# St. Joseph's Hospital and School of Nursing Artifact Collection Cataloging Manual

Vers.31

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Congregation of the Sisters of St. Joseph in Canada, 2016, revised 2019, 2020, 2021, 2022, 2023, 2024 St. Joseph's Hospital Medical Objects Collection Cataloging Manual is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit <u>http://creativecommons.org/licenses/by-nc-sa/4.0/</u>.

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## Cataloging steps

### Cleaning

 Clean the object by dusting with a soft brush toward a vacuum nozzle. If glass, clean with a mixture of isopropyl alcohol and distilled water (189 ml alcohol to 500 ml water) using cotton balls. Do not immerse in water! Wear accelerant free nitrile gloves when handling objects and work on a padded surface.

### Building accession numbers

Assign an accession record. If the objects are included in the initial transfer from the Sisters of St. Joseph, they are assigned an accession number beginning with 016, and each object is treated as a separate accession lot. Otherwise, treat any donation as a separate accession, with the accession number beginning with the donation year.

Accession Nu	mber	Object ID				
Year	Accession lot	Item or unit	Component part			
016	004	1				
016	004	2				
016	004	3	а			
016	004	3	b			

An Accession Number is the first part of the table below, and the Object ID is the full table below:

Each object in an accession lot is numbered with the accession lot number plus an item number. For example, with an accession containing a candlestick plus a scalpel, the objects would be numbered 016.004.1 "candlestick" and 016.004.2 "scalpel." The **Accession Number** gives us the year of the accession, 2016, and tells us that this was the fourth accession that year. The **Object ID** gives us the

item number within that accession lot, in this case, the "candlestick" is the first item, and the "scalpel" is the second item. If there was a third item with two component parts in the same accession lot, for example, a "test tube" with a "cork stopper," each part would be given the same item number, but a unique component part letter, e.g., 016.004.3a "test tube" and 016.004.3b "cork stopper."

To summarize, an accession may contain only one item. In this case, the Object ID is made up of the Accession Number plus the suffix "1", e.g., 016.007.1 "baumanometer." An accession may contain more than one item. In this case, give each item a consecutive number, for example:

accession lot 016.026 which is made up of fourteen pieces of enamelware, numbered 016.026.1 to 016.026.14.

accession lot 016.005 which is an autopsy kit made up of 26 separate items, numbered 016.005.1 to 016.005.26.

Each item in an accession may be made up of zero or more component parts. If there are component parts to an item, give the primary unit the suffix "a." For example, an albuminometer with an attached case:

016-013.1a "albuminometer", 016-013.1b "case."

Another example is a pair of baby slippers inside a gift box with a card. Each slipper is a component part of the pair, but the box the slippers are housed within, and the gift card, are separate items. For example:

016.037.1 "box" 016.037.2a "slipper" 016.037.2b "slipper" 016.037.3 "gift card"

(\*Note until 2019, we used number suffixes for component parts, e.g., 016.029 which was a nurse's dress with a bib, apron, detachable cuffs, and detachable collar. As a result, some objects will retain these historical numbers.)

Build the **Object ID** for an object as follows: year-accession lot-item-component part, e.g., "doctor's bag with four needles in it" is recorded as 016.006.1 to 016.006.4, because these are four separate items, BUT "centrifuge with four tubes" is 016.004.1a-e because this is one item with four component parts.

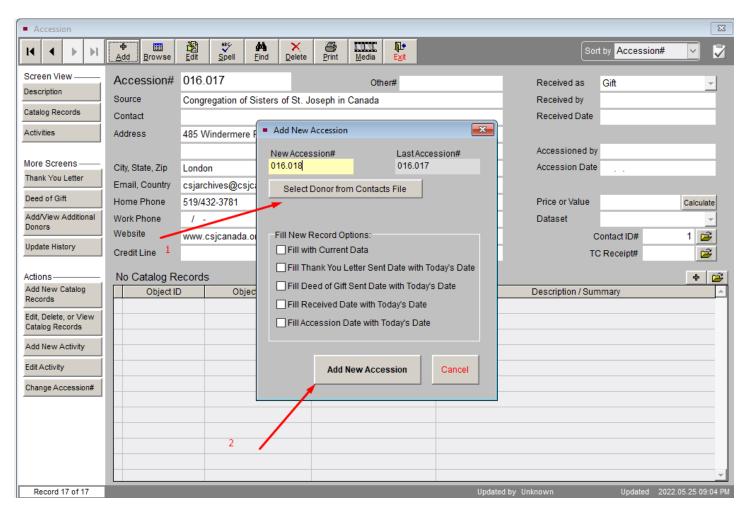
### Entering accessions in PastPerfect

Enter the accession in the PastPerfect database. If you have already created a donor record in Contacts, this is an easy process. This is described in the section PastPerfect database below.

First, click on Accession under Activities on the lower left panel of the main screen. You will see the last accession record that was created. Click on the Add button at the top.

<ul> <li>Accession</li> </ul>															×
<b>II I I I</b>		<mark>Ĕ</mark> dit	Spell	<b>E</b> ind	X Delete	Print	Media	<b>₽</b> E <u>x</u> it				Sort by Acc	cession#	~	2
Screen View ——— Description	Accession#	016.0	017 egation o	f Sistore	of St. II	acanh in	Oth	er#			Received				-
Catalog Records	Contact	Congr	egation o	i Oisters	01 51. 5	oseprim	Canaua				Received				
Activities	Address	485 W	/indermei	re Road							Accession	ed by			
More Screens —— Thank You Letter	City, State, Zip	Londo						ON		I6A 4X3	Accession				
Deed of Gift	Email, Country Home Phone		hives@c: 32-3781	sjcanada	a.org		F	_	nada -		Price or Va	ilue		Calcula	ate
Add/View Additional Donors	Work Phone Website	/ -	sicanada				Cell/Pag	er /	-		Dataset	Contact II	<b>~</b> #	1	-
Update History	Credit Line	www.c	sjcanada	a.org								TC Receip			
Actions Add New Catalog	No Catalog R						-			1	Description	10		÷	2
Records Edit, Delete, or View	Object II	D	UD.	ject Nam	e		Title				Description	/ Summary			
Catalog Records															
Add New Activity Edit Activity															
Change Accession#															
															-
Record 17 of 17										Updated	by Unknown	Up	dated 2022	2.05.25 09	:04 PM

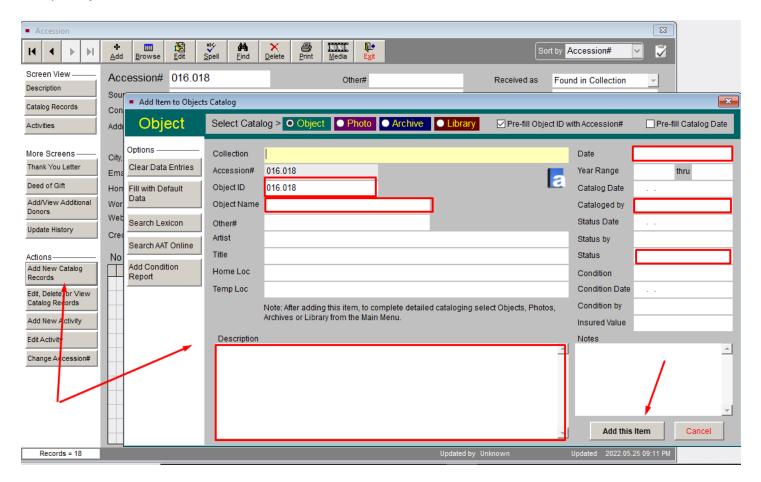
Now you will see a small sub screen where you can enter the accession number and click on the Select Donor from Contacts File button. Then click on the Add New Accession button.



This will take you to the accession screen where you can choose the drop-down menu to fill in the Received as field. Enter the date the accession was received in the Received Date field and then click Save at the top.

<ul> <li>Accession</li> </ul>								23
Add Mode	<u>⊆an</u>					So	rt by Accessio	in# 🗸
Screen View Description Catalog Records	Accession# Source Contact	016.018 Congregation of Sisters of S	Other# St. Joseph in Canada			Received as Received by Received Date	Found in Col	llection 👤
Activities	Address	485 Windermere Road				Accessioned b	2010	
More Screens —— Thank You Letter	City, State, Zip Email, Country	London csjarchives@csjcanada.org		ON N Canada	6A 4X3	Accession Date		
Deed of Gift Add/View Additional Donors	Home Phone Work Phone	519/432-3781 / -	Fax Cell/Pager	/ - / -		Price or Value Dataset		Calculate
Update History	Website Credit Line	www.csjcanada.org				-	Contact ID# C Receipt#	1
Actions Add New Catalog Records Edit, Delete, or View Catalog Records Add New Activity Edit Activity Change Accession# Records = 17	Object II	D Object Name	Title  Title			Description / Sur		* *

After this, add the first item to the accession by clicking first on the Add New Catalog Records button under Actions on the left side panel. This will bring up a new screen labelled Add Item to Objects Catalog. Fill in the Object ID field, the Object Name field, the Date field, the Cataloged by field, the Status field (drop down menu), and the Description field, and then click the Add this Item button at the bottom. You can continue to add more items to the accession in this way, and catalog them more completely later.



