Collection-level Processing at the BYU Library Special Collections

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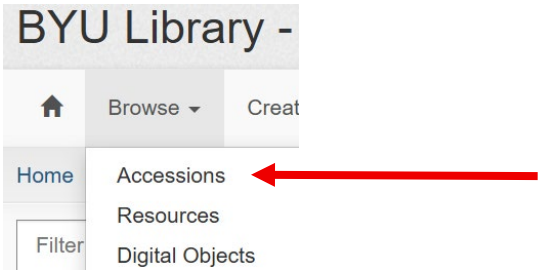
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Accession Records

An *accession record* is a permanent, authoritative record that documents the receipt, ownership, and basic description of materials added to an institution's holdings. At BYU, this number is formatted as A[year]-[month]-[number], and records with these numbers are found in the Accessions module in ArchivesSpace:

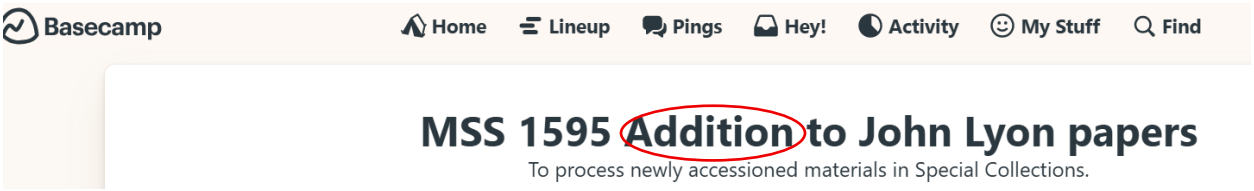


The processing plan will outline whether the project contains an Accession Record to be linked to the finding aid. In Basecamp, notes will indicate whether this project is an addition to an existing Resource Record, or a new collection:

Processing Plan

*See Collection Survey Checklist

Accession number(s): A2025-04-065	**Call number**: MSS 9783
Title of collection: Yokohama, Japan, photographs	

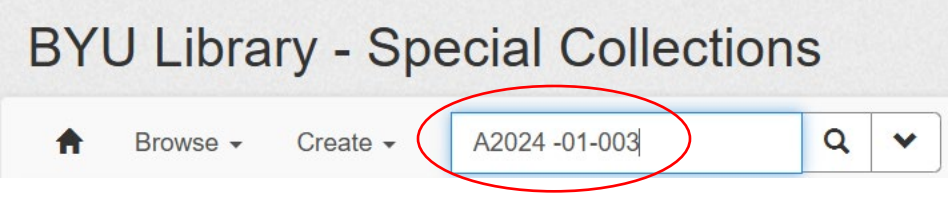


There are three scenarios for Resource Records as they relate to Accession records:

- If the accession is creating a new collection, processors will spawn a Resource Record from the existing accession record.
- If the accession is a subsequent installment (addition) to an existing collection, processors will revise the existing Resource Record to describe the whole of the collection and link the accession record to the Related Accessions section.
- If there is no accession record, processors will create a new Resource Record without a linked accession record.

Spawning a Resource Record from an Accession Record

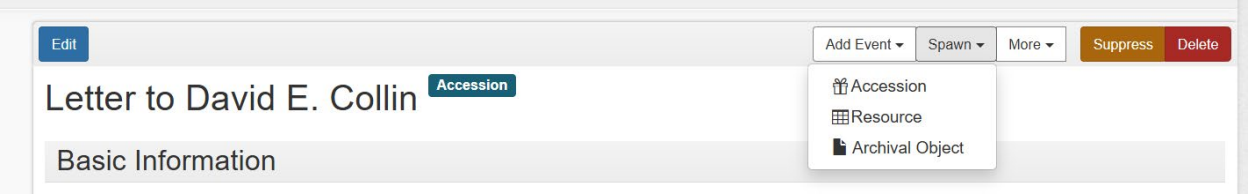
Search for the Accession Number in the search bar:



Click either "view" or "edit," select the Accession Record from the search results:



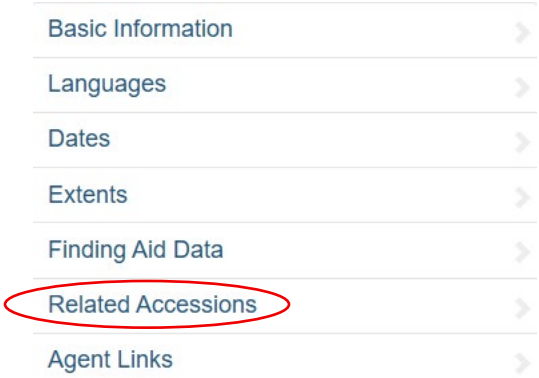
Click "Spawn" on the top bar and select "Resource" from the drop-down.



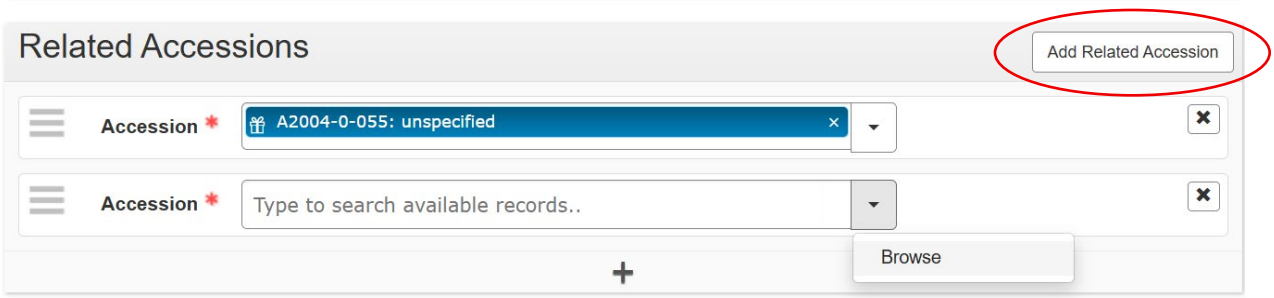
This will create a Resource Record that will automatically populate information from the Accession Record.

Linking an Accession Record in an Existing Resource Record

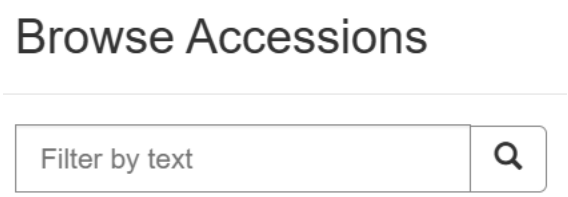
For an addition to a Resource Record, navigate to the Related Accessions field:



Then click on the "+" or the button called "Add Related Accession" to add an Accession Record to the Resource Record.

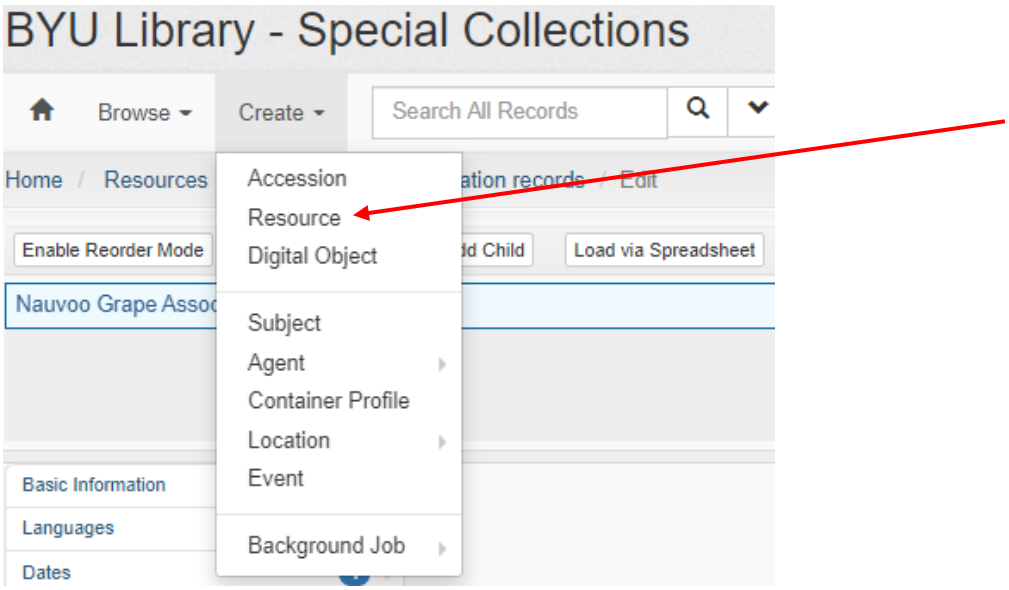


Click on "Browse" in the drop-down menu. Search for the Accession Record in the "Browse Accessions" window and link the record. Sometimes it is difficult to find by the whole Accession number and is better found with a key word in the accession's title or description.



Creating a Resource Record Without an Accession Record

In ArchivesSpace, click "Create," then select "Resource" to create a new Resource Record.

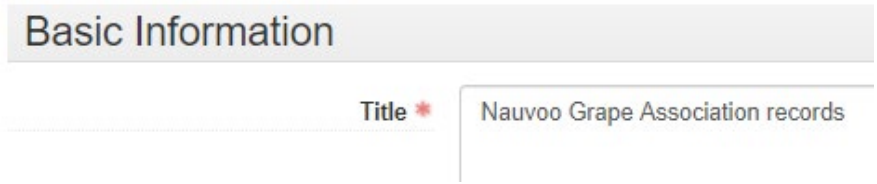


Resource Records

Title

Students

Enter the title the curator provided in the processing plan into the Basic Information Title field in ArchivesSpace:



Titles are recorded in sentence case, capitalizing the first word and proper nouns thereafter. Refer to the Title Style Cheat Sheet for more guidance on punctuation and capitalization.

Staff

You will need to determine what the best title is for the collection upon surveying the collection materials as a whole, although the title provided in the processing plan can be used as a placeholder. Sometimes, curators provide titles for specific reasons outlined in the processing plan, and this request should be taken into account.

Collection-level titles should be recorded using sentence case. Refer to the Title Style Cheat Sheet for more guidance on punctuation and capitalization.

Titles at the collection level can be formal or devised.

Devised Titles

Titles should be devised according to the guidelines in DACS 2.3, and includes at least two of the following components:

- The name of the creator(s), or agent(s) predominantly responsible for the creation, assembly, accumulation, and/or maintenance of the materials,
- The nature of the materials present in the collection (for aggregates with multiple types, use the terms "papers," "records," or "collection" as appropriate), and
- The topic or function of the materials, if there is a subject-based or functional focus to the collection.

The title could be devised in whatever order of the components describes the materials best:

- Merlynne Heaps collection of Strong family journals
  [creator] [format] [subject] [format]
- Collection of folktales
  [format] [format]
- Koch family collection of greeting cards
  [creator] [format] [format]
- Genealogical Library collection
  [creator] [format]
- James Stewart papers
  [creator] [format]
- D.E. Lane papers documenting Utah ranch life
  [creator] [format] [function] [subject]

In the segment of the title for the nature of materials, generally a content designation (i.e., genre or form) term will be preferred over a reference to the materials' carrier (e.g., "diaries" instead of "microfilm"). However, in cases where the carrier is important for differentiation, or for reflecting the materials' arrangement, such terms may be used.

Sometimes a formal tile will appear inside a devised title, in sentence case (e.g., Arnold Friberg paintings for The Ten commandments)

Sometimes parts of a title may be devised from a source such as an inventory, title sheet, title screen of a moving image, attached labels, or captions on a photograph. However, if the title is not completely copied from a source, it is still considered devised. General or scope notes could be utilized to explain the source of the metadata in the title.

Example:

- Title: Portrait of Julina L. Smith
  General Note: Inscription on verso: "Mrs J. L. Smith, Taken in Liverpool Eng. in 1875- age about 36. While on 2nd mission to England."

For untitled creative works (e.g., essays, short stories, poems), the term "untitled" may be included in the devised title to indicate the lack of a formal title (e.g., Collection of untitled essays on Utah).

Agents in Titles

Names in devised titles should be recorded using the Library of Congress authorized form of the name in direct order for those with established name headings or using the most common form of names in their official language for those that are not. If the collection has two or more creators with the same last name, do not combine the last name in the title (e.g., Vasco Tanner and Annie Tanner papers). Qualifiers used in authorized access points should be excluded, except in cases where their omission would be misleading (e.g., Mrs. Robert Henrey, Joseph Smith, Jr.). If commas are present in the name, they should be utilized in all fields of the finding aid. Utilize commas for qualifiers for names not established as well, to maintain consistency with the established pattern in the Library of Congress.

For corporate bodies with subordinated headings, only the subordinate unit's name should be included (e.g., "Marriott School of Business" is used for "Brigham Young University. Marriott School of Business") If the materials described were created by a corporate body that changed names over the time period represented in the materials themselves, record the most recent name used by the body during that period.

If the name of the creator is unknown, do not include a creator component in the title.

Examples:

- Department of Art records
  Associated creator: Brigham Young University. Department of Art
- Collection on A. O. Smoot
  Associated creator: Smoot, A. O. (Abraham Owen), 1815-1895
- Nibley family papers
  Associated creator: Nibley (Family : Nibley, Hugh, 1910-2005)

- Edgar Snow photograph of Muslim soldiers in Zhongguo ren min jie fang jun
  Associated creator: Snow, Edgar, 1905-1972
  Associated subject agent: China. Zhongguo ren min jie fang jun

- Arnold Friberg paintings for The Ten commandments
  Associated creator: Friberg, Arnold, 1913-2010

- James Stewart papers on It's a wonderful life
  Associated creator: Stewart, James, 1908-1997

- John L. Weenig and Lucile McAllister Weenig photographs and other materials
  Associated creators: Weenig, John L. (John Lehi), 1918-1995; Weenig, Lucile McAllister, 1918-2011

Aggregate Terms

Aggregate terms should be used in devised titles for collections in which more than two material forms are present. "Papers" should be used for personal materials, "records" for organizational materials, and "collection" for materials aggregated by topic or material form. Additional notes and genre/form terms should be used to bring out the physical characteristics of the materials, as needed.

Refer to DACS 2.3 for more information on the use of aggregate terms in devised titles and examples.

Correspondence

Correspondence is formulated in the following component strings:

- [correspondent] [format] to [correspondent]
  Example: Karl G. Maeser letter to Angus M. Cannon

Sometimes a location of a correspondent will appear in legacy metadata, or locations could be utilized in a title if they are important. Do not include the location as a default. The formulation will appear as follows:

- [correspondent] [format], [location], letter to [correspondent] [format], [location]
  Example: Karl G. Maeser, Provo, Utah, letter to Angus M. Cannon, Salt Lake City, Utah

Oral Histories

For untitled oral histories, record a devised title to describe the interview. Titles should include the following components:

- The nature of the materials present (i.e., Oral history interview with)

- The name of interviewee(s)

Example: Oral history interview with Algie E. Ballif

Formal Titles

The title proper should be transcribed from the preferred source of information for the item type. Common preferred sources of information for titles include title frames or title screens on moving images, labels, supplied or legacy inventories, title pages in books or other works, etc. A note indicating the source of the title in addition to any other important and relevant title information

should be recorded in a General Note field. See the General Note section below for more information.

Common preferred sources of information for titles include:

- Volumes, sheets, or cards: Title page, title sheet, or title card
  Other options (in order of preference): Cover or jacket, caption, masthead, colophon
- Attached label on media, media container, disc menu
- Textual content, embedded metadata
- Inventories, legacy metadata

The terms "Recto" (front) or "Verso" (back) are RDA terms used to describe the two sides of a leaf (a single sheet of paper, page, photograph, or other flat carrier). These terms help catalogers precisely identify *which side* of an object contains the text, image, or descriptive features being recorded. However, it is preferred to refer to the exact place on an item a title is sourced from, such as title page, page 1, etc. rather than using these terms, if possible.

Formal titles found within devised titles should also be recorded in sentence case, with the first word in the title capitalized. Refer to the Title Style Cheat Sheet for more guidance on how to format formal titles, including punctuation, capitalization, statement of responsibility (author or other credited creator), and subtitles.

Names in formal titles should be recorded using the form of the name as it appears in the title. In cases where the formal title includes dates, these should be retained in the title.

For items that have multiple formal titles for their component parts, transcribe the titles of the parts from the item in the order they appear. Titles should be separated by a period-space.

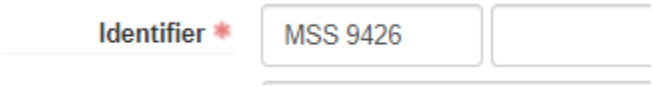
Examples of transcribed formal titles:

- Chain emails : the new face to face folklore / Jason Hess
  Accompanying General Note: Title from title page.
- Spring Dell, Provo Canyon
  Accompanying General Note: Title from lower margin.
- Your show must go on / by Peggy S. Worthen. Gathering: education in a compact society / by Elder Kevin J. Worthen
  Accompanying General Note: Title from disc label.
- A short history of the Hellewell family
  Accompanying General Note: Title from page 1.
- Chapin, Idaho news, 1909-1957
  Accompanying General Note: Title from cover.
- Summary of accomplishments / by Gerrit W. Gong
  Accompanying General Note: Title from folder.

- Sumpter Valley Railroad history
  Accompanying General Note: Title from recto.

Identifier

Record the call number (e.g., MSS 1187, UA 1197, Vault MSS 6) generated by Special Collections during acquisition in the first field of the Identifier element at the collection level.



Level of Description

Select the level of description for the finding aid. If the level of description will only be at the collection or series level, select "Collection." If you have a collection with only one file or one item, select "File" or "Item."



External ARK URL (Staff Only)

An ARK is required in finding aids any time there are digital or digitized objects present in a collection. The External ARK URL will be utilized at the collection, series, subseries, file or item level depending on where digital materials live in the structure of the finding aid. Depending on the complexity of the structure of the finding aid, either the Digital Metadata Librarian or archival processors will mint these ARKs and copy the links into the field. For instructions on how to mint ARKs, see the ARK Minting documentation.

An ARK may be necessary at the collection level for reasons such as the possibility of additions to the collection in the future, when the collection is a single item, or when the collection is entirely digital or has been digitized. This list is not exhaustive. Talk with your supervisor, the Digital Metadata Librarian, and the Digital Preservation Specialist to determine whether a collection-level ARK is appropriate.

