OLMSTED RESEARCH GUIDE ONLINE (ORGO)– PHASE 1

FINAL REPORT

PRESENTED TO
THE NATIONAL CENTER FOR PRESERVATION
TECHNOLOGY AND TRAINING (NCPTT)

Frederick Law Olmsted National Historic Site
National Association of Olmsted Parks

SEPTEMBER 30, 2000

ABSTRACT

In FY2000, the Frederick Law Olmsted National Historic Site (Olmsted NHS) and the National Association for Olmsted Parks (NAOP) completed Year One of a three-year NCPTT grant project to develop a new Internet-accessible database of information about the landscape design records for projects undertaken by Frederick Law Olmsted, Sr. and the Olmsted firm. Project objectives completed in Year One included the following: 1) evaluate requirements for the database structure and fields, 2) develop and program the database structure and screens using the results of this analysis, 3) establish procedures and schedule for direct data entry, 4) convert existing electronic data related to the Olmsted Archives holdings to the new database, and 5) begin research and collection of data from the Library of Congress.

Through a series of working meetings beginning in October 1999, the project team discussed the information needs of the research community and the access needs of the holding institutions in determining the requirements for the database structure and fields of information Following these discussions, Re Discovery Software, Inc. reconfigured ANCS+, the National Park Service's automated national catalog system, to meet the specific needs of this project. The project team developed a prioritized list of collections to be included in the database and a three-year schedule for data collection and data entry. Research assistants were hired to begin data collection and data entry at the Library of Congress By the close of Year One, data entry of basic information about two priority collections was included in the database: the Photograph Albums Collection from the Olmsted Archives and Series B Correspondence Collection from Library of Congress; records from a portion of the Plans and Drawings Collection of the Olmsted Archives have undergone conversion to ANCS+.

The Olmsted firm shaped major portions of the urban landscape in cities across the country. Interest in the study of these landscapes has accelerated over the past few years resulting in a significant increase in research requests at repositories with Olmsted related collections. The new database will include updated and more comprehensive information about project-related records held at various repositories, primarily the Frederick Law Olmsted National Historic Site (Olmsted Archives) and Library of Congress. It will enable researchers to perform searches of information concerning design projects in collections of Olmsted firm records. As a result, researchers will be able to make more informed research queries, thereby streamlining the overall research process. Year Two tasks will expand the current database to include additional priority collections and make this information available through the Internet.

SUMMARY OF YEAR ONE PROJECT GOALS OBJECTIVES AND YEAR-END RESULTS

1.Evaluate requirements for the database structure and fields

During two 2-day meetings in October 1999 and January 2000, the project team (comprised of the project collaborators) evaluated and determined the desired configuration of the database. Discussions included the information needs of the research community and the access needs of the holding institutions. Based on these needs, the project team prioritized landscape design project-related collections at both Olmsted NHS and the Library of Congress to be included in the database, determined the fields of information to be included for each project-related collection, and discussed the structure of the database to collect such data. The project team also determined the structure for a project authority table that includes key general project information (i.e. project name and alternate names, project number, geographic location). The project authority table will serve as an important database link and reference tool. Finally, the team also confirmed the need for a database management system that will accommodate hierarchically-based searches, retrievals and displays and could be continuously tailored to adjust to the evolving needs of the project.

2. Develop and program the database structure and screens using the results of the analysis.

Based on decisions made by the project team during working meetings in October and January, the National Park Service procured the services of Re:Discovery Software, Inc. (RSI) to begin work on the configuration of the database. Under a pre-existing contract with the National Park Service (NPS), RSI had already developed ANCS+ (Automated National Catalog System), the NPS standard for cataloguing and collections management. From November 1999 through February 2000, the Olmsted NHS staff worked with an RSI programmer to modify the NPS ANCS+ database configuration to meet the specific needs of this project. During the four-month period, modifications were sent by RSI to be downloaded at Olmsted NHS for refinement and testing, and changes were made as needed. By the end of February, the database modifications were complete and the staff at Olmsted NHS began the initial task of entering key project information into the newly developed project authority table. This information had been collected and consolidated by Olmsted NHS and NAOP employees during the four-month period from November to February.

3. Establish procedures and schedule for direct data entry.

During working meetings, the project team: 1) prioritized the project-related collections at both Olmsted NHS and Library of Congress to be included in the database in Year One, 2) discussed the level of information to be collected and entered for each record type, and 3) determined a tentative three-year list for data collection and data entry. These determinations were based on the needs of the research community and the repositories. Much discussion focused on the collections scheduled for entry in Year One. Data collection and direct data entry began in May following recruitment of a project manager at Olmsted NHS and research assistants to work with collections at the Library of Congress.

Standard Operating Procedures were written to facilitate data entry. The SOPs offer data entry staff a quick cheat-sheet for ANCS+ field formats, an explanation of field usage, and a guide to appropriate and consistent data entry of information. Two SOPs have been written to date one for an Olmsted Archives-owned collection (Job Photograph Albums), the other for a Library of Congress-owned collection (Series B Correspondence Collection). Both serve as templates for future SOPs to be developed when other collections are catalogued. (See attachments.)

4. Convert existing electronic data related to the Olmsted Archives holdings to the new database.

The ongoing conservation effort of plans and drawings in the Olmsted Archives has yielded approximately 52,000 catalog records (in a different electronic format than ANCS+. The contract modification to the NPS contract with RSI was written to also include conversion of these records into the new ANCS+ database. Work in this conversion began in the first half of Year One and will be completed this fall.

In addition to converting existing electronic data related to the Olmsted Archives, NPS staff performed data collection and data entry for the Job Photograph Albums Collection. A museum technician worked approximately 150 hours, creating 451 catalog records documenting 185 Olmsted projects.

5. Begin research and collection of data from the Library of Congress

Research assistants were hired in May and began work at the Library of Congress, collecting and entering data on the Series B Correspondence Collection. Data is being collected at the folder level from microfilm reproductions and entered on to laptop computers loaded with ANCS+ software. The research assistants have worked approximately 1100 hours, creating approximately 2400 catalog records of files from nearly 300 microfilm reels (from a total of 445 reels comprising the Series B Correspondence Collection).

OVERVIEW OF PROJECT METHODOLOGY

Identification of series of documents (collections) for inclusion in the database.

In Year 1, the project team identified the Photograph Albums Collection held in the Olmsted Archives and the Series B Correspondence Collection held by the Library of Congress as high priority collections to be included in the new database. Data related to the Olmsted Plans and Drawings collection will also be incorporated in the new database as the data undergoes a conversion process through Re: Discovery. Prioritization of documents for inclusion was based largely on the significance of information for research use. The team also chose these collections based on the level of documentation currently available for these collections. Materials identified for Year 2 include Series A Correspondence Collection held by the Library of Congress and the Lithograph, Planting List and Correspondence Collections held by the Olmsted Archives. Since the Olmsted Archives Plans and Drawings collection has been in the process of conservation and cataloguing for a number of years predating this current project, no SOP has been written for this collection yet.

In addition to identifying collections for inclusion in the database, the project manager and team also determined the best approach for data collection and data entry for the three collections included in the Year One work program. The team concluded that data relating to the job Photograph Album Collection and the Series B correspondence collection should be catalogued

at the "container" level (i.e. album or folder). The plans and drawings collection held by the Olmsted Archives has been previously catalogued at the item level. Therefore, item level information (as well as information summarizing plans and drawings relating to specific landscape projects) will eventually be available for the plans and drawings collection. Fortunately, ANCS+ is designed to accommodate a nested hierarchy of information that will greatly assist with collecting and entering various levels of catalog information. (Note: Before commencing with cataloguing individual collections, it was necessary to place all the series held at the Olmsted Archives intellectually within a larger collection hierarchy, and this had been completed by NPS staff in 1996 and further refined in 1998.)

The project manager and team also needed to determine how best to incorporate records of both Olmsted Archives-owned documents and non-Olmsted Archives-owned documents fluidly into one database It was determined that records created by on-site catalogers at Olmsted would be deposited into the Olmsted Archives collection database as part of normal collections management documentation (i.e., entered into the AR FRLA directory of Olmsted Archives archival module in ANCS+), as well as into the collective database being built to house ORGO. Off-site catalogers would each have his or her own directory that, upon completion of the cataloging of that collection, would also be dumped into the ORGO database. A technical point of how to deal with duplicative file unit numbers remains, but a workaround is being considered utilizing a three-letter institutional code to be appended to the end of the file unit number globally at the commencement of cataloging. For this reason, a more broadly defined collection hierarchy was extrapolated from the Olmsted Archives hierarchy for use with non-Olmsted Archives materials.

Creation of Catalog Records

Creation of catalog records follows standard procedure for all series, regardless of on-site or off-site collections. An SOP was given to each cataloger with both general theory of the database's structure and explicit field-by-field instructions for data entry. The two SOPs currently in use (for the Library of Congress series B correspondence collection and the Olmsted Archives photograph album collection) are in draft form and are occasionally revised as the precedence-setting work cataloging these two initial collections is performed. (See attachments for copies of both SOPs.) Because the Olmsted Archives Plans and Drawings collection has been in the process of conservation and cataloguing for a number of years predating this current project, and the primary work required for those records for this project is data conversion, no SOP has been written for this collection yet.

The following describes the working methodology for creating catalogue records for the Series B correspondence collection held at the Library of Congress and the Job Photograph Album collection held by the Olmsted Archives:

1. Library of Congress, Series B Olmsted Firm Correspondence

Two research assistants were hired for data entry work in the Manuscripts Reading Room at the Library of Congress, reviewing microfilmed reproductions of the correspondence files relating primarily to the projects undertaken by the Olmsted Brothers and successor firms. Cataloging is done exclusively from the microfilm and notation is made in the record of the reel and film numbers of the file. Cataloging is done to the file unit / folder level and the records are found

