

Loughborough Carillon Tower & War Memorial Museum

Cataloguing the Collection

Dated September 2020

Introduction

The catalogue will contain all the primary information known about each object, there is one record for each object that serves as the master record for that item.

The computerised system that is used by the museum is Modes Compact, the records can be accessed by using the museum laptop.

The catalogue will conform to the standards required by accreditation.

Guidelines for cataloguing items

Catalogue information must include, at the very least:

- The object entry number
- The number of items or parts described in this record.
- The object 'simple name'
- The object 'other name'
- A brief physical description.
- A reference to acquisition method, date and source information including contact details
- Location of object
- A reference to available images
- Name of person making the entry

Guidelines for recording conventions.

Introduction: Originally the catalogue was purely for internal use, a list with a brief description so that objects could be identified. With the introduction of online catalogues, however, the public require a little more descriptive and accurate information. To maintain a simple and consistent procedure for the cataloguing of objections on the Modes system the following guidelines should be followed:

Template name: When adding a new object to the catalogue Modes offers the option of a number of different templates choose: 'Object template'

Catalogue number: The Modes system automatically allocates the next number for each new object catalogued. i.e. LOUWM:2020.023 The number consists of:

LOUWM: This is a unique prefix allocate to Loughborough War Memorial.

2020. The year the object was catalogued. This needs to be changed each year on 1 January.

023 This number is generated in numerical order; in this case it is the 23rd object catalogued in 2020. On 1st January, however, when the year is changed 2021 will be followed by .1. This should also be changed to 001. Modes will then generate the following numbers .002 .003 etc.

Simple name: 'Simple' is the clue so the name of the object is limited to one or two words. i.e. badge, medals, headdress etc.

Other name: There is the opportunity to add a second name. This will not be visible on the catalogue but it is useful to place the object in a category i.e. a bullet would have the simple name 'bullet' and the other name would be 'ammunition'. This is useful if at any time we want to know what items of ammunition we hold. The search 'ammunition' would pick up all the 'bullets' in our collection but also all the bombs, grenades, flares and any other explosive objects with the 'Other name' 'ammunition'. In the same way 'crockery' would pick up all cups, saucers, plates, mugs etc.

Description: When searching Modes using a key word it will pick up not only the 'Simple name' and 'Other name' but those objects where the key word is present in the description. Consideration should be given to use possible alternatives i.e. the simple name might be 'picture' and in the description the word 'painting', 'photograph' or 'print' might be used.

The use of abbreviations is very common within the military world and some are so common that they need no explanation. Ranks should always be in an abbreviated form with no full stop e.g. Pte, L/Cpl, Cpl, Sgt, Lt, Capt, Lt Col etc. except when used in a sentence e.g. "The Sergeant ordered the Private to follow the other soldiers". In other cases, it is normal to use both the full title and the abbreviation in brackets i.e. Royal Navy (RN) Military Medal (MM). This will ensure that a search using either the full name or the abbreviation will pick up the object.

Names: Service personnel should be recorded as rank, number, initials or first name if known, surname followed by unit. I.e. L/Cpl 1234 J. M. Clot, Bedford Fusiliers. Civilian personnel names as they are written, any ambiguity noted (some initials may be difficult on handwritten documents and can be challenging)

Regimental names in full plus abbreviation if in common use ie Kings Own Scottish Borderers (KOSB), Royal Air Force (RAF).

Battalion always abbreviated to Bn when used with regiment title ie 7th Bn Dorset Regiment

Measurements in mm except where inches was part of description ie 3 inch mortar

Location: See policy, 'Location and Movement'

Other information: There are other items of information, not displayed on the 'Grid' view of the catalogue but need to be completed when a new object is added.

Item marked: Always mark this box 'yes'. It is an accreditation requirement of Arts Council England (ACE) that objects should be marked with the catalogue number.

Number of items: Always complete this box. Occasionally documents may be described as 'a number of documents relating to...'. In this case the number of items should be marked as '1'.

Acquisition method: This box (gift, loan or purchase) must always be completed. This is also a requirement of ACE. (Modes prompts use of the correct word)

Acquired from: Always complete this box with the donor's name and address and if it is not known enter 'not recorded'. This demonstrates that we have not just forgotten to add the acquisition details.

Reproduction filename: For a photograph the catalogue number is followed by .jpg
e.g.2020.23.jpg

Note: The laptop in the Carillon is set on a 'Public' view and none of the 'Other information' is available to view. The same applies to the online catalogue and the location of an object, for security reasons, is not displayed on the online version.

