



# Getting To Know You: Special Collections In Your Library

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Cataloging Maintenance Center, IHLS, October 13, 2022

# TOPICS FOR TODAY

- What is a special collection?
- How do I submit my special collection items for cataloging?
- Examples of records created with a brief discussion of MARC fields that are found in these records.

# WHAT IS A SPECIAL COLLECTION?

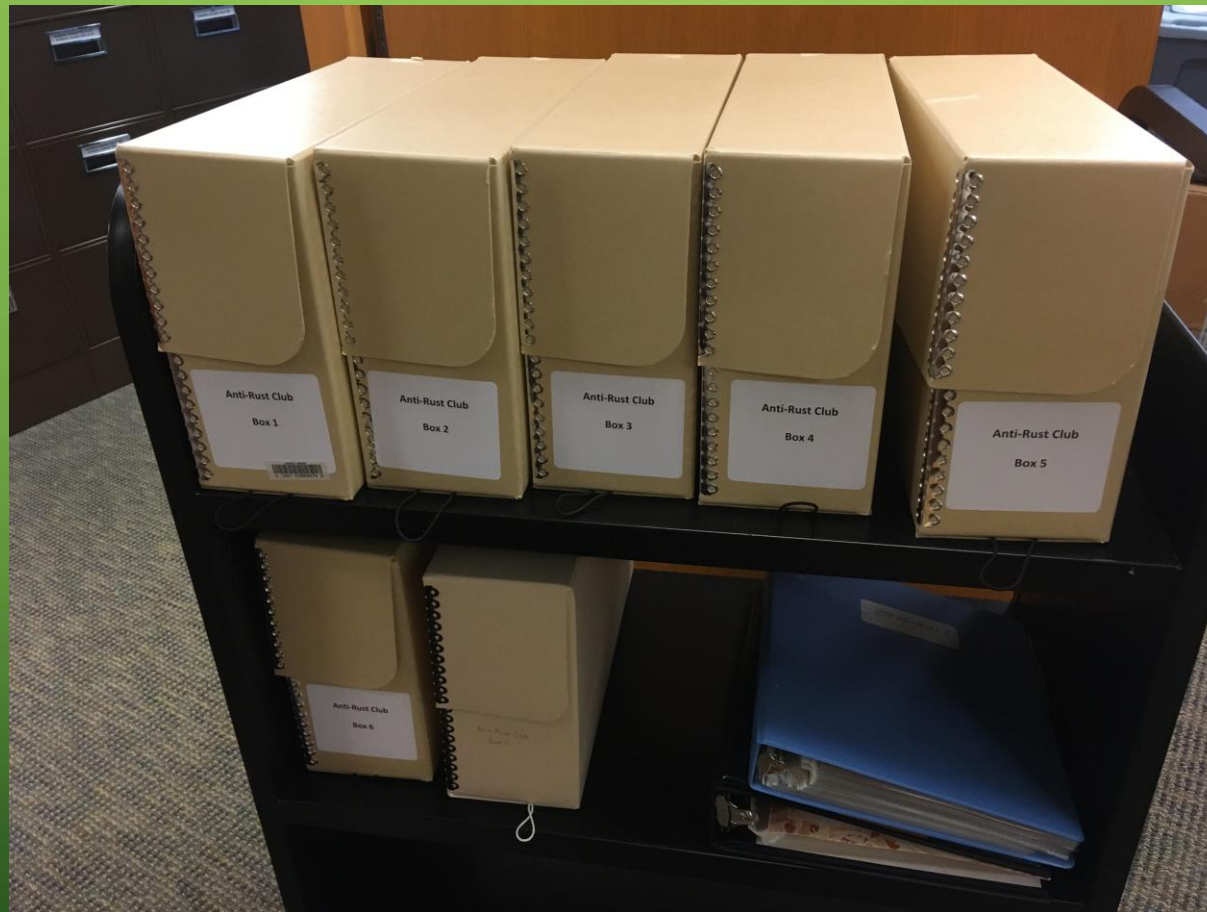
- A special collection consists of materials that cover a specific topic, theme, or area of interest. These materials are shelved together in a group.
- The Society of American Archivists states that, “unlike materials stored in an institutional archives, special collections materials generally are acquired from outside the institution, either by purchase or by donation.”
- What can you put in your special collection? Anything you want!

