

## ARCC Archive Trust – Cataloguing Instructions



To catalogue drawings from the cabinets:

- Consult the **Progress List** to check the work already completed and continue from the last listed number
- Use an **Excel spreadsheet** set up with the following columns:
  1. Part Number
  2. Sheet
  3. Title/Component
  4. Date Drawn
  5. Date Other
  6. Model
  7. Manufacturer
  8. Notes
- Carefully remove a section of drawings from the cabinet and mark location
- Maintain order of the drawings and add the required information to the Excel spreadsheet
- **Part Number** and **Title/Component** information can be found in the bottom right corner of most drawings. The **Model** information (if listed) can also be found here in some cases. If a drawing shows two or more **Part Numbers** list each number individually and in the **Title/Component** box state “See” followed by the **Part Number** of the main drawing
- The **Sheet** column should only be used where a number of drawings with the same part number are linked. In this case there should be a note on the drawing stating the sheet number, e.g. 1/4 or 2/4
- The **Date Drawn** information can be found in the bottom left corner of most drawings but on the later drawings may be on the right hand side. If the Date Drawn information is not available the **Date Other** section can be filled in with the earliest date given and what this represents (often Tracing or Checked). All dates should be written in the format DD/MM/YYYY
- The **Manufacturer** information is often shown in the top right corner of the drawings, for example Rootes Group, Rootes Engineering, Commer – Karrier Luton, Humber - Hillman Coventry etc.
- The **Notes** section should include any Previous References as given under the Manufacturer information and any other relevant information
- When finished, carefully replace the drawings in the cabinet, maintaining order
- Add the details of completed cataloguing to the **Progress List**
- Ensure all Excel lists are sent/copied to the Trustees for addition to the online and master index

## ARCC Archive Trust – Cataloguing Instructions



To catalogue drawings held as Microfiche:

- Consult the **Progress List** to check the work already completed and continue from the last listed number
- Use an **Excel spreadsheet** set up with the following columns:

1. Part Number	6. Date Other
2. Frame	7. Model
3. Sheet	8. Manufacturer
4. Title/Component	9. Notes
5. Date Drawn	10. Destroyed
- Carefully remove a section of Microfiche from a drawer and mark location
- Maintain order of the Microfiche and add the required information to the Excel spreadsheet
- **Part Number** and **Title/Component** information can be found in the bottom right corner of most drawings. The **Model** information (if listed) can also be found here in some cases. If a drawing shows two or more **Part Numbers** list each number individually and in the **Title/Component** box state “See” followed by the **Part Number** of the main drawing
- If the Microfiche is marked on the card as being FRM 1/2 or 2/2 etc. note the total number of frames in the **Frame** column. Where the drawing is split over more than one frame the **Part Number** should only be listed once
  - If the Microfiche is marked on the card as being SHT 1/4 or 2/4 etc. note this in the **Sheet** column. Where there are multiple sheets for one drawing, each sheet should be listed individually (therefore repeating the **Part Number** as many times as the number of sheets)
- The **Date Drawn** information can be found in the bottom left corner of most drawings but on the later drawings may be on the right hand side. If the Date Drawn information is not available the **Date Other** section can be filled in with the earliest date given and what this represents (often Tracing or Checked). All dates should be written in the format DD/MM/YYYY
- The **Manufacturer** information is often shown in the top right corner of the drawings, for example Rootes Group, Rootes Engineering, Commer – Karrier Luton, Humber - Hillman Coventry etc.
- The **Notes** section should include any Previous References as given under the Manufacturer information and any other relevant information
- The **Destroyed** section relates to whether the original drawing has been destroyed and is indicated by the red stamp on the Microfiche card. If the stamp is present place a Y in the box, otherwise leave blank

- When finished carefully replace the Microfiche in the drawer, maintaining order
- Add the details of completed cataloguing to the Progress List
- Ensure all Excel lists are sent/copied to the Trustees for addition to the online and master index