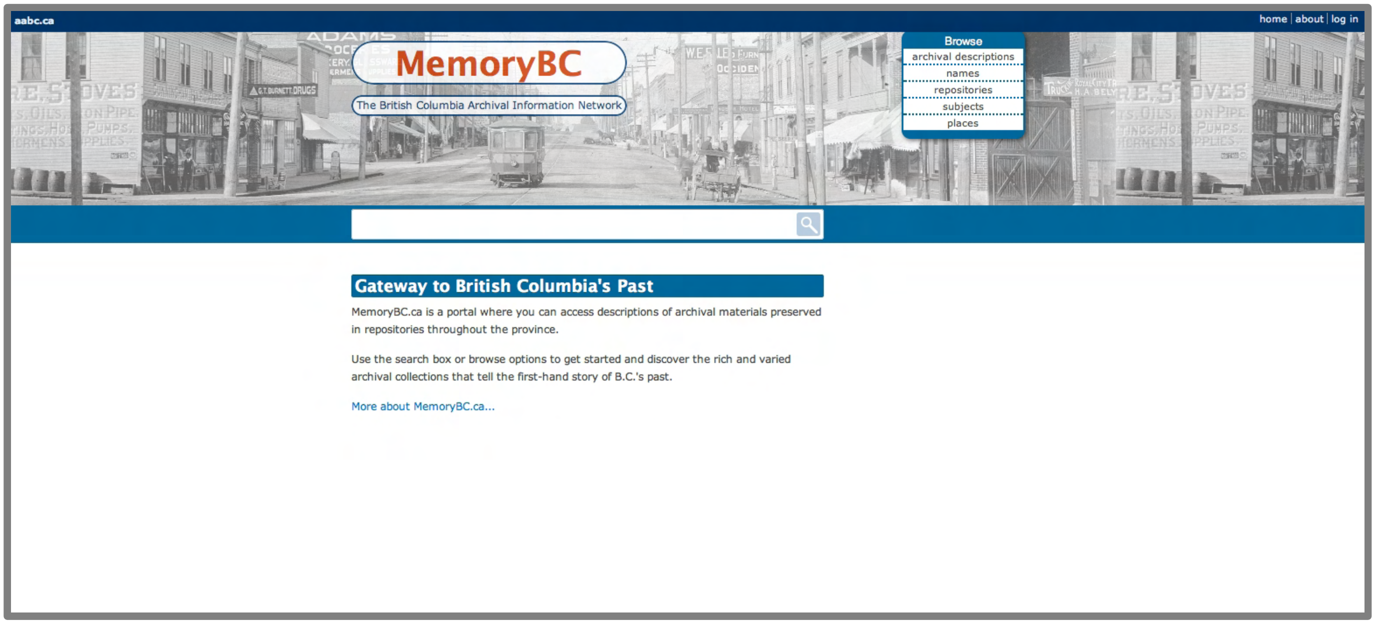
ICA-AtoM 1.1 Training Workshop


aabc.ca
home | about | log in
MemoryBC
The British Columbia Archival Information Network
Browse
archival descriptions
names
repositories
subjects
places

Gateway to British Columbia's Past

MemoryBC.ca is a portal where you can access descriptions of archival materials preserved in repositories throughout the province.

Use the search box or browse options to get started and discover the rich and varied archival collections that tell the first-hand story of B.C.'s past.

More about MemoryBC.ca...

Introduction to ICA-AtoM 1.1

ICA-AtoM, which stands for *International Council on Archives - Access to Memory,* is a web-based, free software application for standards-based archival description in a multi-lingual, multi-repository environment. It is designed to support ICA standards such as *General International Standard Archival Description* (*ISAD(G)*) but it also includes a template for descriptions based on the Canadian *Rules for Archival Description* (*RAD*). ICA-AtoM allows you to describe your archival holdings in context. You will not just create an archival description in isolation: you will link it to a description of a creator and a description of an archival institution, resulting in a complete account of what the records are, who created them and what archives they belong to.

See http://ica-atom.org for more information about the application.

How these Tutorials Work

This series consists of five tutorials which are to be completed in the order listed:

1. Log in
2. Browse and search for records
3. Edit repository
4. Add an authority record
5. Add archival descriptions

For More Information

If you would like more detailed instructions on using ICA-AtoM in general, you can consult the on-line user manual at http://www.ica-atom.org/docs/index.php?title=User_manual.

Feedback

If you have any comments, questions or suggestions about the tutorials, the user manual or the software itself, please go to the ICA-AtoM discussion list at http://googlegroups.com/group/ica-atom-users.

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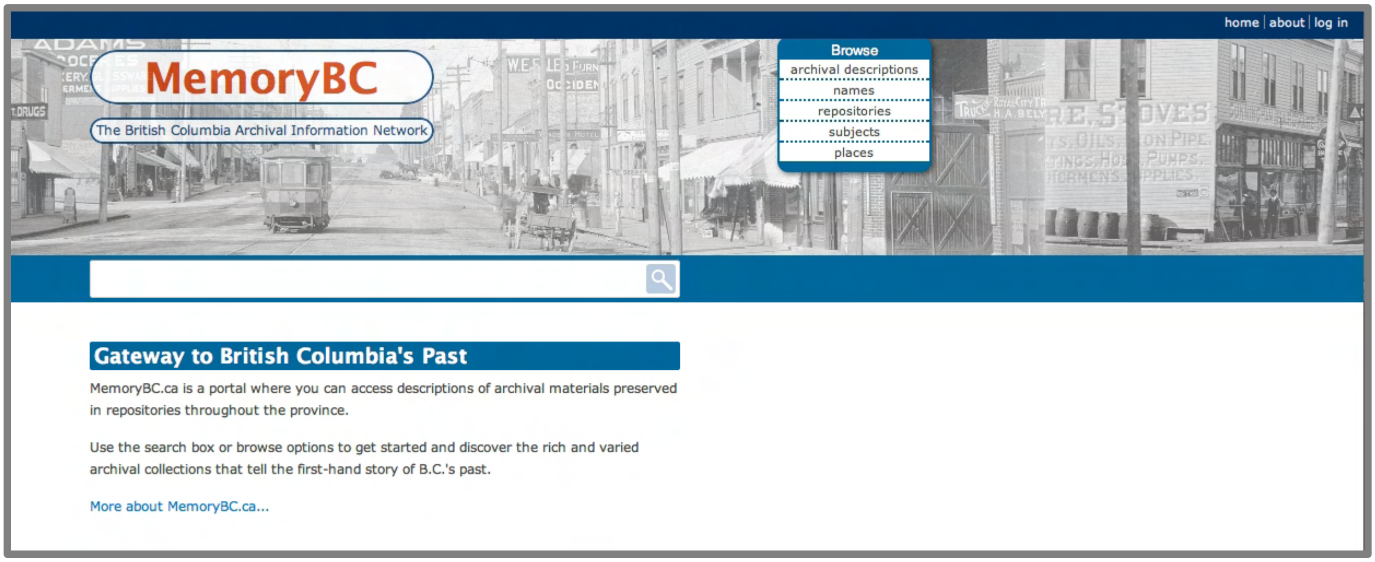
Tutorial 1: Log in

In this tutorial you will learn to log into ICA-AtoM in order to add and edit descriptions.

Step 1 Go to log in screen

1.1 Click log in (located in the upper right-hand corner of your screen)


home | about | log in
MemoryBC
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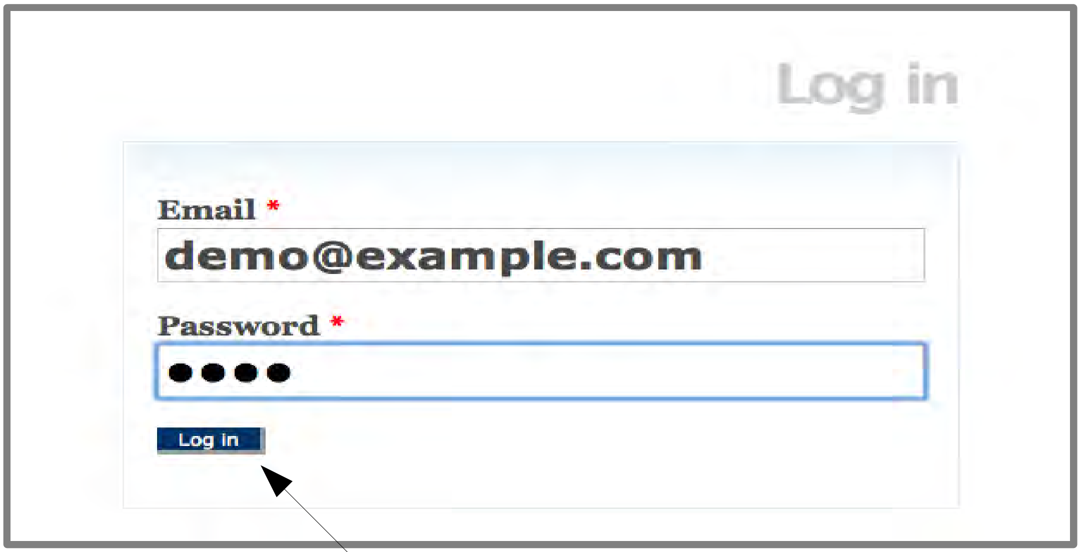
More about MemoryBC.ca...

Step 2: Log in

For this workshop you will log in as an administrator. This will allow you to add and edit repository records in addition to archival descriptions and authority records.

2.1 In Email type *demo@example.com*



Log in

Email *

demo@example.com

Password *

●●●●

2.2 In Password type *demo*

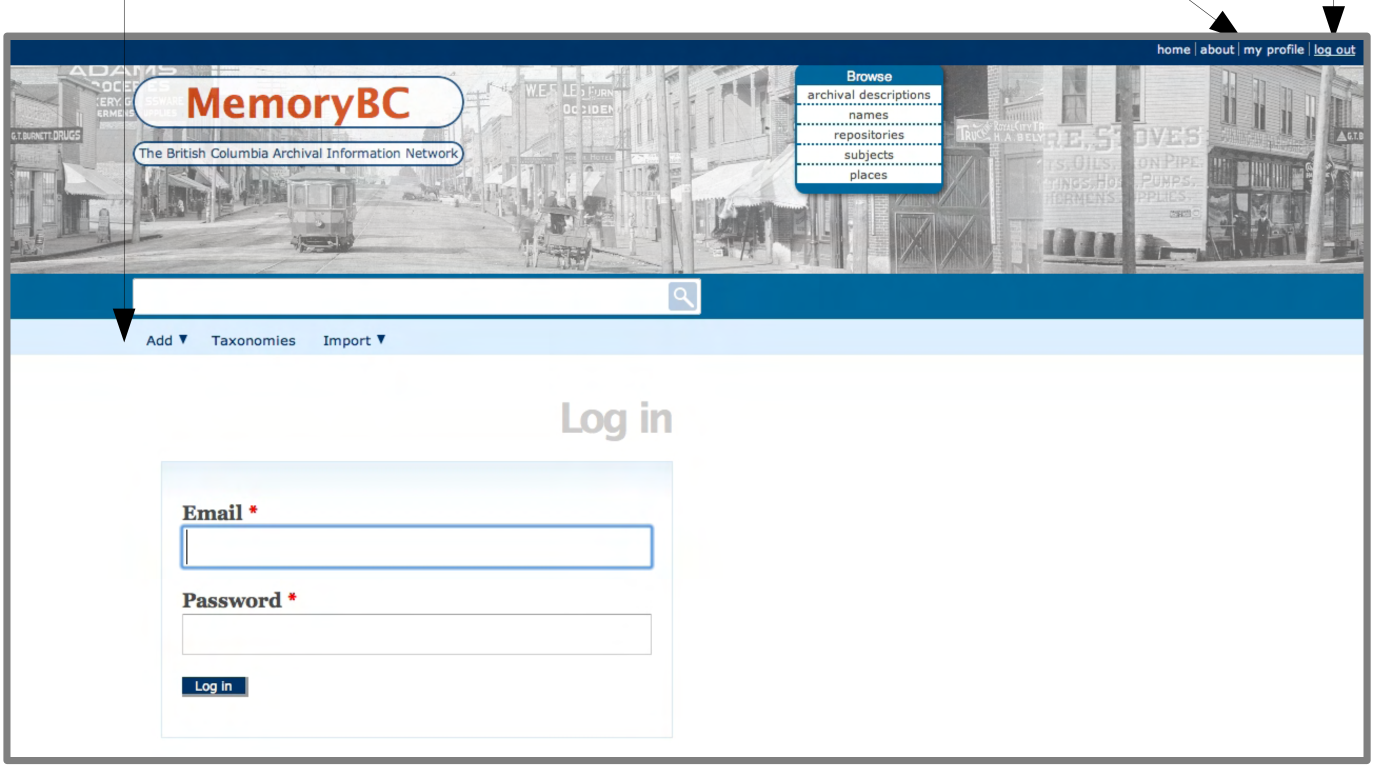
2.3 Click the log in button

You are logged in. Note that the following items now appear on your screen:

1) a log out link

2) a “my profile” link (which takes you to screen where you can edit your login and password)

3) a menu bar, which you will use to add and edit descriptions


home
about
my profile
log out
MemoryBC
The British Columbia Archival Information Network
Browse
archival descriptions
names
repositories
subjects
places
Add ▼
Taxonomies
Import ▼
Log in
Email *
Password *
Log in

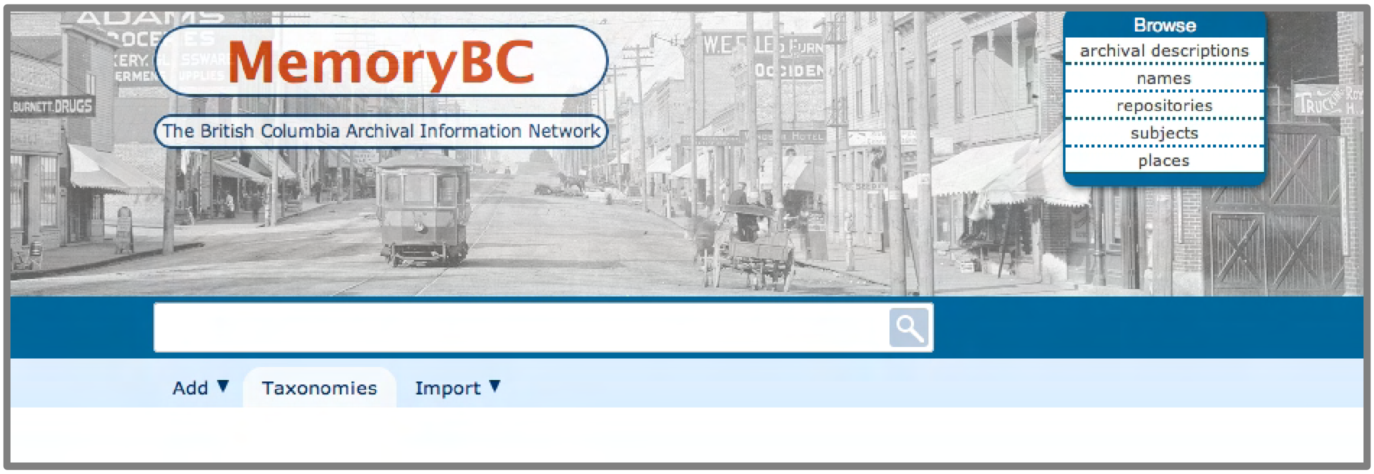
You are ready to proceed to the next tutorial!

Tutorial 2: Browse and search for records

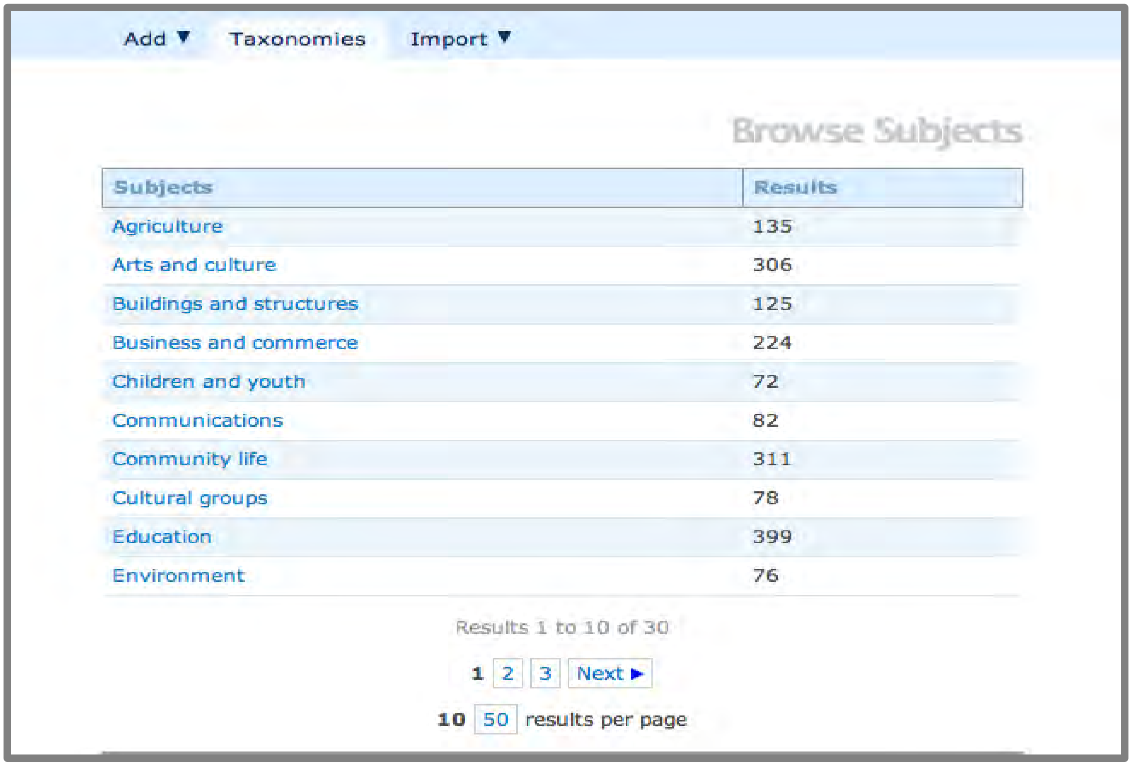
In this tutorial you will learn how to use the browse and search functions and to navigate some of ICA-AtoM's menus and links.

Step 1 Browse by subject

1.1 In the browse box, click subjects


MemoryBC
The British Columbia Archival Information Network
Browse
archival descriptions
names
repositories
subjects
places
Add ▼
Taxonomies
Import ▼

Your screen will show a list of subject terms on the left and the number of descriptions containing each subject term on the right.


Add ▼
Taxonomies
Import ▼

Browse Subjects

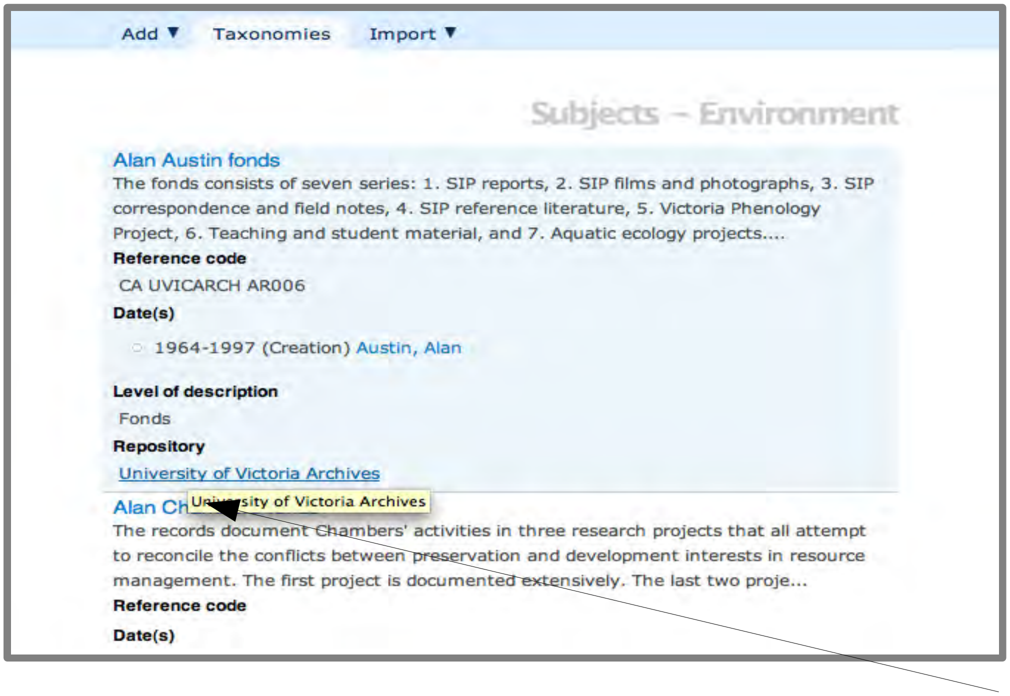
Subjects	Results
Agriculture	135
Arts and culture	306
Buildings and structures	125
Business and commerce	224
Children and youth	72
Communications	82
Community life	311
Cultural groups	78
Education	399
Environment	76

Results 1 to 10 of 30

1 2 3 Next ▶
10 50 results per page

1.2 To view a list of records containing the subject term *Environtment*, click on Environment.

Your screen will show you a list of descriptions containing the subject term *Environment* and will indicate the fonds to which each descriptions belongs.



Subjects – Environment

Alan Austin fonds

The fonds consists of seven series: 1. SIP reports, 2. SIP films and photographs, 3. SIP correspondence and field notes, 4. SIP reference literature, 5. Victoria Phenology Project, 6. Teaching and student material, and 7. Aquatic ecology projects....

Reference code

CA UVICARCH AR006

Date(s)

- 1964-1997 (Creation) Austin, Alan

Level of description

Fonds

Repository

University of Victoria Archives

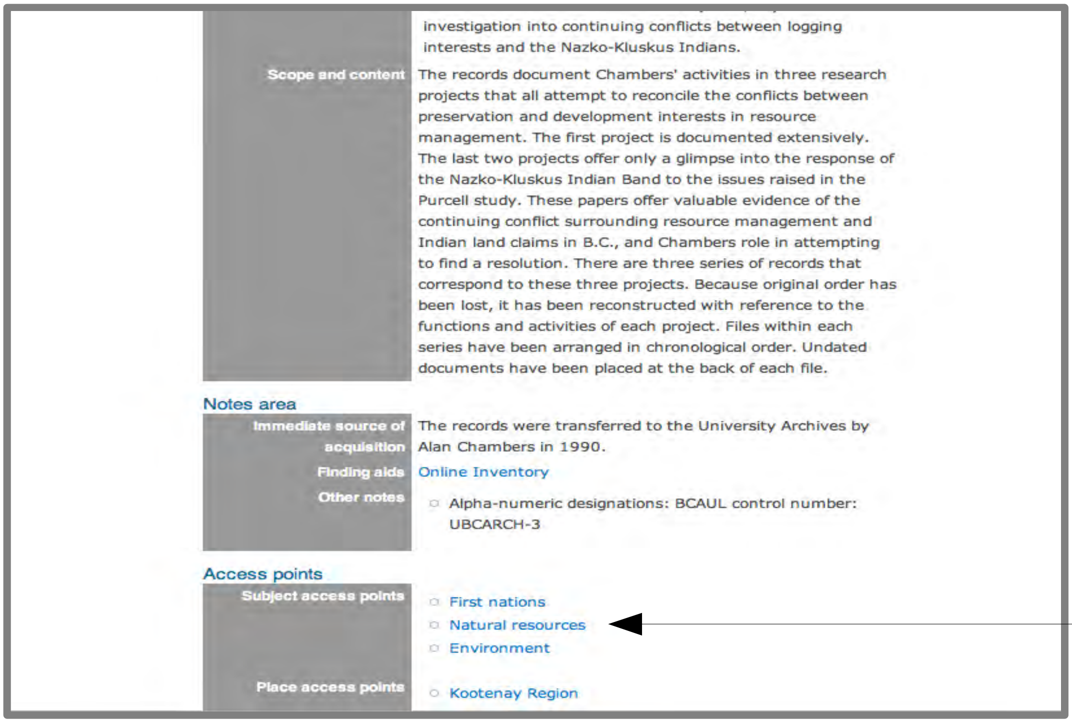
Alan Ch

The records document Chambers' activities in three research projects that all attempt to reconcile the conflicts between preservation and development interests in resource management. The first project is documented extensively. The last two proje...

Reference code

Date(s)

1.3 To view a description, click on one of the blue links. For this example, click on *Alan Chambers fonds.*



investigation into continuing conflicts between logging interests and the Nazko-Kluskus Indians.

Scope and content	The records document Chambers' activities in three research projects that all attempt to reconcile the conflicts between preservation and development interests in resource management. The first project is documented extensively. The last two projects offer only a glimpse into the response of the Nazko-Kluskus Indian Band to the issues raised in the Purcell study. These papers offer valuable evidence of the continuing conflict surrounding resource management and Indian land claims in B.C., and Chambers role in attempting to find a resolution. There are three series of records that correspond to these three projects. Because original order has been lost, it has been reconstructed with reference to the functions and activities of each project. Files within each series have been arranged in chronological order. Undated documents have been placed at the back of each file.

Notes area

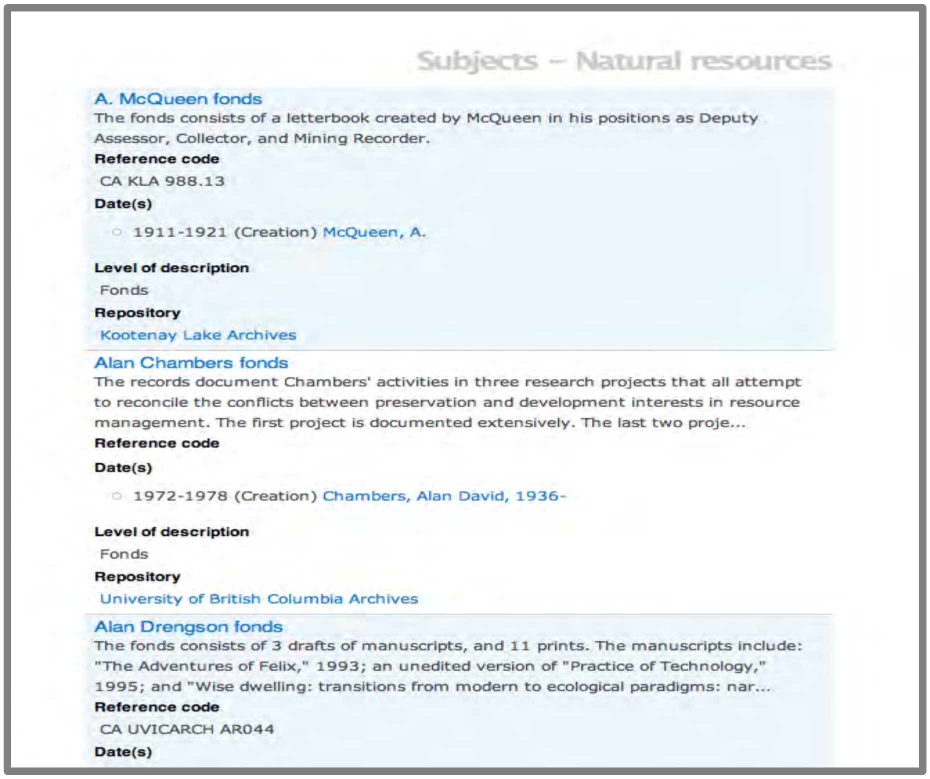
Immediate source of acquisition	The records were transferred to the University Archives by Alan Chambers in 1990.
Finding aids	Online Inventory
Other notes	○ Alpha-numeric designations: BCAUL control number: UBCARCH-3

Access points

Subject access points	○ First nations ○ Natural resources ○ Environment
Place access points	○ Kootenay Region

1.4 When you scroll down the page you will note that this description has been indexed with the term *Natural Resources*. To view a list of other records containing the subject term planning, click on Natural resources.

Your screen now shows the authority record for *Dean's Office – Faculty of Medicine*



Subjects – Natural resources

A. McQueen fonds
The fonds consists of a letterbook created by McQueen in his positions as Deputy Assessor, Collector, and Mining Recorder.
Reference code
CA KLA 988.13
Date(s)
○ 1911-1921 (Creation) McQueen, A.
Level of description
Fonds
Repository
Kootenay Lake Archives

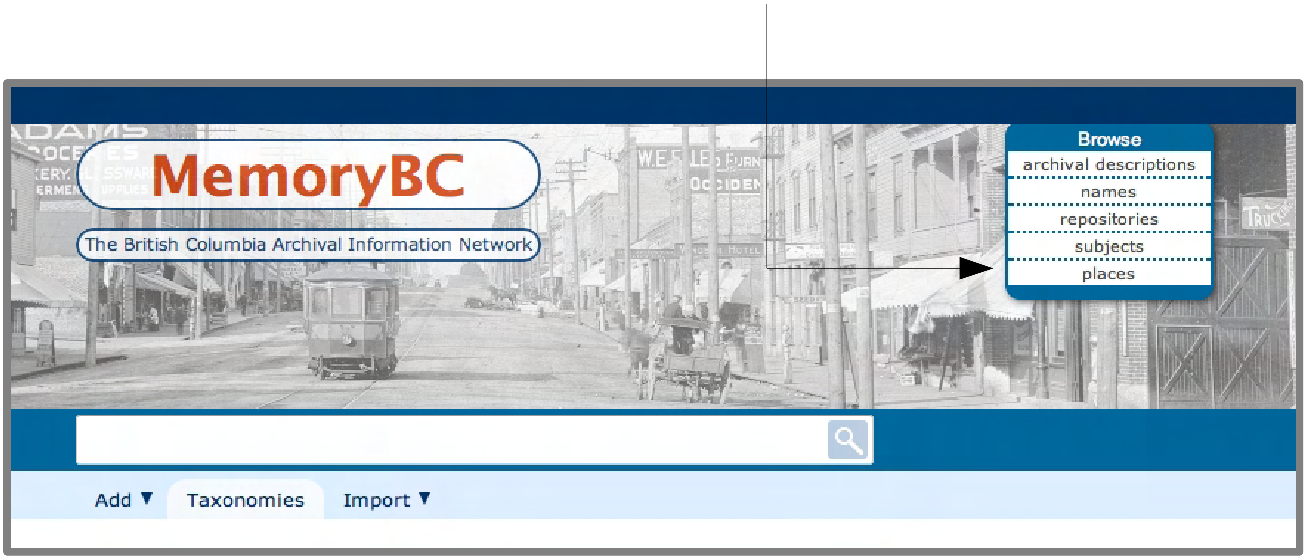
Alan Chambers fonds
The records document Chambers' activities in three research projects that all attempt to reconcile the conflicts between preservation and development interests in resource management. The first project is documented extensively. The last two proje...
Reference code
Date(s)
○ 1972-1978 (Creation) Chambers, Alan David, 1936-
Level of description
Fonds
Repository
University of British Columbia Archives

Alan Drengson fonds
The fonds consists of 3 drafts of manuscripts, and 11 prints. The manuscripts include: "The Adventures of Felix," 1993; an unedited version of "Practice of Technology," 1995; and "Wise dwelling: transitions from modern to ecological paradigms: nar...
Reference code
CA UVICARCH AR044
Date(s)

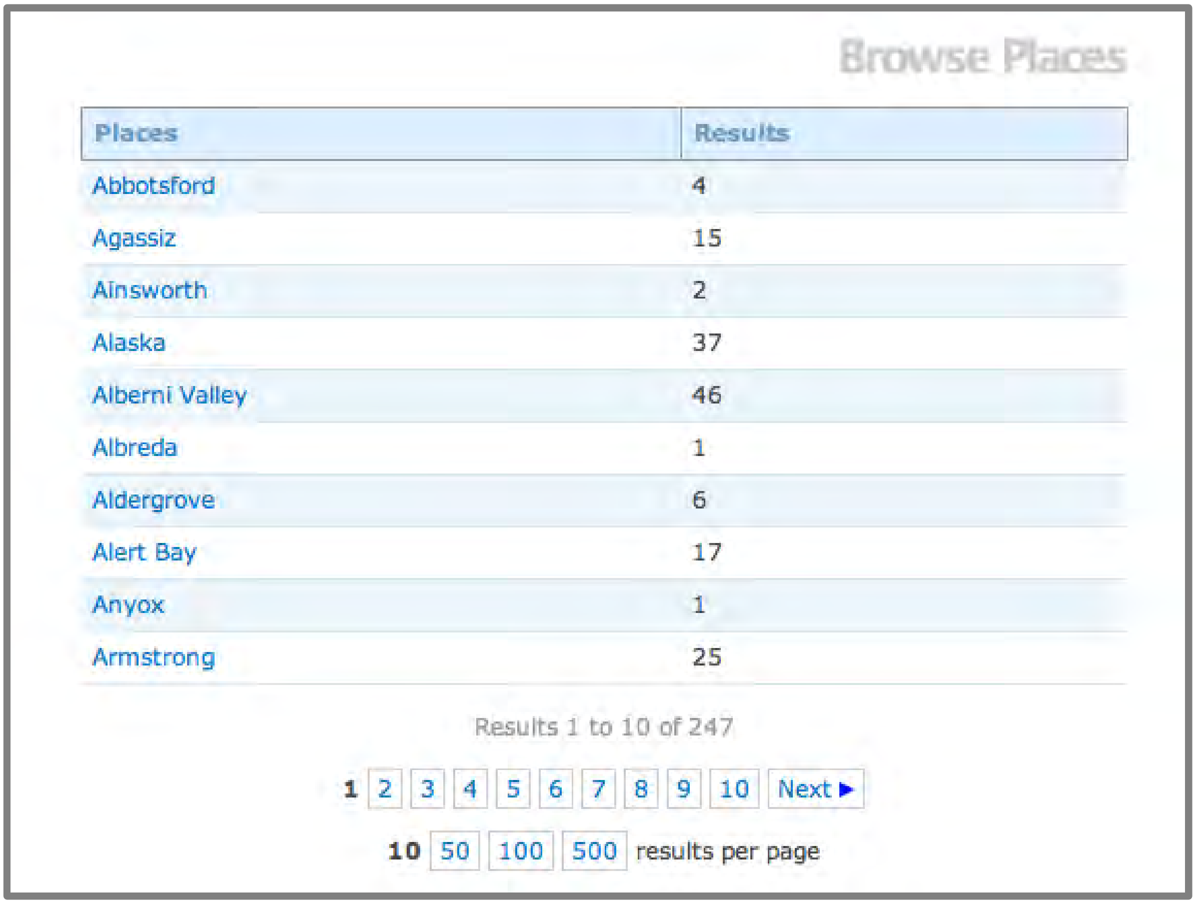
1.5 To return to complete list of subjects, click subject in the browse box, just as you did at the beginning of this tutorial.

Step 2 Browse by place

2.1 You can browse for descriptions indexed by place (geographical location) the same way you browsed for descriptions indexed by subject term. In the browse box, click places.



Your screen will show a list of place terms on the left and the number of descriptions containing each place term on the right.



Browse Places

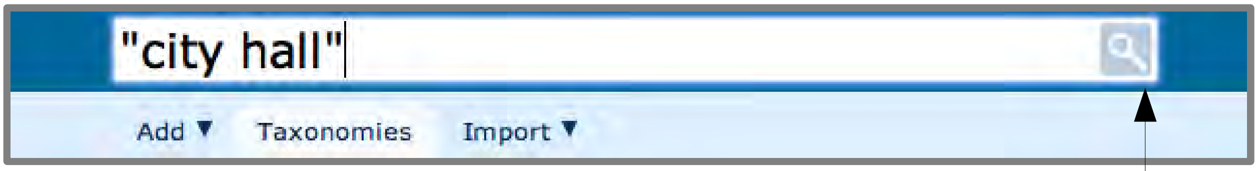
Places	Results
Abbotsford	4
Agassiz	15
Ainsworth	2
Alaska	37
Alberni Valley	46
Albreda	1
Aldergrove	6
Alert Bay	17
Anyox	1
Armstrong	25

Results 1 to 10 of 247

2.2 Practice clicking the place terms and navigating the results the same way you did using subject terms.

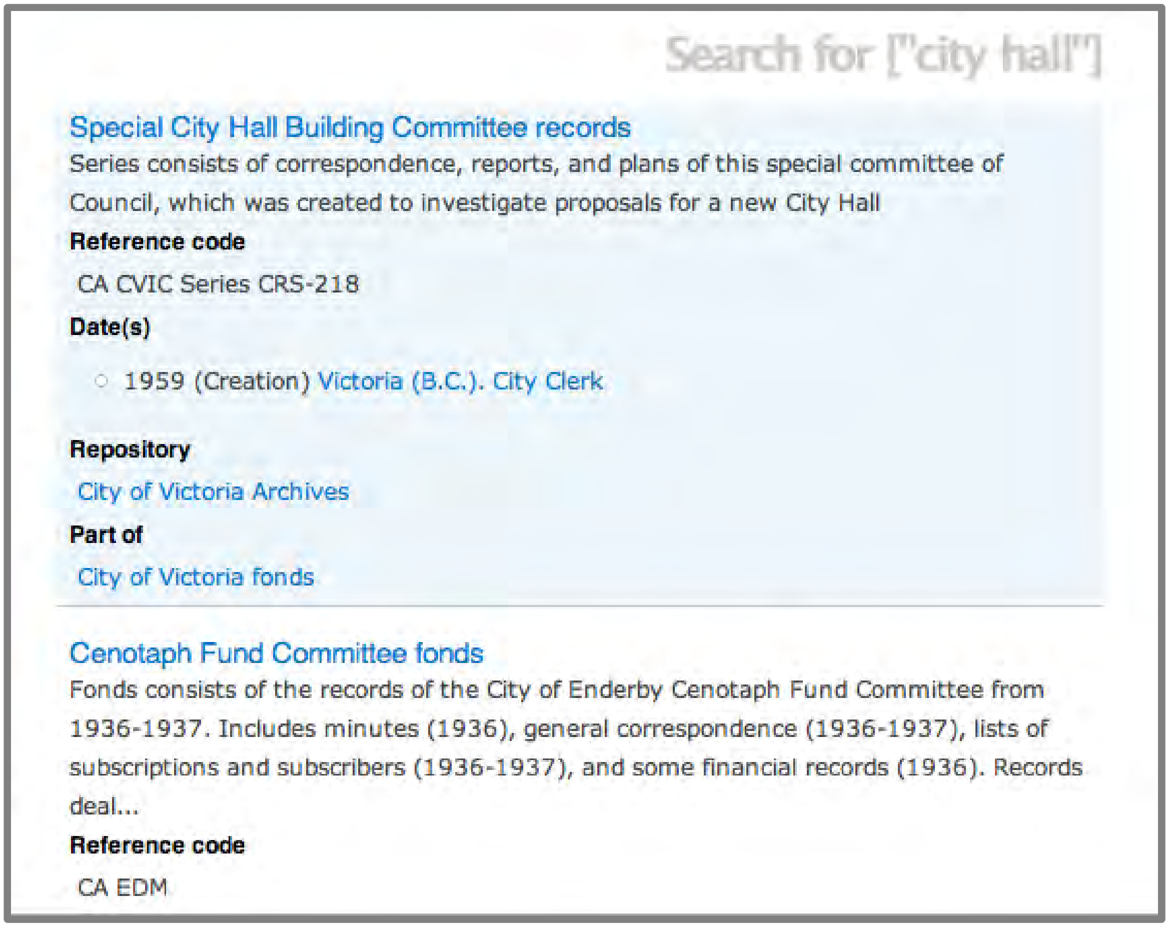
Step 3 search for archival descriptions

3.1 Type *"city hall"* into the search box. Be sure to use the quotation marks.



3.2 Click the search icon

Your screen will list each description, showing title, scope and content, reference code, dates, repository and 'part of'.



Search for ["city hall"]

Special City Hall Building Committee records

Series consists of correspondence, reports, and plans of this special committee of Council, which was created to investigate proposals for a new City Hall

Reference code

CA CVIC Series CRS-218

Date(s)

- 1959 (Creation) Victoria (B.C.). City Clerk

Repository

City of Victoria Archives

Part of

City of Victoria fonds

Cenotaph Fund Committee fonds

Fonds consists of the records of the City of Enderby Cenotaph Fund Committee from 1936-1937. Includes minutes (1936), general correspondence (1936-1937), lists of subscriptions and subscribers (1936-1937), and some financial records (1936). Records deal...

Reference code

CA EDM

Clicking on the blue links will take you to the full descriptions. To return to the list of search results use the back button in your browser (not shown).