#### Labelling objects

Label the object and its components with the **Object ID**. Apply a thin coat of B72 acryloid, wait for it to dry, then write the accession number on it with a .25 mm pigma pen. Try to apply the number in an area not visible when the object is on display, but somewhere it can be seen without turning it over. After the ink is dry, apply a topcoat of B67 acryloid. **DO NOT** use B72 acryloid on plastic or surfaces that have been coated with paint or shellac. For paper or mounted or framed items or books, write the accession number in the back lower right corner with a 2H pencil. For photographs, write the

accession number in the back lower right corner with a Stabilo pencil. Do not exert pressure while writing the numbers. For textiles, write the accession number on twill tape which has had the edges cut with pinking shears, using a .25 mm pigma pen. Sew three backstitches into the tag only to secure the thread, and then sew the tag onto the textile using a whipstitch all the way around. Be sure to place the tag on an area where your stitches won't show through. For most clothing, the inside neck area or a hem is good.

Add a tag with the **Object ID** to objects for storage.

### Photographing objects

Take one photograph of each item with its component parts together, e.g., the centrifuge with its test tubes. For a collection with several items, take one photo of the whole collection, and separate photos of each item, e.g., the doctor's bag with needles, and the doctor's bag on its own, and each needle on its own. Use a color target and have an index card for each photo with the complete accession number on it WELL BELOW THE OBJECT (so that it can be cropped out if necessary.) Make sure the tent screen is clean. Ensure significant details are visible as much as possible. For example, open a nursing kit to show the contents. See the section on *Photography*.

### Cataloging objects

Give the name of the object in the **Object Name** field, and if there is another name, supply this in the **Other Name** field.

Record the primary material of the object in the **Material** field first on the cataloging sheet. Other materials making up the object should also be recorded AFTER the primary material on the cataloging sheet.

Give the number of total parts in the **Count** field. If there are no detachable component parts, write "1." Give the number of component parts in the **# Component Parts** field. If there are no detachable component parts write "0." If there are detachable parts along with the main object, give the total including the main object. Complete the **Component Names** field by giving the Object ID part number and name, e.g., 1a centrifuge, 1b tube, 1c tube, 1d tube, 1e tube.

Minimally, the end of a chronological date range for the object should be given, e.g., 1900 c, 1950, 1940s, 1960? in the **Date** field. If a date range is known, use the fields **Year Range from** and **Year Range to**. Give dates as YYYY-MM-DD.

Record the name of the manufacturer if known in the **Made** field. The Manufacturer field is optional. Manufacturer city and country are given in the **Place of Origin** field.

Measure the object in centimeters. Use height, width, and length for 3D objects with no main side, such as a table. Use height, width, and depth for 3D objects with a main side such as a chair. Use height or length, and width for 2D objects such as a painting or blanket. Measure the point of greatest dimension. If it is an object generally found in a rest position lying flat, such as a syringe, measure only diameter and length. NOTE: You do not need to measure component parts, but you do need to measure each item. Give the measurements in the appropriate fields as shown below:

- a. Height = greatest vertical measurement from bottom to top- USE in combination with width and depth when measuring an object such as a chair, or in combination with outside diameter when measuring an object such as a lamp.
- b. Width = greatest horizontal measurement from left to right for an object with a main side, with depth measured from front to back. For an object with no main side, width is the smaller horizontal measurement with length being the larger measurement USE in combination with height and depth when measuring an object such as a chair, or in combination with length when measuring an object such as a blanket.

- c. Length = greatest horizontal measurement for an object with no main side, where width is the smaller measurement USE in combination with width when measuring an object such as a blanket. DO NOT USE if an object has a main side, such as a chair, use width and depth but not length.
- Depth = greatest horizontal measurement from front to back for an object with a main side, with width measured from left to right USE in combination with height and width when measuring an object such as a chair. DO NOT USE if an object has no main side, such as a table, use length and width but not depth.
- e. Diameter = greatest measurement in a straight line through the centre of an object. You can measure with calipers and a ruler. (If you don't have calipers, divide the circumference by 3.14 to get the diameter, e.g., 30 cm / 3.14 = 9.55 cm.) USE when measuring an object such as a lamp.

Additional information about measurements may be given in the PastPerfect **Dimension Details** field.

Give a description of the object in the **Description** field. Start with the object name in the first sentence, and then describe its physical characteristics, including component parts. Start describing the object moving from the top to the bottom or bottom to top, concentrating on prominent features. Note shape, color, materials, texture, decoration, method of production, labels, marks, and moving parts. If it is a framed artwork or photograph, indicate whether it is in color or black and white, and describe the mount and frame. The description should allow the reader to visualize the object. Use proper right and left, i.e., the object's front right side will be the left side from your point of view. Use the object's right and left. For example:



This hemophotometer is a tan, metal machine with an electrical cord. On the back, there is a fuse knob and outlet for another plug. On the top, there is a gauge with a needle indicating grams Hb/100 ml. The gauge is marked from 4 to 20. There is an opening with a plastic funnel inside a rubber ring on the proper right. Two dials and a switch are located on the proper left bottom, and two openings in rubber on the proper left top. Both sides have metal vents on the center top of the machine.

Record the location of the object (permanent location) in the **Home Location** fields. Give both the box and shelf numbers. Component parts should, if possible, be stored with an item.

Record any patent number or other marks in the **Inscription** fields. Note the position of any mark or inscription in the **Inscription Position** field. Give the text of any mark or inscription in the **Inscription Text** field. Give the type of mark or inscription in the **Inscription Type** field (hallmark, inscription, manufacturer's mark, paper tag, signature, stamp). Give the method of making the mark or inscription in the **Inscription Technique** field (etched, stamped, embossed, embroidered, pen and ink, pencil). There is an additional field in PastPerfect, **Maker's Mark Notes**, that can be used.

Record condition information in the **Condition** field.

Later, complete your cataloging research by searching for more information about the object, and completing the **Narrative, MeSH**, and **People** fields. Any references you consult go in the **Related Publications** field.

Each object has only one classification, and the **Classification** field is required. We use our own set of controlled vocabulary for this field. See the section on *Classification*.

### Photographing objects

Secure paper or poster board inside the light shed with gaffer tape, clips, or magnets. Use a dark background with very light objects. Start by photographing small objects and work up to larger objects, making sure to clean the background in between.

Place lights in front of object or even with it, not in the back of the light shed. Use 5500K coil type neutral, bright bulbs that are not too yellow or too blue. LED bulbs are acceptable.

Put a color target, a card with the **Object ID** on it, and a ruler well away from the object so they can be cropped out in editing. The editing software will calibrate the color card and it also helps the camera read colors better. For a large object, you can photograph the card first, remove it, and then photograph the object.

Get close enough to the object to take the photograph and don't use the zoom function. Use a 35 mm fixed lens, a remote shutter release cable, and a tripod. The remote shutter release cable will reduce the possibility of your reflection in the photograph.

If using an automatic setting, put the exposure up by one or two clicks.

Shoot in camera raw format.

You can use the screen guidelines on the camera to center the object.

Take shots of the front, back, top, bottom and sides of 3D objects. Move the object in a clockwise manner to capture it at angles corresponding to 3:00, 6:00, 9:00, and 12:00 on a clock face. Take shots of the front and back of 2D objects and documents. Finally, take close-up shots of any markings or damage.

Take shots of objects in a set together. Photograph the object assembled and then photograph each part separately if there are removable parts. Be sure that if there are pieces that you take out, you take a before shot so that you can replace the parts in the same order. Take shots of the object opened and closed if it can be manipulated.

Photograph the **Object ID** label on the object.

For textiles, it is better to hang garments than lay flat when taking the shot. If it is a large textile like a quilt, you can photograph from above standing on a stepstool.

After you finish photographing an object, use playback mode on the camera to check the images. Is it in focus? Is the whole object in the frame? Are the ruler, color target, and card with the **Object ID** far enough from the object to crop out? Is the background clean? Is there any reflection or glare?

Transfer files from the SD card to the computer drive and digitally develop the raw images using Photoshop. Do minimal editing only to brighten, color correct, crop, and straighten.

Name the files with the **Object ID** and object name, for example:

- 016-002-1-photometer.tif (service master)
- 016-002-1-photometer.jpg (access copy)
- 016-004-1a-e-centrifuge.tif (service master)
- 016-004-1a-e-centrifuge.jpg (access copy).<sup>1</sup>

Add the image to the catalog record in PastPerfect and enter a caption for the image in the **Caption** field using **Image Management**.

<sup>&</sup>lt;sup>1</sup> William J. Hill Texas Artisans and Artists Archive. *Basic Object Photograph on a Budget* webinar, July 22, 2021.

# Catalog fields

Fill out one sheet for each item. Use the same sheet for one item with component parts. A chart with PastPerfect catalog fields and explanations is given below. \* indicates required field.

*Accession #	Give as Year.Lot <i>e.g.,</i> 016.020	*Object ID	Give as Year.Lot.Unit Component Parts, e.g., 016.020.1 (no component parts); 016.133.1a-j (10 component parts including unit).
*Object Name:	The authorized name of the object.	Other Name:	The common name of object, <i>e.g., splint</i> . If labelled use the name on label.
Collection:	This field is used to relate material from a common source to a particular person, <i>e.g., Dr. Luney</i> <i>instrument collection.</i>	*Count: # Component Parts:	Give total number of parts including main object, <i>e.g.,</i> <i>if no detachable parts "1," if</i> <i>4 detachable parts "5."</i> Give the number of component parts, <i>e.g., "0"</i> <i>or "5."</i>
*Component Names:	Give name of each component part with accession component number, <i>e.g.</i> ,1a right slipper;1b left slipper.	*Date:	The end date of object or end of a chronological date range for object, i.e., production date. Use this field if only one date is known. e.g., 1950, 1940s, 1938-08-29, 1960?, unknown. Use <b>c</b> for about, <b>p</b> for prior to, <b>I</b> for later than, <b>?</b> for unsure, or unknown after the date if needed, e.g., 1910 c, 1950 p.
Year Range from:	Use begin date of object or beginning of a chronological date range for object, i.e., production date.	Year Range to:	Use end date of object or end of a chronological date range for object, i.e., production date.

