

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, though making a biographical note in the Agent Record is helpful.

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.

The BYU library Americana collection has many books that are scanned into the Family Search books database. <https://www.familysearch.org/library/books/> Sometimes this database has viewable results, but due to copyright, it may only give you hit on a search but can provide only the title of the book. The actual book can often be located in the Americana physical collection and consulted. A staff member can check the book in the stacks on their own, or the volume can be called into the Reading Room.

If no information can be found about the person other than in the existing collection, the collection itself 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.

Agent Links

Role *	Creator
Title	
Relator	Collector
Agent *	Aylesworth, Barton Orville, 1860-1933

Role *	Creator
Title	
Relator	Collector
Agent *	Rosenstock, Fred A., 1895-

+

Select the role (either creator or subject).

Role *	
Relator	
Agents *	Type to search available records..

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.

Agents * reid

- Alden, Sharon **Reid**, 1938-
- Ballif, Ariel S. (Ariel Smith), 1901-1995
- Beesley, Kenneth **Reid**
- Bishop, Neldon **Reid**, 1923-
- Blanchard, John **Reid**

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

Browse

- Person
- Family
- Corporate Entity
- Software

This will create an Agent Record, a record separate but linked to the Resource Record to give more information about names and link out to other Resource Records. If you are editing the Agent Record while the Resource Record is open, keep in mind that any edits in the Resource Record that are saved while active edits are made in the Agent Record will cause ArchivesSpace to refuse to save the edits made in the Agent Record. The Agent Record will then have to be closed out completely and re-entered to make the edits.

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

Source

Rules

Then, you will need to determine if the name has already been established by the Library of Congress by searching for it in their LC Name Authority File: <https://id.loc.gov/authorities/names.html>. You can search for the name in direct or indirect order, but if it's a more common name, searching in indirect order will bring up more relevant results:

The Library of Congress > Linked Data Service > LC Name Authority

reid, rose marie

Search In LC Name Authority File (LCNAF)

Library of Congress Names

Select the established name from the results page:

Results: 1-1 of 1

Label



1. Reid, Rose Marie, 1906-1978



The URI in this record is what should be copied into the Authority ID field in the ArchivesSpace Agent Record:

Reid, Rose Marie, 1906-1978

URI(s)

- <http://id.loc.gov/authorities/names/n95033961>

	Authorized	Display Name
Authority ID	http://id.loc.gov/authorities/names/n95033961	
Source	Library of Congress Name Authority File	
Rules	Resource Description and Access	

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

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

Name Order *	Indirect
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The Primary Part of Name field is referring to the last name. Enter it there, then put the rest of the name in the Rest of Name field. If the Library of Congress Name Authority File has given a fuller form of the name in parentheses, put that part in the Fuller Form field 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 Mariel
Suffix	
Fuller Form	
Number	
Dates	1906-1978

If you are creating an Agent Record without the aid of a Library of Congress authority record, fill out the name and date fields as you have determined are correct using proper sources. For instance, if a professor is listed in a directory or referred to in a class catalog as Hugh W. Peterson but is also referred to as Hugh Wickman Peterson in other sources, you may choose to establish this person as Hugh W. Peterson with the fuller form of Hugh Wickman in the Fuller Form field. The processor must make the best judgement on how the person used their name throughout their life.

Add the date(s) to the Description Information section under Dates of Existence. Select Single or Range and then select “ce” and “Gregorian” for the Era and Calendar fields. Type the date expressions in as years only, then add the full start and end dates as standardized dates (i.e. 1980-01-05).

Dates of Existence	
Date Type *	Range
Certainty	
Era	ce
Calendar	Gregorian
Range Date	
Begin Date Expression	1860
Begin Standardized Date	1860-09-05 
Begin Standardized Date Type	Standard
End Date Expression	1933
End Standardized Date	1933-07-01 
End Standardized Date Type	Standard

If you are updating an outdated Agent Record that has already been established and you need to add the death date, do so in the dates of existence fields and the biographical note, and then make a note in Basecamp for the cataloger that asks them to add the death date to the Library of Congress record.

Next you will need to add the biographical note and the citation in the Notes section. Click “Add Note” and click the publish button under the Label field and under the Content text box. Then in the Content text box, write your note.

Biography/Historical Note Collapse ✕

Persistent ID

Label

Publish?

Sub Notes Add Sub Note

Text ✕

Content *
 Rose Marie Reid (1906-1978) was a prominent swimwear designer in the 1940s-1950s and a member of the Church of Jesus Christ of Latter-day Saints.

