



SCAA MemorySask Manual

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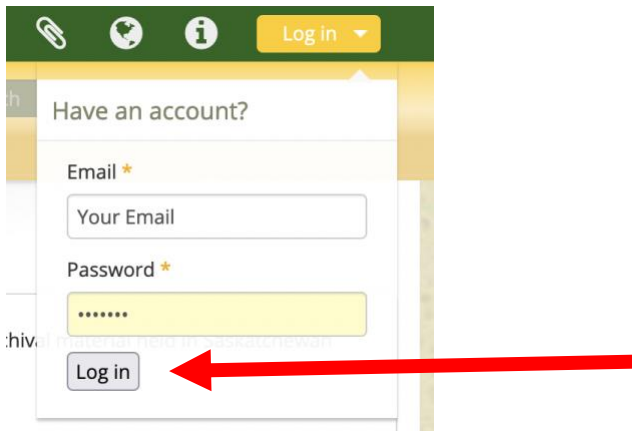
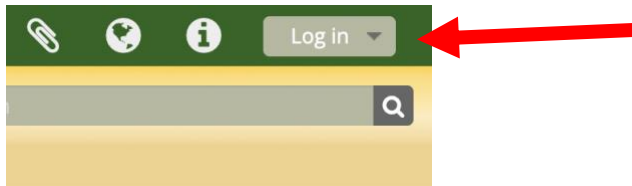
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1. MemorySask Sign In

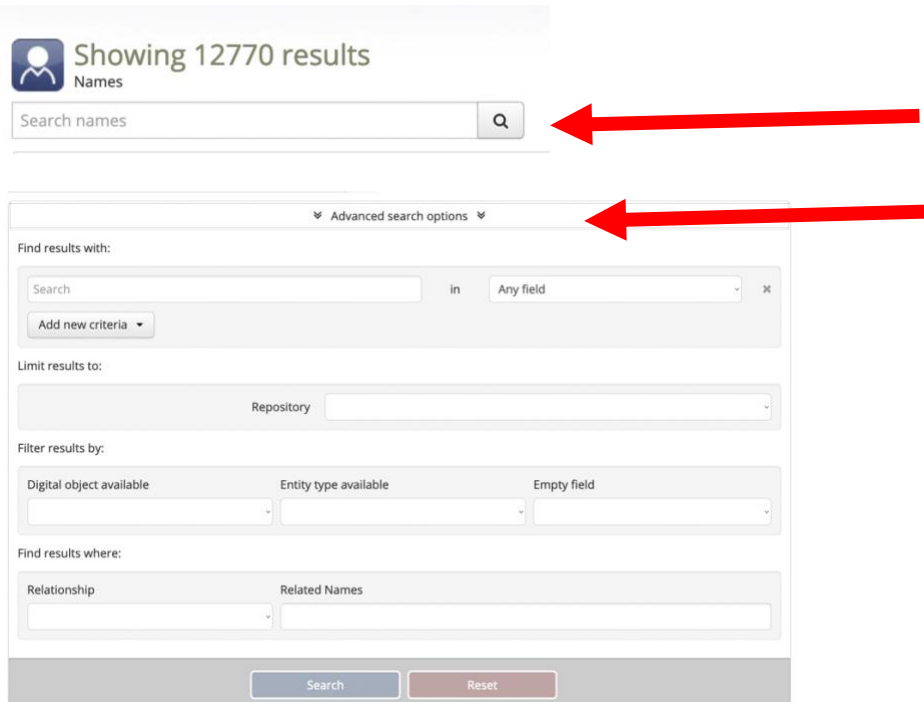
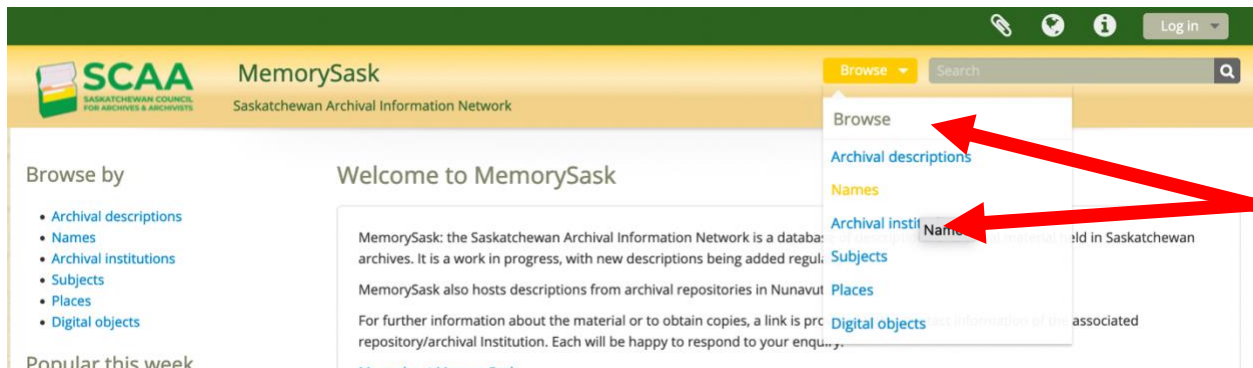
- Sign in to add or change authority records and descriptions in MemorySask.
- Press the Log in button in the top right corner of the page to activate the drop down.
- Put in the username and password given to you by the SCAA Archives Advisor and press the Log in button.