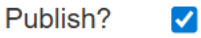
Resource Type

This is a required section—ArchivesSpace will not save the record without a selection. Select "Collection" for artificial aggregations, "Papers" for aggregations produced by individuals or families, or "Records" for aggregations produced by corporate bodies. Rarely, "Publications" could be utilized as well.



Publish Box

Students, do NOT click the publish box. Staff can select this checkbox when the finding aid is moved on to the first round of quality control.



Restrictions apply? Box

The "Restrictions Apply?" box should be check at any level where a restriction is present (whether a corresponding Access note is included at that level or inherited) and every level above. If all or any part of the collection is restricted for any reason, the box should be checked. The specific restriction(s) will be noted in the Conditions Governing Access note.

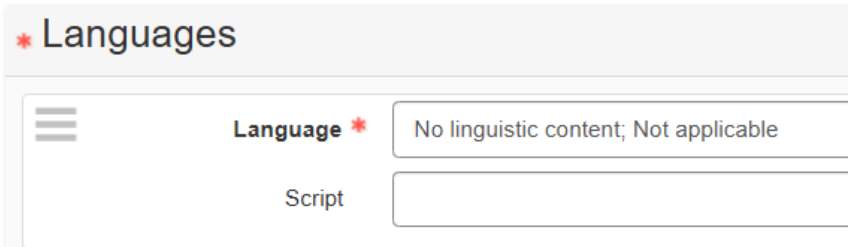
In the example below, the collection is composed of three series: two series of family and personal papers and one of photographs. The photographs series is further divided into subseries and then described at the file and item level below those subseries. The collection-level record has an Access note summarizing the access restrictions throughout the whole collection, and then each series-level record has an Access note describing the access restrictions specific to that series, which is then inherited to the subseries-, file-, and item-level records below. Because all of the materials in series 3 (the photographs series) are kept in cold storage, the "Restrictions Apply?" box should be checked in the record for series 3 and then again at every subseries-, file-, and item-level record below. Because all of the materials in series 1 and 2 are not stored in cold storage and are "Open for public research" the box should not be checked for the records for series 1 or 2 or any of the subseries-level records below those records. The "Restrictions Apply?" box should also be checked on the collection-level record because it is a level above the materials that have a restriction in place, and therefore the description includes these materials, even though it also describes materials that are not restricted.

Rhoads and Morley families papers	Collection
Rhoads family papers, 1881-1986	Series
Dorothy Rhoads correspondence, 1888-1986	Sub-Series
Rhoads family diaries, 1909-1944	Sub-Series
Dorothy Rhoads writings and drafts, 1908-1970	Sub-Series
Dorothy Rhoads personal papers, 1903-1986	Sub-Series
Rhoads family scrapbooks, 1881-1916	Sub-Series
Rhoads family history and genealogy, 1881-1940	Sub-Series
Sylvanus Griswold Morley papers, 1915-1955	Series
Rhoads and Morley families photographs, approximately 1850-1976, bulk: approximately 1880-1950	Series
Rhoads family photographs, approximately 1850-1976	Sub-Series
Sylvanus Griswold and Frances R. Morley photographs, approximately 1910-1971	Sub-Series
Rhoads and Morley families photograph albums, approximately 1880-1930	Sub-Series
Rhoads and Morley families album duplicate photographs, approximately 1910-1930	Sub-Series
Rhoads and Morley families over-sized prints, approximately 1850-1950, bulk: approximately 1910-1930	Sub-Series
Frances Rhoads Morley nature prints, approximately 1930-1950	File
Frances Rhoads Morley archaeology prints, approximately 1910-1930	File
Frances Rhoads Morley hacienda prints, approximately 1910-1930	File
Family portraits, approximately 1910-1930	File
Frances Rhoads Morley Maya people prints, approximately 1910-1930	File
Rhoads family prints, approximately 1910-1930	File
Rhoads family class photographs, approximately 1910-1930	File
Rhoads family prints, approximately 1910-1930	File

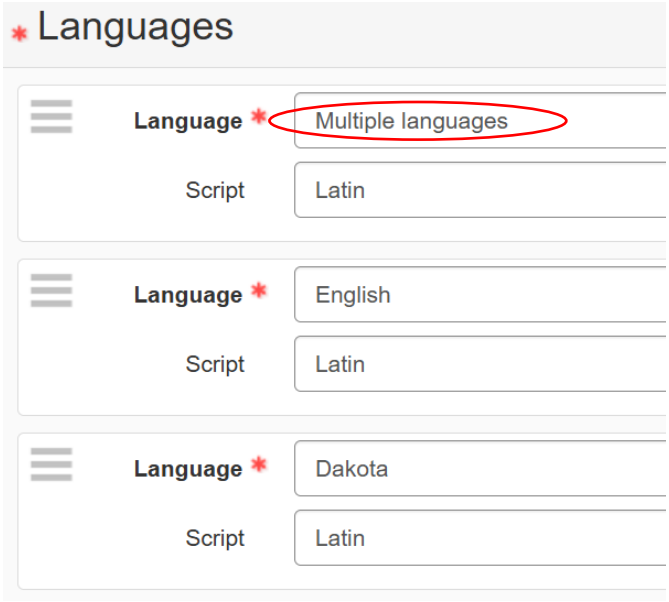
Languages

At the collection level, always record the language of the materials being described and the script of those languages in the Language drop-down menus. This will most often be "English" and "Latin."

When describing a non-textual item (e.g., photograph, artifact), code the term "No linguistic content" and do not code a script:



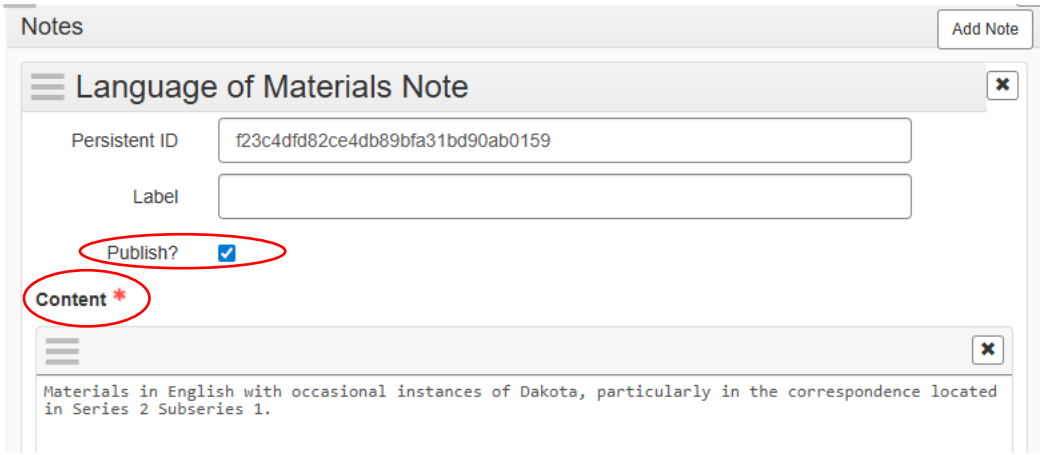
In cases where multiple languages are present, the term "Multiple languages" should be coded, and then further language drop-downs should be added for each language present.



A Language of Materials Note should be recorded to further describe the presence and amount of those languages:



Make sure to click the Publish box. Language information should only be recorded if there is significant representation in the materials being described. The redundancy of the language drop-down and the language note is due to the different functions of the language code (machine readable vs. human-readable content). ArchivesSpace will only publish one, with the Language of Materials Note taking precedence.

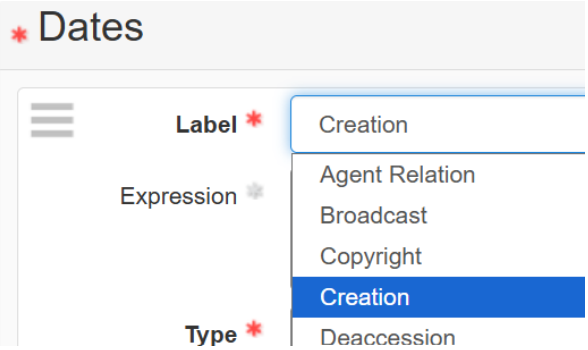


Examples of language notes include:

- Materials are in English and Spanish.
- Materials are in English with some correspondence in Welsh, with a translation in English.

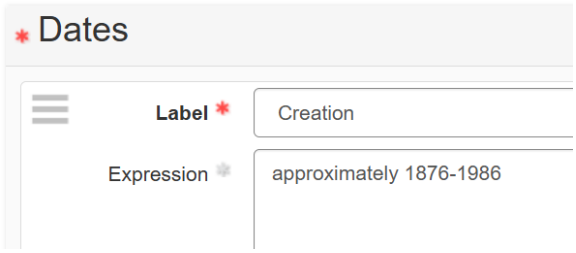
Dates

Dates should be recorded using the guidelines in DACS 2.4. The type of date should be selected from the Date Label drop-down options (creation, record-keeping, etc.).



In most cases, the date type of "creation" of the record content should be used. For reproductions (e.g., photocopies, transcripts, digital copies), the creation date of the original version of the record should be recorded rather than the date of reproduction. If the processor thinks the date of the reproduction would be helpful information for researchers, they can include these dates with explanation in the Scope and Content note.

If the earliest dates in a date entry span a year boundary, they will be recorded in the Date Expression field in Arabic numbers as the earliest year and the latest year, separated by a hyphen (e.g., "1925-1964"). In cases where the earliest and latest dates are within the same year but are in different months, the year will be included followed by the first month separated from the last month by a hyphen (e.g., "1973 March-June"). If the earliest and latest dates are within the same month, the year and month will be listed with the days separated by a hyphen (e.g., "1985 September 9-14"). If the recorded dates are uncertain, the word "approximately" should be prepended to the date expression. Other phrases, such as "before" or "between" may be used, as well as references to decades. Date qualifying phrases should always be recorded in lower-case.



Examples of date expressions:

- 1875-1975
- 1973 March-June
- 1985 September 9-14

- approximately 1901-1903
- before 1964
- 1910s
- 1971 or 1972
- 1918-approximately 1934

The type of date (i.e., "Single" "Inclusive Dates," or "Bulk Dates") should also be selected from the Date Field drop-down list, and the beginning and end dates of a span recorded in ISO 8601 format: xxxx, xxxx-xx or xxxx-xx-xx. Do not forget leading zeros on the months or days, or the EAD will not validate. If the dates recorded are uncertain, this should be indicated in the Certainty field drop-down, with either "inferred" or "approximate." If there is certainty to the date, then leave this field blank. The calendar and era drop-down (usually ce and Gregorian) should be recorded as well.



If you have bulk dates in the collection, add a new date entry field and record those dates in addition to the main date field reflecting the full date range of the collection.

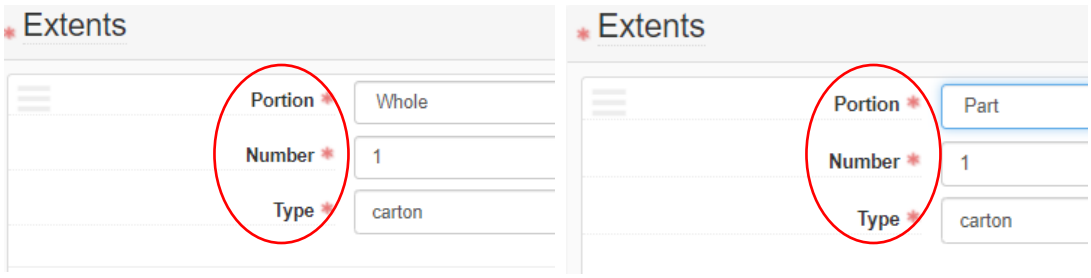
You can also add a second date field if there is a significant gap present in the date span (e.g., 1899-1930; 2001).

If the materials do not specify dates, the date(s) must be approximated or inferred by the processor. Legacy description may include the phrase "date of production not identified" in place of an approximate date in the Date Expression field with an estimated date or date range recorded below.

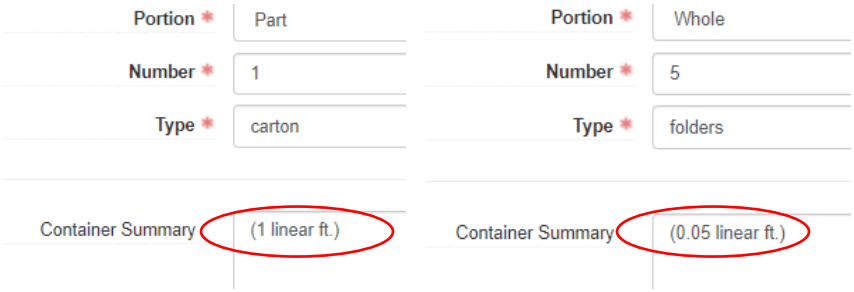
If the dates recorded are uncertain, this should be indicated in the Uncertainty field with the appropriate type, approximate or inferred. An approximate date is used when you can estimate the date with reasonable confidence, but cannot determine the exact year, month, or day, such as using clues from the fabric, paper style, or wood. An inferred date is a date you derive from evidence not explicitly stated—you deduce it logically from context, such as the content of a photograph. The calendar and era recorded should also be indicated in the appropriate fields.

Extent

Record the extent of the collection in terms of container numbers and types in the drop-down selections of "Portion," "Number," and "Type." If only one container type is used to house the collection, the Portion field should be set to "Whole". If multiple types of containers are used to house the collection (e.g., boxes, cartons, oversize folders), a separate extent subrecord should be recorded for each container type. Each subrecord should have a Portion field value of "Part".



Record the extent in terms of container types. Refer to the Container sizes spreadsheet to find the correct extent type term for a given container. Each extent statement should also include a parallel statement of extent in linear feet in the Container Summary field. Standardized linear footages for many containers may be found in the Container sizes spreadsheet. You can use these standardized measurements or, if needed—particularly for fractions of containers or for custom containers—calculate your own. Parallel statements of extent should be recorded within parentheses. Decimal values should use a leading zero, if less than 1, and be rounded to the nearest hundredth. The words "foot" or "feet" should be abbreviated as "ft.".



For some containers with variable widths, such as folders to be placed in a shared box, the linear footage could be measured using a tape measure. For standard boxes or cartons, divide the length measurement by 12 to get the linear feet value (e.g., folders measuring 4 inches (the length they will take up in a box facing outward on the shelf) would be recorded as 0.33 linear feet). For oversize folders, calculate the linear footage by determining the percentage of the box that the oversize folders will fill and multiply that by the overall linear footage of the oversize box. Alternatively, there are standardized linear footage values for folders on the Container sizes spreadsheet. Linear footage values for non-standard containers (e.g., custom-made boxes) should be determined in consultation with Collections Management staff.

For the extent and container summaries of born-digital and digitized materials, record the extent in terms of number of files (e.g., audio files, video files, image files, etc.). Refer to the Digital metadata spreadsheet for information on which term to use. Record a parallel statement of extent noting the total size of these files (this will be provided by Digital Initiatives). Larger file sizes such as those recorded in GB or TB that should be written with decimals and rounded to the nearest tenth place, if the files are in between whole numbers. Smaller file sizes like MB and KB should be recorded in whole numbers only.

Examples of collection-level extent entries include:

- 1 box
  (0.5 linear ft.)

- 1 audio file
  (1.5 GB)
- 7 text files
  (82 MB)

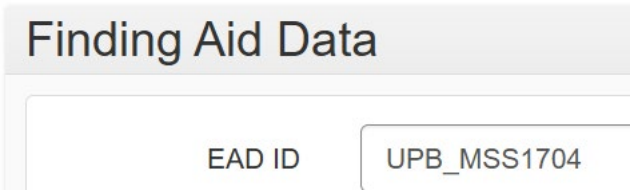
Finding Aid Data

EAD ID

Record an EAD ID value for each Resource Record. EAD ID values should include three components: "UPB," the Library's MARC repository code; an underscore; and the collection call number (all capital letters with no spaces). Call numbers that include the term "Vault" should be abbreviated using "V" instead.

Examples of EAD ID values include:

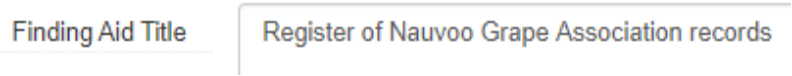
- UPB_MSS1187
- UPB_UA1197
- UPB_VMSS76



Leave "EAD Location" blank.

Finding Aid Title

Finding aid titles are recorded by prepending the phrase "Register of" to the Title field value (e.g., Register of Office of the President records).



Leave "Finding Aid Subtitle" blank.

Finding Aid Filing Title

Filing titles are inverted forms of the Resource Record title intended to facilitate browsing by title. For Resources where the Title field value includes only one personal name, whether the collection is created by, collected around, or associated with that individual, the filing title should begin with that person's last name with their first name and initials in parentheses.

- Snow (Helen Foster) papers
- Smoot (A. O.) papers)
- Coolbrith (Ina), Photographs of

If the Title field entry includes the names of two or more individuals with the same surname, the filing title should begin with that last name with the first name(s) and/or initials in parentheses:

- Harris (Franklin S.) and Estelle Harris papers

If more than one individual's name is included in the Title field value, but they do not share a surname, only the first name should be inverted separately:

- Westwood (P. Bradford) and J. Gordon Daines collection on Brigham Young University

When the title is supplied and begins with an article (A, The, An), those should be moved to the end of the field in front of a comma. These are called "non-filing words."

- Thrilling dream, A

Titles for collections where the creator is a family or corporate body, as well as formal titles and devised titles without a name of creator segment, should not be inverted:

- Smith family papers
- Department of History records

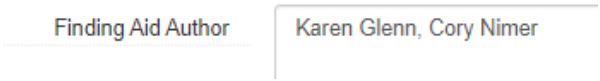
Finding Aid Date

Record the date of finding aid completion and update the date with accompanying author if significant changes were made to the finding aid. Dates should be entered in DACS format with the year followed by the month and day (e.g., "2019 December 29").



