

# **Efficient Cataloging Workflow with a View towards Research**



**CASSIE BRAND  
ALLISON JAI O'DELL**

**GOUCHER COLLEGE LIBRARY  
SPECIAL COLLECTIONS & ARCHIVES**

# Workflow



Student worker fills out worksheet



Staff member reviews student work



Cataloger creates surrogate record



Item entered into tracking spreadsheet

# Bibliographic Worksheet



GOUCHER COLLEGE

**"Mapping Special Collections"  
March 2009 - February 2010  
Bibliographic Worksheet**

Form Completed by:  
Date Completed:

Reviewed by:  
Cataloged:

**Basic Information**

Author:

LC#

Title:

Year:

Accession Number:

OCLC #:

ESTC #:

**Publication Info/Edition/State**

**Physical Description**

Pagination:

Collation Statement:

**Illustration**

Number:

Type/Process:

**Binding**

Material & Color:

Decoration

Covers

Spine:

Edges:

Endpapers:

Other:

Approximate Date:

**Provenance**

Bookplates:

Ownership Signatures/ Incriptions:

Annotations and/or Marginalia:

Other Provenance Evidence:

**Contributors of Note**

Binder/Designer:

Artist/Illustrator:

Printmaker:

Printer:

# Project Tracking Spreadsheet



	A	B	C	D	E	F	G	H	I
1	LC Call #	Author	Title	Date	Accession #	Analyzed?	Reviewed?	Cataloged?	Notes
2	PN687 .S4 C3 1898	Campbell, Killis	A study of the romance of the Seven Sages	1898	41793	SP 7.16.09	CB 7.21.09	CB 9.29.09	
3	PR2120 .R3 1903	Browne, William Hand	The taill of Rauf Coilyear	1903	43332	SP 7.15.09	CB 7.21.09	CB 9.29.09	
4	PR2065 .P4 Z5 1911	Griffith, Reginald Harvey	Sir Perceval of Galles	1911	41663	SP 7.15.09	CB 7.21.09	CB 9.29.09	
5	PR1788 .C5 1912	Chambers, R.W.	Widsith	1912	41571	GB 6.24.09	CB 7.21.09	CB 9.28.09	
6	PR2101 .W5 1878	Ormulum	The Ormulum	1878	41476-7	SP 6.24.09	CB 7.21.09	CB 9.28.09	
7	PR1840 .B5 1883	Bokenham, Osbern	Osbern Bokenham's legenden	1883	42008	GB 6.24.09	CB 7.21.09	CB 9.28.09	
8	PR1905 .H8 1912	Hulbert, James R.	Chaucer's official life	1912	44588	GB 6.24.09	CB 7.21.09	CB 9.28.09	
9	PN57 .B25 J2 1896	Jacobs, Joseph	Barlaam and Josaphat	1896	45192	GB 6.24.09	CB 7.21.09	CB 9.28.09	
10	PR8655 .L4 1881	Barbour, John	Barbour's des schottischen	1881	41612	GB 6.24.09	CB 7.21.09	CB 9.28.09	
11	PR2109 .O7 1922	Atkins, J.W.H.	The owl and the nightingale	1922	41574	SP 7.15.09	CB 7.21.09	CB 9.29.09	
12	PR2117 .S62 1907	Skeat, Walter W.	The proverbs of Alfred	1907	41640	SP 7.15.09	CB 7.21.09	CB 9.29.09	
13	PR2539 .G5 1874	Glaphorne, Henry	The plays and poems of Henry Glaphorne	1874	44381-2	GB 6.22.09	KG 7.1.09	AJO 10.8.09	
14	PZ8 .D666 S3 1890	Carroll, Lewis	Sylvie and Bruno	1890	44103	SP 6.22.09	KG 7.2.09	AJO 10.8.09	
15	PR8656 .L5 1895	Laing, David	Early popular poetry of Scotland	1895	41634-5	SP 6.23.09	KG 7.8.09	AJO 10.8.09	
16	PZ3 .R737 M2 1897	Rosetti, Christina	Maude	1897	42626	SP 6.22.09	KG 7.2.09	AJO 10.8.09	
17	PT8814 .A8 A35 1917	Bjornson, Bjornstjerne	Arnljot Gelline	1917	43447	SP 6.16.09	CB 6.22.09	AJO 10.8.09	
18	DA320 .E3 1902	Einstein, Lewis	The Italian Renaissance	1902	46346	GB 6.15.09	CB 6.22.09	AJO 10.8.09	
19	PR1972 .G2 1884	Gamelyn	The tale of Gamelyn	1884	45577	GB 6.22.09	KG 7.1.09	AJO 10.7.09	
20	PR2422 .R5 1897	Beaumont, Francis	The lyric poems of Beaumont & Fletcher	1897	43044	SP 7.16.09	CB 7.21.09	AJO 10.7.09	
21	PR1207 .A5 1913	Allot, Robert	England's Parnassus	1913	42468	DW 6.23.09	KG 7.2.09	AJO 10.7.09	
22	PQ2241 .F3 Z6 1918	Bowen, Ray Preston	The novels of Ferdin and Fabre	1918	43459	SP 6.16.09	CB 6.22.09	AJO 10.1.09	
23	BV4208 .G7 M6 1911	Mosher, Joseph Albert	The Exemplum in the early religious and dic	1911	42100	DW 6.23.09	KG 7.7.09	AJO 10.1.09	
24	PA6112 .M3 T4 1893	Terence	The Adelphoe of Terence	1893	43609	GB 6.16.09	CB 6.22.09	AJO 10.1.09	
25	PA6111 .S8 T43 1869	Terence	The "Havton timorvmenos" of Terence	1869	43610	GB 6.16.09	CB 6.22.09	AJO 10.1.09	
26	DA222 .A8 1887	Ashley, W. L.	Edward III. & his wars	1887	44095	GB 6.15.09	CB 6.22.09	AJO 10.1.09	

