

Guide to Queens Memory Project Digital Archive Styles and Standards

Last updated 12/29/2015

General Notes about using CollectiveAccess:

- Each cataloger will have his/her own username and password. This will help to distinguish changes made by different users in the logs created automatically with every change to the system
- If C.A. sits idle for too long, it will automatically sign you out. Generally, the system is designed to make frequent changes before you can continue work on new pages, but it is smart to save your work before stepping away for a break
- As a general rule, leave fields blank if you don't have the information to fill them correctly, or if the options automatically generated are not quite right
 - Notify Natalie about fields you could not complete
- "Identifier" numbers will automatically generate once we move to a different server, so for now, don't worry about ever filling them in or expecting to see them generate after you save. These will eventually be unique numbers for each record.
- If you want to see how a record will appear to the public, you can set the "Access" field at the top of the Record page to "accessible to public" and then look at it on the live site, www.queensmemory.org

NAMES

- Access
 - Make **Access: Public** for all names (places, events, collections)
 - New Entities (individuals, organizations) are automatically public
- QC and QPL are always referred to as:
 - The Archives at Queens Library
 - Queens College Libraries' Department of Special Collections and Archives
- Maiden names
 - Entity Records: Indicate a married woman's maiden name in the Alternate Names page in her Entity Record
 - Prefixes field: use "Miss"
 - Forename
 - Surname
 - Display name: use forename and surname
 - Ex: McQuilling, Annalou
 - Object Records: Indicate a married woman's maiden name in the summary field (not the title field)

- Ex: “Annalou Christensen, nee McQuilling, sits beside....”
- “The”
 - For names with a “The” only include the “The” under **Display Name**, not **Forename** or **Surname**
 - **Ex: Display name:** The Queens Historical Society;
 - **Forename:** [leave blank];
 - **Surname:** Queens Historical Society

ENTITIES

Basic Info Page

- Best practice is to check the LoC name authorities to see if this person’s name has an authority record (<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>)
 - Make sure to select “Name Authority Headings” under “Search Type” before you search for the name you’re researching
- Display names should always be the full name of the person or organization
 - **Ex:** Christensen, Susan
 - **Ex:** The Waldheim Neighborhood Association
- Nicknames for Individual Entity records should only be recorded in the Display name field, not in the Forename, Middlename, or Surname fields
 - **Ex: Display name:** DeBenedittis, Nancy “Mama”
 - **Ex: Forename:** Nancy
 - **Ex: Middlename:** [leave blank]
 - **Ex: Surname:** DeBenedittis
- Lifetime for Individual Entity records (if known) should be birth year and death year (if deceased), separated by a dash:
 - **Ex:** 1919-2011
 - **Ex:** 1967-
 - This will auto-save as “After 1967” which is fine
- Description and Source of description fields should be created if the information is known
 - This is information about the *person*, not about their records
 - See the entity record for *DeBenedittis, Nancy “Mama”* for an example

Alternate Names, Contact info, Relationships Pages

- Include information if you have it
 - Telephone/fax field: Indicate whether the number is a phone or fax number

- **Ex:** Phone (718) 570-0300
- **Ex:** Fax (718) 570-0300

Media Page

- Upload a 400 dpi, 16 bit grayscale, pdf of the following types of documents associated with this entity:
 - Signed QMP consent form
 - Pre-Interview questionnaire
 - Signed donor agreement

Summary and Log Pages

- Ignore “Summary,” and “Log” tabs

PLACES

- **General Notes about Place names:**
 - C.A. uses a hierarchy to “locate” places within each other. Every place name in that hierarchy is searchable to users. If a user searches for all records in Queens, every record in the system will appear.
 - Place names should be used for businesses, schools, intersections featured in specific records, parks, landmarks, etc
 - Organizations should be listed as entities and not places when they behave as entities and/or when they might have more than one geographic location like a bank or a church
 - Ex: Kissena Park is a place name
 - Ex: The Waldheim Neighborhood Association is an organization
 - Ex: Pomonok Houses is a place name
 - Ex: Our Pomonok is an organization
 - The general goal of creating place records is to unify how we refer to these places and to use place names as a grouping mechanism for records.
- **Create a new place name:**
 - Click on the “New” pull-down menu and select “Place”
 - Browse through the hierarchy to find the correct placement for your new place name
 - Ex: Kissena Park is in Flushing, so to add it, you must select the small forward arrow to the right of “Flushing” in the hierarchy so that your new entry will be “within” Flushing
 - Select what type of place it is from the dropdown menu above the hierarchy
 - Ex: “location” in the case of Kissena Park
 - Read the language to the left of the dropdown menu. It will confirm the placement of this new place name you are about to create
 - Ex: “Add under Flushing new location”

- Hit the “+” button just to the right of the dropdown menu. This will open a new record where you can record information about the new place.
- Enter the place name in the “Name” field
- Leave the “Place identifier” field blank, this will auto-generate later
- Hit save.
- If you have a specific address or geographic location, select the “Location” menu item on the left
 - Fill in the address and select from the choices that automatically generate.
 - Hit save
- **Change an existing place record’s position in the hierarchy:**
 - Click on the “Find” pull-down menu and select “Places”
 - Locate the place name you wish to change
 - Type that name into the Search box at the top of the screen, click search button
 - The place name will appear in a list below the hierarchy.
 - Click the rectangular icon under the “Edit” heading next to that place name in that list
 - This button will open the record and allow you to edit it.
 - Click “Location” in the menu options on the left of the screen
 - Click the “Show Hierarchy” button in the “Location in hierarchy” field
 - Click the “Move” tab
 - Click on the proper location where the place name should be filed
 - Ex: “Kissena Park” should be in “Flushing”
 - Hit save and double check that the location in the hierarchy is now correct

OBJECTS

- Types
 - **Document (p. 4):** news clippings (“clippings”), press releases, scrapbooks (“albums”), books, etc.
 - **Map (p. 4):** maps from various sources, born digital and digitized
 - **Image (p. 11):** born-digital and digitized visual materials including postcards, negatives, photographic prints and posters
 - **Oral history (p. 17):** interviews and their derivative clips
 - **Wild sound (p. 24):** recording of a place or event

DOCUMENT, NEWS CLIPPING & MAP

(Note: Though they share the same cataloging rules as Documents, Maps and News Clippings are their own categories under the “New” - “Object” drop-down menus when creating a new record. Make sure to code them as such so the software can sort them appropriately for users.)