2. Authority Record/Name

Step 1: Search for the Authority Record/Name

- First, search for the authority record you wish to add in the Names area on MemorySask.
- Go to the top right of the page. Press the Browse button and press Names.
- Search for the name in the Search Names area, or the Advanced Search Options area.
- Type in the name. Review any names that may be your name.

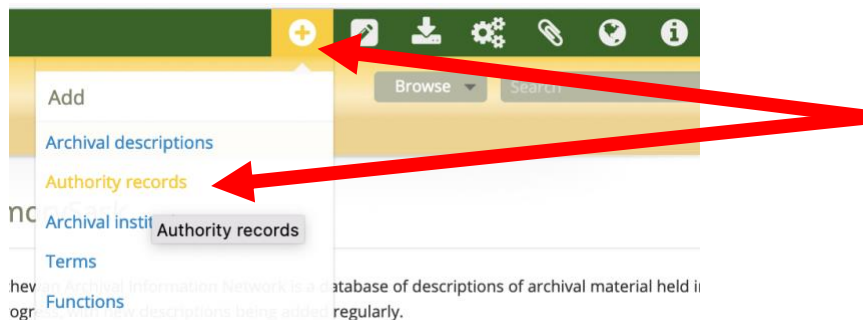


Step 2: Check Authority Record/Name(s) Found

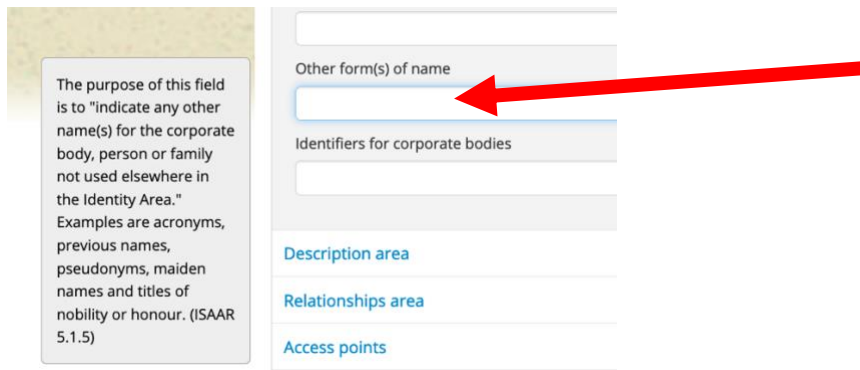
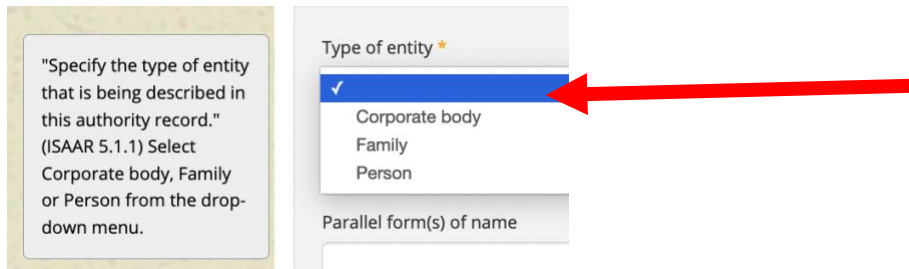
- The authority record area is shared by all institutions that use MemorySask. So more than one institution can link to one authority record/name.
- If the authority record/name already exists, read the content.
- If the content is okay, then you can skip the rest of the authority record/name steps and go to the Description section. There you will link this authority record/name to your description.
- If you have more content to add to that authority record/name, stop and contact the SCAA Archives Advisor for help.
- If you feel the content of the authority record/name is incorrect, stop and contact the SCAA Archives Advisor for help.

Step 3: Create an Authority Record

- If the authority record/name does not exist, then you must create a new authority record.
- Create the authority record/name in a Word or Excel document and copy and paste most of the information into the new record.
- Save every 1-2 minutes, as the system has a time out. If the information is not saved, it will be deleted.
- The authority record/name can be a creator, accumulator, etc. It can also be a very important entity that you want to highlight for researchers.
- Authority records are live after creation, there is no draft form. It important to include as much information as possible in the creation stage.
- The authority record/name can be updated, but only if you created it and no one else is using it. If you have questions, contact the SCAA Archives Advisor.
- Log in and go to the top navigation bar on the right side. Press the Add button (a plus sign), and press Authority Records.



