

NUCMC

A Goldmine for Genealogists!

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The National Union Catalog of Manuscript Collections, commonly called NUCMC is a cataloging and indexing project of the Library of Congress. The NUCMC program is available to eligible repositories in the United States and its territories that do not have the resources to catalog/index their own collection. The service is free of charge both to repositories and researchers. The Library of Congress NUCMC home page states, "The mission of the NUCMC program is to provide and promote bibliographic access to the nation's documentary heritage." The program, started in the 1950's was important to the Library of Congress as they felt scholarly researchers needed an index to unpublished manuscripts and resources available from different repositories.

The NUCMC cooperative cataloging project began in 1959 and was originally printed in large blue volumes, 1- 29 (1959 – 1993). In 1986, NUCMC staff began using the RLG Union Catalog (now defunct) to produce its published catalog. The NUCMC records cataloged from 1986 - 1993, are available both online through OCLC WorldCat and in the printed volumes. Beginning in 1993, records created by NUCMC catalogers are only available in OCLC WorldCat. Chadwyck-Healey has made the records from 1959-1985 available through *ArchivesFinder* (formerly ArchivesUSA). Chadwyck-Healey published an *Index to Personal Names in the National Union Catalog of Manuscript Collections, 1959-1984* (2 v., 1988), and an *Index to Subjects and Corporate Names in the National Union Catalog of Manuscript Collections, 1959-1984* (3 v., 1994). All printed volumes and indexes of National Union Catalog of Manuscript Collections are out of print.

NUCMC and the Documentary Heritage of the Civil War

The NUCMC team recently launched the Documentary Heritage of the Civil War. This is a five-part web presentation to highlight program cataloging of the last quarter century, along with related visual content, in observance of the sesquicentennial of the Civil War. This collection includes varied materials of a broad scope.

Printed Volumes

Sacramento and greater Bay Area

California History Room of the CA State Library
900 N Street, Room 200, Sacramento

Sacramento Public Library (Main Branch)
828 I Street, 4th Floor, Sacramento

California State University, Sacramento
2nd Floor, Reference Department, Sacramento

Shields Library
University of California, Davis
Davis

Sutro Library
J. Paul Leonard-Sutro Library, 5th floor, San Francisco State University
1630 Holloway Avenue, San Francisco

Online Searches

From the NUCMC Search Page:

Search OCLC WorldCat (Manuscript materials)

The Library of Congress provides a gateway for searching OCLC WorldCat (Manuscript materials) -- nearly 1.5 million catalog records describing archival and manuscript collections and individual manuscripts in public, college and university, and special libraries located throughout North America and around the world. Access to this gateway is made available courtesy of OCLC, Inc.

Four Search Forms for the OCLC Manuscript Materials

- 1.** [Simple Search Form \(word list\) -- titles, notes, and subject fields](#)
- 2.** [Simple Search Form \(word list\) -- all names fields](#)
- 3.** [Simple Search Form \(left-anchored phrase\) -- all names fields](#)
- 4.** [Advanced Search Form](#)

? [Searching Instructions and Hints](#)

Search Techniques

- Use **Phrase** if word order is significant.
- Use **Word List** for all other searches – terms that contain one or more words in any order.
- *Word List* query - the term specified may be present anywhere in a searchable field and need not appear at the beginning of the field.
- *Phrase* searches - the search term must be an exact match (starting with the first word), or exact match up to a truncation symbol (*).
- A keyword search term for a personal name can be either the first, middle, or last name, or a combination.

Searching Personal Names

- Search personal names as phrases and in indirect order, using a comma between the first and last name. Also search with the truncation symbol after the first name. (e.g. Bell, Jacob*).
- Include hyphens.
- To search personal names as both authors and subjects, specify a combined search as author – personal “or” subject.
- Do not enter dates or titles

Searching Geographic Names

- Use a *Phrase* search and specify the geographic name in a subject search.

Searching Subjects

- If you do not know the standard subject heading, specify a subject search using *Word List*.
 - Choose a few distinct words in any order
 - Use words at least 3 characters long
 - Avoid common words
 - Use hyphens
- If you know how the standard subject heading begins, specify a subject search using *Phrase*. This will retrieve all subject headings beginning with the phrase including subdivisions. (e.g. search *dogs* will retrieve dogs-breeding; dogs-grooming; dogs-showing; dogs – training, etc.)

Find the Repository

From a display of interest, choose "more on this record" then choose "**tagged display**" and locate the 040 field toward the top of the record. Make note of the letter code (e.g., XHS) located in *subfield a* (\$a). Go to the **OCLC participating institutions page**, type in the letter code, and submit your search. Search OCLC List of participating institutions and/or MARC Code List.

Contact the Repository

Once you find an entry of interest, contact the repository holding the collection.

- Each facility has its own policy. Contact the facility directly to determine how to access the materials.
- Give them the name of the collection, control number and your particular interest.
- Request an inventory of materials in the collection. Inquire about digitization. Is it available online?
- Expect to pay research fees and costs for the researching the inventory and photocopies.

Most collections are not housed at the Library of Congress. For those that are part of the Library of Congress's collection contact the appropriate division.

Resources

Contact the NUCMC Program:

- **email:** nucmc@loc.gov
- **phone:** (202)-707-7954
- **fax:** (202)-252-2082
- **mail:** Library of Congress
Cooperative and Instructional Programs Division
NUCMC Program
101 Independence Ave., S.E., Stop 4231
Washington, D.C. 20540-4231

WEBSITES

NUCMC – Library of Congress

www.loc.gov/coll/nucmc

Archive *Finder* (formerly ArchivesUSA (ProQuest)) a subscription database usually available at university libraries, special and public libraries

<http://archives.chadwyck.com/marketing/index.jsp>