Record Page

- Status

- If you are partially done with cataloging a record and want to continue working, set Status to “editing in progress.”
- If you are ready for a supervisor to review your completed work, set Status to “Editing complete.”
- If the status has been changed to “review in progress,” or “complete” that means a supervisor has been into the catalog entry. Please contact the supervisor before making any additional changes at this point.
- **Access**
 - Please select “not accessible to public,” the supervisor will make all records public after reviewing them.
- **Object identifier**
 - Leave this field blank. It will automatically generate at a later date.
- **Alternate identifier**
 - Enter the unique file name of scanned or born-digital item, excluding the file extension (.tif, .jpg).
 - Ex: “bpq-000517”
 - For scans, leave off the “-1” and “-0” that indicate front and back of the same image
 - Enter the pre-existing call number (if there is one)
 - Queens College Libraries Dept. of Special Collections and Archives does NOT have catalog numbers for any collections, but Queens Public Library does
- **Title**
 - Capitalization:
 - Capitalize all nouns (baby, country, picture), pronouns (you, she, it), verbs (walk, think, dream), adjectives (sweet, large, perfect), adverbs (immediately, quietly), and subordinating conjunctions (as, because, although)
 - Lowercase “to” as part of an infinitive
 - Lowercase all articles (a, the), prepositions (to, at, in, with), and coordinating conjunctions (and, but, or)
 - Ex: Easter Celebration at a Walmart Store.
 - Brief description of the document or map
 - Ex: “John Bowne High School Yearbook, 1945”
 - Ex: “1964 World’s Fair Map”
 - For news clippings, use the title of the article
 - Ex: “Waldheim Neighborhood Tries for Landmark Status”
 - For excerpts of books, include the book’s title in double quotation marks
 - Ex: Excerpt from “Olde Flushing”
- **Alternate Titles**
 - Translation of the text in the Title field. OR
 - Name of part/section of a work
 - Ex: if “Our Pomonok Collected Drawings” is in the title field and this record is one drawing from that hand-bound volume, the drawing’s title would go in the Alternate Title field, ex: “My Playground”

- Ex: provide the title of a chapter or section if the excerpt consists of one distinct unit of the document, “The Grand Old Days”
- **Date**
 - Date of record’s publication or if not published, its date of creation:
 - Or, if the record itself has more complete date information, use that information instead
 - If it is undated and born digital, refer to Submission Information form on file at QC
 - Use the most complete date possible
 - Ex: “June 23 2010”
 - Collective Access will automatically format the date, so make sure after you save that it reflects the correct date you meant to enter
 - If date is unknown leave the Date field blank and make a note instead in the Time Period field
 - A date range or an “circa” note can be used in the Time Period field
 - Ex: 1940-1945
 - Ex: circa 1977
 - QPL collections have collection-level catalog records in their online catalog. This should help with a date range if it’s somehow not included at the item level in the spreadsheet.
- **Physical Description**
 - If digitized: in two different Physical Description fields in the Collective Access system, provide first the *measurements* and in an additional field, the *format* of the physical object that has been digitized.
 - Measurements:
 - If record is paginated, list the TOTAL page count of the physical record, not the length of the digitized excerpt. Page count is always the first Physical Description field.
 - Ex: 149 p.
 - Next, if two dimensional: height x width
 - Ex: 5 ¼ x 8 1/8 inches
 - Ex: 4 feet 3 inches x 2 inches
 - If folded: height x width inches folded into height x width inches
 - Ex: 14 ½ x 6 inches folded into 7 ¼ x 3 inches
 - If round (or round-ish): diameter of widest element
 - If not measurable, use “dimensions variable”
 - Use inches, round to nearest eighth of an inch, use fractions
 - Ex: 9 3/8 inches
 - Format:
 - For controlled vocabulary terms, please refer to <http://memory.loc.gov/ammem/techdocs/genre.html>
 - Comma separate, lowercase except for the first word, comma before the “and”

- Ex: Albums, postcards, clippings and programs
 - If born digital: enter “Digital”
 - All technical metadata is captured automatically by CollectiveAccess upon file upload
- **General Note**
 - Use this field to make a note about any project, class or program that might have sponsored or originated this image that would NOT be eligible to be official Entities in the system.
 - Ex: “Originally recorded as part of Tess Hartman’s Independent Study in the Queens College Graduate School of Library and Information Studies.”
- **Rights**
 - Use one of the following statements of ownership.
 - If it is a QC record:
 - “This map is the property of Queens College Libraries’ Department of Special Collections and Archives. Please contact qc.archives@qc.cuny.edu for research and reproduction requests.”
 - OR: Credit an individual who still holds copyright on the document/map:
 - Ex: “This album is the property of Max Rivlin-Nadler. Please contact qc.archives@qc.cuny.edu for research and reproduction requests.”
 - If an original work is still under an individual’s copyright instead of being property of QC or QPL, that person’s name will be part of the digitized record’s file name
 - Ex: “Album_Max_Rivlin-Nadler.tif”
 - OR: If it is a QPL record with unknown/undefined ownership, direct users to the repository only:
 - Ex: “Contact the Archives at Queens Library (718-990-0770) for research and reproduction requests.”
- **Summary**
 - IF born digital or scanned record associated with an oral history, use information from the finding aid to briefly describe the subject and significance of the document/map. Use complete, grammatically correct sentences and do a spell check in a word processing program before pasting the summary into the catalog field.
 - Ex: “April, 2010 newsletter produced by the Ganesha Temple to mail to 20,000 household mailing list and sit out for free distribution to temple visitors during the month of its publication. Contains information about temple events and services as well as stories featuring staff and devotees in the Ganesha Temple community.”
 - IF record contains written content, like a news clipping, read the content closely enough to write a summary of its contents that will help users doing research get a general idea what it is about.

