

3. Fonds Level Database

Policies

General:

- All records shall be described at the fonds level of description.
- All descriptions shall comply with the *Rules for Archival Description*.
- Participation in ANA is restricted to institutional members of the Archives Society of Alberta (for exceptions, see step number five).

1. Adding/Modifying Records

- a) All additions/modifications to descriptions shall be loaded by Owner/Editors to the back-up server, asaback. The descriptions will then be checked by the System Administrator prior to being loaded onto the primary server, asalive.
- b) After the descriptions have been checked, the System Administrator will contact the institution to advise them that either the upload has been completed, or to discuss any problems that have arisen.
- c) Only the System Administrator can change the "status code" designations on records added by individual Owner/Editors.
- d) Asaback will be checked a minimum of once every two weeks to ensure that updates are done on a timely fashion.
- e) While it is expected that additions/modifications will be done by institutional members on a regular basis, regular reminders about doing updates will be sent out on a quarterly basis (via asa-l).

2. Bulk Uploading

- a) Minor updates and small additions should be done using the edit screens; however, for significant additions and extensive revisions to existing descriptions, the bulk uploading option should be used.
- b) It is recommended that bulk uploads be done 3-4 times per institution per year at the most.
- c) All bulk uploads will be done by the System Administrator. Institutions will be notified as soon as the bulk uploads have been completed.
- d) In order to facilitate bulk uploads, all institutions are to maintain a permanent, unique identifier for each record in the ANA database.

3. Level of Description

In general, the ANA database is for fonds level descriptions. Sous-fonds may be included; however, it is recommended that series, file and item descriptions be described in on-line finding aids that can then be linked to the fonds level description.

- a) Sous-fonds – As mentioned above, sous-fonds may be included in the fonds level database; however, in all cases, the fonds level description(s) must be completed before the sous-fonds are added. The sous-fonds description must state which fonds it belongs to, and it is recommended that the Scope and Content field be used for this purpose (i.e. forms part of...). The Related note could also be used to clarify the relationship.
- b) Collections – Collections may be included in the ANA fonds level database. The title of a collection should consist of the name of the collector followed by the word collection (i.e. John Brown collection). For other types of collections, the nature of the collection should be included (i.e. the Allied Arts Centre theatre program collection). The administrative history for a collection should outline the context of how the collection was created.
- c) Items – It is recognized that a fonds may consist of one item (or a small number of items). Single item fonds may be included in the ANA fonds level database; however, the description should always be done at the fonds level as outlined in *RAD*.

4. Monitoring of feedback/questions from ANA database

The ANA database will contain a feedback mechanism for inquiries and comments which will be monitored on regular basis by the System Administrator. Responses to questions will be provided as quickly as possible; with maximum turn-around time not to exceed one week.

5. Exceptions

- a) *Inclusion of records from institutions who are currently associate members* – existing descriptions will be retained in the fonds level database.
- b) *Inclusion of records from former institutional members who are no longer institutional or associate members* – existing descriptions will be retained in the fonds level database. Contact information with the institutions is to be updated annually by the System Administrator.

List of Fields – Fonds Level Database

Fields	Explanation	Required vs. Suggested Fields
Title and Statement of Responsibility	This element consists of the name of the creator and the nature of the archival unit. The title should be consistent with the rest of the description and should be given at the fonds level of description. Proper names and the names of corporate bodies should be capitalized, but not the words family or fonds; <i>Smith family fonds</i> . In cases where there is a higher-level body, include the name of the higher-level body in the title; <i>University of Calgary Board of Governors fonds</i> . Statements of responsibility appear in conjunction with formal titles and are primarily used at the item level of description. For additional information, see <i>RAD</i> , Chapter 1.1.	Required
Alternative title	This element provides information about an alternative title, if applicable. For additional information, see <i>RAD</i> , Chapter 1.B1.	Suggested (if known)
Dates of Creation	This element consists of the dates during which the records in the unit were created. Dates should be expressed as either a single date or a range of dates that is inclusive of all records contained within the fonds. Ensure that the earliest and latest dates of the records are included. Predominant dates should follow the main dates and be preceded by a comma; <i>1905-1970, predominant 1940-1965</i> . Dates of birth and death of the creator should be included in the Biographical Sketch element, along with other information about the creator. For additional information, see <i>RAD</i> , Chapter 1.4. Note: Search dates fields, showing the beginning date and end date of the records, should also be included.	Required
Physical description	This element consists of the extent of the unit being described as well as the Specific Material Designation (SMD). The extent statement should describe the size and volume of material and should include all items. If there are three or fewer special classes of material, give the physical extent and SMD for each. If there are more than three, give the physical extent plus the SMD of the most predominant special class of material, followed by the phrase "and other material". Details of the remaining material should be provided in the Physical Description note. The Specific Material Designation (SMD) is the name of the special class or material to which the unit being described belongs; i.e. for graphic material, SMDs include photographs, paintings, drawings, etc. For a list of the SMDs for different types of media, refer to the .5B1 rules of each media chapter in <i>RAD</i> . For additional information, see <i>RAD</i> , Chapter 1.5.	Required