nested within the "Pre-1950 Correspondence" subseries of the "Correspondence" series within the "Landscape Design" subcollection of the "Frederick Law Olmsted Sr., Olmsted Brothers and Olmsted Associates Records" collection The research assistants create one record per folder, transcribing title information from the folder and dates from the handwritten notations often located on the folder's front. Notations of planting lists and printed and visual materials are entered in the record's "Physical Characteristics" screen.
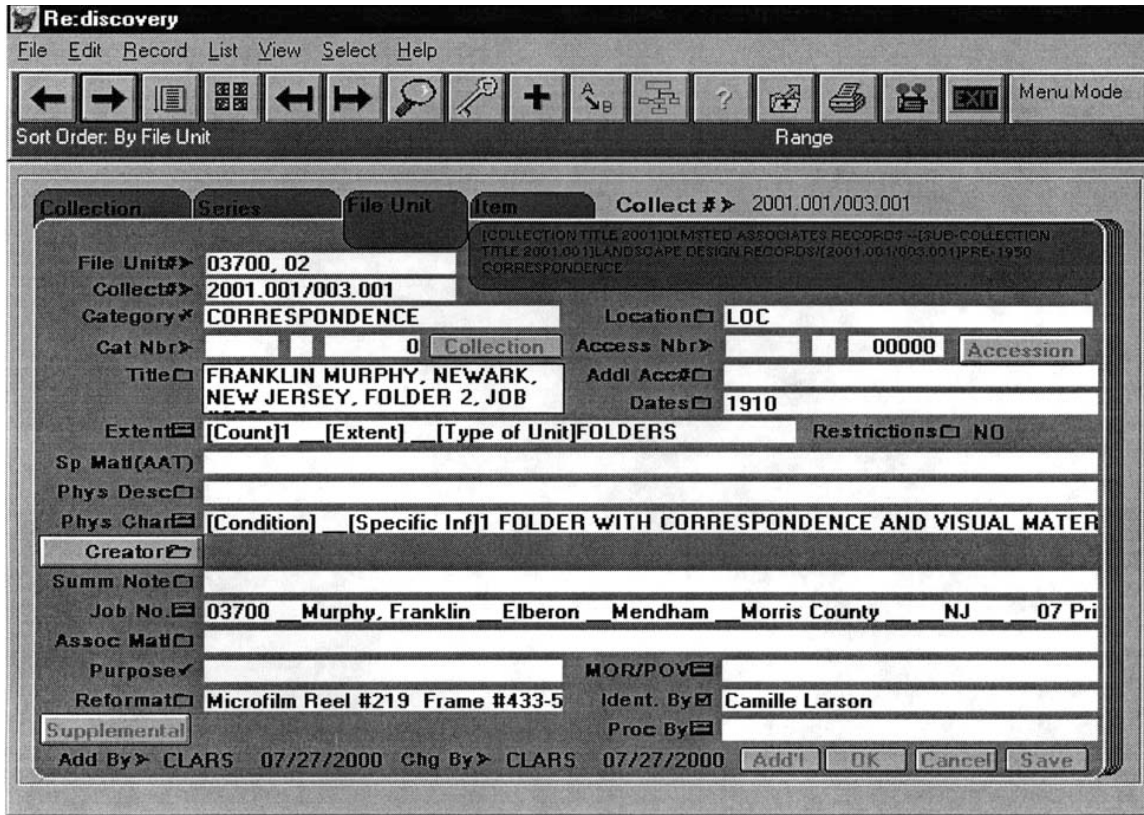
Fig. 1 Screenshot of ANCS+ (Archives module file unit level) cataloging form for Library of Congress correspondence, cataloged by research assistants offsite in Washington, D.C..

2. Olmsted Archives, Job Photograph Albums

One museum technician from the Olmsted Archives performed data-entry for the collection of photograph albums created and collected by the Olmsteds and the firm. Cataloging is done to the file unit / folder or "album" level (in other words, the photograph album is a file unit for the individual, "item level" photographs contained within). The records are nested within the "Photograph Album" subseries of the "Photographic Collections" series within the "Landscape Design Records" subcollection of the "Frederick Law Olmsted Sr., Olmsted Brothers and Olmsted Associates Records" collection. Notations are made of significant monographs and pamphlets included in the collection. Since this work is being performed on-site at the Olmsted Archives, the cataloger has access to an already extensive artist / eminent figure authority table created by previous on-site cataloging efforts, housed on the local network. Using this table, the cataloger is able to record significant photographers and Olmsted employees responsible for the images contained in the albums.

Fig. 2 Screenshot of 4NCS+ *(Archives module, file unit level) cataloging form for Olmsted Archives photograph album, cataloged by a museum technician onsite in Brookline, Massachusetts.*

Integration into Database

As mentioned previously, a system is in place wherein off-site catalogers supply the project manager with backup discs every two weeks in addition to performing daily backups to local hard drives. Once those discs are received by the project lead, they are uploaded to the directory specified for each cataloger, after which those discs are sent to off-site storage. At that time, the project lead reviews the records created for recurring typographical errors, common interpretation problems of the documents, clarity and proper use of fields and database hierarchy. While that information is collected and collated for future reference, actual corrections are not made to the records at that time. Instead, notes are made and sent to catalogers for corrections to be made on their laptop databases, which are the most up-to-date working database copies Consistent errors may lead to revisions of SOPs.

The project manager transfers a particular cataloger's records into the ORGO collective database only at the completion of cataloging a collection. This minimizes the risk of duplicating tasks midway through the project. Catalogers proofread and edit as a final step just prior to handing over a finished database.

In the case of the work completed off-site at the Library of Congress, where multiple research assistants perform cataloging, a temporary combined database is created upon receipt of the catalogers' backup discs for research and reference as well as insure to proper flow of database records within the electronic hierarchy.

Once a completed and proofread final copy of an off-site cataloger's backup disc is received, those records are checked once more by the project lead for all of the above-mentioned errors, omissions, and final editorial changes. Since this is the final check and all changes to this copy of the database are final, this copy then becomes the working copy of that particular database. After the database has been thoroughly checked and corrected, those records are transferred to the ORGO collective database and are ready for use by researchers.

On-site catalogers proceed similarly, although backup discs are sent by the project lead directly to off-site storage without uploading, since the project lead has direct access to the networked database into which an onsite cataloger has been saving his or her records and quality assurance checks can be made there. A directory of the cataloger's database is also maintained separate from the ORGO collective database to prevent accidental duplication of work and records.

As the ORGO collective database grows and takes on greater mass, similar plans will need to be implemented for occasional backups and off-site storage in addition to the daily network backups performed by Olmsted NHS.

Preliminary Delivery to Customers

To meet current research needs (both internal and external), database workstations are available both at the Washington D.C. office of the Papers of Frederick Law Olmsted at American University and the Olmsted Archives in Brookline, MA. At this point in the project, the interface is data-entry-based (rather than researcher/user-based); therefore, searching, sorting and retrieval of information are not optimal for researchers and require the assistance of either Olmsted staff, or, if absolutely needed, data-entry research assistants. The Olmsted Archives workstation is that of the project lead and is updated with each backup disc sent by the research assistants. The workstation associated with the Papers office is currently set up, the software program is installed and awaiting a significant bulk of records to be created for uploading; occasional updates are expected on a periodic basis. Year 2 of the project includes development of a user interface design and Internet access, which will significantly improve public access to the database.

NCPTT Grant Final Report
Attachment 1
Library of Congress Correspondence ("Series B")
Standard Operating Procedures (SOP) document

July 28, 1999

SOP FOR CATALOGING
PRE-1950 CORRESPONDENCE OWNED BY THE LIBRARY OF CONGRESS
FREDERICK LAW OLMSTED NATIONAL HISTORIC SITE[1]

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INTRODUCTION

Cataloging Olmsted materials into ANCS+ serves two overlapping purposes:

1) to create the Olmsted Research Guide Online (ORGO) which is funded by a grant from the National Center for Preservation Training and Technology (NCPTT) with oversight and financial support from the Frederick Law Olmsted National Historic Site in collaboration with the National Association of Olmsted Parks (NAOP). This work endeavors to create a searchable, publicly accessible database of materials relating to the work of the Olmsteds and the Olmsted firms. At the outset, the two primary repositories of materials included in the database are the Olmsted NHS and the Library of Congress.

2)   to provide searchability and accountability for the collections held by the Olmsted NHS, according to standards of archival cataloging held by the National Park Service. The creation of archival catalog records allows for greater access to collections and aids in the preservation of the records' provenance and original order.

These two outcomes of cataloging (the online research guide and in-house collections management for Olmsted NHS), while not exclusive of one another and in many ways complementary to one another, may present challenges to a cohesive, intuitive structure of record groups. Foremost among these challenges is the hierarchical system of record groups developed by the Northeast Museum Services Center for the collections of Olmsted NHS (See Appendix A) that forms the overall structure of Olmsted materials held by the park. While this document remains in draft form and is subject to slight modification, it is the current working structure that guides the assignment of collection numbers in cataloging efforts.

To maintain the hierarchy of the collections laid out in that document, materials cataloged into ANCS+ at non-Olmsted NHS institutions will utilize collection, sub-collection and series numbers in accordance with the collections hierarchy of Olmsted NHS, but will create sub-series (and below within the hierarchy) numbers particular to each institution. (See Appendix B)

Although numerous Olmsted collections will be described at many levels in ANCS+, this SOP focuses on cataloging pre-1950 correspondence files held by the Library of Congress (LOC) into the File Unit Level screen in the Archives Module of ANCS+. This SOP will be revised and updated throughout the course of the project.

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[1]This cataloging Standard Operating Procedure (SOP) provides instructions for cataloging Olmsted into Automated National Catalog System Plus (ANCS+).The template SOP from which this document is derived was written through a cooperative effort between staff members of Springfield Armory National Historic Site and the Northeast Museum Services Center.

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Appendices
A. FRLA Collections Hierarchy Numbering System (for use with the Collection Number, Series Number, and File Unit Number fields)
B. Non-FRLA Collections Hierarchy Numbering System (for use with the Collection Number, Series Number, and File Unit Number fields)

RE:DISCOVERY INSTRUCTIONS

1.   Install ANCS+: If necessary, install ANCS+ on your computer. Refer to the *ANCS+ User Manual* (1998), Appendix B, pp. B:6-B:9.

        FRLA staff will install ANCS+ on stand-alone computers for times when catalogers need to enter data onto computers not attached to the FRLA' s network (such as when catalogers are stationed at non-FRLA institutions).

2.   Enter ANCS+: Go to the Start button and find the program in the list of programs Alternatively, create a shortcut following standard Windows procedures and then enter the program by double-clicking on the shortcut button.

3.   Create directories: You must create directories prior to entering data.

        On each stand-alone computer, a directory will need to be created to store each cataloger's records.

        NAMING CONVENTION

        To distinguish work done at different locations and by different catalogers at those locations, a 5-character name will be given to each directory. The first three characters will delineate the institution, the last two will be the cataloger's initials:
         FRLSQ = at FRLA, Sherene Quinlan
        LOCJS = at Library of Congress, John Smith
        Three-letter institution codes will be determined by FRLA staff, and a third initial can be added to cataloger if needed.

        As stated above, each cataloger should enter data into his/her individual Cataloger Directory on FRLA's network whenever possible. However, there will be occasions when it will be necessary for catalogers to enter data onto stand-alone computers. In those cases, catalogers will enter data into directories on their stand-alone computers. Each cataloger will enter all catalog data on his/her stand-alone computer Periodically (according to a schedule established by the project lead), backup databases will be copied to each cataloger's directory on FRLA's network.

        Create a directory:
        a.   Be sure you are at the Main Menu.
        b.   Click on the Utilities icon.
        c.   Select "Create New Directory."
        d.   Enter LOCJS (or other initials as appropriate) as the name of your directory.
        e.   Select "Archives" from the list of "Cultural Resources/Natural History/Archives/Archives Item Level".
        f.   In most cases, data won't be converted from the older "Automated National Catalog System" (ANCS), be sure that the button next to the option to convert data from ANCS is not marked.
        g.   Click the "OK" button.

4.   <u>Make backups:</u> Each cataloger should make backups of his or her database at least every day. Make a backup on your hard drive and onto a zip disc. Be sure to date your zip disk backups in order to maintain older copies and prevent the possibility of copying corrupted data over uncorrupted backups. Use labels to identify the discs as yours and to date your backups. In addition, at the end of each week each cataloger should provide a current backup on floppy to FRLA. (See Appendix A for instructions on making backups in ANCS+.)