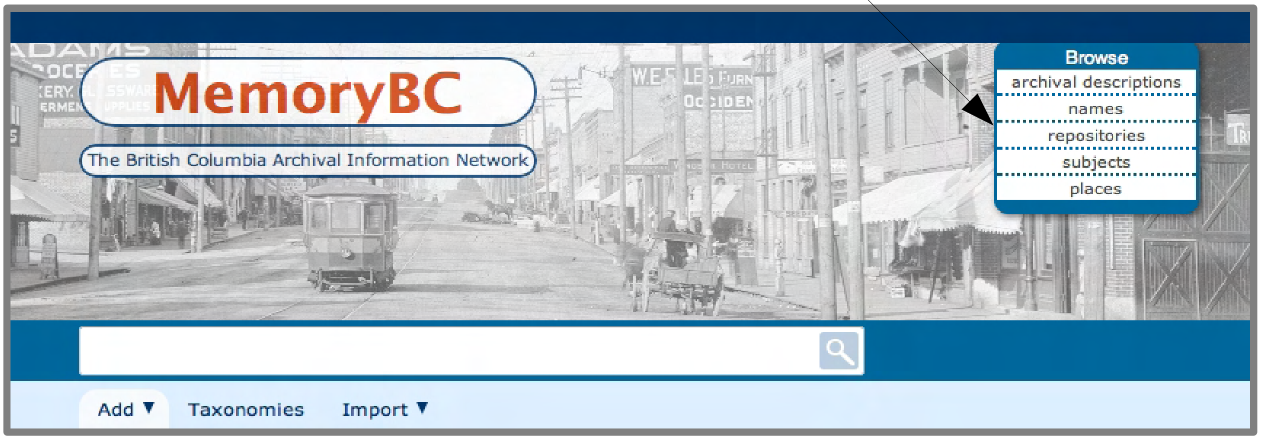
3.3 Note that the search term _“city hall”_ was entered using quotations. This meant that the two words were searched as a phrase. Entering _city hall_ without quotations would have resulted in the default OR boolean operator being used. The search box in ICA-AtoM can accommodate a number of search types. Try the following more advanced searches:

city and not hall
construction and “city hall”
construction and not “city hall”
drawing* and architectural
drawing* and not hall

3.4 You can refine your search further by searching on specific fields. Try the following searches, being sure to type them exactly as they are shown (no capital on the field name, no space after the colon):

title:architectural
repository:“New Caledonia”
scopeandcontent:architectural
drawing* and not scopeandcontent:architectural [

3.5 You can also search for archival descriptions belonging to a specific repository. To do this, you must first locate the repository. Start by clicking on repositories in the browse box.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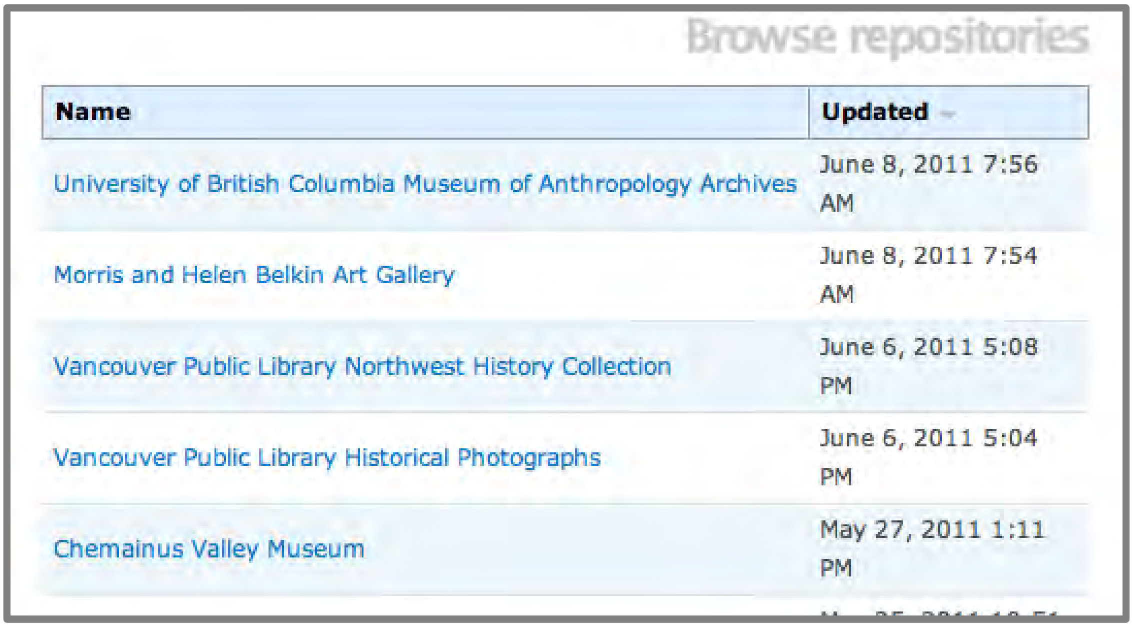
Browse
archival descriptions
names
repositories
subjects
places
Add ▼
Taxonomies
Import ▼

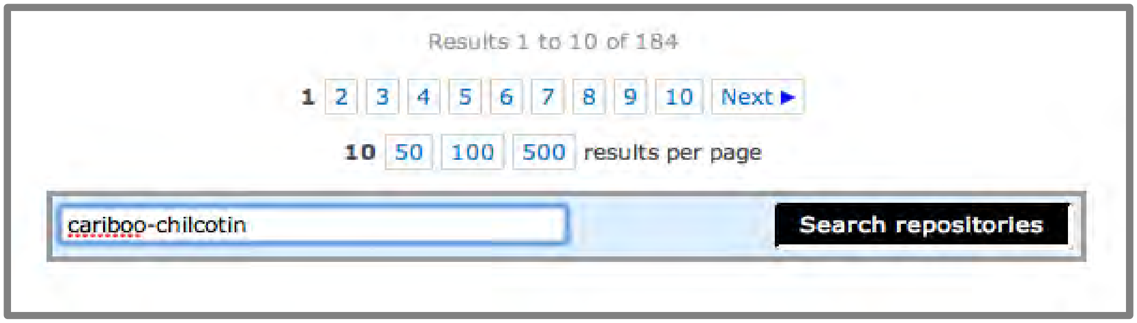
This will take you to the Browse Repositories list screen.



Browse repositories

Name	Updated
University of British Columbia Museum of Anthropology Archives	June 8, 2011 7:56 AM
Morris and Helen Belkin Art Gallery	June 8, 2011 7:54 AM
Vancouver Public Library Northwest History Collection	June 6, 2011 5:08 PM
Vancouver Public Library Historical Photographs	June 6, 2011 5:04 PM
Chemainus Valley Museum	May 27, 2011 1:11 PM

3.6 Enter *cariboo-chilcotin* into the search box and click search repositories.



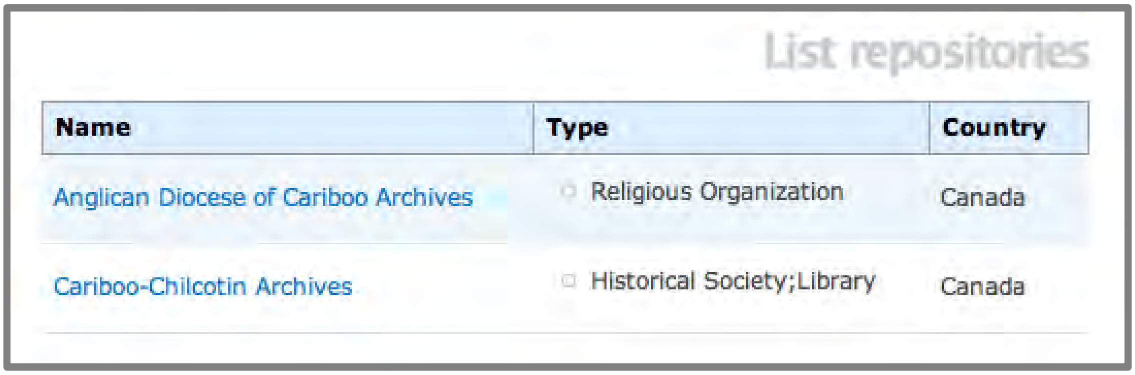
Results 1 to 10 of 184

1 2 3 4 5 6 7 8 9 10 Next ▶

10 50 100 500 results per page

cariboo-chilcotin

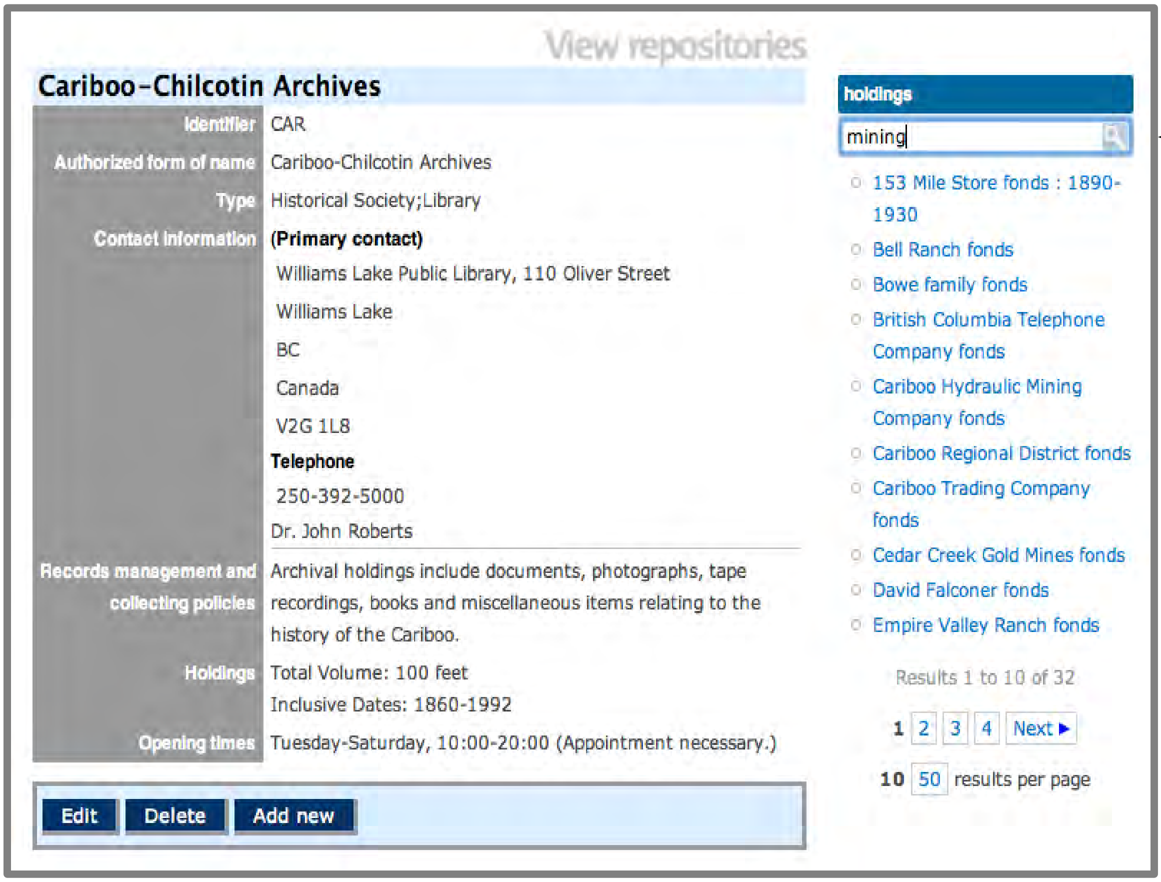
3.7 In the search results list, click *Cariboo-Chilcotin Archives*.



List repositories

Name	Type	Country
Anglican Diocese of Cariboo Archives	Religious Organization	Canada
Cariboo-Chilcotin Archives	Historical Society;Library	Canada

3.8 This will take you to the full description of the repository. In the search holdings box, enter *mining*, then click search.



View repositories

Cariboo-Chilcotin Archives

Identifier	CAR
Authorized form of name	Cariboo-Chilcotin Archives
Type	Historical Society;Library
Contact information	**(Primary contact)** Williams Lake Public Library, 110 Oliver Street Williams Lake BC Canada V2G 1L8 **Telephone** 250-392-5000 Dr. John Roberts
Records management and collecting policies	Archival holdings include documents, photographs, tape recordings, books and miscellaneous items relating to the history of the Cariboo.
Holdings	Total Volume: 100 feet Inclusive Dates: 1860-1992
Opening times	Tuesday-Saturday, 10:00-20:00 (Appointment necessary.)

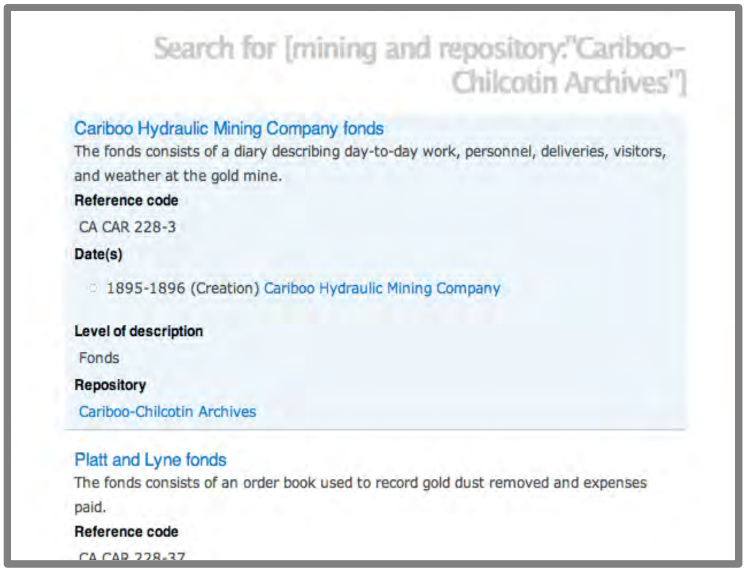
holdings

mining

- 153 Mile Store fonds : 1890-1930
- Bell Ranch fonds
- Bowe family fonds
- British Columbia Telephone Company fonds
- Cariboo Hydraulic Mining Company fonds
- Cariboo Regional District fonds
- Cariboo Trading Company fonds
- Cedar Creek Gold Mines fonds
- David Falconer fonds
- Empire Valley Ranch fonds

Results 1 to 10 of 32

This will produce the same type of results list as if you had used the main search box, except that all the hits will be from the same repository.



Search for [mining and repository:"Cariboo-Chilcotin Archives"]

Cariboo Hydraulic Mining Company fonds

The fonds consists of a diary describing day-to-day work, personnel, deliveries, visitors, and weather at the gold mine.

Reference code

CA CAR 228-3

Date(s)

- 1895-1896 (Creation) Cariboo Hydraulic Mining Company

Level of description

Fonds

Repository

Cariboo-Chilcotin Archives

Platt and Lyne fonds

The fonds consists of an order book used to record gold dust removed and expenses paid.

Reference code

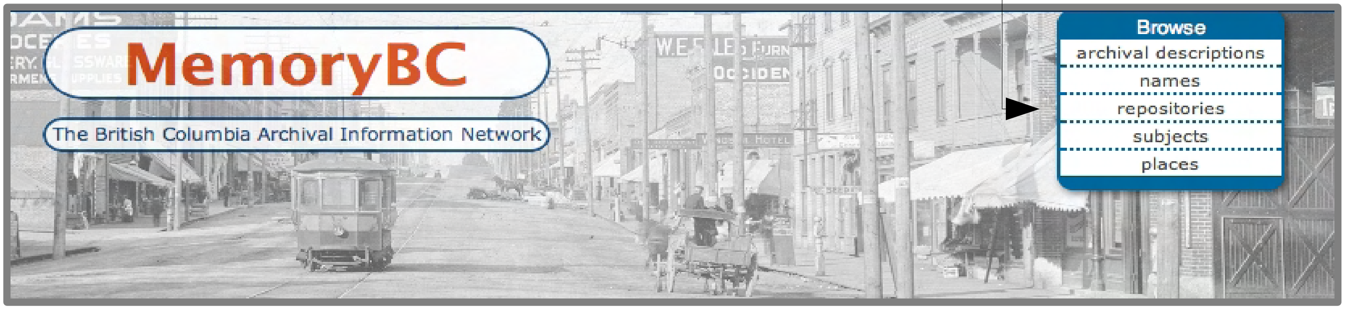
CA CAR 228-37

Tutorial 3: Edit repository

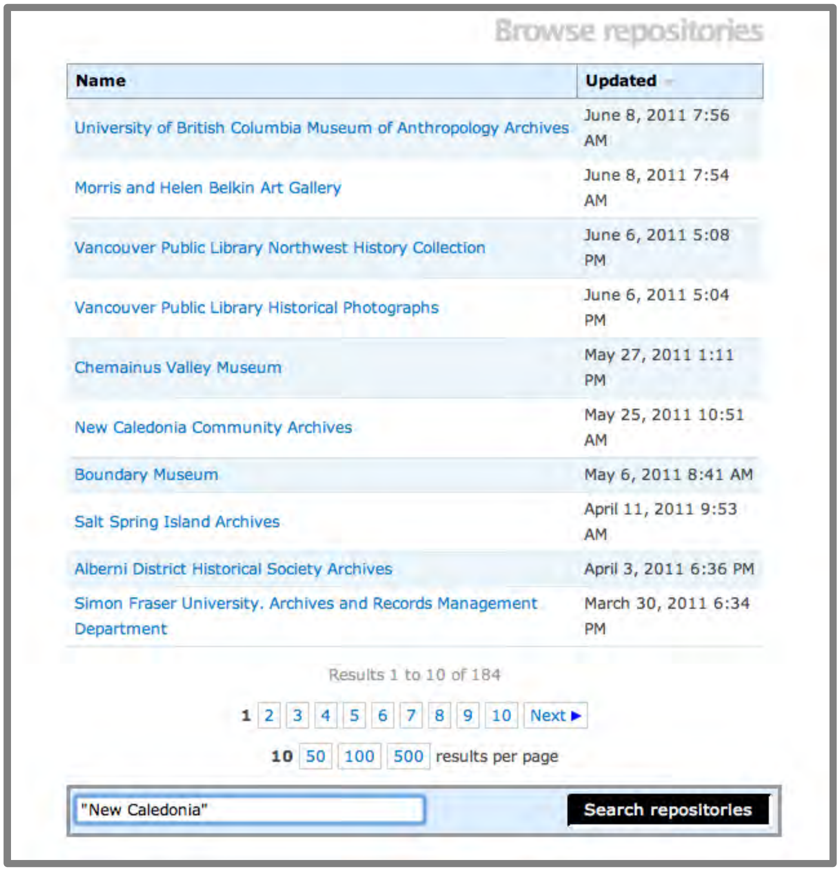
In this tutorial, you will add information to an existing repository record.

Step 1 Locate repository record

1.1 Click repositories in the browse box.


MemoryBC
The British Columbia Archival Information Network
Browse
archival descriptions
names
repositories
subjects
places

1.2 This will take you to a list of all repositories.



Browse repositories

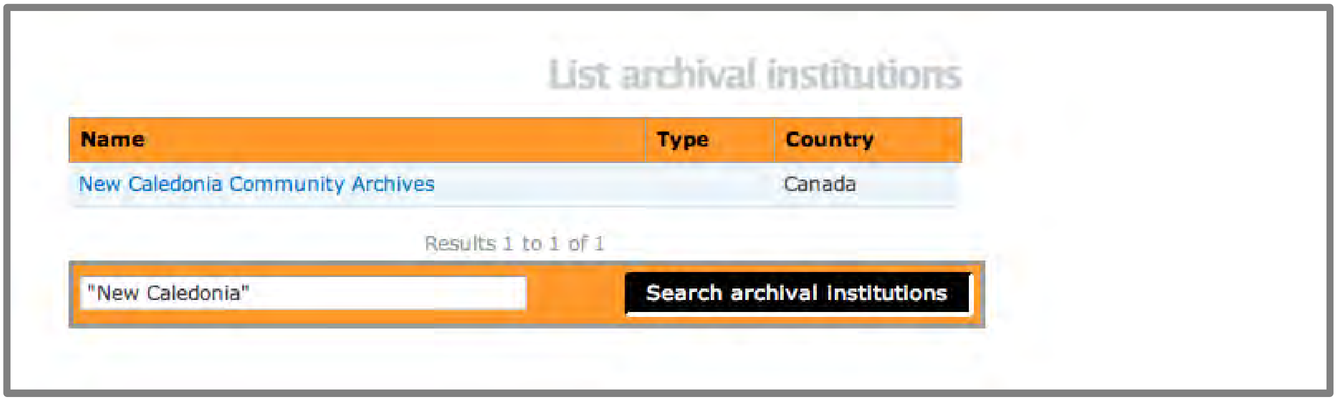
Name	Updated
University of British Columbia Museum of Anthropology Archives	June 8, 2011 7:56 AM
Morris and Helen Belkin Art Gallery	June 8, 2011 7:54 AM
Vancouver Public Library Northwest History Collection	June 6, 2011 5:08 PM
Vancouver Public Library Historical Photographs	June 6, 2011 5:04 PM
Chemainus Valley Museum	May 27, 2011 1:11 PM
New Caledonia Community Archives	May 25, 2011 10:51 AM
Boundary Museum	May 6, 2011 8:41 AM
Salt Spring Island Archives	April 11, 2011 9:53 AM
Alberni District Historical Society Archives	April 3, 2011 6:36 PM
Simon Fraser University. Archives and Records Management Department	March 30, 2011 6:34 PM

Results 1 to 10 of 184

1 2 3 4 5 6 7 8 9 10 Next ▸
10 50 100 500 results per page
"New Caledonia"
Search repositories

1.3 In the search box, enter *"New Caledonia"*, including quotations. Click Search archival institutions.

1.4 Your search will have produced the result *New Caledonia Community Archives*. Click on the blue link to go to the view screen for that repository record.



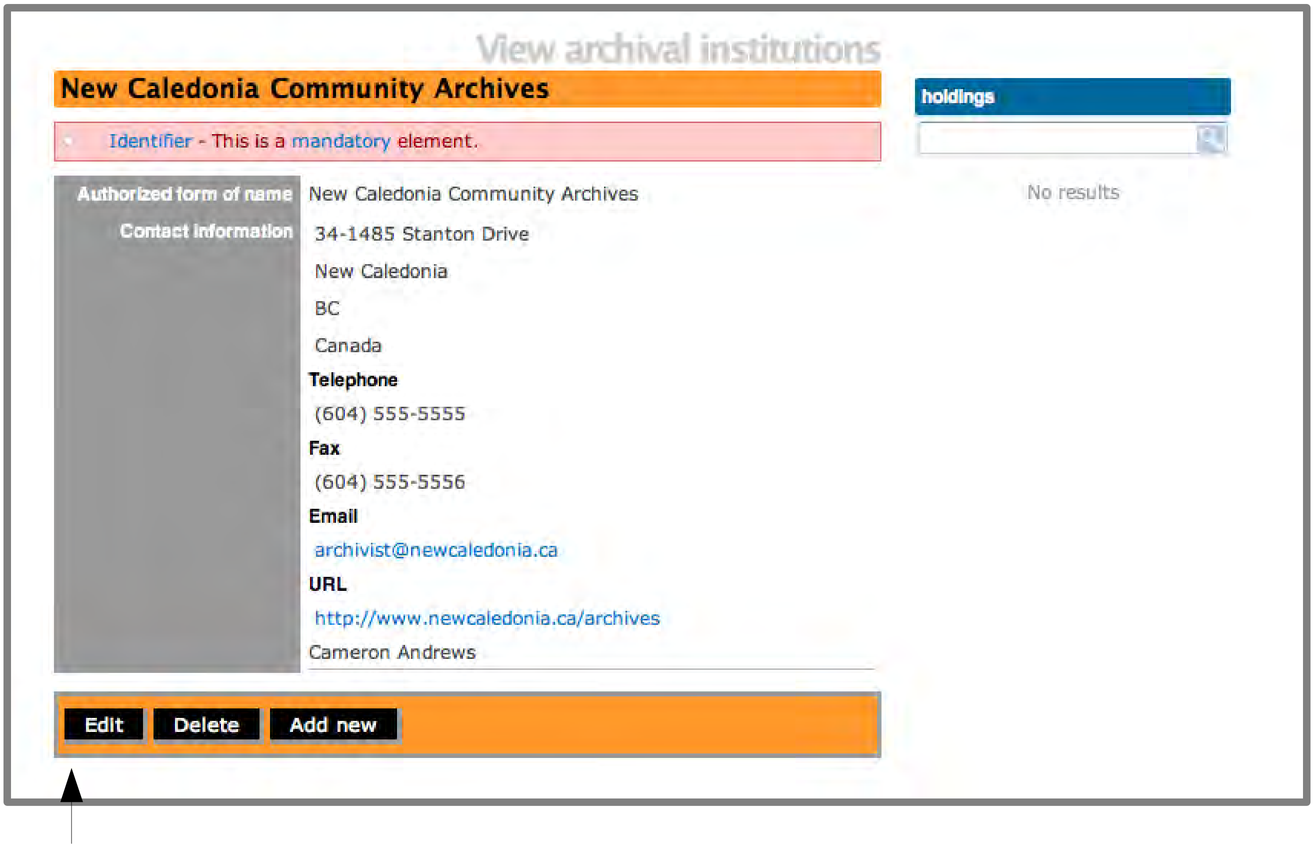
List archival institutions

Name	Type	Country
New Caledonia Community Archives		Canada

Results 1 to 1 of 1

"New Caledonia"

Step 2 Add identity area information


View archival institutions
holdings
No results
Edit
Delete
Add new

New Caledonia Community Archives

Identifier - This is a mandatory element.

Authorized form of name New Caledonia Community Archives

Contact information
34-1485 Stanton Drive
New Caledonia
BC
Canada

Telephone
(604) 555-5555

Fax
(604) 555-5556

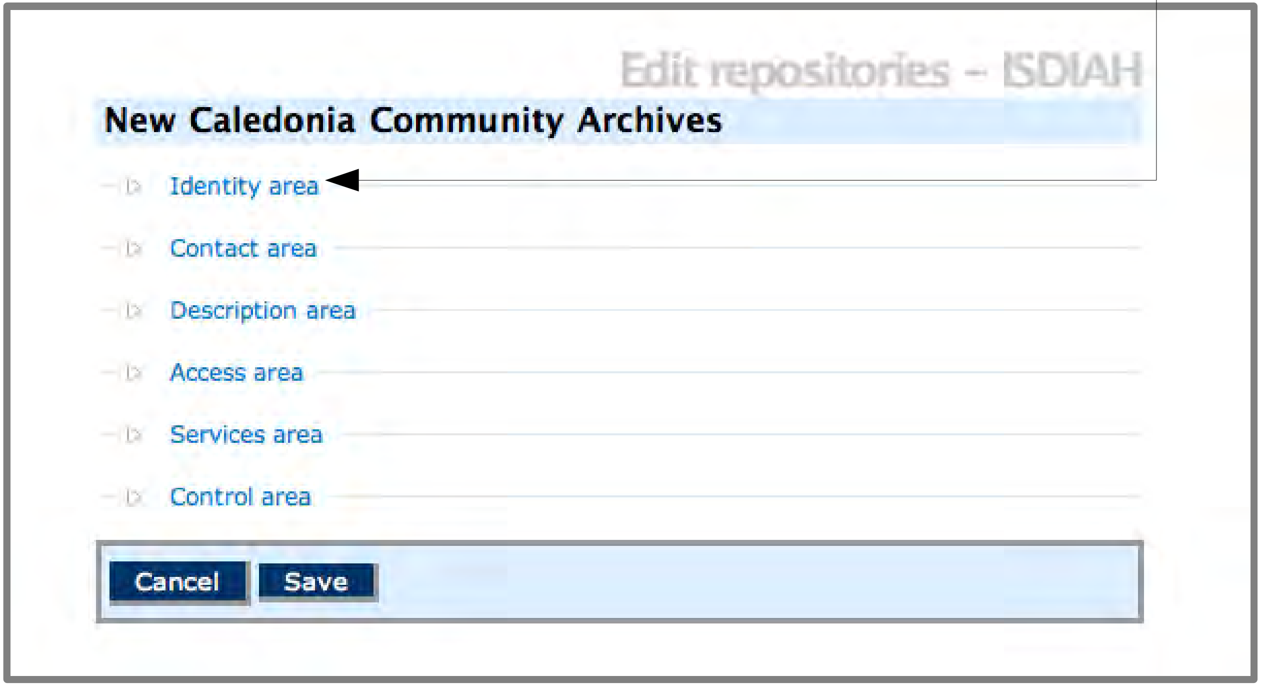
Email
archivist@newcaledonia.ca

URL
http://www.newcaledonia.ca/archives

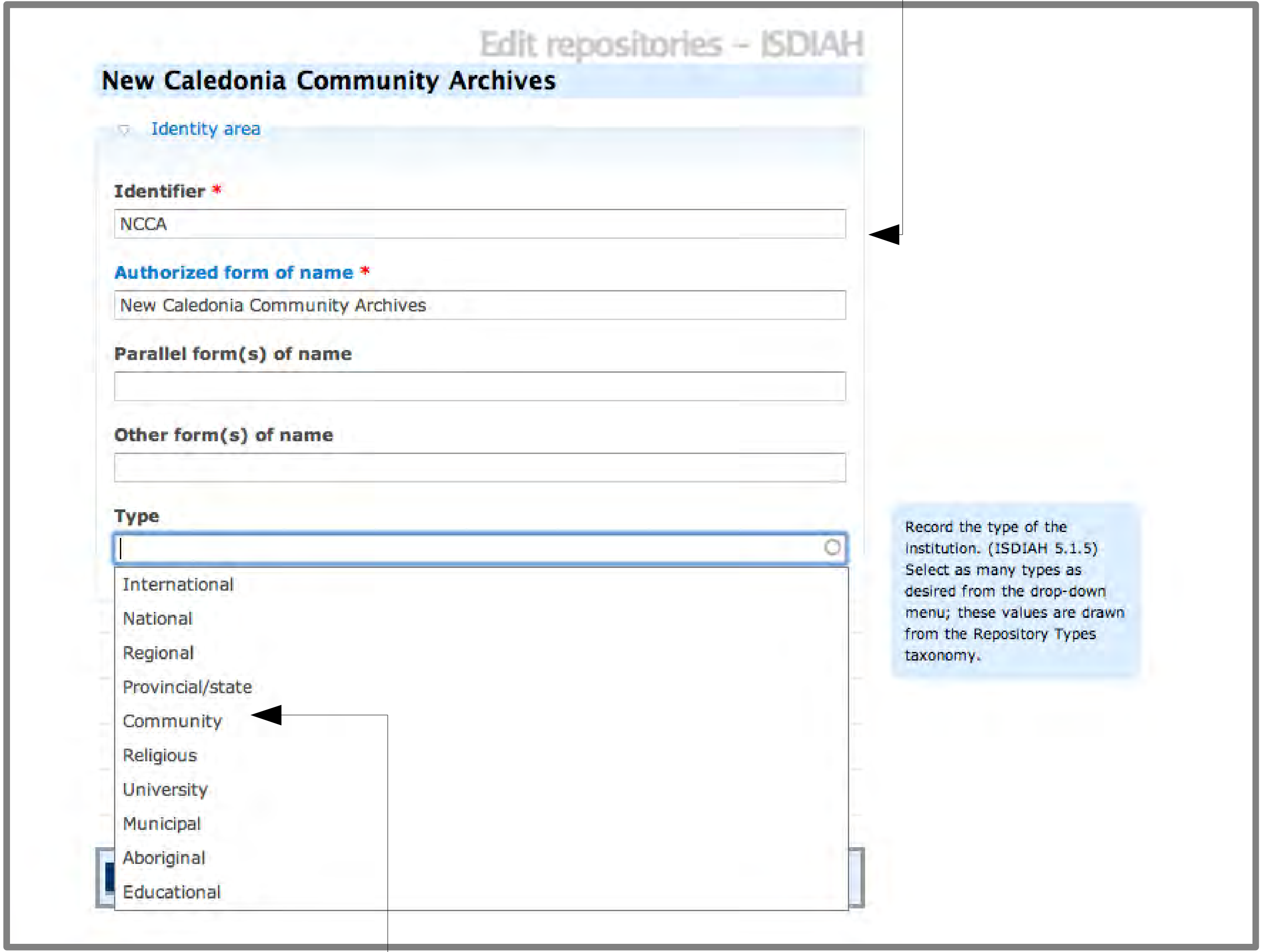
Cameron Andrews

2.1 Click the Edit button

2.2 Click Identity area


Edit repositories – ISDIAH
New Caledonia Community Archives
Identity area
Contact area
Description area
Access area
Services area
Control area
Cancel
Save

2.3 In Identifier type *NCCA* (acronym for New Caledonia Community archives)


Edit repositories - ISDIAH
New Caledonia Community Archives
Identity area
International
National
Regional
Provincial/state
Community
Religious
University
Municipal
Aboriginal
Educational

Identifier *
NCCA

Authorized form of name *
New Caledonia Community Archives

Parallel form(s) of name

Other form(s) of name

Type

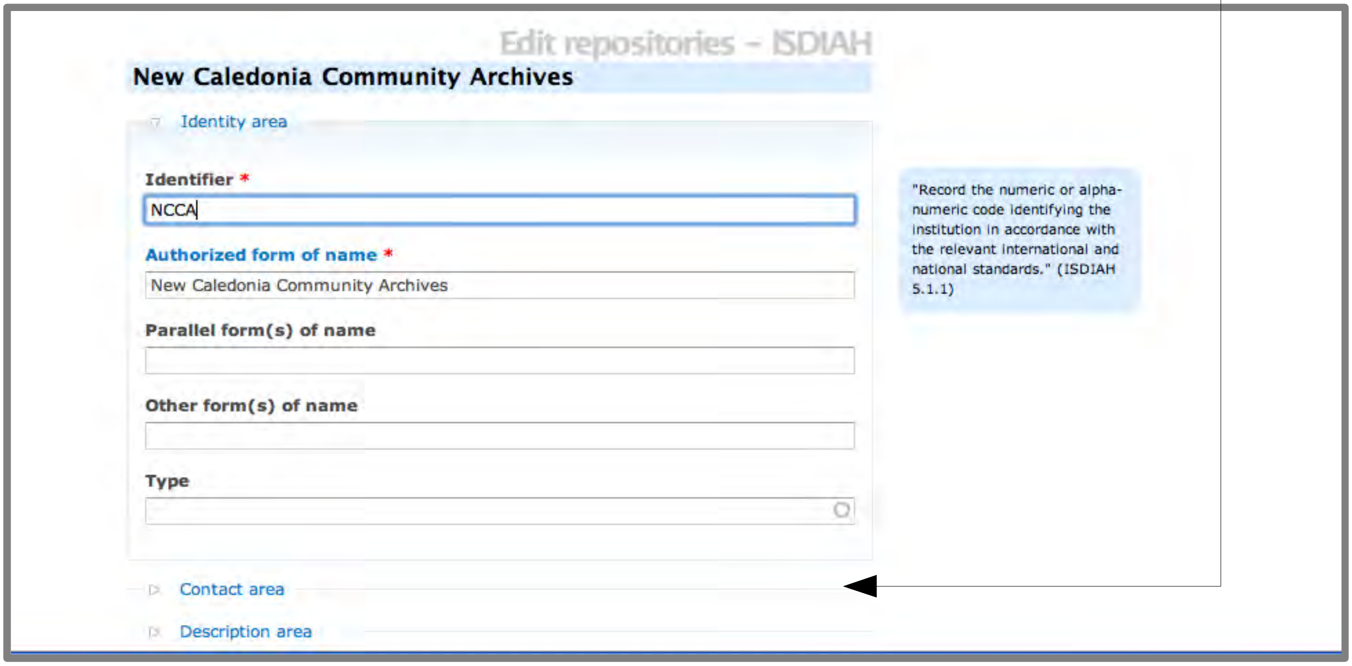
Record the type of the institution. (ISDIAH 5.1.5) Select as many types as desired from the drop-down menu; these values are drawn from the Repository Types taxonomy.

2.4 In Type select *Community*

Step 3 Add contact information

In this step you will add a mailing address to the repository description.

