Adlib – Field guide

STATE LIBRARY®
NEW SOUTH WALES

INTRODUCTION

This guide documents data fields in the Archives (catalogue) module in Adlib, providing the following information:

- Field name
- When to use field – including mandatory fields, system generated fields, repeatable fields and fields not in use
- Adlib field tag – used in Advance search
- Description of field and where further information can be found.
- Whether the field displays to the public or is an internal field.

The guide is arranged by the cataloguing tabs in Archives (catalogue).

IDENTITY STATEMENT

Repository name	Not in use			N/A
Code	Not in use			N/A
Reference code	Numeric (system generated)	object_number	A unique record identifier for the unit being described.	Public
Title	Mandatory (system)	title	The name of the unit of description. Additional information: ACMS Manual - Title	Public

Date(s) (free text)	Mandatory (for SLNSW)	production.date.notes	Date(s) when materials were created or accumulated. *Adlib – Identity Statement* *Guidelines for entering free text dates and date ranges* (Intranet)	Public
Date (early)	Mandatory (for SLNSW)	production.date.start	Allows users to limit a search by date. *Adlib – Identity Statement* *Guidelines for entering free text dates and date ranges* (Intranet)	Public - facet (Primo)
Date (late)	Mandatory (for SLNSW)	production.date.end	Allows users to limit a search by date. *Adlib – Identity Statement* *Guidelines for entering free text dates and date ranges* (Intranet)	Public - facet (Primo)
Level	Mandatory (for SLNSW) Select one value	description_level	To identify the level of arrangement of the unit of description. Documents the relationship between the collection and its components. Additional information: ACMS Manual – Level of description	Public
Extent	Mandatory (for SLNSW) Repeatable	dimension.free	Used to indicate the quantity of the unit being described. Additional information: ACMS Manual – Extent and Material	Public
Physical characteristics	Frequently (especially at item level) Repeatable	dimension.free.phys_characteristics	Used to indicate the physical nature of the unit being described. Additional information: ACMS Manual – Extent and Material	Public

Dimensions	Frequently (especially for pictorial items) Repeatable	dimension.free.dimension	Used to indicate the dimensions of the unit being described.	Public
Object category	Mandatory (for SLNSW) Repeatable	object_category	Used to describe material type *Adlib – Identity Statement Guidelines for entering Object category* (Intranet)	Public

Encoding level	Mandatory (for SLNSW) Select one value	encoding_level	Records the level of record completeness for internal statistical purposes. **Material on Offer** A brief single record created for official offers of material or recommendations by CS&D to acquire material. **Preliminary** A brief single record created for in demand material (eg. digitisation request). Cataloguing to be completed at a later date. **Accession** A single record entry to record the receipt of material into the Library. With the exception of any restrictions access to the material will require prior notice. **Minimum (i.e. Standard)** A single record with minimal or no arrangement. With the exception of any restrictions the material will be available for immediate use. **Less-than-full level, material not examined** USE ONLY FOR eRecords Project A single record that falls between minimal level and full. Created from an extant description of the material (e.g. catalogue card) without re-inspection of the physical item. Used primarily for retrospective conversion. Authoritative headings may not be current. **Full** Applies to fully arranged and described material at any level.	Internal

Call number	Mandatory (for SLNSW, except for born digital collections) Repeatable	call_number	The call number of the unit of description. Additional information: ACMS Manual – Local Identifier	Public
Numbers - Type	Not in use			N/A
Numbers - Number	Not in use			N/A
Numbers - Institution	Not in use			N/A
Numbers - Date	Not in use			N/A
Dimensions - Part	Not in use			N/A
Dimensions - Dimension	Not in use			N/A
Dimensions - Value	Not in use			N/A
Dimensions - Unit	Not in use			N/A
Dimensions - Precision	Not in use			N/A
Dimensions - Notes	Not in use			N/A

CONTEXT

| Creator | Use when known (follow rules for hierarchical cataloguing)

Repeatable | creator | The person, family, or corporate body that created, accumulated, and/or maintained and used the unit being described.

