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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:

<table>
<thead>
<tr>
<th>Accession Number</th>
<th>Object ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Accession lot</td>
</tr>
<tr>
<td>016</td>
<td>004</td>
</tr>
<tr>
<td>016</td>
<td>004</td>
</tr>
<tr>
<td>016</td>
<td>004</td>
</tr>
<tr>
<td>016</td>
<td>004</td>
</tr>
</tbody>
</table>

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:

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. 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**.

**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.

<table>
<thead>
<tr>
<th>*Accession #</th>
<th>Give as Year.Lot e.g., 016.020</th>
<th>*Object ID</th>
<th>Give as Year.Lot.Unit Component Parts, e.g., 016.020.1 (no component parts); 016.133.1a-j (10 component parts including unit).</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Object Name:</td>
<td>The authorized name of the object.</td>
<td>Other Name:</td>
<td>The common name of object, e.g., splint. If labelled use the name on label.</td>
</tr>
<tr>
<td>Collection:</td>
<td>This field is used to relate material from a common source to a particular person, e.g., Dr. Luney instrument collection.</td>
<td>*Count:</td>
<td>Give total number of parts including main object, e.g., if no detachable parts “1,” if 4 detachable parts “5.”</td>
</tr>
<tr>
<td># Component Parts:</td>
<td>Give the number of component parts, e.g., “0” or “5.”</td>
<td>*Date:</td>
<td>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.</td>
</tr>
<tr>
<td>*Component Names:</td>
<td>Give name of each component part with accession component number, e.g., 1a right slipper; 1b left slipper.</td>
<td>Year Range from:</td>
<td>Use begin date of object or beginning of a chronological date range for object, i.e., production date.</td>
</tr>
<tr>
<td>Year Range to:</td>
<td>Use end date of object or end of a chronological date range for object, i.e., production date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition:</td>
<td>Give condition here, not in Description field.</td>
<td>*Height:</td>
<td>The measurement of object’s greatest height including all component parts but excluding any separate frame or pedestal.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>* Length:</td>
<td>The measurement of object’s greatest length including all component parts but excluding any separate frame or pedestal.</td>
<td>* Depth:</td>
<td>The measurement of an object in a horizontal line from front to back.</td>
</tr>
<tr>
<td>* Width:</td>
<td>The measurement of object’s greatest width including all component parts but excluding any separate frame or pedestal.</td>
<td>* Diameter</td>
<td>Outside diameter: the measurement of an object in a horizontal line through the centre from one side to another.</td>
</tr>
<tr>
<td>Dimension Details:</td>
<td>Other information about the size and shape of the object or additional measurements.</td>
<td>Material:</td>
<td>The materials used to make a 3-D object – list materials from most to least prevalent, e.g., stainless steel, glass.</td>
</tr>
<tr>
<td>*Home Location/Box:</td>
<td>Give box number, e.g., Box 4.</td>
<td>*Home Location/Shelf:</td>
<td>Give shelf number, e.g., C3.</td>
</tr>
<tr>
<td>Temp Location Reason:</td>
<td>Give reason for moving object from permanent location, e.g., on loan, display.</td>
<td>Temp Location/Building:</td>
<td>Give temporary location of object.</td>
</tr>
<tr>
<td>Inscription Type:</td>
<td>Describe type of mark on object, e.g., manufacturer’s mark.</td>
<td>Inscription Technique:</td>
<td>Note how mark was made, e.g., stamped.</td>
</tr>
<tr>
<td>Inscription Position:</td>
<td>Briefly note where mark is found on object.</td>
<td>Inscription Text:</td>
<td>Give text of mark or inscription.</td>
</tr>
<tr>
<td>Made:</td>
<td>The name of manufacturer(s) of object or use “unknown,” e.g., Stevens Co.</td>
<td>Place of Origin:</td>
<td>Give full name, e.g., United States of America (not USA).</td>
</tr>
</tbody>
</table>
**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/](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:
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**.

![Medical Artifacts Collection](image)

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.
<table>
<thead>
<tr>
<th>Collection</th>
<th>Object ID</th>
<th>Object Name</th>
<th>Other Name</th>
<th>Other#</th>
<th>Accession#</th>
<th>Home Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>016.018.1</td>
<td>Cup</td>
<td></td>
<td></td>
<td>016.018</td>
<td>Congregation of Sis.</td>
</tr>
</tbody>
</table>

**History**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Year Range</th>
<th>Catalog Date</th>
<th>Cataloged By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1920c</td>
<td>thru</td>
<td></td>
<td>CSJ Archives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status Date</th>
<th>Status by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OK</td>
</tr>
</tbody>
</table>

**Provenance**

<table>
<thead>
<tr>
<th>Title</th>
<th>Creator</th>
<th>Role</th>
<th>Provenance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>United States of America</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Material</th>
<th>Found</th>
<th>Made</th>
<th>Used</th>
<th>Owned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Porcelain</td>
<td></td>
<td></td>
<td>Coors</td>
<td></td>
</tr>
</tbody>
</table>

**Updated by**: Unknown

**Updated**: 2022-06-26 01:47 PM
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.

<table>
<thead>
<tr>
<th>Object ID</th>
<th>Typewriter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accession#</td>
<td>016.003</td>
</tr>
<tr>
<td>Home Location</td>
<td></td>
</tr>
</tbody>
</table>

**Related Publications**

- The Typewriter Database
  - Network
  - https://typewritertwitter.com

**Notes on Related Items**

- No Items Related to 016.003 1a-b
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.
INSRIPTION/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
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.
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.
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:
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.

You can also view a list of all the Qualifiers here: [https://www.nlm.nih.gov/mesh/subhierarchy.html](https://www.nlm.nih.gov/mesh/subhierarchy.html)
You can view the scope note for each Qualifier here:

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:

**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**


**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 search

You can search the European patent site 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.

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/](https://www.uspto.gov/)

**WIPO**


**European Patent Office**

[https://worldwide.espacenet.com/](https://worldwide.espacenet.com/)
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 accelerator 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

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)*

<p>| | | |</p>
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<thead>
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65
| 13 | *Description |
| 14 | *Narrative |
| 15 | People |
| 16 | Related Publications |
| 17 | *Subjects (MeSH) |
| 18 | *Classification |
| 19 | Cataloged Date |
| 20 | Cataloged by |