USC Libraries

INSTRUCTIONS FOR ENTERING FINDING AID DATA IN ARCHIVISTS' TOOLKIT RESOURCE RECORDS

Archivists' Toolkit is the collection management and archival description tool in use at USC Libraries. To create a full and complete finding aid in Archivists' Toolkit, archival processors are required to adhere to a set of requirements for entering data. These requirements are drawn from best practices guidelines for AT published by the Online Archive of California (http://www.cdlib.org/services/dsc/tools/ead_toolkit.html), DACS content standards (http://desktop.loc.gov/saved/DACS), and EAD structure standards (http://www.loc.gov/ead/). For additional technical instructions, please refer to the Archivists' Toollkit manual, specifically Chapter 9, Describing Archival Materials

Full and complete finding aids created in Archivists' Toolkit are required to contain the following:

1) Level
2) Title
3) Date expression and/or Begin Date and End Date
4) Resource Identifier
5) Extent Number and Extent Measurement
6) Language Code
7) Minimum of 3 names/subjects/genres—can be a combination of any of these types, but must total 3
8) Abstract note
9) Conditions Governing Access note
10) Conditions Governing Use note
11) Preferred Citation note
12) Immediate Source of Acquisition note
13) Biographical/Historical note
14) Scope and Contents note

It is highly recommended that the finding aid also include:

15) Arrangement note

Numbers 1-12 should already be in the resource record that was created by the curator from the accession record. If you begin work on a collection that does not already have a resource record in Archivists' Toolkit, please contact the curator in charge of the collection.

The Basic Resource Record

To begin entering your finding aid data, first locate the appropriate resource record.

Open Archivists' Toolkit, click on "Resources" in the left column, then on the "List All" button

Scroll down until you reach the correct resource identifier (aka collection number), or type part of the name or resource identifier into the "Filter Search Results" box. Double click on the resource to open the record.

You should have a basic resource record now open. There should be minimal data in each of the four tabs of the resource record, as follows.

On the Basic Description tab, you should see:

On the Names & Subjects tab, you should see a minimum of three entries (combination of name, subject heading, genre/form).

Resources

Title:

Resource Identifier:

0999: Melinda Hayes papers

| Basic Description | **Names & Subjects** | Notes Etc. & Deaccessions | Finding Aid Data |

Names

Name	Name Link Function	Name Link Creator / Subject Role
Hayes, Melinda, 1965-	Creator	
Hayes, Melinda, 1965-	Subject	

[Edit Name Link] [Add Name Link] [Remove Name Link]

Subjects

Subject
Correspondence
Dance--Archival resources

[Add Subject Link] [Remove Subject Link]

[Add Child] [Add Sibling] | Rapid Data Entry ▾ | [Delete Component] [Transfer] [Manage Locations] [Export EAD] [Export MARC] [Export Cont. Labels]

First Previous Next Last Reports Close Save + 1

On the Notes Etc. & Deaccessions tab, you should see 5 notes: Abstract, Conditions Governing Access, Conditions Governing Use, Immediate Source of Acquisition, and Preferred Citation. Some of these notes may need editing before you can publish your finding aid.

On the Finding Aid Data tab, you will see the Finding Aid Filing Title, the Finding Aid Date, and the Finding Aid Status. The filing title should not change. The existing date refers to the date the resource record was created. That date will need to be changed when you are ready to publish your finding aid. The finding aid status refers to the publishable status of the resource record. It should be set to publish_basic.

