St. Joseph's Hospital and School of Nursing

Artifact Collection
Cataloging Manual

Vers.31

April 2024

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Cataloging steps

Cleaning

1. 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.

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

Accession Number		Object ID	
Year	Accession lot	Item or unit	Component part
016	004	1	
016	004	2	
016	004	3	a
016	004	3	b

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.

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.

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.
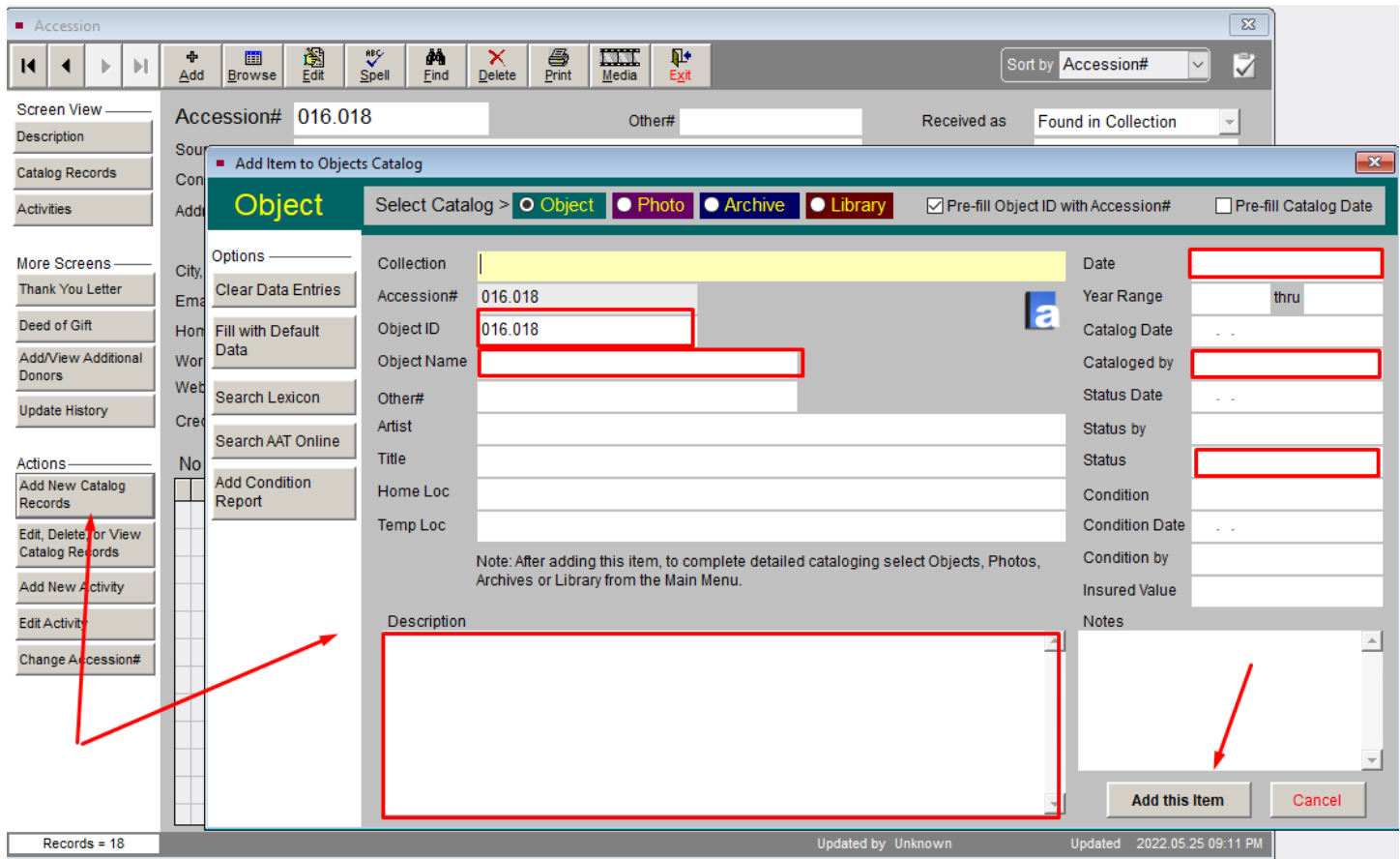
Labelling objects

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.

d. **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).[1]

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

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[1] 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 *e.g., 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, *e.g., splint.* If labelled use the name on label.
Collection:	This field is used to relate material from a common source to a particular person, *e.g., Dr. Luney instrument collection.*	***Count:** **# Component Parts:**	Give total number of parts including main object, *e.g., if no detachable parts "1," if 4 detachable parts "5."* Give the number of component parts, *e.g., "0" or "5."*
*Component Names:	Give name of each component part with accession component number, *e.g.,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 **c** for about, **p** for prior to, **l** for later than, **?** 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.