# SUBMITTING ITEMS TO THE CMC

- Send items to the CMC.
- Email.
- CMC cataloger can do a site visit and come to your library.
- Libraries can submit a collection that is “complete” or individual items that will be added to an existing collection.

# LINCOLN LIBRARY

## Anti-Rust Club



[OCLC](#) 1176355333 No holdings in VICSF - 1 other holding

Mixed Materials  [Rec stat](#) c [Entered](#) 20200722 [Replaced](#) 20221006191624.9

[Type](#) p [ELvl](#)  [Srce](#) d [Ctrl](#)  [Lang](#) eng

[BLvl](#) c [Form](#)  [MRec](#)  [Ctry](#) ilu

[Desc](#) i [DtSt](#) i [Dates](#) 1924 , 2013

007			z ‡b u
040			VICSF ‡b eng ‡e rda ‡c VICSF ‡d VICSF ‡d OCLCF ‡d OCLCO ‡d IHI ‡d VICSF
043			n-us-il
082	0	4	305.420977356 ‡2 23
049			MAIN
110	2		<a href="#">Anti-Rust Club (Springfield, Ill.)</a> ‡e creator.
245	1	4	The Anti-Rust Club collection, ‡f 1924-2013.
264		0	‡c 1924-2013.
300			‡3 records ‡a 7 ‡f box ‡g 27 x 13 x 41 cm

[www.oclc.org/bibformats/en.htm](http://www.oclc.org/bibformats/en.htm)

#### Subfields

##### #a Category of material

A one-character alphabetic code that indicates the category of material to which the item belongs is unspecified.

**z**

**Unspecified.** The category of material to which the item belongs is unspecified, which means that the item is not identified by one of the other 007 code values or that its multiple physical forms are not being specifically denoted (for instance, when the item in hand is a collection containing different material categories and an institution chooses not to input separate 007 fields for the various components).

##### #b Specific material designation

A one-character alphabetic code that describes the special class of material (usually the class of physical object) to which an item belongs.

