

4. Repository Database

Policies

1. All ASA institutional members will have an entry in the "Directory of Members" section of the ASA's web site, www.archivesalberta.org. Associate institutional members with entries in the ANA database will also have an entry.
2. Members with a page in the on-line directory will review their directory entry regularly to ensure that all information related to the institution is current and correct.
3. The System Administrator will update the changes on a monthly basis to asalive.

List of Fields – Repository Database

Fields	Required vs. Suggested Fields
Repository Name	Required
Web site	Required (if available)
Sponsor	Suggested (if applicable)
Contact	Required
Address	Required
Phone	Required
E-Mail	Required (if available)
Hours	Required
Summary	Required
Holdings	Required
Notes	Suggested
Mailing Address	Required
Fax	Required (if available)
On-line Resources	Suggested (if available)
City	Required
Type	Not currently being used

Modifying Repository Information

1. Institutional members will log into the ANA database using their password from the Member Log-In screen on the ASA web site (www.archivesalberta.org).
2. Choose "Alberta Archival Repositories."
3. To modify an existing entry, search for the specific record in the repository 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).
8. Once the addition or modification of the entry is complete, use the Navigation bar at the top of the screen to navigate the system.

Note: If the name of your institution changes, please contact the System Administrator, who will ensure that your name is changed in all the databases.