Intro to Archives & ArchivesCANB

N.B.'s provincial database of archival descriptions

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CANB
Council of Archives New Brunswick
Conseil des archives Nouveau-Brunswick

What is a record?

- A piece of information that has been captured on some fixed medium that has been created and is used to remember events or information or to provide accountability for decisions or actions.

- There are many possible mediums for records, for example: emails, audiovisual material, sheet music, architectural drawings, maps, photographs, etc.

- Whether it is a voice recording or a hand-written manuscript, a record which contains **documentary evidence** of the account of a fact, event or transaction is considered to be valuable for posterity. Records allow us as a society to capture a moment in any number of ways, thereby allowing us to refer back to the information recorded to confirm that the event or transaction indeed took place.

- Publications are not generally considered archival material.

General Archival Terminology

Provenance

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Original Order

\=

Respect des fonds

What are archival fonds *(fonds d'archives) ?*

- All of the records created, used and accumulated by a single organization, individual or juridical person during the transaction of daily business.

General Archival Terminology

- The records made and preserved by business, government, universities, or any other organization or individual.

and/or

- The place where records are kept, managed, preserved and made accessible.

What are Archives?

Archives	Museums
Collect groups of **records** and focus on maintaining a particular context for the overall collection	Collect **artifacts** and provide curatorial context for each object
Materials rarely on display	Items often on display
Items described in groups	Items described individually
Repositories are **researcher-driven**	Repositories are **curator-driven**

Archives vs. Museums

- Records Management
- Appraisal
- Acquisition
- **Arrangement and Description**
- Preservation
- **Public Service and the provision of access to records**
- Awareness / Outreach
- Institutional upkeep

Responsibilities of an Archivist

- Based on the Rules for Archival Description (RAD)
- The process of describing the nature and content of the records
- Objectives of description
  - to tell users what the archives has
  - to allow users to find what they are looking for
  - to allow them to find related materials either by subject or form

Archival Description

- Providing access to the records

  The archivist's ultimate goal is to ensure the accessibility of archival records, and to make potential users aware of their existence and availability.

  Why keep it if it isn't going to be used?

Provision of Service

- AtoM archival description software
- Hosted by Artefactual Systems
- Collaborative project with the aim to provide the international archival community with a **free, open source software application** to manage archival descriptions in accord with International Council of Archives standards.
- The goal is to provide an easy to use, multilingual application that is fully web based and will allow institutions to make their archival collections available online.

Overview of *ArchivesCANB*

- The Canadian Council of Archives
- Other provincial Archival Councils in Canada
- UNESCO Archives
- Slovenian Archives
- Australian National University Archives
- Acervos Arquivisticos (Brazil)
- Human and Memory Archives (South Korea)
- Archives communales du canton de Vaud (Suisse)
- Glasgow Caledonian University Archives (Scotland)
- University of Strathclyde Archives (Scotland)
- NATO Archives
- MIGAN – Directory of Caribbean Archival Institutions
- Archivos de la Comunidad de Madrid (Spain)
- Digital Archive of Research on Thailand
- And many other religious, museum, university and city archives across Canada

Other AtoM Users

- To provide a digital repository of archival descriptions
- To help archival institutions in New Brunswick build organizational capacity
- To facilitate public access to New Brunswick's documentary heritage
- To enhance visibility of the New Brunswick archival community