Finding Aid Author

Staff that prepared the initial finding aid content or made significant updates to the finding aid will record their own name in natural order. If multiple authors are included, these should be separated by commas (e.g., "Cory Nimer, Karen Glenn"). Names of content editors or reviewers that made minor edits should not be included. Processing and Revision Notes should be used to provide further explanation for work completed by authors, especially if they were previous authors which were replaced by someone performing more significant updates.



Description Rules

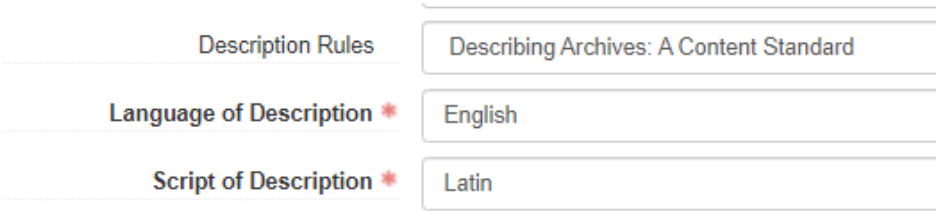
Select the Descriptive Rules used in the preparation of the finding aid from the drop-down list, which is always going to be DACS, "Describing Archives: A Content Standard." Additional information on standards application may be recorded in a Processing Note.

Language of Description

Record the language in which you are writing the Resource Record. In most cases you will select "English."

Script of Description

Record the script of the language you are writing the Resource Record in. For English, this is "Latin."



Language of Description Note

Record a sentence describing the language and script the finding aid is in. This will most often be "Finding aid written in English in Latin script."

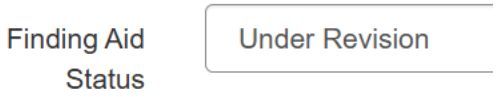
Sponsor

Record the name of donors or granting agencies that have funded the processing or description of the Resource. For larger grant-based projects, processors should consult with the grant administrator for the standardized terminology to be used (e.g., "Library Services and Technology Act (LSTA) grant, 2007-2008").

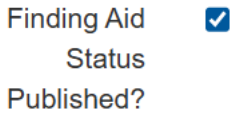
"Edition Statement" and "Series Statement" should be left blank.

Finding Aid Status

Select "In Progress" from the drop-down list to indicate that you are working on a finding aid, and "Under Revision" if you are revising the Resource Record content. The cataloger will change this status to "Completed."

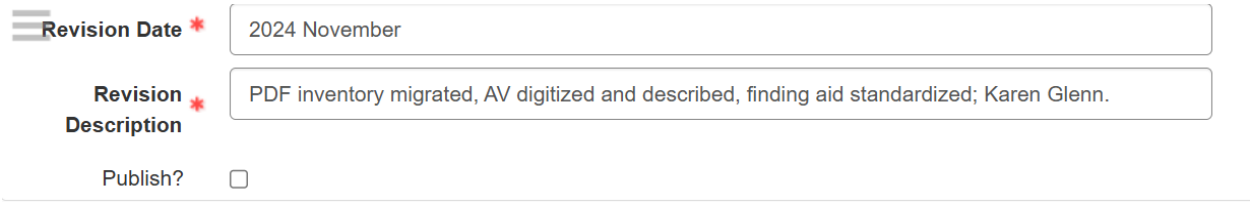


The Finding Aid Status publish checkbox can be skipped, though it is often set to publish by default in the system.



Revision Statement

Record a revision statement after each significant change to a Resource Record description. The statement should include a date in the Revision Date field, recorded in DACS year-month-day format (e.g., "2019 December 29"). In the Revision Description field, a brief note followed by the name of the person doing the revision should be included, with a semicolon separating the note and the name of the processor.



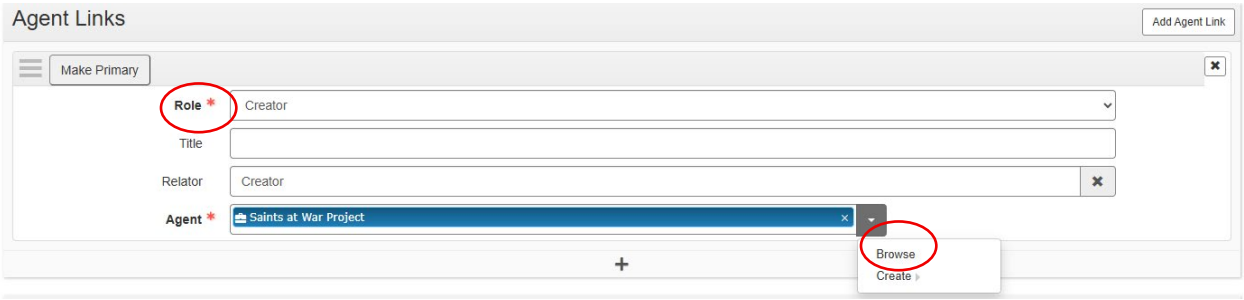
This field should also be used to state when harmful, offensive, or outdated language has been edited in the finding aid.

Do not publish the Revision Statement.

Agent Links

An "Agent" in ArchivesSpace is a core data entity used to represent any **person, family, or corporate body** that has a defined relationship to archival materials. Each of these entities have an "Agent Record" that is then linked to various Resource Records, Accession Records, or to related Agent Records. Agents also support name authority control, meaning they help maintain preferred and variant forms of names, and track relationships between names.

Link the Resource Record to any existing Agent Records, including the agent creator(s) of the material, significant agent contributors to the materials' content, and agent subjects. Existing records can be found by clicking on "Browse" in the drop-down menu.



The role of a linked agent should be indicated in the "Role" drop-down list (creator, subject, or source). The specific nature of the creator relationship should be recorded using the "Relator" drop-down list. In cases where corporate records were created by a body that changed names over the course of the materials' creation, link the most recent name with a Role of Creator and a Relator of Creator. Previous names should be linked with a Role of Creator, but with the Relator value of Contributor.

These agents should be either drawn from the Library of Congress Name Authority File, or if not already established, created according to LCNAF guidelines.

For more guidelines on creating ArchivesSpace agent records and biographical notes, see the Biographical /Administrative History Notes and Agent Records training documentation.

Subjects

Genre Form Links (For Students)

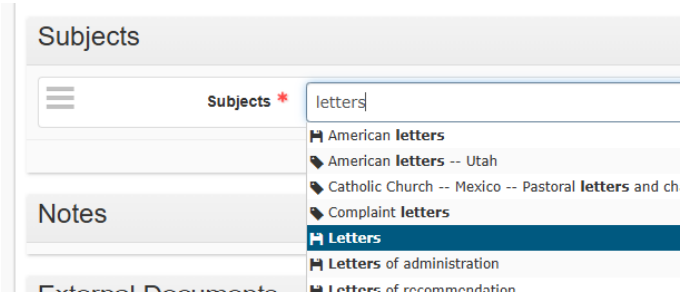
Genre/form terms may be used to represent both the genre and the form of the materials (e.g., "Oral histories" and "Audiotapes"). For reproductions, both the format of the original and the reproduction may be linked if applicable (e.g., "Transcripts" and "Photocopies"). At least one

genre/form term must be linked to each collection and any term that makes up a significant presence in the collection—generally, at least 20% of the materials—should be linked to the collection. If more than three related terms would be needed, a more general term should be used instead. (For instance, if you have programs, ticket stubs, and fliers, use printed ephemera).

A form heading describes what something IS, not what it is about. It means format or purpose, such as a letter or financial records. A genre is more like a category of a type of something, like westerns or thrillers. However, Library of Congress frequently combines the two definitions. For instance, "poetry" is what you use for poems as a format or a genre.

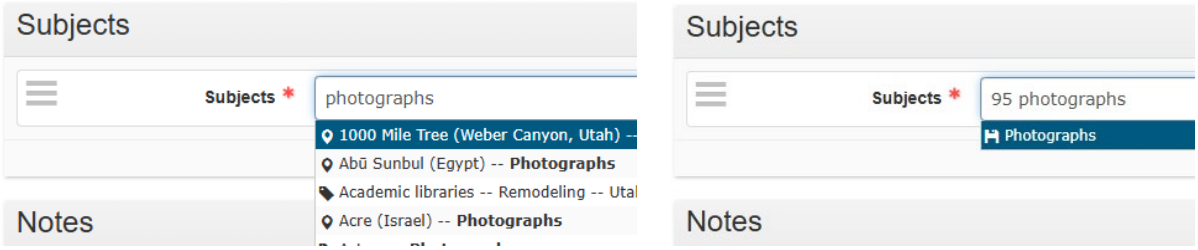
When audiovisual materials have been digitized, be sure to include genre/form terms reflecting the digital files. Reference the Digital metadata spreadsheet for information on which term(s) to use. For components with retained carriers, include a term(s) for both the carrier and the digital file(s).

Start typing in what you think might be the correct term and see if it can be easily selected from the drop-down menu:

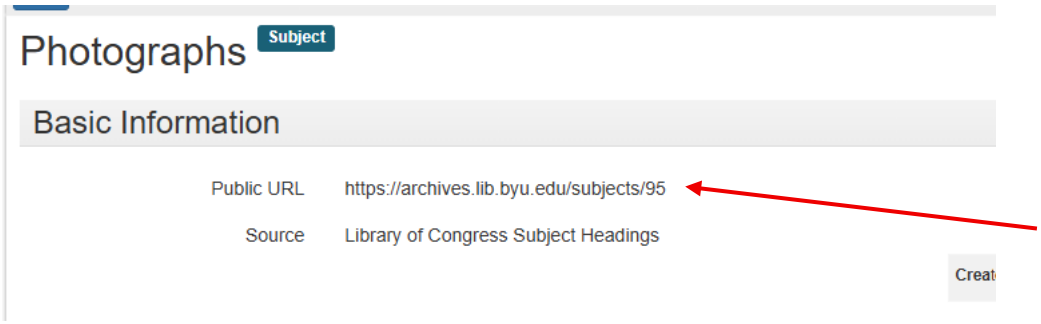


Genre/form terms can be differentiated from other subject types by the icons on the left—genre/form terms have the floppy disk-shaped icon.

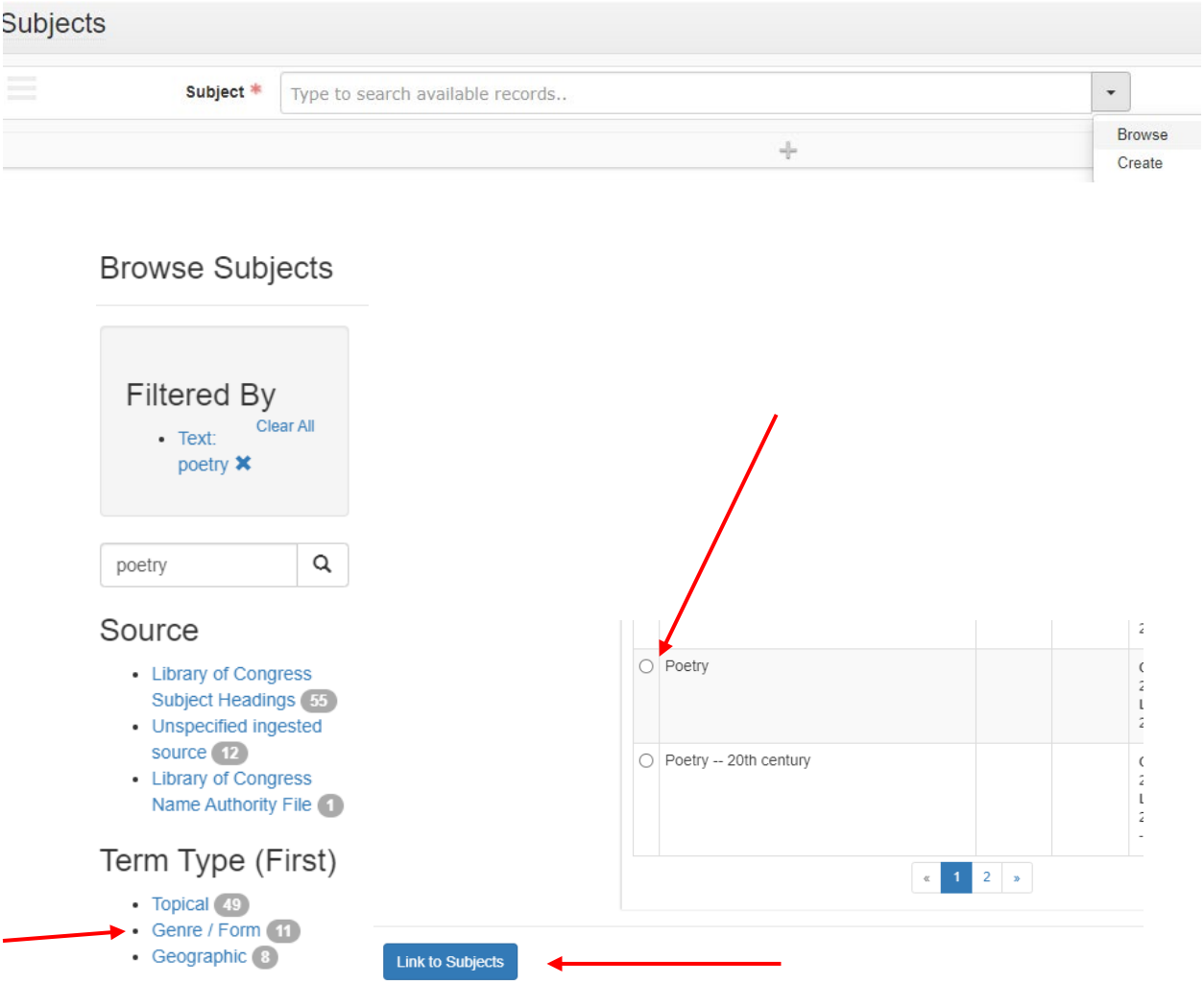
If the term you're looking for doesn't come up in the drop-down menu, you can try adding the ArchivesSpace code for that subject at the beginning of the term.



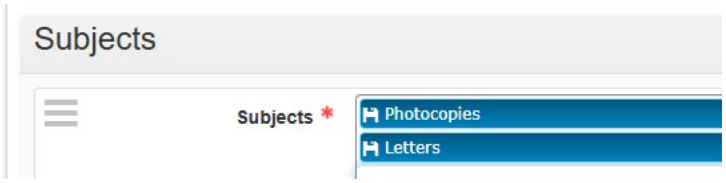
This code can be found by looking at the record for the subject term. The code is the number at the end of the Public URL. Some popular terms and their codes have been compiled in a list of Common genre headings.



If you can't find it, use the Browse function and search by keyword. Then filter the results by selecting Genre/form under Term Type and select the term you want. Then click "Link to Subjects."



If you have a copy of something, you will add a genre heading for BOTH the copy and the genre/form of the item:



Genre headings that do not comprise 20% of the file or item can be mentioned in a scope note if the processor thinks providing a longer list of formats provides more helpful representation of the contents.

Sometimes when working with legacy description it can be so vague you can't add a heading, but for the most part it is possible.

If a genre needs to be added to the ArchiveSpace heading list, let your supervisor know. The processor should utilize the Library of Congress Genre Form database, or the ClassWeb system to research new subject headings. The Art & Architecture Thesaurus can be utilized for genre/form terms not found in LCGF.

Common Genre Headings

Some commonly used genre/form headings. For terms with parentheticals, skip the parentheses when searching for the term (e.g., for "Research (Documents)," type "research documents" in the search box). The ArchivesSpace code is included in square brackets. The full list of genre/form terms and their codes can be seen in the ASpace genreform terms spreadsheet used for spreadsheet uploads.

- "Agendas" [1067]
- "Articles" for articles from journals or unspecified sources [137]
- "Audiocassettes" [218]
- "Carbon copies" [17899] and "Photocopies" [651] for common reproductions
- "Clippings (books, newspapers, etc.)" for pieces of newspapers, magazines, etc. [96]
- "Compact discs" [1074]
- "Financial records" [1032]
- "Legal instruments" used for legal documents [320]
- "Letters" for handwritten correspondence [94]
- "Lists" [1034]
- "Manuscripts" [98]
- "Minutes (records)" [215]
- "Motion pictures" for film [6377]
- "Negatives" [702]
- "Notebooks" [286]
- "Notes" [103]

- "Photographs" [95]
- "Portraits" [736]
- "Postcards" [422]
- "Printouts" [17941] for a document printed from a computer. Use in conjunction with "Web pages (documents)" for printed websites.
- "Receipts (Financial records)" [17906]
- "Reports" [136]
- "Research (Documents)" [1070]
- "Slides (Photography)" [657]
- "Transcriptions (Documents)" for less formal written copies of oral or written language, either in longhand or on a machine. For more formal copying, use "transcripts." [17923]
- "Transcriptions (Music)" for transcribed copies of music. [16692]
- "Transcripts" for formal, extremely accurate written, printed, or typed copies of an original text or words originally spoken. For less formal copying, use "transcriptions (documents)." [669]
- "Videocassettes" [163]
- "Web pages (documents)" [18100]. Use in conjunction with "Printouts" for printed websites.

Subject Links (Staff Only)

Subject terms (topical, geographical, uniform titles, genre/form, function, and occupation) should always be linked at the collection, series, and subseries levels. Only genre/form terms should be linked at the file and item levels. If the subjects associated with the series or subseries are not identical to those of its hierarchically superior unit, link or add new subject headings in the levels below as appropriate.

Subject terms can be chosen from the existing ArchivesSpace database, or the processor can ask the APL to create new subject headings that will be reviewed later by the Cataloger. The processor should utilize the Library of Congress Subject Headings database, Library of Congress Genre Form database, or the ClassWeb system to research new subject headings. The Art & Architecture Thesaurus can be utilized for genre/form terms not found in LCGF. Geographic places, (e.g., Portland (Or.)) are located in the LCNAF, not LCSH. It's easiest to search for them in the LC Authorities beta search, but you must know how the states are abbreviated to find records. Otherwise, you have to scroll through pages of results to find a more general search term like "Portland Oregon." Refer to this list of state abbreviations.

Subjects should represent concepts, places, or items with significant representation in the materials being described (i.e., at least 20 percent of the content at that level). Linked topical terms should be as specific as possible, though multiple terms may be used to address different aspects of a concept. If more than three related terms would be needed to represent a single topic, a more general term should be used instead.

