Treatment options

Audiovisual materials are generally acquired with larger manuscript collections. They may be cataloged as part of a manuscript collection or pulled out and cataloged as a separate audio and/or video collection. Additionally, some a/v materials are acquired as individual items, and are not part of larger collections. There are three treatment options:

- Materials are cataloged as single items, requiring only a bibliographic record (instructions follow, p. 4)
- Materials are cataloged within the manuscript collection (see Mss. Processing Manual for instructions)
- Materials are cataloged as separate audio and/or video collections, requiring both a bibliographic record and a finding aid (instructions follow, p. 6)

AV-DCtracker is the internal FilemakerPro collection management database for the audiovisual collections. The opening script for this database is found on the network at: G:\SCHLES\Collection Services\Audiovisual\AV databases

The database includes a field (with a key) to indicate cataloging status of the collection. This field also indicates some prioritization regarding collections next in the queue for cataloging (indicated by a red X).

Different layouts within AV-DCtracker provide varying access to the data. A description of the layouts follows:

- Full=access to all fields and data in a spreadsheet format
- Single record=form view, displaying one record at a time
- Public Services=limited access to fields, allowing for easier display of use copies
- Data=used to provide access to information on born digital materials
- Motion picture narrative=used for grant funding/reporting purposes, originally designed for MPs, but can be used for any collection

Basic cataloging principles, standards, and guidelines

Audiovisual materials are cataloged using the following standards:


Please consult the above for rules of description, particularly with title creation and formatting of both formal and supplied titles. See also examples for Schlesinger best practice, found at end of manual.

Useful site for audio

- http://www.iasa-web.org/content/iasa-cataloguing-rules

Authorities

- http://authorities.loc.gov/

Cataloging tools for motion pictures
Cataloging A/V materials as single items

- **Gather materials**: look up collection in AV-DCtracker, pull originals and/or copies as appropriate
  - Check accession record (either online or in Anne’s office), making note of accession date, donor name, collection name, etc.
  - Consult donor agreement and correspondence file as necessary (often these do not exist for single items). Note terms of gift, restrictions, etc.
  - Consult notes about collection in Joanne’s office
  - Search item in OCLC (if published)
- **Assessment**: look at physical condition of tape. Listen/view if viable. If necessary, get items transferred (consult with Joanne first).
  - Often not necessary to listen to each tape in its entirety. Generally only listen/view beginning and end to make sure tape is labeled correctly and to ascertain important production data (and length). If unlabeled, may require more time, but use best judgment. Need to pull out important themes, not a frame-by-frame, or topic-by-topic, analysis.
  - **Notes**: create a spreadsheet, using avworksheet.xls at G:\SCHLES\Collection Services\Audiovisual\AVcataloging, to keep notes on each tape: title, speakers, event, date, subject and important themes
  - **Appraisal**: most important factor. Is this something worth adding to the collection and providing long-term access (both in terms of bibliographic records and preservation)?
- **Bib record**: if we are keeping the materials, create a bib record in Aleph using the appropriate template (audio, video, etc.). See section on Bib record creation (p. 8).
  - Templates are located in G:\SCHLES\Collection Services\Audiovisual\AV cataloging\Aleph templates (See section on Creating bib records); also consult StandardLanguagefor_av_bib_records.doc
  - Add STA field and keep record status set to SUPPRESSED until ready to post
  - Edit bib records carefully. Pass to Joanne, and eventually to Anne, for editing
  - Once edits are complete, Unsuppress record in Aleph and save to server
- **End processing**: label materials appropriately (writing collection number in pencil on tape and adding label to spine case).
  - Return materials to vault or HD, etc.
  - Update A/V-DCtracker with cataloging status, description, copies, location, etc., as appropriate
  - Update A/V cataloging statistics document located at G:\SCHLES\Collection Services\Audiovisual\AVphoto stats\Collections cataloged

**Cataloging examples**

- For interviews, oral histories, etc., use person as main entry and construct title as follows, ex: [Interview with xxx], see:
  - http://hollis.harvard.edu/?itemid=library/m/aleph/012169923
  - http://hollis.harvard.edu/?itemid=library/m/aleph/012258518
  - http://hollis.harvard.edu/?itemid=library/m/aleph/011482915

