

Chapter 9

Describing Archival Materials

Overview

Supporting the description of archival resources is a core function of the Archivists' Toolkit™. The resources functional area allows you to capture information about the physical and intellectual content of an archival resource, as well as contextual information about collection creators and topics. You can output this information in various formats including finding aids, catalog records, and other descriptive products used by researchers to access materials.

It is important to note that the Toolkit stores data in linked tables within a relational database structure, a structure that provides more flexibility for producing multiple outputs such as MARCXML, MODS, EAD, subject guides, etc. - all from the same data. Although the Toolkit can import and export descriptive data in EAD format, the data is not stored as an EAD instance within the Toolkit.

Resource and component records

In the Toolkit, an archival resource is described using two types of records, resource records and component records. A resource record can represent one of two types of resources: aggregations (collections, record groups, or fonds, for example) or independent items, that is, items that are not part of a larger aggregation. Either of these types of resource records can stand on their own to form a single-level description. In the case of the aggregate type of resource record, the resource record may also be linked to resource component records to form multi-level descriptions. Though component records may represent a series, subseries, file, item, or other subdivision, the input template for each component level contains the same data elements.

Using the Archivists' Toolkit™ for multi-level description

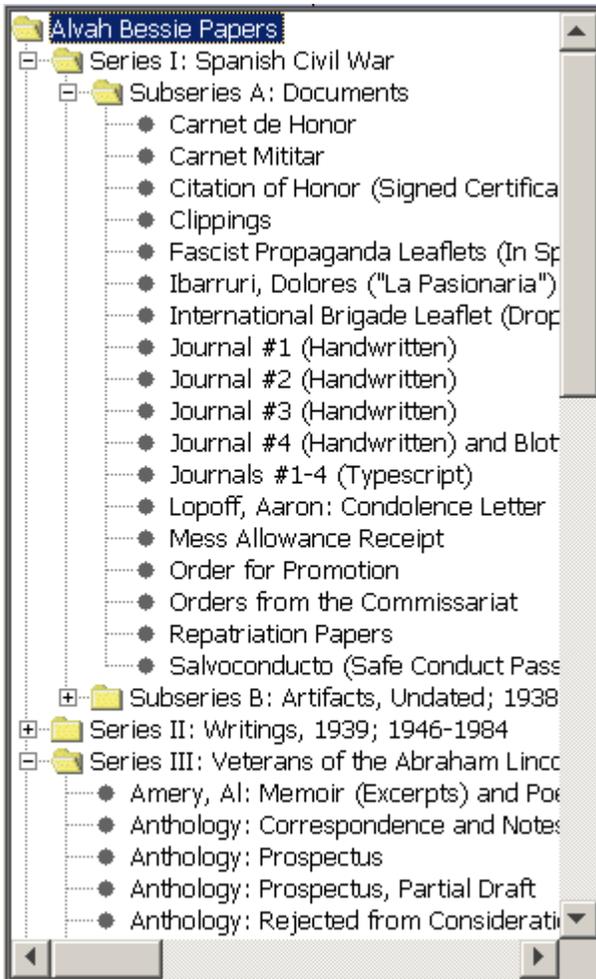
The *SAA Glossary of Archival and Records Terminology* defines multi-level description as “A finding aid or other access tool that consists of separate, interrelated descriptions of the whole and its parts, reflecting the hierarchy of the materials being described.” In the Archivists' Toolkit™, multi-level descriptions are built through the creation of a resource record and linked resource component records.

These two resource record types accommodate the twelve numbered levels of description permitted in the Encoded Archival Description standard and an unbounded number of unnumbered levels. A resource record may be the parent of a component resource record that is parent to a component resource record that is parent to a component resource record, and so on. Also, there may be an unlimited number of component resource records at a given level. For example, there is no limit on the number of series records or file records. Records at the same level are referred to as sibling records in the AT, while component records are referred to as child records.

The hierarchical interface

Overview

As you describe archival resources and their components in the Toolkit, each new record will be reflected in the hierarchical interface, which can then be used to navigate and reorder components as necessary.



In the hierarchical view, a folder represents the resource (Alvah Bessie Papers in this instance), or any component which contains additional components. Components that have no children are represented with a bullet. The title is displayed for every record. To display the contents of a component, click on the + to the left of a folder, and the Toolkit will display all of the components within it. To collapse the list, click on the - to the left of an open folder.

Note: The graphical navigation displays for the Mac are slightly different. For example, an arrow graphic is used to depict a component with subcomponents instead of a +. Otherwise the navigational capabilities are the same.

To display the record for any component, click on the title of the component. This will navigate you directly to a given record for editing or review.

To reorder component records, simply select the component you wish to move, and drag it up or down in the hierarchy, releasing the mouse button where you wish to place the component.

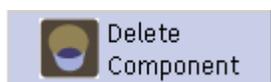
To insert a new component into the description, use the buttons found below the hierarchical interface. Keep in mind that the context for the following buttons is the component currently selected and displayed in the record window.



The **Add Child** button will open a new component record that is hierarchically subordinate to the context record. For example, if your context record is a series and you want to create a subseries within it, press this button.



The **Add Sibling** button will open a new component record that is at the same level as the context record and that follows the context record within the sequence. If you are entering multiple series one after another in sequence, use this button to create the next series.



The **Delete Component** button will delete the selected component and all of its children. If you wish to delete the component but not its children, you must reorder the components first so that they are no longer part of the component you wish to delete.

Reordering components using drag and drop

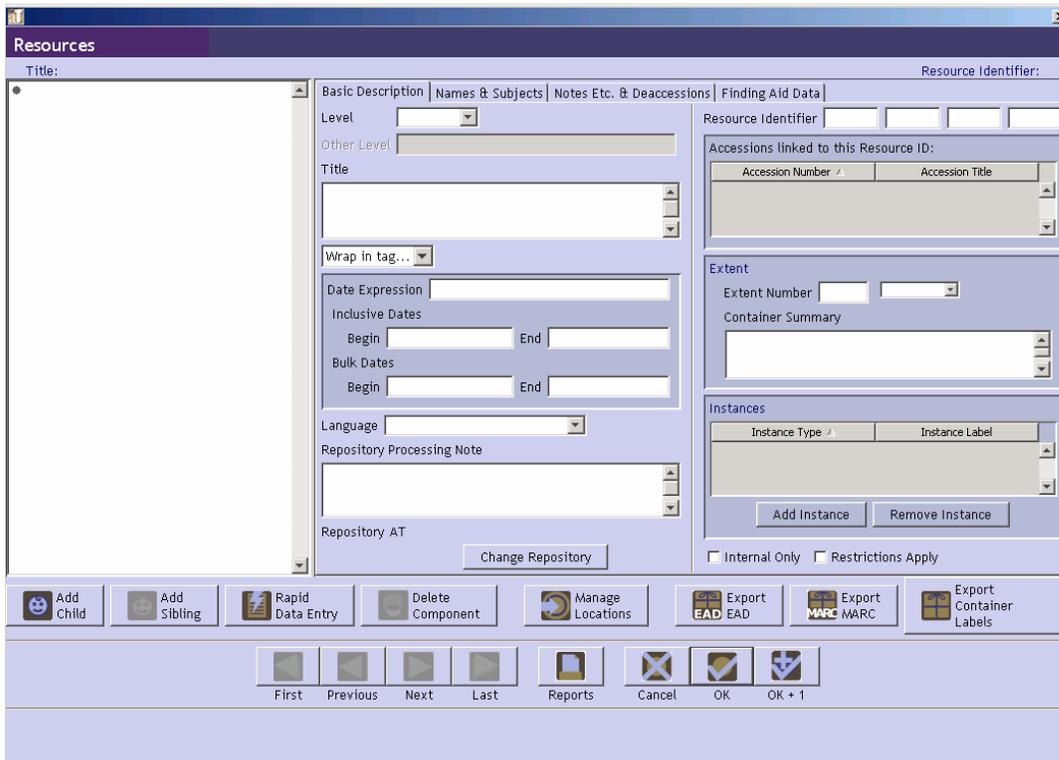
It is possible to reorder components in the hierarchical interface using drag and drop techniques. That is, selecting a component while holding the mouse button down, moving the component to another location, then finally releasing the button to drop the component in its new location. There are some limitations to the drag and drop capabilities:

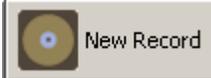
1. A component cannot be moved to the end of a group of components. To work around this, drop the component into the second to last position, and then move the last component up one position.
2. If a component is not already a parent you cannot use drag and drop to make another component its child. A component must already have at least one child in order to drag and drop another component into a position where it is a child of the original component.
3. It is currently not possible to scroll while dragging a component. To drag a component to a place within the collection that is not visible within the hierarchical window, move the component up to the top of the listing (or the bottom, depending on where the component is to go), scroll, then drag and drop it again until it is in the desired position. This limitation will be fixed in future versions of the Toolkit.

Tagging text using Wrap in tag

In many areas of the Toolkit it is possible to encode EAD tags to signify names, markup text, delineate functions, etc. The following **Wrap in tag** elements are available: <blockquote>, <corpname>, <date>, <emph>, <extref>, <famname>, <function>, <genreform>, <geogname>, <lb>, <name>, <occupation>, <persname>, <ref>, <subject>, and <title>. To wrap text in a tag, simply select the text to be encoded, and choose the appropriate tag from the drop-down list. For tags that can have associated attributes, a dialog box will appear allowing the option to enter those attributes.

Basic steps for creating a resource record



1. From the **Main Screen**, select **Resources** and press the  button.
2. Select a **Level** for the record.
3. Enter a unique **Resource Identifier**.
4. Enter a **Title**.
5. Enter a **Date Expression** and/or **Begin Date** and **End Date** for the materials.
6. Enter the **Extent Number** and **Extent Measurement** (cubic feet or linear feet).
7. Enter the **Language Code** for the language of the materials.

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



the **OK + 1** button. This will save the current record and open a new resource description screen so a subsequent record can be entered.

