

Chapter 11

Managing Access Terms

The Toolkit provides two different record types for managing controlled access points: subject records and name records.

You may access subject and name records directly, by selecting the **Names** or **Subjects** functional area in the navigation menu. You may also access name and subject records within the context of an accession record or a resource record during the process of adding subject terms, source names, creator names, or subject names. This chapter describes procedures for working directly in the name and subject modules, which is useful for creating new subject terms and names, and for managing authorities. Information on procedures for adding names and subjects to accession and description records is available in Chapter 12.

Managing name headings

Overview

Management and description of archival collections involves tracking relationships between the materials and various persons, families, and corporations that may have been sources or creators of the collection, or subjects within the materials. This section describes procedures for creating name authority records, recording non-preferred forms of the name, and establishing related names.

Name records may consist of three distinct sections: name details and description, non-preferred forms and linked accessions and resources, and contact information. Only the name identity section is required. Name description is available for entering administrative histories or biographical notes of creators or donors. Contact information is primarily available for use with source names, but could be added to creator and subject names if deemed useful. You may also record non-preferred forms of a name.

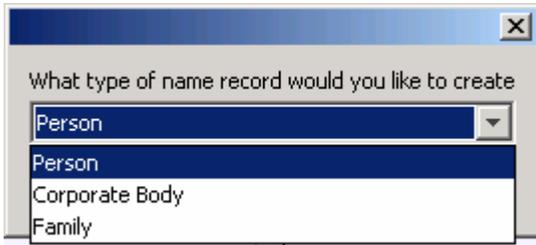
Name records in the Archivists' Toolkit™ are designed to conform with the International Council on Archives' ISAAR(CPF): International Standard Archival Authority Record for Corporate Bodies, Persons, and Families, 2nd ed. and to support the proposed standard Encoded Archival Context (EAC). Name records also accommodate creation of names according to rules established in standards such as AACR2 and DACS. It is beyond the scope of this user manual, however, to provide guidelines for creating headings according to these standards. Examples are given to illustrate use of Archivists' Toolkit fields, but should not be seen as a replacement for rules for establishing forms of names.

It is recommended that the names module be used, at the minimum, to record creators of materials. It is not necessary to record source or subject names in the Toolkit if you do not wish to manage those names in the application.

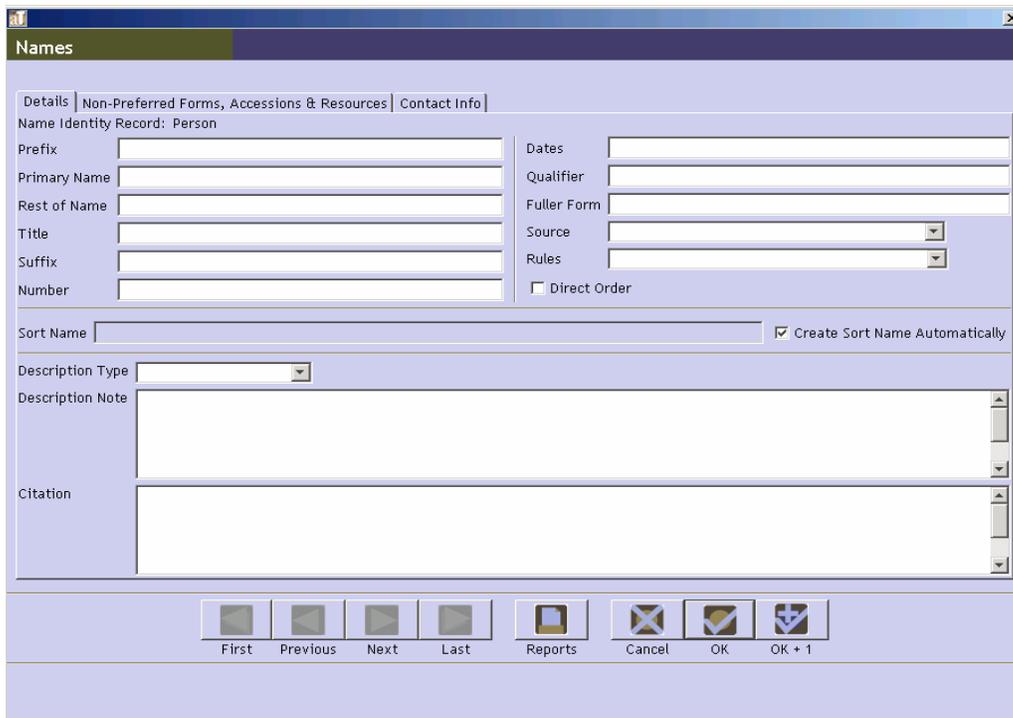
Basic steps for creating a name record



1. From the **Main Screen**, select **Names** and press the **New Record** button.
2. Select the type of name record from the drop-down list: **Person**, **Corporate Body**, or **Family**.



3. Select the **Source** from the drop-down list *or* indicate the **Rules** used to construct the name from the drop-down list.