Genre/form terms may be used to represent both the genre and the form of the materials (e.g., "Oral histories" and "Audiotapes"). For reproductions, both the format of the original and the reproduction may be linked if applicable (e.g., "Transcripts" and "Photocopies").

Occupation terms should be linked in cases where the personal papers described reflect the occupation of their creator(s). For example, if a collection of book drafts was received from their creator, an occupational term of "Authors" should be linked, however, if the occupation of the creator does not relate to the collection materials, (e.g., the collection is about their family life, and not their career as an author), it should not be linked.

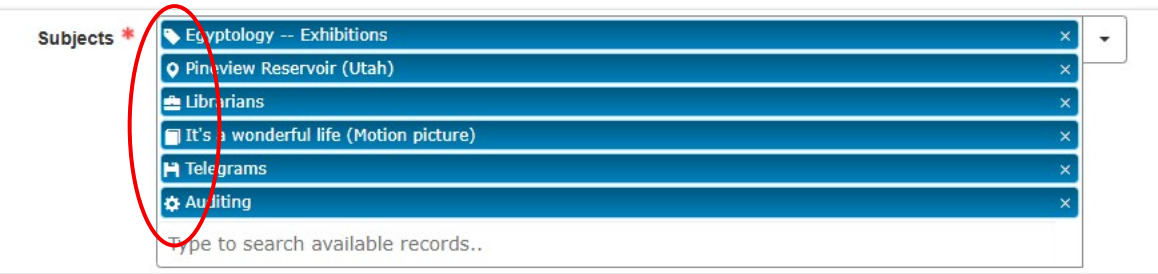
Function terms should be linked in cases where corporate records described reflect a function performed by the creator(s). For example, if a collection of records on application procedures was received from Admissions and Records, the functional term "Matriculation" should be linked. However, functions of creators should not be linked if they are unrelated to the materials being described.

Additionally, at the collection-level, at least one broad term and one corresponding narrower term from the CCLA Browse Term list should be recorded. Terms from the Material Types list should never be used.

Refer to the subjects training documentation for more guidance.

Differentiating Subject Types

Different subject types can be identified by the icons on the left.



Topical subjects are identified by the artifact tag icon. Note that CCLA headings are categorized as topical headings, so be sure to link the correct term if the same phrase is used by the Library of Congress Subject Headings database and the CCLA Browse Terms.



Geographical subjects are identified by the location marker icon.



Occupational subjects are identified by the suitcase icon.



Uniform title subjects are identified by the book icon.



Genre/form subjects are identified by the floppy disk icon.



Functional subjects are identified by the gear icon.



Finding Aid Notes

Notes follow Turabian style guidelines:

- If professional titles precede a personal name, they are capitalized.
- Capitalize full names of legislative, administrative, and judicial bodies, major wars, and official course names.
- Do not capitalize academic disciplines and academic designations (e.g., "master's degree"), and omit periods from academic degree abbreviations (PhD, DDS)
- Spell out whole numbers from one to hundred, round numbers, and any number beginning a sentence
- Use numerals for units of measure, percentages, dates, and exact times (e.g., 5:36 p.m.; October 19, 1978)
- Numbers in their plural form are spelled out. Numerals form their plural by adding s with no apostrophe (i.e., thirties, 1950s)
- Do not use a dash if the word from or between is placed between the first of the two numbers; use through or to instead (e.g., from 1980 to 1995). You may use a hyphen to represent date ranges if those prepositions have not been used (e.g., "Materials dated 1985-1986.)
- *United States* used as a noun should be spelled out. Used as an adjective, it should be U.S.
- Acronyms should be used sparingly, but when used should appear in full capitals without punctuation. For clarity, spell out the acronym the first time you refer to it in the note (e.g., National Aeronautics and Space Administration, or NASA).
- Place periods and commas inside quotation marks
- Follow headline-style capitalization rules, including capitalizing all major words, including "a" "an" or "the" if it is the first word in the title. When listing periodicals, do not capitalize the leading "the" (i.e., the New York Times)
- Use quotations around titles. In-line formatting in italics is too difficult to maintain in ArchivesSpace, so Turabian's rule of italics for book, journal, and newspaper titles and

quotations for articles is not used. Do not copy straight from a Word document unless you have disabled smart quotes in Microsoft Word.

All references to the Church should be compliant with the current version of the Church's style guide. Notable elements of this style are provided below:

- In the first reference in notes, the full name of the Church should be used: "The Church of Jesus Christ of Latter-day Saints"
- Following references within the same note may use the shortened form of "the Church"
- Notes may use the term "Mormon" as an adjective as necessary, or when referring to proper nouns (such as Mormon Trail) but should not refer to members of the Church as "Mormons"
- Splinter groups practicing polygamy should be referred to by the name of their church, and should not be referred to as "Mormons"

Notes have individual check boxes indicating whether they should be published or not. Unless you have been given a good reason, make sure to check all these boxes.

Most notes will inherit from the collection level to levels below, so record collection-level information only in collection-level notes, and repeat the notes below with more specific information to those levels as need.

Use the Staff QC Checklist to quickly review whether you are including all relevant notes. As a rule of thumb, a collection without series (requiring an arrangement note) should have eight notes attached to it. If it has less, it likely has six (no accession record/provenance information) or seven (missing a biographical note). Five or less is very rare and should be reviewed with suspicion.

The following notes are utilized at the collection level:

Arrangement

This note is placed in the content field of the Arrangement Note in ArchivesSpace:



Describe the organization of the materials at the collection level. If the materials were maintained in the order they arrived, and no hierarchical order is imposed, you can record the collection-level note as "Retained in original order." If there is no original or imposed order, don't include a note.

At the collection level where series are present below, the note should record information about the series. Subunits should be listed by recording their component unique identifier, title, and dates. Entries for each series or subseries should be separated by a period and a space.

Example:

- Arranged in four series: 1. Jack Hale personal papers, 1920-1965. 2. Jack Hale business correspondence, 1930-1956. 3. Jack Hale papers on the Kiwanis Club, 1933-1965. 4. Jack Hale diaries, 1920-1965.

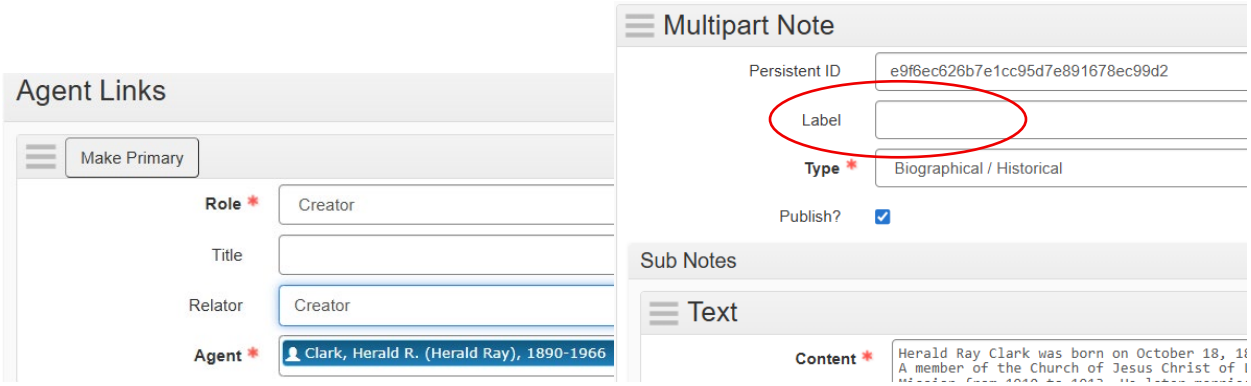
Other narrative about arrangement could include stating that it is arranged alphabetically (possibly within series or other groupings), chronologically, or in an arrangement provided by the creator that requires further explanation.

Examples of arrangement notes include:

- Retained in original order.
- Arranged alphabetically.
- Arranged in four series: 1. Jack Hale personal papers, 1920-1965. 2. Jack Hale business correspondence, 1930-1956. 3. Jack Hale papers on the Kiwanis Club, 1933-1965. 4. Jack Hale diaries, 1920-1965.
- Arranged in three series: 1. Gail S. Halvorsen correspondence, 1943-2017. 2. Gail S. Halvorsen audiovisual recordings, artifacts, and other material, 1920-2018. 3. Gail S. Halvorsen photographs, slides, and films, 1905-2017. Remaining files arranged chronologically.

Biographical/Administrative

At the collection level, this note is only required if there is an agent name linked as a creator. It is required regardless of what type of creator-relator label it has (i.e., contributor, author, compiler, etc.) Agent subjects should not have corresponding biographical notes. When the record is spawned from the accession record, a biographical note may populate from there, and it will always have content in the label field. Delete this—no label should be present.

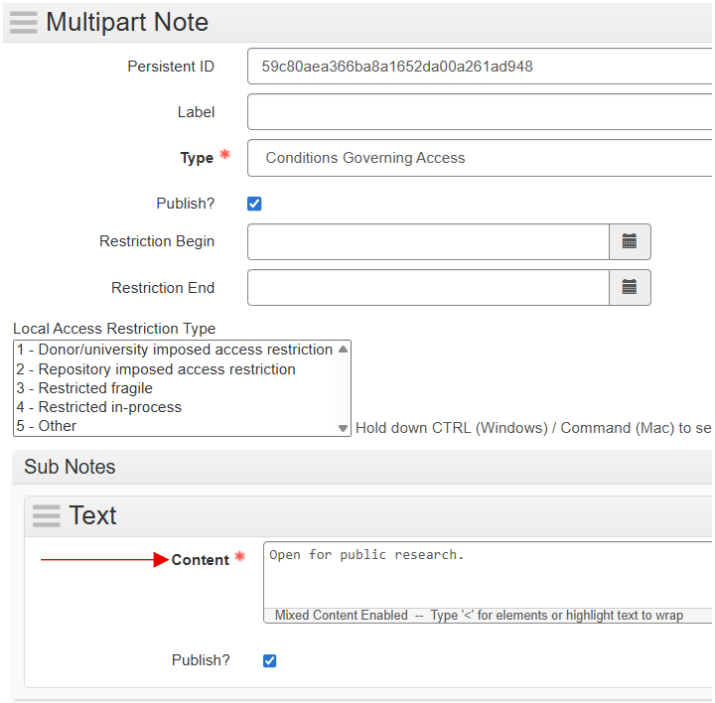


Biographical/Historical notes in the Finding aid should take the form of a brief paragraph and should only include the information necessary for identifying the collection and relating the materials to their creator. More detailed histories can be placed in the ArchivesSpace agent record instead. Do not include the abstract (introductory line) of the biographical note from the agent record in the finding aid, only the description that follows it. For instructions on how to research, write, and structure biographical and historical notes, see the full training documentation in the Biographical/Historical Notes and Agent Records document.

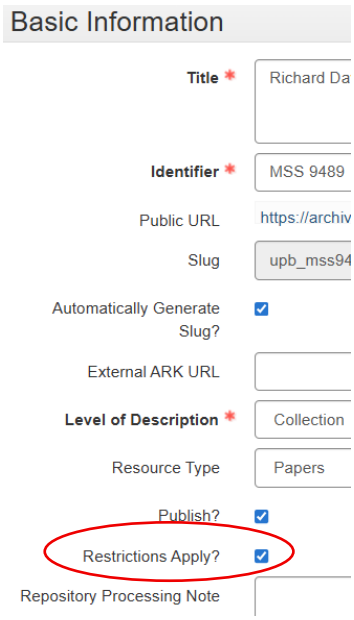
Conditions Governing Access

Always record a Conditions Governing Access note at the collection level.

Very often, a collection will be open to the public and the Content field note should say "Open for public research." When a collection is open, there does not need to be a "Local Access Restriction Type" selected or restriction dates in the Begin and End date fields.



If restrictions are present, the "Restrictions Apply" checkbox should be checked. This box is located in the Basic Information section at the collection level:



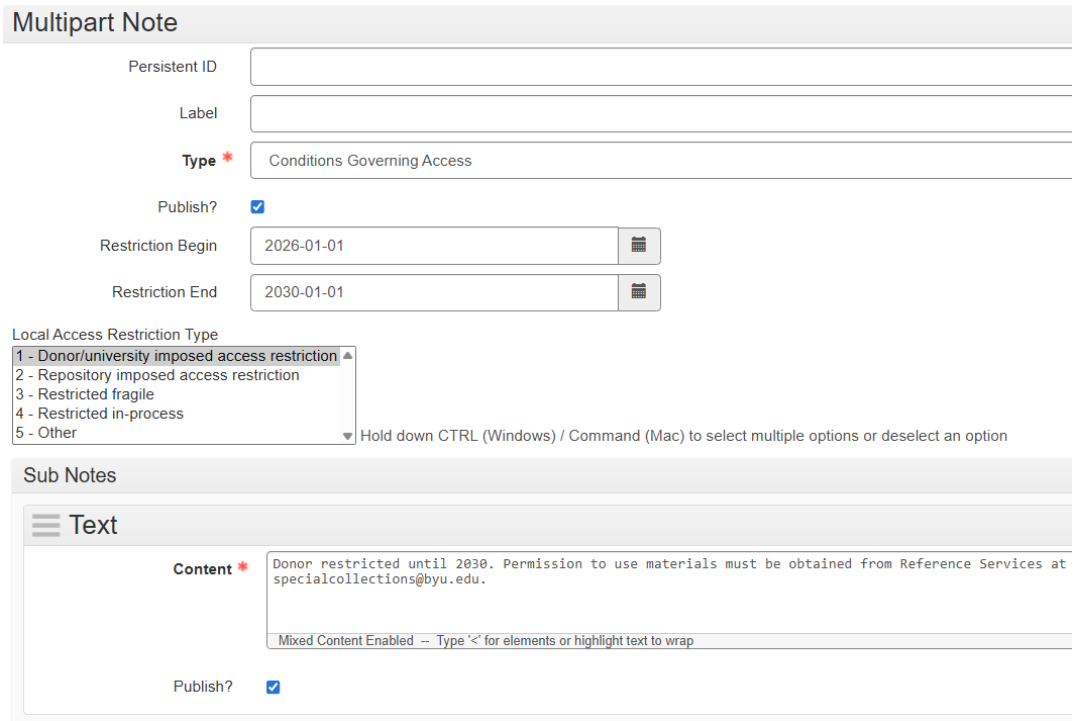
If restrictions are present, restriction statements recorded in the Content field should include the reason the materials are unavailable, the duration of the restriction, and instructions on who to contact to request access. In most cases, this contact will be Reference Services (specialcollections@byu.edu).

If the materials have restriction dates, the beginning and end dates of the restriction period should be recorded in ISO 8601 format in the Begin and End date fields. A year is not sufficient, it must be a complete date, otherwise ArchivesSpace will not save it. Restrictions must have beginning and end dates, and curators must provide the end date for restriction (or a restriction period, which the processor can use to calculate the restriction end date from the date of materials). If a curator provides "2060" as the restriction end date, then standardize it as "2060-01-01." The type of restriction (e.g., donor/university imposed, repository imposed, or fragile) should also be selected from the option list. The exceptions to this are materials that are restricted because the materials are fragile or because they're stored in the cold storage or freezer. Materials that are simply stored in the vault due to their high value aren't restricted.

Examples:

- Donor restricted until 2015. Permission to use materials must be obtained from Reference Services at specialcollections@byu.edu.
  Restriction begin: 1998-01-01
  Restriction end: 2015-01-01
  Restriction type: 1 – Donor/university imposed access restriction

- Restricted due to presence of social security numbers and medical records. Permission to use materials must be obtained from Reference Services at specialcollections@byu.edu.
  Restriction begin: 2011-01-01
  Restriction end: 2036-01-01
  Restriction type: 1 – Donor/university imposed access restrictions

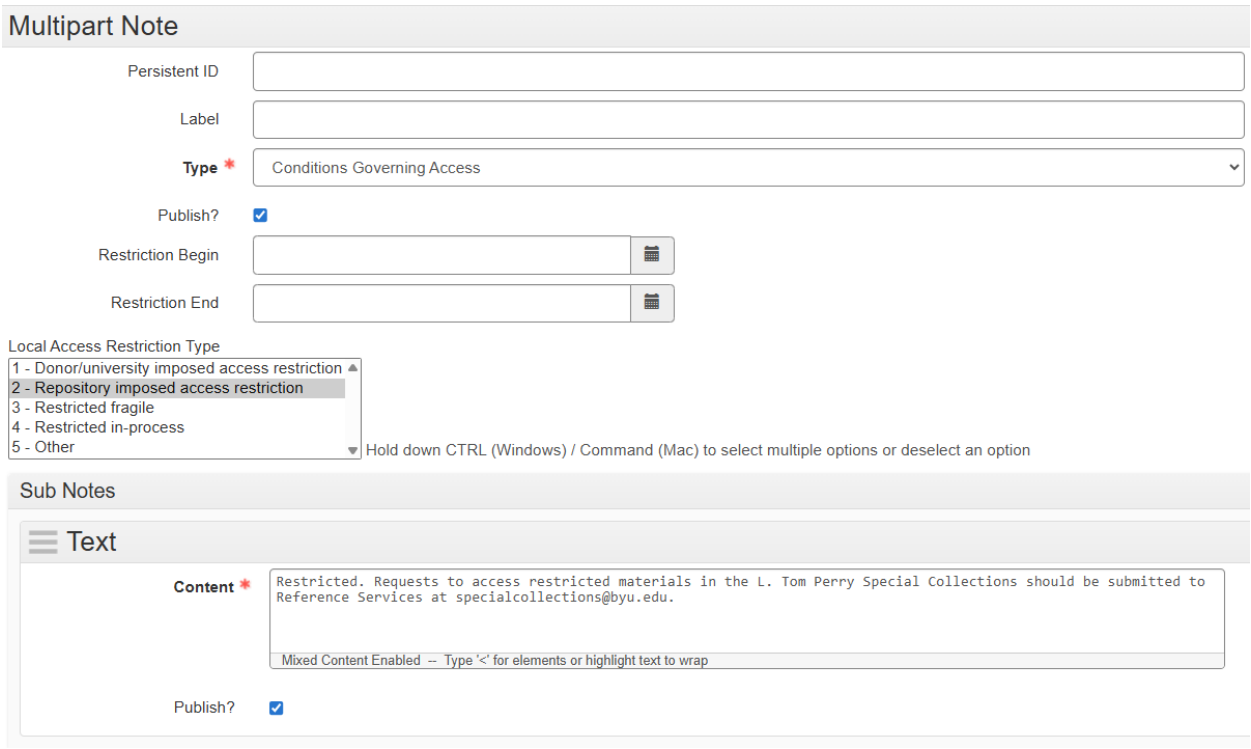


On rare occasions, and only as specified by the curator, some materials will be restricted permanently. A reason for the restriction can be stated if the curator has requested this information be published.

