



**North West Kent Family History Society.**

**Library Master Catalogue.**

**Aims, Purpose and Method Report.**

**Library Master Catalogue system.**

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# North West Kent Family History Society.

## Library Master Catalogue.

### Introduction.

The database of the NWKFHS catalogue has grown over a number of years and under different Librarians and Library helpers. This is an effort to understand the current needs for the catalogue and the use it will be put too and designing a new Catalogue meeting the Society's needs. In doing so we hope to develop and record in this report the system that is finally accept and agreed.

### Purpose.

There are three principal purposes for the catalogue.

1. Administration. To record the stock of the library and where it is held. There are four places the stock may be located:- Summerhouse Drive the library = SUM, Bromley Branch = BBR, Dartford Branch = DBR and Sevenoaks Branch = SBR. Once a list is available it would also be possible to value the stock.
2. Use at Library. To provide a search facility and give a printed copy of the catalogue by 'type' or 'topic' headings.
3. Use on the Web site. To Provide a printable catalogue in a preferred (agreed) order as a pdf file that can be downloaded and searched as necessary without specialist software.

### Method Statement.

#### Database.

The database is written in ACCESS and is currently(2011) is formed by 19 fields that recognise the book, CD, DVD or microfiche and their title, author and publisher. It also recognises its location and records its stock status i.e. 'in stock', 'on loan' or 'missing'.

The fields used for the database in its final form are listed in Appendix 2, sheet 1.

These fields are to be used for the administrator and user search facilities for both administration and research purposes. It is also proposed to be able to sort the catalogue into set series for both the Library printed version and the web site pdf version. The printed editions will follow the established and familiar series and setting out (See appendix 3).

It is anticipated that these series may change as user feedback is received. The database is adaptable to suit these changes within the twenty fields.

#### Identity and location of each item.

The books and documents are given an individual identity number as the item is entered into the catalogue database. Books are set out in 'County' or 'Subject' order in the library and for this purpose are given a shelf or box identity, so that their location can be easily recognised. (field LocationId).

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### **The printed editions.**

The printed edition is set out in twenty sections of which sixteen have been allocated at present (Oct 2010) and follow the long established format. See Appendix 1 Sheet 1. The form of these printed editions is as determined by the Librarian and may change with changing Library use.

Each section is further subdivided into groups or types of document. The headings for each group are provided in the printed form. The headings for 'General Research/Reference Books' as a typical example are shown on Appendix 1, Sheet 2.

### **The search facility.**

The search facilities are to be for general use being based on a 'County' and then 'Parish' order with 'title' and 'Location Id'. The database allows a full search of all the database fields but is only allowed for the Catalogue Administrators. Within the database there is a 'Keyword' field that will allow lists to be produced for research use. There is a searchable Catalogue in pdf form that is freely available to members at the library or on the Web site.

### **The input.**

The input of the main database is carried out in a form on one screen or table format (similar to Excel - spreadsheets) to show the database fields that are available for any entry.

It is anticipated that the input is only carried out by an administrator or recognised assistants and the database fields will not be changeable by users unless given 'administrator' status.

The database fields are listed in Appendix 2 Sheet 1. The proposed query and search routes are shown in Appendix 2 diagram 2.

## **Target and Aims for the Database.**

The main aim is to have a database that can be interrogated and used to report on the Library Stock and its location.

Each book, document or library item will have an identity location code used as the 'Location Id' field which is formed of three alphabetic characters followed by four numeric characters, example KEN0089.

The other aims are to have:-

- i) The facility to produce printed editions of the catalogue for use:-
  - a) In the Library.
  - b) On the web site.
- ii) The facility to find and report on books available for any specified research.

## **Target and aims for the Library collection and its setting out.**

The book collection is set on the shelves from Reference works (Listed in the database as appendix 1 sheet 2) through the County and Country sections. The exceptions are the special collections.

Special Collections are:-

**North West Kent Family History Society Journals.** The Society magazine published quarterly is bound in volume number order and is set on a separate shelf. (Code example NWK0105 is for Vol. 1 issue 5). The location Id in this series has been varied by having the numeric number of the code as the volume and issue number which gives the publication years order for setting them out on their shelf. There are twelve issues per volume in each binder. The early years were produced in an A4 format and the later years (post 19??) in A5 format.

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**Archaeologia Cantiana** volumes published annually which are set on a separate shelf. (Code example KAC1970) The location Id in this series has been varied by having the numeric number of the code as the volume publication year so that they are set out on their shelf by volume and year order.

**Bygone Kent** the magazine originally published by Meresborough Books (now out of business) are bound in volume number order and are set on a separate shelf. (Code example BGK0045) The location Id in this series has been varied by having the numeric number of the code as the volume publication year so that they are set out on their shelf by volume and year order. There are twelve issues per binder covering three years (???) publications. There may be 6 or 12 issues per binder depending on the thickness of each issue

**Arthur Mee's 'The Kings England'** produced for most of the Counties of England. A full set of these volumes are in county order (Code example TKE0048).

**The CD & DVD collection** are included in the Master Catalogue. The disks are on the open shelves in the Library room or in Boxes stored in the store room (Grey metal Cupboard). The boxed disks are available on request. (See appendix 1 Sheets 3 & 4).

