

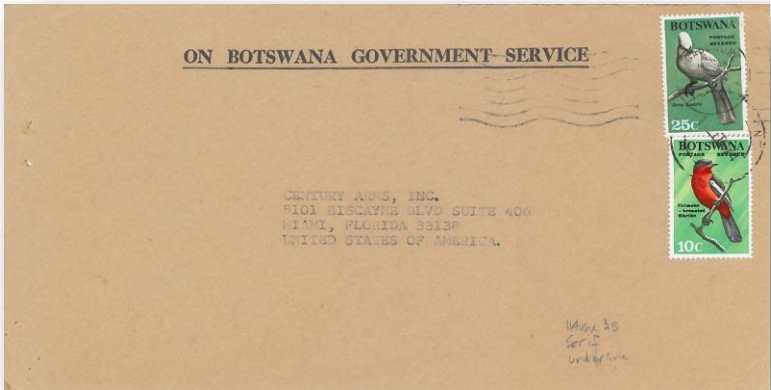
Typologies!

A personal approach to classification

Lessons Learned on the Development of Typologies and Cataloguing

Collecting the Non-Stamped Postal History of Botswana

My Collecting Interests



Why do I collect this stuff

I currently live in Nova Scotia Canada.

I lived in Botswana from 1994 to 2002, where I ran and eventually owned a landscape architecture, environmental consulting, and land use planning company.

My interest in stamp collecting re-ignited in Botswana by receipt of nicely stamped mail from Canada.

I joined local club and started collecting Botswana stamps.

I quickly developed good collection of stamps and started looking for other topics.



Cataloging

I currently have over 3,000 covers of non-stamped postal history from Botswana.

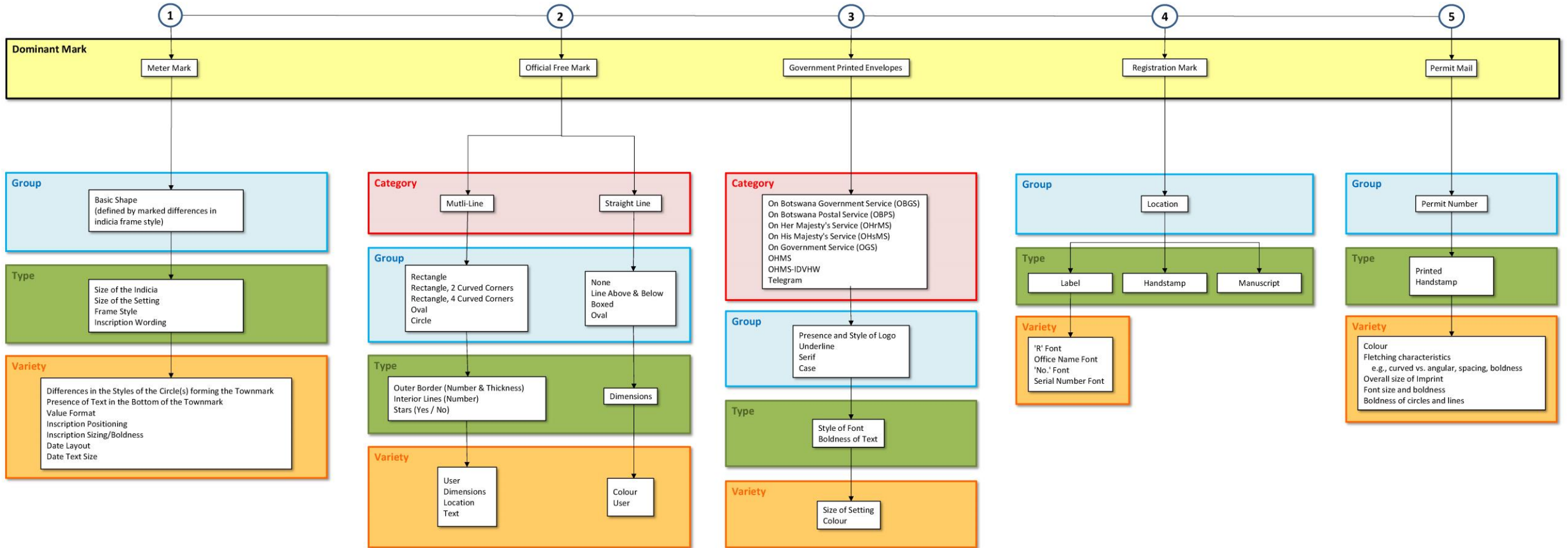
Even in the early days, I was having trouble keeping track of what I owned and was often buying duplicates, so I needed some system to record what I had.

So, I started fooling around with Excel, but it wasn't very powerful in allowing me to sort information in different ways depending on questions I had.

I then looked at FileMaker Pro in the early 2000's, an Apple product, but technical support and updates were dwindling.

When I moved back to Canada, I moved from an Apple world to a PC world and MS Access became available to me.