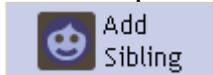
Caution! If the record does not include the required elements listed above, the Toolkit will indicate that the record cannot be saved because one or more of the required fields is not complete. The incomplete fields will be indicated in the error message. The required field(s) must be completed in order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

Note: A resource record can also be created from an accession record. Some fields in this new record will be automatically populated with information from the accession record from which it originated. For example, the **Title** from the accession record will appear in the **Title** field of the new resource record. See Chapter 7 for details and a list of fields that are automatically applied to the new resource record.

Basic steps for creating a resource component record

1. From an open resource record or component record, press the  or the



 button. Siblings can only be added to component records.

2. Select a **Level** for the record.

3. Enter a **Title**.

or

4. Enter a **Date Expression** and/or **Begin Date** and **End Date** for the materials.



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

or



If entering more than one component record, save the record by pressing the **OK + 1** button. This will save the current record and open a new component screen so a subsequent record can be entered. The **Rapid Data Entry** function is another means of quickly entering data. See the description below for more information.

Caution! 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. For a complete list of validation rules see the appendices.

Description data elements

Note: If you wish to examine how these data elements will be exported into standard outputs such as EAD and MARCXML, see the mappings available in the appendices.

The Basic Information Tab

The screenshot displays the 'Resources' application window with the 'Basic Description' tab selected. The interface is organized into several sections:

- Left Panel:** A list area for resources, currently empty.
- Top Section:** 'Basic Description' tab, 'Resource Identifier' field, and 'Accessions linked to this Resource ID' table with columns for 'Accession Number' and 'Accession Title'.
- Middle Section:** 'Title' text box, 'Wrap in tag...' dropdown, 'Date Expression' field, 'Inclusive Dates' (Begin/End) and 'Bulk Dates' (Begin/End) fields, 'Language' dropdown, and 'Repository Processing Note' text box.
- Right Section:** 'Extent' section with 'Extent Number' dropdown and 'Container Summary' text box; 'Instances' section with 'Instance Type' and 'Instance Label' dropdowns, and 'Add Instance'/'Remove Instance' buttons.
- Bottom Section:** 'Repository AT' field, 'Change Repository' button, and a toolbar with buttons for 'Add Child', 'Add Sibling', 'Rapid Data Entry', 'Delete Component', 'Manage Locations', 'Export EAD', 'Export MARC', and 'Export Container Labels'.
- Footer:** Navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Reports', 'Cancel', 'OK', and 'OK + 1'.

1. **Level.** This is required for resource and component records, and is the label for the hierarchical level of the materials being described. Options are class, collection, file, fonds, item, other level, record group, series, subfonds, subgroup, and subseries.
2. **Other Level.** If you have selected “otherlevel” for the **Level** element, use this field to provide a specific level description.
3. **Title.** A title is required for resource records. Either the title or the date is required for component records. At the resource level, the title is usually a concatenation of the creator name and a term describing the form of materials, whether general (papers, records) or specific (correspondence, diaries).

DACS Reference: 2.3.18-2.3.22

Examples:

John Smith Diaries
Office of the President Correspondence
Outgoing correspondence

You may also use the **Wrap in tag** feature to apply EAD tags such as title, persname, corpname, etc., within the title. To do so, simply select the text to be encoded, and choose the appropriate tag from the drop-down list. This will, however, affect how the Resource record title is displayed in list view and how the resource record sorts in relation to other resource records.

4. **Dates.** Date is required for resource records. Title or date is required for component records. Dates can be entered in integer form (**Date Begin**, **Date End**, **Bulk Date Begin**, **Bulk Date End**), and/or as a free-text string (**Date Expression**). Integer dates are used to support computer processing of date information (e.g., searching). The date expression is designed for human readability, and allows for the use of qualifiers, such as “circa” or “before”. It is the date expression that displays to end-users.
 - a. **Integer dates. (Date Begin, Date End, Bulk Date Begin, Bulk Date End).** Integer dates must be entered in the YYYY format: month and day elements are not supported.

To enter a single date, enter the same date in the **Date Begin** field and **Date End** field. Enter inclusive dates using the **Date Begin** and **Date End** fields. Enter bulk dates in the **Bulk Date Begin** and **Bulk Date End** fields. You may not enter bulk dates unless inclusive dates are present. You may not enter bulk dates that do not fall within the range of the inclusive dates.

DACS Reference: 2.4

Examples:

Date Begin: 1922 **Date End:** 1936
Bulk Date Begin: 1925 **Bulk Date End:** 1930

- b. **Date Expression.** A natural language expression specifying the date or date range of the materials. You may enter only a **Date Expression** rather than using the fields for integer dates, however, doing so may limit your ability to support meaningful date searching.

DACS Reference: 2.4

Examples:

1876-1933
Between 1925 and 1953
ca. 1911
1913-1998, bulk 1950-1972

5. **Language Code.** This field is required for resource records. Select the code for the language that predominates in the materials being described. You may jump to the appropriate place in the list by typing the first few letters of the language you are seeking.

Examples:

English ; eng
French ; fre

If most of the materials in the repository are of one language, it is recommended setting the default value for this field to that language. See Chapter 15 for more explanation. Use the **Language of Materials** note to describe other languages present in the collection.

6. **Repository Processing Note.** For recording any internal information regarding processing that the repository wishes to record. This information will not be exported into descriptive outputs for researcher use. For processing information to be included in descriptive outputs, use the **Processing Information** note.
7. **Change Repository.** Press the  button to open the list of repositories and change the repository to which the resource is assigned.

Note: This option is only available to users with class 5 permission.

8. **Resource ID.** This field is available in resource records only and is required. Like the accession number, the **resource ID** may consist of up to four elements, though only one element is required.

The **resource ID** may be linked to one or more accessions also recorded in the Toolkit. If this is the case, a list of linked accessions will appear below the resource **ID**.

DACS Reference: 2.1.3

Examples:

MSS 263

RG 3/1-1960

9. **Accessions linked to this Resource ID.** This is a listing of linked accessions. Accessions can only be linked to resource records through the accession record; it is not possible to link from a resource record to an accession record. It is possible to create a resource record from accession record. For more information see Chapter 7.
10. **Component Unique Identifier.** This field is available in component records only. This is the identification number or code used to uniquely identify the component among the other components within the same unit. Component identifiers need not be unique across the entire repository's holdings.

DACS Reference: 2.1.3

Examples:

Series 1.

D-1.1

11. **Extent Number and Extent Measurement.** Both of these fields are required for resource records. First, enter the number of units as a whole or decimal number. Then select the type of measurement (cubic feet or linear feet).

Extent is intended to be a measurement of the entire contents of the resource or component. Enumerations of containers in the resource or component can be entered in the **Container Summary**.

Note: Certain reports rely on the extent fields to calculate statistics such as total holdings, amount of material processed, etc. Consistently using the same measurement, whether cubic or linear feet, will allow for best use of the Toolkit's reporting capabilities.

DACS Reference: 2.5.4-2.5.9

Examples:

10 cubic feet

148.5 linear feet

12. **Container Summary.** Enter an enumeration of the number and type of containers that house the accession.

Note: The container summary can be used in conjunction with the **Extent** fields to create a parallel statement of extent, as described in DACS rule 2.5.7.

DACS Reference: 2.5.4-2.5.9

Examples:

5 cartons, 3 boxes, 1 flat box

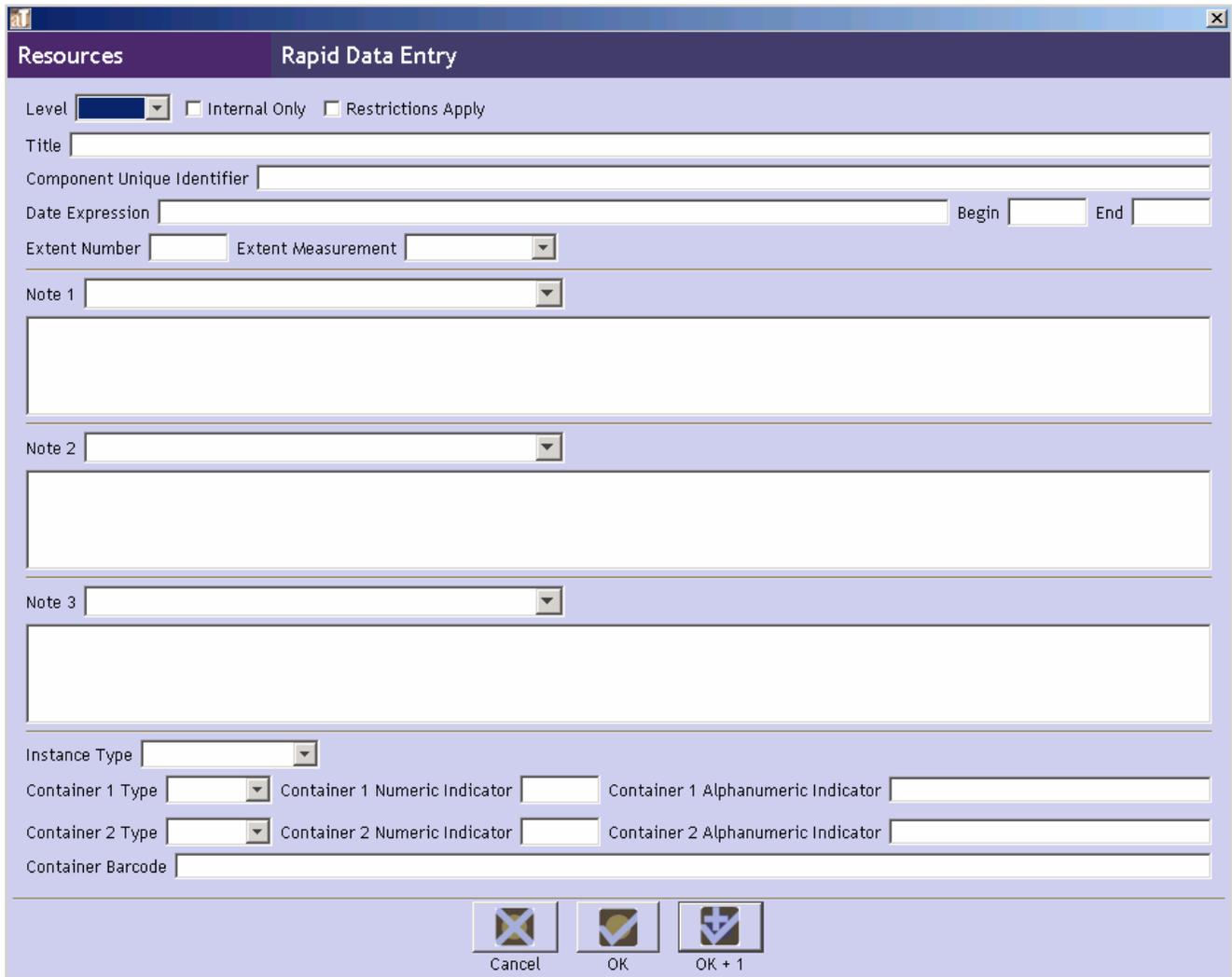
10 record cartons, 3 archives boxes, 4 map folders

13. **Instances.** Instances are used to record container information for materials in the collection, and to describe digital objects. See the “Instances” section below.
14. **Internal Only.** This is a yes/no field used to indicate if the resource record or component record is for internal use only. If the box is checked, data from the record and all of its children may be withheld from descriptive outputs designated for researcher use, or, in the case of EADs be exported with the audience attribute set for “internal.” Whether or not the data is withheld is determined as part of the export process.
15. **Restrictions Apply.** This is a yes/no field indicating if access restrictions apply to the materials being described.