**The Map collection** is a collection of mainly paper maps folded and stored in box files in the library room in the bookcases on the external wall opposite the entrance door. These box files are numbered and contain the maps split into county or country order. Maps and atlases in book form are on the main library shelves in county or subject order and have a standard book reference number.

The maps are catalogued in Box files numbered firstly by 'English Counties' then UK 'other places' including Ireland and finally by 'Overseas' countries in alphabetic order. (See Appendix 1 sheet 6).

The map reference number is formed by 'MAP' as the alphabetic first three letters followed by a four digit number. The last one or two number digit refers to the box file number and the other digits are zeros as place fillers to maintain the standard library 7 digit reference system. The box files are labelled by county Chapman code (see appendix 1 sheet 7) order or country international codes (See appendix 1 sheet 7).

**The microfiche collection** is not included in the Master Catalogue as they are slowly being superseded by their publishers onto CD, DVD or online databases (both free and subscription services). A separate catalogue has been produced to recognise the extent of the collection. At present they contain items that are not freely available in any other form. The fiche are available on request as they are stored in the store room (Grey wooden Cupboard) and require a fiche reader to access them.

**The Photographic Collection** is not included in the Master Catalogue as these are not public publications. The Photographs have come from private family history collections donated to the Society for the use by members. The original photographs have been scanned and printed into a standard size (6" x 4", 150mm x 100mm) and format for reference and display in the Library on the open shelves. The original photographs are in their 'as received' size, format and mounting and have been put into the Library store and can be produced if requested. Each photograph has been given an individual reference which starts with 'PHC' followed by a four figure number.

## **Other library systems discussed and reviewed.**

**February & March 2011** contact with Kent Archaeological Society – Library Committee has been made and a meeting to discover their catalogue programming system and gain advice and

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experience from their system. Some of the ideas have been considered but a specialist software program was not adopted. It was agreed our Library Catalogue is to be modified and updated version of the original library system transferred to an ACCESS database.

**Ongoing.**At each input and verification session the method used is discussed as new items are added and the system adjusted to try to maintain its standardisation between items and their type and media.

**Input Sessions** are carried out monthly with an occasional administration session to review and adjust the work done.

**Web site.** The Catalogue pdf data file is issued on a regular basis after its format has been discussed by the cataloguing team. The pdf file is made available both on the library laptop computers as well as on the Society web site.

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**Appendix 1 Sheet 1.**

**Library Catalogue Printed Form, first page. 'TYPE' field format.**

- 1 Procedures for using the Library - Contacts for Neighbouring Family History Societies.
- 2 New Books, Missing Books and corrections to catalogue.
- 3 CHURCH GUIDES
- 4 CD'S AND DVD'S (subdivided into 'topics' see Appendix 1, Sheet 3 )
- 5 ENGLISH COUNTIES
- 6 GENERAL REFERENCE (subdivided into 'topics' see Appendix 1, Sheet 2)
- 7 GUIDE BOOKS IN BOX
- 8 IRELAND, SCOTLAND, WALES and the CHANNEL ISLANDS
- 9 JOURNALS.
- 10 LARGE BOOKS
- 11 MAPS
- 12 MICROFICHE
- 13 NEWSPAPERS
- 14 OVERSEAS
- 15 DOCKLANDS ANCESTORS SERIES CD and MICROFICHE
- 16 PUBLICATIONS LIST
- 17 Spare
- 18 Spare
- 19 Spare
- 20 Spare.

**Not listed above:-**

**DBR = Dartford Branch Books.**

**SBR = Sevenoaks Branch Books.**

**BBR = Bromley Branch Books.**

## Library Master Catalogue system.

### Appendix 1 Sheet 2.

#### Library Catalogue Headings 'Topics' for General Research/Reference Books & CD's

AGR	Beginners' Books, Reference and Sources.
AAG	Legal, Law and Criminals. Quarter sessions.
BGR	Births, Marriages, & Deaths
BBG	Miscellaneous
BGG	British Geography
BHG	British History
CCG	Individual Family histories. ONS (One name studies)
CGR	Census Returns
DDG	Social History, Poll Books and Electoral Rolls..
DGR	Directories, Districts & Indexes
EEG	Church Histories.
EGR	Education
FFG	Map books, Atlas & Plan (Drawings) Books, Place Names, Gazettes (National).
FGR	Freemasons & Friendly Societies
GGR	Heraldry & Armorial Bearings.
GKG	General Kent
HGR	Handwriting
HHG	Houses, Castles, Gardens built environment, and Land.
IGR	Internet and Computer Genealogy
JGR	Latin and other Languages
JJG	Manorial Records including Domesday.
KGR	Medical and DNA.
LGR	Military and Naval
MGR	Newspapers
NGR	Occupations, Trades and Trade Unions, Company Histories & Apprentices.
OGR	Parishes & Parish Registers.
PGR	Photographs and Aerial Photographs.
QGR	Poor Law- .and Workhouse Publications
RGR	Publications
SGR	Religion
TGR	Repositories & Specialist Indexes.
UGR	Taxes and Insurance
VGR	Deeds
WGR	Weights & Measures.
XGR	Wills, Administrations, Probates and Inventories.
YGR	Monumental Inscriptions & Epitaphs
ZGR	Transport



