

Chapter 3: Cataloging

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BASIC REQUIREMENTS FOR NPS CATALOGING

Catalog all objects, specimens, and archival and manuscript collections that are part of the park's museum collection.

Accession objects before you catalog them. Refer to Chapter 2: Accessioning. Catalog museum collections as soon as you are able.

Make sure that contracts and permits that produce museum collections include the requirement to catalog the collections.

Classify museum collections by discipline: archeology, ethnology, history (including archival and manuscript collections), biology, geology, or paleontology. Refer to the appropriate appendix in the handbook for information on each discipline.

Enter all catalog records into ANCS+. Paper catalog records are optional.

To complete a catalog record, follow the:

- guidelines in this chapter and Appendix C of this handbook
- instructions in Chapter 2: Cataloging, in the *ANCS+ User Manual*
- on-line field help in ANCS+
- regional and/or park-specific cataloging guidelines, if applicable

Make sure the catalog record is accurate and understandable to someone looking for information about the object.

Use lot cataloging to catalog like objects in groups, rather than cataloging them individually. Refer to Appendix I in this handbook for guidelines on lot cataloging.

You must catalog all archival and manuscript materials at the collection level. Assign only one catalog number to the entire collection. Don't individually catalog the pieces of the collection. Further describe the collection at the series, file unit, and item level in the Archives Module, if recommended by the archival survey.

Assign a catalog number to each object or group of objects. Mark the catalog number on the object as part of the cataloging process. Refer to Appendix J in this handbook for marking techniques.

Keep track of the catalog numbers you use, including those you release in advance to NPS repositories and contractors.

If possible, photograph objects as part of the cataloging process. Refer to Appendix K in this handbook for basic instructions on record photography.

Make changes to the catalog record as needed to keep the data on the record accurate and current.

Submit a copy of your ANCS+ database to the National Catalog each year. Submit the database even if your park had no cataloging activity during the year. Include any new or recataloged records in a tag file within the database.

CHAPTER 3: CATALOGING

A. Overview

1. *What is cataloging?*

For National Park Service (NPS) museum collections, cataloging is the process of recording detailed information about individual items or groups of related items. Cataloging also includes assigning a unique identifying number to the item or group of items. You must have museum catalog records for all objects, specimens, and archival/manuscript collections in your park's museum collection. The information on the catalog records may be as important as the items themselves.

Note: You can catalog some objects and specimens in lots. Refer to Appendix I: Lot Cataloging, for guidelines on how to determine which items you can lot catalog.

You must catalog all archival and manuscript materials at the collection level. This means that you assign one catalog number to the entire collection. Don't individually catalog the pieces of the collection. You can further describe a collection at the series, file unit, and item level by using the ANCS+ Archives Module. Archivists generally describe very few collections at the item level. See Appendix D in this handbook for additional information about cataloging archives.

2. *What is the purpose for cataloging?*

Catalog records give you access to information about your museum collection for research and interpretation. They are also the primary property accountability records for museum objects. Catalog records tell you what objects you have, their condition, and where they're located. They provide physical and intellectual access to your museum collection.

3. *Who uses catalog data?*

Numerous people and institutions use data from your catalog records, including:

- NPS staff, (curatorial and interpretive staff, cultural and natural resource managers, archeologists, scientists, ethnographers, archivists, and the superintendent)
- exhibit planners
- conservators
- students
- researchers
- general public
- regional and Washington office staff
- educational, cultural, or scientific institutions (such as, museums, historical societies, and universities)

4. *Who must follow this chapter?*

The staff person or persons responsible for the museum collection must follow this chapter to catalog museum collections. You must catalog all objects that are part of the park's museum collection.

Note: You don't have to catalog short-term incoming loans that are at the park for less than a year. You must accession all incoming loans and track them using an incoming loan agreement. Refer to Chapter 2 in this handbook for information on incoming loans. Objects at a park for less than thirty days are in temporary custody and don't require a loan agreement. Refer to Section B.10 in Chapter 2 of this handbook.

See Section A.6 of Chapter 1 in this handbook for information on staffing requirements for museum collections.

B. General Information on Cataloging

1. *What are catalog records?*

Catalog records are both paper and electronic records. The NPS uses Form 10-254 to print catalog records. The form has two formats:

- Museum Catalog Record – CR, Form 10-254 Rev. (Figure 3.1) for cultural resources records for archeology, ethnology, history, and archival/manuscript collections.
- Museum Catalog Record – NH, Form 10-254B Rev. (Figure 3.2) for natural history records for biology, geology, and paleontology.

The electronic catalog record is part of the cultural resources and natural history databases in ANCS+.

Note: The electronic catalog record has more fields than the paper record. The Form 10-254 contains basic catalog data. The electronic catalog record includes separate screens for discipline-specific and park-specific data. You can print all the data in the record using the All Fields report in ANCS+. This report is not the official catalog record.

You must enter all catalog records into ANCS+, the NPS collections management software program. The use of paper records at the park is optional. The National Catalog prints and archives paper copies of all catalog records.

2. *What is a catalog number?*

A catalog number is the unique identification number for a particular item or group of items. You mark the catalog number on the object, and create a catalog record for each number. The number links the object and the documentation. Refer to Section C.11 in this chapter for information on marking the catalog number on the object.

Note: The catalog number identifies the object or group of objects. The accession number identifies the transaction that established NPS ownership of the object or group of objects.

3. *When do I catalog objects?*

If possible, catalog objects when you accession them.

Parks frequently have backlogs of cataloging to complete. Make a plan for reducing or eliminating the backlog, since it's hard to access and account for uncataloged collections. You must report the number of objects that you cataloged and the number of objects in the backlog each year on the Collections Management Report (CMR). Refer to Section VIII in Chapter 4 of this handbook for information on the CMR.

4. *How do I plan to reduce or eliminate my cataloging backlog?*

Planning for cataloging projects is part of the normal planning, programming, and budgeting process for any park. Be sure to include projects for cataloging the museum collection in the park's Resource Management Plan and Project Management Information System (PMIS). You will have to estimate the size and cost of the project and the time it will take to complete. You will also have to justify why the work needs to be done.

Note: Your current Collections Management Report (CMR) will have the number of items, by discipline, in the backlog. You may need to make adjustments to your CMR figures if you find additional items that you need to catalog.

To get an idea of the size of the job, locate all the materials that you need to catalog. Make sure that you have accessioned all items. Remember to include:

- archival collections that may be in offices or storage spaces
- large, mobile items that might be outside, such as farm machinery
- representative pieces of historic building fabric or architectural material

Give an estimate of the number of items in each discipline (such as biology or archives) that you need to catalog. The cost of cataloging varies by discipline.

Refer to Appendix B in this handbook for information on estimating cataloging costs.

5. *How can I prevent a future catalog backlog from occurring?*

It's important to keep your backlog from growing larger in the future. This may not be possible if you receive a large accession of materials. However, you can address the backlog of project-generated collections. Make sure all contract agreements and permits include the requirement to catalog all collections that the project generates.

6. *Where do I get the information for cataloging?*

Cataloging museum objects involves gathering and recording information from:

- physical observation
- accession records
- associated documentation

- research
- subject-matter specialists

Note: Refer to Appendix L: Bibliography, in this handbook for books that may be helpful in cataloging various types of objects and materials.

7. *How much time should I spend researching information for the catalog record?*

The amount of time you spend researching information about an object depends on:

- the importance of the object to your collection
- the availability of information
- your work schedule
- your research skills

Note: You can always add additional information to a catalog record at a later date.

Refer to Appendix B in this handbook for information on the costs of cataloging various types of collections.

8. *How do I prepare to catalog a collection?*

Before beginning to catalog, get a basic understanding of the entire collection and its purpose. Start by surveying the collection, including items on exhibit, on loan, and in storage. Look at the park's enabling legislation and Scope of Collection Statement (SOCS). What are the interpretive themes at the park? What's in the park library?

Become familiar with the park's accession book and records. Look at the cataloging that has been done and any research requests. Identify the material that you still need to catalog.

Knowledge of the collection as a whole allows you to:

- record information that is pertinent to the collection
- efficiently organize the cataloging process by sorting objects by type or material and conducting research on similar objects
- place objects in context within the whole collection
- provide cross-references to related objects

9. *Should I develop site-specific cataloging guidelines?*

Yes. Create written, site-specific cataloging guidelines. These guidelines set up the format for the catalog data at your park. They also help you maintain consistent data. Consistency is especially important if you have numerous catalogers and changes in cataloging staff. The person responsible for the collection should create the guidelines.

Site-specific guidelines might include:

- uniform location descriptions for areas in the park

- lists of eminent figures and organizations that are relevant to the park
- standard descriptions for various types of materials

Some regions provide regional guidelines for cataloging certain types of materials, such as archeology.