Additional information: ACMS Manual – Creator

(See also AUTHOR/ARTIST element). | Public |
|---|---|---|---|---|
| **Archival history** | Not mandatory | object_history.note | To provide information on the history of the unit of description that is significant for its authenticity, integrity and interpretation.
Additional information: Adlib - Immediate source of acquisition and Archival history procedure | Public |
| Ownership history | Discontinued (Nov. 2019) | owner_hist.notes | To provide information on changes of ownership and custody of the unit being described that are significant for its authenticity, integrity, and interpretation. | Public |
| **Accession number** | Auto-populated when a catalogue record is derived from an Accession record | related_accession_number | | Internal |
| **Immediate source of acquisition** | Mandatory - if known and not confidential (follow rules for hierarchical cataloguing) | acquisition.notes | Name of the person, corporate body, or family from whom the collection was directly acquired, the date(s) of acquisition, and the method of acquisition, IF NOT CONFIDENTIAL.

Additional information: Adlib - Immediate source of acquisition and Archival history procedure | Public |
| **Parent level unit of description – Part of** | Always for child records in hierarchical record structure | part_of_reference | Reference code of the Parent record | Public - facet (Primo) and hierarchy browsing |

Parent level unit of description – Notes	Not in use			N/A
Child level units of description - Parts	Always for parent record in hierarchical record structure Repeatable	parts_reference	Reference code of child records	Public - facet (Primo) and hierarchy browsing
Child level units of description - Notes	Not in use			N/A

CONTENT AND STRUCTURE

Scope and content	When required	content.description	To provide information about the nature of the materials and activities in the unit being described to enable users to judge its potential relevance. The scope and content element is a summary of information about the intellectual characteristics of the described material and the kinds and types of information contained therein. Give information about the scope and content of the unit being described, appropriate to the specific level of description Additional information: ACMS Manual -Scope and Content	Public
Content keyword person/institution – Name type	When required – use Author/Artist and/or person Repeatable	content.person.name.type	Enables users to discover, identify and retrieve relevant materials via authority controlled access points. **AUTHOR/ARTIST** Access points for the name of organisation(s) or the individual(s) responsible for the intellectual or artistic content of a unit of description. Author/Artist(s) should not be confused with creators of records (See also CREATOR element). **PERSON** Access points for proper names and the names of particular things or events which are the subject of the unit of description. Additional information: ACMS Manual – Author/Artist and Name	Public

Content keyword person/institution - Name	When required – use Author/Artist and/or person Repeatable	content.person.name	As above	Public
Content keyword – Subject type	When required – use geography and/or subject and/or topic Repeatable	content.subject.type	**GEOGRAPHY** Access points for the geographic names of the unit of description. Textual Material and Sound Recordings Generally textual material `about' geographic places.  Graphic Material Generally graphic material showing images `of' places, buildings and other structures. **SUBJECT** Access points to enable the user to select and retrieve the subject(s) of the unit of description. Content standard: Library of Congress Subject Headings (LCSH) **TOPIC** Index terms for identifiable objects, people, places, structures, and activities of the unit of description. Content standard: Australian Pictorial Thesaurus (no longer supported by the Library, alternative thesaurus being investigated). Additional information: ACMS Manual – Geographic Place, LC Subject, and Topic	Public

Content keyword - Subject	When required – use geography and/or subject and/or topic Repeatable	content.subject	As above	Public
Appraisal, destruction and scheduling	When required	disposal.notes	Information on any appraisal, destruction, and scheduling action that may affect the interpretation of the unit being described. Examples Appraisal, Destruction, and Scheduling Information: Original nitrate negatives destroyed after copying, Nov 1987 Appraisal, Destruction, and Scheduling Information: This collection originally included a thermal photocopy of the Nobbs family tree, taken from Descendants of the mutineers of the Bounty / Harry L. Shapiro. Honolulu, Hawaii : the Museum, 1929. pp 98-106 (Memoirs of the Bernice P. Bishop Museum ; vol. 11, no. 1), that had deteriorated. It was destroyed and replaced with another photocopy from the above source in August 2008.	Public
Accruals	When required	accruals	To inform the user of foreseen additions to the unit being described. Examples Accruals: Further papers are expected Accruals: Further photographs are expected	Public

