

A "new" union catalogue of archives and manuscripts

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The union catalogue of New Zealand and Pacific manuscripts in New Zealand Libraries originated from a motion at the NZLA Conference in 1954. Rules and final plans for cataloguing entries were approved at the 1957 Conference. Catalogue cards were submitted to the Alexander Turnbull Library by individual libraries holding manuscripts. The entries for the Union Catalogue were designed to follow the Library of Congress *Rules for descriptive cataloguing . . . (of) manuscripts* (Preliminary ed., September 1954) (1). Entries for the catalogue were arranged alphabetically and each card had a symbol indicating the location of the original manuscript.

The first segment of the Catalogue was issued in 1959 for the NZLA Conference in Wellington. Three supplements were issued in 1960, 1962, and 1966. In 1968 a cumulative catalogue was issued listing entries by all libraries other than the Alexander Turnbull Library. There were nearly 1500 entries of which the majority came from the Auckland Public Library, Auckland Institute and Museum, Hawkes Bay Art Gallery and Museum, and the Hocken Library. There were smaller groups of entries from several other institutions.

1969 saw part II of the Catalogue published. This contained entries from the Alexander Turnbull Library, again arranged alphabetically by author or creator of the collection. Part II contained over 2000 entries and followed the same format of photocopying catalogue cards.

Since 1969 entries from institutions have continued to accumulate and there are now approximately 2000 Alexander Turnbull Library and 2500 non-Alexander Turnbull Library entries. The majority of the non-Alexander Turnbull Library entries come from the Hocken

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Library, Auckland Public Library and the Auckland Institute and Museum. At present there is no schedule or deadline for the next issue of the catalogue.

At the time the Union catalogue was published there was no national finding aid to manuscripts in New Zealand and the catalogue filled a very real need. Photocopying catalogue cards made submissions by institutions easy and the burden of printing and publishing relatively light. However, there have been very significant changes in the library and scholarly community since this format was devised.

Perhaps the most important failing of the old format is the lack of an index. The items are arranged by author or creator but a researcher, working on a particular subject or period of time, has to scan the entire volume to discover if there are collections of interest. In addition, there was a lack of consistency between entries from different institutions and in some cases between entries from the same institution. This failing continues in cards received since the last publication and would make a meaningful subject index based on the present format difficult.

The old format was not particularly suited to the description of manuscripts and archives because of the limited space available on a standard catalogue card. Collections now being acquired require greater description and there is also a need for space to include secondary entries, access conditions and other information.

A final problem reflected in the volumes but unrelated to the format was the inadequate coverage of institution and collections. There are many institutions not represented in the published catalogue or in submissions received since publication. In addition, there needs to be a greater attempt by the larger institutions to have all of their collections included in the union catalogue if it is to fulfil its primary function of helping the researcher.

The photocopying of cards could be continued and entries indexed, but given the limited information on the cards already submitted such an index would be difficult to compile and would have only limited usefulness. The only way in which a useful Union Catalogue of New Zealand Archives and Manuscripts can be published would be to go back to step one and devise a new reporting system. Two examples of national manuscripts' catalogues which should be examined carefully as possible models for New Zealand are the *National union catalog of manuscript collections* (of the United States) (2) published by the Library of Congress and the *Guide to collections of manuscripts relating to Australia* (3) published by the National Library of Australia.

The first volume of the *National union catalog of manuscript collections* (NUCMC) was issued in 1962 and covered entries received 1959-61. It contained nearly 7300 entries which were compiled from data sheets submitted by individual repositories. Each entry includes the name of the collection, a description and inclusive dates,

the collection's location, the name of the donor or seller of the collection and a statement on literary rights and access. (See figure 1) All collections are thoroughly indexed. There are three sections: a repository index listing all entries by a particular library, a name, and a subject index. The last two have been combined in subsequent volumes. The index of the first volume comprises over 30 percent of the catalogue and in some later volumes this rises to 50 percent.

The final product is an excellent research tool. With its complete indices the researcher can easily find collections related to any topic. Each volume is complete in itself and there is a cumulative index at the end of every third volume. As a continuing project entries can be submitted at any time and there is some assurance that entries will be published relatively soon after submission.

King family.

Papers, 1798-1927. 2 ft. (2286 items)

In Illinois State Historical Library.

In part, transcripts (typewritten) and photocopies.