	Give condition here, not in Description field.		ıht:	The measurement of object's greatest height including all component parts but excluding any separate frame or pedestal.			
* Length:	The measurement of object's greatest length including all component parts but excluding any separate frame or pedestal.	* Depth:			The measurement of an object in a horizontal line from front to back.		
* Width:	The measurement of object's greatest width including all component parts but excluding any separate frame or pedestal.	* Diameter			Outside diameter: the measurement of an object in a horizontal line through the centre from one side to another.		
Dimension Details:	Other information about the size and shape of the object or additional measurements.	Material:			The materials used to make a 3-D object – list materials from most to least prevalent, <i>e.g.</i> , <i>stainless steel</i> , <i>glass</i> .		
*Home Location/Box:	Give box number, e.g., Box 4.		*Home Location/She	elf:	Give shelf number, <i>e.g.</i> , <i>C3</i> .		
Temp Location Reason:	Give reason for moving object for permanent location, <i>e.g., on load display.</i>		Temp Location/Building:		Give temporary location of object.		
Inscription Type:	Describe type of mark on object e.g., manufacturer's mark.	t,	Inscription Techniq	ue:	e: Note how mark was made, <i>e.g., stamped</i> .		
Inscription Position:	Briefly note where mark is found object.	d on Inscription Text:			Give text of mark or inscription.		
Made:	The name of manufacturer(s) of object or use "unknown," <i>e.g.,</i> Stevens Co.	f	Place of Origin:		Give full name, e.g., United States of America (not USA).		

**\*Description:** Describe the object – use proper right/left. 'Proper left' is the object's left side, 'proper right' is the object's right side. Give all the colors, *e.g., gray blood pressure machine with two different sized red cuffs.* 

**\*Narrative:** Give contextual information about object. Record as much as possible while cataloging, then search references, *e.g., Used by Dr. Luney at St. Joseph's Hospital; used for measuring blood cell counts.* 

People: Give name of person associated with object, as last name, first name, middle initial.

**Related Publications:** Give references used for cataloging research here.

\*Subjects (MeSH): Complete Narrative field before searching. Refer to: <u>https://www.nlm.nih.gov/mesh/</u>

\*Classification: Select the controlled vocabulary classification term e.g., "Anaesthesia."

Catalog Date: Enter the date that the catalog sheet was completed.

**Cataloged by:** Enter the name of the cataloger.

# PastPerfect database

### Navigate database

The main screen of PastPerfect is your starting point. The key areas you will need to work in are outlined in red:

	Medica	l Artifacts (	Collection	
<u>s</u> etup •	Pas	tPerfect Software Evaluation	Version	Utilities 🗸 🗸
COLLECTIONS Objects Objects Photos Photos Archives	Pas	tPerfect S	Software ection management	DEVELOPMENT
ACTIVITIES Temporary Custod	RESEARCH Catalog Lists	REPORTS Reports	BACKUP & REINDEX Hard Drive Backup	OPTIONAL FEATURES Inventory Manager
Accession	All 4 Catalogs	Report Maker	CD/DVD Backup	PastPerfect Online
Exhibits	By Keyword		Removable Backup	Virtual Exhibit
Incoming Loans	By Lexicon	PEOPLE & SITES	Reinde <u>x</u>	
Outgoing Loans	By People	People Biographies		
Deaccessions	By Search Term	Sites & Localities	Quick Find	Exit

Once you are in any screen, you can navigate using the bar at the top of the screen to move to the first, preceding, next, or last record, to add a new record, to edit a record, to spell check a record, to delete a record, to print a record, or to exit the screen:

<ul> <li>Objects Catalog</li> </ul>			<b>X</b>
H 4 P H	♣     IIII       Add     Browse	Image: speak with the speak with t	Sort by Object ID 🛛 🗸
Screen View ——	Collection	Date unknown to 1960c	
Archaeology	Object ID	016001.1a.b Year Range thru	An although a succession of the second second
Art	Objec Name	Electrocardiograph Catalog Date	
Geology	Other Name	Cataloged by CSJ Archives	100 T'S
History •	Other#	Status Date	1100:1.C
Natural His ory	Old#	Status by	Colde Cord. Tarete
Medicine •	Accession#	016.001 Congregation of Sisters of St. 😰 Status OK	001\0160011ab.JPG
	Home Location	St. Joseph's Hospital, Grosvenor St., London, ON:C3	Image Management (1 of 1)
Other Views	History	● Archaeology ● Art ● Geology ● History ● Natural Histor	ry 🕒 Medicine
Appraisal	Description	<b>₽</b>	- 1
Condition		rocardiograph, a machine for testing the heart. There is a graph paper roll on Title th a red paper release button inside a glass door and a logo on the top left that	
Dimensions 😐	says Burdick. 1	he bottom panel has five knobs, three switches, two buttons and a test light.	<b>*</b>
Lexicon		of the bottom panel there are two knobs to control sensitivity and AVF-V-CF There are two buttons for marker and STD. There is one switch for	<b>2</b>
Location	AMP/RUN. On	the right side there are three knobs that control stylus position, stylus heat, 💽 Role	+
Notes & Legal	Collector	Col. Date	
People - Subjects	Site /Site#		A
Classification   Search Terms	PI of Origin		
Relations	Event	101	
Repatriation		Metal/Glass/Plastic/Paper	
Source •	material	vieta/Glass/Flastic/Fapel	
Inscription	Found		
Maker's Mark	Made	Burdick	
Lists	Used		
Virtual Exhibit	Owned		-
Record 2 of 48		Updated by Unknown Upd	ated 2022.05.25 03:42 PM Update History

#### Make donor record

First, create a contact record for the donor. On the right panel of the main screen, under

#### Development, click on Contacts.

You will see the screen of the last contact record entered. Click on the Add button at the top, and you will get a smaller screen. Enter information here to create a new donor record:

<ul> <li>Contacts</li> </ul>														×
H A P N	t t t t t t t t t t t t t t t t t t t		¥ Spell	<u>F</u> ind	Query	X Delete	<b>₽</b> rint	<u>M</u> edi			Sort by	ID#	~	1
Screen View		tion of Si	sters of S	t. Jose	eph in (	Ca					ID# 1			
Mailing Address 🛛 🔴											- 2			
Membership	First Name					ouse				Spouse ID#				
Pledges		Sister				ormal Sis	etor							
Donations	Group					asual Sis						Image M	anagemer	nt
Volunteer		-				0.0						inage in	anagemen	
In-kind Gifts	Mailing Ad	dress												
Activities, Notes	Type Address		Primary	У		OSecon	dary fro	om /	to /	Liama	Phone Number	s & Email		
Planned Giving	Name & Title	, Sister								Work	519/432-3781			
Accessions	Company	Congregat	ion of Siste	rs of St	. Joseph	in Cana	da		<b>2</b>	Fax	/ -			
Loans Giving Summary	Address	485 Winde	rmere Roa	d						Cell/Pager	/ -			
Biography										-	csjarchives@c	sicanada oro		
Information	City, State, Zip	London					C	DN N6	A 4X3	Email2	cojarcinico@c	ojeanada.org		
Mail & Contact Log	Country	Canada			Address	Change I	Date		<b>2</b>	Email3				
Actions	Website	www.csjca	nada.org						۷	5.000				
Add this Contact to a	l	Contact Li	sts							Field 01 Field 02				
List	+ 学							<u> </u>	A List	Field 02				
View Contacts on Selected List									B List	Field 04		Field 07		
View Other Address									Docent 🗌	Field 05		Field 08		_
View Address	Legend —     Public List								Employee	Field 06		Field 09		_
History	Public List     Private List								Student 🗌	Field 10				
Change ID#	Public -								Volunteer	Field 11				
Map this Contact	Locked List								Stop Mail	Field 12				
	Private - Locked List							J		Field 13				
Record 1 of 1								Upda	ted by Unknown		Updated	2022.05.19 05:00 PN	Update H	listory

<ul> <li>Contacts</li> </ul>			8
H A F H		Image: Spell     I	V
Screen View — Mailing Address	Congregation of	Sisters of St. Joseph in Ce ID# 1	
Membership	First Name Last Name	Enter Contact Information Below and Click Add New Contact	
Pledges	Title Sister	Salutation	
Donations	Group		anagement
Volunteer	Mailing Address	First Name Middle Last Name	
In-kind Gifts	Type Address	Phone Numbers & Email	
Activities, Notes Planned Giving	Name & Title , Sister	519/432-3781	
Accessions	Company Congreg	ation / -	
Giving Summary	Address 485 Win		
Biography		csjarchives@csjcanada.org	
Information	City, State, Zip London Country Canada	Company	
Mail & Contact Log	Website www.cs	can:	
Actions Add this Contact to a	Contact	ID#	
List View Contacts on	+		
Selected List		Field 07	
View Other Address	Legend —	Fill with Current Data Fill with Default Data Fill with Blank Data	
View Address History	Public List	Change Default Data Browse Contact File Field 09	
Change ID#	Private List	Check for existing contacts	
Map this Contact	Public - Locked List	Stop Mail Field 12	
	Private - Locked List	Field 13	
Record 1 of 1		Updated by Unknown Updated 2022.05.19 05:00 Pl	M Update History

Once you have filled in the basic fields, click on Add New Contact. Then you will be able to add more information by clicking on the Edit button at the top of the screen. Once you are finished, click the Save button at the top of the screen. To exit, click on the red X on the top right-hand corner of the screen.

