



# Getting To Know You: Special Collections In Your Library

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Hello everyone. Thank you for joining our October session of Online with the CMC. My name is Barb Scoby and I have been a cataloger with the CMC for almost a year. While working here, I have had the opportunity to catalog books by local authors, books containing local history, and items from special collections. Today, I will be discussing special collections and will focus on some items that I have cataloged in the past year and have caught my eye. It has been such a great opportunity to get to know more about the communities here in Illinois while examining the various collections that have been curated. After the presentation, I and my colleagues in the CMC will be available to answer any questions you may have. All photographs in the presentation were taken by me. There is no need to tell me to stick to my job of cataloging and not venture into photography ;)

# 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.

Topics

## 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!

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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.” So, unlike archival materials which are usually documents created by the institution itself, materials in a special collection are collected and chosen for the purpose of creating a special collection. What can you put in your special collection? Anything you want! Libraries are free to determine what materials would be of interest to their community and create a special collection with them. In the following slides, I will discuss collections that consist of materials related to clubs, town projects, historical figures, and town histories.

## SUBMITTING ITEMS TO THE CMC

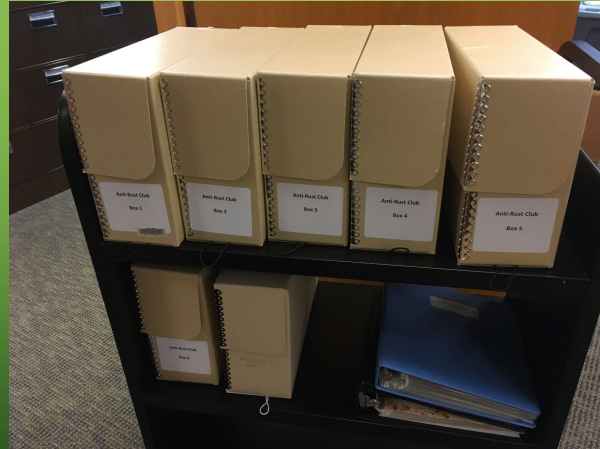
- Send items to the CMC.
- Email.
- CMC cataloger can do a site visit and come to your library.
- Libraries can submit a collection that is “complete” or individual items that will be added to an existing collection.

I will go into more detail as I am discussing the individual collections, but the three main ways that collections are sent to the CMC are as follows. The most common way is sending the items to the CMC, but sometimes the collection is too large to be sent or is too fragile or valuable to be sent. In those cases, libraries can choose to email pictures and details about the collection to the CMC. In some cases, pictures and details aren't enough and a cataloger will do a site visit to determine how to catalog a collection. Libraries can submit a collection that is “complete” or individual items that will be added to an existing collection.

What I mean by complete is for example, a library may receive a donation of materials that pertain to a particular person and decide that these materials are a collection all by themselves. In this case, one bibliographic record will be created to encompass that entire collection. Individual means that a library has, for example, a collection of items that cover the history of their town. As they obtain new items for that collection, they will send the new item to the CMC and an individual bibliographic record will be created for that item.

# LINCOLN LIBRARY

## Anti-Rust Club



The Anti-Rust Club collection was sent by the Lincoln Library. The information for it was sent via email. Generally, the Lincoln Library will send an email for their larger collections that are seen as complete and will send individual items to the CMC if they are to be added to a collection. So, this collection consists of documents from a woman's literary club. It was formed in 1894 and members studied and discussed history as well as literature. The women kept informed about current political issues and performed plays and hosted events to fundraise for various organizations in the community. I found a reference to the club as recently as 2020 so this club has been active for quite a long time.

www.oclc.org/bibformats/en.htm

Subfields	
<b>#a Category of material</b>	A one-character alphabetic code that indicates the category of material to which the item belongs is unspecified.
<b>z</b>	<b>Unspecified.</b> 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>#b Specific material designation</b>	A one-character alphabetic code that describes the special class of material (usually the class of physical object) to which an item belongs.
<b>m</b>	<b>Multiple physical forms.</b> Multiple physical forms are involved.
<b>u</b>	<b>Unspecified.</b> The physical form of the item is not specified.
<b>z</b>	<b>Other.</b> None of the other codes is appropriate.