4. Enter the **Primary Name** (for personal or corporate body name types) or **Family Name** (for a family name type).



5. Save the name record by pressing the **OK** button at the bottom right corner of the



window. If entering more than one name record, save the record by pressing the **OK + 1** button. This will save the current record and open a new name record screen so a subsequent record can be entered.

Caution! The Toolkit will not save the record if the name is not unique. If the elements in the name identity section match those in another record for the same type of name, the Toolkit will indicate that the name record is not unique and prompt you to modify the record or cancel the process.

If the record does not include the required elements listed above, the Toolkit will indicate that the record cannot be saved because one or more of the required fields is not complete. The incomplete fields will be indicated in the error message. The required field(s) must be completed in order to save the record.

The **Sort Name** field is also required; the default record setting is to automatically generate the content of field.

Note: Name records can also be created through accession and resource records. See Chapter 12 for details.

Name data elements

The Toolkit requires data elements only in the identity section of the name record. Additional identity elements not required by the Toolkit, such as description and contact data elements, can be found below the list of required elements. Within the sections listing name identity elements, the data elements are grouped according to type of name: person, corporate body, or family.

Elements required by the Archivists' Toolkit™

For all name types

1. **Name type.** An indicator of the type of name being described, whether personal, corporate body, or family. The content of this field is populated with a controlled list, so you may not add values to the field other than those listed below. In compliance with the EAD standard, conferences are considered to be corporate names.

DACS Reference: 11.6

Options:

Person

Corporate body

Family

2. **Source.** Required if a value is not entered in **Rules**. A code for the authority file in which the name has been established.

DACS Reference: 11.26

Note: These terms are the default values entered into the name source lookup list as installed. Items may be added to this list by the repository, or in the process of importing legacy data. If variants of these sources are added during legacy data

import, the list should be cleaned up using the **Merge Items** option in the Lookup Lists record. See Chapter 15 on customizing the Toolkit.

Defaults:

Local Sources (local)
NACO Authority file (naf)
NAD/ARKII Authority Database (nad)
Union List of Artist Names (ulan)

Note: If names are imported in accession or resource records, this field will contain the value `ingest` for those names. It is recommended that this value be changed to the correct term, and the `ingest` option removed from the lookup list. See Chapter 15 for more detail on how to edit lookup lists.

3. **Rules.** Required if a value is not entered in **Source**. The rules used to formulate the name entry.

DACS Reference: 11.20

Note: These terms are the default values entered into the name rules lookup list as installed. Items may be added to this list by the repository, or in the process of importing legacy data. If variants of these rules are added during legacy data import, the list should be cleaned up using the **Merge Items** option in the Lookup Lists record. See Chapter 15 on customizing the Toolkit.

Defaults:

Anglo-American Cataloging Rules, 2nd ed. (aacr)
Describing Archives: A Content Standard (dacs)
Local (local)

4. **Sort Name.** The complete, concatenated version of the name containing all individual elements. This is the form as it will be shown within Archivists' Toolkit displays and is exported in reports and standardized outputs such as MARCXML and EAD.

By default, the **Sort name** is automatically generated as content is entered into the record. This feature can be activated or turned off through the **Create Sort Name Automatically** check box. If the box is selected, the **Sort Name** will be automatically generated as the record is created or edited. If the **Sort name** is not automatically created as you wish, the feature can be turned off and the **Sort name** can be edited manually. If you select the **Create Sort Name Automatically** check box again the Toolkit will overwrite the manually edited **Sort Name** and enter the system-generated name once again.

Examples:

Richardson, H.H., 1838-1886, (Henry Hobson)
New York University. Graduate School of Arts and Science.

For corporate names

1. **Primary Name.** The principal name for a corporate body, including organizations, government agencies, educational institutions, and conferences. (Additional fields listed below are used to cover other parts of the name.)

DACS Reference: 9.8, 11.5, 14ff

Examples:

Bollingen Foundation

Irvine Company

National Organization for Women

United States (for United States. Bureau of Insular Affairs.)

University of California, San Diego (for University of California, San Diego. Academic Computing Services.)

United States (for United States. Congress. Joint Committee on the Library.)

For personal names

1. **Primary Name.** The family name, surname, or primary name of the individual. (Additional fields listed below are used to cover other parts of the name.)

DACS Reference: 9.8, 11.5, 12.1-12.11

Examples:

Churchill (for Churchill, Winston, Sir, 1874-1965)

Ward (for Ward, Humphrey, Mrs., 1851-1920)

Johnson (for Johnson, Carl F., fl. 1893-1896)

Black Foot (for Black Foot, Chief, d. 1877)

H. D. (for H. D., Hilda Doolittle, 1886-1961)

John (for John II Comnenus, Emperor of the East, 1088-1143)

Taj Mahal (for Taj Mahal (Musician))

For family names

1. **Family Name.** The last or surname for a family. (Additional fields listed below are used to cover other parts of the name.)

