

OXFORDSHIRE HISTORY CENTRE POLICY DOCUMENT PD006

Updating the Archive Cataloguing Priorities' List

Every month, the Archives Manager assesses the collections of archive material which have come into the History Centre and have been accessioned, to determine which ones should be added to the Cataloguing Priorities' list (Word document) on the S drive.

Priority is given to collections which contain the following types of material:

- **Records which the History Centre is required by law to make available:** these include parish registers of baptism, marriage and burial, parish council minutes, manorial records and electoral registers. REASON: to ensure the security of records which we have no option but to produce.
- **Records which are listed** (and therefore potentially already known to and used by researchers), but not in sufficient degree of detail to ensure security of those records when they are produced: these include such as records in the Stockton & Fortescue collection. REASON: to maintain existing accessibility and also ensure security.
- **Popular records**, i.e. records of a type which are regularly used for research in the searchroom or specific uncatalogued records which are relatively frequently requested by searchers: examples include school and criminal records. REASON: to satisfy demand for the most frequently requested documents.
- **Records which have been uncatalogued at the History Centre for many years.** REASON: to ensure that the general principle of 'first in, first catalogued' is maintained in the absence of any overriding considerations discussed above.
- **Under-represented classes of record** among our more recently catalogued collections. REASON: to ensure the range of material accessible is as diverse as possible
- **Large collections potentially containing sizeable quantities of material suitable for weeding.** REASON: to create storage space and facilitate access to the remainder of the collection.
- **Collections which were catalogued on cards (i.e. non-ISAD(G) compliant)** and require enhancement, particularly where further documents from the same depositor have been accessioned subsequently . REASON: to make them more accessible and searchable online

At the Archivists' quarterly meetings, these priorities will be reviewed and the highest-priority collections added to the Cataloguing Priorities' spreadsheet on the S drive: this sheet serves as the guide for the most immediate cataloguing projects (i.e. those agreed and assigned at appraisals). Listing projects appropriate for History Assistants or Volunteers, and smaller collections (i.e. less than a box) for cataloguing will also be identified and apportioned at these meetings.

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