



# MemoryBC Training Workshop

aabc.ca | memorybc.ca home | about | my profile | log out

## MemoryBC

The British Columbia Archival Information Network

browse by  
subjects  
places  
names  
repositories

**add/edit**   import   admin

archival descriptions   authority records   **repositories**   terms   recent updates

### View repositories

City of Vancouver Archives	
Identifier	CVAN
Authorized form of name	City of Vancouver Archives
Type	Government
Contact information	<p><b>(primary contact)</b></p> <p>1150 Chestnut Street, Vancouver, B.C. V6J 3J9 Vancouver British Columbia Canada telephone: (604) 736-8561 fax: (604) 736-0626 <a href="http://www.vancouver.ca/archives">http://www.vancouver.ca/archives</a> <b>contact person:</b> Heather M. Gordon , Archives Manager</p>
Records management and collecting policies	The holdings consist of documents created by the municipal government from 1886 to the present. These include Council minutes and bylaws as well as records created by City Clerk's, Engineering, Finance, Fire, Health, Park Board, Permits and Licenses, Planning, Police, School Board offices and others. Private records from pioneer families, businesses and organizations reflecting the social, cultural and economic life of the city from the 1870s are also

Holdings	Total Volume: 4,500 linear metres; Inclusive Dates: c. 1700 to present; Predominant Dates: 1886 to present
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search holdings

holdings list

- [11th Machine Gun Battalion fonds](#)
- [11th Regiment \(Irish Fusiliers of Canada\) fonds](#)
- [29th \(Vancouver\) Battalion Association fonds](#)
- [6th Regiment Duke of Connaught's Own Rifles fonds](#)
- [A. Stewart McMorran 29th \(Vancouver\) Battalion collection](#)
- [A.E. Hill fonds](#)
- [A.W. Phair fonds](#)
- [Abbott family fonds](#)
- [Ada May Stevenson fonds](#)
- [Adrien Mansvelt collection](#)

1 2 3 4 5 next >



## Introduction to MemoryBC

MemoryBC is based on a software tool called ICA-AtoM, which stands for *International Council on Archives - Access to Memory*. It 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

These tutorials need to be used in conjunction with the beta 1.0.8 version of ICA-AtoM which is pre-loaded with the sample data used in the tutorials. A Demo CD has been made specifically for this purpose. You can download and burn a copy of this CD at <http://ica-atom.org/aabc-tutorial>.

You can also download a PDF copy of this tutorial at that location.

## 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](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)



The screenshot shows the MemoryBC website homepage. At the top left, the URL 'aabc.ca | memorybc.ca' is displayed. At the top right, there are navigation links: 'home | about | log in'. A black arrow points to the 'log in' link. The main header features the 'MemoryBC' logo in large red letters, with the tagline 'The British Columbia Archival Information Network' below it. To the right of the logo is a 'browse by' menu with options: 'subjects', 'places', 'names', and 'repositories'. Below the header is a search bar with a magnifying glass icon. The main content area has a blue header 'Gateway to British Columbia's Past' and a paragraph of text: '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.' At the bottom of the main content area is a link: '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*



The screenshot shows a login form titled "log in". It contains two input fields: "Email" with the text "demo@example.com" and "Password" with four dots. A "log in" button is located at the bottom right of the form. An arrow points from the text "2.3 Click the log in button" to this button.

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



You are ready to proceed to the next tutorial!

## Tutorial 2: Browse and search for records

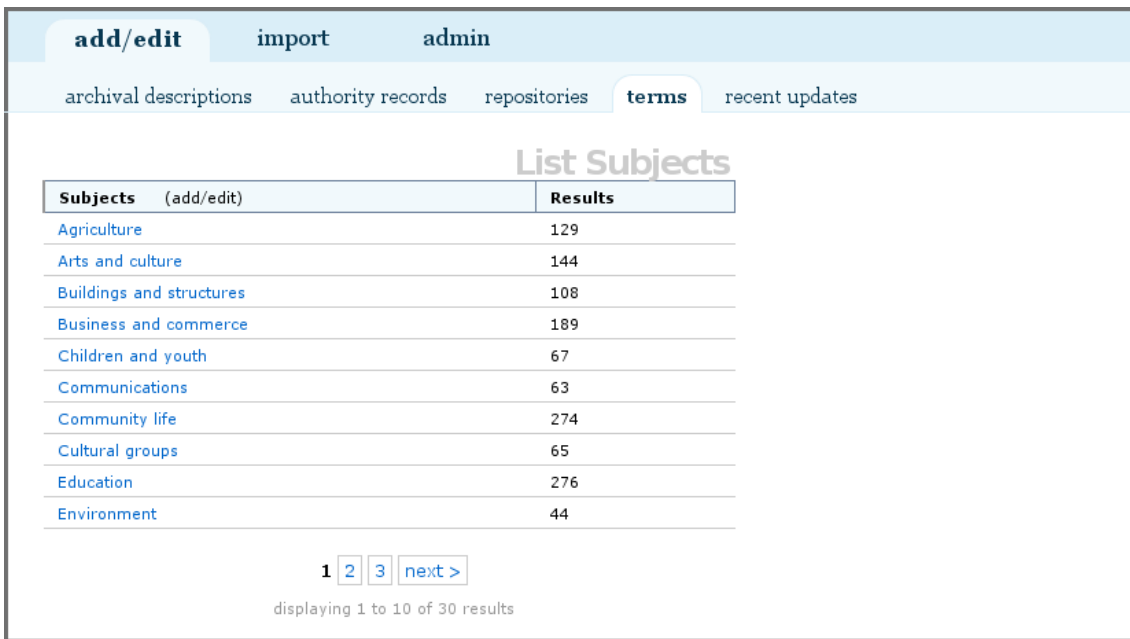
In this tutorial you will learn how to use the browse and search functions and to navigate some of ICA-AtoM's menus and links.

### Step 1 Browse by subject

1.1 In the browse box, click subjects



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



Subjects (add/edit)	Results
<a href="#">Agriculture</a>	129
<a href="#">Arts and culture</a>	144
<a href="#">Buildings and structures</a>	108
<a href="#">Business and commerce</a>	189
<a href="#">Children and youth</a>	67
<a href="#">Communications</a>	63
<a href="#">Community life</a>	274
<a href="#">Cultural groups</a>	65
<a href="#">Education</a>	276
<a href="#">Environment</a>	44

1 2 3 next >

displaying 1 to 10 of 30 results

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

### List Subjects - Environment

**Browse for 'Environment' in 'Subjects' returned 44 results**

[Fonds - Alberni \(McCoy Lake\) Climatological Station fonds](#)  
The fonds consists of meteorological register (1958-1973) for the Alberni (McCoy Lake) Climatological Station.  
Repository: [Alberni District Historical Society Archives](#)

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[Fonds 2007 036 C - Board of Park Commissioners \(Nanaimo\) fonds](#)  
Fonds consists of scrapbooks of clippings and photographs related to various parks and recreational facilities in Nanaimo.  
Repository: [Nanaimo Community Archives](#)

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[Fonds V986.16;V986.19;V988.24;V989.7;V993.37;V986.16;991.1 - Bown family fonds](#)  
The fonds consists of photographs of Esquimalt, with special emphasis on Gorge Park, including the Japanese Gardens. Also includes a video recording of Toyo Takata speaking to a group interested in forming the Takata Gardens Society.  
Repository: [Esquimalt Municipal Archives](#)

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[Fonds CR-9 - British Columbia Waterfowl Society fonds](#)  
The fonds consists of three files: the first being contracts, plans, pamphlets and loose papers related to the building of the Reifel Bird Sanctuary; the second being the constitutions of the British Columbia Waterfowl Society and the Pacific Flyw...  
Repository: [Delta Museum and Archives](#)

1.3 To view a description, click on one of the blue links. For this example, click on *Fonds CR-9 – British Columbia Waterfowl Society fonds*.

### View archival description

Fonds CR-9 - British Columbia Waterfowl Society fonds	
Title proper	British Columbia Waterfowl Society fonds
Level of description	Fonds
Repository	<a href="#">Delta Museum and Archives</a>
Reference code	CA DMA CR-9
Date	1961-1967 Type: Creation Creator: British Columbia Waterfowl Society
Name of creator	<a href="#">British Columbia Waterfowl Society</a> (1961-2009)
Physical description	2 m of textual records
Scope and content	The fonds consists of three files: the first being contracts, plans, pamphlets and loose papers related to the building of the Reifel Bird Sanctuary; the second being the constitutions of the British Columbia Waterfowl Society and the Pacific Flyway Waterfowl Association; and the third being minutes of the B.C. Waterfowl Society from 1962 to 1967.
Finding aids	Folder inventory available.
Other notes	Alpha-numeric designations: BCAUL control number: DMA-331
Subject access points	<input type="radio"/> Organizations <input type="radio"/> Environment
Place access points	<input type="radio"/> Delta
Name access points	<input type="radio"/> <a href="#">British Columbia Waterfowl Society</a> (Creator) <input type="radio"/> <a href="#">Pacific Flyway Waterfowl Association</a>

repositories

[Delta Museum and Archives](#)

creators

[British Columbia Waterfowl Society](#)

export

[Dublin Core 1.1 XML](#)

[EAD 2002 XML](#)

1.4 Note that this description has been indexed with the term *Organizations* in addition to *Environment*. To view a list of other records containing the subject term *Organizations*, click on *Organizations*.

Your screen now shows a list of descriptions indexed with the term *Organizations*.

### List Subjects - Organizations

**Browse for 'Organizations' in 'Subjects' returned 581 results**

**Fonds - 7-10 Club Society fonds**  
 Fonds consists of records that document the functions and activities of the Society including minutes, correspondence, financial statements, and clippings about the Society that appeared in the Nanaimo media. Fonds is arranged in six series: 1) Co...  
 Repository: [Nanaimo Community Archives](#)

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**Fonds 1987-2-2 - Agassiz Baseball Club fonds**  
 The fonds consists of minutes of the club, including some financial statements.  
 Repository: [Agassiz-Harrison Museum](#)

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**Fonds 1985-5 - Agassiz Women's Institute fonds**  
 The fonds consists of minutes (1961-1974), cashbook, banking records, receipts, correspondence, and reference material including newsletters and booklets.  
 Repository: [Agassiz-Harrison Museum](#)

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**Fonds 1987-71-1 - Agassiz-Harrison Hospital Association fonds**  
 The fonds consists of minutes, bylaws, membership lists, financial statements, and banking records of the Agassiz-Harrison Hospital Society and the Agassiz-Harrison Hospital Association.  
 Repository: [Agassiz-Harrison Museum](#)

---

**Fonds - Alberni Agricultural and Industrial Association fonds**  
 The fonds consists of constitution, correspondence, lists of officers, financial records, and records relating to the Association's fall fair including lists of judges, prize lists, and judges' reports.  
 Repository: [Alberni District Historical Society Archives](#)

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**Fonds - Alberni Board of Trade fonds**  
 The fonds consists of minutes (1908-1914, 1954-1963), charters, membership lists,

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.

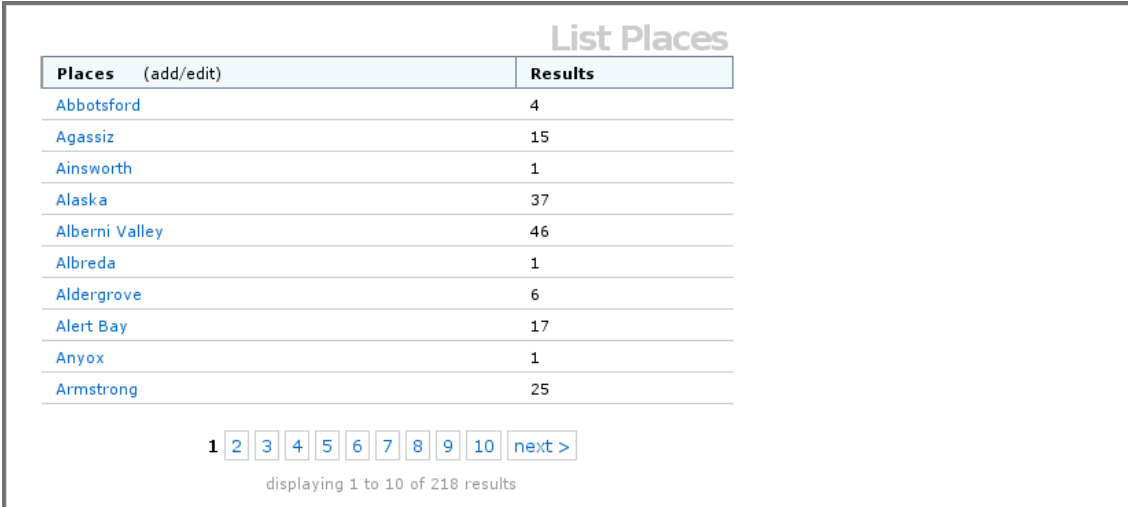
## Step 2 Browse by place

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.



The screenshot shows the MemoryBC website header with the logo and navigation links. A 'browse by' dropdown menu is open on the right side, with an arrow pointing to the 'places' option. Below the header is a search bar and a navigation bar with buttons for 'add/edit', 'import', and 'admin'. At the bottom, there are links for 'archival descriptions', 'authority records', 'repositories', 'terms', and 'recent updates'.

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



Places (add/edit)	Results
<a href="#">Abbotsford</a>	4
<a href="#">Agassiz</a>	15
<a href="#">Ainsworth</a>	1
<a href="#">Alaska</a>	37
<a href="#">Alberni Valley</a>	46
<a href="#">Albreda</a>	1
<a href="#">Aldergrove</a>	6
<a href="#">Alert Bay</a>	17
<a href="#">Anyox</a>	1
<a href="#">Armstrong</a>	25

1 2 3 4 5 6 7 8 9 10 next >

displaying 1 to 10 of 218 results

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

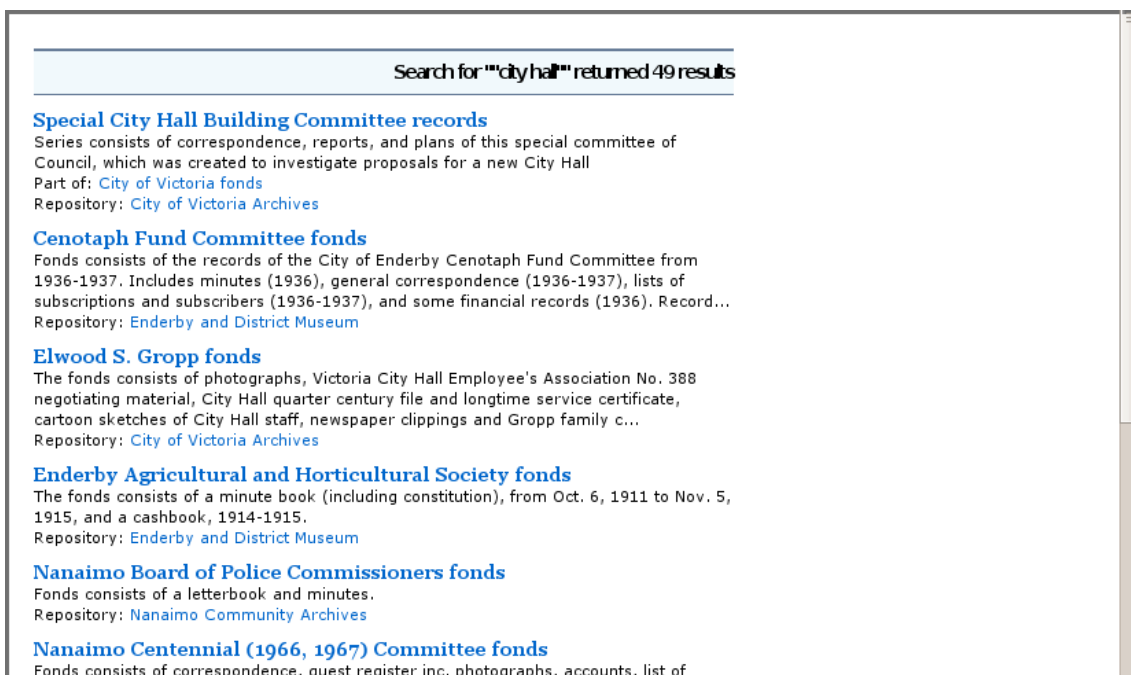
### Step 3 search for archival descriptions

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 show the number of search results and list each description, showing title, scope and content and repository.



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).

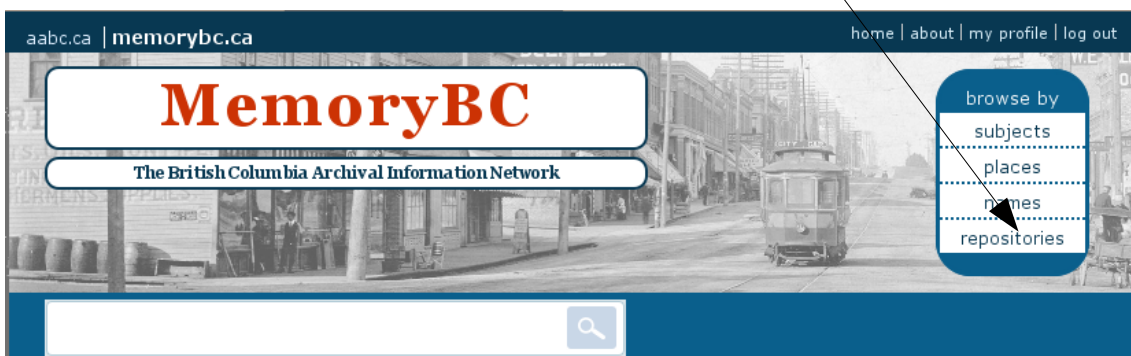
3.3 Note that the search term “*city hall*” was entered using quotations. This meant that the two words were searched as a phrase. Entering *city hall* without quotations would have resulted in the default OR boolean operator being used. The search box in ICA-AtoM can accommodate a number of search types.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

*city and not hall* [2,254 results]  
*construction and “city hall”* [5 results]  
*construction and not “city hall”* [495 results]  
*drawing\* and architectural* [106 results]  
*drawing\* and not hall* [257 results]

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* [11 results]  
*repository:“City of Richmond”* [308 results]  
*scopeandcontent:architectural* [263 results]  
*drawing\* and not scopeandcontent:architectural* [176 results]

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.



This will take you to the repository list screen.

**Browse repositories**

Name (add new)	Type	Country
<a href="#">Agassiz-Harrison Museum</a>	Museum;Historical Society	Canada
<a href="#">Alberni District Historical Society Archives</a>	Historical Society	Canada
<a href="#">Alberni Valley Museum</a>	Museum	Canada
<a href="#">Alder Grove Heritage Society Archives</a>	Museum;Historical Society	Canada
<a href="#">Alert Bay Library and Museum</a>	Museum;Library	Canada
<a href="#">Anglican Church Archives Network in British Columbia</a>		Canada
<a href="#">Anglican Diocese of British Columbia Archives</a>	Religious Organization	Canada
<a href="#">Anglican Diocese of Caledonia Archives</a>	Religious Organization	Canada
<a href="#">Anglican Diocese of Cariboo Archives</a>	Religious Organization	Canada
<a href="#">Anglican Diocese of Kootenay Archives</a>	Religious Organization	Canada

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [next >](#)  
 displaying 1 to 10 of 182 results

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

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

**Search repositories**

Name (add new)	Type	Country
<a href="#">Anglican Diocese of Cariboo Archives</a>	Religious Organization	Canada
<a href="#">Cariboo-Chilcotin Archives</a>	Historical Society;Library	Canada

displaying 1 to 2 of 2 results



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	<p style="margin: 0;"><b>(primary contact)</b></p> <p style="margin: 0;">Williams Lake Public Library, 110 Oliver Street, Williams Lake, B.C. V2G 1L8 Williams Lake British Columbia Canada telephone: (250) 392-5000 <b>contact person:</b> Dr. John Roberts</p>
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.)

search holdings

holdings list

[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](#)

1

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" returned 3 results

**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.  
Repository: [Cariboo-Chilcotin Archives](#)

**Platt and Lyne fonds**  
The fonds consists of an order book used to record gold dust removed and expenses paid.  
Repository: [Cariboo-Chilcotin Archives](#)

**W. Stott fonds**  
The fonds consists of a scrapbook which includes transcripts of interviews relating to early **mining** activities in the Cariboo, obituaries of Cariboo pioneers, and anecdotes of fur traders.  
Repository: [Cariboo-Chilcotin Archives](#)

displaying 1 to 3 of 3 results

### Tutorial 3: Edit repository

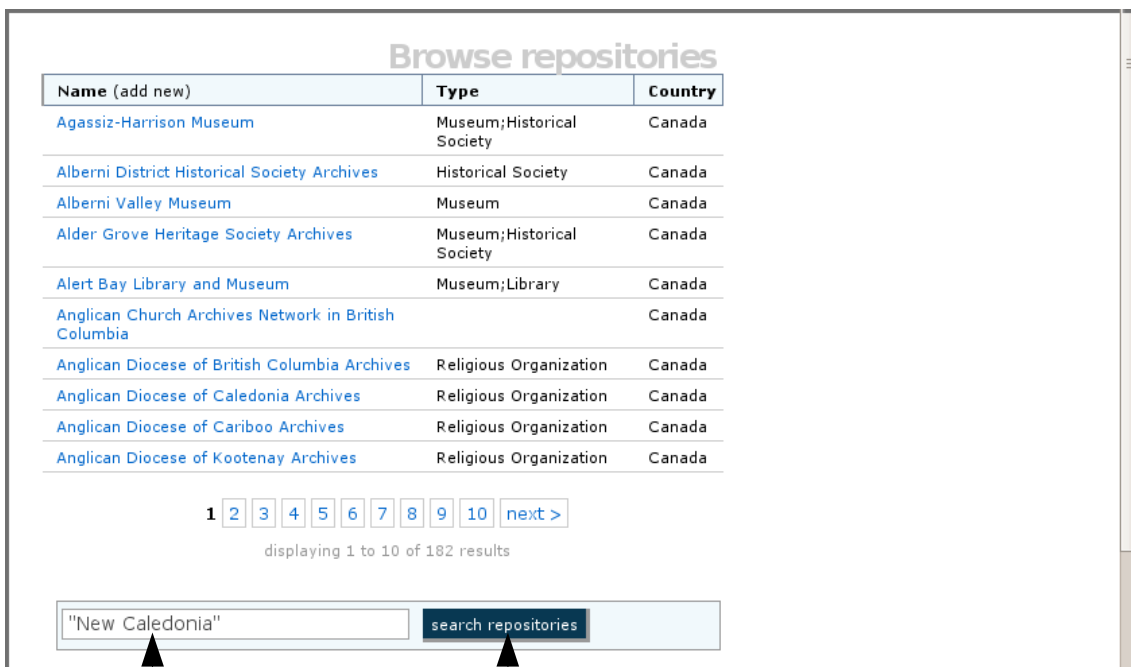
In this tutorial, you will add information to an existing repository record.