Creating component records with the rapid data entry screen

The Toolkit offers a **Rapid Data Entry** feature to allow for repeated entry of component records with fewer mouse clicks than one would use during the process of adding individual component records and then adding instances. The **Rapid Data Entry** feature provides a more efficient interface for entering things like folder lists, where multiple components of the same level are entered one after another.

Note: In the Toolkit, the hierarchy of components is not driven by the **Level** element. When entering multiple components with the **Rapid Data Entry** interface, you can change the **Level** element for each, but the components are all entered at the same level (as siblings) in the hierarchy. For example, if your first component is set at the series level and the second component is set at the file level, the Toolkit will not automatically make the file a child of the series. The hierarchy can be modified later.



Follow these instructions to use the rapid data entry interface from any resource or component record:

1. Press the  button.
2. Enter desired data. The **Level** element and either **Title** or one of the **Date** elements is required. **Instance type** and at least one **container type/number** are necessary if locations are to be linked to the resource.

3. Press the  button, or to enter another component, press the  button.

Instances

Overview

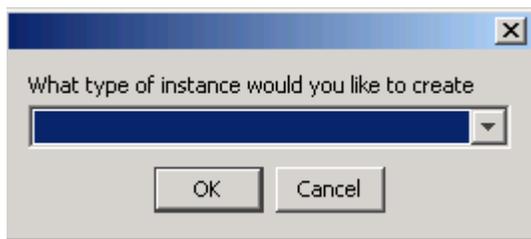
The descriptive information recorded for an archival resource or archival resource component may be applicable to one or more instances. For example, an archival component record that contains descriptive information for a scrapbook may be equally representative of both the original scrapbook and a digital object surrogate of the scrapbook. An archival resource record for a collection of correspondence may provide accurate description for both the original collection and a microfilm that reproduces the collection exactly. Therefore, any description record in the Toolkit may include data about multiple instances of the resource or component being described.

Instances do not need to be declared at any level, but an instance must be declared if either a digital object is to be described or if container information is to be provided and linked to a repository location. If you do declare an instance then you must also provide container information for the instance, unless the instance is a digital object, in which case you must complete the top-level digital object record.

Adding Analog Instances

It is necessary to add an instance wherever you wish to create a digital object or input container information such as box and folder numbers. Use the following instructions to add one or more instances to a resource or resource component record. Digital object instances are discussed in the next chapter.

1. From the **Basic Information** tab, press the  button.
2. Select the type of instance you wish to create.



Note: The list of instance types is not authoritative, with the exception of the **Digital object** type. With the exception of that one term, you can use the **Lookup Lists** option to modify or add items to the list as you choose. It is recommended is that you devise a local authoritative list of instance types and apply it consistently in all cases. The **Digital object** type may not be deleted or modified as it activates a set of records for describing the files comprising a digital object, whether it is a surrogate of another instance or a born digital object. See Chapter 10 for instructions on describing digital objects.

Resources **Analog Instance**

Container 1 Type

Container 1 Numeric Indicator

Container 1 Alphanumeric Indicator

Container Barcode

Container 2 Type

Container 2 Numeric Indicator

Container 2 Alphanumeric Indicator

Container 3 Type

Container 3 Numeric Indicator

Container 3 Alphanumeric Indicator

Location No location assigned

First Previous Next Last Cancel OK OK + 1

3. Enter **Container 1 Type**. This is the type of container within which the instance is stored. For example, Box, Disk, Reel, and Volume are all potential values for this field.
4. Enter the container information, or enter a single **Barcode**. You may record a **Container type**, **Numeric Indicator**, or **Alphanumeric Indicator** for up to three nested containers (e.g. box and folder numbers; reel and frame numbers; folder and item numbers, etc.). Use a **Numeric Indicator** for any integer or decimal number used to identify the container (e.g. 12, 1.3). Use the **Alphanumeric Indicator** if a mixture of numbers and letters is used to identify the container (e.g. 1A, 3b). Be aware that alphanumeric indicators may not sort as expected; all “numbers” beginning with “1” will precede all “numbers” beginning with “2.” In addition, when a container has both a numeric and alphanumeric value, the numeric value will take precedence over the alphanumeric value on export.
5. Press **OK** to save the instance record.
6. Once you have recorded container information, you can assign a location to each container

using the  button. See Chapter 13 for more detailed instructions.

Note: The **Rapid Data Entry** screen discussed earlier in this chapter allows for analog instance records and container information to be entered in a more efficient fashion.

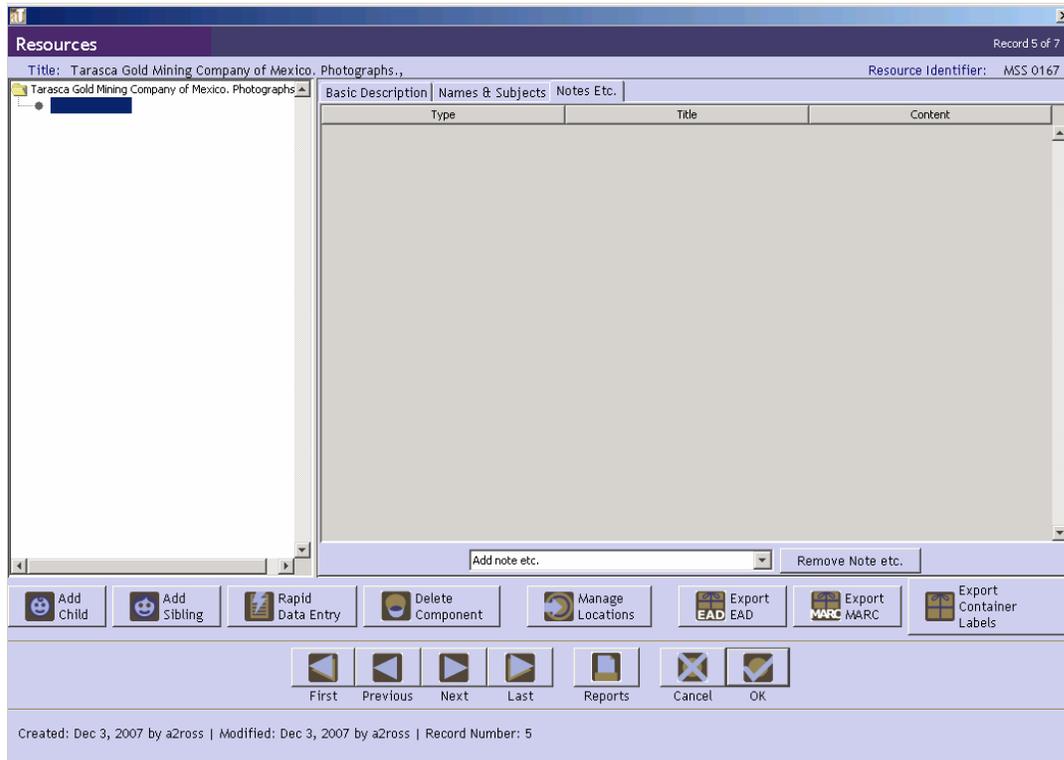
Caution! When working with analog instances, the **Cancel** button will occasionally not function as expected and instead of canceling, save the input information. This will be

fixed in future releases. In the meantime it is best to double check after canceling transactions.

The Names & Subjects Tab

Use the **Names & Subjects** tab to add names as creator, source, or subject, and to add topical subject terms. See Chapters 11 and 12 for instructions.

The Notes, etc. & Deaccessions Tab



The **Notes, etc.** tab provides 29 notes that can be added at the resource level or at any component level. Notes generally include four elements, though certain notes contain more detailed data. These are described in the list of specific note types.

1. **Type.** A specific designation for the type of note you wish to add. Note types, which are listed and defined below, correspond to specific DACS and EAD elements.
2. **Note Label.** A title for the note, output in the <head> element of an EAD finding aid and as a header for the note in print finding aids. If not defined, the note **Type** will be used.
3. **Internal Only.** Indication that the note is for repository use only. It will not be output in print finding aids, and will be omitted from EAD encoded finding aids or output with the audience attribute set for “internal.”

Note: See the section below on Multi-part notes for a description of the **Multi-part** checkbox.

4. **Note Content.** The content of the note itself. To enter multiple paragraphs, use two line breaks between each paragraph. You may also use the **Wrap in tag** feature to encode EAD tags such as title, <persname>, <corpname>, etc., within the text of a note. To do so, simply select the text to be encoded, and then select the appropriate tag from the drop-down list. It is not necessary to use the **Wrap in tag** feature to insert line breaks within notes.

Note: The Bibliography and Index options include an **Ead Ingest Problem** field. This field is for EAD elements that did not map directly into a Toolkit note. The Toolkit inserts these elements into the **Ead Ingest Problem** area in order to place them as close as possible to where they belong. It is important to

check after EAD import if note information exists in these fields, and if so,
move it to more appropriate areas.

