

Biographical History/Administrative History Notes

Writing a biographical/administrative note in the finding aid:

Processors will prepare a paragraph description that provides biographical or administrative background of the person, family, or corporate entity that has been listed as a **creator** in the finding aid. If the agent is only a subject, you do not need to include a biographical note in the finding aid.

The paragraph should include the name of the person/corporate entity by which they were most commonly known, their dates of existence, function/occupation, and geographic locations. Only include information about the entity during the timeframe of the collection materials that it is attached to. The paragraph should be written using Turabian style guidelines, applying the provisions of the Church Style Guide where applicable (i.e., use the full name of the Church). If multiple paragraphs are needed, they should be separated by line breaks.

To find information about the entity being described, check case files, Family Search, newspapers.org, obituaries, Facebook, Google, etc. For University Archives notes about BYU professors, departments, or other entities, check out these links: <https://lib.byu.edu/collections/byu-history/> and https://byuorg.lib.byu.edu/index.php/Main_Page and https://archive.org/details/brigham_young_university.

If no information can be found about the person other than in the existing collection, the collection can be used as a reference.

An example of a biographical history in a finding aid:

Rose Marie Reid was born on September 12, 1906 to Elvie and Marie Yancey in Cardston, Alberta, Canada. She learned beauty work in Boise, Idaho. She was married three times and had three children. In the 1930s she started Reid's Holiday Togs, Ltd. Interested in growing her business, she moved to California. By 1956, the business had five regional offices, 1,200 employees, and was very profitable. She designed numerous swimsuits, including a sequined one to help fund the Los Angeles Temple. Reid died on December 19, 1978 in Provo, Utah.

An example of an administrative history in a finding aid:

The CAM Software Research Center was established in 1976 as one of the BYU Centennial year projects approved by the Board of Directors. Its function was to investigate methods of applying advanced technology to improve industrial productivity. Eventually the center was awarded Computer Integrated Manufacturing (CIM) Center of Excellence status by the state of Utah. The center was aimed at becoming self-sustaining within five years, but unable to commercialize its research in such a short time, it was closed in 1995. The CAM Software Research Center was administered by co-directors Dell K. Allen and Ron Millet, and later Kay Brown and Dell K. Allen as directors. The laboratory integrated computer-aided design, process planning and control, and automated production and materials handling for demonstration, research, and instructional purposes.

Creating an agent record to link to the creator/subject agent name in the finding aid:

To **add** a creator or subject agent name to a finding aid, click on the + button under the “Agent Links” section.

Select the role (either creator or subject).

Then type in the person or corporate entity’s name to the agent field to see if they already have an agent record. If they do, you can click on the name, then click the “View” button that appears, and review the agent record. It may need to be updated or may not contain a biographical/administrative note at all.

If the person/corporate bodies do not exist, click on “create” in the drop-down menu. Then choose Person, Family, or Corporate Entity.

This will create an agent record, a record separate but linked to the finding aid to give more information about names. First, click the Publish Box.

Create Agent

Basic Information

Agent Type Person

 Publish

Dates of Existence

Add Date

Name Forms

Add Name Form

	Authorized	Display Name
Authority ID	<input type="text"/>	
Source	<input type="text"/>	<input type="text"/>
Rules	<input type="text"/>	<input type="text"/>

Then, you will need to determine if the name has already been established by the Library of Congress by searching for it in their names database: <https://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>. Make sure to select "Name Authority Headings" from their menu and search **last name first**.

Authority Headings Search


Search Text:

Search Type:

Scroll down for Search Hints

Subject Authority Headings
 Name Authority Headings
 Title Authority Headings
 Name/Title Authority Headings
 Keyword Authorities (All)

The name is considered established if it has a red "Authorized Heading" button next to it:

	1	0 Reid, Rose Marie, 1906-1978
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Click on this red button and navigate to the MARC record page by continuously clicking on the names displayed:

FIELD	Select a Link to View the Authority Record
Heading (1XX)	Reid, Rose Marie, 1906-1978

This will bring you to a page where the name will be displayed under a LCCN Permalink. Copy the Permalink into the agent record into the Authority ID box:

LC control no.: n 95033961
LCCN Permalink: <https://lccn.loc.gov/n95033961>
HEADING: Reid, Rose Marie, 1906-1978
 000 01758cz a2200253n 450
 001 2216696
 005 20170415071000 0

Name Forms

	Authorized	Display Name
Authority ID	<input type="text" value="https://lccn.loc.gov/n95033961"/>	
Source *	<input type="text" value="Library of Congress Name Authority File"/>	
Rules *	<input type="text" value="Resource Description and Access"/>	

Select Library of Congress Name Authority File if the name is found there. If not, select “Unspecified Ingest Source” and leave the Authority ID field blank. For Rules, always select Resource Description and Access.

The Name Order will always be indirect for a personal name unless the LOC database has displayed it in direct order for a special reason.