#### Step 1 Locate repository record

1.1 Click repositories in the browse box.



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



1.3 In the search box, enter “New Caledonia”, including quotations. Click search repositories.

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.

### Search repositories

Name (add new)	Type	Country
<a href="#">New Caledonia Community Archives</a>		Canada

displaying 1 to 1 of 1 results

## Step 2 Add identity area information

### 2.1 Click the Edit button



**View repositories**

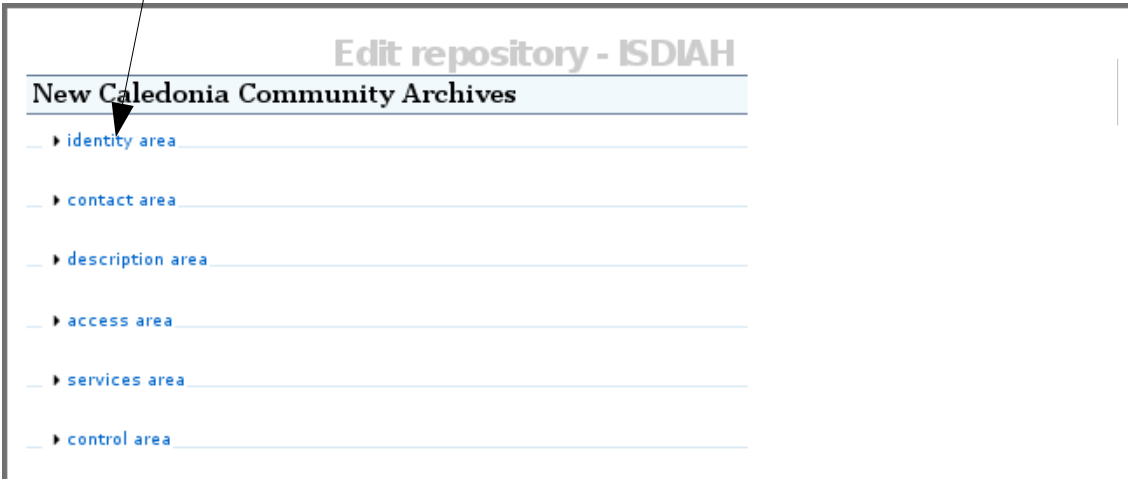
### New Caledonia Community Archives

Authorized form of name	New Caledonia Community Archives
Contact information	<b>(primary contact)</b> 34-1485 Stanton Drive New Caledonia BC Canada telephone: (604) 555-7755 fax: (604) 555-7756 archivist@newcaledonia.ca <a href="http://www.newcaledonia.ca/archives">http://www.newcaledonia.ca/archives</a> <b>contact person:</b> Cameron Andrews

**Edit** **Delete**

**Add new** **List all**

### 2.2 Click identity area

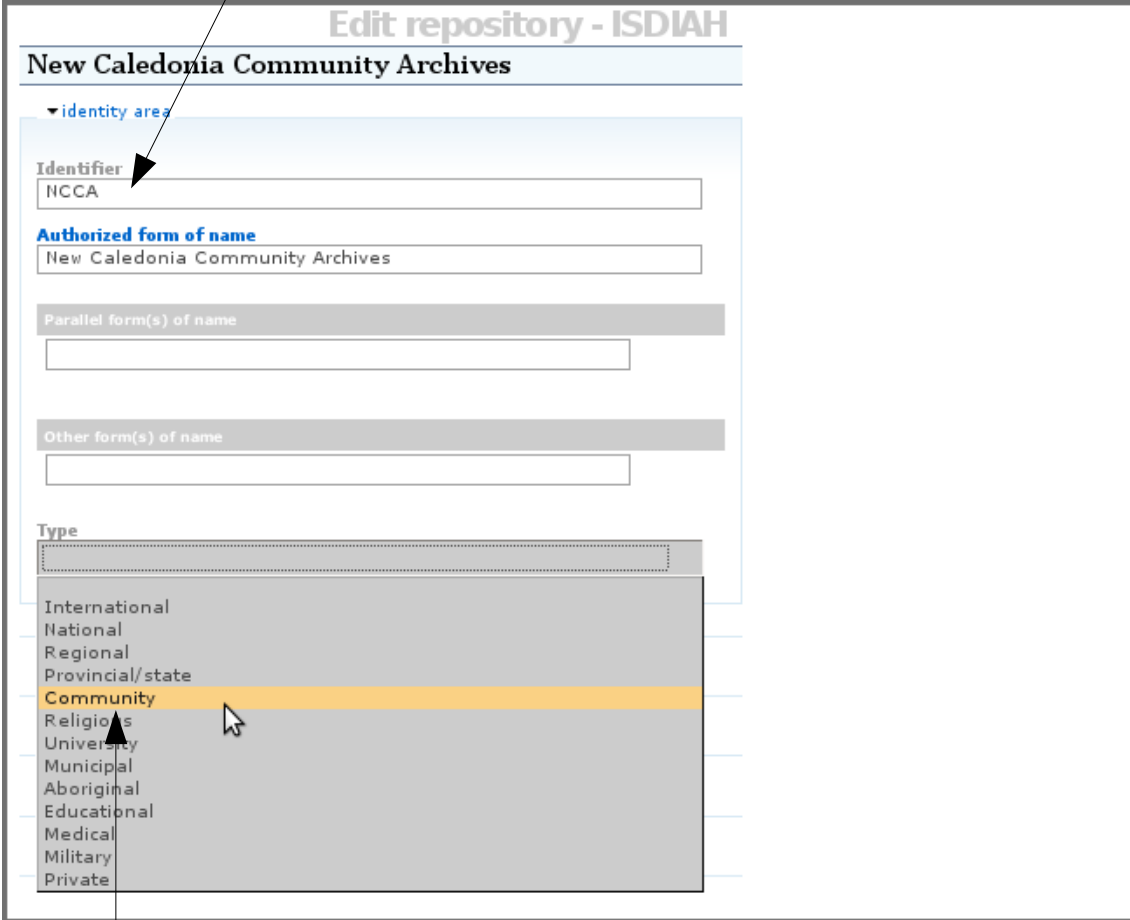


### Edit repository - ISDIAH

#### New Caledonia Community Archives

- ▶ [identity area](#)
- ▶ [contact area](#)
- ▶ [description area](#)
- ▶ [access area](#)
- ▶ [services area](#)
- ▶ [control area](#)

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



**Edit repository - 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**

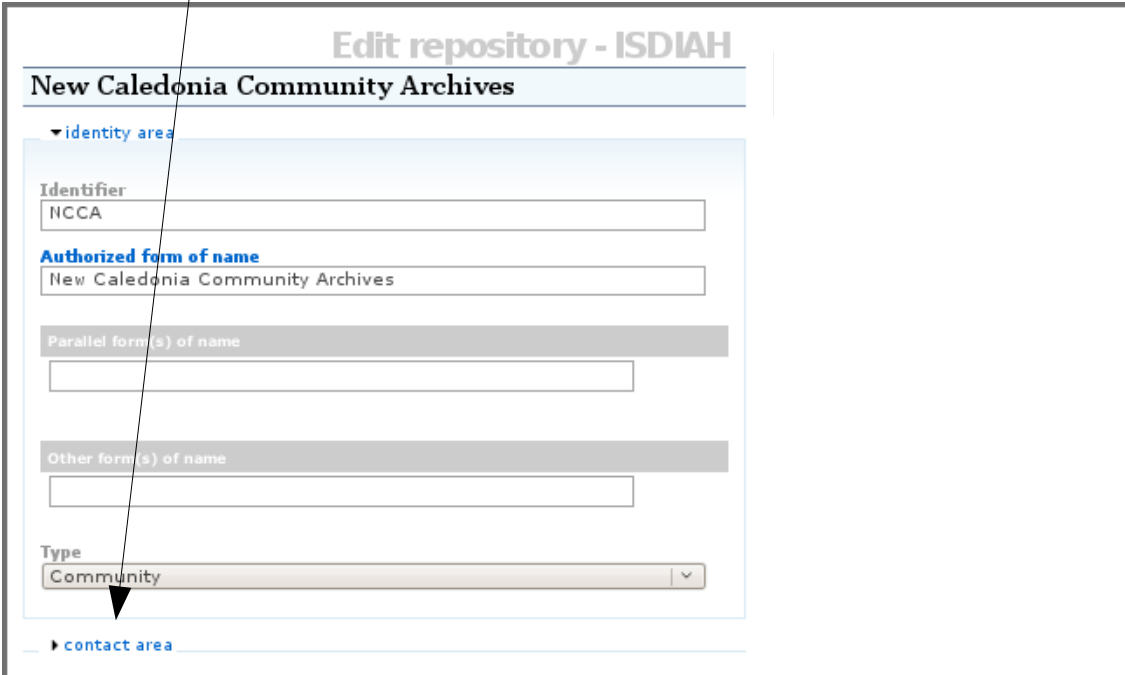
- International
- National
- Regional
- Provincial/state
- Community**
- Religious
- University
- Municipal
- Aboriginal
- Educational
- Medical
- Military
- Private

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 repository - ISDIAH**

**New Caledonia Community Archives**

▼ identity area

**Identifier**  
NCCA

**Authorized form of name**  
New Caledonia Community Archives

**Parallel form(s) of name**  
[Empty text box]

**Other form(s) of name**  
[Empty text box]

**Type**  
Community

► contact area

3.2 Enter data as follows:

3.2.1 In street address type *PO Box 42*

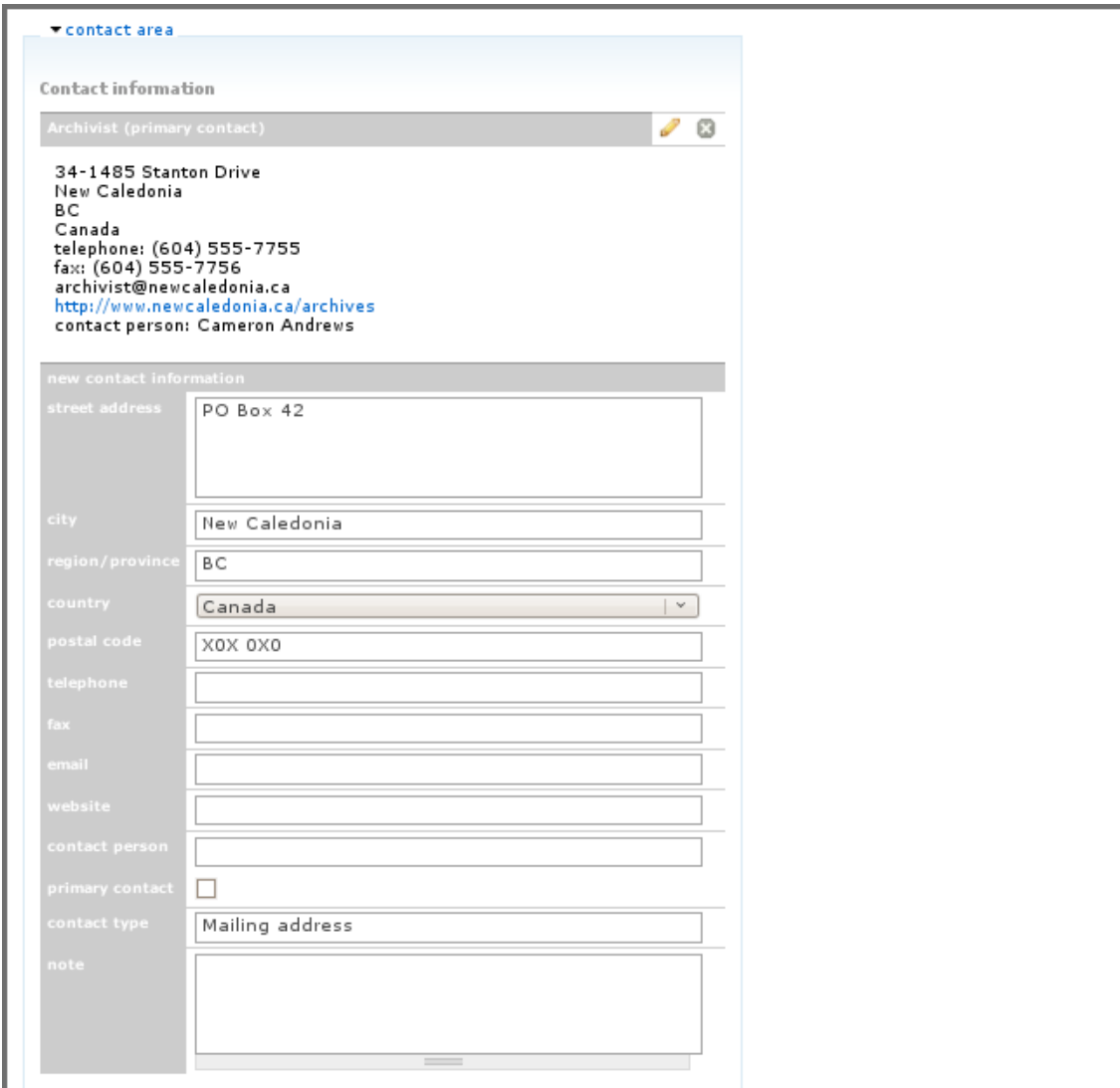
3.2.2 In city type *New Caledonia*

3.2.3 In region/province type *BC*

3.2.4 In country type or select *Canada*

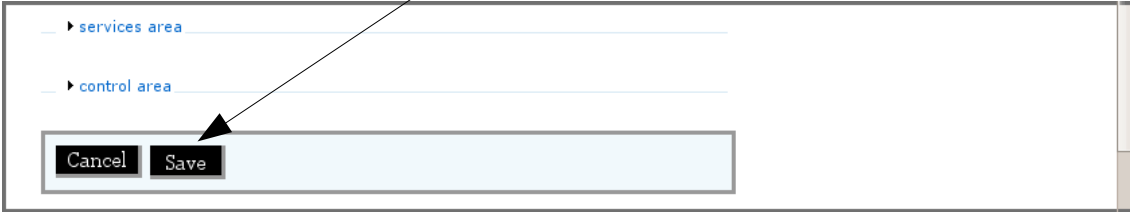
3.2.5 In postal code type *X0X 0X0*

3.2.6 In contact type type *Mailing address*



The screenshot displays a web interface for managing contact information. At the top, there is a dropdown menu labeled "contact area". Below it, a section titled "Contact information" shows details for an "Archivist (primary contact)". The contact details include: 34-1485 Stanton Drive, New Caledonia, BC, Canada; telephone: (604) 555-7755; fax: (604) 555-7756; email: [archivist@newcaledonia.ca](mailto:archivist@newcaledonia.ca); website: <http://www.newcaledonia.ca/archives>; and contact person: Cameron Andrews. Below this, a section titled "new contact information" contains a form with the following fields: street address (PO Box 42), city (New Caledonia), region/province (BC), country (Canada), postal code (X0X 0X0), telephone, fax, email, website, contact person, primary contact (checkbox), contact type (Mailing address), and note.

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	<b>(primary contact)</b> 34-1485 Stanton Drive New Caledonia BC Canada telephone: (604) 555-7755 fax: (604) 555-7756 archivist@newcaledonia.ca <a href="http://www.newcaledonia.ca/archives">http://www.newcaledonia.ca/archives</a> <b>contact person:</b> Cameron Andrews
	<b>Mailing address</b> PO Box 42 new Caledonia BC Canada X0X 0X0

Edit Delete

Add new List all

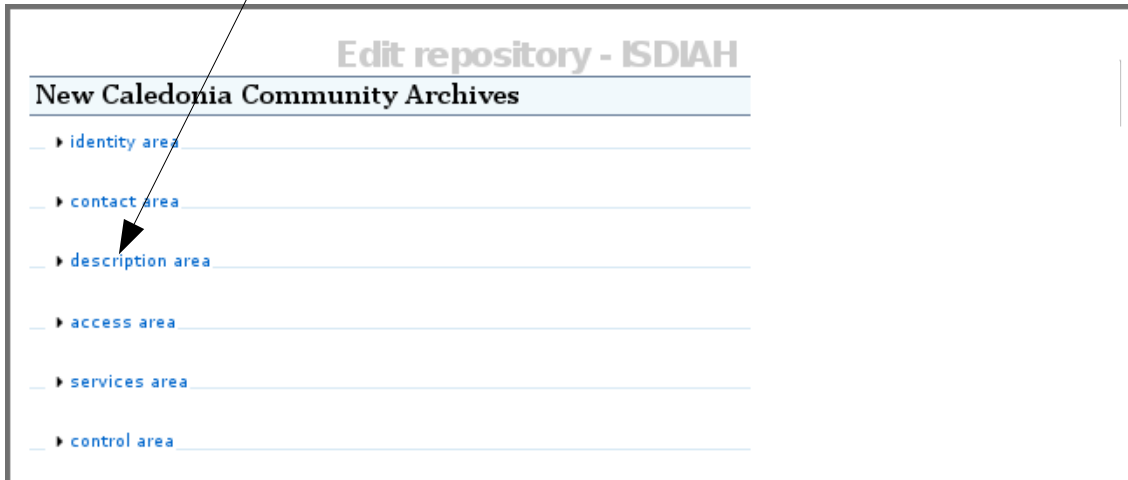
#### Step 4 Add description area information

4.1 Click the Edit button



**Step 5 Add description area information**

5.1 Click on description area



See next page for data entry

5.2 Enter the data as follows:

5.2.1 In Mandates/Sources of authority type

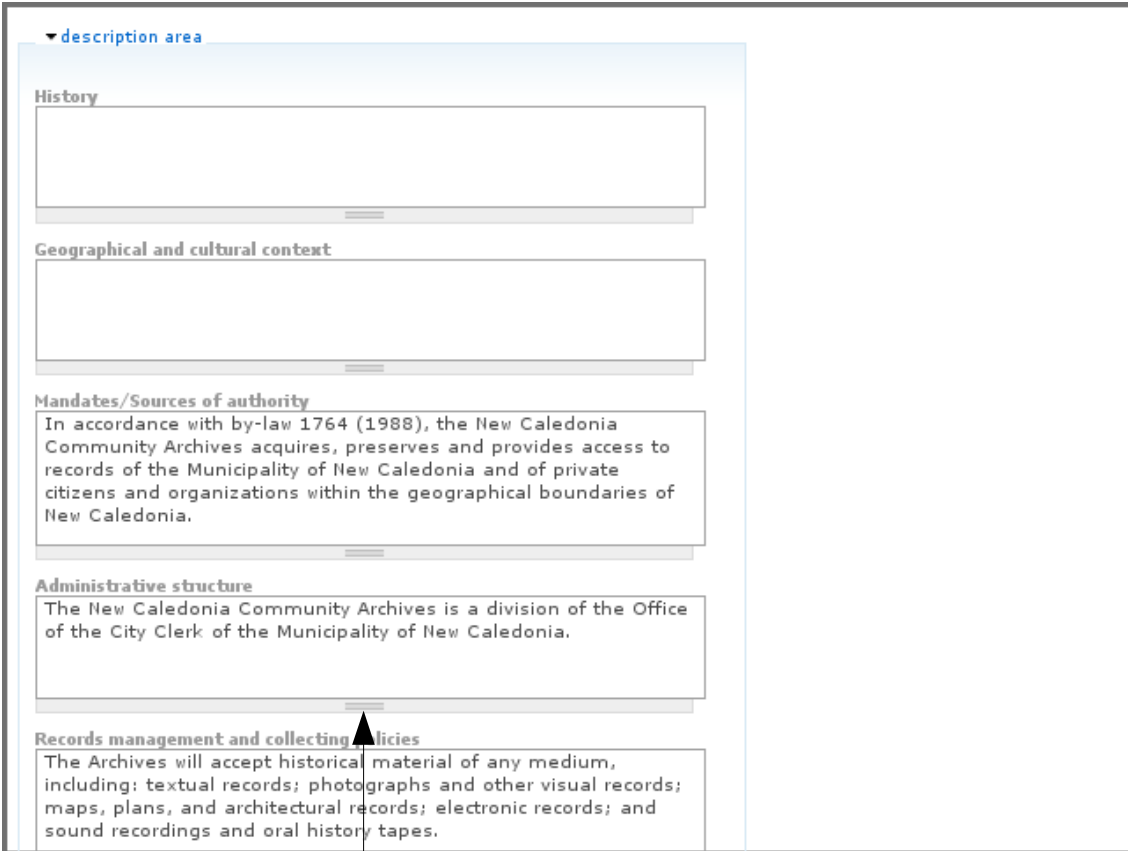
*In accordance with by-law 1764 (1988), the New Caledonia Community Archives acquires, preserves and provides access to records of the Municipality of New Caledonia and of private citizens and organizations within the geographical boundaries of New Caledonia.*

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.*



▼ description area

**History**

**Geographical and cultural context**

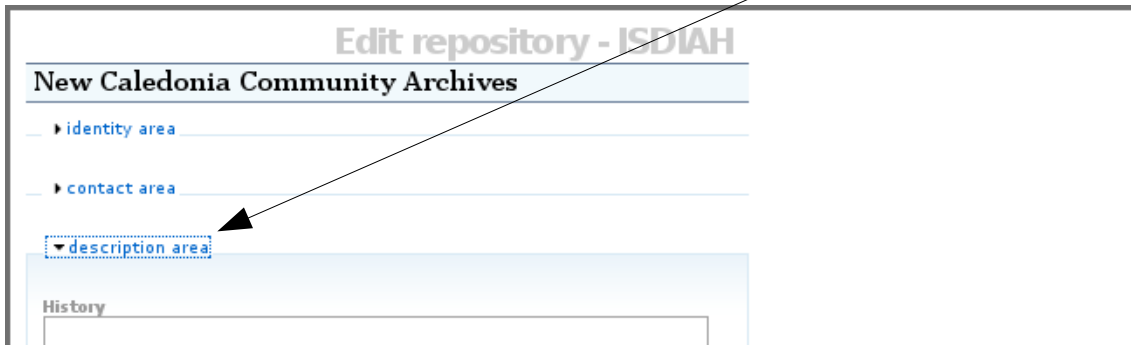
**Mandates/Sources of authority**  
In accordance with by-law 1764 (1988), the New Caledonia Community Archives acquires, preserves and provides access to records of the Municipality of New Caledonia and of private citizens and organizations within the geographical boundaries of New Caledonia.