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RE:DISCOVERY SYMBOLS AND KEY STROKES

Symbol or Key Stroke	Field Type	Explanation
Right mouse button	N/A	When un a formatted memo field, click the right mouse button in order to "open" the field to up to sixteen sub-fields.
Insert key	N/A	While in a user-built, stacked table (which uses the Name & Address DB or the Artist/Maker/Eminent Figure DB as Authority Table), press the F10 key in order to see the Name and Address screen or to see the Artist/Maker/Eminent Figure screen.
Ctrl+F1	N/A	While in any field, press and hold the Ctrl key and then press the F1 key to access field help.
Ctrl+ →	N/A	Adds word(s) or phrase(s) from table(s).
Shift+F2	N/A	Spell-check while in a memo field, press and hold the Shift key and then press the F2 key to access the spell-check utility.
F5	N/A	Press the F5 key to expand tables.
F9	N/A	Press the F9 key to add a record (or press the + button or select "Add" from the Edit menu.
F10	N/A	Modify key: while in a user-built, stacked table (which uses the Name & Address DB or the Artist/Maker/Eminent Figure DB as Authority Table), press the F10 key in order to see the Name and Address screen or to see the Artist/Makes/Eminent Figure screen.
F12	N/A	Press the F12 key to expand memo fields.
Tab key	N/A	To move to the next field, press the tab key (as opposed to using the Enter key or the mouse).
Shift+Tab key	N/A	To move to the previous field, press and hold the Shift key and then press the tab key.
OK button	N/A	Click the OK button or hit the Enter key when the button is highlighted in order to save and exit your record.
Save button	N/A	Click the Save button or hit the Enter key when the button is highlighted in order to "quick save" your record.
➤	Regular unedtied field	This is a straight entry field of limited length Some unedited fields only accept numeric entries.
/ /	Standard date field	Enter only valid dates in a MMDDYYYY format (e.g. 01/23/1997).
⧗	Flexible date field	You may enter a beginning and ending date by century or year, month, and day. This type of field includes a user built table for modifiers such as "circa" and a choice of AD or BC. Use flexible dates when exact dates are unclear
	Logical field	Select Y (yes) or N (no).
▭	Memo field	You can enter up to 99 pages of data. Use the Fl2 key to expand memo fields. Memo fields can be checked with the spell-check utility. Press Shift+F2 for spell-check.
⩘	Formatted memo field	Click the button, press F5, or press the right mouse button to "open" a formatted memo field. The field will display up to sixteen sub-fields. The sub-fields can be of any type.
✓	Autofill table (a user-built table)	As you type, the word will be completed from a table of acceptable values. Press the F5 key to see choices Users (with appropriate security rights) can add, delete, or modify entries in the table.

✓	Stacked table (a user-built table)	As you type, the word will be completed from a table of acceptable values. Press the F5 key to see choices. Users (with appropriate security rights) can add, delete, or modify entries in the table. You may enter more than one entry. A double dash (--) separates entries
☒	Locked authority table (NPS controlled table)	As you type, the word will be completed from a table of acceptable values. Press the F5 key to see choices. These tables are locked. You cannot add to the acceptable values.
☑	User-built, stacked table using Name & Address DB as Authority Table	As you type, the word will be completed from a table of names linked to the Name & Address authority table. Press the F5 key to see choices. Then, press the Insert key or Fl0 (modify key) for the Name and Address screen. You may enter more than one entry. A double dash (--) separates entries.
🗁	User-built stacked table using Artist/Maker/ Eminent Figure DB as Authority Table	Click this button to activate link to Artist/Maker/Eminent Figure DB. Press the F5 key to see choices Press the Insert key or Fl0 (modify key) for the Artist/Maker/Eminent Figure screen You may enter more than one entry. A double dash (--) separates entries.
(AAT)	*Art and Architectural Thesaurus* table	As you type, the word will be completed from the AAT lexicon. Press the F5 key to see choices.
(NOM)	*Revised Nomenclature* table	As you type, the word will be completed from the *Revised Nomenclature* lexicon. Press the F5 key to see choices. You cannot add to the acceptable values.

CATALOGING METHODOLOGY

The National Park Service manages its museum collections using the Automated National Catalog System Plus (ANCS+), a Windows-based collection management system. ANCS+ is comprised of two modules: the Collections Management Module and the Archives Modules.[2] The Collections Management Module is the main module of ANCS+ and is used to record data about individually or lot-cataloged objects or about archival collections. The Archives Module is used to provide further description of an archival collection In the Archives Module there are four basic levels of description: Collection, Series, File Unit, and Item The Collection and Series levels can be further divided into Sub-collections, Sub-series, Sub-sub-collections, Sub-sub-series, and so on. At the Item Level there are five different screens, one for each of the five different document forms:[3]

- Architectural (for item [s] categorized as Architectural Drawing or Architectural Photograph)
- Cartographic (for item[s] categorized as Aerial Photograph, Cartographic, or Map)
- Moving Images (for item[s] categorized as Motion Picture, Moving Images, Videorecording, or Sound Recording[4])
- Photograph (for item{s] categorized as Photograph or Slide)
- Record (for item[s] categorized as Correspondence, Diary, Document, Log Book, Manuscript, Record, or Scrapbook)

Frederick Law Olmsted National Historic Site's archival collection is comprised of textual records, drawings and maps, and photographic images created primarily by the various incarnations of the Olmsted firm and the National Historic Site. Types of textual records include correspondence, planting lists, reports and personal papers. Also of significance are the graphical portions of park's collections, such photographs and photograph albums, lithographs and framed objects. The greatest mass of resources available from FRLA is a collection of plans and drawings, significant as the firm's (and the park's) greatest collection of records relating to Olmsted-designed spaces.

Of importance to these cataloging efforts, other institutions hold a great deal of archival materials relating to the Olmsteds and theft work. Namely, the Library of Congress holds correspondence of the firm predating 1950, which was donated to the United States by the firm, while Harvard University's Loeb Library maintains an important J.C. Olmsted collection. Additionally, many smaller repositories across the country hold materials germane to particular projects associated with a particular institution and relevant to the greater body of Olmsted research. The work cataloging these materials at various sites helps build ORGO.

This cataloging Standard Operating Procedures document provides instructions for how to catalog the correspondence held by the Library of Congress (LOC). LOC's collection consists of nearly 375 linear feet of correspondence relating to the approximately 5,000 landscape architecture and design projects implemented, planned for or even considered by the firm. Also included in this correspondence are employee files, prospective client files and non-job related

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[2] Some parks use a third module, the Archeology Module

[3] If an item cannot be categorized under any of the terms listed below in parentheses after each document form, new terms may be added by pressing F5, then the "Insert" key.

[4] This category must be added by pressing F5, then the "Insert" key. Use this category for recorded oral histories.

matters, such as the American Society of Landscape Architects. As with nearly every work-related Olmsted document, the correspondence is organized by job number, including the employee and prospective client files. This order has been maintained in cataloging Catalogers will enter data based on microfilm reproductions of these files. This works as a benefit to the researcher, as reel and flame information will be located in the catalog records and will be universal to all copies of the Library of Congress microfilmed correspondence.

The ANCS+ catalog system is best understood when a case study is reviewed. Structurally, here is how the correspondence files produced by the Olmsted firm prior to 1950, will be cataloged:

1. Archives Module: Sets of archival records are described to varying detail in the various screens[5] of the Archives Module.

    a. Collection Level Screen--Record Groups: For each participating institution, a group of records will be described in a Collection Level screen. For example, the records produced by the various incarnations of the Olmsted firm will be described in a Collection Level screen as "Frederick Law Olmsted (FLO), the Olmsted Brothers and the Olmsted Associates Records" (collection number 2001) FRLA staff will create this record. (Please note that a Collection Level record must be linked to the Sub-collection Level record and to the appropriate Series Level and Item Level records. The collection number, in this example "2001," enables these connections to be made.)

        b. Sub-Collection Level Screen--Types of Record Groups: The records produced in the process of doing the work of the Olmsted firm will be described in Sub-collection Level screens. For example, the illustrated records produced by the firm will be described in a Sub-collection Level screen as "Landscape Design Records" (collection number 2001.001, where "2001" is the collection number and ".001" is the sub-collection number). FRLA staff will create this record (Please note that a Sub-collection Level record must be linked to the Collection Level record and to the appropriate Series Level and Item Level records. The collection number, in this example "2001.001," enables these connections to be made.)

        c. Series Level Screen — Document Types: The types of records produced by the firm in the process of their business will be described in a Series Level screen. For example, the correspondence produced by the firm will be described in a Series Level screen as "Correspondence" (series number 2001.001/003, where "2001" is the collection number, ".001" is the sub-collection number, and "/003" is the series number.) FRLA staff will create this record. (Please note that a Series Level record must be linked to the Collection Level and Sub-collection Level records and to the appropriate Sub-series Level and Item Level records. The collection number, in this example "2001.001/003," enables these connections to be made.)

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[5]As described above, the six basic screens are Collection, Sub-collection, Series, Sub-series, File Unit, and Item.

d. <u>Sub-Series Level Screen--More Specific Document Types:</u>
Different types of correspondence produced by the firm and held by an institution will be described in a Sub-series Level screen For example, the pre-1950 correspondence produced by the firm for their projects and held by the Library of Congress will be described in a Sub-series Level screen as "Pre-1950 Correspondence" (sub-series number 2001.001/003.001, where "2001" is the collection number, ".001" is the sub-collection number, "/003" is the series number, and ".001" is the sub-series number. FRLA staff will create this record. (Please note that a Sub-series Level record must be linked to the Collection Level and Sub-collection Level records and to the appropriate Series Level and Item Level records. The collection number, in this example "2001.001/003.001" enables these connections to be made.)

e. <u>File Unit Level Screen--Folders:</u> In each collection, containers are described in File Unit Level screen. For example, each folder containing correspondence will be described in a File Unit Level screen. In this case, the folder title will be taken directly from the documents and generally be comprised of three pieces of data: 1) the project name, 2) the project location and 3) the Olmsted-assigned job number. For example, a folder will be described in a File Unit Level screen as "#127 Estes Park, Colorado" (file unit number 00127, 01, where "00127" is the job number and "01" is the folder number.) Individual catalogers will create these records. (Please note that a File Unit Level record must be linked to the Collection Level and Sub-collection Level records and to the appropriate Series Level and Item Level records. The collection number, in this example "2001.001/003.001" enables these connections to be made.)

f. <u>Item Level Screen--Individual Items:</u> At some future point, individual items may be described in individual records in Item Level screens. For example, each piece of correspondence contained within a job correspondence folder could be described in an Item Level screen as "Correspondence" (item number 2001.001/003.001-00l27,01#l7). Catalogers would create these records. (Again, Item Level records must be linked to the Collection Level and Sub-collection Level records and to the appropriate Series Level and File Unit Level records. The collection number, in this example "2001.001/003.001-00127,01" enables these connections to be made.)

GENERAL RULES FOR CATALOGING

1. Enter data in upper case, unless otherwise noted.

2. Be sure to follow field definitions exactly.

3. Record only known data, any assumed information should be indicated with brackets.

4. When specific details or exact identification is not available, more generic terminology should be used that makes it clear that the data and/or identification is not necessarily exact. It is better to leave a field blank than to give incorrect information that future users of the records may not doubt.

5. Use a question mark (?) if you are unsure about an entry. For example, in the object date field, enter "1913?."

6. When transcribing something that is illegible, enter "[ILLEG]" in place of the illegible letter(s) or word(s).

7. Bring pertinent information to the attention of the project lead as soon as possible.

8. Each cataloger should make hard drive backups of his or her database at least every day. Make a backup onto a zip disc once a week. Be sure to date your zip disk backups in order to maintain older copies and prevent the possibility of copying corrupted data over uncorrupted backups. Use labels to identify the discs as yours and to date your backups. In addition, every two weeks each cataloger should provide a current backup on disc to the project lead.

DRAFT

FILE UNIT SCREEN FIELD-BY-FIELD INSTRUCTIONS

Fields are listed in the order in which they appear on the data entry screen. Although there are specific instructions provided below, remember that field help is available within ANCS+ and always ask questions if you're unsure about anything. To access field help, press Ctrl and Fl while the cursor is on the field for which the instructions are needed.

