

Historical Society of Pennsylvania!



**BRYN MAWR
COLLEGE**

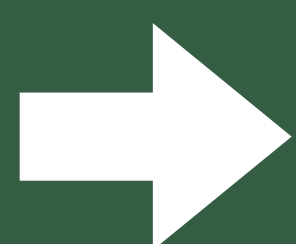
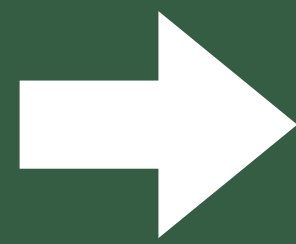
By Willa Bywater, class of 2027
HART 420: Museum Studies Praxis Seminar
Faculty Advisor Monique Scott
Supervisor Anthony DiGiovanni

Cataloguing the Louise G. Saxton Music Collection!

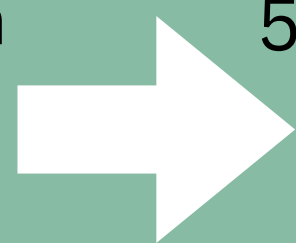
The Louise G. Saxton Music Collection is a recent donation from a member of the library's board. It's her mother's collection of sheet music and music-related materials, spanning from the 1910s to the 1980s. During my time at the Historical Society, I worked on getting it catalogued and entered into our records, one piece at a time!

Here's how the process worked:

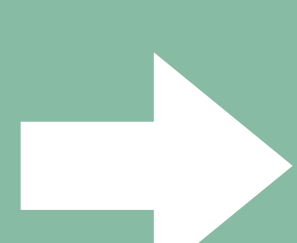
1. I check to make sure we don't already have the item by consulting HSP's online catalog Discover
2. I search for the item using WorldCat via the software OCLC Connexion
3. I either "copy catalogue," building on a preexisting entry, or make my own catalogue entry.



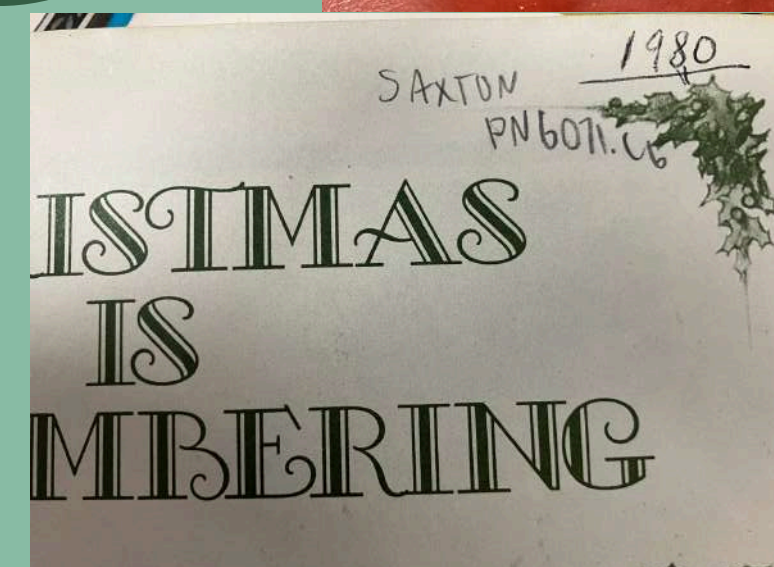
4. I update the holdings with the newly created/copied record and export it to Alma (our integrated library system)



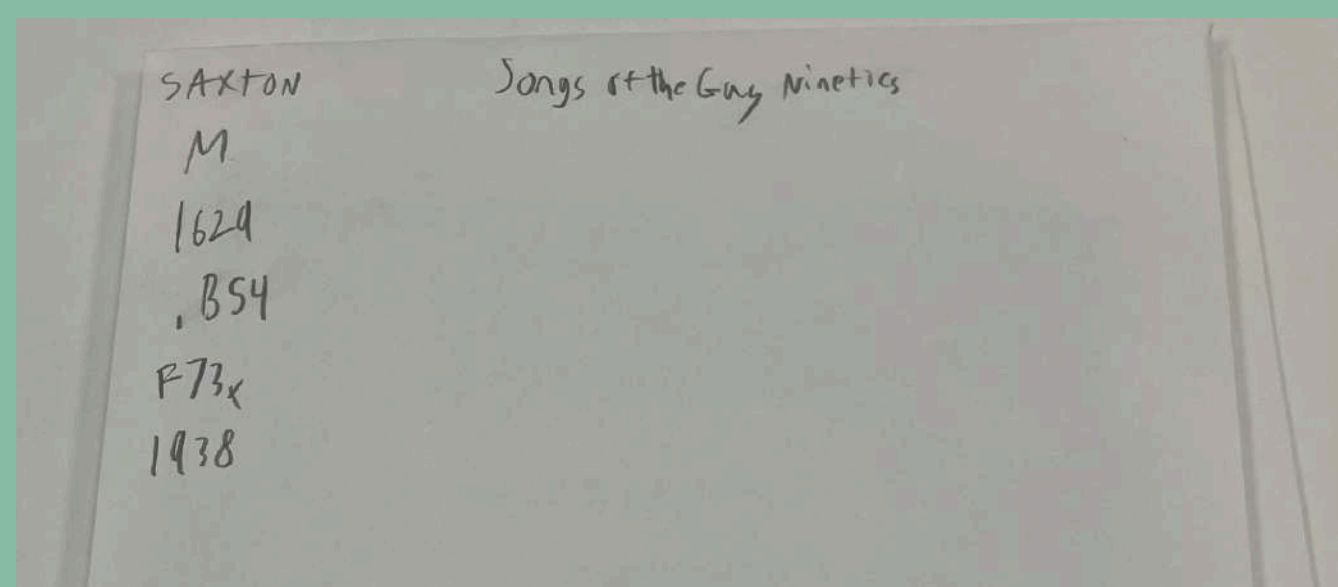
5. In Alma, I add the call number and location, before releasing it to be discoverable in Discover.