3.1 Click on contact area



Edit repositories – ISDIAH

New Caledonia Community Archives

Identity area

Identifier *
NCCA

Authorized form of name *
New Caledonia Community Archives

Parallel form(s) of name

Other form(s) of name

Type

"Record the numeric or alpha-numeric code identifying the institution in accordance with the relevant international and national standards." (ISDIAH 5.1.1)

3.2 Enter data as follows:

3.2.1 In street address type *PO Box 42*

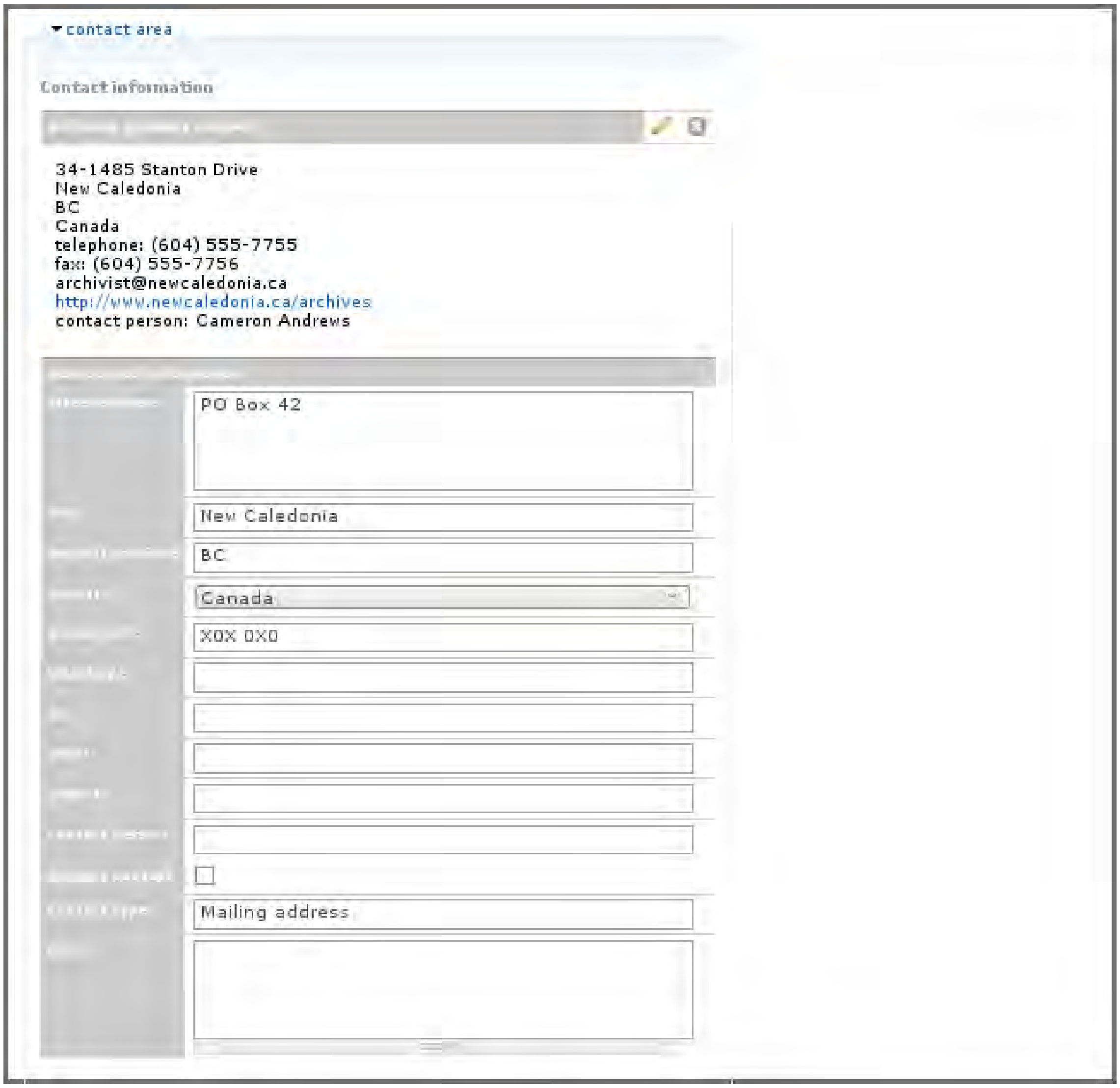
3.2.2 In city type *New Caledonia*

3.2.3 In region/province type *BC*

3.2.4 In country type or select *Canada*

3.2.5 In postal code type *X0X 0X0*

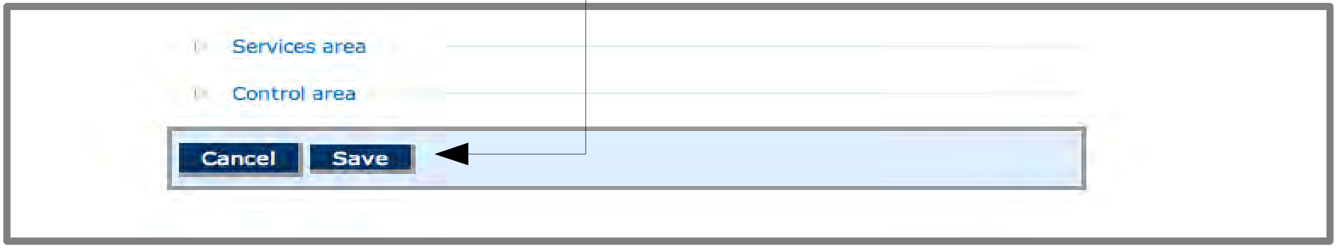
3.2.6 In contact type type *Mailing address*

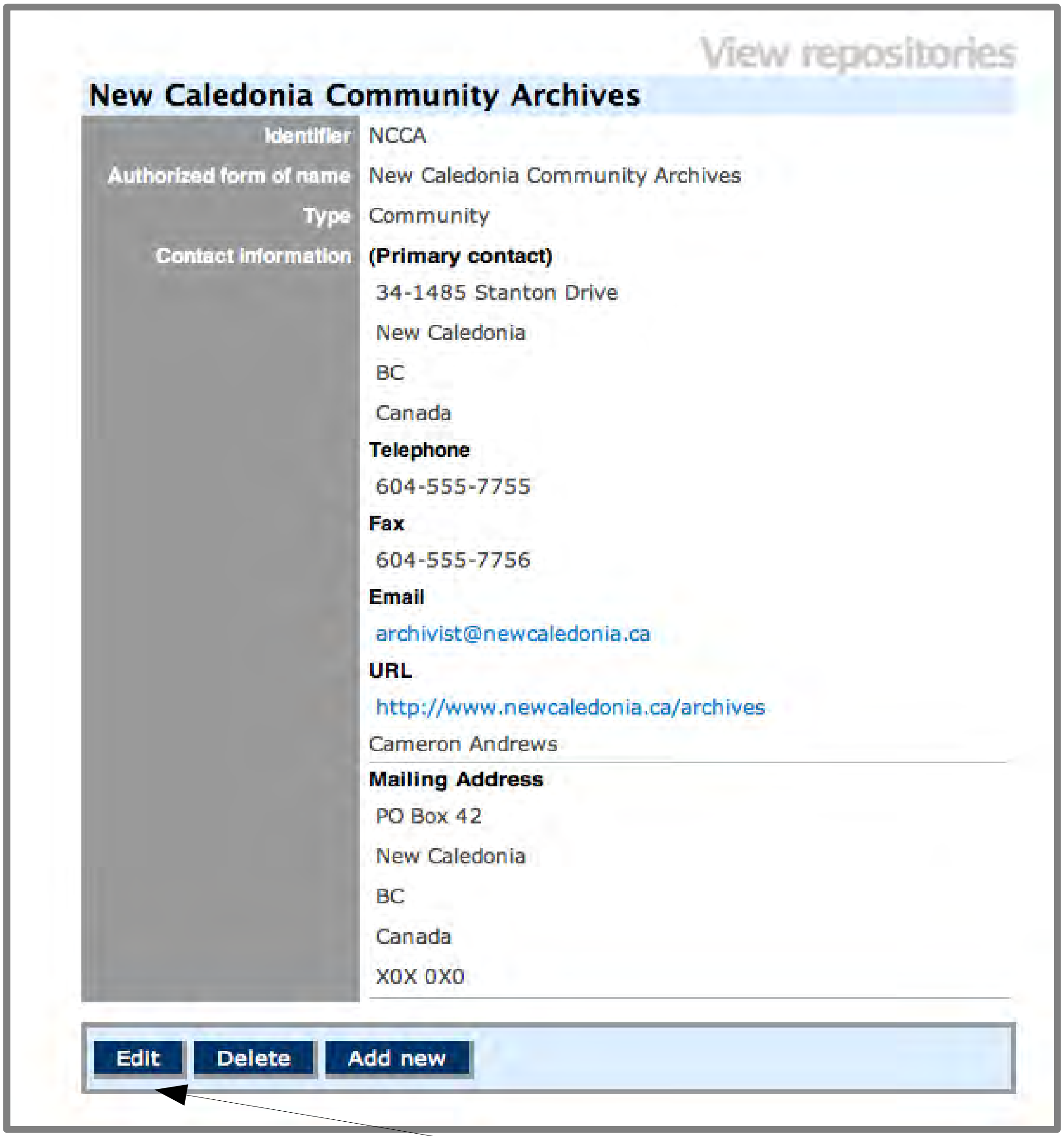


34-1485 Stanton Drive
New Caledonia
BC
Canada
telephone: (604) 555-7755
fax: (604) 555-7756
archivist@newcaledonia.ca
http://www.newcaledonia.ca/archives
contact person: Cameron Andrews

PO Box 42
New Caledonia
BC
Canada
X0X 0X0
☐
Mailing address

3.3 To save and view the record, click the save button.


Services area
Control area
Cancel
Save


View repositories

New Caledonia Community Archives

Identifier	NCCA
Authorized form of name	New Caledonia Community Archives
Type	Community
Contact information	**(Primary contact)** 34-1485 Stanton Drive New Caledonia BC Canada **Telephone** 604-555-7755 **Fax** 604-555-7756 **Email** archivist@newcaledonia.ca **URL** http://www.newcaledonia.ca/archives Cameron Andrews **Mailing Address** PO Box 42 New Caledonia BC Canada X0X 0X0

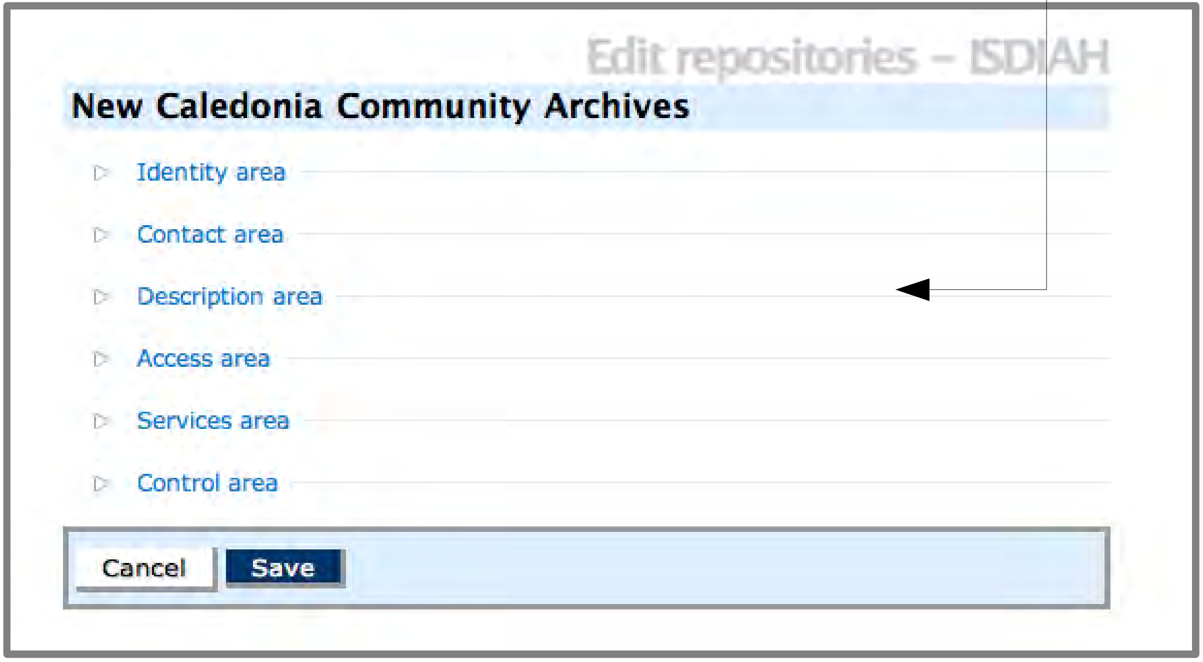
Edit
Delete
Add new

Step 4 Add description area information

4.1 Click the Edit button

Step 5 Add description area information

5.1 Click on Description area



Edit repositories – ISDIAH

New Caledonia Community Archives

▷ Identity area
▷ Contact area
▷ Description area
▷ Access area
▷ Services area
▷ Control area
Cancel
Save

See next page for data entry

5.2 Enter the data as follows:

5.2.1 In Mandates/Sources of authority type

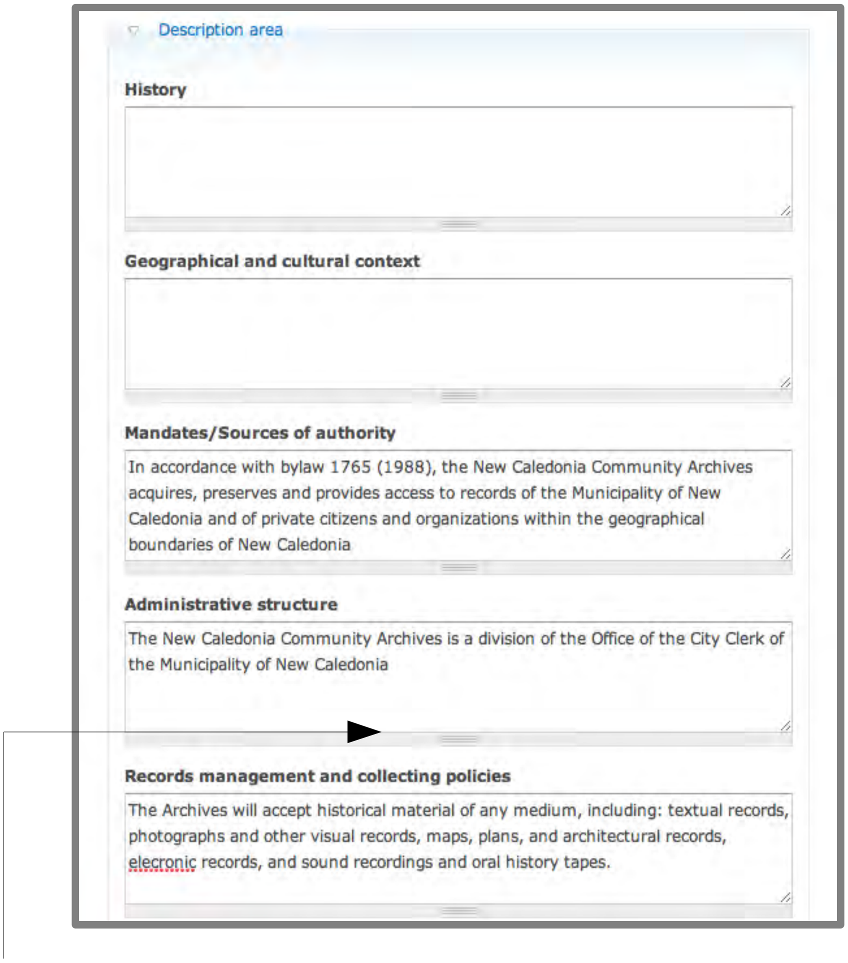
In accordance with by-law 1764 (1988), the New Caledonia Community Archives acquires, preserves and provides access to records of the Municipality of New Caledonia and of private citizens and organizations within the geographical boundaries of New Caledonia.

5.2.2 In Administrative structure type

The New Caledonia Community Archives is a division of the Office of the City Clerk of the Municipality of New Caledonia.

5.2.3 In Records management and collecting policies type

The Archives will accept historical material of any medium, including: textual records; photographs and other visual records; maps, plans, and architectural records; electronic records; and sound recordings and oral history tapes.



History

Geographical and cultural context

Mandates/Sources of authority

In accordance with bylaw 1765 (1988), the New Caledonia Community Archives acquires, preserves and provides access to records of the Municipality of New Caledonia and of private citizens and organizations within the geographical boundaries of New Caledonia

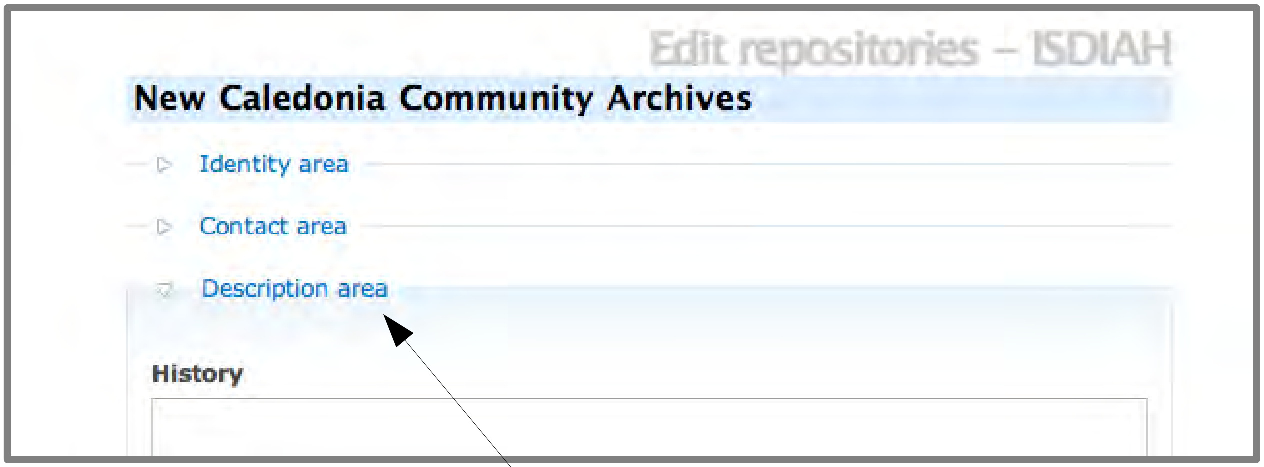
Administrative structure

The New Caledonia Community Archives is a division of the Office of the City Clerk of the Municipality of New Caledonia

Records management and collecting policies

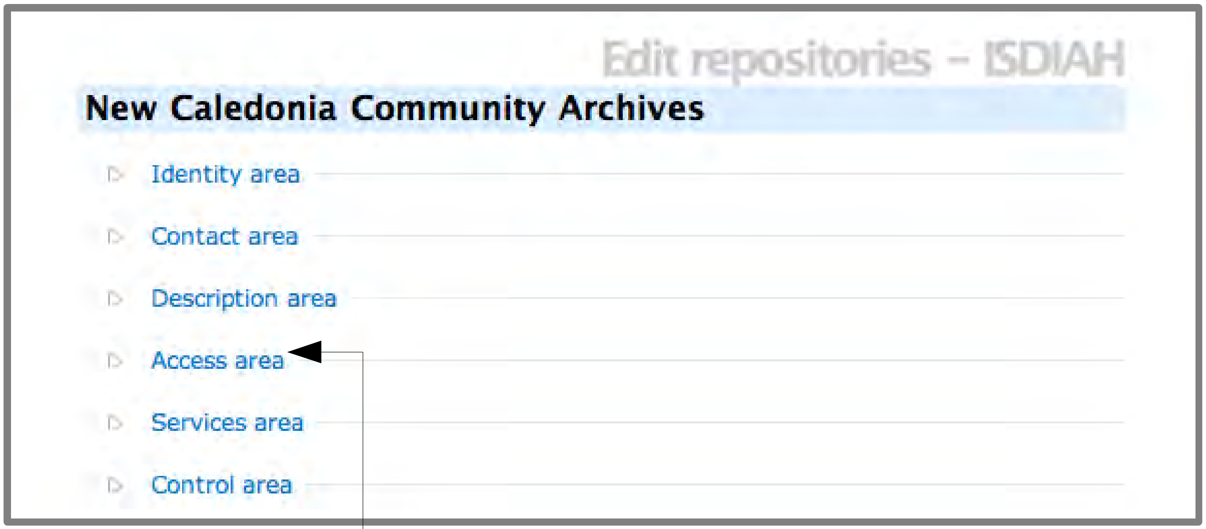
The Archives will accept historical material of any medium, including: textual records, photographs and other visual records, maps, plans, and architectural records, elecronic records, and sound recordings and oral history tapes.

Note the small horizontal lines below each of these fields. These lines allow you to expand the size of the box by clicking on them and pulling them downward with the mouse. This feature appears under all free-text fields in ICA-AtoM; note that there is no limit to the amount of text you can put in free-text fields.


Edit repositories – ISDIAH
New Caledonia Community Archives
Identity area
Contact area
Description area
History

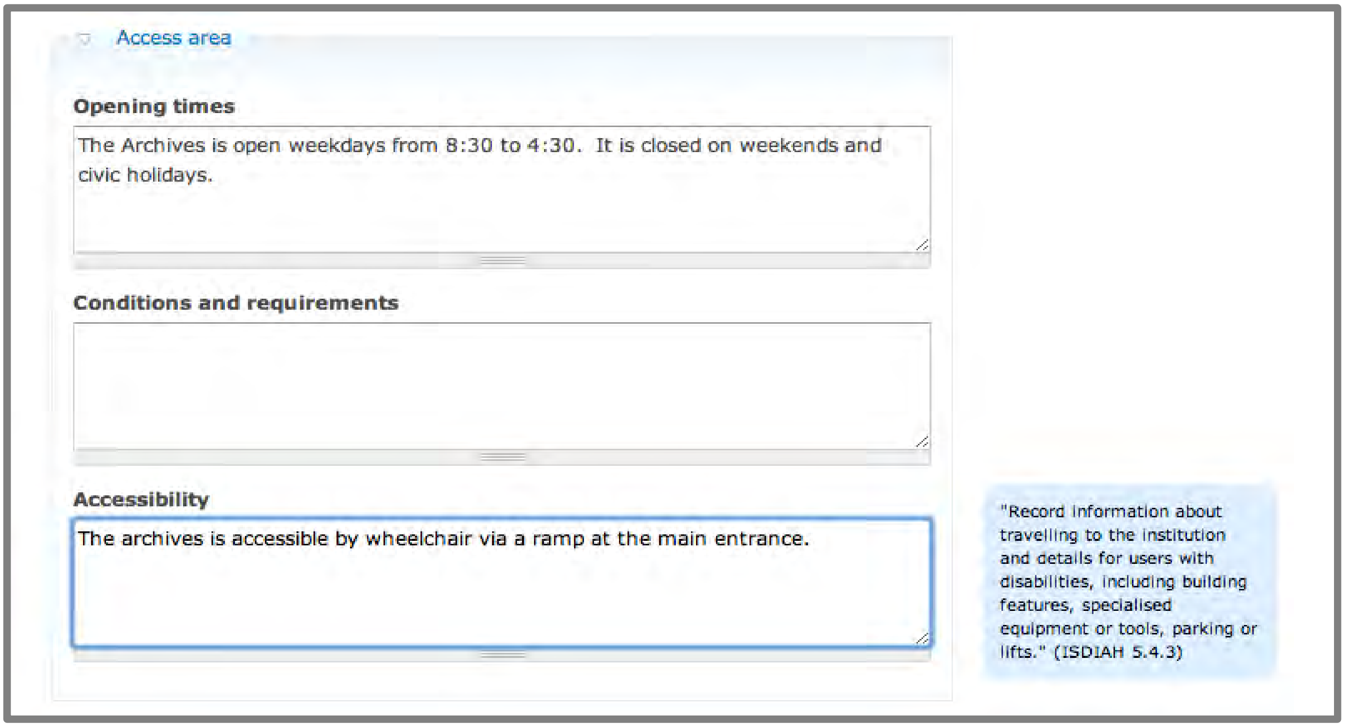
5.3 Close the description area by clicking Description area. Note that any time you are editing a record in ICA-AtoM, you can click on these blue information area links to open and close them.

Step 6 Add access area information


Edit repositories – ISDIAH
New Caledonia Community Archives
Identity area
Contact area
Description area
Access area
Services area
Control area

6.1 Click on Access area

6.2 In Opening times type *The Archives is open weekdays from 8:30 to 4:30. It is closed on weekends and civic holidays.*


Access area

Opening times

The Archives is open weekdays from 8:30 to 4:30. It is closed on weekends and civic holidays.

Conditions and requirements

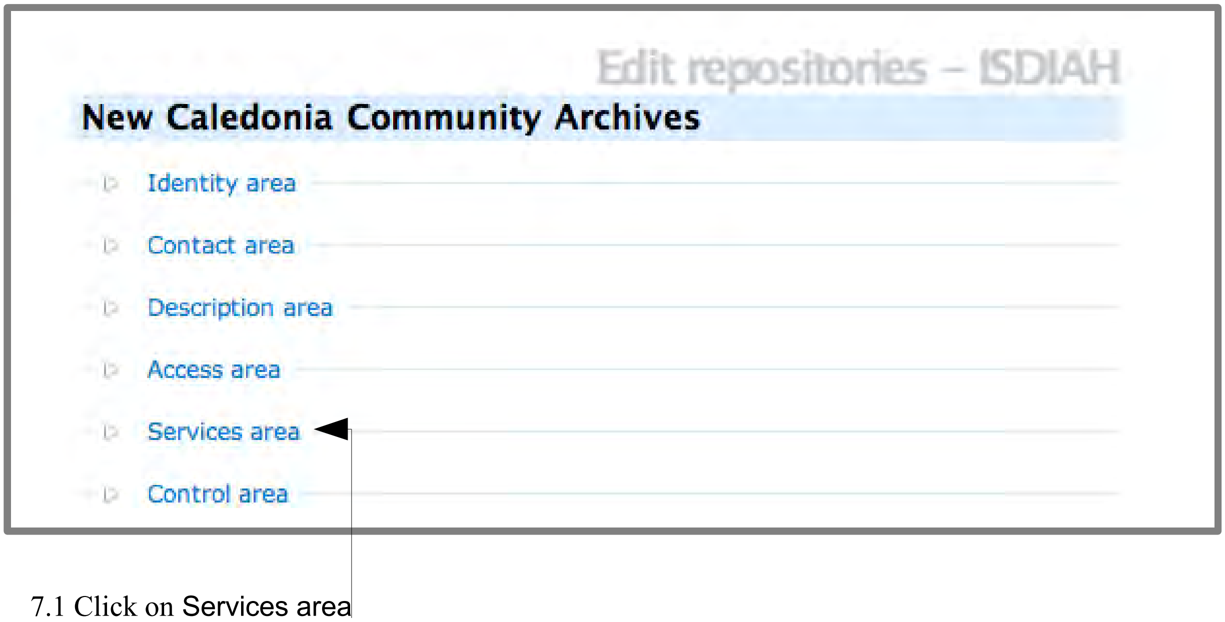
Accessibility

The archives is accessible by wheelchair via a ramp at the main entrance.

"Record information about travelling to the institution and details for users with disabilities, including building features, specialised equipment or tools, parking or lifts." (ISDIAH 5.4.3)

6.3 In Accessibility type *The Archives is accessible by wheelchair via a ramp at the main entrance.*

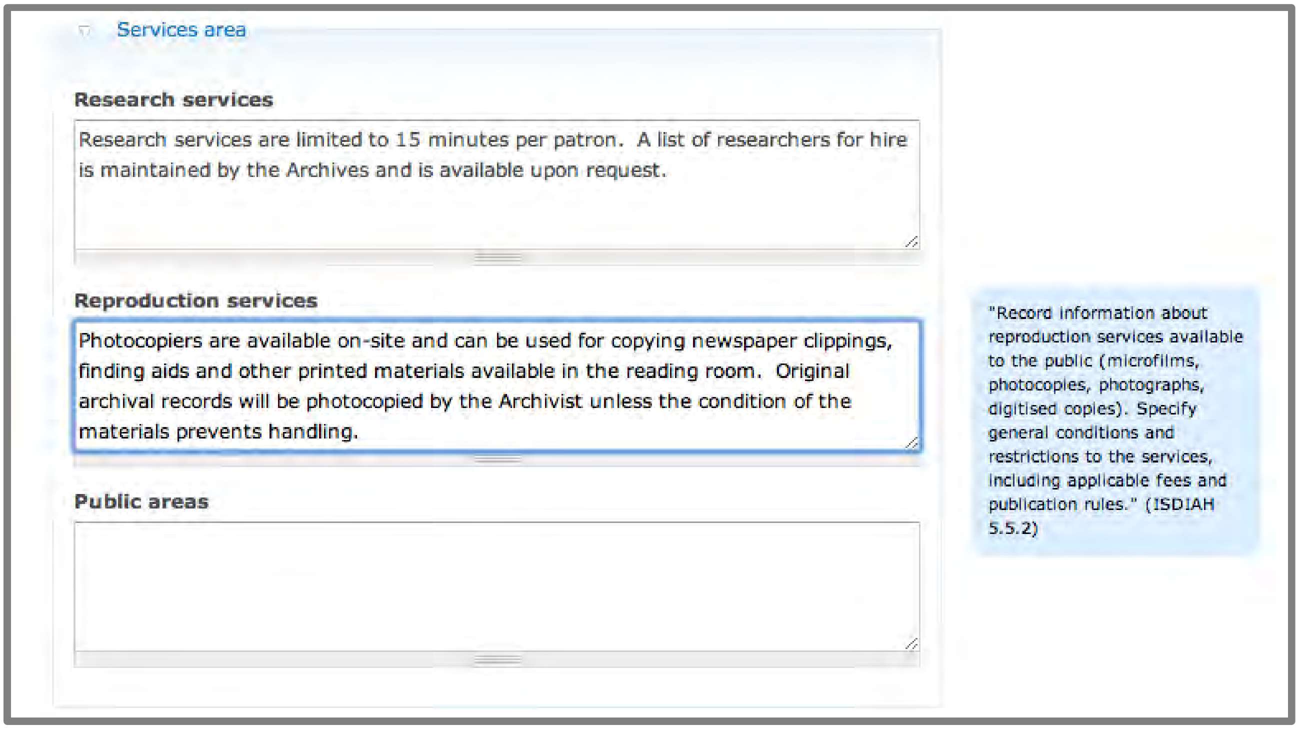
Step 7 Add services area information


Edit repositories – ISDIAH
New Caledonia Community Archives
Identity area
Contact area
Description area
Access area
Services area
Control area

7.1 Click on Services area

7.2 In Research services type

Research services are limited to 15 minutes per patron. A list of researchers for hire is maintained by the Archives and is available upon request.



Research services

Research services are limited to 15 minutes per patron. A list of researchers for hire is maintained by the Archives and is available upon request.

Reproduction services

Photocopiers are available on-site and can be used for copying newspaper clippings, finding aids and other printed materials available in the reading room. Original archival records will be photocopied by the Archivist unless the condition of the materials prevents handling.

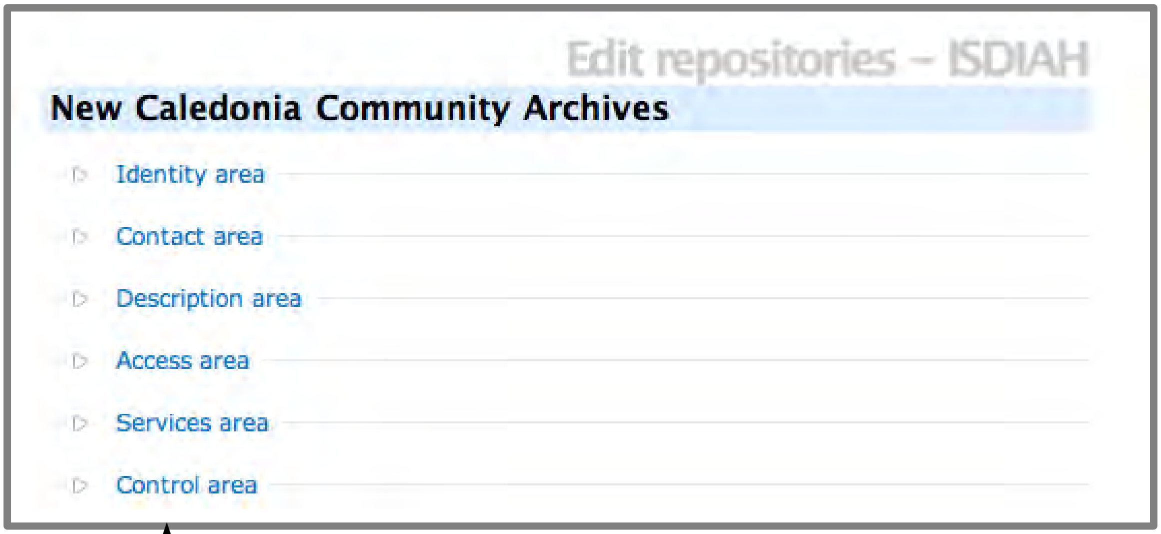
Public areas

"Record information about reproduction services available to the public (microfilms, photocopies, photographs, digitised copies). Specify general conditions and restrictions to the services, including applicable fees and publication rules." (ISDIAH 5.5.2)

7.3 In Reproduction services type

Photocopiers are available on-site and can be used for copying newspaper clippings, finding aids and other printed materials available in the reading room. Original archival records will be photocopied by the Archivist unless the condition of the materials prevents handling.

Step 8 Add control area information



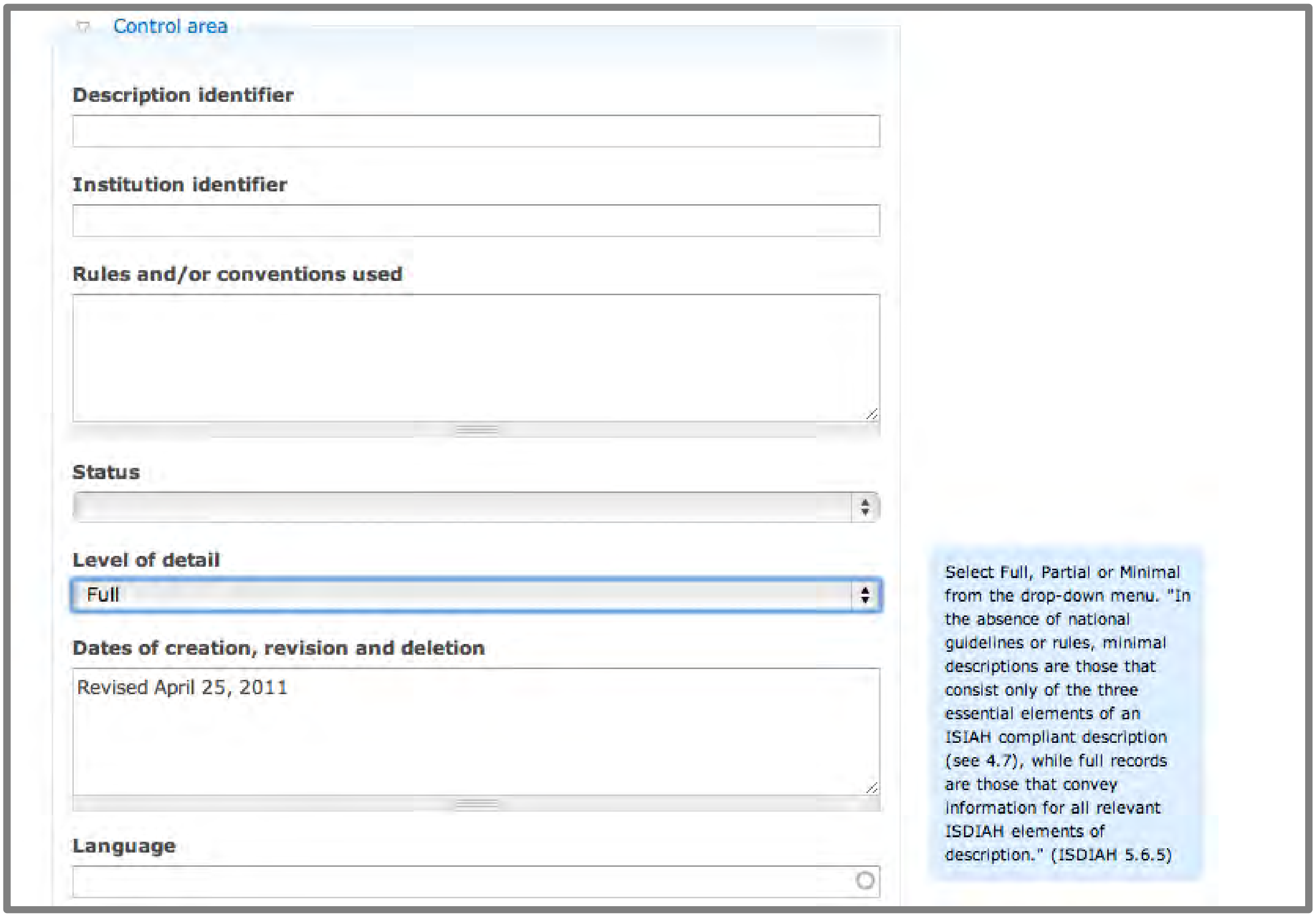
Edit repositories – ISDIAH

New Caledonia Community Archives

▷ Identity area
▷ Contact area
▷ Description area
▷ Access area
▷ Services area
▷ Control area

8.1 Click on Control area

8.2 In Status select *Revised*



Control area

Description identifier

Institution identifier

Rules and/or conventions used

Status

Level of detail

Full

Dates of creation, revision and deletion

Revised April 25, 2011

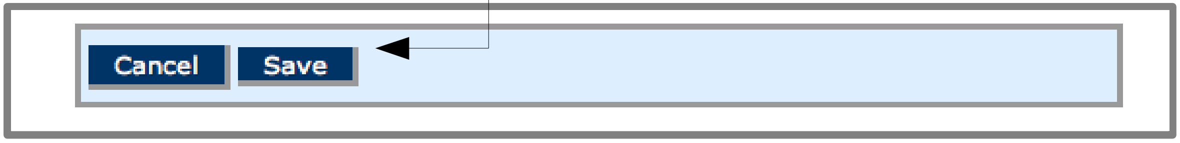
Language

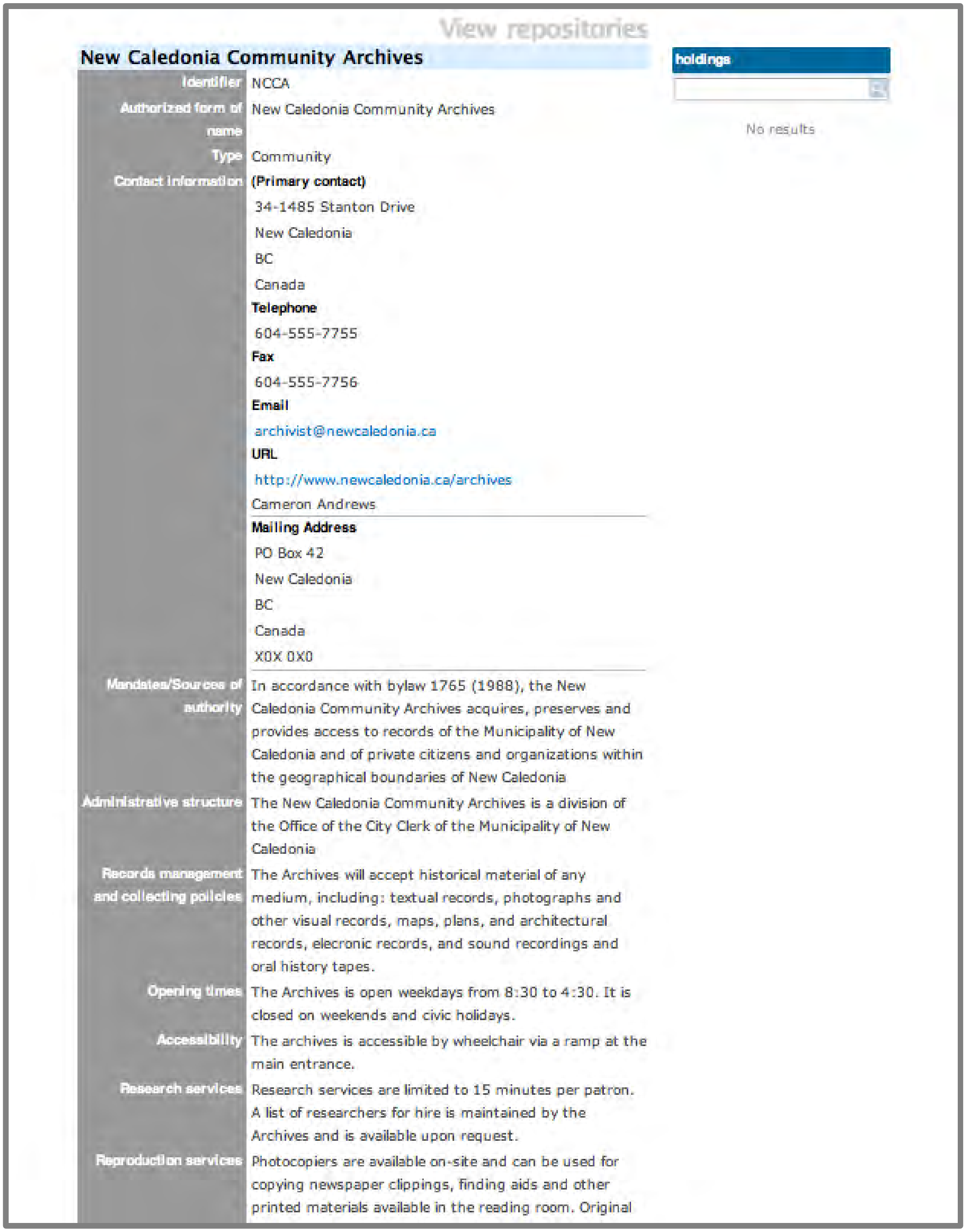
Select Full, Partial or Minimal from the drop-down menu. "In the absence of national guidelines or rules, minimal descriptions are those that consist only of the three essential elements of an ISIAH compliant description (see 4.7), while full records are those that convey information for all relevant ISDIAH elements of description." (ISDIAH 5.6.5)

8.3 In Level of detail select *Full*

8.4 In Dates of creation, revision and deletion type *Revised April 25, 2009*

8.5 To save and view the record, click the Save button





New Caledonia Community Archives

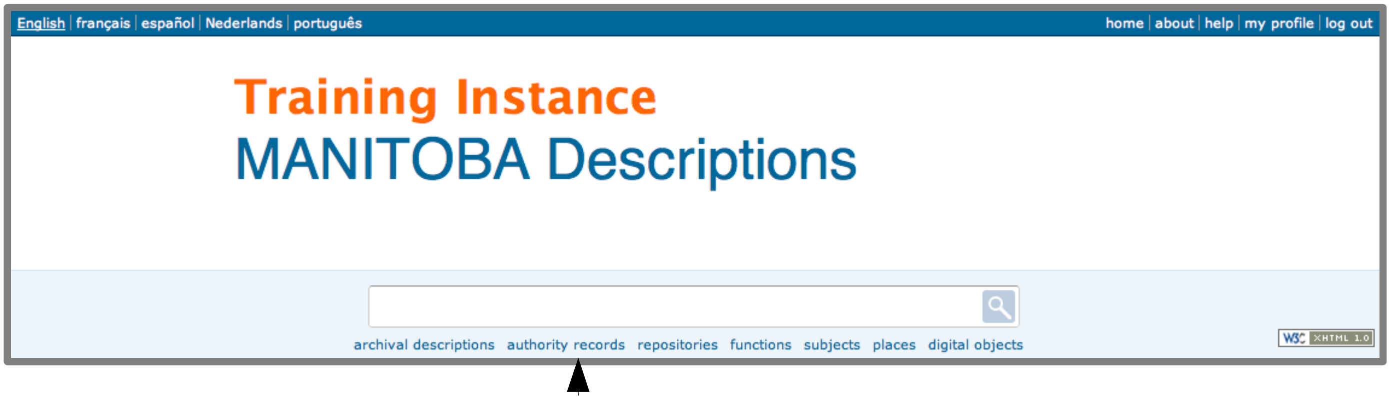
Identifier	NCCA
Authorized form of name	New Caledonia Community Archives
Type	Community
Contact information	**(Primary contact)** 34-1485 Stanton Drive New Caledonia BC Canada **Telephone** 604-555-7755 **Fax** 604-555-7756 **Email** archivist@newcaledonia.ca **URL** http://www.newcaledonia.ca/archives Cameron Andrews **Mailing Address** PO Box 42 New Caledonia BC Canada X0X 0X0
Mandates/Sources of authority	In accordance with bylaw 1765 (1988), the New Caledonia Community Archives acquires, preserves and provides access to records of the Municipality of New Caledonia and of private citizens and organizations within the geographical boundaries of New Caledonia
Administrative structure	The New Caledonia Community Archives is a division of the Office of the City Clerk of the Municipality of New Caledonia
Records management and collecting policies	The Archives will accept historical material of any medium, including: textual records, photographs and other visual records, maps, plans, and architectural records, elecronic records, and sound recordings and oral history tapes.
Opening times	The Archives is open weekdays from 8:30 to 4:30. It is closed on weekends and civic holidays.
Accessibility	The archives is accessible by wheelchair via a ramp at the main entrance.
Research services	Research services are limited to 15 minutes per patron. A list of researchers for hire is maintained by the Archives and is available upon request.
Reproduction services	Photocopiers are available on-site and can be used for copying newspaper clippings, finding aids and other printed materials available in the reading room. Original

Congratulations! You have finished this tutorial.