Note types

1. **Abstract.** A brief description of the context and content of the materials.

DACS Reference: 3.1

EAD Tag: <abstract>

Examples:

Manuscripts and drawings of Theodor S. Geisel, author and illustrator known internationally as Dr. Seuss. The collection (1919-1992) includes early drawings, manuscripts and drawings for the majority of his children's books, scripts and storyboards for Dr. Seuss films, television specials and theatre productions, advertising artwork, magazine stories, speeches, awards, memorabilia, fan mail, Dr. Seuss products and photographs. Also included are videorecordings and cassette audiorecordings of UCSD events held to commemorate Geisel's life and work.

2. **Accruals Note.** Information about expected additions to the materials.

DACS Reference: 5.4

EAD Tag: <accruals>

Examples:

Additional accruals are expected.

3. **Appraisal Note.** Information about appraisal, retention scheduling, or destruction of the materials.

DACS Reference: 5.3

EAD Tag: <appraisal>

Examples:

Appraisal criteria for retention included the presence of handwritten notes.

4. **Arrangement Note.** Description of organization or arrangement of materials.

DACS Reference: 3.2

EAD Tag: <arrangement>

Examples:

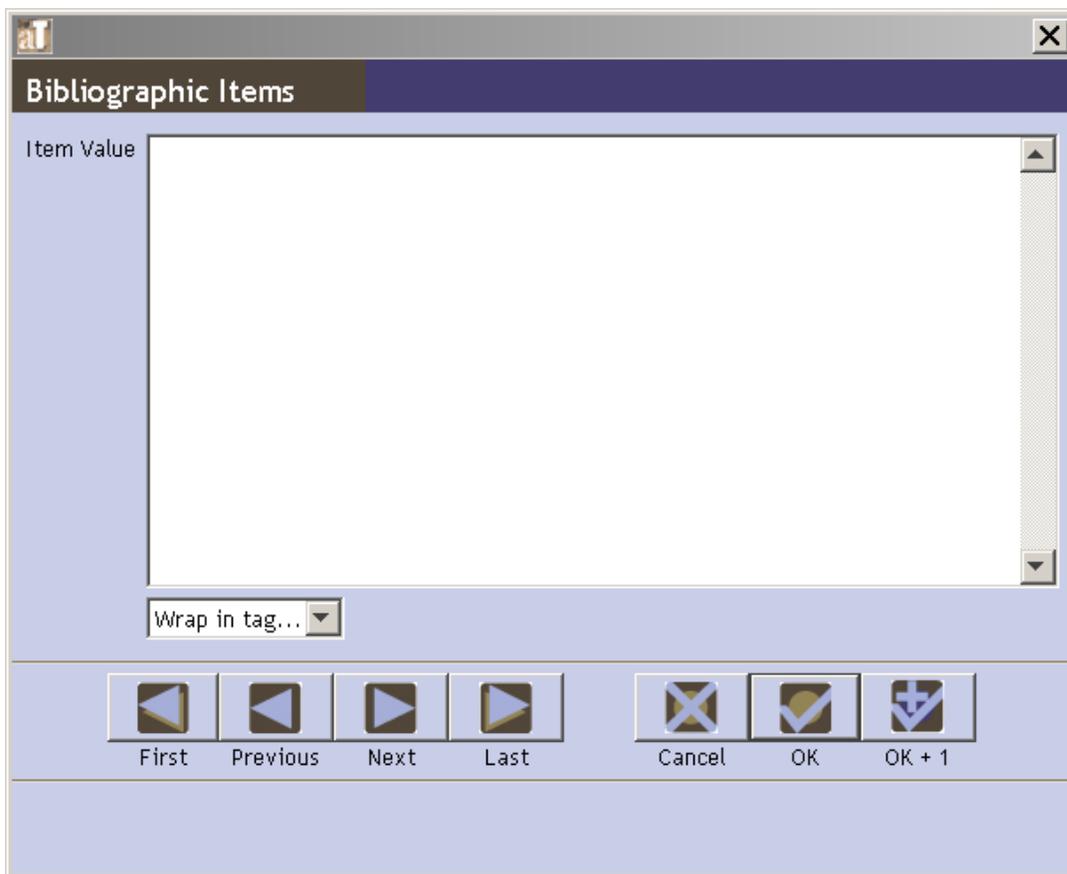
Organized into two series: Series 1. Biographical materials; Series 2. Correspondence.

Arranged chronologically.

5. **Bibliography.** Information related to publications about or based on the materials.

The screenshot shows a software window titled 'Bibliography' with a 'Resources' tab. The interface contains several input fields: 'Title', 'Note', 'Wrap in tag...' (a dropdown menu), and 'Ead Ingest Problem'. Below these is a large, empty 'Item Value' list area. At the bottom of the list area are two buttons: 'Add Item' and 'Remove Item'. The bottom of the window features a navigation bar with buttons for 'First', 'Previous', 'Next', 'Last', 'Cancel', and 'OK'. A 'Persistent ID' field is visible on the right side of the bottom bar, containing the text 'ref26'.

The bibliography is output in EAD as <bibref> tags, and therefore the note content for a bibliography consists of multiple items rather than a single large text field. To enter items in a bibliography, press **Add Item** and enter the data for that item.



OK



OK + 1

Press the  button, or to enter another item, press the  button.

DACS Reference: 6.4

EAD Tag: <bibliography>

Examples:

Annotated edition of letters in the collection published
in The Massachusetts Historical Review, Spring 1997.

6. **Biographical/Historical Note.** Note for information about creator(s) of materials.

DACS Reference: 10

EAD Tag: <bioghist>

Examples:

The Council of Provosts (COP) reviews academic files for
appointment and promotion and makes recommendations to the
Committee on Academic Personnel and academic departments.

The COP assigns faculty members to individual colleges, reviews and coordinates student housing policies with the Vice Chancellor for Business Affairs, and forms part of the Teaching Assistant Allocation Committee, which reports to the Program Review Committee. The chair of the Council of Provosts serves on the Chancellor's Cabinet, the cabinet of the Vice Chancellor for Academic Affairs and the Program Review Committee.

7. **Conditions Governing Access Note.** Field for indicating restrictions on the material due to repository policy, donor specifications, legal requirements, etc.

DACS Reference: 4.1

EAD Tag: <accessrestrict>

Examples:

Open to researchers without restriction.

Tenure records closed for 75 years.

8. **Conditions Governing Use Note.** Restrictions on use of the materials (for example, reproduction or publication) that apply after access has been granted.

DACS Reference: 4.4

EAD Tag: <userrestrict>

Examples:

Materials in this collection are in the public domain.

9. **Custodial History Note.** History of ownership and custody of the materials.

DACS Reference: 5.1

EAD Tag: <custodhist>

Examples:

The records were originally collected and maintained by the Hampshire County Art Ceramic Society, before being donated to the Hampshire County Historical Society in 1976.

10. **Dimensions Note.** Numerical data about the size of material being described.

DACS Reference: 2.5

EAD Tag: <dimensions>

Examples:

5 x 20 inches

11. **Existence and Location of Copies Note.** Information about copies available in additional formats, for example microfilm, photocopies, or digital surrogates.

DACS Reference: 6.2.5

EAD Tag: <altformavail>

Examples:

Correspondence also available on microfilm.

12. **Existence and Location of Originals Note.** Information about the existence and location of originals, in cases where copies are being described.

DACS Reference: 6.1

EAD Tag: <originalsloc>

Examples:

Originals are in the Massachusetts State Archives.

13. **File Plan Note.** Information about any classification method used by the creator(s) of the materials.

EAD Tag: <fileplan>

Examples:

The ACM used the following classification system to organize its publications:

A. General Literature

A.0 GENERAL

Biographies/autobiographies

Conference proceedings

General literary works (e.g., fiction, plays)

A.1 INTRODUCTORY AND SURVEY

14. **General Note.** Any information that does not fit in a more specifically defined note.

DACS Reference: 7.1

EAD Tag: <odd>

Examples:

Drawings humidified, flattened, and repaired.

15. **General Physical Description Note.** General information about the physical characteristics of the materials that cannot be accommodated in other fields or notes that capture physical description information.

EAD Tag: <physdesc>

Examples:

Videocassettes in this series are recorded in Hi-8 format.

16. **Immediate Source of Acquisition Note.** Information about the direct source from which the materials were acquired. This could also include date, means of acquisition, and other information relevant to an acquisition.

