

Endangered Archives Programme

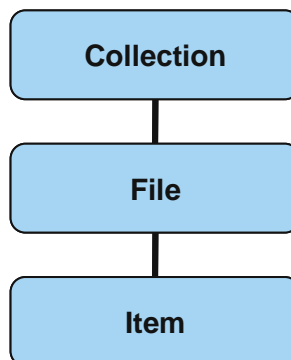
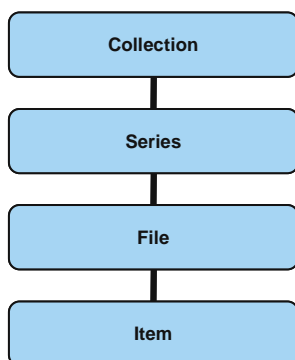
Guidelines for listing archival material

1 Rationale

The Endangered Archives Programme aims to safeguard archival material by finding a suitable local home for original material and at the same time by digitising it, thus ensuring both long-term preservation and wider access. It is therefore important that the EAP Office receives information about both the physical archive and digital copies so that they are searchable in the British Library catalogue and on the EAP website. It is important that the information we have conforms to international standards. These guidelines will help you to achieve this.

2 Principles for Cataloguing Archival Material

- Material from individual collections should be kept together.
- Material should be listed and copied in the original order kept by the owner. For example, the sequence of a set of photographs appearing in an album; a run of periodicals arranged by publication date. Arranging material by subject should be avoided unless this is how the owner has grouped the material.
- Archives have a system of arrangement, which is the hierarchy of a collection.



You may have sub-collections and sub-series but it is most likely that your collection will look like one or other of the two diagrams above.

- **Collection** – this is when you describe the collection as a whole.
- **Series** – this describes a set of material that is related by their classification, activity, form etc. Examples of series include Annual Reports, Personal Papers, General Correspondence or publication series.
- **File** – this describes physical documents that are grouped together such as a volume, an album or administrative files.
- **Item** – this is an individual physical document such as a letter or a single photograph.

3 Copyright, Data Protection and Privacy

The British Library will make EAP material available for non-commercial research purposes (paragraph 39 of the [Terms and Conditions of Award](#), which is available on the EAP website). It is the responsibility of the grant holder to obtain the necessary permissions for material that is currently in copyright.

Some material may contain personal or sensitive information. This must be identified and noted on the EAP lists. You should also contact the EAP Curator regarding any sensitive information; this might include an individual's medical history, financial information, membership of political or religious organisations, alleged criminal activity, personal addresses etc.

4 Sample and Final Lists

Within the first three months of your project, you must submit sample copies and sample lists. Your lists must be in English and you must use the [listing template](#) that is downloadable from the EAP website. When your project is completed, you will need to send your final copies and lists to the EAP Office. Where titles of manuscripts and published material are not in English, these should be submitted in their original language in transliteration and with English translations.

Lists should be sent in electronic form either as email attachments or copied to the hard drive when you submit your images.

5 Listing Template

The [listing template](#) is an Excel spreadsheet with six worksheets. The first three worksheets **must** be completed for all types of project. You will also need to complete **at least one** of the last three worksheets depending on the type of material you are submitting. If your project is particularly large, it is acceptable if you wish to use multiple spreadsheets to describe different collections and series.

a. Worksheet 1

Institutions of Deposit

You will need to provide information regarding the institutions/owners that currently hold the original material. You will also need to provide information about the institutions that will have digital copies of the material once the project is completed.

b. Worksheet 2

Description

This worksheet requires the most amount of information and is the basis for our catalogue description. It is divided into two sections; you will need to describe the physical archive (the first 23 columns of the spreadsheet) and give information regarding the digital copies (the last 7 columns). Columns written in black are mandatory and must be filled in; those in grey are to be completed if relevant. Your project may consist of several collections - please enter the information from different collections on the one worksheet. When you fill out a row, it is important that the first column contains the level you are describing (Project, Collection, Series, File or Item).

Project - the first row you need to complete describes the project. It is the only time you need to complete the **EAP Project Number** column. You will also need to complete the **Title** and **Description (Scope and Content)** columns.

Collection - all columns written in black will need to be completed. The project may be made up of several different collections.

Series – columns written in black will need to be completed at series level. Ideally you should complete both the **Title** and **Description (Scope and Content)** columns. At the very least, one or other is to be completed. If known, complete the **Reference** number at the original Institution of Deposit (Column C) and the relevant **Creators** (Columns S-V).

