

Re:discovery Proficio Database Manual

University of Colorado Museum of Natural History Anthropology Collections

CATALOGING PART RECORDS

Part Records refers to how various pieces, sets, and groups of objects should be numerically cataloged into the database. This Protocol is designed to help you decide whether items will be cataloged in a single record that contains component parts, or whether the objects will be cataloged as split records with individual entries in the database. Note that many objects that are accessioned or cataloged together will be neither, and may instead be “associated” or “related.” Related Objects and Associations are fields within catalog records and will relate objects after their numeric cataloging has been decided. Read the following protocol completely to determine the relationship of the objects you will catalog.

[Component Parts](#): pieces that constitute a single whole object

[Set Parts](#): objects that are a part of a single, distinct idea but individual objects; a set of objects

[Related Objects](#): Objects that have an inherent relationships, including all split records sets.

[Associations](#): Groupings of object records with abstract relationships, often based on context

It may help you to consult the [Decision Tree](#) for Lots, Components, and Sets.

New Catalog Record Creation

For instruction on correcting and standardizing old records, see the section Standardizing Legacy Records.

Component Parts

Items will be deemed component parts if they are determined to be pieces of a *single whole*, such as a pair of shoes, parts of a single game, sword and scabbard, parts of a single item [broken pieces, lids and vessels], or human remains of a single individual. A single catalog record will be created to contain all component parts. Objects are designated as component parts of the whole when they cannot stand alone, when the items will be stored together, will be displayed together, and it is unlikely and inadvisable for the pieces to be separated for loans or conservation.

- 1. Numbering Component Parts:**The component parts of an object that has more than one element are all assigned a single catalog number followed by a distinguishing letter for each part. If something has more than 24 component parts, such as in a gaming set, double letters are then assigned, i.e. aa, bb, cc, up to zz. Tag each item individually whenever possible. Enter the range of component parts of the object as a range of **lowercase letters** or numbers separated by a dash with no spaces (e.g., “a-f”) in the **Component Parts field**.
 - a. Example: a pair of moccasins cataloged as 2016.01.10. This number goes in the **Object Number field** and “a-b” will be entered into the **Component Parts field** in the electronic record. The moccasins will be physically tagged as 2016.1.10a and 2016.1.10b.

2. **Storage Locations for Component Parts:** Because Component Parts should not be stored in separate locations, there should only be ONE location in the Storage Location field. This should indicate the CURRENT location of the components, whether it be in storage, staging, exhibition, or loan.
 - a. **Storage Location:** Enter the current location information per the instructions for [Storage Location](#) in the Protocol.
 - i. If component parts ever need to be separated physically [although the collections staff should make every attempt to avoid this], the different locations should be separated by *space* vertical bar *space* with each location only entered once no matter how many of the component parts may be there.
 1. Example: [REDACTED]
 - b. **Location Notes:** Briefly explain location change reason, such as “New PL,” or “Staging for exhibit.”
 - i. If component parts ever need to be separated physically [although the collections staff should make every attempt to avoid this], the notes section should be used to denote which parts are not in the permanent location and why.
 1. Example: “a-c in PL, d staged in Anthro lab for conservation.”
3. **Component Parts Supplemental:** The supplemental must be filled out for any object with component parts. Refer to the Cataloging protocol for instructions in filling out these fields. Every part must be listed individually. Do not list “ranges” of like parts. See the [Component Parts Supplemental](#) cataloging protocol.
4. **Associations for Component Part Records** – Associations are named groupings of records with abstract relationships. If the record with component parts will be included in an association under the Associations Tab, the Association will automatically link to the entire record. All component parts in the record, because they are parts of a single whole object, are part of the Association. Follow the [Association](#) standard instructions for associating the object record with another.
5. **Component Parts and Related Objects:** There will be cases in which objects with component parts also have related objects. See the Related Objects section in the cataloging protocol for examples.

Set Parts

When objects in a group are clearly related to a single ‘idea,’ but are not component parts of a single distinct whole, they will receive “split records.” Objects in these records may also be called “split sets” or “set records” or “split series.” This type of numeric cataloging indicates distinct objects that are able to stand alone as objects but are part of a clear set, such as the Samurai suit, the MHA suit, tea sets, etc. Each object in the split series will receive its own catalog record.

