



## Archives Network of Alberta

# Alberta Databases Reference Manual

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## 1. Overview

### Background

The ANA (Archives Network of Alberta) database was created in 1994 after six institutions agreed to participate in a pilot project. Due to the success of the pilot project, the ASA created the Archives Network of Alberta (ANA) Task Force in January 1995. The Task Force developed an ambitious three-year plan designed to facilitate the development of an electronic communications network in Alberta through further development and expansion of the ANA database, the introduction of e-mail, and the development of a web page. Since the early years, the Archives Network of Alberta (ANA) database has proven to be a valuable and well-used source of information about the archival resources throughout the province for researchers and archivists alike. In 1997, the ANA database became available via the Internet when Bill Purver generously invited the ANA database to "live" in B.C. with BCAUL (British Columbia's Archival Union List). Descriptions from ANA are regularly submitted to CaNWAN (a joint network linking descriptions from B.C., Yukon, Northwest Territories and Alberta) and ArchivesCanada (formerly CAIN, the Canadian Archival Information Network). In October 2002, the Alberta InSight database of scanned photographs was launched. This was followed in December 2003 by the introduction of Alberta InWord, the database of scanned textual records.

### Why Cinemage?

In 2001, the Archives Society of Alberta received a substantial grant from the Alberta government's Centennial Legacies Grant Program. A certain percentage of proceeds from this grant were allocated for hardware and software purchases for the network, including two servers. As of September 2002, data from Alberta resides in Alberta at Knight Enterprises on servers owned by the Archives Society of Alberta. In addition, a Request for Proposal was submitted for software and, after an extensive review process, the ACT Cinemage Group from Vancouver was chosen to provide the software for the new system. Cinemage is a web-based collection management system that runs on servers located in Calgary, Alberta.

### What is the Purpose of this Manual?

The purpose of this manual is to provide information for Owner/Editors about the Cinemage databases and how to use them. As "owner-editors" of the information in each database, institutional members have the ability to add new descriptions and edit their existing descriptions on-line. They also can access and revise information about their repository, as well as contribute material to Alberta InSight and Alberta InWord.

### What Databases are Available?

At present, there are four databases available within the Archives Network of Alberta.

- **ANA (Archives Network of Alberta) Database** – This is the database of fonds level descriptions from archival institutional members throughout the province. Direct links to the relevant entry in the Repository database are provided, as well as links to scanned material in the Alberta InSight and Alberta InWord databases, if applicable.
- **Repository Database** – This database contains information about the institutional members of the Archives Society of Alberta. Information includes name, address, telephone and fax numbers, a brief description of holdings, web site and e-mail addresses, etc.

- **Alberta InSight** – This is a province-wide repository for images held in archival institutions.
- **Alberta InWord** – This database contains scanned textual records (diaries, letters, etc.)

## Accessing the New Databases

Members of the public can access the databases from the Archives Society of Alberta web page, [www.archivesalberta.org](http://www.archivesalberta.org). Institutional members who wish to input new descriptions, images, etc. or revise their existing information, require a user ID and password. Passwords are distributed in conjunction with training, and all Owner/Editors should complete the necessary training before using the system. Owner/Editor accounts and passwords are created by the System Administrator, and each Owner/Editor will be assigned one account and one password. Owner/Editors have the ability to change their own passwords once assigned; however, all other changes to Owner/Editor accounts will be done by the System Administrator.

## The Role of Institutional Members

Institutional members are responsible for updating and adding their own fonds level descriptions to the system, ensuring the information shown about their repository is complete and up-to-date. They are also responsible for contributing images and the matching descriptions to the provincial image database, Alberta InSight and scanned documents and matching descriptions to Alberta InWord

## The Role of the Archives Society of Alberta

The Archives Society of Alberta, through its Board, contractors, and committees, is responsible for ensuring the ongoing viability of the system and for further developing and refining the various databases. The ASA's System Administrator is responsible for ensuring that new descriptions and revisions that are added to the system are vetted and updated in a timely fashion and for responding to inquiries about the system.

## 2. Acknowledgements

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