



Matricules Archiving Policy Catalogue Headings

- There are 3 types of items that can be catalogued:
 1. A document
 2. An event
 3. An entity (individual or organisation)

Each category has its distinct database system for cataloguing with a specific heading to manage the content. Please refer to the correct section depending on the type of item you are cataloguing.

- General guidelines: If you do not know the information, leave the field blank. *Do not invent or hypothesize information.*

DOCUMENT FIELDS

***** = Mandatory fields

1. *** Accession Number:** This is the unique identifier number for each document (Please see the following document for further clarification).
2. *** Recurring Activities:** Select from the list (FBR, FES, ADM, etc - see accompanying document for item labels).
3. *** Medium:** Select from the list (audio, audio/visual, paper print, electronic print, etc.)
4. *** Support:** Select from the list (Mini DV, Mini Disc, VHS tape, PDF, etc.)
5. *** Author:** Refers to who produced the item. This is not the name of the person speaking in the video, etc. but, rather, the name of the person or institution responsible for creating the document. Thus, for the majority of documents the Author will be 'Studio XX.'
6. *** Official title:** This is exactly what is written on the item; regardless of whether or not this is an accurate reflection of the content. No subjective judgments are to be made at the cataloguing stage; the title is whatever is written in the normal title space on the item. It is, therefore, an Official title and could be something like: "Femmes Branchées/Cameraman: Caroline Martel."



7. *** Date:** Is the date of the creation of the *document*. This date represents the date the video was shot, the date the CD was burned, etc. In the case of a website, the date specified is when the URL was last visited. **NB:** The format for the date must always be entered as **MONTH/DAY/YEAR**. If the date is unknown or partially unknown, or if only the year is noted, enter **01/01/YEAR** or **01/01/01**.
8. **Physical description:** Other relevant information about the physical aspects of the document such as brand, duration, length, size of document, colour, etc. The physical description can be written in either French or English.
9. **Content description:** Description of content - if available. For instance: the subjects recorded in the audio-visual material, the project description, bibliographical references for published material. The content description can be written in either French or English.
10. **Source documents (documents “afférents):** List the accession numbers of all reference documents.
11. **Archivist’s notes:** These are notes made by the cataloguer and/or the archivist. They can include any information the cataloguer and/or archivist deems pertinent. Examples might include: “This is CD 3 of a 5 CD set”, “The CD appears scratched”, “The audio tape is missing its case”, etc.
12. **Location:** This refers to the number indicated on the box in which the item is stored.



EVENTS

1. *** Title:** Is the title of the event. If distinct titles exist in both English and French, enter both titles.
2. **Participants:** Lists the names of the participants.
3. **Funders:** List the names of funders (i.e.: entities or organisations).
4. *** Date:** The date of the event. The date of the event must always be formatted **MONTH/DAY/YEAR**.
5. **Description A:** Description of the event in French- only if available. Usually directly copied from grant or website, but can also include pertinent information, such as: the affiliation of the participants, information about funders and co-producers, etc.
6. **Description B:** Description of the event in English- only if available.
7. **Archivists notes:** Internal notes made by the cataloguer or archivist related to the archiving process or data entries such as issues related to clarity of information, items or missing information, etc.
8. *** Source documents:** This field includes the document numbers of any documents that relate to the event.

ENTITIES

The cataloguing of individuals and organizations involved in the studio's activities will exist in a relational searching process derived from information entered in the fields of descriptions, authors and participants.



Document Item Labels By Accession Numbers

Accession Numbers

All items should be catalogued with an accession number that takes the following form:

Year (4 numbers), Cataloguing tag (3 CAPITAL letters referring to the recurring activities of the studio), Function (one number), Unique identifier number (4 random digits, starting with 0001 and going up), Status (letter).

Example: 2001FBR70001M

If there is more than one copy of an item, the first label is followed by “- 1”, the second is followed by “- 2”, etc.

If unsure of the cataloguing tag, put “---“ instead.

Example: 2003---0003

Classification categories (Recurring Activities)

FBR = Femmes branches.

Including Méta Femmes branchées (presentations + workshops).

FES = Festival (Maid in Cyberspace/HTMLles).

EVS = Special events organised by Studio XX.

Including all types of events presented outside of the series Femmes Branchées, Méta Femmes branchées and the Festival.

