

St. Joseph's Hospital
Medical Artifacts Collection
Cataloguing Manual

Vers. 15

September 2021



Congregation of the Sisters of St. Joseph in Canada, 2016, revised 2019, 2020

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Cataloguing steps

1. Clean the artifact 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 artifacts and work on a padded surface.
2. Record each artifact and its related items/parts in the accession register. Make a separate line for each accession, giving the number, name, acquisition method, acquisition date, source name and address, location of accession, and notes.
3. An accession number is built as follows:

Year 016	Accession lot 001	Item or unit 1	Component parts a-b
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4. Each artifact (including related items/parts) has an accession number e.g. 016.001 “blood pressure machine” which is recorded as the Primary_ID in the database.
5. An artifact may be one or more items, e.g. 016.002.1 “mortar”, 016.002.2 “pestle”. If it is only one item, the Item_ID is the accession number with the suffix “1”, e.g. 016.001.1 “blood pressure machine.” Another example is a set of cups and saucers. Each cup and each saucer are a separate item.

6. Each item may be made up of zero or more component parts, e.g. 016-003.1a “albuminometer”, 016-003.1b “case.” Give the primary unit the suffix “a.” Another example is a pair of baby slippers. Each slipper is a component part, but the box the slippers are housed within is a separate item.

(*Note until 2019, we used number suffixes for component parts, e.g. 016.003.1.1 and 016.003.1.2. As a result, some artifacts will retain these historical numbers.)

7. Record the accession number as follows: year-accession-item-component parts, e.g. “doctor’s bag with stethoscope and needle in it” is recorded as 016.008.1 to 016.008.3, because this is three separate items. BUT “centrifuge with four tubes” is 016.007.1 a-e because this is one item with four component parts.
8. Label the artifact and its components with the accession numbers. 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 artifact is on display, but somewhere it can be seen without turning it over. For textiles, write the accession number on twill tape using a .25 mm pigma pen, and baste onto the textile on the short ends of the tape. 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. After the ink is dry, apply a topcoat of B67 acryloid.
9. Tag artifacts for storage as well as labelling.
10. 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 stethoscope and needle, and the doctor’s bag on its own, stethoscope on its own, needle on its own. Use a color target and have an index card for each photo with the complete accession number on it 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 photography section below).

11. Make sure to record on the cataloguing sheet what primary material the artifact is made up of. The Primary_Material field is required in the database.

12. Other materials making up the artifact should also be recorded AFTER the primary material on the cataloguing sheet. The Secondary_Material field is optional in the database.

13. Give the number of component parts. If there are no component parts, write "0." Fill in the Component Part Name field by giving the accession part number and name, e.g. 1a centrifuge, 1b tube, 1c tube, 1d tube, 1e tube.

14. Minimally, the end of a chronological date range for the object should be given, e.g. 1900 c, 1950, 1940s, 1960? This is noted in the To_Date field which is required while the From_Date is optional in the database. Always give dates as YYYY-MM-DD.

15. Record the Manufacturer if known. The Manufacturer field is optional in the database. Manufacturer country and city are recorded in separate fields.

16. Measure the object. 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 in centimeters. NOTE: You do not need to measure component parts, but you do need to measure each item.
 1. **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.

 2. **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.

3. **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.

4. **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.

5. **(outside) 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. $30 \text{ cm} / 3.14 = 9.55 \text{ cm.}$) – USE when measuring an object such as a lamp.

17. Describe the artifact. Give 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 artifact. 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.

18. Record the location of the artifact (box location). An item may be separated from other items in the same accession for storage but note its permanent location on the catalogue sheet. Component parts should, if possible, be stored with an item.
19. Record the donor if known in the Other Notes field. If the artifacts are included in the initial transfer from the Sisters of St. Joseph, they are assigned an accession number beginning with 016, and each artifact is treated as a separate accession lot. The Donation_Date field in the database should be given as YYYY/MM/DD.
20. Record any patent number or other marks. in the Other Notes field.

21. Record condition information in the Condition Remarks field.

22. Later, complete your cataloguing research by searching for more information about the artifact, and completing the Classification, MeSH, Narrative, Description, and Discipline fields.
23. Each artifact has only one Classification and this field is required in the database. We use our own set of controlled vocabulary for this field. See Classification Terms.