**Cataloging A/V materials as collections**

- **Gather materials**: look up collection in AV-DCtracker, pull originals and/or copies as appropriate
  - Check accession record (either online or in Anne’s office), making note of accession date, donor name, collection name, etc.
  - Read finding aid for manuscript collection
  - Consult donor agreement and correspondence file. Note terms of gift, restrictions, etc.
  - Consult notes about collection in Joanne’s office; discuss any issues at outset with Joanne
  - Search published materials in OCLC
  - Obtain EAD ID from Paula/Johanna
- **Arrangement**: There is often no meaningful original order to a/v materials. Hence, create arrangement, often using paper collection as guideline (in most cases this works, in some cases, materials are independent of each other). Generally, begin with personal materials, then professional; follow chronological order within each series (if no series, typically use chron order for entire collection).
- **Assessment**: look at physical condition of each tape. Listen/view if viable. Make arrangements (consulting with Joanne), to get items transferred as appropriate.
  - Often not necessary to listen to each tape in its entirety. Generally only listen/view beginning and end to make sure tape is labeled correctly and to ascertain important production data (and length). If unlabeled, may require more time, but use best judgment. Need to pull out important themes, not a frame-by-frame, or topic-by-topic, analysis.
  - **Notes**: create a spreadsheet, using awworksheet.xls at G:\SCHLES\Collection Services\Audiovisual\AVcataloging, to keep notes on each tape: title, speakers, event, date, subject and important themes
  - **Appraisal**: most important factor. Is this something worth adding to the collection and providing long-term access (both in terms of bibliographic records and preservation)?
  - Discuss appraisal decisions and general arrangement of collections, with Joanne
Finding aid: begin creating a finding aid using the guidelines in the Manuscript Processing Manual. Cut and paste note information from awsheet, as necessary.

Bib record: create a bib record in Aleph using the appropriate template (audio, video, etc.). See section on Bib record creation (p. 9). Suppress record until ready to send to HOLLIS.

- Templates are located in G:\SCHLES\Collection Services\Audiovisual\A/V cataloging\Aleph templates. See section on Creating bib records; also consult StandardLanguagefor_av_bib_records.doc.
- Edit bib and finding aid records carefully. Pass to Joanne, and eventually to Anne (and Paula, for finding aid), for editing.
- Once edits are complete, Paula will post finding aid to OASIS. Unsuppress record in Aleph, save bib record to server.

End processing: label materials appropriately (writing collection number in pencil on tape and adding label to spine case, add red to indicate restriction).

- Return materials to vault, HD, etc.
- Update A/V-DCtracker with cataloging status, description, copies, location, restrictions, etc. as appropriate.
- Update A/V cataloging statistics document located at G:\SCHLES\Collection Services\Audiovisual\Avphoto stats\Collections cataloged.

Cataloging examples and tips

- There are two recommended formats for creating folder (item) headings in finding aids, one with publication, date information at end of entry and the other after “title” entry, be consistent throughout the finding aid, ex.: 8. Crosstalk Radio Show. Three trustees from the University of the District of Columbia discuss the possible acquisition of The Dinner Party and the ensuing controversy. Aired on WUDC. ca. 1990. 45 minutes.
- “Amelia Earhart Award celebration, Park Plaza Hotel.” Boston. 1986. Reel 1: The union’s activities over the past year and the plight of single working women is discussed. The WEIU presents the Amelia Earhart award to Juliet Brudney. Reel 2: Interview with Juliet Brudney. July 11, 1986. Brudney discusses her professional background, childcare, and other topics. 2 tapes. 55 minutes. each.

- Where appropriate, include this phrase in scope and content, and follow this convention:
  - Titles in quotes and/or italics were transcribed from tape labels. All other titles were devised by the processor.

Examples of recently processed collections:

- Audio: http://hollis.harvard.edu/?itemid=|library/m/aleph|012132825
- Audio and video combined: http://hollis.harvard.edu/?itemid=|library/m/aleph|012172507
- Video: http://hollis.harvard.edu/?itemid=|library/m/aleph|012032556