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**Appendix 1 Sheet 3.**

**Library Catalogue Storage of CD's & DVD's outside the Library Room  
(Grey metal Cupboard, Store Room).**

<b>Numbering of disks.</b>	<b>Location</b>	<b>Contents.</b>
BX1001 – BX1100 etc.	Box 1.	NWKFHS Publications.
BX2001 – BX2100 etc.	Box 2	Riverside Publications.
BX2101 – BX2200 etc.	Box 2	
BX3001 – BX3100 etc.	Box 3	Directories
BX4001 – BX4100 etc.	Box 4	Dockland Ancestors
BX5001 – BX5100 etc.	Box 5	English Counties
BX6001 – BX6100 etc.	Box 6	Miscellaneous Kent
BX7001 – BX7100 etc.	Box 7	Miscellaneous Kent
BX8001 – BX8100 etc.	Box 8	Software, Drivers, Operating systems
BX9001 – BX9100 etc.	Box 9	Spare.

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**Appendix 1 Sheet 4.**

**Library Catalogue Headings 'Topics' headings for CD's & DVD's. General Reference.**

<b>RFA</b>	<b>America</b>
<b>RFB</b>	<b>Births, Marriages &amp; Deaths.</b>
<b>RBI</b>	<b>British Isles.</b>
<b>RFC</b>	<b>Census</b>
<b>RFD</b>	<b>Directories</b>
<b>RFE</b>	<b>English Counties</b>
<b>RFF</b>	
<b>RFG</b>	<b>Geography – Maps etc.</b>
<b>RFH</b>	
<b>RFI</b>	<b>Immigration</b>
<b>RFJ</b>	<b>Journals</b>
<b>RFK</b>	
<b>RFL</b>	<b>Members Interests</b>
<b>RFM</b>	<b>Military</b>
<b>RFN</b>	
<b>RFO</b>	<b>Occupations and Trades</b>
<b>RFP</b>	<b>Photographs</b>
<b>RFQ</b>	
<b>RFR</b>	<b>Publications</b>
<b>RFS</b>	<b>South Africa (ZAF)</b>
<b>RFT</b>	<b>Repositories &amp; Specialist Indexes.</b>
<b>RFU</b>	
<b>RFV</b>	
<b>RFW</b>	<b>Web sites, Internet &amp; Computing.</b>
<b>RFX</b>	
<b>RFY</b>	
<b>RFZ</b>	
<b>RAA</b>	
<b>RBB</b>	<b>Miscellaneous</b>
<b>RCC</b>	<b>Individual Family Histories / ONS (One name Studies)</b>

**Note.** Counties and other places are identified by the Chapman Code and four digit reference i.e. Kent=KEN0001.  
International codes are used for countries i.e. Barbados=BRB0001.

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### **Appendix 1 Sheet 5.**

**Library Catalogue Headings to Browser Files and the A4 Lever Arch Files in the Bookcase on the external wall.**

<b>CAT0000</b>	<b>Books on Loan file.</b>
<b>CAT0001</b>	<b>CAT0001 Red File. Printed Catalogue for Library use.</b>
<b>CAT0002</b>	<b>CAT0002 Blue File. Printed Catalogue for Library use.</b>
<b>CAT0003</b>	<b>JNW0001 NWKFHS Journals in A4 format.</b>
<b>CAT0004</b>	<b>Family History Record Sheets, Certificate Template sheets (Blue File)</b>
<b>CAT0005</b>	<b>Book Donations &amp; publicity (Pink File).</b>
<b>CAT0006</b>	<b>Friday projects.</b>
<b>CAT0007</b>	<b>Library Publicity (Pale Blue File)</b>
<b>CAT0008</b>	<b>Workshops (Purple File)</b>
<b>CAT0009</b>	<b>spare.</b>

### **Browser Files.**

<b>BFA</b>	<b>Beginners' Books, Reference and Directories.</b>
<b>BAA</b>	<b>Legal, Law and Criminals.</b>
<b>BFB</b>	<b>Births, Marriages, &amp; Deaths</b>
<b>BBB</b>	<b>Miscellaneous</b>
<b>BFG</b>	<b>British Geography</b>
<b>BFH</b>	<b>British History</b>
<b>BCC</b>	<b>Individual Family histories. ONS (One name studies)</b>
<b>BFC</b>	<b>Census Returns</b>
<b>BDD</b>	<b>Social History.</b>
<b>bfd</b>	<b>Directories, Districts &amp; Indexes</b>
<b>BEE</b>	<b>Church Histories.</b>
<b>BFE</b>	<b>Education</b>
<b>BFF</b>	<b>Map books, Atlas &amp; Plan (Drawings) Books, Place Names, Gazettes (National).</b>
<b>BFF</b>	<b>Freemasons &amp; Friendly Societies</b>
<b>BFG</b>	<b>Heraldry &amp; Armorial Bearings.</b>
<b>BGK</b>	<b>General Kent</b>
<b>BFH</b>	<b>Handwriting</b>
<b>BHH</b>	<b>Houses, Castles, Gardens built environment, and Land.</b>
<b>BFI</b>	<b>Internet and Computer Genealogy</b>
<b>BFJ</b>	<b>Latin and other Languages</b>
<b>BJJ</b>	<b>Manorial Records including Domesday.</b>
<b>BFK</b>	<b>Medical</b>
<b>BFL</b>	<b>Military and Naval</b>
<b>BFM</b>	<b>Newspapers</b>
<b>BFN</b>	<b>Occupations, Trades and Trade Unions, Company Histories &amp; Apprentices.</b>
<b>BFO</b>	<b>Parishes &amp; Parish Registers.</b>
<b>BFP</b>	<b>Photographs</b>
<b>BFQ</b>	<b>Poor Law- .and Workhouse Publications</b>
<b>BFR</b>	<b>Publications</b>
<b>BFS</b>	<b>Religion</b>
<b>BFT</b>	<b>Repositories &amp; Specialist Indexes.</b>
<b>BFU</b>	<b>Taxes and Insurance</b>
<b>BFV</b>	<b>Deeds</b>
<b>BFW</b>	<b>Weights &amp; Measures.</b>
<b>BFX</b>	<b>Wills, Administrations, Probates and Inventories.</b>
<b>BFY</b>	<b>Monumental Inscriptions &amp; Epitaphs</b>
<b>BFZ</b>	<b>Transport</b>