6. I write down the call number on the physical object

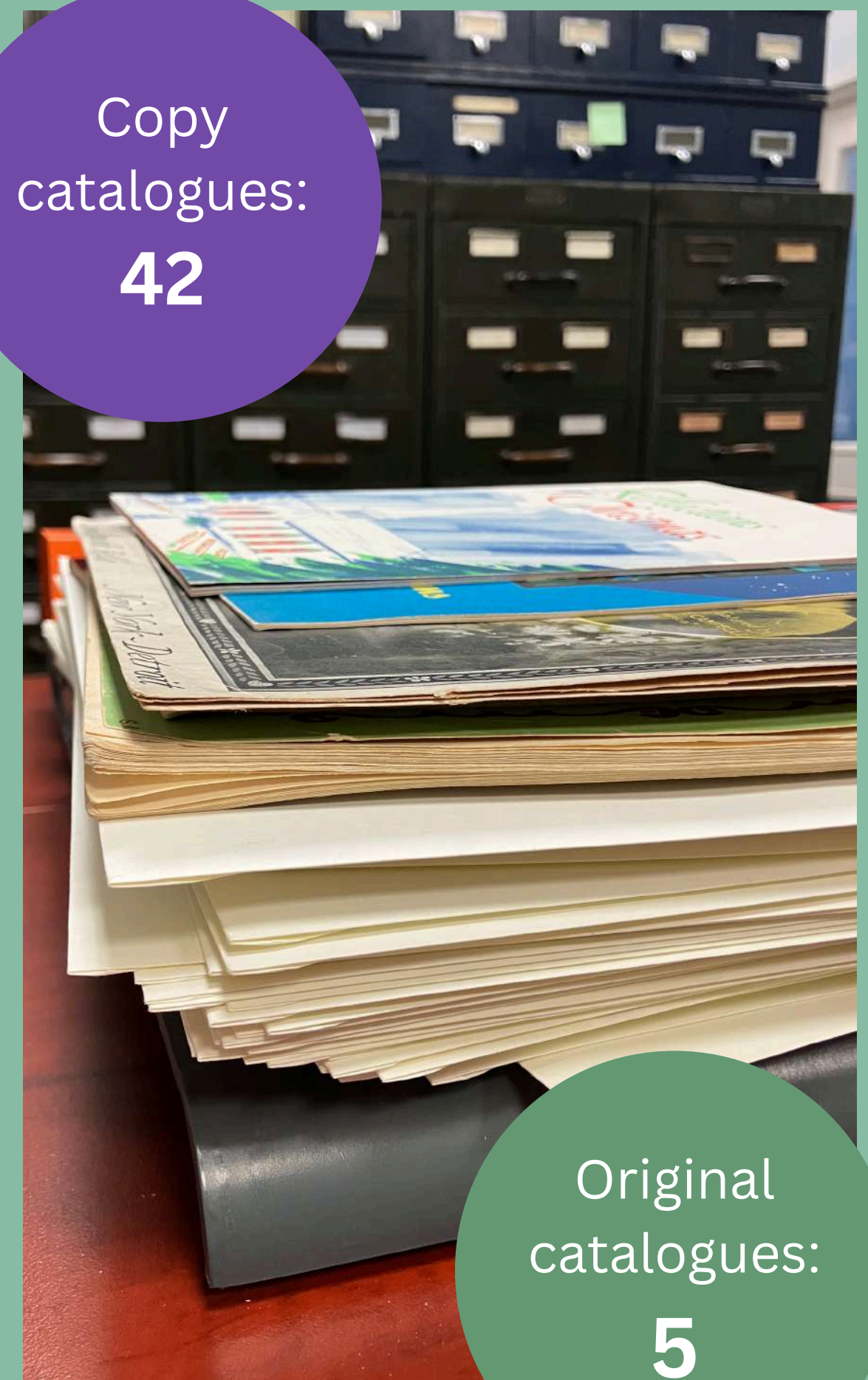


7. I affix a spine label (if it's a book), or place the item in an archival envelope (for sheet music).



From there, it is ready to be shelved in its location in the stacks!

Copy catalogues:
42



Original catalogues:
5

My favorite place in the archives:

The Balch Collections!

Other things I learned at the Historical Society:

- The workflow and everyday operations of a research library
- How to reshelve books (one of my favorite parts!)
- How interactions between different libraries and archives are crucial to the functioning of any library!

Things I helped visitors with:

- Using a finding aid
- Copying a microfilm scan to a thumb drive
- Finding books in the open stacks
- Getting started on genealogical research
- Learning about the history of their house
- And more!

