

Table of Contents

1. Overview
2. Acknowledgements
3. Fonds Level Database
 - Policies
 - List of Fields – Fonds Level Database
 - Topic Terms
 - Adding/Modifying Records in the Fonds Level Database
 - Tips for Writing Descriptions in an On-line Environment
 - Glossary
4. Repository Database
 - Policies
 - List of Fields – Repository Database
 - Modifying Repository Information
5. Alberta InSight Database
 - General and Description Guidelines
 - List of Required and Suggested Fields
 - Tips for Writing Image Descriptions in an On-line Environment
 - Alberta InSight Topic Terms
 - Scanning Guidelines
 - Submission of Images and Text for Alberta InSight
 - Technical Standards Guidelines
 - Digitization Resources
 - Glossary
6. Alberta InWord
 - General Guidelines
 - Description Specifications
 - List of Required and Suggested Fields
 - Topic Terms
 - Scanning Guidelines
 - Submission of Scanned Documents and Descriptions
 - Tips for Scanning Documents
7. Appendix One: Cinemage Additional Information
8. Appendix Two: Intellectual Property Rights
9. Appendix Three: Digitization and Archives
10. Appendix Four: Cinemage System Content Editor Manual