**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; electronic records; and sound recordings and oral history tapes.

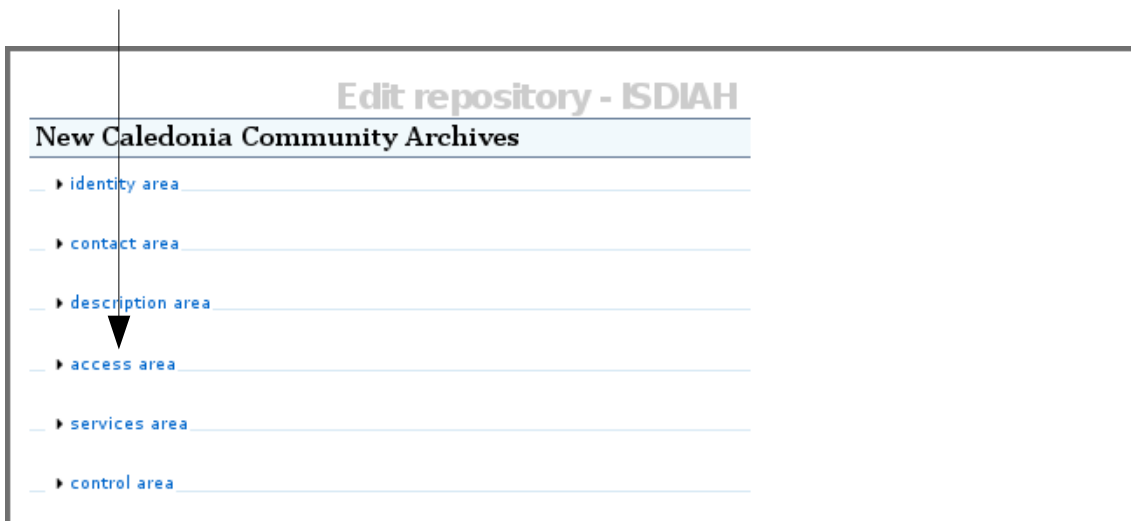
Note the small horizontal lines below each of these fields. These lines allow you to expand the size of the box by clicking on them and pulling them downward with the mouse. This feature appears under all free-text fields in ICA-AtoM; note that there is no limit to the amount of text you can put in free-text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

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.

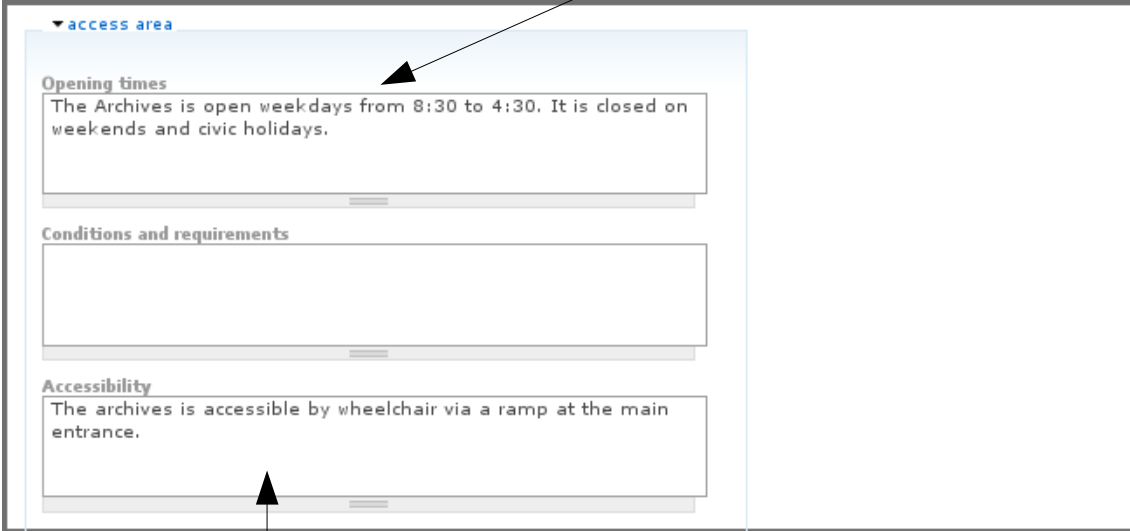


## Step 6 Add access area information

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.*

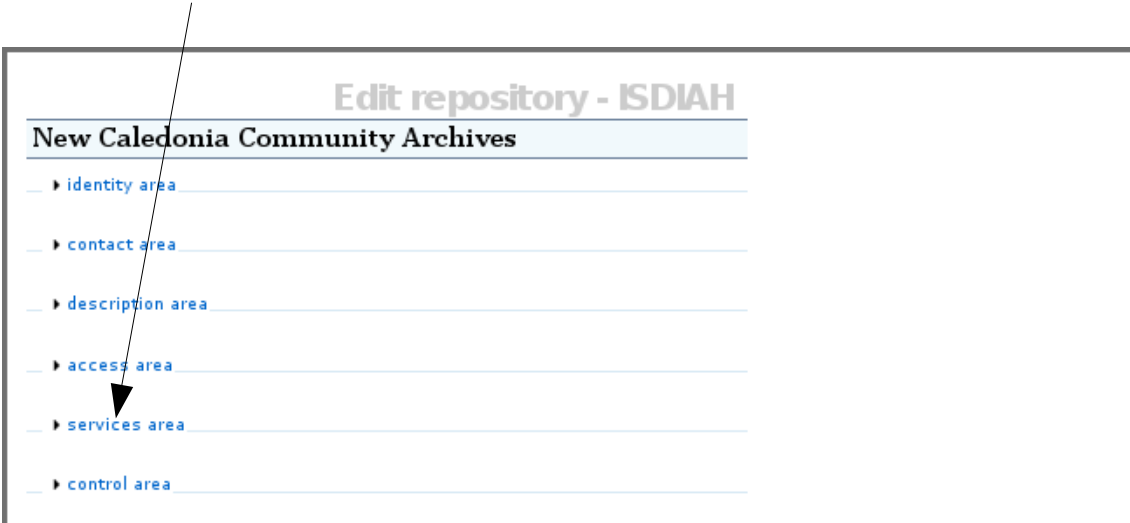


The screenshot shows a form titled 'access area' with three sections: 'Opening times', 'Conditions and requirements', and 'Accessibility'. The 'Opening times' section contains the text: 'The Archives is open weekdays from 8:30 to 4:30. It is closed on weekends and civic holidays.' The 'Accessibility' section contains the text: 'The archives is accessible by wheelchair via a ramp at the main entrance.' Two arrows point to the text in these sections from the text above.

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

## Step 7 Add services area information

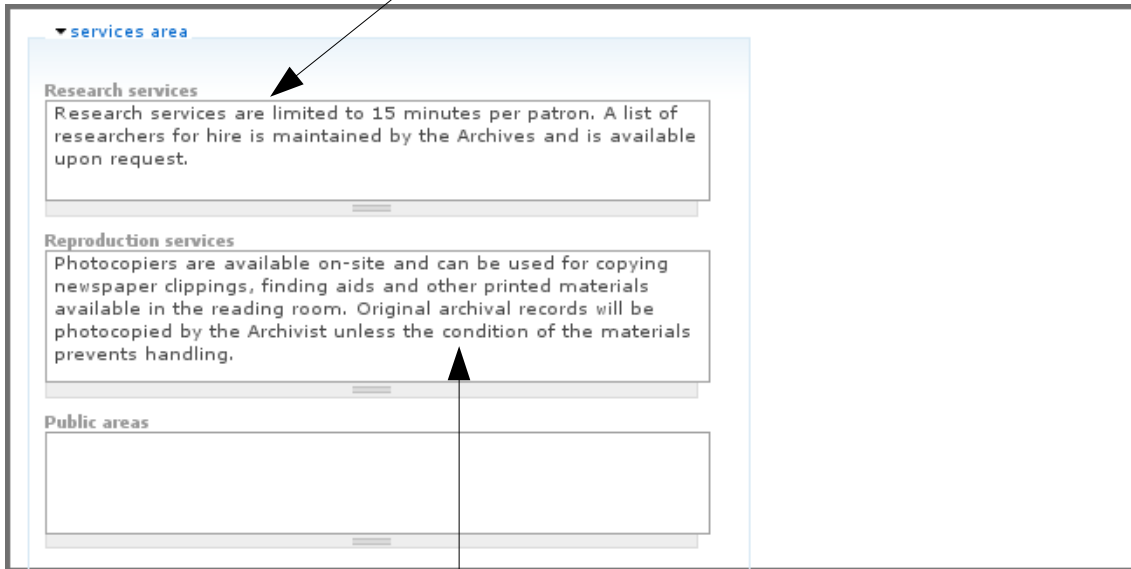
7.1 Click on services area



The screenshot shows a form titled 'Edit repository - ISDIAH' for 'New Caledonia Community Archives'. It lists several service areas with expandable arrows: 'identity area', 'contact area', 'description area', 'access area', 'services area', and 'control area'. An arrow points to the 'services area' link from the text above.

### 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.*

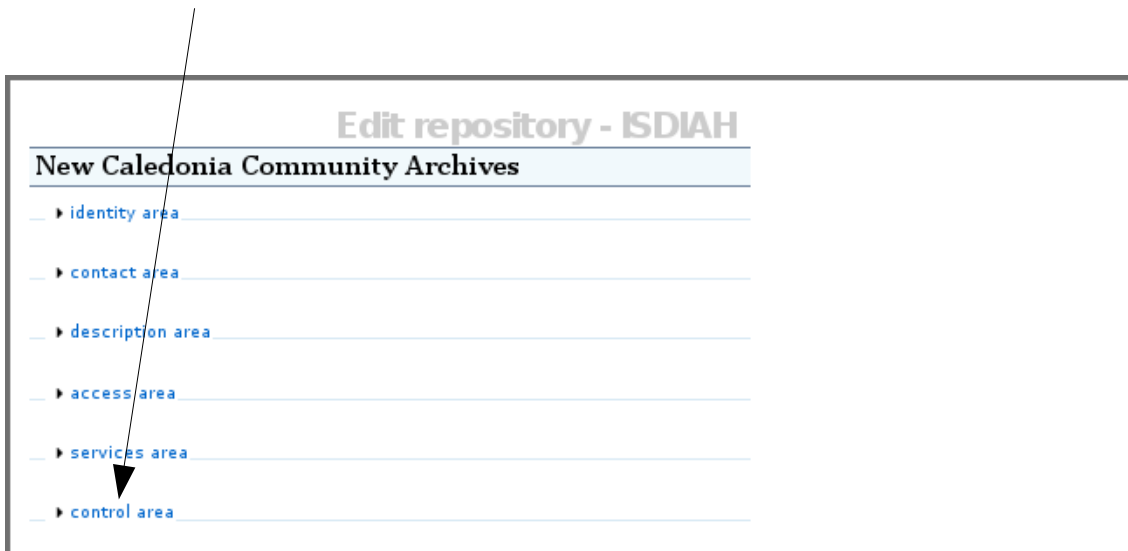


### 7.3 In Reproduction services type

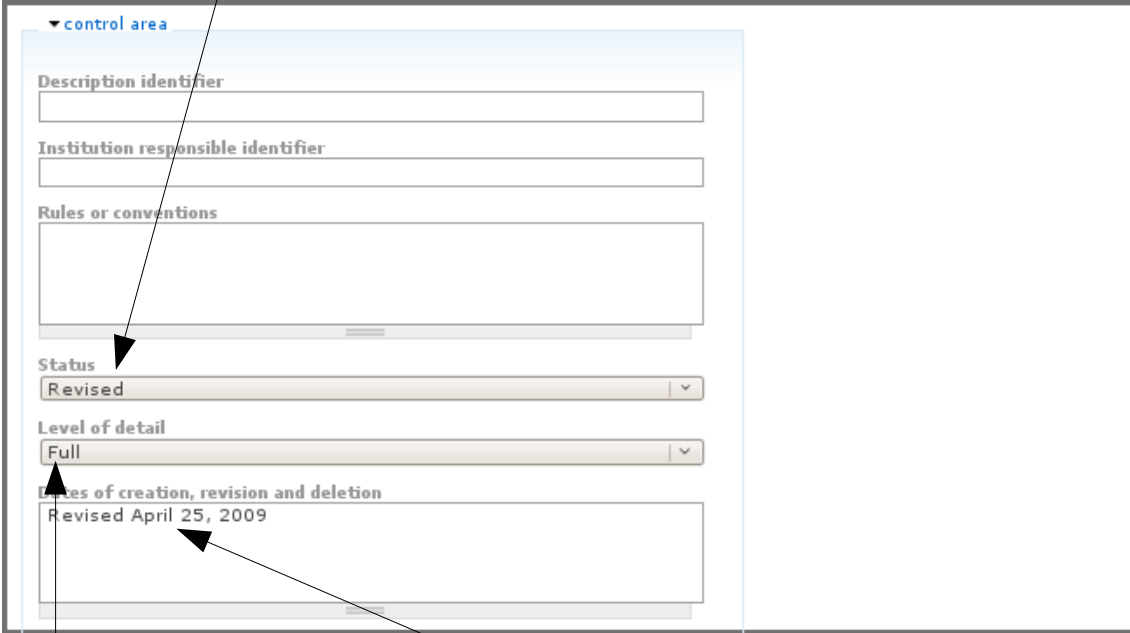
*Photocopiers are available on-site and can be used for copying newspaper clippings, finding aids and other printed materials available in the reading room. Original archival records will be photocopied by the Archivist unless the condition of the materials prevents handling.*

**Step 8 Add control area information**

8.1 Click on control area



8.2 In Status select *Revised*



▼ control area

Description identifier

Institution responsible identifier

Rules or conventions

Status

Revised

Level of detail

Full

Dates of creation, revision and deletion

Revised April 25, 2009

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



Cancel Save

<b>View repository</b>	
<b>New Caledonia Community Archives</b>	
<b>Identifier:</b>	NCCA
<b>Authorized form of name:</b>	New Caledonia Community Archives
<b>Type:</b>	Community
<b>Contact information:</b>	<p><b>Archivist (primary contact)</b></p> <p>34-1485 Stanton Drive            New Caledonia            BC            Canada            telephone: (604) 555-7755            fax: (604) 555-7756            archivist@newcaledonia.ca  <a href="http://www.newcaledonia.ca/archives">http://www.newcaledonia.ca/archives</a>  <b>contact person:</b> Cameron Andrews</p> <p><b>Mailing address</b></p> <p>PO Box 42            New Caledonia            BC            Canada            X0X 0X0</p>
<b>Mandates/Sources of authority:</b>	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.
<b>Structure:</b>	The New Caledonia Community Archives is a division of the Office of the City Clerk of the Municipality of New Caledonia.
<b>Records management and collecting policies:</b>	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.
<b>Opening times:</b>	The Archives is open weekdays from 8:30 to 4:30. It is closed on weekends and civic holidays.
<b>Accessibility:</b>	The archives is accessible by wheelchair via a ramp at the main entrance.
<b>Research services:</b>	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.
<b>Reproduction services:</b>	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.
<b>Status:</b>	Revised
<b>Level of detail:</b>	Full
<b>Dates of creation, revision and deletion:</b>	Revised April 25, 2009

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

1.1 Click names in the browse box

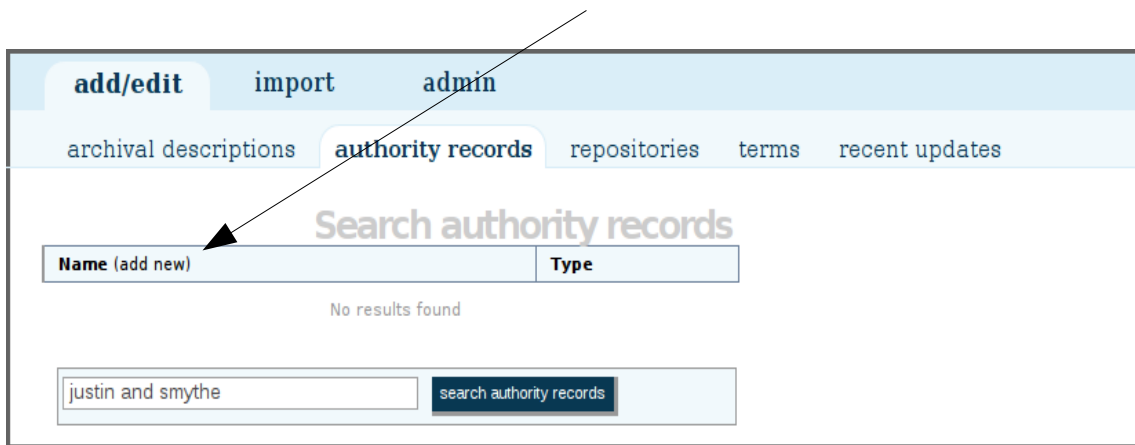


1.2 This will take you to a list of all authority records



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

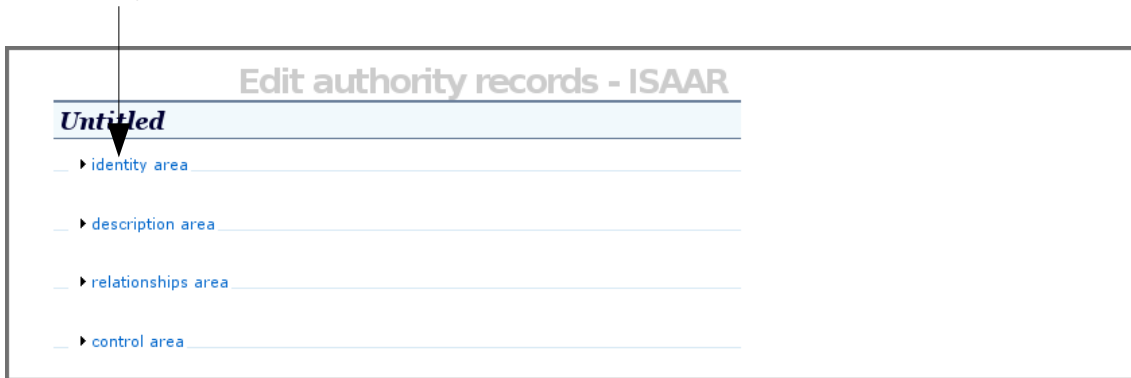
1.4 You will not retrieve any results. Now that you know that there is no existing authority record for Justin Albert Smythe, you can add one. Start by clicking **add new**.



