MAINE MEMORY NETWORK
ANNOTATED CATALOGING WORKSHEET

Below is information about how to complete the cataloging worksheet for the Maine Memory Network.

Local Code (Call Number)	This is the code, numbers, or name that the historical organization uses to identify the item.		
Original JPG file name:	This might also be a pdf, mov, or mp3.		
Available for purchase: ?	Yes or No Check with the organization that owns the item, before you fill this in.		
Student Scanned:	Yes or No	School Name: If the item was digitized by a student, circle "yes" and write the name of the school that the student attends.	
From individual: ?	Yes or No	Default text: *Contributed by an individual through <your org. name>.* Check with the organization that owns the item to see if you need to fill this section in.	OR: *Contributed by <Name> through <your organization name>.*
Search Status This refers to where the item is located on MMN	Offline Cold Storage Pending Approval Online	The status of an item will be changed by MHS when the online cataloging record in completed.	

OBJECT INFORMATION

Enter information about the physical object here:

Title	Provide a brief WHO, WHAT, WHEN, WHERE in this box. For example: Peleg Wadsworth's letter to his wife, Betsey, about the Penobscot Expedition, July 31, 1779
Description	This field should include factual information about the original object and the subject – the who, what, when, where, and why to "place" the item being described. Descriptions **should include**: • **what** the item is, • **who** created the item, • **when** it was created, • **why** it was created or for whom it was created, • **how** it was created, • **names** of persons in the picture, and • **location** of photo or item. Descriptions **can include** the item's connection or content connection to Maine's history. *An example of a description:* **Longfellow Farm in Gorham c. 1970** Contributed by Maine Historical Society full page zoom e-card album **Description** The Longfellow Farm in Gorham was occupied first by Stephen Longfellow and then by his son, Judge Stephen Longfellow. Judge Longfellow had hundreds of elms set out on his 500 acres in 1787. The poet Henry Wadsworth Longfellow is said to have written his first poem as a child behind the barn. It was entitled "Mrs. Phinney's Turnip." full page	zoom	email image	add to album **Cataloging Record** MMN Item Number 15742

Creator (Enter either an individual's name or an organization)	Enter either the name of the person or organization that created the original item. For example, enter the author of a document or the photographer of an image, or a company that published a catalog or made a piece of furniture.	
Collection Name (within the organization)	If the item is part of a larger collection, enter the name of the collection.	
Creation Date (use **only** one) You can only use one on the date fields.	Exact Date (yyyy-mm-dd)	If you know the exact date the item was created use this format: 1776-07-04 (to represent July 4, 1776).
	Year (if only the year is known)	If you only know the year of the item, enter the year here.
	Circa (4 digit year)	If you only know the era of the item, enter the approximate year here.
	Year Span	From To Use this for items that cover a range of years. For example, a diary that starts in 1900 and ends in 1902 would be entered as: From 1900 To 1902

Object Type	Image ____ Physical object ____ Text ____ Text and image ____ Video and sound ____	Select one or more of the choices to describe the item. Image- photographs, paintings, etchings, drawings, or any other two-dimensional object. Physical object- three dimensional items like furniture, jewelry, artifacts, pottery Text- text-only documents like letters, manuscripts, posters without pictures Text and image- items with text and images like broadsides, cartoons Video and sound- moving pictures and audio files like video tape, oral history, music recording
Media Format	Enter the kinds of materials that make-up the original object and the format of the image. *Examples of materials*: silver print photograph, parchment, iron, gold *Examples of formats*: black and white photograph, negative, cabinet photograph, oil on canvas, watercolor painting	
Size	Height in cm: Width in cm: Depth in cm: Use centimeters to record the size of the item. If you need to convert: 1 inch = 2.54 cm; 1 foot = 30.48 cm; 1 yard = 91.44	
Notes	This field is for your use only. It will not be displayed on the cataloging record that appears with the item on the Maine Memory Network. It is a place to put notes or questions for the Maine Historical Society cataloger or notes to yourself about the item or record.	

SUBJECT INFORMATION

Enter information about the content of the object here:

Subject Date (Use only one)	Exact Date (yyyy-mm-dd)	See the Creation Date section for information about how to enter the date(s).
	Year (if only the year is known)	
	Circa (4 digit year)	
	Year Span	From To

This section is to record the date of the subject matter of the object which is not always the date it was created. For example, a letter about a battle in 1775 would list 1775 as the subject date, even if the letter was written in 1783.

Subject Who	Last Name First Name MI If you know the names of the people associated with the item, enter them here. For example, if you know the names of people in a photograph, record them here. If the item is a letter, record all of the names mentioned in the letter.
Subject Location	Country State County Town Local Name Use this field to record the location associated with the item. For example, a photograph of a railroad at Cooks Corner would be entered as follows: Country: USA State: ME County: Cumberland Town: Brunswick Local Name: Cooks Corner

Keywords (Hit RETURN or ENTER between words and phrases; do not use commas)	List words or phrases that will help a researcher find your item. What words or phrases help to describe your item? You can include local name like Wire Bridge or Portland High School. You can also include general terms like fishing, farming, automobiles, children, toys, marriage, etc. **Do not use commas or semicolons between words. Hit <u>return</u> or <u>enter</u> between each term.**

MORE INFORMATION

Visit the <u>Share YOUR Local History</u> section of the Maine Memory Network website, <u>www.MaineMemory.net.</u>