- **Reproduction Note**
 - Only make a note here if this is a digitized record. Capitalize the first word only. For controlled vocabulary, use <http://memory.loc.gov/ammem/techdocs/genre.html>
 - Ex: “Scanned clipping”
 - Ex: “Scanned map”
- **Time Period**
 - List the year, the estimated year (“circa”), or range of years described or represented in the document or map.
 - Ex: 1992
 - Ex: 1920-1930
 - Ex: circa 1989
 - Please note that this is NOT a creation date for the record. If a leaflet produced in 2010 by the Flushing Historical Society about Flushing in the 1600’s, then the time period would be “1600s” not “2010”

Subjects Page

- **Related vocabulary terms**
 - Leave blank
- **Library of Congress subject headings**
 - The auto-fill tool operating in this field is drawing from the Library of Congress database, but best practice is to search for subject headings on the Library of Congress website (<http://authorities.loc.gov/>) and then type the subject heading you’d like to use into this CollectiveAccess field to auto-generate a subject heading with its number.
 - Use the most specific heading you can find and do not repeat elements of that heading in other headings
 - Ex: If you use “Special education educators [sh2002002374]” then DO NOT use “Educators [sh85041161]” as a second subject heading.
 - Only add subject headings that are exactly right, it is okay to leave this blank if there is no good match

Relationships Page

- **Related objects, Related entities, Related events, Related places, Related collections**
 - Type the related name you wish to enter in the field. If the name does not exist in the database, it will not save in any of the “Related” fields
 - If name does not already exist in the system: create a new record for it using the drop down menu from the “New” tab
 - After entering a related name in one of these fields, select the best description of how it is related to the record you are cataloging
 - Ex: Names entered in the “Related entities” field can be “creator,” or “publisher.”
 - Note on relationship descriptions: use “depicts” in images or wild sound and use “describes” in oral history and written documents.
 - Ex: When cataloging a scanned photo of a public school, select that the photo “depicts” the school

- Ex: When cataloging a wild sound recording of an active playground at the school, select that the sound recording “depicts” the school
 - Ex: When cataloging an interview clip of someone talking about their years as a student at that school, select that the interview “describes” the school
 - Ex: When cataloging a news clipping about the school, select that the news story “describes” the school
- **Related entities**
 - Include all creators and individual subjects depicted or described
 - Include publisher if the document was published
 - Use full name and City, State
 - Ex: Harry N. Abrams, Inc., New York, NY
 - Include all organizations associated with the document
 - Ex: P.S. 184
 - Ex: Ganesha Temple
 - If the record is from QPL and it has markings that indicate its origin, see if they relate to what collection the record comes from and record it as a Related collection as well
 - Ex: Records marked “President Borough of Queens,” will reflect that information in the “Related collections” field
- **Related events**
 - Documents and maps are often associated with events
 - Ex: 1964 World’s Fair
- **Related places**
 - Include all significant place names mentioned in the document
 - Place names are hierarchical, so you don’t have to duplicate your efforts
 - Ex: If you create a relationship with Kissena Park (which is in Flushing), you don’ t have to create a relationship to Flushing
 - For maps: include the largest, most primary place depicted in the map
 - Ex: Waldheim Neighborhood
 - Ex: Flushing, New York
- **Related collections**
 - Every record must have ONE entry in this field.
 - For records belonging to:
 - The Archives at Queens Library
 - Refer to the file name to determine what collection the record belongs to
 - Queens College Libraries
 - Refer to the finding aid for the record, or ask QC staff
 - Begin typing the collection name in the “Related collections” field, if the auto-fill function does not generate a full collection name, see if the collection name exists yet in the database:
 - Select the “Find” pull-down menu
 - Select “Collections”
 - Select “Browse” from the menu on the left

- Select “Access Statuses”
- Select the only option, “Accessible to public”
- Review the list of collection names
 - If NOT there, select the “New” pull-down menu
 - Select “Collection”
 - When creating a title for a new collection, follow the name of the collection with the name of its repository
 - Ex: “Joseph A. Ullman Collection at The Archives at Queens Library”
 - Ex: “Tom Carey Papers at Queens College Libraries' Department of Special Collections and Archives”

Georeferencing Page

- For their privacy and security, do not enter individual creators’ exact home addresses if the record pertains to their home
 - Use the nearest cross street to their home address
- **Georeference**
 - Enter either an intersection or exact address and click the magnifier glass icon to create a pinpoint on the map
 - Use the tools in the top right corner of the map to create either a filled-in block on the map to designate an area (such as a park, or neighborhood), or connect a series of dots to indicate a path or route.
 - If you create a map point that you don’t want to keep while using this tool, it’s easier to just start a new map by clicking “+ Add georeference” than trying to delete a map point once it’s created. The small grey “x” just above/right of the map will delete a georeference map.
- **GeoName**
 - Leave this blank – feature currently broken
 - Click the grey “x” just to the right of the blank GeoNames field before you save the Georeferencing page. Otherwise, an false error message will appear in red above the “Save” and “Cancel” buttons that reads, “There are errors preventing information in specific fields from being saved as noted below: Entry was blank.” If you do see this error message, disregard it.

Media Page

- **Media representations**
 - Add an digital record or the scan of a record:
 - Select “front” for Type
 - Select “Yes” for Is Primary?
 - Select “completed” for Status
 - Select “accessible to public” for Access
 - Click the Browse button and find the file you want to upload
 - CollectiveAccess will automatically generate a proper file name upon upload
 - Add the scans of additional pages of a record:
 - Click “+ Add representation,” a new set of fields will appear

- Follow above instructions except:
 - Select “no” for Is Primary?

Links Page

- **Website name**
 - Enter the name of the website associated with people, places or events associated with this record
 - What you type here will appear on the front end for users instead of a bulky URL address. Make the name succinct but descriptive
 - Ex: Ganesh Temple, Flushing
 - Ex: P.S. 23’s Field Day, 2010
- **URL**
 - Enter the complete URL of the website associated with people, places or events associated with this record
 - Ex: http://nyganeshtemple.org
 - Ex: http://nypublicschool23.edu/events/2010/fieldday

Summary Page

- Ignore this page

Log Page

- This page automatically generates a log of changes you and other catalogers have made in the record.