DACS Reference: 9.8, 11.5, 12.29

Examples:

Hudson family (for Hudson family)

Farquhar family (for Farquhar family (New York, NY))

Giroux family (for Giroux family (French))

Additional identity elements

The identity section of the minimum identity record can be extended by recording data for any of the following elements.

For corporate names

The screenshot shows a software window titled "Names" with a tabbed interface. The active tab is "Details", with other tabs being "Non-Preferred Forms, Accessions & Resources" and "Contact Info". Below the tabs, it says "Name Identity Record: Corporate Body". The form contains several input fields: "Primary Name", "Subordinate 1", "Subordinate 2", "Number", "Qualifier", "Source" (a dropdown menu), and "Rules" (a dropdown menu). Below these is a "Sort Name" field with a checkmark for "Create Sort Name Automatically". Further down are "Description Type" (a dropdown menu), "Description Note" (a large text area), and "Citation" (another large text area). At the bottom of the window is a toolbar with icons for "First", "Previous", "Next", "Last", "Reports", "Cancel", "OK", and "OK + 1".

1. **Subordinate 1.** The name of an organizational unit within the entity named in the **Primary Name** field.

DACS Reference: 9.8, 11.5, 14ff

Examples:

Bureau of Insular Affairs (for United States. Bureau of Insular Affairs.)

Academic Computing Services (for University of California, San Diego.
Academic Computing Services.)

Congress (for United States. Congress. Joint Committee on the Library.)

2. **Subordinate 2.** The name of an organizational unit within the entity named in the **Subordinate 1** field.

DACS Reference: 9.8, 11.5, 14ff

Examples:

Joint Committee on the Library (for United States. Congress. Joint Committee on the Library.)

3. **Number.** The number of a meeting.

Examples:

2nd (for National Conference on Physical Measurement of the Disabled, 2nd.)

4. **Qualifier.** A term or phrase that distinguishes the corporate name from another with the same content. The qualifier may be a place term, date, or a generic descriptor.

Examples:

Osaka , Japan (for Expo '70 (Osaka, Japan))

1966 (for Belgian-Netherlands Antarctic Expedition (1966))

1857: Republican (for Minnesota. Constitutional Convention (1857 : Republican))

For personal names

The screenshot shows a software window titled "Names" with a tabbed interface. The "Details" tab is selected, displaying a form for a "Name Identity Record: Person". The form contains several input fields: Prefix, Primary Name, Rest of Name, Title, Suffix, Number, Dates, Qualifier, Fuller Form, Source (a dropdown menu), and Rules (a dropdown menu). There is also a checkbox for "Direct Order". Below the main form is a "Sort Name" field and a checked checkbox for "Create Sort Name Automatically". Further down are sections for "Description Type" (a dropdown), "Description Note" (a large text area), and "Citation" (another large text area). At the bottom of the window is a navigation bar with buttons for "First", "Previous", "Next", "Last", "Reports", "Cancel", "OK", and "OK + 1".

1. **Prefix.** Any word associated with a name that in regular use would come before the name, such as Mr., Miss, etc.

Examples:

Mrs. (for Ward, Humphrey, Mrs., 1851-1920)

2. **Rest Of Name.** The given name of the individual along with middle name or initials if necessary to differentiate the name from other similar names.

DACS Reference: 9.8, 11.5, 12.1-12.11

Examples:

Winston (for Churchill, Winston, Sir, 1874-1965)

Humphrey (for Ward, Humphrey, Mrs., 1851-1920)

Carl F. (for Johnson, Carl F., fl. 1893-1896)

3. **Title.** Titles and other words associated with a name. It may include titles designating rank, office, or nobility, terms of address, and other words or phrases associated with the name. Examples include Sir, Saint, or terms used to identify the name and differentiate it from other similar names.

DACS Reference: 9.8, 11.5, 12.1-12.11

Examples:

Sir (for Churchill, Winston, Sir, 1874-1965)

Chief (for Black Foot, Chief, d. 1877)

Emperor of the East (for John II Comnenus, Emperor of the East, 1088-1143)

Musician (for Taj Mahal (Musician))

4. **Suffix.** Any word associated with a name that in regular use would come after the name.

Examples:

Jr. (for King, Martin Luther, Jr., 1929-1968)

5. **Number.** A number used to distinguish like names. It may include a Roman numeral alone or a Roman numeral and subsequent part of a forename, as in the example below.

DACS Reference: 9.8, 11.5, 12.1-12.11

Examples:

II Comnenus (for John II Comnenus, Emperor of the East, 1088-1143)

6. **Dates.** Birth, death, or flourishing dates used to distinguish the name from other similar forms. It may include a qualifier, such as b. for a birth date, d. for a death date, or fl. for flourishing dates.

