

OXFORDSHIRE HISTORY CENTRE

POLICY DOCUMENT PD030

Cataloguing Local Studies Materials

1. Scope

- a) This policy applies to catalogues and indexes of printed material and publications in the Local Studies collections of OHC (Oxfordshire History Centre), whether in paper, microform or electronic format. As well as books and periodicals (including newspapers), this policy also applies to still images, sound and video recordings.
- b) Core catalogue records are produced to provide descriptions of individual items or collections, including access points under geographical subject, topical subject, or personal or proper name.
- c) Indexes provide additional or analytical access to broader collections, including runs of selected periodicals or newspapers, and collections that have been the subject of special projects and / or volunteer effort. Examples include: Oxford Playhouse programmes 1922-2011, Oxford City Engineer building plans 1875-1934, Oxford Mail & Times newspapers 1971-1984, and Oxfordshire property sale catalogues, 1982-2008.

2. Standards

a) Bibliographic cataloguing

- i. MARC21 coding and RDA cataloguing rules (replacing AACR2 in 2013) provide the basic standard for the creation of bibliographic catalogue records.
- ii. OHC catalogue records are hosted on Oxford University's OLIS online union catalogue, under an annual subscription agreement. Aleph software (Ex Libris) is used for the creation of catalogue records and holdings data, relying on a dedicated link to bibliographic databases and name authority files on Oxford University's servers.
- iii. In addition to the MARC21 / RDA basic standards, cataloguing policies and updates formulated by the Bodleian Libraries are followed to ensure appropriate treatment of materials in specialised formats (e.g. maps, auction sale catalogue, website printouts, etc.)
- iv. Best practice is maintained through monitoring of new records by the Bodleian Libraries. Local Studies staff meet regularly to discuss and review cataloguing issues and to make strategic decisions relating to them.

b) Photographic, Video and Oral History cataloguing

- i. **Photographic** still images are catalogued to an agreed template on HPAC, the SQL database engine behind *Picture Oxon*, a commercial venture between OHC and House of Images.
- ii. **Oral history** recordings are also catalogued on HPAC, using a separate and dedicated record template for sound recordings.
- iii. **Legacy** photographic and oral history catalogue data up to 2013 has been cleaned and amalgamated from Modes format and multiple miscellaneous spreadsheets, to fit an agreed HPAC template to a new and higher standard.
- iv. **Amended** catalogue records (for photographs and oral history) - correction and enhancement of existing records via HPAC should be done by authorised staff and volunteers only.
- v. **New** catalogue records (for photographs and oral history) are generally created by staff and volunteers using Excel templates in strictly controlled format to match the HPAC record structure. **Place-names** in particular are under authority control, using linked look-up tables. The new content from Excel files is uploaded to HPAC at sensible intervals by authorised staff.
- vi. **Legacy video** catalogue data currently (2014) forms an adjunct to the Oral History catalogue on HPAC. As time allows, these records should be transferred into MARC21 bibliographic format on OLIS and enhanced.
- vii. **New video** productions (published or unpublished) on DVD should be catalogued in MARC21 bibliographic format.
- viii. **All You Need is Ears** project - digitised uncatalogued video material arising from this project should be catalogued, as time allows, in MARC21 bibliographic format on OLIS.
- ix. **Cloud storage** - a new DAMS (Digital Asset Management System) for the safe 'cloud' storage and retrieval of digital image, sound and video files will be implemented in April 2015. By virtue of being able to view these digital assets 'online', the process of cataloguing should be easier. Wherever possible the digital assets themselves should be associated with their respective catalogue records.

3. Staffing and support of cataloguing

- a) OLIS bibliographic cataloguing is only undertaken by professionally trained cataloguers, approved by the Bodleian Libraries. Appropriate training courses are attended in the event of major software or policy changes – e.g introduction of RDA cataloguing rules.
- b) Local Studies capacity for professional bibliographic cataloguing in OHC is limited, so cataloguing choices must balance the need to deal with previously uncatalogued material against the need to complete the retroconversion of the card catalogues.
- c) Priorities for bibliographic cataloguing of previously uncatalogued material are imposed on both new incoming material, and on any chosen targets from cataloguing backlogs. Prioritisation is based on the expected usefulness, popularity and subject duplication of material.
- d) Photographic cataloguing is achieved on a project basis by the Librarians,

History Assistants, Photographic and Oral History Officer (POHO) and Volunteers, working to agreed spreadsheet templates.

- e) Oral History cataloguing is currently limited to trained volunteer users of HPAC, working to an enhanced update of the original Modes template. of the . The implementation of a more accessible DAMS in 2015 should enable wider involvement in oral history cataloguing, especially of born-digital sound files (Dalet Archive) from Radio Oxford.
- f) Indexing projects, creating better and analytical access to the content of collections, are a suitable focus for volunteer work, but should also involve staff when and if capacity is available.

4. Availability of Catalogues

- a) Bibliographic catalogue records created via Aleph client software are immediately published on the OLIS online catalogue at <http://solo.bodleian.ox.ac.uk>. The complete content of OHC bibliographic records on OLIS is uploaded from University servers to OCC's federated Heritage Search website on a monthly basis, in the first week of the month.
- b) Photographic, Oral History and Video collections – existing records. Legacy data from existing records (220,000 records) has been cleaned and added to HPAC between 2012 and 2014, and published on Picture Oxon in September 2014.
- c) Thomas Photos image catalogue records (100,000) are only available on Heritage Search, until 2015 when they will be converted for upload to HPAC and Picture Oxon.
- d) Photographic and Oral History collections – new records. New photographic catalogue records and new oral history catalogue records (both volunteer input on spreadsheet templates for HPAC) are immediately available on the live Picture Oxon website as soon as they are uploaded to HPAC.
- e) Many other miscellaneous spreadsheet lists and register of photographic images remain accessible only to the POHO and application must be made to her for advice on collections not covered by Picture Oxon or Heritage Search.

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