IMAGE

Record Page

- **Status**
 - If you are partially done with cataloging a record and want to continue working, set Status to “editing in progress.”
 - If you are ready for a supervisor to review your completed work, set Status to “Editing complete.”
 - If the status has been changed to “review in progress,” or “complete” that means a supervisor has been into the catalog entry. Please contact the supervisor before making any additional changes at this point.
- **Access**
 - Please select “not accessible to public,” the supervisor will make all records public after reviewing them.
- **Object identifier**
 - Leave this field blank. It will automatically generate.
- **Alternate identifier**
 - Enter the unique file name of scanned or born-digital item, excluding the file extension (.tif, .jpg).
 - Ex: “bpq-000517”

- For scans, leave off the “-1” and “-0” that indicate front and back of the same image
 - Enter the pre-existing call number (if there is one)
 - Queens College Libraries Dept. of Special Collections and Archives does NOT have catalog numbers for any collections, but Queens Public Library does
- **Title**
 - Capitalization:
 - Capitalize all nouns (baby, country, picture), pronouns (you, she, it), verbs (walk, think, dream), adjectives (sweet, large, perfect), adverbs (immediately, quietly), and subordinating conjunctions (as, because, although)
 - Lowercase “to” as part of an infinitive
 - Lowercase all articles (a, the), prepositions (to, at, in, with), and coordinating conjunctions (and, but, or)
 - Ex: Easter Celebration at a Walmart Store.
 - Brief description of the image
 - Ex: “Main Street, 1939”
- **Alternate Titles**
 - Translation of the text in the Title field. Leave blank for now.
- **Date**
 - Date attributed to creation of image:
 - If scanned, examine the front and back for a date
 - If born digital, refer to Submission Information form on file at QC
 - If born digital with no documentation, take camera’s stamped date of creation stored in the technical metadata
 - use Photoshop, iPhoto or probably any other photo editing software, find the “Photo Info” menu option and look for the creation date
 - Use the most complete date possible
 - Ex: “June 23 2010”
 - Collective Access will automatically format the date, so make sure after you save that it reflects the correct date you meant to enter
 - If date is unknown leave the Date field blank and make a note instead in the Time Period field
 - A date range or an “circa” note can be used in the Time Period field
 - Ex: 1940-1945
 - Ex: circa 1977
 - QPL collections have collection-level catalog records in their online database. This should help with a date range if it’s somehow not included at the item level in the spreadsheet.
- **Physical Description**
 - If digitized: in two different Physical Description fields in the Collective Access system, provide first the *measurements* and in an

additional field, the *format* of the physical object that has been digitized.

- Measurements:
 - If two dimensional: height x width
 - Ex: 5 ¼ x 8 1/8 inches
 - Ex: 4 feet 3 inches x 2 inches
 - If folded: height x width inches folded into height x width inches
 - Ex: 14 ½ x 6 inches folded into 7 ¼ x 3 inches
 - If round (or round-ish): diameter of widest element
 - If not measurable, use “dimensions variable”
 - Use inches, round to nearest eighth of an inch, use fractions
 - Ex: 9 3/8 in.
- Format:
 - For controlled vocabulary, use <http://memory.loc.gov/ammem/techdocs/genre.html>
 - Comma separate, lowercase except for the first word, comma before the “and”
 - Ex: Postcard, black and white, and hand coloring
 - Ex: Color photo
- If born digital: enter “Digital image”
 - All technical metadata is captured automatically by CollectiveAccess upon file upload
- **General Note**
 - Use this field to make a note about any project, class or program that might have sponsored or originated this image that would NOT be eligible to be official Entities in the system.
 - Ex: “Originally recorded as part of Tess Hartman’s Independent Study in the Queens College Graduate School of Library and Information Studies.”
- **Rights**
 - Use one of the following statements of ownership.
 - If it is a QC record:
 - “This image is the property of Queens College Libraries’ Department of Special Collections and Archives. Please contact qc.archives@qc.cuny.edu for research and reproduction requests.”
 - OR: Credit an individual who still holds copyright on the image:
 - Ex: “This image is the property of Max Rivlin-Nadler. Please contact qc.archives@qc.cuny.edu for research and reproduction requests.”
 - If an image is still under an individual’s copyright instead of being property of QC or QPL, that photographer’s name will be part of the image’s file name
 - Ex: “Nilda_Tirado_by_Thomas_Petersen.tif”

- OR: If it is a QPL record with unknown/undefined ownership, direct users to the repository only:
 - Ex: “Contact the Archives at Queens Library (718-990-0770) for research and reproduction requests.”
- **Summary**
 - IF born digital or scanned image associated with an oral history, use information from the finding aid to briefly describe the subject of the photo. Use complete, grammatically correct sentences and do a spell check in a word processing program before pasting the summary into the catalog field.
 - Ex: “Nilda Tirado (left) with her mother, Carmen Miranda (right) on the front steps of their home in the Waldheim neighborhood of Flushing. They are dressed to participate in a procession organized by St. Michael’s Roman Catholic Church.”
- **Reproduction Note**
 - Only make a note here if this is a digitized image. Capitalize the first word only.
 - Ex: “Scanned postcard”
 - Ex: “Scanned black and white photo”
- **Time Period**
 - List the year, the date range, or the estimated year (“circa”) when the image was created:
 - Ex: 1992
 - Ex: 1920-1930
 - Ex: circa 1989
 - Please note that this is NOT a creation date for the record. If an illustration produced in 2010 depicts an event in the 1600’s, then the time period would be “1600s” not “2010”

Subjects Page

- **Related vocabulary terms**
 - Leave blank
- **Library of Congress subject headings**
 - The auto-fill tool operating in this field is drawing from the Library of Congress database, but best practice is to search for subject headings on the Library of Congress website (<http://authorities.loc.gov/>) and then type the subject heading you’d like to use into this CollectiveAccess field to auto-generate a subject heading with its number.
 - Use the most specific heading you can find and do not repeat elements of that heading in other headings
 - Ex: If you use “Special education educators [sh2002002374]” then DO NOT use “Educators [sh85041161]” as a second subject heading.
 - Only add subject headings that are exactly right, it is okay to leave this blank if there is no good match

Relationships Page

- **Related objects, Related entities, Related events, Related places, Related collections**
 - Type the related name you wish to enter in the field. If the name does not exist in the database, it will not save in any of the “Related” fields
 - If name does not already exist in the system: create a new record for it using the drop down menu from the “New” tab
 - After entering a related name in one of these fields, select the best description of how it is related to the object you are cataloging
 - Ex: Names entered in the “Related entities” field can be “creator,” or “publisher.”
 - Note on relationship descriptions: use “depicts” in images or wild sound and use “describes” in oral history and written documents.
 - Ex: When cataloging a scanned photo of a public school, select that the photo “depicts” the school
 - Ex: When cataloging a wild sound recording of an active playground at the school, select that the sound recording “depicts” the school
 - Ex: When cataloging an interview clip of someone talking about their years as a student at that school, select that the interview “describes” the school
 - Ex: When cataloging a news clipping about the school, select that the news story “describes” the school
- **Related entities**
 - Include all photographers and individuals depicted
 - If the image is a QPL image and it has markings that indicate its origin, see if they relate to what collection the image comes from and record it that way
 - Ex: Photos marked “Official Photograph President Borough of Queens,” will record that info in the “Related collections” field
 - Include all organizations associated with the location or event depicted
 - Ex: P.S. 184
 - Ex: Ganesha Temple
- **Related events**
 - Images are often associated with events
 - Ex: 1964 World’s Fair
- **Related places**
 - Include all places names listed in the associated finding aid or QPL spreadsheet
 - Place names are hierarchical, so you don’t have to duplicate your efforts
 - Ex: If you create a relationship with Kissena Park (which is in Flushing), you don’ t have to create a relationship to Flushing
- **Related collections**
 - Every record must have ONE entry in this field.
 - For records belonging to:
 - The Archives at Queens Library