Biographical Sketch/ Administrative History	<p>This element gives contextual information about the creator(s) of the records.</p> <p>Administrative histories, which are used when the creator is a corporate body, should contain the following information:</p> <ul style="list-style-type: none"> • Dates of founding and/or dissolution • Mandate/sphere of functional responsibility • Predecessor and successor bodies • Administrative relationships with bodies having authority or control over the corporate body • Administrative structure • Changes in the official name of the corporate body • Name(s) of chief officer(s) • Other significant information <p><i>Biographical sketches, which are used when the creator is a person or family, should contain the following information:</i></p> <ul style="list-style-type: none"> • Name(s) • Place of residence • Education • Occupation, life and activities (include facts about marriage, children, etc. if applicable) • Other significant information • For additional information, see <i>RAD</i>, Chapter 1.7B. 	Required
Custodial History	<p>This element is used to record details relating to where, when and by whom the material has been transferred and maintained from the time it left the possession of the creator until the time that it reached the Archives. When the material is acquired directly from the creator, this information should be recorded in the Immediate Source of Acquisition field. For additional information, see <i>RAD</i>, Chapter 1.7C.</p>	Required, but not always needed
Scope & Content	<p>This element should contain an introductory phrase (i.e. Fonds consists of.. or Series comprises...). At the fonds level, the following information should be included:</p> <ul style="list-style-type: none"> • The function or activity that generated the records • The time period in which the records were created, accumulated and used • The geographic area to which the records pertain • The arrangement or organization of the records • The documentary form(s) of the records (e.g. reports, minutes, diaries, correspondence, etc.) • For additional information, see <i>RAD</i>, Chapter 1.7D. 	Required
Title Source	<p>This is a required element when the title is supplied. This element should not be used if the unit has a formal title. For additional information, see <i>RAD</i>, Chapter 1.8B2.</p>	Required
Date Note	<p>This element is used records notes on dates and any details pertaining to the dates of creation, publication, or distribution that are not included in the Date field. For additional information, see <i>RAD</i>, Chapter 1.8B8.</p>	Suggested

Physical Description Note	This note is used primarily when describing a unit that consists of more than three special classes of material; i.e. the most predominant form of material should be shown in the Physical Description area and a description of the other material provided in this note. For additional information, see <i>RAD</i> , Chapter 1.8B9.	Required, if applicable
Acquisition Source	This note advises users about the immediate prior custodian of the material and often provides information relating to the person's relationship to the material and the date of acquisition. This is the element that should be used when materials are acquired directly from the creator. For additional information, see <i>RAD</i> , Chapter 1.8B12.	Required
Arrangement	This element is used to record information about the arrangement of the unit which contributes significantly to the understanding of the unit but cannot be put in the Scope and Content element. For additional information, see <i>RAD</i> , Chapter 1.8B13.	Suggested
Language	This element is used to record the language or languages of the unit being described. For additional information, see <i>RAD</i> , Chapter 1.8B14.	Required
Originals	This element is used to give the location of the originals, if the unit being described is a reproduction. For additional information, see <i>RAD</i> , Chapter 1.8B15a.	Suggested, if applicable
Other formats	This element is used to provide details when all or part of the unit being described is available in another format(s), either in the institution or elsewhere. For additional information, see <i>RAD</i> , Chapter 1.8B15b.	Suggested, if applicable
Restrictions	This element should include restrictions of access, use (copyright) and reproduction. If there are no restrictions, state "There are no restrictions on access." For additional information, see <i>RAD</i> , Chapter 1.8B16.	Required
Finding Aids	The existence of finding aids should be noted when available. For additional information, see <i>RAD</i> , Chapter 1.8B17.	Required, if available
Associated/related	This element is used when there are records in another institution that are associated with the unit being described. For additional information, see <i>RAD</i> , Chapter 1.8B18.	Suggested, if available.
Accruals	This element is used when the unit being described is not complete, and further accruals are expected. For additional information, see <i>RAD</i> , Chapter 1.8B19.	Suggested, if applicable.

