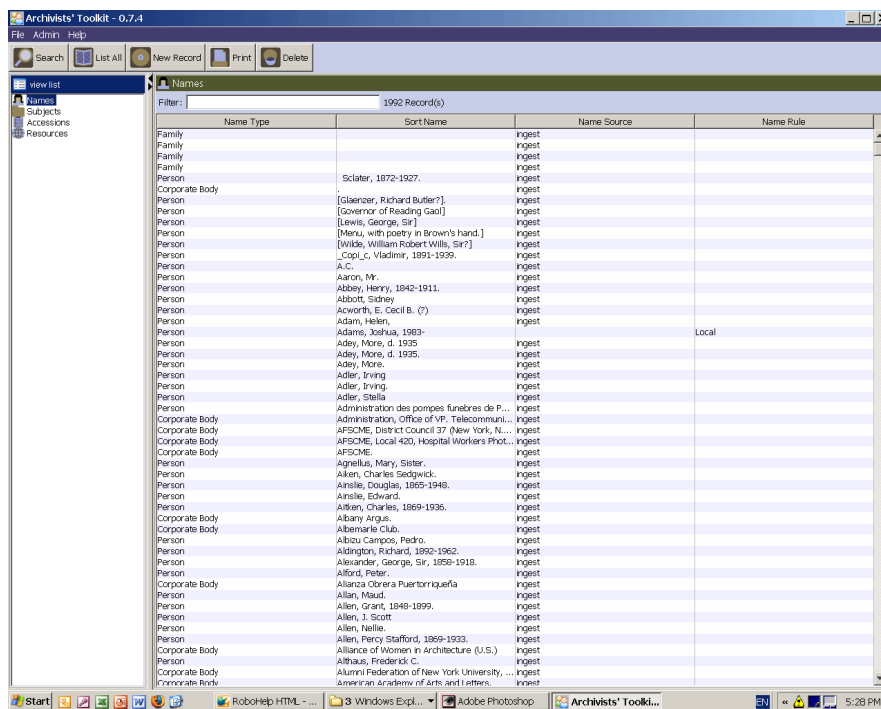


# Appendix A2.18

## Reference List of Screens, Tables, and Fields

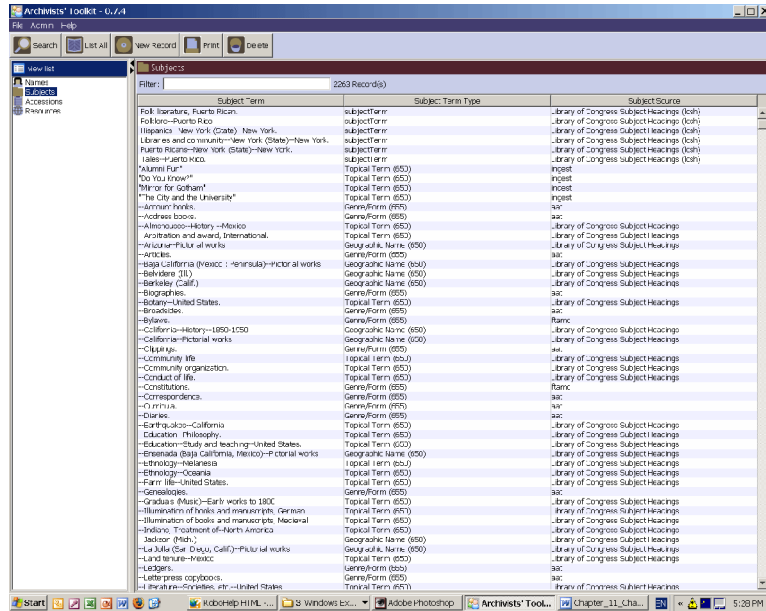
This list depicts each screen in the Toolkit, and indicates the related table and field information necessary for customization of the screen. In the Toolkit's Configure Application menu, you need to know the appropriate table name and field name in order to customize the content of list screens, the labels of fields, and any default content for fields.

### Names List Screen



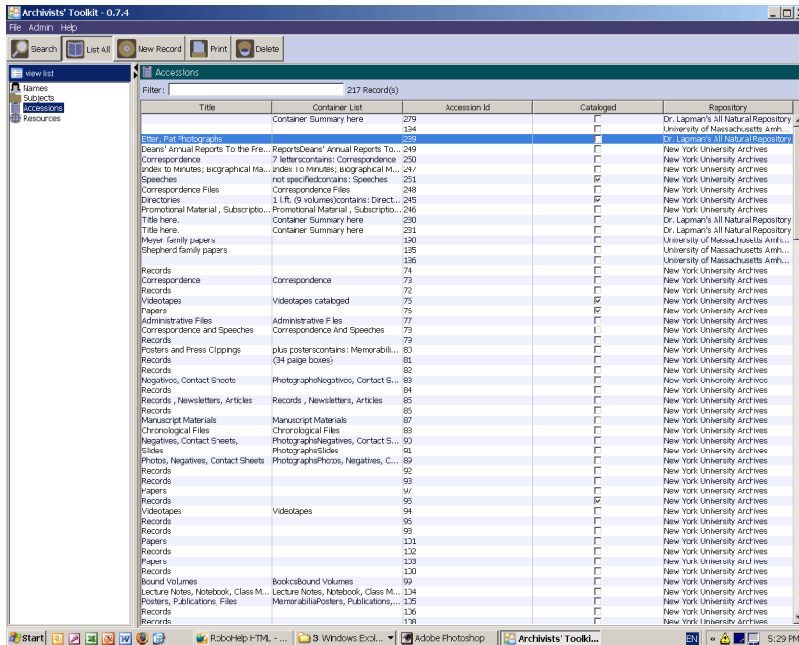
List Screen	Table
Names list screen	Names