Purpose of the Database
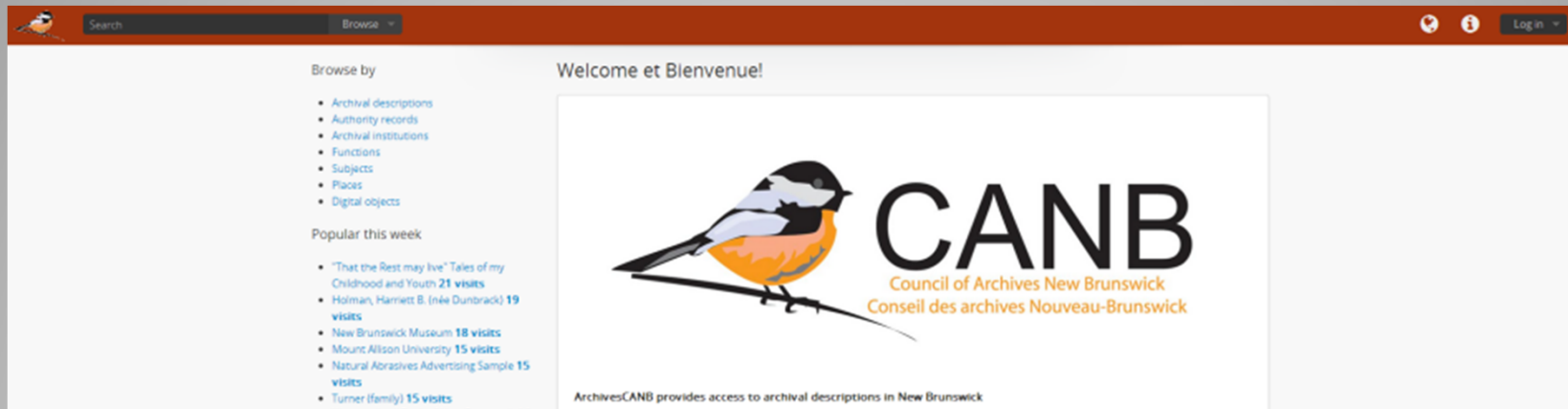
- Go to: http://Archives.CANBarchives.ca
- Switching languages
- Log in
- Browse by : Subject, Place, Archival Institution, Digital Objects
- Search within: Authority Records, Archival Institution
- Advanced Searching available

Logging In, Searching & Browsing

AtoM holds three different types of records, all based on national or international standards.

1. Details on **archival institutions**
(based on the ISDIAH standard1)

2. **Authority Records**: Information about creators of fonds and collections (based on the ISAAR-CPF standard2)

3. **Archival descriptions** themselves
(based on RAD)

In order to share information about your archives, you will need to create each of these types of records. The following sections explain how to do this in more detail.

How it works

- Demonstration:
  - Archival Institution Records & Customization
  - Authority Records
  - Archival Descriptions
- Importing Data
  - AtoM provides the ability to Import an Encoded Archival Description **(EAD) XML** file.
  - **CSV files** can also be imported. CSV stores tabular data in plain-text form. Most spreadsheet applications (such as OpenOffice Calc or MS Excel) can open CSV files and express them as a spreadsheet.
  - Artefactual has created a number of CSV templates that can be used to import.
- Bridging : Virtual Collections to *ArchivesCANB*

Adding Data to *ArchivesCANB*

- **Locate your Archival Institution**
    - Click "Edit" at the bottom of the page
- **Identity area:**
    - Identifiers & Authorized/Parallel forms of name
- **Contact Area (mandatory)**
- **Description, Access, Services and Control Areas**
    - These fields allow you to add additional information about your archives. They are all optional, but strongly encouraged!
- **Edit Institutional Theme**
    - Logos, Banners, Colours

Describe your Archival Institution

- Authority Records are compiled **before** the archival description itself.
- Go to: Plus sign – Add Authority Record
- Required Fields:
  - Type of Entity: Person, Family, Organization
  - Authorized Form of Name: Last, First
    - Parallel Forms : FR/ENG Translation
  - Dates of Existence
- Other Fields (optional, but suggested)
  - Places
  - Relationships
    - Related Authority Records or Resources
  - Control Area – Dates, Sources