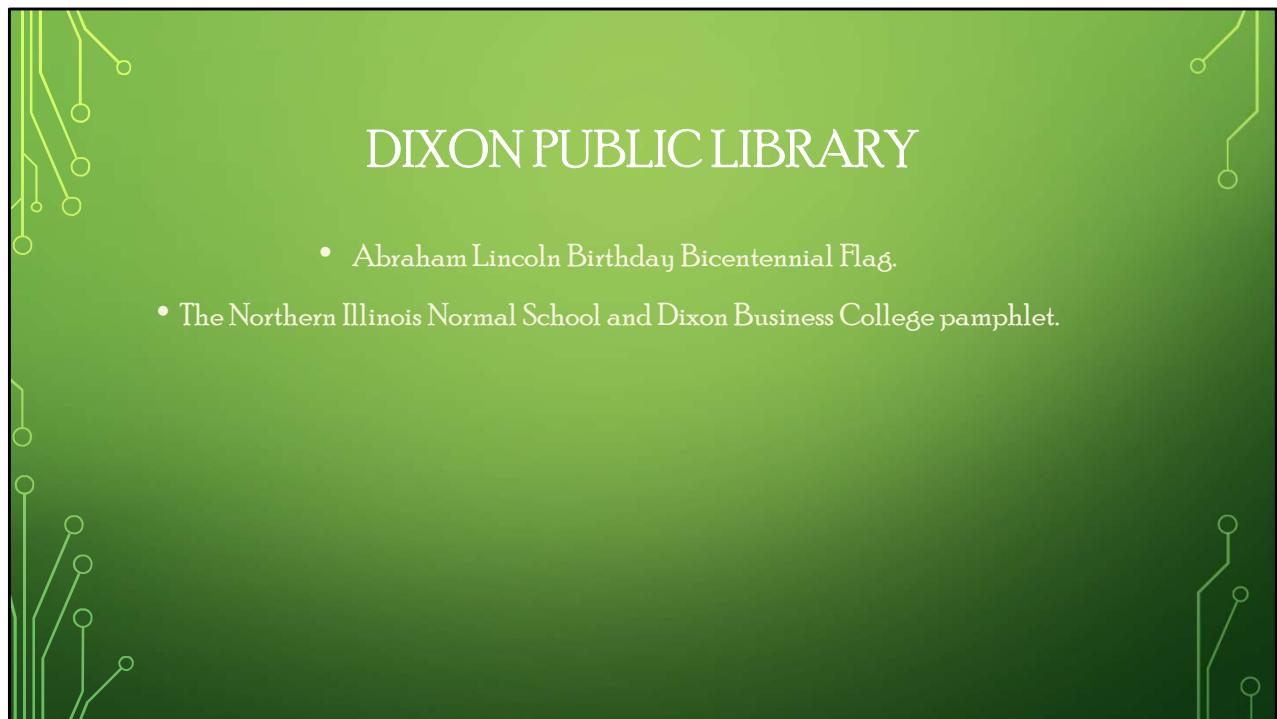
When creating records for special collections, I have found that the OCLC Bibliographic Formats and Standards website very useful especially for the 3XX fields.

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

What we are looking at now is first part of the record for the Anti-Rust Club. As there are various types of materials in the collection (not just books), the record for this has the Material Type of Mixed Materials. In addition, a 007 field has been added. The indicators are undefined and the subfield a is z because this is a collection that has different material types, and the subfield b has a u because the forms have not been specified. Also note the 043 and 082 fields. Since this collection contains items that are specifically about Sangamon County, Illinois, the geographic area code for Illinois is present in the 043 field and in the 082 field, you see the Illinois code 977.3 and the Sangamon County code 56 are at the end of the Dewey number. The 300 field contains the physical description of the collection, and you will notice that this field is set up differently than most 300 fields. Since this bibliographic record is for a collection of items rather than just an individual item, the rules for the 300 field are a bit different. Subfield 3 indicates what types of material are in the collection, which in this case is records, subfield a represents the extent and f represents the type. This collection consists of 7 boxes so a is 7 and f is box. Finally, subfield g contains the dimensions of the boxes.

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.

All of the information in these fields was provided by the Lincoln Library. This is very helpful when the cataloger isn't able to look through the materials themselves. Also, the library is the best resource for describing the collection to highlight what is important to their community. I really appreciate the motto taken from a Robert Browning work which reads:  
 \*\*\*Read the motto.\*\*\*



The Dixon Public Library generally sends their items to the CMC. Included in the box with the items, are the titles for the items. In most cases, these titles have been chosen by the library as the items themselves don't contain a title so to speak. I have received so many interesting items from them and I have chosen two to share with you. \*\*Read the slide\*\*





I wasn't able to find out much about this flag other than what is stated on the flag itself. I did make a few phone calls, but it appears that no one kept records on it. Sometimes cataloging is like that and you have to do the best with what you have and use cataloger's judgment in order to make the most complete record that you can. On the next slide, I will point out the 3XX fields that are necessary for visual materials like this flag.