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### Appendix 1 sheet 6.

The Map collection is a collection of mainly paper maps folded and stored in box files in the library room in the bookcases on the external wall opposite the entrance door.

These box files are numbered and contain the maps split into county or country order.

The map reference number is formed by 'MAP' as the alphabetic first three letters followed by a four digit number. The last two number digit refers to the box number and the first numbers usually zeros are place fillers to give the standard library 7 letter and digit reference. The maps are catalogued in Box files numbered and alphabetic firstly by 'English Counties' then other UK places including Ireland and finally by 'Overseas' countries also in alphabetic order.

The alphabetic order follows the Chapman code (see appendix 1 sheet 7) and on a similar basis the Other UK places and 'Overseas' maps by their International code (See appendix 1 sheet 7). Germany is unusual in its English name follows the alphabetic order although the international code is DEU (Deutschland).

MAP0010 has A – C. English Counties. Example CAM, CON

MAP0020 has D – E English Counties. Example DEV DOR and ESS..

MAP0030 has F – H English Counties. Example, HAM.

MAP0040 has Kent. English County. Example KEN.

MAP0041 continues Kent. English County.

MAP0050 has London. English County. Example LND or MDX.

MAP0060 has L – O English Counties. Example LAN, NFK and OXF.

MAP0070 has P – S English Counties. Example SFK, SOM, SRY & SSX.

MAP0080 has T – Z English Counties. Example WAR, YKS.

MAP 00090 and MAP0100 are deliberately left empty for future expansion.

MAP0110 Is the UK other places. Example IRL and SCT = Ireland and Scotland.

MAP0120 Is the UK other places. Example WAL = Wales.

MAP0130 Is the UK other places. Example JSY, CI and IOM. = Jersey, Channel Islands and  
Isle of Man

MAP0140 Overseas A-E example AUS.

MAP0150 Overseas F example FRA.

MAP0160 Overseas G - Z example Germany DEU, ITA and NLD.

**Note 1.** UK other places are counties or countries in the British Isles i.e. Wales, Scotland and Ireland which follow the Chapman codes i.e. WAL, SCT, IRE.

**Note 2.** Overseas is anything outside the British Isles.

**Note 3.** Local maps are maps for small areas and street plans i.e. a town plan or a guide map to an area are in their respective county box file.

**Note 4.** In an effort to standardise the map title the example of the order of the title for an Ordnance Survey map is O.S. Sheet number, place name, year e.g. O.S. Sheet 26.14 Ely, 1901 the publishers name for example in this case is Alan Godfrey is put under publisher not as part of the title.

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### Appendix 1 sheet 7.

**Chapman Codes used for County and Country fields. These codes have been used as stated below and they are available in a separate file for distribution to members.**

#### **A**

ABD Aberdeenshire, Scotland  
AGY Anglesey, Wales  
ALD Alderney, Channel Islands  
ANS Angus, Scotland  
ANT Co. Antrim, Northern Ireland  
ARL Argyllshire, Scotland  
ARM Co. Armagh, Northern Ireland  
AVN Avon, England  
AYR Ayrshire, Scotland

#### **B**

BAN Banffshire, Scotland  
BDF Bedfordshire, England  
BEW Berwickshire, Scotland  
BKM Buckinghamshire, England  
BOR Borders, Scotland  
BRE Breconshire, Wales  
BRK Berkshire, England  
BUT Bute, Scotland

#### **C**

CAE Caernarvonshire, Wales  
CAI Caithness, Scotland  
CAM Cambridgeshire, England  
CAR Co. Carlow, Ireland  
CAV Co. Cavan, Ireland  
CEN Central, Scotland  
CGN Cardiganshire, Wales  
CHI Channel Islands (Sometimes just "CI")  
CHS Cheshire, England  
CLA Co. Clare, Ireland  
CLK Clackmannanshire, Scotland  
CLV Cleveland, England  
CMA Cumbria, England  
CMN Carmarthenshire, Wales  
CON Cornwall, England  
COR Co. Cork, Ireland  
CUL Cumberland, England  
CWD Clwyd, Wales