Correspondence, journals, genealogical notes, and other papers of David King (1794-1877); his wife, Sarah Anne (Denniston) King (1805-1877); and their children, John Nevin King (1827-1915); Charles Speer King (b. 1832); Campbell Denniston King (1828-1884); William Henry King (b. 1840); David King, Jr. (b. 1838); James Stuart King (b. 1831); Joseph Rush Hays King (b. 1846); Lucie Stuart King (b. 1842); and Thomas Clark King (1834-1866). Contains descriptions, of Irish immigration; business relationships (1816-43) among wholesale dry goods and iron products firms in Philadelphia, Pittsburgh, and other cities; St. Augustine, Fla., and Savannah, Ga., in the 1830's; the Mexican War; difficulties of an overland trip to California in 1850; the Northwestern Boundary Survey from 1857-60; the Quartermaster Dept. on the Pacific coast from 1850-71; college life at Bethany College, Va., during the 1840's and at Illinois College, Jacksonville, Ill., during the 1850's; the Civil War (Camp Defiance, Cairo, Ill.; Burnside's Division in North Carolina and Virginia; and the 9th Army Corps in Tennessee and Virginia); farm life in Sangamon Co., Ill., Kansas, and Oregon; missionary activities in the Indian Territory; and the Willamette Falls Canal Company in Oregon.

Partial calendar in the library. Also described in *The King family papers, 1798-1927*; a descriptive inventory, by Robert L. Brubaker (1963).

Deposited by Mr and Mrs Philip D. Sang, 1958.

The University of Washington Library (Seattle) has a negative microfilm copy (1 reel) of 201 letters (1857-77) written by John Nevin King.

MS 64-248

Library of Congress

[2]

Fig. 1: Sample entry from National Union catalog of manuscript collections.

NUCMC does have some disadvantages for a country with fewer resources. First, it requires a full-time staff to transform the information given in the data sheets to the published format and then see the book through all stages of printing. In addition, the staff must contend with a large amount of indexing. Another problem with this format is that the catalogue comes out fully-bound. If a collection of manuscripts or archives arrives in several instalments over a period of time each addition will be found in a separate volume of the catalogue. This is confusing to the researcher and may make it difficult to find the information required. A third objection to this system is the extra step of filling out the data sheet after cataloguing the collection. While the information should be readily available from the institution's own cataloguing procedures the archivist often omits this extra step for lack of time. This is evident in the United States from recent surveys made on the subject. (4) There are many institutions not represented in NUCMC and when they are, their entries only represent a small proportion of their total collections. This fact, taken with the example of the current New Zealand Catalogue where a library need only submit a duplicate catalogue card and then has not done so, would make such a system likely to fail in New Zealand.

Our second example, *Guide to collections of manuscripts relating to Australia*, was first issued in 1965. It is published in a loose leaf format with photocopied pages of entries submitted by participating repositories. Entries are arranged in numerical order with a letter preceding the number indicating the volume. (See figure 2) Because of the loose leaf format entries are published in sets of 300 and each completed volume contains 1200 entries. Each set has its own index and when the volume is complete a cumulative index for all 1200 entries is compiled. The index only includes names listed in entries as well as any secondary entries which the repository may have included. There is no separate subject or repository index available.

Since the Australian catalogue is based on NUCMC its entries contain the same basic information: name of the collection, type and quantity of material, inclusive dates, a brief description, conditions of access, and any secondary or subject headings.

The Australian example has several advantages. First, the loose leaf format allows a segment to be published whenever there are sufficient entries. A second advantage is that when an entry needs revision because it has been augmented by additional material a new page can be printed and distributed in place of the earlier entry. Also, extra copies of the entries can be distributed so that repositories can have all of their own entries in a separate book. An advantage from the compiler's point of view is that he does not have to retype the entries but only photocopy the sheets submitted by each repository.

The biggest disadvantage is the lack of a subject index. A name index is useful to many researchers but some type of subject index

Name	AUSTRALIAN Merchantile, Land & Finance Company Limited
Title	Business records
Inclusive Dates	1865-1950
Quantity	75 running feet
Location	Australian National University Archives

Note This Company was registered in England on 5 November, 1863, as the Australian Mortgage, Land & Finance Company Limited, and it changed its name to the present form in November, 1910. It carries on business as a financial agency, stock and station agent and pastoral company with interests in New South Wales, Victoria and Queensland.