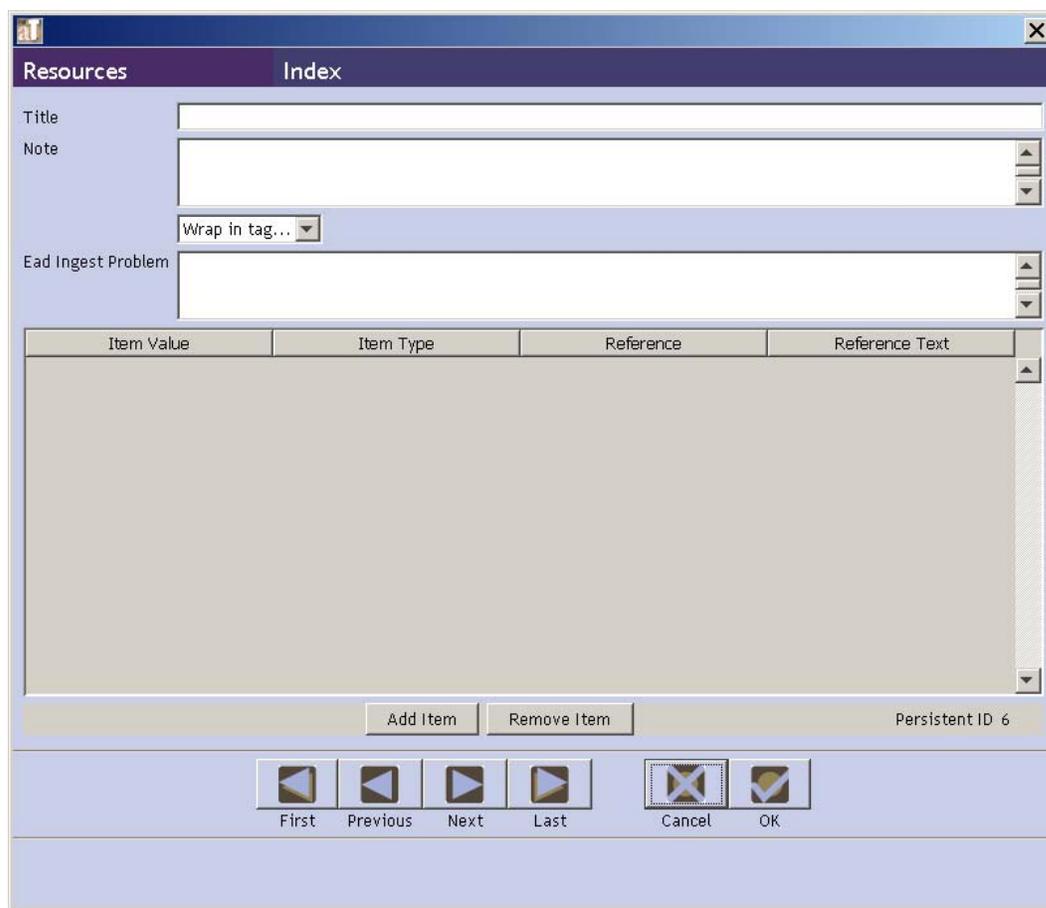
DACS Reference: 5.2

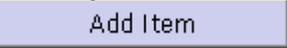
EAD Tag: <acqinfo>

Examples:

Donated by the Massachusetts Citizens League.

17. **Index.** List of terms and reference pointers compiled to enhance access to the materials being described.



The index is output in EAD as <indexentry> tags, and therefore the note content for an index consists of multiple terms and references, rather than a single large text field. To enter items, press the  button.

The screenshot shows a dialog box titled "Index Items" with a blue header bar. Below the header, there are four input fields: "Item Value" (a large text area), "Item Type" (a dropdown menu), "Reference" (a dropdown menu), and "Reference Text" (a text field). At the bottom of the dialog, there are seven buttons: "First", "Previous", "Next", "Last", "Cancel", "OK", and "OK + 1".

Enter the **Item Value**, and select the **Item Type**. The **Reference** field will automatically populate with note and component records currently in the AT for the resource. Select the **Reference** you wish to point to and enter any necessary **Reference Text**. Press **OK** to save the item, and repeat the process as needed.

EAD Tag: <index>

18. **Language of Materials Note.** Indicate all languages represented in the materials.

DACS Reference: 4.5

EAD Tag: <langmaterial>

Examples:

Materials primarily in English, with some publications in Arabic.

19. **Legal Status Note.** Status of the described materials as defined in legal statutes.

EAD Tag: <legalstatus>

Examples:

Public records.

20. **Location Note.** Natural language expression of location, particularly in cases where location affects access to the materials.

DACS Reference: 4.2

EAD Tag: <physloc>

Examples:

Materials stored off-site. Advance notice required for use.

21. **Material Specific Details Note.** Information unique to the material format that cannot be assigned to any other element of description.

EAD Tag: <materialspec>

Examples:

Scale: 1:10000, Projection: Universal transverse Mercator projection

22. **Other Finding Aids Note.** Additional/external finding aids available to facilitate access to the materials.

DACS Reference: 4.6

EAD Tag: <otherfindaid>

Examples:

Item-level index of drawings available in the repository.

23. **Physical Characteristics and Technical Requirements Note.** Physical conditions or characteristics, or technical requirements that affect access to the materials.

DACS Reference: 4.2, 4.3

EAD Tag: <phystech>

Examples:

Letterpress books are nearly illegible.

System requirements: 48K RAM; Apple Disk II with controller; color monitor required to view this file.

24. **Physical Facet Note.** Specific information about a physical aspect of the materials, such as color, style, marks, materials, or techniques.

EAD Tag: <physfacet>

Examples:

Lost wax process.

25. **Preferred Citation Note.** Suggested format for citing the materials.

DACS Reference: 7.1.5

EAD Tag: <prefercite>

Examples:

Tom Bailey. While looking at your hair. MSS 0289.
Mandeville Special Collections Library, UCSD.

26. **Processing Information Note.** Information about the arrangement, description, and preservation actions related to the materials.

DACS Reference: 8.1.5

EAD Tag: <processinfo>

Examples:

Collection arranged and described by Joan Salisbury, 1999.

27. **Related Archival Materials Note.** Information about related collections, either within or outside the repository.

DACS Reference: 6.3

EAD Tag: <relatedmaterial>

Examples:

For more information about the academic career and personal life of Herbert John Davis see the Herbert John Davis Personal Papers in the College Archives.

28. **Scope and Contents Note.** Information about the materials, such as record types, dates covered, topics and persons represented, etc.

DACS Reference: 3.1

EAD Tag: <scopecontent>

Examples:

The Jesús Colón Papers are a significant contribution to the study of Puerto Rican history and especially to the reconstruction of Puerto Rican community history in New York. They support research principally on such topics as organizational development and political participation among Puerto Ricans in New York. They also shed light on issues of employment and discrimination and Puerto Rican relationships to other groups in the city. The history of the labor movement in Puerto Rico as well as Puerto Rican involvement in labor and left organizations in New York are documented. The collection spans the years from 1901 to 1974, with the bulk of the papers dating from 1920 to 1970. There are letters, notes, drafts of published and unpublished works, reports, clippings, and photographs with a majority of the papers consisting of organizational records such as by-laws, lists, programs, and policy statements.

29. **Separated Materials Note.** Information about materials related by provenance that have been physically separated or removed.

DACS Reference: 6.3

EAD Tag: <separatedmaterial>

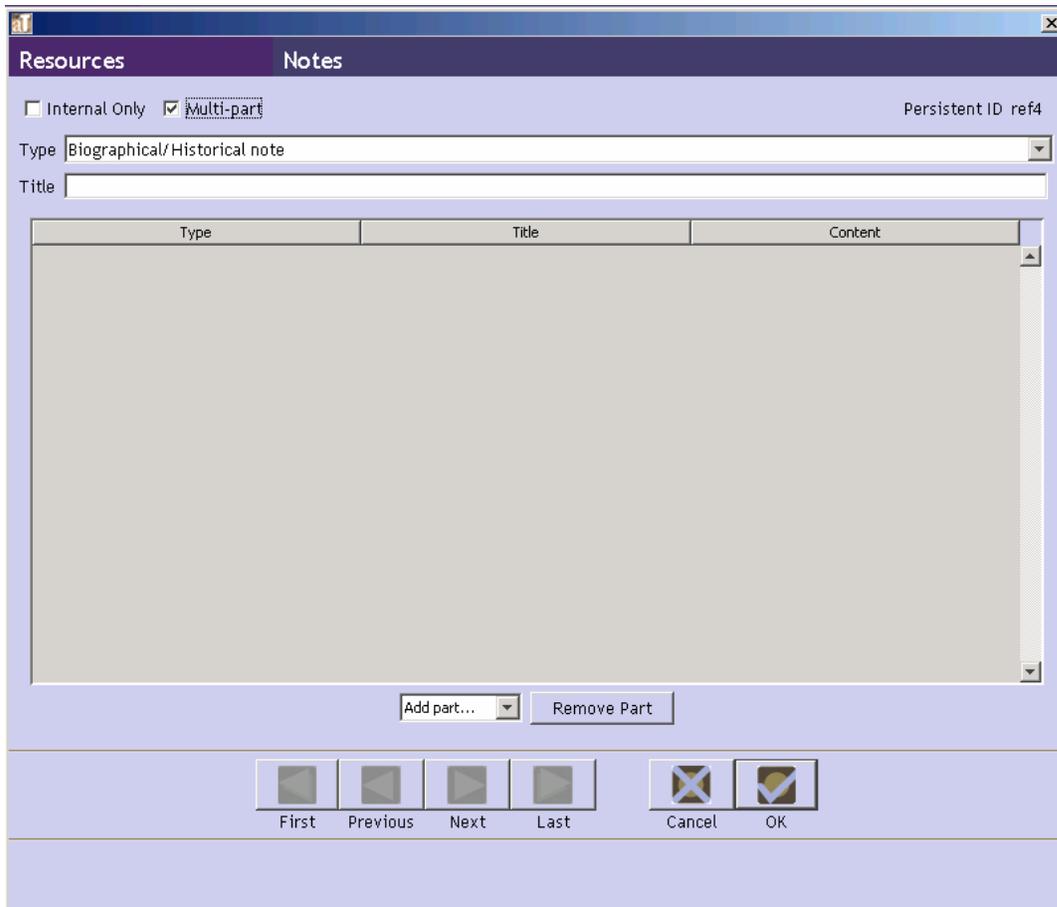
Examples:

Photographs have been transferred to the Pictorial Collections of The Bancroft Library.

Creating multi-part notes

Notes that include structured data such as lists and chronologies in addition to paragraphs are called multi-part notes in the Toolkit. Multi-part notes may consist of any combination of chronologies, definition lists, ordered lists, and text (paragraphs).

Note: Selecting the multi-part note box will cause any data entered into the note field to disappear. Deselecting the box will cause the data to display again. To move data from the general note field to a text section in a multi-part note, copy the text, then select **Multi-part** and paste it into a text element.



To create a multi-part note:

1. At the top of the note window, select **Multi-part**.
2. Select **Chronology**, **List: definition**, **List: ordered**, or **Text** from the **Add part** drop-down box.
3. Enter content.

Note: The **Chronology**, **Definition List** and **Ordered List** options include an **Ead Ingest Problem** field. This field is for EAD elements that did not map directly into a Toolkit note. The Toolkit inserts these elements into the **Ead Ingest Problem** area in an attempt to place them as close as possible to where they belong. It is important to check after EAD import if note information exists in these fields, and if so, move it to more appropriate areas.