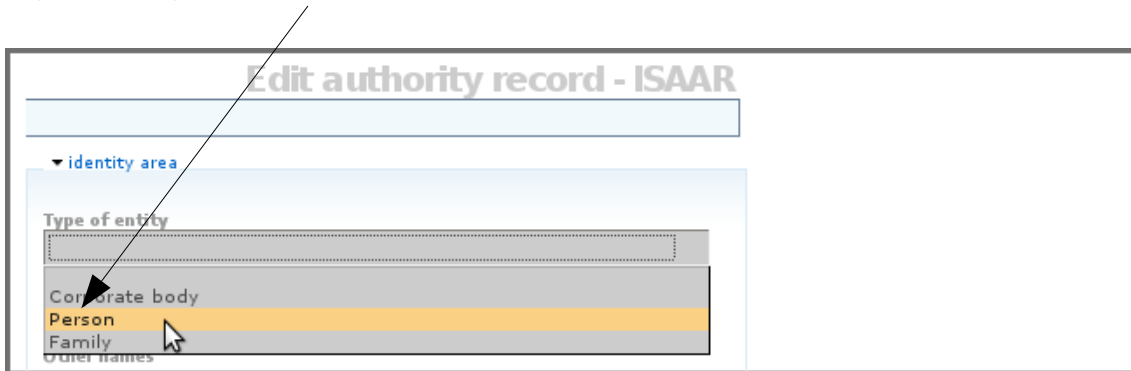
See next page for data entry

## Step 2 Add identity area data

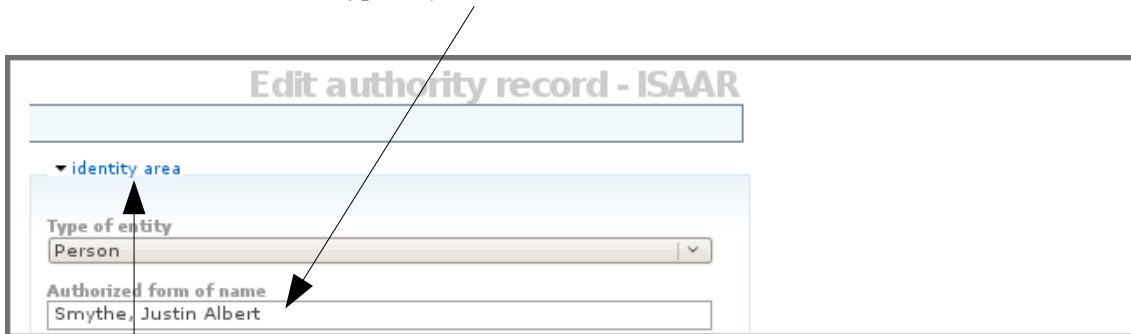
### 2.1 Click identity area



### 2.2 In Type of entity, select *Person*



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



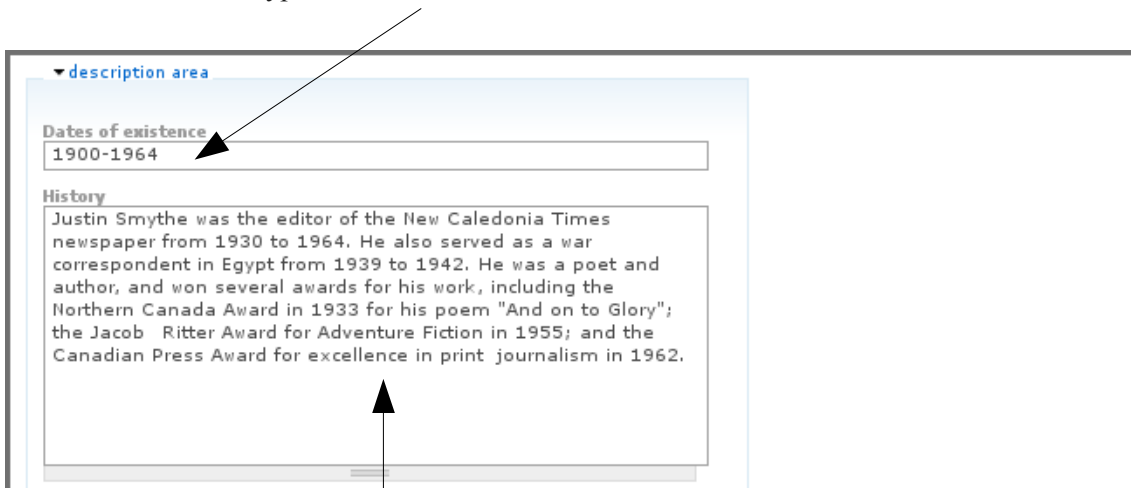
2.4 To close this information area, click **identity area**. Note that any time you are editing a record in ICA-AtOM, you can click on these blue information area links to open and close them.

### Step 3 Add description area data

#### 3.1 Click description area



#### 3.2 In Dates of existence type 1900-1964

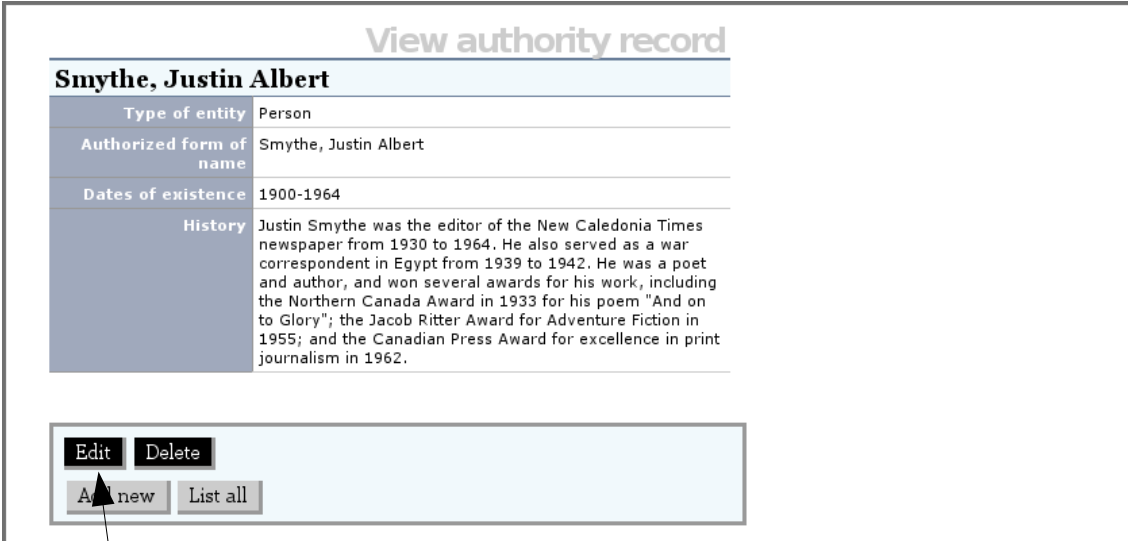
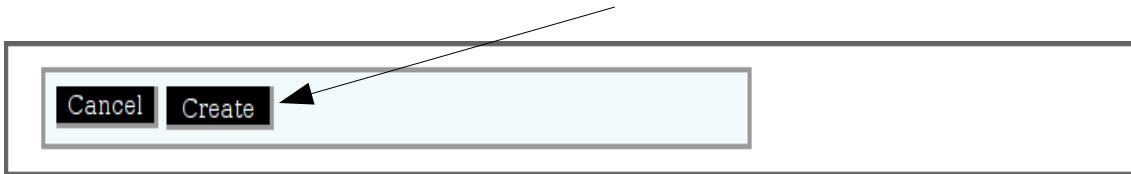


#### 3.3 In History type

*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**

Type of entity	Person
Authorized form of name	Smythe, Justin Albert
Dates of existence	1900-1964
History	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.

Buttons: Edit, Delete, Add new, List all

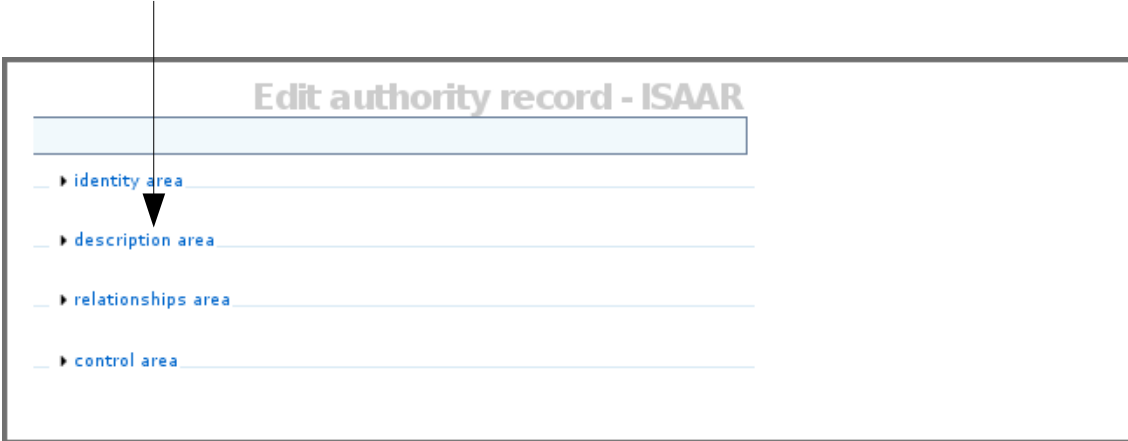
An arrow points from the bottom left towards the 'Edit' button.

## Step 5 Edit authority record

5.1 Click the Edit button

## Step 6 Edit description area

### 6.1 Click description area



**Edit authority record - ISAAR**

- ▶ 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

### 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



See next page for data entry

7.2 Enter data as follows

7.2.1 In Institution identifier type *New Caledonia Community Archives*

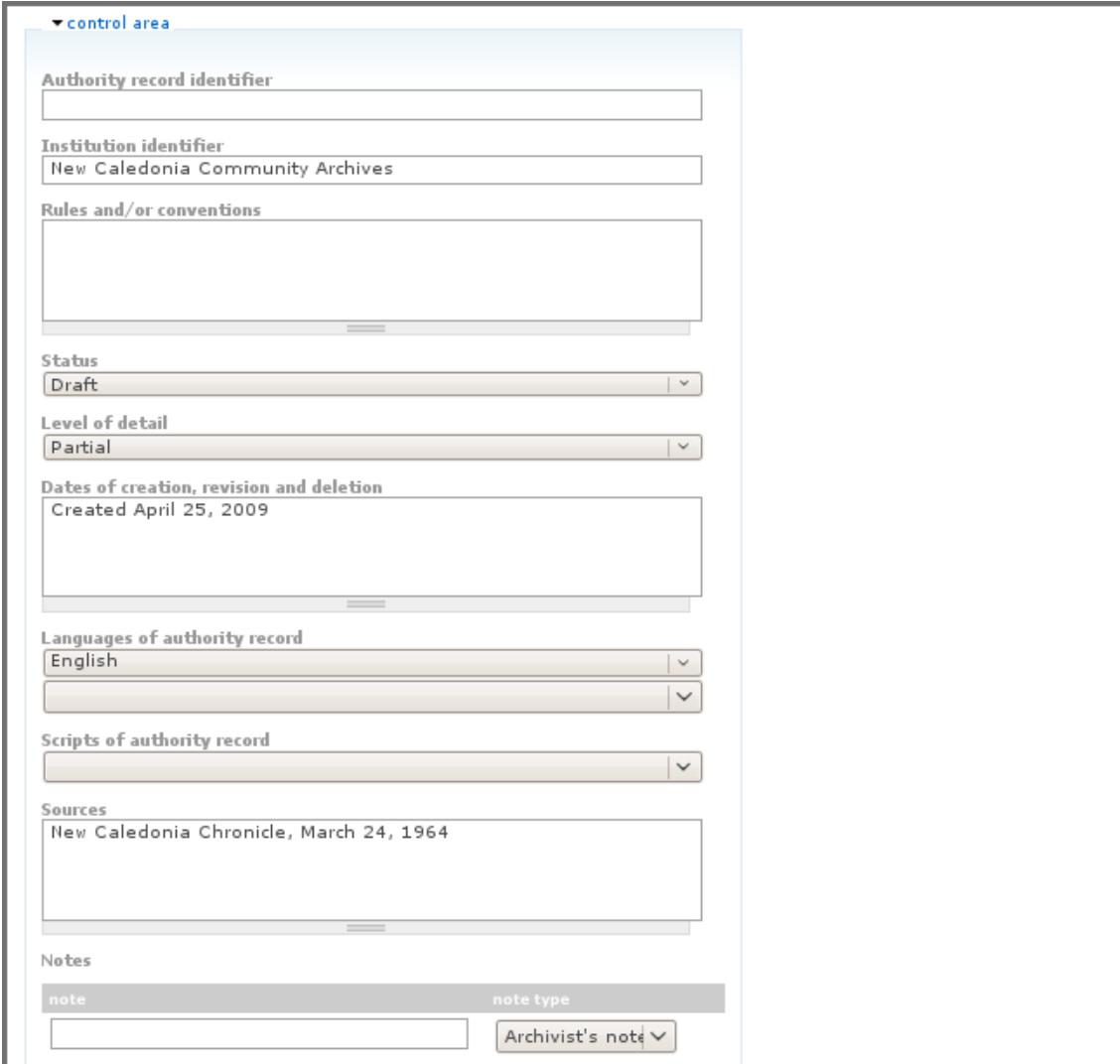
7.2.2 In Status select *Draft*

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*



▼ control area

**Authority record identifier**

**Institution identifier**

**Rules and/or conventions**

**Status**

**Level of detail**

**Dates of creation, revision and deletion**

**Languages of authority record**

**Scripts of authority record**

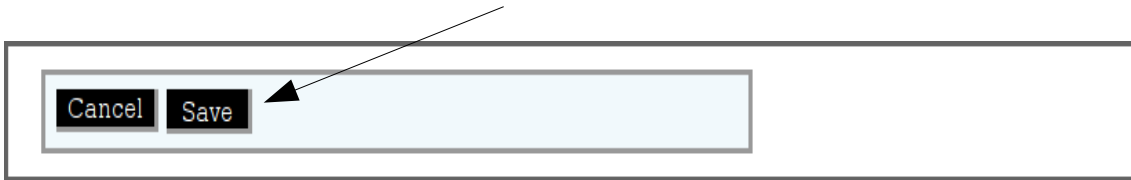
**Sources**

**Notes**

note	note type
<input type="text"/>	<input type="text" value="Archivist's note"/>



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



**View authority record**

**Smythe, Justin Albert**

Type of entity	Person
Authorized form of name	Smythe, Justin Albert
Dates of existence	1900-1964
History	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.
Places	New Caledonia, British Columbia; Egypt
Functions occupations activities	Journalist; poet; author
Institution identifier	New Caledonia Community Archives
Status	Draft
Detail	Partial
Dates of creation revision deletion	Created April 25, 2009
Language of authority record	English
Sources	New Caledonia Chronicle, March 24, 1964

**Edit** **Delete**

**Add new** **List all**

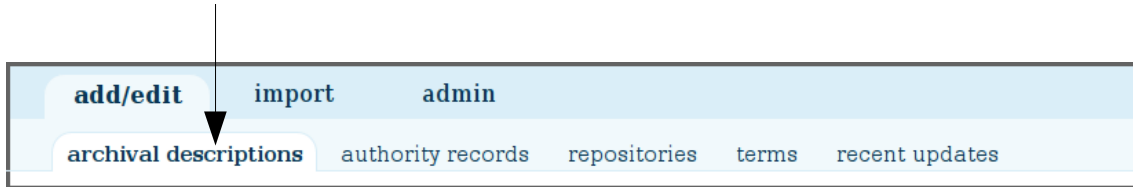
Congratulations! You have finished this tutorial.

## Tutorial 5: Add archival descriptions

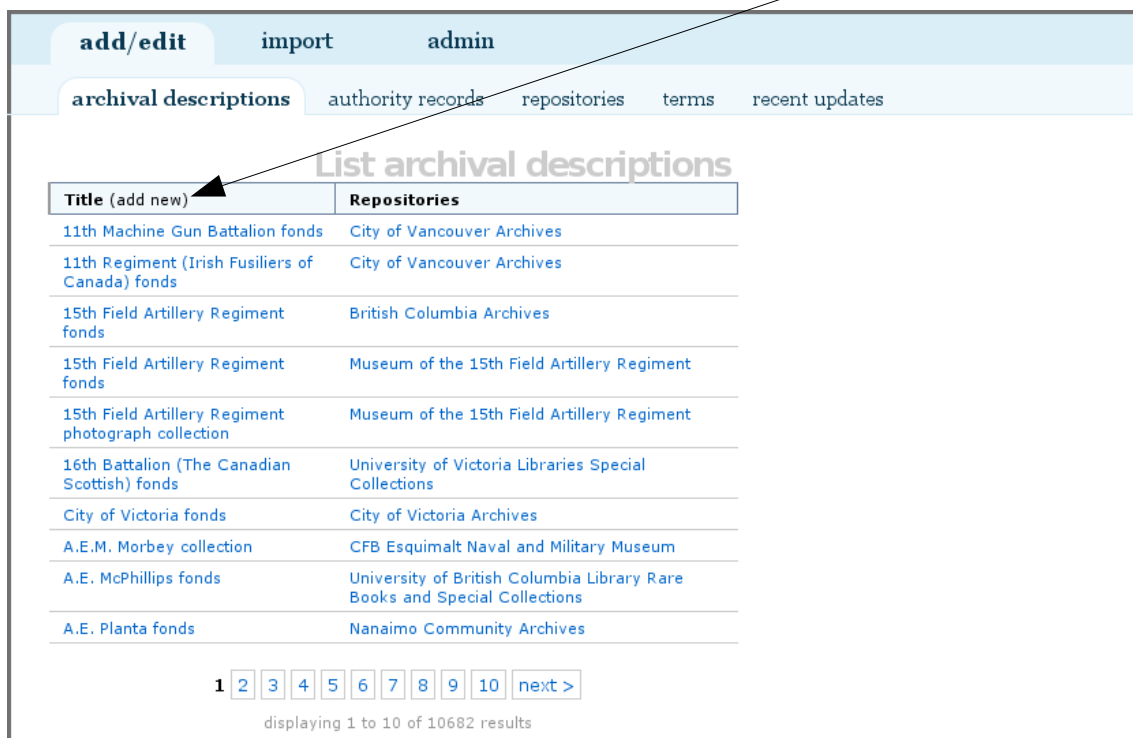
In this tutorial you will create archival descriptions for a fonds, a series and a file. You will link these descriptions together in a hierarchy and will also link them to their related authority and archival institution records.