Primary Part of Name is referring to the last name. Enter it there, then put the rest of the name in “Rest of Name.” If the Library of Congress database has given a fuller form of the name in parentheses, put that part in “Fuller Form” without the parentheses. If dates are also with the name, put them in the date field. If there is a date with an open hyphen, type it in exactly as you see it (i.e., 1936-)

Primary Part of Name *	Reid
Rest of Name	Rose Marie
Suffix	
Fuller Form	
Number	
Dates	1906-1978

Then you will add the biographical note and the citation in the Notes section. Click “Add Note,” select Biographical/Historical for the Note Type, and then in the Label write either Biographical History or Administrative History. Click the publish button under the label and the Content text box. Then in the Content text box, write out your note.

Notes

Add Note Apply Standard

Note Type * Biographical / Historical

Biography/Historical Note

Persistent ID

Label Biographical History

Publish?

Sub Notes

Text

Content *

Rose Marie Reid (1906-1978) was a Mormon swimwear designer.

Rose Marie Reid was born on September 12, 1906 to Elvie and Marie Yancey in Cardston, Alberta, Canada. She learned beauty work in Boise, Idaho. She was married three times and had three children. In the 1930s she started Reid's Holiday Togs, Ltd. Interested in growing her business, she moved to California. By 1956, the business had five regional offices, 1,200 employees, and was very profitable. She designed numerous swimsuits, including a sequined one to help fund the Los Angeles Temple. Reid died on December 19, 1978 in Provo, Utah.

Publish?

In the agent records, the notes will begin with an abstract, which is a statement of the name, dates of existence and a one sentence summary of the person's main occupation, the company's function, location, etc. (The abstract is used in the catalog record later). Make a line break and write the main biographical note beneath, incorporating the abstract into a longer narrative. Use the directions in the first section above to follow what should be contained in a main note. However, the agent record note can incorporate details and timelines that are outside the scope of the finding aid to which the record might be attached to. This is because the agent record could be part of multiple collections. It is a stand-alone record.

Once the main note is written, click on "Add Sub Note" and add a citation. Make sure to click the Publish box.

The screenshot shows the 'Sub Notes' interface. At the top right, there is a red arrow pointing to the 'Add Sub Note' button. Below this, there are two note sections:

- Text Note:**
 - Content:** Rose Marie Reid (1906-1978) was a Mormon swimwear designer. Rose Marie Reid was born on September 12, 1906 to Elvie and Marie Yancey in Cardston, Alberta, Canada. She learned beauty work in Boise, Idaho. She was married three times and had three children. In the 1930s she started Reid's Holiday Togs, Ltd. Interested in growing her business, she moved to California. By 1956, the business had five regional offices, 1,200 employees, and was very profitable. She designed numerous swimsuits, including a sequined one to help fund the Los Angeles Temple. Reid died on December 19, 1978 in Provo, Utah.
 - Publish?:**
- Citation Note:**
 - Note Type:** Citation
 - Persistent ID:** |
 - Publish?:**
 - Content:** (Empty text area)

The content box will contain the citation stating where the processor found the information they used to write the Biographical/Administrative Note.

Citations based on internal documentation (such as a case file) should be recorded as in the template below:

UPB files, [date of consultation] (information found)

Example: UPB files, October 18, 2012 (currently lives in Salt Lake City; husband died June 12, 2010)

If you are citing information in the materials being processed themselves, then the name of the collection should be recorded, followed by its dates. The information found should then be recorded in parentheses.

Example: Edson Whipple diary, 1842-1851 (born 1805)

If you are citing internet resources, then the name of the site should be recorded, followed by the date the site was accessed. The page used should then be recorded (if applicable), with the information found in parentheses.

Example: FamilySearch, via WWW, July 28, 2010 (Max Hoover Fussel; b. Mar. 8, 1912; d. Mar. 31, 1993)

If you are citing other published sources, then the title of the work should be recorded, followed by the year of its publication. Following a colon, the page number references should be given, then the information found in parentheses.

Example: Webster's New Biog. Dict., 1988: p. 998 (Marcus Ulpius Traianus; Roman Emperor A.D. 98-117)

Example from ArchivesSpace:

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UPB files, Mar. 21, 2012 (hdg: Aylesworth, Barton Orville, 1860-1933)
Colorado State University Library website, via WWW, Mar. 21, 2012 (Bart
University, 1889-1897; pastor at Central Christian Church in Denver, Co.
Drake University website, via WWW, Mar. 21, 2012 (Barton O. Aylesworth;
Portrait & biographical album of Polk County, Iowa, 1890: p. 255 (Barto
H. Aylesworth)

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Updating or writing a biographical/administrative note for the Basecamp backlog project:

The backlog note project in Basecamp will draw on all the elements above. Usually, the name element has already been established, and the biographical/administrative note needs to be written with the citation. Sometimes the note is written but is very poorly done, and sometimes the note is written but is missing a citation.

Click on the attached resource records in the agent record to check the finding aid for a biographical/administrative note that may never have been copied into the agent record. You can also check the attached resource record for information that might help you write the biographical/administrative note.

Biographical/administrative notes can be very short if no information is found. You can always state obstacles to finding information or any other questions about the name in the Basecamp project.