Condition:	Give condition here, not in Description field.	*Height:	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, *e.g., stainless steel, glass.*

*Home Location/Box:	*Give box number, e.g., Box 4.*	*Home Location/Shelf:	Give shelf number, *e.g., C3.*
Temp Location Reason:	Give reason for moving object from permanent location, *e.g., on loan, display.*	Temp Location/Building:	Give temporary location of object.
Inscription Type:	Describe type of mark on object, *e.g., manufacturer's mark.*	Inscription Technique:	Note how mark was made, *e.g., stamped.*
Inscription Position:	Briefly note where mark is found on object.	Inscription Text:	Give text of mark or inscription.
Made:	The name of manufacturer(s) of object or use "unknown," *e.g., Stevens Co.*	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: https://www.nlm.nih.gov/mesh/
*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:

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:
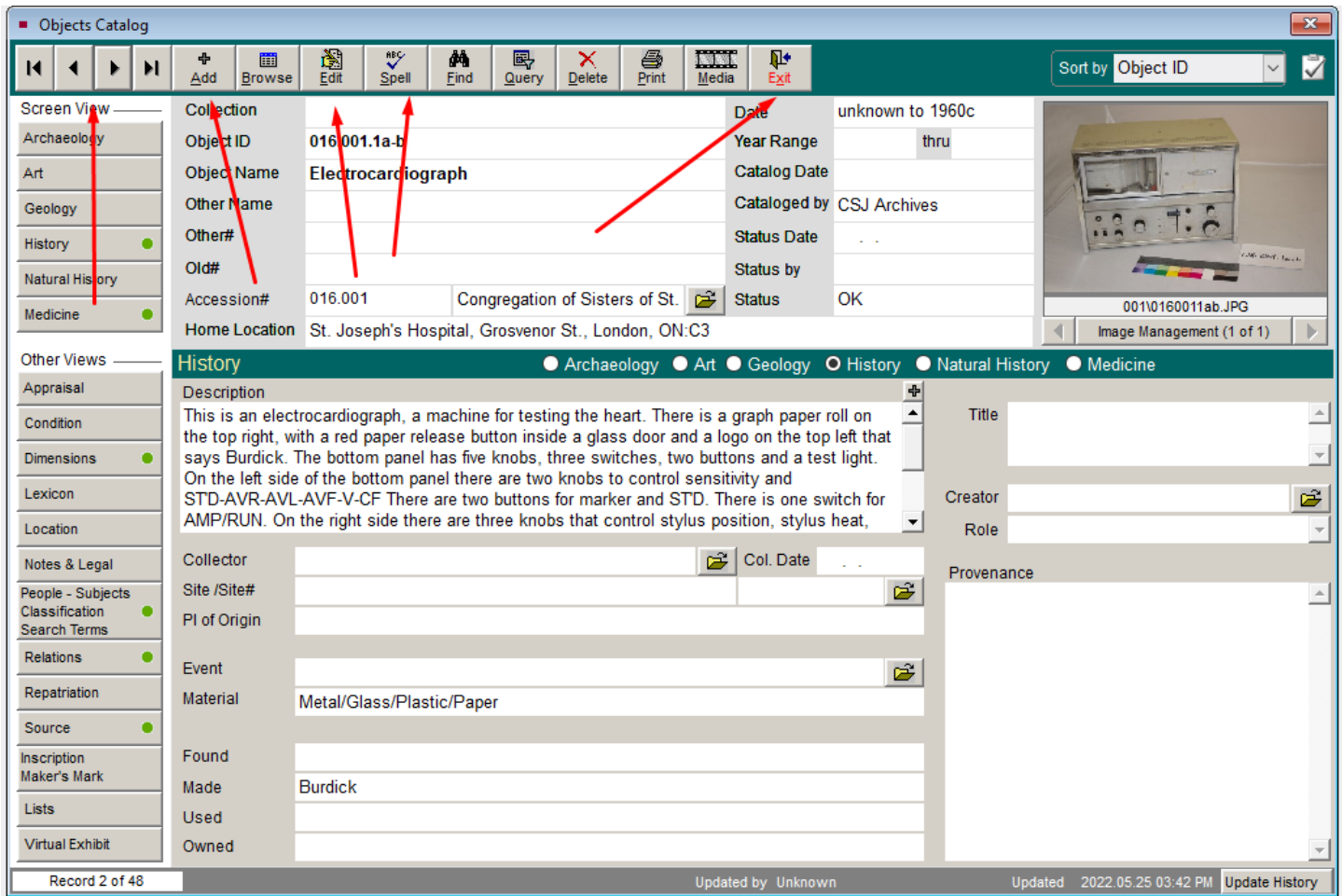
Make donor record

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:

Contacts

◄◄ ◄ ► ►►	✛ Add	🖥 Browse	📝 Edit	✓ Spell	🔍 Find	📋 Query	✖ Delete	🖨 Print	🎞 Media	⬅ Exit

