographs - Naval subjects WWII  
1 - Uniform bar with 3 stars  
1 - Diary 1945

Level of Description: Fonds

View/Setup Links

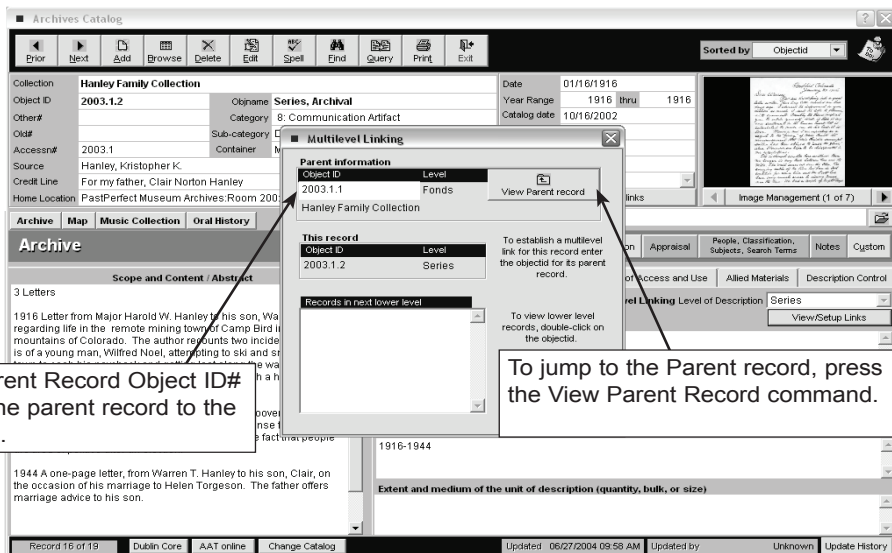
At the Fonds Level, the Scope and Content field contains a brief description of all the items in the collection.

In a Parent Record, the Level of Description is Fonds.

AAT online Change Catalog Updated: 06/27/2004 09:57 AM Updated by: Unknown Update History

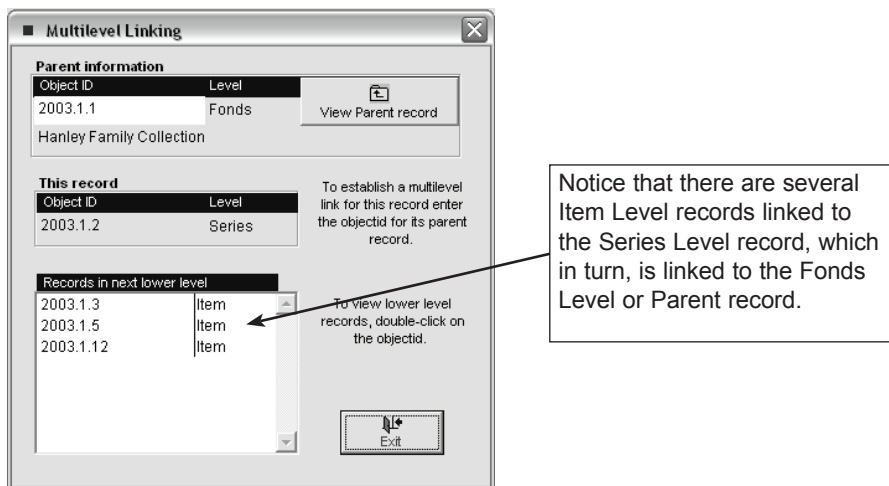
Next, enter the Series Level records as shown in Figure 8-12, that you wish to link to the parent record. Once the record for the series has been created, you can link it to the parent record by clicking the **View/Setup Links** command button on the Series screen and entering the fonds/collection object ID as the parent object ID. You may enter any number of series records and link them to the same parent record.

Figure 8-12  
Series level  
record with  
Multi-Level  
Linking screen



The next step is to enter separate records for each item that you wish to link to the series. The items can then be linked to the series using the View/Setup Links command button and entering the series object ID as the parent.

Figure 8-13  
Multi-Level  
Linking screen  
with several  
levels



PastPerfect does not require you to provide all levels of data. In some cases, you may need to enter a record only for the fonds and records for the associated items, linking the items directly to the fonds, without a series. You can also enter a single record for the fonds without series or items, or you can enter items without an associated fonds or series.