Notes	This element is used to record any other descriptive information that is important but has not been covered in any of the other notes. For additional information, see <i>RAD</i> , Chapter 1.8B21.	Suggested
Record No.	This element is used to record the Record No. that has been assigned to the record by the institution.	Suggested
Repository	The full name of the repository should be shown in this element. Note: the date entered in this element must match the name of the institution shown in the Repository database.	Required
Provenance	This element is used to provide access point(s) to the descriptions. An access point is a name or item by which a descriptive record can be searched and identified. Access points are generally the names of persons, families or corporate bodies having some responsibility for the creation and/or accumulation and use of the archival unit. For additional information, see <i>RAD</i> , Part II.	Required
Part of	This element is used to indicate parent/child relationship links.	Suggested, if applicable
Names	To facilitate searching, the names of persons, families or corporate bodies which are the subject(s) of the records described should be included in this element. This information will normally be found in the Scope and Content field. Although this is not a <i>RAD</i> field, the forms of names to be used (i.e. surname first, then given name) are based on <i>RAD</i> rules. As the creator of a fonds is by definition a subject of the records, the creator's name(s) should also be entered here.	Required
On-line Finding Aid	Enter the link to on-line finding aids when available.	Required, if available
Topic	Refer to the list of topic terms for the fonds level database. A minimum of one and a maximum of three subject groups should be entered for a particular description.	Required

Topic Terms for Fonds Level Database

These topics have been a required element of the ANA fonds level database since its inception. They are used to help users narrow the searches for fonds level descriptions. More than one topic may be used for each fonds level description. The ASA recommends that a maximum of three topics be chosen for each description. The following is a list of the 23 topic terms:

1. Agriculture
2. Arts
3. Commerce and industry
4. Communications
5. Cultural pluralism
6. Education
7. Environment
8. Exploration, discovery and travel
9. Family and personal life
10. First nations
11. Government
12. Health services
13. Labour
14. Land, settlement and immigration
15. Law and justice
16. Military
17. Natural resources
18. Politics
19. Religions
20. Science and technology
21. Sports, recreation and leisure
22. Transportation
23. Women

AGRICULTURE

Scope note: The science or art of cultivating the soil, harvesting crops, and raising livestock.

- Individuals/family farms (ranching, grain, and mixed)
- Corporate or commercial farming
- Agribusiness (processing, marketing, transport)
- Academic research and programs
- Lobby and professional groups
- Cooperatives, irrigation districts

ARTS

Scope note: Used broadly for the area that encompasses both performing and visual arts.

- Individual artists (musicians, actors, painters, dancers, professional writers, architects)
- Institutions (foundations, museums, schools)
- Entertainment companies and cultural organizations
- Architectural and other arts-related businesses

COMMERCE AND INDUSTRY

Scope note: Used for the broad area of commercial or mercantile activity involving the exchange of commodities, services, or financial resources.

- Individuals
- Businesses, industries
- Business-related associations and chambers of commerce

COMMUNICATIONS

Scope note: Used for the broad area of communications, including regulatory and professional organizations relating to communications.