DACS Reference: 9.8, 11.5, 12.1-12.11

Examples:

1874–1965 (for Churchill, Winston, Sir, 1874-1965)

d. 1877 (for Black Foot, Chief, d. 1877)

1886–1961 (for H. D., Hilda Doolittle, 1886-1961)

1088–1143 (for John II Comnenus, Emperor of the East, 1088-1143)

fl. 1893–1896 (for Johnson, Carl F., fl. 1893-1896)

7. **Qualifier.** A word or phrase that distinguishes between two headings identical in all other respects. The qualifier may include a term of honor or address, a title of position or offices, initials indicating an academic degree or membership in an organization, or a geographical location. Generally used only when other information such as dates or fuller form of the name are not available or do not serve to differentiate the names.

DACS Reference: 12.19

Examples:

Notary (for Johannes (Notary))

F.I.P.S. (for Brown, George, F.I.P.S.)

Captain (for Brown, George, Captain)

of Falls Church, Va. (for Baker, Miss, of Falls Church, Va.)

8. **Fuller Form.** A more complete form of the name than that found in the **Rest Of Name** field. Generally used to resolve conflicts with other similar names.

DACS Reference: 9.8, 11.5, 12.1-12.11

Examples:

Hilda Doolittle (for H. D., Hilda Doolittle, 1886-1961)

9. **Direct Order.** A checkbox used to indicate that an automatically generated **Sort Name** should be expressed with the **Rest Of Name** field followed by the **Primary Name** field (as opposed to **Primary Name, Rest Of Name**).

For example, because the name in direct order box is checked, the **Sort Name** for the following record is Isaac ben Aaron as opposed to Aaron, Isaac ben. See DACS rules 12.8-12.9 for examples of names expressed in direct order.

Names

Isaac ben Aaron

Details | Non-Preferred Forms, Accessions & Resources | Contact Info

Name Identity Record: Person

Prefix:

Primary Name:

Rest of Name:

Title:

Suffix:

Number:

Dates:

Qualifier:

Fuller Form:

Source:

Rules:

Direct Order

Sort Name: Create Sort Name Automatically

Description Type:

Description Note:

Citation:

First Previous Next Last Reports Cancel OK OK + 1

For family names

Names

Details | Non-Preferred Forms, Accessions & Resources | Contact Info

Name Identity Record: Family

Family Name:

Prefix:

Qualifier:

Source:

Rules:

Sort Name: Create Sort Name Automatically

Description Type:

Description Note:

Citation:

First Previous Next Last Reports Cancel OK OK + 1

1. **Name Prefix.** This is an article or preposition that comes before the surname. The Toolkit automatically sorts the prefix after the **Family Name**. To change the sort order, click off **Create Sort Name Automatically** and enter the name as it should appear.

Examples:

de (for de Beers)
van (for James van Jones)

2. **Qualifier.** Terms used to distinguish two similar family names. They may include a statement of occupation, nationality, or geographic location. Use only if necessary to differentiate the heading from other like forms.

Examples:

New York, NY (for Farquhar family (New York, NY))
French (for Giroux family (French))
Winemakers (for Charron-Lecorre family (Winemakers))

Name description elements

Using the following fields, you may add descriptive information to any name record, regardless of the type of record or relationship of the person, family, or corporation to the archival materials being described. Although the Toolkit does not require any of these fields, there are requirements associated with some of the data elements if they are utilized.

1. **Description Type.** (Required if a **Description Note** is provided.) An indication of the type of description being entered into the **Description Note** field.

Defaults:

Administrative History
Biography

2. **Description Note.** A note providing biographical information in the case of personal or family names, or an organizational/administrative history in the case of a corporate body.

DACS Reference: 10.13ff, 11.12

3. **Citation.** A bibliographic reference citing any sources for establishing the name record.

DACS Reference: 11.26

Examples:

Eichenwald, Kurt. Conspiracy of fools: a true story. New York: Broadway Books, 2005.

Non-preferred Forms, Accessions & Resources

This tab can be used to record non-preferred forms of names, as discussed in the next section, and also to list all the Accessions and Resources linked to a Name record. The linked Accession and Resource records cannot be opened through a Name record, and these links must be created through the

Accession or Resource record. See Chapter 12 for more details on linking Name records to Accession or Resource records.

Adding a non-preferred form of name

The Archivists' Toolkit also allows you to record non-preferred forms of names. The fields that form a non-preferred name mimic those outlined in the previous section. So, for example, a non-preferred form for a corporate body has fields for **Primary Name**, **Subordinate 1**, etc.

You may add one or more non-preferred forms to any name record. Use the following instructions to add a non-preferred name:

1. From the name record, select the **Non-Preferred Forms, Accessions & Resources** tab

The screenshot shows a web application window titled "Names" with a sub-header "Borges, Jorge Luis" and "Record 6 of 47". The main content area has three tabs: "Details", "Non-Preferred Forms, Accessions & Resources" (which is selected), and "Contact Info".

The "Non-Preferred Forms" section contains a table with two columns: "Sort Name ▲" and "Name Type". Below the table are two buttons: "Add Non-Preferred Form" and "Remove Non-Preferred Form".

The "Accessions" section contains a table with four columns: "Accession Number ▲", "Title", "Extent Number", and "Extent Type".