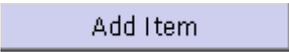
For a chronology:

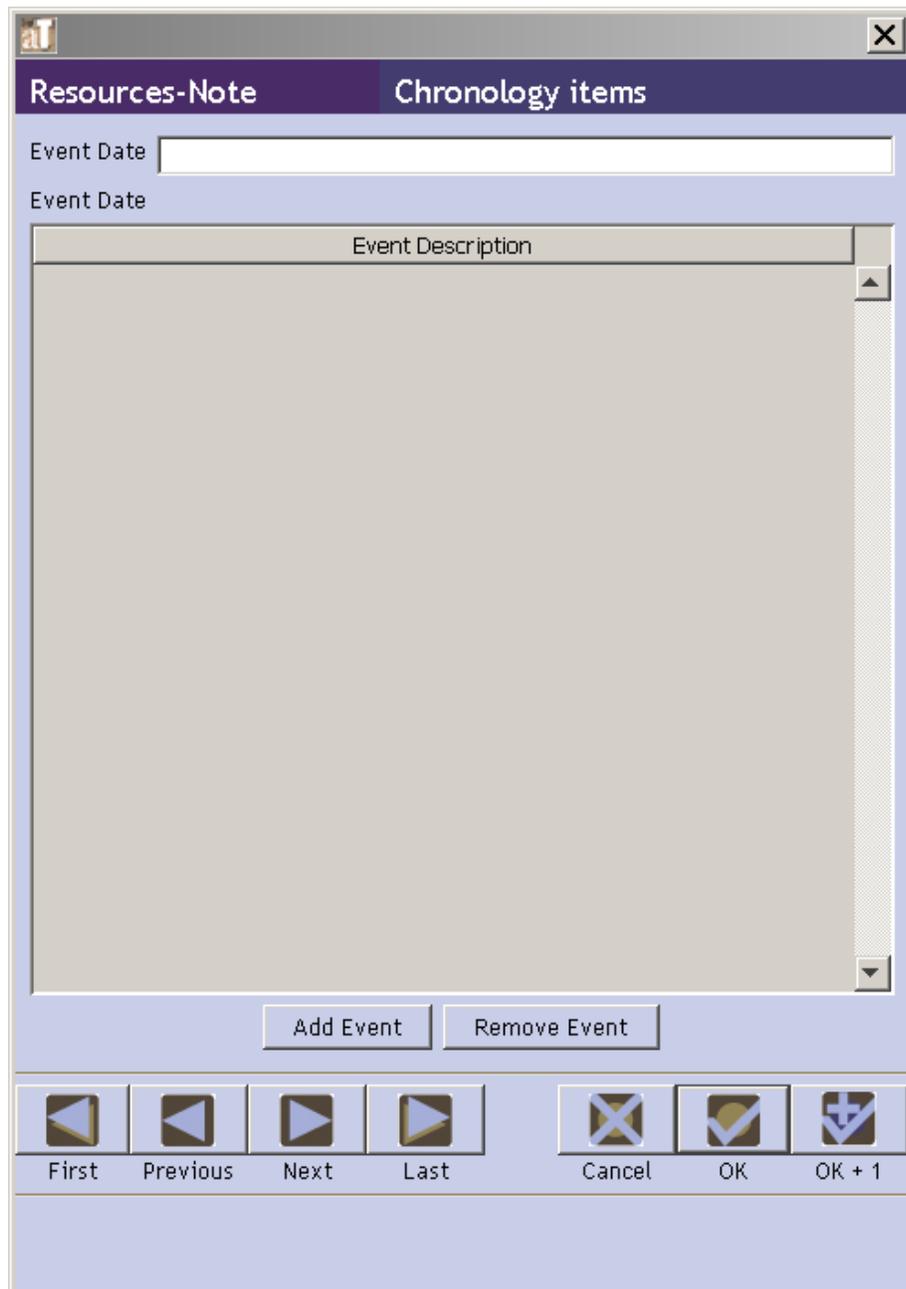
Resources-Note Chronology

Title

Ead Ingest Problem

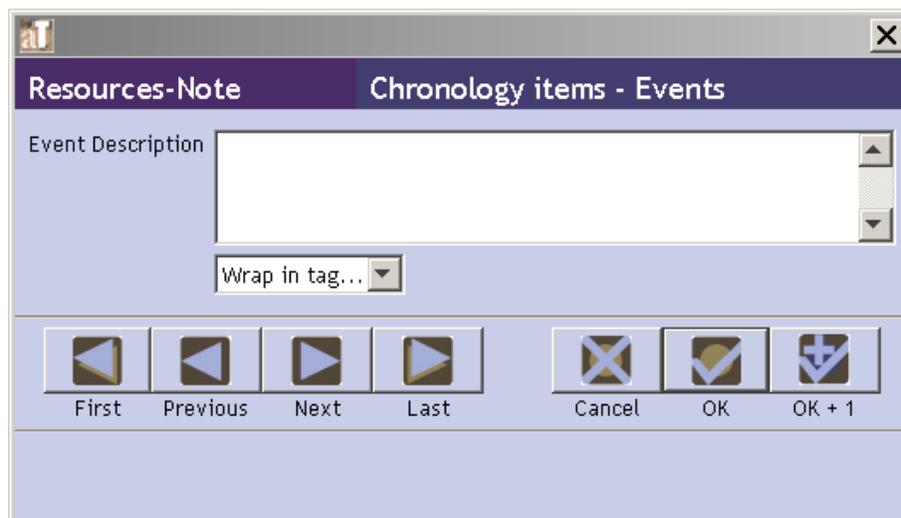
Event Date	Event Description
------------	-------------------

- a. Press the  button.



- b. Enter an **Event Date**.

- c. Press the **Add Event** button.



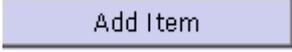
- d. Enter an **Event Description**.
- e. Press **OK** to save the event.
- f. Repeat if multiple events occurred on that date.
- g. Press **OK** to save the item.
- h. Repeat until the chronology is complete.
- i. Press **OK** to save, or **OK + 1** to continue entering events.

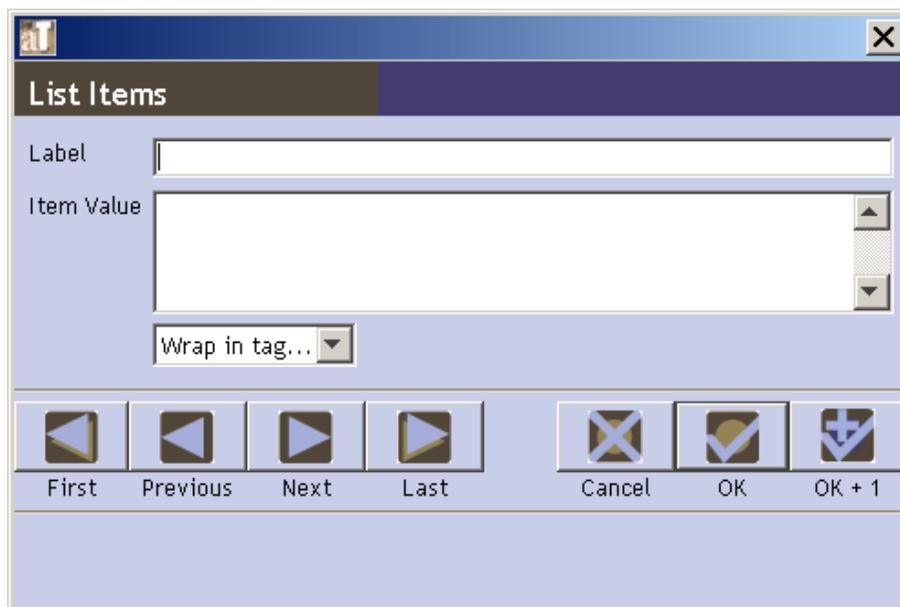
Note: The **Label** field and the option to **Wrap in tag** are not available when adding Events to a chronology due to restrictions in EAD encoding.

For a definition list:

The image shows a software window titled "Resources-Note" with a subtitle "List: definition". The window contains the following elements:

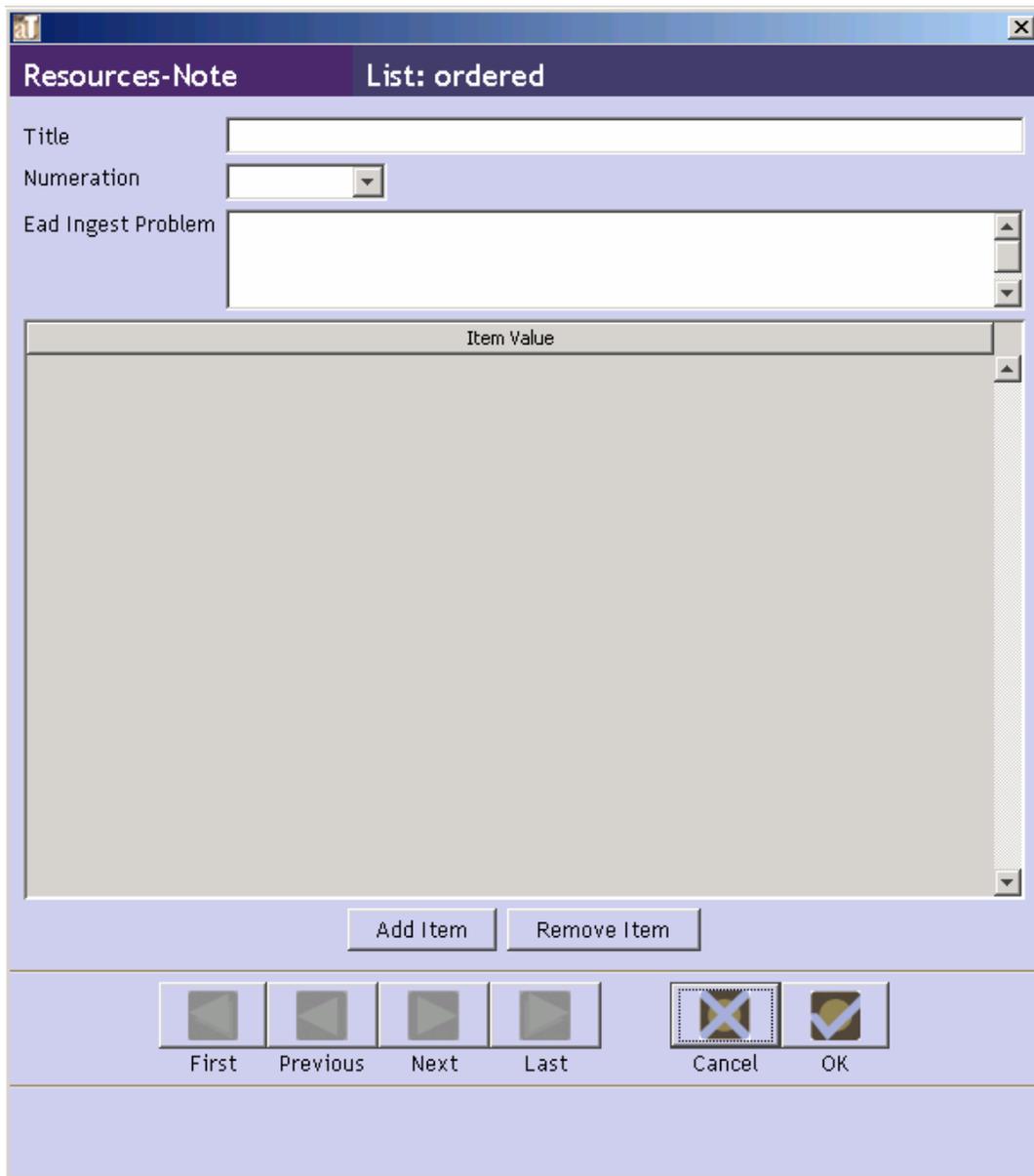
- Title:** A text input field.
- Ead Ingest Problem:** A text input field with a vertical scrollbar on the right side.
- List Table:** A table with two columns: "Label" and "Item Value". The table area is currently empty and has a vertical scrollbar on the right side.
- Buttons:** Two buttons labeled "Add Item" and "Remove Item" are positioned below the table.
- Navigation:** A row of six buttons: "First", "Previous", "Next", "Last", "Cancel", and "OK". Each button has a corresponding icon (arrows for navigation, an 'X' for cancel, and a checkmark for OK).