Examples:

- Restricted permanently.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: 2 – Repository imposed access restriction
  Published? No
  Conditions Governing Access note for an item that is permanently restricted. The item record is ***unpublished****, so patrons aren't aware the item exists.*

- Restricted. Requests to access restricted materials in the L. Tom Perry Special Collections should be submitted to Reference Services at specialcollections@byu.edu.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: 2 – Repository imposed access restriction
  Published? Yes
  Conditions Governing Access note for an item that is permanently restricted. The item record is ***published****, so patrons are aware of the item's existence and there is a method for patrons to request access to the item.*



In some cases where the curator doesn't want the restriction reason published for the patron to see, it may be helpful for Reference Services to know details about why materials are restricted. For instance, if materials are restricted for the presence of social security numbers, they may be able to ask the curator to redact the materials and then provide the patron access to the redacted copy. In this case, and at the request of the curator, an additional unpublished internal access note can be recorded.

Example:

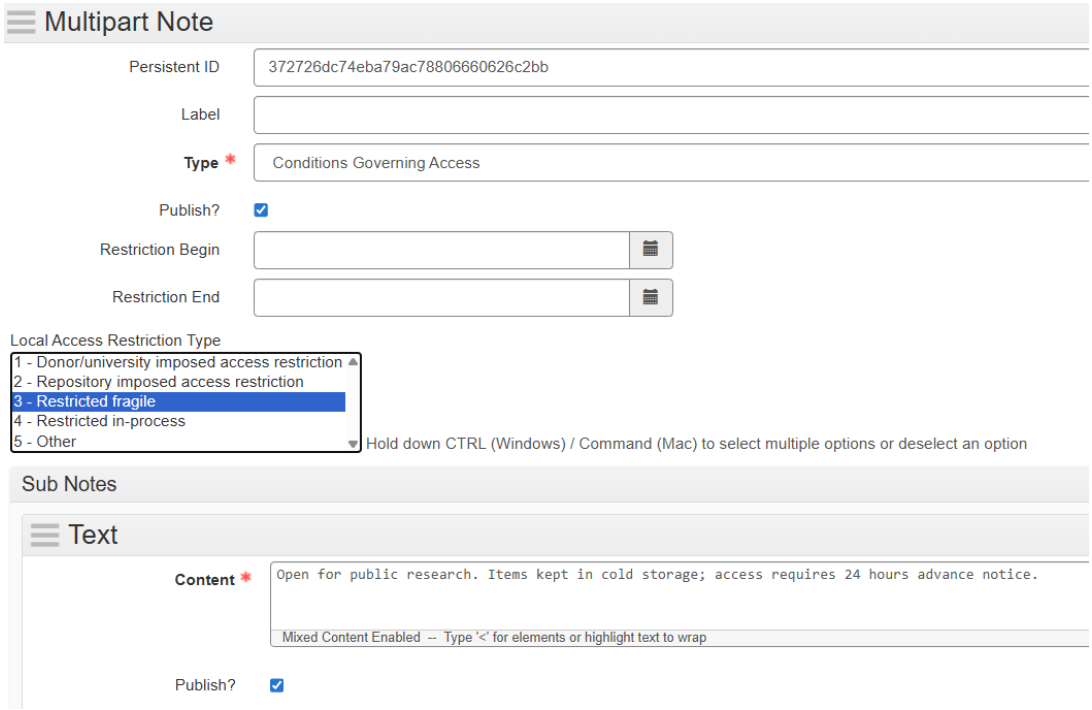
- Restricted. Requests to access restricted materials in the L. Tom Perry Special Collections should be submitted to Reference Services at specialcollections@byu.edu .
  Restriction begin: 2008-01-01
  Restriction end: 2042-01-01
  Restriction type: 1 – Donor/university imposed access restriction
  Published? Yes
  -and-
  INTERNAL ACCESS NOTE: Restricted for social security numbers.
  Restriction begin: 2008-01-01
  Restriction end: 2042-01-01
  Restriction type: 1 – Donor/university imposed access restriction
  Published? No

For photographs and negatives, the Conditions Governing Access Note is used to indicate a delayed access to the materials due to their cold storage. Since it still allows for access after a waiting period, dates are not required for this version of the note. When collections are in Cold Storage, they require 24 hours' advance notice, and when they are in the Freezer, they require 72 hours. See

the Photograph Processing Guide for more information on the different types of access notes for photographic materials.

Example:

- Open for public research. Items kept in cold storage; access requires 24 hours advance notice.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: 3 – Restricted fragile



For audiovisual recordings or digital files that have been digitized, the Conditions Governing Access Note is used to point out the limited or unique/extra access to these materials.

- Open for public research. Digitized content [or audio recordings, films, etc.] available for access through References Services. No remote link available. Contact specialcollections@byu.edu for access requests.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: [do not select any]

For audiovisual recordings or electronic media that are present in the collection but not yet digitized, the Conditions Governing Access Note is used to let the researcher know they can request this digitization. This could happen when an item has to be outsourced to be digitized and awaits the request to expedite it, or if the AV Lab is not yet ready to queue the items up for digitization and the collection needs to move on to final QC and cataloging.

- Open for public research. Audiovisual materials are not yet digitized and may not be immediately available for use. Contact specialcollections@byu.edu to inquire about access options.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: [do not select any]

Sometimes, the Audiovisual Digitization Lab will identify that the same recording is present in another collection and will direct that patrons should access the recording in the other collection instead of preserving another copy. The note should identify the call number of the other collection and the component unique identifier of the recordings.

- This same recording is present in [call#]. Digital copies of audiovisual recording available in the Reference Room under [call#], [item#].
  Restriction begin: [leave blank, unless the materials in the other collection are restricted, in which case copy the beginning date]
  Restriction end: [leave blank, unless the materials in the other collection are restricted, in which case copy the end date]
  Restriction type: [do not select any, unless the materials in the other collection are restricted, in which case copy the Restriction type]
- Examples:
  - This same recording is present in UA 1234. Digital copies of audiovisual recording available in the Reference Room under UA 1234, AV056.
    Restriction begin: 1990-01-01
    Restriction end: 2030-01-01
    Restriction type: 1 – Donor/university imposed access restriction
  - This same recording is present in MSS 9876. Digital copies of audiovisual recording available in the Reference Room under MSS 9876, AV011
    Restriction begin: [blank]
    Restriction end: [blank]
    Restriction type: [none selected]

For materials that have been digitized and where the digital copy is available online, the Conditions Governing Access Note is used to point out the extra access to these materials and to indicate if originals are restricted.

- Open for public research. Item is digitized. Links available in finding aid.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: [do not select any]

- Original condition restricted. Digitized copies are for patron use. Links available in finding aid.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: 3 – Restricted fragile

When there are multiple restriction statements that apply to the materials being described, the statements should be combined in one note, with each statement on its own line. Each line should

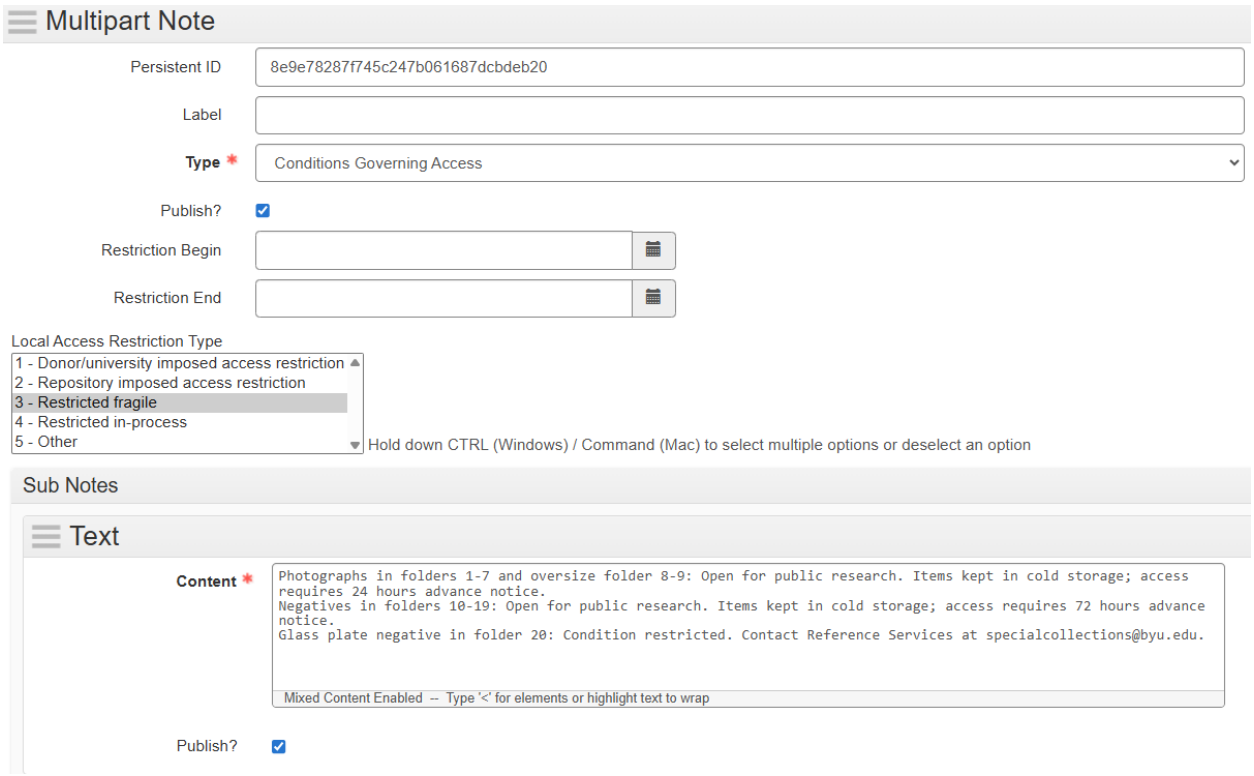
include a label specifying what types of materials are restricted (e.g., photographs, negatives, slides, letters) and the top container(s) where those materials are stored followed by a colon and then the restriction statement. As applicable, these notes can be followed with, on another line, "All other materials are open for public research."

Examples:

- Photograph in Box 1: Open for public research. Items kept in cold storage; access requires 24 hours advance notice.
  Negative in Box 17: Open for public research. Items kept in cold storage; access requires 72 hours advance notice.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: 3 – Restricted fragile
  Conditions Governing Access note for an item composed of a corresponding photograph and negative.

- Photographs in Box 4: Open for public research. Items kept in cold storage; access requires 24 hours advance notice.
  All other materials open for public research.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: 3 – Restricted fragile
  Conditions Governing Access note for a series where the photographs have been separated for cold storage.

- Photograph in Box 1: Open for public research.
  Glass plate negative in Box 6: Condition restricted. Contact Reference Services at specialcollections@byu.edu.
  Restriction begin: [leave blank]
  Restriction end: [leave blank]
  Restriction type: 3 – Restricted fragile
  Conditions Governing Access note for an item composed of a glass plate negative and a corresponding photograph, where the photograph is a modern print created by Special Collections and therefore doesn't need to be stored in cold storage. Refer to the Photograph Processing Guide for more information on storage conditions of photographic materials.

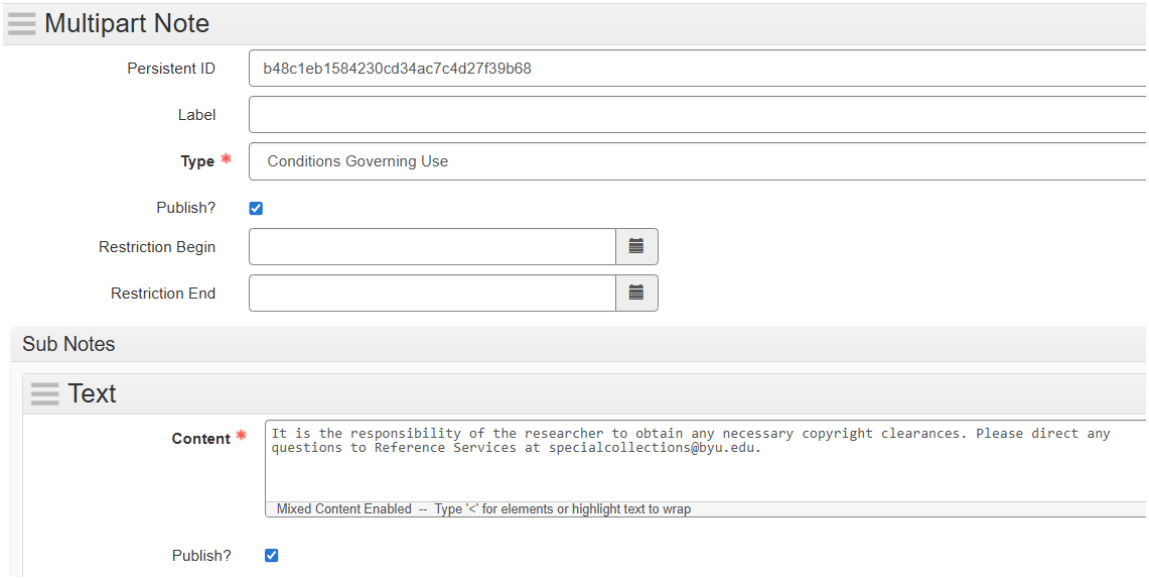


Flagged materials in University Archives (Staff Only)

Materials in University Archives collections that have been flagged for restriction by Records Analytics must have a Conditions Governing Access note. This note will specify when the restriction period ends and the reason for restriction. Do not publish the note. Refer to the University Archives Processing Workflow, University Archives Flag Processing Workflow, and Flag Processing example documents for more information.

Conditions Governing Use

This note is placed in the Content field of the Conditions Governing Use Note:



This note must always be present at the collection level. Record the standard note regarding the potential reproduction and reuse of collection materials. The template for this note is below:

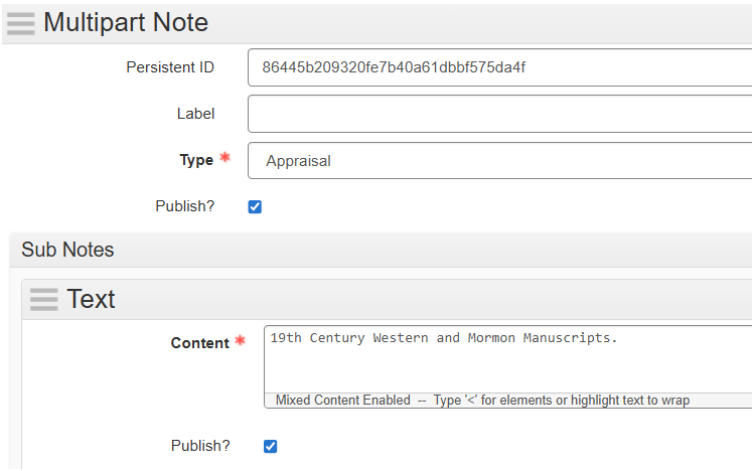
- It is the responsibility of the researcher to obtain any necessary copyright clearances. Please direct any questions to Reference Services at specialcollections@byu.edu.

If specific copyright or contractual restrictions are known, curators should indicate in the processing plan how the Conditions Governing Use Note should reflect those specific notations.

Old versions of this note will appear in legacy collections; always update to the most current form but watch for specific copyright or contractual restrictions that should be preserved.

Appraisal Note

This note is placed in the Content field of the Appraisal Note in ArchivesSpace:



This note must always be present at the collection level. Copy the appraisal note as provided in the processing plan into this field. Notes should be recorded using the template below:

- [CRITERIA] ([COLLECTION DEVELOPMENT POLICY TITLE], [SECTION IDENTIFIER FROM POLICY], [DATE OF POLICY]). [APPRAISAL DESCRIPTION].

Examples of appraisal notes include:

- Utah and American West and LDS cultural, social, and religious history (20th Century Western and Mormon Manuscripts collection development policy, Section 5.VII, 2007).
- Students and student organizations (University Archives Collection Development Policy, Section V.b.v.2.c, October 2015).

Some legacy appraisal notes will appear more truncated (e.g., "19th Century Western and Mormon Manuscripts."). These notes can be retained unless otherwise noted in a processing plan.

Existence and Location of Copies

This note is placed in the Content field of the Existence and Location of Copies note in ArchivesSpace:



If you have a collection that includes copies of its own material, record the type of copy (e.g., transcriptions, photocopies, M-disc, microfilm, etc.) and state where those copies are located. This note only appears at the collection level if the collection is being described at the collection level only, or if the copies span multiple series, files, and items in the inventory below.

This note can be utilized to indicate a copy of all or part of the collection held elsewhere in the BYU Library, or for copies held by another repository. When describing locations in another repository, the note should be recorded with the name of the collection (or portion of the collection), the name of the holding repository or individual, and their address (if available).

Examples:

- Photocopies of correspondence available in the collection (box 1 folder 2).
  Indicates the location of copies of some materials within the collection as a whole.
- Transcript of diary available in the Americana Collection.
  If the analog copy is available in other BYU Library collections.
- Copy of diary available in the William Dame diaries, Church History Library, 15 East North Temple Street, Salt Lake City, Utah

Existence and Location of Originals

Record the location of original materials, if the materials being described are reproductions (e.g., photocopies, digital scans, microfilm) *and* the note is requested in the processing plan. The note should state the name of the collection (or portion of the collection), the name of the holding repository or individual, and the address or link of the holding repository or individual (if available).

An example of an existence of originals note:

- Original letterpress copybooks: Church History Library; 15 East North Temple Street; Salt Lake City, Utah 84150.

Processing Information

This note is placed in the Content field of the Processing Information note in ArchivesSpace:



At the collection level, always record a standardized, formatted note indicating when the materials were processed and by whom. The template for this note is below:

- [Action]; [Action agent]; [Date of action]. [Note].