Sort by ID#

Congregation of Sisters of St. Joseph in Ca   ID# 1

Screen View

- Mailing Address ●
- Membership
- Pledges
- Donations
- Volunteer
- In-kind Gifts
- Activities, Notes Planned Giving
- Accessions ● Loans
- Giving Summary
- Biography Information
- Mail & Contact Log

Actions

- Add this Contact to a List
- View Contacts on Selected List
- View Other Address
- View Address History
- Change ID#
- Map this Contact

First Name:
Last Name:
Title: Sister
Group:

Spouse:
Other#:
Dear Formal: Sister
Dear Casual: Sister

Spouse ID#:

Image Management

Mailing Address

Type Address: ⦿ Primary   ○ Secondary from   /   to   /
Name & Title: , Sister
Company: Congregation of Sisters of St. Joseph in Canada
Address: 485 Windermere Road

City, State, Zip: London   ON   N6A 4X3
Country: Canada   Address Change Date   . .
Website: www.csjcanada.org

Contact Lists

✛ 📂
✖ 📥

Legend
- ◆ Public List
- ◆ Private List
- 🔒 Public - Locked List
- 🔒 Private - Locked List

A List ☐
B List ☐
Docent ☐
Employee ☐
Student ☐
Volunteer ☐
Stop Mail ☐

Phone Numbers & Email
Home: 519/432-3781
Work: / -
Fax: / -
Cell/Pager: / -
Email: csjarchives@csjcanada.org
Email2:
Email3:

Field 01:
Field 02:
Field 03:
Field 04: . .   Field 07:
Field 05:   Field 08:
Field 06:   Field 09:
Field 10:
Field 11:
Field 12:
Field 13:

Record 1 of 1   Updated by Unknown   Updated   2022.05.19 05:00 PM   Update History

24
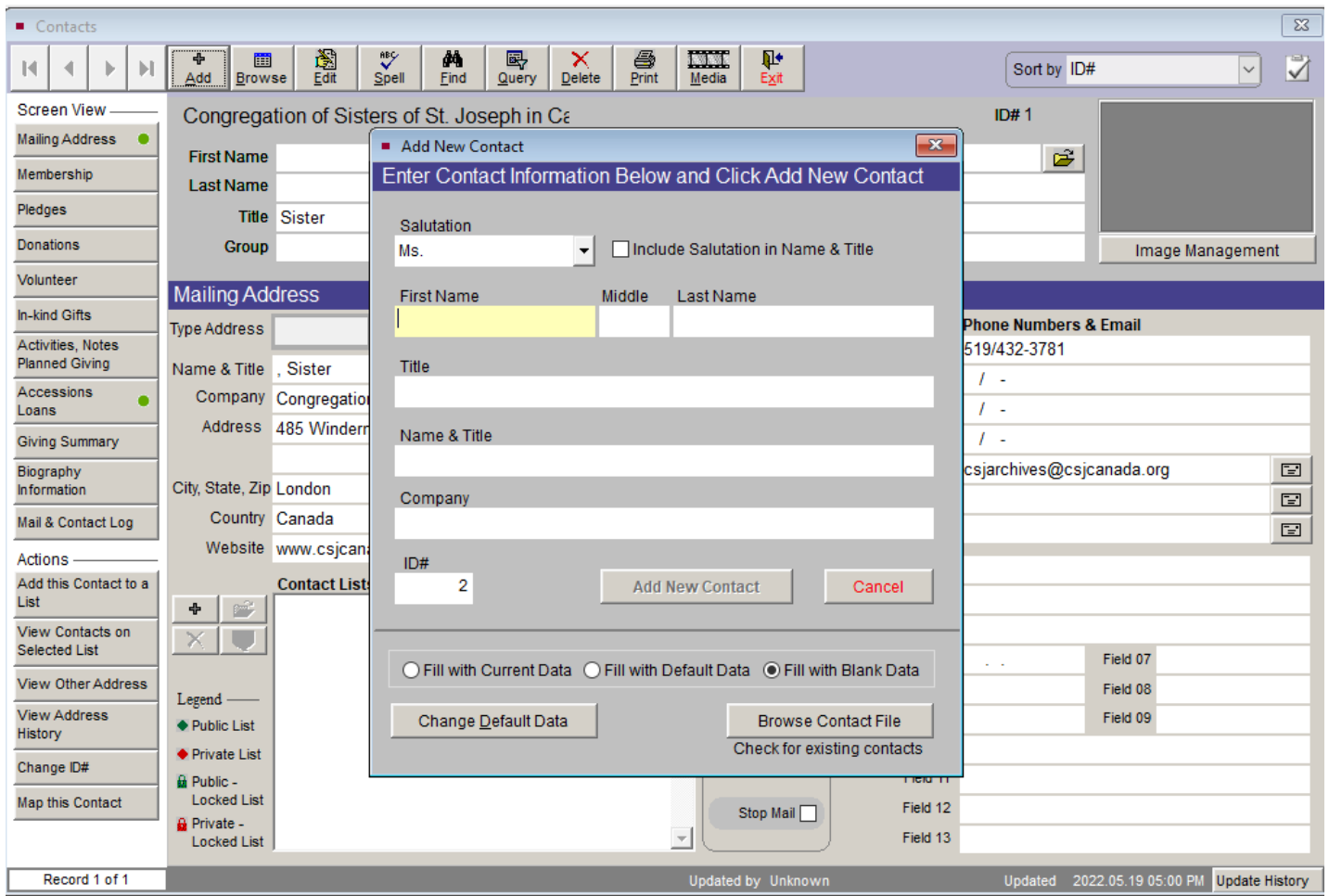
Once you have filled in the basic fields, click on Add New Contact. Then you will be able to add more information by clicking on the Edit button at the top of the screen. Once you are finished, click the Save button at the top of the screen. To exit, click on the red X on the top right-hand corner of 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.