- Step 4 details all the fields that are required, and those that are optional.
- If you are unsure about an area, “click” your mouse, or similar, into a field and a tip will pop up in grey next to the field and the area will be highlighted blue.



Step 4: Authority Record Fields

The following are the required, and optional, fields to fill out in a new authority record.

There are five categories of information: Identity area, Description area, Relationships area, Access Points area, and Control area.

Edit Names - ISAAR
Untitled

Identity area

Description area

Relationships area

Access points

Control area

Cancel Create

Identity Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

Edit Names - ISAAR
Untitled

Identity area

Type of entity *

Authorized form of name *

Parallel form(s) of name

Standardized form(s) of name according to other rules

Other form(s) of name

Identifiers for corporate bodies

Type of Entity (REQUIRED)

Type of entity *

✓

Corporate body

Family

Person

Choose the type of entity (Corporate body, Family or Person) that is being described in this authority record from the drop-down list. An individual should be listed as a Person, a family as a Family, and all other entities would be classed as Corporate Bodies, not just those in a business context (Buildings, structures, events, etc.).

Authorized form of name **(REQUIRED)**

Authorized form of name *

Enter the standardized form of name for the entity, in accordance with the Rules for Archival Description. Avoid using dates in this field, unless there is another authority record with the same name. Note that if a person's name is being entered, best practice is to add it as Smith, John and to avoid using John Smith.

Examples:

- Smith, John
- Smith JP (John Peter)
- Smith (family)
- Acme Machine Company
- York College (Regina, Sask.) Faculty of Arts
- Souris Valley (Sask.: Township)

Parallel form(s) of name **(OPTIONAL)**

Parallel form(s) of name

This area is optional but should be used if the entity name exists in another language.

For example, businesses, organizations, and/or academic institutions commonly have an English name with a French version, or vice versa. As well, individuals may also have an English name, and then an original name in another language, such as Chinese, etc.

Other form(s) of name (OPTIONAL)

Other form(s) of name

This area is optional. It should be used if the entity name can exist in other forms. A partial list of examples is noted below.

Examples:

- Acronyms
- Different names for corporate bodies that were used over time (include the date)
- Pseudonyms
- Maiden names
- Titles (note all titles could relate to a family and/or an individual who is part of a family with titles)
- Nobility titles
- Titles of Honour

Description Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

[Description area](#)

Dates of existence *

History

Places

Legal status

Functions, occupations and activities

Mandates/sources of authority

Internal structures/genealogy

General context

Dates of existence (REQUIRED)

Dates of existence *

The dates that the entity existed need to be included in the authority record. Dates are not always known. However, an attempt to include accurate, or 'educated guess' dates should be made, if possible. This helps researchers with the proper identification of the authority record, but it also helps with the AtoM advanced search, which includes dates.

For corporate bodies, the dates should include the date the entity was founded or established, and the date if dissolved or closed, if applicable. Note that the examples used below for a person, can also be applicable to corporate bodies.

For families, the earliest and latest dates of the family members combined may be used. If these are not known, then dates they were active (floruit dates) are acceptable. Note that the examples used below for a person, can also be applicable to corporate bodies.

For persons include the dates of birth, and death date, if applicable, for the individual. If these are not known, then dates they were active (floruit dates) are acceptable.

Examples:

- Person (Known Birth Date and still living)
1900-
- Person (Known Birth and Death Date)
1900-1990
- Person (Birthdate Uncertain but years known)
1900 or 1901-1990
- Person (Probable Birth Year)
1900?-1990
- Person (Birth year uncertain by several years)
ca. 1900-1990
- Person (Death date uncertain, approximate date)
1900-ca. 1990
- Person (both birth and death dates uncertain)
ca. 1900-ca.1990
- Person (Death year not known)
b. 1900
- Person (Birth year not known)
d.1990
- Person (Birth and Death years unknown, but activity years-some or all-may be known)
fl. 1900-1990

- Person (Birth, Death and activity dates unknown but century known)
20th cent.
- Person (Birth, Death and activity dates unknown but active in two centuries)
20th/21st cent.

If the exact day is known, then the format of YYYY-MM or YYYY-MM-DD should be used for consistency.

History (REQUIRED)

This field is very important for researchers and the search function in AtoM, and thus is required.

The first sentence should sum up the person, family or corporate body. Then include as much information as possible about the entity.

This area should include a chronology of the main events, activities, achievements, and/or roles of the entity. This could include birth and/or death information (dates, cities, countries, etc.), and/or establishment and dissolution information (dates, cities, countries, people involved, etc.), important milestones and/or events (including general dates and places). Dates should be included for the chronology, if known, to make the progression of the history as clear as possible.