Tutorial 4: Add a new authority record

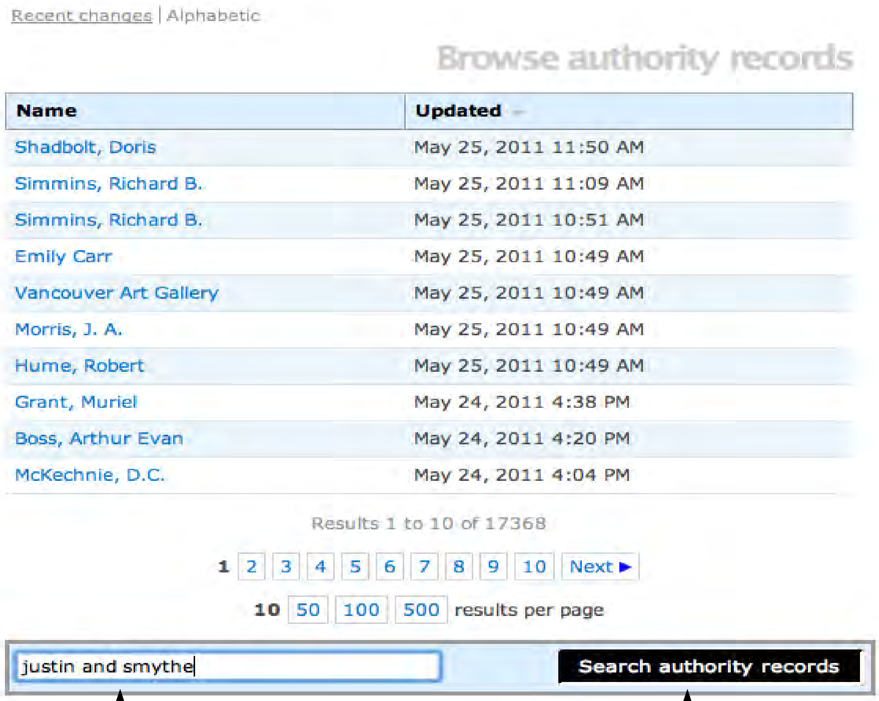
An authority record is a body of information about a person, family or organization responsible for creating archival records (equivalent in RAD to the Biographical Sketch or Administrative History). For each new creator you need to add an authority record. TIP: before you add a new authority record always check to make sure that it doesn't already exist.

Step 1 Start new authority record


English | français | español | Nederlands | português
home | about | help | my profile | log out
Training Instance
MANITOBA Descriptions
archival descriptions authority records repositories functions subjects places digital objects
W3C XHTML 1.0

1.1 Click authority records in the browse box

1.2 This will take you to a list of all authority records


Recent changes | Alphabetic
Browse authority records

Name	Updated
Shadbolt, Doris	May 25, 2011 11:50 AM
Simmins, Richard B.	May 25, 2011 11:09 AM
Simmins, Richard B.	May 25, 2011 10:51 AM
Emily Carr	May 25, 2011 10:49 AM
Vancouver Art Gallery	May 25, 2011 10:49 AM
Morris, J. A.	May 25, 2011 10:49 AM
Hume, Robert	May 25, 2011 10:49 AM
Grant, Muriel	May 24, 2011 4:38 PM
Boss, Arthur Evan	May 24, 2011 4:20 PM
McKechnie, D.C.	May 24, 2011 4:04 PM

Results 1 to 10 of 17368

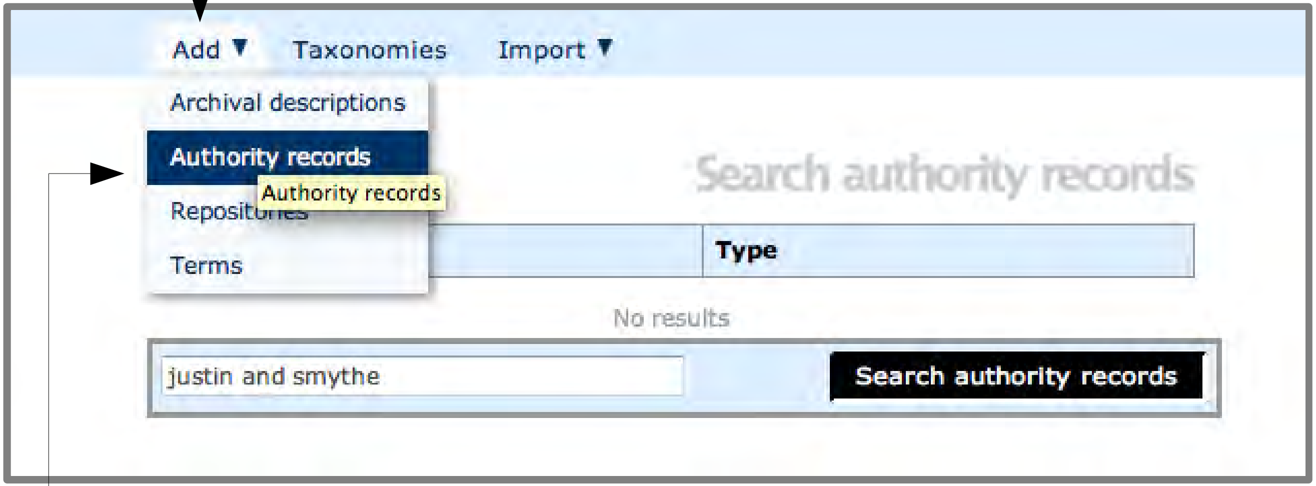
1 2 3 4 5 6 7 8 9 10 Next ▶
10 50 100 500 results per page

justin and smythe

Search authority records

1.3 Enter *justin and smythe* in the search box. Click search authority records.

1.4 You will not retrieve any results. Now that you know that there is no existing authority record for Justin Albert Smythe, you can add one. Start by clicking Add.

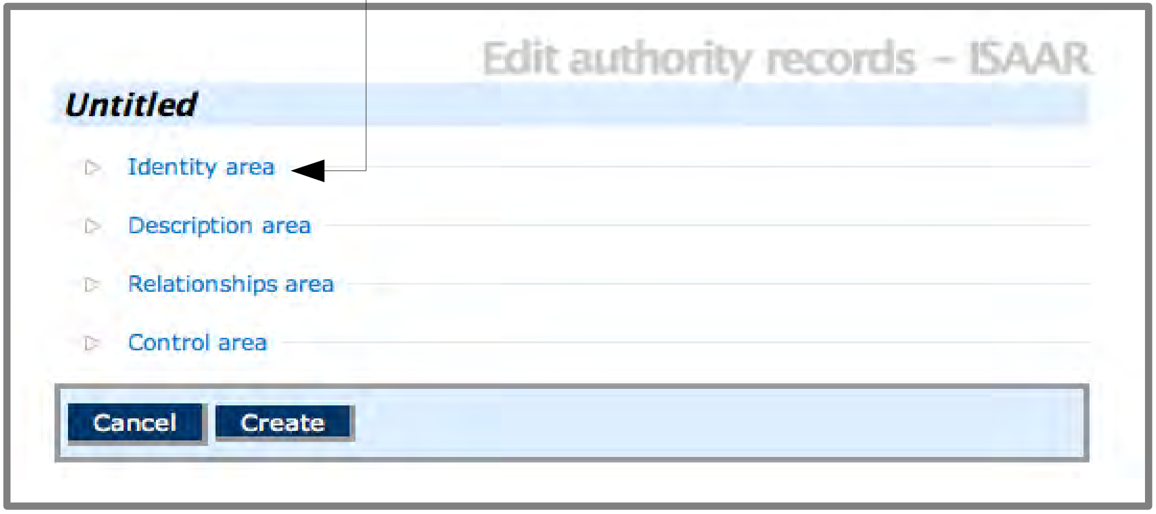

Add ▼
Taxonomies
Import ▼
Archival descriptions
Authority records
Authority records
Repositories
Terms
Search authority records
Type
No results
justin and smythe
Search authority records

1.5 Select “Authority records” from the list.

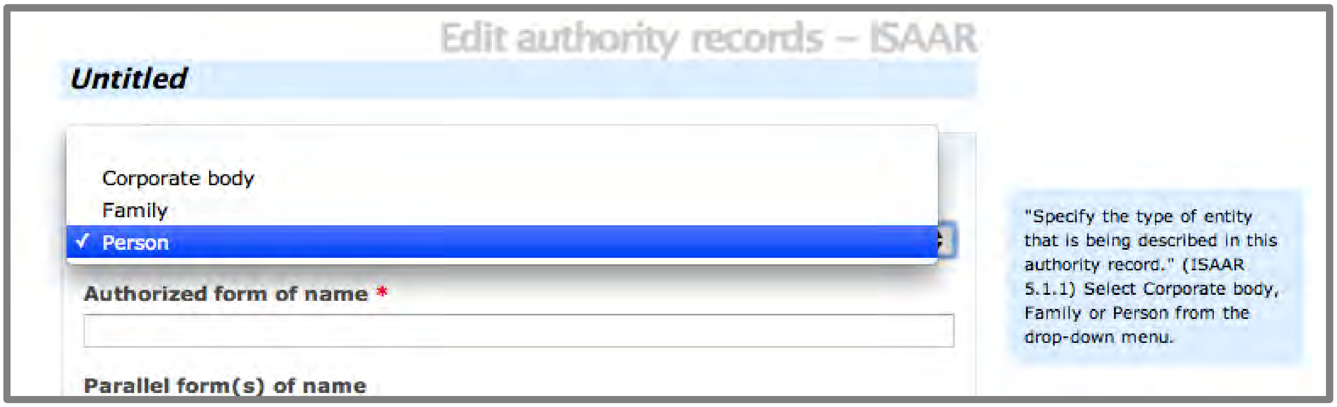
See next page for data entry

Step 2 Add identity area data

2.1 Click identity area

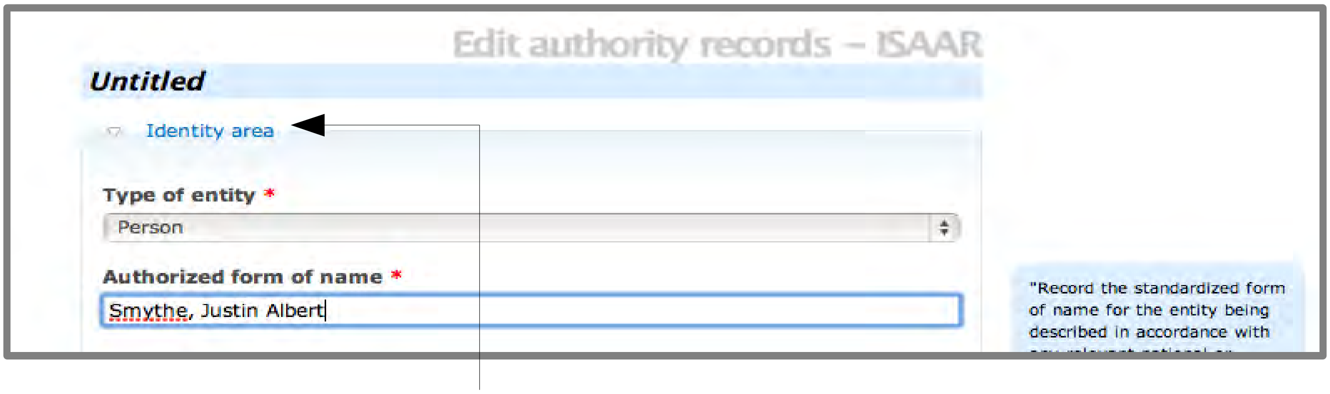

Edit authority records – ISAAR
Untitled
Identity area
Description area
Relationships area
Control area
Cancel
Create

2.2 In Type of entity, select *Person*


Edit authority records – ISAAR
Untitled
Corporate body
Family
✓ Person
Authorized form of name *
Parallel form(s) of name

"Specify the type of entity that is being described in this authority record." (ISAAR 5.1.1) Select Corporate body, Family or Person from the drop-down menu.

2.3 In Authorized form of name, type *Smythe, Justin Albert*


Edit authority records – ISAAR
Untitled
Identity area

Type of entity *

Person

Authorized form of name *

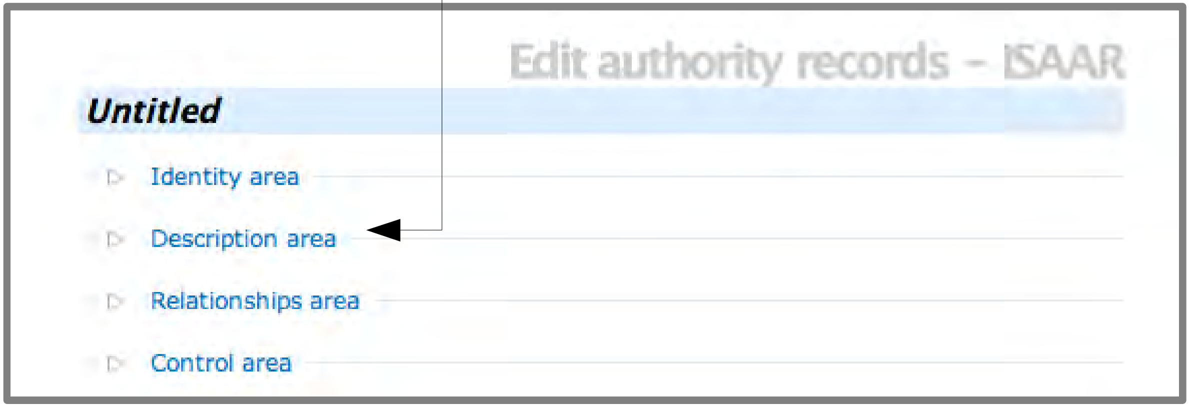
Smythe, Justin Albert

"Record the standardized form of name for the entity being described in accordance with

2.4 To close this information area, click identity area. Note that any time you are editing a record in ICA-AtoM, you can click on these blue information area links to open and close them.

Step 3 Add description area data

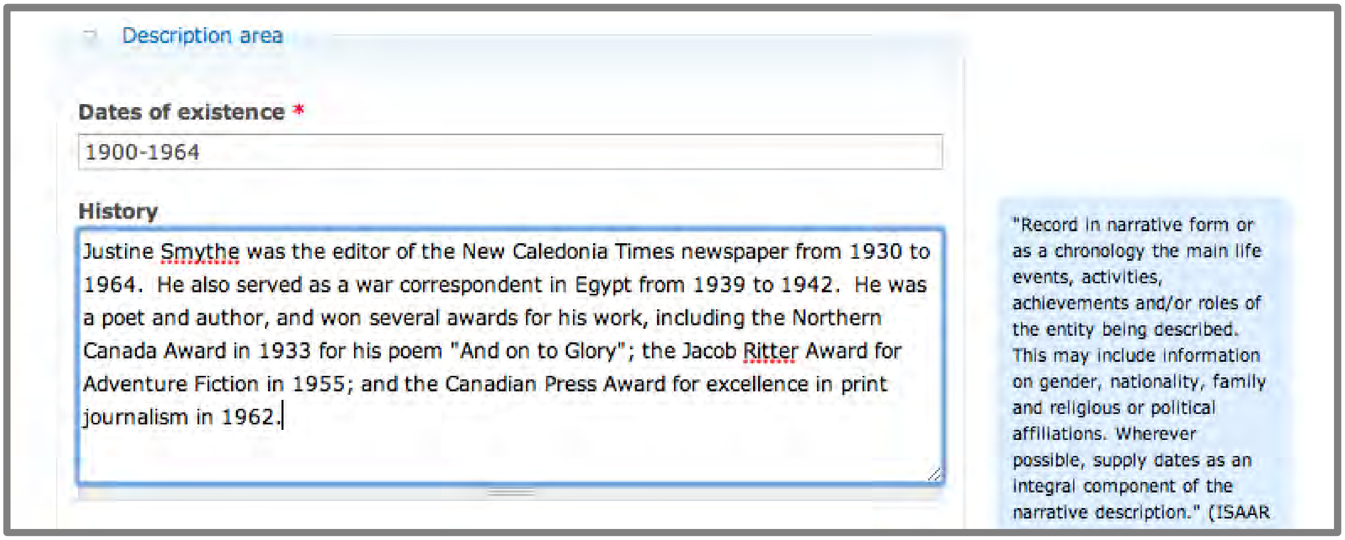
3.1 Click description area



Edit authority records – ISAAR

Untitled

3.2 In Dates of existence type *1900-1964*



Dates of existence *

1900-1964

History

Justine Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.

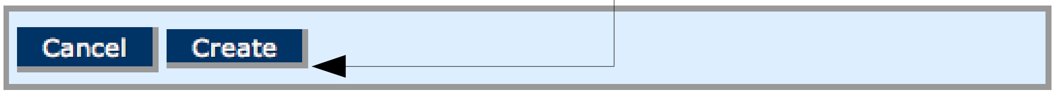
"Record in narrative form or as a chronology the main life events, activities, achievements and/or roles of the entity being described. This may include information on gender, nationality, family and religious or political affiliations. Wherever possible, supply dates as an integral component of the narrative description." (ISAAR

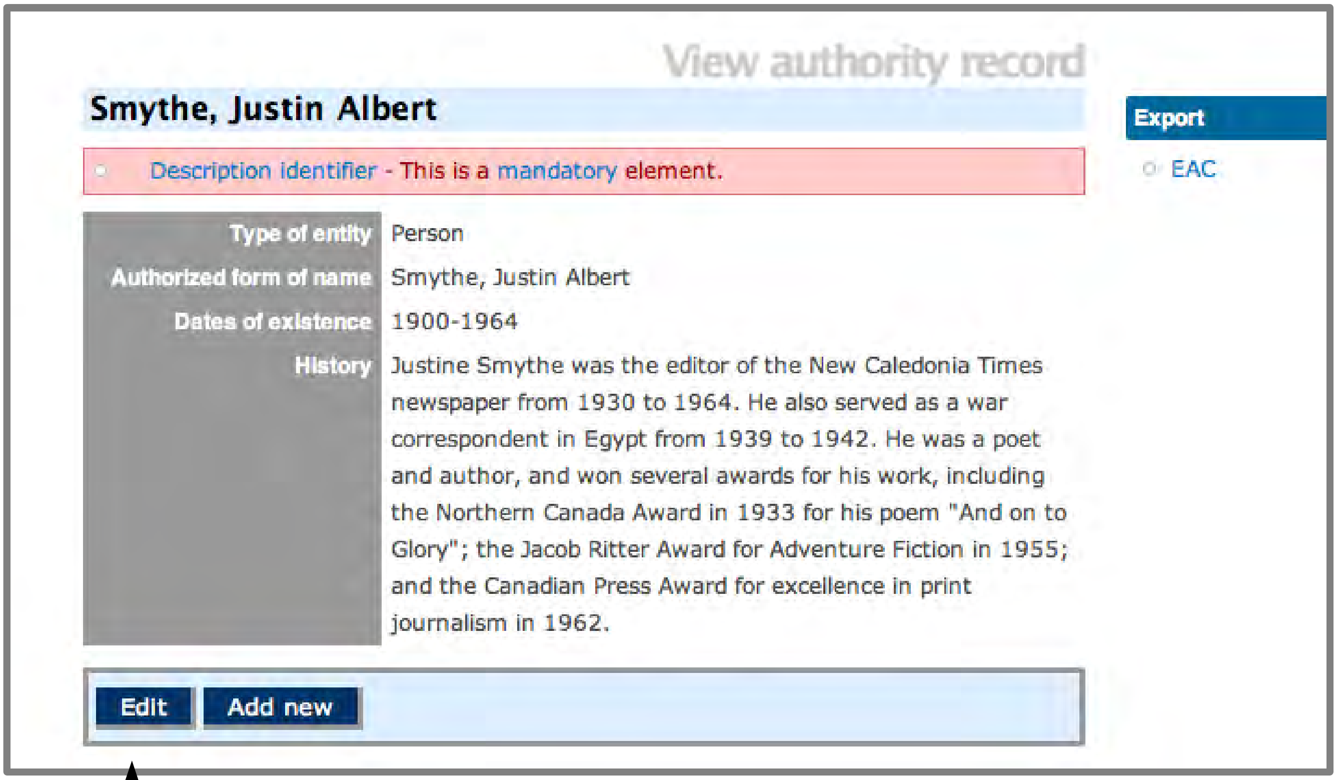
3.3 In History type

Justin Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.

Step 4 Create authority record

4.1 To save and view the authority record, click the Create button




View authority record

Smythe, Justin Albert

Description identifier - This is a mandatory element.

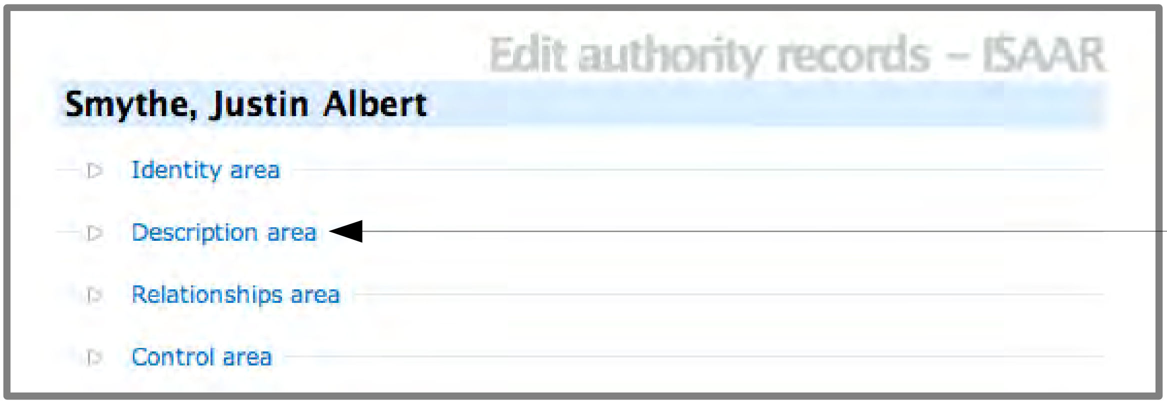
Type of entity	Person
Authorized form of name	Smythe, Justin Albert
Dates of existence	1900-1964
History	Justine Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.

Step 5 Edit authority record

5.1 Click the Edit button

Step 6 Edit description area

6.1 Click Description area

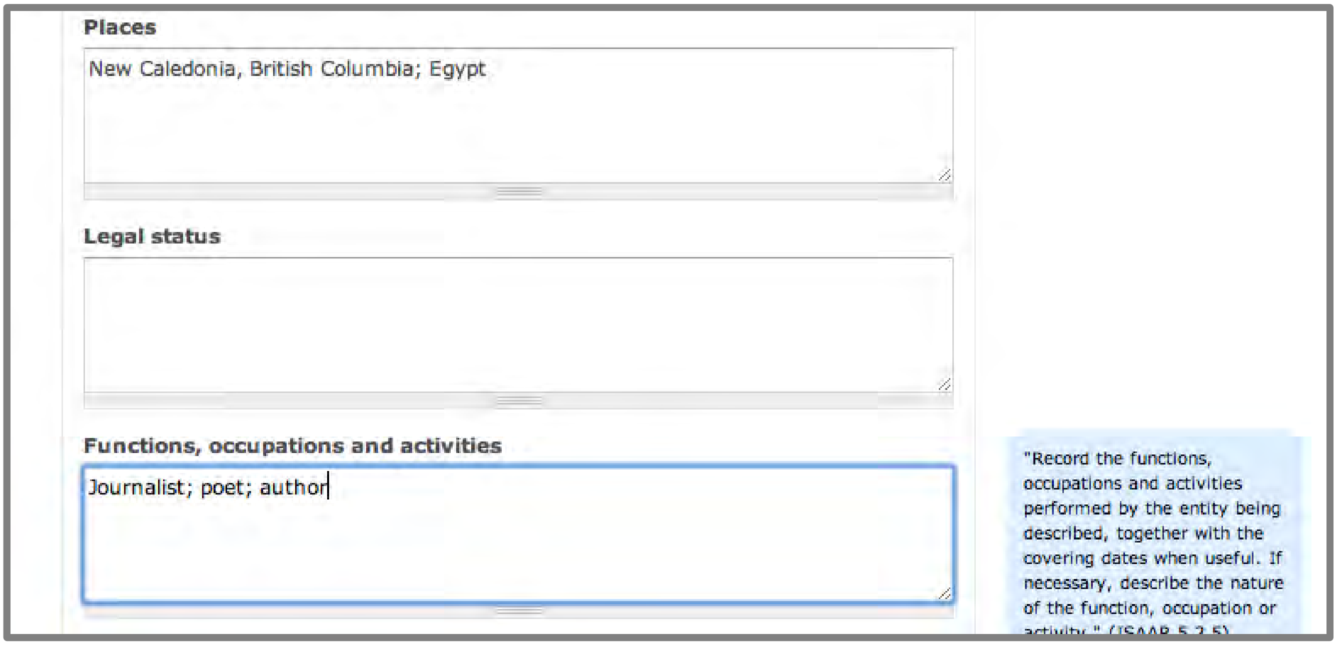


Edit authority records – ISAAR

Smythe, Justin Albert

- Identity area
- Description area
- Relationships area
- Control area

6.2 In Places enter *New Caledonia, British Columbia; Egypt*



Places

New Caledonia, British Columbia; Egypt

Legal status

Functions, occupations and activities

Journalist; poet; author

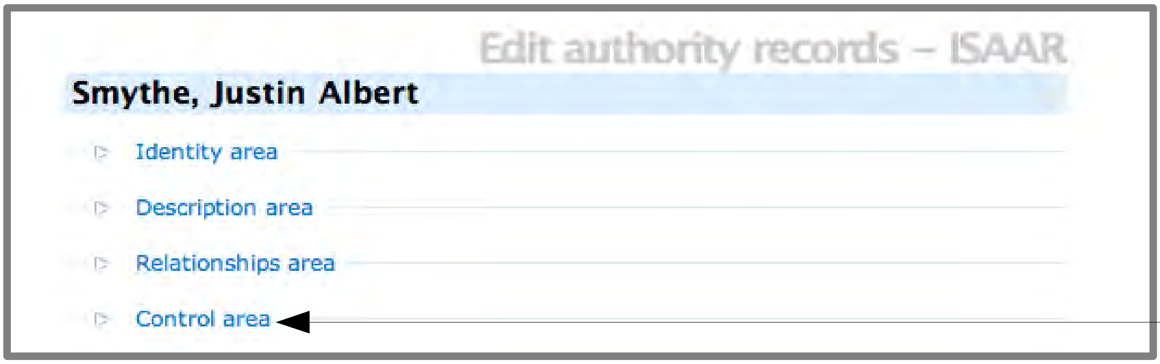
"Record the functions, occupations and activities performed by the entity being described, together with the covering dates when useful. If necessary, describe the nature of the function, occupation or activity." (ISAAR 5.2.5)

6.3 In Functions, occupations and activities, enter *Journalist; poet; author.*

Step 7 Edit control area

The control area contains fields that uniquely identify the authority record itself, capturing how, when and by which archival institution the authority record was created and maintained.

7.1 Click control area



Edit authority records – ISAAR

Smythe, Justin Albert

Identity area
Description area
Relationships area
Control area

See next page for data entry

7.2 Enter data as follows

7.2.1 In Institution identifier type *New Caledonia Community Archives*

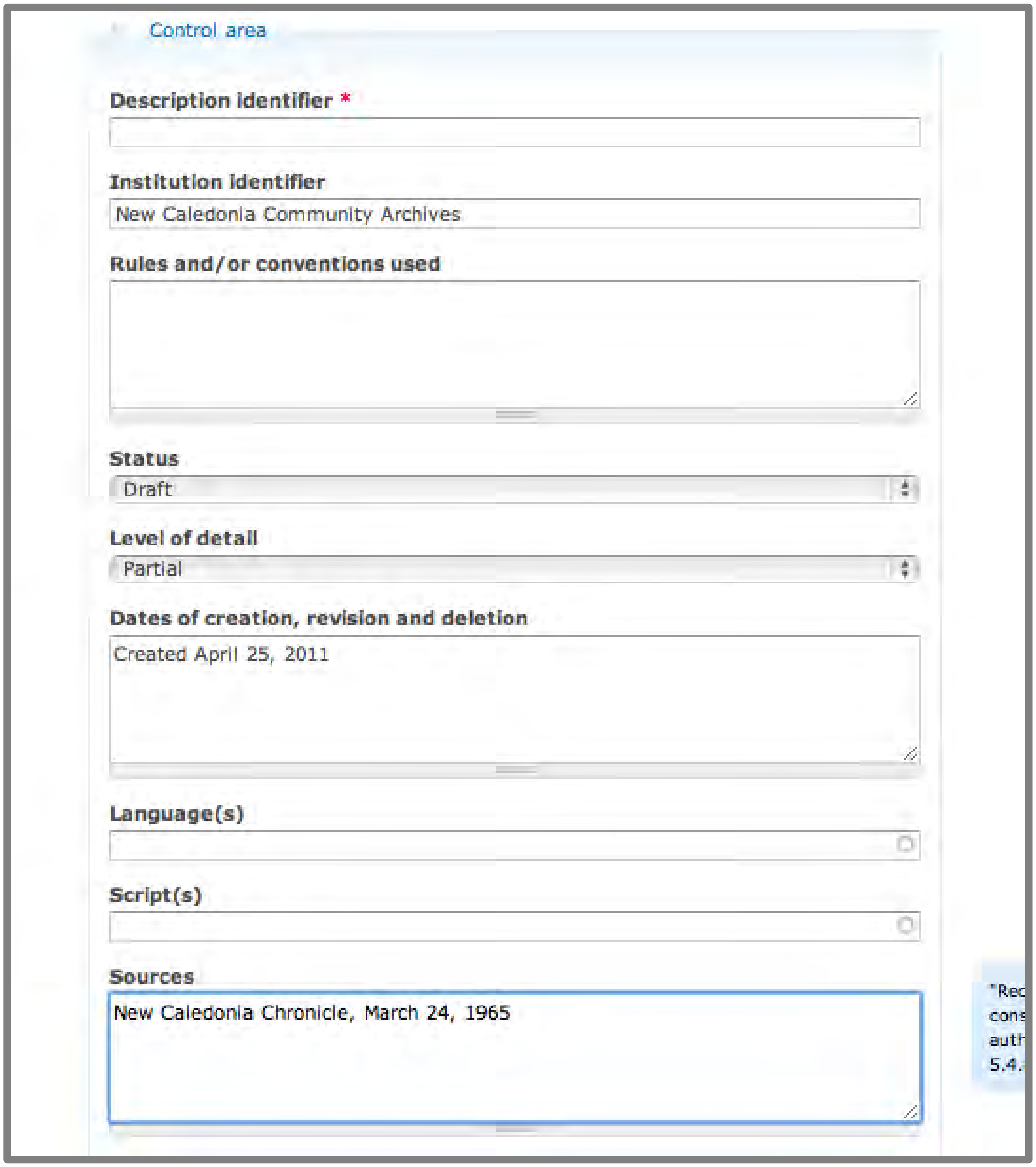
7.2.2 In Status select *Draft*

7.2.3 In Level of detail select *Partial*

7.2.4 In Dates of creation, revision and deletion, type *Created April 25, 2009*

7.2.5 In Languages of authority record, select *English* (type *eng* and select English from the drop-down list)

7.2.6 In Sources type *New Caledonia Chronicle, March 24, 1964*



Description identifier *

Institution identifier
New Caledonia Community Archives

Rules and/or conventions used

Status
Draft

Level of detail
Partial

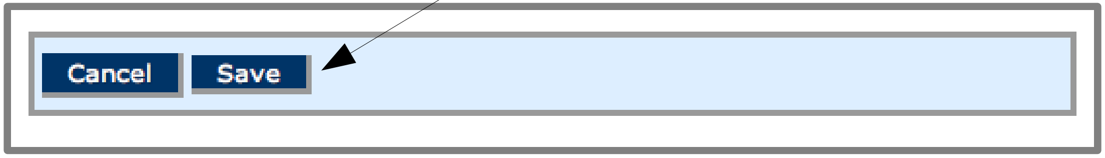
Dates of creation, revision and deletion
Created April 25, 2011

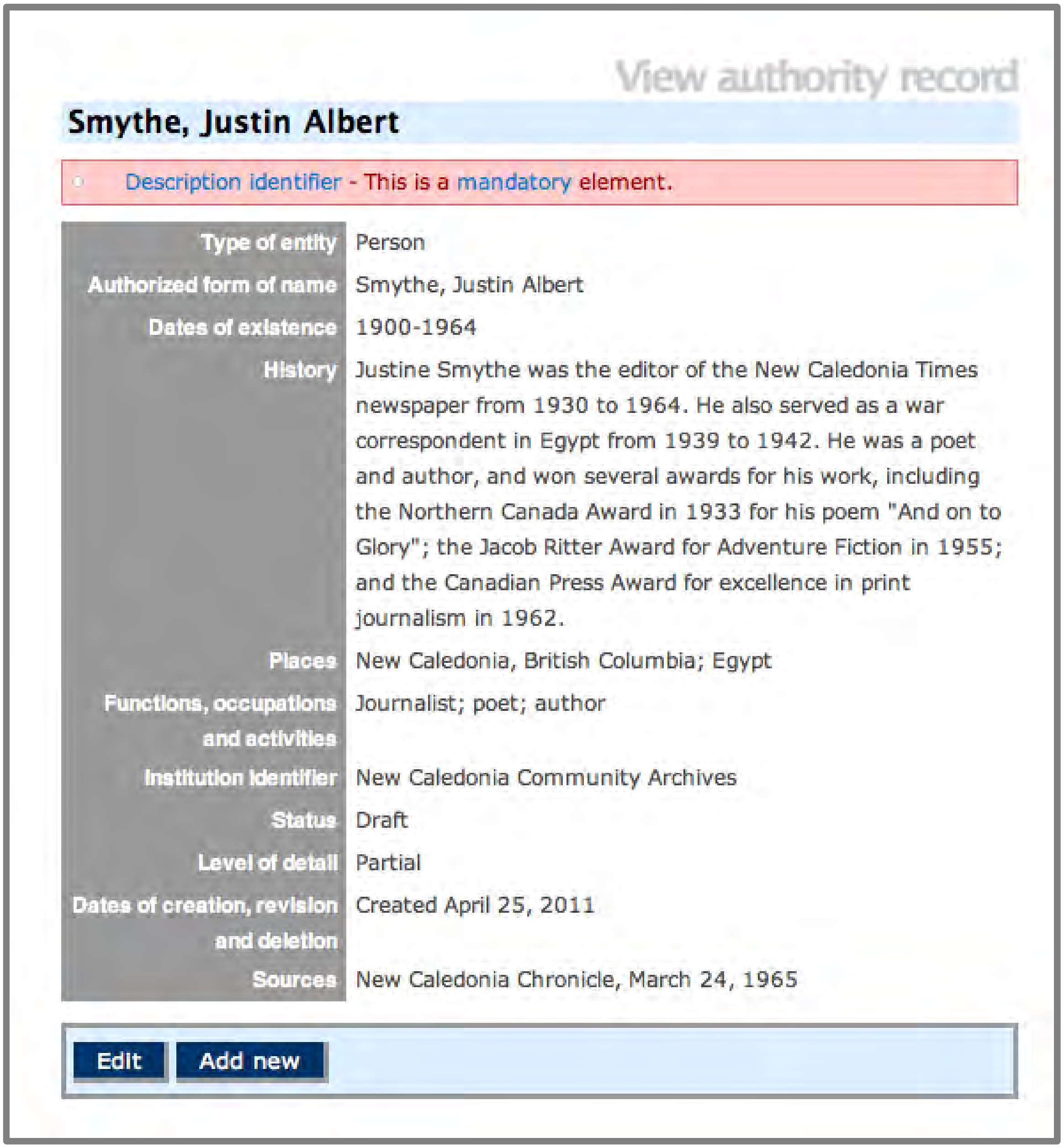
Language(s)

Script(s)

Sources
New Caledonia Chronicle, March 24, 1965

7.3 To save and view the record, click the Save button





Smythe, Justin Albert

Description identifier - This is a mandatory element.

Type of entity	Person
Authorized form of name	Smythe, Justin Albert
Dates of existence	1900-1964
History	Justine Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.
Places	New Caledonia, British Columbia; Egypt
Functions, occupations and activities	Journalist; poet; author
Institution identifier	New Caledonia Community Archives
Status	Draft
Level of detail	Partial
Dates of creation, revision and deletion	Created April 25, 2011
Sources	New Caledonia Chronicle, March 24, 1965

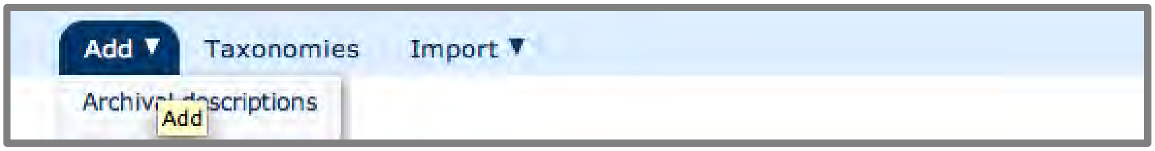
Congratulations! You have finished this tutorial.

Tutorial 5: Add archival descriptions

In this tutorial you will create archival descriptions for a fonds, a series and a file. You will link these descriptions together in a hierarchy and will also link them to their related authority and archival institution records.