# Subjects List Screen



List Screen	Table
Subjects list screen	Subjects

# Accessions List Screen



List Screen	Table
Accessions list screen	Accessions

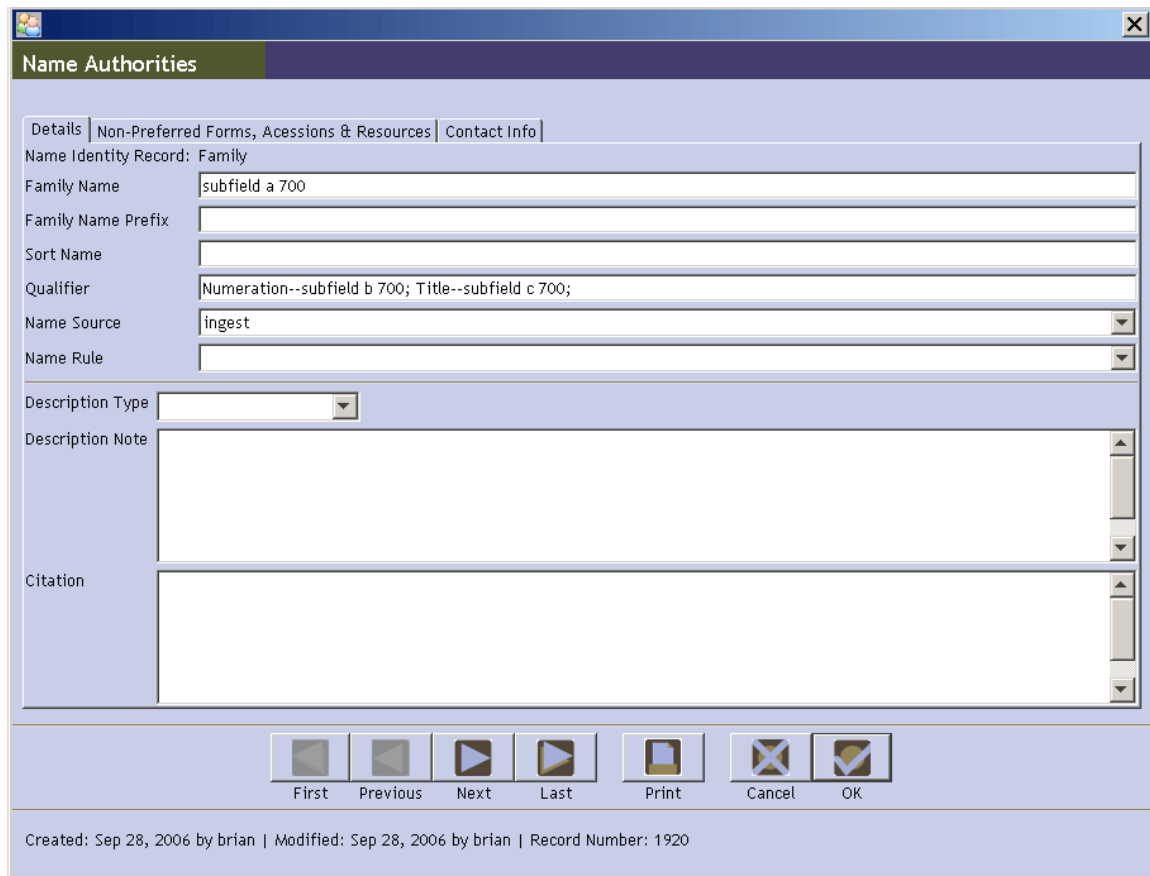
# Resources List Screen

Title	Repository	Container Summary	Resource Id	Resource Identifier
Jesus Colon Papers	Dr. Lapman's All Natural Repository	21.52 cubic feet (43 boxes)	153	1963-01
Jesus Colon Papers	Dr. Lapman's All Natural Repository	21.52 cubic feet (43 boxes)	174	1963-01
Ruth M. Reynolds Papers	Dr. Lapman's All Natural Repository	21.25 cubic feet (46 boxes)	173	1960-01
Ruth M. Reynolds Papers	New York University Archives		180	1
Records of Leslie E. Robertson an...	Dr. Lapman's All Natural Repository	images, digitized from original 35...	179	2004.02
Records of Leslie E. Robertson an...	New York University Archives		181	2
Records of Leslie E. Robertson an...	New York University Archives		182	3
Rose Weiner Papers	Dr. Lapman's All Natural Repository	.25 linear feet (1 box)	175	ALBA 116
Photographs	Tanmen Library and Robert F. ...	Approximately 2,000 black and w...	194	ALBA Photo 011
Photographs	Dr. Lapman's All Natural Repository	Approximately 2,000 black and w...	196	ALBA Photo 011
BDW's Cubicle	Archivists' Toolkit	Approx. 50 items.	116	AT DO Model 1
Oral History of John Arthur McG...	Archivists' Toolkit	1 transcript, 2 cassette tapes	145	AT DO Model 2
William W. Wurster / Wurster, Be...	Archivists' Toolkit	65 cartons, 131 manuscript boxe...	146	AT DO Model 3
Around South America	Archivists' Toolkit	1 film reel	147	AT DO Model 4
Papers, 1796-1933 (inclusive),	UC San Diego	139 v., 27 boxes, (24 linear ft.)	235	Harvard 1
Test Title 001	Dr. Lapman's All Natural Repository		190	ingest0001
Collection,	University of Massachusetts Amh...	.5 lin. ft., (1 archives box)	217	KS2
Collection,	University of Massachusetts Amh...	.5 lin. ft., (1 archives box)	223	KS Lib plan
Miscellaneous manuscript collecti...	University of Massachusetts Amh...	7.2 lin. ft., (18 archives boxes)	224	KS 181 plan
Postcard to Diane di Prima,	University of Massachusetts Amh...	1 item ,9 x 14 cm	225	KS 276 plan
George and Martha Meyers papers	University of Massachusetts Amh...	2 record center cartons	152	KS VS 17
Munkia Iron Papers	University of Massachusetts Amh...		150	KS VS 18
Postcard to Diane di Prima,	University of Massachusetts Amh...	1 item ,9 x 14 cm	222	KS subonly 276
University of Massachusetts Amh...	University of Massachusetts Amh...	.5 lin. ft., (1 archives box)	228	KS2 136
Thirty years in the South Seas : L...	University of Massachusetts Amh...	1 item (264 p.)	230	KS2 103chhd
fax receipt ; San Diego, to K.G. ...	University of Massachusetts Amh...	1 item	229	ks2_schhd
Collection,	University of Massachusetts Amh...	.5 lin. ft., (1 archives box)	221	KS2 invalid
Collection,	University of Massachusetts Amh...	.5 lin. ft., (1 archives box)	218	KSInv 03
Collection,	University of Massachusetts Amh...	.5 lin. ft., (1 archives box)	219	KSInv 03
Miscellaneous manuscript collecti...	University of Massachusetts Amh...	.5 lin. ft., (1 archives box)	220	KSInv_136/181.nochhd
Collection,	University of Massachusetts Amh...	1 archives box	221	KSInv_136/181.nochhd
Dr. Lapman's All Natural Repository	Dr. Lapman's All Natural Repository		226	LB414
New York University Archives	New York University Archives		29	MC 10
New York University Archives	New York University Archives		66	MC 111
New York University Archives	New York University Archives		59	MC 11
New York University Archives	New York University Archives		30	MC 12
New York University Archives	New York University Archives		28	MC 134
New York University Archives	New York University Archives		23	MC 138
Papers	Brooklyn Museum	116 linear feet (116 boxes)	1	MC 189a
New York University Archives	New York University Archives		13	MC 146
New York University Archives	New York University Archives		43	MC 147
New York University Archives	New York University Archives		13	MC 148
New York University Archives	New York University Archives		26	MC 150
New York University Archives	New York University Archives		24	MC 151
New York University Archives	New York University Archives		25	MC 152
New York University Archives	New York University Archives		32	MC 153
New York University Archives	New York University Archives		36	MC 154
New York University Archives	New York University Archives		39	MC 155
New York University Archives	New York University Archives		49	MC 157
New York University Archives	New York University Archives		44	MC 158
New York University Archives	New York University Archives		51	MC 160

List Screen	Table
Resources list screen	Resources

## Names

### Name Authorities Screen: Details Tab



**Name Authorities**

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

Name Identity Record: Family

Family Name: subfield a 700

Family Name Prefix:

Sort Name:

Qualifier: Numeration--subfield b 700; Title--subfield c 700;

Name Source: ingest

Name Rule:

Description Type:

Description Note:

Citation:

First Previous Next Last Print Cancel OK

Created: Sep 28, 2006 by brian | Modified: Sep 28, 2006 by brian | Record Number: 1920