### Step 1 Start new archival description

#### 1.1 Click archival descriptions

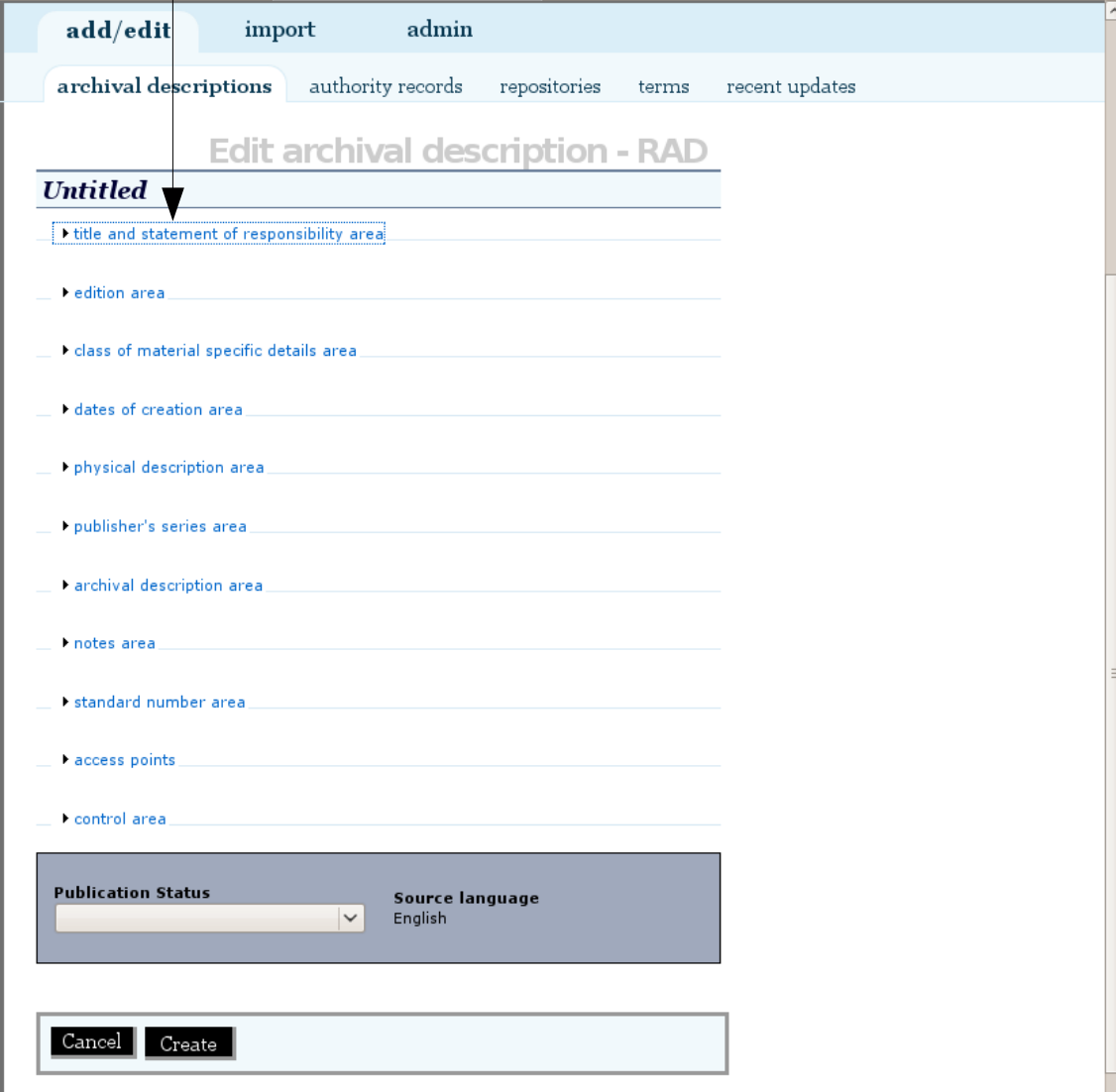


#### 1.2 This will take you to a list of all top-level archival descriptions. Click add new.



## Step 2 Enter title and statement of responsibility area data

### 2.1 Click title and statement of responsibility area



**add/edit**    **import**    **admin**

**archival descriptions**    authority records    repositories    terms    recent updates

### 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**    **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*

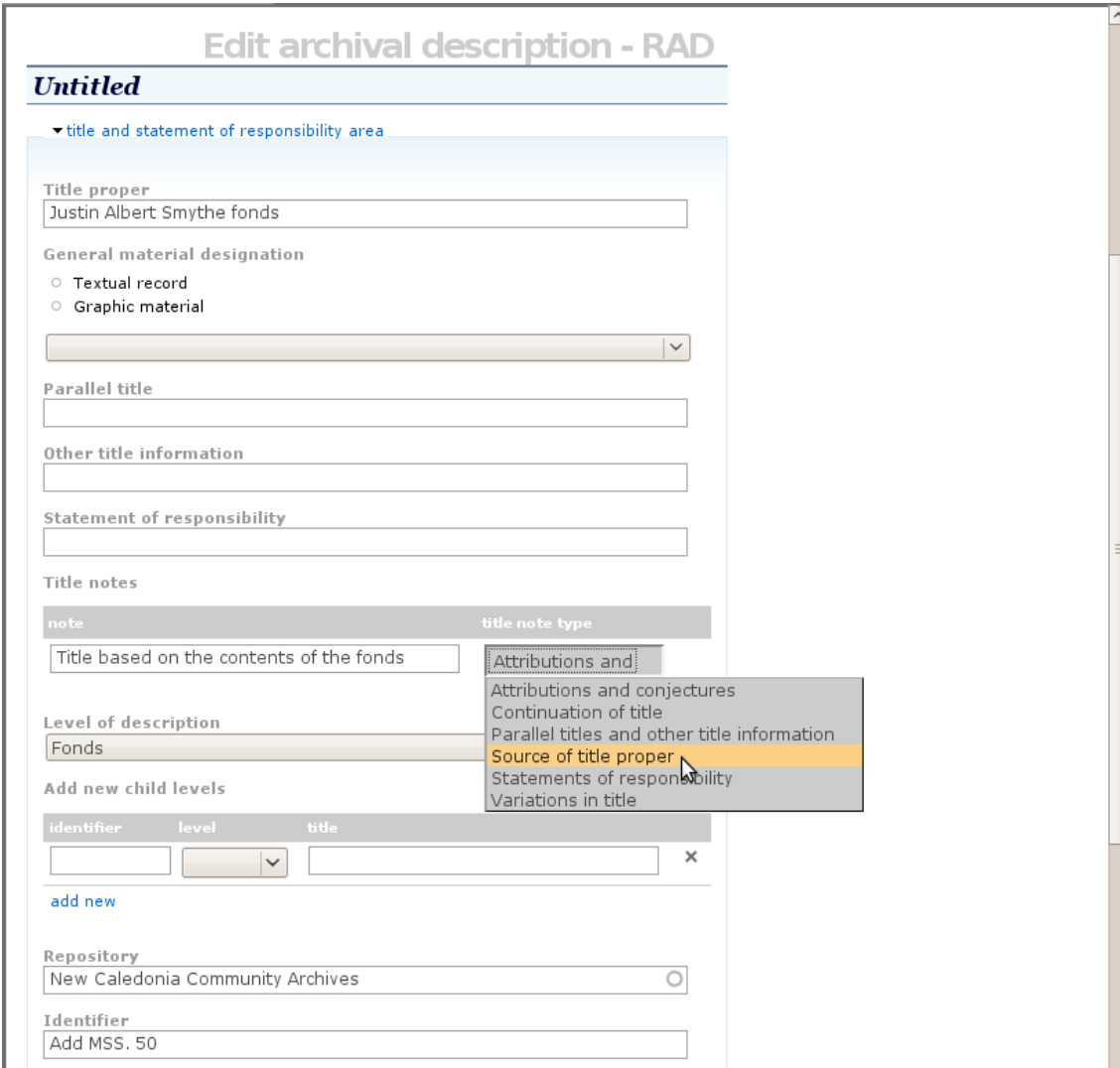
2.2.3 In Title notes under note type *Title based on the contents of the fonds*

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 type the word *new*, then select *New Caledonia Community Archives* from the drop-down list

2.2.7 In Identifier type *Add. MSS. 50*



**Edit archival description - RAD**

**Untitled**

▼ title and statement of responsibility area

**Title proper**  
Justin Albert Smythe fonds

**General material designation**  
 Textual record  
 Graphic material  
 [Dropdown menu]

**Parallel title**  
[Text input field]

**Other title information**  
[Text input field]

**Statement of responsibility**  
[Text input field]

**Title notes**

note	title note type
Title based on the contents of the fonds	Attributions and Attributions and conjectures Continuation of title Parallel titles and other title information <b>Source of title proper</b> Statements of responsibility Variations in title

**Level of description**  
Fonds

**Add new child levels**

identifier	level	title
[Text input field]	[Dropdown menu]	[Text input field]

[add new](#)

**Repository**  
New Caledonia Community Archives

**Identifier**  
Add MSS. 50

2.3 Click the create button to save and view the record



Note that when you selected a repository for the description, ICA-AtoM created links to the repository. It also added *CA NCCA* to the identifier *Add. MSS. 50* to create the reference code *CA NCCA Add. MSS. 50*. (*NCCA* is the repository identifier from the repository record.)

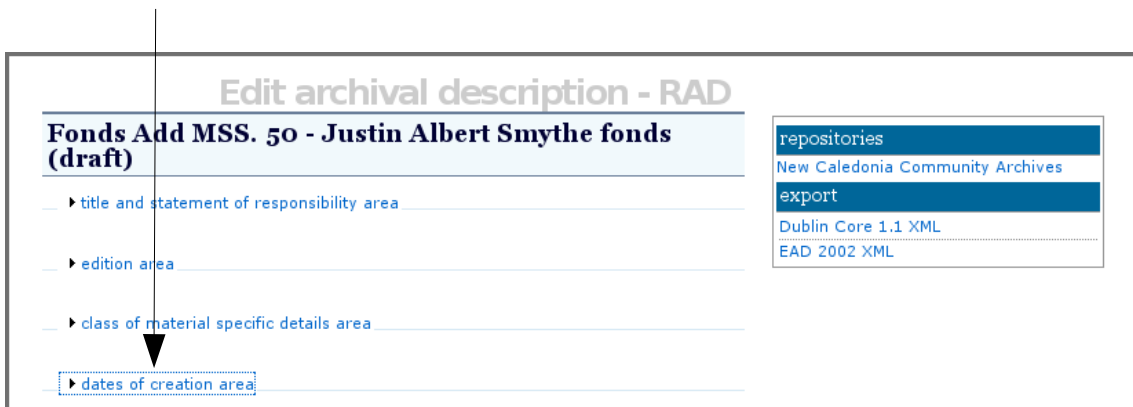


### Step 3 Edit archival description

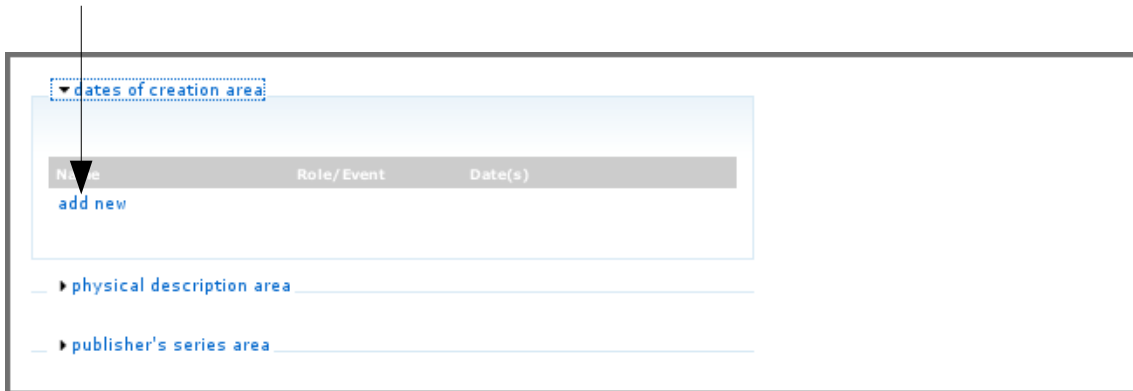
3.1 Click the Edit button

### Step 4 Add creator and dates of creation

4.1 Click dates of creation area

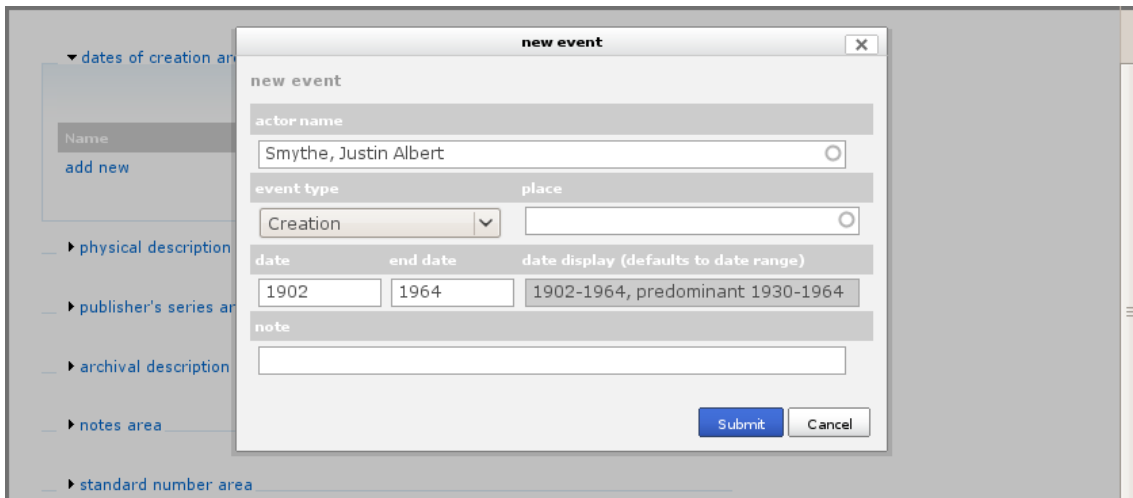


4.2 Click add new



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*




4.5 In date type *1902*

4.6 In end date type *1964*

4.7 In date display (defaults to date range) type *1902-1964, predominant 1930-1962*

4.8 Click submit

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

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

[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)	
Title proper	Justin Albert Smythe fonds
General material designation	<input type="radio"/> Textual record
Title notes	<input type="radio"/> Source of title proper: Title based on the contents of the fonds
Level of description	Fonds
Repository	<a href="#">New Caledonia Community Archives</a>
Reference code	CA NCCA Add MSS. 50
Date	1902-1964, predominant 1930-1964 Type: Creation Creator: Smythe, Justin Albert
Name of creator	<a href="#">Smythe, Justin Albert (1900-1964)</a> <div style="background-color: #e6f2ff; padding: 2px;">Biographical sketch</div> 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.
Name access points	<input type="radio"/> <a href="#">Smythe, Justin Albert (Creator)</a>

repositories

New Caledonia Community Archives

creators

Smythe, Justin Albert

export

Dublin Core 1.1 XML

EAD 2002 XML

Edit

Delete

Link physical storage

Add new

List all

## Step 5 Edit archival description

### 5.1 Click the Edit button



## 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  
creators  
Smythe, Justin Albert  
export  
Dublin Core 1.1 XML  
EAD 2002 XML

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.



▼ archival description area

**Biographical sketch: Smythe, Justin Albert** 

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.

**Custodial history**

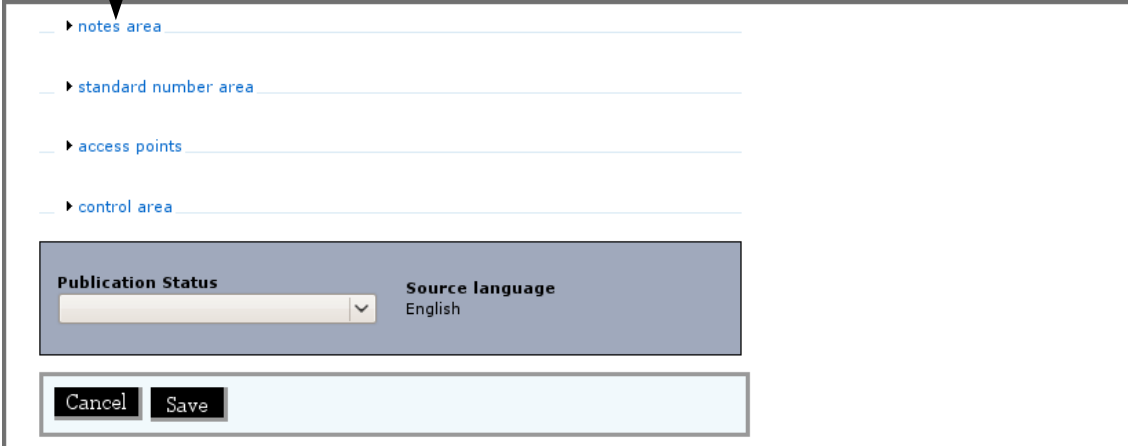
Donated by son Andrew [Smythe](#) in 1987

**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



The screenshot shows a software interface with a list of areas on the left and a form on the right. The list includes:

- notes area
- standard number area
- access points
- control area

The form contains two fields:

- Publication Status**: A dropdown menu with a downward arrow.
- Source language**: A text field containing the word "English".

At the bottom of the form are two buttons: **Cancel** and **Save**.

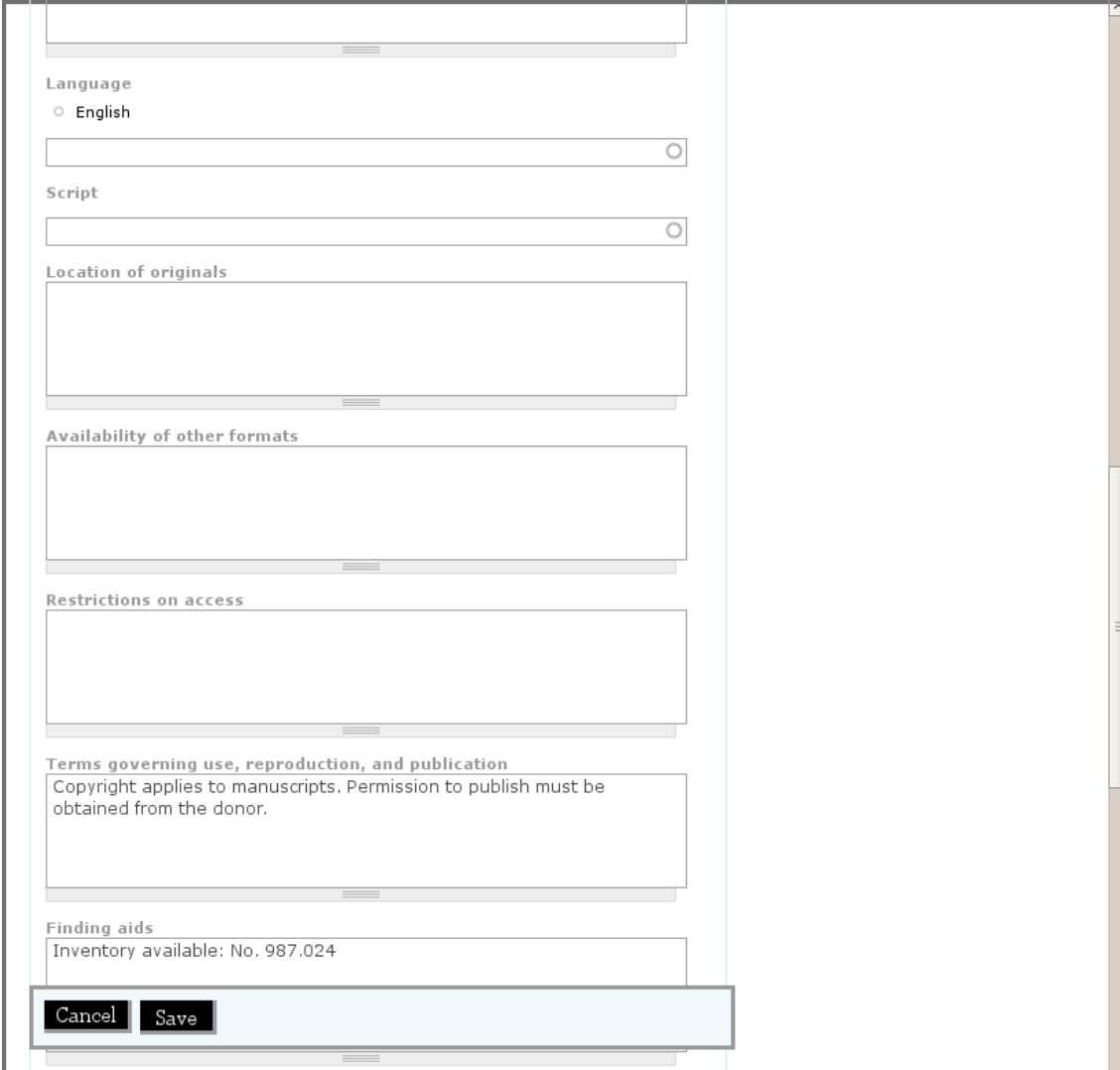
See next page for data entry

## 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

Cancel Save

## 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



The screenshot shows a web interface with a list of options on the left: 'notes area', 'standard number area', 'access points', and 'control area'. A black arrow points from the text '9.1 Click control area' to the 'control area' link. Below the list is a form with two dropdown menus: 'Publication Status' and 'Source language' (set to 'English'). At the bottom of the form are 'Cancel' and 'Save' buttons.

See next page for data entry

9.2 Enter control area data:

9.2.1 In Institution identifier type *New Caledonia Community Archives*

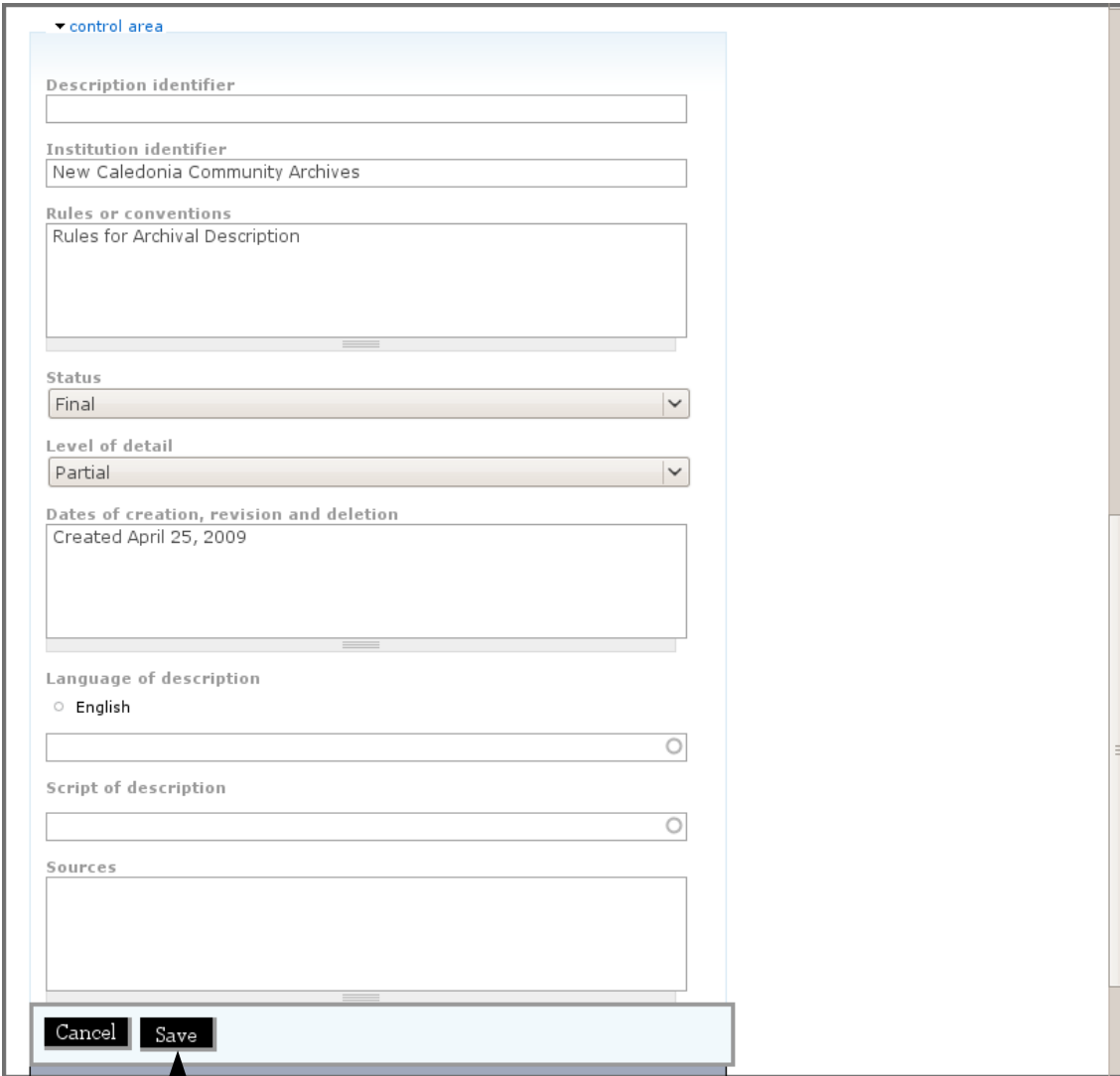
9.2.2 In Rules or conventions type *Rules for Archival Description*

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)



▼ control area

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, 2009

Language of description  
○ English

Script of description

Sources

Cancel Save

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 proper	Justin Albert Smythe fonds
General material designation	<input type="radio"/> Textual record
Title notes	<input type="radio"/> Source of title proper: Title based on the contents of the fonds
Level of description	Fonds
Repository	<a href="#">New Caledonia Community Archives</a>
Reference code	CA NCCA Add MSS. 50
Date	1902-1964, predominant 1930-1964 Type: Creation Creator: Smythe, Justin Albert
Name of creator	<a href="#">Smythe, Justin Albert (1900-1964)</a> <b>Biographical sketch</b> 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.
Physical description	2 m of textual records 28 photographs
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.
Language of material	<input type="radio"/> English
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
Name access points	<input type="radio"/> <a href="#">Smythe, Justin Albert (Creator)</a>
Institution identifier	<a href="#">New Caledonia Community Archives</a>
Rules or conventions	Rules for Archival Description
Status	Final
Detail	Partial
Dates of creation, revision and deletion	Created April 25, 2009
Language of description	<input type="radio"/> English

