Cataloguing Policy

Scope

This policy refers to materials held at DMU Special Collections, including archives, books, journals and artefacts

Core Principles

- Cataloguing is the process of describing archival material to identify and explain its context and content. It is fundamental to the accessibility and good management of collections
- Cataloguing at DMU is to be carried out to the highest professional standards, ensuring that catalogues are easy to use, of good quality and consistent
- Catalogues are to be widely accessible through the internet and in the search room. Indexing will ensure a wide range of entry points

Standards

- Cataloguing work is to be carried out by professional staff or, if cataloguing is done by unqualified staff or volunteers, they are to be trained and supervised by professional staff
- Cataloguing of archives at DMU will be done in accordance with ISAD(G) (the General International Standard of Archival Description) and other relevant guidelines as provided by The National Archives and the Archives and Records Association
- Indexing of archives will be done according to the National Council on Archives Rules for the Construction of Personal, Place and Corporate Names using the UK Archival Thesaurus (UKAT) and UNESCO Thesaurus

Strategy

- The cataloguing manual will provide detailed instructions to ensure consistency of approach in language, layout and appraisal
- For archives collections and some appropriate mixed collections, the Archives Hub website is to be used as cataloguing and indexing software and to make catalogues available online. The site is considered stable but should the service be withdrawn and for general security, electronic and paper copies of all catalogues are to be saved as back-ups

- Cataloguers must always be aware of any conditions attached to a collection on deposit. Descriptions of potentially sensitive collections are to be sent to the depositor for comment before wider dissemination
- Documentation around cataloguing processes is to be kept up to date at all times, including the cataloguing priority list, master reference code list and deaccessioning forms
- Catalogues are to be made available online and in hard copy. New cataloguing will be promoted by social media and other appropriate outlets
- Funding for general cataloguing work is provided as part of the internal budget of the Archive, but external funding may be sought for large projects

Policy prepared by Katharine Short, Archivist, April 2016

Approved by Alan Brine, Head of Archives and Resource Management, and Interim Director of Library and Learning Services, April 2016

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