Recipes, Name Authorities, and rules, oh my!

Nadia Sophie Seiler Rare Materials Residency Presentation

May 28, 2019 at 2:00 p.m. Folger Shakespeare Library Board Room

My name is Sara Schliep, and I am the third Nadia Sophie Seiler Rare Materials Resident. I want to thank you all for coming to this presentation and to thank Nadia's family for honoring her memory with this residency opportunity. The past 8 months have been an incredibly enriching experience both professionally and personally.

This afternoon, I will talk first about the various projects I've worked on and experiences I've had over the course of the residency and then I will turn to a discussion of manuscript cataloging at the Folger and some of the challenges and opportunities that arise from that work.

Researcher Services

- Book displays
- Class visits
- Cast tours
- Reader registration and reading room desk coverage





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During my residency, I've had the opportunity to assist with various Researcher Services projects and workflows including book displays, class visits, cast tours, reader registration, and reading room desk coverage.

Acquisitions

- Acquisition records for items in the Harner miniature collection
- Acquisitions Night



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I also got to assist the Acquisitions staff with creating accession records for the Harner miniature collection and with Acquisitions Night, an annual display of newly acquired material where donors can "adopt" items and conservation treatments.

Conservation

- Custom enclosures
- Conservation review and documentation



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I worked with the Conservation staff to make custom enclosures for collection items and learned how they conducted conservation reviews and documented their findings.

Exhibits

- A Monument to Shakespeare
- Finding aid revision



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I provided support for the *A Monument to Shakespeare* exhibit in the form of creating reference copies of 3 boxes of material from the Folgers' papers pertaining to their vision for the library and its early construction, which led to revising the finding aid of their papers.

Pop-up exhibit April 2, 2019

- 15 items displayed
- 81 attendees over 3 hours

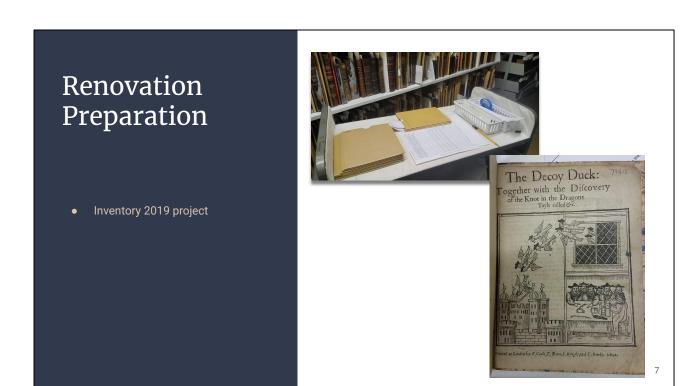
Small Latin and Less Greek:

a #WhanThatAprilleDay pop-up exhibit



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On April 2, I hosted the Small Latin and Less Greek: a #WhanThatAprilleDay pop-up exhibit in the Folger Board room. #WhanThatAprilleDay is a Twitter holiday meant to celebrate "oold, middel, ancient, and archaigue" languages and remind "folk of the beautye and grete lovelinesse of studying the wordes of the past." So, in keeping with that theme, the 15 items I chose for display dealt with the Inkhorn Controversy. This controversy centered around the influx of words entering the English language in the 15th and 16th centuries, many of which, like the Latin conflagration, took up more ink to write out than the English counterpart word, in this case fire. Many of these foreign words were borrowed with the intention of enriching the English language, which during the Tudor period was considered to be lacking the appropriate words to express learned ideas. Others condemned the foreign borrowings - some preferred the single-syllable English words to polysyllabic borrowings that obscured the meaning and others believed that using archaic words gave current literature authority and the weight of antiquity. The pop-up exhibit was well attended and many enjoyed the takehome word search of long, inkhorn words like bibliography, honorificabilitudinitatibus, and vulgivagant.



With a building renovation on the horizon to begin in early 2020, preparations for moving the collection off-site during the renovation began in earnest in 2019.