The "Resources" section contains a table with five columns: "Title", "Extent Number", "Resource Id", "Extent Type", and "Resource Identifier ▲".

Below the tables is a note: "Resources in Red have the subject term linked at the component level".

At the bottom of the main content area is a navigation bar with seven buttons: "First", "Previous", "Next", "Last", "Reports", "Cancel", and "OK".

The footer of the window displays: "Created: Jun 22, 2007 by A2Ross | Modified: Jun 22, 2007 by A2Ross | Record Number: 10".

2. Press **Add Non-Preferred Form** button and enter data into the non-preferred form template. Only **Primary Name** is required to save a non-preferred form.

The screenshot shows a software dialog box titled "Names" with a sub-tab "Non Preferred Names". The "Name Identity Record" is set to "Person". Below this are several text input fields: "Prefix", "Primary Name", "Rest of Name", "Title", "Suffix", "Number", "Dates", "Fuller Form", and "Qualifier". To the right of the "Prefix" field is a checkbox labeled "Direct Order". Below the "Sort Name" field is a checkbox labeled "Create Sort Name Automatically". At the bottom of the dialog, there are four navigation buttons: "First", "Previous", "Next", and "Last". To the right of these are three action buttons: "Cancel", "OK", and "OK + 1".

In general, descriptions of name data elements given in the previous section are also applicable to corresponding fields in the non-preferred name template. The primary difference is that non-preferred forms do not follow rules such as AACR2 or DACS.

3. Save the name record, including the new non-preferred form, by pressing the  button.

Contact Information tab elements

Use the following fields to record contact information for the person in question. Contact information can be added to any name record regardless of the type of name or the relationship of the person, corporate body, or family to the archival materials being described. This section of the name record was designed primarily to assist in managing contacts with records sources, such as donors, dealers, and institutional offices transferring records to the repository.

1. **Salutation.** Form of name used for greeting in writing or in person. Unlike the **Name** (see below), the **Salutation** may refer to the same entity identified in the name record, though in

a different form. For example, a record for Wiget, Pamela may have the **Salutation** Ms Wiget, Pam Wiget, or Pam.

2. **Address 1.** Street or postal address for the person, corporate body, or family named in the identity section of the record.

Examples:

112 Main St.

P.O. Box 27

3. **Address 2.** Additional address information needed to record the address of the person, corporate body, or family named in the identity section of the record.

Example:

Unit 2

4. **City.** City or town in which the person, corporate body, or family is located.

Examples:

New York

Ottawa

5. **Region.** State, province, etc. in which the city is located. The choice of whether to use a mailing code (NY) or full name (New York) is up to the repository.

Examples:

NY

Ontario

6. **Country.** Name of the country in which the person, corporate body, or family is located.

Examples:

U.S.A.

Canada

7. **Mail Code.** Zip code or other postal code used in the address.

Examples:

10118

K1R 7A8

8. **Phone.** Primary telephone for contacting the entity named in the identity section of the record.

Examples:

312-555-1212

+44 08457 300 700

9. **Fax.** Primary fax number for the entity.

Example:

312-555-1213

10. **Email.** Primary email for contacting the entity.

Example:

agency@nyu.edu

11. **Name.** Name, in natural order, of a person who serves as the primary contact for the entity recorded in the name record. For example, this may be an individual in a corporate office, a family member or assistant for a personal name, or an individual member of the family for a family name.

Example:

Tom Jordan

Contact notes

Contact notes are used to record the interactions with contact persons. You may add any number of contact notes to a single name record, for example, to record and track multiple interactions with the entity over time, to record times the individual is available for picking up materials, or to indicate the relationship between a contact name and the entity.

To add a contact note:

1. Click **Add Note** button from the **Contact Info** tab.

2. Enter **Note** text.

The following fields relate to contact notes.

1. **Label.** Any term or phrase that will help to identify the type of information found in the contact note.

Examples:

Phone Conversation
 Times of Availability
 Relationship

2. **Note. Required.** Note for clarifying data recorded in the contact fields, for maintaining a contact log, or any other information related to the entity and the act of contacting them.

Examples:

March 21, 1992. Discussed contents of Chancellor Scott's office files to be transferred to the archives, and necessity of box list with transfer.

Call 1-5 p.m.

Tom Jordan is Amy Stanford's nephew. All contacts related to her papers should be directed to him.

Relationships with other records

The Archivists' Toolkit™ uses name records to document sources and creators of collections, as well as persons, families, and organizations found as subjects in the materials. The Toolkit allows you to add names as sources to accession records and top-level description records. You can also add creator

names and subject names to accession records and to all description records. See Chapter 12 for more information on assigning source, creator, and subject names.

Name reports

You may generate descriptive reports that draw upon data found in the name records and administrative reports useful in managing authorities. See Chapter 14 for specific instructions for generating reports.