Description Most of this collection consists of material relating to the station properties (chiefly in N.S.W., but also in Victoria and Queensland) which the A.M.L. & F. Company owned or in which it had an interest, rather than to the general working of the Company itself. It includes ledgers, journals, cash books, station financial records, monthly returns (giving information re persons employed, stock, rainfall, contracts in progress, etc.) supplied by individual stations to the Company, a group of papers relating to the reappraisal of the rentals of certain of the Company's stations in the Western Division of N.S.W. between 1890 and 1904, information re the income and working expenses of the Company's stations between 1893 and 1943, and miscellaneous papers dealing chiefly with land matters.

Further Descriptions List of Series (9 typed foolscap pages), Calendar of Items (47 typed foolscap pages) and information re names and location of stations available in the A.N.U. Archives.

Access Conditions Application to be made to A.N.U. Archives.

Form if not Original

Location of Original

Subject Headings

Secondary Entries 1. Australian Mortgage, Land & Finance Company Limited.

Fig. 2: Sample entry from Guide to collections of manuscripts relating to Australia.

is essential if the catalogue is to get maximum usage. Also, there is still the additional form for the archivist to fill out beyond the catalogue card and some likelihood of never getting the form completed.

After seeing these two examples, what should a New Zealand archives and manuscripts catalogue look like? It should be as useful as possible to scholars: this means a name and subject index as well

as a full and complete descriptive entries. It should be relatively easy to complete entries and these should be published regularly so that repositories are encouraged to submit completed forms.

As indicated in the title, manuscripts and archives, whether in their original form or copies, will be included in the catalogue. It is immaterial whether the copies are typescript, photocopies, or microfilm. The reporting form would give space for reporting the location of the original and the copy format. However, archives should only be listed when they have been separated from the agency which generated them. For example, the archives of the Student Christian Movement held at the Alexander Turnbull Library and the National Mortgage and Agency Records at the Hocken Library would be listed since they are no longer held by the organisation which created them. On the other hand government archives held at National Archives and records of the Bank of New Zealand held at the BNZ Archives would not be listed since they are still held by the creating body and therefore the location of these records would not be in doubt.

It also appears necessary that there should be some minimum number of items in a manuscript or archives collection before it should be included in the catalogue. For NUCMC this number

<i>Name</i>	NEW ZEALAND Shipping Company
<i>Type of Record</i>	Papers
<i>Inclusive Dates</i>	1873-1950
<i>Quantity</i>	6 ft.
<i>Location</i>	Alexander Turnbull Library MS Papers 1148
<i>Description</i>	Balance papers (1873-1879) with supporting documents, draft minute book (1873-76), Letterbook (1883-1912) and statistical reports (1895-99), shareholders register (New Zealand) 1873-1914, shareholders, register (London) 1883-1952 and misc. financial records of the N.Z. Shipping Company branch at Tokomaru Bay. Includes diaries kept by John M. Campbell on the S.S. British King, 1883; R. A. Bayliffe on a voyage to N.Z. on the S.S. Piako, 1878-79; and Donald D. Walker on the S.S. Rakaia, 1899. Also includes a diary kept by C. M. Turrell describing activities in Wellington, 1904.
<i>Access Conditions</i>	Restricted. For conditions consult the Chief Librarian, Alexander Turnbull Library.
<i>Form if not Original</i>	
<i>Location of Original</i>	
<i>Subject Entries</i>	1. S.S. British King (ship). 2. S.S. Piako (ship). 3. Rakaia (ship). 4. Campbell, John M. 5. Bayliffe, R. A. 6. Walker, Donald D. 7. Turrell, C. M.
<i>Finding Aides</i>	Unpublished inventory available.

Fig. 3: Sample entry from proposed Union catalogue of New Zealand and Pacific archives and manuscripts in New Zealand libraries.

is 50 items but this number seems rather high. If 1 volume or 10 items were set as the minimum standard this would not impose undue hardship on contributing institutions. Where a collection contained less than 10 items these could be listed together with other collections of like subject matter and submitted together on one entry. Having a minimum number of items per entry makes the compiler's task easier and will save in the cost of publishing the guide in the long run.

It seems likely that a loose leaf format would be the most useful and flexible method of printing and distributing the catalogue. (See figure 3) Each institution submitting entries or subscribing to the service would get a subsection and index as it was published. In addition each repository would get extra copies of its own entries to compile a catalogue of its own material.