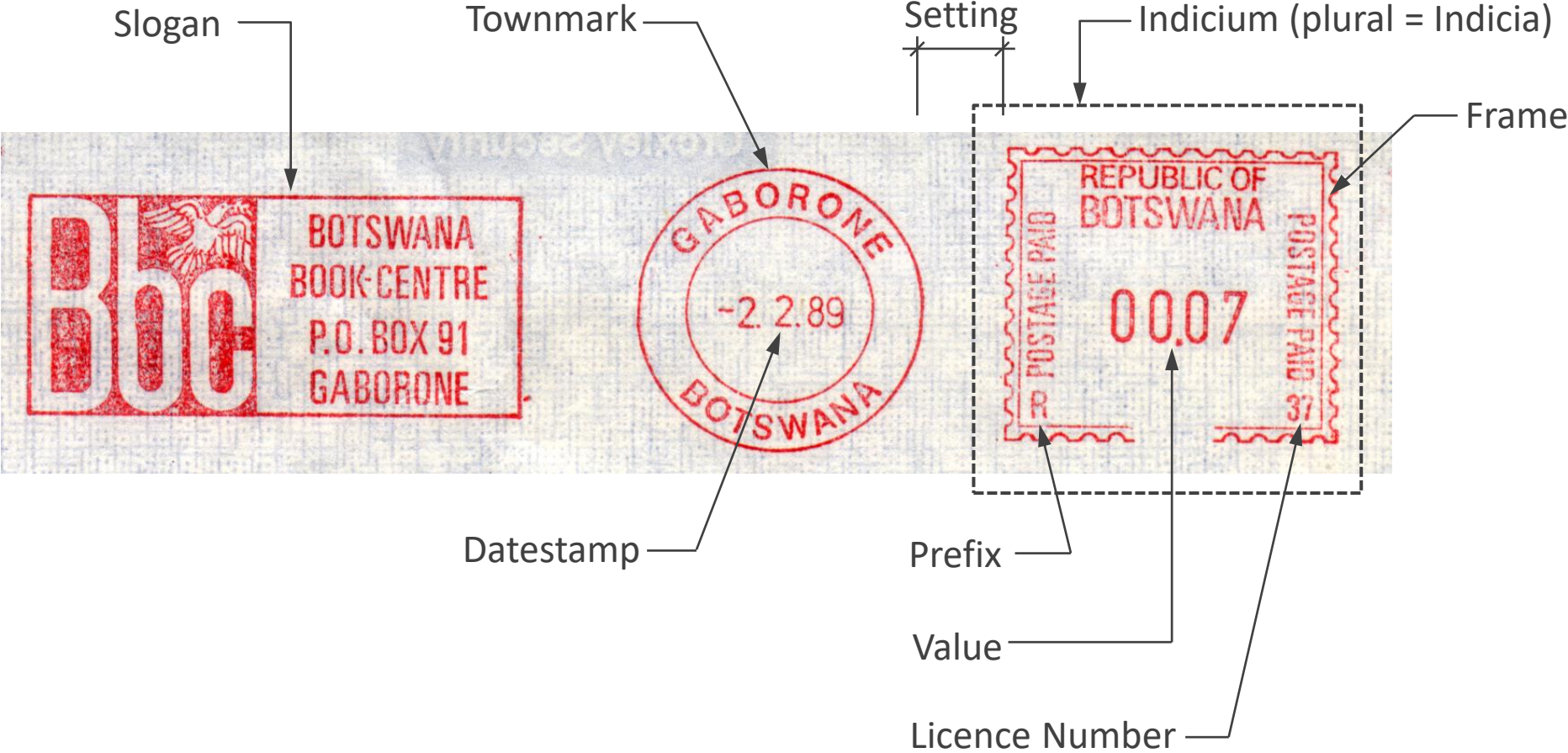
Overall Organization



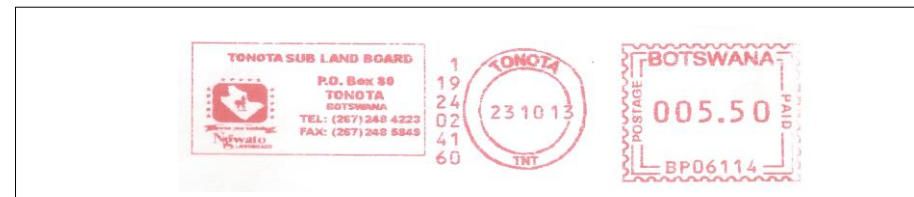
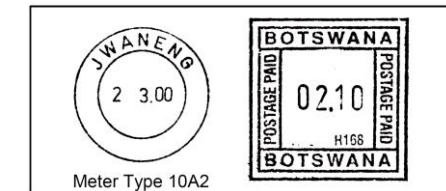
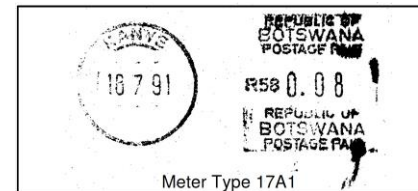
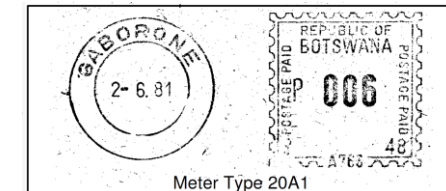
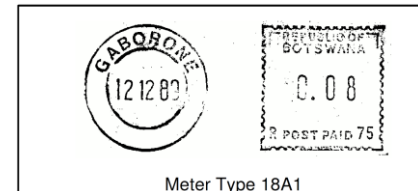
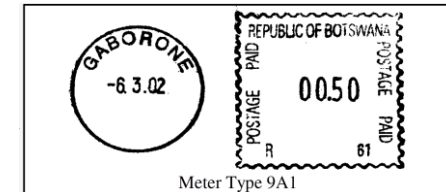
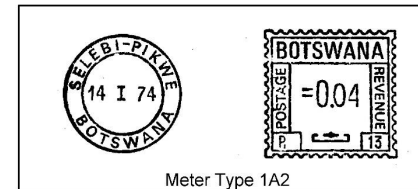
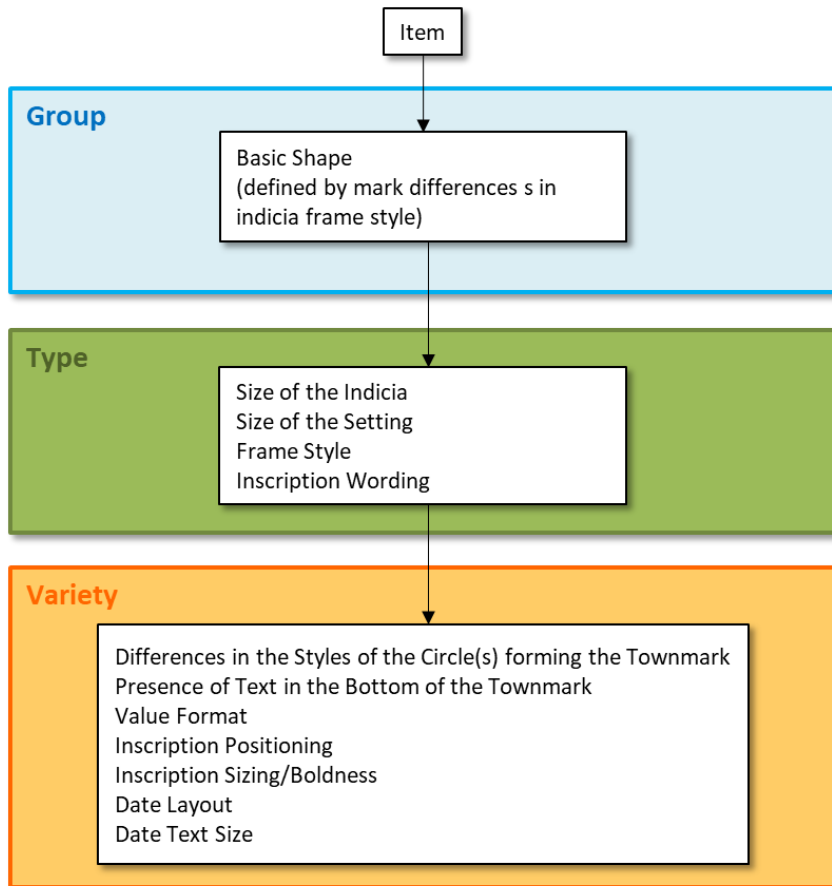
Botswana Meter Marks



Parts of a Meter Mark



Meters – Basis of Cataloging

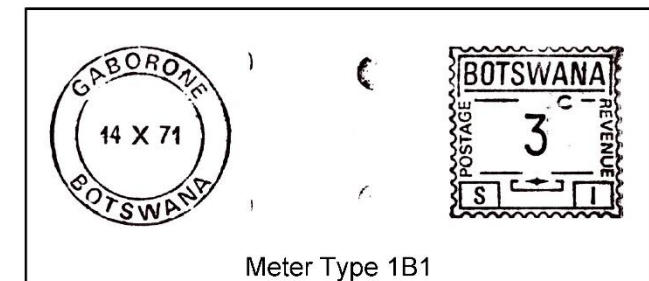
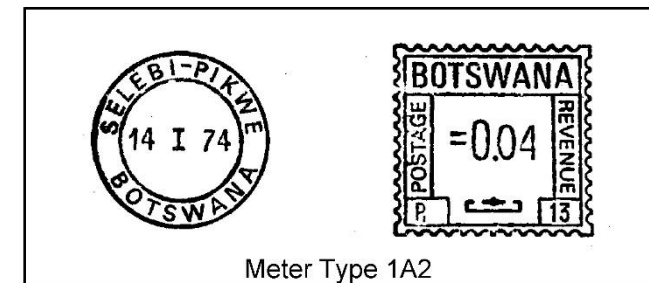
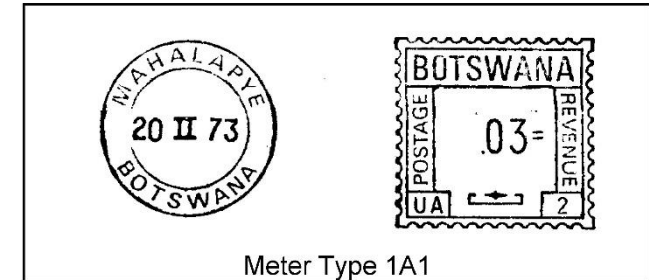


Meters - Typology

Aspects that determine type

Aspects that determine variety

Meter Type Number	Aspects that determine type				Aspects that determine variety							Machine Type
	Size of Indicia	Size of Setting	Frame Style	Inscription Wording	Townmark Circles	Text in Bottom of Townmark	Value Format	Inscription Positioning	Inscription Sizing/Boldness	Date Layout	Date Text Size	
1A1	27 x 27 mm	16 mm	1	1	Double	Yes	.00=	1	1	1	1	Universal/Pitney Bowes "Automax" (MV)
1A2	27 x 27 mm	16 mm	1	1	Double	Yes	=0.00	1	1	1	1	
1B1	22 x 23 mm	29 mm	2	1	Double	Yes	3, 4, 5, 10c(vals. seen)	1	2	1	2	