Create records in the File Unit Level screen for each folder following these instructions:

1. Unless you are already in the Archives module, from the Main Menu select the Archives and Manuscript Collections icon.

2. Choose "Catalog" from the Archives and Manuscript Collections menu

3. To add a new record, press the + button on the tool bar or the F9 key or select "Add" from the Edit menu. Be sure you are creating a File Unit record.

4. Enter data following the field-by-field specifications listed below.

Or, alternately, you can copy a recently completed record by choosing "Copy" from the "Edit" pull-down menu and edit the newly created record. Remember to make all necessary changes from one record to another.

File Unit Number (File Unit#➤) (straight entry field): Accepts letters, numbers and punctuation in any combination, but requires a standard format A file unit is an organized unit (album, folder. etc) of documents grouped together either for current use or in the process of archival arrangement It describes a grouping of materials Olmsted National Historic Site has developed an outline of its archival collections with associated numbers to be used in the Collection Number. This collection number, along with the Olmsted assigned job number, comprise the file unit number. Job numbers should be pre-filled with zeroes to create a five-digit number.

ENTER:
00171, 01 for job number 171, folder 1
01112, 12 for job number 1112, folder 12
04138, 06 for job number 4138, folder 6

Collection Number (Collect#➤) (straight entry field) Accepts letters, numbers and punctuation in any combination, but requires a standard format Includes the following numbers as appropriate to the particular situation the Collection number, separated from the Series number by a forward slash (/), and the File Unit number, separated from the Series number by a hyphen (-) A period (.) defines sub-collections, sub-sub-collections, sub-series, sub-sub-series (and so on). The collection number links all the levels of a collection and appears on the screen for all records in the collection. Please note that the collection number is not necessarily the same as the catalog number. Also, if Item level records are assigned, the Collection/Series-File Unit number string may not exceed 20 characters.

9

Olmsted National Historic Site has developed an outline of its archival collections with associated numbers to be used in the Collection Number, and File Unit Number fields. See Appendix B for this outline titled "FRLA Archival Numbering System (for use with the Collection Number, Series Number, and File Unit Number fields)." For the photo albums produced by the Olmsted firm (FRLA 99999), enter **2001.001/003.001**, which breaks down as follows:

2001 is the collection number (records of the Olmsteds and the firm; described in a Collection Level Screen as "Olmsteds and Olmsted Associates Record Group")
.001 is the sub-collection number (Landscape Design Records; described in a Sub-Collection Level Screen as "Landscape Design Records")
/003 is the series number (correspondence produced by the Olmsteds and the firm; described in a Series Level screen as "Correspondence")
.001 is the sub-series number (Pre-1950 correspondence produced by the Olmsteds and the firm; described in a Sub-series Level screen as "Pre-1950 Correspondence")

ENTER:
2001.001/003.001

Category (Category✓) (user-built table-- F5): Enter the type of item housed in the folder. This is the general material designation. The record screen format will appear for the following item types manuscript, diary, logbook, scrapbook, correspondence, and document The architectural record screen will appear for architectural drawing and architectural photograph. The photographic screen format will appear for photograph and slide. The cartographic screen format will appear for map and aerial photograph. The moving images screen format will appear for motion picture and videorecording. The correspondence produced by the Olmsteds and the firm, regardless of actual materials included, will be categorized as correspondence.

Example:
CORRESPONDENCE.

Location (Location☐) (memo field/history tracking field): Enter the location of the materials, all capitals.

Example:
LOC

Catalog Number (Cat Nbr➢) (3-part 12-character field): Enter the catalog number for the collection to which the items within the folder belong. Since these materials don't belong to Olmsted NHS and have no catalog numbers, leave **blank.**

Accession Number (Access Nbr➢) (3-part 10-character field): Enter the accession number for the collection to which the items within the folder belong. Since these materials don't belong to Olmsted NHS and have no catalog numbers, leave **blank.**

Item Title (Title☐) (Memo field-- F12 to expand): Enter title directly from the folder label, all in capitals. Typically, this information will include job number, job name and job location, but may include more specific subject content information, especially in the case of non-job related materials. If there is no discernible title information on the folder, it should be extrapolated from the contents and bracketed to designate the information as created by the cataloger.

ENTER:
JOB #39 ALLEGHENY CEMETERY, ALLEGHENY, PA
[JOB #185 MR. G.T. FULFORD, BROOKVILLE, ONTARIO

Additional Accession Numbers (Addl Acc#☐) (Memo field -- Fl2 to expand): Leave **blank.**

Dates (Dates ☐) (memo field-- F12 to expand): Enter the dates or date range for the materials in the photo album.

ENTER:
1901
1900-1925

Extent (Extent) (formatted memo field F5 to expand into three subfields Count ➤, Extent☐, and Type of Unit✓ separated by an underline) In the "Count" field, indicate the number of folders encompassing the subject. Typically, catalog records would reflect one folder each, except in the instance of historically complete folders that have since been divided (Folder 1 of 2, Folder 2 of 2); if a folder has been divided, enter the number of total folders comprising the item. In "Type of Unit", choose folder.

ENTER:
[Count]1 __[Extent] __[Type of Unit]FOLDER

Specific Material Designation (Sp Matl [AAT]) (user-built, stacked table that links to the AAT-- F5): From the available list, choose the type of document found in the container, usually photo album, although occasionally monographic items or brochures can be found in the collection Since cataloging is being done from microfilm, leave **blank.**

Physical Description (Phys Desc ☐)(memo field -- F12 to expand): Leave **blank.**

Physical Characteristics (Phys Char) (formatted memo field -- F5 to expand into seven subfields Conditions✓, Specific Inf. ☐, Dimensions☐, Scale☐, Technique✓, Medium✓, and Support): Describe the physical characteristics of the documents, describing the general and specific condition of the materials.

Condition (autofill field: Excellent, Good, Fair, Poor): Since cataloging is being done from microfilm rather than the original documents, there's no way of knowing the condition of the originals. Leave **blank.**

Specific Information (memo field): Describes specific contents of containers, including graphic material and planting lists.

ENTER
1 FOLDER OF CORRESPONDENCE, INCLUDES PLANTING LISTS AND
VISUAL AND PRINTED MATERIALS

Creator (Creator ☐ Button) (user-built stacked table -- F5): Leave **blank.**

Summary Note (Summ Note☐) (memo field -- F12 to expand): Note any items of interest to researchers, such as cross references, or mislabeled folders.

Job Number (Job No. ≈ (formatted memo field -- F5 to expand): After expanding the field to bring up the multi-field "Job Table" screen, enter the job number, hit tab and the rest of the fields will auto-fill. The cataloger may be required to choose from a sub-table of choices within a particular job number.

Associated Materials (Assoc Matl ☐) (memo field -- F12 to expand): Leave **blank.**

Purpose (Purpose✓) (user-built table -- F5): Enter the reason for which the item was created. Since the photograph albums were created as records of the firm's work, their initial purpose would have been documentary.

    ENTER:
    RECORD DOCUMENTS

Identified By (Ident. By☑) (user-built table; links to Name and Address database): Enter the name of you, the cataloger.

    ENTER:
    SMITH, JOHN

Supplemental Records: Ignore.

Processed By (Proc By≈ **)** (formatted memo field – F5 to expand into two subfields Processed By ☐ and Processing Date➤.) For the name of the person who processed the contents of the folder. Leave **blank.**

May 13, 1999

FREDERICK LAW OLMSTED NATIONAL HISTORIC SITE ARCHIVAL HOLDINGS[6]

Prepared by the Northeast Museum Services Center
Charlestown Navy Yard, Building I, Charlestown, MA 02129

ANCS+ Collection Number	Collections Hierarchy	
1000	**FRLA Non-NPS Personal Papers**	
1001	1. Frederick Law Olmsted, Sr. (1822-1903)	
1002	2. John Charles Olmsted (1852-1920)	
1003	3. Marion Olmsted (1861-1948)	
1004	4. Frederick Law Olmsted, Jr. (1870-1957)	
1004/001	1. Frederick Law Olmsted, Jr. Travel Photographs, 1892	
1005	5. Olmsted Family	
1006	6. Harry D. Perkins (1872-1977)	
1007	7. James Frederick Dawson (1874-1941)	
1008	8. Henry Vincent Hubbard (1875-1947)	
1009	9. Theodora Kimball (Hubbard) Card Files, c. 1920-1923	
2000	**FRLA NON-NPS ORGANIZATIONAL ARCHIVES**	
2001	Frederick Law Olmsted Sr., Olmsted Brothers, and Olmsted Associates Records (Collection)	
2001.001	1. Landscape Design Records	(Sub-Collection)
2001.001/001	1. Plans and Drawings, c. 1847-1979, bulk 1882-1970	(Series)
2001.001/001.02848	Washington Monument Garden/Grounds	(Sub-Series)
2001.001/001.07339	Turnbull Heights, Inc.	(Sub-Series)
2001.001/001.07661	Arthur G. Chase	(Sub-Series)
2001.001/002	2. Planting Lists, 1884-1962	(Series)
2001.001/003	3. Correspondence, 1872-1980, bulk 1928-1948	(Series)
2001.001/003.001	1. California Office Correspondence, 1928-1938	
2001.00 1/003.002	2. Western Office Correspondence	
2001.001/003.003	3. Post-1949 Correspondence, 1872-1949, bulk 1949-1980	
2001.001/004	4. Palos Verdes Records, 1920-1950	
2001.001/005	5. Fort Tryon Records, 1930-1970 *Privacy Act*	
2001.001/006	6. Specifications and Contracts, 1939-1968	
2001.00 1/007	7. Photographic Materials	
2001.001/007.001	1. Job Photograph Albums, 1867-1978	
2001.001/007.002	2. Nitrate Negatives, c. 1867-c. 1978	
2001.00 1/007.003	3. Glass Plate Negatives, c. 1900	
2001.001/008	8. Lithographs, 1877-1979	
2001.001/009	9. Records and Reports, 1857-1954	
2001.001/010	10.	
2001.001/010.001	1. Landscape Design Associated Records, 1866-1979	
2001.001/010.002	2. John Charles Olmsted's Reports of Visits, 1913-1915	
2001.001/010.003	3. Soil Surveys, 1911-1940	
2001.001/010.004	4. Lantern Slides, c. 1897-1925	
2001.001/010.005	5. Miscellaneous Photographs, c. 1900	

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[6] Collection and series information from *Collection Description for Olmsted NHS World Wide Web Site* (June 22, 1998).