Field Name	Default Field Label	Table
citation	Citation	Names
corporatePrimaryName	Corporate Primary Name	Names
corporateSubordinate1	Corporate Subordinate1	Names
corporateSubordinate2	Corporate Subordinate2	Names
descriptionNote	Description Note	Names
descriptionType	Description Type	Names
familyName	Family Name	Names
familyNamePrefix	Family Name Prefix	Names
nameId	Name Id	Names
nameRule	Name Rule	Names
nameSource	Name Source	Names
nameType	Name Type	Names
number	Number	Names
personalDates	Personal Dates	Names

Field Name	Default Field Label	Table
personalDirectOrder	Personal Direct Order	Names
personalFullerForm	Personal Fuller Form	Names
personalPrefix	Personal Prefix	Names
personalPrimaryName	Last Name	Names
personalRestOfName	Personal Rest Of Name	Names
personalSuffix	Personal Suffix	Names
personalTitle	Personal Title	Names
qualifier	Qualifier	Names
salutation	Salutation	Names
sortName	Sort Name	Names

### Name Authorities Screen: Non-Preferred Forms, Accessions & Resources Tab

The screenshot shows a software interface titled "Name Authorities" with three tabs: "Details", "Non-Preferred Forms, Accessions & Resources", and "Contact Info". The "Non-Preferred Forms" tab is active, displaying a table with columns "Name Type" and "Sort Name". Below the table are buttons for "Add Non-Preferred Form" and "Remove Non-Preferred Form". The "Accessions" tab shows a table with columns "Title", "Container List", "Accession Id", "Cataloged", and "Repository". The "Resources" tab shows a table with columns "Title", "Repository", "Container Summary", "Resource Id", and "Resource Identifier". A note at the bottom of the Resources section states: "Resources in Red have the subject term linked at the component level". At the bottom of the screen are navigation buttons: "First", "Previous", "Next", "Last", "Print", "Cancel", and "OK". The footer text reads: "Created: Sep 28, 2006 by brian | Modified: Sep 28, 2006 by brian | Record Number: 1920".

List Screen	Table
Non-Preferred Forms	NonPreferredNames
Accessions	Accessions
Resources	Resources

## Name Authorities: Non Preferred Names Screen

Name Identity Record: Family

Family Name

Family Name Prefix

Sort Name

Qualifier

First Previous Next Last Print Cancel OK

Field Name	Default Field Label	Table
corporatePrimaryName	Corporate Primary Name	NonPreferredNames
corporateSubordinate1	Corporate Subordinate1	NonPreferredNames
corporateSubordinate2	Corporate Subordinate2	NonPreferredNames
familyName	Family Name	NonPreferredNames
familyNamePrefix	Family Name Prefix	NonPreferredNames
nameId	Name Id	NonPreferredNames
nameType	Name Type	NonPreferredNames
number	Number	NonPreferredNames
personalDates	Personal Dates	NonPreferredNames
personalDirectOrder	Personal Direct Order	NonPreferredNames
personalFullerForm	Personal Fuller Form	NonPreferredNames
personalPrefix	Personal Prefix	NonPreferredNames
personalPrimaryName	Personal Primary Name	NonPreferredNames
personalRestOfName	Personal Rest Of Name	NonPreferredNames
personalSuffix	Personal Suffix	NonPreferredNames
personalTitle	Personal Title	NonPreferredNames
qualifier	Qualifier	NonPreferredNames
sortName	Sort Name	NonPreferredNames

## Name Authorities: Contact Info Tab

Field Name	Default Field Label	Table
contactAddress1	Contact Address1	Names
contactAddress2	Contact Address2	Names
contactCity	Contact City	Names
contactCountry	Contact Country	Names
contactEmail	Contact Email	Names
contactFax	Contact Fax	Names
contactMailCode	Contact Mail Code	Names
contactName	Contact Name	Names
contactPhone	Contact Phone	Names
contactRegion	Contact Region	Names

List Screen	Table
Notes	NameContactNotes

## Name Authorities Contact Notes Screen

The screenshot shows a software window titled "Name Authorities Contact Notes Screen". The window has a blue title bar with a close button. Below the title bar is a tabbed interface with two tabs: "Name Authorities" (selected) and "Contact Notes". The main area contains two text input fields: "Label" and "Note Text". Below the input fields is a row of seven buttons: "First", "Previous", "Next", "Last", "Print", "Cancel", and "OK".

Field Name	Default Field Label	Table
label	Label	NameContactNotes
noteText	Note Text	NameContactNotes
sequenceNumber	Sequence Number	NameContactNotes



## Subjects Screen

**Subjects**

Subject Term: American literature--19th century.

Subject Term Type: Topical Term (650)

Source: Library of Congress Subject Headings

Scope Note:

**Accessions**

Title	Container List	Accession Id	Cataloged	Repository

**Resources**

Title	Repository	Container Summary	Resource Id	Resource Identifier
Papers, 1796-1933 (incl...	UC San Diego	139 v., 27 boxes, (24 lin...	235	Harvard.1

Resources in Red have the subject term linked at the component level

First Previous Next Last Print Cancel OK

Created: Sep 30, 2006 by brad | Modified: Sep 30, 2006 by brad | Record Number: 2398

Field Name	Default Field Label	Table
subjectId	Subject Id	Subjects
subjectScopeNote	Subject Scope Note	Subjects
subjectSource	Subject Source	Subjects
subjectTerm	Subject Term	Subjects
subjectTermType	Subject Term Type	Subjects

List Screen	Table
Accessions	Accessions
Resources	Resources

## Accessions Screen: Basic Information Tab

**Accessions**

Basic Information | Names & Subjects | Collection Information

Accession Number [nyuArch03] [005] [ ] [ ] Accession Date [8-19-03]

Resources Linked to this accession

Resource Identifier	Resource Title
MC 173	

Link Resource Remove Link

Extent

Extent Number [2] Extent Type [Linear ft.]

Accession Number

Thomas Wolff Materials

Resource Type [Papers]

Title

Thomas Wolff Materials

Date Expression

Date

Date Begin [ ] Date End [ ]

Bulk Dates

Bulk Date Begin [ ] Bulk Date End [ ]

External Documents

Title	Href
-------	------

Add Document Remove Document Open in Browser

Deaccessions

Date	Extent	Extent Type	Description
------	--------	-------------	-------------

Add Deaccession Remove Deaccession

First Previous Next Last Print Cancel OK

Created: Jul 18, 2006 by brian | Modified: Jul 18, 2006 by brian | Record Number: 128

Field Name	Default Field Label	Table
accessionDate	Accession Date	Accessions
accessionId	Accession Id	Accessions
accessionNumber	Accession Number	Accessions
accessionNumber1	Accession Number1	Accessions
accessionNumber2	Accession Number2	Accessions
accessionNumber3	Accession Number3	Accessions
accessionNumber4	Accession Number4	Accessions
bulkDateBegin	Bulk Date Begin	Accessions
bulkDateEnd	Bulk Date End	Accessions
containerSummary	Container List	Accessions
dateBegin	Date Begin	Accessions
dateEnd	Date End	Accessions
dateExpression	Date Expression	Accessions
extentNumber	Extent Number	Accessions
extentType	Extent Type	Accessions
resourceType	Resource Type	Accessions
title	Title	Accessions

List Screen	Table
Resources Linked to this accession	AccessionsResources
External Documents	ExternalReference
Deaccessions	Deaccessions

Accessions Link Resource to Accession Screen

Double click on a Resource to add it to the record.  
Or hit enter if a Resource is highlighted.

