

Master Catalogue

A limited list of indexing terms
makes searching easier

Description using thesaurus

Brief description
Year
Accession number
Location
Condition
Last updated
Provenance

Example: UK NA directory of meetings 1986

Standard Heading

Directory - UK

UK NA directory of meetings

Year:1986 → Year approx.if not evident

Accession Number: 1 → Numerical list of items as catalogued

Location: Box 2 → Where it is physically

Condition: Fair → Condition at update

Last updated 20.06.2013

Provenance : London Area NA for 1986 World convention → Where it came from
Or who donated
it

Example: Tee shirt from UK NA Convention 2010

Convention

Yellow T shirt from UK NA Convention 2010 in Birmingham. Cotton with logo "You're Never Alone Birmingham 2010"

Year: 2010

Accession Number: 2

Location: Box 4

Condition: Very Good

Last Updated: 20.06.2013

Provenance: Donation from NA member

Example: Wall Hanging from World Convention Barcelona 2008

Convention

Wall hanging 130cm x 200cm Cotton with NA design in white on a blue ground. From NA World Convention 2008 in Barcelona

Year: 2008

Accession Number: 3

Location: Box 4

Condition: Good

Last Updated: 20.06.2013

Provenance: Donation from NA Group Leeds

Example NA Basic Text 1st edition, Limited special printing

Book – Basic Text

NA Basic text 1st edition Limited special printing. 1982 pp160 .
Numbered on cover No. 86. Hardback Maroon binding with NA logo
blocked in silver with the words “It Works” on the cover. Some wear to
the blocking. Sold to raise money for full print run of 1st Basic Text.

Year: 1982

Accession Number: 4

Location: Box 4

Condition: Fair

Last updated: 20.06.2013

Provenance: Unknown