**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)