PRS = Special projects produced by Studio XX.

Projects such as research, outreach and productions of Studio XX.

FOR = Training (workshops, master classes, courses).

RES = Solely projects by artists in residence.

COP = Co-productions and co-presentations.

Projects, activities, art events for which Studio XX is a facilitator.

PUB = Printed or electronic publications (.dpi).

PRM = Media programming (XX Files).

ADM = Key administrative documents related to the organizational structure of the studio, specifically the charter, list of statements of mandates, AGM reports, list of team and board members/year, organizational structure, yearly programming and production grants from the Canada Council, etc.



Function

Each document catalogue item can be identified as performing one of four functions:

Administration: Administrative documents are both a function and an activity. They include documents that are the back up of administrative documents.

This is coded as FUNCTION 1.

Factual live recordings: Includes all documents that record events, aka “documentation”.
Examples: Video, audio, photographic records of events.

This is coded as FUNCTION 3.

Accompanying Materials: Any documents/items relating to or about an event including artworks, works presented at the studio, publications from events, artist’s statements, and bios.

This is coded as FUNCTION 5.

Promotional Materials: Posters, flyers, press.

This is coded as FUNCTION 7.

No specific function:

Some projects that cannot be categorized according to the four above-mentioned functions are primarily listed as an independent activity (the best examples would be dpi and websites not related to events or residencies).

This is coded as FUNCTION 0.



Status

Each catalogue item code must indicate whether or not it is an original document, a copy, a working document or a printed version. Some items may have different versions (i.e., original, copy, working version), which means they have the same accession number but each item would have a different status code.

Status terminology changes when dealing with different media (i.e., Audio-visual documents vs. print and digital documents) but for the purposes of the usability of archived information, *Matricules* has simplified the terms accordingly:

O = Original document. An original document is the first recording (for audio visual documents), the digital file of a printed poster, the website, etc. NB: for the purposes of the *Matricules* project, the most pertinent version is the original.

C = Copy (used only for audio visual recording). Refers to a direct copy of the original document. It is unlikely that the studio would have many copies of audio-visual recordings.

W = Working document. Refers to elements that are used in the production of a document.
Ex: The electronic work file for the design of promotional material.

P = Electronic version (PDF) or paper version for which there is an original electronic file.

Example:

- You are cataloguing a poster.
- Does the poster have an accompanying digital file?
- If yes, then the digital file is the most pertinent and is therefore labelled as *original*.
- If not, then the poster will be the *original*.
- If there are associated files/elements that have gone into the production of the digital file, then these are *working versions*.
- The PDF made during the archiving process of the digital file is the *Print version* of the item.

Each of these versions as well as each item will have its own accession number that will be identical to the related documents, except for its status code.

If there is more than one copy of an item, the first label is followed by “- 1”, the second is followed by “- 2”, and so on.



Lexicon for Descriptions

When entering the physical description and the content description of an item, language should be consistent to guarantee the linked relationships between items.

Physical Description

In addition to listing the colour, size, and type of the item, the most accurate physical description will use the following classifications for the medium and the support material:

Medium options:

- Audio
- Audio/Visual
- Electronic Print
- Paper Print
- Electronic File
- Other

Support options:

- Audiocassette
- Binder
- Book
- Brochure
- Catalogue
- CD
- DAT
- Digital Multimedia
- Digital Photograph
- DVD
- Floppy disc
- Hi8
- Invitation
- Journal
- Mini disc
- Mini DV
- PDF
- Photograph
- Poster
- Program
- Report
- Slide
- Travan drive
- VHS
- Zip disc
- Other



Recommendations

- Archived Items should be stored by year in both digital storage systems and physical storage systems.
- Digital files should be transferred from discs to the server and then to the external archive.
- When a file already exists on the server the back-up diskette is unnecessary.
- For promotional print material, it is only important to save approximately 10 copies.
- PDF's of all possible files should be created and stored on the external hard-drive.
- The external hard-drive archives should be categorically organized according to the system described by the accession numbers.
- If possible, do not label CDs or DVDs with a regular pen or with stickers. Archival quality pens should be used for labelling disks if necessary.
- All future CDs, DVDs, Cassettes, Mini DVDs, should be labelled with the following information: Title, author, date, and event.