Multilevel linking allows you to create hierarchical document cataloging, in compliance with ICA standards and using the rules of description as documented in the ISAD(G) manual.

Remember, when cataloging with multilevel linking, you do not have to repeat information in lower levels that you have already entered in the higher level. You will save time in cataloging by starting with the fonds/collection level and working your way down through series, folders, and items.

## THE MAP SCREEN VIEW

The Map tab allows you to catalog maps in your collection. This tab contains specialized fields required for these items. The field names and field descriptions are derived from *Guide for a Small Map Collection*, by Barbara E. Farrell (Association of Canadian Map Libraries, Ottawa, Ontario, 1984).

Enter information into the Map screen view fields.

Figure 8-14  
Map Screen  
View

Collection		Date
Collection	PastPerfect Museum Maps Collection	1923
Object ID	1999.1.16	Year Range
Other#	Objname Map	1923 thru 1923
Old#	Category 8: Communication Artifact	Catalog date
Accession#	Sub-category Documentary Artifact	07/13/2000
Source	Container	Cataloged by
Hilton, Ernestine		Lufkin, Joseph
Credit Line		Status date
In memory of the pioneers of Spokane County		07/13/2000
Home Location	Accession	Status by
PastPerfect Museum Archives.Room 200 Map Storage CabinetDrawer 2		Lufkin, Joseph
		Status
		OK

Map		Area/Region
Scope and Content / Abstract		Oregon
Official Automobile Road Map of the State of Oregon was published in 1923 and shows all through trunk highways and main traveled roads, with mileages. The map's key shows that paved roads are in red and rock or gravel surfaced roads are in yellow. The year 1923 appears in the center of the map in red outlined letters 1 1/4" in height.		Projection
		Unknown
		Insets
		In the LL quadrant of the map an inset entitled "FOR THE MOTORIST" lays out the rules of the road.
		Publisher
		Oregon State Highway Commission
		Pub Place
		Salem, OR
		Pub Date
		1923
		Language
		English
		Series
		State Highway Department's - Official Automobile Road Map Series
		Edition
		2nd Edition
		Physical Attributes
		Size
		22" x 14"
		No. Sheets
		1
		Medium
		Paper
		Scale
		Unknown
		Longitude
		117 10' West 124 30' East
		Latitude
		46 20' North 42 00' South
		P. Meridian
		Greenwich, England

**Area/Region** - Use this to enter the name of the area or region covered by the map being cataloged.

**Projection** - Enter the type of projection used in the map being cataloged. It is impossible to transfer information from a sphere to a flat surface without distortion. On maps that include enough of the earth's surface for the curvature to be significant, the properties of distance, angular measurement, area, and shape must in some way be distorted. Projections have been devised to preserve a specific property or combination of properties. An example of a projection is the Mercator Projection.

**Insets** - An inset is a small map or illustration set within a larger map. For example, a map of the state of Maryland may have an inset of the city of Baltimore.

**Size** - Use this field to record the size of the map being cataloged. This is usually expressed as in this example: 24" x 36."

**Number of Sheets** - This field is used to record the number of sheets that comprise the map being cataloged.

**Medium** - This field is used to list all media from which a map is made. You may choose to record a single entry such as "Paper" or "Vellum." However, you have the option to choose several entries separated by forward slashes, as in "Paper/Watercolor." Record multiple entries in descending order of percentage of composition. This field is controlled by an authority file from which you may choose pre-defined media types.

**Latitude** - Use the Latitude fields to record the angular distance north or south of the earth's equator measured in degrees along a meridian. North Latitude describes the northern boundary of the map. South Latitude describes the southern boundary of the map.

**Longitude** - Use the Longitude fields to record the angular distance on the earth's surface east or west from the Prime Meridian, expressed in degrees, minutes and seconds. East Longitude describes the eastern boundary of the map. West Longitude describes the western boundary of the map.

**Scale** - Scale refers to the proportion used in determining the dimensional relationship between map distance and ground distance. For example, if one inch on the map represents 50,000 inches on the ground, the scale can be expressed as 1 to 50,000, or 1:50,000. This is called the representative fraction. Use the Scale field to record the scale of the map.