System of arrangement	When required	system_of_arrangement	SYSTEM OF ARRANGEMENT To provide information on the current internal structure, order, and/or system of classification of the unit being described. Examples: System of Arrangement: This collection is arranged into eleven series. System of Arrangement: This series is arranged into fourteen sub-series. Each sub-series is arranged chronologically. System of Arrangement: Scripts in this series are arranged alphabetically by the title of the script.	Public

CONDITIONS OF ACCESS AND USE

Conditions governing access (drop down)	When required Repeatable	access_category.notes	Information on the legal status or other regulations that restrict or affect access to the unit of description. **Pictures collection** Public display: For access to this pictures collection please submit your request through Ask a Librarian **Manuscript collection** Public display: For access to this manuscript collection please submit your request through Ask a Librarian **Partly restricted** **Restricted** **Oral history collection** Public display: For access to this oral history collection please submit your request through Ask a Librarian **Partly restricted – Sensitive** **Restricted – Sensitive** **Access to collection**	Public
Conditions governing access (free text field)	When required Repeatable	access_category.notes.extra	Information on the legal status or other regulations that restrict or affect access to the unit of description. Include year of expiry of restriction and any explanatory text.	Public
Period closed in years	Not in use			N/A
Closed until	Not in use			N/A

Material status	Mandatory (for SLNSW) Select one value	archive_status	Records the status of the material for internal statistical purposes. **Backlog** Uncatalogued material **Retrospective** Previously catalogued material e.g. card catalogues **Current** New acquisitions	Internal

| Physical access conditions (drop down) | When required

Repeatable | physical_access_conditions | Information about any physical characteristics that affect the use of the unit of description.

MMS via appointment
Access to this manuscript collection via appointment only. Please submit your request through Ask a Librarian.
USE for Supervised viewing of Manuscript collections

Pictures via appointment
Access to this pictures collection via appointment only. Please submit your request through Ask a Librarian.
USE for Supervised viewing of Picture collections
Applies to identified fragile material including Negatives; Slides; Items in Framed Pictures Storage; Miniatures; Medallions; Objects/Realia and known desirable items such as photographs of ships etc.

Offsite
This material is held offsite and can take up to four days to retrieve.
USE for collections/items held OFFSITE

OH master via request
Master tape only. For access to this oral history collection please submit your request through Ask a Librarian.
Master tape only, not to be issued

MSS unprocessed
This manuscript collection is awaiting further processing. Usually 5 working days notice is required for access. Please submit your request through Ask a Librarian.
USE for unrestricted and partly restricted Manuscript ACCESSION RECORD(s)

Pictures unprocessed | Public |

			This pictures collection is awaiting further processing. Usually 5 working days notice is required for access. Please submit your request through Ask a Librarian. USE for unrestricted and partly restricted Pictures ACCESSION RECORD(s)	
			Cold storage via appointment This material is held in cold storage and requires 3 working days notice to retrieve. Please submit your request through Ask a Librarian. USE for items (negatives) in COLD STORAGE	
			OH unprocessed This oral history collection is awaiting further processing. Usually 5 working days notice is required for access. Please submit your request through Ask a Librarian. USE for unrestricted and partly restricted Oral History ACCESSION RECORD(s)	
			Offsite via appointment	
Physical access conditions - Notes	When required Repeatable	physical_access_conditions.notes	Explanatory text for any physical access conditions.	Public

Rights (drop down)	Mandatory (for SLNSW) Repeatable	rights.notes	Identify any restrictions on reproduction or further use of the unit of description after access has been provided. Use this element at ALL levels of description Select value(s) Copyright held by the Crown Out of copyright Copyright status: Public domain Copyright restrictions may apply Approval for reproduction needed Research & study copies allowed Restricted Copyright status Copyright holder Rights and Restrictions Information Please acknowledge Approval for publication required Additional information: ACMS Manual – Conditions Governing Reproduction and Use	Public
Rights (free text field)	Mandatory (for SLNSW) Repeatable	rights.notes.extra	Explanatory text for rights notes. Additional information: ACMS Manual – Conditions Governing Reproduction and Use	Public