Archives Team

- Supply estimates
- Boxing collection items and writing box lists
- Next steps:
 - Complete finding aids in ArchivesSpace and link to Hamnet records (after July)



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Several staff members with archival experience were brought together to form the Archives Team and tasked with preparing the institutional archives for moving off-site. The largest component of this work was getting everything into appropriate housing and creating folder-level inventories of every container so that we had clear intellectual control of the material to be stored off-site. In the future, complete finding aids will be made from these inventories in ArchivesSpace and will then link to catalog records for better discoverability.

ALA Midwinter Conference Seattle, WA





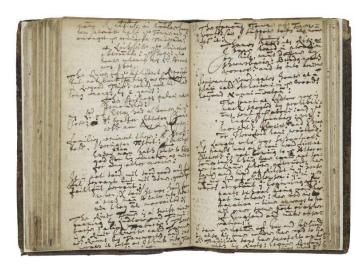


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During my residency, I also had the opportunity to attend the American Library Association (ALA) Midwinter Conference in Seattle, Washington. This enabled me to attend professional committee meetings and informational sessions.

Paleography





John Ward Diaries, Vol. 10 V.a.293, 87v-88r

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And in December (2018), I participated in Heather's week-long paleography course, which is an intensive introduction to English secretary hand, used in the 16th and 17th century, where students learn to accurately read and transcribe early modern handwriting. Class participants also got to use a guill and ink to practice writing in secretary hand, which was a profound experience for me—several of the secretary hand letter forms made complete sense after tracing them onto the paper with a quill. At the end of the week, our class of 15 also had a "Transcribathon Throw-Down" with former students of the class. We worked in teams of 3 on sections from one of John Ward's diaries. Puzzling through his entries was hard work, but the breakthroughs were well-worth the effort. I had one that was particularly rewarding from the entry at the bottom of the left-hand page where a word breaks across the line. I was relatively confident that I was seeing the word "exonerates" but couldn't figure out how that made sense in an entry about rivers. As it turns out, an obsolete English use of the word "exonerate" is for a lake or river that empties its waters and that's the meaning John Ward used here for a river Tame which runs by Tamworth and exonerates it self...into two." Knowing how to read English secretary hand is an essential skill of a manuscript cataloger at the Folger, and that has been the focus of my residency.



The Folger houses over 60,000 MSS and is actively collecting more. These include letters, recipe books, literary works, legal documents, account books, sermons, etc. What you see here are just a few of the manuscripts I've have the pleasure of cataloging in the last 8 months: calligraphic arithmetic exercises (complete with rhyming definitions of the main concepts), recipe books filled with culinary and medicinal curiosities, correspondence, and books written to look like printed texts. I've learned about letter-locking techniques used before the invention of an envelope for sending mail; I've learned about Bishop postal marks and early English postal networks; I've learned about Lady Day dating and reckoning time in the Julian and Gregorian calendars; and I've learned about a lot of obsolete words. Each manuscript that comes across my desk comes with the potential for learning new things. As a cataloger, you have to find the right balance between the research necessary to describe the item and leaving more detailed research to the scholars who come to use the material.

As many of you know, early modern manuscripts often lack clear titles, authors, dates and places of publication—all of the things we have come to expect that help us identify a text. Couple that with the handwriting, and you can start to understand why early modern manuscripts often resist quick, straightforward description. From all accounts, Nadia excelled at manuscript cataloging and boiling down the complexities into concise, comprehensible records for Folger researchers. I am grateful to have had her records and documentation to use as models and refer to as I have gained familiarity with the nuances of manuscript cataloging.

