The Geological Collections Distributed Library

Welcome to the Geological Collections Distributed Library.

Purpose

Reductions in accessible physical libraries are on the increase, while at the same time the amount of online library sources is rising. Museum curators and researchers may not even know of the existence of a particular text or digital source that can inform their collections work. Direct peer to peer knowledge transfer is also limited as assistant curator roles no longer exist in most institutions. The cataloguing and sharing of library sources (physical or digital) can improve access to and understanding of the resource that is out there.

The aim of the Geological Collections Distributed Library (GCDL) is to provide a suitable platform for cataloguing and sharing of library resources. It is for anyone caring for, or researching geological collections.

Examples of how this can benefit the sector might be:

- Improving access to non-specimen-based media
- Improving the understanding of collections and museums history and the history of geology through archives
- Informing collections development through the sharing of policies
- Providing information for palaeobiologists on type specimens
- Providing useful knowledge transfer when new curators take on a collection
- Safeguarding non-accessioned materials

Development

We're asking the custodians of geological collections/libraries to add their internal library listings onto the Excel template. Please download the template and when you are finished adding entries send it by email to XXX with 'Geological Collections Distributed Library Update' in the subject line.

Guidance for Inputting Data

Uncertain words & phrases should be enclosed by square brackets - [….].

Links to web-based resources should be clickable

As far as practicable inputted names should be in the format **Surname, First Name, Title(s)**

For any suggestions for changes or additional resources we should clink to please email XXX

Formatting

Please use Arial at point size 10 for all entries except for links and citations where point size 8 should be used.

Column Explanation and Guidance

The following provides a breakdown of the various columns in the library.

Terminology Control

Some categories have terminology controls to enable efficient searching.

Columns headed in grey have data validation which are outlined with suggestions in tables below.

Non-terminology-controlled columns can be filled in with anything, but please try to be consistent and where possible use existing terms that match your content (these can be seen by using the filter tool).

Columns

Title – Main title of the resource. For untitled materials such as archives use the following format: Archive of Subject (e.g. Archive of William Smith, Archive of The Lapworth Museum).

Author – The First Author (use 'et al.' for multiple authors. Preferred Format: *Surname, First name(s), title(s)*. For institutions use the name used at the time of publication.

Year of Publication – The year or date range of when the resource was produced

Edition(s) – Which editions are present. Preferred Format: (editions present of total published) (e.g. 1-2 of 4)

Format

This column is for describing the original published format of the resource.

Format	Suggestions
archive	e.g. letters, notebooks, sketchbooks, diaries, complete or partial archives relating to persons, institutions of geological exploits.
audio	e.g. interviews on the radio etc.
book	any published book
born digital	e.g. databases,
document	e.g. policy document
film	e.g. video's
journal article	any papers relating to geology in museums
website	e.g. online catalogues

archive, audio, book, born digital, document, film, journal article, website

Category of Resource 1 and 2

These columns are for describing the type of resource available. Two columns are given to allow for dual purposes (e.g. correspondence that relate to the history of collections).

Category	Suggestions
administration	e.g. constitutions, minutes of meetings
bibliography	e.g. indexes of catalogues
biography	e.g. books about collectors
catalogue	e.g. type and figured collection catalogues, historic label catalogues
collections management	e.g. policy/guidance books
conservation	e.g. papers on pyrite decay, fossil preparation, or collection hazards
correspondence	e.g. letters
data	e.g. data from research projects
diary/journal	e.g. collectors' diaries/journals
directory	e.g. directories of museums
history of collections	e.g. books/papers/films on collections museums history
history of geology	e.g. books/papers/films on collections history, or history of the science of geology
notebook	e.g. field notebooks and sketchbooks
policy	e.g. collection policies
report	e.g. reports on collections work/moves
scientific paper	e.g. a monograph
thesis	e.g. a PhD thesis

administrative, bibliography, biography, catalogue, collections management, conservation, correspondence, data, diary/journal, directory, history of collections, history of geology, notebook, policy, report, scientific paper, thesis

Geological Topic

This column is for describing the main geological field the resource relates to

Topic – the main field of interest	Suggestions
fieldwork	e.g. field notebooks, field reports
geoconservation	e.g. rescue geology papers
hazards	e.g. earthquakes, volcanology, etc.
ichnology	e.g. trace fossil catalogues
igneous	e.g. igneous petrology,
invertebrate palaeontology	e.g. catalogues, monographs
local geology	e.g. local geology books
mapping	e.g. bound geological maps,
metamorphic	e.g. metamorphic petrology
micropalaeontology	e.g. catalogues, monographs
mineralogy	e.g. minerals conservation
palaeobotany	e.g. fossil plants
palaeontology	e.g. catalogues, monographs
petrology	e.g. building stones catalogues
preparation	e.g. fossil preparation/conservation
sedimentology	e.g. sedimentary petrology
vertebrate palaeontology	e.g. catalogues, monographs

fieldwork, geoconservation, hazards, ichnology, igneous, invertebrate palaeontology, local geology, mapping, metamorphic, micropalaeontology, mineralogy, palaeobotany, palaeontology, petrology, preparation, sedimentology, vertebrate palaeontology

Main Subject

This column is for the specific subject such as a taxonomic group (e.g. Brachiopoda) or conservation topic (e.g. pyrite decay) that the resource relates to.

Subject Museum

This column is for the specific museum the resource relates to.

Subject Person

This column is for a specific person the resource relates to. Preferred Format: Surname, First name(s), title(s).

Subject Place

Any place the item relates to e.g. Lyme Regis, England.

Subject Chronostratigraphy - Period

This column is for a specific geological period the resource relates to

Eoarchean, Paleoarchean, Mesoarchean, Neoarchean, Paleoproterozoic, Mesoproterozoic, Neoproterozoic, Ediacaran, Cambrian, Ordovician, Silurian, Devonian, Carboniferous, Permian, Triassic, Jurassic, Cretaceous, Paleogene, Neogene, Quaternary

Subject Chronostratigraphy - Other

This column is for a more specific geological time unit the resource relates to e.g. Rhaetian

Subject Lithostratigraphy

This column is for a specific rock formation the resource relates to. e.g. Gault Formation.

Host Museum

The museum location of the resource.

Country

The geographical location of the resource.

Accession Number

If one is present, please provide an accession number.

E Book

If an electronic version is available, please put TRUE or FALSE if not.

Weblink to E-Book, Loan Sources or Website

Link to any e-books, loaning libraries, or websites. Please add a clickable link

Weblink to Purchase

Link to Book sales pages, paid for Ebook, online content or sales page

Citation - use the Geological Curator Journal Format
https://www.geocurator.org/images/resources/geocurator/policies/InstructionsForAuthors_03_06_2020.pdf

DOI - Digital Object Identifier

ISBN number- if known

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https://tools.pdf24.org/en/ocr-pdf#s=1715247859961

The PDF can then be hosted on the host museum web page and the link added to the library spreadsheet. File sharing sites are an alternative.

Useful Links and Online Resources

Google Books https://books.google.co.uk/ - You can create your own virtual library and get citations and download copies of many books for free

https://www.biodiversitylibrary.org/ - Lots of freely accessible heritage volumes

https://archive.org/details/texts - Similar to the above

Updated 24/5/2024 P Hadland