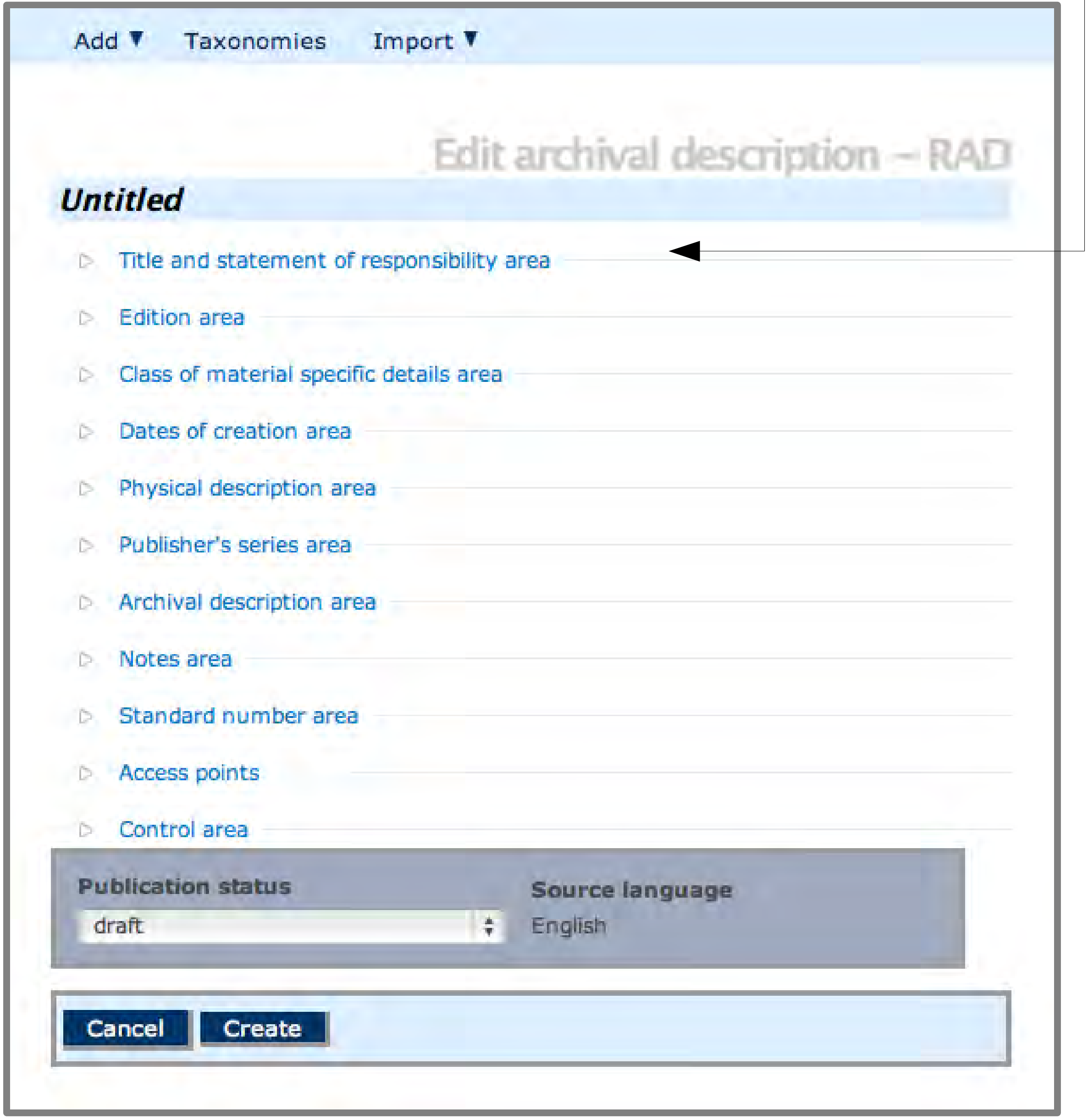
Step 1 Start new archival description

1.1 Click Add and choose Archival descriptions from the drop-down menu


Add ▼
Taxonomies
Import ▼
Archival descriptions
Add

Step 2 Enter title and statement of responsibility area data

2.1 Click title and statement of responsibility area


Add ▼
Taxonomies
Import ▼
Edit archival description – RAD
Untitled
▷ Title and statement of responsibility area
▷ Edition area
▷ Class of material specific details area
▷ Dates of creation area
▷ Physical description area
▷ Publisher's series area
▷ Archival description area
▷ Notes area
▷ Standard number area
▷ Access points
▷ Control area
Publication status
draft
Source language
English
Cancel
Create

2.2 Enter data as follows:

2.2.1 In Title proper type *Justin Albert Smythe fonds*

2.2.2 In General material designation, select *Textual record,* then select *Graphic material*

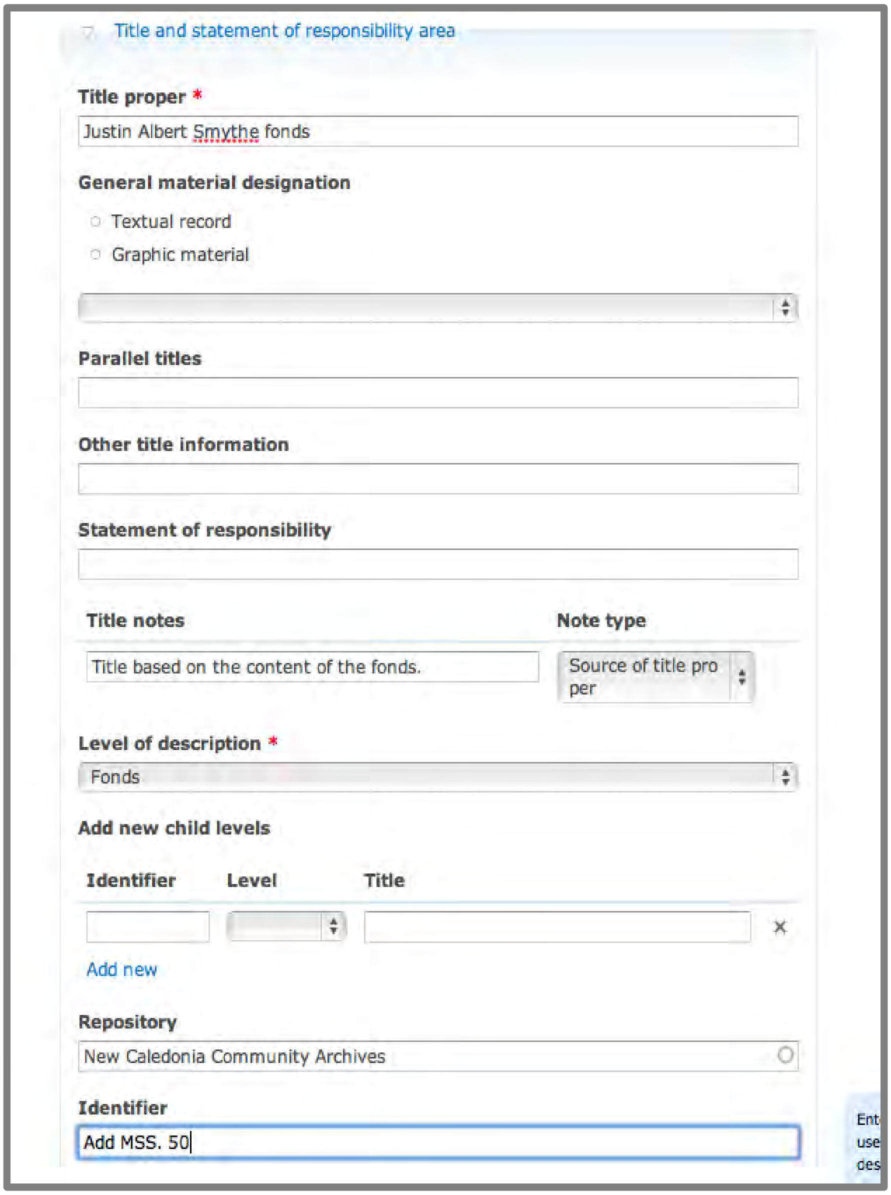
2.2.3 In Title notes under note type *Title based on the contents of the fonds*

2.2.4 In Title notes under title note type select *Source of title proper*

2.2.5 In Level of description select *Fonds*

2.2.6 In Repository type *New Caledonia Community Archives*

2.2.7 In Identifier type *Add. MSS. 50*



Title and statement of responsibility area

Title proper *
Justin Albert Smythe fonds

General material designation
○ Textual record
○ Graphic material

Parallel titles

Other title information

Statement of responsibility

Title notes	Note type
Title based on the content of the fonds.	Source of title proper

Level of description *
Fonds

Add new child levels

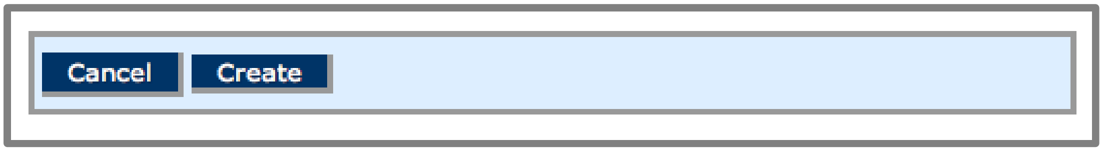
Identifier	Level	Title

Add new

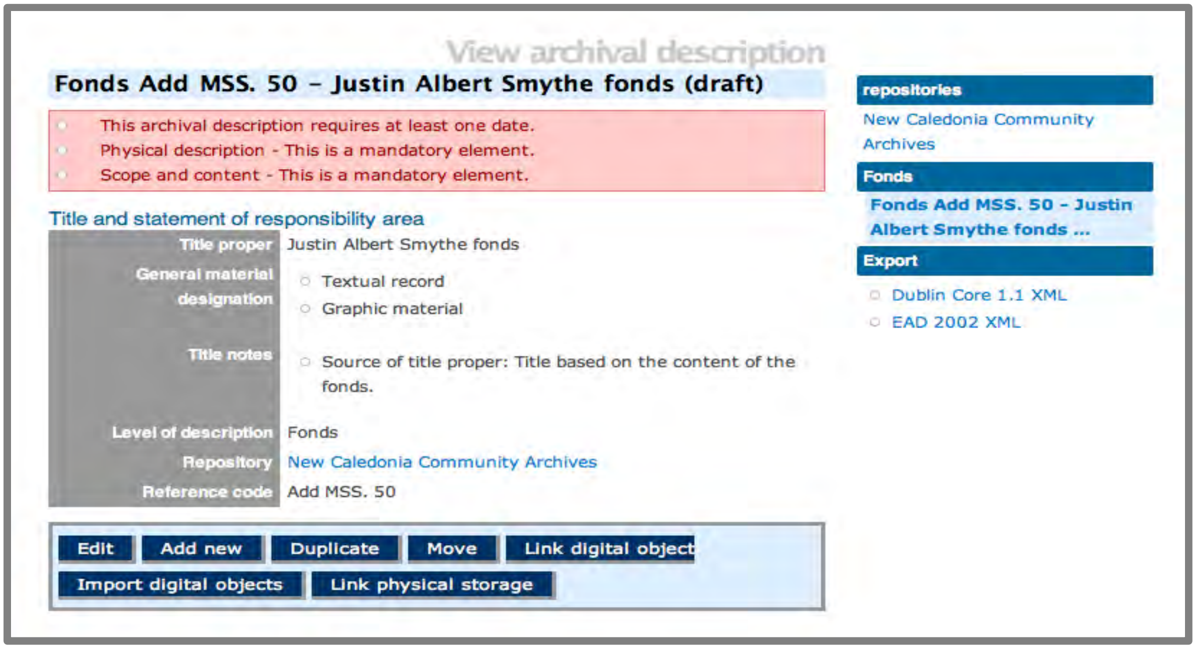
Repository
New Caledonia Community Archives

Identifier
Add MSS. 50

2.3 Click the **Create** button to save and view the record


Cancel
Create

Step 3 Edit archival description


View archival description

Fonds Add MSS. 50 - Justin Albert Smythe fonds (draft)

- This archival description requires at least one date.
- Physical description - This is a mandatory element.
- Scope and content - This is a mandatory element.

Title and statement of responsibility area

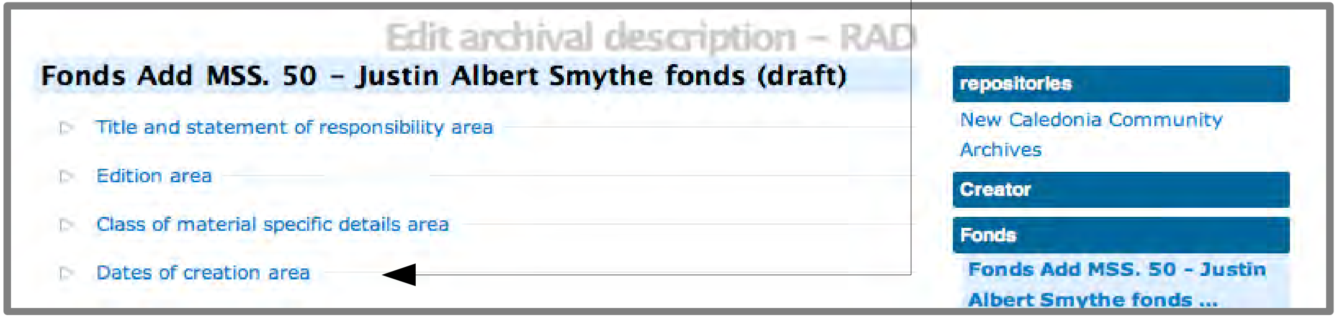
Title proper	Justin Albert Smythe fonds
General material designation	○ Textual record ○ Graphic material
Title notes	○ Source of title proper: Title based on the content of the fonds.
Level of description	Fonds
Repository	New Caledonia Community Archives
Reference code	Add MSS. 50

Edit
Add new
Duplicate
Move
Link digital object
Import digital objects
Link physical storage
repositories
New Caledonia Community Archives
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Export
Dublin Core 1.1 XML
EAD 2002 XML

3.1 Click the **Edit** button

Step 4 Add creator and dates of creation

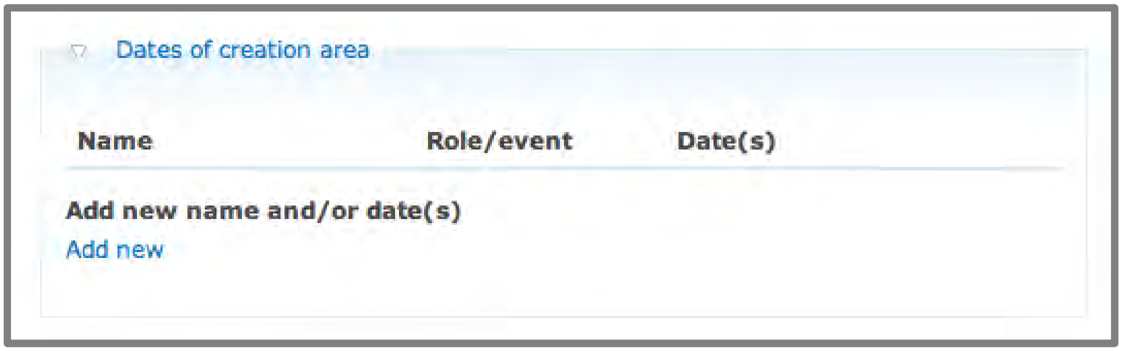
4.1 Click **Dates of creation area**


Edit archival description - RAD

Fonds Add MSS. 50 - Justin Albert Smythe fonds (draft)

▷ Title and statement of responsibility area
▷ Edition area
▷ Class of material specific details area
▷ Dates of creation area
repositories
New Caledonia Community Archives
Creator
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...

4.2 Click Add new

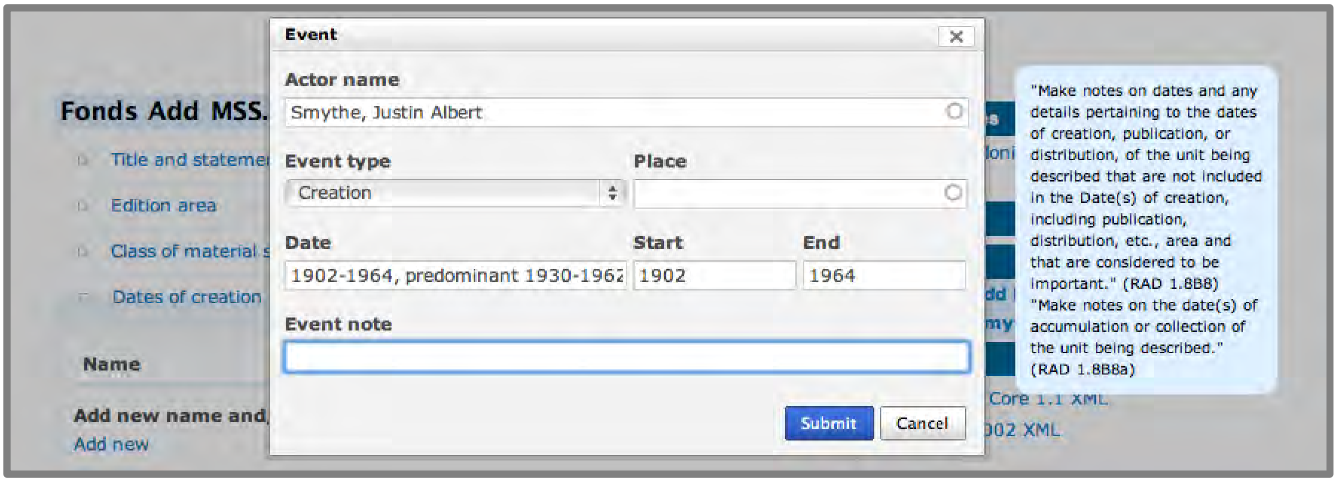

Dates of creation area
Add new

Name Role/event Date(s)

Add new name and/or date(s)

4.3 In name select *Smythe, Justin Albert* (type *Smythe* and the name will appear in a drop-down list)

4.4 In event type select *Creation*


Event
Fonds Add MSS.
Title and statemer
Edition area
Class of material s
Dates of creation
Name
Add new name and
Add new
Submit
Cancel
Core 1.1 XML
002 XML

Actor name: Smythe, Justin Albert

Event type: Creation

Place:

Date: 1902-1964, predominant 1930-1962

Start: 1902

End: 1964

Event note:

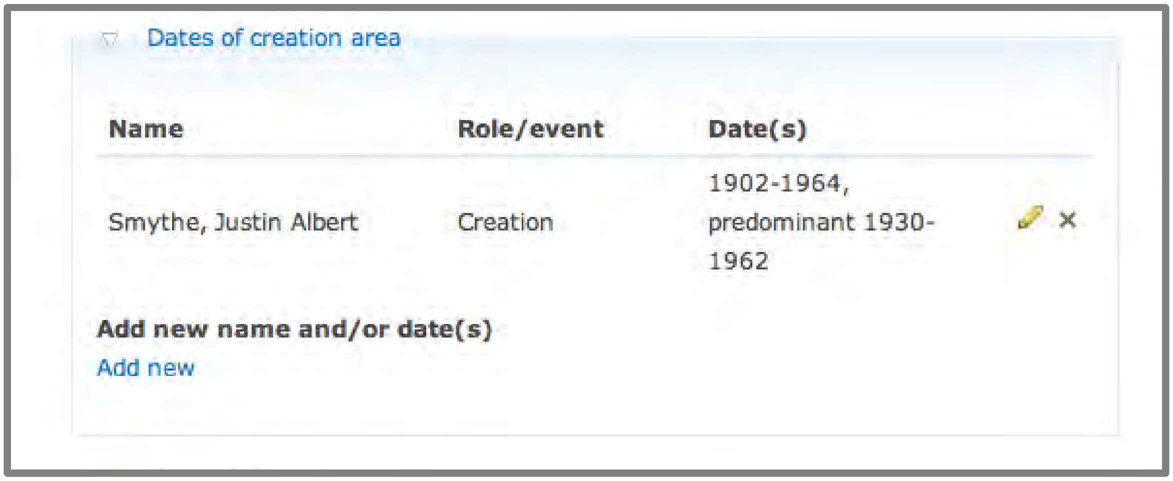
"Make notes on dates and any details pertaining to the dates of creation, publication, or distribution, of the unit being described that are not included in the Date(s) of creation, including publication, distribution, etc., area and that are considered to be important." (RAD 1.8B8) "Make notes on the date(s) of accumulation or collection of the unit being described." (RAD 1.8B8a)

4.5 In Date type *1902-1964, predominant 1930-1962*

4.6 Tab over to Start. The Start and End dates will be filled automatically.

4.8 Click Submit

Your screen will now show the saved creator and dates the records were created:



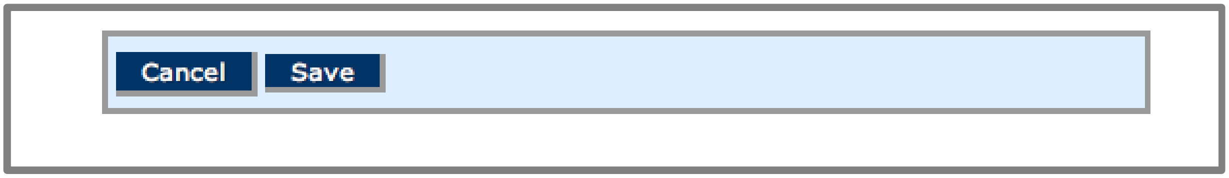
Dates of creation area

Name	Role/event	Date(s)
Smythe, Justin Albert	Creation	1902-1964, predominant 1930-1962

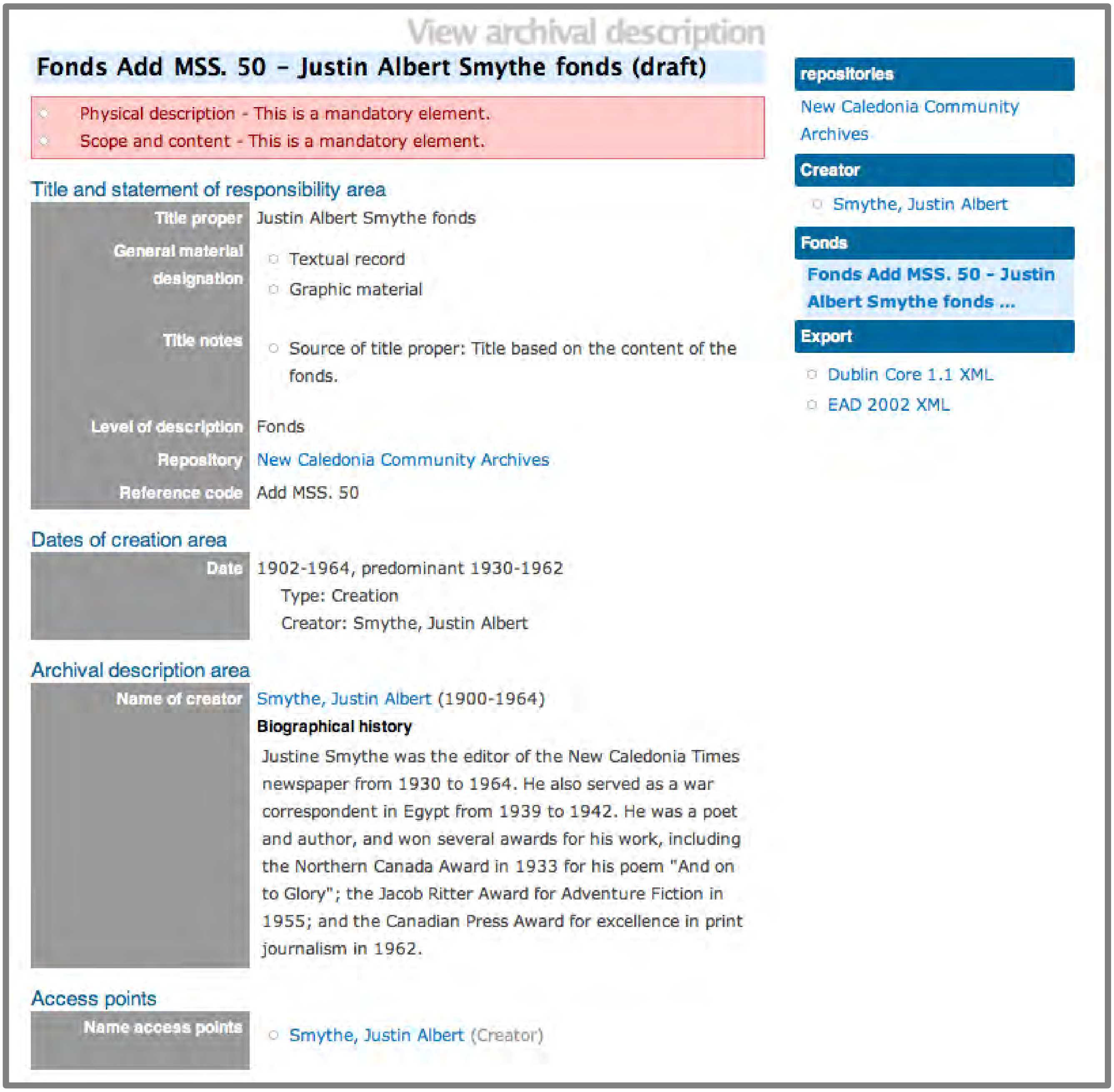
Add new name and/or date(s)

Add new

4.9 Click the Save button to save and view the record



Note that when you selected a creator, ICA-AtoM created links to the creator's record (the authority record you added in tutorial 3). It also inserted the creator's biographical sketch from the authority record, and added the name of the creator as a name access point.



View archival description

Fonds Add MSS. 50 - Justin Albert Smythe fonds (draft)

- Physical description - This is a mandatory element.
- Scope and content - This is a mandatory element.

Title and statement of responsibility area

Title proper	Justin Albert Smythe fonds
General material designation	○ Textual record ○ Graphic material
Title notes	○ Source of title proper: Title based on the content of the fonds.
Level of description	Fonds
Repository	New Caledonia Community Archives
Reference code	Add MSS. 50

Dates of creation area

Date	1902-1964, predominant 1930-1962 Type: Creation Creator: Smythe, Justin Albert

Archival description area

Name of creator	Smythe, Justin Albert (1900-1964) **Biographical history** Justine Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.

Access points

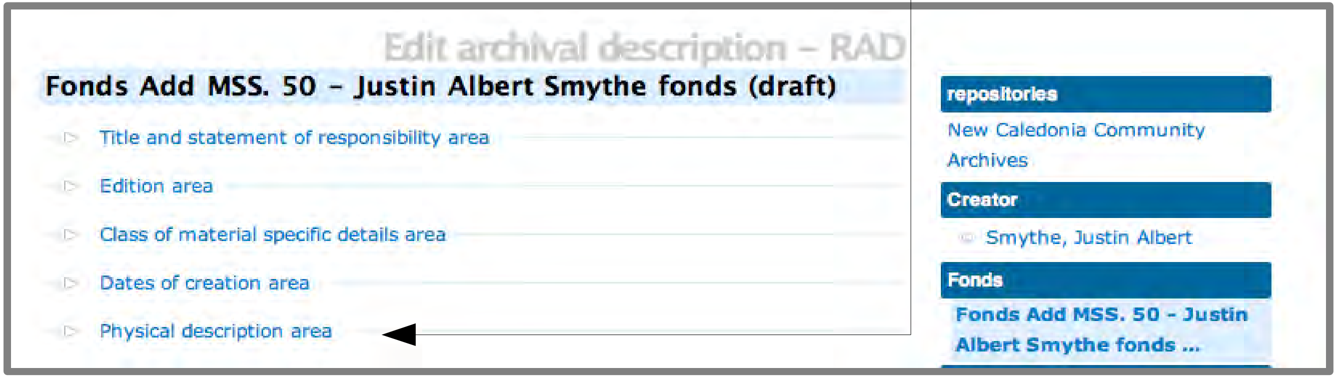
Name access points	○ Smythe, Justin Albert (Creator)

Step 5 Edit archival description

5.1 Click the Edit button (not shown, but it's at the bottom of the screen).

Step 6 Add physical description

6.1 Click Physical description area



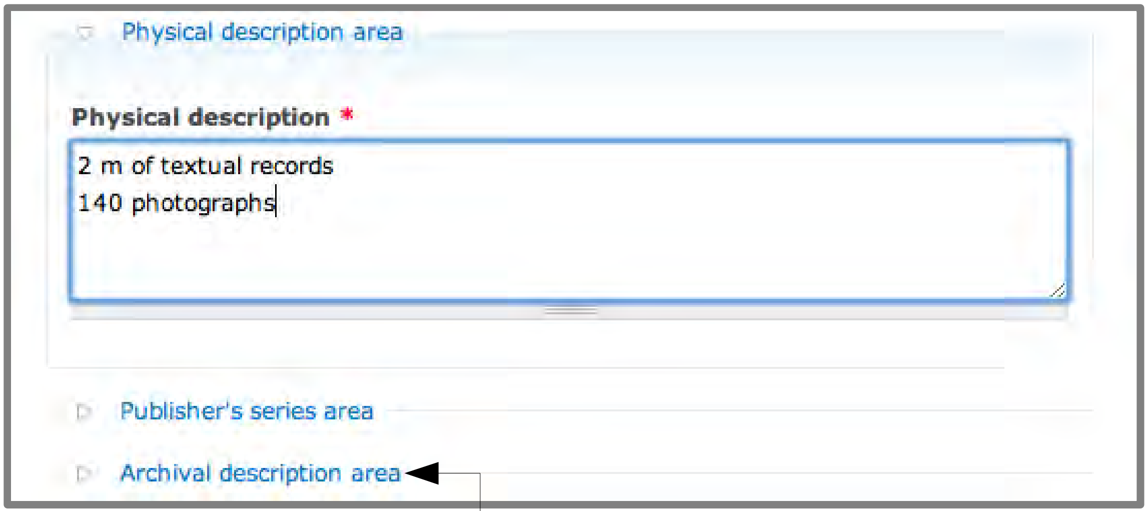
Edit archival description – RAD

Fonds Add MSS. 50 - Justin Albert Smythe fonds (draft)

- Title and statement of responsibility area
- Edition area
- Class of material specific details area
- Dates of creation area
- Physical description area

repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...

6.2 In Physical description type *2 m of textual records,* then hit your Enter key and type *140 photographs*



Physical description area

Physical description *

2 m of textual records
140 photographs

Publisher's series area
Archival description area

Step 7 Add archival description

7.1 Click Archival description area

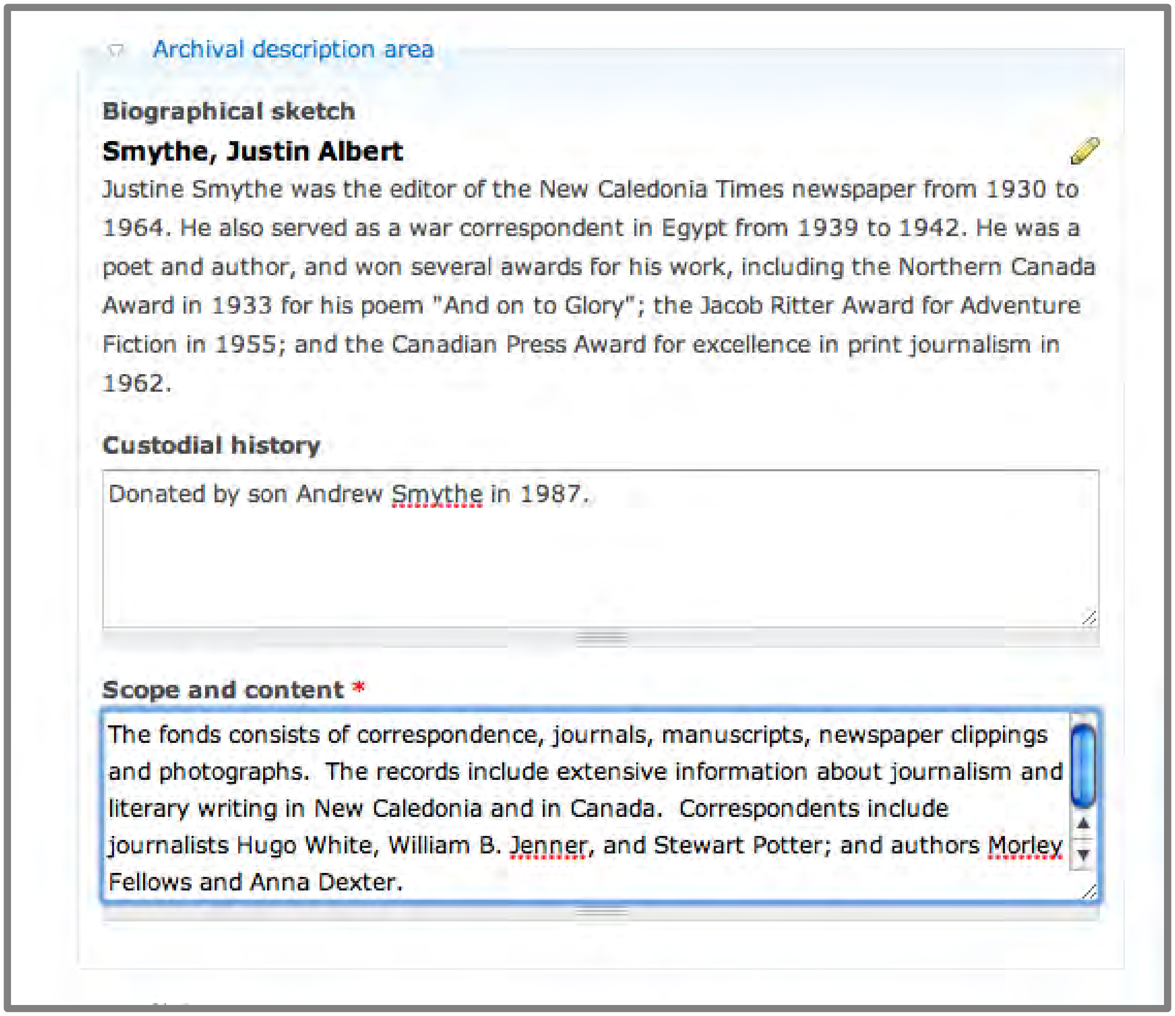
Your screen will show the creator's biographical sketch, which was inserted automatically when you selected the creator in step 4.3.

7.2 In Custodial history type *Donated by son Andrew Smythe in 1987*

7.3 In Scope and content type

> *The fonds consists of correspondence, journals, manuscripts, newspaper clippings and photographs. The records include extensive information about journalism and literary writing in New Caledonia and in Canada. Correspondents include journalists Hugo White, William B. Jenner, and Stewart Potter; and authors Morley Fellows and Anna Dexter.*

7.4 To close this information area click Archival description area. Note that any time you are editing a record in ICA-AtoM, you can click on these blue information area links to open and close them.



Biographical sketch

Smythe, Justin Albert

Justine Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.

Custodial history

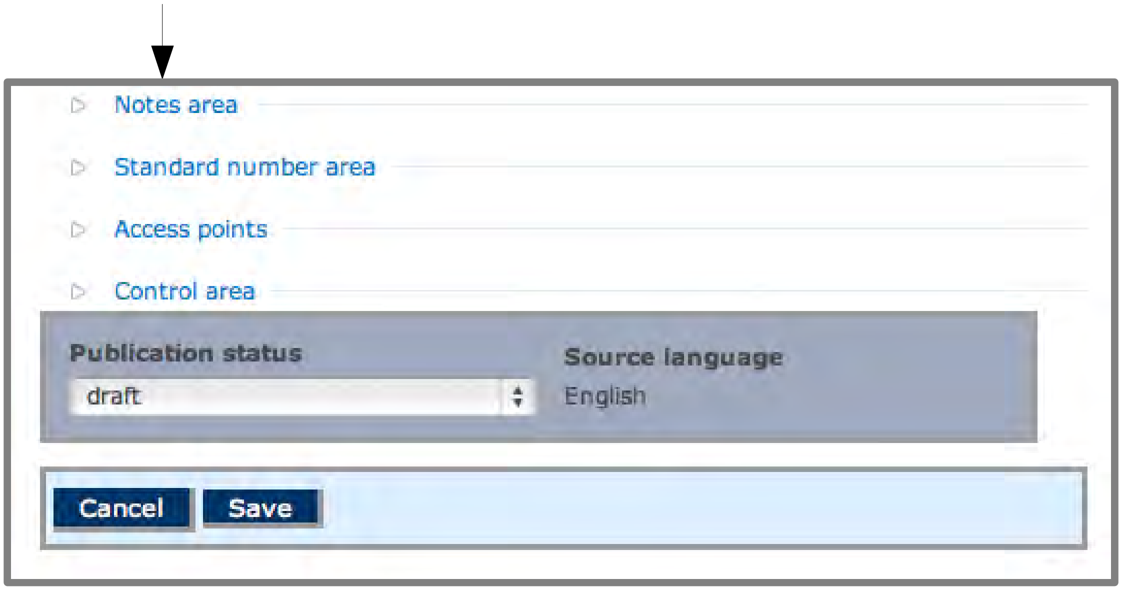
Donated by son Andrew Smythe in 1987.

Scope and content *

The fonds consists of correspondence, journals, manuscripts, newspaper clippings and photographs. The records include extensive information about journalism and literary writing in New Caledonia and in Canada. Correspondents include journalists Hugo White, William B. Jenner, and Stewart Potter; and authors Morley Fellows and Anna Dexter.

Step 8 Add notes

8.1 Click notes area


Notes area
Standard number area
Access points
Control area
Cancel
Save

Publication status: draft

Source language: English

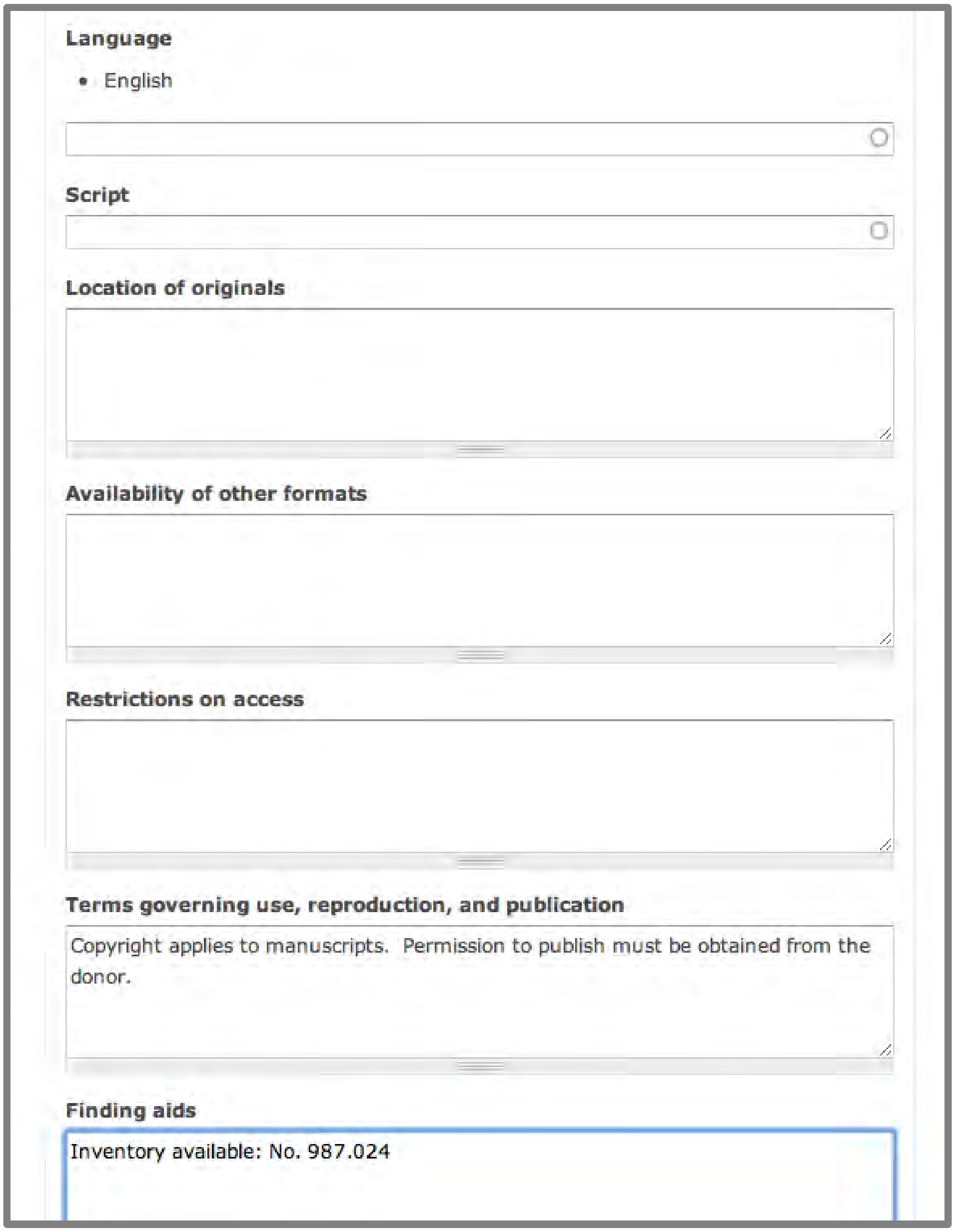
See next page for data entry

8.2 Enter notes

8.2.1 In Language select *English* (type *eng* and select English from the drop-down list)

8.2.2 In Terms governing use, reproduction and publication type *Copyright applies to manuscripts. Permission to publish must be obtained from the donor.*

8.2.3 In Finding aids type *Inventory available: No. 987.024*



Language

- English

Script

Location of originals

Availability of other formats

Restrictions on access

Terms governing use, reproduction, and publication

Copyright applies to manuscripts. Permission to publish must be obtained from the donor.

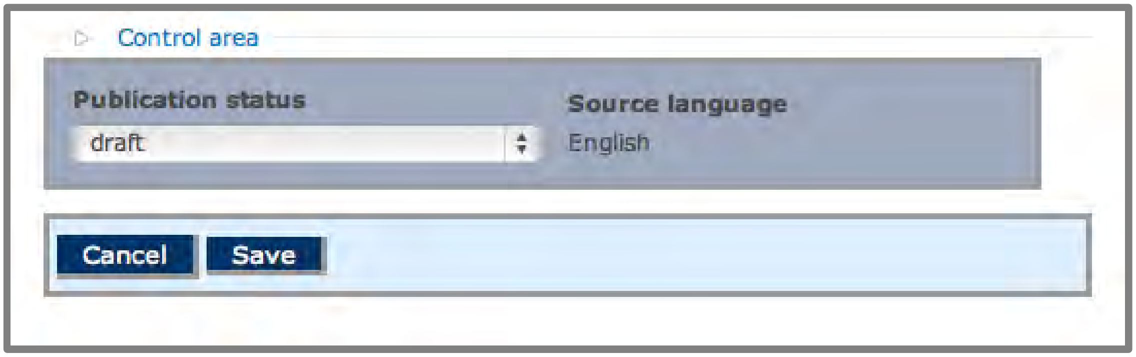
Finding aids

Inventory available: No. 987.024

Step 9 Add control area information

The control area contains fields that uniquely identify the archival description itself, capturing how, when and by which archival institution the archival description was created and maintained.