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:

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).

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:

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:
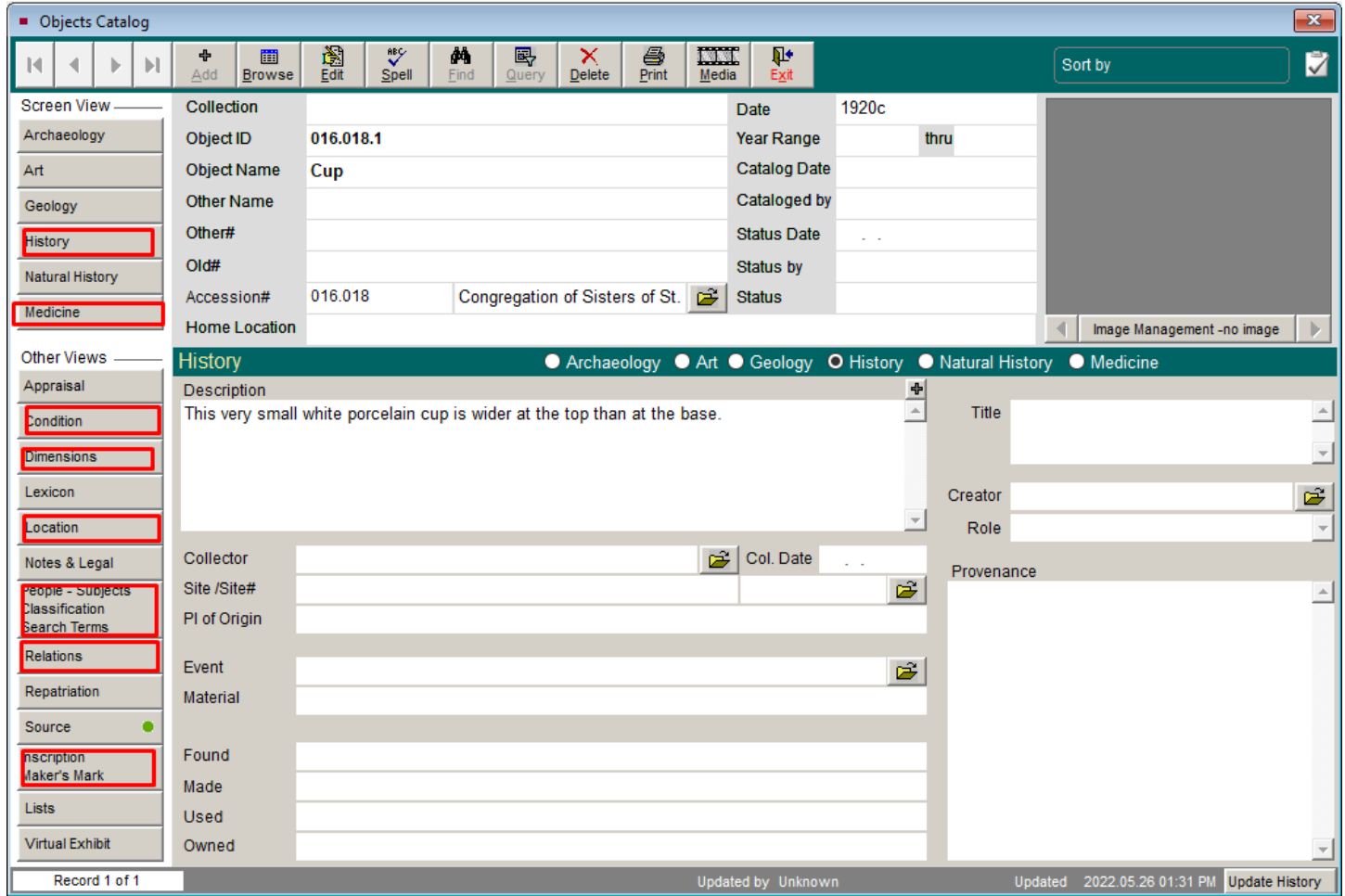
Notice that whichever screen you are viewing, there will be a note in the top left corner that tells you exactly where