**m**

**Multiple physical forms.** Multiple physical forms are involved.

**u**

**Unspecified.** The physical form of the item is not specified.

**z**

**Other.** None of the other codes is appropriate.

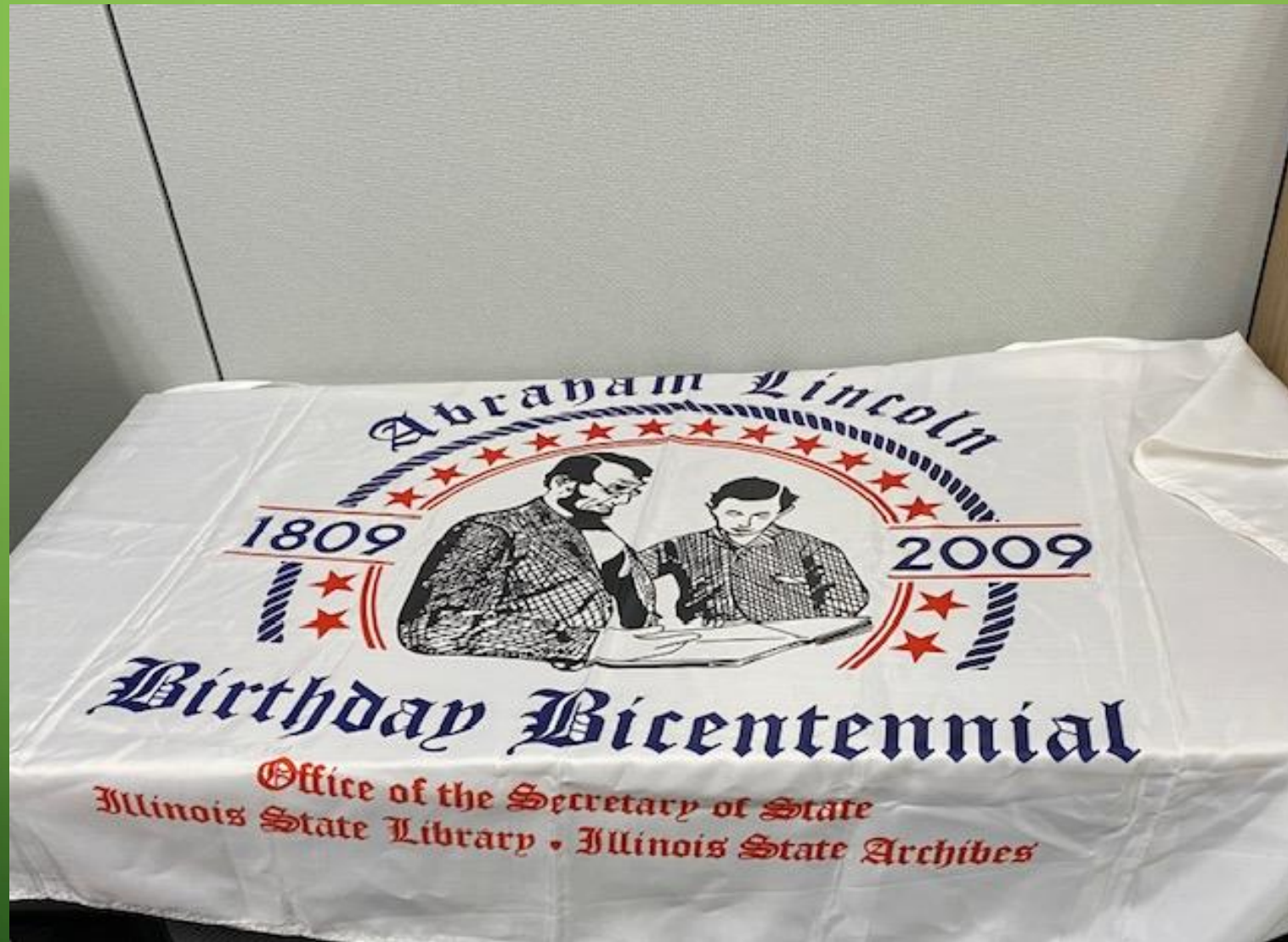


500			Staples and paper clips were removed. Fragile paper and photos from the 1994 100th anniversary celebration photo album were placed in clear archival sleeves. Original album's front and back covers were preserved, mounted onto new 3-ring binder. Loose leaf papers were taken out of binders and placed in archival folders.
506			Collection is open for research.
524			The Anti-Rust Club Collection, Sangamon Valley Collection, Lincoln Library, Springfield, Illinois. 1 box.
540			Requests for permission to publish materials from the collection must be submitted in writing to the director of the Sangamon Valley Collection.
541	1		≠c Gift; ≠a Nancy Chapin.
545			The Anti-Rust Club first began in the United States in the late 19th century; a literary forum for women, its motto is excerpted from a Robert Browning work "Just so much work as keeps the brain from rust, Just so much play as lets the heart expand." The Springfield chapter of the Anti-Rust Club began in February 1894. At each meeting a member presented a paper and current events were discussed. The last meeting of each year was known as "Gala Day" and often had its own theme.
546			Collection materials are in English.
561			Collection donated to the Lincoln Library, 326 South Seventh Street, Springfield, Illinois 62701.
555			Finding aid is available online.
520			The collection consists of chapter meeting minutes October 1924-October 2013, Attendance and Treasurer's Report 1924-1995, Secretary's Book 1910-1914, Yearly Program Calendars 1894-2004, Monthly Program Papers 1911, 1940s-1996, Gala Day materials 2000s-2010s, Club constitution, membership materials, chapter history materials, 100th Anniversary photo album and audio cassette tape.

# DIXON PUBLIC LIBRARY

- Abraham Lincoln Birthday Bicentennial Flag.
- The Northern Illinois Normal School and Dixon Business College pamphlet.





[OCLC](#)

1300781640 No holdings in VICSF - 1 other holding

Visual Materials  [Rec stat](#) c [Entered](#) 20220301 [Replaced](#) 20221006192249.6

<a href="#">Type</a>	r	<a href="#">ELvl</a>		<a href="#">Srce</a>	d	<a href="#">Audn</a>		<a href="#">Ctrl</a>		<a href="#">Lang</a>	eng
<a href="#">BLvl</a>	m	<a href="#">Form</a>		<a href="#">GPub</a>		<a href="#">Time</a>	n n n	<a href="#">MRec</a>		<a href="#">Ctry</a>	ilu
<a href="#">Desc</a>	i	<a href="#">TMat</a>	r	<a href="#">Tech</a>	n	<a href="#">DtSt</a>	s	<a href="#">Dates</a>	2009	,	