**COLLECTIONS HIERARCHY TO BE USED IN CATALOGING
OLMSTED-RELATED MATERIALS IN ANCS+**

ANCS+
Collection
Number   <u>Collections Hierarchy</u>

Number	Collections Hierarchy	
1000	**Personal Papers**	
1001	1. Frederick Law Olmsted, Sr. (1822-1903)	(Collection)
1002	2. John Charles (1852-1920)	(Collection)
1003	3. Marion Olmsted (1861-1948)	(Collection)
1004	4. Frederick Law Olmsted, Jr. (1870-1957)	(Collection)
1005	5. Olmsted Family	(Collection)
1006	6. Harry D Perkins (1872-1977)	(Collection)
1007	7. James Frederick Dawson (1874-1941)	(Collection)
1008	8. Henry Vincent Hubbard (1875-1947)	(Collection)
1009	9. Theodora Kimball (Hubbard) (1887-1935)	(Collection)
2000	**ORGANIZATIONAL ARCHIVES**	
2001	Frederick Law Olmsted Sr., Olmsted Brothers, and Olmsted Associates Records(Collection)	
2001.001	I. Landscape Design Records	(Sub-Collection)
2001.001/001	1. Plans and Drawings, c 1847-1979, bulk 1882-1970	(Series)
2001.001/002	2. Planting Lists, 1884-1962	(Series)
2001.001/003	3. Correspondence, 1872-1980, bulk 1928-1948	(Series)
2001.001/004	4. Palos Verdes Records, 1920-1950	(Series)
2001.001/005	5. Fort Tryon Records, 1930-l970 Privacy Act	(Series)
2001.00 1/006	6. Specifications and Contracts, 1939-1968	(Series)
2001.001/007	7. Photographic Materials	(Series)
2001.001/008	8. Lithographs, 1877-1979	(Series)
2001.001/009	9. Records and Reports, 1857-1954	(Series)
2001.001/010	10. Landscape Design Associated Records, 1866-1979	(Series)
2001.001/011	11. Models, c. 1920-c. 1940	(Series)
2001.001/012	12. Stone and Construction Material Samples, c. 1940	(Series)
2001.002	II.Reference Collections	(Sub-Collection)
2001.002/001	1. NAB NAC, 1817-1972, bulk 1910-1929	(Series)
2001.002/002	2. European Photographs, c. 1857-1928	(Series)
2001.002/003	3. Planting Department, 1846-1975	(Series)
2001.002/004	4. Maps, 1852-1973	(Series)
2001.002/005	5. Atlases, 1884-1952	(Series)
2001.002/006	6. Library, 1839-1979	(Series)
2001.003	III. Administrative Records	(Sub-Collection)
2001.003/001	1. Directories, c. 1900	(Series)
2001.003/002	2. Billing Records, 1874-1957	(Series)
2001.003/003	3. Bank Records, c. 1900-1950	(Series)
2001.003/004	4. Corr., Telegram, and Telephone Log Books, 1954-1980	(Series)
2001.003/005	5. Ledgers and Accounting Records, 1890-1964	(Series)
2001.003/006	6. Personnel Records, 1892-1972 *Privacy Act*	(Series)
2001.003/007	7. Olmsted Office Finding Aids, 1860-1980	(Series)
2001.003/008	8. Administrative Associated Records, 1883-1979	(Series)
2001.003/009	9. Exhibits and Public Relations, 1857-1972	(Series)
2001.003/010	10. Ephemera, c. 1900-c. 1980	(Series)
3000	Olmstediana Assembled Collections	

NCPTT Grant Final Report
Attachment 2
Olmsted Archives Photograph Albums
Standard Operating Procedures (SOP) document

INSTRUCTIONS FOR MAKING BACKUPS OF THE REGISTRATION DATABASE

Each cataloger should make hard drive backups of his or her database every day and zip disc backups once a week. Be sure to date your zip disk backups in order to maintain older copies and prevent the possibility
of copying corrupted data over uncorrupted backups. Use floppy disk labels to identify the floppies as yours and to date your backups. In addition, every two weeks, each cataloger should provide a current backup zip disc to the project lead.

A. GET INTO ANCS+:
1.   Turn on the computer.
2.   From windows, select the ANCS+ icon.
3.   Enter your login name and password on the System Login Security screen Click on **OK.**

B.   BACKUP DATABASE DIRECTORY ONTO THE HARD DRIVE ON YOUR COMPUTER:
1.   Click on the **Utilities** button.
2.   Click on **Data backup control.**
3.   Click on **9) Full directory backup** with your mouse.
4.   Click on **Start Backup** button.
5.   On the "Select Directory" screen, scroll down to the directory you want to back up For example, arlocjs. (This is the directory where e the records you're cataloging are stored.)
6.   Click on the **Select** button.
7.   On the second "Select Directory" screen, click on the **Select** button. The default is to send the backup file to c:\rediscov\backup.
8.   Press any key to start the backup. An MS-DOS screen will appear which shows the files being compressed.
9.   When the backup is finished, "Finished —pkzip" will appear in the top left line of the screen.
        Close the screen by clicking on the **X** in the upper right corner of this screen.
10.   Press any key twice to continue.
11.   It will automatically return to the Utilities menu. If there is more than one directory to backup, repeat steps 2-10 for each directory.

          Naming conventions for backup files:
          ARdirectory_name_ZIP   backup for archives module
          directory_name.ZIP   backup for cultural resources
          directory_nameNH. ZIP   backup for natural history

12.   When finished, click on **Exit.**

C. COPY BACKUP FROM YOUR COMPUTER ONTO A ZIP DISK:
1. Exit ANCS+.
2. Go into Windows Explorer.
3. Insert a Zip disk into the Zip drive on your computer.
4. Open the folder where the backup file is stored Double click on the **Rediscov** folder. Double click on the **Backup** folder. Your backup file(s) should appear on the right side of the screen.
5. Click and drag each backup file to the Zip drive.

D. DOUBLE CHECK THAT THE FILES WERE COPIED:
While in Windows Explorer, double click on the Zip drive to see if the files were copied to the zip disk.

E. LABEL THE ZIP DISK:
Example: Backup of John Smith's archives directory.

```
John Smith
LOC corr.
09/07/2000
ARLOCJS.ZIP
```

Instructions for Restoring an ANCS+ Backup File

If you want to replace all files in a directory that already exists, go to step B. Restoring a backup file will overwrite the existing files within the directory. If you do not want to overwrite existing files, begin with step A to create a new directory with a different name.

A.   CREATE A DIRECTORY IN ANCS+ TO RESTORE THE BACKUP FILE:
1.   From windows, select the ANCS+ icon.
2.   Enter your login name and password on the System Login Security screen. Click on **OK.**
3.   Click on the Utilities button.
4.   Click on **Create new directory.**
5.   Enter new directory name (same as directory name from backup) Example: LOCJS
6.   Choose to create a cultural resource, natural history, of archives directory, as appropriate for the file being restored.
7.   De-select the Run ANCS Conversion option.
8.   Click the **OK** button. The new directory will be created.

B.   COPY THE FILE FROM THE ZIP DISK TO YOUR COMPUTER:
1.   Exit ANCS+.
2.   Go into Windows Explorer.
3.   Open the folder where the backup file will be copied to Double click on the **Rediscov** folder. Double click on the **Backup** folder.
4.   Double click on the Zip drive.Your backup file(s) should appear on the right side of the screen.
5.   Click and drag each backup file from the Zip drive to the Rediscov Backup folder.

C. UNZIP THE BACKUP FILE IN DOS:
1.   Exit Windows Explorer.
2.   Double click on the MS-DOS icon in the "Start" menu.
3.   Change the default: **cd c:\rediscov\fxp.win.**
4.   At the prompt, type: **pkunzip c:\rediscov\backup\park.zip c:\ -d**
        Insert the name of the zipped backup file you want to restore in place of
        prk.zip.Examples: TTO.ZIP
5.   At the "File Exists, Overwrite?" query, press **A** for "all."
6   Close the screen by clicking on the X in the upper right corner of this screen

The files will be extracted to the appropriate directory, and will over write the existing files within the directory. When you re-enter ANCS+, the directory and all its data will be ready to use.

SOP FOR CATALOGING
JOB PHOTOGRAPH ALBUMS
FREDERICK LAW OLMSTED NATIONAL HISTORIC SITE[1]

Prepared by Anthony Reed
Based on work done by the Northeast Museum Services Center
Charlestown Navy Yard, Bldg. I, Charlestown, MA 02129

INTRODUCTION

Cataloging Olmsted materials into ANCS+ serves two overlapping purposes:
1) to create the Olmsted Research Guide Online (ORGO) which is funded by a grant from the National Center for Preservation Training and Technology (NCPTT) with oversight and financial support from the Frederick Law Olmsted National Historic Site in collaboration with the National Association of Olmsted Parks (NAOP). This work endeavors to create a searchable, publicly accessible database of materials relating to the work of the Olmsteds and the Olmsted firms. At the outset, the two primary repositories of materials included in the database are the Olmsted NHS and the Library of Congress.
2) to provide searchability and accountability for the collections held by the Olmsted NHS, according to standards of archival cataloging held by the National Park Service. The creation of archival catalog records allows for greater access to collections and aids in the preservation of the records' provenance and original order.

These two outcomes of cataloging (the online research guide and in-house collections management for Olmsted NHS), while not exclusive of one another and in many ways complementary to one another, may present challenges to a cohesive, intuitive structure of record groups. Foremost among these challenges is the hierarchical system of record groups developed by the Northeast Museum Services Center for the collections of Olmsted NHS (See Appendix A) that forms the overall structure of Olmsted materials held by the park. While this document remains in draft form and is subject to slight modification, it is the current working structure that guides the assignment of collection numbers in cataloging efforts.

To maintain the hierarchy of the collections laid out in that document, materials cataloged into ANCS+ at non-Olmsted NHS institutions will utilize collection, sub-collection and series numbers in accordance with the collections hierarchy of Olmsted NHS, but will create sub-series (and below within the hierarchy) numbers particular to each institution. (See Appendix B)

Although numerous Olmsted collections will be described at many levels in ANCS+, this SOP focuses on cataloging photograph albums of the numerous projects conceived and/or implemented by the Olmsteds and the firm into the File Unit Level screen in the Archives Module of ANCS+. This SOP will be revised and updated throughout the course of the project.

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[1] This cataloging Standard Operating Procedure (SOP) provides instructions for cataloging Olmsted into Automated National Catalog System Plus (ANCS+). The template SOP from which this document is derived was written through a cooperative effort between staff members of Springfield Armory National Historic Site and the Northeast Museum Services Center.

CONTENTS

Appendices

      A. FRLA Collections Hierarchy Numbering System (for use with the Collection
            Number, Series Number, and File Unit Number fields)

      B. Non-FRLA Collections Hierarchy Numbering System (for use with the Collection
            Number, Series Number, and File Unit Number fields)

      C. Instructions for Making Backup Disc

RE:DISCOVERY INSTRUCTIONS

1. Install ANCS+: If necessary, install ANCS+ on your computer. Refer to the *ANCS+ User Manual* (1998), Appendix B, pp. B:6-B:9.

    FRLA staff will install ANCS+ on stand-alone computers for times when catalogers need to enter data onto computers not attached to the FRLA' s network (such as when catalogers are stationed at non-FRLA institutions).

2. Enter ANCS+: Go to the Start button and find the program in the list of programs. Alternatively, create a shortcut following standard Windows procedures and then enter the program by double-clicking on the shortcut button.

3. Create directories: You must create directories prior to entering data.

    On each stand-alone computer, a directory will need to be created to store each cataloger's records.

    NAMING CONVENTION

    To distinguish work done at different locations and by different catalogers at those locations, a 5-character name will be given to each directory. The first three characters will delineate the institution, the last two will be the cataloger's initials:
    FRLSQ = at FRLA, Sherene Quinlan
    LOCJS = at Library of Congress, John Smith
    Three-letter institution codes will be determined by FRLA staff, and a third initial can be added to cataloger if needed.

    As stated above, each cataloger should enter data into his/her individual Cataloger Directory on FRLA's network whenever possible. However, there will be occasions when it will be necessary for catalogers to enter data onto stand-alone computers. In those cases, catalogers will enter data into directories on their stand-alone computers. Each cataloger will enter all catalog data on his/her stand-alone computer. Periodically (according to a schedule established by the project lead), backup databases will be copied to each cataloger's directory on FRLA's network.