Edit Delete Link physical storage

Add new List all

repositories

  
[New Caledonia Community Archives](#)

creators

  
[Smythe, Justin Albert](#)

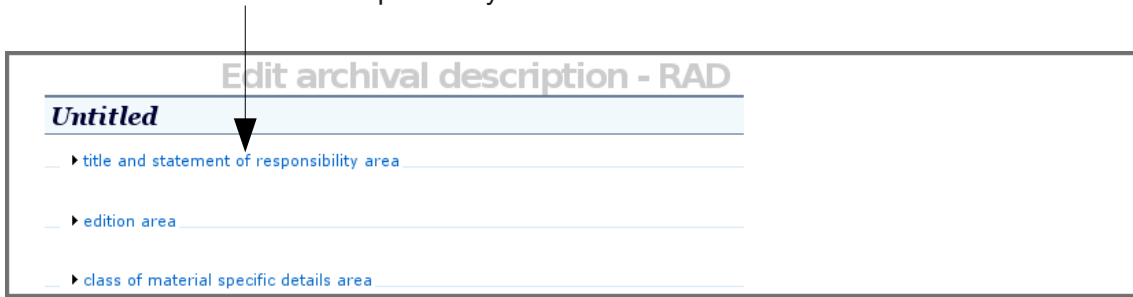
export

  
[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



See next page for data entry



10.3 Enter the following data:

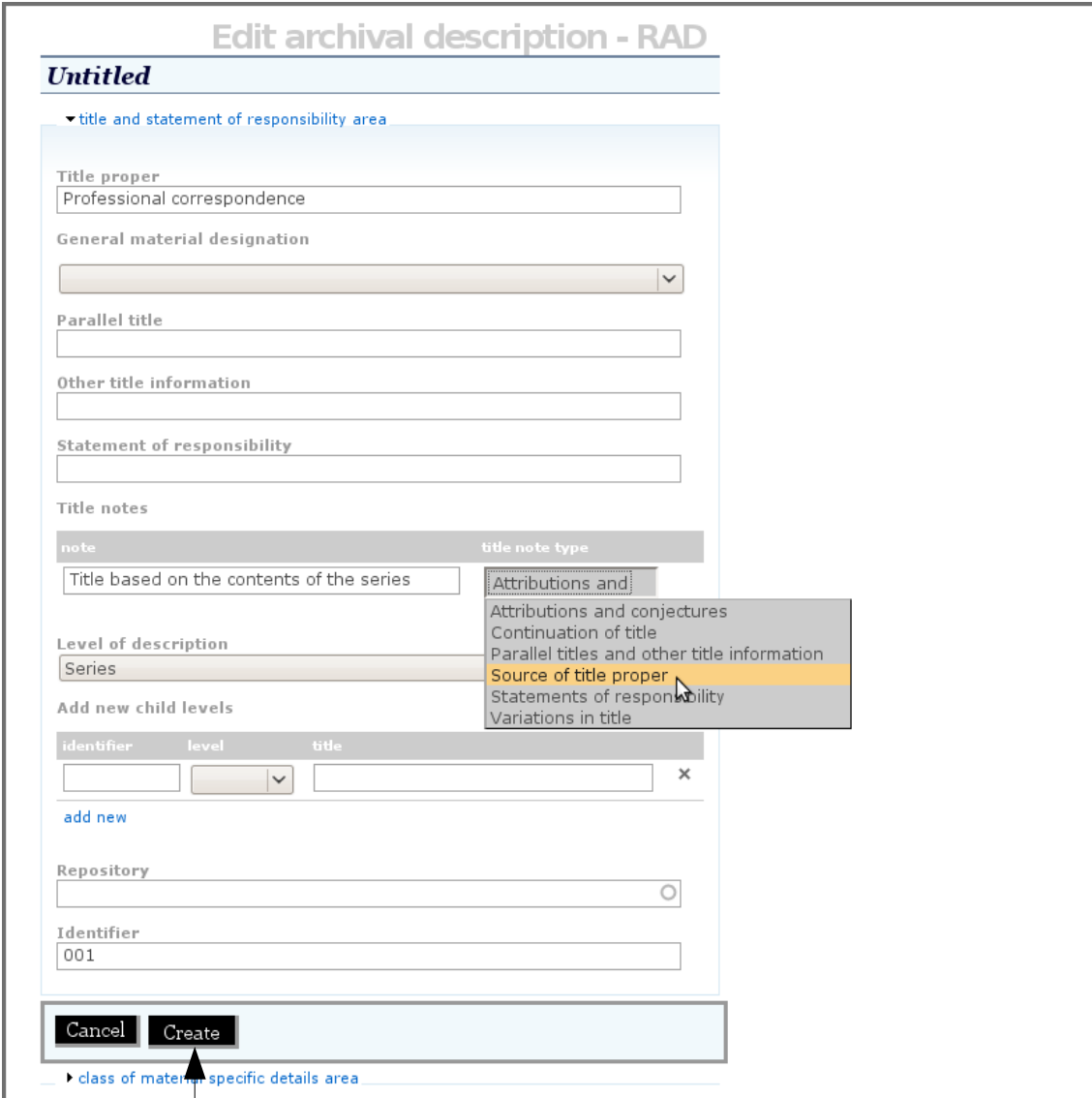
10.3.1 In Title proper type *Professional correspondence*

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 title

Other title information

Statement of responsibility

Title notes

note	title note type
Title based on the contents of the series	Source of title proper

Level of description  
Series

Add new child levels

identifier	level	title

add new

Repository

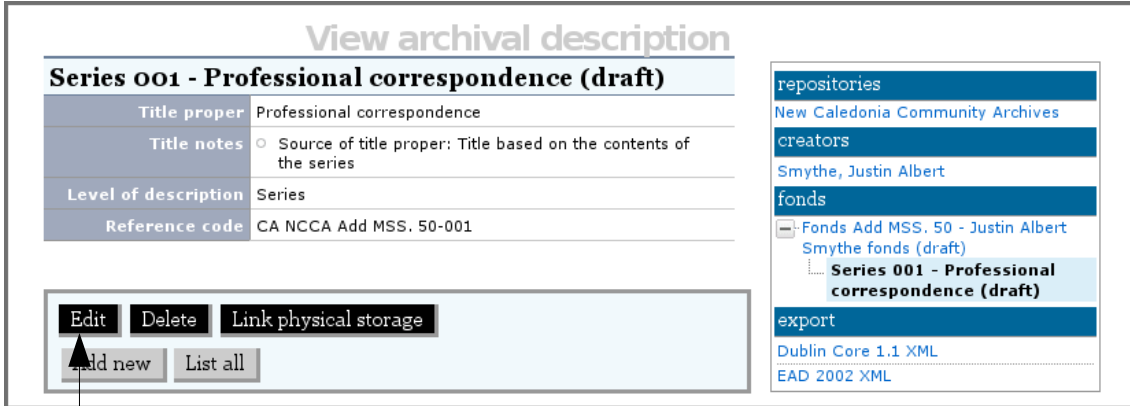
Identifier  
001

Cancel Create

▶ class of material specific details area

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)**

Title proper	Professional correspondence
Title notes	<input type="radio"/> Source of title proper: Title based on the contents of the series
Level of description	Series
Reference code	CA NCCA Add MSS. 50-001

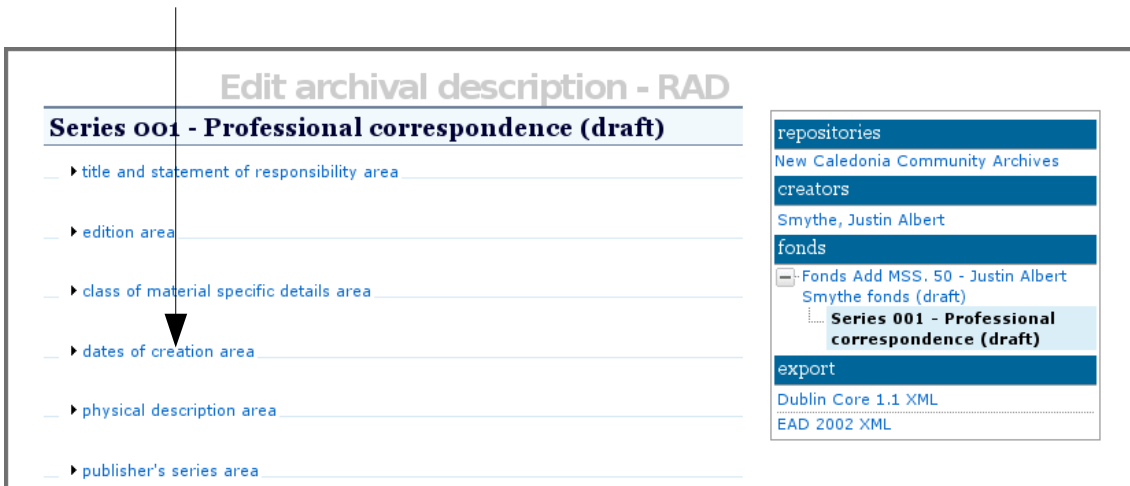
[Edit](#) [Delete](#) [Link physical storage](#)  
[Add new](#) [List all](#)

**repositories**  
 New Caledonia Community Archives  
**creators**  
 Smythe, Justin Albert  
**fonds**  
 - Fonds Add MSS. 50 - Justin Albert Smythe fonds (draft)  
     - **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  
**creators**  
 Smythe, Justin Albert  
**fonds**  
 - Fonds Add MSS. 50 - Justin Albert Smythe fonds (draft)  
     - **Series 001 - Professional correspondence (draft)**  
**export**  
 Dublin Core 1.1 XML  
 EAD 2002 XML

11.3 Click add new

Name	Role/Event	Date(s)
add new		

▶ physical description area

▶ publisher's series area

11.4 In event type select *Creation*

**new event**

name or add new name

event type place

Creation

year end year date display (defaults to date range)

1924 1929

note

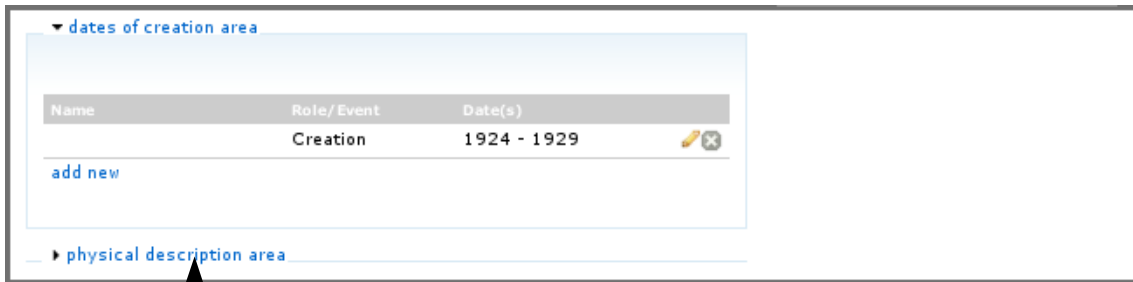
Submit Cancel

11.5 In date type *1924*

11.6 In end date type *1929*

11.7 Click submit

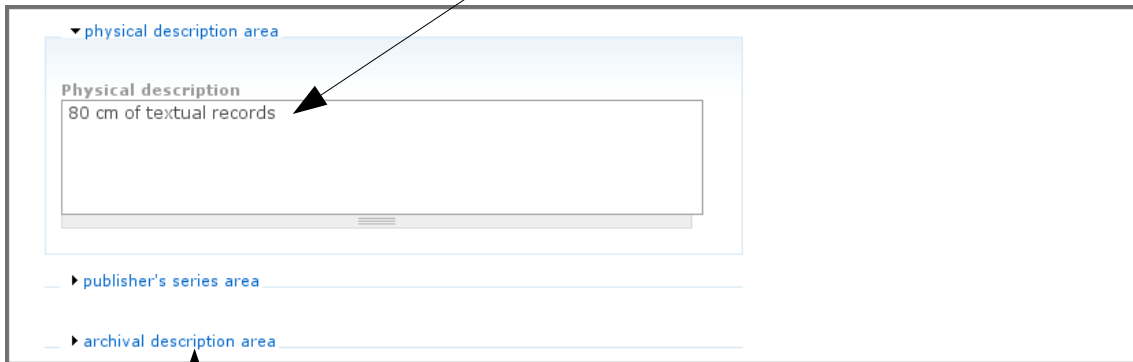
Your screen will now show the saved dates of creation:



**Step 12 Add physical description**

12.1 Click physical description area

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



**Step 13 Add archival description**

13.1 Click archival description area

### 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.*

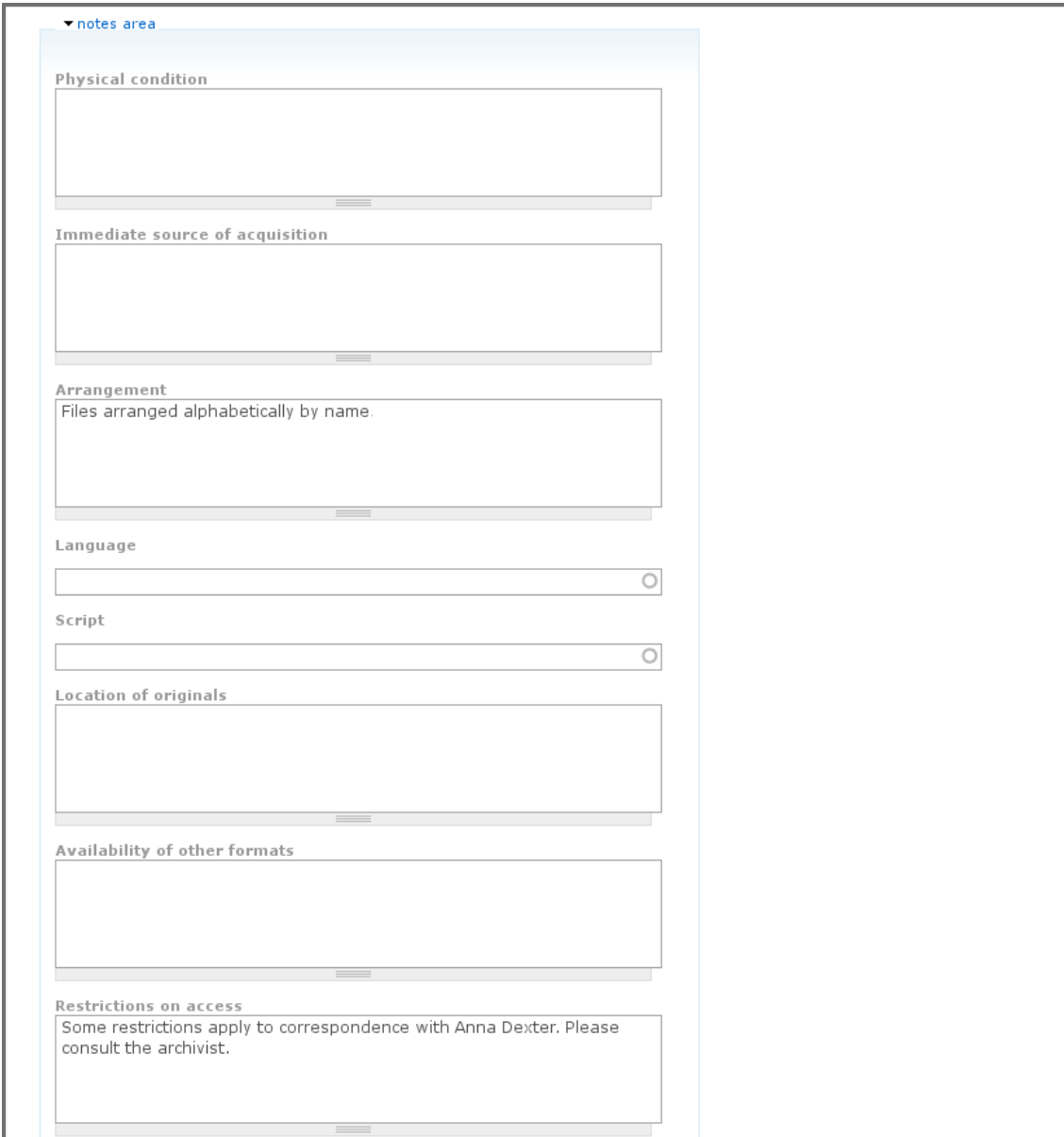


The screenshot shows a web interface for an archival description. At the top, there is a dropdown menu labeled 'archival description area'. Below this, there are two main sections: 'Custodial history' and 'Scope and content'. The 'Scope and content' section contains the text: 'The series consists of 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.' At the bottom of the interface, there is a link labeled 'notes area' with a right-pointing arrow.

#### 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**

**Arrangement**  
Files arranged alphabetically by name.

**Language**

**Script**

**Location of originals**

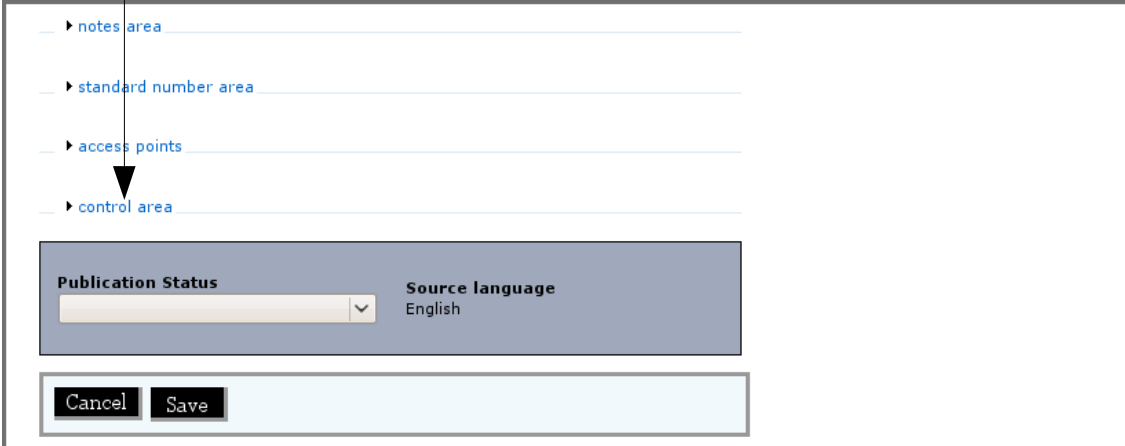
**Availability of other formats**

**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



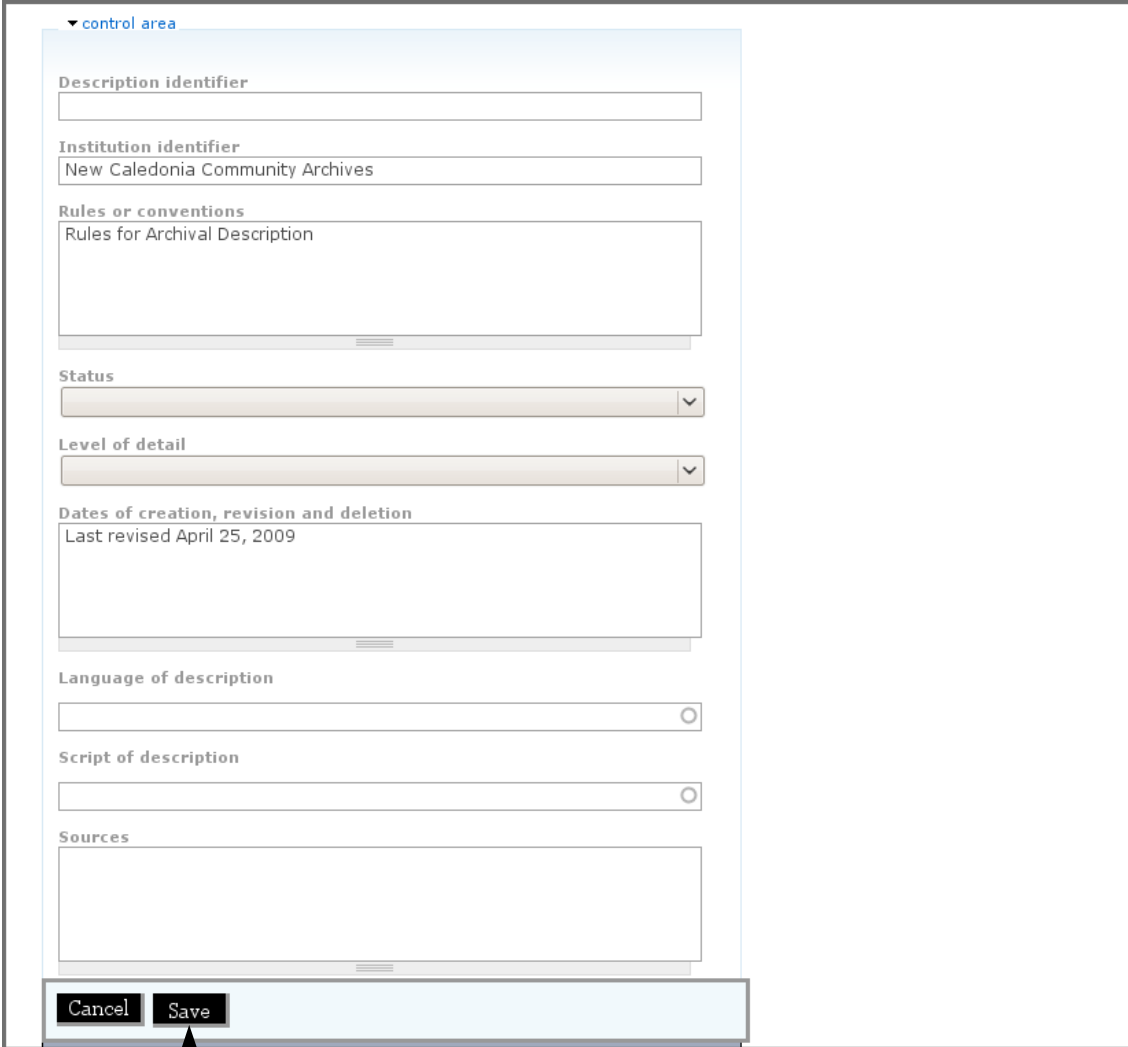
The screenshot shows a web interface with a list of four items: 'notes area', 'standard number area', 'access points', and 'control area'. Each item has a right-pointing arrow icon. A black arrow points from the text '15.1 Click control area' to the 'control area' item. Below the list is a grey rectangular box containing two fields: 'Publication Status' with a dropdown arrow and 'Source language' with the text 'English'. At the bottom of the interface is a light blue box containing two buttons: 'Cancel' and 'Save'.