#### Make accession record

On the bottom left panel of the main screen, under **Activities**, click **Accession**. You will see the screen of the last accession record entered. Click on the Add button at the top.

<ul> <li>Accession</li> </ul>					
H A F H	tage de la companya	Edit Spell Find De	K B Lint Lint Lint Lint Lint Lint Lint Lint	Sort	by Accession# 🔽 🏹
Screen View	Accession# Source	016.002 Sisters of St. Joseph	Other#	Received as Received by	Found in Collection
Catalog Records   Activities	Contad Address	485 Windermere Road			2016
More Screens Thank You Letter	City, State, Xip Email, Country	London	ON N	5X2T1 Accession Date	• •
Deed of Gift Add/View Additional	Home Phone Work Phone	519/432-3781	Fax / - Cell/Pager / -	Price or Value Dataset	Calculate
Donors Update History	Website Credit Line				ontact ID# 54 🗃
Actions Add New Catalog	Accession Inc	cludes 1 Catalog Record O Object Name	Title	Description / Sum	mary
Records Edit, Delete, or View Catalog Records	O 016.002.1	Photometer			
Add New Activity Edit Activity					
Change Accession#					
Records = 35				Updated by Unknown	Updated 2022.05.18 09:19 AM

You will see a smaller screen where you can enter information to create an accession record. Enter the accession number and then click the Select Donor From Contacts File button and double click on the name of the donor. Finally, click the Add New Accession button:

This will take you to a screen where you can click the Edit button at the top to make changes or add

more information. Click the Save button at the top when you are done.

Next, you can add items to the accession by clicking on the Add New Catalog Records under

**Actions** on the lower left panel. Here you can enter the Object ID and Object Name for each item, as well as any other information you have before cataloging:

• A	٩c	cession																		8
H		•	M	4 <u>A</u> do	Browse	<mark>≧</mark> dit	<sup>ABC</sup> <u>S</u> pell	<u>F</u> ind	× Delete	Print	<u>M</u> edia	₽ E <u>x</u> it				Sc	ort by Acc	ession#	~	1
Scr	•	<ul> <li>Add Iter</li> </ul>	m to O	bjects	Catalog														×	]
Des Cata		Obj	ect		Select Ca	talog >	> O Obj	ect	Photo	• Ar	chive	<ul> <li>Libra</li> </ul>	iry	🗹 Pre-fill Objec	t ID w	vith Accession#	Pre	e-fill Catalog	Date	
Acti	c	Options —		_	Collection											Date	1920c		_	
		Clear Data	a Entrie	es	Accession	¢ 016	5.018									Year Range		thru		
Mor Tha		Fill with De	efault		Object ID	016	5.018.1									Catalog Date				
	1.1	Data			Object Nan	ne Cu	р									Cataloged by				
Dee Ade		Search Le	xicon		Other#											Status Date				
Dor	1	Search AA	T Onlin	e	Artist										_	Status by			_	
Upo		Add Condi	tion		Title										_	Status			_	
Acti	F	Report	uon		Home Loc										_	Condition			_	3
Add					Temp Loc										_	Condition Date			-	
Rec							e: After ad lives or Li				detailed	catalogir	ig sel	ect Objects, Photos	В,	Condition by Insured Value			-	
Cat					Descriptio	n										Notes	_		-	
Ado					This very		vhite por	celain cu	ıp is wid	er at the	top than	at the b	ase.		-	110100			-	
Red Edit Cat Edit Edit																				
Cha																				
																A did this	Itam	0	. [	
															~	Add this	sitem	Cance		
				$\vdash$																-
	Re	ecords = 18												Updated	by U	nknown	Upr	dated 2022.	05.25 09:	11 PM

Click on the Add this Item button, and you will be taken to a screen where you can select the Edit button at the top to make more changes, including corrections to fields such as **Received As**, or under **Actions** in the left panel, selecting the buttons to add, edit, or delete catalog records (which are the items added to this accession).

<ul> <li>Accession</li> </ul>							(	×
I4 4 > >I	tree to the set of th	<u>₿</u> <u>E</u> dit <u>S</u> pell <u>F</u> ind	∑ Delete Print	Media	l¶. E <u>x</u> it	Sort	by Accession#	1
Screen View Description Catalog Records • Activities More Screens Thank You Letter Deed of Gift Add/View Additional Donors	Accession# Source Contact Address City, State, Zip Email, Country Home Phone Work Phone Website	016.018 Congregation of Sisters of 485 Windermere Road London csjarchives@csjcanada.o 519/432-3781 / - www.csjcanada.org		Othera Canada Fax Cell/Pager	ON N Canada / -	I6A 4X3 Price or Value Dataset	Found in Collection	Ż
Update History Actions	History Credit Line T Accession Includes 1 Catalog Record							
Add New Catalog Records Edit, Delete, or View Catalog Records Add New Activity Edit Activity Change Accession#	Object II O 016.018.1	ID Object Name Cup		Title		Description / Sum This very small white porcelain cup is wide		
Records = 18						Updated by Unknown	Updated 2022.05.25 09:1	1 PM

For example, if you click on the button **Edit**, **Delete**, **or View Catalog Records** under **Actions**, you will be taken to this screen where you can add more catalog information. If you click on the View Full Record button under Commands, you will be taken to a screen with even more editable fields:

-	Accession								Σ	3
$\left[ \right]$		4 m	ABC AM 🗙 🖂 📆	₩ <b>` N</b> +			( <u> </u>	• • •		5
Ч	Edit Catalog Record									
	Object					Prior Next	▶ Edit	Delete	Exit	
	Commands Detailed Condition Report Setup Multimedia Links Change Catalog View Full Record	Collection Object ID Object Name Category Class Home Location Temploc/Bldg	016.018.1 Cup 4: Tools & Equipment for Materials Food Service T&E	Date Year Range Catalog Date Cataloged by	1920c thru		Image 1 Other#	No Image Management -no im	age 🕨	
		Title					Old#			
		Description This very sr Notes	nall white porcelain cup is wider at the top the	an at the base.		▼ ▲ Con	Status date Status by Status Condition dition Date condition by	•••		
	Record 1 of 1					7				7
	Records = 18				Updated by	/ Unknown		Updated 2022	.05.25 09:11 F	PM

On the left panel, there are buttons under Screen View and Other Views that you can select to show

even more screens with catalog fields. Some of the buttons we use are outlined in red:

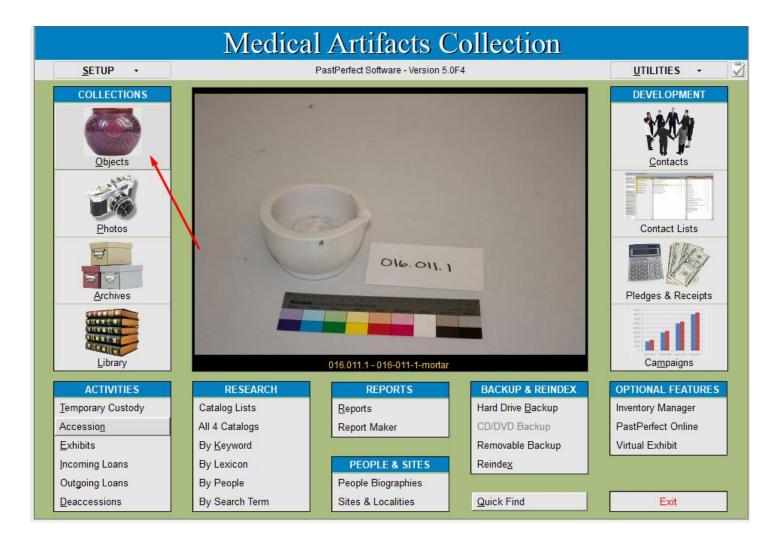
<ul> <li>Objects Catalog</li> </ul>									×
I4 4 F FI	♣     IIII       Add     Browse	<mark>≧</mark> ∰ Edit <u>S</u> pell	Find Query Delet	e Brint I	Iedia E <u>x</u> it			Sort by	) 📝
Screen View ——	Collection				Date	1920c			
Archaeology	Object ID	016.018.1			Year Range	t	hru		
Art	Object Name	Cup			Catalog Date				
Geology	Other Name				Cataloged by	1			
History	Other#				Status Date				
Natural History	Old#				Status by				
Medicine	Accession#	016.018	Congregation of Sis	ters of St. 👔	🗲 Status				
	Home Location							Image Management -no image	
Other Views	History		Arch	aeology 🔵 A	rt 🔾 Geology		Natural Histo	ory 🔍 Medicine	
Appraisal	Description	white percelain cu	p is wider at the top th	on at the bac	•	<del>4</del>	Title		-
Condition	This very small	white porcelain cu	p is widel at the top ti	ian at the bas	e.		nue		
Dimensions									-
Lexicon							Creator		2
Location						<b>v</b>	Role		-
Notes & Legal	Collector				😅 Col. Date		Provenance	3	
People - Subjects	Site /Site#					<b>2</b>	Trovendine	, 	-
Classification Search Terms	PI of Origin								
Relations	Event					<b>=</b>			
Repatriation	Material								
Source •									
nscription	Found								
Maker's Mark	Made								
Lists	Used								
Virtual Exhibit	Owned								-
Record 1 of 1				U	pdated by Unknow	'n	Up	dated 2022.05.26 01:31 PM Update Hi	istory

Notice that whichever screen you are viewing, there will be a note in the top left corner that tells you exactly where you are, such as "Accession," or "Add Item to Objects Catalog," or "Edit Catalog Record," or "Objects Catalog." This is an aid so that you don't get lost. And you can always exit any screen by clicking on the red X button in the top right corner.