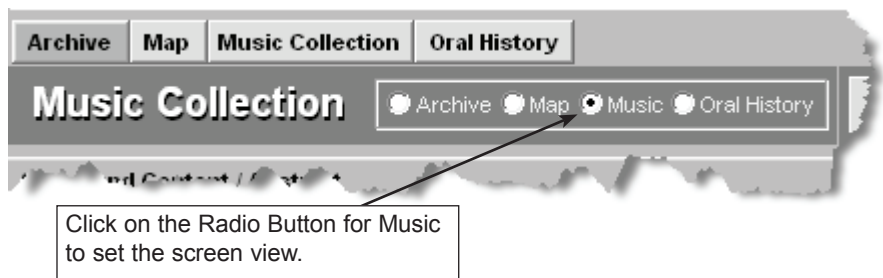
**Prime Meridian** - Prime Meridian is the zero meridian used as a reference line from which longitude east and west is measured. It passes through Greenwich, England. The Prime Meridian at Greenwich is accepted as such by international convention (1884). Many maps produced in non-English-speaking nations may have numbering systems based on other meridians, such as the meridian of Ferro Island or the Paris meridian. Use the Prime Meridian field to record the Prime Meridian for the map being cataloged.

## THE MUSIC COLLECTION SCREEN VIEW

The Music Collection Screen View provides a comprehensive database program for cataloging music collections within PastPerfect. This screen view allows you to create and track information about music recordings including: album title, primary artist, group name, genre, instruments, and other artists. You may also create a complete track list for each recording that includes: track number and track length, song title, composer, up to ten individual artists and their associated instruments, orchestra, and conductor for each track. As with cataloging any item in PastPerfect, you should enter data only in the fields needed to accomplish your cataloging goal.

To catalog a music collection item begin by adding a new catalog record as explained in Chapter 6. Enter information at the top of the screen for Collection, Object Id#, Object name, Dates, etc. Next select the radio button for Music Collection in the center left of the screen and press **Save**. This will reveal the music fields and set the default screen view for the catalog record to Music Collection.

Figure 8-15  
Select screen  
view buttons



Press the **Edit** command button and enter data in the music fields. The lower part of the Music screen contains the following specialized fields:

**Scope and Content/Abstract** - Use this field to describe the album, tape, or CD. Record subject matter and the form of the item to enable users to judge its potential relevance. Give a brief summary of the content. This is an unlimited field, so the entry may be as long as you like.

Figure 8-16  
Scope and  
Content /  
Abstract and  
Genre

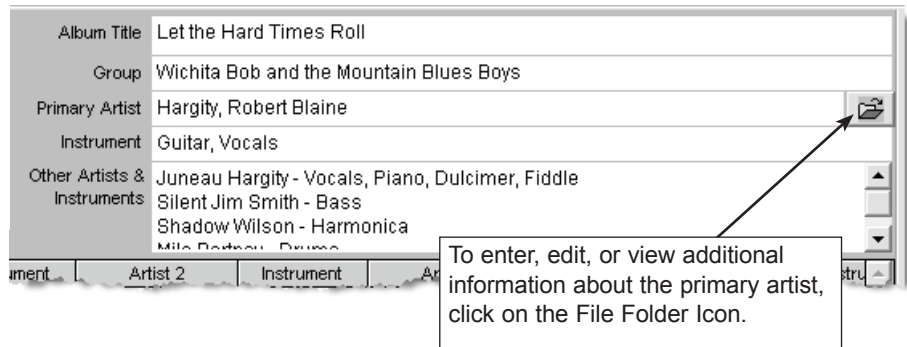
The screenshot shows a software window titled "Music Collection". Inside, there is a section for "Scope and Content / Abstract" with a text area containing the following text: "Original tape recording of Wichita Bob and the Mountain Blues Boys containing 6 songs recorded at the PastPerfect Museum's 'Museum Unplugged Benefit Concert' held on December 10, 2003. The live recording was later released as a CD entitled, Let the Hard Times Roll." Below this text area are three fields: "Genre" with the value "Blues", "Recording label" with the value "Mountain Tunes", and "Recording media" with the value "1" Open Reel". An "Authority file" button is visible below the Genre field. A pop-up window titled "Music Genre" is open, showing a list of genre options: Acid Jazz, Afro Cuban, Alternative Country, Alternative Pop/Rock, Ambient, Ancient Greek, Andean, Art and Song, Art-Rock/Experimental, Atonal, and Avant Garde. A callout box with a white background and black border contains the text "Use the Genre Authority file to select an entry for this field." with an arrow pointing to the "Alternative Country" entry in the list.

