

# MAINE MEMORY NETWORK CATALOGING WORKSHEET



## FILE INFORMATION

<b>Local Code</b> (Call Number)	Repository's accession or catalog number, if there is one.		
<b>Original JPG file name:</b>	<i>Filled in automatically</i>		
<b>Available for purchase on VintageMaineImages</b>	Check box if YES		
<b>Student Scanned:</b> (was this scanned by a student?)	Check box if YES	School Name:	
<b>From individual:</b> (is this item in a private collection?)	Check box if YES	Default text: <i>Contributed by an individual through &lt;your org. name&gt;.</i>	OR: <i>Contributed by &lt;Name&gt; through &lt;your organization name&gt;. Put person's name here:</i>

## OBJECT INFORMATION

Enter information about the physical object here:

<p><b>Title</b> (what, where, when)</p>	<p>(example: Steamer "F.W. Ayer" being hauled out, North Twin Dam, ca. 1905)</p>
<p><b>Description</b></p>	
<p><b>Creator</b> (Enter either an individual's name or an organization)</p>	<p><b>Not</b> the name of your society or museum.</p>
<p><b>Collection Name</b> (within the organization)</p>	<p><b>Not</b> the name of your society or museum.</p>

Continued on next page.

<b>Creation Date</b> (use <b>only</b> one)	Exact Date (yyyy-mm-dd)	
	Year (if only the year is known)	
	Circa (4 digit year)	
	Year Span (use for journals only)	From
<b>Object Type</b>	Image ____ Physical object ____ Text ____ Text and image ____ Video and sound ____	
<b>Media Format</b>	<i>For example: photograph, wood, metal, ink on paper</i>	
<b>Size</b>	Height in cm: _____ Width in cm: _____ Depth in cm: _____	
<b>Notes</b>	(private)	

## SUBJECT INFORMATION

Enter information about the content of the object here:

<b>Subject Date</b> (Use only one)	Exact Date (yyyy-mm-dd)	
	Year (if only the year is known)	
	Circa (4 digit year)	
	Year Span (for journals)	From                      To
<b>Subject Who</b>	Last Name	First Name                      MI
<b>Subject Location</b>	Country                      State                      County                      Town                      Local Name	
<b>Subject What</b> (LOC subject headings only)	MMN Cataloger will complete this for you.	
<b>Keywords</b> (Hit RETURN or ENTER between words and phrases; do not use commas)		

BROWSE CATEGORY CATALOGING will be done online.

## MORE INFORMATION

Visit the [Share YOUR Local History](#) section of the Maine Memory Network website, [www.MaineMemory.net](http://www.MaineMemory.net).