Note: Site-specific cataloging guidelines may supplement, but not replace, the NPS cataloging procedures in this handbook and the *ANCS+ User Manual*.

Appendix C in this handbook has information on uniform ways to describe and measure objects.

10. *What is the National Catalog of Museum Objects?*

The National Catalog of Museum Objects is one of the required NPS inventories and databases. It includes all catalog records for cultural objects, archival and manuscript materials, and natural history specimens in NPS museum collections. The National Catalog office is part of the Museum Management Program, National Center for Cultural Resources. The office is in Harpers Ferry, West Virginia. It serves as an off-site repository for your park's paper catalog records and electronic catalog record databases.

The National Catalog helps provide accountability, security, and preservation for electronic and paper catalog records and access to catalog data. The data would otherwise only be located at parks. The National Catalog protects park data during emergencies, disasters, or computer crashes.

Refer to Section H of this chapter for information on submitting catalog records to the National Catalog.

11. *Do I need to restrict access to catalog data?*

You should make most catalog data available to the public. However, you must restrict access to some types of location data. You are required by law to restrict access on the location data for:

- archeological excavations, including shipwrecks – Archaeological Resources Protection Act (ARPA) of 1979 (16 USC 470)
- cave and cave resources – Federal Cave Resources Protection Act of 1988 (16 USC 4301-4309)
- historic resources at risk of harm, theft, or destruction –National Historic Preservation Act of 1966, as amended (16 USC 470-470t, 110)

You should also place restrictions on the following location data. However, these data may be subject to Freedom of Information Act (FOIA) requests.

- Indian sacred sites –Executive Order 13007 – Indian Sacred Sites (May 24, 1996)
- nesting sites or specific habitat on threatened and endangered species – Endangered Species Act of 1973, as amended (16 USC 1531-1543)

You may withhold the following information from a FOIA request unless the Secretary approves release.

- information concerning the nature and specific location of mineral or paleontological specimens or objects of cultural patrimony within units of the NPS or resources that are endangered, threatened, rare, or commercially valuable – National Parks Omnibus Management Act of 1998 (16 USC 5937)

Use common sense when providing catalog data to the public. You should exclude current location and value data from general viewing.

12. *How do I provide access to the park's catalog data?*

ANCS+ has a public search function that allows researchers or non-museum staff to search the park's catalog data. You can choose which data fields on the catalog record are visible. Refer to Appendix C in the *ANCS+ User Manual* for information on using the public search function.

C. Cataloging Procedures

1. *Should I use a worksheet when cataloging collections?*

Use of a worksheet is optional. You can enter catalog data directly into ANCS+. Catalog worksheets for each discipline came with your *ANCS+ User Manual*. Contact the National Catalog office if you need additional copies.

2. *What is a catalog folder?*

A catalog folder is an archival folder that holds information that isn't contained on the catalog record. File the folder in numerical order by catalog number. Mark the catalog number on the folder using permanent ink. You can also write "Catalog Folder" on the tab.

Note: The ANCS+ catalog record includes a Catalog Folder field to tell you if you there is a catalog folder corresponding to the catalog record.

Proof of ownership and accession-related documentation always remain in the accession folder.

Typical contents of a catalog folder may include:

- research notes or reports on a specific object that is not part of a systematic collection

Note: Catalog the notes and reports from systematic collections as part of the associated records for the project. For example, a large archeological project may have a research report or chemical analysis for thousands of objects. In such cases, catalog the information as archives.

- conservation records, such as an object treatment request, condition report, treatment proposal, and conservation treatment report
- chemical analysis
- appraisals
- exhibition documentation

- publicity or other photographs (see Appendix K: Photography, for filing documentation photos) in protective enclosures
- material samples, such as upholstery, fabric, or paint
- publication citations

If possible, items in the catalog folder should be on acid-free paper. Store catalog folders in a separate drawer in the same, or similar, insulated and fireproof locking file as the accession file.

3. *How do I complete a catalog record?*

Refer to the appropriate section in Chapter 2: Cataloging, in the *ANCS+ User Manual*. The chapter contains a section for each discipline. ANCS+ also contains on-line field help for each field on the catalog record.

To save a record, you must enter data in all the mandatory fields. Refer to Sections E and F of this chapter for a list of the mandatory fields.

You will probably not have enough data on most objects to complete every non-mandatory field on the catalog record. Enter data in the fields for which you have information. The types of data that you record will vary between disciplines. Cite the sources of your data as needed.

Be accurate and thorough. Proof your work. Inaccurate or incomplete cataloging can result in unnecessary confusion in later years. Spelling errors make your work look unprofessional. Remember that other people, such as researchers, internet users, or park staff, may eventually see your work. Make sure the catalog record is clear and understandable to someone looking for information about the object.

Refer to Appendix C: Cataloging Guidelines, in this handbook for information on:

- how to record dimensions and weight in a consistent format
- the types of questions to ask when cataloging an object
- uniform techniques for description
- terms to use when describing condition

4. *How can I gain preliminary control for new accessions?*

You may not have time to do detailed cataloging when you accession an object. However, you can gain basic accountability for the object by completing the mandatory fields on the catalog record. Refer to Sections E and F of this chapter for a list of mandatory fields.

If you have a catalog record in ANCS+, the program will:

- do searches for the data
- get automated data from the record for the Automated Inventory Program (AIP)
- automatically include the data in the CMR

- use the data in reports

Note: You will have to go back to the record to complete the full cataloging at some point. You can't use Backlog Cataloging (BACAT) funds for partially cataloged items.

5. *What if I have unverified data?*

It's important to note when data are unverified. Use a question mark “?” or attributed “(att)” to show data that are probable but not certain.

6. *What if I need to add or change information on the catalog record?*

Cataloging is a continuing process. You may receive additional information about an object, or discover that information on the record is incorrect. You can add, change, or delete information on the catalog record at any time. The Catalog Notes supplemental record in ANCS+ allows you to keep track of changes to the record. Refer to Section II in Chapter 3 of the *ANCS+ User Manual* for information on the Catalog Notes supplemental record. Refer to Section G in this chapter for information on recataloging.

7. *Can I catalog objects that are alike on the same catalog record?*

This depends on the objects. Refer to Appendix I: Lot Cataloging, in this handbook for guidelines on when to lot catalog similar objects. Refer to Appendix C: Recommended Cataloging Guidelines, in this handbook for information on cataloging pairs and sets of objects.

8. *How do I catalog objects with detachable parts?*

Catalog detachable parts as components of the object. Refer to Appendix C: Recommended Cataloging Guidelines, in this handbook for information on cataloging objects with component parts.

9. *Should I photograph objects while I'm cataloging?*

Yes. Photograph most objects as part of the cataloging process. You should have a permanent space in the cataloging area for photographing objects. However, you may have to set up photography sessions as time, staff, and funding permit.

Photographs can aid you in:

- describing an object
- recording condition
- recovering a lost or stolen object
- preserving the object by reducing the need to handle it

A complete record of an object generally requires both a photograph and a catalog record with a cross-reference between the two.

It is highly recommended that you photograph all controlled property:

- *items with a value over \$1,000*
- *firearms*
- *type specimens*
- *incoming loans (with the exception of incoming loans to NPS repositories)*
- *items especially vulnerable to theft, loss, and damage*

Refer to Appendix K: Photography, in this handbook for information on photographing museum collections.

10. *Are there times when I don't need to photograph collections?*

Yes. You must decide if a photograph is useful. For example, you don't need to photograph most botanical specimens, soil samples, or sherds. Photograph culturally affiliated NAGPRA items in consultation with the affiliated tribe.

You can make a photocopy, rather than a photograph, of some archival materials. Use a photocopy if:

- the item is a line drawing or illustration
- there isn't a lot of shading or nuance in the work
- you don't need to capture extremely fine detail
- the material is already a copy (such as a blueprint drawing of an architectural drawing)
- the material doesn't have high artifactual or evidential value

11. *When do I mark an object with a catalog number?*

Mark the object with a catalog number when you complete the worksheet or catalog record. Placing a catalog number on the object links the object to its documentation. Refer to Appendix J: Marking and Numbering Museum Collections, in this handbook for marking techniques.

Mark objects with the complete catalog number, which includes the park acronym, a space (or collection designator), and a sequential identification number. For example: DETO 3717.

A catalog number never includes a hyphen between the acronym and the number.

Be sure to enter the catalog number on the natural history labels for natural history specimens. You can't mark the number on many natural history specimens, such as insects or soils.

Mark catalog numbers on folder and box labels for archival collections.

Don't place a number on incoming loans. Use an acid-free tag to label incoming loans with a catalog number. NPS centers may mark numbers on park collections that are on loan to the center for curation and storage.