The recorded action should always be "Processed," and the name of processor given in natural order. The date of processing should be recorded in Turabian style (e.g., December 20, 2020). A note describing processing actions should be recorded in narrative fashion in Turabian style as well. If the information about processing wouldn't give any more context beyond what is meant by the word "processed," do not add this extra note (i.e., when you are the first person to process the collection, no need to point out that a finding aid was created).

Processing actions can include:

- Information about how and to what extent the collection was processed or re-processed, such as unique organizational schemes and re-housing.
- Arrangement decisions that are not reflected in the Arrangement Note or require additional explanation.
- The origin of the description and how it was re-used in the finding aid, including editing of typos.
- How specific standards were applied in the description.
- Explanation of reparative language edits made to the description, including why outdated, harmful, and offensive language has been preserved.
- A statement that digitization has taken place and information about digital surrogates, digital objects, etc. that have been added to the finding aid.

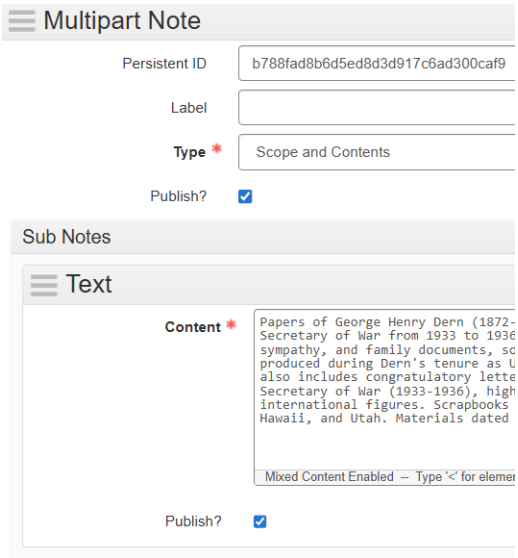
If the collection has been processed multiple times, each action should be recorded in a separate Processing Information Note. If a Processing Note is added, an accompanying Revision Note should also be added. The curator's name should not be in this note unless they actually processed all or part of the collection. If you are replacing the Finding Aid Author field with a new author, move that author and the date of the finding aid to a processing note to preserve their contribution.

Examples:

- Processed; Jacob Smith; 2014. The original arrangement and folder titles were retained in most cases. Exceptions include legal-sized material, which was rehoused into appropriate containers.
- Processed; Thomas Jones; May 5, 2017. Materials in addendum were rehoused and original folder titles retained, then arranged into series matching the existing collection. Materials were retained in boxes at the end of the collection and not interfiled with previous installments.
- Processed; Elizabeth Maxwell; 2025. Materials removed from a three-ring binder and placed in a clamshell box.
- Processed; Jacob Bigler; March 2022. A legacy inventory was utilized for inventory titles; typos were corrected and some identifying information was added to the titles.
- Processed; Karen Glenn; February 3, 2026. File titles were sourced from original envelopes containing negatives. Where noticeable, typos were corrected and authorized forms of names were used. Alternative titles were added from a card catalog for the years spanning 1977 to 1979.

Scope and Contents

This note is placed in the Content field of the Scope and Contents note in ArchivesSpace:



This note will summarize the nature and subject focus of the content found in the collection. Try to include the following:

- Function(s), activity(ies), transaction(s), and process(es) that generated the materials being described;
- Formats, genres, or intellectual characteristics of the records being described;
- Content dates;
- Geographic area(s) and places related to the content or production of the materials;

- Subject matter present in the materials, such as topics, events, people, and organizations;
- Gaps in the collection contents.

Subjects, formats, or other components of the note should have significant representation in the materials being described (i.e., at least 20 percent of the content), or you could utilize a broader term to represent multiple subjects (e.g., ephemera for programs, clippings, and tickets or administrative records for minutes, agendas, and budgets). Scope notes should specifically reflect the subject headings attached to the collection level so that researchers understand the context behind those chosen headings. Notes should also reflect the presence of digital surrogates in the same way that genre headings are represented in the scope note (e.g., Also included are digital audio files created during the digitization of these records.)

Scope and Content notes at the collection level should never state the call number or refer to the collection title as a whole (e.g., The MSS 9189 Joseph Bigler papers contain…) Scope and Content notes are written in a concise, telegraphic style, often using leading noun phrases or sentence fragments rather than complete sentences (e.g., Collection contains… or Papers of…) The Scope and Content note should not exceed one paragraph in length, though paragraph breaks can be utilized if needed. See the Turabian and Church Style Guide above for more information about styling narrative within the note.

Examples:

- Holograph diary, written in pencil by an unknown author. Item records the author's overland journey by ox team from Keokuk, Iowa to Oakland, California in 1860. The author's company included a handful of families and followed the Oregon Trail through Wyoming, then went through Utah and Nevada. Entries are brief and tell of starting times, distances traveled, and the condition of water and grass in the area. Some entries have been expanded in the back of the volume. A list of bills and expenses is also included at the end of the diary. Materials dated 1860 to 1862.
- Papers of George Henry Dern (1872-1936) who served as governor of Utah from 1924 to 1933 and as United States Secretary of War from 1933 to 1936. Personal and family papers include clippings, Masonic certificates, letters of sympathy, and family documents, some dated after his death. The collection also contains speeches and scrapbooks produced during Dern's tenure as Utah Governor (1924-1933), documenting his political and social activities. It also includes congratulatory letters, telegrams, portraits, scrapbooks, and photograph albums from his time as U.S. Secretary of War (1933-1936), highlighting his travels, public engagements, and interactions with national and international figures. Scrapbooks of trips include locations such as the Mississippi River, the Philippines, China, Hawaii, and Utah. Materials dated 1904-1967.
- Sixteen instantaneous, transcription 78 rpm records of composer Max Steiner's soundtracks (referred to as "mood music") for the films "Lost Horizon" (1937), "She," (1935), and "Informer" (1935). Also included are 31 digital audio files created during the digitization of these records.

Custodial History (Staff Only)

This note is placed in the Content field of the Custodial History note in ArchivesSpace:



This note should always be recorded at the collection level, if there is applicable information to record.

Record a narrative description of the custodial history of the materials in the collection. It should detail the time the collection left their creators' possession until their acquisition by the repository. Each owner, as well as custodial interventions that affect the integrity or evidential value of the collection, should be included. If the source of the collection has not indicated their willingness to be included in the catalog, do not include it as part of the custodial history. If the type of acquisition was not noted in the accession record (i.e., purchase, donation, transfer), you may use the generic term "acquired" in the narrative.

The Immediate Source of Acquisitions Note should mirror the information found in the Custodial History, as applicable, though the Immediate Source of Acquisitions Note contains more structure, and the Custodial History Note is recorded in narrative form. However, when the custodial history note is used to explain the origin of found material in the stacks (e.g., "Materials found in the stacks in 2025."), and there is no Accession Record, an Immediate Source of Acquisitions Note should not be included in the Finding aid.

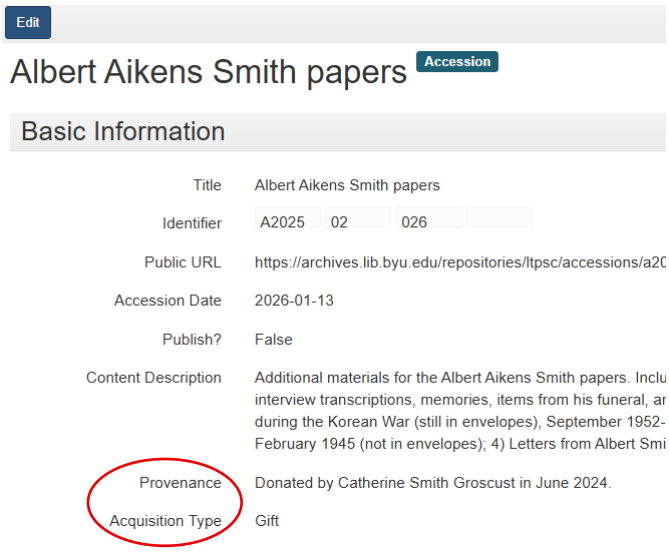
Example:

- The collection was deposited in the University Archives in several installments between 1974 and 1977. Arrangements for the transfers were made by a close friend of the Madsens', Anna Boss Hart, a former BYU faculty member who conferred frequently with Florence Jepperson Madsen during her time in a rest home in Provo. The papers were originally housed in Madsen's home in Provo.

Immediate Source of Acquisitions (Staff Only)

The Immediate Source of Acquisitions note should always be added at the collection level if source information about the collection is known.

Acquisitions information is found in the Accession Record linked to the Resource Record, or in the Deed of Gift stored in the Sharepoint case file. Newer accession records will have provenance information recorded in "Provenance" that will indicate if it was a donation, purchase, or transfer; the source; and the date it was acquired. It will also indicate if the collection was simply found in the stacks and when. The Acquisition Type field will usually specify a Gift, Purchase, or Transfer.



Newer Accession Records will often have the source linked as an Agent:



With legacy Accession Records, the Provenance field is often blank. Acquisition type may be coded as "Other." The Accession Record year can be utilized as a date of acquisition if the processor feels it is an accurate estimate. Sometimes legacy collections also contain evidentiary documents about provenance in their containers. These should be utilized and then returned to the Accessioning Archivist for digitization and placement in the collection case file.

If a donor has indicated that they are willing to be identified in the deed of gift, or if the acquisition is a purchase or transfer, record a standardized, formatted note recording the source of the collection materials. Dates should be formatted according to the Turabian style guidelines, and the action should be recorded in present tense as "Purchase," "Transfer," or "Donation." The template for this note is below:

- [ACTION]; [ACTION AGENT]; [DATE OF ACTION].

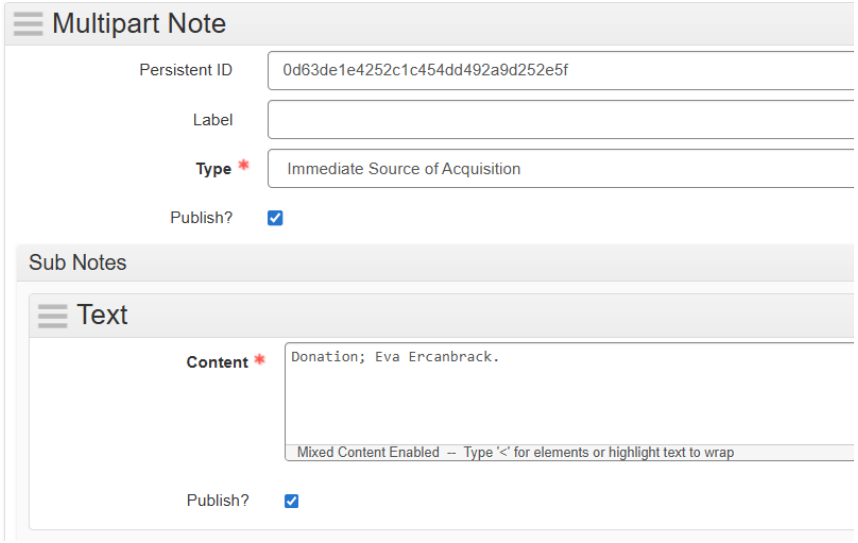
If the donor has not indicated their willingness to be identified, the formatted note should be recorded but left unpublished. Include "INTERNAL NOTE:" before the substance of the note to prevent future processors from publishing it.

Examples of acquisition notes include:

- Donation; Tracy Allen; October 2012.
- Purchase; Ken Sanders Rare Books; June 25, 2009.
- Caroline Ferguson Hall; 1978.

- INTERNAL NOTE: Donation; John Smith; 2014.
  Internal note for anonymous donation.

- Transfer; Department of Economics; 2010.



Entries for multiple acquisitions from different sources and/or dates should be recorded in separate acquisitions notes in ArchivesSpace.

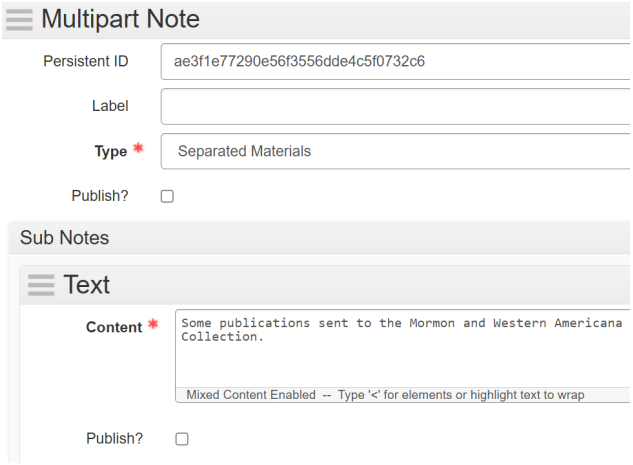
The Immediate Source of Acquisitions Note should mirror the information found in the Custodial History note, as applicable, though the Immediate Source of Acquisitions Note contains more structure, and the Custodial History Note is recorded in narrative form. However, when the custodial history note is used to explain the origin of found material in the stacks (e.g., "Materials found in the stacks in 2025"), and there is no Accession Record, an Immediate Source of Acquisitions Note should not be included in the finding aid.

Separated Materials

The Separated Materials note is used to record in narrative fashion when published materials are permanently removed from a collection but become part of the library's collections elsewhere. This information can either be noted in a processing plan when materials are removed before processing, or the curator may decide to transfer materials during processing. The curator can also ask to have this note unpublished. In legacy finding aids, this note may be utilized for custodial history or processing information. The processor can decide to leave the information as-is or move it to more appropriate note fields.

Example:

- Some publications sent to the Mormon and Western Americana Collection.



Other Finding Aids

If applicable, provide references to older finding aids, preliminary inventories, or other finding aids created for the materials being described. Generally, these other finding aids will not be compliant with DACS and may be available either online or in hard copy. For online documents, the URL for the finding aid should be provided and the EAD encoding for an extref element provided. Once an older finding aid has been entered into ArchivesSpace, duplicating the content or rendering the old finding aid obsolete, the link to the older finding aid may be deleted or unpublished. Record this note in a narrative sentence format.

Examples of other finding aids notes include:

- A more detailed inventory is available in the repository.
- Box-level inventory available online. <extref actuate="onRequest" href="http://files.lib.byu.edu/ead/XML/UA1311.xml" show="new" title="Broadcast Services KBYU Audio Tapes and Records">http://files.lib.byu.edu/ead/XML/UA1311.xml</extref>

This note should not be confused with the External Documents field, which links to documents (which may include alternative findings aids or inventories) in a specific Box folder maintained by the Archival Processing Section.

Related Materials

This note is optional and is usually added if the curator requests the note in the processing plan. Processors may also be aware of related materials that they can mention in this note. It is used to record closely related archival collections with a shared provenance or other characteristics, including those from other institutions.

Materials within Special Collections should be described in a narrative note, not as a list, in this format:

- See also the [name of collection] (call number).

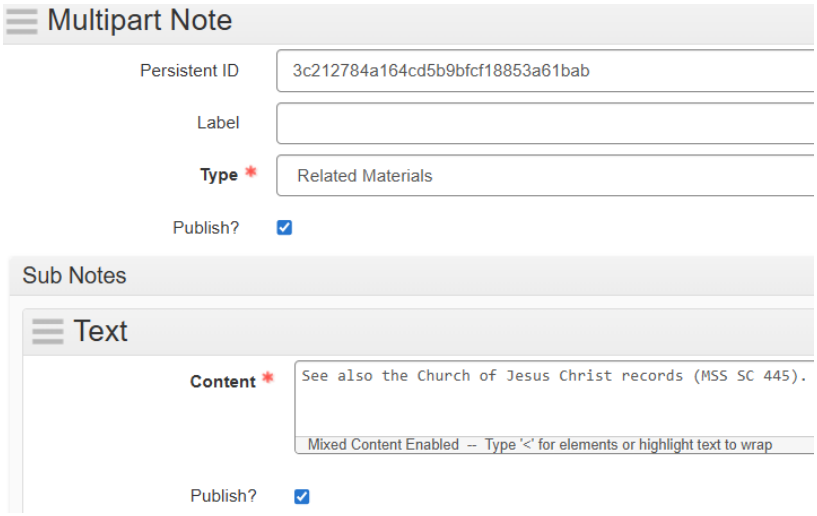
Externally referenced materials should include title, call number, and the name of the repository if the material is found elsewhere. A link may be added if desired.

Examples:

- See also the Garrett-Gates Mesoamerican Manuscripts Collection (C0744; Princeton University), the William Gates papers (Manuscripts/Collection 18; Tulane University), and the William Edmond Gates papers (MS-0148; Johns Hopkins University).
- See also <extref href="https://cather.unl.edu/" show="new" actuate="onrequest">The Willa Cather Archive</extref> at University of Nebraska, Lincoln.
- See also the John Lyon papers (MSS 1595).

In legacy photograph collections, narrative is often found in Related Materials notes making a connection between manuscript collections and the photographs that were separated to a P-# collection. This can be left in the note.

This note is placed in the Content field of the Related Materials note in ArchivesSpace:



General

This note does *not* inherit down from the collection level. It is used to record information that does not fit in other notes. This note is more commonly used at the collection level when a collection consists of only one item or folder.

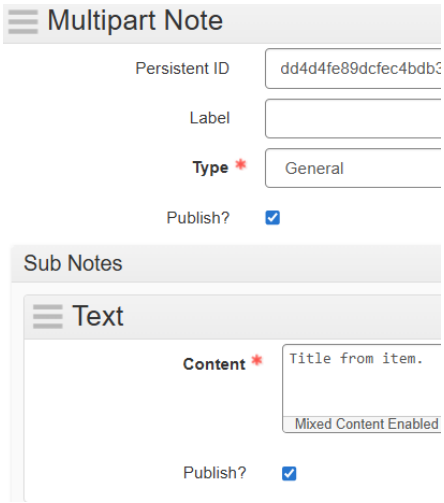
Examples of collection level general notes:

- Title from recto.
  Source of title note (see RDA Recording Source and DCRM(Mss) 7B4.1).
- Annotation on verso in unknown hand -- "Women's Congress at Vienna. Lady Tata will represent the National Council of Women of India and the Bombay Presidency Women's Council at the International Women's Congress at Vienna, this month."
  Inscription note (see DCRM(G) 7B9.6).
- Finding aid contains descriptive language provided by the creator that may be harmful and/or outdated. This includes original titles. Materials may contain harmful language or depictions reflecting biases of creator and/or the time period.
  Reparative language note

- Alternative title from inventory: Wilkinson on KSL.
  Alternative title note
- Digital content sourced from: 1 audiotape reel ; 1/4 in. tape.
  Digital source note
- Only select files from within the series are described and linked to this description.
  For the case of a series of 100 files with only three subordinate Archival Objects for specific files.
- Signed "A.J.A.R."
  Creator information note (see DCRM(Mss) 7B5.1).
- U-matic.
  Video format note (see RDA Video Characteristic).
- NTSC.
  Broadcast standard note (see RDA Broadcast Standard).