- Individuals (journalists, broadcasters, etc.)
- Communication companies and cooperatives (newspapers, radio and TV stations, cable companies, rural mutual telephone companies, advertising companies, etc.)
- Communications infrastructure (telephone lines, satellites, Internet)
- Regulatory and professional organizations

CULTURAL PLURALISM

Scope note: Cultural movement promoting the existence and full participation of a number of diverse ethnic, racial, religious, or social groups within the larger community. The condition in which numerous ethnic, religious, or cultural groups exist together in one society.

- Individuals or groups working toward the preservation of a particular community (Danish-Canadian Club, Jewish Historical Society, etc.)

EDUCATION

Scope Note: Includes activities and structures relating to educational activities for students of all ages.

- Individual educators
- Students
- School divisions
- Universities and colleges
- Private schools
- Vocational/continuing education
- Regulatory and support organizations (parent teacher associations, etc.)

ENVIRONMENT

Scope Note: For the subject of environment in general, including nature.

- Individuals
- Conservation/environmental organizations
- Parks, game preserves, natural areas
- Recycling/environmental businesses

EXPLORATION, TRAVEL AND DISCOVERY

Scope note: Activities relating to exploration and travel in the pre-settlement period.

- Explorers, adventurers, surveyors
- Early contact with First Nations
- Travel diaries

FAMILY AND PERSONAL LIFE

Scope Note: Activities pertaining to personal relationships between people; includes a society's social, artistic and intellectual inheritance from the past.

- Individuals, families, elderly, children
- Support, charitable, fraternal organizations
- Sexuality (gays and lesbians)
- Records documenting personal relationships (diaries, love letters)

FIRST NATIONS

Scope note: Canadians of native ancestry recognized by the census: Indians (including non-status Indians), Métis and the Inuit.

- Individual Indian, Métis and Inuit
- Bands, agencies, treaties
- Department of Indian Affairs
- Businesses on reserves
- Associations (i.e. Métis Association of Alberta)
- Native schools
- Religious orders operating on reserves (schools, hospitals, etc.)

GOVERNMENT

Scope note: For the conduct of and participation in government in the broadest sense.

- Government records (legislature, city councils, departments, agencies)
- Officials (mayors, premiers, MLAs, ministers, civil servants)
- Support associations (i.e., rural municipalities associations)

HEALTH SERVICES

Scope note: Activities or systems directed at maintaining or improving health.

- Individuals (doctors, nurses, dentists, pharmacists, chiropractors, etc.)
- Businesses and corporations (i.e., pharmacies)
- Professional and promotional organizations
- Medical schools

LABOUR

Scope note: The representation of workers interests and activities.

- Individuals
- Labour and union organizations
- Arbitration boards
- Events (strikes, lockouts)
- Social groups affiliated with unions

LAND, SETTLEMENT AND IMMIGRATION

Scope note: Activities involved with the act of claiming, settling, and immigrating to a new land.

- Land settlement companies
- Land surveyors
- Organizations involved in sponsoring/supporting immigrants

LAW AND JUSTICE

Scope note: Includes the activities and structures involved with the administration of law and justice.

- Individuals (lawyers, judges, magistrates, police officers, criminals)
- Police forces (RCMP, APP, city forces, etc.)
- Courts, prisons, remand centres

MILITARY

Scope note: Covering organized warfare and military institutions in general, as well as specific wars, personalities, engagements, units, weaponry, uniforms, and other military artifacts.

- Armed forces
- Individual participants (i.e., combatants)
- Militia
- Organizations and veterans' organizations

NATURAL RESOURCES

Scope note: Activities by individuals or corporations relating to natural resources in the broadest sense.

- Individuals
- Industries and businesses (coal, forestry, petroleum, minerals, fur trade, etc.)
- Regulatory and professional organizations

POLITICS

Scope note: For the conduct of and participation in political activities in the broadest sense.

- Individuals (politicians, campaigners, party members)
- Parties
- Political organizations

RELIGIONS

Scope note: Designates the various personal and institutional relationships between human beings and what they regard as holy, sacred, or divine, usually a deity or spiritual force.

- Individuals (missionaries, ministers, etc.)
- Churches and denominations
- Associations
- Schools, charities, missions, hospitals run by religious orders or groups
- Religious orders

SCIENCE AND TECHNOLOGY

Scope note: The study and application of science. Technology involves the application of science to achieve practical objectives.

