Cataloguing Sheet

Volunteer name: **Code:**

Code	Title (or given name)	Authorship /Publisher	Type of source	Date (or Year)	Location	Reference Number	Day of Access

Additional information:

Code: Number your materials. For example Queer History: QH1, QH2...

Title or given name: Insert the title of the work in italics if it has one. For materials without a title, insert a brief description in quotation marks.

Authorship/Publisher: This can be the author, the institution or brand name. For archival items, name the collection; for Newspapers, write the name of the publication etc.

Type of Source: Written sources – name the type (I.e., journal/newspaper article, school board record...). Visual sources (photographs, paintings...). Record other objects under 'material culture'

Date or Year: Some sources may not have an exact date attributed to them, in which case write the closest proximation of date of origin. Write dates in DD/MM/YYYY format.

Location and link: Where was the source found? For example, Central Library (CL), British Newspaper Archive (BNA) or National Records of Scotland (NRS). If found online, add the URL.

Reference Number: This category applies to already archived material. If unknown, write UN in the box. If document has no ref number or has not been previously catalogued., write N/A.

Day of access: Write in DD/MM/YYYY Format.

Cataloguing entry example: EH0189 – Colour Bar in Aberdeen – The Evening Express – Newspaper Article – 03/11/1956 – Old Aberdeen House – UN – 17/06/2022

Cataloguing Sheet © 2024 by PATH Project is licensed under CC0 1.0 Universal

Made possible with Heritage Fund