Meters – Database

Microsoft Access

Table Tools: Fields, Table

File Home Create External Data Database Tools Fields Table

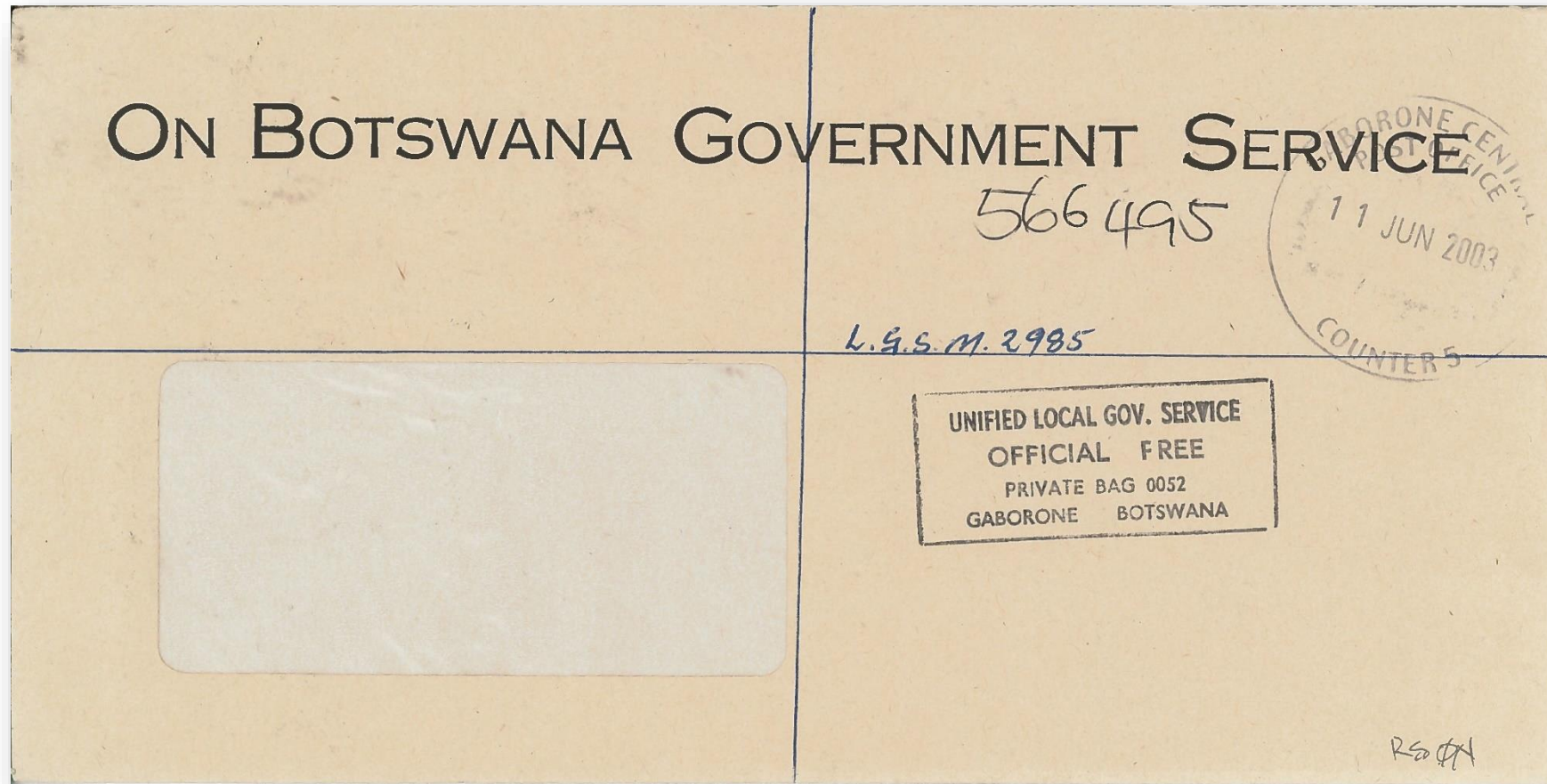
View Paste Copy Format Painter Filter Sort & Filter (Ascending, Descending, Advanced, Remove Sort, Toggle Filter) Records (New, Save, Spelling, Refresh All, Delete, More) Find (Replace, Go To, Select) Window (Size to Fit Form, Switch Windows) Text Formatting (Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Styles)

All Tables: Issue Status, Item Type, Items, Licences, Licences ExportErrors, Machine Types, Old database original, Old Item data, Old Licence data, Paste Errors, Quality of Item, Typology, Unrelated Objects

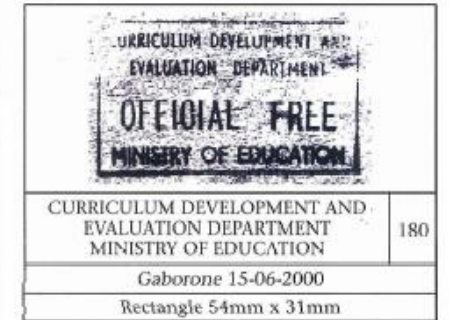
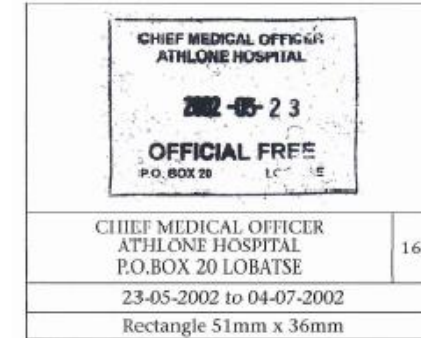
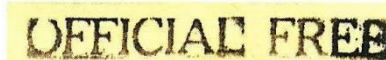
Pref	Lice	Licencee	Community	Date Issued	Issue Status	Address	Contact Nam	Phone Numb	General Comments
R	1	Botswana Housing Corporation	Gaborone	07-Jul-99	Expired	P.O. Box 1197	K.Khimbele	352-431	Machine type (Francotyp Postalia "MS5") determined by phone call in Dec. 20
S	1	Botswana Book (?) Centre	Gaborone		Expired				Machine type (Pitney Bowes "Simplex") determined from list in Meter Stamp B
Typolog	Date of Item	Type of Item	Quality of Itc	Holder of Itc	Value	Machine Type	Item Comments		
1B1	14 Oct 1971	Cover	Excellent	GS	\$0.03	Pitney Bowes "Simplex"			
1B1	19 Jan 1972	Photocopy	Excellent	see item comm	\$0.03	Pitney Bowes "Simplex"	In article by Inglefield-Watson in the Runner Post issue 24 September 1991.		
1B1	27 Jan 1972	On Piece	Excellent	GS	\$0.10	Pitney Bowes "Simplex"	Denominated in cents. Contains 2 overlapped impressions.		
1B1	22 Apr 1972	Photocopy	Excellent	see item comm	\$0.03	Pitney Bowes "Simplex"	In article by Peetoom in the Runner Post issue 90 August 2015.		
1B1	14 Dec 1973	On Cover	Good	GS	\$0.10	Pitney Bowes "Simplex"	Indicia contains 'c' indicating cents as in rands and cents. No logo.		
*				GS	\$0.00				
UA	1	Standard Bank	Gaborone		Expired	P.O. Box 21			Copy from Case in Meter Stamp Bulletin June 1971, no. 95 (vol XI no 7) show
R	2	Botswana Meat Commission	Lobatse		Expired				Company name supplied by Roy Setterfield via JIW.
R	2	Central District Council	Serowe	07-Jun-99	Expired	Private Bag 001	B. B. Matlapeng	430-857	Re-issue as letter in BP file 34BPS/FM/5 dated ?/?/99 states that CDC do not I
R	2	?? Machinery	Francistown		Expired	P.O. Box 137			
S	2	Matamela Master	Serowe		Expired				Pitney Bowes "Simplex" described by Roy Setterfield via Inglefield -Watson le
S?	2	Central District Council	Unsure		Expired				Letter in BP file 34BPS/FM/4 dated 26/7/95 from Serowe Post Office states CI
UA	2	Standard Bank	Mahalapye		Expired	P.O. Box 82			Machine type (Pitney Bowes "Automax") determined from list in Meter Stamp E
R	3	Serowe/Palapye Sub District	Palapye	27-Aug-99	Expired	Private Bag 0072	Botho Baruti	421-092/421-14	Machine type (Francotyp Postalia "MS5") determined by phone call in Deceml
R	3	Botswana Business Machines	Francistown		Expired				No response to P.O. enquiry letter in BP file 34BPS/FM/5 dated 14/7/92 or 19.
R	4	Standard Bank	Maun	05-Oct-87	Expired				Letter in BP file 34BPS/FM/4 dated 12/4/96 states branch machine no longer i
R	4	Tati Land Board	Masunga	20-Nov-03	Expired	PrivateBag 009	P.O. Jeremia	248-9267	
R	5	KPMG	Gaborone		Ever Used ?				Licencee determined through typex on original list.