007			z ‡b z
040			VICSF ‡b eng ‡e rda ‡c VICSF ‡d VICSF ‡d OCLCO ‡d VICSF ‡d OCLCF ‡d VICSF
043			n-us-il
049			MAIN
245	0	0	Abraham Lincoln birthday bicentennial flag.
264		1	[Illinois?] : ‡b [Illinois State Library and Illinois State Archives?], ‡c [2009?]
300			1 flag : ‡b cloth and ink, white, red, blue and black ; ‡c 88 x 152 x 1 cm
336			three-dimensional form ‡b tdf ‡2 rdacontent
337			unmediated ‡b n ‡2 rdamedia
337			other ‡b x ‡2 rdamedia
338			object ‡b nr ‡2 rdacarrier
338			other ‡b nz ‡2 rdacarrier
340			textile ‡2 rdamat
340			‡g polychrome ‡2 rdamat
340			‡b 88 x 152 x .1 cm
340			‡c ink ‡2 rdamat
380			Flags ‡2 lcsh

1888.

ANNOUNCEMENT OF

1889.

Practical in Course of Study. Economical in all things. Established to meet the demands of the Northwestern States.



Thorough in Work. Long-Tested Methods of Investigation. Normal in Methods of Teaching.

# THE NORTHERN ILLINOIS NORMAL SCHOOL AND BUSINESS COLLEGE, DIXON, ILL.

## THIRTY-SIXTH SESSION OPENS AUG. 28, 1888.

TERMS OPEN NOV. 6, 1888; JAN. 15, MARCH 26, and JUNE 4, 1889.

**\$105** PAYS FOR BOARD, FURNISHED SUITE OF ROOMS, AND TUITION ONE SCHOOL YEAR; \$33 FOR ONE TERM.

THE SUCCESS OF THE INSTITUTION HAS BEEN UNPARALLELED IN THE HISTORY OF SCHOOLS. Beginning with but 22 students, it has constantly increased its attendance which, in its seventh year, reached 1,197 STUDENTS. (See next page.)

Tolson, Print. Dixon, Ill.



[OCLC](#)

1337385803 No holdings in VICSF - no other holdings

Continuing Resources

[Rec stat](#)

c

[Entered](#)

20220726

[Replaced](#)

20220917212002.9

<a href="#">Type</a>	a	<a href="#">ELvl</a>		<a href="#">Srce</a>	d	<a href="#">GPub</a>		<a href="#">Ctrl</a>		<a href="#">Lang</a>	eng
<a href="#">BLvl</a>	s	<a href="#">Form</a>		<a href="#">Conf</a>	0	<a href="#">Freq</a>	a	<a href="#">MRec</a>		<a href="#">Ctry</a>	ilu
<a href="#">S/L</a>	0	<a href="#">Orig</a>		<a href="#">EntW</a>		<a href="#">Regl</a>	r	<a href="#">Alph</a>			
<a href="#">Desc</a>	i	<a href="#">SrTp</a>		<a href="#">Cont</a>		<a href="#">DtSt</a>	d	<a href="#">Dates</a>	187u	, 191u	

040      VICSF ‡b eng ‡e rda ‡c VICSF ‡d VICSF ‡d OCLCF

043      n-us-il

082 0 4 378.15420977336 ‡2 23/eng/20220726

090      ‡b

049      MAIN

110 2      [Dixon Business College \(Dixon, Ill.\)](#) ‡e creator.

245 1 0 Announcement of 36th session, Northern Illinois Normal School and Dixon Business College / ‡c Dixon Business College.

246 3 0 Announcement of thirty-sixth session, Northern Illinois Normal School and Dixon Business College