- Refer to the file name to determine what collection the record belongs to
 - Queens College Libraries
 - Refer to the finding aid for the record, or ask QC staff
- Begin typing the collection name in the “Related collections” field, if the auto-fill function does not generate a full collection name, see if the collection name exists yet in the database:
 - Select the “Find” pull-down menu
 - Select “Collections”
 - Select “Browse” from the menu on the left
 - Select “Access Statuses”
 - Select the only option, “Accessible to public”
 - Review the list of collection names
 - If NOT there, select the “New” pull-down menu
 - Select “Collection”
 - When creating a title for a new collection, follow the name of the collection with the name of its repository
 - Ex: “Joseph A. Ullman Collection at The Archives at Queens Library”
 - Ex: “Tom Carey Papers at Queens College Libraries' Department of Special Collections and Archives”

Georeferencing Page

- For their privacy and security, do not enter interviewees’ exact home addresses if image depicts interviewee at their home
 - Use the nearest cross street to their home address
- **Georeference**
 - Enter either an intersection or exact address and click the magnifier glass icon to create a pinpoint on the map
 - Use the tools in the top right corner of the map to create either a filled-in block on the map to designate an area (such as a park, or neighborhood), or connect a series of dots to indicate a path or route.
 - If you create a map point that you don’t want to keep while using this tool, it’s easier to just start a new map by clicking “+ Add georeference” than trying to delete a map point once it’s created. The small grey “x” just above/right of the map will delete a georeference map.
- **GeoName**
 - Leave this blank – feature currently broken
 - Click the grey “x” just to the right of the blank GeoNames field before you save the Georeferencing page. Otherwise, an false error message will appear in red above the “Save” and “Cancel” buttons that reads, “There are errors preventing information in specific fields from being saved as noted below: Entry was blank.” If you do see this error message, disregard it.

Media Page

- **Media representations**

- Add an digital image or the scan of the *front* of an image:
 - Select “front” for Type
 - Select “Yes” for Is Primary?
 - Select “completed” for Status
 - Select “accessible to public” for Access
 - Click the Browse button and find the file you want to upload
 - CollectiveAccess will automatically generate a proper file name upon upload
- Add the scan of the *back* of an image:
 - Click “+ Add representation,” a new set of fields will appear
 - Fill them following above instructions except:
 - Select “back” for Type
 - Select “no” for Is Primary?

Links Page

- **Website name**
 - Enter the name of the website associated with people, places or events associated with this record
 - What you type here will appear on the front end for users instead of a bulky URL address. Make the name succinct but descriptive
 - Ex: Ganesh Temple, Flushing
 - Ex: P.S. 23’s Field Day, 2010
- **URL**
 - Enter the complete URL of the website associated with people, places or events associated with this record
 - Ex: http://nyganeshtemple.org
 - Ex: http://nypublicschool23.edu/events/2010/fieldday

Summary Page

- Ignore this page

Log Page

- This page automatically generates a log of changes you and other catalogers have made in the record.

ORAL HISTORY

Record Page

- **Status**
 - If you are partially done with cataloging a record and want to continue working, set Status to “editing in progress.”
 - If you are ready for a supervisor to review your completed work, set Status to “Editing complete.”
 - If the status has been changed to “review in progress,” or “complete” that means a supervisor has been into the catalog entry. Please contact the supervisor before making any additional changes at this point.
- **Access**
 - Please select “not accessible to public,” the supervisor will make all records public after reviewing them.

- **Object identifier**
 - Leave this field blank. It will automatically generate.
- **Alternate identifier**
 - Enter the unique file name, excluding the file extension (.wav).
 - Ex: “Hinners_Marie_by_Mondesir_Obden_11252015”
- **Title**
 - Capitalization:
 - Capitalize all nouns (baby, country, picture), pronouns (you, she, it), verbs (walk, think, dream), adjectives (sweet, large, perfect), adverbs (immediately, quietly), and subordinating conjunctions (as, because, although)
 - Lowercase “to” as part of an infinitive
 - Lowercase all articles (a, the), prepositions (to, at, in, with), and coordinating conjunctions (and, but, or)
 - Ex: Easter Celebration at a Walmart Store.
 - IF the recording is a full interview, use the interviewee’s full name, a comma, and then the words, “full interview”
 - Ex: Annalou Christensen, Full Interview
 - If the recording is a clip cut down from a full interview, create a title that is a brief statement about the subject of the recording
 - Ex: “Educational Innovator”
- **Alternate Titles**
 - Translation of the text in the Title field.
- **Dates**
 - Date of recording (see finding aid)
 - Use full date
 - Ex: “June 23 2010”
 - Collective Access will automatically format the date, so make sure after you save that it reflects the correct date you meant to enter
 - If date is unknown leave the Date field blank and make a note instead in the Time Period field
 - A date range can be used in the Time Period field
 - Ex: 1940-1945
- **Physical Description**
 - “Digital audio” if recorded digitally
 - Name of the format if the original recording has been digitized
 - Natalie will create a list of controlled vocabulary for format terms, leave blank for now
 - Ex: “Cassette tape”
- **Total Running Time**
 - HH:MM:SS
- **General Note**
 - Use this field to make a note about any project, class or program that might have sponsored or originated this recording that would NOT be eligible to be official Entities in the system.