- Individuals (scientists, researchers)
- Research foundations/institutes
- Schools of technology
- Professional organizations
- Clubs, users' groups

SPORTS, RECREATION AND LEISURE

Scope note: Occupations, amusements, or physical activities carried out by humans and animals for their own sake or for relaxation and entertainment.

- Individuals
- Sports, recreation and leisure organizations (i.e., tennis clubs, sketch clubs)
- Professional and amateur sports teams
- Recreation businesses

TRANSPORTATION

Scope note: The act and means of transporting from one place to another.

- Individuals
- Businesses and corporations (bus companies, airlines, municipal transit)
- Facilities and infrastructures (airports, harbours)
- Professional and labour organizations (railway workers unions, etc.)

WOMEN

Scope note: Subject area encompassing the history, the social, the political, and the cultural situation of women.

- Individuals
- Societies and clubs
- Facilities catering specifically to women (women's shelters, Grace Hospital, etc.)

Adding/Modifying Records in the Fonds Level Database

Adding Records: On-line Option

1. Institutional members log into the ANA database using their ID and password at the Member Log-In screen on the ASA's web site (www.archivesalberta.org).
2. Choose "Archives Network of Alberta".
3. To add a new entry, select the "Add a New Entry" option at the bottom of the screen.
4. Enter the information in the fields provided. For information about a particular field, click on the *name* of the field and a pop-up box will appear with an explanation.
5. Information that is entered in the "Dates" field should be compliant with RAD. The earliest and latest dates of the records should also be entered in the Date 1 and Date 2 fields above (in the line that starts with "Status Code").
6. Certain fields have been populated with information that is frequently used (i.e. the Restrictions field contains the following default: "There are no restrictions on access.") If this information is not applicable, the information can be deleted and replaced with the correct information.
Note: Codes that appear in the fields, such as "aw", are necessary and should not be deleted.
7. Select up to three of the ASA topic terms shown in the check boxes. Refer to the "Topic Terms for Fonds Level Database" section of this manual for additional information about the topic terms.
8. For the Provenance and Name Fields, add one complete name (i.e. first and last) per box. If additional boxes are required, update the description, and more boxes will appear. Refer to *RAD* Part II, for the correct way of entering access points.
9. Once the entry is complete, click "Add" to review the description (it will appear on the screen).
10. Once the addition of the entry is complete, use the Navigation bar near the top of the screen to continue with another description or to exit the system.

Modifying Records: On-line Option

1. Institutional members log into the ANA database using their ID and password at the Member Log-In screen on the ASA's web site (www.archivesalberta.org).
2. Choose "Archives Network of Alberta".
3. To modify an existing description, search for the specific record in the ANA database.
4. Once the record has been found, display the record on the screen.
5. Choose the "Modify This Item" option at the bottom of the screen.
6. When the record appears, make whatever editing changes are necessary to revise the entry.
7. Once the entry is complete, click "Update" and review the description (it will appear on the screen after you click "Update").
8. Once the update is complete, use the Navigation bar near the top of the screen to continue with another description or to exit the system.

Although the ASA System Administrator will check asaback regularly for new and revised entries, participants can e-mail the System Administrator to indicate the presence of new or revised descriptions on the back-up server. This can be done using the "Feedback" option shown at the top of the screen, which generates an e-mail form that will be sent directly to the System Administrator when complete.

Adding/Modifying Records: Bulk Upload Option

1. Participants in the ANA database have the option of "bulk uploading" their descriptions.
2. "Bulk uploading" involves the creation of a file, either through creating a standard word processing document or exporting a database, which contains descriptions with the codes necessary to add these descriptions to the ANA database.
3. Bulk uploads can be used when an institution has a large number of new entries to add to the database or wants to overwrite all the existing entries in the database with revised entries.
4. When doing a bulk upload of new descriptions, institutions should go through the following steps:
 - Organize and verify the correctness and completeness of the data in the fonds- or item-level descriptions. Do not repeat fonds or items previously uploaded to the database; to do so will disturb any existing linkages between the ANA and Alberta InSight databases.
 - When satisfied with the accuracy and completeness of the data, create a dump report containing tagged or ASCII formatted data. In InMagic, use the InMagic tagged format (the .dmp extension). You can verify the contents of the newly created dump file by opening it with Wordpad (part of MS Windows).
 - Attach the dump file to an e-mail sent to the System Administrator. Include in your e-mail the total number of new descriptions that you are submitting. If the fields used are different from the standard mapping of fields, you should also list the fields that you have used in the body of the e-mail.
5. If you have any questions about the bulk uploading process, it is recommended that you contact the System Administrator.