For persons, and families, include (if known):

- Place and dates of birth and death
- Places of interest, and/or places where they resided
- Occupation, education and activities
- Names of family members

As well, information on gender, nationality, family information, religious and/or political affiliations, milestones or events can be included. For families, include as much information about the family structure, and individual family members, as possible.

For a corporate body, include (if known):

- Dates of founding and/or dissolution
- Mandate and/or sphere of responsibility
- Predecessor and successor bodies and dates/places (if any)
- Administrative relationships with other bodies related to this one
- Administrative structure of this body and names of people involved
- Names of the chief officers, founders, partners, etc.

Relationships Area (OPTIONAL)

This area is optional.

This area can be used by members when they want to link two or more authority records and show the relationship between them. To do this, all authority records to be linked must be created before linking can occur. This feature can be used to link new and/or already existing authority records.

[Relationships area](#)

Related corporate bodies, persons or families				
Name	Category	Type	Dates	Description
<input type="button" value="Add new"/>				

Related resources		
Title	Relationship	Dates
<input type="button" value="Add new"/>		

Access Points Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

[Access points](#)

Subject access points	
<input type="text"/>	
Place access points	
<input type="text"/>	
Occupation	Note
<input type="text"/>	<input type="text"/>
<input type="button" value="Add new"/>	

Subject access points **(REQUIRED)**

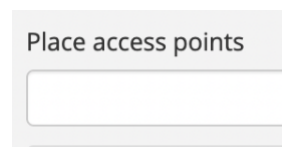
Subject access points
<input type="text"/>

This field is not required by the ISAAR Standard, but it is very important that Members include at least one Subject, at a minimum. This will allow researchers to find this authority record under the Subject section in MemorySask, or in searches using those Subject terms.

Subjects are listed on the Subjects page:
<https://memorysask.ca/taxonomy/index/id/35>

Existing subjects can be chosen from the list, or new Subjects may be created.

Place access points (REQUIRED)

A screenshot of a web form field. The field has a light gray header with the text "Place access points" and a white input area below it. The input area is currently empty.

This field is not required by the ISAAR Standard, but it is very important that Members include at least one Place, at a minimum. This will allow researchers to find this authority record under the Place section in MemorySask, or in searches using those Place terms.

Places are listed on the Places page:
<https://memorysask.ca/taxonomy/index/id/42>

Existing places can be chosen from the list, or new Places may be created.

Control Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

[Control area](#)

Authority record identifier *

Maintaining repository

Institution identifier

Rules and/or conventions used

Status

Level of detail

Dates of creation, revision and deletion

Language(s)

Script(s)

Sources

Maintenance notes

Authority record identifier (DON'T USE)

Authority record identifier *

This field is required by the ISAAR Standard, but it should be kept blank, as it is not used by MemorySask.

Maintaining repository (REQUIRED)

The creator of the authority record needs to be linked in this element.

The Maintaining Repository field is required, even though it is not part of the ISAAR Standard. It is very important for researchers, as it links to the original authority record creator's Institutional Profile page. It also allows the SCAA Archives Advisor to track down the original creator, if another institution wants to add or change information in this authority record. Finally, this will help with the search functionality in MemorySask.