12. *What do I do with catalog data that I receive from centers, contractors, and other sources outside the park?*

The catalog data you receive from centers, contractors, and other outside sources is part of your park's database. You must transfer the data into the park database and submit the complete database to the National Catalog every year. A complete database for your park includes the data for all the objects that the park owns. By law and regulation, the park is responsible for archeological and natural history collections that are collected at the park. The park must maintain catalog data on these collections even if the collections are not located at the park. (Before 1984, parks weren't required to catalog natural history specimens that were collected under permit and stored in other repositories.)

13. *What is the relationship between the NPSpecies database and my catalog records?*

The NPSpecies database of the Inventory and Monitoring (I & M) Program uploads data from your ANCS+ natural history catalog records. You can give your data directly to I & M or have the National Catalog give them your data. The park must give the National Catalog permission to send your data to the I & M Program.

Note: Upload data from ANCS+ to NPSpecies. Don't upload data from NPSpecies to ANCS+.

D. Tracking Catalog Numbers

1. *Can I release catalog numbers in advance?*

Yes. You may need to give or release catalog numbers to other institutions or individuals that are responsible for cataloging NPS collections. These include:

- NPS centers, such as the Midwest Archeological Center (MWAC)
- universities
- non-NPS museums or institutions
- contractors
- collectors (collecting under permit)

You may also release catalog numbers in advance if you have a large cataloging staff. Assigning blocks of numbers to each individual is a good way to track your catalog numbers.

ANCS+ has a pre-allocate records function that assigns catalog numbers to blank records. Refer to Section IV in Chapter 6 of the *ANCS+ User Manual* for information on this function.

2. *When should I release catalog numbers outside the park?*

The repository, contractor, or collector must give you a list or estimate of the items to be cataloged. Don't release catalog numbers until you receive an adequate estimation of the material. Make sure that the person cataloging the material has a copy of:

- the appropriate chapters and appendices in this handbook and the *ANCS+ User Manual*
- a copy of ANCS+

- site-specific cataloging guidelines, if available

Use of the program and guidelines should be part of the contract or permit requirements. Refer to the introduction of the *ANCS+ User Manual* for information on contractors and the use of ANCS+.

If you don't require contractors to use ANCS+, be sure they provide the data for all mandatory fields. The data should be in an export format that you can easily import into ANCS+. See Section VI in Chapter 6 of the *ANCS+ User Manual* for information on importing and exporting data.

3. *How should I track the catalog numbers I release?*

Use a bound catalog number logbook or a computer-generated log to track catalog numbers. See Figure 3.3 for a sample logbook page. Be sure to include an "Issued To" column or field to note who has the number. For large collecting projects that use hundreds of catalog numbers, placing lists of catalog numbers in the accession folder for the project is helpful.

Make sure that all the numbers you release have been used and properly assigned to objects. This may be difficult since you may not know which numbers were used for several years. You will also want to keep track of which numbers were not used. You can then reassign these numbers to other objects.

4. *How can I find the last catalog number I used?*

If you don't keep a catalog number log, you will have to check ANCS+ or your catalog worksheets for the last number.

<i>If...</i>	<i>Then...</i>
all your records are in ANCS+,	go to the last record in your database (remember to check both the CR and NH databases) and sort your data by catalog number.
you have catalog worksheets waiting for data entry,	look for the catalog number on the last completed worksheet.

Remember that you may have already released catalog numbers that aren't in the database or on worksheets. Also, catalogers may be using skipped numbers. The catalog number on the last completed worksheet may not be the actual last number. You risk fewer errors by keeping a logbook.

Use the missing numbers report in ANCS+ to find missing numbers in the database.

5. *May I reuse catalog numbers?*

Reusing catalog numbers depends on the circumstances. If an object was cataloged under two different numbers, you can void the later number and reuse it. When you reuse the number, make a cross-reference to its earlier use. For example, you can note, "This catalog number was previously used for chair XXXX 567. The chair had been cataloged twice by mistake."

Never reuse catalog numbers for missing or deaccessioned objects.

6. *What if I have missing catalog numbers?*

If you skip a catalog number by mistake, assign the number to the next available object. You may have to spend some time searching for missing numbers if you have released numbers in advance.

7. *What if I have duplicate catalog numbers?*

<i>If the duplicate catalog numbers are for...</i>	<i>Then...</i>
identical records,	delete one of the records.
different objects,	assign a new number to one of the objects with a cross-reference to the old number.

Be sure to check the catalog numbers on the objects as well as the catalog records.

8. *How should I cross-reference catalog numbers with the accession records?*

For small accessions, enter the catalog numbers in the Catalog Number column in the accession book. Leave this column blank for large accessions.

Add the catalog numbers to the list of objects or inventory list that is part of the Accession Receiving Report, Form 10-95. This provides a good cross-reference between your accession and catalog records. Be sure to date the list to make clear that it was completed after the accession receiving report.

You can also generate a list from ANCS+ of all the cataloged items in an accession. Add this list to the accession file in place of a written list.

E. Cultural Resources (CR) Catalog Data Fields

1. *Where do I find the data fields for CR catalog records?*

The data fields for your CR catalog records are in the Collections Management Module of ANCS+. This module has your accession records and your cultural resources and natural history catalog records. It also has associated modules that help you with collections management functions, such as outgoing loans.

2. *What are the data fields for CR catalog records?*

The following list of CR data fields includes the mandatory fields. You can't save a record in ANCS+ until you complete all the mandatory fields. Refer to questions 3-6 of this section for discipline-specific fields. Refer to Chapter 2 in the *ANCS+ User Manual* and the on-line help in ANCS+ for information on how to use and complete the fields.

Sample catalog records for archeology, ethnology, history, and archival/manuscript collections appear in Figures 3.4 – 3.7.

* Mandatory Field

@ ANCS+ enters "Not Provided" if you don't complete this field.

+ ANCS+ enters "Not Provided" in all these fields if you don't complete at least one of them for archeology records.

* Accession Number

- Alternate Name
- Artist/Maker
- Catalog Date
- Catalog Folder
- * Catalog Number
- * Cataloger
- * Classification Lines 1-4
- Component Part
- * Condition
- Condition Description
- * Controlled Property
- Cultural ID
- Culture of Use
- @ Description
- Eminent Figure
- Eminent Organization
- + Field Site Number
- Historic/Cultural Period
- Identified By
- Identified Date
- * Item Count (or Quantity)
- Key Descriptor
- * Location
- Maintenance Cycle
- Manufacture Date
- Material
- Measurements
 - Dimensions
 - Other
 - Volume
 - Weight
- NAGPRA
- * Object Name
- * Object Status
- Other
- Other Numbers
- Place of Manufacture
 - City
 - Country
 - County
 - State
- Place of Origin
 - City
 - Country
 - County
 - State
- * Quantity (or Item Count)
- Related Collections
- Reproduction
- + Site Name
- + State Site Number
- * Status Date
- * Storage Unit
- Use Date
- + Within Site Provenience

3. *What are the discipline-*
NPS Museum Handbook, Part II (2000)

The following list of fields appears on the discipline-specific screen in

specific fields for archeology records?

ANCS+. None of these fields are mandatory.

Collector
Collection Date
Collector
Color
Decorative Motif
Decorative Technique
Field Specimen Number
Makers Mark
Manufacturing Technique
Object Form
Object Part
Previous Catalog Number
Revised Nomenclature
Temper
Type Name

4. *What are the discipline-specific fields for ethnology records?*

The following list of fields appears on the discipline-specific screen in ANCS+. None of these fields are mandatory.

Aboriginal Name
Additional Area
Additional Group
Manufacturing Technique
Object Use
Possible/Probable Classification

5. *What are the discipline-specific fields for history records?*

The following list of fields appears on the discipline-specific screen in ANCS+. None of these fields are mandatory.

Copyright
Format
Genre
Inscription/Marks
Object Use
Patent Date
Process/Technique of Manufacture
School
Significant Event
Style
Subjects
Term (AAT)
Title

Note: ANCS+ contains the lexicon for the *Art and Architecture Thesaurus (AAT)*. The *AAT* is a standardized vocabulary for fine arts, architecture, decorative art, and material culture of the Western world.

6. *What are the discipline-specific fields for archival/manuscript records in the Collections Management Module?*

The following list of fields appears on the discipline-specific screen in ANCS+. None of these fields are mandatory.