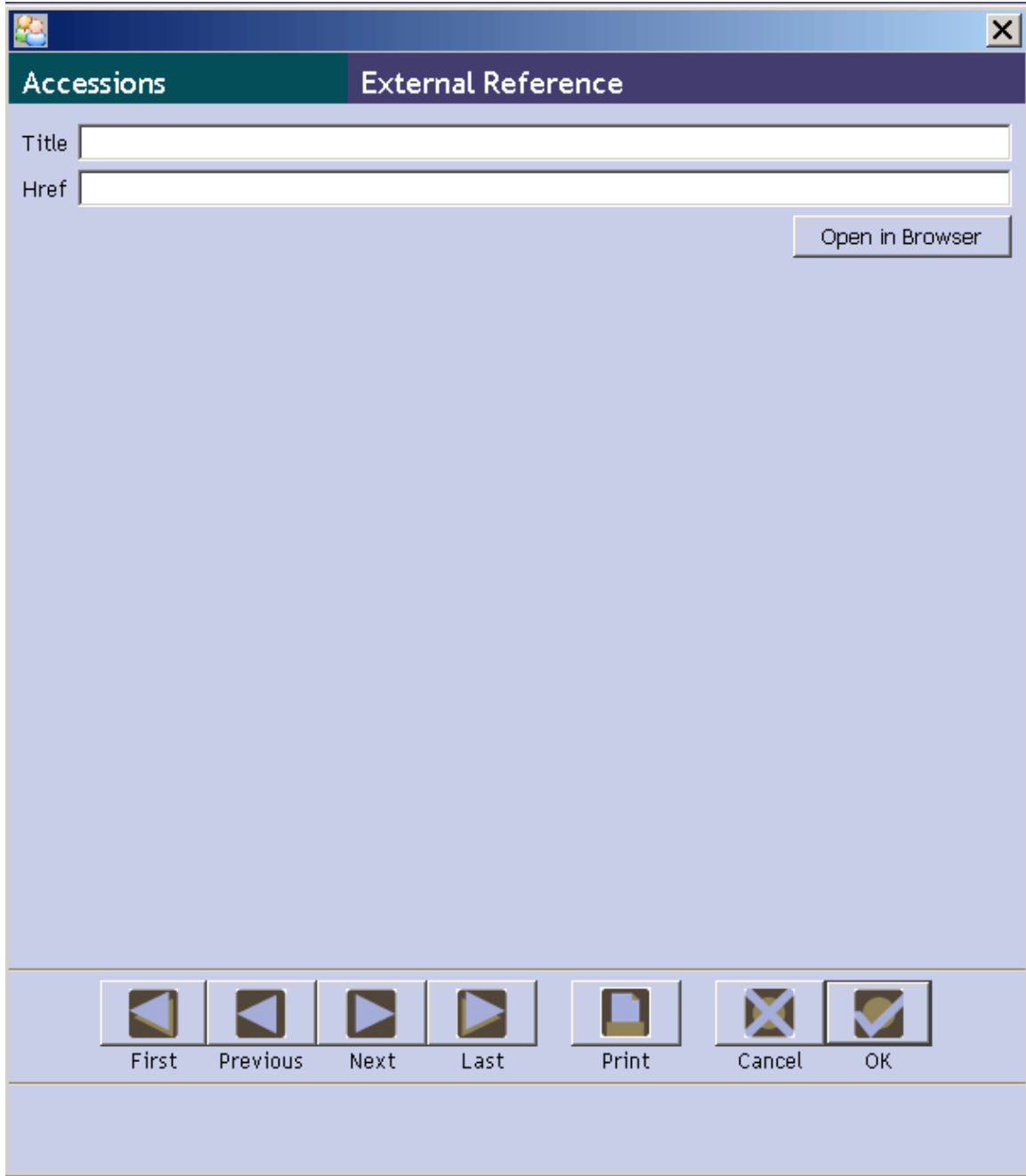
Title	Repository	Container S...	Resource Id	Resource Id...
Jesús Colón ...	Dr. Lapman's...	21.52 cubic f...	153	1983-01
Pura Belpré ...	Dr. Lapman's...	18 cubic feet...	174	1989-03
Ruth M. Rey...	Dr. Lapman's...	21.25 cubic f...	173	1990-01
	New York Un...		180	1
Records of L...	Dr. Lapman's...	images, digit...	179	2004.02
	New York Un...		181	2
	New York Un...		182	3
Rose Weiner...	Dr. Lapman's...	.25 linear fe...	175	ALBA 116
Photographs	Tamiment Li...	Approximatel...	194	ALBA Photo ...
Photographs	Dr. Lapman's...	Approximatel...	193	ALBA Photo ...
BDW's Cubicle	Archivists' T...	Approx. 50 it...	116	AT.DO.Model.1
Oral History ...	Archivists' T...	1 transcript, ...	145	AT.DO.Model.2
William W. ...	Archivists' T...	66 cartons, 1...	146	AT.DO.Model.3
Around Sout...	Archivists' T...	1 film reel	147	AT.DO.Model.4
Papers, 1796...	UC San Diego	139 v., 27 bo...	235	Harvard.1
Test Title 001	Dr. Lapman's...		190	Ingest 0001
Collection,	University of ...	.5 lin. ft.,(1 a...	217	KS.02
Collection,	University of ...	.5 lin. ft.,(1 a...	223	KS.136.plain
Miscellaneous...	University of ...	7.2 lin. ft.(1...	224	KS.181.plain

Filter:

Link    Create Resource    Close Window

List Screen	Table
Link Resource to Accession	Resources

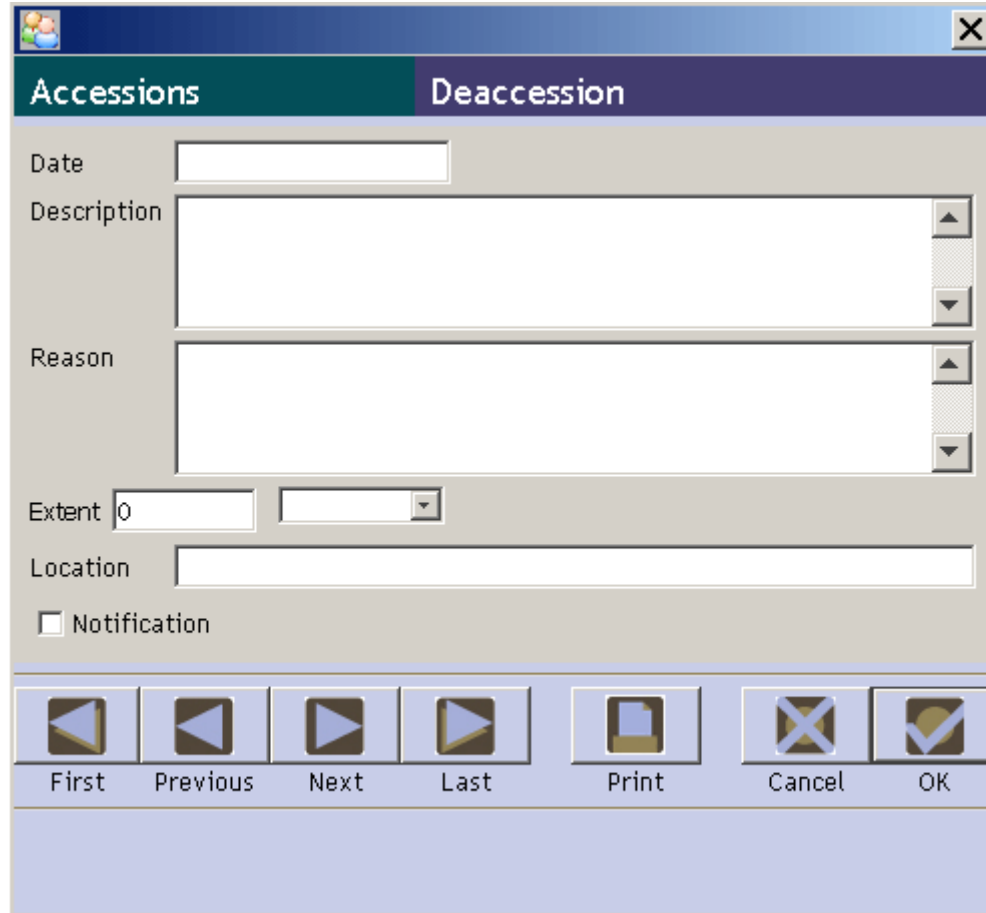
## Accessions External Reference Screen



The screenshot shows a software window titled "Accessions External Reference". The window has a dark blue header bar with two tabs: "Accessions" (active, green background) and "External Reference" (inactive, dark blue background). Below the header, there are two text input fields: "Title" and "Href". To the right of the "Href" field is a button labeled "Open in Browser". At the bottom of the window is a toolbar with seven icons: "First" (left arrow), "Previous" (left arrow), "Next" (right arrow), "Last" (right arrow), "Print" (printer icon), "Cancel" (X icon), and "OK" (checkmark icon).

Field Name	Default Field Label	Table
href	Href	ExternalReference
title	Title	ExternalReference

## Accessions: Deaccession Screen



Field Name	Default Field Label	Table
date	Date	Deaccessions
deaccessionsId	Deaccessions Id	Deaccessions
description	Description	Deaccessions
extent	Extent	Deaccessions
extentType	Extent Type	Deaccessions
location	Location	Deaccessions
notification	Notification	Deaccessions
reason	Reason	Deaccessions

## Accessions: Names & Subjects Tab

**Accessions**

Basic Information | **Names & Subjects** | Collection Information

**Names**

Name	Function	Role
------	----------	------

Add Name Relationship Remove Name Relationship View Name

**Subjects**

Subject	Arch Description Subjects Id
Wolff, Thomas	265

Add Subjects Remove Subjects

First Previous Next Last Print Cancel OK

Created: Jul 18, 2006 by brian | Modified: Jul 18, 2006 by brian | Record Number: 128

List Screen	Table
Names	ArchDescriptionNames
Subjects	ArchDescriptionSubjects

## Accessions Name Authority Lookup

Double click on a Name to add it to the record.  
Or hit enter if a Term is highlighted.

Function

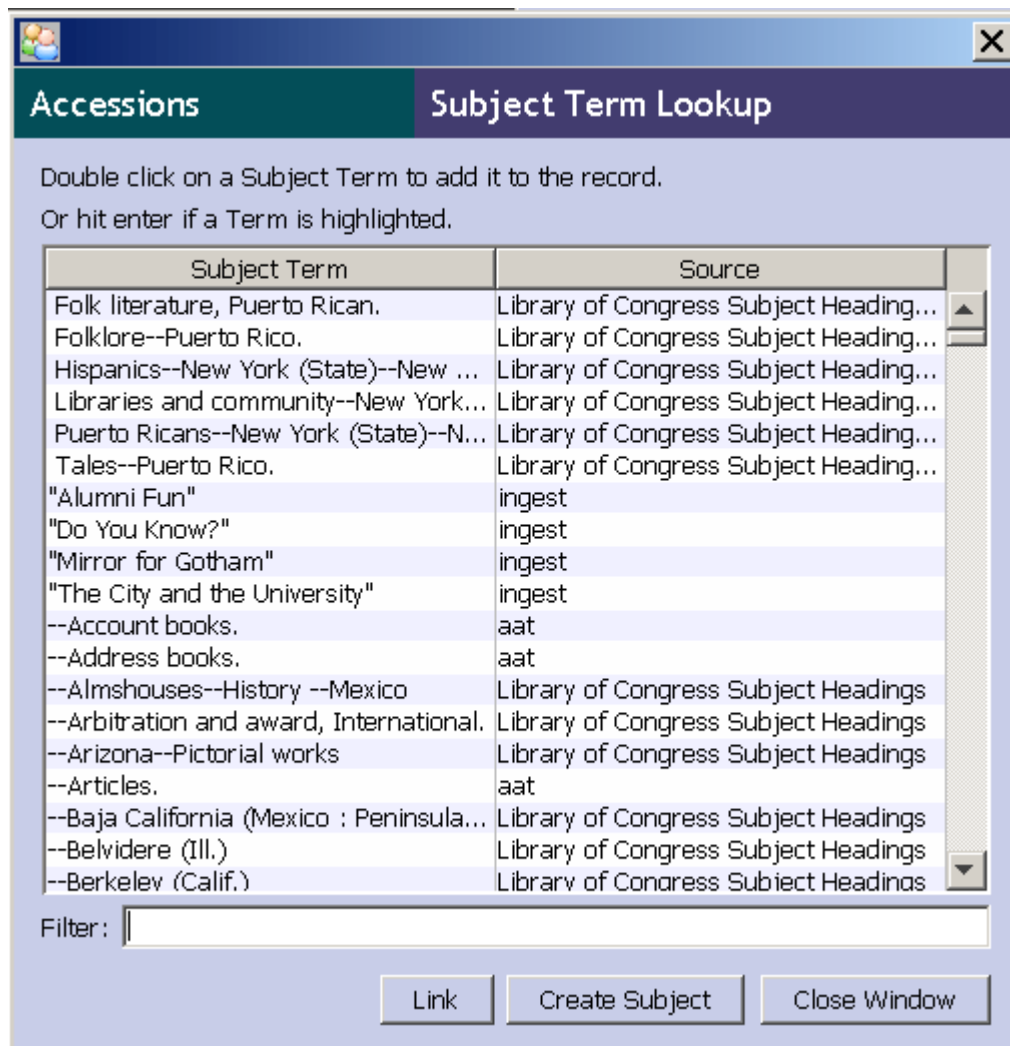
Name Type	Sort Name	Name Source	Name Rule
Family		ingest	
Family		ingest	
Family		ingest	
Family		ingest	
Person	Sclater, 1872-1...	ingest	
Corporate Body	.	ingest	
Person	[Glaenzer, Richa...	ingest	
Person	[Governor of Re...	ingest	
Person	[Lewis, George, ...	ingest	
Person	[Menu, with poet...	ingest	
Person	[Wilde, William ...	ingest	
Person	_Copi_c, Vladimi...	ingest	
Person	A.C.	ingest	
Person	Aaron, Mr.	ingest	
Person	Abbey, Henry, 1...	ingest	
Person	Abbott, Sidney	ingest	
Person	Acworth, E. Cecil...	ingest	
Person	Adam, Helen,	ingest	
Person	Adams, Joshua, ...		Local
Person	Adey, More, d. 1...	ingest	
Person	Adey, More, d. 1...	ingest	
Person	Adev. More.	ingest	