Num Lock

Botswana Official Free Marks



BOFM - Samples

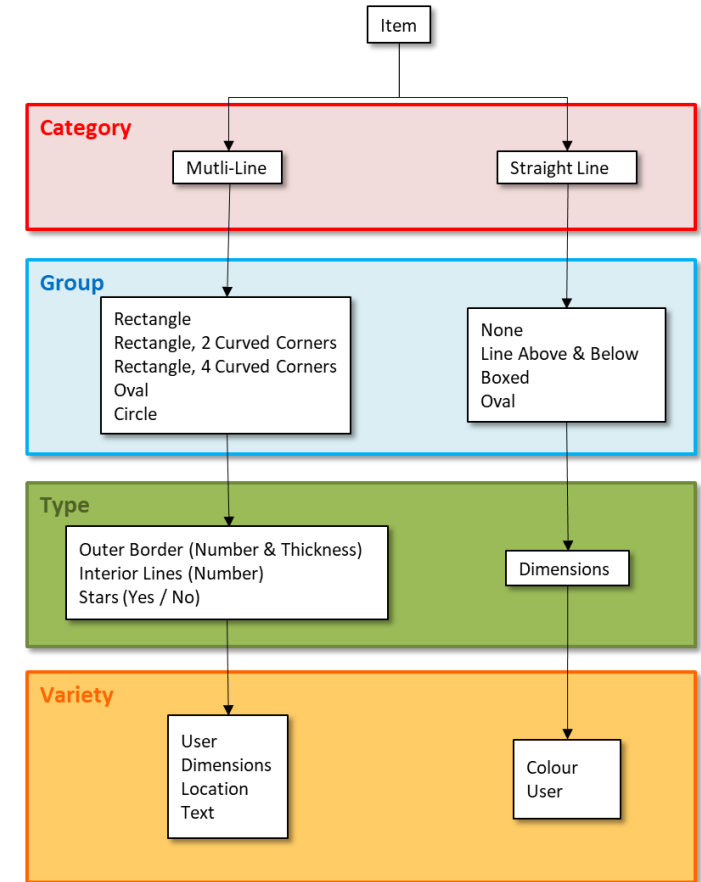


Official Frees – Basis of Cataloging

After years of looking, I recently came across website offering copies of legislation of Botswana and got a copy of Postal Act where requirements for use of “Official Free” are listed.

Very basic, just indicating text that needs to be included; nothing on shapes or other information regarding mark.

Therefore, wide variation in types of marks.



Official Frees - Typology

Only goes to type level, since almost every official free mark is its own variety.

Given this complication, it will remain important that the user of the typology looks at visual examples to determine if they have an exact match or not.

A verbal or shorthand description of a mark can be given using the coding with the information on variety given in long-hand.

Category	Group	Type			Code	
		Outer Borders	Interior Lines	Stars		
Multi-Line	Rectangle	None	0	No	RNON	
		Single	0	No	RSON	
				Yes	RSOY	
				No	RS1N	
			1 partial	No	RS1pN	
			2	No	RS2N	
			2 both doubled	No	RS2bdN	
	3	No	RS3N			
	Rectangle, 2 Curved Corners	Single	0	No	RS2ccSON	
	Rectangle, 4 Curved Corners	Single	0	No	RS4ccSON	
2			No	RS4ccS2N		
Oval	Single	0	No	OSON		
			Yes	OSOY		
			No	OS1N		
		1	Yes	OS1Y		
			Double, both equal	0	No	ODbeON
				Yes	ODbeOY	
	1	No	ODbe1N			
		Yes	ODbe1Y			
	Double, outer thicker	0	No	ODotON		
		Yes	ODotOY			
1	No	ODot1N				
	Yes	ODot1Y				
Triple	0	No	OTON			
Circle	Single	0	No	CSON		
		1	No	CS1N		
	Single winged	1	No	CSw1N		
	Double, both equal	1	No	CDbe1N		
			Yes	CDbe1Y		
	Double, outer thicker	0	Yes	CDotOY		
Straight Line	No Border	Dimensions ("#" in code)			N#x#	
	Line Over & Under	Dimensions ("#" in code)			L#x#	
	Boxed	Dimensions ("#" in code)			B#x#	
	Oval	Dimensions ("#" in code)			SO#x#	

Official Fees – Database

Microsoft Access

Table Tools

File Home Create External Data Database Tools Fields Table

View Paste Copy Format Painter Filter Sort & Filter Records Find Window Text Formatting

All Access Objects

Search...

Tables

- Colour
- Data\$_ImportErrors
- Holdings
- Interior Lines
- Location
- Outer Borders
- Quality
- Shape
- Stars
- State
- Type
- Typology

Modules

- Module1

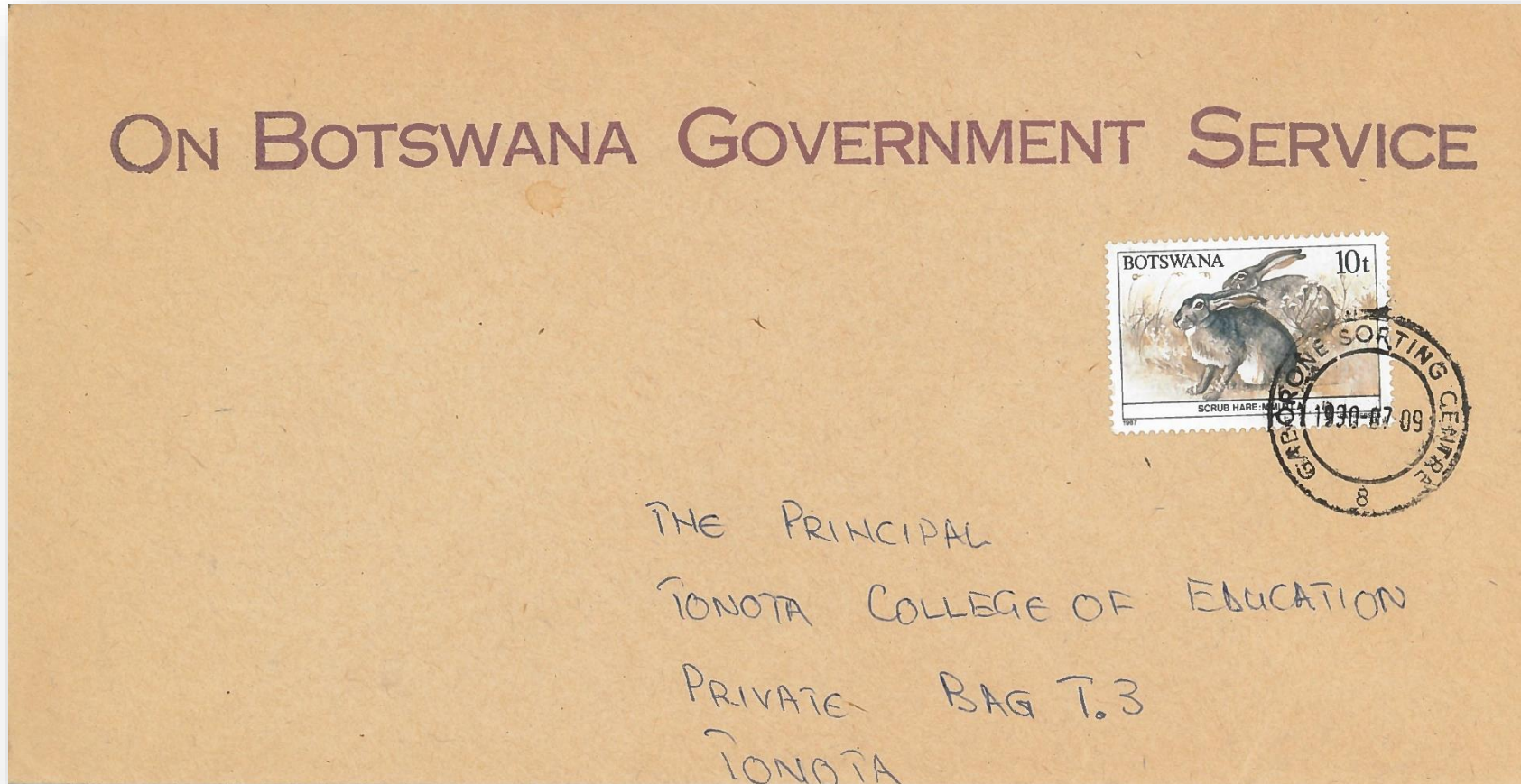
Typology

ID	Type	Department	Location in Mark	Dims	ERD	LRD	Firth No	Comments	Shape	Outer Borders	Interior Lines	Stars
340	B80.5x13.5	BOTSWANA CUSTOMS & EXCISE VAT AUDIT UNIT No 1 HEADQUARTERS GABORONE	Gaborone	80.5mm x 13.5mm								
	Accession No	Date Marked	Comment	Quality	Colour	Postmark	Item_ID_No	Click to Add				
	BOFM0090	2005-08-05		Good	Red	n/a	645					
	BOFM0091	2005-08-05		Good	Red	n/a	646					
	BOFM0512	2005-08-05		Good	Red	n/a	661					
* BOFM0								(New)				
297	B50.0x8.0, T2	BOTSWANA CUSTOMS AND EXCISE MANAGER VAT DEFERRAL UNIT P/BAG 106 GABORONE		50mm x 8mm			676					
310	B52.0x8.0	BOTSWANA CUSTOMS AND EXCISE MANAGER VAT OPERATIONS UNIT P/BAG 106 GABORONE		52mm x 8mm			689					
230	N49.5x6.5	BOTSWANA CUSTOMS AND EXCISE SOUTH CENTRAL COLLECTION, REGISTRY GABORONE		49.5mm x 6.5mm			633					