#### **D**

DBY Derbyshire, England  
DEN Denbighshire, Wales  
DEV Devon, England  
DFD Dyfed, Wales

DFS Dumfries-shire, Scotland  
DGY Dumfries and Galloway, Scotland  
DNB Dunbartonshire, Scotland  
DON Co. Donegal, Ireland  
DOR Dorset, England  
DOW Co. Down, Northern Ireland  
DUB Co. Dublin, Ireland  
DUR Co. Durham, England

#### **E**

ELN East Lothian, Scotland.  
MOR Elgin = Moray, Scotland  
ENG England  
ERY East Riding of Yorkshire, England  
ESS Essex, England

#### **F**

FER Co. Fermanagh, Northern Ireland  
FIF Fife, Scotland  
FLN Flintshire, Wales.  
ANS Forfar (See Angus)

#### **G**

GAL Co. Galway, Ireland  
GLA Glamorgan, Wales  
GLS Gloucestershire, England  
GMP Grampian, Scotland  
GNT Gwent, Wales  
GSY Guernsey, Channel Islands  
GTM Greater Manchester, England  
GWN Gwynedd, Wales

#### **H**

HAM Hampshire, England  
HEF Herefordshire, England  
HLD Highland, Scotland  
HRT Hertfordshire, England  
HUM Humberside, England  
HUN Huntingdonshire, England  
HWR Hereford and Worcester, England

#### **I**

INV Inverness-shire, Scotland  
IOM Isle of Man  
IOW Isle of Wight, England  
IRL Ireland

## Library Master Catalogue system.

### J

JSY Jersey, Channel Islands.

### K

KCD Kincardineshire, Scotland

KEN Kent, England

KER Co. Kerry, Ireland

KID Co. Kildare, Ireland

KIK Co. Kilkenny, Ireland

KKD Kirkcudbrightshire, Scotland

KRS Kinross-shire, Scotland

### L

LKS Lanarkshire.

LAN Lancashire

LEI Leicestershire

LET Leitrim

LEX Leix (Laois, Laoighis, Queens)

LIM Limerick

LIN Lincolnshire

LND London.

LDY Londonderry (Derry)

LOG Lonford.

LOU Louth

### M

MAY Co. Mayo, Ireland

MDX Middlesex, England

MEA Co. Meath, Ireland

MER Merionethshire, Wales

MGM Mid Glamorgan, Wales

MGY Montgomeryshire, Wales

MLN Midlothian, Scotland

MOG Co. Monaghan, Ireland

MON Monmouthshire, Wales

MOR Morayshire, Scotland

MSY Merseyside, England

### N

NAI Nairn, Scotland

NBL Northumberland, England

NFK Norfolk, England

NIR Northern Ireland

NRY North Riding of Yorkshire, England

NTH Northamptonshire, England

NTT Nottinghamshire, England

NYK North Yorkshire, England

### O

OFF Co. Offaly, Ireland

OKI Orkney, Scotland

OXF Oxfordshire, England

### P

PEE Peebles-shire, Scotland

PEM Pembrokeshire, Wales

PER Perth, Scotland

POW Powys, Wales

### R

RAD Radnorshire, Wales

RFW Renfrewshire, Scotland

ROC Ross and Cromarty, Scotland

ROS Co. Roscommon, Ireland

ROX Roxburghshire, Scotland

RUT Rutland, England

### S

SAL Shropshire, England

SCT Scotland

SEL Selkirkshire, Scotland

SFK Suffolk, England

SGM South Glamorgan, Wales

SHI Shetland, Scotland

SLI Co. Sligo, Ireland

SOM Somerset, England

SRK Sark, Channel Islands

SRY Surrey, England

SSX Sussex, England

STD Strathclyde, Scotland

STI Stirlingshire, Scotland

STS Staffordshire, England

SUT Sutherland, Scotland

SXE East Sussex, England

SXW West Sussex, England

SYK South Yorkshire, England

### T

TAY Tayside, Scotland

TIP Co. Tipperary, Ireland

TWR Tyne and Wear, England

TYR Co. Tyrone, Northern Ireland

### W

WAL Wales

WAR Warwickshire, England

WAT Co. Waterford, Ireland

WEM Co. Westmeath, Ireland

WES Westmorland, England

WEX Co. Wexford, Ireland

WGM West Glamorgan, Wales

## **Library Master Catalogue system.**

WIC Co. Wicklow, Ireland  
WIG Wigtownshire, Scotland

### **W cont'd**

WIL Wiltshire, England  
WIS Western Isles, Scotland  
WLN West Lothian, Scotland  
WMD West Midlands, England  
WOR Worcestershire, England  
WRY West Riding of Yorkshire, England  
WYK West Yorkshire, England

### **Y**

YKS Yorkshire, England

### **Country Codes within the British Isles and Ireland for use with the Library Catalogue.**

ENG England.  
IRL Ireland, Eire.  
NIR Northern Ireland.  
SCT Scotland.  
WAL Wales.  
EAW England and Wales used for administration records.  
GBR United Kingdom of Great Britain and Northern Island. (see UN data below)