- Ex: “Originally recorded as part of Tess Hartman’s Independent Study in the Queens College Graduate School of Library and Information Studies.”
 - Use this field to make a note about language when the interview is more than 25% non-English
 - Ex: “Recorded in Korean”
 - Ex: “Recorded in Greek and English”
- **Rights**
 - Use one of the following statements of ownership.
 - If it is a QC record:
 - “This recording is the property of Queens College Libraries’ Department of Special Collections and Archives. Please contact qc.archives@qc.cuny.edu for research and reproduction requests.”
 - Note: All audio recordings made by Natalie Milbrodt or other QC students are property of QC
 - OR: If it is a QPL record, direct users to the repository only:
 - Ex: “Contact the Archives at Queens Library (718-990-0770) for research and reproduction requests.”
 - OR: Credit an individual who still holds copyright on the recording:
 - Ex: “This recording is the property of Max Rivlin-Nadler. Please contact qc.archives@qc.cuny.edu for research and reproduction requests.”
 - If a recording is still under an individual’s copyright instead of being property of QC or QPL, that recordist’s name will be part of the audio’s file name
 - Ex: “Nilda_Tirado_by_Thomas_Petersen.wav”
- **Summary**
 - IF complete interview: Copy and paste the summary from the interview’s finding aid into this field.
 - IF interview clip: Listen to the clip. Take whatever language you can from the interview’s main summary, but feel free to add your own description about the contents of the clip. Use complete, grammatically correct sentences and do a spell check in a word processing program before pasting the summary into the catalog field.
- **Reproduction Note**
 - Only make a note here if this is a digitized recording. Capitalize the first word only.
 - Ex: “Digitized”
- **Time Period**
 - List a range of years covered in the content of the interview. Refer to the interview’s finding aid under the “Time Period” heading.
 - Ex: “1910-1990”

- Please note that this is NOT a creation date for the recording. If a person interviewed in 2010 discusses Flushing in the 1600's, then the time period would be "1600s" not "2010."
- Most interviews contain information about a wide range of dates, however, at the clip level, they are often about a particular event or more narrow time period. Be as specific as possible.
- **Equipment Make and Model**
 - If interview was conducted by Natalie Milbrodt or Tess Hartman, the recorder will always be the following (unless otherwise noted in finding aid):
 - Recorder make and model: "TASCAM DR-07"
 - Leave the Microphone make and model field empty
 - If interview was conducted by another contributor to the project, refer to the completed Submission Information Form on file at Queens College Rosenthal Library in the Donors files in Room 204.
- **In and Out points**
 - If complete interview: use "00:00:01" as an In Point.
 - Use the total running time as the Out Point
 - If interview clip: refer to the finding aid and match the title of the clip with the in and out points listed
- **Software Used to Create Derivatives**
 - Check the finding aid under the heading, "Editing Software"
- **Worker Who Created Derivatives**
 - Check the finding aid under the heading, "Name of Editor"

Subjects Page

- **Related vocabulary terms**
 - Leave blank
- **Library of Congress subject headings**
 - The auto-fill tool operating in this field is drawing from the Library of Congress database, but best practice is to search for subject headings on the Library of Congress website (<http://authorities.loc.gov/>) and then type the subject heading you'd like to use into this CollectiveAccess field to auto-generate a subject heading with its number.
 - Use the most specific heading you can find and do not repeat elements of that heading in other headings
 - Ex: If you use "Special education educators [sh2002002374]" then DO NOT use "Educators [sh85041161]" as a second subject heading.
 - Only add subject headings that are exactly right, it is okay to leave this blank if there is no good match

Relationships Page

- **Related objects, Related entities, Related events, Related places, Related collections**
 - Type the related name you wish to enter in the field. If the name does not exist in the database, it will not save in any of the "Related" fields

- If name does not already exist in the system: create a new record for it using the drop down menu from the “New” tab
 - After entering a related name in one of these fields, select the best description of how it is related to the object you are cataloging
 - Ex: Names entered in the “Related entities” field can be “interviewer,” “interviewee,” “recordist,” “author,” “creator,” “publisher.”
 - Note on relationship descriptions: use “depicts” in images or wild sound and use “describes” in oral history and written documents.
 - Ex: When cataloging a scanned photo of a public school, select that the photo “depicts” the school
 - Ex: When cataloging a wild sound recording of an active playground at the school, select that the sound recording “depicts” the school
 - Ex: When cataloging an interview clip of someone talking about their years as a student at that school, select that the interview “describes” the school
 - Ex: When cataloging a news clipping about the school, select that the news story “describes” the school
 - Note on relationships in clips vs. full interviews: only create relationships to places, objects, and entities *in the clip itself*, ignore anything you know about other subjects mentioned in the full interview the clip came from.
- **Related objects**
 - Create relationships between clips from the same interview and to the full interview the clip came from as well
 - Add one or more visual records that will appear while the audio plays on the front end
 - Select the relationship type “display” for these records
- **Related entities**
 - Include all interviewers and interviewees
 - Include all organizations associated with the person interviewed
 - Ex: Waldheim Association (if the interviewee is a member)
 - Ex: St. Michael’s church (If interviewee is a member)
- **Related events**
 - People often discuss events from the past
 - Ex: 1964 World’s Fair
- **Related places**
 - Include all places names listed in the finding aid
 - Include the place where the interview was recorded
 - Place names are hierarchical, so you don’t have to duplicate your efforts
 - Ex: If you create a relationship with Kissena Park (which is in Flushing), you don’ t have to create a relationship to Flushing
- **Related collections**
 - Every record must have ONE entry in this field.
 - For records belonging to:
 - The Archives at Queens Library

- Refer to the “Phys Descr for Dig Records” spreadsheet and the file name to determine what collection the record belongs to
 - Queens College Libraries
 - Refer to the finding aid for the record, or ask QC staff
- Begin typing the collection name in the “Related collections” field, if the auto-fill function does not generate a full collection name, see if the collection name exists yet in the database:
 - Select the “Find” pull-down menu
 - Select “Collections”
 - Select “Browse” from the menu on the left
 - Select “Access Statuses”
 - Select the only option, “Accessible to public”
 - Review the list of collection names
 - If NOT there, select the “New” pull-down menu
 - Select “Collection”
 - When creating a title for a new collection, follow the name of the collection with the name of its repository
 - Ex: “Joseph A. Ullman Collection at The Archives at Queens Library”
 - Ex: “Tom Carey Papers at Queens College Libraries' Department of Special Collections and Archives”