- Additional Accession Numbers
- Arrangement
- Catalog Level
- Collection Title
- Dates
 - Bulk Dates
 - Inclusive Dates
- Finding Aids
 - Finding Aid
 - Level of Control
- History
- Index Terms
 - Form
 - Function
 - Genre
 - Occupation
- Language
- Local Collection Number
- Organization
- Provenance
- Reference Terms
 - Corporate Name
 - Geographic Name
 - Personal Name
 - Topic

7. *What is the Archives Module in ANCS+?*

The Archives Module is a separate but interfacing element of ANCS+. It allows you to describe archival collections beyond the catalog information in the Collections Management Module. The Archives Module allows you to describe archival collections:

- at multiple levels (collection, series, file unit, and item levels)
- according to archival descriptive standards
- in the Machine Readable Cataloging (MARC) format

Note: Use of the MARC format allows you to upload records into national bibliographic systems.

8. *Must I catalog all archival/manuscript collections in the ANCS+ Archives Module?*

No. The archival survey and processing plan will recommend which collections should be further described in the Archives Module.

You must catalog all archival collections in the Collections Management Module. ANCS+ will copy the information in the Collections Management Module to the Archives Module if you choose to do so.

For some collections, you may decide to use the Archives Module to create a more detailed collection level record. You can then further describe the collection at the series, file unit, and item levels. Refer to Appendix I, Archives Module, in the *ANCS+ User Manual* for information on the data fields in the Archives Module. Refer to Appendix D in this handbook for guidance on archival surveys and processing plans.

9. *Where can I find information about the CR discipline classifications?*

Refer to the appendices in this handbook for information on classifying and naming archeology, ethnology, and history objects and archival/manuscript collections. Figure 3.11 is a flow chart showing CR classifications.

Appendix D: Archival & Manuscript Collections

Appendix E: Archeology

Appendix F: Ethnology

Appendix G: History

**F. Natural History (NH)
Catalog Data Fields**

1. *Where do I find the data fields for NH catalog records?*

The data fields for your NH catalog records are in the Collections Management Module of ANCS+. This module has your accession records and your cultural resources and natural history catalog records. It also has associated modules that help you with collections management functions, such as outgoing loans.

2. *What are the data fields for NH catalog records?*

The following list of NH data fields includes the mandatory fields. You can't save a record in ANCS+ until you complete all the mandatory fields. Refer to questions 3-5 of this section for discipline-specific fields. Refer to Chapter 2 in the *ANCS+ User Manual* and the on-line help in ANCS+ for information on how to use and complete the fields.

Sample catalog records for biology, geology, and paleontology appear in Figures 3.8 – 3.10.

* Mandatory Field

@ ANCS+ enters "Not Provided" if you don't complete this field.

+ You must enter either Latitude and Longitude, Township/Range/Section, or UTM Coordinates.

* Accession Number

Catalog Date

Catalog Folder

* Catalog Number

* Cataloger

* Classification Lines 1-4

* Collection Date

@ Collection Number

@ Collector

Common Name

Component Part

* Condition

Condition Description

* Controlled Property

County

Depositional Environment
 Depth
 Description
 Dimensions/Weight
 Elevation
 Eminent Figure
 Eminent Organization
 * Identified By
 Identified Date
 * Item Count (or Quantity)
 + Latitude and Longitude
 Locality
 * Location
 Maintenance Cycle
 * Object Status
 Other Numbers
 Park
 * Quantity (or Item Count)
 Reproduction
 * Scientific Name
 State
 * Status Date
 * Storage Unit
 + Township/Range/Section
 + UTM Coordinates
 Waterbody/Drainage

3. *What are the discipline-specific fields for biology records?*

The following list of fields appears on the discipline-specific screen in ANCS+. None of these fields are mandatory.

Age
 Aspect
 Associated Species
 Exotic/Native
 Formation/Period/Substrate
 Habitat
 Habitat/Community
 Lower Taxon
 Rare
 Sex
 Slope
 Soil Type
 Threatened/Endangered Date
 Threatened/Endangered Species
 Synonym
 Synonym Name
 Threatened and Endangered Status
 Type Specimen

4. *What are the discipline-specific fields for geology records?*

The following list of fields appears on the discipline-specific screen in ANCS+.

* Mandatory Field

@ ANCS+ enters “Not Provided” if you don’t complete this field.

Age/Stage
Datum
Epoch/Series
* Formation
Lithology/Pedotype
Member
@ Period/System
Thin Section
Unit
Vertical Datum

5. *What are the discipline-specific fields for paleontology records?*

The following list of fields appears on the discipline-specific screen in ANCS+.

@ ANCS+ enters “Not Provided” if you don’t complete this field.

Age/Stage
Datum
Epoch/Series
Formation
Horizon
In situ/Float
Lithology
Lower Taxon
Member
@ Period/System
Taphonomy
Type Specimen
Unit
Vertical Datum

6. *Where can I find information about the NH classifications and cataloging?*

Refer to Appendix H: Natural History for information on classifying and naming biology, geology, and paleontology specimens. Appendix H is an appendix of this handbook, but it is published in a separate volume. It includes the Hierarchical Classification Outline (HCO) for classifying specimens, a scientific name index, and a common name index.

Figure 3.12 is a flow chart showing NH classifications.

G. Making Changes on the Catalog Record

1. *How do I make and track changes to a catalog record?*

Modify the record in ANCS+. When you save the record, the program will prompt you for the level of changes you have made. Choose between:

- Minor Modification, such as a change in location
- Recataloged, such as a change in object name

The optional Catalog Notes supplemental record allows you to note the changes you made. You can track changes to the catalog record, when they were made, and who made them. Refer to information on saving a catalog record in Chapter 2 of the *ANCS+ User Manual*. Refer to Section II in Chapter 3 of the *ANCS+ User Manual* for information on the Catalog Notes supplemental record.

If you keep paper records at the park, have the National Catalog print the records you have changed. Draw a diagonal line through the old record, and place the new record on top. If you keep catalog folders, you may place the old record in the appropriate catalog folder.

2. *How do I change manual records that are not in ANCS+?*

For minor modifications to records that are not yet in ANCS+, write the correction on the record. Include the name of the person who authorized the change and the date of change.

If you are recataloging (see definition below) a manual record, enter the record into ANCS+.

Note: Entering a manual catalog record into ANCS+ without changes is not considered to be recataloging.

3. *What is recataloging?*

Recataloging is any significant change to the data in the catalog record.

Examples: an appraiser tells you that an object is a reproduction

a specialist changes the scientific name of a botany specimen

you deaccession an object

Changes in location and object status (other than deaccessioning), and correction of spelling errors are not recataloging.

In general, when you make changes to the following fields, you are recataloging:

- Accession Number
- Catalog Number
- Item Count or Quantity
- Object Status (if deaccessioned)
- NAGPRA (CR records)
- Classification
- Object Name or Scientific Name
- Description (if substantial changes for CR records)
- Site of Original Collection/Provenience fields (for archeology)
- Manufacture Date (CR records)
- Eminent Figure Association and Eminent Organization (CR records)
- Artist/Maker (CR records)
- Reproduction (CR records)

- Collector, Collection Number, Collection Date (NH records)
- Collection Site Data (NH records)

4. *Do I submit the records I changed to the National Catalog?*

Yes. Each year you must submit a copy of your entire database to the National Catalog. You must also submit a tag file of the catalog records you completed during the fiscal year. If you recataloged records during the fiscal year, include these records in the tag file. Refer to Section VII of Chapter 7 in the *ANCS+ User Manual* for information on preparing records for your annual submission.

Don't include records with minor modifications, such as location changes, in the tag file with the new and recataloged records.

5. *Does the National Catalog print archival copies of recataloged records?*

Yes. National Catalog staff will print and store white, archival copies of the recataloged records. You can request that the National Catalog print blue, park copies of recataloged records for the park.

6. *Does the National Catalog print archival copies of records with minor modifications?*

No. The National Catalog doesn't print or store archival copies of records with minor modifications.

The National Catalog will print blue, park copies of records with minor modifications if you:

- make a separate tag file of the records with minor modifications that you want to print, and
- request the blue copies

For example, you might want new blue copies of your catalog records after a mass location change.

7. *Can I make changes to the NPS classification systems?*

No. The classification tables in ANCS+ are locked tables. You may not add to, delete, or modify the NPS classification entries. The Museum Management Program may periodically update these tables in consultation with discipline-specific specialists. Send requests and justifications for changes in classification to the Museum Registrar, National Catalog. Refer to Appendix H: Natural History, in this handbook for information on requesting additions to the Hierarchical Classification Outline (HCO).

8. *Can I make changes to the object name lists?*

Yes. You can make changes to all of the object/scientific name lists in ANCS+ except the history object term list. The Museum Management Program will periodically update the history object term list in consultation with discipline-specific specialists. Refer to Appendix G: History, in this handbook for information on requesting additions to the history object term list.