Filter:

Link Create Name Close Window

Field Name	Default Field Label	Table
archDescriptionNamesId	Arch Description Names Id	ArchDescriptionNames
form	Form	ArchDescriptionNames
function	Function	ArchDescriptionNames
name	Name	ArchDescriptionNames
role	Role	ArchDescriptionNames

## Accessions Subject Term Lookup



Field Name	Default Field Label	Table
archDescriptionSubjectsId	Arch Description Subjects Id	ArchDescriptionSubjects
subject	Subject	ArchDescriptionSubjects



## Accessions: Collection Information Tab

**Accessions**

Basic Information | Names & Subjects | Collection Information

Acquisition Type  Acknowledgement Date   Rights Transferred

Agreement Sent  Agreement Received   Restrictions Apply

Repository New York University Archives  Access Restrictions

Accession Disposition Note

Retention Rule

Cataloged

Cataloged Note

Processing Plan

Date Processed

Inventory

Description

Condition Note

Location

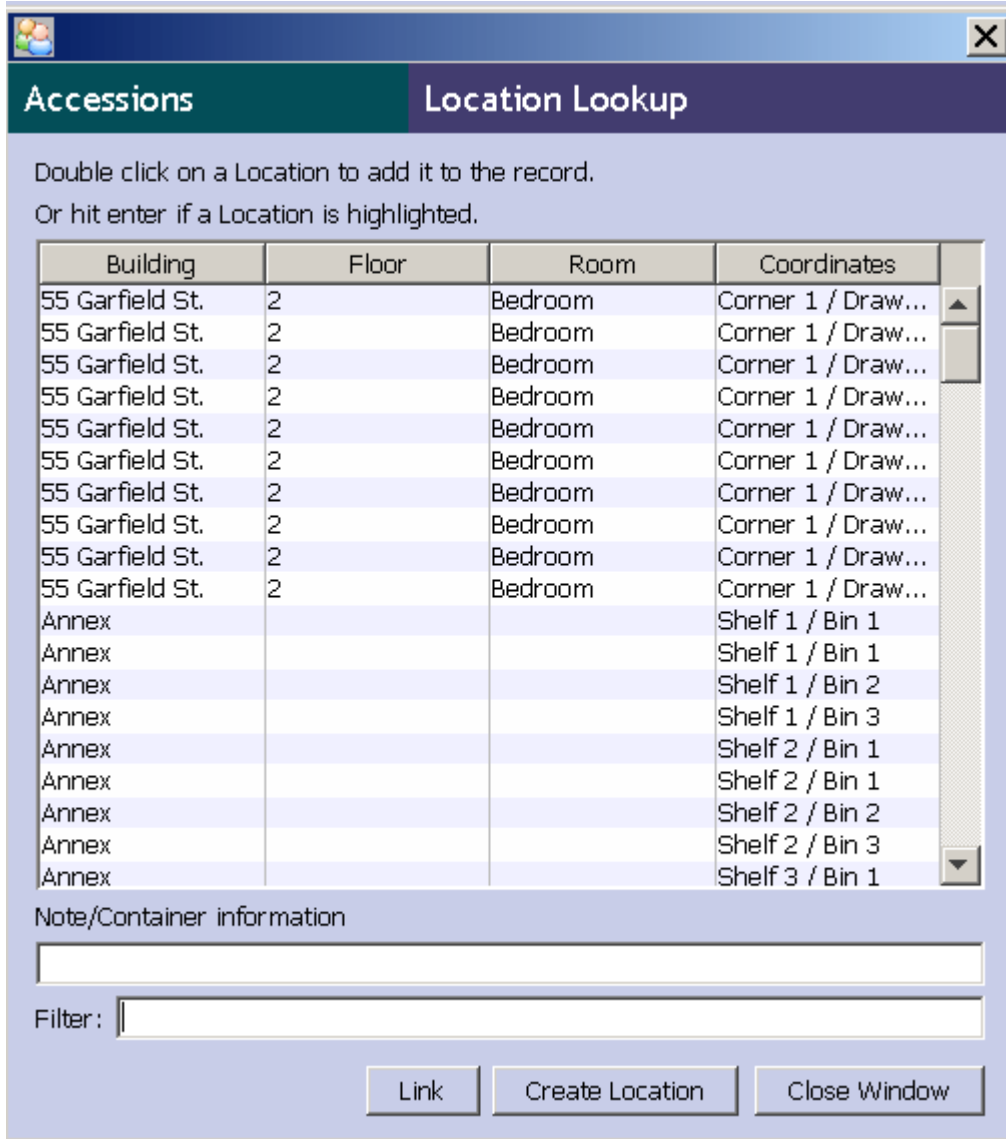
First Previous Next Last Print Cancel OK

Created: Jul 18, 2006 by brian | Modified: Jul 18, 2006 by brian | Record Number: 128

Field Name	Default Field Label	Table
accessionDispositionNote	Accession Disposition Note	Accessions
accessRestrictions	Access Restrictions	Accessions
acknowledgementDate	Acknowledgement Date	Accessions
acquisitionType	Acquisition Type	Accessions
agreementReceived	Agreement Received	Accessions
agreementSent	Agreement Sent	Accessions
cataloged	Cataloged	Accessions
catalogedNote	Cataloged Note	Accessions
conditionNote	Condition Note	Accessions
dateProcessed	Date Processed	Accessions
description	Description	Accessions
inventory	Inventory	Accessions
processingPlan	Processing Plan	Accessions
repository	Repository	Accessions
repositoryName	Repository Name	Accessions
restrictionNote	Restriction Note	Accessions
restrictionsApply	Restrictions Apply	Accessions
retentionRule	Retention Rule	Accessions
rightsTransferred	Rights Transferred	Accessions

List Screen	Table
Locations	AccessionsLocation

Accessions Location Lookup



List Screen	Table
Locations	Locations

## Resources/Components: Basic Description Screen

The screenshot shows a software window titled "Resources" with a sidebar containing a tree view of folders: "Dr. Seuss Collection", "ADVERTISING ARTWORK", "MAGAZINE STORIES AND CARTOONS", "WRITINGS, SPEECHES AND TEACHING PR", "AWARDS AND MEMORABILIA", "FAN MAIL", "SEUSS PRODUCTS", "BOOK PROMOTION MATERIALS", "PHOTOGRAPHS", and "UCSD EVENTS". The main area is divided into several sections:

- Level:** A dropdown menu set to "Collection".
- Title:** A text field containing "Dr. Seuss Collection,".
- Date Expression:** A text field containing "1919-2003". Below it are fields for "Date 1", "Begin", "End", "Bulk Dates", "Begin", and "End".
- Language Code:** A dropdown menu set to "eng".
- Repository Processing Note:** A large text area.
- Repository:** A text field containing "Repository UCSD--Mandeville Special Collections Library" and a "Change Repository" button.
- Resource Identifier:** A text field containing "S 0230".
- Accessions linked to this Resource ID:** A table with columns "Accession Number" and "Accession Title".
- Extent:** A section with "Extent" and "Container Summary" fields. The "Container Summary" field contains "197.70 linear feet".
- Instances:** A table with columns "Instance Type" and "Instance Label". Below the table are "Add Instance" and "Remove Instance" buttons.
- Internal Only / Restrictions Apply:** Two checkboxes, both currently unchecked.