**Genre** - Genre refers to a category of music composition marked by a distinctive style, form, or content. This field is controlled by an authority file. To enter the Genre, press F7 or click your Right Mouse button to access the Authority File. Double click on the highlighted entry to populate the genre field. You may add, edit, or delete entries in the authority file from this screen or you may go to Setup | Authority Files. Highlight "Genre" and press the **Next >** command button at the top of the screen. You may **Add**, **Edit**, or **Delete** entries.

**Recording label** - Use this field to list the record company name, if applicable.

**Recording media** - Enter the media upon which the music is recorded. This field is controlled by a pull down authority file. Click on the down arrow on the right of the field to reveal the choices.

Figure 8-17  
Right side of  
music fields



**Album Title** - Enter the title or name of the compact disc, record album, or recording.

**Group** - Enter the name of the group, band, or ensemble responsible for creating the music.

**Primary Artist** - Enter the name of the individual who is primarily responsible for the content of the music.

**Instrument** - Enter the instrument(s) played by the individual who is primarily responsible for the content of the music.

**Other Artists & Instruments** - Enter any other artists and their instruments who are responsible for the content of the music.

## Track List

The lower portion of the screen contains the Track List for the recording. The track list contains the following fields: Track, Length, Song Title, Composer, Artist 1-10, Instrument 1-10, Conductor and Orchestra. To add a new track, click on the **Add/Edit Track List** command button.

Figure 8-18  
Track List

Track	Length	Song Title	Composer	Artist 1	Instrument	Artist 2	Instrument	Artist 3	Inst
1	4:22	Poor Little Me	Robert and Juneau Hargy	Robert Hargity	Guitar, Vocals	Juneau Hargity	Piano, Vocals	Silent Jim Smith	Bass
2	2:45	Dance Hall Girl	Robert Hargity, James S	Robert Hargity	Guitar, Vocals	Silent Jim Smith	Bass	Shadow Wilson	Harm
3	4:00	Can't Tell You Why	Shadow Wilson, Carl Har	Robert Hargity	Guitar, Vocals	Shadow Wilson	Harmonica	Juneau Hargity	Fiddle
4	3:12	Poor Man's Story	Robert Hargity, Carl Har	Robert Hargity	Vocals	Carl Hart	Vocals	Juneau Hargity	Piano
5	5:12	I Know You Now	Juneau Hargity	Juneau Hargity	Piano, Vocals	Robert Hargity	Vocals		
6	6:30	Don't Go Down	James Smith, Robert Har	Robert Hargity	Guitar, Vocals	James "Silent Jim" S	Bass	Juneau Hargity	Fiddle

Track List - Let the Hard Times Roll

Track#	1	Length	4:22	Media ID		Group	Wichita Bob and the Mountain Blues Boys	
Song Title	Poor Little Me						Conductor	Horace Bronowski
Composer	Robert and Juneau Hargity						Orchestra	Perfextown Philharmonic
Artist 1	Robert Hargity						Artist 6	
Instrument	Guitar, Vocals						Instrument	
Artist 2	Juneau Hargity						Artist 7	
Instrument	Piano, Vocals						Instrument	
Artist 3	Silent Jim Smith						Artist 8	
Instrument	Bass						Instrument	
Artist 4	Shadow Wilson						Artist 9	
Instrument	Harmonica						Instrument	
Artist 5	Milo Portnoy						Artist 10	
Instrument	Drums, Vocals						Instrument	

Next Add Delete Edit Preview Print Close

Click on the Add/Edit Track List, to enter new tracks. Enter information about the track and press Save.

