

THE LIBRARY CATALOG

A library is a collection of books, periodicals, newspapers, pamphlets, and recordings that are systematically arranged. Museums often find themselves inadvertently collecting a reference library specific to their mission or geographic area of interest. These materials are often acquired in the same way that other museum objects are acquired, through donation. Therefore, library items must be assigned an accession number and an object ID number just as other museum objects are.

The PastPerfect Library module is intended for cataloging a non-circulating library without the need for a professional librarian. PastPerfect provides all the necessary fields for cataloging library materials. In addition, PastPerfect provides an easy search and retrieval system for your library. This chapter will explore the Library Catalog and provide a basic tutorial for cataloging a library item.

CATALOGING A LIBRARY ITEM

The Library Collection screen has fields for: Call Number, Title, Author, Subject, Publisher, Published Date, Physical Description, Series, Edition, Summary, LCNO, ISBN, ISSN, Added Entries, Object ID, Object Name, Accession Number, Status, Condition, Search Terms, and other access points.



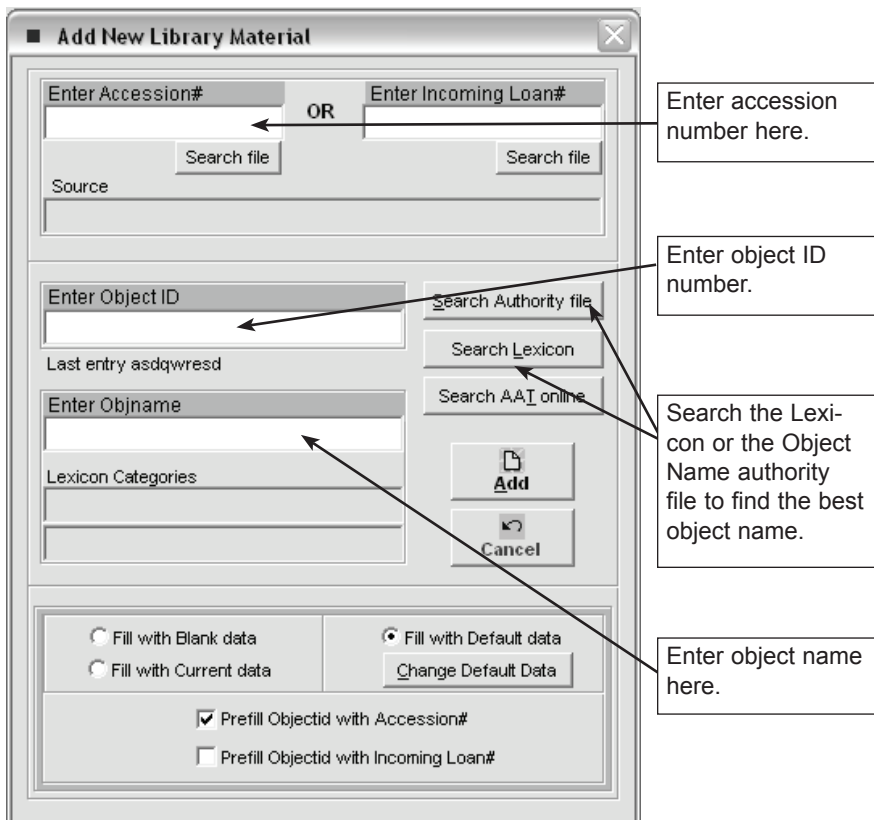
To begin cataloging a library item, click on the Library icon on the main menu.

If you have no records in the Library Catalog, the Library screen will be blank. If you have records in the Library Catalog, the last record viewed will appear on the screen.

Figure 9-1
Library
command but-
tons



Figure 9-2
Add New
Library
Material



You can create your own Object Name authority file with the most common names used in your collection. Object names in this file may be viewed by clicking on the **Search Authority File** button. *See Chapter 3, Getting Started*, for more information on creating authority files.

Object IDs can be any combination of letters or numbers up to 25 characters in length. If you don't already have a numbering scheme, we recommend that you use a three-part number system as suggested by Daniel Reibel in *Registration Methods for the Small Museum*. For example, in the catalog number 1998.21.1, "1998" represents the year the accession was made, "21" represents the 21st accession or donation made that year, and "1" represents the first object in that particular accession.

PastPerfect will verify that the object ID number you assign has not already been used. If it has, you will receive a message asking you to assign a different number.