#### Catalog items

You can also catalog items later, after accessioning. To do this, on the main screen, click on the

#### Objects button under Collections.



You will see the screen for the last catalog record viewed. This may be a partial record which you created when adding items to an accession record, or the last record you edited. To find a different catalog record, use the navigation buttons at the top of the screen or use the Browse button at the top of the screen.

Click on the Edit button at the top of the screen to make changes or add information. You can paste text from a Word document. Once you've entered information in the main screen, click on the appropriate buttons on the left side panel to enter more information. The main buttons that you will use to fill in cataloging fields are outlined in red as shown below. It's a good idea to work down in order of the buttons. If data is already in a field, a green button shows on the button for the field, as in the Source field shown below:

<ul> <li>Objects Catalog</li> </ul>															×
H + H	 AddBrowse	<mark>₿</mark> <u>E</u> dit	<sup>ABC</sup> Spell	<b>P</b> ind	Query	X Delete	Print	Media	<b>₽</b> + E <u>x</u> it			s	ort by Object ID	~	1
Screen View	Collection	4							Date	1920c					
Archaeology	Object ID	016.01	8.1						rear Range	1	thru				
Art	Object Name	Cup						(	Catalog Date						
Geology	Other Name							(	Cataloged by	, ENTE	R DATA				
History	Other#								Status Date						
Natural History	Old#							:	Status by						
Medicine	Accession#	016.01	8	Con	gregatio	n of Siste	rs of St.	2	Status	ENTER D	ATA				
	Home Location											-	Image Management -	no image	
Other Views ———	History					Archae	ology 🤇	Art C	Geology	History	Natural Hi	istory	Medicine		
Appraisal	Description							<b></b>		<del>4</del>	Title				
Condition	This very small	white po	rcelain c	up is wi	der at the	e top thai	h at the	base.			The				<u> </u>
Dimensions															~
Lexicon											Creator				2
Location										<b>~</b>	Role				-
Notes & Legal	Collector							<b>2</b>	Col. Date		Provena	nce			
People - Subjects	Site /Site#									<b>2</b>	Trovena	100			-
Classification Search Terms	PI of Origin	E	ENTER D	ATA											
Relations	Event									<b></b>					
Repatriation	Material	E	NTER D	ΛΤΛ											
Source •		L													
Inscription	Found														
Maker's Mark	Made		ENTER	DATA											
Lists	Used														
Virtual Exhibit	Owned		ENTER	DATA											-
Record 50 of 50								Update	d by Unknow	'n		Updated	2022.05.26 01:31 PM	Update His	story

For example, if we click on the Dimensions button on the left panel, we see the screen where we can enter information about measurements, and about number of component parts in the Count field. Be sure to click the radio button for **cm/gr** before entering the measurements:

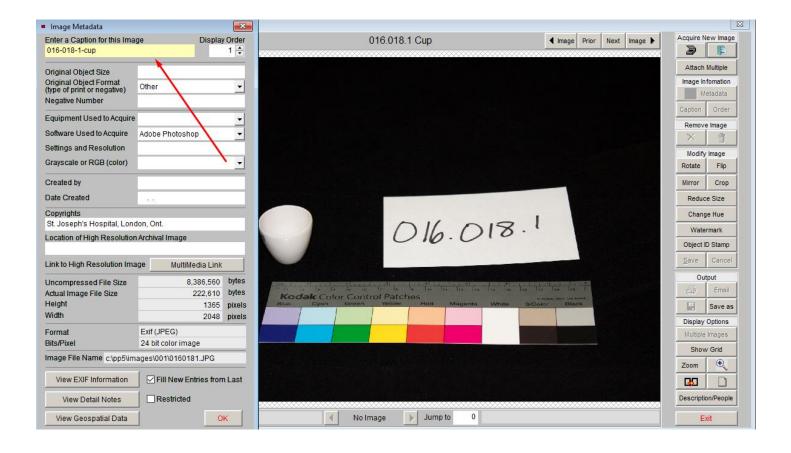
<ul> <li>Objects Catalog</li> </ul>														x
H + +	Add Browse	Edit	ell <u>F</u> ind	Query	X Delete	<u>■</u> Print	<u>M</u> edia	I⊉• E <u>x</u> it			So	ort by Object ID	~	1
Screen View —	Collection						0	ate	1920c					
Archaeology	Object ID	016.018.1					Y	ear Range		thru				
Art	Object Name	Сир					C	atalog Date						
Geology	Other Name						c	ataloged by	CSJ Archiv	/es				
History	Other#						S	tatus Date						
Natural History	Old#						s	tatus by						
Medicine	Accession#	016.018	Cong	regation	of Sisters	of St.	🖻 S	tatus	OK					
	Home Location											Image Management -	no image	
Other Views —	Dimensions			0	Archaeolo	gy 🔍	Art 🕚	Geology (	O History	Natural Histo	ry 🤇	Medicine		
Appraisal														
Condition	Display Un	its  () in/oz	⊖cm/gr ⊖	ft/lbs										
Dimensions														
Lexicon	Height	3.000	1	Depth			Cou	nt 1						
Location	Width		Dia	meter	:	3.660								
Notes & Legal	Length		Circumfe	erence			Weid	ht	_					
People - Subjects Classification	Longin								-					
Search Terms	Dimension	Details												
Relations									<u> </u>					
Repatriation														
Source														
Inscription Maker's Mark									-					
Lists	-													
Virtual Exhibit														
Record 50 of 50							Update	d by Unknow	n	Upd	ated	2022.05.26 01:45 PM	Update His	story

Continue to add data from the catalog sheets to the database in the appropriate fields.

Add an image to a catalog record by clicking on **the Image Management** tab in the top right corner, and then adding the image by selecting the location of the image under Acquire New Image. Provide a caption for the image by giving its Object ID and name separated by hyphens, for example, *016-005-1-autopsy-case*. Then click the OK button on the left panel, and the Exit button on the bottom right.

🔹 Obj	ects Cata	alog																×
H	• •	M	<b>4</b> <u>A</u> dd	III Browse	<mark>i∭</mark> <u>E</u> dit	<sup>₩₽</sup> Spell	<b>F</b> ind	<mark>⊠</mark> Query	× Delete	Print	<u>M</u> edia	<b>I</b> ↓ E <u>x</u> it			s	ort by Object ID	~	🛛
Scree	n View –		Collect	tion							[	Date	1920c					
Archa	eology		Object	ID	016.018	3.1					١	'ear Range		thru				
Art			Object	Name	Сир						C	Catalog Date	•					
Geolog	gy		Other N	Vame							C	Cataloged by	CSJ Archiv	es				
History	y	•	Other#								\$	Status Date						
Natura	al History	_	Old#								5	Status by						
Medici			Access	sion#	016.018	3	Con	gregatior	n of Siste	rs of St.	🗃 s	Status	OK					
			Home	Location												Image Manageme	nt -no image	
	Views -		Histor	у				0	Archae	ology 🤇	Art 🔘	Geology	• History	🕽 Natural Hi	story (	⊃ <mark>M</mark> edicine		
Apprai	isal		Descrip								<b></b>		÷	Title				
Condit	ion		This ve	ery small	white po	rcelain c	up is wi	der at the	e top tha	n at the	base.			_ ine		1		<u> </u>
Dimen	sions	•																-
Lexico	n													Creator				2
Locati	on												-	Role				-
Notes	& Legal		Collect	or							<b>2</b>	Col. Date		Provenar				
	- Subject	s	Site /Si	te#									<b>1</b>					*
Classif Search	Terms		PI of Or	rigin	United S	tates of <i>i</i>	America											
Relatio	ons		Event										Ê	L CLI	CK HE	RE		
Repatr	riation		Materia	al I	Porcelaiı	<b>,</b>								1				
Source	e	•			orceian													
Inscript		_	Found															
Maker's	s Mark		Made	(	Coors													
Lists			Used															
Virtual	l Exhibit		Owned															-
Re	cord 50 o	f 50									Update	d by Unknow	/n		Update <u>d</u>	2022.05.26 01:47 F	M Update Hi	istory

<ul> <li>Image Management</li> </ul>								<b>_</b>
	016.018.1 Cup		◀ Image	Prior	Next	Image 🕨		lew Image
							ð	F
		Attac	h a new im r, CD, etc.	age loo	ated or	memory car	d, hard drive	orfie
			.,,					omation
							-7-	etadata
							aption	Order
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							Modify Rotate	Image Flip
							Mirror	Crop
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					HERE AD PH		Chang	ge Hue
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							Object	D Stamp
							Save	Cancel
								tput
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					****			Options
					****			Images
							Shov	v Grid
							Zoom	•
							ΒΩ	
							Descripti	on/People
1 🕨	No Image 🛛 📕 Jump to	0					E	xit



## Authorities

There are fields that have controlled vocabulary associated with them. You should always choose the term that appears in the authority file. To find the authority file for any field, right click in the field. If there is an authority file, it will show up with a list of terms. Select the term you want from the list by double clicking on it. Do not enter a new term because it will not be a controlled vocabulary term and will lead to non-standard entries. There is a way to add new terms, but that will not be explained in this manual.