Datasheet View

Num Lock

Botswana Government Printed Envelopes

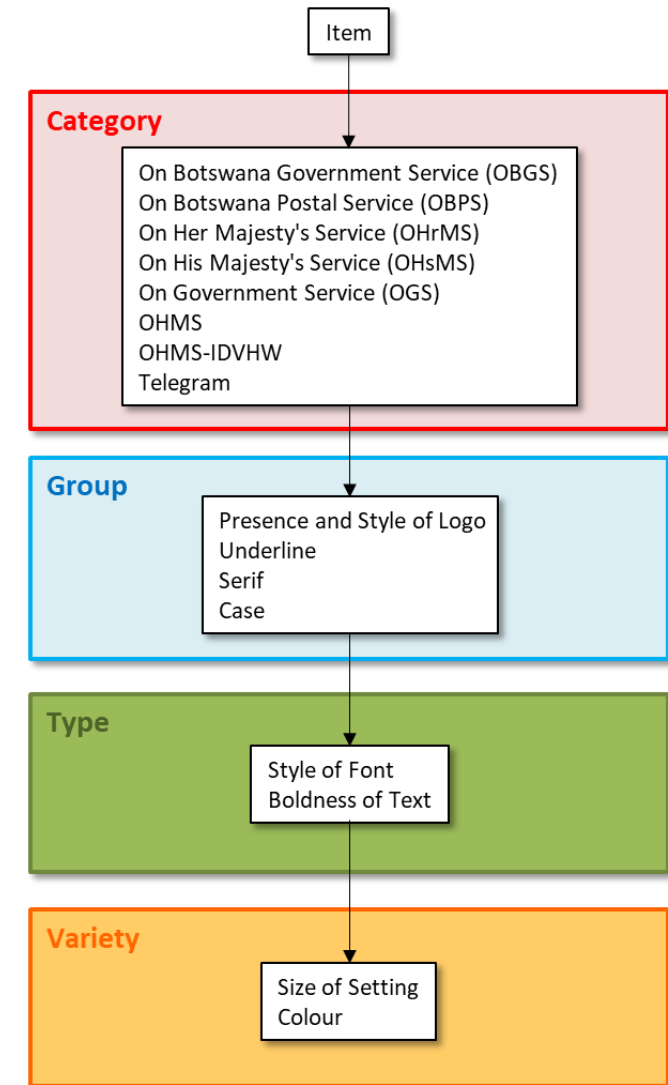


Government Printed Envelopes – Basis of Cataloging

Figure describes the basis for establishing a typology of Botswana Government Printed Envelopes.

I was not looking at this printing until Peter Thy, co-author of *The Postal Stationery of the Bechuanalands and Botswana* and current editor of *PSGSA Journal* pointed out that it might be an interesting topic about which to write an article.

Challenge is that printing is not “official”, so there is a huge variety of type faces and styles.



OBGS Covers – Typology Organization

1. Assign prefix (OBGS, OBPS, OHrMS, OHsMS, OGS, OHMS, OHMS-IDVHW, Tele) depending on category.
2. Assign Group based on following table, adding presence of logo as primary criterium in groups that have them.

1. Underline	U – underlined		N – not underlined
2. Serif	s – serif		ss – sans serif
3. Case (capitalization)	U – all upper case	L – lower and upper case	S – small caps

3. Assign Type, which is give a number based on sequence of discovery.

OBGS Covers – Typology Sample

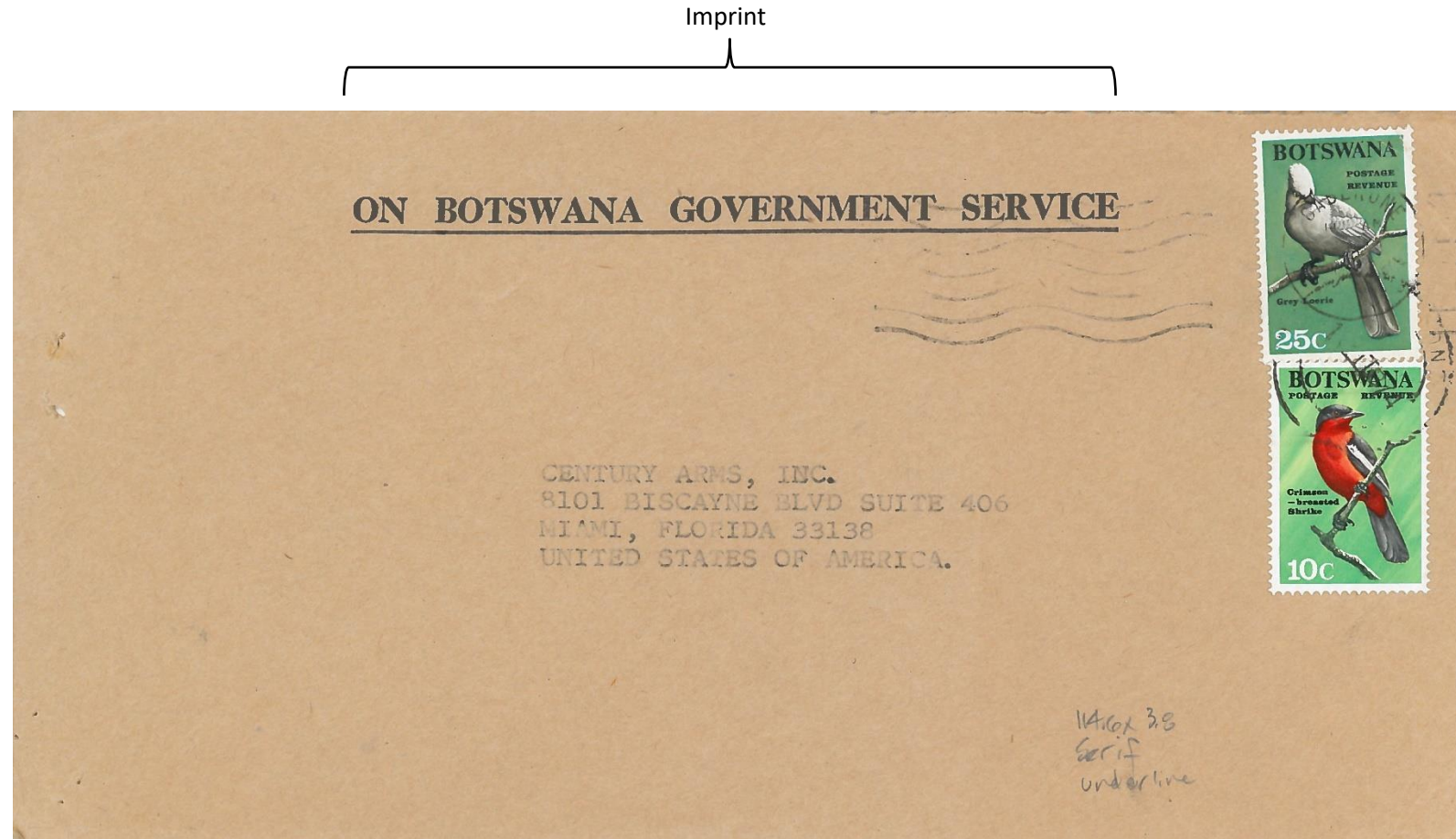
OBGS Type UsS01	<u>ON BOTSWANA GOVERNMENT SERVICE</u>
OBGS Type UsS02	<u>ON BOTSWANA GOVERNMENT SERVICE</u>
OBGS Type UsS03	<u>ON BOTSWANA GOVERNMENT SERVICE</u>

OBGS Type NssU01	ON BOTSWANA GOVERNMENT SERVICE
OBGS Type NssU02	ON BOTSWANA GOVERNMENT SERVICE
OBGS Type NssU03	ON BOTSWANA GOVERNMENT SERVICE
OBGS Type NssU04	ON BOTSWANA GOVERNMENT SERVICE

Sample of an OGBS Marking

- Imprint text is underlined
- Is a serif font
- Is all upper case

Therefore, it is denoted as UsU and as the first type discovered within the grouping, it is denoted with a 1, making it UsU1.



