

in print form, this chapter does not apply. You are not using an actual record or an original communication from a firm. You are using a derivative *publication* that can be simply cited by the basic QuickCheck Models for books and periodicals in chapters 12 and 14. If you are using online *images* of the original or a database of the originals, then you will find models in this chapter.

4.3 Records Cataloged as Files vs. Individual Items

Business and institutional records are an assorted lot. The same type of item may be handled differently from one site to another, depending upon the cataloging system preferred by the archive. For example, when creating a Reference Note:

LOOSE ITEMS

These are typically cited in a smallest-to-largest pattern, such as

ITEM OF INTEREST, "RECORD"; FILE, COLLECTION; ARCHIVE, LOCATION.

BOUND VOLUMES

When found in large or formal archives, bound volumes follow this same pattern more or less. In smaller archives, bound volumes may be shelved and cited like authored manuscripts (as with the Stocks Funeral Home example at 4.9). The pattern for registers held by small libraries is typically this:

"TITLE OF VOLUME," PAGE/ITEM; RECORD TYPE; LIBRARY, LOCATION.

4.4 Records Cataloged by U.S. vs. International Systems

Increasing globalization of industry means that history researchers working in business archives now encounter cataloging systems that differ from those typically used in American academic and governmental archives. International cataloging styles vs. U.S. cataloging styles has already been discussed at 3.3.

The Reference Notes to the Canadian Hudson's Bay Company records at 4.5 follow the coding system commonly seen internationally, in which (*a*) the specific item is identified, then (*b*) the file location (series, file, subseries, and item) is coded from the largest element to the smallest —i.e., D.38/6, wherein

D	=	Section (Record Group)
38	=	Series
6	=	Item number

In contrast to the international-style example at 4.5, the bank-records citation at 4.6 follows the conventional American style.