    Create a directory:
    a. Be sure you are at the Main Menu.
    b. Click on the Utilities icon.
    c. Select "Create New Directory."
    d. Enter LOCJS (or other initials as appropriate) as the name of your directory.
    e. Select "Archives" from the list of "Cultural Resources/Natural History/Archives/Archives Item Level".
    f. In most cases, data won't be converted from the older "Automated National Catalog System" (ANCS), be sure that the button next to the option to convert data from ANCS is not marked.
    g. Click the "OK" button.

4. <u>Make backups</u>: Each cataloger should make backups of his or her database at least every day. Make a backup on your hard drive and onto a zip disc. Be sure to date your zip disk backups in order to maintain older copies and prevent the possibility of copying corrupted data over uncorrupted backups. Use labels to identify the discs as yours and to date your backups. In addition, at the end of each week each cataloger should provide a current backup on floppy to FRLA. (See Appendix C for instructions on making backups in ANCS+.)

RE:DISCOVERY SYMBOLS AND KEY STROKES

Symbol or Key Stroke	Field Type	Explanation
Right mouse button	N/A	When in a formatted memo field, click the right mouse button in order to "open" the field to up to sixteen sub-fields.
Insert key	N/A	While in a user-built, stacked table (which uses the Name & Address DB or the Artist/Maker/Eminent Figure DB as Authority Table), press the Fl0 key in order to see the Name and Address screen or to see the Artist/Maker/Eminent Figure screen
Ctrl+F1	N/A	While in any field, press and hold the Ctrl key and then press the Fl key to access field help.
Ctrl+ →	N/A	Adds word(s) or phrase(s) from table(s).
Shift+F2	N/A	Spell-check: while in a memo field, press and hold the Shift key and then press the F2 key to access the spell-check utility.
F5	N/A	Press the F5 key to expand tables.
F9	N/A	Press the F9 key to add a record (or press the + button or select "Add" from the Edit menu.
F 10	N/A	Modify key: while in a user-built, stacked table (which uses the Name & Address DB or the Artist/Maker/Eminent Figure DB as Authority Table), press the Fl0 key in order to see the Name and Address screen or to see the Artist/Maker/Eminent Figure screen.
F12	N/A	Press the F12 key to expand memo fields.
Tab key	N/A	To move to the next field, press the tab key (as opposed to using the Enter key or the mouse).
Shift+Tab key	N/A	To move to the previous field, press and hold the Shift key and then press the tab key.
OK button	N/A	Click the OK button or hit the Enter key when the button is highlighted in order to save and exit your record.
Save button	N/A	Click the Save button or hit the Enter key when the button is highlighted in order to "quick save" your record.
➢	Regular unedtied field	This is a straight entry field of limited length. Some unedited fields only accept numeric entries.
//	Standard date field	Enter only valid dates in a MMDDYYYY format (e.g. 01/23/1997).
⧗	Flexible date field	You may enter a beginning and ending date by century or year, month, and day. This type of field includes a user built table for modifiers such as "circa" and a choice of AD or BC. Use flexible dates when exact dates are unclear.
	Logical field	Select Y (yes) or N (no).
▢	Memo field	You can enter up to 99 pages of data. Use the F12 key to expand memo fields. Memo fields can be checked with the spell-check utility. Press Shift+F2 for spell-check.
〰	Formatted memo field	Click the button, press *F5,* or press the right mouse button to "open" a formatted memo field. The field will display up to sixteen sub-fields. The sub-fields can be of any type.
✓	Autofill table (a user-built table)	As you type, the word will be completed from a table of acceptable values. Press the F5 key to see choices. Users (with appropriate security rights) can add, delete, or modify entries in the table.

✓	Stacked table (a user-built table)	As you type, the word will be completed from a table of acceptable values. Press the F5 key to see choices. Users (with appropriate security rights) can add, delete, or modify entries in the table. You may enter more than one entry. A double dash (--) separates entries.
☒	Locked authority table (NPS controlled table)	As you type, the word will be completed from a table of acceptable values. Press the F5 key to see choices. These tables are locked. You cannot add to the acceptable values.
☑	User-built, stacked table using Name & Address DB as Authority Table	As you type, the word will be completed from a table of names linked to the Name & Address authority table. Press the F5 key to see choices. Then, press the Insert key or Fl0 (modify key) for the Name and Address screen. You may enter more than one entry. A double dash (--) separates entries.
🗁	User-built stacked table using Artist/Maker/ Eminent Figure DB as Authority Table	Click this button to activate link to Artist/Maker/Eminent Figure DB. Press the F5 key to see choices. Press the Insert key or F 10 (modify key) for the Artist/Maker/Eminent Figure screen. You may enter more than one entry. A double dash (--) separates entries.
(AAT)	*Art and Architectural Thesaurus* table	As you type, the word will be completed from the AAT lexicon. Press the F5 key to see choices.
(NOM)	*Revised Nomenclature* table	As you type, the word will be completed from the *Revised Nomenclature* lexicon. Press the F5 key to see choices. You cannot add to the acceptable values.

CATALOGING METHODOLOGY

The National Park Service manages its museum collections using the Automated National Catalog System Plus (ANCS+), a Windows-based collection management system. ANCS+ is comprised of two modules: the Collections Management Module and the Archives Modules.[2] The Collections Management Module is the main module of ANCS+ and is used to record data about individually or lot-cataloged objects or about archival collections. The Archives Module is used to provide further description of an archival collection. In the Archives Module there are four basic levels of description: Collection, Series, File Unit, and Item. The Collection and Series levels can be further divided into Sub-collections, Sub-series, Sub-sub-collections, Sub-sub-series, and so on. At the Item Level there are five different screens, one for each of the five different document forms[3]:

- Architectural (for item[s] categorized as Architectural Drawing or Architectural Photograph)
- Cartographic (for item[s] categorized as Aerial Photograph, Cartographic, or Map)
- Moving Images (for item[s] categorized as Motion Picture, Moving Images, Videorecording, or Sound Recording[4])
- Photograph (for item[s] categorized as Photograph or Slide)
- Record (for item[s] categorized as Correspondence, Diary, Document, Log Book, Manuscript, Record, or Scrapbook)

Records entered into the various levels in the Archives Module are connected hierarchically through a numbering system. In addition, data in the Collection Module can be linked to data in any level of the Archives Module. In the simplest situation, an archival collection will be cataloged with one record in the Collections Management Module and then described in the Archives Module in a Collection Level screen and in other screens as applicable. In some cases, however, collections have not been cataloged in lots based on provenance. Instead, a collection may have been cataloged at the series level, file unit level, or even item level. In some cases, a collection may have been cataloged at the collection level and there may be a few items which were cataloged individually as well. Each of these scenarios, as well as almost any conceivable situation, can be accommodated in the Archives Module.

Frederick Law Olmsted National Historic Site's archival collection is comprised of textual records, drawings and maps, and photographic images created primarily by the various incarnations of the Olmsted firm and the National Historic Site. Types of textual records include correspondence, planting lists, reports and personal papers. Also of significance are the graphical portions of park's collections, such photographs and photograph albums, lithographs and framed objects. The greatest mass of resources available from FRLA is a collection of plans and drawings, significant as the firm's (and the park's) greatest collection of records relating to Olmsted-designed spaces.

Of importance to these cataloging efforts, other institutions hold a great deal of archival materials relating to the Olmsteds and their work. Namely, the Library of Congress holds

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[2] Some parks use a third module, the Archeology Module.
[3] If an item cannot be categorized under any of the terms listed below in parentheses after each document form, new terms can be added by pressing F5 and then pressing INS.
[4] This category must be added by pressing F5 and then pressing INS. Use this category for recorded oral histories.

correspondence of the firm predating 1950, which was donated to the United States by the firm, while Harvard University's Loeb Library maintains an important J. C. Olmsted collection. Additionally, many smaller repositories across the country hold materials germane to particular projects associated with a particular institution and relevant to the greater body of Olmsted research. The work cataloging these materials at various sites helps build the Olmsted Research Guide Online.

This cataloging Standard Operating Procedures Manual provides instructions for how to catalog the job photograph albums held at FRLA. This collection consists of approximately 1,320 albums and envelopes containing almost 46,000 photographs relating to some of the approximately 5,000 landscape architecture and design projects implemented, planned for or even considered by the firm. As with nearly every work-related Olmsted document, the albums are organized by job number, and this order has been maintained in cataloging.

The ANCS+ catalog system is best understood when a case study is reviewed. Here is the overall system by which the photograph albums will be cataloged:

1. <u>Collections Management Module</u>: As determined by FRLA staff, sets of archival records owned by FRLA are assigned catalog numbers and described as lots in records in the Collections Management Module. In addition, when an archival collection is described in more detail in the Archives Module, data in a Collections Management Module record will match data in a record in the Archives Module.

2. <u>Archives Module</u>: Sets of archival records at Olmsted National Historic Site will be described in more detail in the various screens[5] of the Archives Module. In addition, data in a record in the Archives Module will match data in a Collections Management Module record.

    a. <u>Collection Level Screen -- Record Groups</u>: An entire group of records will be described in a Collection Level screen. For example, the records produced by the various incarnations of the Olmsted firm will be described in a Collection Level screen as "Frederick Law Olmsted (FLO), the Olmsted Brothers and the Olmsted Associates Records" (collection number 2001). FRLA staff will create this record. (Please note that a Collection Level record must be linked to the Sub-collection Level record and to the appropriate Series Level and Item Level records. The collection number, in this example "2001," enables these connections to be made.)

        b. <u>Sub-Collection Level Screen</u> — <u>Types of</u> <u>Record Groups</u>: The records produced in the process of doing the work of the Olmsted firm will be described in Sub-collection Level screens. For example, the records produced by the firm that relate to the actual work of landscape architecture and design will be described in a Sub-collection Level screen as "Landscape Design Records" (collection number 2001.001, where "2001" is the collection number and ".001" is the sub-collection number). FRLA staff will create this record. (Please note that a Sub-collection Level record must be linked to the Collection Level record and to the appropriate

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[5]As described above, the six basic screens are Collection, Sub-collection, Series, Sub-series, File Unit, and Item.

Series Level and Item Level records. The collection number, in this example "200 1.001," enables these connections to be made.)

c. <u>Series Level Screen</u> — <u>Document Types</u>: The types of records produced by the firm in the process of their business will be described in a Series Level screen. For example, broadly, the photographic records produced by the firm will be described in a Series Level screen as "Photographic Materials" (series number 2001.001/007, where "2001" is the collection number, ".001" is the sub-collection number, and "/007" is the series number.) FRLA staff will create this record as well. (Please note that a Series Level record must be linked to the Collection Level and Sub-collection Level records and to the appropriate Sub-series Level and Item Level records. The collection number, in this example "200 1.001/007," enables these connections to be made.)

d.   <u>Sub-Series Level Screen — More Specific Document Types</u>: Different types of photographic document produced by the firm will be described in a Sub-series Level screen. For example, the photo albums produced by the firm for their projects will be described in a Sub-series Level screen as "Job Photograph Albums" (sub-series number 2001.001/007.001, where "2001" is the collection number, ".001" is the sub-collection number, "/007" is the series number, and ".001" is the sub-series number. FRLA staff will create this record. (Please note that a Sub-series Level record must be linked to the Collection Level and Sub-collection Level records and to the appropriate Series Level and Item Level records. The collection number here, "2001.001/007.001" enables these connections to be made.) In addition, catalog numbers will be assigned at the Sub-series Level. For example, the job photograph albums produced by the firm will be described in a Sub-series Level screen, as stated above, and additionally will be assigned an individual catalog number in the Collections Management module. Consequently, the photo albums will be described as a lot in two places: in the Collections Management Module and in a Sub-series Level record in the Archives Module.

e.   <u>File Unit Level Screen -- Folders</u>: In each collection, containers are described in File Unit Level screen. For example, each photograph album will be described in a File Unit Level screen. In this case, the title will be taken directly from the album cover, and generally be comprised of three pieces of data: 1) the project name, 2) the project location and 3) the Olmsted-assigned job number. For example, a folder will be described in a File Unit Level screen as "#127 Estes Park, Colorado" (file unit number 00127, 01, where "00127" is the job number and "01" is the folder number.) Individual catalogers will create these records. (Please note that a File Unit Level record must be

linked to the Collection Level and Sub-collection Level records and to the appropriate Series Level and Item Level records. The collection number, in this example "2001.001/007.001" enables these connections to be made.)

      f. <u>Item Level Screen -- Individual Items</u>: At some future point, individual items may be described in individual records in Item Level screens. For example, each photographic print contained within a job photograph album could be described in an Item Level screen as "Photograph" (item number 2001.001/007.001-00127, 0l#17). Catalogers would create these records. (Please note that an Item Level record must be linked to the Collection Level and Sub-collection Level records and to the appropriate Series Level and File Unit Level records. The collection number, in this example "2001.001/007.001-00127,01" enables these connections to be made.)