Examples:

Simple name	Other name	Brief description may include
advertisement	leaflet	Country of origin, subject matter, size, date
airgraph	letter	Date, recipient, sender, theatre of operations
anklet	leg wear	Country of origin, circa
ball	ammunition	Country of origin, calibre, circa
banner	flag	Unit, size, circa
battle dress	uniform	Circa, complete with (badges, rank etc)
blazer badge	badge	Unit, circa
booklet	book	Title, name of owner if known, date written or published, physical description of cover
boot	footwear	Country of origin, circa, common name, i.e. 'Ammo boot'
bowl	ceramic	Country of origin, manufacturer, commemorates (occasion)
brooch	badge	Subject matter, size/shape, circa
bullet	ammunition	Country of origin, calibre, circa
cap badge	cap badge	Unit, circa
cartoon	picture	Subject, date, size
cartridge	ammunition	Country of origin, calibre, circa
case (empty)	ammunition	Country of origin, calibre, circa
catalogue	book	Title, subject matter, name of owner if known, date written or published,
collar	neckwear	Type, circa
correspondence	letter	Date, recipient, sender, theatre of operations
collar badge	badge	Unit, material (brass, staybright) circa
cravat	neckwear	Regiment or Corps, circa, colours
cup	ceramic	Country of origin, manufacturer, commemorates (occasion)
diary	book	Title, name of owner if known, circa, physical description of cover
drill round	ammunition	Country of origin, calibre, circa
flash	badge	Unit, material, circa
formation badge	badge	Unit, material, circa
fuse	ammunition	Country of origin, type, circa
gaiter	legwear	Colour, circa
gauntlet	hand wear	Material, country of origin, circa
glove	Hand wear	Material, country of origin, circa
greeting card	card	Occasion, Christmas etc subject matter, sender/recipient
grenade	ammunition	Country of origin, designation, circa
guidon	flag	Unit, size, circa
hosetop	leg wear	Colour, circa
ID Disc	identity disc	Country of origin, number, rank & name, circa
lapel badge	badge	Subject, material, circa

machine gun	firearm	Type, country of origin, calibre, serial number, deactivation certificate number
medallion	medal	Commemorative, sports, shooting etc name of recipient, date
medal group	medal	Number rank & name of recipient, type, date, any bars
medal roll	roll	Unit, Names, Dates
mess dress	uniform	Regiment, complete with (button, badges etc)
mitten	Hand wear	Material, country of origin, circa
model	ceramic	Subject matter, size, circa
mug	ceramic	Country of origin, manufacturer, commemorates (occasion)
no 1 dress	uniform	Unit, complete with (button, badges etc) circa
nominal roll	roll	Unit, date
oil painting	picture	Subject, date, size
ordnance survey	map	Scale, area, dated
painting	picture	Subject, date, size
pamphlet	book	Title, name of owner if known, date written or published, physical description of cover
pennant	flag	Unit, size
pistol	firearm	Type, country of origin, calibre, serial number, deactivation certificate number
plaque	ceramic	Subject, size
postage stamp	stamp	Country of origin, subject
postcard	postcard	Subject, date, country of origin, photographic
poster	picture	Subject, date, size
print	picture	Subject, date, size
propaganda	leaflet	Country of origin, subject matter, size, date
rank badge	badge	Rank, material, circa
regimental colour	flag	Unit, size circa
rifle	firearm	Type, country of origin, calibre, serial number, deactivation certificate number
saucer	ceramic	Subject, size
service dress	uniform	Unit, complete with (button, badges etc) circa
shell	ammunition	Country of origin, calibre, circa
shoulder title	Shoulder title	Regiment or corps, material, approx. date
signalling	flag	Type, size
slide	photograph	Subject
standard	flag	Unit, size
statuette	ceramic	Subject, size, circa
stereoscope	photograph	Subject
tie	neckwear	Regiment or Corps, circa, colours
tracer	ammunition	Country of origin, calibre, circa
trade badge	badge	Unit, trade, material, circa
trench map	map	Area, hand drawn, dated
union flag	flag	Size
watercolour	picture	Subject, artist date, size

Security

The museum catalogue is the most complete account of the history of each item, so it is

essential to keep this information secure. Computer backups can be made easily and frequently.

Two devices to digitally backup the whole catalogue have been purchased; a copy of the latest backup will be kept secure in the safe at Charnwood Museum. The date of the backup will be recorded on the tie-on label.

This backup copy of the catalogue will only be released on receipt of a more up to date backup and only to a person authorised by the Executive Committee.