### **UK Islands**

ALD Alderney (CHI)  
BUT Arran (Bute)  
GSY Guernsey (CHI)  
ARL Islay (Argyll)  
IOM Isle of Man  
IOW Isle of Wight - part of HAM  
JSY Jersey (CHI)  
ARL Jura (Argyll )  
INV Lewis - part (Inverness)  
ROC Lewis - part (Ross & Cromarty)  
ARL Mull (Argyll)  
INV North Uist (Inverness)  
OKI Orkney Isles (SCT)  
SRK Sark (CHI)  
CON Scilly Isles - part of Cornwall  
SHI Shetland Isles (SCT)  
INV Skye (Inverness)  
INV South Uist (Inverness )

### **WLD World**

## Library Master Catalogue system.

### Countries or areas, codes and abbreviations (from UN Statistics Division).

(listing in alphabetical order)

Numerical code	Country or area name	ISO ALPHA-3 code
004	Afghanistan	AFG
248	Åland Islands	ALA
008	Albania	ALB
012	Algeria	DZA
016	American Samoa	ASM
020	Andorra	AND
024	Angola	AGO
660	Anguilla	AIA
028	Antigua and Barbuda	ATG
032	Argentina	ARG
051	Armenia	ARM
533	Aruba	ABW
036	Australia	AUS
040	Austria	AUT
031	Azerbaijan	AZE
044	Bahamas	BHS
048	Bahrain	BHR
050	Bangladesh	BGD
052	Barbados	BRB
112	Belarus	BLR
056	Belgium	BEL
084	Belize	BLZ
204	Benin	BEN
060	Bermuda	BMU
064	Bhutan	BTN
068	Bolivia (Plurinational State of)	BOL
070	Bosnia and Herzegovina	BIH
072	Botswana	BWA
076	Brazil	BRA
092	British Virgin Islands	VGB
096	Brunei Darussalam	BRN
100	Bulgaria	BGR
854	Burkina Faso	BFA
108	Burundi	BDI
116	Cambodia	KHM
120	Cameroon	CMR
124	Canada	CAN
132	Cape Verde	CPV
136	Cayman Islands	CYM
140	Central African Republic	CAF
148	Chad	TCD
830	Channel Islands	

Numerical code	Country or area name	ISO ALPHA-3 code
152	Chile	CHL
156	China	CHN
344	China, Hong Kong Special Administrative Region	HKG
446	China, Macao Special Administrative Region	MAC
170	Colombia	COL
174	Comoros	COM
178	Congo	COG
184	Cook Islands	COK
188	Costa Rica	CRI
384	Côte d'Ivoire	CIV
191	Croatia	HRV
192	Cuba	CUB
196	Cyprus	CYP
203	Czech Republic	CZE
408	Democratic People's Republic of Korea	PRK
180	Democratic Republic of the Congo	COD
208	Denmark	DNK
262	Djibouti	DJI
212	Dominica	DMA
214	Dominican Republic	DOM
218	Ecuador	ECU
818	Egypt	EGY
222	El Salvador	SLV
226	Equatorial Guinea	GNQ
232	Eritrea	ERI
233	Estonia	EST
231	Ethiopia	ETH
234	Faeroe Islands	FRO
238	Falkland Islands (Malvinas)	FLK
242	Fiji	FJI
246	Finland	FIN
250	France	FRA
254	French Guiana	GUF
258	French Polynesia	PYF
266	Gabon	GAB
270	Gambia	GMB
268	Georgia	GEO
276	Germany	DEU
288	Ghana	GHA
292	Gibraltar	GIB
300	Greece	GRC



## Library Master Catalogue system.

Numerical code	Country or area name	ISO ALPHA-3 code
304	Greenland	GRL
308	Grenada	GRD
312	Guadeloupe	GLP
316	Guam	GUM
320	Guatemala	GTM
831	Guernsey	GGY
324	Guinea	GIN
624	Guinea-Bissau	GNB
328	Guyana	GUY
332	Haiti	HTI
336	Holy See	VAT
340	Honduras	HND
348	Hungary	HUN
352	Iceland	ISL
356	India	IND
360	Indonesia	IDN
364	Iran (Islamic Republic of)	IRN
368	Iraq	IRQ
372	Ireland	IRL
833	Isle of Man	IMN
376	Israel	ISR
380	Italy	ITA
388	Jamaica	JAM
392	Japan	JPN
832	Jersey	JEY
400	Jordan	JOR
398	Kazakhstan	KAZ
404	Kenya	KEN
296	Kiribati	KIR
414	Kuwait	KWT
417	Kyrgyzstan	KGZ
418	Lao People's Democratic Republic	LAO
428	Latvia	LVA
422	Lebanon	LBN
426	Lesotho	LSO
430	Liberia	LBR
434	Libyan Arab Jamahiriya	LYB
438	Liechtenstein	LIE
440	Lithuania	LTU
442	Luxembourg	LUX
450	Madagascar	MDG
454	Malawi	MWI
458	Malaysia	MYS
462	Maldives	MDV
466	Mali	MLI
470	Malta	MLT
584	Marshall Islands	MHL
474	Martinique	MTQ