For example, a bow, quiver, and three arrows are accessioned. They are a ‘set’ that was intended to go together, but each of these are distinct objects that do not articulate, and will likely be utilized in

different ways at different times. In this example, split records would be created and each object would get its own record.

1. **Numbering Split Record Objects:** Each object in the series will receive the same accession number as well as the same catalog number [third trinomial]. However, each split record will receive a fourth numeral to denote the various parts.
 - a. In the bow, arrow, and quiver example above, each would receive the extra numeral distinction. Assuming an accession number of 2017.01 and a catalog number of 2, the records would be entered into the database as: Bow, 2017.01.2.1 | Quiver, 2017.01.2.2 | Arrow, 2017.01.2.3 | Arrow, 2017.01.2.4 | Arrow, 2017.01.2.5 Do not pad the fourth numeral with extra zeros unless necessary.
 - b. Each object will receive its own catalog record, description, and storage location in its record. **However, the description for each record should indicate its relationship regarding the other records.**
 - i. Example: “Wooden arrow shaft with metal point. The metal tip is triangular and barbed, and the wooden shaft is painted black. No fletching remains on the arrow shaft. Part of a set of three arrows and bow.”
 - c. Under most circumstances, when an accession has only one object the third trinomial is omitted from the object number. However, if all the objects in a single accession will be made into a single split series, the third and fourth numerals should BOTH be included. This is to avoid the split series looking like unrelated records in the database.
 - i. In these cases, place a Catalog Note in the [Catalog Note Supplemental](#) for each record in the split series: “This split record series represents the only objects in accession *insert accession numerals here*. The full trinomial is recorded for clarity.”
 - d. The number in the database should match the number on the object. The only difference should be the filler zeros that may be required in the catalog record.
 - i. See the [Numeral and Filler Zero Tree](#) for guidance.
2. **Split Records with Component Parts:** In some situations split records will also have component parts. Component part cataloging will be addressed within the relevant record(s) in the series. For example, the bow may have a detachable string; the bow string and bow would be component parts of the whole. Follow the [Component Parts](#) guide above to appropriately catalog these parts.
 - a. The object number for these component parts will retain their extra numeral, for example, 2017.01.2.1 will still be the number for “Bow.” However, the Component Parts field will contain “a-b.”
 - b. In the **Component Parts Supplemental Part ID** field, the full ID should be entered. Using the above example, the bow would be “2017.01.2.1a” and the bow string “2017.01.2.1b.”
3. **Related Objects under Split Records:** The Related Objects field is intended to demonstrate meaningful, inherent relationships between objects that have their own catalog records. All records in the split series will be listed as related to one another. See the Related Object protocol for instructions on how to use this field.

- a. The Authority Table for 'relationship' in the Related Object field includes the option "Set Part." This is the relationship that should be selected to relate all the records in the split series. Type the object number exactly as it appears in the database. Remember to list every other object in the set on each record.
 - b. Split Records may still have related objects outside of their own set. In the case that a split set that will be listed as related to an object outside of its set, the 'relationship' is NOT "Set Part." Determine what the relationship is between the set and other object.
 - i. It is vital that all parts of the series are listed as Related in these situations. For example, if a bow and arrow set are determined to be AFO's for a set of human remains, all split records for the bow and arrows must be listed as Related Objects for the human remains, and vice versa, as "Burial Component."
4. **Associations for Split Records:** Associations allow you to group individual catalog records based on abstract relationships. Objects with split records should not automatically be associated with one another in this way. Split records may be added to Associations where appropriate and helpful. Associations will be built more rarely, and records will generally be added to an Association after the cataloging process and after discussion with the collections manager.
- a. Remember to add all necessary individual records of a split record to the Association. Think critically about which objects represented in Split records belong in an Association, as it may not be all of the records.
 - i. For example, a tea set would be cataloged as split records. The tea pot may be included in the Association for a particular artist who painted the pot, but the unpainted cups and bowls would not be included, despite being in the same split series.

[Related Object](#) and [Association](#) full descriptions and protocols will be found in the Cataloging Protocol.

Consult the [Decision Tree](#) to determine if you are dealing with parts or split records.