If your PastPerfect system is equipped with the optional Multi-media Upgrade, you may create links to audio files that allow you to play music files while you are viewing the PastPerfect record. These audio files may be stored either on your hard drive or on other removable media. For details about multi-media links, see *Chapter 19, Multi-media*.

## Searching the Track List

You may perform searches on the contents of the track list by using the **Query** command function. The **Query** function allows you to search any field or combination of fields using a variety of conditions. The Query function is discussed in detail in *Chapter 14, Research*. Press the **Query** command at the top of the Archives Catalog screen and click the "Music Track List" radio button to begin a search of the track list. You may search up to seven fields simultaneously using either the "and" or "or" operator to narrow or expand the search. Select the fields from the field pull-down lists and then select a condition from the condition pull down-lists.

To save a query, press the **Save Query** command button. You may retrieve and rerun the saved query at any time.

## THE ORAL HISTORY SCREEN VIEW

Oral history interviews can be an important part of local history. They offer vibrant first-hand accounts of historic events both big and small. They are an excellent way to collect primary source information about people, events, communities, and social changes in both private and public affairs. Many oral histories are stored on tape or other media. The PastPerfect Oral History Screen View contains the fields and forms necessary for cataloging oral histories.

Select the radio button for Oral History to set the catalog record's default view and reveal the oral history cataloging fields. This screen contains all the fields needed to catalog an oral history record, including:

Figure 8-19  
Oral History  
Screen View

The screenshot displays the 'Oral History' screen view in the Archives Catalog software. The interface is divided into several sections:

- Top Navigation:** Includes a menu bar with options like 'Error', 'Next', 'Add', 'Browse', 'Delete', 'Edit', 'Spell', 'End', 'Query', 'Print', and 'Exit'. A 'Sorted by' dropdown is set to 'Object Name'.
- Collection Information:** Shows details for 'Rocky Pine Ranch Collection' with Object ID '1995.1.4'. Fields include Date (05/24/1995), Year Range (1920 thru 1970), Catalog date (05/24/2001), and Status (OK).
- Oral History Specifics:** Includes fields for Narrator's name (Hilton, Ernestine McMillan), Interviewer (Norquist, Paulette), Interview place (Rocky Pine Ranch), Length of interview (45 minutes), and Donor form signed (07/30/1995). A 'View/Print Donor Release Form' button is visible.
- Recording Media Table:** A table with columns for Media ID, Size, Start time, and Subject. It lists two entries for 'McMillan Tape 1' with start times of 00:00 and 14:30, and another for 'McMillan Tape 2' with start times of 25:00 and 21:45.
- Callout Box:** A white box with a black border and arrow pointing to the 'View/Print Donor Release Form' button. The text inside reads: 'To create or view the Donor Release Form, click here.'

**Scope and Content / Abstract** - Use this field to describe the oral history. Record subject matter and the form of the item to enable users to judge its potential relevance. Give a brief summary of the content. This is an unlimited field so the entry may be as long as you like.

**Restrictions** - Enter any restrictions that may apply to the use of the oral history interview tapes, transcripts, or other facsimiles of the oral history interview.

**Narrator's Name** - The narrator is the person being interviewed. This field may be linked to a contact record. Enter the narrator's Contact Id# in the Id# field to the right of the name. To jump to the Contact record, click on the File Folder Icon to the right of the field.

**Interviewer** - Enter the name of the person who conducted the oral history interview. This field is controlled by the Experts authority file. To access the file, press F7 or click the right mouse button. To add, edit, or delete entries in the authority file use the buttons at the top of the screen. For more information about the expert, click on the File Folder Icon to the right of the field.

**Interview Place** - Enter information about where the interview took place.

**Length of Interview** - Enter the length of the interview in hours and minutes.

**View/Print Donor Release Form** - It is important for the subject of the interview to understand that the information contained in the oral history interview may be published or broadcast for various purposes. Having the narrator review and sign the Oral History Release Form will help clarify the legal conditions governing the use of the oral history.

Figure 8-20  
Oral History  
Donor Release  
Form

**Oral History Donor Form**

I, \_\_\_\_\_ hereby give  
to the PastPerfect Museum as a donation this interview  
recorded on 05/22/1995 With this gift, I hereby transfer to  
the PastPerfect Museum legal title and all literary property rights  
to the interview, including copyright.