GENERAL RULES FOR CATALOGING

1. Enter data in upper case, unless otherwise noted.

2. Be sure to follow field definitions exactly.

3. Record only known data; any assumed information should be indicated with brackets.

4. When specific details or exact identification is not available, more generic terminology should be used that makes it clear that the data and/or identification is not necessarily exact. It is better to leave a field blank than to give incorrect information that future users of the records may not doubt.

5. Use a question mark (?) if you are unsure about an entry. For example, in the object date field, enter "1913?."

6. When transcribing something that is illegible, enter "[ILLEG]" in place of the illegible letter(s) or word(s).

7. Bring pertinent information to the attention of the project lead as soon as possible.

8. Each cataloger should make hard drive backups of his or her database at least every day. Make a backup onto a zip disc once a week. Be sure to date your zip disk backups in order to maintain older copies and prevent the possibility of copying corrupted data over uncorrupted backups. Use labels to identify the discs as yours and to date your backups. In addition, every two weeks each cataloger should provide a current backup on disc to the project lead.

FILE UNIT SCREEN FIELD-BY-FIELD INSTRUCTIONS

Fields are listed in the order in which they appear on the data entry screen. Although there are specific instructions provided below, remember that field help is available within ANCS+ and always ask questions if you're unsure about anything. To access field help, press Ctrl and Fl while the cursor is on the field for which the instructions are needed.

Create records in the File Unit Level screen for each folder following these instructions:

1. Unless you are already in the Archives module, from the Main Menu select the Archives and Manuscript Collections icon.

2. Choose "Catalog" from the Archives and Manuscript Collections menu.

3. To add a new record, press the + button on the tool bar or the F9 key or select "Add" from the Edit menu. Be sure you are creating a File Unit record.

4. Enter data following the field-by-field specifications listed below.

Or, alternately, you can copy a recently completed record by choosing "Copy" from the "Edit" pull-down menu and edit the newly created record. Remember to make all necessary changes from one record to another.

File Unit Number (File Unit#➤) (straight entry field): Accepts letters, numbers and punctuation in any combination, but requires a standard format. A file unit is an organized unit (album, folder, etc.) of documents grouped together either for current use or in the process of archival arrangement. It describes a grouping of materials. Olmsted National Historic Site has developed an outline of its archival collections with associated numbers to be used in the Collection Number. This collection number, along with the Olmsted-assigned job number, comprise the file unit number. Job numbers should be pre-filled with zeroes to create a five-digit number.

ENTER:
00171, 01 for job number 171, album 1
01112, 12 for job number 1112, album 12
04138, 06 for job number 4138, album 6

Collection Number (Collect#➤) (straight entry field): Accepts letters, numbers and punctuation in any combination, but requires a standard format. Includes the following numbers as appropriate to the particular situation: the Collection number, separated from the Series number by a forward slash (/), and the File Unit number, separated from the Series number by a hyphen (-). A period (.) defines sub-collections, sub-sub-collections, sub-series, sub-sub-series (and so on). The collection number links all the levels of a collection and appears on the screen for all records in the collection. Please note that the collection number is not necessarily the same as the catalog number. Also, if Item level records are assigned, the Collection/Series-File Unit number string may not exceed 20 characters.

Olmsted National Historic Site has developed an outline of its archival collections with associated numbers to be used in the Collection Number, and File Unit Number fields. See Appendix B for this outline titled "FRLA Archival Numbering System (for use with the Collection Number, Series Number, and File Unit Number fields)." For the photo albums produced by the Olmsted firm (FRLA 99999), enter **2001.001/007.001,** which breaks down as follows:

2001 is the collection number (records of the Olmsteds and the firm; described in a Collection Level Screen as "Olmsteds and Olmsted Associates Record Group")
.001 is the sub-collection number (Landscape Design Records; described in a Sub-Collection Level Screen as "Landscape Design Records")
/007 is the series number (photographic materials produced by the Olmsteds and the firm; described in a Series Level screen as "Photographic Records")
.001 is the sub-series number (job photo albums produced by the Olmsteds and the firm; described in a Sub-series Level screen as "Job Photograph Albums")

ENTER:
2001.001/007.001

Category (Category✓) (user-built table -- F5): Enter the type of item housed in the folder. This is the general material designation. The record screen format will appear for the following item types: manuscript, diary, logbook, scrapbook, correspondence, and document. The architectural record screen will appear for architectural drawing and architectural photograph. The photographic screen format will appear for photograph and slide. The cartographic screen format will appear for map and aerial photograph. The moving images screen format will appear for motion picture and videorecording. The photo albums produced by the Olmsteds and the firm, regardless of actual materials included, will be categorized as photos.

Example:
PHOTOGRAPH.

Location (Location▭) (memo field/history tracking field): Enter the location of the materials, all capitals.

Example:
FRLA **PHOTO ARCHIVES**

Catalog Number (Cat Nbr➤) (3-part 12-character field): Enter the catalog number for the collection to which the items within the folder belong. FRLA staff will create a catalog record in the Collections Management Module. Instructions for entering a catalog number:

a.   The first part is the four-letter park acronym, in the form of "AAAA." Enter **FRLA.**

b.   Leave this space blank if the park has only one museum collection. If the park has different units that have separate accession and catalog systems, enter a

museum collection designation in the form of a letter, for example, A, B, C. Only a few parks will use such a designation. Leave **blank.**

    c.   The third part is the unique sequential number assigned to a collection, for example, 999999. Enter **99999.**

For example: "SAFR 23" or "COLOJ345" (the Colonial number contains a "J" as a designation for the Jamestown museum collection).

ENTER:
FRLA 99999

Accession Number (Access Nbr➢) (3-part 10-character field): Enter the accession number for the collection to which the items within the folder belong. FRLA staff will create the accession record in the Collections Management Module. Instructions for entering an accession number:

    a.   The first part is the four-letter park acronym, in the form of "AAAA." Enter **FRLA**.

    b.   The second part is a hyphen, which distinguishes the accession number from the catalog number. If the park has different units that have separate accession and catalog systems, enter a museum collection designation in the form of a letter, for example, A, B, C in place of the hyphen. Only a few parks will use such a designation. The Chief Curator must approve the designation. Review requests to use a designation with the SO curator. Send requests in writing to the Chief Curator, Museum Management Program, Cultural Resources Stewardship and Partnership Programs. Enter a hyphen (-).

    c.   The third part is the 5-digit identification number assigned to an accession, for example, 99999. Enter **00004.**

ENTER:
FRLA-4

Item Title (Title▢) (Memo field -- F12 to expand): Enter title directly from the album label, all in capitals. Typically, this information will include job number, job name and job location, but may include more specific subject content information, especially in the case of non-job related materials. If there is no discernible title information on the folder, it should be extrapolated from the contents and bracketed to designate the information as created by the cataloger.

ENTER:
JOB #39 ALLEGHENY CEMETERY, ALLEGHENY, PA
[JOB #185 MR. G.T. FULFORD, BROOKVILLE, ONTARIO]

Additional Accession Numbers (Addl Acc#▢) (Memo field -- Fl2 to expand): Leave **blank.**

Dates (Dates☐) (memo field -- F12 to expand): Enter the dates or date range for the materials in the photo album.

ENTER:
1901
1900-1925

Extent (Extent꙰) (formatted memo field -- F5 to expand into three subfields Count➤, Extent☐, and Type of Units✔ separated by an underline): In the "Count" field, indicate the number of images (or items, for brochures or monographic materials) in the container. In "Type of Unit", choose from the available options for type of measurement. Any additions to this should be done only in consultation with the project manager.

ENTER:
[Count]30 __[Extent] __[Type of Unit]IMAGES

Specific Material Designation (Sp Matl [AAT]) (user-built, stacked table that links to the AAT -- F5): From the available list, choose the type of document found in the container, usually photo album, although occasionally monographic items or brochures can be found in the collection.

ENTER:
PHOTOGRAPH ALBUMS
MONOGRAPHS

Physical Description (Phys Desc☐) (memo field -- F12 to expand): Leave **blank.**

Physical Characteristics (Phys Char) (formatted memo field -- F5 to expand into seven subfields Conditions✔, Specific Inf.☐, Dimensions☐, Scale☐, Technique✔, Medium✔, and Supports✔): Describe the physical chararcteristics of the documents, describing the general and specific condition of the materials.
Condition (autofill field: Excellent, Good, Fair, Poor): Describes general condition
ENTER:
GOOD

Specific Information (memo field): Describes specific contents of containers, including number of photographs, prints, postcards, lithographs and other.
ENTER:
1 PHOTOGRAPH ALBUM WITH 30 IMAGES. ALSO INCLUDES TYPED LIST OF IMAGES.
1 ENVELOPE WITH 2 LOOSE PHOTOGRAPHS.

Dimensions (memo field): Describes size of container holding documents, in centimeters.
ENTER:
H 33.0, W 40.5 CM
For standard-sized acid free envelopes, ENTER:
H38.9,W31.1 CM

Creator (Creator📂 Button) (user-built stacked table -- F5)*:* Include any photographers credited in the document with creation of images. Names not already included in the "Creator" table may be added.

Summary Note (Summ Note🗀) (memo field -- F12 to expand): Note any items of interest to researchers, such as cross references, or mislabeled photo albums.

Job Number (Job No.〰) (formatted memo field -- F5 to expand): After expanding the field to bring up the multi-field "Job Table" screen, enter the job number, hit tab and the rest of the fields will auto-fill. The cataloger may be required to choose from a sub-table of choices within a particular job number.

Associated Materials (Assoc Matl🗀) (memo field -- F12 to expand): Leave **blank.**

Purpose (Purposes✓) (user-built table -- F5): Enter the reason for which the item was created. Since the photograph albums were created as records of the firm's work, their initial purpose would have been documentary.

    ENTER:

    RECORD DOCUMENTS

Identified By (Ident. By☑) (user-built table; links to Name and Address database): Enter the name of you, the cataloger.

    ENTER:
    QUINLAN, SHERENE

Supplemental Records: Ignore.