246 3 0 36th session, Northern Illinois Normal School and Dixon Business College

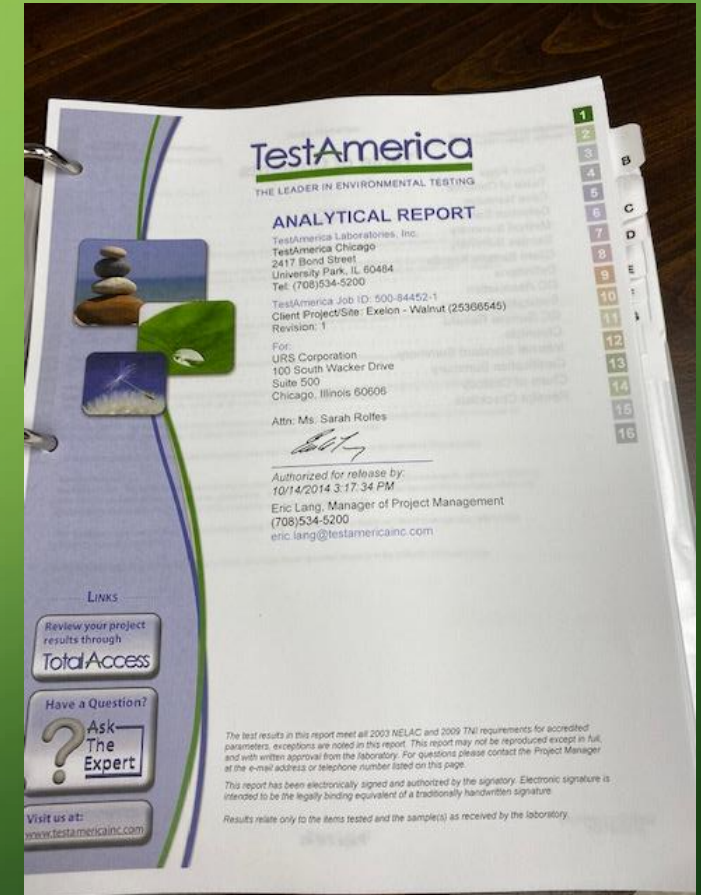
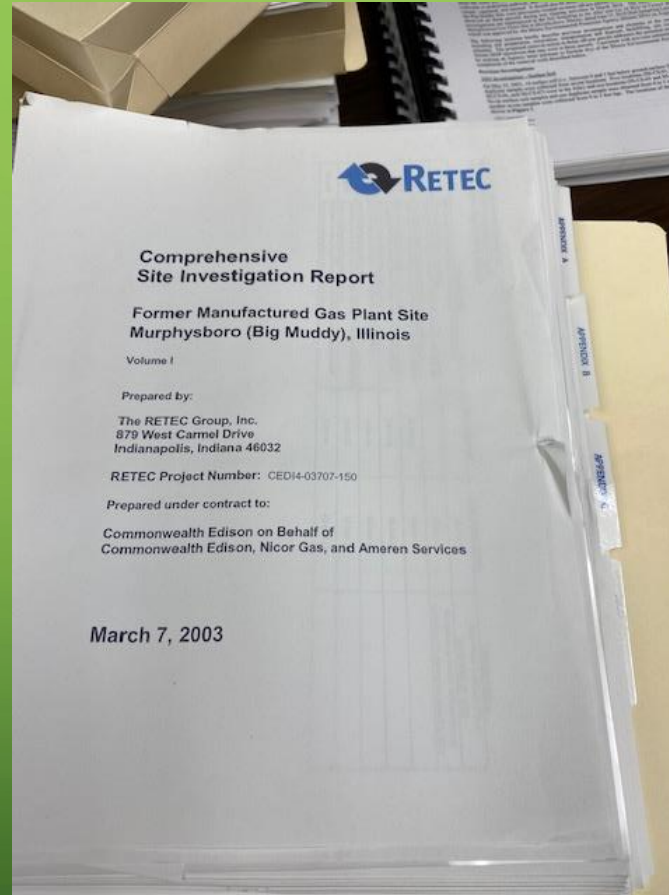
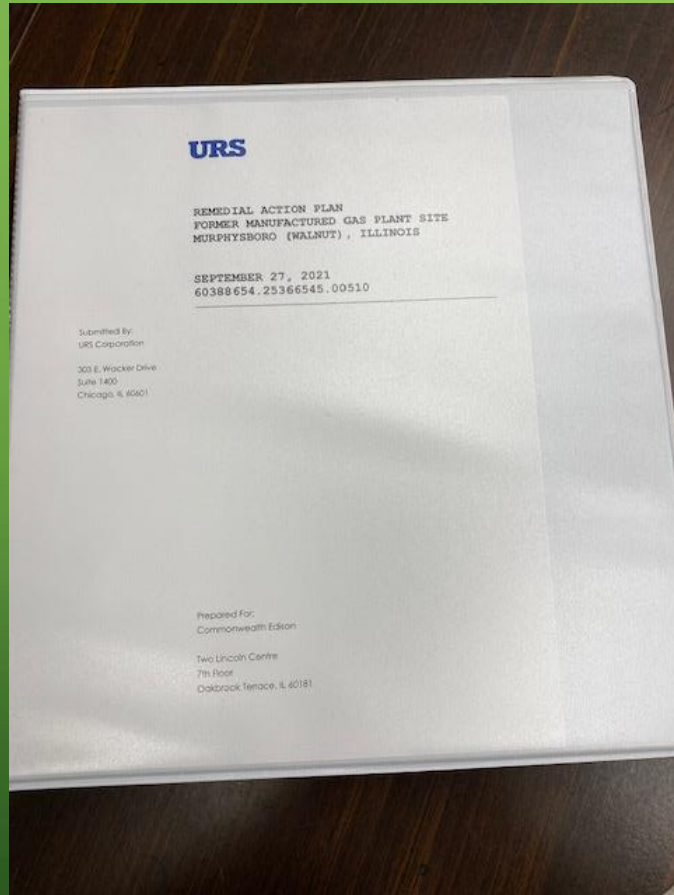
246 3 0 Thirty-sixth session, Northern Illinois Normal School and Dixon Business College