Some fields you will use which have authority files associated with them include:

Cataloged by	
Status	
Collection	
Object Name	
Other Name	
Home Location	
Material	
Owned	
Condition	
People	
Classification	
Subjects	
Search Terms	

## Find important fields

In Edit mode in the Objects Catalog, you may edit the following fields:

Collection, Object ID, Object Name, Other Name, Date, Year Range, Catalog Date, Cataloged By. There is a drop-down menu for Cataloged By and Status. There are authority files for Object Name and Other Name.

<ul> <li>Objects Catalog</li> </ul>									83
Edit Mode		ncel <u>C</u> hange Acce	믿a ess#, Object ID, or Loan#	X Deaccession	Change Catalo	g	2	Sort by Object ID	~
Screen View	Collection				Date	unknown			And the second
Archaeology	Object ID	016.017.1			Year Range	t	hru		
Art	Object Name	Sharpener, Tool		Search Lexicon	Catalog Date				6.017-1
Geology	Other Name				Cataloged by	CSJ Archive	s	1	-
History	Other#				Status Date			Read to page of the second	
Natural History	Old#				Status by				
Medicine	Accession#	016.017	Congregation of Sis	sters of St. 📷	Status	OK		001\0160171.J	PG
	Home Location							Image Management	(1 of 1) 🗼
Other Views ——	History		Arch	aeology 🔵 Art	Geology (	History	Natural Histo	ry 🔵 Medicine	
Appraisal	Description				. d.a	<u> </u>	Title		
Condition	This metal coni	cai tooi nas a wood	len handle, and a retr	actable metal bia	ade.		The		<u>^</u>
Dimensions									-
Lexicon							Creator		<b></b>
Location						<b>_</b>	Role		-
Notes & Legal	Collector			<b>1</b>	Col. Date		Provenance		
People - Subjects	Site /Site#					<b>2</b>	Trovenance		
Classification Search Terms	PI of Origin								
Relations	Event					-21			
Repatriation	Material					<b></b>			
Source •	matorial								
Inscription	Found								
Maker's Mark	Made								
Lists	Used								
Virtual Exhibit	Owned								-
Record 49 of 50				Upda	ited by Unknown	ı	Upd	lated 2022.05.26 01:56 PM	Update History

Clicking on the various screens on the left side panel in the Objects Catalog will reveal other fields

that we need for cataloging:

**HISTORY:** Enter data in these fields: Description, Place of Origin, Material, Made. There are authority files for Place of Origin, Material, and Owned.

<ul> <li>Objects Catalog</li> </ul>				
I4 4 <b>F</b>	+ <u>A</u> dd <u>B</u> rowse	Image: Spell     Image: Spell		Sort by Object ID 🛛 🗹
Screen View ——	Collection		Date 1922	
Archaeology	Object ID	016.003.1а-b	Year Range 1915 thru 1922	The second se
Art	Object Name	Typewriter	Catalog Date	
Geology	Other Name		Cataloged by CSJ Archives	
History •	Other#		Status Date	Elfer State Australia
Natural History	Old#		Status by	
Medicine •	Accession#	016.003 Congregation of Sisters of St.	Status OK	001\0160031ab.JPG
modicine	Home Location	St. Joseph's Hospital, Grosvenor St., London, ON:E3		Image Management (1 of 1)
	History	Archaeology Art	🛡 Geology 🛛 History 🔍 Natural Histor	y 🔍 Medicine
Appraisal	Description		<b>₽</b>	1.1
Condition •		el typewriter was made in the USA by Underwood. The clo h feature paper inserts covered by glass and framed by me		
Dimensions •		ement. The stamp on the back states that the typewriter i	s patented, with other	<b>_</b>
Lexicon	patents pending	g. The patent dates are given.	Creator	<b>2</b>
Location			Role	-
Notes & Legal	Collector	P 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Col. Date	
People - Subjects	Site /Site#			
Classification   Search Terms	PI of Origin	Hartford, Connecticut, United States of America		
Relations	Event		<b>F</b>	
Repatriation	Material	Metal/Rubber/Glass/Paper/Cloth		
Source •		·		
Inscription	Found			
Maker's Mark	Made (	Underwood		
Lists	Used			
Virtual Exhibit	Owned			
Record 4 of 6		Updat	ted by Unknown Upda	ated 2022.05.21 10:20 AM Update History

**MEDICINE:** Enter data in these fields: Narrative, Component Names, # Component Parts. For

Component Parts, enter total number of component parts. If no detachable parts, enter "0."

<ul> <li>Object</li> </ul>	ects Ca	atalo	og															×
H	•	۲	ы	<b>₽</b> <u>A</u> dd	III Browse	<mark>Ĕ</mark> dit	<sup>ABC</sup> Spell	<b>F</b> ind	Query	× Delete	Print	<u>M</u> edia	<b>₽</b> E <u>x</u> it			Sort by Object I	D ~	2
Screer	Niew	/—	_	Collect	ion							C	Date	1922				
Archae	ology			Object	ID	016.003	3.1a-b					Y	(ear Range	1915 <b>th</b>	<b>ru</b> 1922	A CONTRACTOR OF	1úp	
Art				Object	Name	Typew	riter					C	Catalog Date			10 AV	8	
Geolog	у			Other N	Name							C	Cataloged by	CSJ Archives	;			
History			•	Other#								5	Status Date				END. SNR. O	
Natura	Histor	ry		Old#								5	Status by					
Medici				Access	sion#	016.003	3	Con	gregatior	n of Siste	rs of St.	۶ 🗲	Status	OK		001\0160	0031ab.JPG	_
modici		_	-	Home	Location	St. Jos	eph's Ho	spital, G	Grosveno	r St., Lon	don, ON	I:E3				Image Manag	gement (1 of 1)	
Other		_		Medic	ine				0	Archae	ology 🤇	Art 🛛	Geology (	O History 🛛 🔾	Natural Histo	ry 🔍 Medicine		
Apprai	sal			Narrativ			-								Component			
Conditi	on		•										ured from 19 mpany was	926 until 🔺 acquired	1a typewrit 1b ribbon	er		
Dimens	ions		•										vriters speci					
Lexico	n												roduced mo t a size of 1					
Locatio	n			inch.										•				-
Notes	& Lega	al		Custom	n Field 01											Custom Field 11		
People		ects		Custom	n Field 02											Custom Field 12		
Classifi Search			•	Custom	n Field 03										#	Component Parts		2
Relatio	ns		•	Custom	n Field 04											Custom Field 14		
Repatr	iation			Custom	n Field 05											Custom Field 15		
Source	,		•	Custom	n Field 06											Custom Field 16		
Inscript	ion		_	Custom	n Field 07											Custom Field 17		
Maker's			•	Custom	n Field 08											Custom Field 18		
Lists				Custom	n Field 09											Custom Field 19		
Virtual	Exhibit	t		Custom	n Field 10											Custom Field 20		
Re	cord 4	4 of (	3									Update	d by Unknow	n	Upd	ated 2022.05.21 10:2	20 AM Update I	listory

**CONDITION:** Enter data in this field: General Condition Notes.

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DIMENSIONS: Enter data in the appropriate fields: Height, Width, Length, Depth, Diameter, Count,

Dimension Details. For Count, enter total of main object and any component parts.

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**LEXICON:** Shows the Category (Discipline), Classification, Sub-class, Primary, Secondary, and Tertiary Classifications. These fields are generated from authority files associated with the Object Name. You do not enter data in this screen.

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## **LOCATION:** Enter data in the appropriate fields: Home Location/Shelf, Home Location/Box,

Temporary Location/Building, Temporary Location/Reason. There is an authority file for Building.

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**PEOPLE:** Enter data in these fields: Classification, Subjects (MeSH), Search Terms. These fields all have authority files. Just right click in each field to choose the appropriate controlled vocabulary. Whatever you enter in the Classification field should also be entered in the Search Terms field.

If there is a person associated with the object, enter the name in the People field as Last Name, First Name, Initial. There may be an existing authority file for the name, so check first by right clicking in the field before adding a new name.

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If you add a name as a new authority file, you can add a biography. Click on the file folder icon in the right top corner of the **People** field. You will see a sub screen **View Biographies of People**. Double click on the person's name to see the **People Biographies** screen.

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Screen View	Luney, Frederick W.	Role
Biographical Info 🖲	First Name Frederick Last Name Luney	Medical
Catalog Records 🖲	Other Names Frederick Winnett	▲ Spouses
Custom		Cora E. Spettigue
	Born 1892 Where Middlesex, ON	
Actions	Died 1987 Where	Image Management
Change Full Name	Mother Isabella	Children
Remove Unused Names	Father James S.	- 1
	Nationality Canadian	
	Publications	Occupation, Sphere of Activity
	rubications	Pathologist
		Associate Professor
		▼
	Education	Titles and Honors
	University of Western Ontario	
		▼
	Relationships	Notes
		▲ Frederick Winnett (F. W.) Luney was the oldest child of Isabella and James S. Luney, born in 1892 in Middlesex,
		Ontario. He had three younger brothers: Oswald S., Russell
	Places and/or Geographical Areas of Residence	H., and Willford R. In 1914, Luney graduated from the medical program at the University of Western Ontario. On May 12,
	London, ON	1916, he enlisted with the Canadian military in the Army
		Medical Services division, where he held the position of Lieutenant. Dr. Luney served as an intern at Victoria Hospital

**RELATIONS:** Enter data in this field: Related Publications.

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**SOURCE:** This shows accession fields: Source, Received Date, Received as. This data is entered

from the accession record. You do not enter data in this screen.

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**INSCRIPTION/MAKER'S MARK:** Enter data in the appropriate fields: Inscription Type, Inscription

Technique, Inscription Position, Inscription Text, Maker's Mark Notes. There are drop down menus for

Type, Technique.