File - columns written in black will need to be completed. Ideally you should complete both the **Title** and **Description (Scope and Content)** columns. At the very least, one or other is to be completed. If known, complete the **Reference** number at the original Institution of Deposit (Column C), the **Physical Characteristic** field (Column O) and the relevant **Creators** (Columns S-V).

Item - columns written in black will need to be completed. Ideally you should complete both the **Title** and **Description (Scope and Content)** columns. At the very least, one or other is to be completed. If known, complete the **Reference** number at the original Institution of Deposit (Column C) and the relevant **Creators** (Columns S-V).

c. Worksheet 3

Individual/Family/Institution

Here you will need to give biographical and administrative details for any individual, family or institution connected with the material. This could include: the owner, publisher, producer, scribe, photographer, correspondent of a letter, recipient of a letter.

d. Worksheet 4

Technical Details – Images

You will need to provide all the technical details for the image capture during your project. This helps the EAP Office with any future digital preservation.

e. Worksheet 5

Technical Details – Audio

You will need to provide all the technical details for the audio capture during your project. This helps the EAP Office with any future digital preservation.

f. Worksheet 6

Technical Details – Moving Images

You will need to provide all the technical details for the copying of moving images during your project. This helps the EAP Office with any future digital preservation.

6 Dates

The accepted format for entering dates into the spreadsheet is quite complicated. The examples below are the accepted format for the Western Calendar. If you are using a different dating system contact the EAP Curator.

Given date	Definition	Start Date	End Date
16 Jul 1862	Exact date known	1862	1862
Jul 1862	Exact Month and year known	1862	1862
1862	Exact Year only known	1862	1862
c 1862	Uncertain date: for circa allow five years on either side of given date	1857	1867
1862-1863	Approximate date range	1862	1863
c 1862-c 1863	Within uncertain date range	1857	1868
1860s	Within known decade	1860	1869
1850s-1870s	Start and end date known only to decade	1850	1879
1855-1860s	Start year known, end year only to decade	1855	1869
1850s-1865	Start year only known to decade, end date known	1850	1865
Early 1860s	'Early' defined as years 0-4 of given decade	1860	1864
Mid 1860s	'Mid' defined as years 3-7 of given decade	1863	1867
Late 1860s	'Late' defined as years 6-9 of given decade	1867	1869
18th century	Date only certain to a century	1700	1799
Early 18th century	Date only certain to part of a century	1700	1740
Mid 18th century	Date only certain to part of a century	1730	1770
Late 18th century	Date only certain to part of a century	1760	1799
Late 18th century-Early 19th century	Date only certain to cross century period	1760	1840
1st half of the 17th century	Date only certain to part of a century	1600	1649
2nd half of the 17th century	Date only certain to part of a century	1650	1699
1st quarter of the 18th century	Date only certain to part of a century	1800	1824
2nd quarter of the 18th century	Date only certain to part of a century	1825	1849
3rd quarter of the 18th century	Date only certain to part of a century	1850	1874
4th quarter of the 18th century	Date only certain to part of a century	1875	1899
between 1456-1465	Date only certain between dates	1456	1465
before 1766		1766	1766
after 1766		1766	1766
1862?	Fairly certain date: for '?' allow one year on either side of given date	1861	1863
1862?-1863?	Fairly certain date range	1861	1864
55 BC	Pre-Christian era data:	-55	-55
3rd century BC	Pre-Christian era data:	-299	-200
fl 1870-1910	Date for when a person was known to be active	1870	1910
b 1876	Date a person was born	1876	1876
d 1876	Date a person died	1876	1876
1823-	Dates of existence for a still existing corporate body or family	1823	1823

If you have any queries regarding completing the template, do not hesitate to contact the EAP Curator.

7 Useful Resources

World Intellectual Property Organisation

http://www.wipo.int/freepublications/en/intproperty/909/wipo_pub_909.html

WIPO Lex – This is a one-stop search facility for national laws and treaties on intellectual property for countries signed up to the World Intellectual Property Organisation, World Trade Organisation and UN Members.

<http://www.wipo.int/wipolex/en/>

The Library of Congress transliteration tables for non-Roman script

<http://www.loc.gov/catdir/cpso/roman.html>

The EAP Guidelines are based on international cataloguing standards. The main standards used are the *International Standard for Archival Description (General)* (ISAD(G)) and the *International Standard for Archival Authority Records for Corporate Bodies, Persons and Families* (ISAAR(CPF)). Both of these standards are available from the International Council on Archives and are available in different languages.

ICA WebPages: <http://www.ica.org/>

Standards: <http://www.ica.org/1419/resources/cbps-resources.html>

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