Adding Authority Records

1924-	Living Person
1900 Jan. 10 -	To distinguish between two living individuals of the same name and birth year
1837 – 1896	Both birth and Death years known
1836 or 1837 – 1896	Year of birth uncertain; known to be one of two years
1837?-1896	Probable Year of Birth
1837 – ca.1896	Approximate year of death
ca.1837 – ca.1896	Both years approximate
b. 1825 / d. 1859	Only one known year
Fl. 1893-1940	Years of b/d unknown, some years of activity known
18th cent.	Only Century Known

Guide for Dates of Existence
Use for Authority Records

[1867?]	Probable date
[ca. 1867]	Approximate date
[before 1867]	Terminal date
[after 5 Jan. 1867]	Terminal date
[1892 or 1893]	One year or the other
[between 1915 and 1918]	Use only for dates fewer than 20 years apart
[197-]	Decade certain
[186-?]	Probable decade
[17--]	Century certain
[17--?]	Probable century

Guide for uncertain/probable dates
Use for Authority Records & Archival Descriptions

- Add – Archival Description
- Title and Statement of Responsibility Area
  ◦ Title Proper + Fonds / Collection
  ◦ General Material Designation
  ◦ Level of Description
  ◦ Repository & Identifier (if appropriate)
- Dates of Creation Area
  ◦ Actor Name = Title of Authority Record
  ◦ Dates (inclusive, predominant, etc.)
- Physical Description Area

Adding Archival Descriptions

- Archival Description Area:
  - Custodial History
  - Scope and Content
- Notes Area
  - Language
- Access Points
  - Subject, Place, Name
- Administration Area – Where you publish

Adding Archival Descriptions - 2

You can add:

Collections	Files
Fonds	Item
Parts	Series
Subfonds	Subseries

To your existing fonds-level descriptions:

- From the edit screen Archival Description, add a new child level in the Title and Statement of Responsibility area

Add new child levels

Identifier	Level	Title	
	▾		×

Add new

Adding Hierarchies

- Digital objects can be audio files, video files, image files and pdfs.
- Suggested file size limit for each digital object: **2MB**
- Actual file size limit: **100MB**
- We currently have enough storage space to house **5**, **120** digital objects.
  - Upload limit per institution is set to **1 GB per institution** (about 512 objects each)

Digital Objects

Link/Upload Single Digital Object

Fonds MC224 - Read Stone Co. Ltd.

Read Stone Co. Letterhead

Reports

Import

XML

CSV

Export

Dublin Core 1.1 XML

EAD 2002 XML

Related subjects

Business and commerce

Related people and organizations

Read Stone Co. (Stonehaven and Sackville, N.B.) (Creator)

Related places

Provinces and Territories (Canada) » New Brunswick » Gloucester County
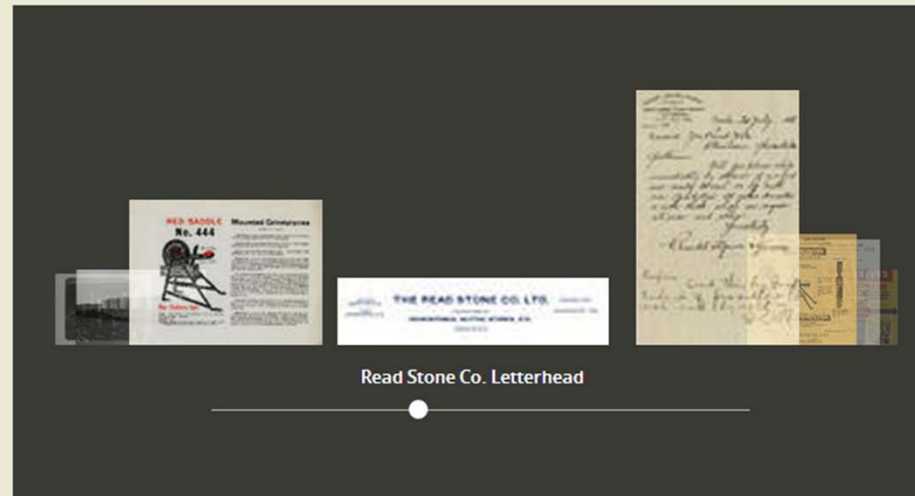
Provinces and Territories (Canada) » New Brunswick » Westmorland County

Holdings | Quick search

▼ Fonds MC224 - Read Stone Co. Ltd.