Tips for Writing Descriptions in an On-line Environment

The extensive system of national archival information networks, which includes the Archives Network of Alberta (ANA) database, provides a powerful tool for archivists to make their holdings available to a global audience of researchers. While each archives has its own type of finding aids and descriptions of records, writing descriptions in this on-line environment requires archivists to examine how their descriptions will be viewed on-line. While the RAD principles behind the fields remain the same, their application in the on-line, networked environment changes.

- **TITLE AND STATEMENT OF RESPONSIBILITY**

- Field consists of the name of the records creator and the nature of the archival unit.
 - *Example:* The title "Emily Murphy fonds" would indicate the records created and received by Emily Murphy.
- With subordinate bodies of large organizations, ensure that the title is distinct enough to set it apart from other records creators with similar names. This is particularly important because ANA database records are included in regional and national networks.
 - *Example:* Every university archives in Canada is likely to have a Board of Governors fonds, but only the University of Calgary Archives will have the University of Calgary, Board of Governors fonds.

- **PHYSICAL DESCRIPTION**

- Be consistent in use of terminology for different types of media. Use the .5B1 rules of each media chapter in RAD for guidance regarding terminology for media.
 - *Example:* Albums, LPs, records, phonograph records and audio discs all mean the same thing.
- "Rule of Three" – use the Physical Description Notes field if more than three media are present.

- **ADMINISTRATIVE HISTORY / BIOGRAPHICAL SKETCH**

- For corporate bodies: dates of founding and dissolution, mandate or sphere of functional responsibility, predecessor or successor bodies, administrative relationships with bodies having control over this body, administrative structures, changes in official name, names of chief officers
- For individuals: name(s), place and dates of birth and death, facts of marriage and names of children, place of residence, education, occupation, life and activities, other significant information
- Be as concise as possible while including the basic elements. Most Internet users "scan" and do not read lengthy text in detail. The goal of most users is to find information as quickly as possible.
- Links from ANA descriptions to on-line finding aids can provide users with more detailed information, so the database entry can be briefer than a full-fledged history in an inventory.
- Always include the level of description at the start of this field: "The fonds consists of..."

- Include information relevant to the fonds-level overview of the records. When listing the types of records found in the fonds, it is possible to refer to some significant materials at lower levels without overwhelming the description.
 - *Example:* The fonds consists of Joan Paxton's diaries, correspondence and photographs. Includes correspondence with Celia Franca of the National Ballet of Canada as well as photographs of Paxton's performance in Swan Lake.

- **HTML Coding**
 - To present text in italics: `Text`
 - To present text in bold: `Text`
 - To add hyperlinks: `www...`

- **OTHER GUIDING PRINCIPLES**
 - Assume that the researcher is not knowledgeable about the fonds you are describing.
 - Assume that researchers will expect access to anything described on-line, barring any restrictions outlined in the description.

Glossary

Asaback	One of two servers owned by the Archives Society of Alberta; is used as a back-up server for the testing and loading of institution's revisions, additions and bulk uploads.
Asalive	The second of two servers owned by the Archives Society of Alberta; is the production/public server that houses all active descriptions.
Bulk uploading	Bulk uploading is used to import records in bulk from other, external databases.
Cinimage	Software purchased by the ASA for the ANA databases.
Owner/Editor accounts	Accounts that are assigned to current institutional members of the ASA; Owner/Editors are able to upload revisions and additions to their descriptions directly to the back-up server, asaback.
Status Code	The means by which the System Administrator can determine which descriptions have been vetted and which have not.
System Administrator	The ASA contractor responsible for vetting/testing all descriptions prior to distributing the files to the production/public server, asalive.