Maintaining repository

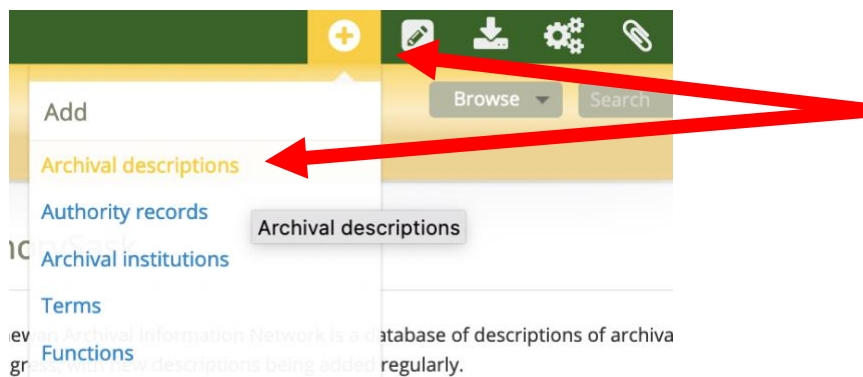
3. Archival Descriptions

Step 1: Create an Archival Description

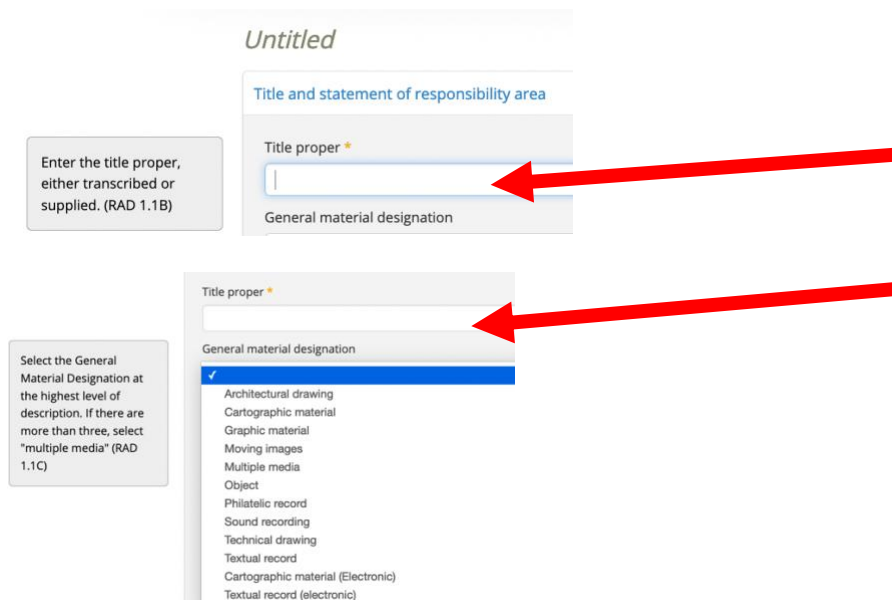
- The default description template in MemorySask is based on the Rules of Archival Description (RAD).
- Create the description and hierarchy (fonds, series, file, etc.) in a Word or Excel document, and copy and paste most of the information into the new record.
- Archival records have a hierarchy, and the fonds or collection is the highest level in the hierarchy.
- Below the fonds or collection, there can be other levels, such as sous fonds, series, files, items, etc.
- It is recommended that you enter in the highest level of description first, and then create the levels beneath it, if that applies.
- Save every 1-2 minutes, as the system has a time out. If the information is not saved, it will be deleted.
- This description is unique to you, and no one shares it. You can change it, add to it, etc.
- After saving a new description, it is then in draft.
- This description stays in draft form, until you are satisfied, and you inform the SCAA Archives Advisor to check it and publish it.
- Create descriptions only after you create the authority record(s)/name(s) that will be linked to it.

[For initial top-level descriptions fond/collections](#)

1. Log in and go to the top navigation bar on the right side. Press the Add button (a plus sign) and press Archival Descriptions.



2. details all the fields that are required, and those that are optional. If you are unsure about an area, “click” your mouse, or similar, into a field and a tip will pop up in grey next to the field and the area will be highlighted blue.



Once a top-level description (fonds/collection) you can add lower-level descriptions (series, files, items, etc.) to it by selecting the “Add New” button when in the top description.



Our sponsors and partners:

Step 2: Archival Description Fields

The following are the required, and optional, fields to fill out in a new description.

There are twelve categories of information: Title and statement of responsibility area, Edition area, Class of material specific details area, Dates of creation area, Physical description area, Publisher's series area, Archival description area, Notes area, Standard number area, Access points, Control area, and Administration area.

Untitled

Title and statement of responsibility area
Edition area
Class of material specific details area
Dates of creation area
Physical description area
Publisher's series area
Archival description area
Notes area
Standard number area
Access points
Control area
Administration area

Title and statement of responsibility Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

Title and statement of responsibility area

Title proper *

General material designation

Parallel titles

Other title information

Statement of responsibility

Title notes

Note type

Attributions and conjectures

Add new

Level of description *

Add new child levels

Identifier	Level	Title	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x

Add new

Repository

Identifier

[Generate identifier](#) [Add alternative identifier\(s\)](#)

Title proper (REQUIRED)

Title proper *

The title chosen is the one the institution is using in-house for this archival description title. Titles need to be added for every level of materials in the hierarchy, not just at the highest level (fonds/collections).

This field is where the person(s), family or corporate body that created the records is entered. This would be considered a fonds. If this was a collection or accumulation of materials, then this would be considered a collection.

Enter the title used for this material in the Institution, supplied or created by the institution. If this is a fonds or collection, the word 'fonds' or 'collection' should be added to the title. If inputting a level below these highest levels of fonds and collection, no designation needs to be added to the title.

Examples of the highest level, fonds and collections:

- John Doe fonds
- John Doe collection
- University of Regina fonds
- ACME Newspaper photograph collection
- Jones Family fonds

Examples of the lower levels of sous-fonds, series, sub-series, files and items:

- Photographs
- Correspondence
- Hockey
- Saskatoon Senior Citizen's Service Association 1953-66

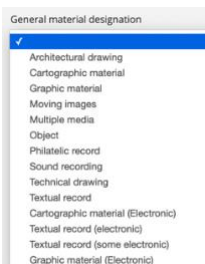
General material designation (OPTIONAL)

General material designation

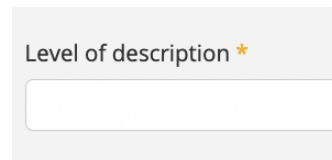
This area can be used if the institution uses General Material Designation (GMD). This only needs to be done at the highest level, the fonds or collection.

