

Cataloguing is listing and describing the items within an archive collection. Specific information about an item is entered into data boxes to create a searchable catalogue record.

There are six mandatory boxes required to make a searchable catalogue record: **Reference number, Title, Date, Format, Extent and Description.**

An optional **Tags** box provides additional search words related to the item.

Box information and data entry -

RefNo/Reference number: a unique code used to identify each item. It is a combination of letters and numbers and is attached to each task. It will also be visible on the document, usually written in pencil in the bottom right hand corner, e.g. **AD1451/2**



Have a go at cataloguing this letter (RefNo: AD1451/2)

Complete the boxes below

[Logged in as claire.](#) [Log out?](#)

Please fill in all the boxes marked with a red star.

RefNo/Reference number ★

Title ★

Date ★

Format ★

Extent ★

Description ★

Tags

Show answer

< Go Back

Title: identifies item type and who/what/where it relates to. Keep this short and do not put a full stop at the end, e.g.

Letter, from John Smith, Bodmin, to his brother Peter

Photograph, Mevagissey harbour

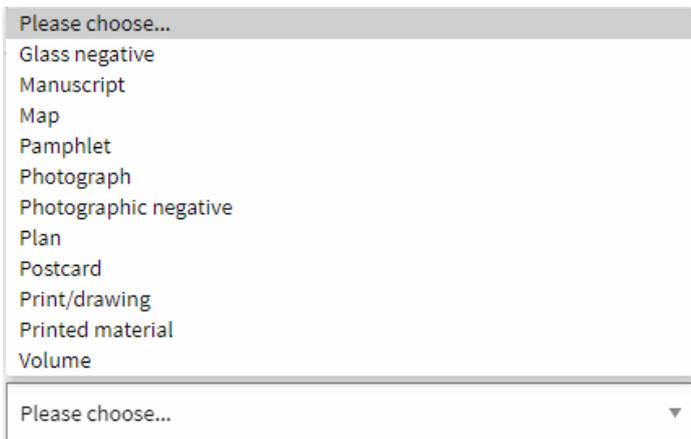
Date: item date entered in the specific format **dd mmm yyyy**, e.g.

20 Dec 1974 or **Dec 1974** or **1974**

If the specific date is not known, estimate a year, decade or century, e.g.

c1974, 1970s, 20th century

Format: choose the format type from the pick list



Please choose...

- Glass negative
- Manuscript
- Map
- Pamphlet
- Photograph
- Photographic negative
- Plan
- Postcard
- Print/drawing
- Printed material
- Volume

Please choose...

Extent: the quantity of items within one data entry, written out as 'X piece', e.g. use **1 piece** for a letter, **2 pieces** for a letter and an envelope, or **3 pieces** for two letters and an envelope.

Description: provide further details of what the item is, what, who or where it relates to and any people, events or activities it concerns. This is often the most useful section for people finding and using the item on the catalogue. Write this in sentences with normal punctuation, e.g.

Colour photograph of the construction of the power station at Hayle produced by Spencer of Melksham.

Letter includes family news and details of John's visit to Launceston.

Black and white map showing detail of proposed Bude canal. Includes scale and key, signed by John Smith.

Tags: an optional box to enter useful search words related to the general themes of the record, particularly useful for image-based formats. Think of words not already used in the Title or Description that might make the record more searchable. You may feel there is no need to add any tags. Use lowercase text and separate each word with a comma, e.g.

romance, valentine, marriage