The Basic Description tab

To add descriptive data to your resource record, make sure the Basic Description tab is your active screen. Click on the "Add Child" button.
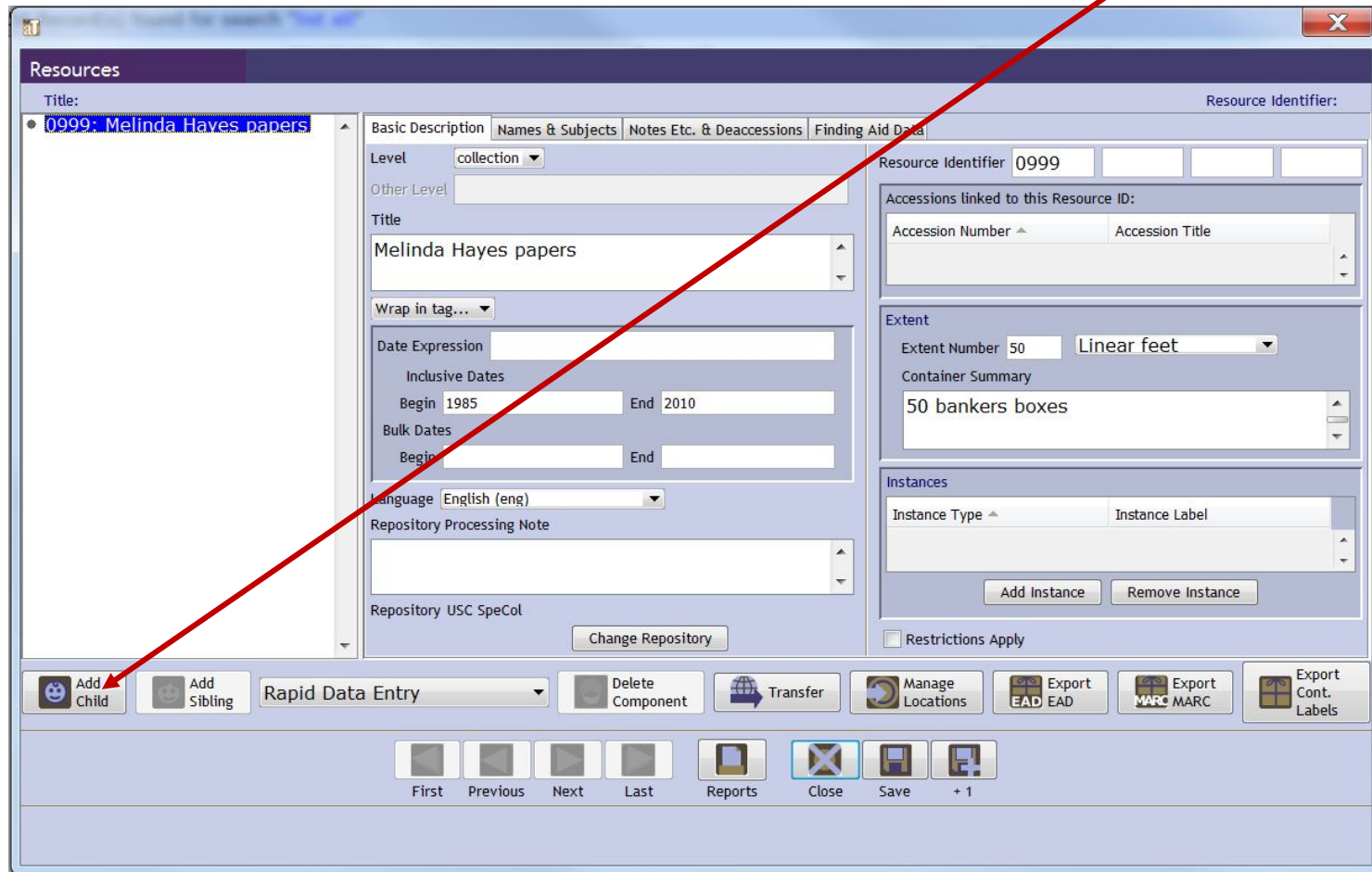
A new basic description template will appear.

1) Select a level from the Level drop down list . You will be presented with a number of options; generally, you will be describing a collection at the series, file and/or item level, depending on the level of description you are applying to the collection (see DACS, Chapter 1).

2) Enter a title (of series, folder or item) in the Title field.