Language	When required Repeatable	inscription.language	To identify the language(s), script(s) and symbol systems employed in the unit being described. Complete this field only if the unit of description includes records in a language other than English. If records in other languages include English language material, then English should also be entered. Enter the most common language first. Additional information: ACMS Manual – Language/Scripts	Public
Script	Not in use			N/A
Language/scripts - Notes	When required Repeatable	inscription.notes	Explanatory text for Language/Scripts Additional information: ACMS Manual – Language/Scripts	Public
Physical characteristics	Not in use			N/A
Handling recommend.	When required	recommendation.handling	Provide information about access restrictions due to any technical requirements that restrict, or otherwise affect, access to the unit being described. Note any software and/or hardware required for access.	Public
Finding aids	When required	finding_aids	To identify any finding aids to the unit being described.	Public

ALLIED MATERIALS

Existence and location of originals	When required	existence_of_originals	Used to indicate the existence, location, and availability of originals where the unit of description consists of copies. Rule: Use when the original is NOT held by the State Library of NSW.	Public
Existence and location of copies (drop down)	When required Repeatable	existence_of_copies	Used to indicate the existence, location and availability of copies of the unit being described. Copies to be issued instead of originals. This element may be used at all levels of description. As further copies are made available UPDATE this element. Select value(s) Copy Print Digitised Microfilm Partially digitised Photocopy Sound Recording Video Cassette Available on open access in the Mitchell Library Reading Room Partially microfilmed Refer to Contents for location numbers Additional information: ACMS Manual – Existence & Location of Copies	Public

Existence and location of copies - Notes	When required Repeatable	existence_of_copies.notes	Explanatory text for Existence and location of copies. Additional information: ACMS Manual – Existence & Location of Copies	Public
Related object	DO NOT USE – FURTHER TESTING OF THIS FIELD REQUIRED	related_object.reference	To identify archival materials that are related to the unit being described, either in the State Library of NSW, in other repositories, or in the custody of the creator. Information about materials that are not physically or logically included in the material described (i.e. NOT part of the one collection, or accession) but may be of use to a user because of an association to the materials described. NOT used for Aggregated/Collection/Series/Item or Part relationships in multilevel descriptions.	
Related units of description - Association	Not in use			N/A
Related units of description - Notes	DO NOT USE – FURTHER TESTING OF THIS FIELD REQUIRED	related_object.notes		
Publication note (free text)	When required Repeatable	documentation.free_text	To identify any publications that are about or are based on the use, study, or analysis of the unit being described. Provide sufficient information to indicate the relationship between the publication and the unit being described.	Public

Digital references - Description	When required Interim use of field – to link URL to view image collection	digital_reference.description	eg. Digital collection http://archival.sl.nsw.gov.au/Details/archive/110587135	Public
Digital references - Reference	When required	digital_reference	eg. Digital collection http://archival.sl.nsw.gov.au/Details/archive/110587135	Public
Finding aids	DUPLICATE FIELD – SEE CONDITIONS OF ACCESS AND USE			

DOCUMENTATION
TAB NOT IN USE

REPRODUCTIONS

Reference	System generated (from Rosetta) Repeatable	reproduction.reference	Rosetta File number (FL number)	Public

Rosetta IE	System generated (from Rosetta) Repeatable	reproduction.Rosetta.intellectual_entity	Rosetta Intellectual entity (IE number)	Public
Rosetta doc./page	System generated (from Rosetta) Repeatable	reproduction.Rosetta.document_page		Internal
Representation	System generated (from Rosetta) Repeatable	reproduction.Rosetta.representation		Internal
Type	Not in use			N/A
Format	Not in use			N/A
Date	Not in use			N/A
Rosetta images	Not in use			N/A

Notes	When required Repeatable	reproduction.notes	Used to indicate the existence of photographic copies. For staff use only. Indicate if colour negative, colour transparency or B&W Negative available Enter the Size and Location number. If available provide the source & date of the photographic copy. Size Guide: (35 mm) (6 x 4.5 cm) (6 x 7 cm) (5 x4")	Internal