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Notes & Legal		Serial number 58609			March 19, 1912; Feb. 25, 1	
People - Subjects					1913; June 2, 1914; June 1 March 11, 1919; July 8, 191	
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## Backup

After completing data entry, make sure to click the **Hard Drive Backup** button under **Backup & Reindex** on the main screen. When that is complete, click on the **Removable Backup** button and backup to an external device. Choose to overwrite existing files when backing up to an external drive. You will also need to periodically reindex the database by clicking on the **Reindex** button under **Backup & Reindex**.

## Classification

The controlled vocabulary for classification is given below:

Anaesthesiology/Anesthesiology Archival, Items Archival, Photograph Archival, Publications Anatomy and Pathology Audiology Biotechnology Building Construction Clinical Diagnosis Dentistry Diagnostic Radiology Education Experimental Chemistry

Facility Maintenance
General Treatment
Laboratory Medicine
Materia Medica and Pharmacology
Medical Glass-ware
Medical Ceramic-ware
Microbiology
Nursing and Hospital Furnishings
Nutrition and Food Technology
Obstetrics, Gynaecology/Gynecology and Contraception
Office Administration
Ophthalmology
Orthopaedics/Orthopedics
Pharmacy-ware
Public Health
Psychiatry
Radiotherapy
Scientific Instruments and Research
Surgery
Therapeutics

# Medical Subject Headings

## Overview

We add Medical Subject Headings (MeSH) to our catalog records. Search the MeSH browser at <a href="https://meshb.nlm.nih.gov/search">https://meshb.nlm.nih.gov/search</a> . For example, here is search using the phrase "heart attacks" followed by the search result.

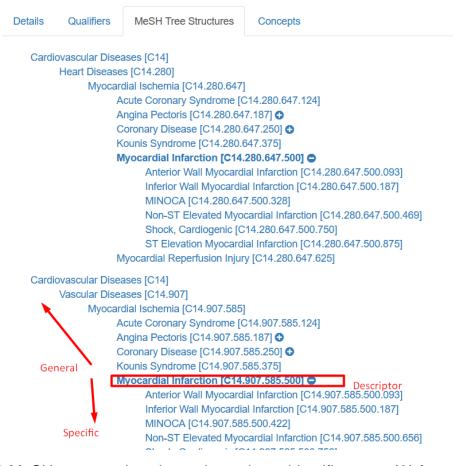
heart attacks	FullWord -	Exact Match	All Fragments	Any Frag	gment
) All Terms			Sort b	y: Relevand	e ∨
<ul> <li>Main Heading (Descriptor) Terms</li> <li>Qualifier Terms</li> <li>Supplementary Concept Record Terms</li> </ul>			Result	s per Page:	20
<ul> <li>MeSH Unique ID</li> <li>Search in all Supplementary Concept Record Fields</li> </ul>					
<ul> <li>Heading Mapped To</li> <li>Indexing Information</li> </ul>					
Pharmacological Action Search Related Registry and CAS Registry/EC Number/UNII Code/NCBI Taxonomy ID Num	nber (RN)				
<ul> <li>Related Registry Search</li> <li>CAS Registry/EC Number/UNII Code/NCBI Taxonomy ID Number (RN)</li> </ul>					
Search in all Free Text Fields  Annotation					
O ScopeNote					
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1 results in 0.005 seconds				viewing page	1 of 1 pag

Myocardia	I Infarction MeSH Descriptor Data 2022
Details Qualifiers	MeSH Tree Structures Concepts
MeSH Heading	Myocardial Infarction
Tree Number(s)	C14.280.647.500
	C14.907.585.500
	C23.550.513.355.750
	C23.550.717.489.750
Unique ID	D009203
RDF Unique Identifier	http://id.nlm.nih.gov/mesh/D009203
Annotation	do not coordinate with ACUTE DISEASE for "acute infarct"
Scope Note	NECROSIS of the MYOCARDIUM caused by an obstruction of the blood supply to the heart (CORONARY CIRCULATION).
Entry Term(s)	Cardiovascular Stroke
	Heart Attack
NLM Classification #	Myocardial Infarct WG 310
See Also	Heart Rupture, Post-Infarction
Public MeSH Note	79: was MYOCARDIAL INFARCT 1963-78
Online Note	use MYOCARDIAL INFARCTION to search MYOCARDIAL INFARCT 1966-78
History Note	79; was MYOCARDIAL INFARCT 1963-78
Date Established	1966/01/01
Date of Entry	1999/01/01
Revision Date	2019/07/01

page delivered

The preferred or main term is known as the **Descriptor**. On the details for the Descriptor, you will see some important fields to check. The Scope Note gives us the definition of Myocardial Infarction. The Entry Term(s) are synonyms or related terms, e.g., Cardiovascular Stroke, Heart Attack, Myocardial Infarct. Check the MeSH Tree Structure tab as well to see the hierarchy for this main term and for broader or narrower terms, as shown below.

## Myocardial Infarction MeSH Descriptor Data 2022



There are 16 MeSH trees, and each tree has a letter identifier, e.g., (A) for anatomy, (B) for organisms, (C) for diseases and so on. Myocardial Infarction is in the (C) tree structure because it is a disease. Each tree goes from general to specific terms. Every MeSH term is found in one or more trees.

Let's now do a search for "bone." We find the Descriptor record for "Bone and Bones." The record has four tabs: Details, Qualifiers, MeSH Tree Structures, and Concepts. **Note that the first letters of all words in a Descriptor are upper case.** The most useful fields in the Descriptor record are indicated below:

Details Qualifiers	MeSH Tree Structures Concepts
MeSH Heading	Bone and Bones
Tree Number(s)	A02 835 232
	A10.165.265
Unique ID	001842
RDF Unique Identifier	http://id.nlm.nih.gov/mesh/D001842
Annotation	(vyto): consider also OSTEOBLASTS; OSTEOCLASTS; OSTEOCYTES; /embryo): consider also OSTEOGENESIS; /surg: consider also OSTEOTOMY or
	ARTHRODESIS or FRACTURE FIXATION & its specifics; differentiate from SKELETON which is almost never used: restrict SKELETON to bone
	arrangement as a whole & not for "skeletal" which usually means "bone" (= BONE AND BONES); inflammation = OSTEITIS; necrosis =
	OSTEONECROSIS;
Scope Note	A specialized CONNECTIVE TISSUE that is the main constituent of the SKELETON. The principal cellular component of bone is comprised of
	OSTEOBLASTS; OSTEOCYTES; and OSTEOCLASTS, while FIBRILLAR COLLAGENS and hydroxyapatite crystals form the BONE MATRIX.
Entry Version	BONE BONES
Entry Term(s)	Bone
	Bone Tissue
	Bone and Bone
	Bones
	Bones and Bone
	Bones and Bone Tissue
	Bony Apophyses
	Bony Apophysis
	Condyle
See Also	Arthrodesis
	Calcification, Physiologic
	Osteogenesis
	Osteotomy
Consider Also	consider also terms at OSSI- and OSTE-
Public MeSH Note	/transplantation was BONE TRANSPLANTATION 1963-65; was BONE AND BONES/transplantation 1966-89
Online Note	use BONE TRANSPLANTATION to search BONE AND BONES/transplantation 1966-89
History Note	/transplantation was BONE TRANSPLANTATION 1963-65; was BONE AND BONES/transplantation 1966-89
Entry Combination	growth & development:Bone Development
Date Established	transplantation:Bone Transplantation 1960/01/01

**MeSH Heading** is the Descriptor. It must be used exactly as shown.

Annotation gives information about how to use the Descriptor.

**Scope Note** gives a definition for the Descriptor.

Entry Terms are synonyms or related terms that can be used, exactly as shown.

See Also are cross-referenced terms.

**Entry Combination** shows disallowed combinations of Descriptor and Qualifier. In this case, "Bone and Bones – growth & development" is not allowed. Use "Bone Development "instead.

Some Descriptors, such as "Dermatology", refer to a field or profession. If you want to refer to a medical condition, use another Descriptor, such as "Skin Diseases."

The Qualifiers tab gives you the subheadings. The first word in a **Qualifier** is always in lower case. Qualifiers also have their own records which give details about them, which you can see by clicking on the hyperlink.

Bone	e and	Bones MeSH Descriptor Data 2022
Details	Qualifiers	MeSH Tree Structures Concepts
Entry	Combination	growth & development:Bone Development transplantation:Bone Transplantation
Allowal	ole Qualifiers	abnormalities (AB) anatomy & histology (AH) blood supply (BS) chemistry (CH) cytology (CY) diagnostic imaging (DG) drug effects (DE) embryology (EM) enzymology (EM) immunology (IM) injuries (IN) innervation (IR) metabolism (ME) microbiology (MI) parasitology (PS) pathology (PA) physiology (PH) physiopathology (PP) radiation effects (RE) surgery (SU) ultrastructure (UL) virology (VI)

You can also view a list of all the Qualifiers here: <u>https://www.nlm.nih.gov/mesh/subhierarchy.html</u>

You can view the scope note for each Qualifier here: https://www.nlm.nih.gov/mesh/qualifiers\_scopenotes.html

## How to conduct a search to get the best results:

In the MesH Browser you can search using search buttons and sort different ways using drop-down menus and you can search by main term, qualifiers, etc., by choosing radio buttons. The best settings to use to get the most recall are:

Substring – search method All Fragments – search button Name – sort by 1000 – results per page

Here are some more pointers:

- Think of some synonyms for the concept and search those terms
- Identify a broader or narrower Descriptor and examine the MeSH trees
- Think of a term with a related root, e.g., "skeleton" instead of "skeletal diseases"
- Look at the Annotation in the record you retrieve. You might find, for example "Bone and Bones" in the Annotation and can then search "Bone Diseases" instead of "skeletal diseases"
- Search for a term in the Annotation field
- Search by MeSH tree structure and drill down
- Use the MeSH on Demand artificial intelligence tool: <u>https://meshb.nlm.nih.gov/MeSHonDemand</u>

## Database entry

In the database, enter the descriptor given in the MeSH heading field (main entry) on one line. Use the capitalization and punctuation, including commas, given. Enter any other descriptors or entry terms (synonyms) given, each on its own separate line. If you add a topical qualifier, give this after the Descriptor, followed by a dash. Do not use geographical, or publication type qualifiers. For example:

#### **OBJECT:** Baumanoneter

- MeSH Heading: Blood Pressure Monitors
- Entry Term: Monitors, Blood Pressure
- In this case, none of the qualifiers are used.

