**Archives Cataloging Additions**

30MAR15 AV; rev8JUN15

**CallNo.s for: Genealogy / Local history / Local memories**

Local history by geographical area = F232/F234 (Virginia)

Subject = local/general geographic

Add subdivision: $x History

Add subdivision: $x History $v Pictorial works.

Add subdivision: $v Biography

Add subdivision: $x Social life and customs.

Genealogy (local) = by geographical area = F232/F234 (Virginia)

Subject = local geographic

Add subdivision: $v Genealogy

Add subdivision: $v Biography

Personal name subject--add subdivision: $x Family.

Genealogy (not local) by Family = CS69/CS71

Subject = Authorized family name

Personal name subject--add subdivision: $x Family.

Local memories (not local history/genealogy) = F232/F234 (Virginia)

Subject = local/general geographic

add subdivision: $v Anecdotes.

(opt., add subdivision: $v Biography.)

Individual biography by geographical area = F232/F234 (Virginia

Subjects = local/general geographic & topical subject

add subdivision: $v Biography.

*(Optionally, class under topic)*

Biography by state = CT265 (Virginia)

Subject = local/general geographic

add subdivision: $v Biography.

**Archives -- Loose material inserted**

Including: newspaper clippings, letter from author

Tipped-in by donor = retain

(exception: canceled checks = remove and shred)

Loose = placed in pocket during processing

Notes: Add note about newspaper clippings, additional genealogical notes, photographs, and letters from author

500 : : Archives copy includes newspaper clippings.

Subjects: Add personal name subject when "letter from author" is retained

Add subdiv: $v Correspondence.

600 :10: <Author name> $v Correspondence.

(Do not create reciprocal correspondence subdiv for recipient of letter)

**Bibl note (500) for Archives collections/bookplates**

see: separate instructions

**Item (949 field) note for donor**

Add $o Note field with Symphony Item Note label name.

949 : : ... $o **.**DONOR**.** <donor name>

(Be sure to include a <space> after the final period of the label name)