H. Submitting Catalog Records to the National Catalog

1. *Must I submit catalog records to the National Catalog?*

Yes. Each year you must submit a copy of your ANCS+ database to the National Catalog in Harpers Ferry, West Virginia. You must submit a copy of your database even if your park had no cataloging activity during the

year.

<i>If you...</i>	<i>Then...</i>
had cataloging activity during the fiscal year,	your database needs to include tag files that contain the fiscal year's catalog records (new and recataloged records).
don't have any electronic records at the park,	please send a memo stating that you don't have a database to submit.

Don't submit paper records to the National Catalog. The National Catalog staff will print white and, if requested, blue paper copies of your records.

2. *Why must I submit my catalog records to the National Catalog?*

The National Catalog is one of the required NPS inventories and databases. It provides:

- off-site storage for your electronic data
- paper copies of your catalog records that serve as backups to your electronic data
- a centralized source of information about NPS museum catalog data

The NPS doesn't consider an object cataloged until you submit the catalog record to the National Catalog.

Note: You should keep a complete, current backup at the park of all accession and catalog records. Refer to Section VII in Chapter 7 of the *ANCS+ User Manual* for backup instructions.

3. *When do I submit my database to the National Catalog?*

Submit your database in the month for your region's submission:

November: Midwest Region, Southeast Region, Harpers Ferry Center, Washington Office

December: Alaska Region, Intermountain Region, Denver Service Center

January: National Capital Region, Northeast Region, Pacific West Region

4. *What do I submit to the National Catalog?*

You need to submit a:

- copy of your entire database on a zip disk, including both CR, NH, and accession records
- tag files that contain the new and recataloged records that you completed during the previous fiscal year (October 1-September 30)

- Receipt for Property, DI-105 that includes a list of the numbers in the tag file
- cover memo indicating if you want the National Catalog to print and return blue copies of the catalog records.
- self-addressed label for return of the receipt for property

Note: If no cataloging activity took place during the fiscal year, you don't need to make tag files.

5. *How do I prepare the data for submission?*

Refer to the *ANCS+ User Manual* for instructions on how to back up your data and create a tag file for submission. See:

- Section VII of Chapter 7 for instructions on how to back up your database
- Section XI of Chapter 6 for information on tag files

6. *How do I prepare the receipt for property?*

Include the following on the receipt for property:

- park name or acronym
- the number of zip disks that you have enclosed
- the name and title of the person issuing the submission and the date of issue
- the ranges of consecutive catalog numbers in the tag file, such as 590-789, 800-867

Don't include ranges of non-consecutive numbers.

Note: If you have a lot of non-consecutive numbers in your tag file, print a receipt for property from ANCS+. The receipt will list every number in the tag file. Refer to Section II of Chapter 5 in the *ANCS+ User Manual* for information on printing a receipt for property.

Refer to Figure 3.13 for a sample receipt for property.

7. *Where do I send my submission?*

Mail your submission to:

National Park Service
National Catalog
Bombshelter/Fillmore Street
Harpers Ferry, WV 25425

Mail submissions by:

- certified U.S. mail
- United Parcel Service

- Federal Express
- other reputable mail service

Don't send submissions by cc:Mail.

8. *What happens to my records at the National Catalog?*

The National Catalog staff will:

- sign and return your receipt for property
- log in your records and print reports from your database and tag file
- print white, archival copies of your new and recataloged records and store them in the National Catalog vault
- print blue copies of your catalog records at your request
- send you copies of the reports

9. *What should I do with the blue copies of my catalog records?*

Many parks still use paper records along with their ANCS+ database. In the NPS these records are blue to distinguish them from the white archival records at the National Catalog. File these blue records consecutively by catalog number in groups of five hundred, with the highest number on top. Place them in post binders that are available from the Supply and Equipment Program of the Museum Management Program. Most parks keep these records in the curatorial office or collection storage area for quick reference when working with the collection.

10. *Does the National Catalog print white cardstock classification copies of catalog records?*

No. The NPS no longer uses the white cardstock classification copy of the Form 10-254. Some parks with large numbers of manual records may still maintain a classification file for these records. It's a file based on the classification headings and sub-headings for objects in a collection. The use of classification files will become obsolete when all the manual records have been entered into ANCS+. Classification searches will then be done more efficiently by the computer.

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MUSEUM CATALOG RECORD-CR		REGISTRATION DATA	
CLASSIFICATION	OBJECT LOCATION	CONTROLLED PROPERTY	
	OBJECT STATUS AND YEAR	PARK ACRONYM	CATALOG NUMBER NUMBER
	ACQUISITION TYPE	ACQUISITION DATE	ACCESSION NUMBER
OBJECT		LOT QUANTIFICATION	STORAGE UNIT
DESCRIPTION			
SITE OF ORIGINAL COLLECTION/PROVENIENCE		SITE OF ORIGIN	
CULTURAL IDENTITY	OBJECT DATE	HISTORIC / CULTURAL PERIOD	
DIMENSIONS/WEIGHT	PHOTO NUMBER	OTHER NUMBERS	
MEDIUM/MATERIALS		CONDITION	MAINTENANCE CYCLE
IDENTIFIED BY AND DATE	EMINENT FIGURE ASSOCIATION	ARTIST/MAKER	
CATALOGER AND DATE	VALUE AT ACQUISITION, BASIS	CURRENT VALUE, DATE, BASIS	
RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT
U.S. DEPARTMENT OF THE INTERIOR		CATALOG FOLDER	SIGNIFICANCE
MUSEUM CATALOG RECORD - CULTURAL RESOURCES		NATIONAL PARK SERVICE	
		FORM 10-254	
		REV. 7/84	

Figure 3.1. Museum Catalog Record-CR, Form 10-254 Rev.

MUSEUM CATALOG RECORD-NH		REGISTRATION DATA		CATALOG DATA	
CLASSIFICATION	OBJECT LOCATION	CONTROLLED PROPERTY			
	OBJECT STATUS AND YEAR	PARK ACRONYM	CATALOG NUMBER	NUMBER	
	ACQUISITION TYPE	ACQUISITION DATE	ACCESSION NUMBER		
	OBJECT/SPECIMEN NAME	ITEM COUNT	LOT QUANTIFICATION	STORAGE UNIT	
DESCRIPTION					
COLLECTION SITE		PARK	TOWNSHIP/RANGE/SECTION	COUNTY	STATE
WATERBODY/DRAINAGE	UTM Z/E/N	LAT.	LONG.	ELEVATION	DEPTH
HABITAT/DEPOSITIONAL ENVIRONMENT	FORMATION-PERIOD		DIMENSIONS/WEIGHT		
COLLECTOR	COLLECTION NO.	COLLECTION DATE	MAINTENANCE CYCLE	CONDITION	
IDENTIFIED BY AND DATE	TYPE	VALUE AT ACQUISITION, BASIS	CURRENT VALUE, DATE, BASIS	PHOTO NUMBER	
CATALOGER AND DATE	EMINENT FIGURE ASSOCIATION		OTHER NUMBERS		
RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT	CATALOG FOLDER	SIGNIFICANCE
U.S. DEPARTMENT OF THE INTERIOR		MUSEUM CATALOG RECORD - NATURAL HISTORY		NATIONAL PARK SERVICE	
				FORM 10-254B	
				REV. 7/84	

Figure 3.2. Museum Catalog Record-NH, Form 10-254B Rev.

MUSEUM CATALOG RECORD-CR		REGISTRATION DATA		CATALOG DATA		CONTROLLED PROPERTY	
CLASSIFICATION	ARCHAEOLOGY	OBJECT LOCATION	SOUTHWEST MUSEUM RM 10 BX 901 B SH I-9-D		PARK ACRONYM		N
PREHISTORIC		OBJECT STATUS AND YEAR	STORAGE 1999		PARK		NUMBER
MINERAL		ACQUISITION TYPE	FIELD COLLECTION		ACQUISITION DATE		ACCESSION NUMBER
STONE		OBJECT			LOT QUANTIFICATION		PARK-00018
ABRADER		ITEM COUNT	4		STORAGE UNIT		EA
DESCRIPTION	1 TRIANGULAR AND 3 IRREGULAR SHAPED TABULAR SANDSTONE ABRADER FRAGMENTS WITH THE TRIANGULAR PIECE ABRADED ON ONE FACE AND APPEARING TO HAVE BEEN BURNED; THE IRREGULAR SHAPED PIECES HAVE BEEN GROUND SMOOTH ON BOTH FACES AND TWO OF THESE FRAGMENTS FIT TOGETHER. BAG NOTE: BOOTH 5						
SITE OF ORIGINAL COLLECTION/PROVENIENCE	27SI 423 LA 878 TM 2, STRAT COLUMN 8, GSQ 278(NE 1/4), LY 34						
CULTURAL IDENTITY	ANASAZI						
DIMENSIONS/WEIGHT	L 6.0, W 4.7, T 1.5 CM; L 5.5, W 4.2 T 0.7 CM _ _ _ _						
MEDIUM/MATERIALS	SANDSTONE						
IDENTIFIED BY AND DATE	RICARDO, VICTOR 10/20/1988						
CATALOGER AND DATE	SANDERS, NANCY 06/16/1999						
RESTRICTION	N	REPRODUCTION	N	PUBLICATION CITATION	N	PRESERVATION TREATMENT	N
U.S. DEPARTMENT OF THE INTERIOR				MUSEUM CATALOG RECORD - CULTURAL RESOURCES			
				NATIONAL PARK SERVICE			
				FORM 10-254			
				REV. 7/84			