you are, such as "Accession," or "Add Item to Objects Catalog," or "Edit Catalog Record," or "Objects Catalog." This is an aid so that you don't get lost. And you can always exit any 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**.
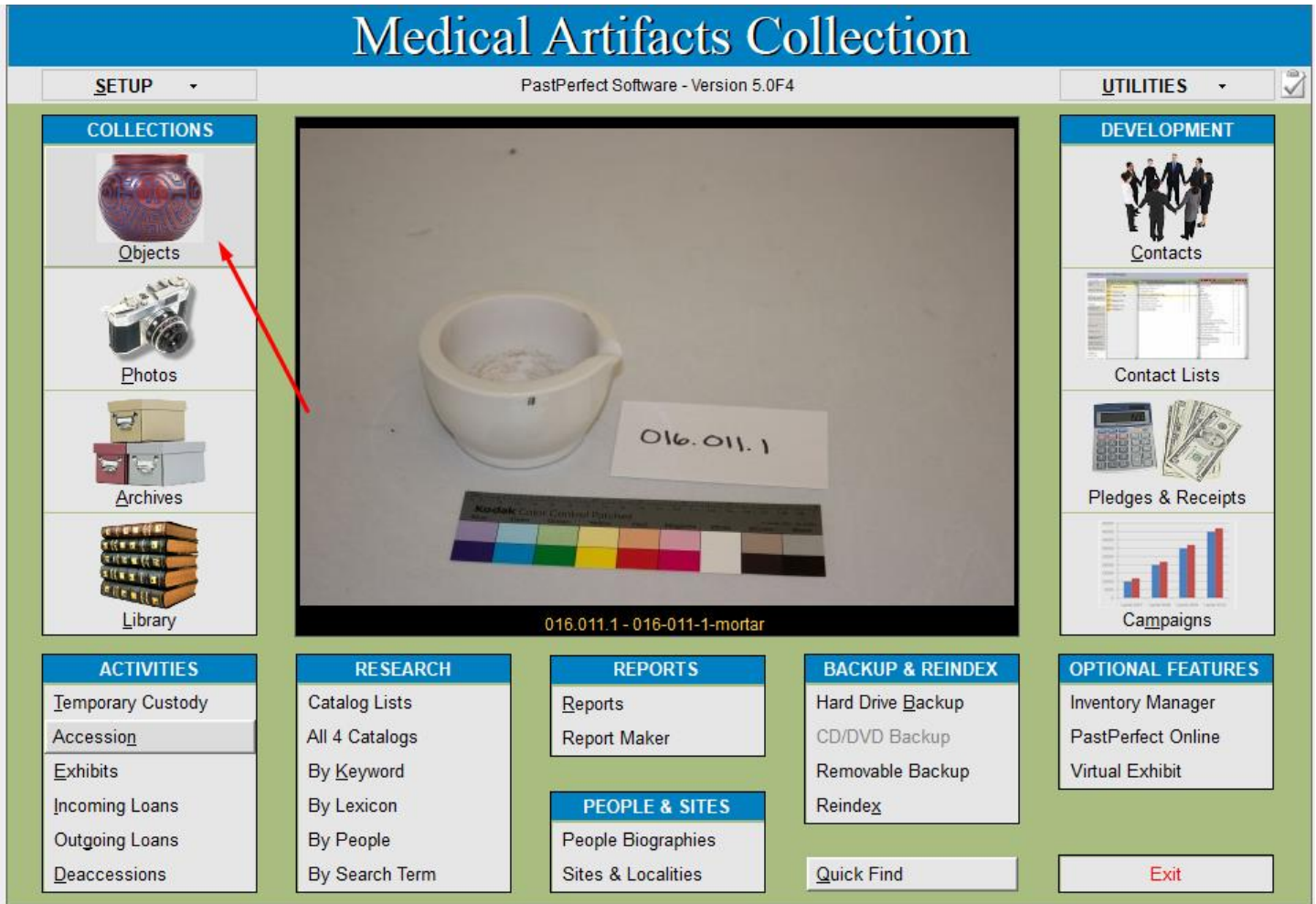
You will see the screen for the last catalog record viewed. This may be a partial record which you