9.1 Click Control area



Publication status: draft

Source language: English

See next page for data entry

9.2 Enter control area data:

9.2.1 In Institution identifier type *New Caledonia Community Archives*

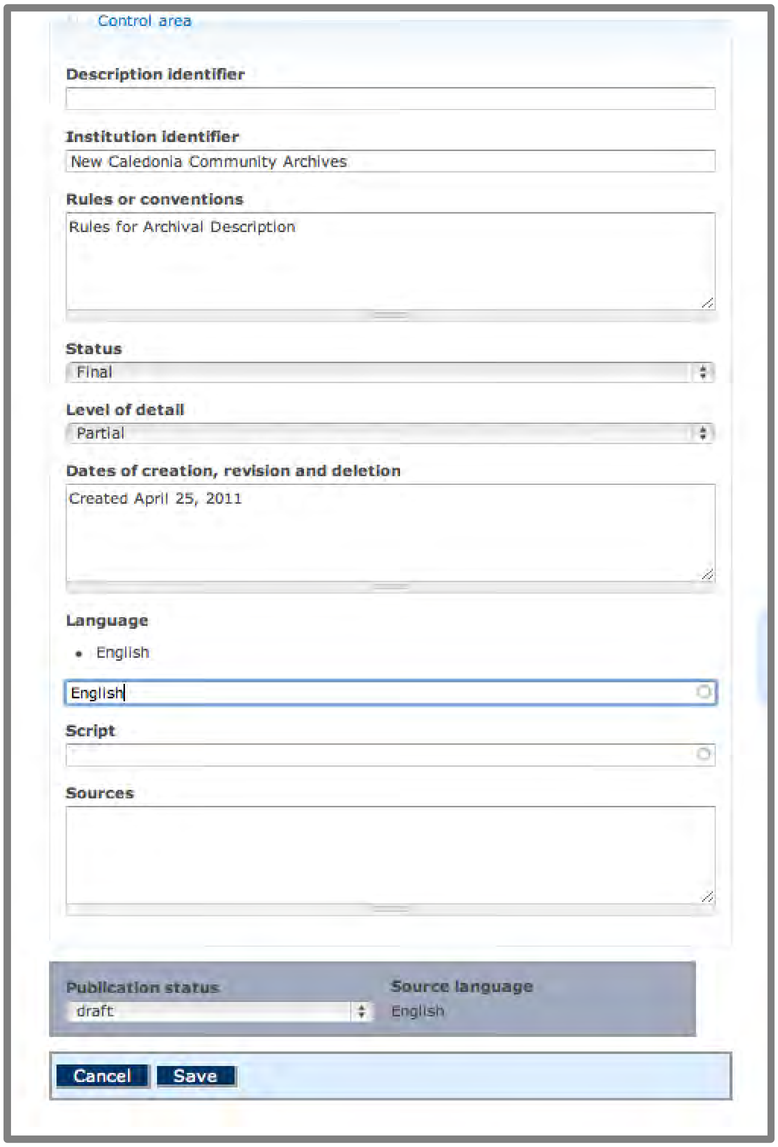
9.2.2 In Rules or conventions type *Rules for Archival Description*

9.2.3 In Status select *Final*

9.2.4 In Level of detail select *Partial*

9.2.5 In Dates of creation, revision and deletion type *Created April 25, 2009*

9.2.6 In Languages of archival description select *English* (type *eng* and select English from the drop-down list)



Description identifier

Institution identifier
New Caledonia Community Archives

Rules or conventions
Rules for Archival Description

Status
Final

Level of detail
Partial

Dates of creation, revision and deletion
Created April 25, 2011

Language
- English

English

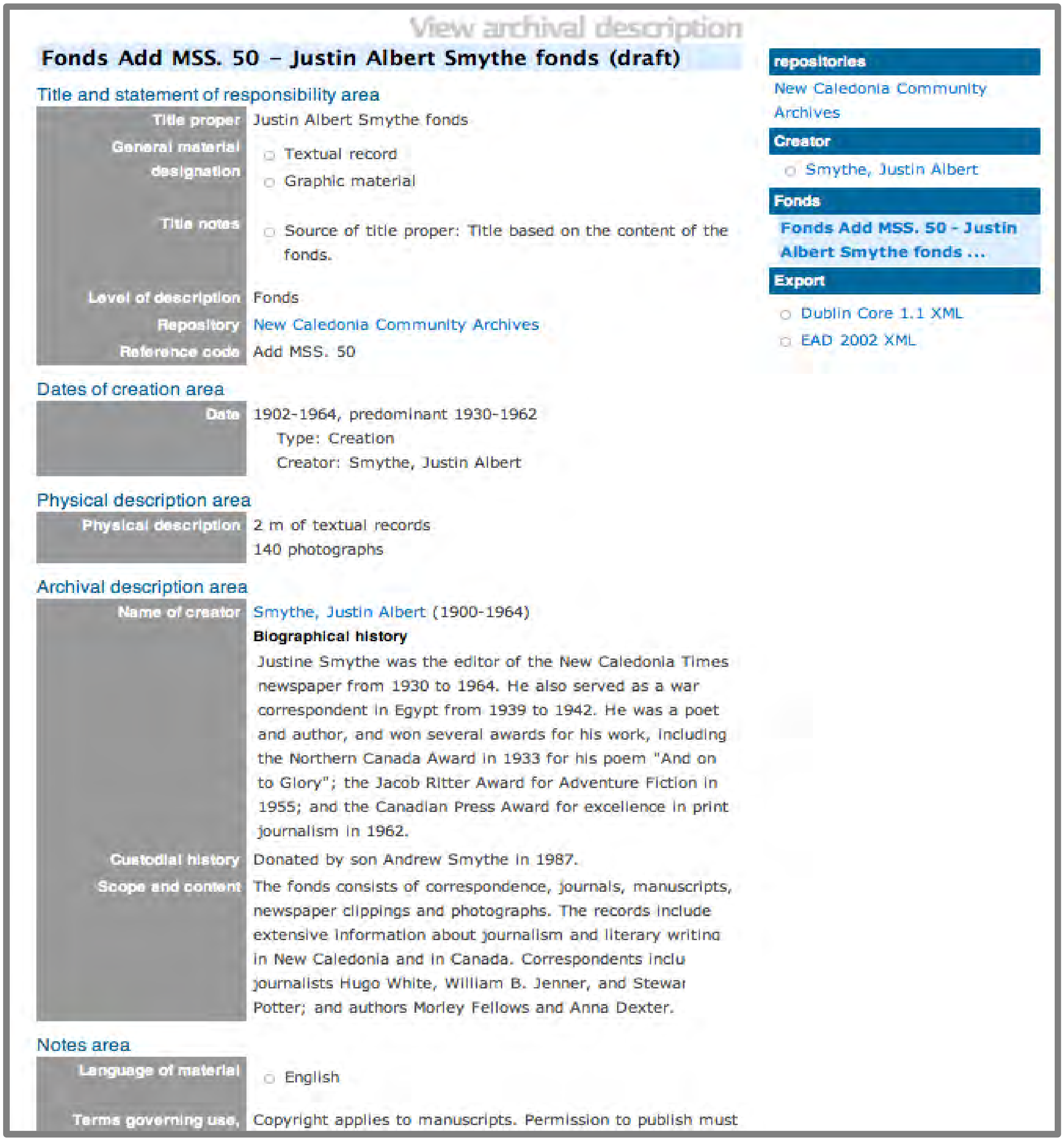
Script

Sources

Publication status
draft

Source language
English

9.3 Click the Save button to save and view the record.



View archival description

Fonds Add MSS. 50 – Justin Albert Smythe fonds (draft)

Title and statement of responsibility area

Title proper	Justin Albert Smythe fonds
General material designation	○ Textual record ○ Graphic material
Title notes	○ Source of title proper: Title based on the content of the fonds.
Level of description	Fonds
Repository	New Caledonia Community Archives
Reference code	Add MSS. 50

Dates of creation area

Date	1902-1964, predominant 1930-1962 Type: Creation Creator: Smythe, Justin Albert

Physical description area

Physical description	2 m of textual records 140 photographs

Archival description area

Name of creator	Smythe, Justin Albert (1900-1964) **Biographical history** Justine Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.
Custodial history	Donated by son Andrew Smythe in 1987.
Scope and content	The fonds consists of correspondence, journals, manuscripts, newspaper clippings and photographs. The records include extensive information about journalism and literary writing in New Caledonia and in Canada. Correspondents inclu journalists Hugo White, William B. Jenner, and Stewar Potter; and authors Morley Fellows and Anna Dexter.

Notes area

Language of material	○ English
Terms governing use,	Copyright applies to manuscripts. Permission to publish must

repositories

New Caledonia Community Archives

Creator

○ Smythe, Justin Albert

Fonds

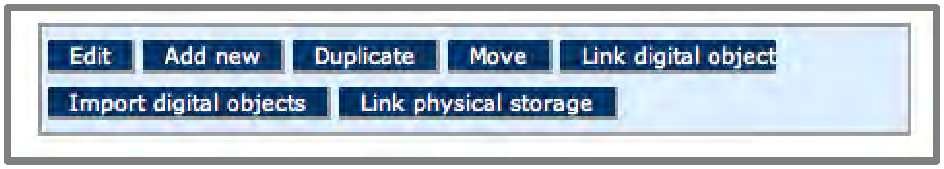
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...

Export

○ Dublin Core 1.1 XML

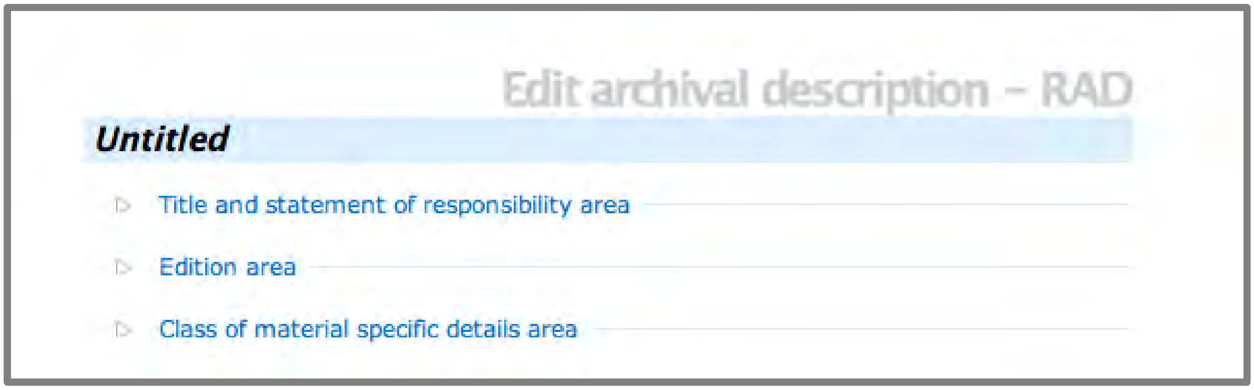
○ EAD 2002 XML

Step 10 Create a new series-level archival description



10. 1 Click Add new. Because you are in the view screen for the Justin Albert Smythe fonds, this will add a new child record to that fonds.

10.2 Click Title and statement of responsibility area



Edit archival description – RAD

Untitled

▷ Title and statement of responsibility area
▷ Edition area
▷ Class of material specific details area

See next page for data entry

10.3 Enter the following data:

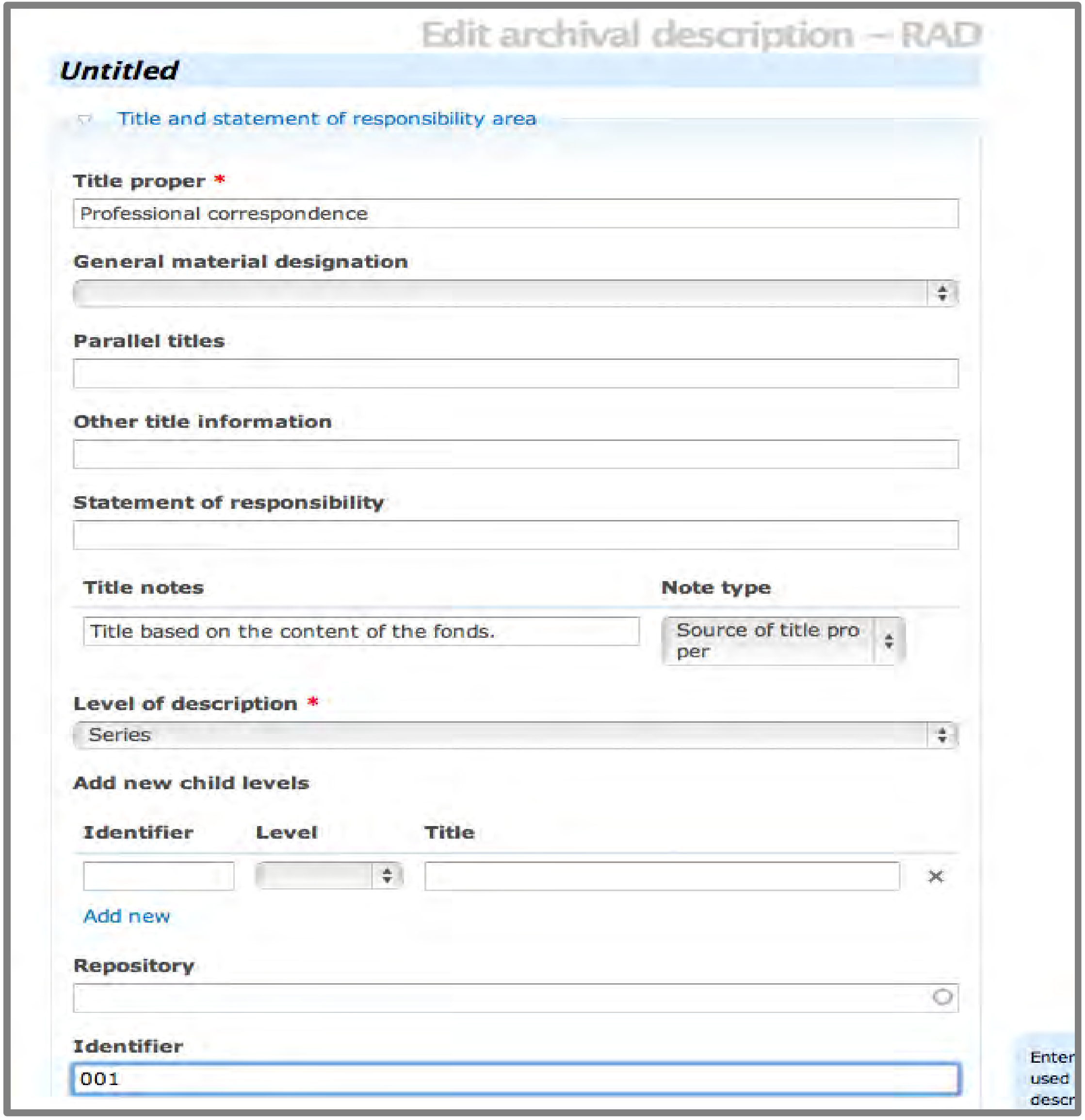
10.3.1 In Title proper type *Professional correspondence*

10.3.2 In Title notes under note type *Title based on the contents of the series*

10.3.3 In Title notes under title note type select *Source of title proper*

10.3.4 In Level of description select *Series*

10.3.5 In Identifier type *001*



Edit archival description – RAD

Untitled

Title and statement of responsibility area

Title proper *
Professional correspondence

General material designation

Parallel titles

Other title information

Statement of responsibility

Title notes	**Note type**
Title based on the content of the fonds.	Source of title proper

Level of description *
Series

Add new child levels

Identifier	**Level**	**Title**

Repository

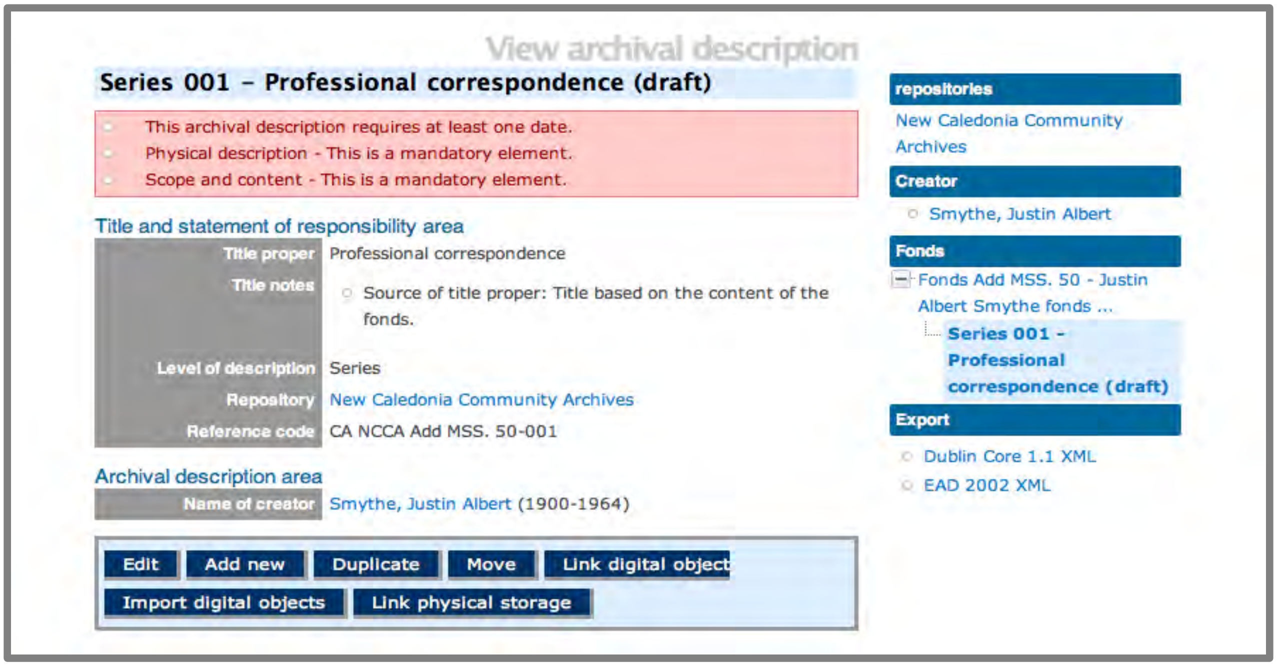
Identifier
001

Add new
Enter
used
descr

Cancel
Create

10.4 Click the Create button to save and view the record

In the context menu box on the right you can see that this description is placed within the Justin Albert Smythe fonds. You created this connection when you clicked the add new button on the view screen for the fonds-level description. Doing this also automatically linked the series to the creator's authority record and to the archival institution.



View archival description

Series 001 – Professional correspondence (draft)

- This archival description requires at least one date.
- Physical description - This is a mandatory element.
- Scope and content - This is a mandatory element.

Title and statement of responsibility area

Title proper	Professional correspondence
Title notes	Source of title proper: Title based on the content of the fonds.
Level of description	Series
Repository	New Caledonia Community Archives
Reference code	CA NCCA Add MSS. 50-001

Archival description area

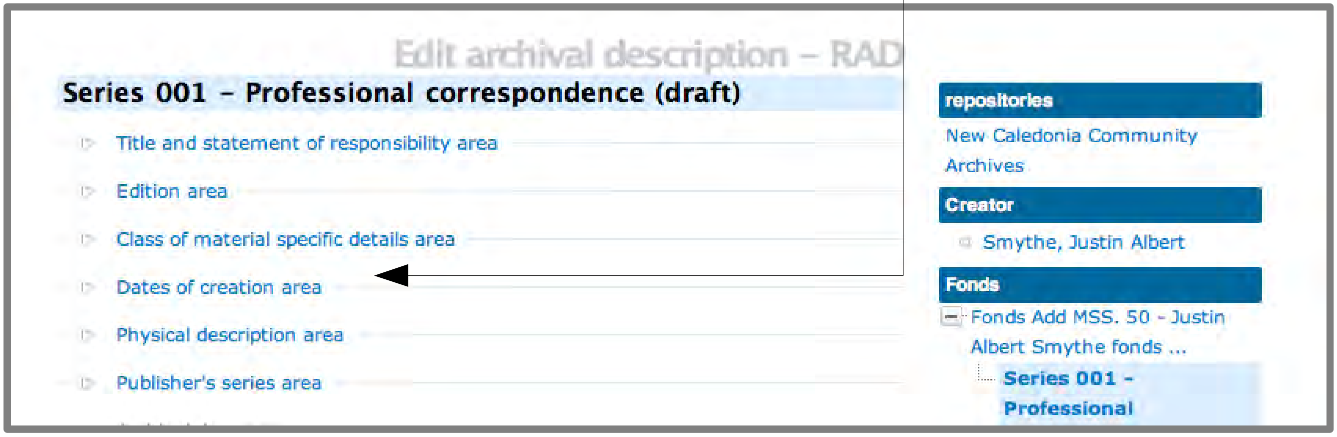
Name of creator	Smythe, Justin Albert (1900-1964)

Edit
Add new
Duplicate
Move
Link digital object
Import digital objects
Link physical storage
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)
Export
Dublin Core 1.1 XML
EAD 2002 XML

Step 11 Add dates of creation

11.1 Click the Edit button

11.2 Click the Dates of creation area

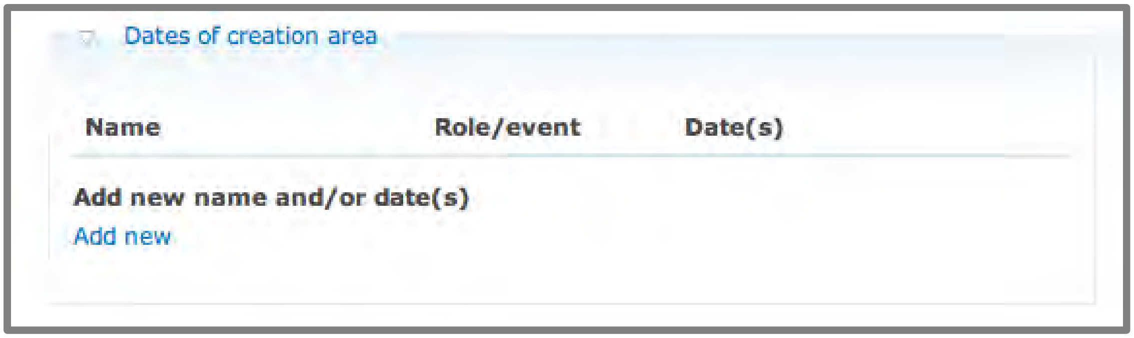


Edit archival description – RAD

Series 001 – Professional correspondence (draft)

Title and statement of responsibility area
Edition area
Class of material specific details area
Dates of creation area
Physical description area
Publisher's series area
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional

11.3 Click Add new



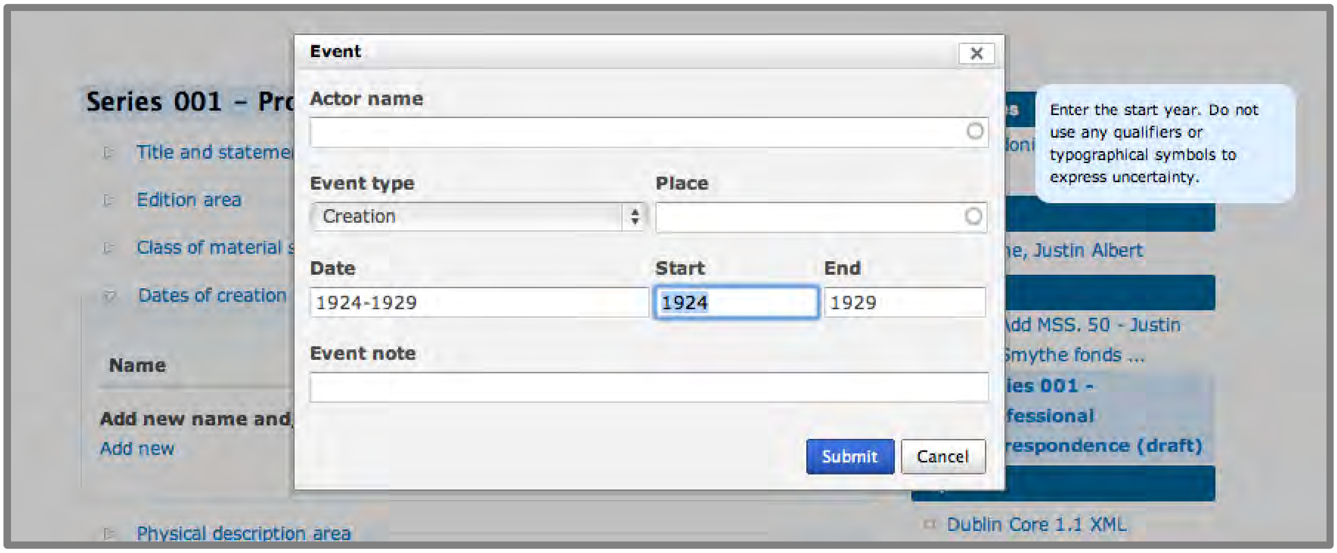
Dates of creation area

Name	Role/event	Date(s)

Add new name and/or date(s)

Add new

11.4 In event type select *Creation*



Event

Actor name:

Event type: Creation

Place:

Date: 1924-1929

Start: 1924

End: 1929

Event note:

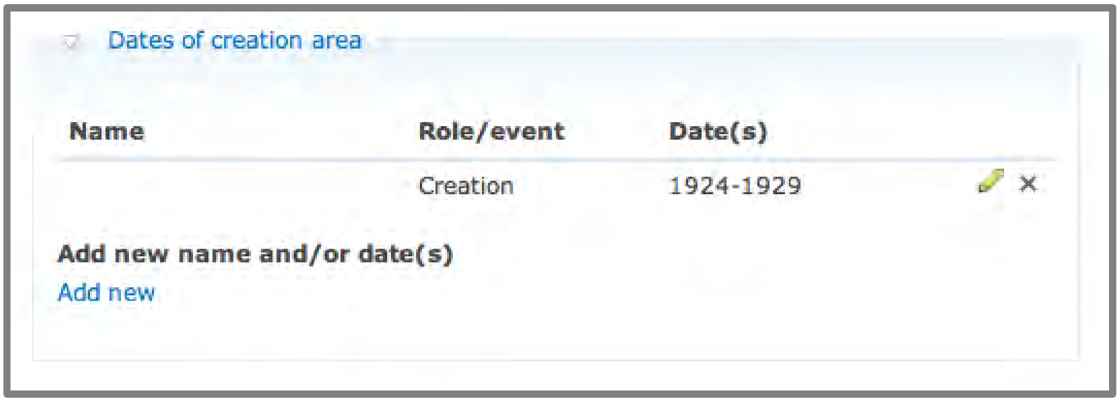
Enter the start year. Do not use any qualifiers or typographical symbols to express uncertainty.

Submit
Cancel
Series 001 – Pro
Title and stateme
Edition area
Class of material s
Dates of creation
Name
Add new name and
Add new
Physical description area
ne, Justin Albert
Add MSS. 50 - Justin Smythe fonds ...
ies 001 - fessional respondence (draft)
Dublin Core 1.1 XML

11.5 In Date type *1924-1929* then tab over to the Start field. The Start and End dates will be filled in automatically.

11.7 Click Submit

Your screen will now show the saved dates of creation:


Dates of creation area

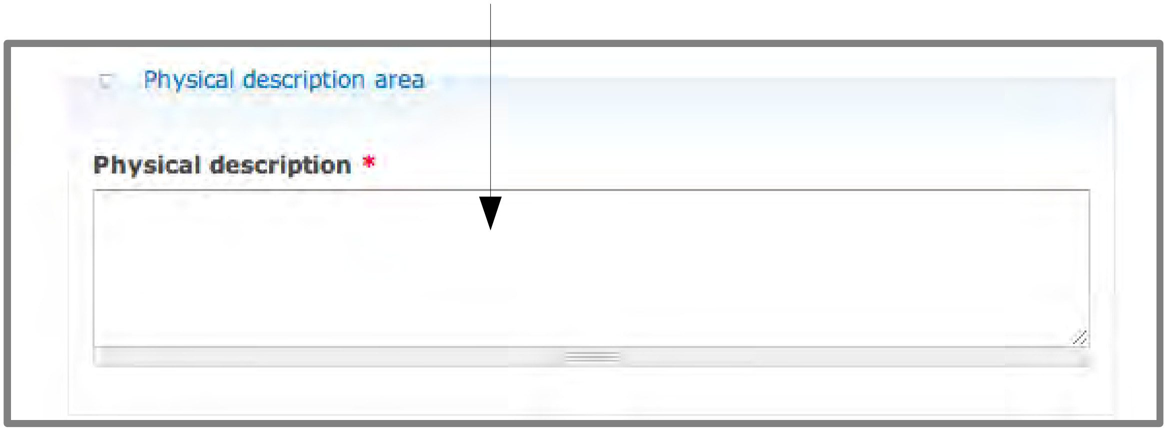
Name	Role/event	Date(s)
	Creation	1924-1929

Add new name and/or date(s)
Add new

Step 12 Add physical description

12.1 Click Physical description area

12.2 In Physical description type *80 cm of textual records*

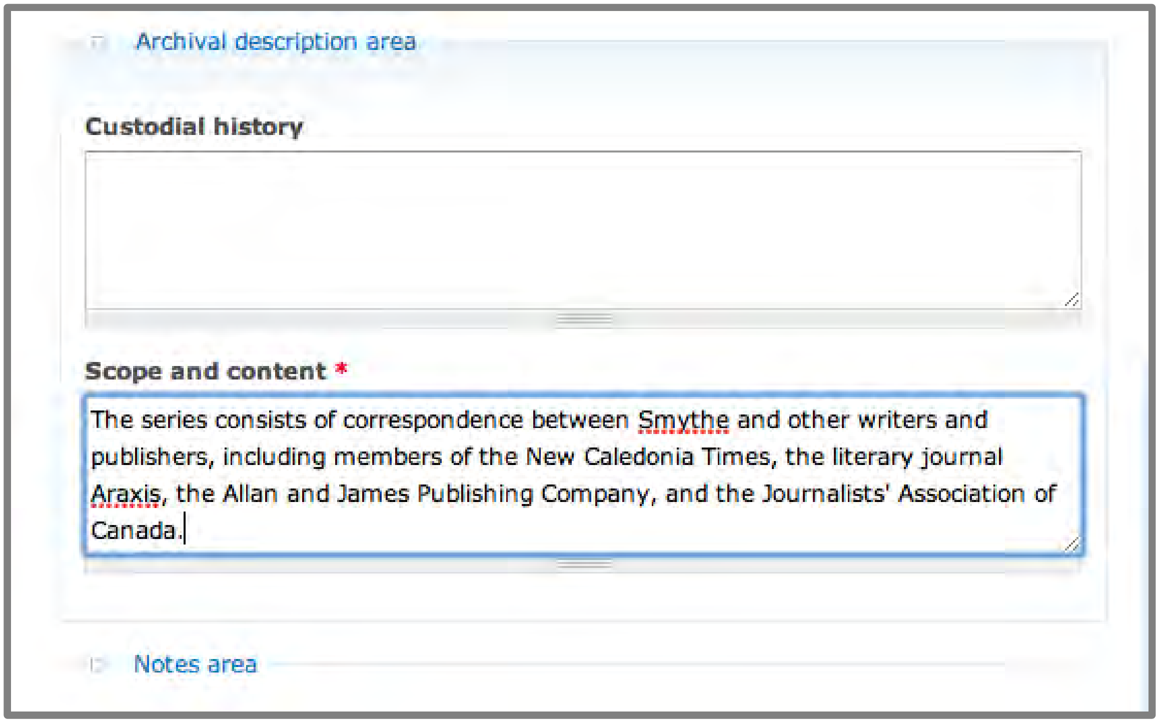

Physical description area
Physical description *

Step 13 Add archival description

13.1 Click Archival description area (not shown)

13.2 In Scope and content type

The series consists of correspondence between Smythe and other writers and publishers, including members of the New Caledonia Times, the literary journal Araxis, the Allan and James Publishing Company, and the Journalists' Association of Canada.

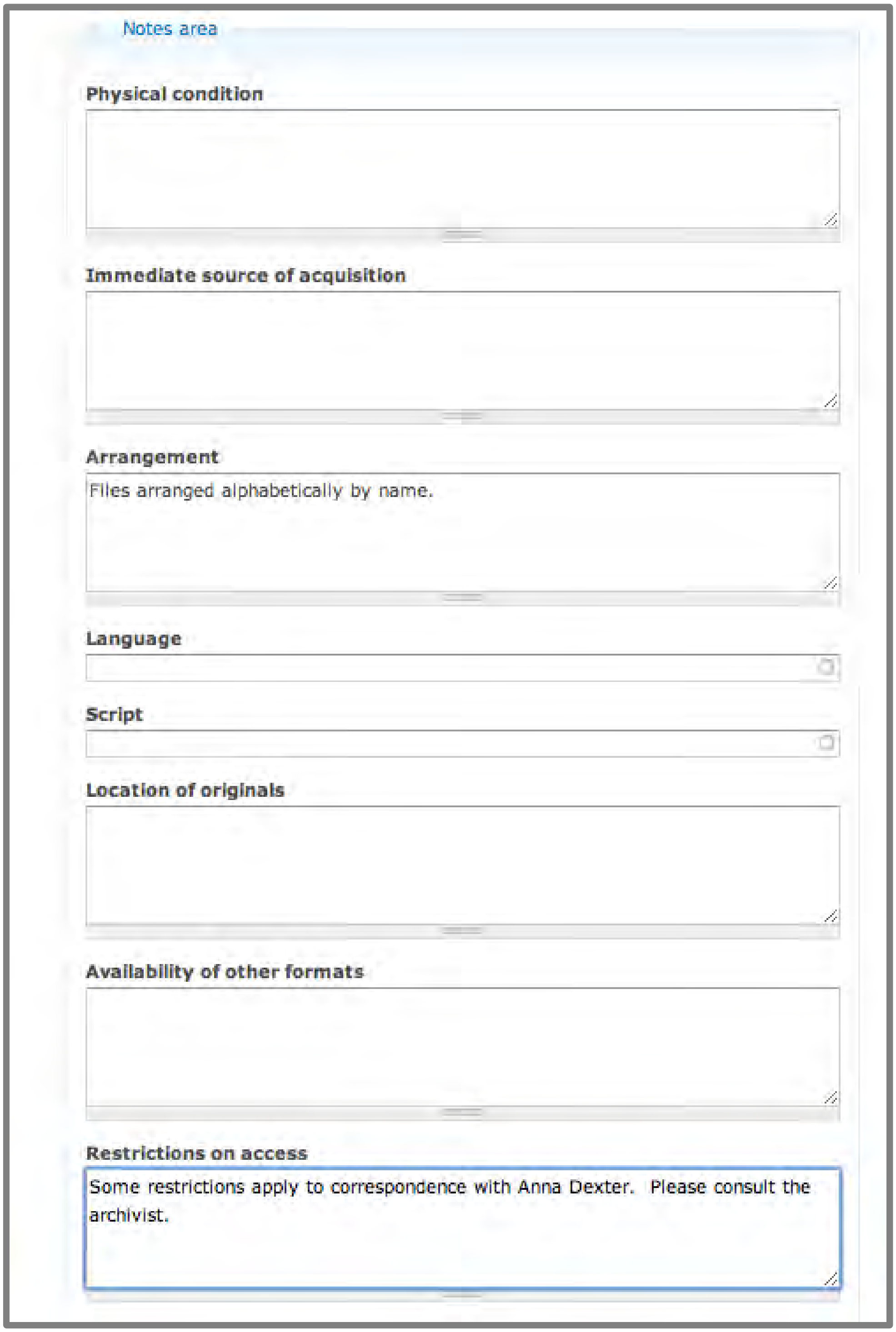

Archival description area
Custodial history
Scope and content *
Notes area

The series consists of correspondence between Smythe and other writers and publishers, including members of the New Caledonia Times, the literary journal Araxis, the Allan and James Publishing Company, and the Journalists' Association of Canada.

Step 14 Add notes

14.1 Click Notes area

14.2 In Arrangement type *Files arranged alphabetically by name*


Notes area
Physical condition
Immediate source of acquisition
Language
Script
Location of originals
Availability of other formats

Arrangement

Files arranged alphabetically by name.

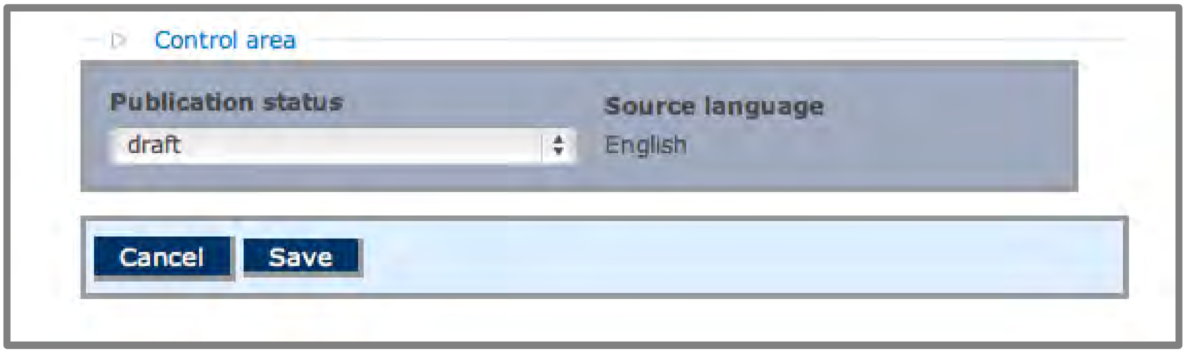
Restrictions on access

Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.