Type in the object name and click **Add** which returns you to the Library catalog screen where you can complete the record by entering data in each field. PastPerfect provides default data screens, user-defined function keys, authority files, and combo boxes to speed data entry and help standardize data input.

DEFAULT DATA SCREEN

The Library Catalog screen has an associated Default Data screen. Data entered on the default screen may be used to pre-fill the Catalog screen when adding new records. For example, you may want to fill in the name of the cataloger in the Cataloged By field on the Default Data screen. Or, if you are cataloging a large accession, you may enter the accession number on the default screen. When new records are added, the Cataloged By or Accession Number fields will be pre-filled with the default data.

The default data can be changed at any time. The Default Data screen is accessed from the Library Catalog screen by clicking **Add**. On the Add New Library Material screen, you will see an option box with three choices: Fill with Current Data, Fill with Default Data, and Fill with Blank Data. You will also see a command button labeled **Change Default Data**, which reveals the Default Data screen.

The Default Data screen looks like the Library Catalog screen. However, data entered here will be pre-entered into new Library Catalog records if you select the Fill with Default Data choice.

LIBRARY CATALOGING TUTORIAL

Now that you are aware of the options for cataloging library items, let's walk through the steps in the following example. For this example, let's catalog a book with the object ID 2004.2.1. First, launch the PastPerfect program and click on the **Library** command button on the main menu.

Then:

- Press the **Add** command button on the Library Catalog screen.
- Enter the new object ID (2004.2.1) and object name (Book) on the Add New Library Material screen and click **Add**. Select the category "Documentary Artfact."

Figure 9-3
Add New
Library
Material

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

- Enter Accession#**: 2004.2
- OR**: A separator between the Accession# and Incoming Loan# fields.
- Enter Incoming Loan#**: (Empty)
- Search file**: Two buttons, one for each of the above fields.
- Source**: Spencer, Harrison
- Enter Object ID**: 2004.2.1
- Search Authority file**: A button next to the Object ID field.
- Last entry**: asdqwresd
- Search Lexicon**: A button below the Object ID field.
- Enter Objname**: Book
- Search AAT online**: A button below the Objname field.
- Lexicon Categories**: (Empty)
- Add**: A button with a document 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 selected radio button option.
- Change Default Data**: A button next to the selected radio button.
- Pre-fill Objectid with Accession#**: A checked checkbox.
- Pre-fill Objectid with Incoming Loan#**: An unchecked checkbox.

Callouts from the right side of the image point to the following elements:

- Enter the accession number associated with this item. (Points to the Accession# field)
- Enter the new object ID number. (Points to the Object ID field)
- To pre-fill new records with default data, select Fill with Default Data. (Points to the 'Fill with Default data' radio button)
- Click here to access the Default Data screen. (Points to the 'Change Default Data' button)

Enter the appropriate information in the top section of the Library Catalog screen. This area of the screen contains fields for: Collection Name, Object ID Number, Object Name, Nomenclature Category and Sub-Category, Call Number, Source Name, Credit Line, Home Location, Publish date, Summary, Physical Description,

Figure 9-4
Library Screen
(top)

The screenshot shows the 'Library Catalog' window with a menu bar (Prior, Next, Add, Browse, Delete, Edit, Spell, End, Query, Print, Exit) and a 'Sorted by' dropdown set to 'Objectid(num)'. The main area is divided into several sections:

- Collection:** PastPerfect Museum Library
- Object ID:** 2004.2.1
- Objname:** Book
- Category:** 8: Communication Artifact
- Sub-category:** Documentary Artifact
- Call#:** PN6121.B88
- Accession:** 03/15/2004
- Home Location:** PastPerfect Museum Main Bldg:Library-Rare Book Room
- Physical Description:** 10 v. 16 cm.
- Summary:** This volume is a compilation of great speeches from Great Britain dating from 710 through 1777, including sermons and speeches by Bede, Cranmer/Knox, and Milton.
- Physical Description:** 10 v. 16 cm.
- Image Management:** Image Management (1 of 2)
- Control Fields:** LCCN: 07000495, ISBN, ISSN, Control#, Language.

LCCN (Library of Congress Catalog Number), ISBN (International Standard Book Number), and Language.

Image Management - This command button opens the Image Management screen, where you can add images to your catalog record. Multiple images can be attached to each catalog record. Imaging is an optional feature that can be purchased for an additional cost. See *Chapter 19, Multi-media*, for information on using the imaging features.