246 3 0 Northern Illinois Normal School and Dixon Business College course catalog

246 3 0 Dixon Business College course catalog

246 3 0 Catalog and course of study ‡f 1888/89-

# SALLIE LOGAN PUBLIC LIBRARY



OCLC

1344401309 No holdings in VICSF - no other holdings

Continuing Resources

Rec stat

c

Entered

20220914

Replaced

20220915115514.7

Type	a	ELvl		Srce	d	GPub	l	Ctrl		Lang	eng
BLvl	s	Form		Conf	0	Freq	u	MRec		Ctry	ilu
S/L	2	Orig		EntW	t	Regl	u	Alph			
Desc	i	SrTp		Cont	t	DtSt	c	Dates	2000		9999

040			VICSF ‡b eng ‡e rda ‡c VICSF ‡d VICSF
043			n-us-il
082	0	4	665.77209773994 ‡2 23/eng/20220914
090			‡b
049			MAIN
245	0	0	Site investigation reports : ‡b for former manufactured gas plant sites, Murphysboro, Illinois / ‡c prepared by ThermoRetec Consulting Corporation ; prepared under contract to Commonwealth Edison on behalf of Commonwealth Edison, Nicor Gas, and Ameren Services.
246	3	0	Former manufactured gas plant sites, Murphysboro, Illinois
246	3	0	Murphysboro, Illinois former manufactured gas plant sites
264		1	Chicago, Illinois : ‡b URS Corporation, ‡c 2000-
300			volumes : ‡b maps, diagrams, charts (some color and folded)
334			multiple unit ‡2 rdami
336			text ‡b txt ‡2 rdacontent
337			unmediated ‡b n ‡2 rdamedia
338			volume ‡b nc ‡2 rdacarrier
340			‡g monochrome ‡2 rdacc
340			‡g polychrome ‡2 rdacc
340			‡l spiral binding ‡2 rdatb
340			‡l open ring binding ‡2 rdatb
340			‡p map ‡2 rdaill
340			‡p chart ‡2 rdaill



340			†p graph †2 rdaill
340			†p diagram
362	1		Began with 9-14-2000 report Site Investigation Work Plan Former Manufactured Gas Plant, Murphysboro (Walnut), Illinois.
500			Title varies.
500			Spiral and open ring binding.
500			ThermoRetec project numbers CEDI4-03765-110, CEDI4-03707-150, and CEDI4-03765-150.
520			Variety of documents and reports regarding the remediation of former manufactured gas plant sites in Murphysboro, Illinois as well as the demolition of the structures on the sites. Sites included in the investigation are the Walnut Street site and the Big Muddy site.
500			Various bindings.
588	0		Title devised by cataloger.
650	0		<a href="#">Environmental impact analysis</a> †z <a href="#">Illinois</a> †z <a href="#">Murphysboro</a> .
650	0		<a href="#">Gas manufacture and works</a> †x <a href="#">Environmental aspects</a> †z <a href="#">Illinois</a> †z <a href="#">Murphysboro</a> .
650	0		<a href="#">Gas power plants</a> †z <a href="#">Illinois</a> †z <a href="#">Murphysboro</a> .
650	0		<a href="#">Industrial sites</a> †x <a href="#">Environmental aspects</a> †z <a href="#">Illinois</a> †z <a href="#">Murphysboro</a> .
650	0		<a href="#">Hazardous wastes</a> †z <a href="#">Illinois</a> †z <a href="#">Murphysboro</a> .
650	0		<a href="#">Soils</a> †x <a href="#">Environmental aspects</a> †z <a href="#">Illinois</a> †z <a href="#">Murphysboro</a> .
650	0		<a href="#">Soils</a> †z <a href="#">Illinois</a> †z <a href="#">Murphysboro</a> †x <a href="#">Analysis</a> .
650	0		<a href="#">Soil pollution</a> †z <a href="#">Illinois</a> †z <a href="#">Murphysboro</a> .
651	0		<a href="#">Murphysboro (Ill.)</a> †x <a href="#">Environmental conditions</a> .
710	2		ThermoRetec Consulting Corporation, †e researcher.
710	2		<a href="#">Commonwealth Edison Company</a> , †e commissioning body.
710	2		<a href="#">NICOR Inc.</a> , †e commissioning body.
710	2		<a href="#">Ameren Corporation</a> , †e commissioning body.