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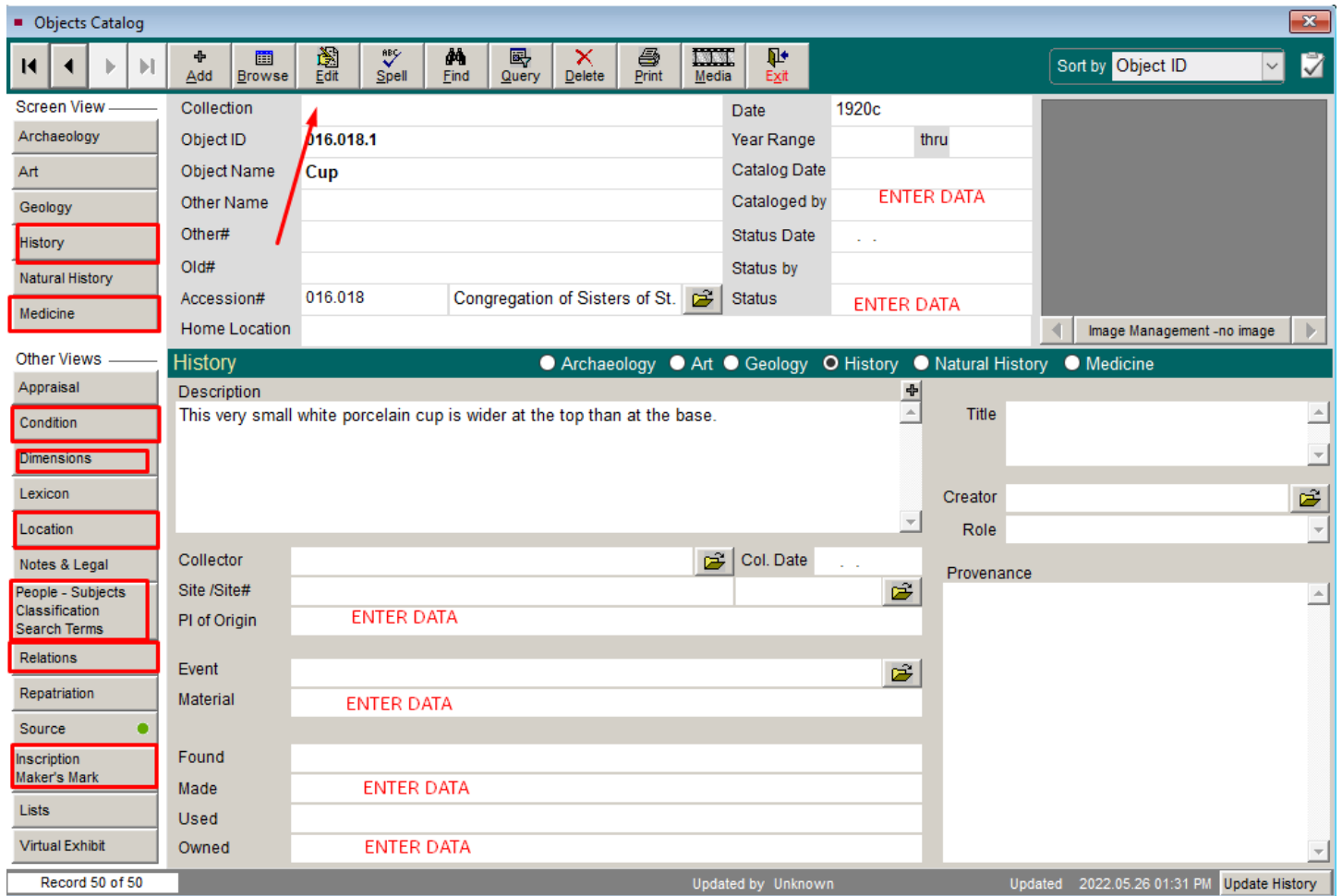
For example, if we click on the Dimensions button on the left panel, we see the screen where we can enter information about measurements, and about number of component parts in the Count field. Be sure to click the radio button for **cm/gr** before entering the measurements:
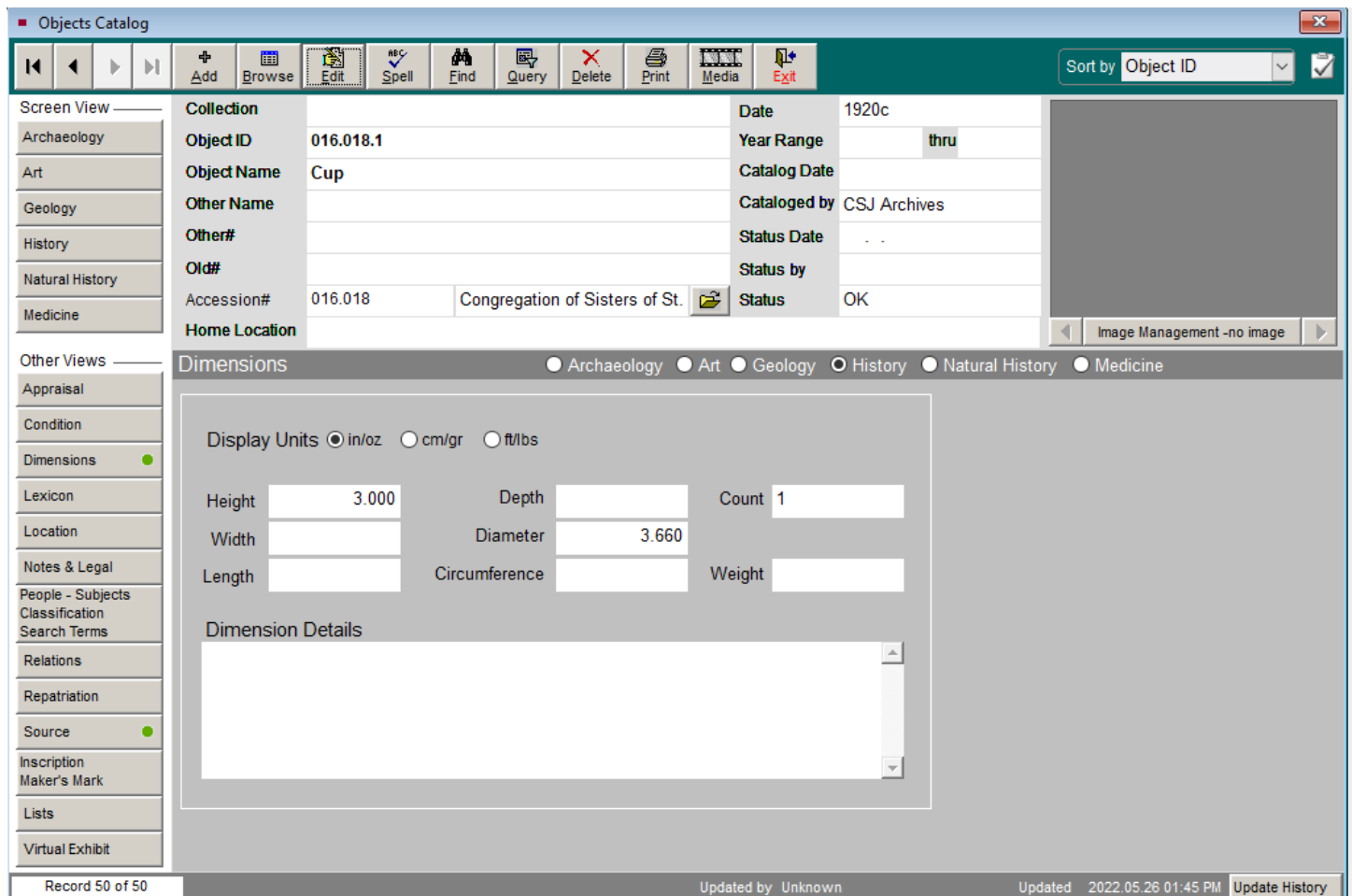
Continue to add data from the catalog sheets to the database in the appropriate fields.

