CATALOGING WORKSHEET INSTRUCTIONS
December 4, 2013 version

Section 1: General Information

Call number. If you are filling out the worksheet at a Records Preservation Center (RPC) or Church History Center (CHC), there are two options for the call number:

1. If the record you are describing on this worksheet will be sent to the Church History Library (if it is a hardcopy donation to the Church History Library or if it is an electronic record) the call number information will be entered later after the Church History Department completes the cataloging process.
2. If the record is being stored in the local Records Preservation Center, enter the RPC number. For example, a record in the Europe Area RPC would read: DE-01-00007.

If you are not at an RPC or CHC while filling out the worksheet, leave this area blank.

Name of donor. Full name of donor. List the family or surname, followed by a comma and the given name or names. For example: Crosby, Wayne Delbert.

Do you have the required signed Donation Agreement? The answer should always be “Yes,” since a signed agreement is necessary. Exceptions must be approved by the Area Church History Adviser.

Section 2: Creator

Name of individual(s) creating the collection or record. If the record was created by a person, list the full name (family or surname, followed by a comma and the given name or names – for example: Crosby, Wayne Delbert). If necessary, list multiple individuals using the same format.

Birth year. The creator’s year of birth. Month and day are not necessary.

Death year. The year the creator died. If the creator is still living, write “Still living.” Leave blank if unknown. As with birth year, month and day are not necessary.

Name organization creating the collection or record. If the record was created by a Church unit, a Church entity, or a person acting on behalf of the Church, give the full name of the organization as it is listed in the Church Directory of Organizations and Leaders (CDOL). If it is a ward or branch, give the name of the parent unit; for example, “Fremont 7th Ward, Fremont California Stake.”

If the record was created by a non-Church organization, list the name of the organization; for example, “American Red Cross.” If it was not created by an organization, leave blank.

Section 3: Title and Content Summary

Title of the record. List the title that appears on the cover or container of the record. If there is no title, provide a generic title such as “Photographs,” “Correspondence,” “Minutes,” “Scrapbook,” “Painting,” “Quilt,” or “Journal.” For large collections, it is appropriate to use “Collection” as the generic title.
**Brief description of collection.** Briefly describe the information that the record or collection contains. Use the 1st sentence to succinctly describe the collection or record, conveying a sense of time, record type, and scope. Use additional sentences, as needed, to provide details that would be beneficial to a researcher. For larger collections, begin the 2nd sentence, “Contains ____ (then list the major topics of the collection).” Begin the last sentence, if desired, “Includes ____ (list additional significant stories or topics you want to bring attention to).”

For art and artifacts, describe the object, beginning with a general description. Use additional sentences to provide details, moving from general to specific. For instance, “Oil painting of a group of people. Two men wearing blue suits and white shirts sit across from a man in a brightly colored short-sleeved shirt.”

**Identify the year the record was started and the year the record was completed.** List the creation and end dates for the record, not the dates represented in the record’s contents. For instance, if a woman born in 1920 began writing her life history in 1989 and finished it in 1990, you would record “1989–1990.” You would not list “1920–1990,” which describes the record’s contents, not its creation and end dates. When the span of dates is less than one year, and if the precise dates can be determined, use the precise dates (e.g., 12 January–11 August 1938).

**Principle language of the collection or record.** List the language all or most of the record is written in. If the record contains more than one language, list other languages under Other languages.

**Section 4: Past Ownership of the Collection or Record (in Chronological Order)**

Fill out this section with this simple question in mind: How did the donor come to possess this record? You may answer it simply by saying that the donor is the creator of the record. You may list a simple chain of ownership; for example, “This journal was written by the donor’s grandfather, who gave it to the donor’s mother (Janine D. Crosby), who gave it to the donor.” Or this chain of ownership may be a bit more complex. If so, list all the details you can get; for example: “This record was purchased at a Deseret Industries store in Mesa, Arizona, in 1978 by Wayne D. Crosby, who years later gave it to his bishop, Matthew K. Heiss, who realized its historical value and brought it to the Church History Library in May 2013.”

**Section 5: Itemization of Large Collections (five or more folders)**

When you acquire a collection of records containing more than five items, be they the same kind of record (5 volumes of a journal) or different kinds of records (3 journals, 1 folder of letter, photographs), you must place the items in separate folders and describe each item in the table on the worksheet.

Write the same kind of information you would for the previous sections, only give more specific detail.

**Creator:** List individual’s name or name of creating organization, as in Section 1.

**Scope & Content:** Provide a brief description of the records content, as in Section 3.

**Dates:** List beginning and end date, as in Section 3.

**SPC:** Identify any sacred, private, or confidential information you may be aware of, as described in Section 7 below.
Section 6: Physical Description

Size of collection. Give an indication of the size of the collection by listing the amount of records you are describing. For example:

- 2 volumes
- 25 boxes of loose papers
- 3 photo albums
- 1 letter

For art or artifacts, enter the dimensions:

**Height.** Measure the piece of art or artifact in centimeters from top to bottom. Leave this field blank for collections of various artifacts that all belong together.

**Width.** Measure the piece of art or artifact in centimeters from left to right. Leave this field blank for collections of various artifacts that all belong together.

**Depth.** Measure the piece of art or artifact in centimeters from front to back. Leave this field blank for collections of various artifacts that all belong together.

Record Formats: Describe the physical nature of the records. Common record types include the following: Photographs, typescripts, manuscripts (hand-written records), cassette tapes, publications (books, newspapers, magazines, etc.).

When describing digital records, list the record format: pdf, jpg, avi, mp4, etc.

Describe any obvious damage. If the record is in any way damaged, make a note if it. This may include water or fire damage, mold, torn pages, even unprofessional repair efforts, such as the use of tape or glue.

Section 7: Sacred, Confidential, or Private Information

Does the record contain any of the following: Enter “Yes” or “No” in each row to indicate whether the donor alerted you to the existence of this type of information. Trust the donor; do not read every page of a record looking for sacred, confidential, or private information. If the donor was unable to confirm or refute the existence of sacred, confidential, or private information, enter “Unknown.”

Location. For every “Yes,” identify where the sacred, confidential, or private information is located in the record. For example, page number, date entry, or folder number.

Section 8: Other Useful Information (optional)

Use this space to make any notes that will be helpful in understanding how the record or collection was processed. It may also be used for additional information about the creator or creating organization. For example:

- Records were kept in their original order.
- Records came in no order. Chronological order was imposed by Wayne D. Crosby while processing this collection.
- Matthew K. Heiss helped process this collection by translating the German volumes.
- The dedicatory prayer for Mongolia was removed from this collection so that it could be open for research. The prayer was placed in the case file.
- This collection contained digital records that were transferred to the Church History Library for preservation.
- The Fremont 7th Ward was disorganized in 2013.
- Matthew K. Heiss later served as the president of the Utah Salt Lake City South Mission and the president of the Salt Lake Temple.

Section 9: Worksheet Creator

Fill in the name and date of the person who created, translated, and/or edited the worksheet.