The GMD is a list of types of materials present in the fonds or collection. This includes analog and digital materials. Digital specific types are noted with the word (Electronic) at the end of them.

If there are less than three types of materials, then each should be chosen from the list. If there are more than three types of materials, then only 'multiple media' should be chosen. However, institutions are free to choose as many material types as wanted, because this provides more information to researchers.



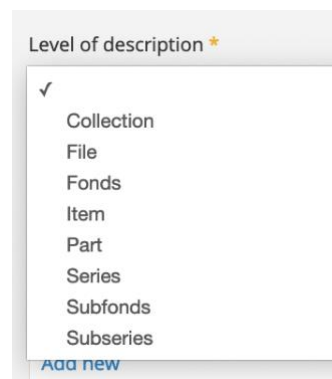
Level of description **(REQUIRED)**



A screenshot of a form field labeled "Level of description *". The field is empty and has a light gray border.

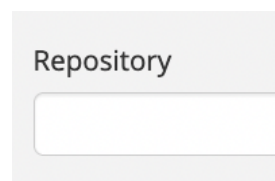
The level chosen should reflect the material being described. It is recommended that the highest level is input first, the fonds or collection. For example, if a fonds is described, then Fonds should be chosen from the Level of description list.

If other levels are put in, then the level should be reflected in the Level in description. For example, if a series is described, then Series should be chosen from the Level of description list.



A screenshot of a dropdown menu for "Level of description *". The menu is open, showing a list of options: Collection, File, Fonds, Item, Part, Series, Subfonds, and Subseries. A checkmark is visible next to "Collection". At the bottom of the menu, there is a link that says "Add new".

Repository **(REQUIRED)**



A screenshot of a form field labeled "Repository". The field is empty and has a light gray border.

This is a crucial field, because it links to the Member Institution. If this isn't included, researchers have no idea who put it up, and who to contact about it. The Member Institution must choose themselves in the drop-down list, do not type your institution in field. Selecting from the drop-down list assures they are linked directly to their descriptions, whether it is just only a high-level fonds or collection, or a description with multiple levels.

Edition Area (Optional)

This area should only be used for publications that are being described.

Edition area

Edition statement

Statement of responsibility relating to the edition

Class of material specific details Area (Optional)

This area should only be used for maps, stamps and architectural drawings that are being described.

Class of material specific details area

Statement of scale (cartographic)

Statement of projection (cartographic)

Statement of coordinates (cartographic)

Statement of scale (architectural)

Issuing jurisdiction and denomination (philatelic)

Dates of Creation Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

Dates of creation area

Name	Role/event	Place	Date(s)
Add new name and/or date(s)			
<input type="button" value="Add new"/>			

Upon opening the “Dates of Creation Area” click the “Add new” button to open the following window.

Event

Actor name

Event type

Creation

Place

Date

Start

End

Event note

Actor Name (Under Add New) **(REQUIRED)**

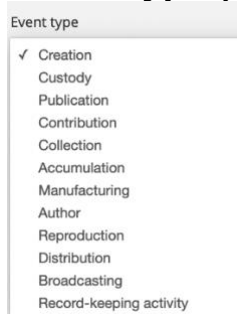
Event

Actor name

This is where the authority record of the creator(s), collector(s), accumulator(s), etc. is linked to the description. One, or more, authority records can be added to the description. If more than one creator, collector, accumulator, etc. is present, they needed to be added one at a time. Press Add New, link the Actor Name, Submit and then Add New, link the Actor Name, Submit, etc.

This is a required field, and only needs to be added to the top-level description. MemorySask will then apply it to all levels under the top-level description of fonds or collection. If no high-level description is input, only a lower level one, the Actor Name must be attached to it, so the link is present for researchers.

Event Type (Under Add New) (REQUIRED)



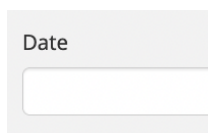
Event type

- ✓ Creation
- Custody
- Publication
- Contribution
- Collection
- Accumulation
- Manufacturing
- Author
- Reproduction
- Distribution
- Broadcasting
- Record-keeping activity

This is where the type of creator is matched to the Actor Name, or authority record of the creator(s), collector(s), accumulator(s), etc. The default is creation, which translates to creator. The other most used category is Collection, which translates as Collector. The last type most seen is Accumulation, which translates to Accumulator. The other types can be used, if appropriate. Only one type can be chosen for each authority record entered in the Actor name area.

This is a required field, and only needs to be added to the top-level description. MemorySask will then apply it to all levels under the top-level description of fonds or collection. If no high-level description is input, only a lower level one, the Event type must be attached to it, so the link is present for researchers.