Guidelines and Standards

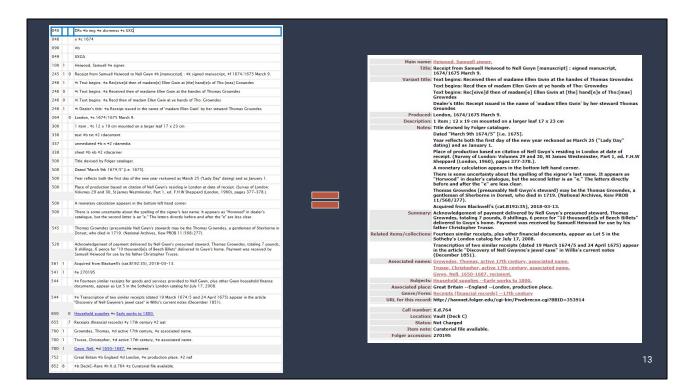
"We would specifically like to recognize the contributions of the late Nadia Sophie Seiler, rare materials cataloger at the Folger, who participated with us in many cataloging discussions and tested our draft standards on Folger manuscripts. Her insightful comments, enthusiastic support, and passion for manuscripts will always be remembered."

- DCRM(MSS) Preface

- MARC-21 Machine-Readable Cataloging (developed in the 1960s to bring card catalog data into a computer environment and be shared among libraries; revised for the 21st century)
- DCRM(MSS) Descriptive Cataloging of Rare Materials (Manuscripts)
- RDA Resource Description and Access (cataloging standard released in 2010 designed to transition catalogs from MARC to linked data)
- DFo District of Columbia Folger (local policies)

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At the Folger, manuscript descriptions are presented through the online catalog in an eye-readable format that has been converted from MARC-21, a machine-readable standard, whose tags, indicators, and subfields structure the descriptive elements that make up each record. These descriptive elements are written according to the guidelines in the DCRM(MSS) manual, which was published after Nadia's time at the Folger, but which she helped to refine. These guidelines explain what artifactual and contextual information should be included in each record so that users can quickly assess a manuscript's research value for their purposes. When DCRM(MSS) cannot provide guidance, we consult RDA, which is a set of rules, instructions, and data elements that follow international models for linked data environments, which is a direction that libraries and cataloging is moving but its not there yet, so we're not going to talk about it today.



On the back-end, the records we create look like what you see on the left. They are converted from this machine-readable view into the user-friendly format you see on the right. And the collection of these records (manuscript and otherwise) make up the library's catalog, which is how users know what we have, what is useful to them, and how to find it in the library itself.

The usability of the catalog "depends heavily upon the care and intelligence which go into the composition of the descriptive note."



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It should be clear by now that the usability of the catalog "depends heavily upon the care and intelligence which go into the composition of the descriptive note." In 1951, when Dorothy Martin a manuscript Curator in Detroit wrote this, that descriptive note had to fit on a 3×5 index card to fit into the physical card catalog. In today's digital environment, catalogers are not limited by that physical space requirement; we have the luxury of writing more complete descriptions (without as many abbreviations) and are able to make more immediate connections between items by nature of embedded links in a record. The links in a record can be one of 2 kinds: a hyperlink to a webpage (like a link out to LUNA where digital images of an item are stored) or an authorized access point.

Authorities & Access Points

Name Authority Records (NARs) establish the authorized form of a name.

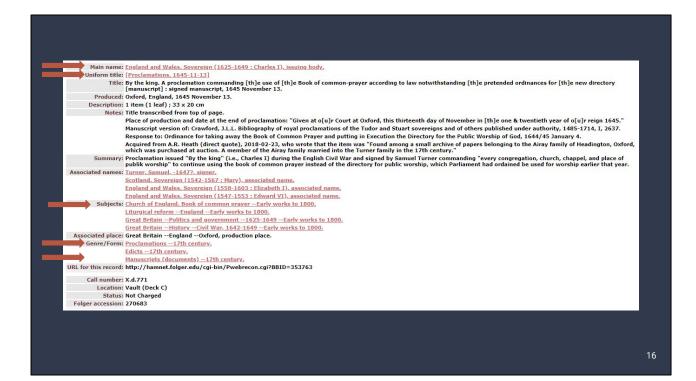
Maintained in the Library of Congress' Name Authority File (LCNAF) Access points in bibliographic records

Form	Manuscripts (documents)
Geographic	Westminster (London, England)
Subject	Rites and ceremonies
Name	Shakespeare, William, 1564-1616
Title	Church of England. Book of common prayer

- Authority Records for:
 - o People
 - Corporate bodies
 - o Meetings/Conferences
 - Titles
 - Subjects
 - o Places

