

Cataloguing procedures

**Item level records**

**Minimum fields required**

Field name	Purpose	Rules	Example
<b>RefNo</b>	To identify uniquely the unit of description and to provide a link to the description that represents it.	Record, as necessary for unique identification, the following elements: 1. The collection (SxMs...) number followed by a "/". 2. Following the "/" enter a number or letter corresponding to the level and position in the collection hierachy	SxMs18/1/2/5/1. Where /1 is the Section, /2 is the subsection, /5 is the file, /1 is the item.
<b>Title</b>	To name the unit of description. Do not include detailed descriptions (reserve this for the Description field).	1. Provide either a formal title or a concise supplied title in accordance with the rules of multilevel description and national convention. 2. If appropriate, abridge a long formal title, but only if this can be done without loss of essential information. May include, for example, the name of the author of the document and the form of the material comprising the unit of description. 3. Where appropriate, include a phrase reflecting the function, activity, subject, location, or theme of the item. (be concise). 4. Distinguish between formal and supplied titles according to national or language conventions. 5. Include the date if this will distinguish it from other records with similarly named titles. (Still put date in date field)	Letter Bloggs, Joe to Bloggs, Lisa. Or : Report by G. Ador of "The Provisional Economic and Financial Committee of the Council"
<b>Date</b>	To identify and record the date(s) of the unit of description	Record at least one of the following types of dates for the unit of description, as appropriate to the materials and the level of description. 1. Date(s) when records were accumulated in the transaction of business or the conduct of affairs; 2. Date(s) when documents were created. This includes the dates of copies, editions, or versions of, attachments to, or originals of items generated prior to their accumulation as records. 3. Record as a single date or a range of dates as appropriate. A range of dates should always be inclusive unless the unit of description is a record-keeping system (or part thereof) in active use. N: B. Enter the date of creation of the item using the form dd/mm/yyyy. Where no date exists, enter "undated".	22/10/1978 or 1980 - 1985
<b>Level</b>	To identify the level of arrangement of the unit of description	Record the level of this unit of description	<b>Item</b>
<b>Extent</b>	To identify and describe the physical or logical extent and the physical medium of the Item (s). (Quantity, bulk, or size)	Record the extent of the unit of description by: 1. Giving the number of physical or logical units in arabic numerals and the unit of measurement. 2. Giving the specific medium (media) of the uniti of description. If the statement of extent for a unit of description is given in linear terms and additional information is desirable, add the additional information in parnthesis.	2 Boxes or 6 Letters or 2 files.
<b>Box ref</b>	To Identify the physical location of the item within the collection.	Record, as necessary for unique identification, the following elements: 1. The collection (SxMs...) number. 2. Write "Box" and then the relevant box number. 3. Write "file" and the relevant file number if appropriate.	SxMs Box 24 file 1
<b>Access Status</b>	To ensure the record appears on the public catalogues	Defaults to open. Set to closed if you do not want the record to appear on the public catalogues.	Yes

<b>Repository</b>	To Identify the repository that holds the record	Defaults to University of Sussex Library	University of Sussex Library
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#### Further fields

Field name	Purpose		Example
<b>Description</b>	To provide a detailed description of the unit of description	Give a summary of the scope (such as, time periods, geography) and content, (such as documentary forms, subject matter, administrative processes) of the unit of description appropriate to the level of description.	Letter announces the intent to create the Postgraduate Society, describes the need for representation of postgraduates and aspirations of the societv
<b>Format</b>	To identify and record the format of the unit of description	Record as necessary the physical medium of the unit of description choosing items in the dropdown box as follows: Handwritten documents should be recorded as "Manuscript". Any items created that depict a picture where paint was used, use "Painting". Photographs should be recorded as "Photographs". Record published records containing mostly prose, such as books, leaflets and magaznies as "Printed documents". Record microfilms/microfiche as "Microfilm". Documents that have been created using word processing software use "Word Processed". Documents that have been produced using typewriters, use "Typescript". (Please note that it may be difficult to distinguish between word processed documents and typescript documents. The cataloguer should therefore use their own judgement based on a thorough examination of the record). Audio and visual records such as audio cassetes and DVDs should be recorded as "Audio/Visual". Born digital records that only exists in digital storage, use "Digital".	
<b>Category</b>	To assign a category to the unit of description	Select from the picklist the option that best categorizes the unit of description.	
<b>Physical Description</b>	To provide information about any important physical characteristics that affect use of the unit of description.	Record any physical characteristics that may affect the use of the item, such as size, weight, materials and any software or hardware required to access the unit of description.	Folio size is 11" by 6"
<b>Condition</b>	To record the physical condition of the object.	Record any important physical conditions that will affect how the item could be handled or used and any preservation requirements.	Loose binding, frayed edges, faded text.
<b>Related Record</b>	To show a particular item either in the same collection or another collection, that is related to this item.	Enter the Refno of the related Item.	
<b>Related Material (Where this is different to collection level)</b>	To show a collection of other material, either in the special collections archive or outside it that is related to this item.	Write the name of the repository that holds the collection, followed by the Refno and then the name of the collection, or material description.	University of Sussex Library, SxMs38, Kipling Papers - Wimpole Archive
<b>AssocMaterial</b>	To describe an item that is physically attached and/ or logically associated to a particular item.	Record items that directly relate to the unit of description such as photographs that might be mentioned in a letter.	Used in the Mass Observation Project collection to record materials such as photographs/ press cutting sent with response record.

<b>MOP Directive Out</b>	To record the number of Mass Observation Project directives questions mailed out to Mass Observers.	Record the number of directives mailed out to the Mass Observation panel.	
MOP MO number	To record the Mass Observation number assigned to Mass Observers	Record the letter prefix followed by the number	R470
MOP publications	To show publications that were produced using the relevant Mass Observation Directive	Record the Publication using standard Harvard referencing rules	Shaw, M. (1996) Civil society and media in global crises: representing distant violence., Pinter.
<b>Notes</b>	To record further information about the location of an item or its provenance	Record location of the item if different from the main sequence, or record details of missing items from a sequence of related items.	Photo originals are available on CDROM on request. CDROM includes three video clips (.avi) of pet ferrets in the home.

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