OBGS – Database

Microsoft Access

Table Tools: Fields, Table

File Home Create External Data Database Tools Fields Table

View Paste Copy Cut Copy Format Painter Filter Sort & Filter Records Find Window Text Formatting

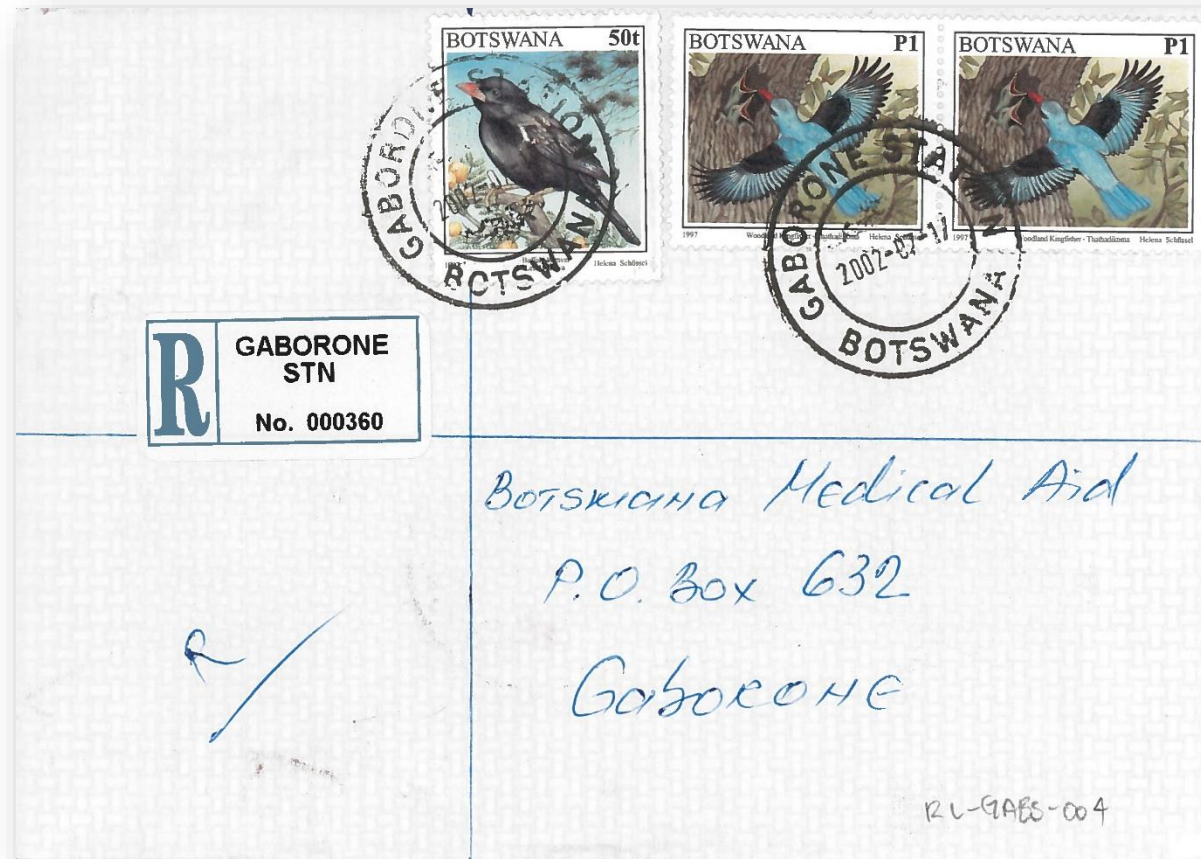
All Access Objects: Search... Tables: Holdings, Inscription Text, Setting Types, Backstamp, Envelope Size, Knife, Paper Type, Setting Colour. Queries: BOFM. Macros: Requery.

Accession No.	Inscription	Setting Type	Setting Wic	Setting Ht	Setting Colour	PaperType	Knife	Date Marked	Backstamp	Backstamp Wic	Backstamp H	Comment
BOFM0623	On Botswana Government Service	OBGS NssU08	213.5	7.5	Black	Brown Kraft-card		2013-11-01	None			
BOFM0624	On Botswana Government Service	OBGS NssU08	214.3	7.5	Black	Brown Kraft-Shiny		2012-06-19	None			
BOFM0625	On Botswana Government Service	OBGS NssU08	213.8	7.3	Black	Brown Kraft-paper		2013-10-14	None			
BOFM0626	On Botswana Government Service	OBGS NssU09	219.2	7.3	Grey	Brown Semi-Fine		2004-08-22	MERPAK	10.5	1.7	
BOFM0627	On Botswana Government Service	OBGS NssU09	218.9	7.2	Dark Mauve	Brown Semi-Fine		2001-06-18	MERPAK	10.3	1.6	
BOFM0628	On Botswana Government Service	OBGS NssU08	213.5	7.3	Black	Brown Kraft-paper		2013-11-01	None			
BOFM0629	On Botswana Government Service	OBGS NssU08	213.5	7.3	Dark Grey	Brown Kraft-paper		2013-10-14	None			
BOFM0630	On Botswana Government Service	OBGS NssU09	173.8	6.5	Dark Grey	Brown Kraft-paper		2008-12-22	None			
BOFM0631	On Botswana Government Service	OBGS NssU08	195.0	6.8	Black	Brown Kraft-paper		2009-04-03	None			
BOFM0632	On Botswana Government Service	OBGS NssU08	214.0	7.6	Black	Brown Kraft-paper		2013-10-11	None			
BOFM0633	On Botswana Government Service	OBGS NssU09	219.0	7.4	Mauve	Brown Semi-Fine		2000-09-12	MERPAK	10.5	1.7	
BOFM0634	On Botswana Government Service	OBGS UssU07	77.4	3.5	Black	Brown Semi-Fine		1992-01-28	None			
BOFM0635	On Botswana Government Service	OBGS UssU07	76.6	3.5	Black	Brown Semi-Fine		1992-01-28	None			
OBGS0006	On Botswana Government Service	OBGS NsS01	200.6	5.6	Dark Grey	Brown Semi-Fine	B5-13	1995-07-14	None			
OBGS0007	On Botswana Government Service	OBGS NsS01	199.6	8.5	Grey	Brown Semi-Fine	B5-14	1992-12-17	None			
OBGS0008	On Botswana Government Service	OBGS NsS01	192.5	6.0	Dark Mauve	Brown Semi-Fine	DL-13	1993-06-01	None			
OBGS0009	On Botswana Government Service	OBGS NsS01	192.5	6.0	Dark Grey	Brown Fine	DL-14	2002-06-08	None			
OBGS0010	On Botswana Government Service	OBGS NsS01	192.0	5.9	Mauve	Brown Semi-Fine	DL-15	1990-07-09	None			
OBGS0011	On Botswana Government Service	OBGS NsS01	135.0	7.0	Dark Mauve	Brown Semi-Fine	C6-03		None			no date
OBGS0012	On Botswana Government Service	OBGS NsS01	135.0	5.7	Mauve	Brown Semi-Fine	C6-06	1993-05-11	None			
OBGS0013	On Botswana Government Service	OBGS UsS02	82.6	2.2	Blue-Airmail-Dark	White Airmail-TR-P		2002-07-09	None			
OBGS0014	On Botswana Government Service	OBGS UsU02	205.5	6.2	Black	Brown Semi-Fine		1992-02-03	None			

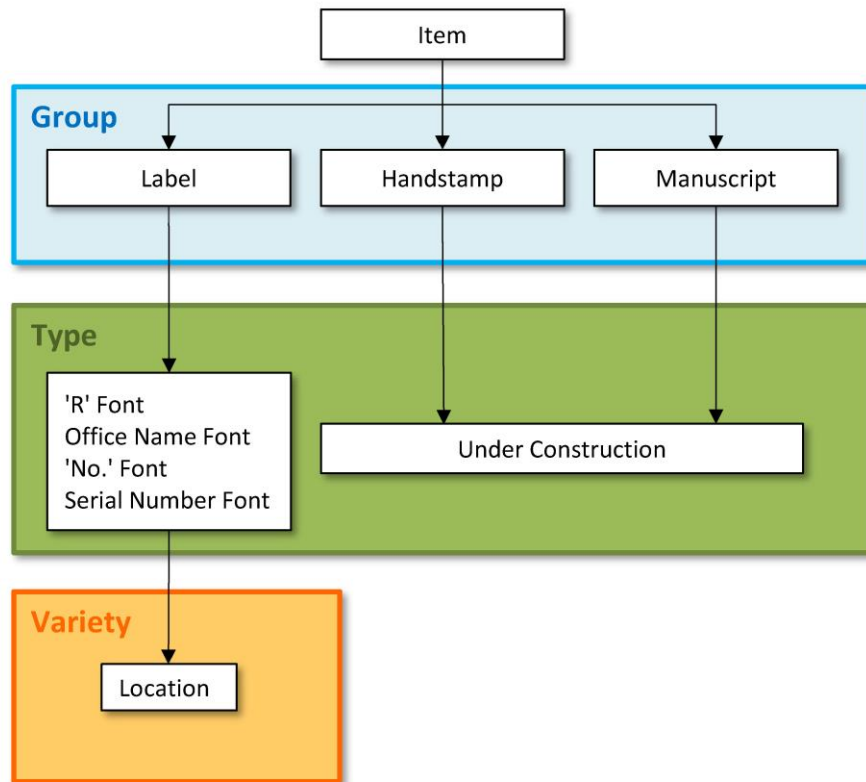
Record: 1 of 655 No Filter Search

Datasheet View Num Lock

Botswana Registration Labels



Registration Labels – Basis of Cataloging



RL D4D3	RL D4D4	RL D4D5
RL D4E6	RL D4F5	RL D5D3
RL D5D4	RL D5D5	RL D5E6
RL D5F5	RL D5F5 showing variation in location of underline in 'No.'	RL D13D4 (IW D4D4)
RL E4E6	RL E5E6	RL F4E6
RL F5E6	RL G4E6	RL G5E6
RL H8E6	RL H8G6	RL H8G7

This typology was developed by Sir John Inglefield-Watson and his colleagues in the Bechuanalands and Botswana Society in the late 1980's and early 1990's.