3) Enter a date expression (ie, natural language for a date; allows for use of "circa", "about", etc.) or begin and end dates. (Note: if you are entering data on a series, you may not yet know the exact dates. You can always go back and change this information at a later time.)

4) Click "Save" to save your work.

When you enter descriptive data for the contents of a folder or an item, you must also enter descriptive data for that folder/item's physical (or digital) instance. Click on the "Add Instance" button.

A dialog box with a scroll list will appear. Click on the up or down arrow until you reach the appropriate description for your folder or item (e.g., photographs, ephemera, textual materials, etc.). Click "OK".

What type of instance would you like to create

Textual materials

OK   Cancel
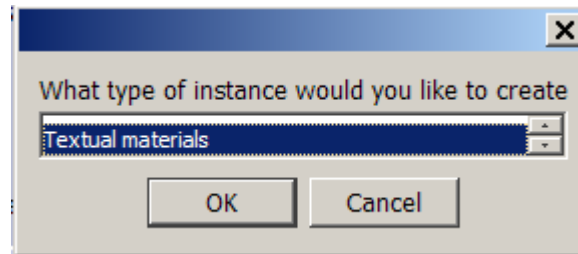
You will be prompted to enter container information.

1) Select the container type from the drop down list (box, drawer, folder, etc.)

2) Type the container number in the container indicator field

3) Continue with additional container information to reflect the granularity of your description

4) Click "OK" to close this screen and return to the Basic Description tab.

Resources   Analog Instance

Container 1 Type

Container 1 Indicator

Container Barcode

Container 2 Type

Container 2 Indicator

Container 3 Type

Container 3 Indicator

Location   No location assigned

First   Previous   Next   Last   Cancel   OK   + 1

When you have finished entering information, your Basic Description tab should look something like the following:

Repeat this process for all series/folders/items you are describing.

The Names & Subjects tab

Your resource record should already contain some preliminary names/subjects/genres, etc., but you will undoubtedly have additional information to add.

Before you proceed, make sure you have the collection name highlighted in the left column; this will ensure that the information you add to your record applies to the collection rather than to an individual item. Then click on the Names & Subjects tab.

To add additional names to your record, click on the "Add Name Link" button. This brings up the "Name Lookup" box.

First check to make sure the name you wish to link to the record is new. Do this by searching for it using the Filter.

If the name is available, double clicking on it will automatically link it to the record. Once it is linked, you can double click on it in the main Names & Subjects tab in order to assign it a role (creator or subject).

Resources   **Name Lookup**

Filter: [   ]

Sort Name	Name Type	Source	Rules
	Person	ingest	
Aaron, Hank, 1934-	Person	Library of Congress ...	Describing Archives:...
Abani, Christopher	Person	Library of Congress ...	Describing Archives:...
Abbot, Lee K.	Person	Library of Congress ...	Describing Archives:...
ABC Television Netw...	Corporate Body	Library of Congress ...	Describing Archives:...
Abolish Cross-Filing i...	Corporate Body	Local Sources	Describing Archives:...
Acker, Kathy	Person	Library of Congress ...	Describing Archives:...
Adam, Helen	Person	Library of Congress ...	Describing Archives:...
Adaptive Systems f...	Corporate Body	Library of Congress ...	Describing Archives:...
Adutua-Amakye, Kw...	Person	Local Sources	Describing Archives:...
Agnew, Spiro T., 19...	Person	Library of Congress ...	Anglo-American Cat...
Ahmadi, Hamid	Person	Library of Congress ...	Describing Archives:...
Ai	Person	Library of Congress ...	Describing Archives:...
Air Force Office of S...	Corporate Body	Library of Congress ...	Describing Archives:...
Airtouch Communica...	Corporate Body	Library of Congress ...	Describing Archives:...
Albert Einstein Award.	Corporate Body	Local Sources	Describing Archives:...
Alcosser, Sandra, 1...	Person	Library of Congress ...	Describing Archives:...
Alda, Alan, 1936-	Person	Library of Congress ...	Describing Archives:...
Alex. Brown & Sons ...	Corporate Body	Library of Congress ...	Describing Archives:...
Alexander Graham B...	Corporate Body	Local Sources	Describing Archives:...
Allen , Lew, Jr.	Person	Library of Congress ...	Describing Archives:...
Allen, Steve, 1921-	Person	Library of Congress	Describing Archives:

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

Function [▼]

[Link]   [Create Name]   [Close Window]

If the name you wish to link is not already available in AT, please click the Create Name button to begin the process of entering the name you wish to link. You will be prompted to make a selection from a drop down menu:

Choose the appropriate entry and click "Ok". A new dialogue box will appear, for Persons, Corporate Body, or Family. This example is for a personal name.

Please fill in the fields accordingly. First, determine if the name exists in the Library of Congress Name Authority File (LCNAF); if so, indicate that as the Source. If not, format the name according to AACR2, DACS, or a local source (the collection itself or the deed of gift, for example). AT requires you to choose a Source and a set of Rules in order to save the record. The guidelines for formatting names in DACS can be found in Part III, Forms of Names, and are based on the rules established in AACR2.

Once you have filled in the required fields, click "Ok".   You will see the name you created highlighted.
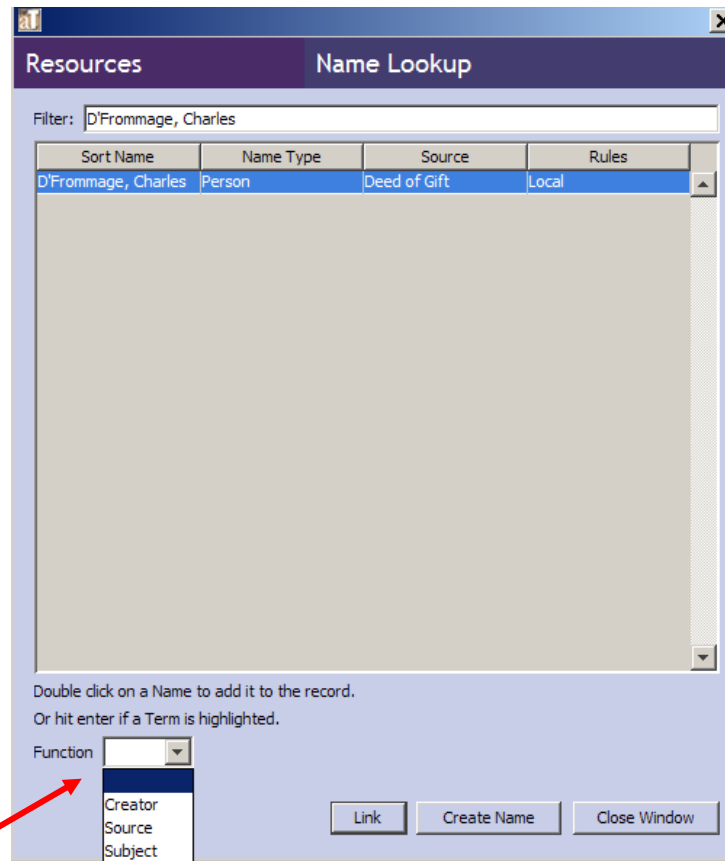
Click on the Function drop down list to select the appropriate function: Creator, Source or Subject. AT inserts these names into the Controlled Access Headings section of the finding aid, so Source may not be an appropriate function for discoverability. The source of the collection will be indicated in the "Immediate Source of Acquisition Note," therefore restrict your choices to Creator or Subject.