At the bottom of the window, there is a toolbar with buttons for "Manage Locations", "EAD", "MARC", "First", "Previous", "Next", "Last", "Print", "Cancel", and "OK". A status bar at the very bottom reads: "Created: Jul 18, 2006 by brad | Modified: Sep 11, 2006 by developer | Record Number: 111".

Field Name	Default Field Label	Table
bulkDateBegin	Bulk Date Begin	Resources
bulkDateEnd	Bulk Date End	Resources
containerSummary	Container Summary	Resources
dateBegin	Date Begin	Resources
dateEnd	Date End	Resources
dateExpression	Date Expression	Resources
extentNumber	Extent Number	Resources
extentType	Extent Type	Resources
languageCode	Language Code	Resources
level	Level	Resources
repository	Repository	Resources
repositoryName	Repository Name	Resources
repositoryProcessingNote	Repository Processing Note	Resources
resourceId	Resource Id	Resources
resourceIdentifier	Resource Identifier	Resources
resourceIdentifier1	Resource Identifier1	Resources
resourceIdentifier2	Resource Identifier2	Resources
resourceIdentifier3	Resource Identifier3	Resources
resourceIdentifier4	Resource Identifier4	Resources

Field Name	Default Field Label	Table
restrictionsApply	Restrictions Apply	Resources
title	Title	Resources
bulkDateBegin	Bulk Date Begin	ResourcesComponents
bulkDateEnd	Bulk Date End	ResourcesComponents
componentUniqueIdentifier	Component Unique Identifier	ResourcesComponents
containerSummary	Container Summary	ResourcesComponents
dateBegin	Date Begin	ResourcesComponents
dateEnd	Date End	ResourcesComponents
dateExpression	Date Expression	ResourcesComponents
extentNumber	Extent Number	ResourcesComponents
extentType	Extent Type	ResourcesComponents
internalOnly	Internal Only	ResourcesComponents
languageCode	Language Code	ResourcesComponents
level	Level	ResourcesComponents
repositoryProcessingNote	Repository Processing Note	ResourcesComponents
resourceComponentId	Resource Component Id	ResourcesComponents
restrictionsApply	Restrictions Apply	ResourcesComponents
title	Title	ResourcesComponents

List Screen	Table
Accessions linked to this Resource ID	AccessionsResources
Instances	ArchDescriptionInstances

## Resources Analog Instance Screen

The screenshot shows a software window titled "Resources Analog Instance". The window has a dark blue header with the title. Below the header, there are three sections for container types. Each section includes a dropdown menu for "Type" and a text input field for "Numeric Indicator" (all set to "0"). There is also a "Barcode" field. A "Location" field shows "No location assigned". At the bottom of the window, there are seven buttons: "First", "Previous", "Next", "Last", "Print", "Cancel", and "OK".

Field Name	Default Field Label	Table
archDescriptionInstancesId	Arch Description Instances Id	ArchDescriptionAnalogInstances
barcode	Barcode	ArchDescriptionAnalogInstances
container1AlphaNumericIndicator	Container1Alpha Numeric Indicator	ArchDescriptionAnalogInstances
container1NumericIndicator	Container1Numeric Indicator	ArchDescriptionAnalogInstances
container1Type	Container1Type	ArchDescriptionAnalogInstances
container2AlphaNumericIndicator	Container2Alpha Numeric Indicator	ArchDescriptionAnalogInstances
container2NumericIndicator	Container2Numeric Indicator	ArchDescriptionAnalogInstances
container2Type	Container2Type	ArchDescriptionAnalogInstances
container3AlphaNumericIndicator	Container3Alpha Numeric Indicator	ArchDescriptionAnalogInstances

Field Name	Default Field Label	Table
container3NumericIndicator	Container3Numeric Indicator	ArchDescriptionAnalogInstanc es
container3Type	Container3Type	ArchDescriptionAnalogInstanc es
containerLabel	Container Label	ArchDescriptionAnalogInstanc es
instanceLabel	Instance Label	ArchDescriptionAnalogInstanc es
instanceType	Instance Type	ArchDescriptionAnalogInstanc es
location	Location	ArchDescriptionAnalogInstanc es

## Resources: Names & Subjects Tab

The screenshot shows the 'Resources' application window with the 'Names & Subjects' tab selected. The left sidebar shows a tree view of folders under 'Dr. Seuss Collection', including 'ADVERTISING ARTWORK', 'MAGAZINE STORIES AND CARTOONS', 'WRITINGS, SPEECHES AND TEACHING PF', 'AWARDS AND MEMORABILIA', 'FAN MAIL', 'SEUSS PRODUCTS', 'BOOK PROMOTION MATERIALS', 'PHOTOGRAPHS', and 'UCSD EVENTS'. The main area is divided into two sections: 'Names' and 'Subjects'. The 'Names' section contains a table with columns 'Name', 'Function', and 'Role'. The 'Subjects' section contains a table with columns 'Subject' and 'Arch Description Subjects Id'. The interface also includes a toolbar with buttons for 'Manage Locations', 'EAD', 'MARC', and navigation controls (First, Previous, Next, Last, Print, Cancel, OK). The footer displays the text: 'Created: Jul 18, 2006 by brad | Modified: Sep 11, 2006 by developer | Record Number: 111'.

List Screen	Table
Names	ArchDescriptionNames
Subjects	ArchDescriptionSubjects

## Resources Name Authority Lookup Screen

Double click on a Name to add it to the record.  
Or hit enter if a Term is highlighted.

Function

Name Type	Sort Name	Name Source	Name Rule
Family		ingest	
Family		ingest	
Family		ingest	
Family		ingest	
Person	Sclater, 1872-1...	ingest	
Corporate Body	.	ingest	
Person	[Glaenzer, Richa...	ingest	
Person	[Governor of Re...	ingest	
Person	[Lewis, George, ...	ingest	
Person	[Menu, with poet...	ingest	
Person	[Wilde, William ...	ingest	
Person	_Copi_c, Vladimi...	ingest	
Person	A.C.	ingest	
Person	Aaron, Mr.	ingest	
Person	Abbey, Henry, 1...	ingest	
Person	Abbott, Sidney	ingest	
Person	Acworth, E. Cecil...	ingest	
Person	Adam, Helen,	ingest	
Person	Adams, Joshua, ...		Local
Person	Adey, More, d. 1...	ingest	
Person	Adey, More, d. 1...	ingest	
Person	Adev. More.	ingest	

Filter:

Link Create Name Close Window

Field Name	Default Field Label	Table
archDescriptionNamesId	Arch Description Names Id	ArchDescriptionNames
form	Form	ArchDescriptionNames
function	Function	ArchDescriptionNames
name	Name	ArchDescriptionNames
role	Role	ArchDescriptionNames

## Resources Subject Term Lookup

Double click on a Subject Term to add it to the record.  
Or hit enter if a Term is highlighted.