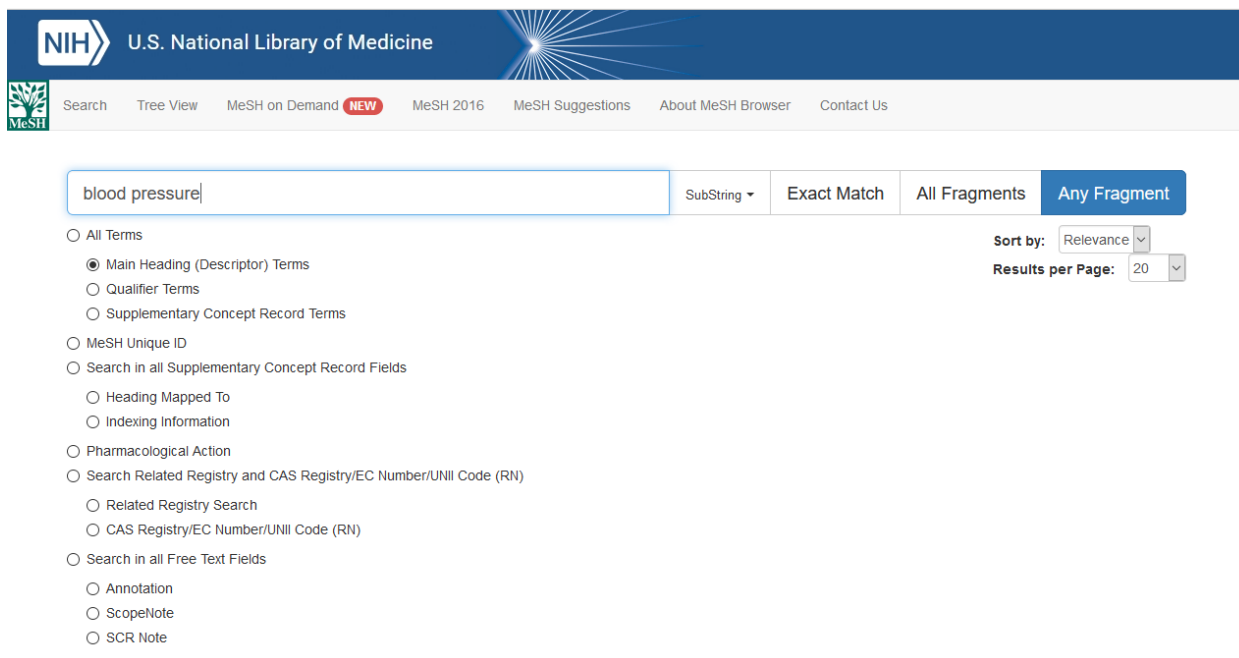
Photography

1. Secure paper or poster board inside the light shed with gaffer tape, clips or magnets. Use a dark background with very light objects.
2. 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
3. Use a color target placed away from the object so it 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 really large object, you can photograph the card first, remove it, and then photograph the object.
4. Get close to the object to take the photograph and don't use the zoom function. Use a 35 mm fixed lens.
5. If using an automatic setting, put the exposure up by one or two clicks.
6. Shoot in camera raw format.
7. You can use the screen guidelines on the camera to center the object.
8. Use a remote shutter release.
9. Photograph items in a set together, and photograph removable parts together. If there are pieces that you take out, take a before shot so that you can replace the parts in the same order. Take shots of the object open and closed if it can be manipulated.
10. Photograph eight points going clockwise around the object and photograph unique markings and the accession number on the object.

11. 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.
12. 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.
13. Save both raw and edited images in a folder with their accession number as the title.¹

Medical Subject Headings

1. Each artifact may have one or more MeSH. The first MeSH is required in the database. Search the MeSH browser at <https://meshb.nlm.nih.gov/search> . Enter a search term. To get the most recall, choose “substring search” and “any fragment” tabs.