Examples of the following reports are available in the Appendices:

1. **Print Screen.** Prints the list of name records as they are displayed in the list screen. This report is only available through the list view.
2. **Name record(s).** Displays name(s) record information for selected record(s). Report shows all data contained in the Details and Contact Info record tabs.
3. **Names list.** Displays a list of name(s). Report contains sort name, name type and name source.
4. **Name(s) with accessions.** Displays name(s) and all accessions to which the name is linked. Report contains sort name, name type, name source and any accession records linked to that name.
5. **Names with non-preferred names.** Displays name(s) with all non-preferred name(s) for each name. Report contains sort name, name type, name source and any other non-preferred forms of that name.
6. **Names with resource(s).** Displays name(s) and all resources to which the name is linked. Report contains sort name, name type, name source and any resources records linked to that name.
7. **Name(s) with resource(s) and accession(s).** Displays names and all resource(s) and accession(s) to which the name is linked. Report contains sort name, name type, name source and any resources records or accession records linked to that name.

Managing subject (non-name) headings

Overview

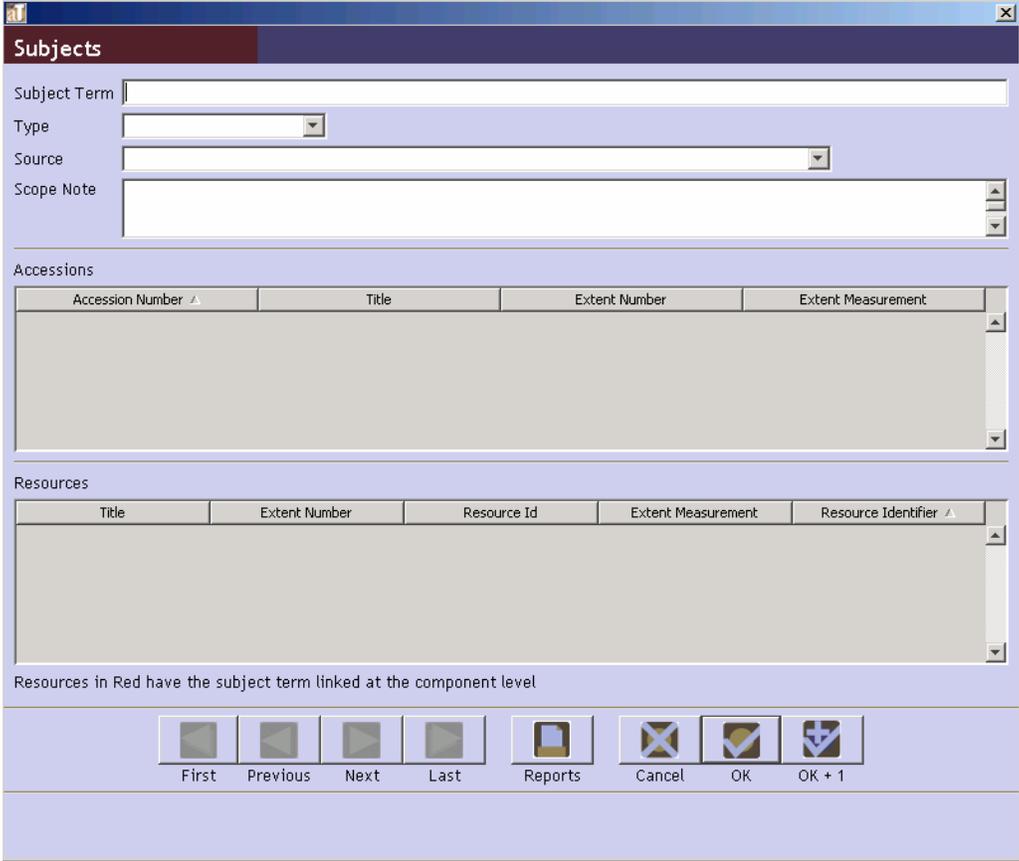
The Toolkit allows you to create and manage six different types of subject access points: uniform titles, topical terms, geographical names, genre/form terms, occupations, and functions. Names that are related to resources or accessions as subjects should be entered as a name record, even if they have topical divisions. See Chapter 12 for information on adding names as subjects to accession and resource records.

The Toolkit does not support thesaurus management through designations of broader terms, related terms, narrower terms, etc., but it does provide a scope note for recording local application guidelines.

If you do not wish to add controlled access terms to descriptive outputs such as catalog records and finding aids to your repository, then it is not necessary to create and use subject records.

Basic steps for creating a subject record

1. From the **Main Screen**, select **Subjects** and press the  button.



Subjects

Subject Term

Type

Source

Scope Note

Accessions

Accession Number ▲	Title	Extent Number	Extent Measurement
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Resources

Title	Extent Number	Resource Id	Extent Measurement	Resource Identifier ▲
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Resources in Red have the subject term linked at the component level

First Previous Next Last Reports Cancel OK OK + 1

2. Enter a new **Term**.
3. Select the **Type** from the drop-down list: function, genre / form, geographic name, occupation, topical, or uniform title.