# GALENA PUBLIC LIBRARY DISTRICT

- Galena Woman's Club annual calendar.
- Sanborn map.
- Galena Gus & Galena Gert tour Galena.

# GALENA WOMAN'S CLUB ANNUAL CALENDAR

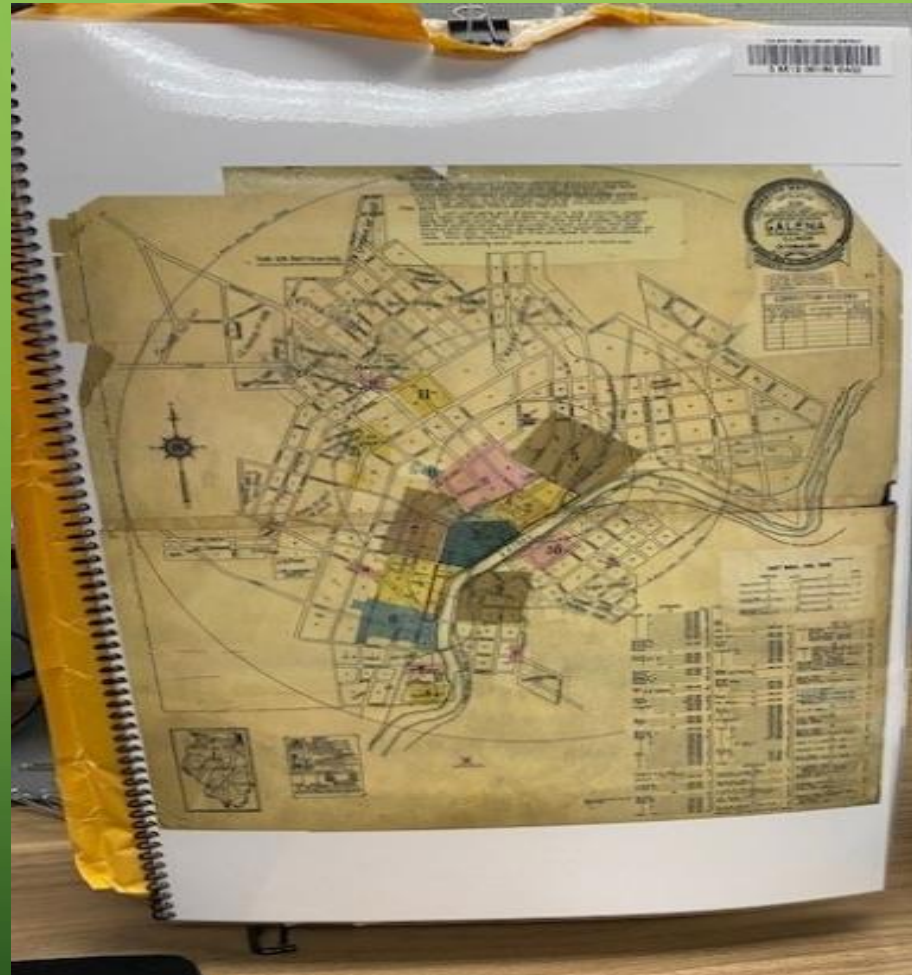
## OCLC # 1292691219





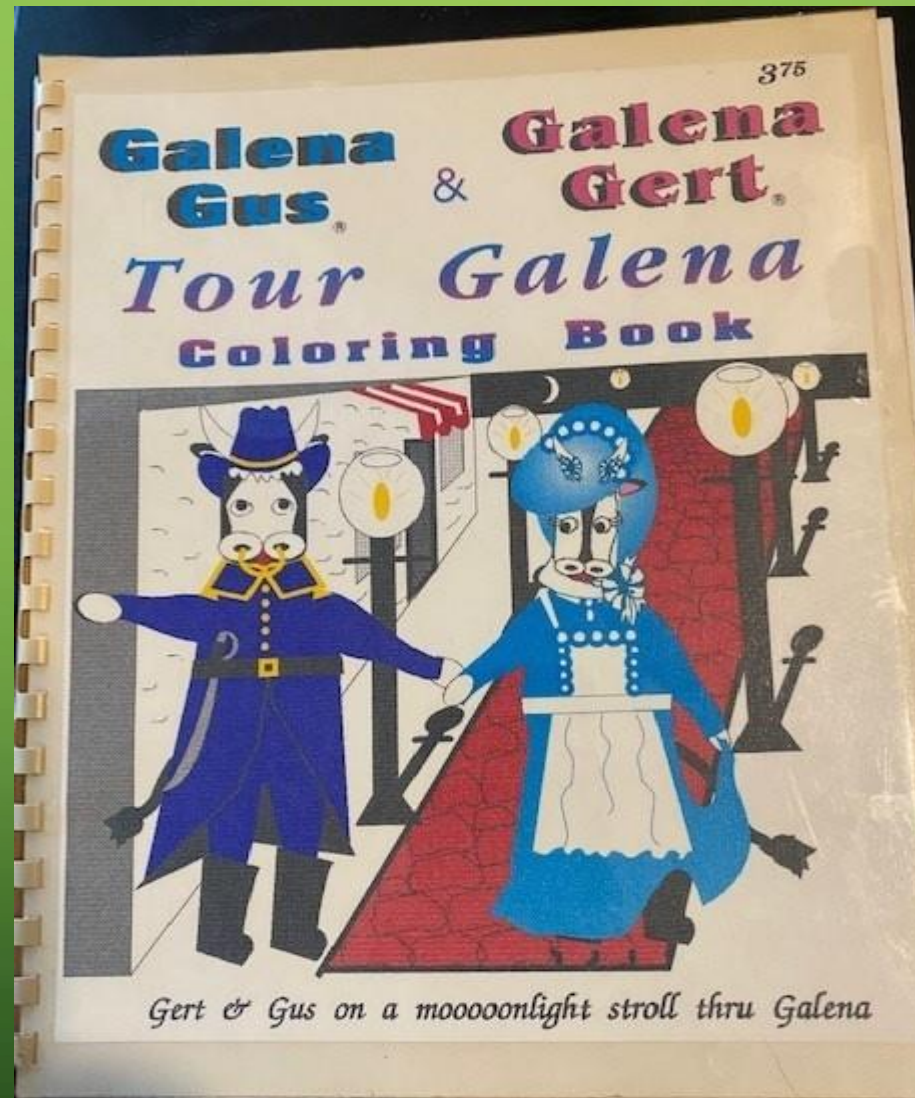
# SANBORN FIRE INSURANCE MAP

## OCLC # 1343214564



# GALENA GUS & GALENA GERT TOUR GALENA

OCLC # 1345695948



# SOURCES

- SangamonLink: <https://sangamoncountyhistory.org/wp/?p=5770>
- Susan Lenz Art in Stitches: <https://artbysusanlenz.blogspot.com/2020/01/raven-anti-rust-and-springfield-art.html>
- Bibliographic Formats and Standards: <https://www.oclc.org/bibformats/en.html>
- Society of American Archivists: <https://dictionary.archivists.org/entry/special-collection.html>
- Murphysboro Times: <https://murphysborotimes.com/murphysboro-big-muddy-manufactured-gas-plant-cleanup-progressing-p1669-1.htm#.YzyKM3bMJD8>
- Sanborn Maps: [https://en.wikipedia.org/wiki/Sanborn\\_maps](https://en.wikipedia.org/wiki/Sanborn_maps)



# ON THE CALL TODAY

Questions? Contact the CMC:  
[cmc@illinoisheartland.org](mailto:cmc@illinoisheartland.org)



Barbera Scoby  
CMC Cataloger



Dr. Pamela Thomas  
CMC Bibliographic  
Grant Manager



Mary Cornell  
CMC Cataloger



Eric McKinney  
CMC Cataloger



Katy Egts  
Metadata Cataloger

The background is a solid green gradient. In the four corners, there are decorative white line art elements resembling circuit boards or neural network connections. These elements consist of thin lines that branch out and terminate in small circles.

QUESTIONS?