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*



The screenshot shows a web form titled "control area" with the following fields and values:

- Description identifier: (empty)
- Institution identifier: New Caledonia Community Archives
- Rules or conventions: Rules for Archival Description
- Status: (dropdown menu)
- Level of detail: (dropdown menu)
- Dates of creation, revision and deletion: Last revised April 25, 2009
- Language of description: (radio button)
- Script of description: (radio button)
- Sources: (empty)

At the bottom of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a black box, and an arrow points to it from the instruction below.

15.5 Click the Save button to save and view the record



**View archival description**

**Series 001 - Professional correspondence (draft)**

<b>Title proper</b>	Professional correspondence
<b>Title notes</b>	<input type="radio"/> Source of title proper: Title based on the contents of the series
<b>Level of description</b>	Series
<b>Reference code</b>	CA NCCA Add MSS. 50-001
<b>Date</b>	1924 - 1929 Type: Creation
<b>Physical description</b>	80 cm of textual records
<b>Scope and content</b>	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.
<b>Arrangement</b>	Files arranged alphabetically by name
<b>Restrictions on access</b>	Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.
<b>Institution identifier</b>	New Caledonia Community Archives
<b>Rules or conventions</b>	Rules for Archival Description
<b>Dates of creation, revision and deletion</b>	Last revised April 25, 2009

Edit Delete Link physical storage  
Add new List all

repositories  
New Caledonia Community Archives

creators  
Smythe, Justin Albert

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

creators  
Smythe, Justin Albert

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

export  
Dublin Core 1.1 XML  
EAD 2002 XML

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

General material designation

Parallel title

Other title information

Statement of responsibility

Title notes

note	title note type
Title based on the contents of the series <i>Demo, 2009-11-11 11:12:07</i>	Source of title proper <span style="float: right;">✕</span>
<input type="text" value=""/>	Attributions and <span style="float: right;">▼</span>

Level of description

Add new child levels

identifier	level	title
1	File	Journalists' Association of Canada <span style="float: right;">✕</span>
<a href="#">add new</a>		
Repository	<input type="text" value=""/>	
Identifier	<input type="text" value="001"/>	

repositories
New Caledonia Community Archives
creators
Smythe, Justin Albert
fonds
<ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px;">Fonds Add MSS. 50 - Justin Albert</li> <li style="background-color: #0056b3; color: white; padding: 2px;">Smythe fonds (draft)</li> <li style="background-color: #0056b3; color: white; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px;">Series 001 - Professional correspondence (draft)</li> </ul> </li> </ul>
export
Dublin Core 1.1 XML
EAD 2002 XML

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



identifier	level	title
1	File	Journalists' Association of Canada

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.)



identifier	level	title
1	File	Journalists' Association of Canada
2	File	Society of Candian Publishers

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

<b>Series 001 - Professional correspondence (draft)</b>	
Title proper	Professional correspondence
Title notes	<input type="radio"/> Source of title proper: Title based on the contents of the series
Level of description	Series
Reference code	CA NCCA Add MSS. 50-001
Date	1924 - 1929 Type: Creation
Physical description	80 cm of textual records
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.
Arrangement	Files arranged alphabetically by name
Restrictions on access	Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.
Institution identifier	New Caledonia Community Archives
Rules or conventions	Rules for Archival Description
Dates of creation, revision and deletion	Last revised April 25, 2009

Edit Delete Link physical storage

Add new List all

repositories  
New Caledonia Community Archives

creators  
Smythe, Justin Albert

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

export  
Dublin Core 1.1 XML  
EAD 2002 XML

### Step 17 Edit file description

17.1 For this workshop you will 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

<b>File 1 - Journalists' Association of Canada (draft)</b>	
Title proper	Journalists' Association of Canada
Level of description	File
Reference code	CA NCCA Add MSS. 50-001-1

Edit Delete Link physical storage

Add new List all

repositories  
New Caledonia Community Archives

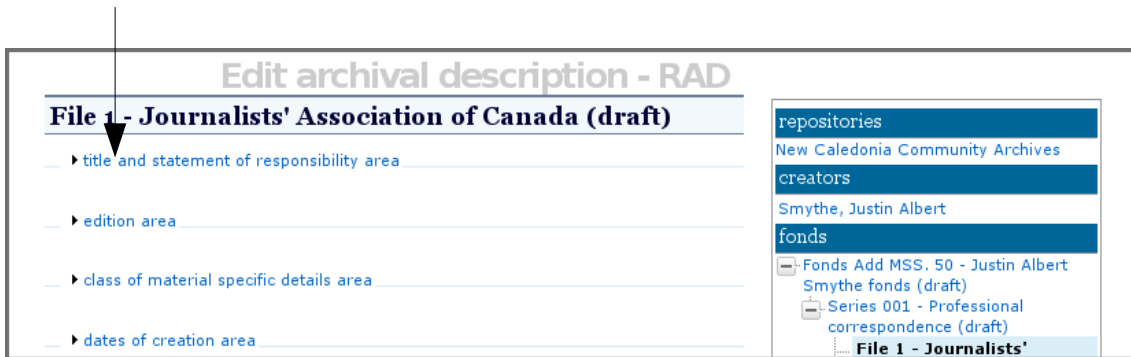
creators  
Smythe, Justin Albert

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

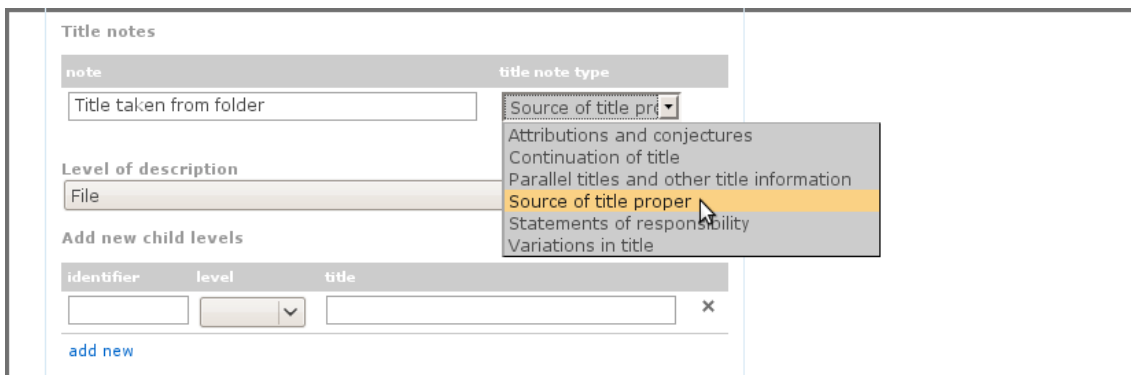
export  
Dublin Core 1.1 XML  
EAD 2002 XML

17.2 Click the Edit button

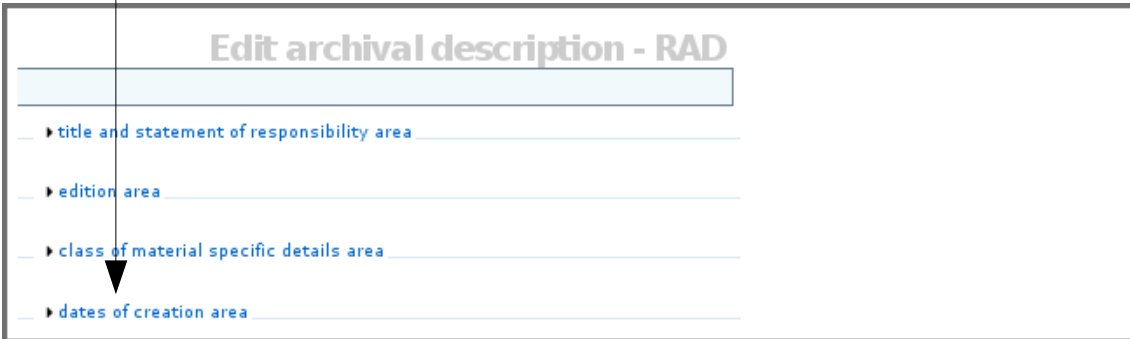
17.3 Click title and statement of responsibility area



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



17.5 Click dates of creation area



**Edit archival description - RAD**

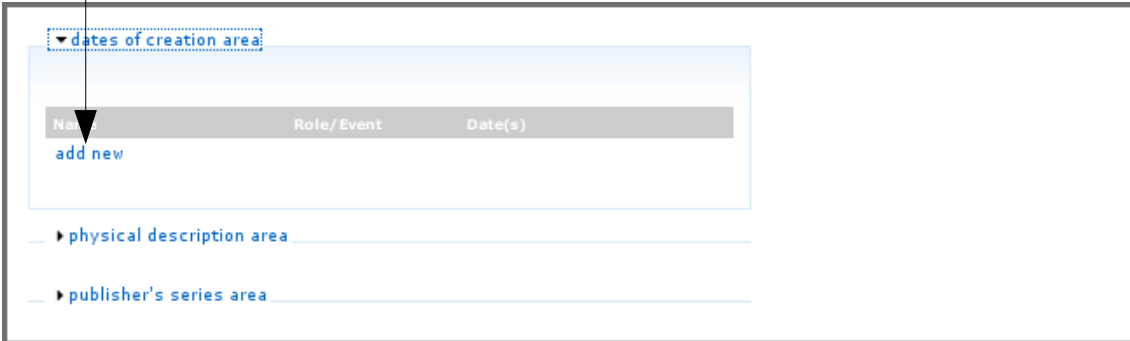
▸ title and statement of responsibility area

▸ edition area

▸ class of material specific details area

▸ dates of creation area

17.6 Click add new



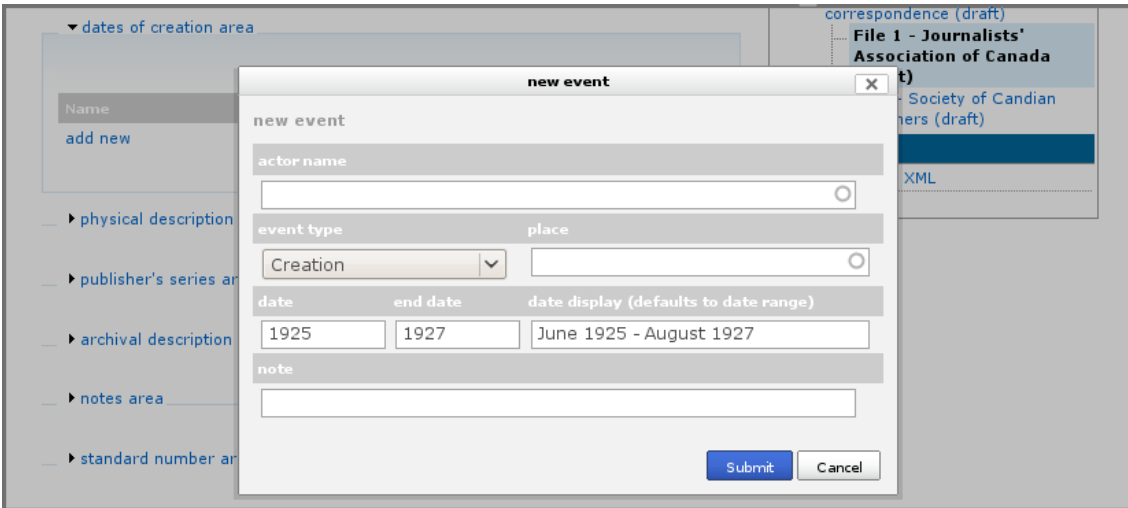
▾ dates of creation area

Name	Role/Event	Date(s)
add new		

▸ physical description area

▸ publisher's series area

17.7 In event type select *Creation*



The screenshot shows a 'new event' dialog box with the following fields and values:

actor name	event type	place	date	end date	date display (defaults to date range)	note
	Creation		1925	1927	June 1925 - August 1927	

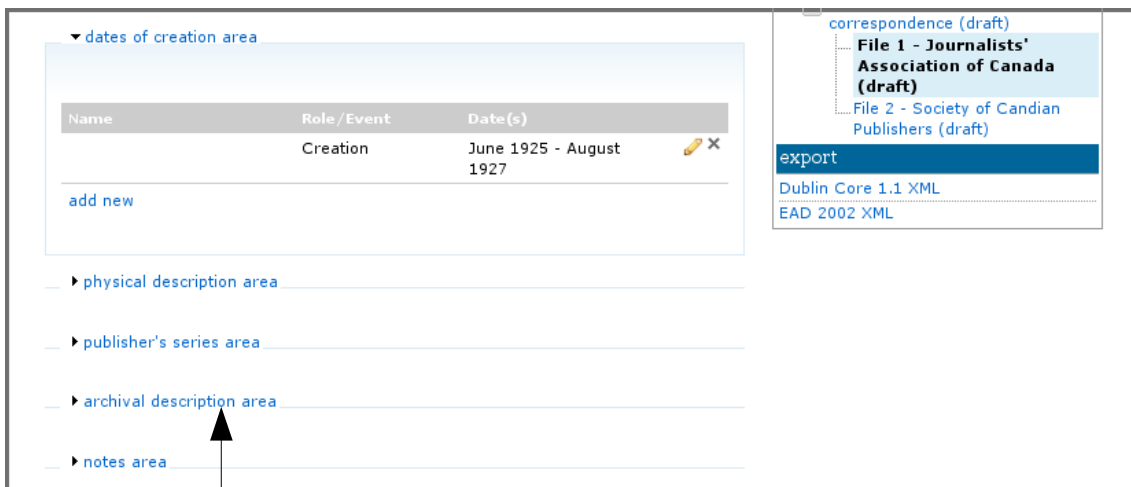
17.8 In date type *1925*

17.9 In end date type *1927*

17.10 In date display (defaults to date range) type *June 1925 – August 1927*

17.11 Click submit

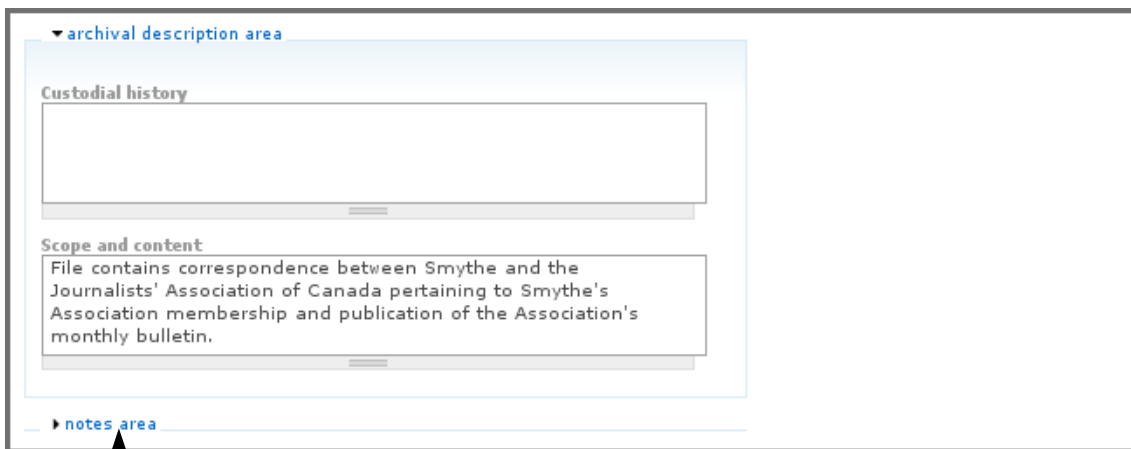
Your screen will now show the saved dates of creation.



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.*



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**  
The contents of this file have been damaged by water

**Immediate source of acquisition**

**Arrangement**

**Language**

**Script**

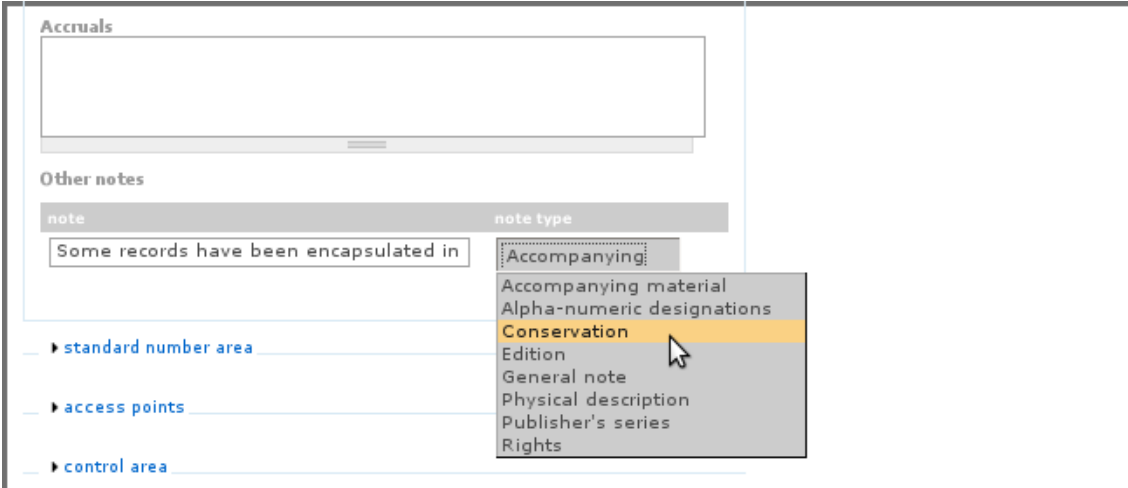
**Location of originals**

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

More notes data entry on next page.

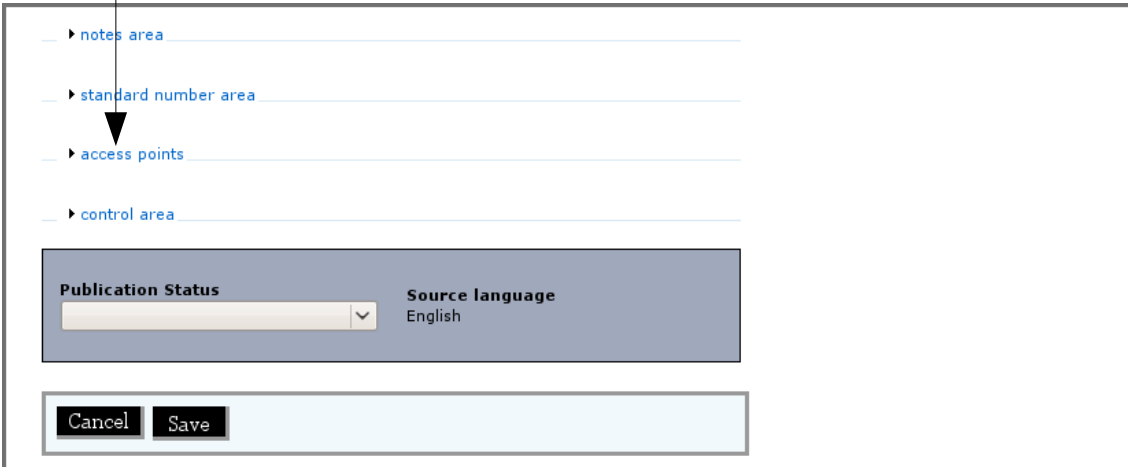
17.16 In Other notes under note type *Some records have been encapsulated in mylar*

17.17 In Other notes under note type select *Conservation*



### Step 18 Add access points

18.1 Click on access points

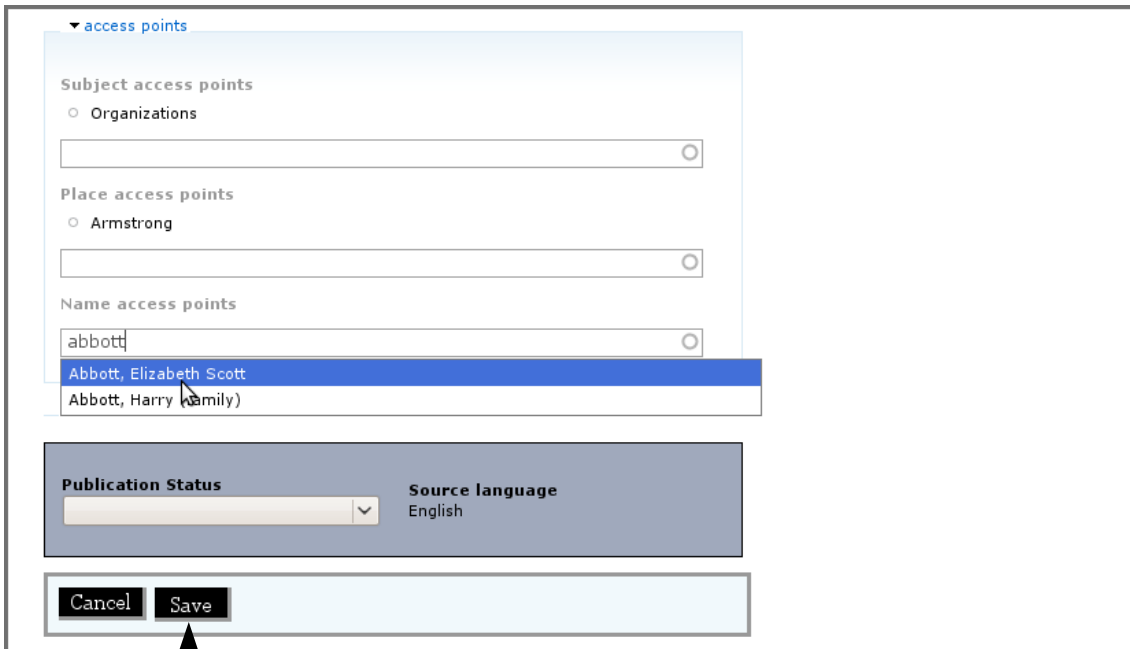


18.2 In Subject access points type *org*. When the term *Organizations* appears in the drop-down list, select it.

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

18.4 In Name access points type *abbott*. Select *Abbott, Elizabeth Scott*, 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.