See the General Note section of the File- and Item-level description documentation for more discussion of General Notes.

This note is placed in the Content field of the General note in ArchivesSpace:



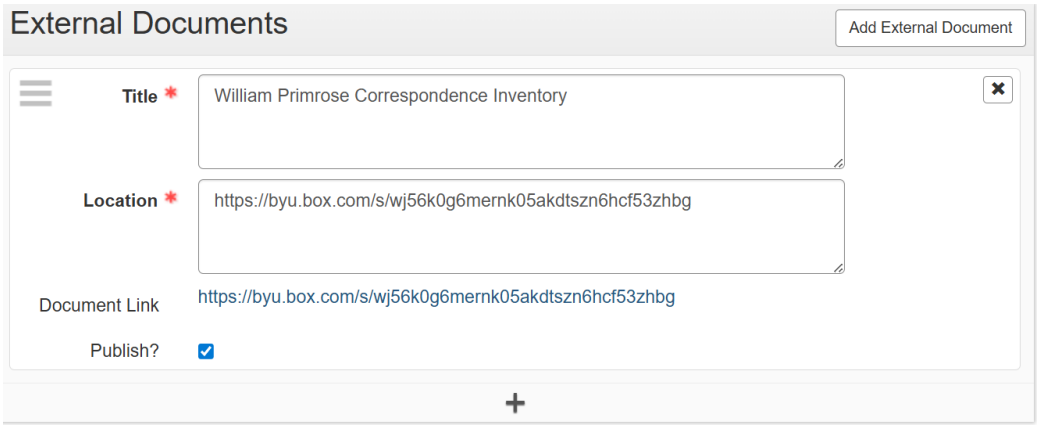
Other Notes

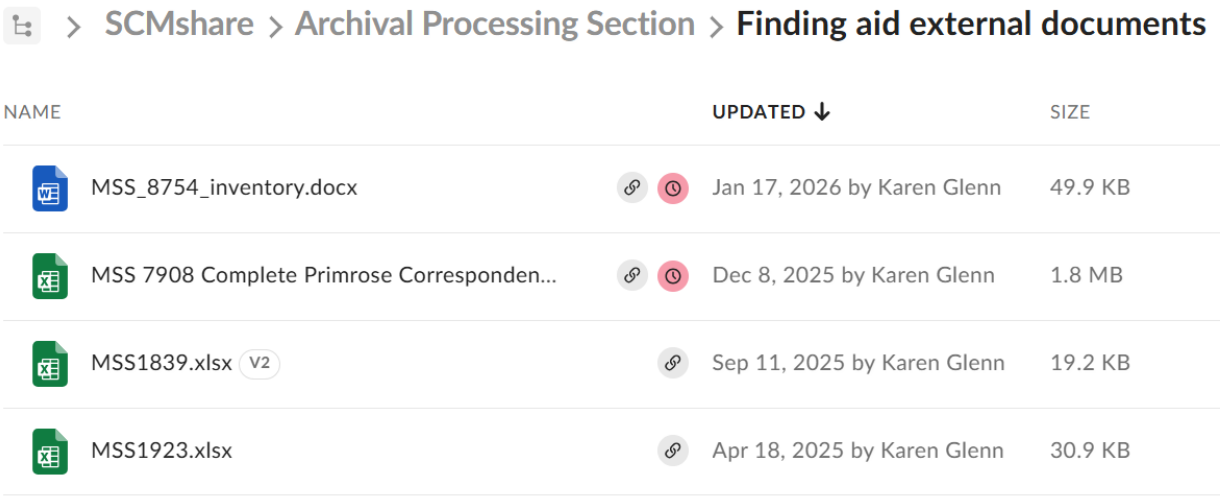
The following ArchivesSpace note types should not be used: Abstract, Bibliography, Dimensions, Index, Materials Specific Details, Physical Description, Physical Facet, Physical Location, or Preferred Citation notes.

External Documents (Staff Only)

The External Documents field is used to link alternative inventories or other documents that Special Collections has requested to be linked to a finding aid. The curator may request this alternative inventory be added, or it may be added by the processor when audiovisual recordings and other digital metadata are combined intellectually to save time or improve access in the finding aid. These documents are maintained in SCMshare/Archival Procession Section/Finding aid external documents in Box. Box allows you to set a file to public and provides a link that will expire in a year.

Fill out the Title field with your chosen description and the Location field with the Box public link. Click the Publish box.



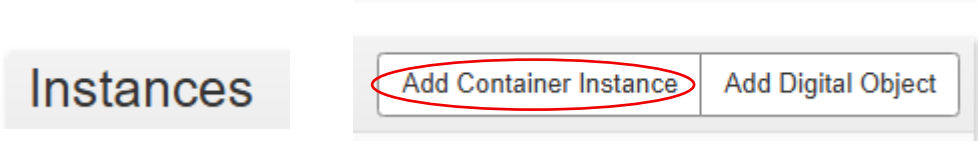


Instances

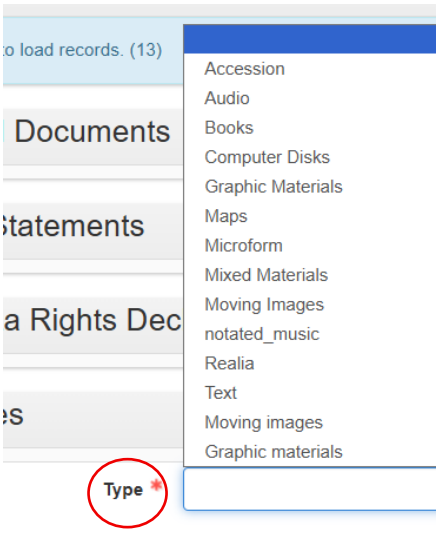
All physical containers should have a linked instance before being shelved. Archival objects describing digital content do not need an instance, as this is added later as a Digital Object instance. Hybrid finding aids are common and may result in instances linked at the collection level even though other instances are linked in series, files, and items below. Sometimes you may also be reflecting *copies* of material with collection-level instances whose content spans several files, series, or items below. When you utilize instances in this way, make sure an Existence and Location of Copies note is included for explanation.

Creating Instances

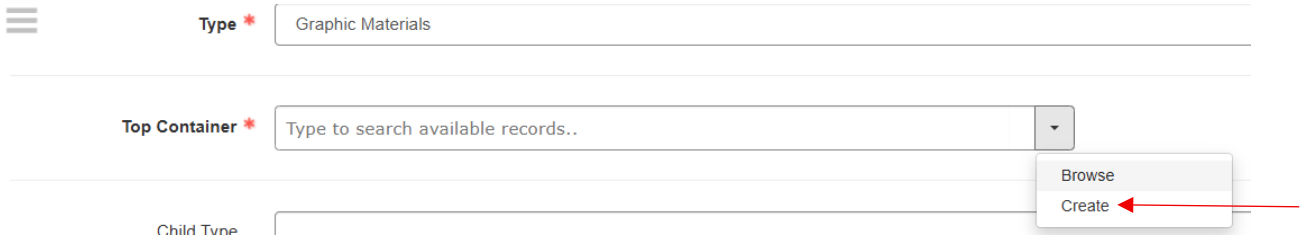
To create a new instance (linked container), click on "Add Container Instance" in the Instances module of ArchivesSpace:



Select a "Type" for the materials found within the container. Select "Text" for written/typed materials (including books) inside a box, "Graphic Materials" for photographs or other visual materials, "Audio" and "Moving Images" for audiovisual materials, "Computer Disks" for computer media, "Books" for stand-alone volumes not in a box, "Realia" for any kind of artifact, and "Mixed Materials" if you need to express a type that is more than one of these.

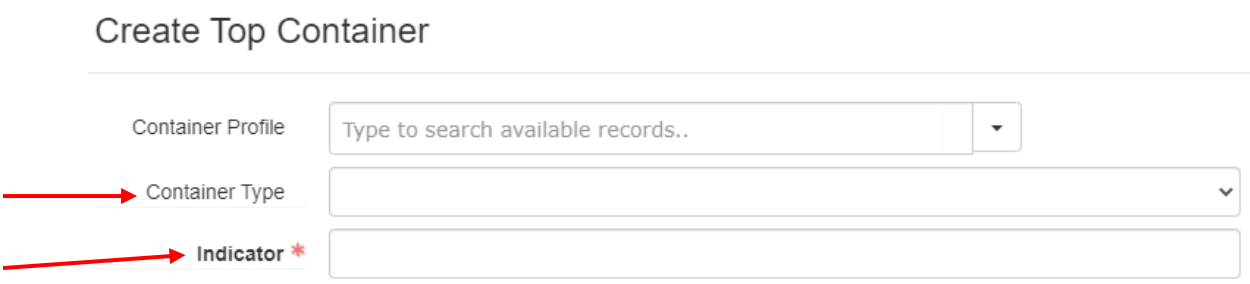


Select "Create" to create the new Top Container for the collection:

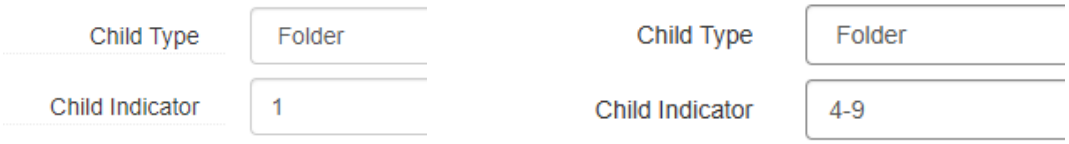


This will take you to a pop-up window called "Create Top Container."

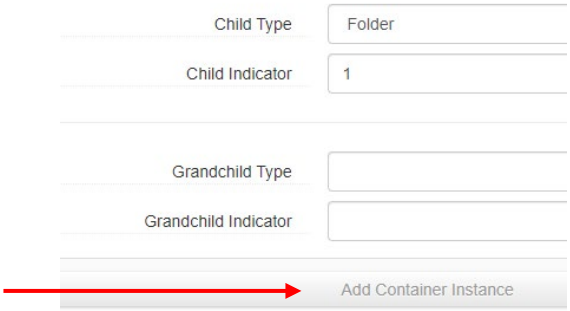
Add the Container Type, which is selected from a drop-down menu. Box, carton, and folder are the most common container types. "Oversize" should be used for oversize boxes and "oversize-folder" for folders in shared oversize boxes. "Volume" should be used for a stand-alone volume on the shelf (not in a box), and "Object" for an artifact or other item sitting on the shelf not in a box or other container. Refer to the Container sizes spreadsheet to find the Instance type for the top container being described. Top container numbers should be unique throughout a collection—numbering shouldn't restart for different container types. A legacy collection with repeating container indicators should be remediated if possible. Do not record the Container Profile Type—Collections Management will record this when containers are shelved and barcoded.



After creating the top container, add a Child Type (if the materials being described make up only part of the top container, such as a folder within a box) from the drop-down menu, and the Child Indicator, such as "Folder" and "1." A range of Child Indicators may be included (e.g., Folder; 4-9). Child Indicator numbering restarts at 1 in each top container.



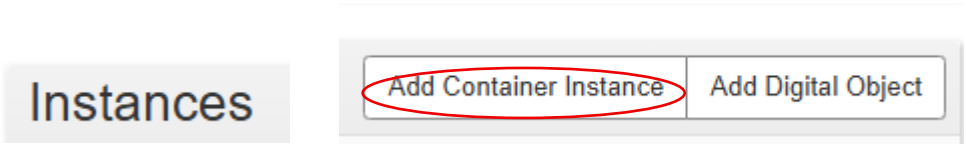
If you need to attach more than one container, or more than one Child Type, add another instance.



Grandchild Type and its Indicator are never used. Why this is an option in ArchivesSpace is unknown.

Linking Existing Instances

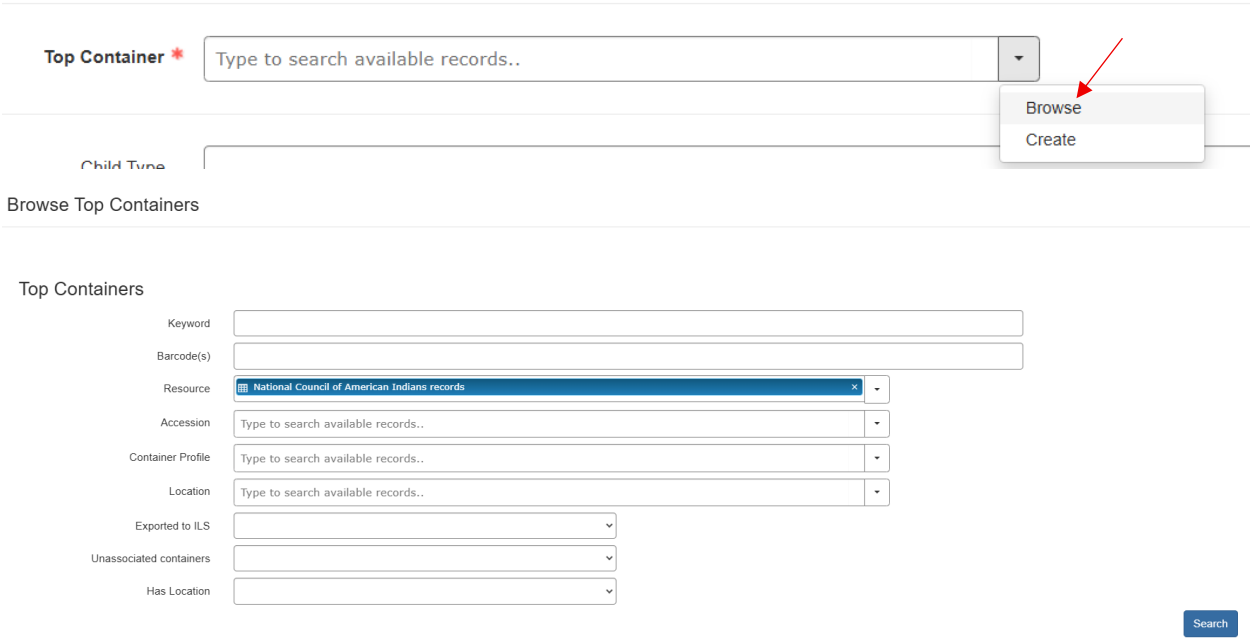
If a container has already been created and linked to the collection, click on "Add Container Instance" in the Instances module of ArchivesSpace:



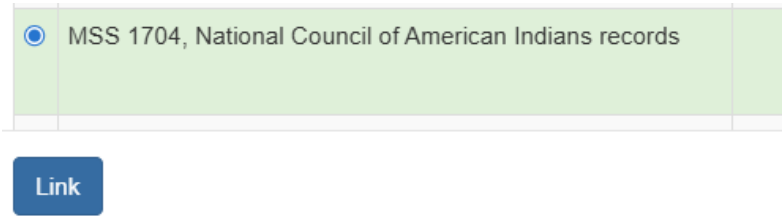
Select the "Container Type" as outlined in Creating Instances, and then type a number into the Indicator field to search for that container. ArchivesSpace will display instances that match that description for you to select. In very large collections, you must type "Box" (or "oversize," "folder," etc.) in front of the number (i.e., "Box 1") to pull up any associated containers already attached to the record with that number, because there are too many attached containers and barcodes that match the number.



If you previously created the container but did not attach it to the record, or if you simply want to use the browse function instead, you can browse for the top container number in the Top Container box:



The Browse Top Containers function allows you to search within the collection you are currently in, or you can remove that Resource Record from the search bar and search for another container using any of the search fields. In particular, finding a random container by barcode, and/or filtering by "Unassociated containers" is helpful. When you find the Top Container you want, click on the left-anchored bullet next to the record and then click on "Link" to attach it to the Resource Record:

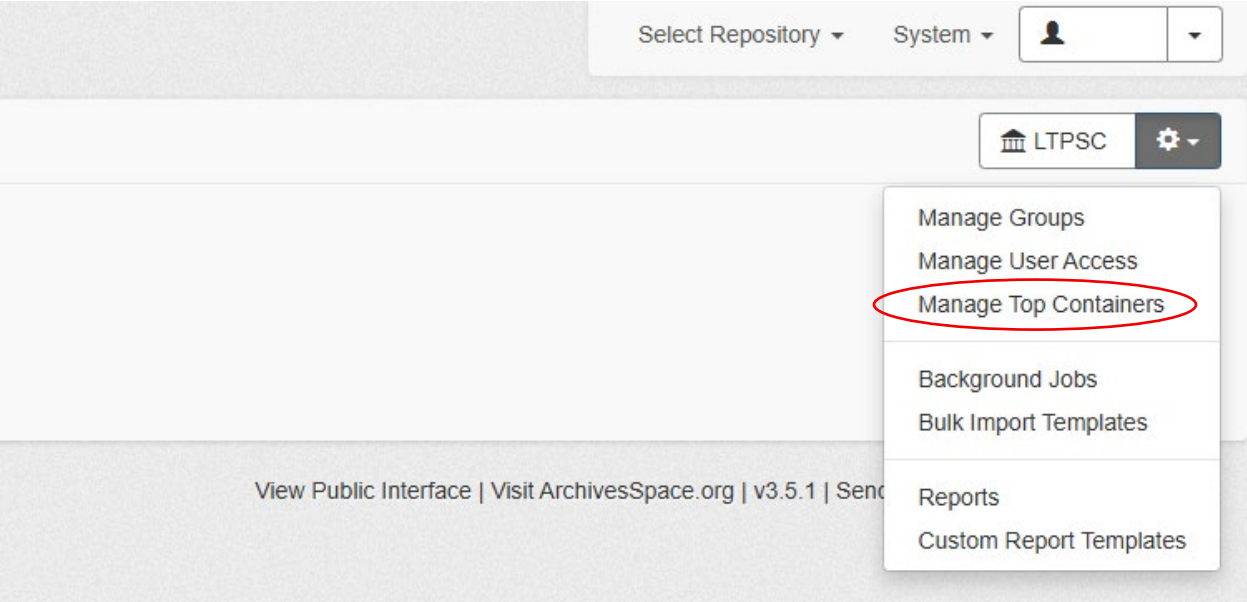


Follow the directions in Creating Instances for adding Child Types to the Instance.