When you choose Creator or Subject, you will be prompted to choose specific roles. For Creator, this is not required. If you choose Subject, you will also be prompted to choose a Form subdivision. Choose the appropriate form, generally "Archives", but you may want to use "Correspondence", "Photographs" or one of the other available options. To finish, click on the Link button, and your name will appear in the Names section of the Names & Subject tab.
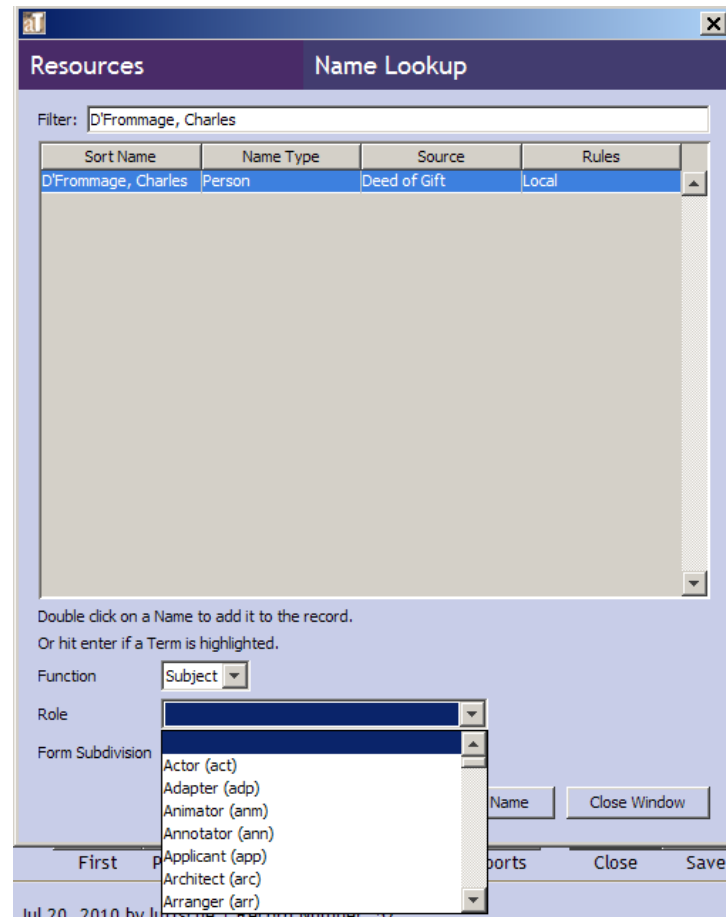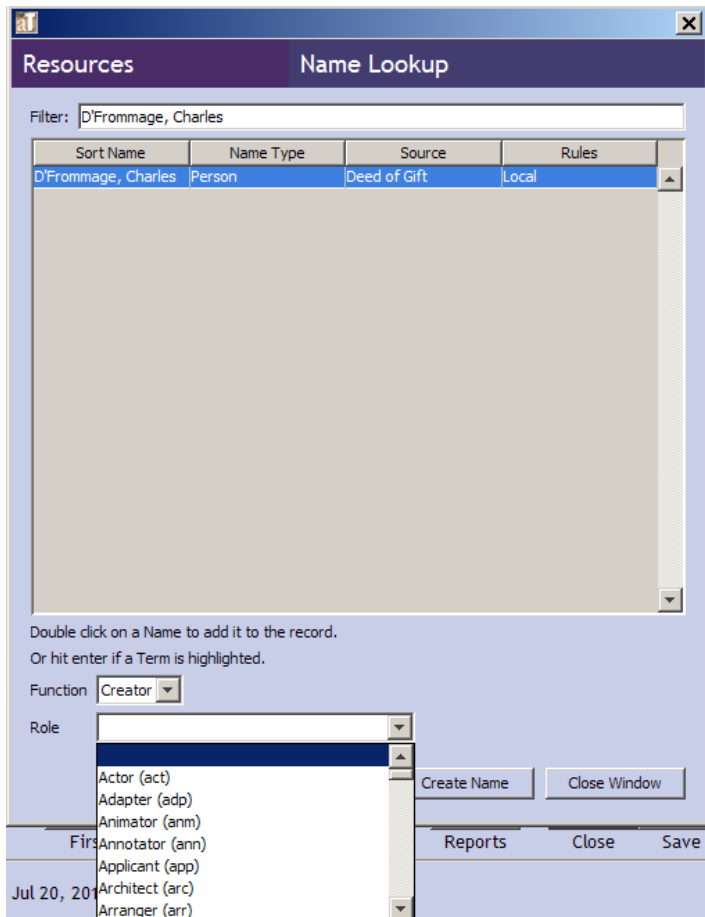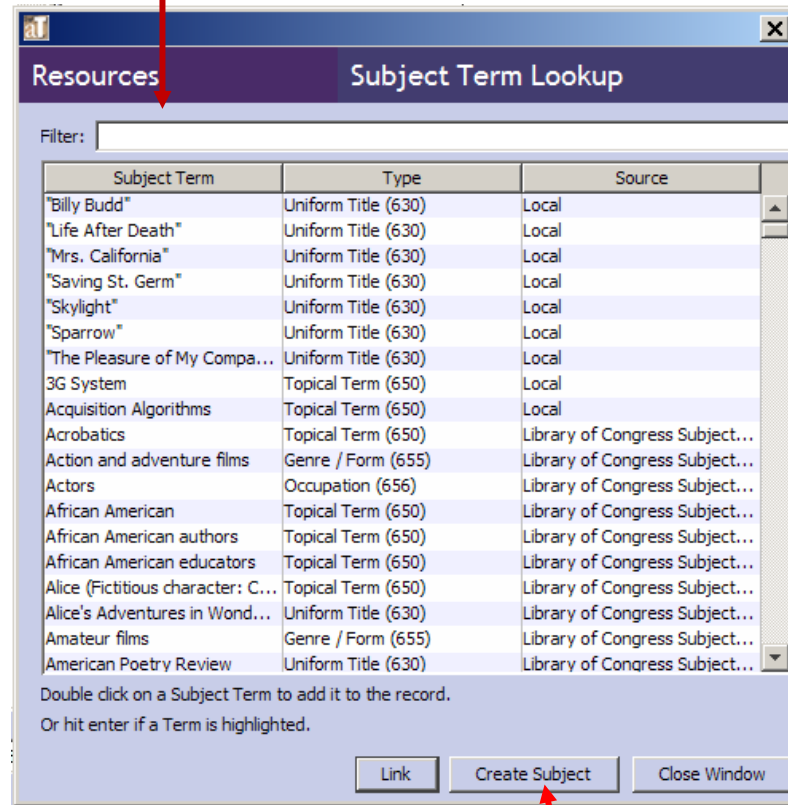