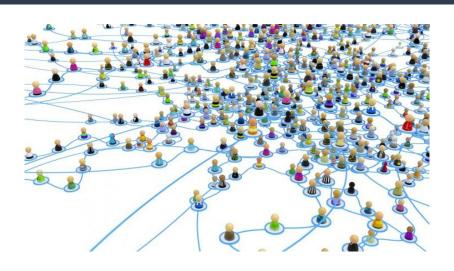
Since this is a cataloging talk, I'll be focusing on the authorized access points although hyperlinks do sometimes have a place in manuscript records. An access point is a searchable, authorized form of a name like "Manuscripts (documents)" which describes the form of the item; there are also geographic terms, subject terms, names, and titles. Each of these authorized names has a Name Authority Record that establishes that form of the name and includes variant spellings, or alternate names associated with that thing. NARs are maintained through the Library of Congress' Name Authority File, an international database to which member institutions like the Folger contribute. Once established, these authorities can be used in bibliographic records as access points, which provides consistency and forms a linking framework,...

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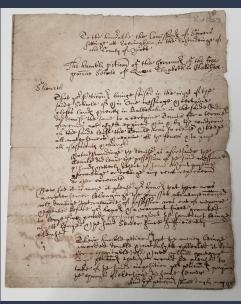
...so that a manuscript proclamation by Charles I about the Book of common prayer can connect you to other documents issued by Charles I; other instances of the same proclamation, of the Book of common prayer, or of proclamations in general; other manuscripts from the same time period; and any other of the linked subjects, associated names, and genres or forms listed in the record. While this isn't exactly the linked data of the future, shown in a flashy data visualization, this is how we situate a manuscript in its context within a record and give users a variety of authorized ways to find that item.

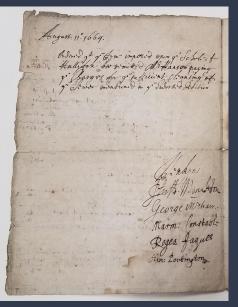
Social Networks & Textual Relationships



This residency has given me the opportunity to explore early modern social networks as they relate to various items in the cataloging queue as well as the relationships between manusripts and print culture, both of which were collecting interests of the Folgers themselves. They knew that neither people nor texts exist in a vacuum, so a Shakespeare collection needed to have historical, religious, and political works alongside works of early modern drama and performance to understand Shakespeare as a person and his poems and plays. Being able to bring out these networks and relationships in a catalog record is such a fun and rewarding part of this job.

X.d.769





impetus for me to create 5 new Name Authority Records and revise a 6th. This

manuscript from 1664 is a petition from the Governors of the Free Grammar School of Queen Elizabeth in Halifax to the Commissioners of Sewers sitting at Everingham in the East Riding of the County of York. The Governors petition the court of sewers for their jurisdiction to remit a fine against the school for neglect of a water sewer on the school property. The item is signed and dated by 6 Commissioners approving the school's petition since a Mr. Hansen paid to have the sewer cleaned.

Let's look quickly at a few examples, starting with X.d.769, which provided the

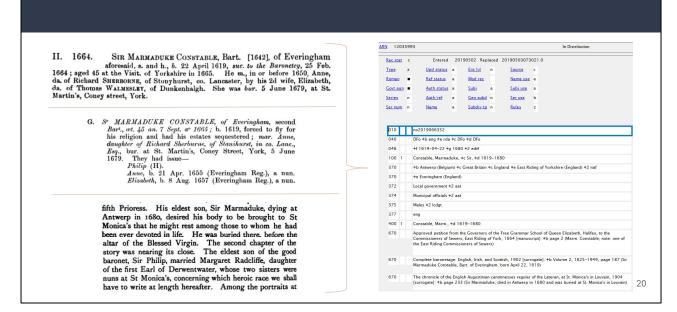
Marmaduke Constable

Record	Description
1	Constable, Marmaduke [100]
2	Constable, Marmaduke, ‡d approximately 1480-1545 [100]
3	Constable, Marmaduke, +c Sir, +d 1619-1680 [100]
4	Constable, Marmaduke Francis, ‡c Sir, ‡d 1682-1749 [100]