Processed By **(Proc By〰)** (formatted memo field -- F5 to expand into two subfields Processed By🗀 and Processing Date➤.) For the name of the person who processed the contents of the folder. Leave **blank.**

May 13, 1999

FREDERICK LAW OLMSTED NATIONAL HISTORIC SITE ARCHIVAL HOLDINGS[1]

Prepared by the Northeast Museum Services Center
Charlestown Navy Yard, Building I, Charlestown, MA 02129

ANCS+
Collection
<u>Number</u>   <u>Collections Hierarchy</u>

1000   FRLA Non-NPS Personal Papers
1001   1. Frederick Law Olmsted, Sr. (1822-1903)
1002   2. John Charles Olmsted (1852-1920)
1003   3. Marion Olmsted (1861-1948)
1004   4. Frederick Law Olmsted, Jr. (1870-1957)
1004/001   1. Frederick Law Olmsted, Jr. Travel Photographs, 1892
1005   5. Olmsted Family
1006   6. Harry D. Perkins (1872-1977)
1007   7. James Frederick Dawson (1874-1941)
1008   8. Henry Vincent Hubbard (1875-1947)
1009   9. Theodora Kimball (Hubbard) Card Files, c. 1920-1923

2000   FRLA N0N-NPS ORGANIZATIONAL ARCHIVES
2001   Frederick Law Olmsted Sr., Olmsted Brothers, and Olmsted Associates Records   (Collection)
2001.001   I. Landscape Design Records   (Sub-Collection)
2001.001/001   1. Plans and Drawings, c. 1847-1979; bulk 1882-1970   (Series)
2001.001/001.02848   Washington Monument Garden/Grounds   (Sub-Series)
2001.001/001.07339   Turnbull Heights, Inc.   (Sub-Series)
2001.00 1/001.07661   Arthur G. Chase   (Sub-Series)
2001.001/002   2. Planting Lists, 1884-1962   (Series)
2001.001/003   3. Correspondence, 1872-1980; bulk 1928-1948   (Series)
2001.001/003.001   1. California Office Correspondence, 1928-1938
2001.001/003.002   2. Western Office Correspondence
2001.001/003.003   3. Post-1949 Correspondence, 1872-1949; bulk 1949-1980
2001.001/004   4. Palos Verdes Records, 1920-1950
2001.001/005   5. Fort Tryon Records, 1930-1970 *Privacy Act*
2001.001/006   6. Specifications and Contracts, 1939-1968
2001.001/007   7. Photographic Materials
2001.001/007.001   1. Job Photograph Albums, 1867-1978
2001.001/007.002   2. Nitrate Negatives, c. 1867-c. 1978
2001.001/007.003   3. Glass Plate Negatives, c. 1900
200 1.001/008   8. Lithographs, 1877-1979
200 1.001/009   9. Records and Reports, 1857-1954
2001.001/010   10.
2001.001/010.001   1. Landscape Design Associated Records, 1866-1979
2001.001/010.002   2. John Charles Olmsted's Reports of Visits, 1913-1915
2001.001/010.003   3. Soil Surveys, 1911-1940
2001.001/010.004   4. Lantern Slides, **c.** 1897-1925
2001.00 1/010.005   5. Miscellaneous Photographs, c. 1900

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[1]Collection and series information from *Collection Description for Olmsted NHS World Wide Web Site* (June 22, 1998).

3000 FRLA Assembled Collections

4000 NPS Resource Management Records, Frederick Law Olmsted National Historic Site

**COLLECTIONS HIERARCHY TO BE USED IN CATALOGING
OLMSTED-RELATED MATERIALS IN ANCS+**

ANCS+
Collection
<u>Number</u>   <u>Collections Hierarchy</u>

1000   Personal Papers
1001   1. Frederick Law Olmsted, Sr. (1822-1903)   (Collection)
1002   2. John Charles Olmsted (1852-1920)   (Collection)
1003   3. Marion Olmsted (1861-1948)   (Collection)
1004   4. Frederick Law Olmsted, Jr. (1870-1957)   (Collection
1005   5. Olmsted Family   (Collection)
1006   6. Harry D. Perkins (1872-1977)   (Collection)
1007   7. James Frederick Dawson (1874-1941)   (Collection)
1008   8. Henry Vincent Hubbard (1875-1947)   (Collection)
1009   9. Theodora Kimball (Hubbard) (1887-1935)   (Collection)
2000   ORGANIZATIONAL ARCHIVES

2001 Frederick Law Olmsted Sr., Olmsted Brothers, and Olmsted Associates Records(Collection)
2001.001   I. Landscape Design Records   (Sub-Collection)
2001.001/001   1. Plans and Drawings, c. 1847-1979; bulk 1882-1970   (Series)
2001.001/002   2. Planting Lists, 1884-1962   (Series)
2001.001/003   3. Correspondence, 1872-1980; bulk 1928-1948   (Series)
2001.001/004   4. Palos Verdes Records, 1920-1950   (Series)
2001.001/005   5. Fort Tryon Records, 1930-1970 Privacy Act   (Series)
2001.001/006   6. Specifications and Contracts, 1939-1968   (Series)
2001.001/007   7. Photographic Materials   (Series)
2001.001/008   8. Lithographs, 1877-1979   (Series)
2001.001/009   9. Records and Reports, 1857-1954   (Series)
2001.001/010   10. Landscape Design Associated Records, 1866-1979   (Series)
2001.001/011   11. Models, c. 1920-c. 1940   (Series)
2001.00 1/012   12. Stone and Construction Material Samples, c. 1940   (Series)
2001.002   II. Reference Collections   (Sub-Collection)
2001.002/001   1. NAB NAC, 1817-1972; bulk 1910-1929   (Series)
 200 1.002/002   2. European Photographs, c. 1857-1928   (Series)
2001.002/003   3. Planting Department, 1846-1975   (Series)
2001.002/004   4. Maps, 1852-1973   (Series)
2001.002/005   5. Atlases, 1884-1952   (Series)
2001.002/006   6. Library, 1839-1979   (Series)
2001.003   III. Administrative Records   (Sub-Collection)
2001.003/00 1   1. Directories, c. 1900   (Series)
 200 1.003/002   2. Billing Records, 1874-1957   (Series)
2001.003/003   3. Bank Records, c. 1900-1950   (Series)
2001.003/004   4. Corr., Telegram, and Telephone Log Books, 1954-1980   (Series)
 200 1.003/005   5. Ledgers and Accounting Records, 1890-1964   (Series)
2001.003/006   6. Personnel Records, 1892-1972 Privacy Act (Series)
2001.003/007   7. Olmsted Office Finding Aids, 1860-1980   (Series)
 200 1.003/008   8. Administrative Associated Records, 1883-1979   (Series)
2001.003/009   9. Exhibits and Public Relations, 1857-1972 (Series)
2001.003/010   10. Ephemera, c. 1900-c. 1980   (Series)

3000   Olmstediana Assembled Collections

INSTRUCTIONS FOR MAKING BACKUPS OF THE REGISTRATION DATABASE

Each cataloger should make hard drive backups of his or her database every day and zip disc backups once a week. Be sure to date your zip disk backups in order to maintain older copies and prevent the possibility of copying corrupted data over uncorrupted backups. Use floppy disk labels to identify the floppies as yours and to date your backups. In addition, every two weeks, each cataloger should provide a current backup zip disc to the project lead.

A. GET INTO ANCS+:
1.   Turn on the computer.
2.   From windows, select the ANCS+ icon.
3.   Enter your login name and password on the System Login Security screen. Click on **OK.**

B. BACKUP DATABASE DIRECTORY ONTO THE HARD DRIVE ON YOUR COMPUTER:
1.   Click on the **Utilities** button.
2.   Click on **Data backup control.**
3.   Click on **9) Full directory backup** with your mouse.
4.   Click on **Start Backup** button.
5.   On the "Select Directory" screen, scroll down to the directory you want to back up. For example, arlocjs. (This is the directory where the records you're cataloging are stored.)
6.   Click on the **Select** button.
7.   On the second "Select Directory" screen, click on the Select button. The default is to send the backup file to c:\rediscov\backup.
8.   Press any key to start the backup. An MS-DOS screen will appear which shows the files being compressed.
9.   When the backup is finished, "Finished – pkzip" will appear in the top left line of the screen. Close the screen by clicking on the X in the upper right corner of this screen.
10.   Press any key twice to continue.
11.   It will automatically return to the Utilities menu. If there is more than one directory to backup, repeat steps 2-10 for each directory.

        Naming conventions for backup files:
        ARdirectory_name.ZIP   backup for archives module
        directory_name.ZIP   backup for cultural resources
        directory nameNH.ZIP   backup for natural history

12.   When finished, click on **Exit**.

C. COPY BACKUP FROM YOUR COMPUTER ONTO A ZIP DISK:
1.   Exit ANCS+.
2.   Go into Windows Explorer.
3.   Insert a Zip disk into the Zip drive on your computer.
4.   Open the folder where the backup file is stored: Double click on the Rediscov folder. Double click on the **Backup** folder. Your backup file(s) should appear on the right side of the screen.
5.   Click and drag each backup file to the Zip drive.

D. DOUBLE CHECK THAT THE FILES WERE COPIED:
While in Windows Explorer, double click on the Zip drive to see if the files were copied to the zip disk.

E. LABEL THE ZIP DISK:
Example: Backup of John Smith's archives directory.

John Smith LOC corr. 09/07/2000 ARLOCJS.ZIP

Instructions for Restoring an ANCS+ Backup File

If you want to replace all files in a directory that already exists, go to step B. Restoring a backup file will overwrite the existing files within the directory. If you do not want to overwrite existing files, begin with step A to create a new directory with a different name.

A. CREATE A DIRECTORY IN ANCS+ TO RESTORE THE BACKUP FILE:
1. From windows, select the ANCS+ icon.
2. Enter your login name and password on the System Login Security screen. Click on **OK.**
3. Click on the **Utilities** button.
4. Click on **Create new directory**.
5. Enter new directory name (same as directory name from backup). Example: LOCJS
6. Choose to create a cultural resource, natural history, or archives directory, as appropriate for the file being restored.
7. De-select the Run ANCS Conversion option.
8. Click the **OK** button. The new directory will be created.

B. COPY THE FILE FROM THE ZIP DISK TO YOUR COMPUTER:
1. Exit ANCS+.
2. Go into Windows Explorer.
3. Open the folder where the backup file will be copied to: Double click on the Rediscov folder. Double click on the **Backup** folder.
4. Double click on the Zip drive. Your backup file(s) should appear on the right side of the screen.
5. Click and drag each backup file from the Zip drive to the Rediscov Backup folder.

C. UNZIP THE BACKUP FILE IN DOS:
1. **Exit** Windows Explorer.
2. Double click on the MS-DOS icon in the "Start" menu.
3. Change the default: **cd c:\rediscov\fxp.win**
4. At the prompt, type: **pkunzip c:\rediscov\backup\park.zip c:\ -d**
            Insert the name of the zipped backup file you want to restore in place of
            park.zip. Examples: TTO.ZIP
5. At the "File Exists, Overwrite?" query, press **A** for "all."
6. Close the screen by clicking on the X in the upper right corner of this screen.

The files will be extracted to the appropriate directory, and will overwrite the existing files within the directory. When you re-enter ANCS+, the directory and all its data will be ready to use.

NCPTT Grant Final Report
Attachment 3
Olmsted Archives Photograph Albums
List of slides included with final report

List of Slides Included with Final Report

1. "Greensward Plan, Southern Half", Central Park, New York

2. Photograph of the Riverway, Boston, Massachusetts

3. Photograph of Volunteer Park, Seattle, Washington

4. Photograph album storage at Olmsted National Historic Site

5. Screenshot of Olmsted Research Guide Online (ORGO) ANCS+. Photograph album cataloging screen

6. Screenshot of Olmsted Research Guide Online (ORGO) ANCS+ Correspondence cataloging screen