The index poses more of a problem since this will have to be compiled by the staff of the institution publishing the catalogue. To solve this problem and also allow those submitting entries to have some authority in deciding subject headings the index could be compiled on the basis of T. R. Schellenburg's area, time period, and activities headings. (5) (See figure 4) While the choices are more limited than with normal library subject headings the index would cover most of the situations encountered by the researcher. It would be relatively simple for submitting institutions to check the appropriate headings and add subject tracings if necessary. The great advantage of this system is that the index could be computerised and printed out in an index format for each subsection and the information stored on computer tape until a final index was needed at the end of each volume. In addition, a cumulative index could be done at the end of every five volumes since the information is stored on tape and no additional work would be necessary. A further benefit of computerisation is the fact that the computer could print out an index for each participating repository's entries.

The format of this catalogue is much better suited to manuscripts than the standard library catalogue card since it allows more space for description and records the information most researchers need. With the ready availability of the index and retrospective recataloguing of older material in this format it could, in effect, make the old style catalogue obsolete as far as manuscripts and archives are concerned. Another advantage of the new format would be the standardising of manuscript and archival cataloguing procedures. Although most libraries follow the Anglo-American Cataloguing Rules there are great variations in the cards now being received. Rules for submission can be simplified and produced in a booklet similar to *Notes for the Guidance of Contributors* published prior to the launching of the Australian catalogue. (6) Their instructions were simple and straightforward and left few "grey areas" for interpretation.

After this explanation one must still face the problem of whether

PERIODS		
1. Pre 1642		
2. 1642-1780		
3. 1780-1800		
4. 1800-1820		
5. 1820-1840		
6. 1840-1850		
7. 1850-1860		
8. 1860-1870		
9. 1870-1880	X	
10. 1880-1890	X	
11. 1890-1900	X	
12. 1900-1910	X	
13. 1910-1920	X	
14. 1920-1930	X	
15. 1930-1940	X	
16. 1940-1950	X	
17. 1950-1960		
18. 1960-1970		
19. 1970-1980		
SUBJECTS		
20. AGRICULTURE		
21. BUSINESS	X	
22. EDUCATION		
23. FINE ARTS		
24. FOREIGN AFFAIRS		
25. GOVERNMENT & POLITICS		
26. LABOUR		
27. LITERATURE		
28. MAORIS		
29. RELIGION & MISSIONS		
30. SCIENCE		
31. TRAVEL & EXPLORATION		
32. WARS & THE MILITARY		
DISTRICTS		
33. NORTH ISLAND		
34. NORTHERN DISTRICTS		
35. NORTHLAND		
		36. AUCKLAND
		37. WAITOMO
		38. WAIKATO
		39. BAY OF PLENTY
		40. WESTERN DISTRICTS
		41. TARANAKI
		42. WANGANUI
		43. MANAWATU
		44. WELLINGTON
		45. CENTRAL DISTRICTS
		46. TAUMARUNUI
		47. TAUPO
		48. TAIHAPE
		49. EASTERN DISTRICTS
		50. GISBORNE
		51. HAWKES BAY
		52. WAIRARAPA
		53. SOUTH ISLAND
		54. NELSON
		55. MARLBOROUGH
		56. THE SOUNDS
		57. KAIKOURA
		58. WEST COAST
		59. BULLER
		60. WESTLAND
		61. FIORDLAND
		62. CANTERBURY
		63. NORTH C.
		64. CENTRAL C.
		65. SOUTH C.
		66. OTAGO
		67. NORTH O.
		68. CENTRAL O.
		69. DUNEDIN
		70. SOUTHLAND
		71. ANTARCTICA
		72. AUSTRALIA
		73. POLYNESIA
		74. MELANESIA
		75. MICRONESIA

Fig. 4: Subject Index for proposed Union catalogue of New Zealand and Pacific archives and manuscripts in New Zealand libraries.

or not libraries will make the effort to submit entries to the union catalogue. There will be little value derived from a catalogue of only a few institutions are submitting entries. Hopefully the ability to produce separate indices for each institution's submissions as well as printing extra copies of their entries will induce participation. However, if changes are to be made and a new format accepted, it must be done now.

Six years have passed since the last issue of the Union catalogue of manuscripts was published and further time should not be lost if archivists and librarians are to fulfil their duties to the scholarly community.

References

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