Georeferencing Page

- For complete interviews: Use the *most significant* Flushing address associated with this interviewee
 - If interviewee is a Flushing resident, where the person lives
 - If interviewee works, studies or worships in Flushing, use the location associated with that activity
 - A Ganesh Temple devotee living in Long Island would be mapped to the temple
 - For their privacy and security, do not enter interviewees’ exact home addresses
 - Use the nearest intersection to their home address
 - Ex: Bowne St. and Ash Ave. Flushing, NY 11355
- For interview clips: Use the *most significant* address associated with this interview clip
 - If the speakers in the clip are talking about Central Park in Manhattan for the majority of the clip, then use that as a georeference
 - If the speakers are discussing a non-place related subject, revert to the georeference above referring to the location most closely related to the interviewee (where they live/work, etc)
- **Georeference**
 - Enter either an intersection or exact address and click the magnifier glass icon to create a pinpoint on the map

- Use the tools in the top right corner of the map to create either a filled-in block on the map to designate an area (such as a park, or neighborhood), or connect a series of dots to indicate a path or route.
- If you create a map point that you don't want to keep while using this tool, it's easier to just start a new map by clicking "+ Add georeference" than trying to delete a map point once it's created. The small grey "x" just above/right of the map will delete a georeference map.
- **GeoName**
 - Leave this blank – feature currently broken
 - Click the grey "x" just to the right of the blank GeoNames field before you save the Georeferencing page. Otherwise, an false error message will appear in red above the "Save" and "Cancel" buttons that reads, "There are errors preventing information in specific fields from being saved as noted below: Entry was blank." If you do see this error message, disregard it.

Media Page

- **Media representations**
 - Add an audio file of a oral history recording:
 - Select "front" for Type
 - Select "Yes" for Is Primary?
 - Select "completed" for Status
 - Select "accessible to public" for Access
 - Click the Browse button and find the file you want to upload
 - CollectiveAccess will automatically generate a proper file name and an mp3 listening copy upon upload

Links Page

- **Website name**
 - Enter the name of the website associated with people, places or events associated with this record
 - What you type here will appear on the front end for users instead of a bulky URL address. Make the name succinct but descriptive
 - Ex: Ganesh Temple, Flushing
 - Ex: P.S. 23's Field Day, 2010
- **URL**
 - Enter the complete URL of the website associated with people, places or events associated with this record
 - Ex: http://nyganeshtemple.org
 - Ex: http://nypublicschool23.edu/events/2010/fieldday

Summary Page

- Ignore this page

Log Page

- This page automatically generates a log of changes you and other catalogers have made in the record.

WILD SOUND

Record Page

- **Status**
 - If you are partially done with cataloging a record and want to continue working, set Status to “editing in progress.”
 - If you are ready for a supervisor to review your completed work, set Status to “Editing complete.”
 - If the status has been changed to “review in progress,” or “complete” that means a supervisor has been into the catalog entry. Please contact the supervisor before making any additional changes at this point.
- **Access**
 - Please select “not accessible to public,” the supervisor will make all records public after reviewing them.
- **Object identifier**
 - Leave this field blank. It will automatically generate.
- **Alternate identifier**
 - Enter the unique file name, excluding the file extension (.wav).
 - Ex: “Downtown_Flushing_by_Milbrodt_Natalie_03142015”
- **Title**
 - Capitalization:
 - Capitalize all nouns (baby, country, picture), pronouns (you, she, it), verbs (walk, think, dream), adjectives (sweet, large, perfect), adverbs (immediately, quietly), and subordinating conjunctions (as, because, although)
 - Lowercase “to” as part of an infinitive
 - Lowercase all articles (a, the), prepositions (to, at, in, with), and coordinating conjunctions (and, but, or)
 - Ex: Easter Celebration at a Walmart Store.
 - Brief description about recording, does not have to be a complete sentence
 - Ex: “Flushing’s Chinese New Year Parade at Main Street and 41st Avenue.”
- **Alternate Titles**
 - Translation of the text in the Title field.
- **Date**
 - Date of recording (see finding aid)
 - Use full date
 - Ex: “June 23 2010”
 - Collective Access will automatically format the date, so make sure after you save that it reflects the correct date you meant to enter
 - If date is unknown leave the Date field blank and make a note instead in the Time Period field

- A date range or an “circa” note can be used in the Time Period field
 - Ex: circa 1977
- **Physical Description**
 - “Digital audio” if recorded digitally
 - Name of the format if the original recording has been digitized
 - Ex: “Cassette tape”
 - Natalie will create a list of controlled vocabulary for format terms, leave black for now
- **Total Running Time**
 - HH:MM:SS
- **General Note**
 - Use this field to make a note about any project, class or program that might have sponsored or originated this recording that would NOT be eligible to be official Entities in the system.
 - Ex: “Originally recorded as part of Tess Hartman’s Independent Study in the Queens College Graduate School of Library and Information Studies.”
 - Use this field to make a note about any language clearly audible in speech or singing and more than 25% non-English
 - Ex: “Recorded in Korean”
 - Ex: “Recorded in Greek and English”
- **Rights**
 - Use one of the following statements of ownership.
 - If it is a QC record:
 - “This recording is the property of Queens College Libraries’ Department of Special Collections and Archives. Please contact qc.archives@qc.cuny.edu for research and reproduction requests.”
 - Note: All audio recordings made by Natalie Milbrodt or other QC students are property of QC
 - OR: Credit an individual who still holds copyright on the recording:
 - Ex: “This recording is the property of Max Rivlin-Nadler. Please contact qc.archives@qc.cuny.edu for research and reproduction requests.”
 - If a recording is still under an individual’s copyright instead of being property of QC or QPL, that recordist’s name will be part of the audio’s file name
 - Ex: “Easter_Parade_by_Thomas_Petersen.wav”
- **Summary**
 - IF complete wild sound recording: Copy and paste the summary from the recording’s finding aid into this field.
 - IF clip from wild sound recording: Listen to the clip. Take whatever language you can from the finding aid’s main summary, but feel free to add your own description about the contents of the clip. Use complete,

grammatically correct sentences and do a spell check in a word processing program before pasting the summary into the catalog field.