Bib record creation

- Copy templates to Aleph folder on C drive: C:\AL50019\catalog\template
- Open Aleph in cataloging module
- From Cataloging menu, select Open template, select appropriate template:
  - SCH_AUDS = single audio record
  - SCH_AUDC = collection-level audio record
  - SCH_VIDS = single video record
  - SCH_VIDC = collection-level video record
- LDR will be highlighted, from the Edit menu, select Open form; defaults are selected, change where appropriate
- Click on 008 fixed field, from the Edit menu, select Open form; defaults are selected, change where appropriate:
  - 06: i for inclusive dates, s for single; if have a single date, only fill in year for Date 1
- Add multiple 300 fields for papers and each kind of a/v: (PLEASE NOTE: THE FOLLOWING EXAMPLES ARE RDA COMPLIANT)
  - 300 $a # format:
    - EXAMPLE: $a12 videocassettes :
    - EXAMPLE: $a2 sound cassettes :
    - $b other physical details ;
    - EXAMPLE: $bsound, color ;
    - EXAMPLE: $bsound, black and white ;
    - EXAMPLE: $bsilent, black and white ;
    - EXAMPLE: $banalog.
    - $c dimensions
    - EXAMPLE $c1/2 in.

- EXAMPLE: from Anne Sexton Audiotapes and papers

  300 $a.83 linear ft. $a (2 file boxes)

  300 $a 95 sound tape reels : $banalog ; $c 7 in.
300 $a 261 sound discs : $bdigital ; $c 4 $f in.

- **EXAMPLE:** from Judy Chicago Audiotapes
  300 $a22 sound tape reels : $banalog, 7-1/2 ips ; $c7 in.
  300 $a171 sound cassettes : $b analog.

- **EXAMPLE:** from Lamaze International Moving image collection (note: we now spell out "sound", "color" and “black and white”)
  300 $a10 film reels $bmono., color $c16 mm.
  300 $a4 film reels $bmono., black and white ; $c16 mm.
  300 $a12 videocassettes : $bsound, color ; $c1/2 in.
  300 $a3 videocassettes : $bsound, color ; $3/4 in.
  300 $a4 videodiscs : $bsound, color ; $c4 ¾ in.

- See also the Library of Congress for more examples:
  - [http://www.loc.gov/marc/bibliographic/bd300.html](http://www.loc.gov/marc/bibliographic/bd300.html)
  - If you’re not sure what to put in the 300 field, ask Joanne
  - In the bib record, use form/genre headings (and others as appropriate) for:
    - 655 b0 Audiotapes.
    - 655 b7 Videotapes.$$2local

**Holdings record**

Choose the tab "4. Holdings record" located in the lower half of the screen. From the right, click "Create." Once the record has been created, click "Edit." Be sure to choose Edit, as Create is the default in Aleph. (If you accidentally create a second Holdings record, you must check the Aleph documentation for instructions to delete (suppress) the second holdings record.)

Once the record has opened, choose "Expand from template" from the Edit menu.

Select SCH_HOL.VID (Local) (for video collections) or SCH_HOL.AUD (for audio collections) from the list on the left.

Fill in the following fields. Some additional fields may be required.

Use separate 007s (it’s okay to encode only the first two characters) for audio and for video.

506 Restrictions on access note. If no restrictions, leave "Collection is open for research." If there are restrictions, delete this phrase and specify restrictions. Also add a 506 governing audiovisual material:
  - 506 1b $aAppointment required for access to audiovisual material.

561 Ownership and custodial history. The 561 must contain $5sch.

561 $a Gift of/acquired from.....
  $5 sch

541 Immediate source of acquisition note. Below are the subfields we commonly use in the 541. The 541 must contain a $5sch.

541 0__ Materials specified ($3)
  Accession number ($e)
Source of acquisition ($a)
Method of acquisition ($c)
Date of acquisition ($d)
Extent ($n)
Purchase price ($h)
Institution to which field applies ($5) sch

583  Action note. Below are the subfields we commonly use in the 583:

583  0  Materials specified ($3)

Time/date action ($c)

  Action ($a)
  Action agent ($k)
  Extent ($n)

852  Location. Include the call number or the accession number in $h.

852  8__  $bSCH
     $cGEN
     $h____________

H08  Cataloging status. This field flags records for authority control and export to OCLC. Add the following:

    H08 __  $ac  [c=cataloged]
                  __  $bt  [t=today's date]

H10  Statistical reporting field: As of July 1, 2009, we are using this field to track new manuscript, video, and audio collections:

Depending on the record, add the following:

$anpmss for unpublished manuscript collections
$anpaud for unpublished audio collections
$anpvid for unpublished video collections

Also add $dt (for today’s date)

EXAMPLE:

    H10 __  $anpvid
                  __  $dt

Save holdings record by clicking on the save to server icon. This is the box with red arrow located in the upper right corner of the screen.