LIBRARY SCREEN (BOTTOM)

Next we will enter data in the bottom section of the screen. Fields here include: Author, Title, Series, Edition, Subjects, Spine Label, Publisher, Publish Place, and Author, Title, and Series Added Entries.

Figure 9-5
Library screen
(button)

The screenshot shows the 'Library' screen with a menu bar (Legal, Related, Location, Condition, Appraisal, People, Classification, Subjects, Search Terms, Notes, Custom). The main area is divided into several sections:

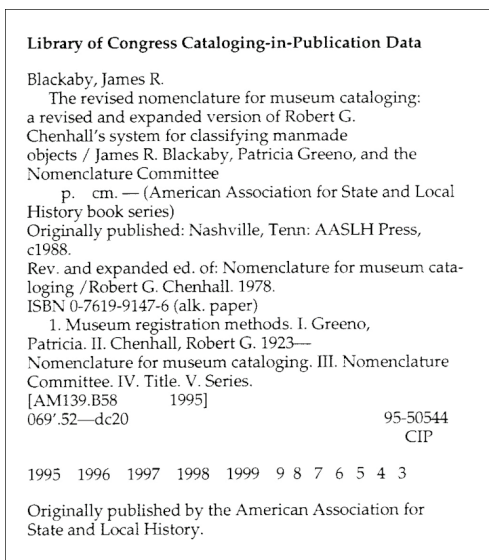
- Author:** Bryan, William Jennings
- Title:** World's Famous Orations
- Series:**
- Edition:** 1st
- Subjects:** 1. Orations, 2. Speeches.
- Spine Label:** PN 6121 .B88
- Publisher:** Funk and Wagnalls Company
- Pub Place:** New York and London
- Event:**
- Title Added Entries:** Volume III Great Britain-I
- Author Added Entries:** Halsey, Francis Whiting, [d 1851-], Associate Editor
- Series Added Entries:**

At the bottom, there is a status bar with fields: Record 15 of 16, Dublin Core, Library of Congress Website, Change Catalog, Updated: 06/27/2004 03:34 PM, Updated by: Unknown, Update History.

Enter the call number as you would like it to appear on the printed spine label. Spine labels may be printed from the Reports screen under the Library section or from the Library catalog screen.

Some of these field names may be unfamiliar. Library cataloging requires a specialized set of fields. In new books, much of the cataloging information you need will be on the verso, or reverse side, of the title page of the book. This cataloging information is called CIP (Cataloging in Publication). CIP provides the author, title, series name, publication date and place, publisher, call number (both Library of Congress and Dewey Decimal System), LCCN, ISBN, and subject entries.

Figure 9-6
Cataloging In
Publication



In the case of older books that do not provide CIP, you can get the information from an online library and copy it into your PastPerfect record.

Sorting Subject entries - if entries in the Subjects fields are separated by a carriage return, you may press the **A/Z** sort button to arrange the entries alphabetically.

BUTTONS AT THE BOTTOM OF THE SCREEN

Dublin Core - The Dublin Core button generates a Dublin Core metadata record from your PastPerfect catalog record. Dublin Core is a set of fifteen metadata elements to be used as a core description record to facilitate discovery of documents and objects and may be used as an exchange format for the internet.

Library of Congress Website - This button provides a link to the website for the Library of Congress Online Catalog. This online resource allows you to search for library records by Author, Subject, Title, Call number, LCCN, ISSN, ISBN or Key-

words. For more information about the Library of Congress, visit their website at: <http://www.loc.gov>.

Change Catalog - Allows you to move the catalog record to a different catalog screen, such as Objects, Archives, or Photos. Be aware that because the four catalogs contain different fields, changing an item from one catalog to another may result in lost data.

THE ADDITIONAL INFORMATION SUB-SCREENS

In the right center portion of the Library Catalog screen you will notice eight buttons.

- Legal
- Related
- Location
- Condition
- Appraisal
- People/Classification/Subjects/Search terms
- Notes
- Custom

These buttons provide access to additional data screens. These data screens are common to all catalogs and are described in detail in Chapter 6. To access these data screens, position the cursor over the button and click the left mouse button.

When any of the fields contained in the Additional Information Screens are populated with data, the button changes from gray to green. This lets you know that there is more information available for that catalog record.