NIH U.S. National Library of Medicine

Search Tree View MeSH on Demand **NEW** MeSH 2016 MeSH Suggestions About MeSH Browser Contact Us

blood pressure SubString Exact Match All Fragments **Any Fragment**

Sort by: Relevance Results per Page: 20

All Terms

- Main Heading (Descriptor) Terms
- Qualifier Terms
- Supplementary Concept Record Terms

MeSH Unique ID

Search in all Supplementary Concept Record Fields

- Heading Mapped To
- Indexing Information

Pharmacological Action

Search Related Registry and CAS Registry/EC Number/UNII Code (RN)

- Related Registry Search
- CAS Registry/EC Number/UNII Code (RN)

Search in all Free Text Fields

- Annotation
- ScopeNote
- SCR Note

Next, click on the best result:

¹ William J. Hill Texas Artisans and Artists Archive. *Basic Object Photograph on a Budget* webinar, July 22, 2021.



Blood Pressure Monitors MeSH Descriptor Data 2017

Details Qualifiers MeSH Tree Structures Concepts

MeSH Heading	Blood Pressure Monitors
Tree Number(s)	E07.230.740.100
Unique ID	D015924
Annotation	measurement must be continuous; often in telemetric monitoring; do not use as a substitute for use of a sphygmomanometer for the usual blood pressure reading (= BLOOD PRESSURE DETERMINATION /instrum)
Scope Note	Devices for continuously measuring and displaying the arterial blood pressure.
Entry Term(s)	Monitors, Blood Pressure Sphygmomanometers, Continuous
NLM Classification #	WG 26
Previous Indexing	Blood Pressure Determination/instrumentation (1970-1989) Monitoring, Physiologic/instrumentation (1970-1989)
Public MeSH Note	90
History Note	90
Date Established	1990/01/01
Date of Entry	1989/05/26
Revision Date	1997/06/20

page delivered in 0.069s



Then, click on the MeSH Tree Structures tab:



Blood Pressure Monitors MeSH Descriptor Data 2017

Details Qualifiers MeSH Tree Structures Concepts

- Equipment and Supplies [E07]
 - Diagnostic Equipment [E07.230]
 - Sphygmomanometers [E07.230.740]
 - Blood Pressure Monitors [E07.230.740.100]**

page delivered in 0.069s



This will show you the hierarchy of MeSH headings you can use, and you can click on any and expand them, or click on the tabs. Here we have clicked on the Qualifiers tab:

The screenshot shows the MeSH website interface. At the top is the NIH logo and 'U.S. National Library of Medicine'. Below that is a navigation bar with links for Search, Tree View, MeSH on Demand (marked as NEW), MeSH 2016, MeSH Suggestions, About MeSH Browser, and Contact Us. The main heading is 'Blood Pressure Monitors MeSH Descriptor Data 2017'. There are four tabs: Details, Qualifiers (which is selected), MeSH Tree Structures, and Concepts. Under the 'Qualifiers' tab, a list of 'Allowable Qualifiers' is displayed: adverse effects (AE), classification (CL), contraindications (CT), economics (EC), ethics (ES), history (HI), microbiology (MI), parasitology (PS), standards (ST), statistics & numerical data (SN), supply & distribution (SD), trends (TD), utilization (UT), veterinary (VE), and virology (VI). At the bottom right of the page, it says 'page delivered in 0.069s'. At the bottom left, there are links for Copyright, Privacy, Accessibility, Site Map, Viewers and Players. At the bottom center is the USA.gov logo.

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 description, followed by a dash. Do not use geographical, or publication type qualifiers. For example:

ARTIFACT: Baumanometer

MeSH Heading: Blood Pressure Monitors

Entry Term: Monitors, Blood Pressure

Entry Term: Monitoring, Physiologic/instrumentation

Entry Term: Blood Pressure Determination – Instrumentation

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

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

Catalogue fields

2. The Discipline for most artifacts is Medicine.

3. Fill out one sheet for each item, e.g. one sheet for 016.004.1 “doctor’s bag “and a separate sheet for each item within the bag, e.g. 016.004.2 “stethoscope.” Use the same sheet for one item with component parts, e.g. 016.008.1a-e “centrifuge with four tubes.” A chart with catalogue fields and explanations is given below. * indicates required field.