CONDITION/CONSERVATION

Preservation form	Not in use			N/A
Preservation form - Notes	Not in use			N/A
Completeness	Not in use			N/A
Notes	Not in use			N/A
Checked by	Not in use			N/A
Date	Not in use			N/A
Condition - Part	Not in use			N/A
Condition	Not in use			N/A
Notes	Not in use			N/A
Checked by	Not in use			N/A
Date	Not in use			N/A

Conservation request - Treatment	DO NOT USE – FURTHER INVESTIGATION OF THIS FIELD REQUIRED	conservation_request.treatment		Internal
Requester	Not in use			N/A
Reason	DO NOT USE – FURTHER INVESTIGATION OF THIS FIELD REQUIRED	conservation_request.reason		Internal
Status	Not in use			N/A
Date	Not in use			N/A
Treatment number	Not in use			N/A
Treatment method	Not in use			N/A
Start date	Not in use			N/A
End date	Not in use			N/A

LOCATION/FUTURE MOVEMENTS

Normal location - Name	When required	location.default.name	This element records A. The movement of Collection Material B. Material stored out of Call Number sequence Safe location (all formats) Architectural plans (Framed items Outsize PXD pictorial items Extra large pictorial items Negatives Rules: Do NOT use this element for material located in Call Number sequence.	Internal
Type	System generated from Location database	location.default.type		Internal
Barcode	System generated from Location database	location.default.barcode		Internal
[Normal location hierarchy]	System generated from Location database	location.default.context		Internal

Current location name	When required	current_location.name	This element records A. The movement of Collection Material B. Material stored out of Call Number sequence Safe location (all formats) Architectural plans (Framed items Outsize PXD pictorial items Extra large pictorial items Negatives Rules: Do NOT use this element for material located in Call Number sequence.	Internal
Type	System generated from Location database	current_location.type		Internal
[Current location hierarchy]	System generated from Location database	current_location.context		Internal
Barcode	System generated from Location database	current_location.barcode		Internal
Date	Not in use			N/A
Time	Not in use			N/A
Executor	Not in use			N/A
Suitability	Not in use			N/A
Authoriser	Not in use			N/A
Notes	Not in use			N/A

Future movements - Date	Not in use			N/A
Time	Not in use			N/A
Reference no.	Not in use			N/A
Movement method	Not in use			N/A
Contact	Not in use			N/A
New location name	Not in use			N/A
Type	Not in use			N/A
Barcode	Not in use			N/A
Notes	Not in use			N/A
Location checks – Date	Not in use			N/A
Checked by	Not in use			N/A
Notes	Not in use			N/A

LOCATION HISTORY

Location name	System generated	location.history.name		Internal
Location / package	System generated from Location database	location.history.type		Internal
Barcode	System generated from Location database	location.history.barcode		Internal
[Location hierarchy]	System generated from Location database	location.history.context		Internal

Start date	Not in use			N/A
Time	Not in use			N/A
Removal date	System generated	location.history.date.end		Internal
Time	Not in use			N/A
Executor	Not in use			N/A
Suitability	Not in use			N/A
Authoriser	Not in use			N/A
Notes	System generated	location.history.notes		Internal
Movement method	Not in use			N/A
Reference no.	Not in use			N/A
Contact	Not in use			N/A
Notes	Not in use			N/A

RETENTION SCHEDULE
TAB NOT IN USE

RETENTION SCHEDULE HISTORY
TAB NOT IN USE

EXHIBITIONS

Exhibition name	When required Repeatable	exhibition	Exhibition access point(s) are used to record the exhibition history of items from the Manuscripts, Oral History & Pictures collections displayed at the State Library of New South Wales and other organisations (i.e. external loans).	Public
[Exhibition no.]	System generated from Exhibitions database	exhibition.lref		Internal
Date	System generated from Exhibitions database	exhibition.date.start		Internal
To	System generated from Exhibitions database	exhibition.date.end		Internal
Organiser	System generated from Exhibitions database	exhibition.organiser		Internal
Venue	System generated from Exhibitions database	exhibition.venue		Internal
Place	Not in use			N/A
Notes	Not in use			N/A
Catalogue number	Not in use			N/A