OCLC 1300781640 No holdings in VICSF - 1 other holding

Visual Materials	Rec stat	c	Entered	20220301	Replaced	20221006192249.6					
Type	r	ELvl		Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		GPub		Time	n n n	MRec		Ctry	ilu
Desc	i	TMat	r	Tech	n	Dist	s	Dates	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

The 300 field for this item is what you are used to with subfield a showing the extent of the item which is 1 flag, b has the other physical details and c has the dimensions. The 336 states that it is a three-dimensional form (tdf). In all 3XX fields, subfield 2 identifies where this term came from which in this case, the 336 field is rdacontent. This flag is unmediated which is indicated in the first 337 field and is classified as other which is indicated in the second 337 field. The 338 fields identify this as an object with a carrier type of other. The 340 fields are for the physical medium. The first 340 fields are used to indicate that this item is made of cloth and that it contains color, the third is the dimensions, and the fourth indicates that ink has been applied to the surface of the flag. The 380 designates the class or genre to which the item belongs which in this case is Flags.



I thought that this pamphlet was really interesting. Inside shows courses available and gives you an idea of what the school was like in the late 1800s. Can you imagine paying for one term of tuition and board for \$105?

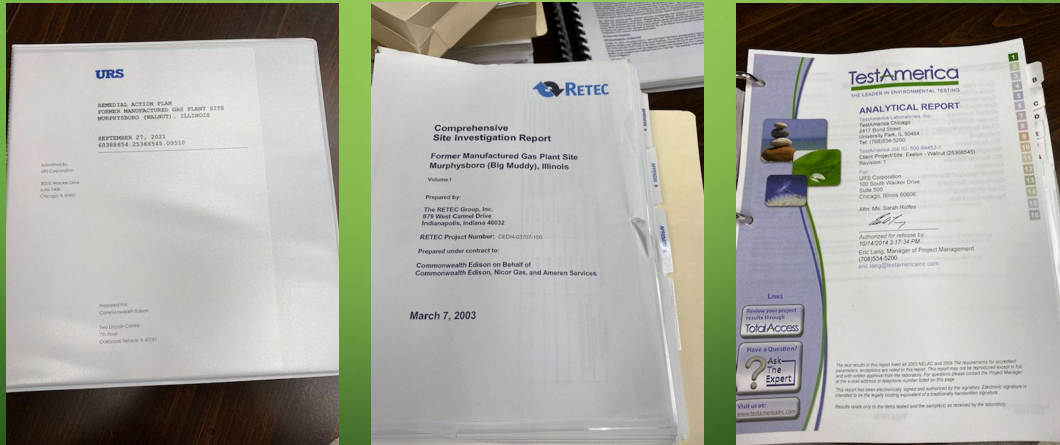
[OCLC](#) 1337385803 No holdings in VICSF - no other holdings

Continuing Resources		Rec stat	c	Entered	20220726	Replaced	20220917212002.9
Type	a	ELvl		Srce	d	GPub	Ctrl
BLvl	s	Form		Conf	0	Freq	a
S/L	0	Orig		EntW		Regl	r
Desc	i	SrTp		Cont		Dist	d
						Dates	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-

Now, let's look at the first part of the OCLC record for this item. Although the library only sent the 36<sup>th</sup> session pamphlet, I went ahead and cataloged this as a continuing resource in the event that the library found more pamphlets. I'm sure you have also noticed that there are quite a few 246 fields. I wanted to make this as findable as possible since the cover of the pamphlet has at least three bold headings. Also, I wanted to spell out the ordinal number 36<sup>th</sup>.

# SALLIE LOGAN PUBLIC LIBRARY



For this collection, I did a site visit because there were so many papers and binders and I wanted to get a better understanding of the scope of the collection. The Murphysboro Big Muddy Manufactured Gas Plant operated in Murphysboro from about 1917-1926. The collection contains documents and reports from 2000-2022 regarding the remediation of the land and the demolition of the structures. Since there were such a variety of documents in the 21 bound volumes in this collection, I actually created my own document with dates, titles, and contents to ensure that I included everything in the record.

OCLC 1344401309 No holdings in VICSF - no other holdings

Continuing Resources Rec stat c Entered 20220914 Replaced 20220915115514.7

Type a ELvl Sice d GPub l Ctri 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 DISI 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 rdaltb
340		#l open ring binding #2 rdaltb
340		#p map #2 rdaill
340		#p chart #2 rdaill

As you can see, in the 3XX fields, this collection contains maps, diagrams, charts, and uses two different binding techniques. Also, I mentioned in the previous slide that there were 21 bound volumes in this collection. So, why didn't I put 21 in the 300 a subfield? I left it off because as a continuing resource, more volumes could be added to the collection at a later time. And, if you look at the 300, you will see that there is no subfield c and that is because these documents aren't all a uniform size.