Date (Under Add New) (REQUIRED)



Date

This is where the dates of the material being described are input. This is usually for the top level only, fonds or collections, and then they will transfer to all the lower levels. However, lower levels can be changed to have specific dates related to their specific materials.

Note that when dates are added into this area, the 'Start' and 'End' date areas are automatically populated. These dates are important, because researchers can search only by dates.

This is a required field. The input can differ depending on if the dates are known. The input should be in this form: YYYYMMDD, YYYY-MM-DD, YYYY-MM, or YYYY. Dates

should be added, even if they are approximate (see Dates of Existence under Authority Records).

When dates are added into this area, the 'Start' and 'End' date areas are automatically populated. These dates are important, because researchers can search only by dates.

The date can be a single date, or range of dates (inclusive or predominant). If possible, always provide inclusive dates. If providing predominant dates, add the word 'predominant' to the dates. If there is no date at all, estimate one in square brackets. Avoid the use of 'n.d.' or 'undated', whenever possible.

Examples of dates:

- 1895
- 1934-1939
- [ca. 1875]-1901
- 1881-1903, predominant 1890-1892

Other date formats include:

- [1865?] probable date
- [ca. 1865] approximate date
- [before 1865] or [after 15 Jan. 1865] terminal date
- [1865 or 1867] one year or the other
- [between 1865-1872] use only for dates fewer than 20 years apart
- [195-] decade certain
- [186-?] probable decade
- [17-] century certain
- [17-?] probable century

Physical description Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

A screenshot of a web form. At the top, there is a header bar labeled "Physical description area". Below this, there is a form field with a label "Physical description" followed by a red asterisk, indicating it is a required field. The form field itself is empty and has a light gray border.

Physical description (REQUIRED)

A description of all the materials, in terms of what they are and how many are present, is required.

This should be included in every level of the description, not just the fonds or collection highest level description. Use one line for each type of materials and use metric for the measurements.

Examples:

- ca. 50 photographs
- 5 maps
- 10 cm of textual records
- 54 posters : silkscreen ; 60 x 90 cm, 40 x 60 cm and smaller

A useful tool to help create standard forms of a physical description can be found at, https://search.nbca.unbc.ca/atom_tools/rad_form.html.

Publisher's series Area (OPTIONAL)

This area should only be used for publications that are being described.

Publisher's series area

Title proper of publisher's series	<input type="text"/>
Parallel title of publisher's series	<input type="text"/>
Other title information of publisher's series	<input type="text"/>
Statement of responsibility relating to publisher's series	<input type="text"/>
Numbering within publisher's series	<input type="text"/>
Note on publisher's series	<input type="text"/>

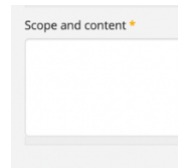
Archival description Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

Archival description area

Custodial history	<input type="text"/>
Scope and content *	<input type="text"/>

Scope and Content (REQUIRED)



The scope and content note provides a short description of all the materials in the fonds or collection. This description should provide all the basic information about the materials, including information on the creator(s) or collector(s), functions, related activities, time-period, subject matter, geographic area, etc. As well, summarize how the records are arranged.

The first sentence should be a short overall description of the entire fonds or collection, including all levels, if applicable.

Example of a short Scope and Content:

The fonds (or collection) consists of John Doe's records that relate to his boat building business. These include scrapbooks, ledgers, photographs and correspondence that relates to his boat building business, ACME Boat Builders, that was located in Regina Saskatchewan from 1875-1910.

Example of a short Scope and Content for a Series/File/Sub-file:

The contents of this series are correspondence of John Smith to his various family members.

One may consider including a *File List*, if available.

At an item level is not necessary to identify the item or items and should relay what the exact item contains.

This is a diary of day-to-day activities created by Anne Jones.

For photographs describe what is seen in the image. A digital scan may not be available.

Example of a short Scope and Content for a photograph (item):

A plow is seen in an open field being pulled by a steam tractor. A barn and house are seen in the background.

Notes Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

Notes area

Physical condition

Immediate source of acquisition

Arrangement

Language of material

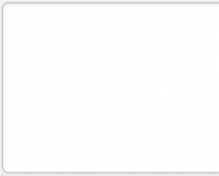
Script of material

Language and script notes

Location of originals				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
Availability of other formats				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
Restrictions on access				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
Terms governing use, reproduction, and publication				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
Finding aids				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
Associated materials				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
Related materials				
<div style="border: 1px solid #ccc; height: 20px;"></div>				
Accruals				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
General note(s)				
<div style="border: 1px solid #ccc; height: 40px;"></div>	x			
Add new				
Other notes				
<div style="border: 1px solid #ccc; height: 40px;"></div>	<table border="1"> <tr> <td style="text-align: right;">Note type</td> <td> <input type="text" value="Accompanying material"/> </td> <td style="text-align: right;">x</td> </tr> </table>	Note type	<input type="text" value="Accompanying material"/>	x
Note type	<input type="text" value="Accompanying material"/>	x		
Add new				

Physical condition (OPTIONAL)

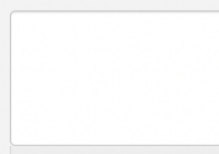
Physical condition



This area is used, if some, or all, the materials can't be handled, are fragile or must be handled with care, or with restrictions. Information can include the condition, such as mould being present, rips, etc., and how the condition impacts access, clarity, legibility, etc.