Subject Term	Source
Folk literature, Puerto Rican.	Library of Congress Subject Heading...
Folklore--Puerto Rico.	Library of Congress Subject Heading...
Hispanics--New York (State)--New ...	Library of Congress Subject Heading...
Libraries and community--New York...	Library of Congress Subject Heading...
Puerto Ricans--New York (State)--N...	Library of Congress Subject Heading...
Tales--Puerto Rico.	Library of Congress Subject Heading...
"Alumni Fun"	ingest
"Do You Know?"	ingest
"Mirror for Gotham"	ingest
"The City and the University"	ingest
--Account books.	aat
--Address books.	aat
--Almshouses--History --Mexico	Library of Congress Subject Headings
--Arbitration and award, International.	Library of Congress Subject Headings
--Arizona--Pictorial works	Library of Congress Subject Headings
--Articles.	aat
--Baja California (Mexico : Peninsula...	Library of Congress Subject Headings
--Belvidere (Ill.)	Library of Congress Subject Headings
--Berkeley (Calif.)	Library of Congress Subject Headings

Filter:

Link    Create Subject    Close Window

Field Name	Default Field Label	Table
archDescriptionSubjectsId	Arch Description Subjects Id	ArchDescriptionSubjects
subject	Subject	ArchDescriptionSubjects



## Resources: Notes etc. & Deaccessions Tab

The screenshot shows the 'Resources' application window. The title bar reads 'Resources'. The window is divided into several sections:

- Sidebar:** A tree view showing a folder structure under 'Dr. Seuss Collection', including 'ADVERTISING ARTWORK', 'MAGAZINE STORIES AND CARTOONS', 'WRITINGS, SPEECHES AND TEACHING PR...', 'AWARDS AND MEMORABILIA', 'FAN MAIL', 'SEUSS PRODUCTS', 'BOOK PROMOTION MATERIALS', 'PHOTOGRAPHS', and 'UCSD EVENTS'.
- Navigation Tabs:** 'Basic Description', 'Names & Subjects', 'Notes etc. & Deaccessions' (selected), and 'Finding Aid Data'.
- Notes etc. Section:** A table with columns 'Sequence Number', 'Type', 'Title', and 'Content'.
 

Sequence Number	Type	Title	Content
0	Abstract	Abstract	Manuscripts and drawings...
1	Access Restrictions	Access	Fragile Collection. Use re...
2	Acquisition Information	Acquisition Information	Not Available
3	Preferred Citation	Preferred Citation	Dr. Seuss Collection, MSS...
4	Conditions Governing Use	Publication Rights	Publication rights are hel...
5	Biographical/Historical Note	Biography	Theodor Seuss Geisel, bel...
6	Scope and Content Notes	Scope and Content of Coll...	The Dr. Seuss Collection d...
- Deaccessions Section:** A table with columns 'Date', 'Extent', 'Extent Type', and 'Description'. It is currently empty.
- Buttons:** 'Add note etc.', 'Remove Note etc.', 'Add Deaccession', and 'Remove Deaccession'.
- Footer:** 'Created: Jul 18, 2006 by brad | Modified: Sep 11, 2006 by developer | Record Number: 111'.

List Screen	Table
Notes etc.	ArchDescriptionNotes
Deaccessions	Deaccessions

## Resources Notes Screen

The screenshot shows a software interface for editing notes. The window has a title bar with a close button. The main area is divided into sections: a header with 'Resources' and 'Notes' tabs, a settings area with 'Internal Only' and 'Multi-part' checkboxes and a 'Persistent ID 1830' label, a 'Note Type' dropdown menu (currently showing 'Abstract'), a 'Title' text input field, and a large 'Note Content' text area. At the bottom, there is a 'Wrap in tag...' dropdown menu, 'Undo' and 'Redo' buttons, and a set of navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Print', 'Cancel', and 'OK'.

Field Name	Default Field Label	Table
archDescriptionRepeatingData Id	Arch Description Repeating Data	ArchDescriptionNotes
content	Content	ArchDescriptionNotes
eadIngestProblem	Ead Ingest Problem	ArchDescriptionNotes
internalOnly	Internal Only	ArchDescriptionNotes
noteContent	Note Content	ArchDescriptionNotes
noteType	Note Type	ArchDescriptionNotes
repeatingDataType	Repeating Data Type	ArchDescriptionNotes
sequenceNumber	Sequence Number	ArchDescriptionNotes
title	Title	ArchDescriptionNotes
type	Type	ArchDescriptionNotes

## Resources Deaccession Screen

The screenshot shows a software window titled "Resources Deaccession". The window has a dark blue header with two tabs: "Resources" and "Deaccession". Below the header, there are several input fields: "Date" (a text box), "Description" (a large text area with scrollbars), "Reason" (a large text area with scrollbars), "Extent" (a text box containing "0" and a dropdown menu), and "Location" (a text box). There is also a checkbox labeled "Notification". At the bottom of the window, there is a navigation bar with seven buttons: "First", "Previous", "Next", "Last", "Print", "Cancel", and "OK".

Field Name	Default Field Label	Table
date	Date	Deaccessions
deaccessionsId	Deaccessions Id	Deaccessions
description	Description	Deaccessions
extent	Extent	Deaccessions
extentType	Extent Type	Deaccessions
location	Location	Deaccessions
notification	Notification	Deaccessions
reason	Reason	Deaccessions

## Resources: Finding Aid Data Tab

The screenshot shows the 'Resources' application window with the 'Finding Aid Data' tab selected. The interface includes a sidebar with a folder tree, a main data entry area with various text and date fields, and a bottom navigation bar. The 'Ead Fa Unique Identifier' field is populated with 'mss0230.xml'. The status bar at the bottom indicates the record was created on Jul 18, 2006 and modified on Sep 11, 2006, with a record number of 111.

Field Name	Default Field Label	Table
author	Author	Resources
descriptionRules	Description Rules	Resources
eadFaLocation	Ead Fa Location	Resources
eadFaUniqueIdentifier	Ead Fa Unique Identifier	Resources
editionStatement	Edition Statement	Resources
findingAidDate	Finding Aid Date	Resources
findingAidNote	Finding Aid Note	Resources
findingAidStatus	Finding Aid Status	Resources
findingAidSubtitle	Finding Aid Subtitle	Resources
findingAidTitle	Finding Aid Title	Resources
languageOfFindingAid	Language Of Finding Aid	Resources
revisionDate	Revision Date	Resources
revisionDescription	Revision Description	Resources
series	Series	Resources
sponsorNote	Sponsor Note	Resources

## Resources Digital Object Screen

Field Name	Default Field Label	Table
accessRestrictions	Access Restrictions	DigitalObjects
dateBegin	Date Begin	DigitalObjects
dateEnd	Date End	DigitalObjects
dateExpression	Date Expression	DigitalObjects
digitalObjectId	Digital Object Id	DigitalObjects
label	Label	DigitalObjects
languageCode	Language Code	DigitalObjects
objectType	Type of Resource	DigitalObjects
repositoryProcessingNote	Repository Processing Note	DigitalObjects
restrictionsApply	Restrictions Apply	DigitalObjects
sequence	Sequence	DigitalObjects
structureType	Structure Type	DigitalObjects
title	Title	DigitalObjects
eadDaoAcutate	Ead Dao Acutate	FileVersions
eadDaoShow	Ead Dao Show	FileVersions
fileVersionId	File Version Id	FileVersions
sequenceNumber	Sequence Number	FileVersions
uri	Uri	FileVersions
useStatement	Use Statement	FileVersions