14.3 In Restrictions on access type *Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.*

Step 15 Add control area information

15.1 Click Control area



Control area

Publication status: draft

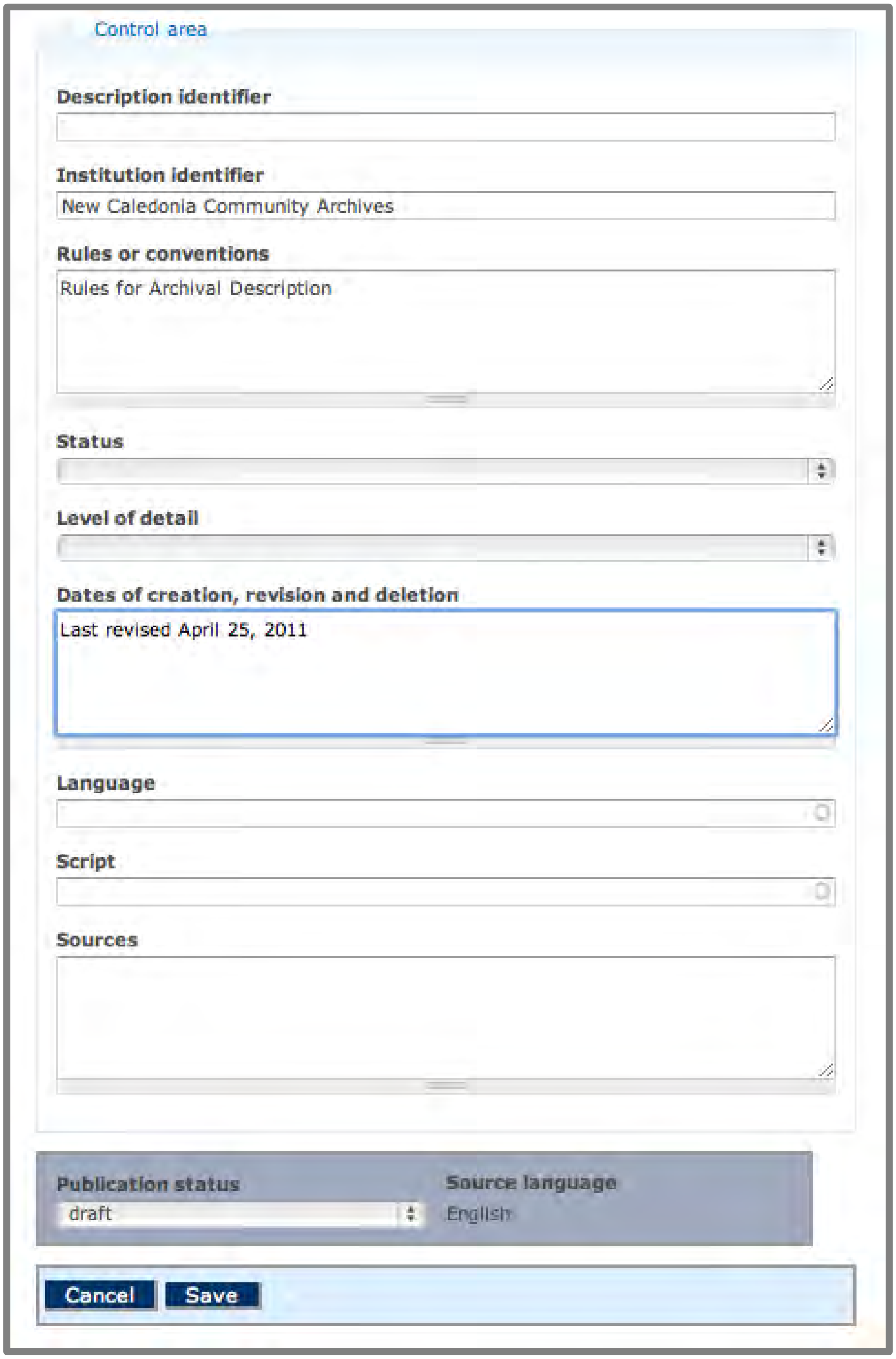
Source language: English

See next page for data entry

15.2 In Institutional identifier type *New Caledonia Community Archives*

15.3 In Rules or conventions type *Rules for Archival Description*

15.4 In Dates of creation, revision and deletion type *Last revised April 25, 2009*



Control area

Description identifier

Institution identifier
New Caledonia Community Archives

Rules or conventions
Rules for Archival Description

Status

Level of detail

Dates of creation, revision and deletion
Last revised April 25, 2011

Language

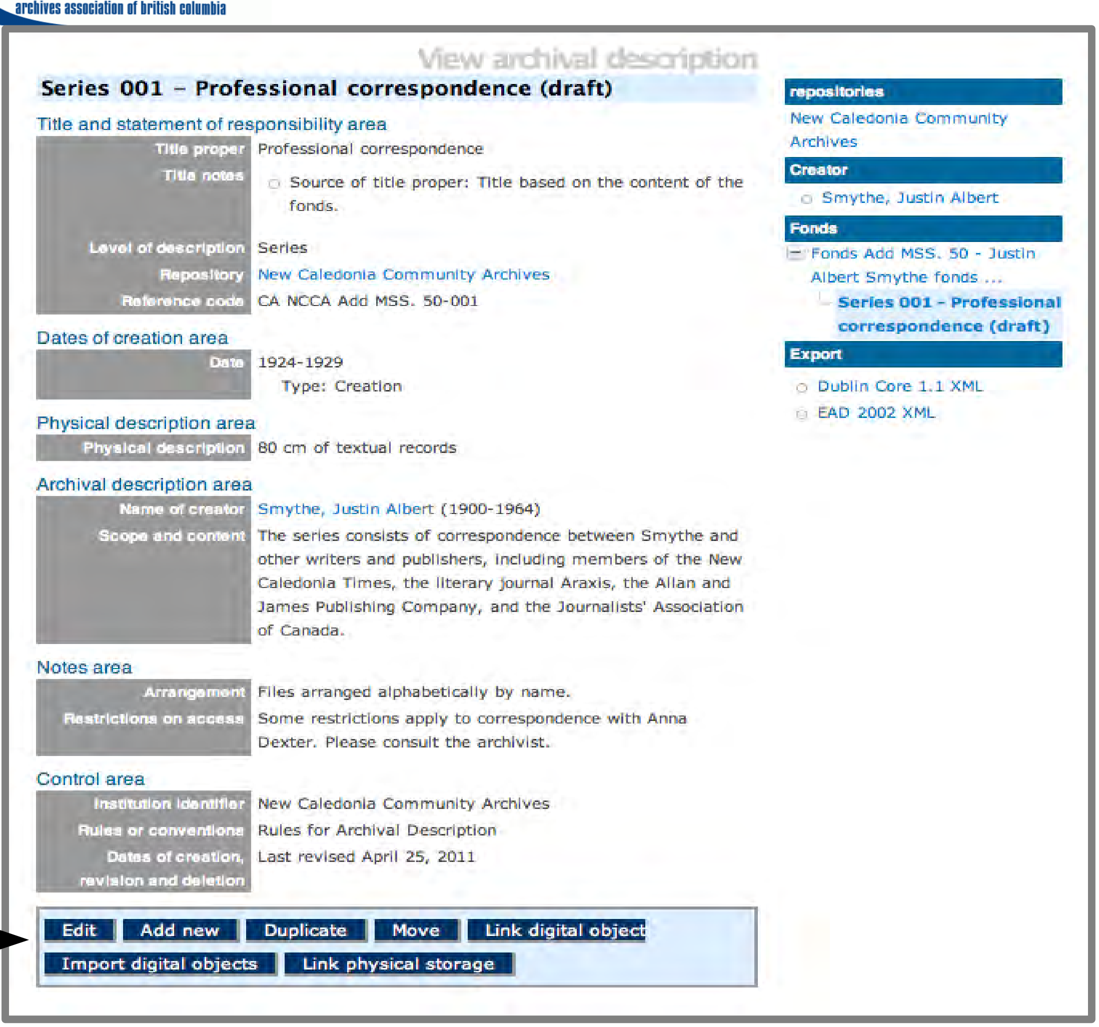
Script

Sources

Publication status
draft

Source language
English

15.5 Click the Save button to save and view the record



View archival description

Series 001 – Professional correspondence (draft)

Title and statement of responsibility area

Title proper	Professional correspondence
Title notes	○ Source of title proper: Title based on the content of the fonds.
Level of description	Series
Repository	New Caledonia Community Archives
Reference code	CA NCCA Add MSS. 50-001

Dates of creation area

Date	1924-1929 Type: Creation

Physical description area

Physical description	80 cm of textual records

Archival description area

Name of creator	Smythe, Justin Albert (1900-1964)
Scope and content	The series consists of correspondence between Smythe and other writers and publishers, including members of the New Caledonia Times, the literary journal Araxis, the Allan and James Publishing Company, and the Journalists' Association of Canada.

Notes area

Arrangement	Files arranged alphabetically by name.
Restrictions on access	Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.

Control area

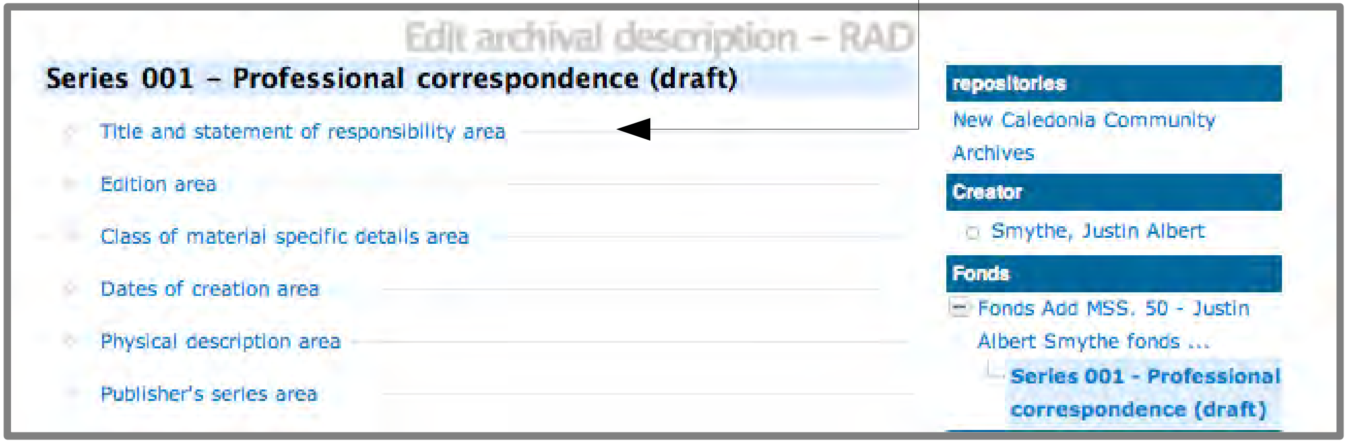
Institution identifier	New Caledonia Community Archives
Rules or conventions	Rules for Archival Description
Dates of creation, revision and deletion	Last revised April 25, 2011

Edit
Add new
Duplicate
Move
Link digital object
Import digital objects
Link physical storage
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)
Export
Dublin Core 1.1 XML
EAD 2002 XML

Step 16 Create new file-level archival descriptions

16.1 You will add new file-level descriptions to this series from within the edit screen for the series. Start by clicking the Click the Edit button.

16. 2 Click Title and statement of responsbility area

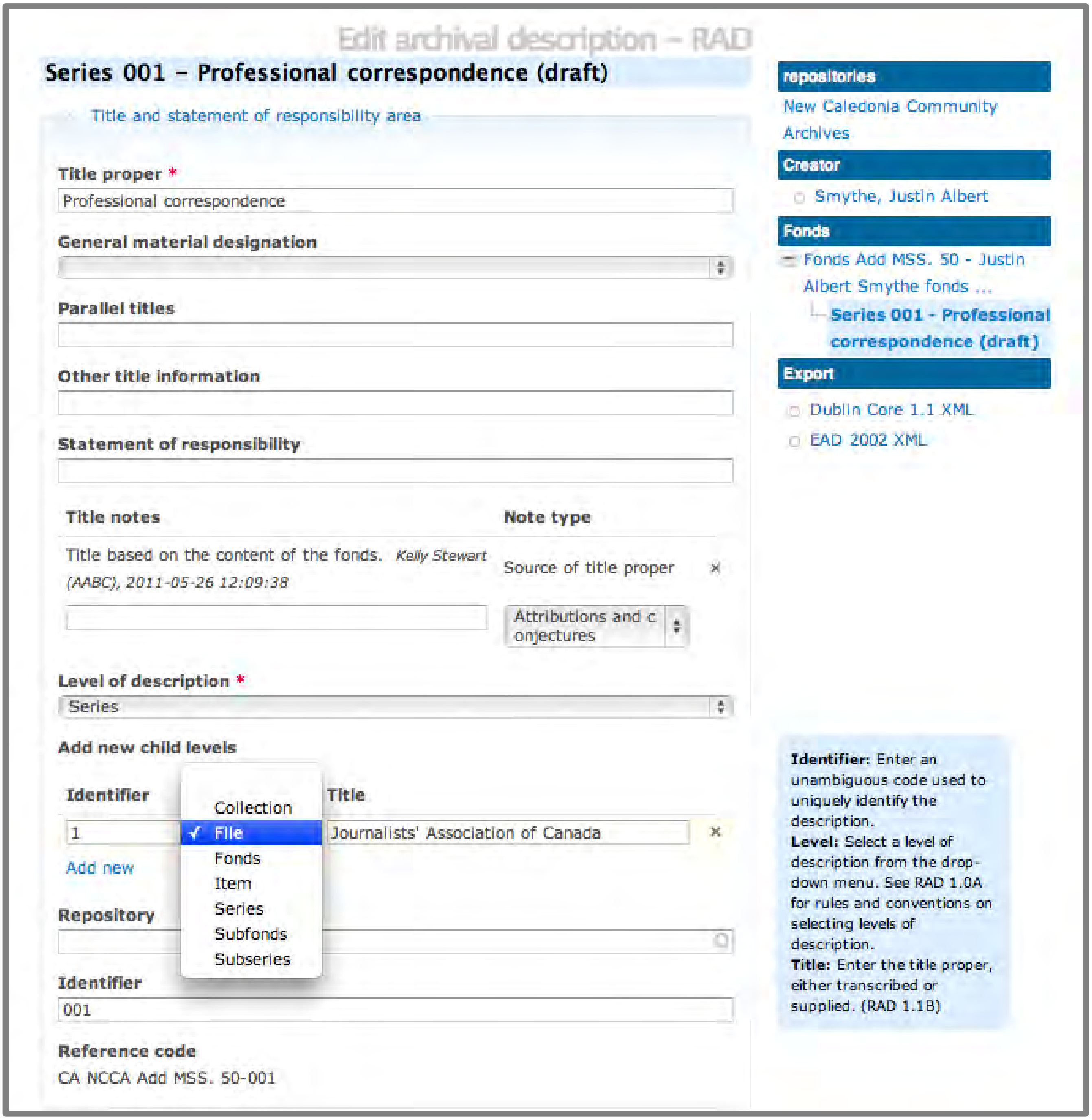


Edit archival description – RAD

Series 001 – Professional correspondence (draft)

Title and statement of responsibility area
Edition area
Class of material specific details area
Dates of creation area
Physical description area
Publisher's series area
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)

16.3 In the section Add new child levels, under identifier type *1*, under level select *File*, and under title type *Journalists' Association of Canada*



Edit archival description – RAD

Series 001 – Professional correspondence (draft)

Title and statement of responsibility area

Title proper *
Professional correspondence

General material designation

Parallel titles

Other title information

Statement of responsibility

Title notes	**Note type**
Title based on the content of the fonds. *Kelly Stewart (AABC), 2011-05-26 12:09:38*	Source of title proper
	Attributions and conjectures

Level of description *
Series

Add new child levels

Identifier	**Level**	**Title**
1	File	Journalists' Association of Canada

Repository

Identifier
001

Reference code
CA NCCA Add MSS. 50-001

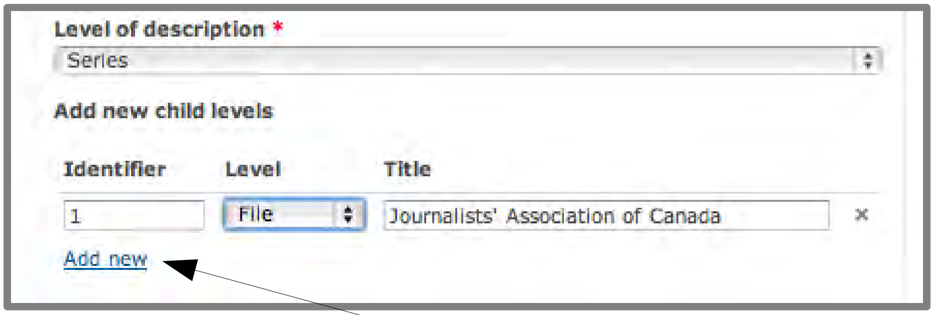
repositories
New Caledonia Community Archives

Creator
Smythe, Justin Albert

Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)

Export
Dublin Core 1.1 XML
EAD 2002 XML

Identifier: Enter an unambiguous code used to uniquely identify the description.
Level: Select a level of description from the drop-down menu. See RAD 1.0A for rules and conventions on selecting levels of description.
Title: Enter the title proper, either transcribed or supplied. (RAD 1.1B)



Level of description *

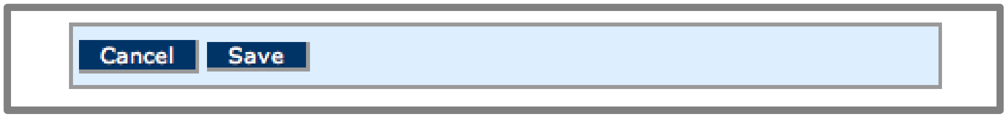
Series

Add new child levels

Identifier	Level	Title
1	File	Journalists' Association of Canada

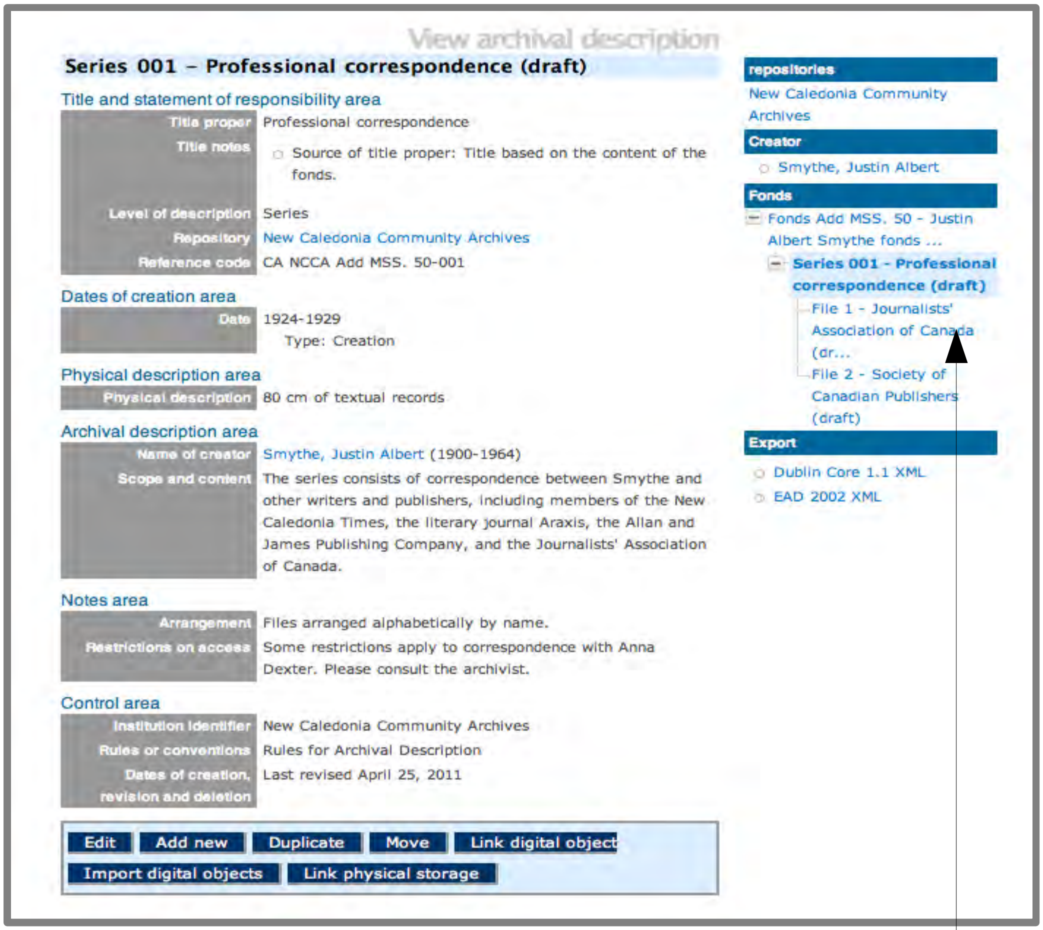
16.4 Underneath the data you have just entered, Click Add new

16.5 A new row for data entry will appear below the first one. Under identifier type *2*, under level select *File*, and under title type *Society of Canadian Publishers.* (Note that you can add as many entries as you like by clicking add new for each entry.)



16.6 Click the Save button

16.7 In the context menu box on the right, you will see that the two files have been added to the *Professional correspondence* series.



View archival description

Series 001 – Professional correspondence (draft)

Title and statement of responsibility area

Title proper	Professional correspondence
Title notes	○ Source of title proper: Title based on the content of the fonds.
Level of description	Series
Repository	New Caledonia Community Archives
Reference code	CA NCCA Add MSS. 50-001

Dates of creation area

Date	1924-1929 Type: Creation

Physical description area

Physical description	80 cm of textual records

Archival description area

Name of creator	Smythe, Justin Albert (1900-1964)
Scope and content	The series consists of correspondence between Smythe and other writers and publishers, including members of the New Caledonia Times, the literary journal Araxis, the Allan and James Publishing Company, and the Journalists' Association of Canada.

Notes area

Arrangement	Files arranged alphabetically by name.
Restrictions on access	Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.

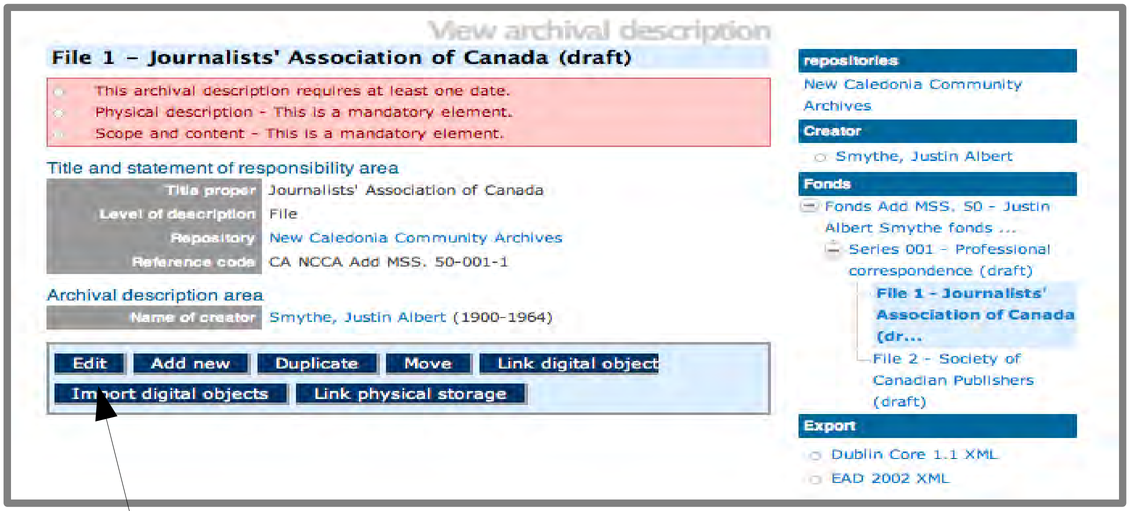
Control area

Institution identifier	New Caledonia Community Archives
Rules or conventions	Rules for Archival Description
Dates of creation, revision and deletion	Last revised April 25, 2011

Edit
Add new
Duplicate
Move
Link digital object
Import digital objects
Link physical storage
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)
File 1 - Journalists' Association of Canada (dr...
File 2 - Society of Canadian Publishers (draft)
Export
Dublin Core 1.1 XML
EAD 2002 XML

Step 17 Edit file description

17.1 For this workshop you will be be editing one of the new file-level descriptions. To start, go to *File 1 – Journalists' Association of Canada (draft)* by clicking on the link in the context menu box.



View archival description

File 1 – Journalists' Association of Canada (draft)

- This archival description requires at least one date.
- Physical description - This is a mandatory element.
- Scope and content - This is a mandatory element.

Title and statement of responsibility area

Title proper	Journalists' Association of Canada
Level of description	File
Repository	New Caledonia Community Archives
Reference code	CA NCCA Add MSS. 50-001-1

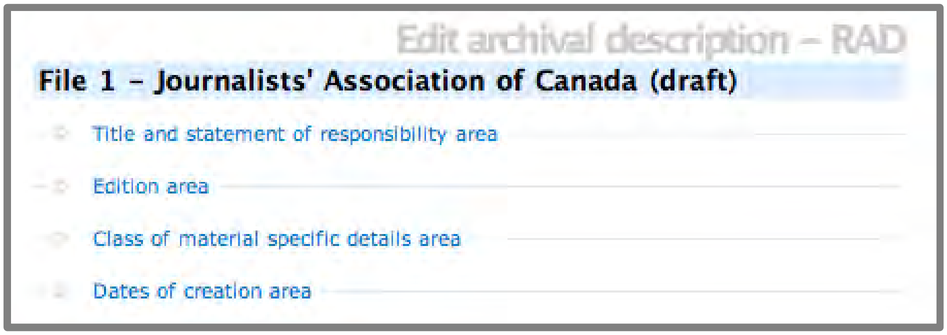
Archival description area

Name of creator	Smythe, Justin Albert (1900-1964)

Edit
Add new
Duplicate
Move
Link digital object
Import digital objects
Link physical storage
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)
File 1 - Journalists' Association of Canada (dr...
File 2 - Society of Canadian Publishers (draft)
Export
Dublin Core 1.1 XML
EAD 2002 XML

17.2 Click the Edit button

17.3 Click title and statement of responsibility area

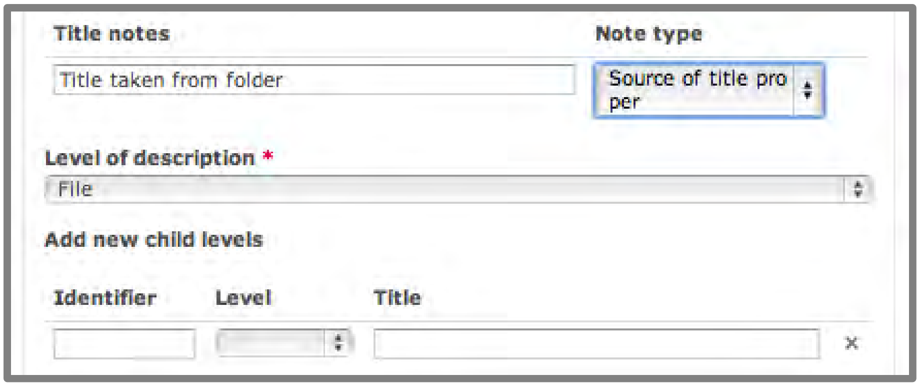


Edit archival description – RAD

File 1 – Journalists' Association of Canada (draft)

- Title and statement of responsibility area
- Edition area
- Class of material specific details area
- Dates of creation area

17.4 In Title notes area, under note type *Title taken from folder* and under title note type select *Source of title proper*



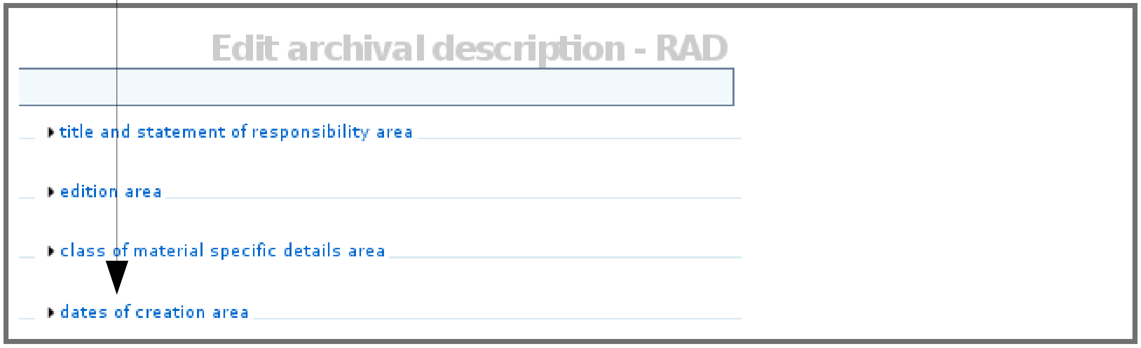
Title notes	Note type
Title taken from folder	Source of title proper

Level of description *: File

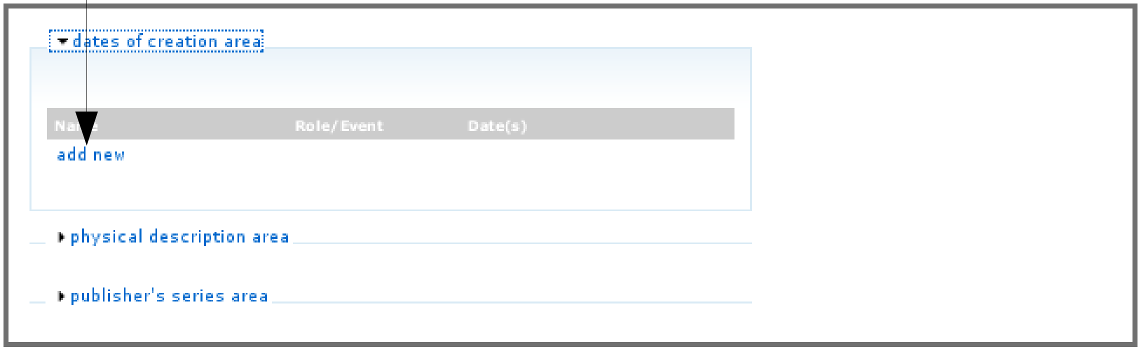
Add new child levels

Identifier	Level	Title

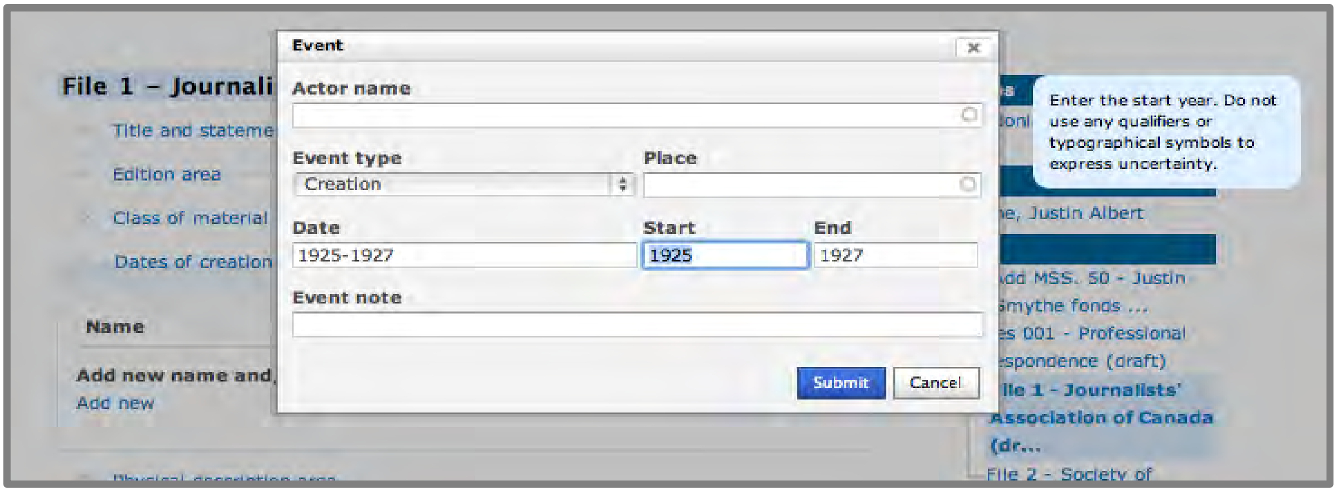
17.5 Click dates of creation area


Edit archival description - RAD
title and statement of responsibility area
edition area
class of material specific details area
dates of creation area

17.6 Click add new


dates of creation area
Name
Role/Event
Date(s)
add new
physical description area
publisher's series area

17.7 In event type select *Creation*


Event
File 1 – Journali
Title and stateme
Edition area
Class of material
Dates of creation
Name
Add new name and
Add new
Submit
Cancel

Event type: Creation

Date: 1925-1927

Start: 1925

End: 1927

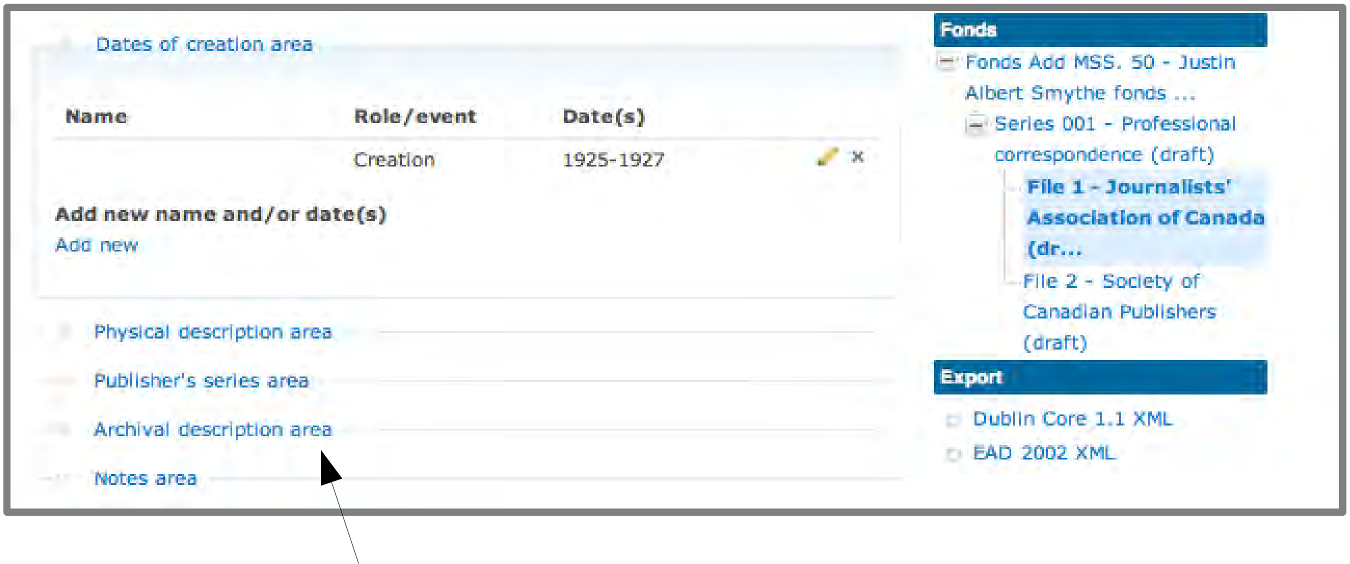
Enter the start year. Do not use any qualifiers or typographical symbols to express uncertainty.

17.8 In Date type *1925-1927*

17.9 Tab over to Start. The Start and End fields will automatically be filled.

17.11 Click Submit

Your screen will now show the saved dates of creation.



Dates of creation area

Name	Role/event	Date(s)
	Creation	1925-1927

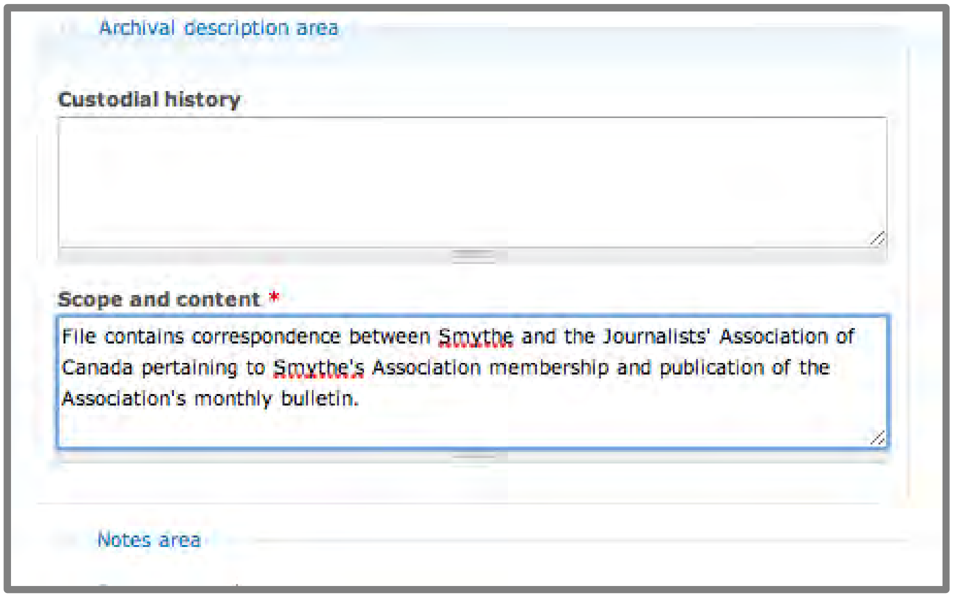
Add new name and/or date(s)
Add new

Physical description area
Publisher's series area
Archival description area
Notes area
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)
File 1 - Journalists' Association of Canada (dr...
File 2 - Society of Canadian Publishers (draft)
Export
Dublin Core 1.1 XML
EAD 2002 XML

17.12 Click Archival description area

17.13 In Scope and content type

File contains correspondence between Smythe and the Journalists' Association of Canada pertaining to Smythe's Association membership and publication of the Association's monthly bulletin.



Archival description area

Custodial history

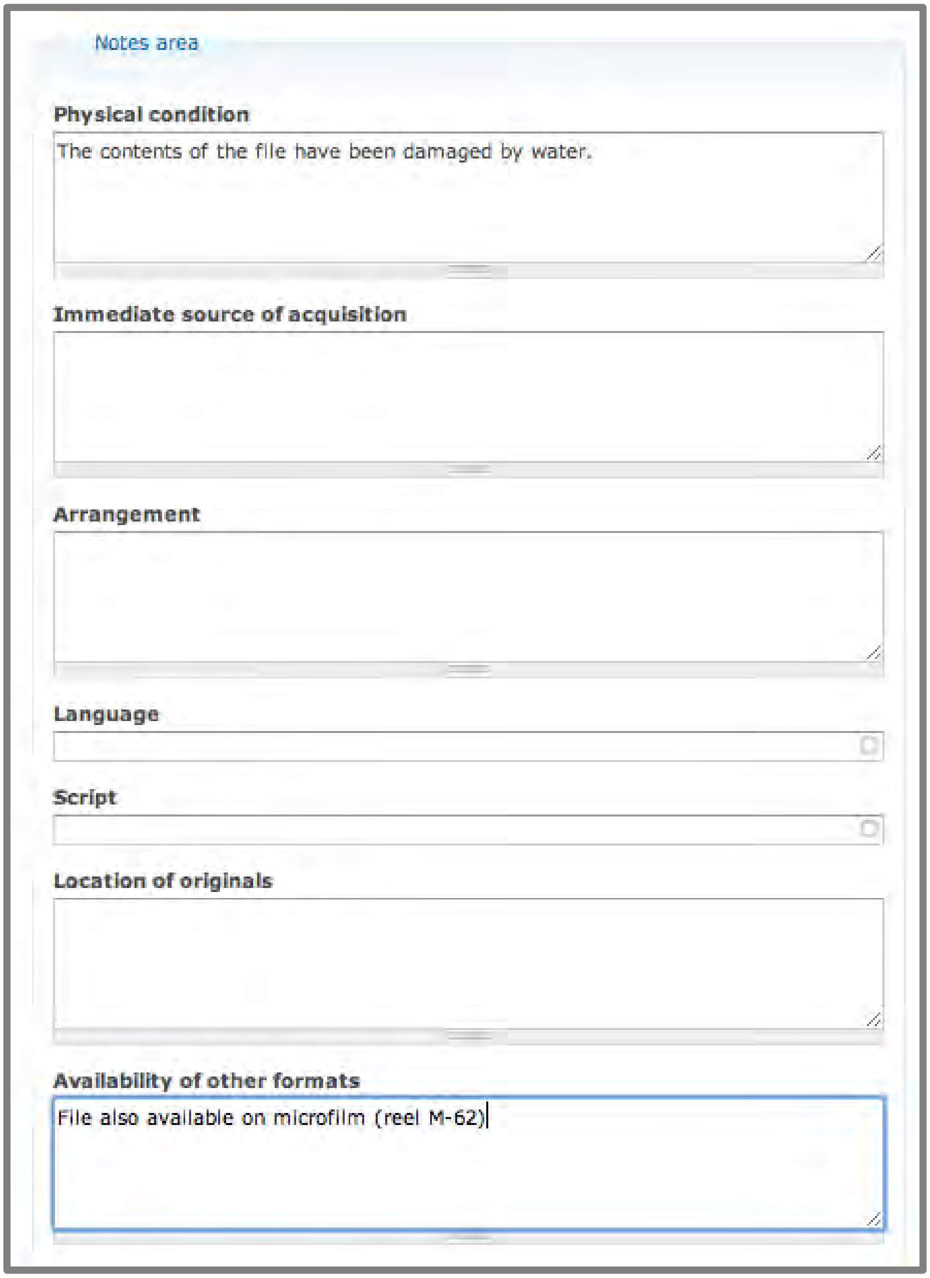
Scope and content *

File contains correspondence between Smythe and the Journalists' Association of Canada pertaining to Smythe's Association membership and publication of the Association's monthly bulletin.

17.14 Click Notes area

16.14 In Physical condition type *The contents of this file have been damaged by water.*

16.15 In Availability of other formats type *File also available on microfilm (reel M-62)*


Notes area
Physical condition
Immediate source of acquisition
Arrangement
Language
Script
Location of originals
Availability of other formats

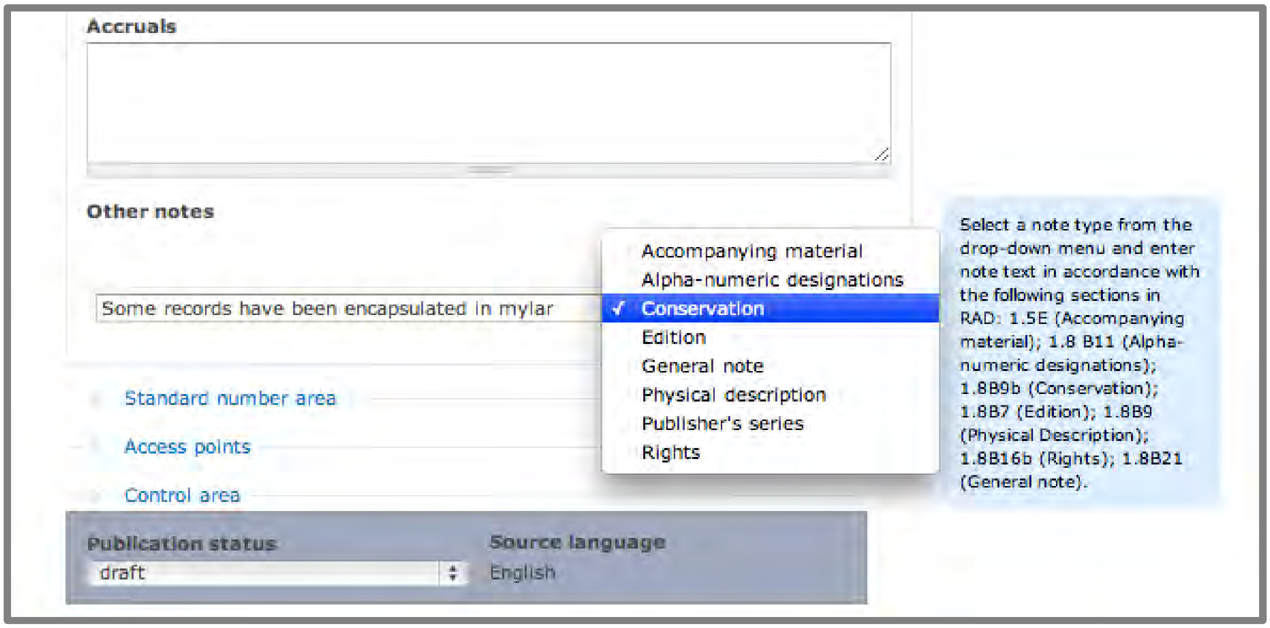
Physical condition: The contents of the file have been damaged by water.

Availability of other formats: File also available on microfilm (reel M-62)

More Notes data entry on next page.