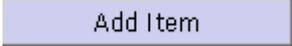
- a. Press the  button.

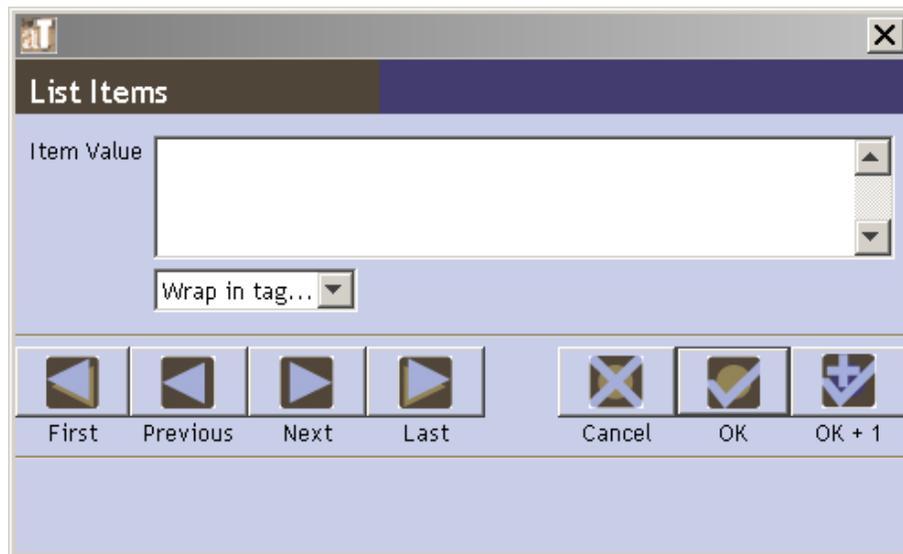


- b. Enter a **Label** and **Item Value**.
- c. Press **OK** to save the item.
- d. Repeat until the list is complete.
- e. Press **OK** to save the definition list, or **OK + 1** to continue entering items.

For an ordered list:

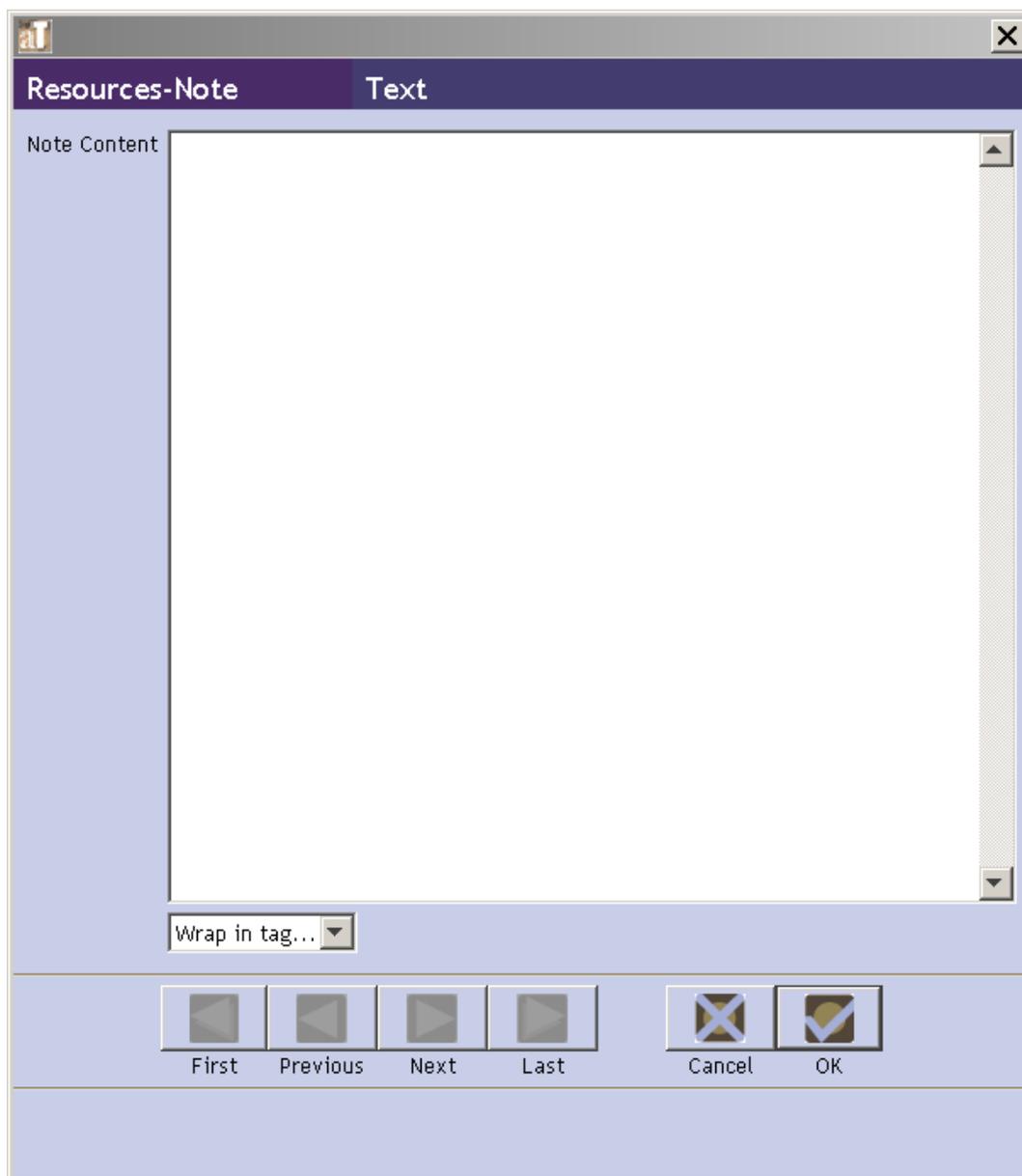


- a. Press the  button.



- b. Enter an **Item Value**.
- c. Press **OK** to save the item.
- d. Repeat until the list is complete.
- e. Press **OK** to save the definition list, or **OK + 1** to continue entering items.

For text:



- a. Enter **Note Content**.
- b. Press **OK** to save the text.

Note: In multi-part notes, text sections will be output in EAD as paragraphs. For a note that only contains paragraphs, the text can be input into a note with two line breaks indicating paragraphs.

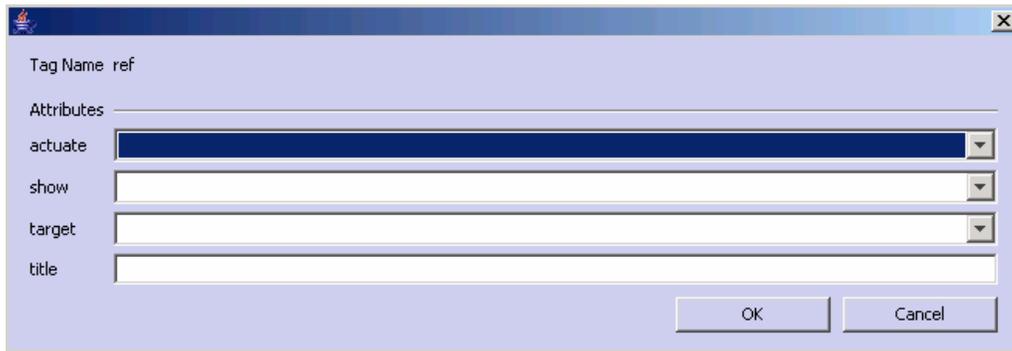
4. Once the proper sequence of parts has been completed, press **OK** to save the note.