LOANS
TAB NOT IN USE

ENTRY/DESPATCH
TAB NOT IN USE

LOSS/DAMAGE
TAB NOT IN USE

NOTES AND DESCRIPTION CONTROL

Notes type	When required	archive_notes.type	Select value(s)	Public (except Confidential note which is INTERNAL)
	Repeatable		**General notes** Record in a general note any other descriptive information considered important but not falling within the scope of the other notes. **Source of descriptive information** Where descriptive information has been supplied by the archivist/cataloguer (or other source) indicate its source, if considered important. **Variations in title** Make notes on variant titles appearing outside the prescribed source of information, or titles by which the unit being described has been traditionally known other than the title proper. **Continuation of title** Complete the transcription if the formal title proper and/or other title information was abridged in the description. **Statement of responsibility** Make notes on any statement(s) of responsibility that appear outside the prescribed source of information or that appear on the prescribed source of information, but not in conjunction with a formal title proper. **Signatures and inscriptions** Record information about signatures, inscriptions, marks, monograms, or the like that appear on the unit being described and that are considered important. If important, indicate where such signatures and inscriptions appear. Do not record the actual signature if it is already included in the description.	

| | | | **Attributions and conjectures**
Record information about authors/artists to whom the unit being described has been attributed, and cite sources, if appropriate.

Edition note
Make notes relating to the edition being described, or of the relationship of the unit being described to other editions. Include limited edition statements including, if desired, the copy number.

Date note
Make notes about any details pertaining to any type of date of the unit being described that are not included in the date element and that are considered to be important, e.g., discrepancies between dates or types of dates, additional dates, type of calendar, additional information about dates of record-keeping activities, and so on.

Publishers note
Make notes on important details of publisher's series that are not included in the publisher's series area, including variant series titles, incomplete series, and numbers or letters that imply a series.

Conservation note
If the unit being described has received any specific conservation treatment, briefly indicate the nature of the work.

Citation note
Indicate the preferred style for the citation of the unit being described. | |

			Alphanumeric designations If appropriate, at the file or item level of description, make a note of any important numbers borne by the unit being described. **Confidential note** Record in confidential notes any other descriptive information considered important for staff access. This data will not be available to the public. **Administrative/Biographical history** A description of the context in which the material being described was created, accumulated, and maintained is as important as the description of the materials themselves. One of the most significant aspects of the description of the context of creation is the administrative/biographical history element. Generally used for Aggregated or Collection or Fonds record levels. At the Series record level use only if the creator is different from the creator of the collection as a whole. Cite sources used for Administrative/Biographical History Additional information: ACMS Manual – further information and examples under individual Note types	
Notes	When required Repeatable	archive_notes	Explanatory text for Notes type Additional information: ACMS Manual – further information and examples under individual Note types	Public (except Confidential note which is INTERNAL
Edition	When required Repeatable	publication_edition	To identify different manifestations or versions of the unit being described.	Public

Publisher's series	When required	publisher_s_series	The purpose of this element is to provide the title and statement of responsibility of a publisher's series, where applicable.	Public
Mathematical data	When required	mathematical_data	To indicate mathematical data pertaining to certain classes of material, such as cartographic materials and architectural and technical drawings. Additional information: ACMS Manual	Public
Legacy data	System generated	legacy_data		Internal
Rules or conventions	Not in use			N/A
Record to be checked	Not in use			N/A
Exclude record for web	DO NOT USE – ISSUE WITH FIELD			Internal
Exclude images for web	DO NOT USE – ISSUE WITH FIELD			Internal
User / group	System generated			Internal
Rights	System generated			Internal
Owner	System generated			Internal
Input - Name	System generated	input.name		Internal
Date	System generated	input.date		Internal
Time	System generated	input.time		Internal
Dataset	System generated	input.source		Internal

33

Archivist's Note	Not in use			N/A
Edit - Name	System generated	edit.name		Internal
Date	System generated	edit.date		Internal
Time	System generated	edit.time		Internal
Dataset	System generated	edit.source		Internal
Archivist's Note	Not in use			N/A

Megan Atkins
Data Quality and Training Specialist Librarian
V.1 - 9 April 2018
V.2 – 20 November 2019