Numerical code	Country or area name	ISO ALPHA-3 code
478	Mauritania	MRT
480	Mauritius	MUS
175	Mayotte	MYT
484	Mexico	MEX
583	Micronesia (Federated States of)	FSM
492	Monaco	MCO
496	Mongolia	MNG
499	Montenegro	MNE
500	Montserrat	MSR
504	Morocco	MAR
508	Mozambique	MOZ
104	Myanmar	MMR
516	Namibia	NAM
520	Nauru	NRU
524	Nepal	NPL
528	Netherlands	NLD
530	Netherlands Antilles	ANT
540	New Caledonia	NCL
554	New Zealand	NZL
558	Nicaragua	NIC
562	Niger	NER
566	Nigeria	NGA
570	Niue	NIU
574	Norfolk Island	NFK
580	Northern Mariana Islands	MNP
578	Norway	NOR
275	Occupied Palestinian Territory	PSE
512	Oman	OMN
586	Pakistan	PAK
585	Palau	PLW
591	Panama	PAN
598	Papua New Guinea	PNG
600	Paraguay	PRY
604	Peru	PER
608	Philippines	PHL
612	Pitcairn	PCN
616	Poland	POL
620	Portugal	PRT
630	Puerto Rico	PRI
634	Qatar	QAT
410	Republic of Korea	KOR
498	Republic of Moldova	MDA
638	Réunion	REU
642	Romania	ROU
643	Russian Federation	RUS
646	Rwanda	RWA
652	Saint-Barthélemy	BLM
654	Saint Helena	SHN

## Library Master Catalogue system.

Numerical code	Country or area name	ISO ALPHA-3 code
659	Saint Kitts and Nevis	KNA
662	Saint Lucia	LCA
663	Saint-Martin (French part)	MAF
666	Saint Pierre and Miquelon	SPM
670	Saint Vincent and the Grenadines	VCT
882	Samoa	WSM
674	San Marino	SMR
678	Sao Tome and Principe	STP
682	Saudi Arabia	SAU
686	Senegal	SEN
688	Serbia	SRB
690	Seychelles	SYC
694	Sierra Leone	SLE
702	Singapore	SGP
703	Slovakia	SVK
705	Slovenia	SVN
090	Solomon Islands	SLB
706	Somalia	SOM
710	South Africa	ZAF
724	Spain	ESP
144	Sri Lanka	LKA
736	Sudan	SDN
740	Suriname	SUR
744	Svalbard and Jan Mayen Islands	SJM
748	Swaziland	SWZ
752	Sweden	SWE
756	Switzerland	CHE
760	Syrian Arab Republic	SYR
762	Tajikistan	TJK
764	Thailand	THA
807	The former Yugoslav Republic of Macedonia	MKD

Numerical code	Country or area name	ISO ALPHA-3 code
626	Timor-Leste	TLS
768	Togo	TGO
772	Tokelau	TKL
776	Tonga	TON
780	Trinidad and Tobago	TTO
788	Tunisia	TUN
792	Turkey	TUR
795	Turkmenistan	TKM
796	Turks and Caicos Islands	TCA
798	Tuvalu	TUV
800	Uganda	UGA
804	Ukraine	UKR
784	United Arab Emirates	ARE
826	United Kingdom of Great Britain and Northern Ireland	GBR
834	United Republic of Tanzania	TZA
840	United States of America	USA
850	United States Virgin Islands	VIR
858	Uruguay	URY
860	Uzbekistan	UZB
548	Vanuatu	VUT
862	Venezuela (Bolivarian Republic of)	VEN
704	Viet Nam	VNM
876	Wallis and Futuna Islands	WLF
732	Western Sahara	ESH
887	Yemen	YEM
894	Zambia	ZMB
716	Zimbabwe	ZWE

## **Library Master Catalogue system.**

### **Appendix 2 Sheet 1.**

#### **Database Fields.**

- 1. Type.**
  - a. Catalogue Print out name.**
    - i. Church Guides etc. See Appendix 1 Sheet 1.**
- 2. LocationId.** NWKFHS Library Location reference. ( was known as Box id now renamed)
- 3. Chap.** Chapman County Code.
- 4. County.** County Name
- 5. Parish.** Parish name, sometimes place name.
- 6. Title.** Book or reference title.
- 7. Church.** Church name.
- 8. Author.** Authors name as given not by surname. Example Colin D Rogers.
- 9. ISBN.** ISBN or ISSN number entered without spaces or hyphens.
- 10. Media.** Book, Large Book, CD, DVD or Microfiche.
- 11. Country.** Country name or initials i.e. Australia or USA
- 12. Date Range.** Years covered by Book or document.
- 13. Keyword.** A 'memo' field to accept any 'topic' or heading that will allow both cataloguing, print outs or searching. This was the 'topic' field which included descriptions of documents i.e. Newspaper article. Also used for 'Event' topics.
- 14. Pub year.** Publication year.
- 15. Publisher.** Publishers Name.
- 16. Vol.** Volume or microfiche number per set.
- 17. Location.** Branch or main Library location. SUM=Library. DBR=Dartford Branch, SBR=Sevenoaks Branch and BBR=Bromley Branch.
- 18. Stock.** Records 'missing' or 'on loan'.(A blank field indicates the book is in stock)
- 19. Date entry** Date of entry is done automatically but needs to be completed for updated and revised entries.

## Library Master Catalogue system.

### Appendix 3

#### Print Outs.

Note. The headings are field names unless otherwise used by the printout in which case the field is shown as [Title] thus.