# Why use Undergraduates?



# Poems and translations : with the Sophy ...



Author	Denham, John, Sir, 1615-1669.	
Title	Poems and translations; : with the Sophy, a tragedy. / Written by the Honourable Sir John Denham, Knight of the Bath.	
Pub. Info.	Glasgow: : Printed by Robert & Andrew Foulis, MDCCLI [1751].	
<b>LOCATION</b>	<b>CALL NO.</b>	<b>STATUS</b>
Special Collections	<a href="#">PR3409 .D2 1751</a>	LIB USE ONLY
Physical Description	[6], 170, 163-228, [6] p. ; 17 cm. (8vo)	
Note	Signatures: A-2H <sup>4</sup>	
	Advertisements on [2] pages at end	
	"Cato Major" (a paraphrase in verse of Cicero's De senectute) and "The Sophy" have special title-pages	
	ESTC, T79891	
	Purchase; James Wilson Bright; 1926; 45703	
	Provenance: Goucher copy has inscription, "David Hannay December 1889 London" on front flyleaf, recto	
	Binding: Brown sprinkled calf, rebacked with original spine label	
Genre	<a href="#">Publishers' advertisements. (Genre) -- 18th century</a>	
	<a href="#">Sprinkled calf bindings. (Binding) -- 18th century</a>	
	<a href="#">Labels. (Binding) -- 18th century</a>	
	<a href="#">Rebacking. (Binding) -- 19th century</a>	
	<a href="#">Inscriptions. (Provenance) -- 19th century</a>	
Contributors	<a href="#">Cicero, Marcus Tullius. De senectute</a>	
	<a href="#">Bright, James Wilson, 1852-1926. Former owner</a>	
	<a href="#">James Wilson Bright Collection</a>	

Students help provide accurate pagination and signature statements.

They also locate little tidbits, such as the presence of advertisements or, in this instance, additional title pages.

And they keep their eyes peeled for provenance evidence!

All facilitating quicker description and indexing by the cataloger.

# Dedication “To Dr. J.W. Bright...”



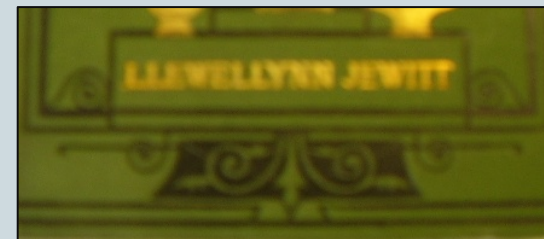
... with greetings from F.L.R.  
[Florence Leftwich Ravenel,  
author of the work: *Women and  
the French tradition*. New York :  
The Macmillan Company, 1918.]