Figure 3.4. Archeology Catalog Record (Sample)

MUSEUM CATALOG RECORD-CR		REGISTRATION DATA		CATALOG DATA		CONTROLLED PROPERTY	
CLASSIFICATION	OBJECT LOCATION	PARK ACRONYM		CATALOG NUMBER		Y	
ETHNOLOGY	CR-61-A-1	PARK		49791		NUMBER	
BASIN	OBJECT STATUS AND YEAR	1999		ACQUISITION DATE		PARK-00579	
MONO LAKE PAIUTE	STORAGE	GIFT		LOT QUANTIFICATION		STORAGE UNIT	
GLASS/PLANT	ACQUISITION TYPE	1		EA			
OBJECT							
BASKET, BEADED							
DESCRIPTION	BEAD-COVERED SINGLE ROD BASKET; WOVEN IN SPLIT WILLOW SHOOTS, WITH 4 HORIZONTAL BANDS OF BLACK BRACKEN FERN ROOT. THE BASKET IS COVERED WITH NET-BEADING USING 4/0 ITALIAN & 11/0 CZECHOSLOVAKIAN BEADS IN A LIGHT BLUE BACKGROUND, WITH VARIOUS VERTICAL ZIGZAGS, TREE-LIKE MOTIFS, AND FLAME-LIKE PATTERNS WORKED IN OPAQUE WHITE, BLACK, AND RED-ORANGE, AND TRANSPARENT RED, DARK BLUE, AND GREEN. THIS BASKET WAS EXHIBITED AT THE 1925 INDIAN FIELD DAYS BY BELLE JOSEPH (SEE PHOTO ALBUM PARK 46106).						
SITE OF ORIGINAL COLLECTION/PROVENIENCE	SITE OF ORIGIN						
---	MONO/LEE VINING -- CA -- USA						
CULTURAL IDENTITY	OBJECT DATE	HISTORIC / CULTURAL PERIOD					
MONO LAKE PAIUTE	1925						
DIMENSIONS/WEIGHT	PHOTO NUMBER	OTHER NUMBERS					
H 7.8, DIAM 14.0 CM	567/4						
MEDIUM/MATERIALS	EMINENT FIGURE ASSOCIATION		CONDITION		MAINTENANCE CYCLE		
WILLOW --GLASS BEADS --COTTON THREAD	JOSEPH, BELLE		COM/GD		1.5/1999		
IDENTIFIED BY AND DATE	EMINENT FIGURE ASSOCIATION		ARTIST/MAKER				
MOBLEY, EARL 08/24/1997	JOSEPH, BELLE		JOSEPH, BELLE				
CATALOGER AND DATE	VALUE AT ACQUISITION, BASIS		CURRENT VALUE, DATE, BASIS				
MOBLEY, EARL 08/24/1997	\$ 700 CATALOGER		\$2000 03/22/2000 MARKET				
RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT	CATALOG FOLDER	SIGNIFICANCE	N	
Y	N	N	Y	N	N	N	
U.S. DEPARTMENT OF THE INTERIOR							
MUSEUM CATALOG RECORD - CULTURAL RESOURCES							
NATIONAL PARK SERVICE							
FORM 10-254							
REV. 7/84							

Figure 3.5. Ethnology Catalog Record (Sample)

MUSEUM CATALOG RECORD-CR		REGISTRATION DATA	
CLASSIFICATION	OBJECT LOCATION	CATALOG NUMBER	CONTROLLED PROPERTY
HISTORY	WYLER HOUSE DINING RM		Y
FURNISHINGS	OBJECT STATUS AND YEAR	PARK ACRONYM	NUMBER
FURNITURE	EXHIBIT 1999	PARK	7621
	ACQUISITION TYPE	ACQUISITION DATE	ACCESSION NUMBER
	GIFT	12/08/1998	PARK-00044
OBJECT		LOT QUANTIFICATION	
CHAIR		ITEM COUNT	STORAGE UNIT
		1	EA
DESCRIPTION	MAHOGANY HEPPLEWHITE SHIELD-BACK SIDE CHAIR WITH SWELLED ORIGINAL SLIPSEAT AND MOLDED EXTERIOR FRONT LEGS. SHIELD BACK CONTAINS FIVE CHanneled VERTICAL SLATS SPRING FROM A LEAF CARVED AND 15 FLUTE LUNETTE, TERMINATING IN A STYLIZED LOTUS FLOWER AND CROSS-HATCHING. MARKED ON INTERIOR FRONT SEAT RAIL "IIIV". BRASS PLATE SAYS: "THIS CHAIR BELONGED TO REV. THOMAS WYLER, FRANKLIN PRESBYTERIAN CHURCH."		
SITE OF ORIGINAL COLLECTION/PROVENIENCE	SITE OF ORIGIN		
	HOPEWELL, PA, USA		
CULTURAL IDENTITY	OBJECT DATE	HISTORIC / CULTURAL PERIOD	
	1787 --AD --CIRCA	FEDERAL	
DIMENSIONS/WEIGHT	PHOTO NUMBER	OTHER NUMBERS	
H 99.1, W 54.3, D 56.0 CM	4235/13		
MEDIUM/MATERIALS		CONDITION	MAINTENANCE CYCLE
WOOD		COM/GD	1.0/1999
IDENTIFIED BY AND DATE	ARTIST/MAKER		
PARK, MALCOLM 12/08/1998	EMINENT FIGURE ASSOCIATION		
	WYLER, REV. THOMAS		
CATALOGER AND DATE	VALUE AT ACQUISITION, BASIS	CURRENT VALUE, DATE, BASIS	
DAI, SHAN 12/10/1998	\$ 8000 CATALOGER	\$8000 04/08/1999 CATALOGER	
RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT
N	N	N	Y
U.S. DEPARTMENT OF THE INTERIOR		MUSEUM CATALOG RECORD - CULTURAL RESOURCES	
		NATIONAL PARK SERVICE	
		FORM 10-254	
		REV. 7/84	

Figure 3.6. History Catalog Record (Sample)

MUSEUM CATALOG RECORD-CR		REGISTRATION DATA		CATALOG DATA	
CLASSIFICATION HISTORY	COMMUNICATION ARTIFACTS DOCUMENTARY ARTIFACT ARCHIVAL/MANUSCRIPT COLLECT.	OBJECT LOCATION ARC R 3 S 4	CONTROLLED PROPERTY Y		
		OBJECT STATUS AND YEAR STORAGE 1999	PARK ACRONYM PARK	CATALOG NUMBER 678	NUMBER
		ACQUISITION TYPE GIFT	ACQUISITION DATE 10/01/1995	ACCESSION NUMBER PARK-00343	
OBJECT	CHI ETA PHI SORORITY, INC. RECORDS	LOT QUANTIFICATION ITEM COUNT STORAGE UNIT 5.50 LF			
DESCRIPTION	CHI ETA PHI SORORITY, INC.'S RECORDS DOCUMENT THE ACTIVITIES OF THIS NATIONAL ORGANIZATION OF BLACK NURSES FROM THE 1950'S TO THE PRESENT. THE COLLECTION INCLUDES CORRESPONDENCE, MINUTES, AND PUBLICATIONS. SOME HIGHLIGHTS ARE THE MINUTES, REPORTS, AND WORKBOOKS FROM THE ANNUAL BOULE AND THE FILES RELATING TO CHI ETA PHI'S CHAPTERS AND REGIONS.				
SITE OF ORIGINAL COLLECTION/PROVENIENCE	SITE OF ORIGIN				
CULTURAL IDENTITY		OBJECT DATE 1954-1997	HISTORIC / CULTURAL PERIOD		
DIMENSIONS/WEIGHT --- 5.5 LINEAR FEET		PHOTO NUMBER	OTHER NUMBERS		
MEDIUM/MATERIALS PAPER			CONDITION EXCELLENT	MAINTENANCE CYCLE 4.0/1999	
IDENTIFIED BY AND DATE BARCLAY, HILLARY 01/08/1999	EMINENT FIGURE ASSOCIATION				
CATALOGER AND DATE ROGERS, WILLIAM 01/08/1999		VALUE AT ACQUISITION, BASIS			
RESTRICTION N	REPRODUCTION N	PUBLICATION CITATION N	PRESERVATION TREATMENT N	CATALOG FOLDER N	SIGNIFICANCE N
U.S. DEPARTMENT OF THE INTERIOR MUSEUM CATALOG RECORD - CULTURAL RESOURCES NATIONAL PARK SERVICE FORM 10-254 REV. 7/84					