Restrictions on access (OPTIONAL)

Restrictions on access

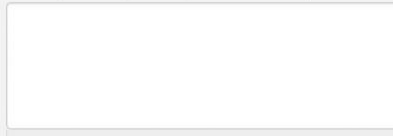


This area is used if some, or all of, the materials are restricted in some way for researchers. Restrictions should be as detailed as possible. These can include restrictions due to condition, information contained in the material, donor restrictions, cultural restrictions, etc.

One example is: Access is restricted to the Photographs Series, because there is damage to the materials that make them very fragile and brittle. Copies of the photographs are available for use, and the originals may be accessed, but only with gloves, and in the smaller reading room.

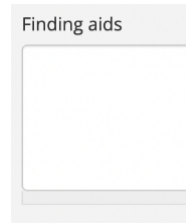
Terms governing use, reproduction, and publication (OPTIONAL)

Terms governing use, reproduction, and publication



This area is used, if some, or all of, the materials are restricted in any way in terms of using them in research, publications, an online blog post, etc. This can include donor specific restrictions, legal and legislative restrictions, copyright consideration, and use restrictions from the institution itself.

Finding Aids (OPTIONAL)



This area is used if the institution would like to link to a finding aid that is online on their website, or another web source (<http://www.instituion.com/findingaid.pdf>). This can include links to finding aids, but also box lists, a catalogue, series list, inventory, index, etc.

Note that a finding aid, index, box list, etc. can be accessed in PDF format to the top-level description, fonds or collection. Once the description has been created, a finding aid, box list, etc. can be added to the description. The institution can access this while logged in, if the description is draft. Once the description is published, then the institution and researcher can download the PDF at their convenience.

Once the description has been created, on the right side a finding aid area will appear.

Clipboard

 Add

Explore

 Reports

 Browse as list

Import

 XML

 CSV

Export

 Dublin Core 1.1 XML

 EAD 2002 XML

Finding aid

 Status: Error

 Generate

 Upload

Finding aid

 Status: Error

 Generate

 Upload

The institution can upload its own finding aid, by pressing 'Upload'. On the next screen, the Browse button is pressed, and the file will be uploaded. The file must be a PDF and under 64 MB. Once the Upload button is pressed, then the system processes the file and presents a button to the user. If the description is published, researchers can access it.

Upload finding aid

PDF file *

No file selected.

The maximum size of file uploads is 64 MB.

Finding aid

 Status: Uploaded

 Delete

 Download

The institution can also have the system create a finding aid from the published top level description, and/or the levels beneath it. The institution presses 'Generate'. This will alert the system to generate a finding aid from the published descriptions. The message in the Finding aid area will change to 'Status: In progress', and then change to show the PDF file link.

Finding aid

 Status: Error

 Generate

 Upload

Finding aid

 Status: In progress

Finding aid

 Status: Uploaded

 Delete

 Download

Standard number Area (OPTIONAL)

This area should only be used for publications, and is commonly used for ISBN numbers.

Standard number area

Standard number

Access Points Area

Required fields are noted as [Required] and optional ones are noted as [Optional].

Access points

Subject access points

Place access points

Genre access points

Name access points (subjects)

Subject access points **(REQUIRED)**

Subject access points

It is very important that Members include at least one Subject, at a minimum. This will allow researchers to find this description under the Subject section in MemorySask, or in searches using those Subject terms.

Subjects are listed on the Subjects page:

<https://memorysask.ca/taxonomy/index/id/35>

Existing subjects can be chosen from the list, or new Subjects may be created.

Place access points **(REQUIRED)**

Place access points

It is very important that Members include at least one Place, at a minimum. This will allow researchers to find this description under the Place section in MemorySask, or in searches using those Place terms.

Places are listed on the Places page:

<https://memorysask.ca/taxonomy/index/id/42>

Existing places can be chosen from the list, or new Places may be created by informing the SCAA's Archives Advisor.

Control Area (OPTIONAL)

This area is where MemorySask Members can provide information about the institution, and the materials overall.

Control area

Description identifier

Institution identifier

Rules or conventions

Status

Level of detail

Dates of creation, revision and deletion

Language

Script

Sources

Administration Area (NOT USED)

The Administration area has no elements and is not used.

Administration area

Source language
English

Display standard

Make this selection the new default for existing children