To Dr J. W. Bright  
with greetings from  
F. L. R.  
Asheville  
June - 12th 1918-

# Half-hours with some English antiquities



Author	<a href="#">Jewitt, Llewellyn Frederick William, 1816-1886.</a>	
Title	<a href="#">Half-hours among some English antiquities. / By Llewellynn Jewitt ...</a>	
Pub. Info.	<a href="#">London: : Hardwicke and Bogue, 192 Piccadilly., 1877.</a>	
<b>LOCATION</b>	<b>CALL NO.</b>	<b>STATUS</b>
Special Collections	<a href="#">DA90 .J45 1877</a>	LIB USE ONLY
Physical Description	xii, 240, 20 p. : ill. (engr.) ; 19 cm.	
Note	"Illustrated with three hundred engravings"	
	Purchase; James Wilson Bright; 1926; 42054	
	Goucher copy has personal book label of James Wilson Bright.	
	Binding: Green publishers' cloth, diagonal rib grain, gold and black stamped Eastlake ornament, top edges gilt.	
Subject	<a href="#">England -- Antiquities</a>	
Genre	<a href="#">Publishers' cloth bindings (Binding) -- England -- 19th century</a>	
	<a href="#">Gold tooled bindings (Binding) -- England -- 19th century</a>	
	<a href="#">Bookplates (Provenance) -- 20th century -- United States</a>	
	<a href="#">Gilt edges (Binding) -- England -- 19th century</a>	
	<a href="#">Book-cloth -- Color -- Green</a>	
	<a href="#">Book-cloth -- Grain pattern -- Rib</a>	
	<a href="#">Bookbinding -- Techniques -- Gold stamping</a>	
	<a href="#">Bookbinding -- Techniques -- Black stamping</a>	
	<a href="#">Artistic style/Movement -- Eastlake</a>	
	<a href="#">Bookbinding -- Edge treatment -- Top gilt</a>	
Contributors	<a href="#">Bright, James Wilson, 1852-1926, Former owner</a>	
	<a href="#">James Wilson Bright Collection</a>	



Viewing the book as an artifact, we describe and index it by to the materials and technologies that went into its production, as well as its context in the history of art and design.



# Backlog of items to be cataloged





Mademoiselle Fanny  
Elssler, as depicted on:

*La Tarentele*. Phila:  
Hewitt & Co., ca. 1840.



Discovering the history of dance:  
identifying performers and illustrators

# Resources



## Cataloging Tools Library Guide

<http://libraryguides.goucher.edu/SCACatalogingTools>

Home Vocabularies Procedures Student Worksheets Resources

MARC Cheat Sheet for Minimum Level Special Collection Sheet Music & Scores Records Comments (4)

**About**

Given are MARC fields & subfields used specifically for minimum level records of special collections of sheet music and scores at Goucher College. Content follows DCRM(m) guidelines.

*NB: Bracketed fields used only when information is available.*

Comments (0)

**MARC Fields & Subfields with Examples**

**028** – Publisher's number[]  
028 xx [a] Number [b] Source -- e.g.:  
[Second indicator:  
0 - No note, no added entry  
1 - Note, added entry  
2 - Note, no added entry  
3 - No note, added entry]

028 22 [a] B. & H. 8797 [b] Breitkopf & Hartel

**100/110** – Author OR **130** – Uniform title

100 \_\_ [a] Name [b] numeration; [c] titles, [d] dates, [e] relator.  
110 \_\_ [a] Name, [b] Subordinate unit, [e] Relator  
130 \_\_ [a] Uniform title, [f] date of work, [k] form subheading, [l] language, [s] version.

**245** – Title statement

[a] Title : [b] Remainder of title / [c] Statement of responsibility ; Subsequent statements.

**260** – Publication, distribution, etc.

[a] Place : [b] Publisher, [c] date.

**300** – Physical description

[a] extent (printed p./A.) of music : [b] illustrations ; [c] dimensions (height, format) -- e.g. :  
[a] 4 p. of music : [b] ill. (woodcuts) ; [c] 20 cm. (4to)  
[a] 1 score (21 p.) + 1 part (7 p.) ; [c] 31 cm.

**500** – General note -- especially[]

500 \_\_ [a] Title from cover.

# Thank you



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