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.

Objects Catalog

Screen View		
Archaeology		
Art		
Geology		
History ●		
Natural History		
Medicine		

Collection		Date	1920c
Object ID	**016.018.1**	Year Range	thru
Object Name	**Cup**	Catalog Date	
Other Name		Cataloged by	CSJ Archives
Other#		Status Date	. .
Old#		Status by	
Accession#	016.018	Congregation of Sisters of St.	Status	OK
Home Location			

◄ Image Management -no image ►

Other Views

Appraisal	
Condition	
Dimensions ●	
Lexicon	
Location	
Notes & Legal	
People - Subjects Classification Search Terms	
Relations	
Repatriation	
Source ●	
Inscription Maker's Mark	
Lists	
Virtual Exhibit	

History

○ Archaeology ○ Art ○ Geology ● History ○ Natural History ○ Medicine

Description
This very small white porcelain cup is wider at the top than at the base.

Title

Creator

Role

Provenance

CLICK HERE

Collector		Col. Date . .
Site /Site#	
Pl of Origin	United States of America
Event	
Material	Porcelain
Found	
Made	Coors
Used	
Owned	

Record 50 of 50

Updated by Unknown   Updated 2022.05.26 01:47 PM Update History

Image Management

016.018.1 Cup

◀ Image | Prior | Next | Image ▶

Acquire New Image

Attach a new image located on memory card, hard drive or file server, CD, etc.

Image Information

Metadata

Caption | Order

Remove Image

Modify Image

Rotate | Flip

Mirror | Crop

Reduce Size

Change Hue

Watermark

Object ID Stamp

Save | Cancel

CLICK HERE TO UPLOAD PHOTO FROM DRIVE

Output

Email

Save as

Display Options

Multiple Images

Show Grid

Zoom

Description/People

Exit

◀ No Image ▶ | Jump to | 0

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.

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.

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."

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

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.

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.

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.

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.

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.

RELATIONS: Enter data in this field: Related Publications.

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.

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.

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 https://meshb.nlm.nih.gov/search . For example, here is search using the phrase "heart attacks" followed by the search result.