17.16 In Other notes under note type *Some records have been encapsulated in mylar*

17.17 In Other notes under note type select *Conservation*


Accruals
Other notes
Accompanying material
Alpha-numeric designations
✓ Conservation
Edition
General note
Physical description
Publisher's series
Rights
Standard number area
Access points
Control area

Some records have been encapsulated in mylar

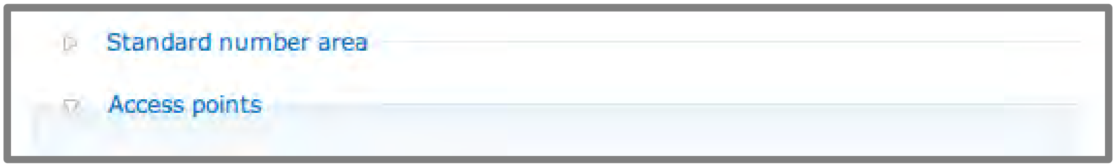
Select a note type from the drop-down menu and enter note text in accordance with the following sections in RAD: 1.5E (Accompanying material); 1.8 B11 (Alpha-numeric designations); 1.8B9b (Conservation); 1.8B7 (Edition); 1.8B9 (Physical Description); 1.8B16b (Rights); 1.8B21 (General note).

Publication status: draft

Source language: English

Step 18 Add access points

18.1 Click on Access points

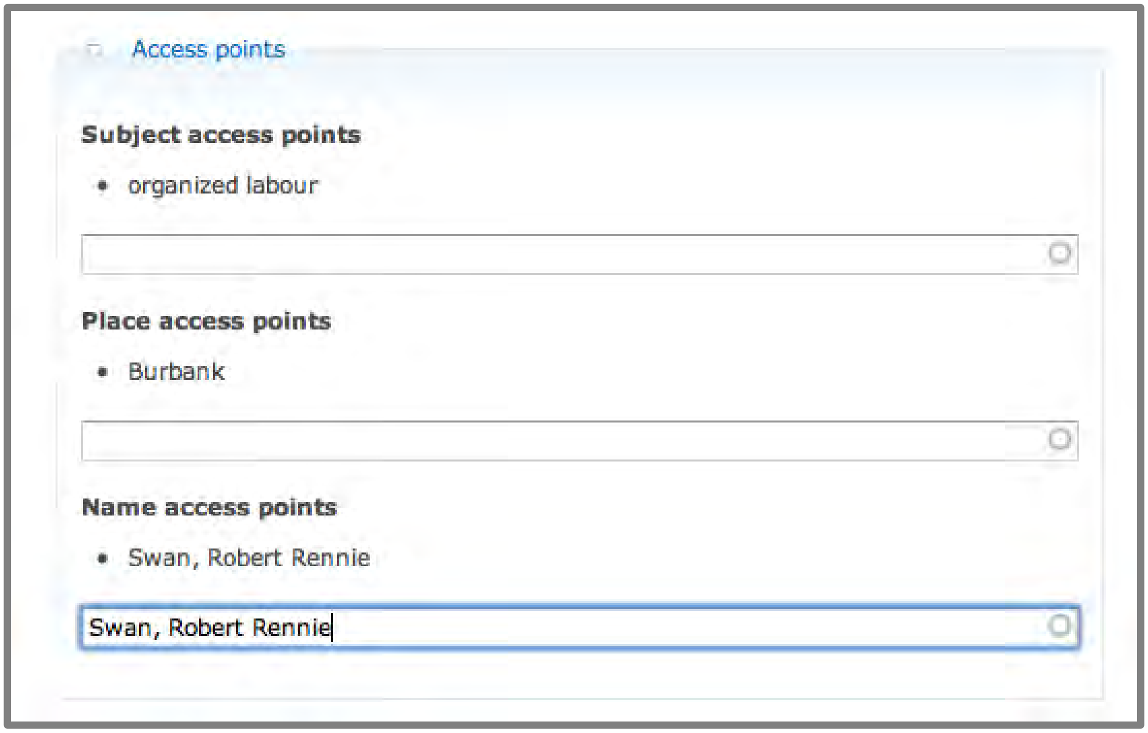

Standard number area
Access points

18.2 In Subject access access points type *org.* When the term *organized labour* appears in the drop-down list, select it.

18.3 In Place access points type *bur.* When the term *Burbank* appears in the drop-down list, select it (since New Caledonia doesn't actually exist).

18.4 In Name access points type *Swan.* Select *Swan, Robert Rennie*, from the choices in the drop-down list.

Note that for access points it is possible to select as many terms as you like for each one.



Access points

Subject access points

- organized labour

Place access points

- Burbank

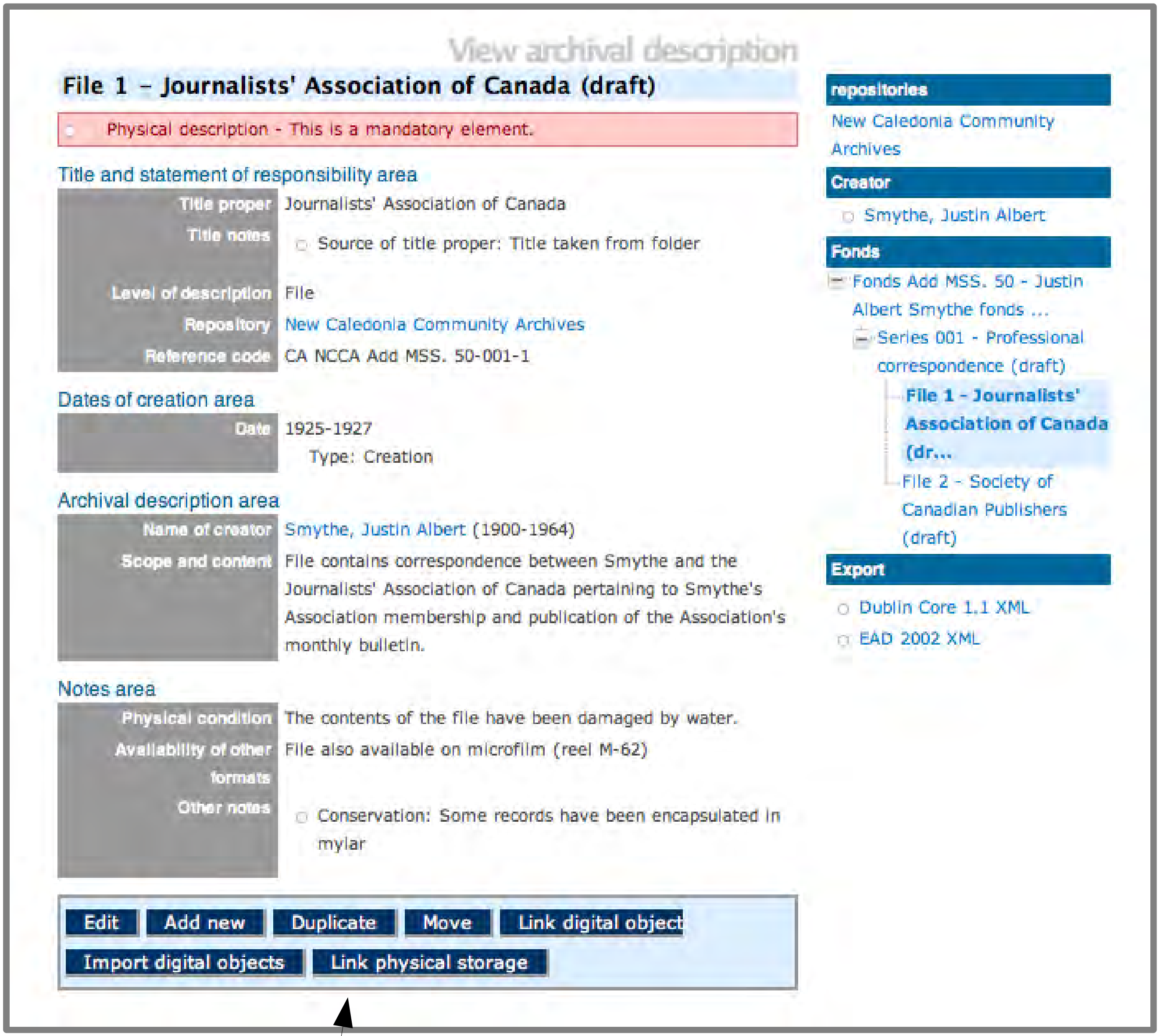
Name access points

- Swan, Robert Rennie

Swan, Robert Rennie

18.5 Click the Save button (not shown) to save and view the record

Your archival description now contains the access points.



View archival description

File 1 - Journalists' Association of Canada (draft)

Physical description - This is a mandatory element.

Title and statement of responsibility area

Title proper: Journalists' Association of Canada

Title notes: Source of title proper: Title taken from folder

Level of description: File

Repository: New Caledonia Community Archives

Reference code: CA NCCA Add MSS. 50-001-1

Dates of creation area

Date: 1925-1927
Type: Creation

Archival description area

Name of creator: Smythe, Justin Albert (1900-1964)

Scope and content: File contains correspondence between Smythe and the Journalists' Association of Canada pertaining to Smythe's Association membership and publication of the Association's monthly bulletin.

Notes area

Physical condition: The contents of the file have been damaged by water.

Availability of other formats: File also available on microfilm (reel M-62)

Other notes: Conservation: Some records have been encapsulated in mylar

repositories
New Caledonia Community Archives

Creator
Smythe, Justin Albert

Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
  Series 001 - Professional correspondence (draft)
    File 1 - Journalists' Association of Canada (dr...
    File 2 - Society of Canadian Publishers (draft)

Export
Dublin Core 1.1 XML
EAD 2002 XML

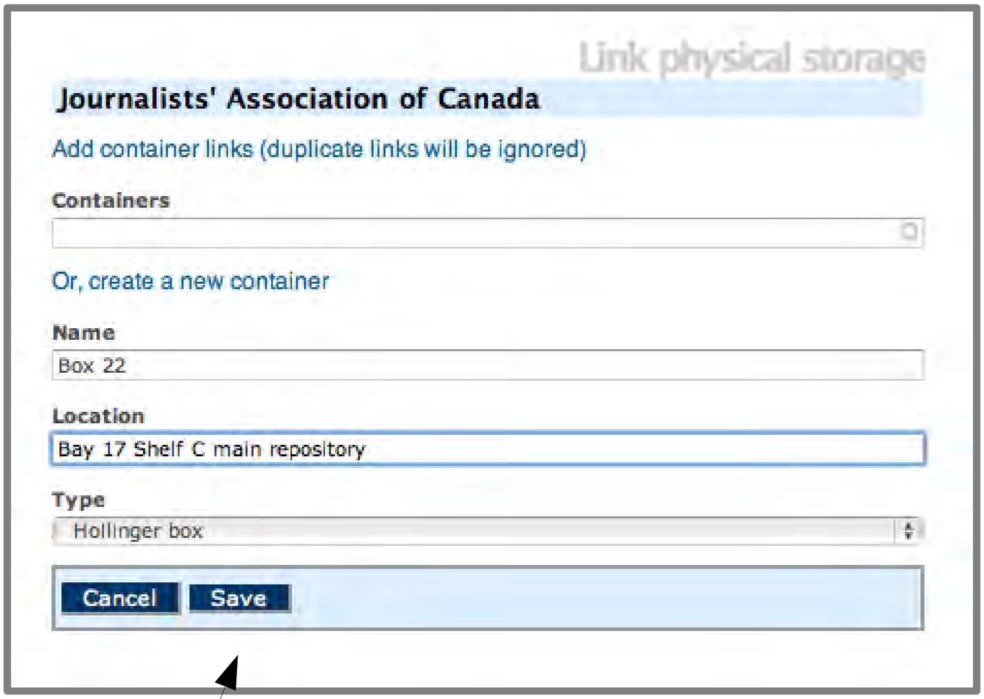
Step 19 Add physical storage

19.1 Click Link physical storage

19.2 In Name type *Box 22*

19.3 In Location type *Bay 17 shelf C main repository*

19.4 In Container type select *Hollinger box*



Link physical storage

Journalists' Association of Canada

Add container links (duplicate links will be ignored)

Containers

Or, create a new container

Name

Box 22

Location

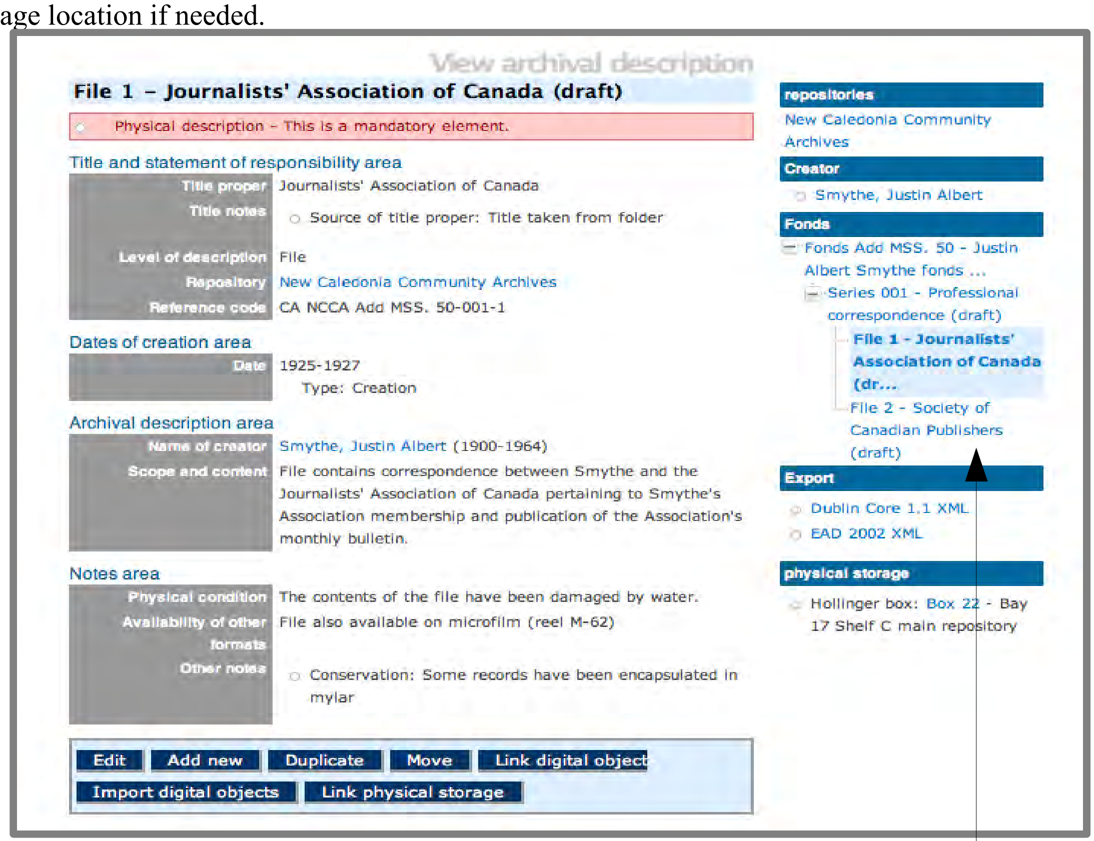
Bay 17 Shelf C main repository

Type

Hollinger box

19.5 Click the Save button

Your archival description now contains the physical storage location.. Note that you can enter more than one storage location if needed.



View archival description

File 1 – Journalists' Association of Canada (draft)

○ Physical description - This is a mandatory element.

Title and statement of responsibility area

Title proper Journalists' Association of Canada
Title notes ○ Source of title proper: Title taken from folder
Level of description File
Repository New Caledonia Community Archives
Reference code CA NCCA Add MSS. 50-001-1

Dates of creation area

Date 1925-1927
Type: Creation

Archival description area

Name of creator Smythe, Justin Albert (1900-1964)
Scope and content File contains correspondence between Smythe and the Journalists' Association of Canada pertaining to Smythe's Association membership and publication of the Association's monthly bulletin.

Notes area

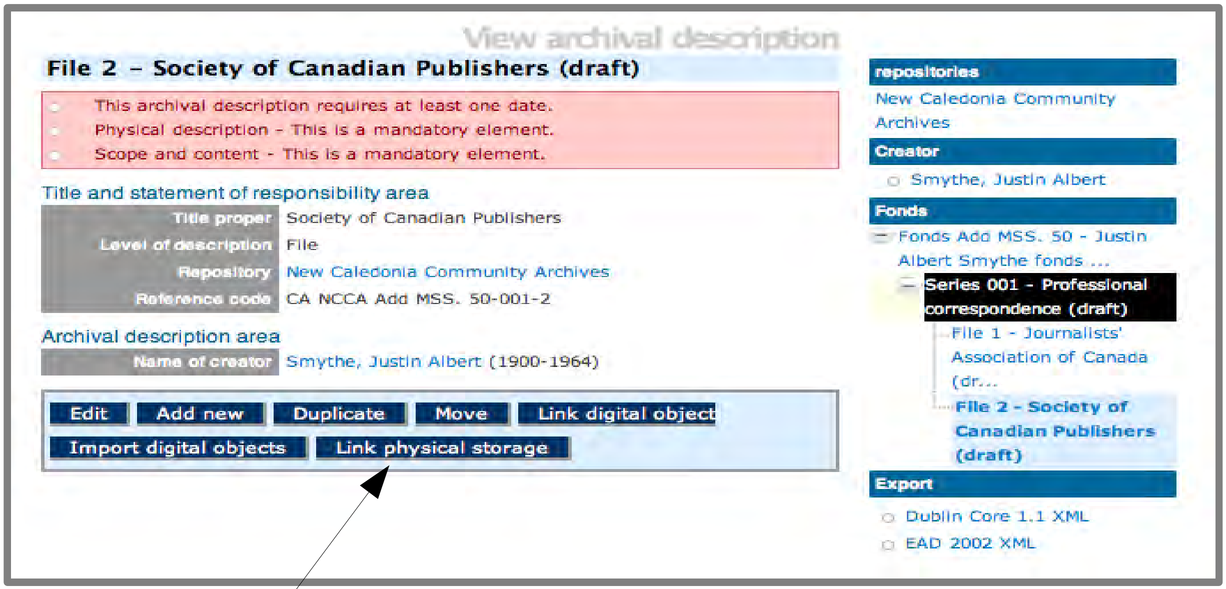
Physical condition The contents of the file have been damaged by water.
Availability of other formats File also available on microfilm (reel M-62)
Other notes ○ Conservation: Some records have been encapsulated in mylar

Edit
Add new
Duplicate
Move
Link digital object
Import digital objects
Link physical storage
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)
File 1 - Journalists' Association of Canada (dr...
File 2 - Society of Canadian Publishers (draft)
Export
Dublin Core 1.1 XML
EAD 2002 XML
physical storage

○ Hollinger box: Box 22 - Bay 17 Shelf C main repository

Now assign *File 2 – Society of Canadian Publishers (draft)* to the same box:

19.6 Navigate to the file-level description by clicking on the link in the context menu box



View archival description

File 2 – Society of Canadian Publishers (draft)

○ This archival description requires at least one date.
○ Physical description - This is a mandatory element.
○ Scope and content - This is a mandatory element.

Title and statement of responsibility area

Title proper Society of Canadian Publishers
Level of description File
Repository New Caledonia Community Archives
Reference code CA NCCA Add MSS. 50-001-2

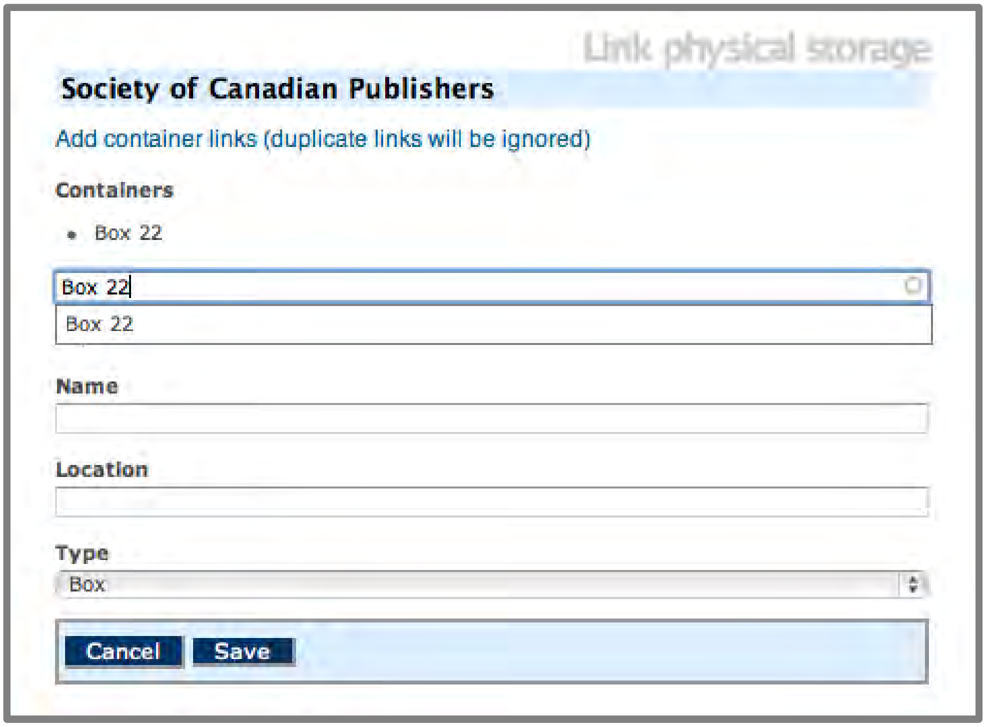
Archival description area

Name of creator Smythe, Justin Albert (1900-1964)

Edit
Add new
Duplicate
Move
Link digital object
Import digital objects
Link physical storage
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)
File 1 - Journalists' Association of Canada (dr...
File 2 - Society of Canadian Publishers (draft)
Export
Dublin Core 1.1 XML
EAD 2002 XML

19.7 Click Link physical storage

19.8 Since you have already created a record for Box 22, you can now select it from the drop-down list under add container links (duplicate links will be ignored).



Link physical storage

Society of Canadian Publishers

Add container links (duplicate links will be ignored)

Containers

- Box 22

Box 22

Box 22

Name

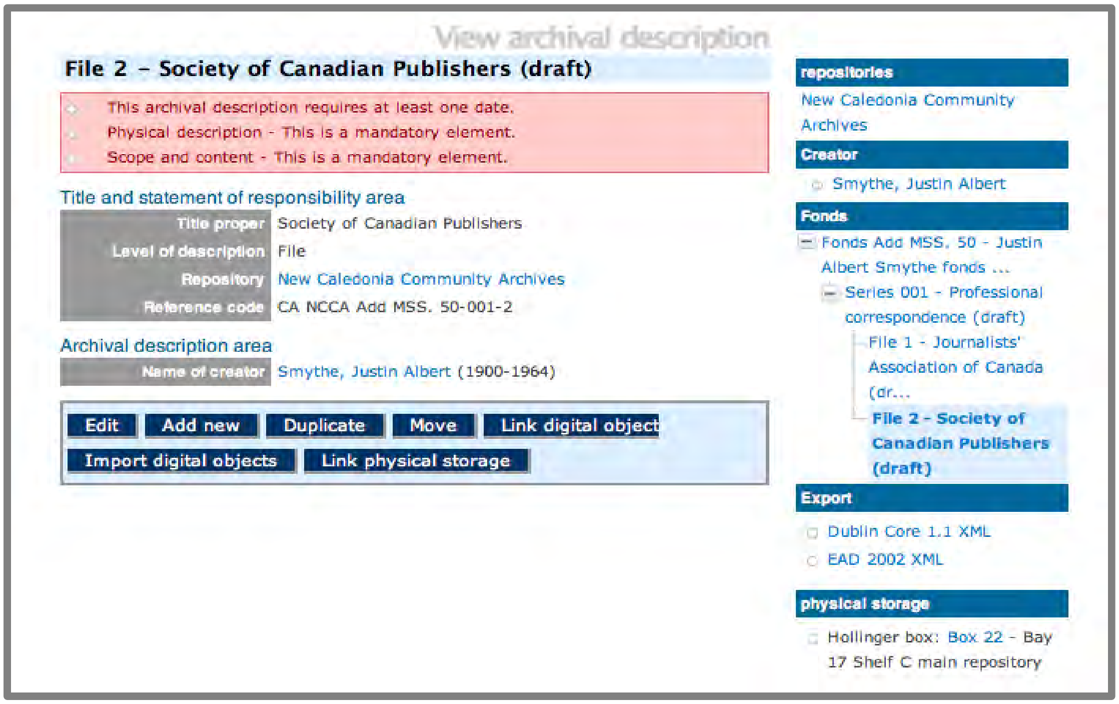
Location

Type

Box

Cancel
Save

19.9 Click the Save button



View archival description

File 2 - Society of Canadian Publishers (draft)

- This archival description requires at least one date.
- Physical description - This is a mandatory element.
- Scope and content - This is a mandatory element.

Title and statement of responsibility area

Title proper: Society of Canadian Publishers
Level of description: File
Repository: New Caledonia Community Archives
Reference code: CA NCCA Add MSS. 50-001-2

Archival description area

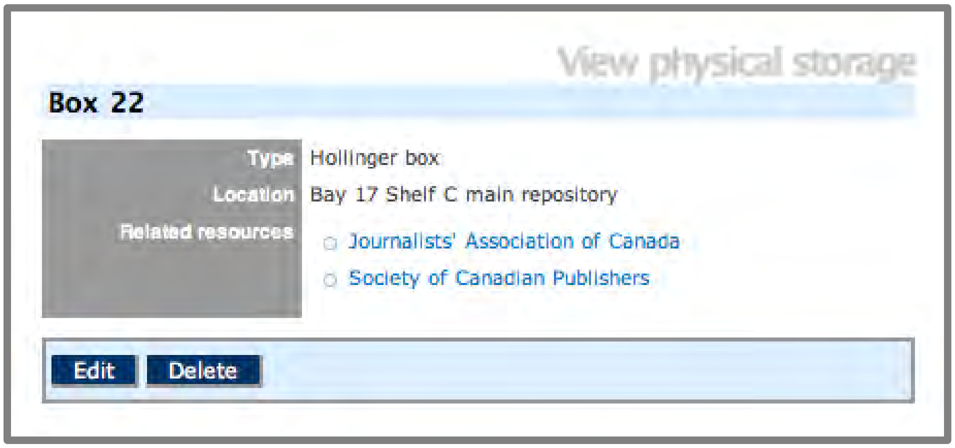
Name of creator: Smythe, Justin Albert (1900-1964)

Edit
Add new
Duplicate
Move
Link digital object
Import digital objects
Link physical storage
repositories
New Caledonia Community Archives
Creator
Smythe, Justin Albert
Fonds
Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
Series 001 - Professional correspondence (draft)
File 1 - Journalists' Association of Canada (dr...
File 2 - Society of Canadian Publishers (draft)
Export
Dublin Core 1.1 XML
EAD 2002 XML
physical storage

Hollinger box: Box 22 - Bay 17 Shelf C main repository

19.10 To see the contents of Box 22, click on the box link

19.11 The View physical storage screen shows a list of Box 22's contents.



Box 22

Type Hollinger box

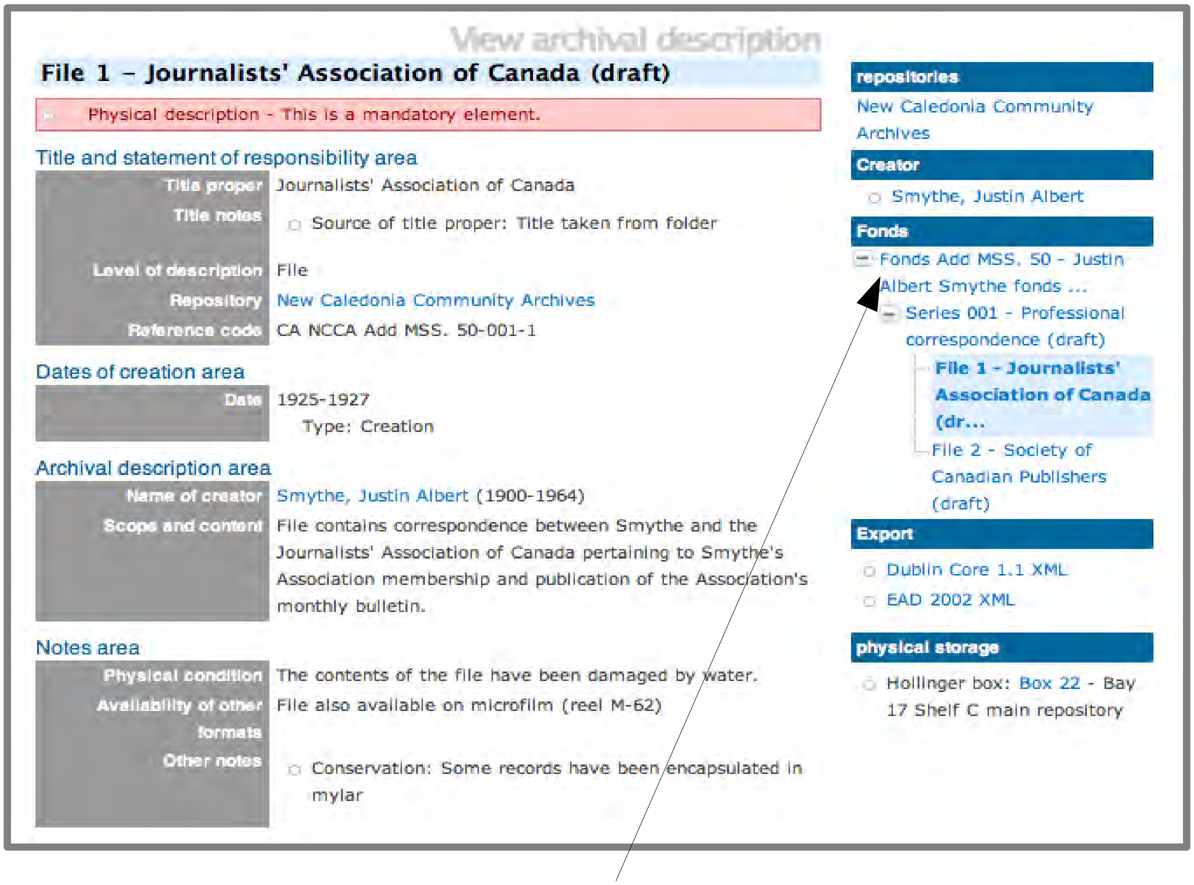
Location Bay 17 Shelf C main repository

Related resources
- Journalists' Association of Canada
- Society of Canadian Publishers

19.12 Click on one of the blue links to return you to the file-level description

Step 20 Publish archival descriptions

Now that you have completed your data entry, it is time to publish your descriptions so that other users can see them.



View archival description

File 1 - Journalists' Association of Canada (draft)

Physical description - This is a mandatory element.

Title and statement of responsibility area

Title proper	Journalists' Association of Canada
Title notes	○ Source of title proper: Title taken from folder
Level of description	File
Repository	New Caledonia Community Archives
Reference code	CA NCCA Add MSS. 50-001-1

Dates of creation area

Date	1925-1927 Type: Creation

Archival description area

Name of creator	Smythe, Justin Albert (1900-1964)
Scope and content	File contains correspondence between Smythe and the Journalists' Association of Canada pertaining to Smythe's Association membership and publication of the Association's monthly bulletin.

Notes area

Physical condition	The contents of the file have been damaged by water.
Availability of other formats	File also available on microfilm (reel M-62)
Other notes	○ Conservation: Some records have been encapsulated in mylar

repositories

New Caledonia Community Archives

Creator

○ Smythe, Justin Albert

Fonds

- Fonds Add MSS. 50 - Justin Albert Smythe fonds ...
  - Series 001 - Professional correspondence (draft)
    - File 1 - Journalists' Association of Canada (dr...
    - File 2 - Society of Canadian Publishers (draft)

Export

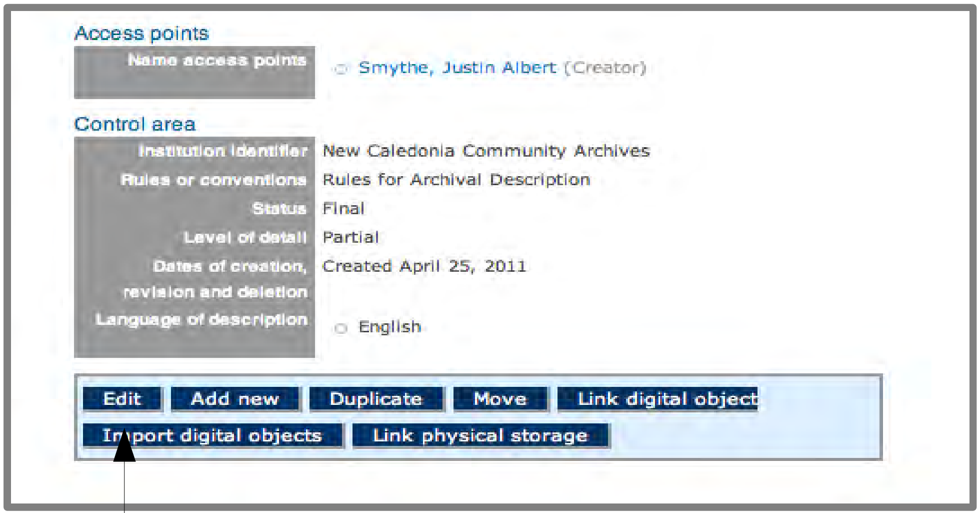
○ Dublin Core 1.1 XML

○ EAD 2002 XML

physical storage

○ Hollinger box: Box 22 - Bay 17 Shelf C main repository

20.1 Navigate to the fonds-level description using the link in the context menu box



Access points

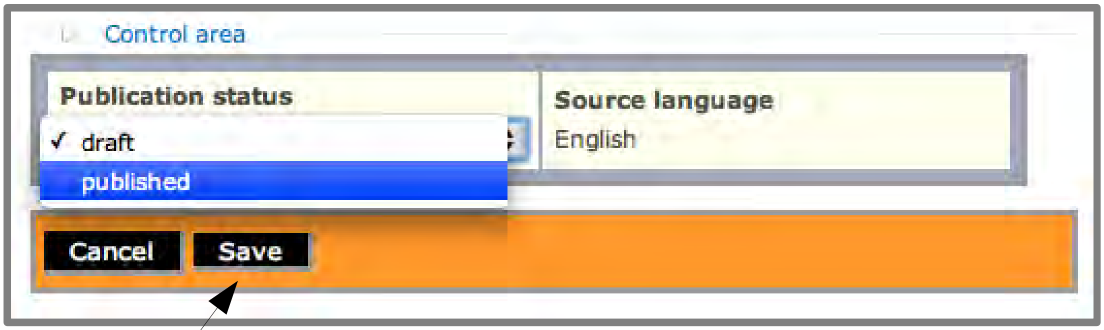
Name access points	○ Smythe, Justin Albert (Creator)

Control area

Institution identifier	New Caledonia Community Archives
Rules or conventions	Rules for Archival Description
Status	Final
Level of detail	Partial
Dates of creation, revision and deletion	Created April 25, 2011
Language of description	○ English

20.2 Click the Edit button

20.3 Under Publication Status at the bottom of your screen, select *published* from the drop-down list



Control area

Publication status

✓ draft

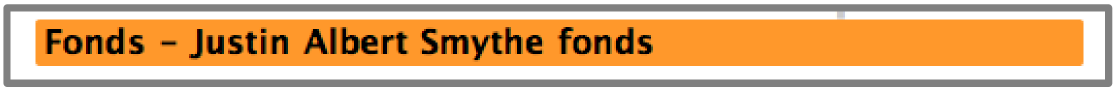
published

Source language

English

20.4 Click the Save button

The fonds-level description and all lower-level descriptions have now been published and the word *draft* has been removed from their titles



Fonds - Justin Albert Smythe fonds

Congratulations! You have finished all the tutorials.

Appendix A: List of subject terms in MemoryBC

- Agriculture
- Arts and culture
- Buildings and structures
- Business and commerce
- Children and youth
- Communications
- Community life
- Cultural groups
- Education
- Environment
- Events and celebrations
- Exploration, discovery and travel
- Family and personal life
- First nations
- Geographic features
- Government
- Health and social services
- Industries
- Labour
- Land, settlement and immigration
- Law and justice
- Military
- Natural resources
- Organizations
- Politics
- Religions
- Science and technology
- Sports, recreation and leisure
- Transportation and utilities
- Women

Appendix B: List of place names in MemoryBC

100 Mile House
Abbotsford
Agassiz
Ainsworth
Alaska
Alberni Valley
Alberta
Albreda
Aldergrove
Alert Bay
Allenby
Anmore
Anyox
Armstrong
Arrowhead
Ashcroft
Balfour
Barkerville
Barriere
Beaton
Belcarra
Beresford
Boston Bar
Boswell
Boundary
Boundary Bay
Bowen Island
Bradner
British Columbia
Bulkley Valley
Burnaby
Burns Lake
Cache Creek
Campbell River
Canada
Canal Flats
Canoe
Canoe Pass
Cariboo
Cassiar
Cassidy
Castlegar
Cedar
Central Saanich
Chaatl
Chase
Chase River
Chetwynd
Chilliwack
Clearbrook
Clearwater
Clinton
Coalmont
Coldstream
Colwood
Comox
Copper mountain
Coquitlam
Cortes Island
Courtenay
Cowichan Lake
Cranbrook
Crescent Island
Creston
Creston Valley
Cumberland
Dawson Creek
Deas Island
Deep Cove
Deep Creek
Delta
Denman Island
Departure Bay
Dewdney
Discovery Island
Douglas Lake
Duncan
Eagle Bay
East Kootenay
East Sooke
Eholt
Elkford
Enderby
Erickson
Esquimalt
Extension
Fernie
Fort St. James
Fort St. John
Fraser Lake

Fraser Mills
Fraser Valley
Field
Fruitvale
Gabriola Island
Gibsons
Gitlaxksiip
Gold River
Golden
Gordon River
Grand Forks
Granisle
Greenwood
Grindrod
Gulf Island
Haney
Harrison Hot Springs
Hat Creek
Hatzic
Hazelton
Hedley
Highlands
Honeymoon Bay
Hope
Houston
Hudson's Hope
Invermere
Ioco
Johnson's Landing
Kamloops
Karlukwees
Kaslo
Kelowna
Kelsey Bay
Kent
Keremeos
Kettle Valley
Kimberley
Kitimat
Ladner
Ladysmith
Lake Country
Lake Cowichan
Langford
Langley
Lantzville
Lardeau
Likely
Lillooet
Lions Bay
Lister
Logan Lake
Lumby
Lytton
Mackenzie
Malcolm Island
Maple Ridge
Masset
Matsqui
McBride
Merritt
Mesachie Lake
Metchosin
Midway
Milner
Mission
Monte Creek
Murrayville
Nakusp
Nanaimo
Naramata
Nelson
New Denver
New Hazelton
New Westminster
Nicola Valley
Nicomen Island
North Cowichan
North Saanich
North Shore
North Thompson
North Vancouver
Northfield
Oak Bay
Ocean Falls
Okanagan Valley
Oliver
Osoyoos
Otter
Oweekeno
Pacific Northwest
Parksville
Peachland

Pemberton
Penticton
Pitt Meadows
Port Alberni
Port Alice
Port Clements
Port Coquitlam
Port Edward
Port Essington
Port Hammond
Port Haney
Port Hardy
Port McNeill
Port Moody
Port Renfrew
Port Simpson
Pouce Coupe
Powell River
Prince George
Prince Rupert
Princeton
Qualicum Beach
Quatsino
Queen Charlotte
Quesnel
Radium Hotsprings
Revelstoke
Richmond
Rocky Mountains
Rogers Pass
Rossland
Ruskin
Rykerts
Saanich
Saanichton
Salmo
Salmon Arm
Salt Spring Island
Savona
Sayward
Sechelt
Sheep Creek
Shuswap
Sicamous
Sidney
Silver Creek
Silverdale
Silverton
Similkameen
Slocan
Smithers
Sointula
Sooke
Spallumcheen
Sparwood
Spences Bridge
Sproat Lake
Spuzzum
Squamish
Steveston
Stewart
Strathcona Park
Summerland
Surrey
Tadanac
Tahsis
Tappen
Tashme
Taylor
Telegraph Cove
Telkwa
Terrace
Tete Juane Cache
Tofino
Trail
Tranquille
Tsawwassen
Tulameen
Tumbler Ridge
Ucluelet
Valemount
Vancouver
Vancouver Island
Vancouver/Lower Mainland
Vanderhoof
Vernon
Victoria
View Royal
Warfield
Washington State
Wellington
Wells

West Kootenay
West Vancouver
Westham Island
Westside
Westsyde
Westwold
Whistler
White Rock
Whonnock
Wii Lax K'ap
Williams Lake
Wynndel
Yahk
Yale
Yorke Island
Youbou
Yukon
Yuquot
Zeballos