<b>Master Report Format</b>							
County,	Parish,	Date Range,	Title,		Media,	Box Id,	Location.
<b>Example.</b>							
Kent	Bromley	1851	Census		Book	??	SUM
Kent	Bromley	1851	Census		Micro-fiche	??	SUM
<b>Typical Topic Report Format.</b> (See Appendix 1, Sheet 1).							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location.
<b>3 Church Guides.</b>							
<b>Example.</b>							
County,	Place [Parish],	Church	Date Range,	Title,	Media,	Box Id,	Location.
Kent	Dartford	Holy Trinity	Varies	Holy Trinity Church G H Porteus, Published 1964.	Book	11	SUM
<b>4 CD's and DVD's</b>							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location.
<b>5 English Counties.</b>							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location.
<b>6 General Research.</b>							
Topic	Title	Author	Date Range,		Media,	Box Id,	Location.

**Library Master Catalogue system.**

<b>Example.</b>							
	Tracing Missing Persons	Colin D Rogers				A11	SUM
<b>7 Guide Books. All Counties; except Kent and London; and Overseas.</b>							
County,	Place [Parish],	Church	Date Range,	Title,	Media,	Box Id,	Location.
<b>8 Ireland, Scotland, Wales and Channel Islands.</b>							
County,	Place [Parish],	Church	Date Range,	Title,	Media,	Box Id,	Location.
<b>9 Journals</b>							
Journal [Title],	County,		Date Range,	Vol	Media,	Box Id,	Location.
<b>10 Large Books</b>							
Index [County],	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location.
<b>11 Maps</b>							
County,	Place [Parish],		Date Range,	Title,	Media,	Box Id,	Location.
<b>12 Microfiche Collection – Separate Database</b>							
County,	Parish,	Church	Date Range,	Event [???	No of Fiche [Vol]	Box Id,	Location.
<b>13 Newspapers</b>							
County,	Parish,	Title	Date Range,	Topic	Media,	Box Id,	Location.
<b>14 Overseas</b>							
Country,	Place [Parish],	Title	Author	Date Range	Media,	Box Id,	Location.
<b>15 Docklands Ancestors</b>							
County,	Parish,	Church	Date Range	Title,	Media,	Box Id,	Location.
<b>16 Publication List. This is a direct copy of the Society's publication list.</b>							
<b>17 Dartford Branch Books</b>							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location.

**Library Master Catalogue system.**

<b>18 Sevenoaks Branch</b>							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location.
<b>19 Bromley Branch</b>							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location.
<b>20 Spare.</b>							

## **Library Master Catalogue system.**

### **Appendix 4. Input into an ACCESS File query.**

1. In ACCESS select appropriate 'query'
2. Fill in any blank cells of the rows with the new data.
3. Update the rows of existing items with missing or new data.
4. The master table is then automatically updated.

**Library Master Catalogue system.**

**Appendix 5 Sheet 1.**

**Database Fields. Work to do and progress.**

<b>Priority</b>	<b>Field Name</b>	<b>Field Contents</b>	<b>Content condition</b>	<b>Work outstanding</b>
	Type.	Catalogue Print out name.	Must not be empty.	Full-no work
	County	County name	Can be empty	
	Parishes	Parish name	Can be empty	
<b>1</b>	LocationId.	NWKFHS Library Location reference.	Must not be empty.	410 Empty rows with some others in wrong format
	Chap.	Chapman County Code and International codes	Can be empty but ideally will have a code	36 empty rows
	Title.	Book or reference title.	Must not be empty.	5 No missing without titles but have locations, NEED to be checked.
	Church.	Church name.	Can be empty	
	Author.	Authors name as given not by surname. Example Colin D Rogers	Can be empty	
	ISBN.	ISBN or ISSN number entered without spaces or hyphens.	Can be empty	
	Media.	Book, Large Book, CD, DVD or Microfiche	Must not be empty.	12 empty rows
	Country.	Country name or initials i.e. Australia or USA	Must not be empty!	104 empty rows.
	Date Range.	Years covered by Book or document.	Can be empty	



**Library Master Catalogue system.**

<b>Priority</b>	<b>Field Name</b>	<b>Field Contents</b>	<b>Content condition</b>	<b>Work outstanding</b>
	Keyword.	A 'memo' field to accept any 'topic' or heading that will allow both cataloguing, print outs or searching. This was the 'topic' field which included descriptions of documents i.e. Newspaper article. Also used for 'Event' topics.	Must not be empty.	844 empty rows
	Pub year.	Publication year.	Must not be empty, if unknown put '0'.	1773 rows have '0' or are empty. 1499 are empty.
	Publisher.	Publishers Name.	Can be empty	2248 rows empty
	Vol.	Volume or microfiche number per set.	Can be empty	
	Location.	Branch or main Library location. SUM=Library. DBR=Dartford Branch, SBR=Sevenoaks Branch and BBR=Bromley Branch.	Must not be empty.	Full.
	Stock.	Records 'missing' or 'on loan'.	Can be empty	
<b>2</b>	Date entry	Date of entry or update	Must not be empty. Automatic on new entries but must be filled in on existing entry updates	1674 rows empty.  Estimated 16 months' work O/S.