For more information on these processes, see the chapter 11 and chapter 12 of the Archivists Toolkit manual.

To add additional subjects to your record, click on the "Add Subject Link" button. Make sure that the title of the collection is highlighted on the left hand side of your screen before you add additional subjects.

This brings up the Subject Term Lookup box. AT already contains many subjects and genres. First, perform a search to see if an appropriate heading already exists in AT.   Begin typing your heading in the Filter box at the top of the screen to determine if an appropriate heading already exists. If it does, double click on it and AT will link it to the record.

Resources   **Subject Term Lookup**   ☒

Filter: [   ]

Subject Term	Type	Source
"Billy Budd"	Uniform Title (630)	Local
"Life After Death"	Uniform Title (630)	Local
"Mrs. California"	Uniform Title (630)	Local
"Saving St. Germ"	Uniform Title (630)	Local
"Skylight"	Uniform Title (630)	Local
"Sparrow"	Uniform Title (630)	Local
"The Pleasure of My Compa...	Uniform Title (630)	Local
3G System	Topical Term (650)	Local
Acquisition Algorithms	Topical Term (650)	Local
Acrobatics	Topical Term (650)	Library of Congress Subject...
Action and adventure films	Genre / Form (655)	Library of Congress Subject...
Actors	Occupation (656)	Library of Congress Subject...
African American	Topical Term (650)	Library of Congress Subject...
African American authors	Topical Term (650)	Library of Congress Subject...
African American educators	Topical Term (650)	Library of Congress Subject...
Alice (Fictitious character: C...	Topical Term (650)	Library of Congress Subject...
Alice's Adventures in Wond...	Uniform Title (630)	Library of Congress Subject...
Amateur films	Genre / Form (655)	Library of Congress Subject...
American Poetry Review	Uniform Title (630)	Library of Congress Subject...

