## **Data Entry Guidelines**

1. Publications of the same nature in a folder should be entered with a bullet and the type of publication next to the bullet followed by a colon. Under that use dashes (indented 6 spaces) to indicate the title and date of each publication within the folder.

| EX: |
|-----|
|-----|

| 90 | 177 | Press Releases:  | 1956 |
|----|-----|--|------|
|    |     | - USDA dairy action, May 12, 1975  |      |
|    |     | - Summary of the national food situation<br>approved by the outlook and situation<br>board, May 16, 1975 |      |

2. The following are standard abbreviations that will be used in composing the finding aid. Note the space that is always between the period and the number, but not between the period and the letter.

| Ag.       | Agriculture, agricultural     |
|-----------|-------------------------------|
| C.R.      | <b>Congressional Record</b>   |
| Com.      | Committee                     |
| Cong.     | Congress, Congressional       |
| Corr.     | Correspondence                |
| H.J.      | Joint House                   |
| H.R. 1022 | House of Representatives Bill |
| Misc.     | Miscellaneous                 |
| N.        | Notebook                      |
| р.        | Page                          |
| P.L.      | Public Law                    |
| pp.       | pages                         |
| Q&A       | Question and answer           |
| Res.      | Resolution                    |
| S. 1022   | Senate Bill                   |
| Vol.      | Volume                        |

3. Under the file column at the beginning of a topic, which includes several folders, indicate the file folder numbers included in that topic. **EX:** 

|    | -•    |                               |  |             |
|----|-------|-------------------------------|--|-------------|
| 90 | 87-94 | Animal Welfare Act<br>of 1975 | Copies of amended bill H.R. 5808,<br>Resolutions, changes in H.R. 5808 and related<br>bill recommended in hearings | 1974-<br>75 |

Baylor Collections of Political Materials Waco, TX Fall 2002 4. When entering files that were originally stored as notebooks make sure to indicate this under the topics column with a dash and the letter N after the topic heading, and also indicate the notebook number if provided. In the description column label major divisions of the notebook with bullets and subdivisions with dashes.

| EX |     |               |                  |      |
|----|-----|---------------|------------------|------|
| 91 | 197 | Farm Bill- N# | • Part 1         | 1959 |
|    |     |               | - Food for peace |      |
|    |     |               | - Budget         |      |
|    |     |               | - Commodities    |      |
|    |     |               | - Farm Income    |      |
| 91 | 198 |               | • Part 2         | 1959 |
|    |     |               | - Live stock     |      |
|    |     |               | - Personnel      |      |
|    |     |               | - Price support  |      |
|    |     |               | - Soil bank      |      |

5. If a folder contains material from several different years, then begin with the earliest material in the description column and proceed to enter the rest of the material in chronological order.

| T137 |   |
|------|---|
| HX   | ٠ |
|      | ٠ |

| 89 | 140 | Commidity Futures<br>Trading<br>Commission<br>(CFTC) Act | <ul> <li>Commodity Exchange Act as amended: rules<br/>and regulation of secretary of agriculture<br/>promulgated thereunder, June 1, 1955</li> <li>Introduction to corn futures, July 1970</li> </ul> | 1955,<br>1970,<br>1973 |
|----|-----|--|---|------------------------|
|    |     |  | <ul> <li>International Monetary Market Quarterly<br/>Review, Summer 1973</li> </ul>   |                        |

- 6. No matter what type of material you find, if it has a specific date (month, day, and year) then always include it in your description.
- 7. Unless they are explicitly within the title, do not use articles (a, an, the) when typing up the finding aid. This will save time and space. **EX:**

WrongA copy of an article from the 88th CongressChange toCopy of article from 88th Cong.

8. DO NOT place periods at the end of your description because the descriptions are only fragments of sentences.

Baylor Collections of Political Materials Waco, TX Fall 2002 9. Become familiar with the "find and replace" editing tool, along with the other Microsoft word shortcut tools

## Find Text

On EDIT menu click FIND. In FIND WHAT box, enter the text you want to search for, then click FIND NEXT.

## **Replace Text**

On EDIT menu click REPLACE. In FIND WHAT box, enter the text you want to search for and then in the REPLACE WITH box, enter the replacement text. You then have the option to click either FIND NEXT, REPLACE, or REPLACE ALL.

## EX:

Find : HR Replace with : H.R.

10. Publications sent to cataloging should be indicated in the finding aid accordingly by the guidelines regarding data entry of publications, and also the word "bearcat" in parentheses after the title. This instructs the researcher to go online in order to find the publication's call number and location in the library's collection.

| EX  | :   |       | -   |      |
|-----|-----|-------|---|------|
| 200 | 140 | China | • Report on the visit of the young political<br>leaders delegation to the People's Republic of<br>China by Paul A. Cohen of the National<br>Committee on United States-China Relations,<br>Inc. (bearcat) | 1978 |

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