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Taking just one of the signers as an example, when I went looking for a Marmaduke Constable who could have signed this document in 1664, I found that 3 Marmaduke Constables had already been established: 1 for a person alive in the 20th century, 1 with approximate dates who is the 4-times great grandfather to the Marmaduke Constable of X.d.769, and 1 with dates later than X.d.769 who is the grandson of our Marmaduke Constable, whose record is highlighted in blue here. Still with me? Essentially, the Constable family of Everingham in Yorkshire had a Marmaduke in every or every other generation for a few hundred years.

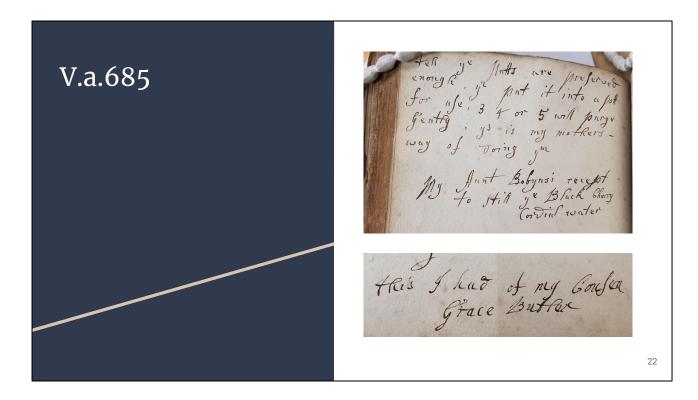
Establishing Marmaduke Constable of X.d.769



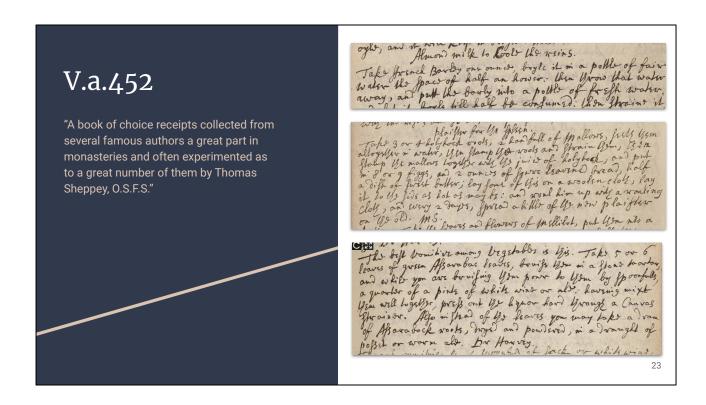
Luckily for me in this case, it was relatively easy tracking down the Marmaduke Constable who was a rich, white male from a powerful and wealthy family in the upper echelons of society. Still, finding his death date and place happened quite by accident while I was researching a completely unrelated manuscript – a devotional book owned by exiled nuns in Belgium. The Constables of Everingham were a staunchly Catholic bunch, and when our Marmaduke died abroad in Antwerp, he was buried at the priory of the exiled nuns rather than be returned to England. This fact was recorded in a history of this particular group of exiled nuns and corroborated by a footnote in another work that had reprinted our Marmaduke Constable's father's will. Including his dates is one important way to differentiate him from all the other Marmaduke Constables of the world. His record also provides places he was known to be (Antwerp and Yorkshire), as well as his areas of activity as a municipal official in the regional government as a commissioner of sewers. And all of that is done for a single person so that he can appear as an orange link in Hamnet to connect a user to other resources that he's connected to. Thus far, none have been identified, but this is how the connections start.



Early modern manuscript recipe books, of which the Folger houses the largest collection in the world, are also full of waiting-to-be-documented social networks and untapped potential for access points in a catalog record since they often contain numerous attributions noting that this recipe came from Mrs. Powell or that this recipe is "Mrs. Rooper's way." The Folger is actively collecting recipe books as part of its Before Farm to Table (BFT) grant and it is exciting to contribute so directly to the work of the BFT staff and to work with them to identify aspects of the recipe books to bring out in the records, which is what happened with V.a.685.