The screenshot shows a form titled "access points" with three sections: "Subject access points", "Place access points", and "Name access points". Each section has a radio button and a text input field. The "Name access points" field contains the text "abbott" and a dropdown menu is open, showing two options: "Abbott, Elizabeth Scott" (which is highlighted in blue) and "Abbott, Harry (family)". Below these sections are two more fields: "Publication Status" with a dropdown arrow and "Source language" with the text "English". At the bottom of the form are two buttons: "Cancel" and "Save". An arrow points to the "Save" button.

18.5 Click the Save button to save and view the record

Your archival description now contains the access points.

### View archival description

<b>File 1 - Journalists' Association of Canada (draft)</b>	
Title proper	Journalists' Association of Canada
Title notes	<input type="radio"/> Source of title proper: Title taken from folder
Level of description	File
Reference code	CA NCCA Add MSS. 50-001-1
Date	June 1925 - August 1927 Type: Creation
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.
Physical condition	The contents of this file have been damaged by water
Availability of other formats	File also available on microfilm (reel M-62)
Other notes	Conservation: Some notes have been encapsulated in mylar
Subject access points	<input type="radio"/> <a href="#">Organizations</a>
Place access points	<input type="radio"/> <a href="#">Armstrong</a>
Name access points	<input type="radio"/> <a href="#">Abbott, Elizabeth Scott</a>

Edit Delete Link physical storage

Add new List all

repositories

[New Caledonia Community Archives](#)

creators

[Smythe, Justin Albert](#)

fonds

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

export

[Dublin Core 1.1 XML](#)

[EAD 2002 XML](#)

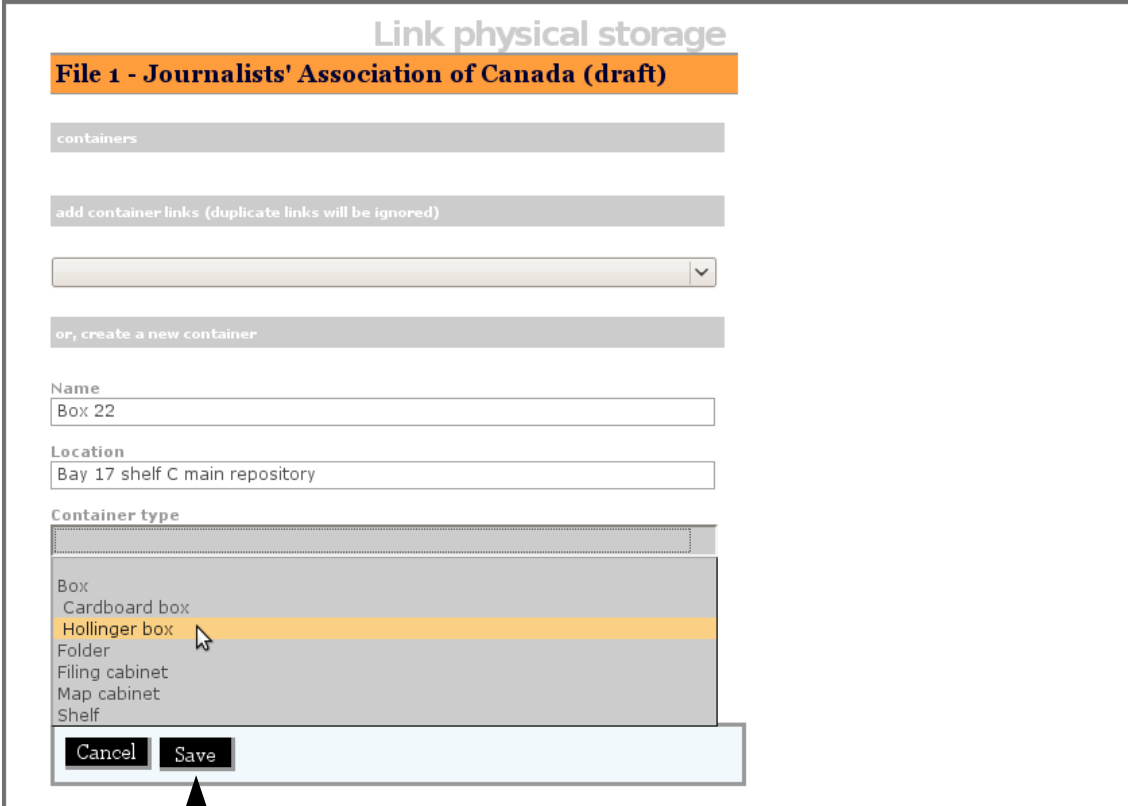
## Step 19 Add physical storage

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**

**File 1 - Journalists' Association of Canada (draft)**

containers

add container links (duplicate links will be ignored)

or, create a new container

Name  
Box 22

Location  
Bay 17 shelf C main repository

Container type

- Box
- Cardboard box
- Hollinger box**
- Folder
- Filing cabinet
- Map cabinet
- Shelf

Cancel Save

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

<b>File 1 - Journalists' Association of Canada (draft)</b>	
Title proper	Journalists' Association of Canada
Title notes	<input type="radio"/> Source of title proper: Title taken from folder
Level of description	File
Reference code	CA NCCA Add MSS. 50-001-1
Date	June 1925 - August 1927 Type: Creation
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.
Physical condition	The contents of this file have been damaged by water
Availability of other formats	File also available on microfilm (reel M-62)
Other notes	Conservation: Some notes have been encapsulated in mylar
Subject access points	<input type="radio"/> <a href="#">Organizations</a>
Place access points	<input type="radio"/> <a href="#">Armstrong</a>
Name access points	<input type="radio"/> <a href="#">Abbott, Elizabeth Scott</a>
Physical storage	Hollinger box: <a href="#">Box 22</a> - Bay 17 shelf C main repository

repositories
New Caledonia Community Archives
creators
Smythe, Justin Albert
fonds
[-] Fonds Add MSS. 50 - Justin Albert
Smythe fonds (draft)
[-] Series 001 - Professional correspondence (draft)
File 1 - Journalists' Association of Canada (draft)
File 2 - Society of Candian Publishers (draft)
physical storage
Hollinger box: <a href="#">Box 22</a> - Bay 17 shelf C main repository
export
Dublin Core 1.1 XML
EAD 2002 XML

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

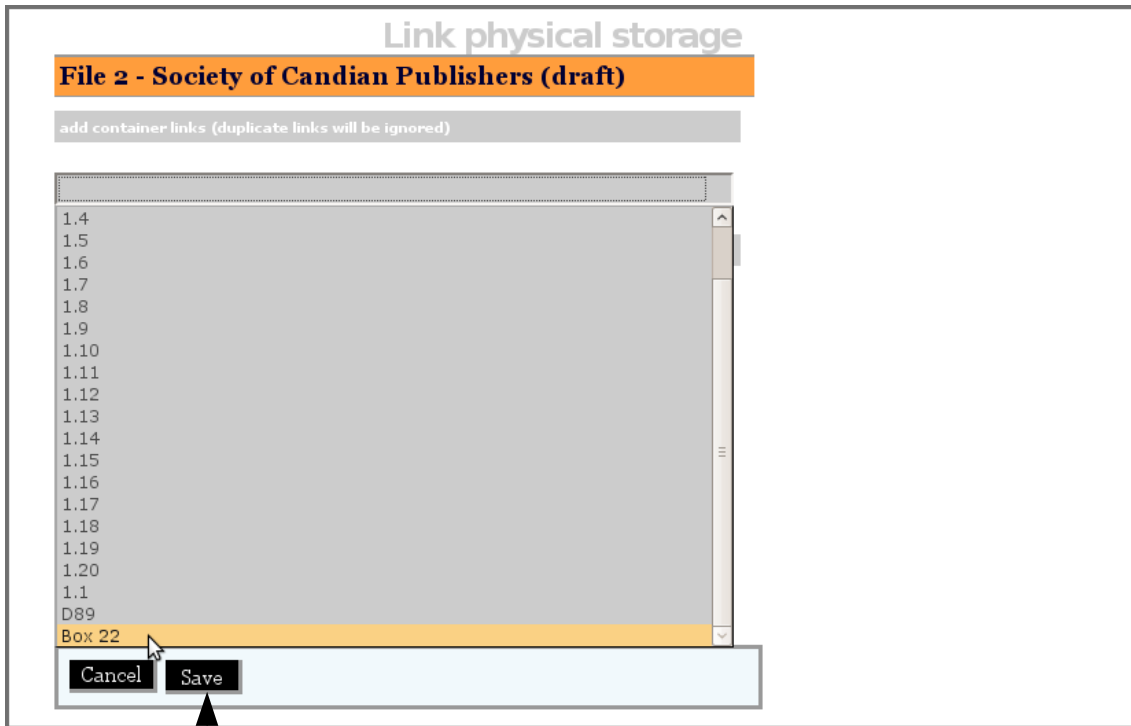
<b>File 2 - Society of Candian Publishers (draft)</b>	
Title proper	Society of Candian Publishers
Level of description	File
Reference code	CA NCCA Add MSS. 50-001-2

Edit	Delete	Link physical storage
Add new	List all	

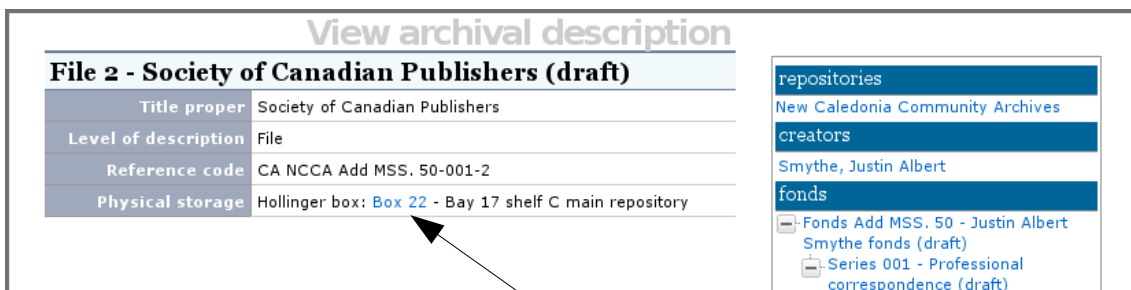
repositories
New Caledonia Community Archives
creators
Smythe, Justin Albert
fonds
[-] Fonds Add MSS. 50 - Justin Albert
Smythe fonds (draft)
[-] Series 001 - Professional correspondence (draft)
File 1 - Journalists' Association of Canada (draft)
File 2 - Society of Candian Publishers (draft)
export
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).

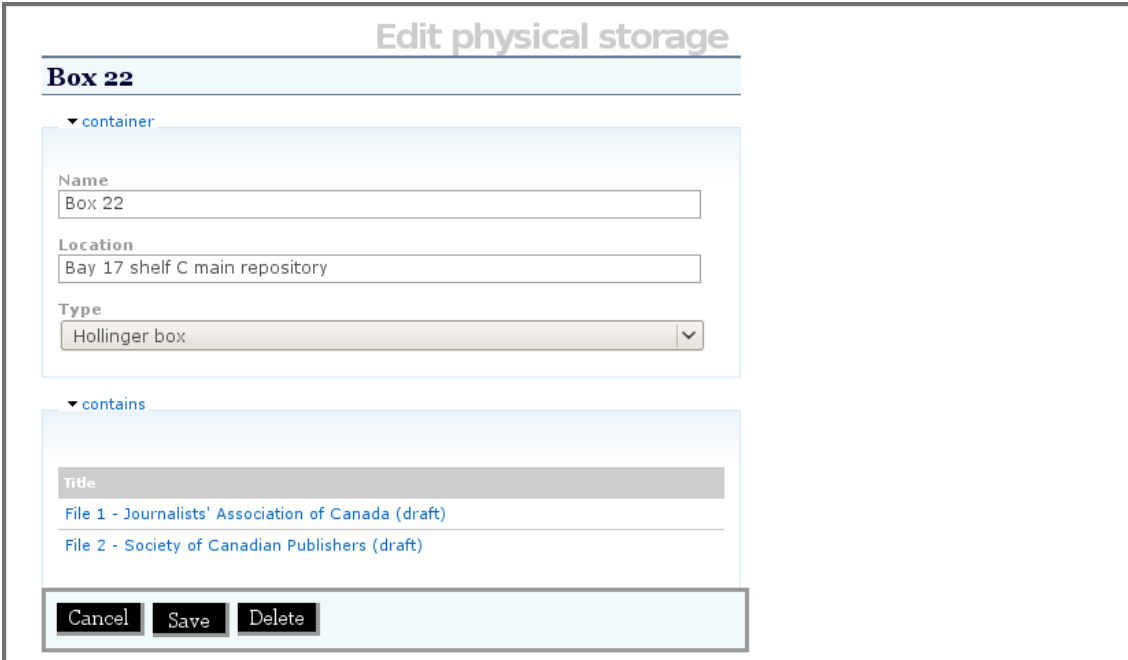


19.9 Click the Save button



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

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



**Edit physical storage**

**Box 22**

▼ container

Name  
Box 22

Location  
Bay 17 shelf C main repository

Type  
Hollinger box ▼

▼ contains

Title

[File 1 - Journalists' Association of Canada \(draft\)](#)

[File 2 - Society of Canadian Publishers \(draft\)](#)

Cancel Save Delete

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. (Note that in MemoryBC a site administrator will normally do that for you.)

### View archival description

File 1 - Journalists' Association of Canada (draft)	
Title proper	Journalists' Association of Canada
Title notes	<input type="radio"/> Source of title proper: Title taken from folder
Level of description	File
Reference code	CA NCCA Add MSS. 50-001-1
Date	June 1925 - August 1927 Type: Creation
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.
Physical condition	The contents of this file have been damaged by water
Availability of other formats	File also available on microfilm (reel M-62)
Other notes	Conservation: Some notes have been encapsulated in mylar
Subject access points	<input type="radio"/> <a href="#">Organizations</a>
Place access points	<input type="radio"/> <a href="#">Armstrong</a>
Name access points	<input type="radio"/> <a href="#">Abbott, Elizabeth Scott</a>
Physical storage	Hollinger box: <a href="#">Box 22</a> - Bay 17 shelf C main repository

repositories
<a href="#">New Caledonia Community Archives</a>
creators
<a href="#">Smythe, Justin Albert</a>
fonds
- <a href="#">Fonds Add MSS. 50 - Justin Albert Smythe fonds (draft)</a>
- <a href="#">Series 001 - Professional correspondence (draft)</a>
- <b><a href="#">File 1 - Journalists' Association of Canada (draft)</a></b>
- <a href="#">File 2 - Society of Candian Publishers (draft)</a>
physical storage
Hollinger box: <a href="#">Box 22</a> - Bay 17 shelf C main repository
export
<a href="#">Dublin Core 1.1 XML</a>
<a href="#">EAD 2002 XML</a>

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

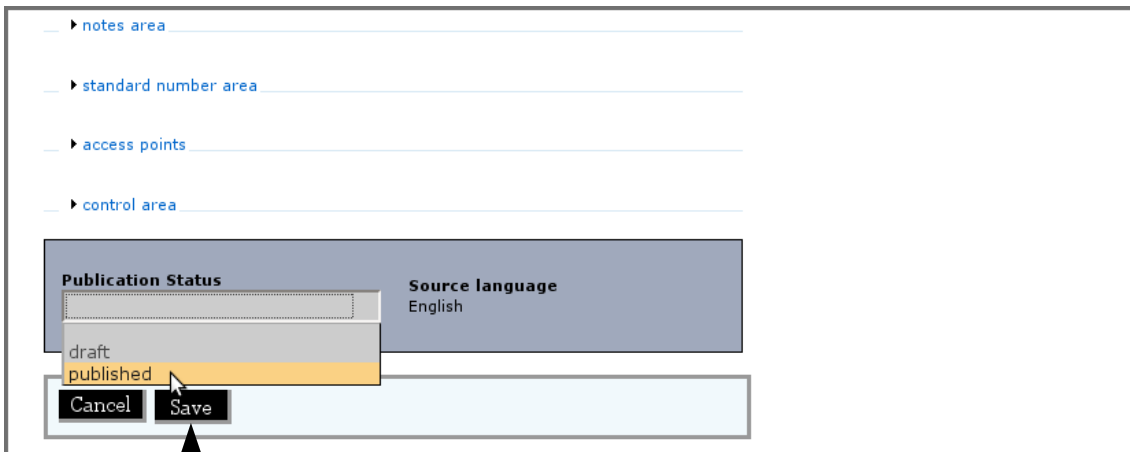
reproduction, and publication	must be obtained from the donor.
Finding aids	Inventory available: No. 987.024
Name access points	<input type="radio"/> <a href="#">Smythe, Justin Albert</a> (Creator)
Institution identifier	New Caledonia Community Archives
Rules or conventions	Rules for Archival Description
Status	Final
Detail	Partial
Dates of creation, revision and deletion	Created April 25, 2009
Language of description	<input type="radio"/> English

Edit
Delete
Link physical storage

Add new
List all

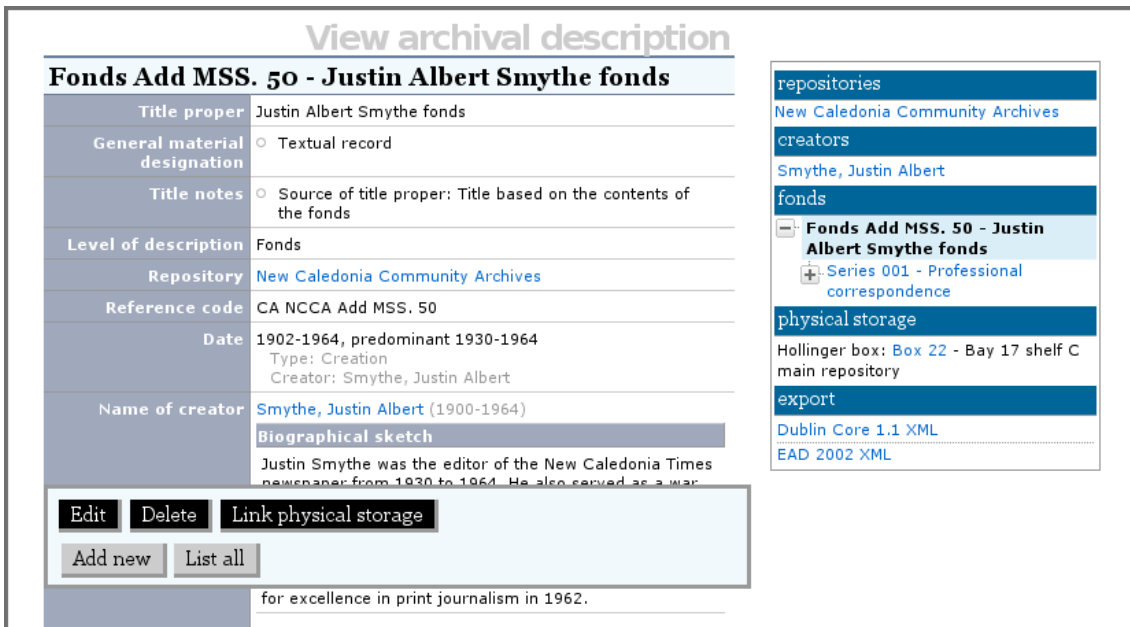
20.2 Click the Edit button

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



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



View archival description	
Fonds Add MSS. 50 - Justin Albert Smythe fonds	
Title proper	Justin Albert Smythe fonds
General material designation	<input type="radio"/> Textual record
Title notes	<input type="radio"/> Source of title proper: Title based on the contents of the fonds
Level of description	Fonds
Repository	New Caledonia Community Archives
Reference code	CA NCCA Add MSS. 50
Date	1902-1964, predominant 1930-1964 Type: Creation Creator: Smythe, Justin Albert
Name of creator	Smythe, Justin Albert (1900-1964) <b>Biographical sketch</b> Justin Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war...

[Edit](#) [Delete](#) [Link physical storage](#)

[Add new](#) [List all](#)

**repositories**  
New Caledonia Community Archives

**creators**  
Smythe, Justin Albert

**fonds**  
- **Fonds Add MSS. 50 - Justin Albert Smythe fonds**  
+ Series 001 - Professional correspondence

**physical storage**  
Hollinger box: Box 22 - Bay 17 shelf C main repository

**export**  
[Dublin Core 1.1 XML](#)  
[EAD 2002 XML](#)

Congratulations! You have finished all the tutorials.

Appendix A: List of subject terms in MemoryBC

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

## Appendix B: List of place names in MemoryBC

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

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

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