

## Archival Collection: An Annotated Bibliographic Directory

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**Abstract:** The study aimed to produce an annotated bibliographic directory of selected archival collections of the Basilica del Santo Niño library dated from 17th to 19th centuries. Specifically, it sought to identify the selected archival collection in terms of type and to compile a listing specifying the subject, bibliographic information, language used and annotation. The descriptive method of research specifically the documentary analysis type was used in the study. The main source of the data was the material itself, these materials were the Basilica del Santo Niño selected archival collections such as books and periodical articles published from 17th to 19th centuries. The study revealed that there were 117 titles with 475 volumes of books and 6 titles with 158 volumes of bound periodicals. The bibliographic directory comprised a total of 169 entries for books and periodical articles. The total selected archival collection including books and periodicals from the 17th to the 19th centuries comprised of 123 titles with 633 volumes. Majority of the entries are books mostly published in the 19th century. This annotated bibliographic directory of Basilica del Santo Niño's selected archival collection is essential to facilitate the access and retrieval of the valuable and priceless information needed of the researchers in their research. The annotated bibliographic directory would be promoted to inform researchers to realize the value and importance of archival collection studies.

**Key words:** annotations, annotated bibliography, annotated bibliographic directory, archival collection

### 1. Introduction

Bibliography is intended as a guide to the researcher and an indication to the reader, where the information is found — the original source of the facts. According to Harner (2000) it is an extensive list of sources you have consulted as you worked about your document. Bibliographies are sources consulted in the library in order to locate the specific materials needed. The most familiar of these are the Card Catalog, OPAC (Online Public Access Catalog) and periodical indexes (print or electronic databases). These are the common bibliographic tools one encounters in the library. They are designed for easy access and information retrieval. A bibliography is compared to a directory in which all materials regardless of format and types are listed. This is the primary tool, which a librarian intends to create for the users' satisfaction in terms of library services. A library user usually consults directly to the card catalog or OPAC in search for a specific document available in the library.

Library provides sources for the researchers' need. In providing information to the users, the library provides bibliographic data and a short annotation of the resources. An annotation is very important because it is the

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primary consideration needed to encourage greater amount of reading to the library users. We can look at an annotation as a highly developed activity, one that represents an important part of reading, writing, and scholarly work (Robert E. Kennedy Library, 2001). Through the annotations the readers are encouraged to read and to do research because it is applicable both for the printed materials and for non-print materials. In highly competitive technological changes, people are fast and accessing information is easy. With the use of an annotated bibliography, research can be made effective and efficient.

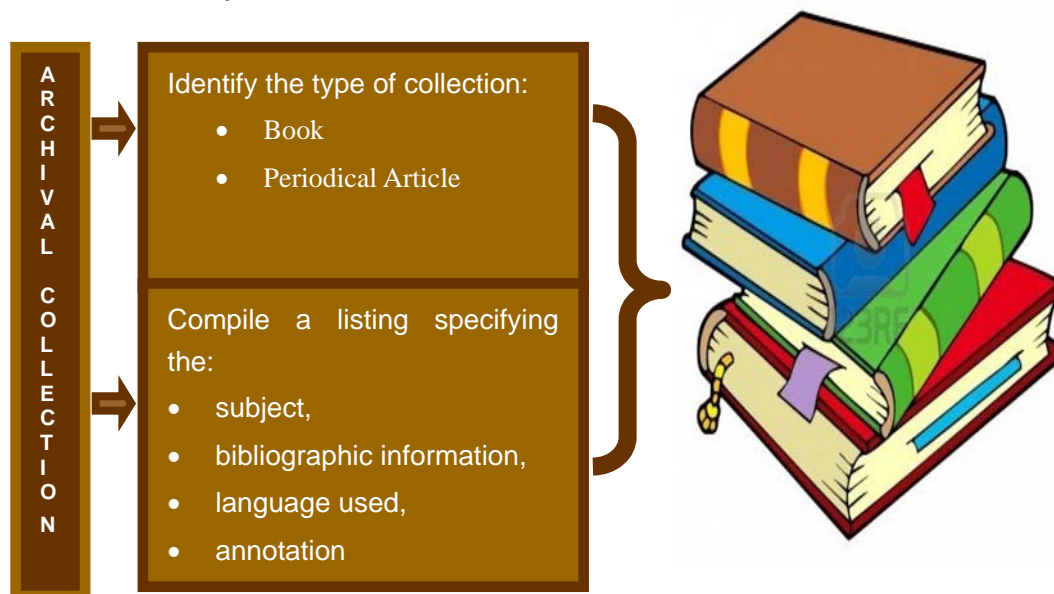
The best guide to information search for materials available in libraries is not only through bibliographic citations given but also through the efforts of competent library personnel who devote their time organizing available resources and with whom researchers can interact intelligently. The interaction between researchers and information providers are made possible through several bibliographic researches done in the country (Hagler, 1997). Moreover, Madsen (2002) presented that one of the most important tools in the library is a bibliography for easy access to information. The library resources will be made available through bibliographic information and annotations. It was proven that it is very important because the researcher will not encounter difficulty in locating the information on local history and cultural heritage of the Filipino. There are several reference sources that regarding this topic but where and how to locate them is the problem. Bibliographic annotations provide access to information.

