Best Practices for Input of Subject Records in ArchivesSpace
Recommendation of the UNCL ArchivesSpace Best Practices Task Force
Approved May 2, 2019; revised July 8, 2019

Subject Record Workform (fields presented in the order in which they appear in ArchivesSpace)

- Basic Information
  - o Authority ID – Use the ID number or URI from the authority selected below in Source; leave blank if Source is local or if adding (valid) subdivisions not present in source.
  - o Source – Select the appropriate value from the drop list.
    - ▪ Art & Architecture Thesaurus
    - ▪ Library of Congress Subject Headings
    - ▪ Medical Subject Headings
    - ▪ (other sources as decided upon at the institutional level)
    - ▪ Local sources – Use if none of the controlled vocabularies have an appropriate term
      - ▪ When creating a locally-defined term, please attempt to follow the structure and patterns modeled by LCSH, MESH, or AAT, whichever is more closely aligned with the term being created.
    - ▪ NOTE: Do not use Library of Congress Name Authority File as a source for Subject records. Its presence in the source options list is an artefact of the data migration and should be considered an error.
  - o Scope Note – Optional. Generally, leave blank, unless necessary to clarify a potentially ambiguous term.
    - ▪ The Scope Note displays to the public and cannot be suppressed. It is the only free-text note available in a Subject record in ArchivesSpace.
    - ▪ Because Subject records do not include alternate forms or cross references, you may use the Scope Note to add additional terms, keywords, or other information that may improve the findability of a Subject record. Acceptable uses would be listing any desired "see," "see from," "use for," or other cross references, or copying the text of a scope note or usage note from the source.
- Terms and Subdivisions
  - o Term – The authorized term from MESH, LCSH, AAT, etc., or the locally defined term
  - o Type – Select appropriate value from the drop list.
    - ▪ Topical
    - ▪ Genre / Form
    - ▪ Geographic
    - ▪ (other Terms as appropriate)
  - o Add other Terms and Subdivisions as needed. (They will be hierarchical from the top down – e.g.: Nebraska – Social conditions – 20th century. Those terms would be Geographic, Topical, and Temporal, respectively.)
- External Documents – Very unlikely that we'd include anything here for a Subject record.

NOTE: Do not create Subject records for personal or corporate names. To use a name as a subject, create an *Agent* record for that name and then assign the *role* of subject when linking to the resource or component record.