- **Reproduction Note**
 - Only make a note here if this is a digitized recording. Capitalize the first word only.
 - Ex: “Digitized”
- **Time Period**
 - List the year the recording was made.
 - If the date is unknown, enter the estimated year (“circa”) represented in the recording.
 - Ex: circa 1989
 - In other types of records, this field is for the time period described or shown in the record and not its creation date, but in the case of wild sound, it should, by its nature, depict the time when it was recorded. If for some reason the recording seems to portray a different period than the one in which it was recorded, please record the time it portrays instead of its creation date.
- **Equipment Make and Model**
 - If recording was made by Natalie Milbrodt or Tess Hartman, the recorder will always be the following (unless otherwise noted in finding aid):
 - Recorder make and model: “TASCAM DR-07”
 - Leave the Microphone make and model field empty
 - If recording was conducted by another contributor to the project, refer to the completed Submission Information Form on file at Queens College Rosenthal Library in the Donors files in Room 204.
- **In and Out points**
 - If complete recording: use “00:00:01” as an In Point.
 - Use the total running time as the Out Point
 - If clip of a recording: refer to the finding aid and match the title of the clip with the in and out points listed
- **Software Used to Create Derivatives**
 - Check the finding aid under the heading, “Editing Software”
- **Worker Who Created Derivatives**
 - Check the finding aid under the heading, “Name of Editor”

Subjects Page

- **Related vocabulary terms**
 - Leave blank
- **Library of Congress subject headings**
 - The auto-fill tool operating in this field is drawing from the Library of Congress database, but best practice is to search for subject headings on the Library of Congress website (<http://authorities.loc.gov/>) and then type the subject heading you’d like to use into this CollectiveAccess field to auto-generate a subject heading with its number.
 - Use the most specific heading you can find and do not repeat elements of that heading in other headings

- Ex: If you use “Special education educators [sh2002002374]” then DO NOT use “Educators [sh85041161]” as a second subject heading.
 - Only add subject headings that are exactly right, it is okay to leave this blank if there is no good match

Relationships Page

- **Related objects, Related entities, Related events, Related places, Related collections**
 - Type the related name you wish to enter in the field. If the name does not exist in the database, it will not save in any of the “Related” fields
 - If name does not already exist in the system: create a new record for it using the drop down menu from the “New” tab
 - After entering a related name in one of these fields, select the best description of how it is related to the object you are cataloging
 - Ex: Names entered in the “Related entities” field can be “interviewer,” “interviewee,” “recordist,” “author,” “creator,” “publisher.”
 - Note on relationship descriptions: use “depicts” in images or wild sound and use “describes” in oral history and written documents.
 - Ex: When cataloging a scanned photo of a public school, select that the photo “depicts” the school
 - Ex: When cataloging a wild sound recording of an active playground at the school, select that the sound recording “depicts” the school
 - Ex: When cataloging an interview clip of someone talking about their years as a student at that school, select that the interview “describes” the school
 - Ex: When cataloging a news clipping about the school, select that the news story “describes” the school
- **Related objects**
 - Add one or more visual records that will appear while the audio plays on the front end
 - Select the relationship type “display” for these records
- **Related entities**
 - Include all recordists
 - Include all organizations associated with the location or event recorded
 - Ex: P.S. 184 (If recording is from the school’s playground)
 - Ex: Ganesh Temple (If recording is a parade of their devotees)
- **Related events**
 - Wild sound recordings are often associated with events
 - Ex: Easter Parade, 2010
- **Related places**
 - Include all places names listed in the finding aid
 - Place names are hierarchical, so you don’t have to duplicate your efforts
 - Ex: If you create a relationship with Kissena Park (which is in Flushing), you don’ t have to create a relationship to Flushing

- **Related collections**
 - Every record must have ONE entry in this field.
 - For records belonging to:
 - The Archives at Queens Library
 - Refer to the “Phys Descr for Dig Records” spreadsheet and the file name to determine what collection the record belongs to
 - Queens College Libraries
 - Refer to the finding aid for the record, or ask QC staff
 - Begin typing the collection name in the “Related collections” field, if the auto-fill function does not generate a full collection name, see if the collection name exists yet in the database:
 - Select the “Find” pull-down menu
 - Select “Collections”
 - Select “Browse” from the menu on the left
 - Select “Access Statuses”
 - Select the only option, “Accessible to public”
 - Review the list of collection names
 - If NOT there, select the “New” pull-down menu
 - Select “Collection”
 - When creating a title for a new collection, follow the name of the collection with the name of its repository
 - Ex: “Joseph A. Ullman Collection at The Archives at Queens Library”
 - Ex: “Tom Carey Papers at Queens College Libraries' Department of Special Collections and Archives”

Georeferencing Page

- For their privacy and security, do not enter individual creators’ exact home addresses if the record pertains to their home
 - Use the nearest cross street to their home address
- **Georeference**
 - Enter either an intersection or exact address and click the magnifier glass icon to create a pinpoint on the map
 - If the recording is from an event that moves such as a parade, use its point of origination as your address
 - UNLESS the majority of the recording settles in one place that is different than the place where it originates
 - Use the tools in the top right corner of the map to create either a filled-in block on the map to designate an area (such as a park, or neighborhood), or connect a series of dots to indicate a path or route.
 - If you create a map point that you don’t want to keep while using this tool, it’s easier to just start a new map by clicking “+ Add georeference” than trying to delete a map point once it’s created. The small grey “x” just above/right of the map will delete a georeference map.
- **GeoName**

- Leave this blank – feature currently broken
- Click the grey “x” just to the right of the blank GeoNames field before you save the Georeferencing page. Otherwise, an false error message will appear in red above the “Save” and “Cancel” buttons that reads, “There are errors preventing information in specific fields from being saved as noted below: Entry was blank.” If you do see this error message, disregard it.

Media Page

- **Media representations**
 - Add an audio file of a wild sound recording:
 - Select “front” for Type
 - Select “Yes” for Is Primary?
 - Select “completed” for Status
 - Select “accessible to public” for Access
 - Click the Browse button and find the file you want to upload
 - CollectiveAccess will automatically generate a proper file name and an mp3 listening copy upon upload

Links Page

- **Website name**
 - Enter the name of the website associated with people, places or events associated with this record
 - What you type here will appear on the front end for users instead of a bulky URL address. Make the name succinct but descriptive
 - Ex: Ganesh Temple, Flushing
 - Ex: P.S. 23’s Field Day, 2010
- **URL**
 - Enter the complete URL of the website associated with people, places or events associated with this record
 - Ex: <http://nyganeshtemple.org>
 - Ex: <http://nypublicschool23.edu/events/2010/fieldday>

Summary Page

- Ignore this page

Log Page

- This page automatically generates a log of changes you and other catalogers have made in the record.