The study focused on the archival collections of the Basilica del Santo Niño Library. The present collection of the library is about eight thousand (8,000) volumes. The 17th to the 19th centuries collection is more than one thousand volumes including bound periodicals, but the selected books and periodicals that are included in this study are more than six hundred (600) volumes only. The oldest book in the collection was published in 1604, while the earliest bound periodical is dated 1877. The Basilica del Santo Niño Library is known for its rich collection on religious and historical data. Thus, Valauskas (1999) emphasized that bibliographic information is created for notification, selection and access to original documents. In many cases, this bibliographic information is accessible electronically and, moreover, can give users direct access to the document if description and document are “linked”.

An annotated bibliographic directory adds descriptive comments assessing the nature and value of the cited works. The adding of annotation provides the future reader essential information and a foundation for further research. The primary function of bibliographic data is to assist the reader in finding the sources used in the writing of a work (Robert E. Kennedy Library, 2001).

According to the Archives Library Information Center (1999), records with intrinsic value may be retained for their evidential and informational value. Likewise, these records must be saved because of their unique physical features and historical significance. On the other hand, Ikeda (2002) illustrated that an annotated bibliographic directory provides basic bibliographical information in a standard style of documentation, as in a regular bibliography or “works cited” page; the only difference is that each citation is “annotated” with a brief statement about the text. This statement may vary in length from a sentence or two to a full paragraph, but it always contains a description or summary of the text, and it often includes an assessment of its use, value, and/or significance.

## 2. Framework of the Study



## 3. Objectives of the Study

This study aimed to produce an annotated bibliographic directory of archival collection of the Basilica del Santo Niño Library from the 17th to the 19th centuries. Specifically, it sought to identify the selected archival collection in terms of type of materials and compile a listing specifying the subject, bibliographic information, language used, and annotation.

## 4. Methodology

This study employed the descriptive method of research, specifically the documentary analysis type in producing an annotated bibliographic directory of the archival collection of the Basilica del Santo Niño Library. This method designed to gather information about the current existing condition with the primary purpose of describing the nature of a situation it exists at the time of the study and to explore the causes of particular phenomena. Documentary analysis is an investigation of a work in a visual presentation of historical subjects or focus in a factual and informative manner.

## 5. Results and Discussions

### 5.1 Identify the Selected Archival Collection in Terms of Type of Materials

There were only two titles with five volumes of books in the 17th century, nine titles with 30 volumes in the 18th century, and 106 titles with 440 volumes in the 19th century. Bound periodicals have six titles with 158 volumes, all published in the 19th century. The total selected archival collection including books and periodicals from the 17th to the 19th centuries comprises of 123 titles with 633 volumes. Books in the 17th centuries included topics on the history of Philippine Christianization, the Augustinian missionaries and the sermons specifically in the Lenten season. The 18th century books discussed changes in the literal translation of the Scriptures. The lives of Jesus, the Saints, the Popes, and the Canon law. The 19th century collection books include the lives of saints,

the blessed, and the Popes; theological, agricultural, Spanish-Visayan terms, and Spanish and Latin terms; the Canonical code; the works of religious authors; and the Sacred Bible. Majority of the periodicals were about the Augustinian missions in different places in the Philippines and foreign countries, and the Catholic Church, specifically its religious and scientific aspects.

## **5.2 Compile a Listing Specifying the Subject, Bibliographic Information, Language Used and Annotation**

The *subjects* were limited only to the most relevant need of the researcher. Most of them were religious such as bible; biography of saints, blessed, and popes; church history; bibliography; and dictionaries such as agriculture, canon law, Spanish-Visayan language and theological terms. The *bibliographic information* for books describe the title, author, pagination, publisher, place of publication, publication date, whereas the bibliographic information for periodical articles include the title of an article, author of an article (if any), title of the periodical, volume number, page location, and date of publication. The provision of the *language* in each entry identified and specified of the available existing collection resources of the library. It helps the reader to decide whether to read or not the book and the periodical article, if they could understand or not the language. The *annotations* provided in each entry to guide and give an idea to the reader as to the content of a book and periodical article, and make a decision whether they read or not the book or the article after reading the annotation. It also helps them to choose what specific books and or periodical articles could answer their needs.

An *annotated bibliographic directory* is the listing of selected archival collections of the Basilica del Santo Niño library. This is designed for easy access and retrieval of information. Most of the collection is in Spanish, Latin and in Italian language. Most of the users cannot understand the content of a book or a periodical article but through the annotation provided, the reader is given an idea of what it is all about. The collection listed are rare and centuries old collections by the Augustinian fathers. These collections promoting the archival value to make the user aware that the archival collections had been kept for their evidential and informational value and to encourage the readers and future users in helping the preservation and conservation of the library collection. It was also found out that majority, if not all of the collections is rare because of their intrinsic value. It was confirmed by the Archives Library Information Center (1999), that records with intrinsic value may be retained for their evidential and informational value. Likewise, these records must be saved because of their unique physical features and historical significance.

## **6. Conclusion**

Archival collections generated during the natural functioning of its creation (provenance) and categorize in its original order of creation. Archival collections are a special collection of the Basilica del Santo Niño Library. These are rare collections and majority is non-available in other libraries. The basilica del Santo Niño Library can be considered a repository of historical records of civilization.

## **7. Recommendations**

An Annotated Bibliographic Directory contributes much toward the provision of integral information resources that would be a great value not only as a guide to the collection but also as a direction for prospective researchers and users, particularly those engaged in archival collection studies. The use of this annotated

bibliographic directory would be promoted to encourage more researches on the value of archival collection.

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