Double click on a Subject Term to add it to the record.

Or hit enter if a Term is highlighted.

[Link]   [Create Subject]   [Close Window]

If no appropriate headings exist in AT, you must create one. To do this, click on the "Create Subject" button.

You will see this screen:

Using an appropriate and established thesaurus (e.g., LCSH, AAT, TGM, MESH, TGN, etc.) enter your subject term in the Subject Term field. DACS provides a list of the most commonly accepted content standards and thesauri for describing archival materials (see Appendix B, Companion Standards). If you are comfortable creating structured subject headings (i.e., you have cataloging experience), you may

construct structured subject headings; use -- (two dashes) to separate the heading and subfields. If not, the Library of Congress Classification Web provides structured subject headings which you can use. Once you have entered your heading, you must then select its type from the drop down menu [Function (657); Genre/Form (655); Geographic Name (651); Occupation (656); Topical Term (650); or Uniform Title (630)]. You must then identify the source (the thesaurus that provided the term). If the term does not exist in one of the established thesauri, indicate "local" as the source. Once you click "OK" the term is automatically linked to your record.

After you have entered additional names and subjects, they will be reflected in the Names & Subjects tab. You may enter as many names and subjects as needed to accurately describe and create access to your collection. These access points are a requirement for all levels of description as outlined in DACS; OAC requires a minimum of three, which can be a combined total of names, subjects, genres, etc.

The Notes Etc. & Deaccessions tab

Your resource record should already contain a number of notes; what you see in the record are those that are required for the creation of a basic resource record and were created at the time the collection's accession record was created.

You will be adding additional notes that are required by OAC best practices and recommended for optimal description by DACS. These are the Scope and Content note and the Biographical/Historical note. It is also recommended that you include an Arrangement (or organization) note. Please refer to DACS Chapter 3 for information on writing scope and content notes and arrangement/organization notes, and DACS Chapter 2, Section 7 for biographical and administrative history notes. Please remember to add the appropriate note title to the latter two notes—for biographical information on a person or family, title the note "Biographical Note"; for historical information on a corporate body, title the note "Historical Note"; for collections organized by the processor into series, use "Organization"; for collections that maintain their original order with no applied organization (ie, without series), use "Arrangement".

Click on the "Add Note" drop down list.

Scroll down and select the note you wish to add.

A template will appear. Enter your information. You may return and edit this note (and all notes) at any time.

Click "OK" to save your work.

When you have completed creating your notes, your Notes Etc. & Deaccessions screen should look like the following:

You may also find it necessary to create notes for technical requirements, separated material, other finding aids, related collections, etc.

The Finding Aid Data tab

The Finding Aid Data tab contains the fields in which you will enter much of the administrative information that will appear in the front matter of your finding aid. Some of that information has already been entered at the time of the resource record's creation. You will add the finding aid title, change the finding aid date to the date of publication, add your name as author (and anyone else's who assisted you), indicate the description rules used (DACS), indicate the language of the finding aid (if not English), change the status when you are ready to publish, and enter any additional information that is necessary (such as a sponsor note acknowledging grant support, if appropriate).

USC Libraries

Finding aid title

Finding aid (publication) date

Author

Description rules

Finding aid status

Click "Save" to save your work.

Once you have filled in all information, set your finding aid status to publish_basic and inform the Data and Processing Archivist that your finding aid is ready to go. The DPA will review the metadata and controlled access terms, set the status to publish_final, create a collection level MARC record, and upload your finding aid to the OAC. It will also appear on the USC Libraries website as soon as these steps are completed.