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

“Mapping Special Collections”
March 2009 - February 2010
Bibliographic Worksheet

Form Completed by:
Date Completed:

Reviewed by:
Cataloged:

Basic Information
Author:
Title:
Year:
OCLC #:

LC #:
Accession Number:
ESTC #:

Publication Info/Edition/State

Physical Description
Pagination:

Collation Statement:

Illustration
Number:

Type/Process:

Binding
Material & Color:
Decoration:

Cover:
Spine:

Edges:
Endpapers:

Other:
Approximate Date:

Provenance
Bookplates:
Ownership Signatures/ Inscriptions:

Annotations and/or Marginalia:

Other Provenance Evidence:

Contributors of Note
Binder/Designer:
Artist/Illustrator:

Printer:
Publisher:
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Why use Undergraduates?
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.  
Half-hours with some English antiquities

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
Discovering the history of dance: identifying performers and illustrators

Mademoiselle Fanny Elssler, as depicted on:

Resources

Cataloging Tools Library Guide
http://libraryguides.goucher.edu/SCACatalogingTools
Thank you

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