Moorhouse Digital Image Collection
Instructions for Cataloging

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Tools needed before you begin:

- CONTENTdm on a workstation, with the current template
- Access to the following spreadsheet (found in *L:\\Groups\Moorhouse\Data Entry*)
  - *TotalRound2.xls* (contains descriptions taken from the original Special Collections database for the Moorhouse collection, the WPA list, and information collected during the scanning process, including the title on envelope)
- Access to TGM1, LCSH, and the LC Name Authority File

Steps to follow:

1) Click on CONTENTdm icon on the desktop.

2) In the pop-up box in the center, click on the **Open** folder.

3) Select "Moorhouse Working Draft"

4) Select an image from *L:\\Groups\Moorhouse\Image Revisions\ Round 2 JPEGs* for cataloging

   a) Move jpegs that you have selected to the *Cataloging in process* folder available at: *L:\\Groups\Moorhouse\Image Revisions\ Round 2 JPEGs \Cataloging in process.* This is an important step that prevents someone else from selecting the same image and doing the same work.

5) Open ACQUIRE menu; select IMPORT FILE. Select the image you have just moved to the *Cataloging in Process* folder to open up the template and a copy of the image.

   a) Recommended that you also open another copy of the image from outside of CONTENT so that you will be able to scroll around the image easily and even zoom in on specific parts of the image

6) Fill in or review the green fields in the template. If there is a default value in the field, leave the default and go on to the next green field. Add <br> to end of each field if not supplied in the template**.** Note: it is important to have a space before the
. Be sure to click on SAVE frequently so that data you have entered is not lost.

    a) **Photo number.** Fill in photo number that appears on the top of the image when viewed: PH036_xxxx (leaving off the initials.jpg that appears following the number.)

    b) Fill in all title fields that you can. If titles in source documents or images have multiple components, separate the different components with spaces.

        i) **Title on object** – supply if there is one and you can read it. If there is a title and you are unable to read it, make a note of that fact later in the *Catalogers' notes* field.

        ii) **UO descriptive title** – supply from *TotalRound2.xls* spreadsheet.

        iii) **Title on envelope** – supply from *TotalRound2.xls* spreadsheet

            (1) The various titles may have exactly the same data; input the data in each field, even if identical

            (2) Supply titles exactly as they appear as far as wording goes – don't spell abbreviations out but also don't worry about punctuation

        iv) **Published title** – leave blank

    c) **Subject**. Consult the WPA list and the UO Moorhouse descriptions for possible indexing terms. Choose appropriate terms from controlled vocabulary list by double-clicking on them. Be sure that a semicolon and a space follow the last term and precede the <br>. The easiest way to make sure of this is to click on <br> from the controlled vocabulary list as the final subject term you select.

        i) When in doubt about the level of detail, err on the side of providing more detail.

    d) **New subject terms**: topical subjects, corporate names and events

        i) Search new possible topical terms first in TGM and then, if not found, in LCSH. If a term is found, supply it in the established form and qualify the term with the source (TGM) or (LC). If no matching term is found in either thesaurus, include the term without any qualifier. Separate each term with a semicolon.

ii) Search corporate names in LC Name Authority File (LCNAF). If found there, record form of name qualified by (LC). Example: Pendleton Woolen Mills, Inc. (LC). If not found in LCNAF, supply corporate name in direct order.

iii) Search events in the LC authority files as either names or subjects. If found, record form of name qualified by (LC)

e) **New cross references** – Supply any cross references (USED FOR in TGM or 4XX fields in LC name or subject authority records) . Input cross references starting with the "incorrect" term USE "correct" term and qualify by the source of the terms (TGM) or (LC). Do not supply cross references except from TGM or LCSH. For corporate names or events, qualify any cross references with (LC), if found there.

i) Example: Pigtails USE Braids (Hairdressing) (TGM)

f) **Names.** Check LCNAF for personal names and supply form of name if found there. Otherwise, supply names as they appear in spreadsheets. Enter them in inverted form (Last name, First name) for European names and direct order (Chief Eaglewing) for Native American names.

g) **Place names**. Supply beginning with smallest place name, larger place names, with the different elements separated by commas. Spell out all elements completely. Ex. Grande Ronde River Valley, Oregon and Washington. **Don't assume a place name unless there is some information from one of the spreadsheets or some identifying object in the image itself that makes it obvious what the place is.**

h) **Date in photo**. Supply, if available. Otherwise, supply the range of dates: 1897-1920.

i) **General notes**. Supply a description based on what you see in the image. Err on the side of more detail, citing dress, hairstyle, presence of animals, buildings, ceremonial objects, etc. In descriptions of people, use the term Native American rather than Indian.

j) **Sub type**. Choose from one of three controlled vocabulary terms. Be sure that a semicolon and a space follow the last term and precede the <br>. The easiest way to make sure of this is to click on <br> from the controlled vocabulary list as the final term you select.

k) **Contributors**. Leave blank.

l) **Register**. Leave blank.

m) **TCI fields**. Leave blank

n) **Review needed**: not a green field but include a note if there are subject terms or something else to be reviewed.

o) **Catalogers' notes**. Add your initials and any other questions or observations you may have. Be brief.

7) Click Save again after you have completed a record for an image.

8) When you are ready to describe a new image, start over again at step 5.

9) When you are done cataloging **all images** for a session, click Upload.

a) Be sure you are satisfied with the work you have done before you click Upload. Once you click Upload, you will not be able to revise anything you have input.

10) The final step will be completed by the editorial group who will review the descriptions, add new terms to the controlled vocabulary based on your research, and will add the images to the searchable collection.