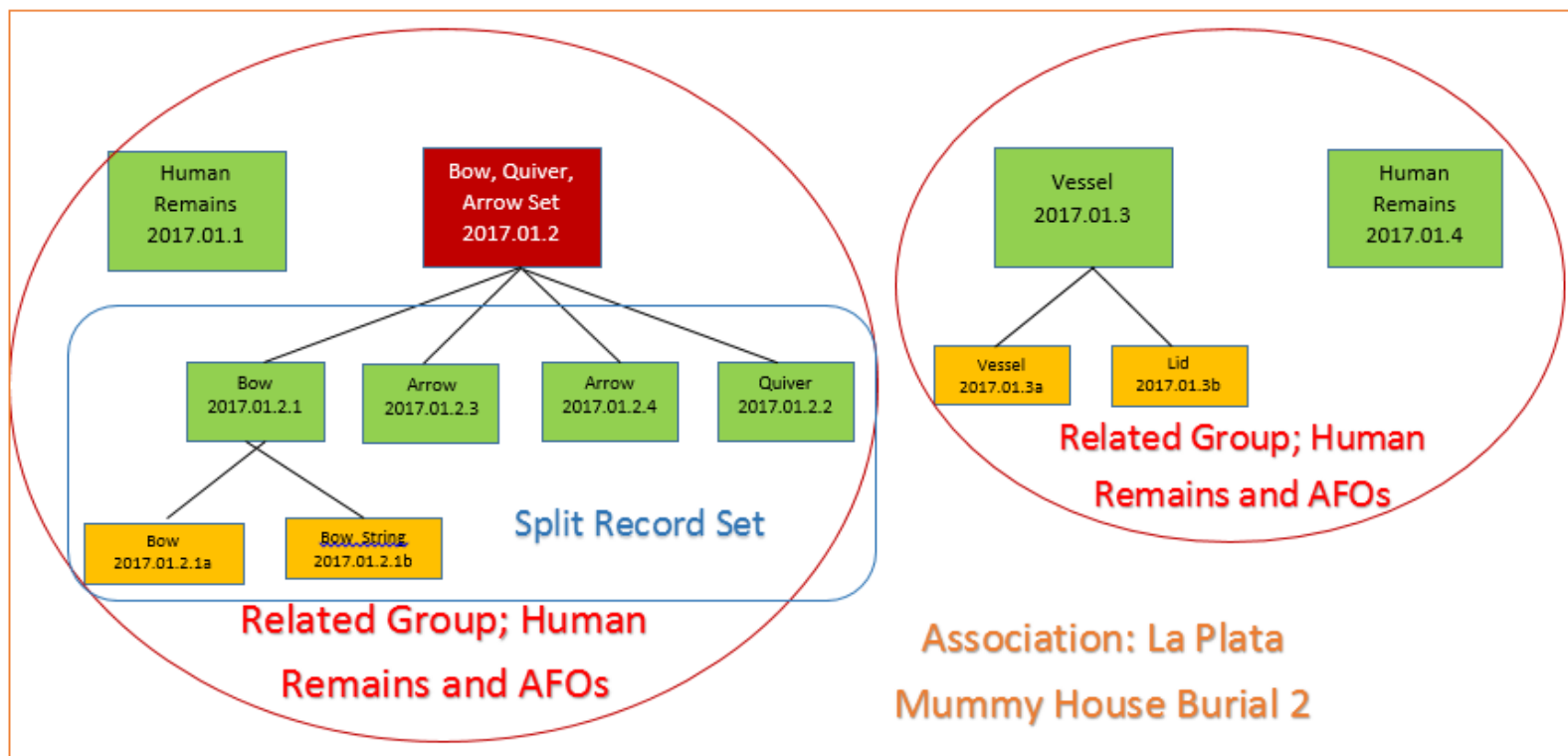
For a visual example of the relationships described above, consult the [Cataloging Relationships Map](#)

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Objects in accession [excavated from one designated burial]: Bow, Quiver, 2 Arrows, 2 sets of Human Remains, ceramic Vessel with lid

Accession:
2017.01

Object Relationships
Map



= Individual Catalog Record

= Component Parts Within a Record

= NOT a Catalog Record

= Objects in a Split Record Set

= Related Group, all objects listed as "related" to one another

= Records in an Association