The screenshot shows a software window titled "Subjects". At the top, there is a "Subject Term" input field. Below it are several dropdown menus: "Type", "Source", and "Scope Note". The "Scope Note" dropdown is currently open, showing a list of options: "Function (657)", "Genre / Form (655)", "Geographic Name (651)", "Occupation (656)", "Topical Term (650)", and "Uniform Title (630)". Below the dropdowns is an "Accessions" section with a table that has columns for "Accession Number", "Title", "Extent Number", and "Extent Measurement". Below that is a "Resources" section with a table that has columns for "Title", "Extent Number", "Resource Id", "Extent Measurement", and "Resource Identifier". A note below the resources table states: "Resources in Red have the subject term linked at the component level". At the bottom of the window is a toolbar with icons for "First", "Previous", "Next", "Last", "Reports", "Cancel", "OK", and "OK + 1".

- Select the **Source** of the term (i.e., the controlled vocabulary from which the term derived) from the drop-down list.



- Save the subject record by pressing the  button at the bottom right corner of the window. If entering more than one subject record, save the record by pressing the



OK + 1

- button. This will save the current record and open a new subject term screen so a subsequent record can be entered.

Caution! Subject records must be unique. If the subject term, type, and source of the new record match those fields in an existing record, the Toolkit will indicate that the record cannot be saved because the record is not unique.

If the record does not include the required elements listed above, the Toolkit will indicate that the record cannot be saved because one or more of the required fields is not complete. The incomplete fields will be indicated in the error message. The required field(s) must be completed in order to save the record.

Note: Subject records can also be created through accession and resource records. See Chapter 12 for details.

Subject data elements

Elements required by the Archivists' Toolkit™

1. **Subject Term.** A descriptor that indicates the content or type of resource. Subject terms may describe topics, titles, places, events, geographical areas, occupations, or functions documented in the materials, or genres or forms that the records take.

This field allows for simple terms and phrases, as well as modified terms and phrases entered with or without separation devices. The Toolkit does not, however, enforce consistency in the use of separation devices. Because the entire subject string is entered in as a single data element, it may be necessary to edit some outputs where individual subfields are important (for example, MARCXML).

Examples:

Hiking

Playing cards

Correspondence

Hydroelectric power plants -- Snake River

Owens Valley (Calif.) -- Fiction

2. **Type.** Indicates the type or category of a subject term: uniform title, topical term, geographic name, genre/form, occupation, or function. The content of this field is populated with a controlled list, so you may not add values to the field other than those listed below. In addition to the name type, the list provides the MARC equivalent for that type. For example, a geographic name corresponds to the 651 MARC field.

In the Toolkit, names that are subjects are managed with name records, therefore a name type is not listed.

Note: These terms are the default values entered into the subject source lookup list as installed. Items may be added to this list in the process of importing legacy data, but they should be removed using the **Merge Items** option in the **Lookup Lists** record. See Chapter 15 on customization.

Defaults:

Function (657)
Genre / Form (655)
Geographic Name (651)
Occupation (656)
Topical Term (650)
Uniform Title (630)

3. **Source.** Provides the thesaurus in which the term is listed, giving the authority for the term. This field is populated using a controlled list derived from the Library of Congress list of codes for term, name, and title sources. Items may be added or deleted from the list to meet the needs of the repository. The option `Local` is available for cases when the term has not been derived from one of the thesauri provided in the list, or is based on local guidelines.

Note: These terms are the default values entered into the subject source lookup list as installed. If you add terms to this list, you must follow the same format (title followed by code in parentheses) in order for the code to export into standardized outputs such as MARCXML and EAD.

Items may be added to this list in the process of importing legacy data, but the lists should be cleaned up using the **Merge Items** option in the **Lookup Lists** record. See Chapter 15.

Defaults:

Art & Architecture Thesaurus (aat)
Dictionary of Occupational Titles (dot)
Form terms for archival and manuscripts control (ftamc)
Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloging (rbgenr)
GeoRef Thesaurus (georeft)

Getty Thesaurus of Geographic Names (tgn)
 Library of Congress Subject Headings (lcsb)
 Local (Local)
 Medical Subject Headings (mesh)
 Thesaurus for Graphic Materials (gmgpc)

Additional elements

1. **Scope Note.** The subject record can be extended by recording a subject scope note. Use this field to indicate how a subject term is to be applied within your institution. It is particularly useful to state the scope of local terms.

Examples:

Use the more specific term "Landscape architecture drawings" rather than "Architectural drawings" for landscape design materials.

Note: Also listed in the subject record are accession and resource records linked to the subject record. The linked accession and resource records cannot be opened through a subject record, and these links can only be created through the accession or resource record. See Chapter 12 for more details on linking subject records to accession or resource records.

Relationships with other records

Subject records exist to help the archivist and the researcher discover relevant archival materials. Toward this purpose, you can add subject terms to accession records and to resource records at any level (see Chapter 12 for instructions).

Subject reports

You can generate descriptive reports that draw upon data found in the subject records and administrative reports useful in the management of authorities. See Chapter 14 for specific instructions for generating reports.