Going through the manuscript during cataloging, I found at least 11 different women, several of which were family relations of whomever compiled the recipe book indicated by a note saying "this I had of my Cousen Grace Butler" and a recipe titled "My Aunt Bobyn's receipt..." A casual conversation with about this item with Jonathan Bouchard of Before Farm to Table, resulted in a paper-trail of emails as we tried to work out who these women were and who might have written the manuscript itself as well as a family tree of individuals quite likely connected to this item, which now lives in a curatorial file for the item that researchers can also consult to shed more light on the item. Unfortunately, there isn't enough evidence *yet* to create access points for these women, but they are represented in the free text notes (which are also searchable in our catalog) so that our researchers can discover them, and maybe someday, provide us with the information we need to authorize their name.



The push to study early modern recipe books is also turning up new connections from scholars. We had assistance transcribing V.a.452 from our docents and a professor in Germany who identified a number of printed works that recipes in V.a.452 came from, which has helped us more accurately date this item (at least ten years later than previously thought) as well as connect it to a variety of other writers and works in the period.

V.a.452

```
650
       0 Distillation apparatus #y 17th century, #e depicted
650
       0 Rosicrucians +v Early works to 1800 +v Manuscripts.
655
        7 Manuscripts (documents) #y 17th century. #2 aat
655
        7 Medical formularies #y 17th century. #2 rbgenr
655
       7 Cookbooks #v 17th century #2 aat
           Mayerne, Théodore Turquet de, ‡c Sir, ‡d 1573-1655.
700 1
           Fludd, Robert, #d 1574-1637.
700 1
           Diaby, Kenelm. #d 1603-1665.
700 1
           Byron, #c Lady, #d active 17th century,
           #i Container of (work): #a Harvey, Gideon, #d 1640?-1700? #t The family physician, and the house apothecary.
700 1
           +i Absorption in part of (work): +a Malthus, Francis, +t A treatise of artificial fire-vvorks both for yvarres and recreation.
700 1
           +i Absorption in part of (work): +a Culpeper, Nicholas, +d 1616-1654, +t The English physitian, or, An astrologo-physical discourse of the vulgar herbs of this nation
           #i Absorption in part of (work): #a Culpeper, Nicholas, #d 1616-1654, #t Pharmacopœia Londinensis: or The London dispensatory.
700 1
           +i Absorption in part of (work): +a Vaughan, William, +d 1577-1641, +t Approved directions for health, both naturall and artificiall.
700 0
           #i Absorption in part of (work): #a B. C. #t A short-method of physick.
           #i Absorption in part of (work): #a Hartman, G., #d active 1668-approximately 1682. #t True preserver and restorer of health
           Miller, Joseph Lyon, #d 1875-1957, #e former owner.
752
           Great Britain +b England +c Nottinghamshire, +e production place, +2 naf
852 8 +b DeckC-Rare +h V.a.452
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This record is still in the works, but you can see these connections forming in the back-end of the record as access points in the 700 fields. Each printed work that has been identified gets its own line and these will also appear with some context in a free text note so that researchers have multiple ways of discovering this "new" information in the record.

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MS Cataloging

Recipes, Name Authorities, and rules, oh my!

Collections Division experiences

- Researcher Services
- Acquisitions
- Conservation
- Exhibits
- Renovation projects
- Archives Team

Professional Development

- ALA Midwinter Conference
- Introduction to English Paleography

What's next?

- RMBS Conference (June, in Baltimore)
- MS recipe books and DCRM(B)
- Project Archivist and Cataloger

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This residency has been an amazing experience. I'm grateful to the Seilers for their support of this excellent, hands-on job experience and to my colleagues at the Folger for all that they've taught me in the past 8 months. I look forward to attending the Rare Books and Manuscripts Section (RBMS) conference this June and continuing to catalog the Folger's recipe books and delve into rare book cataloging as I remain on the Folger staff in a hybrid role as Project Archivist and Cataloger.