340			#p graph #2 rdail
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 CED14-03765-110, CED14-03707-150, and CED14-03765-150.
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.

The scope of this collection is very wide which means that I would need to create quite a few subject headings. The rule for subject headings is to have no more than 10 and I was able to describe the collection with 9 to my immense relief because I wanted to include everything that was on the document that I had created. In addition to covering many topics, this collection was put together by several organizations and those had to be included in the record as well.

## GALENA PUBLIC LIBRARY DISTRICT


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

I'm not going to go over the records for the next three items, but I think they are very interesting, and I wanted to show them to you. These are \*\*\*read slide\*\*\*



# GALENA WOMAN'S CLUB ANNUAL CALENDAR

## OCLC # 1292691219

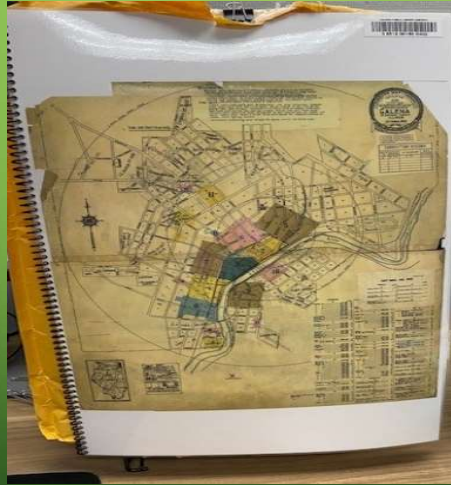


A collection of historical documents and books related to the Galena Woman's Club, displayed on a wooden surface. The items include:

- GALENA WOMAN'S CLUB 1964-1965
- GALENA WOMAN'S CLUB 1965-1966
- Galena Woman's Club 1967-1968
- Animal Tales and Fables by Catherine Statten
- MINERS LODGE by J. C. Statten
- Life of DURQUELLE by J. C. Statten
- Souvenir History of the Organization and Growth of METHODISM in ROCK AULA CONFERENCE, PREPARED FOR THE ROCK AULA CONFERENCE, AUGUST, 1906, by ELIZABETH JENNINGS
- ROYAL AND SELECT MASTERS by ELY G. PARKER COUNCIL

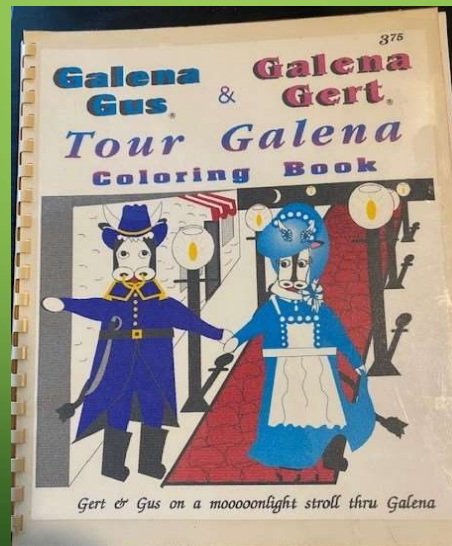
The calendars are in the top row of this picture. The club had a full schedule every year including presentations, social events, and meetings. Included in the box with these calendars were other items such as by-laws for local freemasons groups and histories of the area.

## SANBORN FIRE INSURANCE MAP OCLC # 1343214564



This map was hand colored to show building construction, locations of windows and doors, elevators, and available water facilities. Also shows factories, commercial occupancy of buildings, property boundaries and house and block numbers. Before I came across this, I wasn't aware that The Sanborn Map Company existed and that they created maps for cities and towns in the U.S. in the 19<sup>th</sup> and 20<sup>th</sup> centuries. There are 11 maps in this volume, and it is cool to see how Galena looked in 1924

## GALENA GUS & GALENA GERT TOUR GALENA OCLC # 1345695948



Published in 1991, this coloring book shows Gus and Gert at different businesses and sites in Galena. The drawings are very well done and they are really cute and I think I am going to take a trip to Galena one of these days and check out the town for myself because it looks like they have a lot of fun things going on around town. Well, that is the last of my examples although there are so many other interesting items that I have cataloged. We would be here all day if I showed you everything. Thank you again for joining us.

# 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)

Here are the sources I consulted.

## 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

Here are my colleagues on the call

A large rectangular area with a green-to-dark-green gradient. In the corners, there are stylized circuit board patterns consisting of thin lines and small circles.

QUESTIONS?