Item MS21-34 - Read Family photogra...

Item MS29-50 - Boy standing with grin...

Item MS29-37 - Red Saddle No. 444 Ad...

Item MS1-3 - Read Stone Co. Letterhe...

Item MS10-11 - Beaudet, Lefaivre & G...

Item MS22-2 - Natural Abrasives Adve...

...

Title and statement of responsibility area »

Title proper	Read Stone Co. Ltd.
General material designation	Textual record
Title notes	Source of title proper: Title based on contents of the fonds.
Level of description	Fonds
Repository	Provincial Archives of New Brunswick
Reference code	CA PANB MC224

Dates of creation area »

Date(s)	1853-1946 (Creation)
	Creator

Upload Multiple Digital Objects

Find archival description, scroll to the bottom:
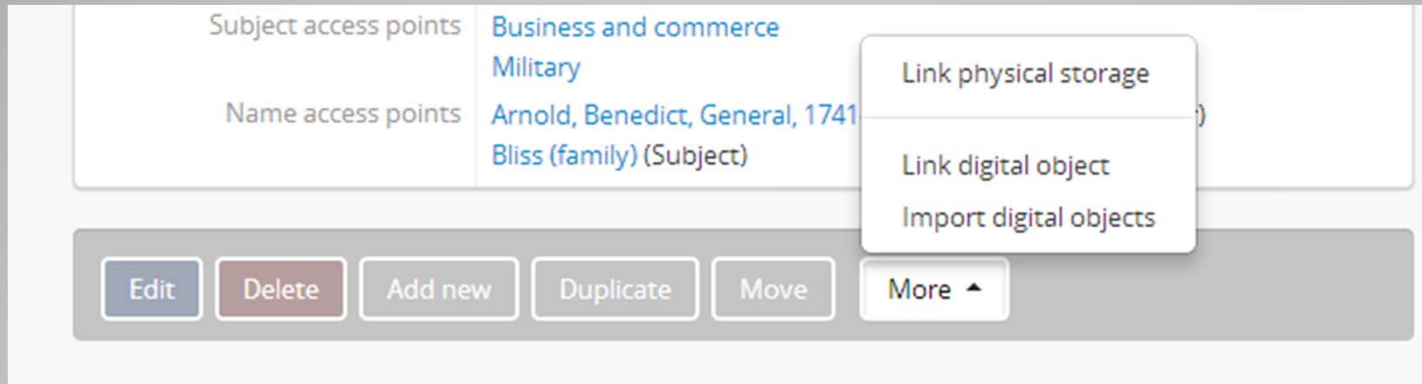
- Leave Title section blank
- Level of description: Item
- Upload all desired files before naming them
- A single click on any of the item-level icons in the treeview or banner will take you to the "View archival description" screen.

Adding Digital Objects

- Title Proper
- General Material Designation
- Repository
- Identifier
- Date of Creation (if available)
- Physical Description
- Scope & Content
- Access Points
- Administration Area: Publish

Item MS21-34 - Read Family photograph

Title and statement of responsibility area

Edition area

Class of material specific details area

Dates of creation area

Physical description area

Publisher's series area

Archival description area

Notes area

Standard number area

Access points

Control area

Rights area

Administration area

Cancel Save

Describing Discrete Items in RAD

How to get involved

- Become a member of CANB ($35 annual fee)
- Ensure that your archival descriptions are RAD-compliant
- Enlist the Archives Advisor to help you arrange, describe and upload your descriptions to *ArchivesCANB*
- Project grants are available from CANB on an annual basis to assist with this sort of activity

Questions? Comments?