Examples of the following reports are available in the Appendices:

1. **Print Screen.** Prints a list of subject records as they are displayed in the list screen. This report is only available through the list view.
2. **Subject Record(s).** Displays selected subject record(s). Report lists subject term, subject term type, and subject source.
3. **Subject(s) with linked accession(s) and resource(s).** Displays subject(s) with linked accession(s) and resource(s). Report contains sort subject term, type, source and any resource records and accession records linked to that subject.

Merging access terms

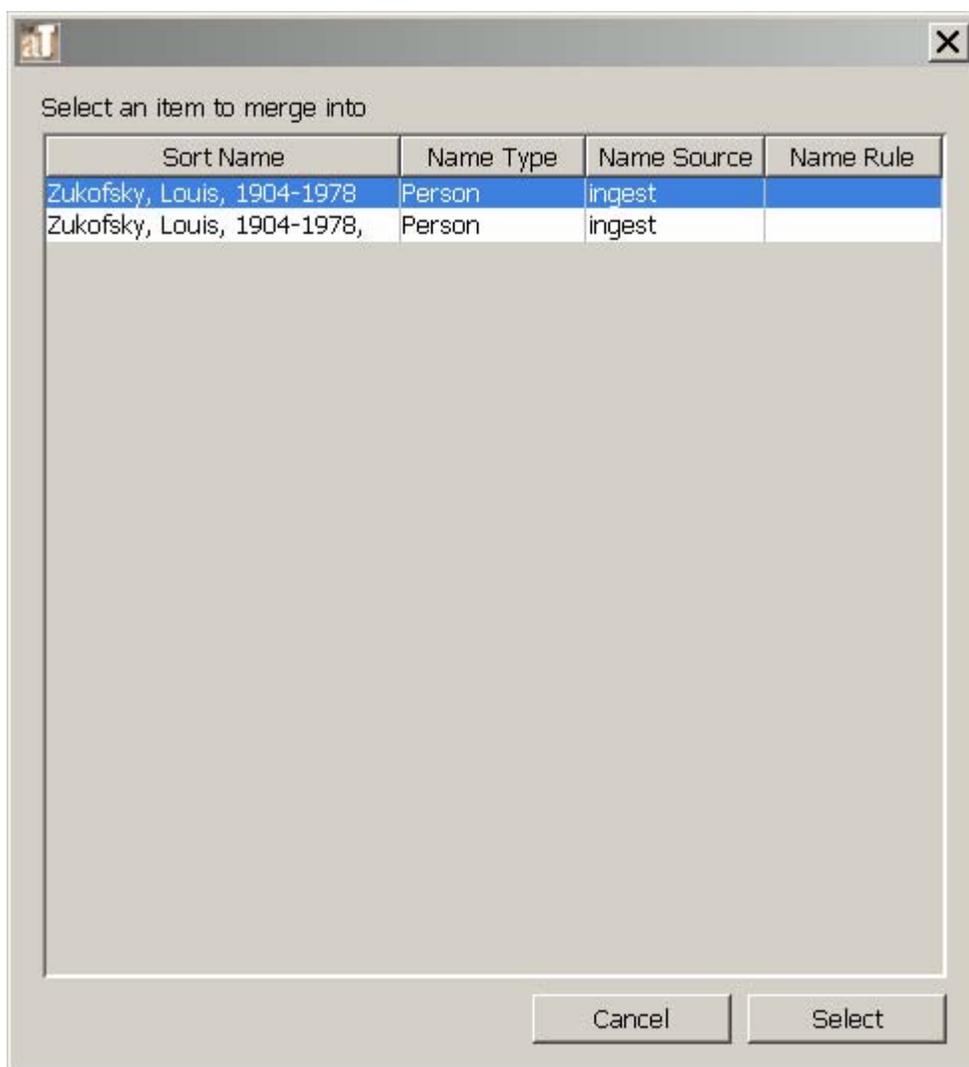
The Toolkit offers a **Merge** feature for subjects and names, which is useful for management and clean up of your authority lists. Merging two terms together results in the deletion of the undesirable or redundant heading, and all of its linked accession and description records being linked to the more appropriate heading. You might use this feature to perform clean up if importing data has resulted in redundant records or if you find that related terms have been used inconsistently.

To merge two name or subject records:

1. Open the **Names** or **Subjects** list screen.
2. Select the two or more terms that you wish to merge.



3. Press the  button.
4. The Toolkit will prompt you to select the term you wish to merge into. Select a term in the list. This will be the record that remains in the system: the other term will be merged into this record. All links from the other record will now be linked to this record.



5. Press **Select**.
6. You will be asked to verify that you wish to merge the records into the record you selected. Press **Yes**.



If a number of records are linked, the operation may take a few seconds. If there are few or no records linked, the process will take place immediately.

Caution! Merging subjects and names will create changes in any records linked to the term that is to be merged. The Toolkit will not alert you to those records that will be changed. If you wish to identify the records that will be changed, complete a search for

the term to be merged in the Accessions and Resources functional areas to retrieve a list of the linked records.