Figure 3.7. Archival/Manuscript Catalog Record (Sample)

MUSEUM CATALOG RECORD-NH		REGISTRATION DATA		CATALOG DATA	
CLASSIFICATION	OBJECT LOCATION	FSU DEPT. ENT. BODNAR INSECT COLL.		CONTROLLED PROPERTY	
BIOLOGY	OBJECT STATUS AND YEAR	1998		N	
ANIMALIA	LOAN OUT -	PARK		NUMBER	
INSECTA	ACQUISITION TYPE	FIELD COLLECTION		13932	
LEPIDOPTERA	ACQUISITION DATE	09/15/1998		PARK-00846	
OBJECT/SPECIMEN NAME	LOT QUANTIFICATION	BEET WEBWORM		STORAGE UNIT	
Loxostege sticticalis	ITEM COUNT	1		EA	
DESCRIPTION	PINNED SPECIMEN.				
FAMILY: PYRALIDAE					
COLLECTION SITE	PARK	TOWNSHIP/RANGE/SECTION	COUNTY	STATE	
TWIN OWLS TRAILHEAD	PARK T. 5N. R. 73W. Sec. 13.	LARIMER	CO		
WATERBODY/DRAINAGE	UTM Z/E/N	LAT.	LONG.	ELEVATION	DEPTH
UNNAMED CREEK TO BLACK CANYON CREEK	13/455850/4472300			2385 M	
HABITAT/DEPOSITIONAL ENVIRONMENT	FORMATION-PERIOD	DIMENSIONS/WEIGHT			
OPEN PONDERSOA PINE, BOREAL SHRUB-GRASSLAND, ASPEN RIPARIAN		L 2.5 CM			
COLLECTOR	COLLECTION NO.	COLLECTION DATE	MAINTENANCE CYCLE	CONDITION	
VALARDI, ANGELO	P065	07/17/1998	5.0/1997	COM/GD	
IDENTIFIED BY AND DATE	TYPE	VALUE AT ACQUISITION, BASIS	CURRENT VALUE, DATE, BASIS		
VALARDI, ANGELO 07/17/1998	N				
CATALOGER AND DATE	EMINENT FIGURE ASSOCIATION				
ZUBECK, CONNIE 10/02/1998	OTHER NUMBERS				
RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT	CATALOG FOLDER	SIGNIFICANCE
U.S. DEPARTMENT OF THE INTERIOR					
MUSEUM CATALOG RECORD - NATURAL HISTORY NATIONAL PARK SERVICE					
FORM 10-254B					
REV. 7/84					

Figure 3.8. Biology Catalog Record (Sample)

MUSEUM CATALOG RECORD-NH		REGISTRATION DATA		CATALOG DATA	
CLASSIFICATION	OBJECT LOCATION	GEOL CAB #1/DR B	CONTROLLED PROPERTY		
GEOLOGY	OBJECT STATUS AND YEAR		N		
ROCKS	STORAGE	1998	PARK ACRONYM	CATALOG NUMBER	NUMBER
IGNEOUS	ACQUISITION TYPE	FIELD COLLECTION	PARK	6232	
ANDESITE-BASALT GROUP			ACQUISITION DATE	ACCESSION NUMBER	
			04/28/1998	PARK-00778	
OBJECT/SPECIMEN NAME			ITEM COUNT	LOT QUANTIFICATION	STORAGE UNIT
BASALTIC ANDESITE OR BASALT? ___			2	2	EA
DESCRIPTION	DARK GRAY, HIGHLY VESICULAR. MAY REPRESENT TOP OF FLOW (STRATIGRAPHICALLY ABOVE LAVA REPRESENTED BY PARK 6231). NEAR VOLCANIC VENT (ASSOCIATED WITH SCORIA, REPRESENTED BY SAMPLE PARK 6233). 14-17 m. Tbat MEMBER. THIN SECTION.				
COLLECTION SITE	PARK	TOWNSHIP/RANGE/SECTION	COUNTY	STATE	
0.9 MILES ESE OF MILEPOST 71, HIGHWAY 85	PARK	T. 22N. R. 5W. Sec. 12.	CORTEZ	AZ	
WATERBODY/DRAINAGE	UTM Z/E/N	LAT.	LONG.	ELEVATION	DEPTH
				1476 M	
HABITAT/DEPOSITIONAL ENVIRONMENT	FORMATION PERIOD		DIMENSIONS/WEIGHT		
	BATOMITE AND ESITE/TERTIARY		748.3 G		
COLLECTOR	COLLECTION NO.	COLLECTION DATE	MAINTENANCE CYCLE	CONDITION	
CHAMP, EDWARD	OP 78-A	04/01/1998	9.0/1998	COM/EX	
IDENTIFIED BY AND DATE	TYPE	VALUE AT ACQUISITION, BASIS	CURRENT VALUE, DATE, BASIS	PHOTO NUMBER	
CHAMP, EDWARD 05/01/1998	N			75/5	
CATALOGER AND DATE	EMINENT FIGURE ASSOCIATION				
INGELLS, JAN 05/08/1998	OTHER NUMBERS				
RESTRICTION	REPRODUCTION	PUBLICATION CITATION	PRESERVATION TREATMENT	CATALOG FOLDER	SIGNIFICANCE
N	N	N	N	N	N
U.S. DEPARTMENT OF THE INTERIOR			MUSEUM CATALOG RECORD - NATURAL HISTORY		
			NATIONAL PARK SERVICE		

FORM 10-254B
REV. 7/84

Figure 3.9. Geology Catalog Record (Sample)

MUSEUM CATALOG RECORD-NH

REGISTRATION DATA

CLASSIFICATION PALEONTOLOGY	OBJECT LOCATION BLDG 1 RM J2 CAB G DR 1	CONTROLLED PROPERTY N
UNKNOWN FORMATION	OBJECT STATUS AND YEAR STORAGE 1997	PARK ACRONYM PARK
MAMMALIA	ACQUISITION TYPE FIELD COLLECTION	CATALOG NUMBER 2356
ELEPHANTIDAE	ACQUISITION DATE 08/08/1997	ACCESSION NUMBER PARK-00834
OBJECT/SPECIMEN NAME Mammuthus ___ columbi ___ Falconer ___ 1857 ___	LOT QUANTIFICATION ITEM COUNT 1	STORAGE UNIT EA
DESCRIPTION FEMUR MISSING PROXIMAL CONDYLE.		

CATALOG DATA

COLLECTION SITE 5 KM SOUTHWEST OF KIVIDLO	PARK PARK	TOWNSHIP/RANGE/SECTION T. 11N. R. 25W. Sec. 41.	COUNTY KLAMATH	STATE AK
WATERBODY/DRAINAGE UNNAMED CREEK	UTM Z/E/N 14/367834/3477467	LAT. LONG.	ELEVATION	DEPTH
HABITAT/DEPOSITIONAL ENVIRONMENT BEACH SURFACE FIND	FORMATION/PERIOD UNKNOWN	DIMENSIONS/WEIGHT L 100 CM		
COLLECTOR HARRIS, BRYAN	COLLECTION NO. RH-97-652	COLLECTION DATE 08/05/1997	MAINTENANCE CYCLE 5.0/1998	CONDITION INC/FR
IDENTIFIED BY AND DATE HARRIS, BRYAN 08/05/1997	TYPE N	VALUE AT ACQUISITION, BASIS \$50	CURRENT VALUE, DATE, BASIS 10/01/1997 CATALOGER	PHOTO NUMBER 2289/24
CATALOGER AND DATE DAVIS, ARNOLD 10/01/1997	EMINENT FIGURE ASSOCIATION OTHER NUMBERS			
RESTRICTION N	REPRODUCTION N	PUBLICATION CITATION N	PRESERVATION TREATMENT N	CATALOG FOLDER N
SIGNIFICANCE N				

U.S. DEPARTMENT OF THE INTERIOR
MUSEUM CATALOG RECORD - NATURAL HISTORY
 NATIONAL PARK SERVICE
 FORM 10-254B
 REV. 7/84

Figure 3.10. Paleontology Catalog Record (Sample)