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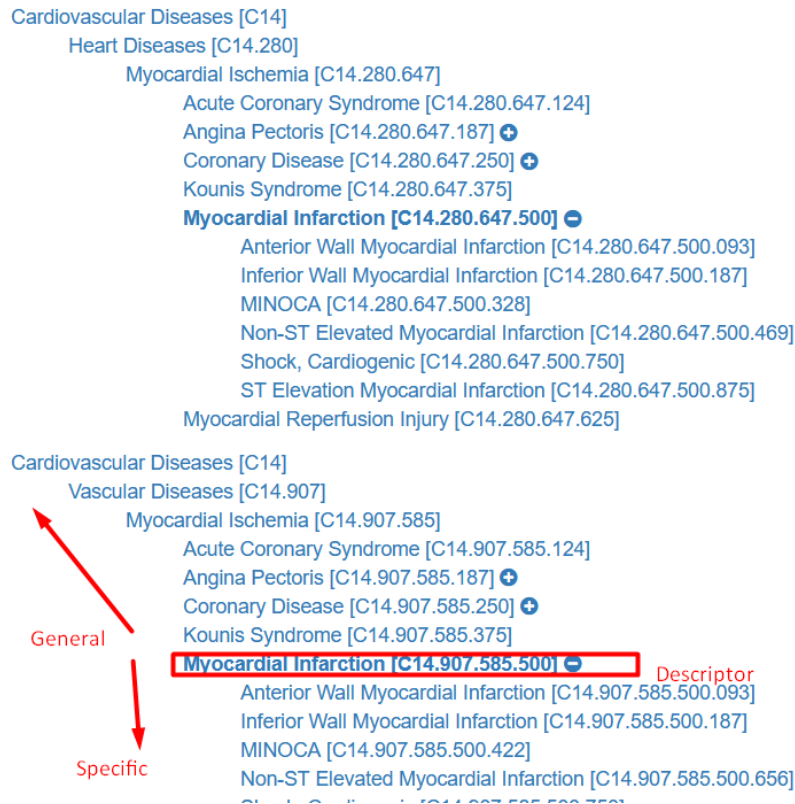
There are 16 MeSH trees, and each tree has a letter identifier, e.g., (A) for anatomy, (B) for organisms, (C) for diseases and so on. Myocardial Infarction is in the (C) tree structure because it is a disease. Each tree goes from general to specific terms. Every MeSH term is found in one or more trees.

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	D001842
RDF Unique Identifier	http://id.nlm.nih.gov/mesh/D001842
Annotation	/cytol: consider also OSTEOBLASTS; OSTEOCLASTS; OSTEOCYTES; /embryol: 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
	transplantation:Bone Transplantation
Date Established	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 and Bones MeSH Descriptor Data 2022

Details	Qualifiers	MeSH Tree Structures	Concepts

Entry Combination
growth & development:Bone Development
transplantation:Bone Transplantation

Allowable Qualifiers
abnormalities (AB)
anatomy & histology (AH)
blood supply (BS)
chemistry (CH)
cytology (CY)
diagnostic imaging (DG)
drug effects (DE)
embryology (EM)
enzymology (EN)
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: https://www.nlm.nih.gov/mesh/subhierarchy.html

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:
  https://meshb.nlm.nih.gov/MeSHonDemand

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 https://chsi.harvard.edu/

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

Science History Institute https://www.sciencehistory.org/

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 purpos*es

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.

Exercise for WIPO

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.

Exercise for USPTO

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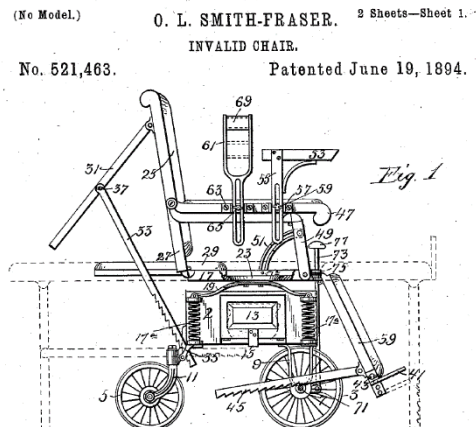
NOTE: If you know the PATENT NUMBER, just use Basic Search to find it

Patent sites

Espacenet https://worldwide.espacenet.com/

US Patent Office https://www.uspto.gov/

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&initial=A&cwid=none&tree=no&searchmode=smart

WIPO Patentscope https://www.wipo.int/patentscope/en/

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

CATALOGING WORKSHEET :   1-sheet per 1-item with or without component parts   (* required field)

1	*Accession No.		*Object ID	
2	*Object Name		Other Name	
3	*Home Location		Temporary Location	
4	Collection		Count	
5	*Date		Year Range from	Year Range to

6	# Component Parts	Component Names

7	*Width		*Length		*Height		*Depth		*Diameter	

8	Dimension Details	

9	Condition		Materials	

10	Inscription Type	Inscription Technique

11	Inscription Position	Inscription Text

12	Made	Place of Origin

13	*Description

14	*Narrative

15	People

16	Related Publications

17	*Subjects (MeSH)	

18	*Classification	

19	Cataloged Date		20	Cataloged by	