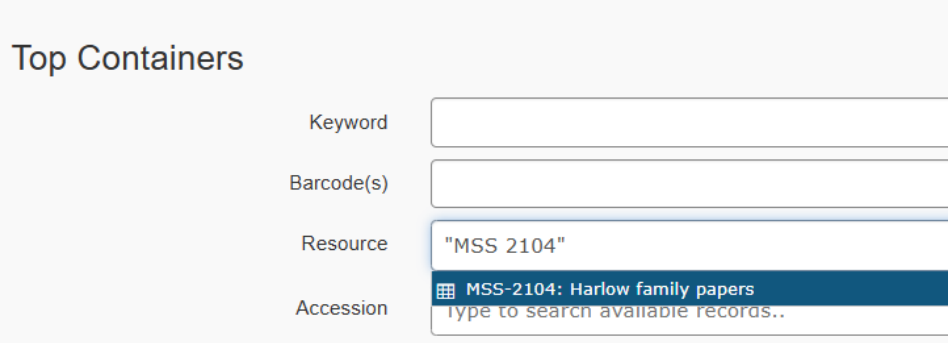
Managing Top Containers

Both the "Manage Top Containers" view and the Top Container record allow for various ways to edit, review, and find Resource Record metadata.

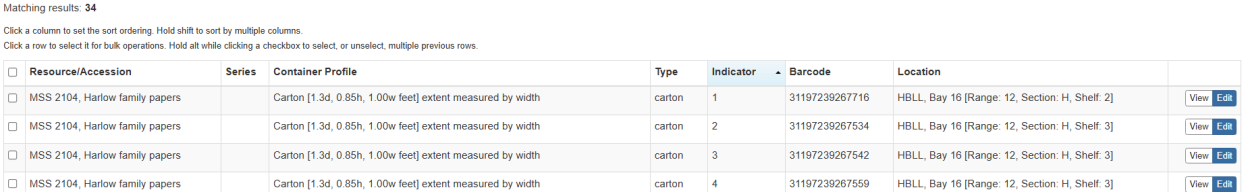
To view all of your top containers at once, click on the "Manage Top Containers" function in the upper right-hand corner anywhere in ArchivesSpace.



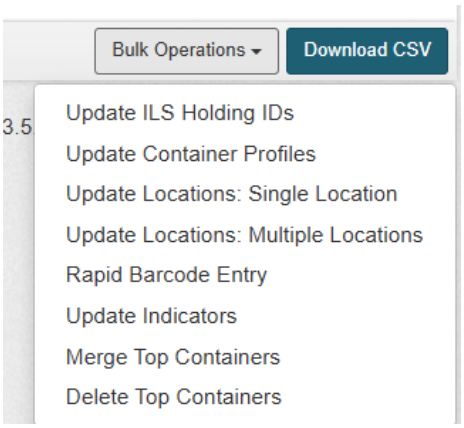
This takes you to a list view where you can pull up a specific collection by typing the call number or title in quotes into the "Resource" field.



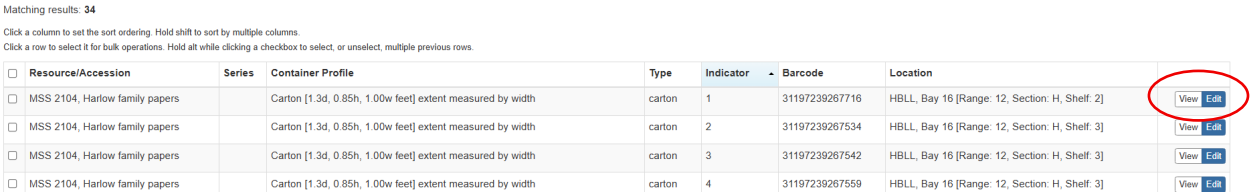
This view allows you to sort your top containers by Indicator, Series, Container Profile, Type, and Location:



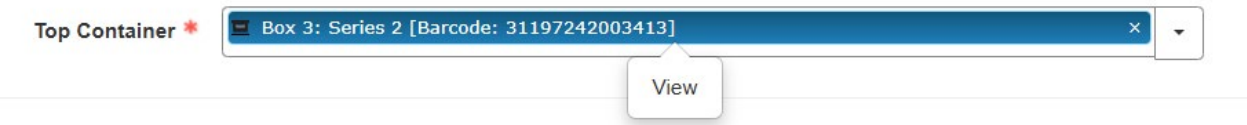
It also allows you to edit or view the Top Container records individually, and select multiple top containers to merge, delete, or make other bulk updates:



To view individual Top Container records, Click on "Edit" from the Top Containers list next to a container record.



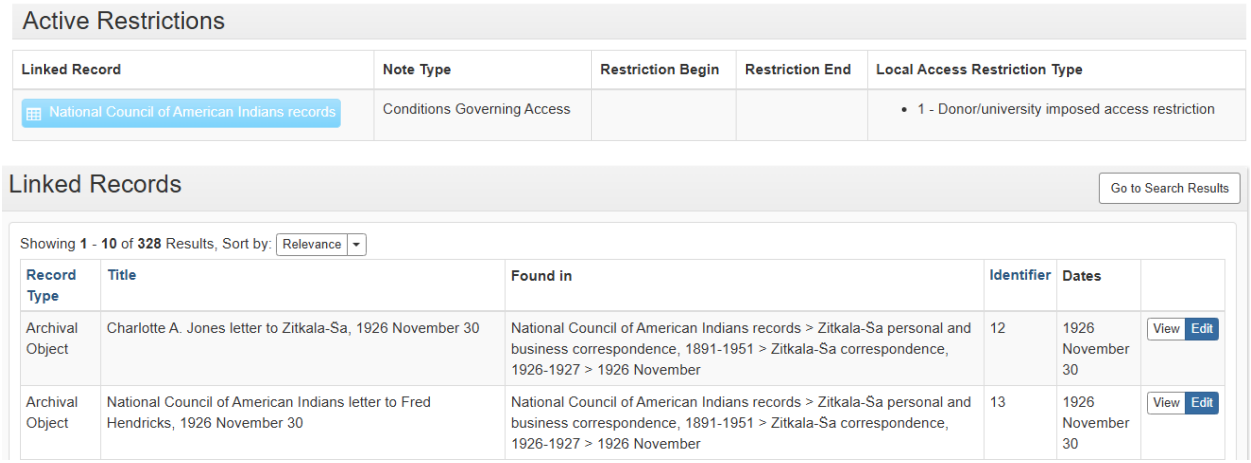
Or, from the Resource Record, simply click on the attached container record, and a button that says "View" will pop up. Then click on "View."



Top Container records contain the Indicator, Barcode, Container Type, Container Profile, and attached locations. This view is often used to edit the Container Type during the housing changes that take place during processing (i.e., changing a box to a half box but keeping the same location and Indicator):

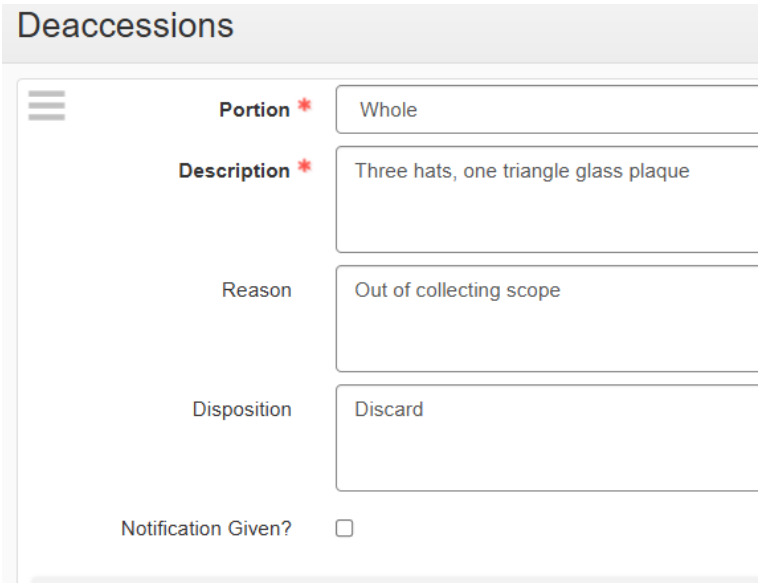


It also conveniently lists all the restrictions tied to that Top Container, and all the archival objects linked to that container:

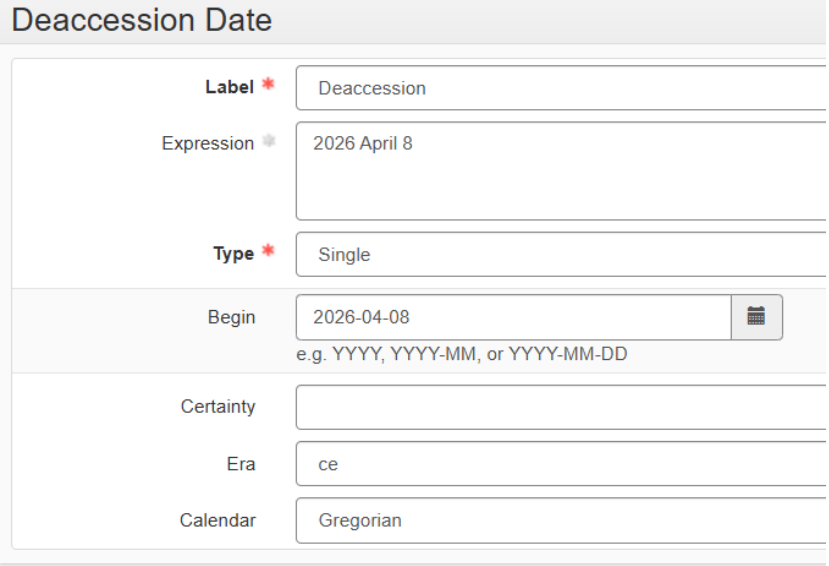


Deaccession Records (Staff Only)

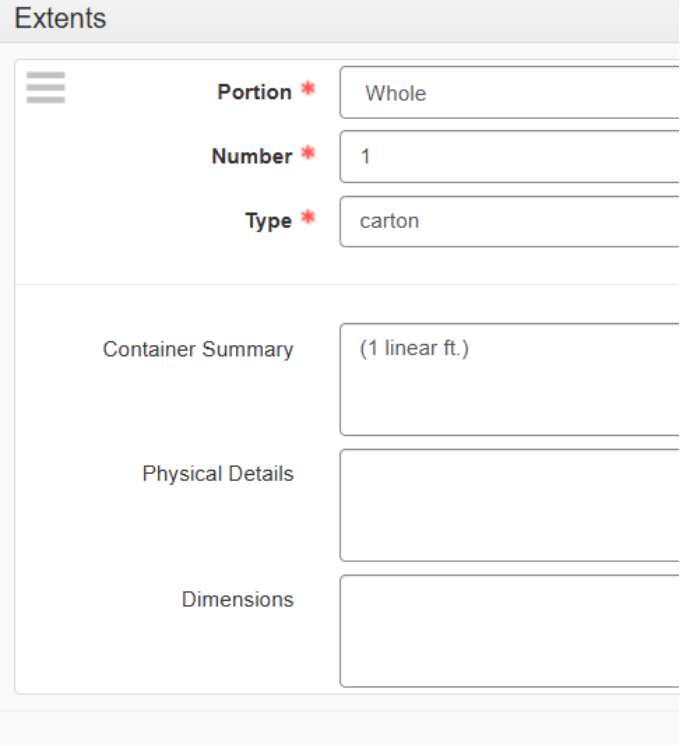
When materials are requested for deaccession (or "weeding") during processing, the APS should fill out the Deaccession record in ArchivesSpace. Select "Whole" for the portion if there is only one deaccession installment, and "part" if it one of two or more records. Add a description of the materials being deaccessioned. This can be brief and include counts of different formats. Then add the reason for the deaccession. This is often "Out of collecting scope," or "Duplicates." The Disposition field should be either "Discard" or "Shred," depending on privacy concerns of the materials. Do not check "Notification Given?"



The Deaccession Date field should reflect the date of the deaccession, not of the materials:



The extent of the deaccession should be filled out similar to how extents in the Resource Record are done, with a Portion, Number, Type of container, and a Container Summary stating the linear footage.



Place the materials on a cart outside the office of the Accessioning Archivist and assign a task in Basecamp for him to route the materials to Acquisitions.

Suppressing Records (Staff Only)

A curator may request the suppression of a Resource Record when they are combining call numbers together or completely deaccessioning a collection. Suppressing a record in ArchivesSpace

sends the record into a holding area that is only viewable by admins. The record can be unsuppressed by admins if needed.

When combining two collections, always double check that you have migrated all the information you need into the master Resource Record before suppressing the unneeded records. The following should be edited in the Resource Record before it is suppressed:

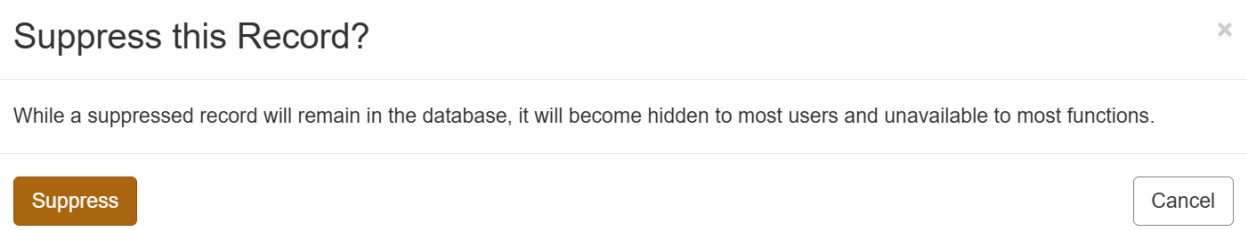
- Unlink or delete instances
- Unlink or delete subject headings
- Unlink or delete agents

When deaccessioning an entire collection, the Accessioning Archivist will usually create a deaccession record in the Accession Record. Occasionally, they will request the processor do this in the Resource Record instead before the record is suppressed.

To suppress a record in ArchivesSpace, click on the brown "Suppress" button in the top right corner:



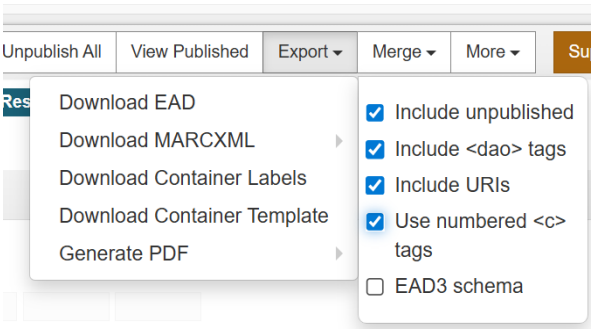
ArchivesSpace will give you a prompt to click before it suppresses the record:



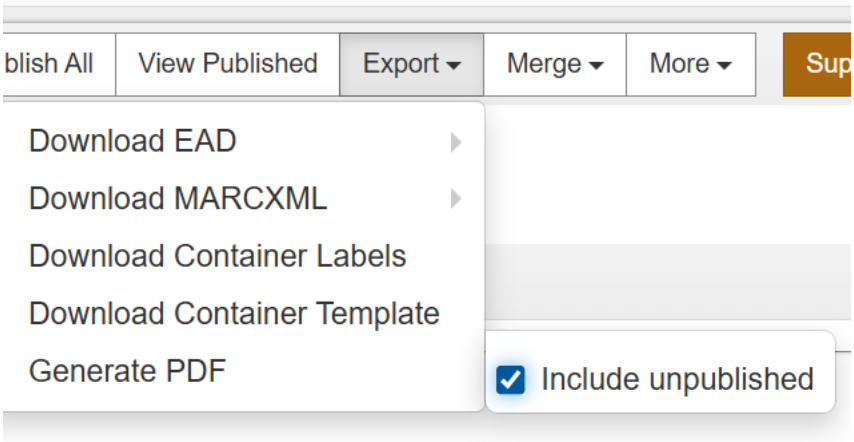
EAD or PDF Export (Staff Only)

When the Resource Record is complete, staff can export the XML (encoded in EAD) and review the finding aid in oXygen (an XML editor) or in a plain-text editor such as Notepad. These tools allow staff to perform spell checks and to run global searches to identify errors or inconsistencies in the finding aid.

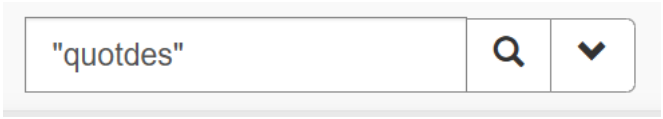
Click on "Export" in the Collection-level view, then hover over "Download EAD," and then click on "Include unpublished" (if desired) and "Use numbered <c> tags." "Include <dao> tags" and "Include URIs" are already default checked. Once checked, click back on "Download EAD." This will create a download for the XML file.



You can also run a spell check or otherwise review the finding aid in a flattened PDF by clicking on "Export," hovering over "Generate PDF," clicking on "Include unpublished" (if desired), and then clicking back on "Generate PDF." This will create a PDF download.



Once typos or other words within the finding aid are identified for edits in the XML or PDF, ArchivesSpace can be used to locate specific typos by running global searches with terms in quotes:



Co-Pilot can read XML files and/or PDFs to help identify more obscure typos, grammatical issues, problematic language, or structural inconsistencies. In addition, it can respond to engineered prompts that focus its review on issues specific to a finding aid. See the AI guidelines for more information on using AI tools in finding aid creation.