Other MeSH headings that could be used are:

MeSH Heading:	Diagnosis
MeSH Heading:	Diagnostic Techniques and Procedures
MeSH Heading:	Diagnostic Techniques, Cardiovascular
MeSH Heading:	Blood Pressure Determination
Qualifier:	instrumentation

### MeSH Heading + Qualifier:

Diagnostic Techniques and Procedures – instrumentation

Diagnostic Techniques and Procedures, Cardiovascular – instrumentation

Blood Pressure Determination – instrumentation

### CATALOGING RULES: Be as specific as possible and limit to three subject headings.

## **Research tools**

This is a list of some research sites:

NIH History and Stetten Museum (includes trade catalogs)

https://history.nih.gov/display/history/About+Our+Collections

Museum of Healthcare http://www.museumofhealthcare.ca/

McGill University https://www.mcgill.ca/medicalmuseum/

Science Museum Group https://www.sciencemuseumgroup.org.uk/

Collection of Historic Scientific Instruments <a href="https://chsi.harvard.edu/">https://chsi.harvard.edu/</a>

NIH History of Medicine https://www.nlm.nih.gov/hmd/explore-history.html

Science History Institute <a href="https://www.sciencehistory.org/">https://www.sciencehistory.org/</a>

American Association for the History of Nursing https://www.aahn.org/internet

## Patent search

## European Patent Organization (EPO)

You can search the European patent site (**EPO**), with the online tool **Espacenet**, using the name of the object, e.g., "catgut suture." Choose ascending publication date to display records, to get the oldest records showing up first. Look at the drawings and at the original document.

## Exercise for EPO

Type WHEELCHAIR in search box

Set to ascending date of publication, show text and thumbnails

Check box next to ones you want to see more closely (first two boxes), then choose "selected" under list content

Click on each one to view – to see drawings enlarged, click on thumbnails.

# World Intellectual Property Organization (WIPO) and United States Patent and Trademark Office (USPTO)

**WIPO** oversees IPC which stands for international patent classification. CPC stands for cooperative patent classification which is overseen by **USPTO** and **EPO** and is based on IPC.

Both IPC and CPC have sections. For example, section A is for *Human Necessities* but CPC has more subgroups than IPC.

Here is an example of how the classification breaks down:

A61B 5/00 measuring for diagnostic purposes

A is section

61 is class

B is subclass

5/00 is main group

#### A61B 5/01 measuring temperature of body parts

5/01 is subgroup

The subgroup hierarchy is determined by the number of dots preceding a term, i.e., fewer dots mean the term ranks higher in the hierarchy than terms with more preceding dots.

When a subgroup title begins with a lower case letter, it continues the title of next higher level group, e.g., *Measuring pressure in heart or blood vessels…by means inserted into the body.* 

References in parentheses show that the subject in parentheses is excluded e.g., *Measuring for diagnostic purposes (radiation diagnosis A61B 6/00; diagnosis by ultrasonic, sonic or infrasonic waves A61B 8/00).* In this case radiation diagnosis and the other types in parentheses are excluded from the scope of this term.

Precedence references show which to choose when subjects are overlapping. Notes explain the scope of a term and define the term. When searching, check Titles, Notes, References and Definitions.

#### Click on SCHEME

Wherever you see a plus sign, you can click on it to expand an entry.

Click on A to open HUMAN NECESSITIES and scroll down to MEDICAL OR VETERINARY

SCIENCE and then to TRANSPORT and click on D for definition - does this cover wheelchairs?

Click on hyperlink for PERSONAL CONVEYANCES for glossary term

On left, type in A61G and choose 2024 version from drop down menu

You should now see the hierarchy for A61G, and look at all the higher-level groups, scrolling down until you find A61G 5/00.

## Exercise for Patentscope

Choose IPC from drop down menu and type in A61G5/00 with no spaces

You should now see patents for wheelchairs

Sort by APP DATE ASCENDING

Click on the record (3) for INVALID CHAIR

Grab the PUBLICATION DATE 19.06.1894

Grab the GRANT NUMBER 521463.

You can use the publication date and grant number in a USPTO search.

Under FIND IT FAST choose PATENT PUBLIC SEARCH

CHOOSE BASIC SEARCH and then BASIC SEARCH (not QUICK LOOKUP)

Look at QUERY BUILDING GUIDANCE ON THE SIDE

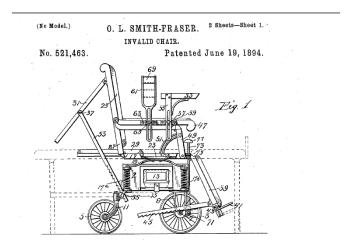
Set drop down menu to PUBLICATION DATE

Enter year as YYYYMMDD 18940619

Scroll down results to (31) US-0521463-A

Click Preview.

You should see the patent details with a drawing. This invalid chair was invented by a woman, Olive Smith-Fraser.



NOTE: If you know the PATENT NUMBER, just use Basic Search to find it

## Patent sites

Espacenet https://worldwide.espacenet.com/

US Patent Office <a href="https://www.uspto.gov/">https://www.uspto.gov/</a>

CPC Scheme Navigator https://www.uspto.gov/web/patents/classification/cpc/html/cpc-A.html

#### WIPO

https://ipcpub.wipo.int/?notion=scheme&version=20200101&symbol=none&menulang=en&lang=en& viewmode=f&fipcpc=no&showdeleted=yes&indexes=no&headings=yes&notes=yes&direction=o2n&in itial=A&cwid=none&tree=no&searchmode=smart

WIPO Patentscope <a href="https://www.wipo.int/patentscope/en/">https://www.wipo.int/patentscope/en/</a>

# Object handling guidelines

- No food or drink, or candy, or chewing gum is allowed in the work area.
- Wash hands before working and after eating. Don't use hand cream. Remove jewelry. Avoid touching your hair and face when you work.
- Use only soft pencils, not pens.
- Always wear cotton or accelerant free nitrile gloves when handling photographs, textiles, and artifacts, unless you will not have a firm grip. Damage results when oils and acids on your hands get on the materials.
- Handle all photographs and artwork by the edges only. Do not pick up artifacts by their handles but support these from the bottom.
- Prepare the work area in advance and plan your route before moving objects. Check the object for damage before moving. Always use two hands.
- Support any object by holding from the bottom or using a support such as matboard or coroplast.
- Do not carry objects by their handles or by their arms.
- Do not set heavy items on top of other items. Do not let items hang off the sides of the work surface. Do not put items in your lap.

# Safety guidelines

## Handling objects

- Do not take objects apart because you may not be able to put them back together or you may damage them. You can see if there are moveable or detachable parts but try not to move or operate or detach the artifact too much because you could damage it.
- Take extra care if the object may pose a hazard (material composition, blood, fluids or powders, sharps, etc.) and note any hazards in the catalog record.

## Lifting and carrying

Prevent injury to your lower back. Follow these rules for lifting objects:

- Place your feet shoulder width apart with the load between them.
- Keep arms and elbows close to sides.
- Bend your knees and hips keeping your back straight.
- Hold the load close to your body.
- Lift smoothly and slowly. Use your thigh and leg muscles, not your back.
- Pivot with your feet.
- Make sure your path is clear and that you can see over the load.
- Put the load on the edge of a shelf and push it into place.
- Push a load rather than pull it.
- Always use a cart for a heavy load.

### Using step stools

- Carry objects so that you have a clear view and can climb up and down.
- Keep hands above knee level when reaching down.
- Keep navel in centre of stool when reaching sideways.
- Don't lean backward.
- Don't stand on tiptoe when reaching up.

- Keep both feet on stool.
- Lift object below shoulder height with two hands when it is up to 12 kg (26 lb.).
- Lift object above shoulder height with two hands when it is up to 8 kg (18 lb.).

# Cataloging Worksheet

CA	TALOGING	WORKSHE	ET: 1-sh	eet per 1-ite	m with or	without com	ponent p	arts (* red	quired field)	
1	*Accessio	n No.				*Object ID				
2	*Object Na	ame				Other Name				
3	*Home Lo	cation				Temporary L	ocation			
4	Collection					Count				
5	*Date			Year Ra	nge from			Year Range	e to	
6	# Compon	ont Parts				Component	Names			
Ŭ						Component	i Names			
7	*Width		*Length		*Height		*Depth		*Diameter	
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9	Condition					Materials				
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11	Inscription	Position		Inscription	Гext	<u></u>				
12	Made					Place of Orig	gin			

	46											
13	*Description											
14	****											
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16	Related Publications          Related Publications         *Subjects (MeSH)											
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16	Related Publications          Related Publications         *Subjects (MeSH)					20	aloge					