I understand the interview may be made available for research and such public programming as the  
PastPerfect Museum may determine. This may include use of  
the interview in live or recorded programs for radio, television, cable, or any other forms of electronic publishing that  
is not for profit. The interviews may not be broadcast, cablecast, or electronically published for commercial purposes  
without my written consent.

**Transcriptionist** - Enter the name of the person who transcribed the oral history interview. This field is controlled by the Experts authority file. To access the file press F7 or click the right mouse button. To add, edit, or delete entries in the authority file, use the buttons at the top of the screen. For more information about the expert, click on the file folder icon to the right of the field.

**Transcript Location** - Enter the location of the transcript of the oral history interview.

**Transcription Date** - Enter the date of the transcription.

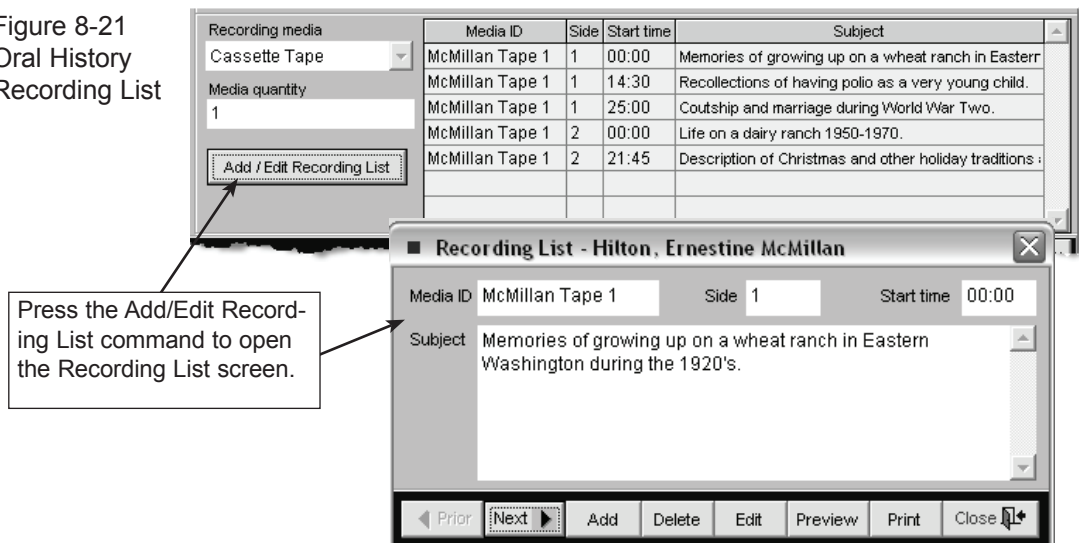
**Transcript Reviewed** - Enter the date that the narrator reviewed and approved of the transcript of the oral history interview.

**Recording Media** - Enter the type of media upon which the original recording was made. This field is controlled by a pull-down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.

**Media Quantity** - Indicate how many videotapes, cassettes, reels, or other media are part of the oral history being described.

**Oral History Recording List** - To add, edit, or delete entries on the Oral History Recording List, press the **Add/Edit Recording List** command button.

Figure 8-21  
Oral History  
Recording List



If your PastPerfect system is equipped with the optional Multi-media Upgrade, you may create links to audio files that allow you to play the audio while you are viewing the PastPerfect record. These audio files may be stored either on your hard drive or on other removable media. For details about multi-media links, *see Chapter 19, Multi Media.*

## Searching the Recording List

You may perform searches on the contents of the recording list using the **Query** command function. The **Query** function allows you to search any field or combination of fields using a variety of conditions. The Query function is discussed in detail in *Chapter 14, Research*. Press the **Query** command at the top of the Archives Catalog screen and click the "Oral History Recordings" radio button to begin a search of the recording list. You may search up to seven fields simultaneously using either the "and" or "or" operator to narrow or expand the search. Select the fields from the field pull-down lists and then select a condition from the condition pull-down lists.

To save a query, press the **Save Query** command button. You may retrieve and rerun the saved query at any time.