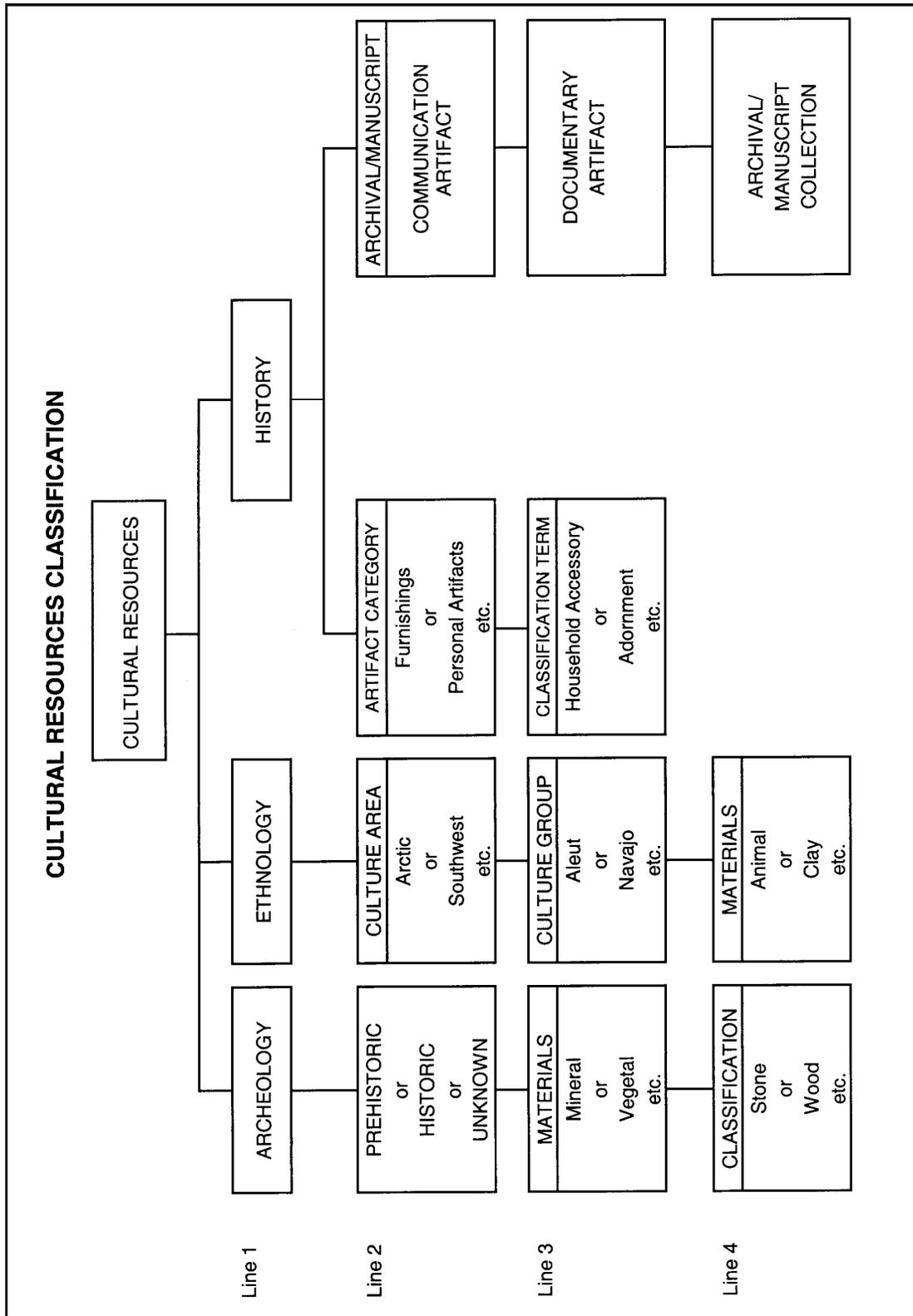


Figure 3.11. Cultural Resources Classification

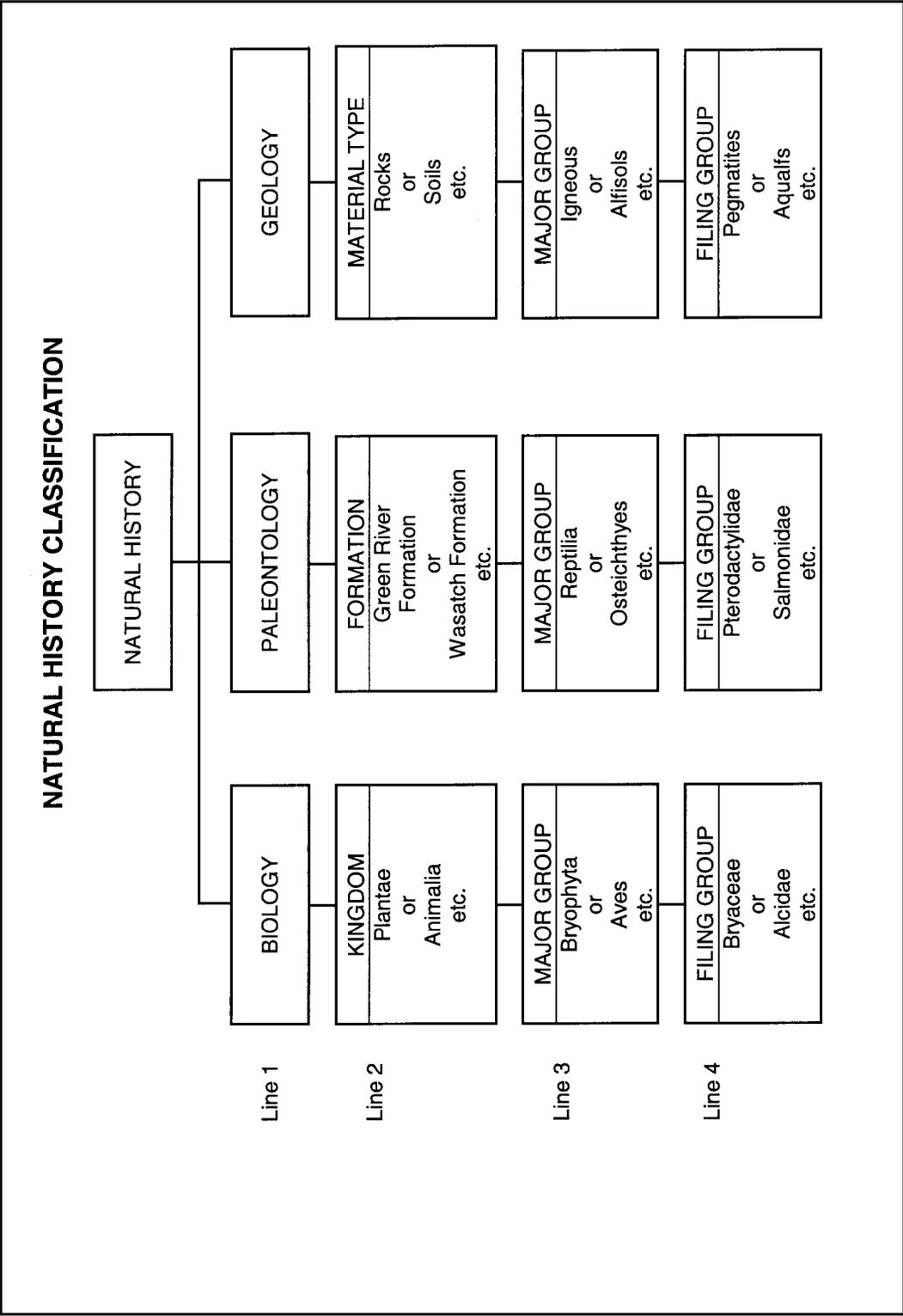


Figure 3.12. Natural History Classification

UNITED STATES
DEPARTMENT OF THE INTERIOR
National Park Service - Park Acronym
BUREAU OR OFFICE

RECEIPT FOR PROPERTY

NUMBER		DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)	QUANTITY	UNIT OF ISSUE	COST
ITEM	PROPERTY				
1		1 zip disk that contains the following two			
2		directories with FY99 tag files:			
3		PARK.ZIP contains PARKCR99.DBF (567-980)			
4		PARKNH.ZIP contains PARKNH99.DBF (362-456)			
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Issued By: (Name and Title)	Date Issued:
Name & Title of Person Issuing the Data	Date the Data Are Sent
It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged or destroyed through my simple or ordinary neglect or negligence or gross negligence I can be held financially liable as determined by a Board of Survey.	
Received By: (Name and Title)	Signature and Date:

RETURN ORIGINAL TO EMPLOYEE UPON TURN-IN OF PROPERTY

Figure 3.13. Receipt for Property, DI-105 (Sample for National Catalog Submission)