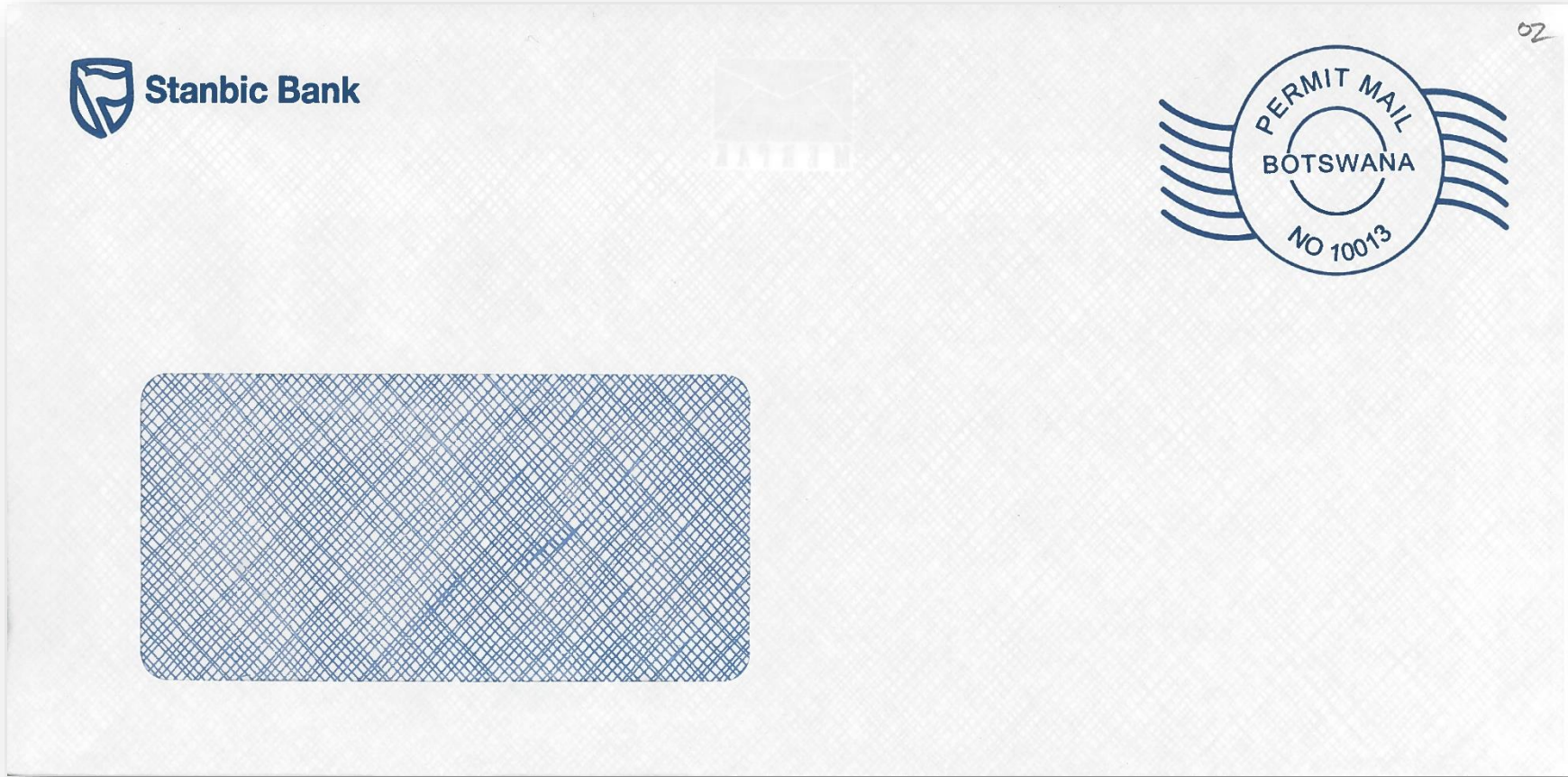
Registration Labels – Database

Accession No.	Mark Type	R	Office Name No.	Serial No.	Location	Registration No.	Holder/Image Location	length of location in mm	Notes
	Gummed Label	A	1	A 1	Francistown	4386	IW-RP15	22.5	
	Gummed Label	A	1	A 1	Lobatsi	1488	IW-RP26, p510		
	Gummed Label	A	1	A 1	Lobatsi	1608	IW-RP29		
	Gummed Label	A	2	B 2	Palapye	3746	IW-RP15		
RL-FRAN-001	Gummed Label	A	3	C 3	Francistown	8979	GS	23	
RL-FRAN-006	Gummed Label	A	3	C 3	Francistown	221	GS	23	
	Gummed Label	A	3	C 3	Francistown	2138	IW-RP15	23	
BOFM0527	Gummed Label	A	3	C 3	Gaberones 1	3834	GS		
BOFM0529	Gummed Label	A	3	C 3	Gaberones 2	5784	GS		
	Gummed Label	A	3	C 3	Lobatsi	7909	IW-RP25, p485		
BOFM0526	Gummed Label	A	3	C 3	Mafeking	8565	GS		
	Gummed Label	A	4	C 3	Francistown	2760	IW-RP15	18.5	2 line measured from outside of F to S, short hyphen
OBS0044	Gummed Label	A	4	C 3	Gaborone 1	146	GS		
RL-GHAN-021	Gummed Label	A	4	C 3	Ghanzi	5809	GS		
RL-LOB2-001	Gummed Label	A	4	C 3	Lobatsi 2	4712	GS		
RL-SEDI-001	Gummed Label	A	4	C 3	Sedibeng	465	GS		
RL-THSE-007	Gummed Label	A	4	C 3	Tsessebe	2169	GS		
RL-MAHA-002	Gummed Label	A	4	C 5	Mahalapye	3964	GS		
	Gummed Label	A	4	C 5	Tsessebe	2599	IW-RP37, p796		
	Gummed Label	A	4	D 3	Gaborone 2	11888	IW-RP15		
IW-Listing (A4D5)	Gummed Label	A	4	D 3	Orapa			17.5	Measurement provided in IW-RP15
	Gummed Label	A	4	D 4	Francistown	18207	IW-RP25, p475	17	2 line measured from outside of F to S, short hyphen
IW-Listing (A4D4)	Gummed Label	A	4	D 4	Orapa			13.5	Measurement provided in IW-RP15
	Gummed Label	A	4	D 4	Ramotswa Village	00756	IW-RP15		
OBS0067	Gummed Label	A	4	D 5	Gaborone 2	8837	GS		
OBS0068	Gummed Label	A	4	D 5	Gaborone 2	35893	GS		
RL-KANY-002	Gummed Label	A	4	D 5	Kanye	9599	GS	15.5	
RL-MAHA-001	Gummed Label	A	5	C 3	Mahalapye	3921	GS		
	Gummed Label	A	5	C 3	Mochudi Village	9425	IW-RP15		

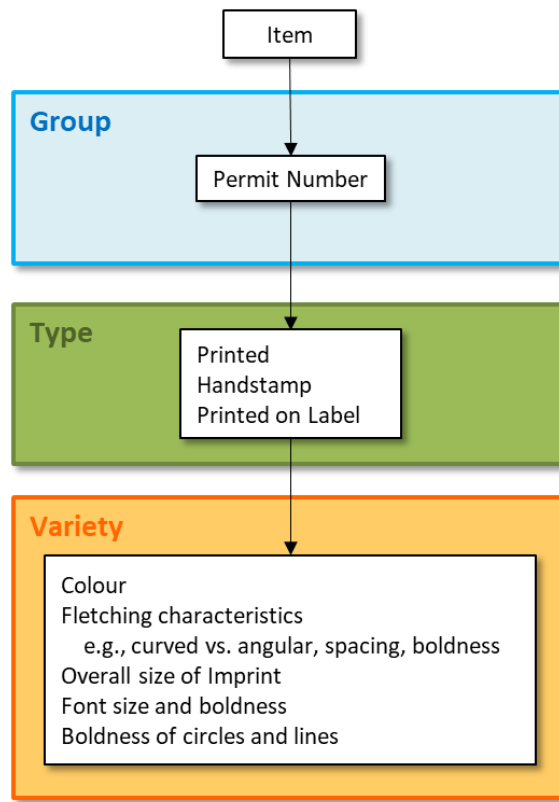
To list where there are differences in types, sort by:

1. R
2. Office Name
3. No.
4. Serial No.
5. Location

Botswana Permit Mail



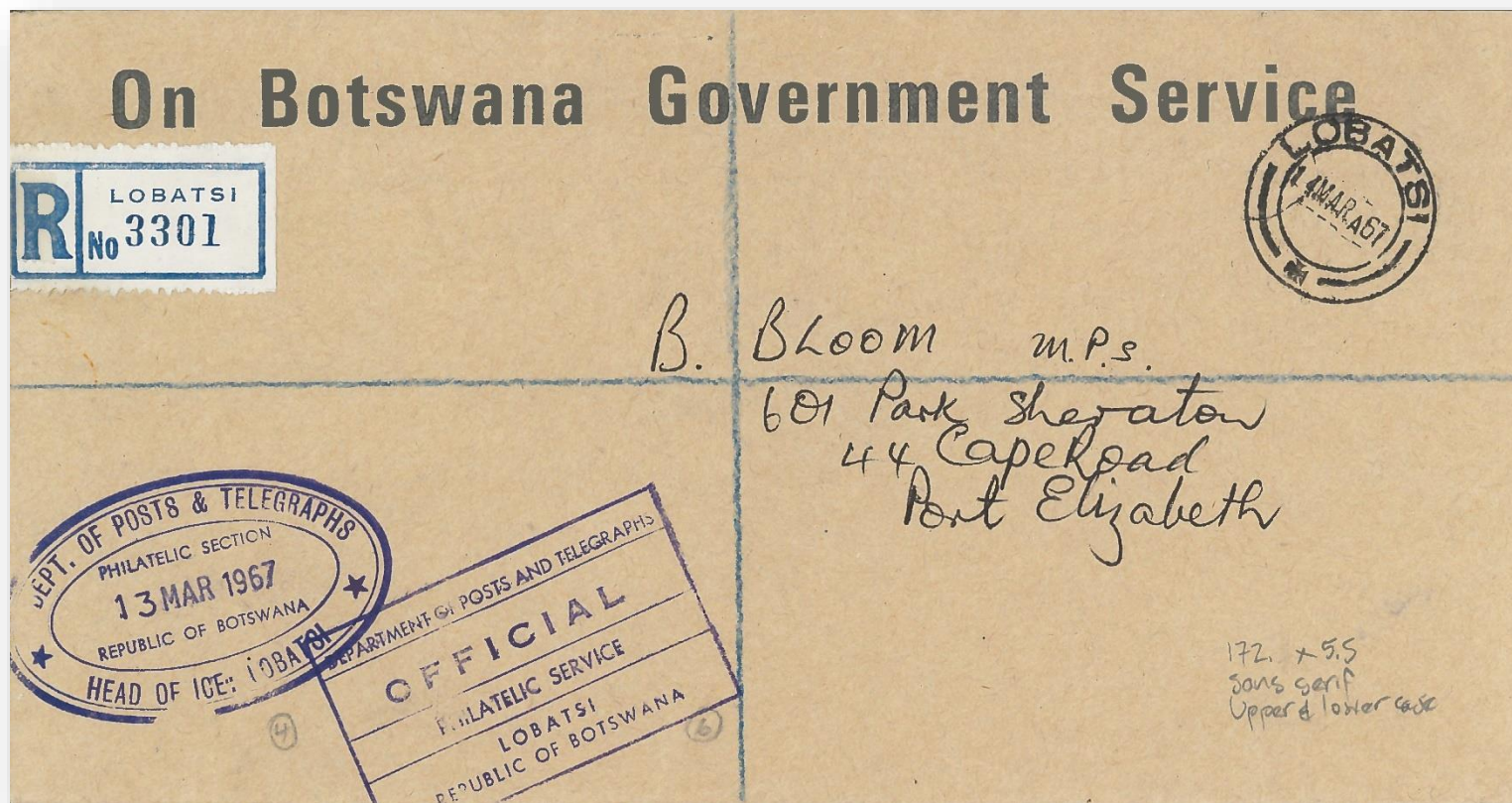
Permit Mail – Basis of Differentiation



Conundrum – One Cover, Multiple Marks

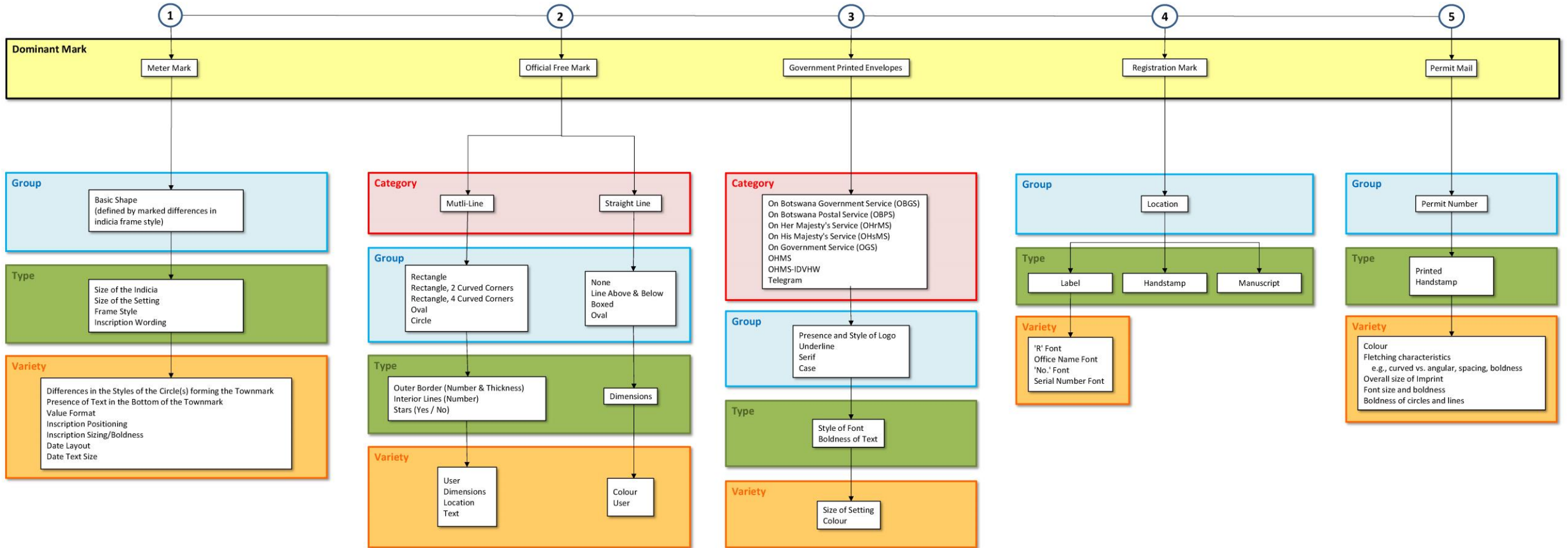
One cover may have a number of different aspects in which I am interested.

I had to figure out away to store and retrieve these covers so I could find them easily when I went looking for them.



Accession Numbering System

Overall Organization



Accession Numbering

I set priority based on previous table; priority is arbitrary, based on the evolution of my interest.

I then assign a prefix based on the “primary” cover type.

I am still trying to determine how to deal with covers only seen not acquired – I will probably put scan in digital filing system and print of scan in physical system.

Cover Type	Prefix	Accession System	Example
Meters	BMM	Licence number, prefix and date; same dates, add sequential letters	BMM-096R-091222a BMM-06526BP-050109
Official Frees	BOFM	Sequential acquisition number	BOFM0056
Government Printed Envelopes	OBGS	Sequential acquisition number	OBGS0668
Registration Labels	RL	4 letter abbreviation of name and sequential acquisition number	RL-HIBR-001
Permit Mail	PM	Permit number and sequential acquisition number	PM-10012 (30)

Lessons Learned

I built this as I went, not knowing where it was leading. I built the meter database first and have since added Official Frees and Government Printed Envelopes.

I thought about each cover type separately and created a separate database for each.

Therefore, some data like dates are input into each database creating repetition.

If I was starting from scratch, I would create one large database with different tables with a primary table based on accession numbers and some basic information like date of the cover associated with that.

Then, other database tables associated with specific cover types would call that information from the main accession table, reducing duplication of work inputting dates and minimizing data entry errors.

However, I like having the prefixes that tell me the primary interest of the cover and filing by that. Having to put in different accession number types in the same column could reduce input quality assurance.

Contact

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