Creating links for EAD output

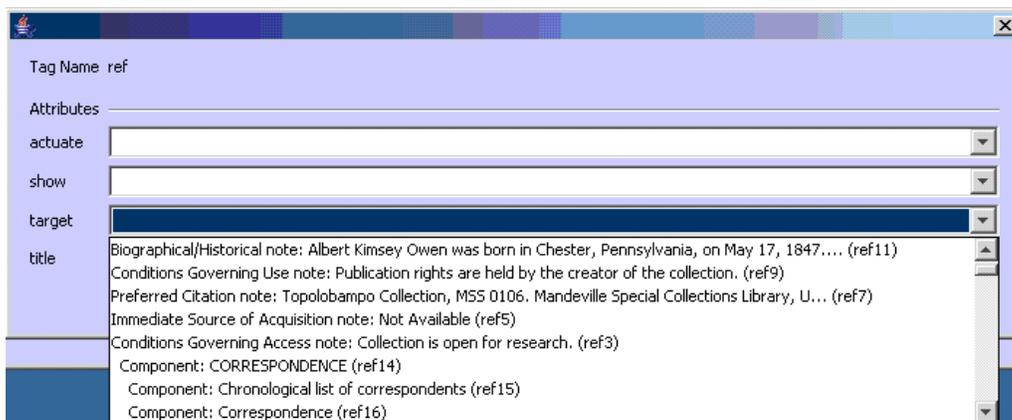
Using the **Wrap in tag** feature for titles or notes, it is possible to establish links that will be output in EAD.

Creating internal links

1. Within the appropriate note, select the text to be linked.
2. In the **Wrap in tag** drop-down box, select <ref>.



3. Select the appropriate **actuate** and **show** attributes from the drop-down lists. *Optional.*
4. Select a **target** from the list, which has been automatically generated from the contents of the resource record. The options will include components of the description and other notes. This selection is required to make the link operational.



3. Enter a **title**, which will be exported in a title attribute. *Optional.*
4. Press **OK**.

Creating external links

1. Within the appropriate note, select the text to be linked.
2. In the **Wrap in tag** drop-down box, select <extref>.

3. Select the appropriate **actuate** and **show** attributes from the drop-down lists. *Optional.*
4. Enter the URL for the link in the **href** field. For example, `http://www.archiviststoolkit.org`. This entry is required to make the link operational.

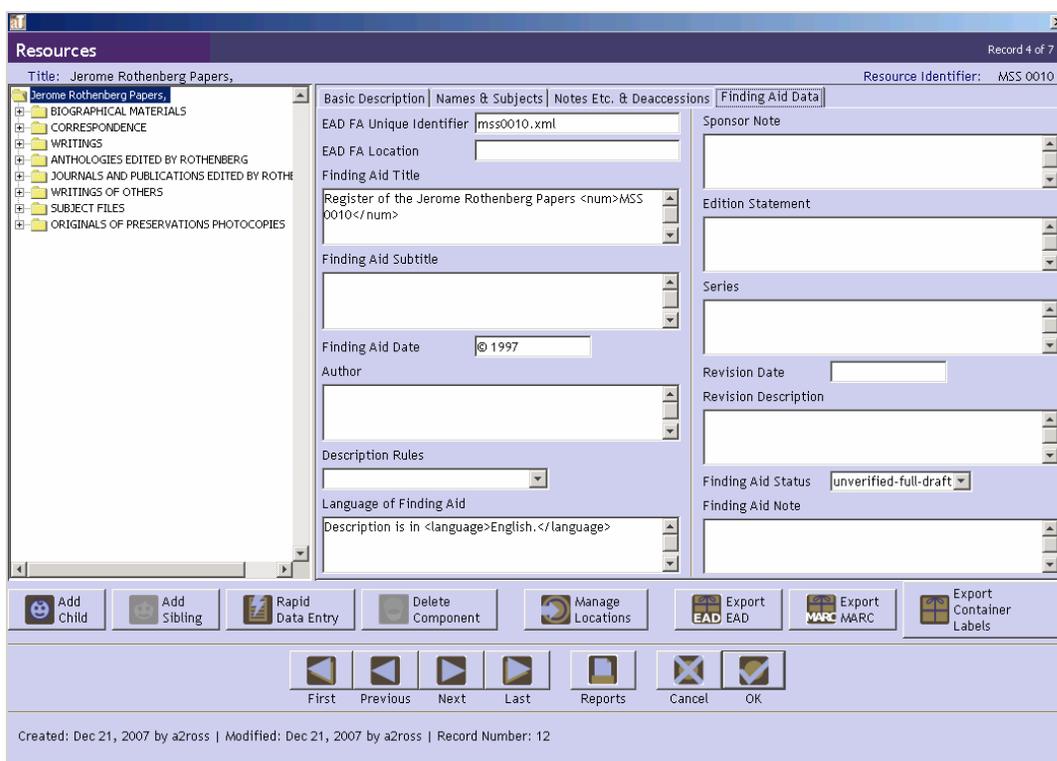
5. Enter a **title**, which will be exported in a title attribute. *Optional.*
6. Press **OK**.

Adding Deaccessions

Deaccessions may be added at the resource level from the **Notes etc. & Deaccessions** tab. Because deaccessions may only be added at the highest level, resource component records do not include the “Deaccessions” section on the **Notes, etc** tab. See Chapter 8 for details on adding deaccessions.

The Finding Aid Data Tab

Because all of the information contained in this tab applies to the finding aid for the resource as a whole, this tab is only available through resource records; it is assumed that component records will inherit the information stored in this tab from the resource record.



Elements contained in the finding aid data tab help in managing descriptive outputs, in particular EAD-encoded finding aids. Many of these fields are exported into the <eadheader> and may be used in the title page of print finding aids.

1. **EAD FA Unique Identifier.** A unique identifier for the finding aid within a repository context.

EAD Tag: <eadid>

Examples:

mshm23

2. **EAD FA Location.** Online location of finding aid, in Universal Resource Identifier format.

EAD Tag: URL attribute in <eadid>

Examples:

www.lib.utexas.edu/taro/hrc/00001.xml

3. **Finding Aid Title.** Name of the finding aid.

EAD Tag: <titleproper>

Examples:

Inventory of the Harold Ramis papers, 1956-2006

4. **Finding Aid Subtitle.** Subtitle for the finding aid.

EAD Tag: <subtitle>

Examples:

A Guide to the Collection

5. **Finding Aid Date.** Date the finding aid was first published.

EAD Tag: <publicationstmt><date>

Examples:

April 2006

1998

6. **Author.** Person(s) responsible for writing the finding aid.

EAD Tag: <author>

Examples:

Finding aid written by Samuel Sorenson.

7. **Description Rules.** Rules used to construct content of the description. Default options are AACR2, CCO, DACS, and RAD, but the repository can configure the list to include other options.

EAD Tag: <descrules>

8. **Language of Finding Aid.** Language in which the finding aid is written.

EAD Tag: <language>

Examples:

Finding aid written in English.

9. **Sponsor Note.** Name of agent(s) who funded the acquisition, arrangement, and / or description of the resource.

EAD Tag: <sponsor>

Examples:

Encoding funded by a grant from The Andrew W. Mellon Foundation.

10. **Edition Statement.** Information about the edition of the finding aid.

EAD Tag: <editionstmt>

Examples:

Second edition.

11. **Series.** Information about the series to which the finding aid belongs.

EAD Tag: <seriesstmt>

Examples:

Observatories of the Carnegie Institution of Washington
Collection

12. **Revision Date.** Date of last revision to the finding aid.

EAD Tag: <revisiondesc><change><date>

Examples:

May 1998

13. **Revision Description.** Description of revision made.

EAD Tag: <revisiondesc><change><item>

Examples:

Finding aid updated to include materials integrated from
accession number 1998-37.

14. **Finding Aid Status.** Overall status of the finding aid. Options include Completed, In_process, Under_revision, and Unprocessed. List of options may be configured to the repository's preference.

Note: Customized values may not contain spaces.

EAD Tag: findaidstatus attribute in <eadheader> element

15. **Finding Aid Note.** Any information about the finding aid the repository wishes to record.

Examples:

Finding aid not yet updated to meet most recent
guidelines.

Relationships with other records

Managing resource locations, maintaining links with accession records, and adding creator, source, subject, and location information to resource records involves establishing relationships with records from other modules.

1. **Accession.** Resource description records may be linked to one or more accession records. These links are made through the appropriate accession record(s) for the resource. This link is automatically created when a Resource record is generated from an Accession record. See Chapter 7 for more details.

2. **Creator(s).** Adding creator information to the record involves linking the resource or component record to one or more name records. See Chapter 12.
3. **Source(s).** The source refers to the individual or organization from which the repository acquired the materials. As with creators, adding a source to the resource record involves linking to a name record. See Chapter 12.

Note: A source may only be linked to a resource description record, not a resource component record.

4. **Subject Name(s).** As with creators and sources, adding a name as subject to a resource or component record involves linking to a name record. See Chapter 12.
5. **Subject(s).** Adding topical, geographic, genre and other content headings to resource and resource component records requires linking to one or more subject records. See Chapter 12.
6. **Location(s).** You may assign a shelf location for any container recorded for the resource. See Chapter 13.

Resource reports

You can generate many descriptive, administrative, and statistical reports drawn from the resource records. Chapter 14 provides instructions for generating reports. Examples of the following reports are available in the appendices:

1. **Print Screen.** Generates a list of resource records as displayed in the list screen. This option is only available through the list screen view.
2. **Finding Aid.** A narrative description and inventory of a collection's content.
3. **Resource record(s).** Displays key fields for selected resource record(s).
4. **Resource(s) restricted.** Displays resource(s) that are restricted. Report contains title, resource identifier, level, date range, creator names, and a total extent number of the records selected that are checked as restrictions apply.
5. **Resource(s) with location(s).** Displays resource(s) with all specified location information. Report contains title, resource identifier, level, date range, and assigned locations.
6. **Resource(s) with name(s) linked as creator.** Displays resource(s) with name(s) linked as creator. Report contains title, resource identifier, level, date range, and creator name.
7. **Resource(s) with name(s) linked as source.** Displays resource(s) having name(s) linked as source. Report contains title, resource identifier, level, date range, and source name.
8. **Resource(s) with name(s) linked as subjects and with subjects.** Displays resource(s) with names linked as subjects and with linked subjects. Report contains title, resource identifier, level, date range, linked names and their functions, and linked subjects.
9. **Resources list.** Displays resource(s) in list fashion. Report contains title, resource identifier, level, date range, and creator names.

10. **Resources with deaccession(s)**. Displays resource(s) with linked deaccession record(s). Report contains title, resource identifier, level, date range, linked deaccessions, creator names, and physical extent totals.