*Accession number:	Give as Year.Lot.Unit Component Parts, e.g. <i>016.020.1 (no component parts); 016.133.1a-j (10 component parts including unit).</i>	*Object Name:	The common name of object, e.g. <i>splint</i> . If labelled use the name on label.
*Discipline:	Medicine	*Classification:	Give controlled vocabulary classification term from Classification Terms, e.g. <i>"Anaesthesia."</i>
*Manufacturer:	The name of manufacturer(s) of object or use "unknown," e.g. <i>Stevens Co.</i>	Manufacturer country:	Give full name, e.g. <i>United States of America (not USA)</i> .
Manufacturer city:		Date of object (from):	The begin date of object or beginning of a chronological date range for object, i.e. production date. Use both date fields for a range, e.g. <i>1950, 1940s, 1938-08-29, 1960?, unknown</i> . Use c for about, p for prior to, l for later than, ? for unsure, or unknown after the date if needed, e.g. <i>1910 c; 1950 p</i> .
Date of object (to):	The end date of object or end of a chronological date range for object, i.e. production date. Use this field only if only one date is known. Use both date fields for a range, e.g. <i>1950, 1940s, 1938-08-29, 1960?, unknown</i> . Use c for about, p for prior to, l for later than, for unsure, or unknown after the date if needed, e.g. <i>1910 c, 1950 p</i> .	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.	Outside diameter:	The measurement of an object in a horizontal line through the centre from one side to another.
Material:	The materials used to make a 3-D object – list materials from most to least prevalent, e.g. <i>stainless steel, glass.</i>	MeSH:	Complete Narrative field before searching. Refer to: https://www.nlm.nih.gov/mesh/

Number of components:	Give total number of component parts, e.g. 4.		
Component part name:	Give name of each component part with accession component number, e.g. <i>1a right slipper; 1b left slipper.</i>		
Permanent location:	Give shelf number, e.g. C3.	Current location:	Give current location, e.g. <i>on loan, display.</i>
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. <i>gray blood pressure machine with two different sized red cuffs.</i>			
Condition remarks: Put remarks on condition here, not in Description field, e.g. <i>Some rust noted.</i>			
Narrative: Give contextual information about object. Record as much as possible while cataloguing, then search references, e.g. <i>Used by Dr. Luney at St. Joseph's Hospital; used for measuring blood cell counts.</i>			

Other notes: Record any patent number or other marks here.

Cataloguing references: Give references used here.

Researching narrative and dates

This is a list of some research sites:

Museum of Healthcare

<http://www.museumofhealthcare.ca/>

McGill University

<https://www.mcgill.ca/medicalmuseum/>

Science Museum Group

<https://group.sciencemuseum.org.uk/about-us/collection/>

NIH Stetten Museum

<https://history.nih.gov/museum/index.html>

The Collection of Historic Scientific Instruments

<https://chsi.harvard.edu/>

NIH History Portal

<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>

NIH Trade Catalogs

<https://history.nih.gov/museum/catalogs.html>

Patent searches

You can search the European patent site using the name of the object, e.g. “catgut suture.” Choose ascending publication date to display records, in order to get the oldest records showing up first. Look at the drawings and at the original document.

Search the WIPO site using the tab “catchwords.” This will help you find the CPC classification for the object.

Search the USPTO site under the quick search tab, using PAT FT. Enter the CPC classification number, e.g. “A6B1700” in the first search box and choose “Current CPC Classification” from the drop-down menu in the second search box. Make sure to choose the search date range “1790 to present.” Click on each patent, and to view image click on images button at top. Look at front page and scan abstract and drawing. Then look at specifications.

You can also search using PAT FT for a patent number. Enter the patent number in the first search box and choose “Patent Number” from the drop-down menu in the second search box. Make sure to choose the search date range “1790 to present.”

Another option is to use the top right search window and enter “CPC scheme *name of object*.”

Then, click on the entry in the search results or retry the search again using a synonym. The search results will show the main class listed with subclasses below.

You can use CTRL F in your browser to find more specific words (to narrow down the results) if you get a lot of results.

US Patent Office

(Can only search by keyword back to 1976)

Search CPC scheme + keyword (top right search box)

<https://www.uspto.gov/>

WIPO

<https://www.wipo.int/classifications/ipc/ipcpub/?notion=scheme&version=20200101&symbol=none&menulang=en&lang=en&viewmode=f&fipcpc=no&showdeleted=yes&indexes=no&headings=yes¬es=yes&direction=on&initial=A&cwid=none&tree=no&searchmode=smart>

European Patent Office

<https://worldwide.espacenet.com/>

How to use the Past Perfect database

This section under construction.

Safety Guidelines

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 are able to 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.).

Classification Terms

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

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