Rose Marie Reid was born on September 12, 1906 to Elvie and Marie Yancey in Cardston, Alberta, Canada. Reid grew up learning to sew alongside her mother. They moved to Idaho when Reid was ten years old. While they lived there, Reid and her mother opened up a small shop called "Rose Marie's" and Reid went to Boise to learn beauty work. She married Garreth Rhyhart in Salt Lake but divorced him in 1935. Reid was then living in Vancouver. She then met Jack Reid and married him on November 30, 1935. Jack had been previously married and had one child. Her introduction to swimsuits came in the 1930s when she started Reid's Holiday Togs, Ltd. The business spread from there. After having three children, Reid divorced her husband in 1946. She then became more interested in growing her business, so she moved to California. By 1956, the business had five regional offices, 1,200 employees, and was making much more money. She designed numerous swimsuits, including a sequined one to help fund the Los Angeles Temple. Reid was also heavily involved in missionary work, primarily with Jewish investigators. She married MacDonald Sommers in 1955, and divorced shortly thereafter due to Sommers' having another wife. Reid was successful in her career, and had a rose named after her in 1955. Reid died on December 19, 1978 in Provo, Utah.

Mixed Content Enabled -- Type '<' for elements or highlight text to wrap

Publish?

In Agent Records, biographical notes will begin with an abstract, which is a brief statement providing biographical or historical information about an individual, family, or organization. It should include a beginning date or date range, usually placed in parentheses after the name, and a one sentence summary of the person’s main occupation, the company’s function, location, etc. This summary should set the person, family, or organization apart when a researcher is faced with identical names in a database.

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 biographical 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.

If you choose to write your narrative in Microsoft Word and copy and paste it in to ArchivesSpace, unless you have disabled Smart Quotes in Word, quotation marks and apostrophes will need to be edited again in ArchivesSpace.

Once the main note is written, click on “Add Sub Note” and add a citation. Make sure to click the Publish box above the text box:

The screenshot shows a user interface for adding sub-notes. At the top, there is a 'Sub Notes' header with an 'Add Sub Note' button on the right, indicated by a red arrow. Below this is a 'Text' note editor. The 'Text' note has a 'Content' field containing a paragraph about Rose Marie Reid (1906-1978), a Mormon swimwear designer. Below the content is a 'Publish?' checkbox which is checked. Below the 'Text' note is a 'Citation' note editor. The 'Citation' note has a 'Note Type' dropdown set to 'Citation'. Below this is a 'Persistent ID' input field. Below the 'Persistent ID' field is a 'Publish?' checkbox, which is circled in red. Below the 'Publish?' checkbox is a 'Content' field.

The Citation will contain notes on where the processor found the information used to write the Biographical/Administrative Note. The notes do not need to be complete sentences and can use abbreviations such as “b.” and “d.” for born and died. The notes should state the name form the processor has chosen, and if necessary, the reasons why. A cataloger should be able to find and utilize the sources and corresponding information to establish the name in Library of Congress.

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 “via WWW,” then the date the site was accessed. Do not include the “WWW” if the site is a very common resource that is assumed to be on the internet. The page number used should then be recorded (if applicable), with the information found in parentheses. The url to the webpage can be placed after the parentheses.

Example: New York Times, via WWW, July 28, 2010 (Rose Marie Reid d. in Provo, Utah)
<https://www.nytimes.com/1978/12/22/archives/rose-marie-reid-66-swimsuit-designer-pioneer-transformed.html>

Example: FamilySearch, 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 of a citation from ArchivesSpace:

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UPB files, Mar. 21, 2012 (hdg: Aylesworth, Barton Orville, 1860-1933)

Colorado State University Library, via WWW, Mar. 21, 2012 (Barton O. Aylesworth; b. 1860 in Springfield, Ill.; studied at Eureka College; minister in Ill. and Iowa; president of Drake University, 1889-1897; pastor at Central Christian Church in Denver, Colo.; president of the State Agricultural College in Fort Collins, 1899-1909)

Drake University, via WWW, Mar. 21, 2012 (Barton O. Aylesworth; b. Sept. 5, 1860 in Athens, Ill.; d. July 1, 1933 in Denver, Colo.; m. Georgia L. Shores in Atlanta, Ill.)

Portrait & biographical album of Polk County, Iowa, 1890: p. 255 (Barton O. Aylesworth, A.M., Ph.B.; son of Ezra and Melinda (Hall) Aylesworth; m. Georgia M. Shores in Atlantic, Ill.; one son, Merlin 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.