## Adlib – Identity Statement Guidelines for entering free text dates and date ranges



Approved by Collection Management Procedures Committee November 1, 2017

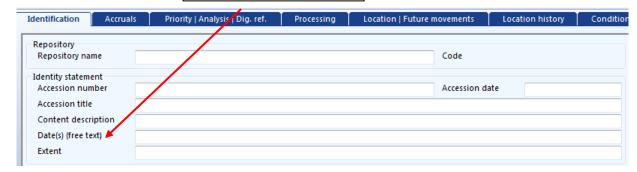
#### INTRODUCTION

These guidelines provide rules and best practice examples on how to enter date information in the *Date(s)* (*free text*); *Date (early)*; and *Date (late)* fields.

The Date(s) (free text) field automatically derives from the Archives (accessions) dataset to the Archives (catalogue) dataset.

## Archives (accessions)

Date (free text) – data entered in this field derives to Archives (catalogue) record



The Date (early) and Date (late) fields are found in the Identity Statement tab in Archives (catalogue).

## Archives (catalogue)



## **GENERAL INFORMATION**

Field label	Tag	Field name	Туре	Public Display label
Date(s) (free text)	DO	production.date.notes	Single, free text	Date
Date (early)	DS	production.date.start	Single, Controlled text, Indexed	Allows users to limit a search by date
Date (late)	DE	production.date.end	Single, Controlled text, Indexed	Allows users to limit a search by date

## DATE(S) (FREE TEXT) - RULES & STANDARDS

## 1. Enter Date(s) when materials were created or accumulated.

Relevant standard:

ISAD(G): General International Standard Archival Description - Second edition 3.1.3 Date(s)

Record at least one of the following types of dates for the unit of description, as appropriate to the materials and the level of description.

Dates(s) when records were accumulated in the transaction of business or the conduct of affairs;

Date(s) when documents were created. This includes the dates of copies, editions, or versions of, attachments to, or originals of items generated prior to their accumulation as records.

## Examples

## SINGLE DATE OF CREATION

Durham, 1811 / oil painting by Joseph Lycett

Identity stateme	ent (ISAD)	Context (IS	AD)	Content and structure (ISAD)
Identity statement Repository name				Code
Reference code	457409			
Title	Durham, 1811	/ oil painting by J	oseph Lycett	
Date(s) (free text)	1811			
Date (early)	1811-01-01	Date (late)	1811-12-31	

Item 48: Adele Macdonald interviewed by Elaine McVicker, 9 March 2006

Identity stateme	nt (ISAD)	Context (I	SAD)	Content and structure (ISAD)
Identity statement Repository name				Code
Reference code	1005765			
Title	Item 48: Adele	Macdonald inter	viewed by Ela	ine McVicker, 9 March 2006
Date(s) (free text)	9 March 2006			
Date (early)	2006-03-09	Date (late)	2006-03	1-09

#### 2. Dates to be taken from the chief source of information.

Relevant standards:

## Rules for Archival Description (RAD), 2008 / Bureau of Canadian Archivists

**1.4A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

#### **Textual records**

**3.0B1. Chief source of information.** The chief sources of information for textual records are as follows:

- 1. for a fonds, all of the material in the fonds;
- 2. for a series, all of the material in the series;
- 3. for a file, all of the material in the file, including the file folder(s) or other container;
- 4. for an item, prefer in this order:
- (a) information found on the title page, caption or colophon (if any of these exist);
- (b) the item itself.

#### **Graphic Materials**

**4.0B1. Chief source of information.** The chief sources of information for graphic materials are as follows:

- 1. for a fonds, all of the material in the fonds;
- 2. for a series, all of the material in the series;
- 3. for a file, all of the material in the file, including the file folder(s) or other container; 4. for an item, prefer in this order:
- (a) information found on the title page, caption, colophon or opening and/or closing credit screens (if any of these exist);
- (b) the item itself.

## DCRM(G): Descriptive Cataloging of Rare Materials (Graphics), 2013 0C. Chief source of information

The chief source of information is text (printed, manuscript, or electronic) provided by the creator or creating body on or with the material. Possible sources include the front and back of the image, the container, digitally embedded metadata, lists of plates issued with portfolios, and caption lists. Transcribe information found in the chief source. When no suitable creator-supplied text is present, provide supplied or devised information in square brackets as necessary.

3. Record the date of creation or accumulation either as a single date, or range of dates (for inclusive dates and/or predominant dates).

If a date(s) falls outside the date range of most of the collection, record the date(s) separately from the date range, separated by a comma(s).

Relevant standards:

## ISAD(G): General International Standard Archival Description - Second edition 3.1.3 Date(s)

Record as a single date or a range of dates as appropriate. A range of dates should always be inclusive unless the unit of description is a record-keeping system (or part thereof) in active use.

## Rules for Archival Description (RAD), 2008 / Bureau of Canadian Archivists

- **1.4B2.** Give the date(s) of creation of the unit being described either as a single date, or range of dates (for inclusive dates and/or predominant dates). Always give the inclusive dates. When providing predominant dates, specify them as such, preceded by the word predominant (or its equivalent in another language); for inclusive dates, do not give any specification or designation. Give dates in Western-style arabic numerals
- **1.4B2a**. Optionally, if the unit being described contains material, the date(s) of which falls outside the chronological sequence of the majority of the unit being described, and providing inclusive and predominant dates would be misleading, give the aberrant date(s) separated from the dates of the majority by commas.

1927, 1952-1978

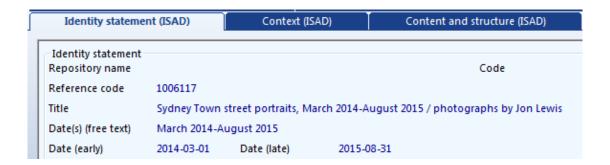
#### Examples

## **INCLUSIVE DATE RANGE**

Don and Marjorie Newton papers concerning Franz Holford, 1936-2008

Identity statemer	nt (ISAD)	Context (IS	SAD)	Content and structure (ISAD)
Identity statement Repository name				Code
Reference code	881176			
Title	Don and Marj	orie Newton pape	ers concerning	Franz Holford, 1936-2008
Date(s) (free text)	1936-2008			
Date (early)	1936-01-01	Date (late)	2008-12-	31

Sydney Town street portraits, March 2014-August 2015 / photographs by Jon Lewis



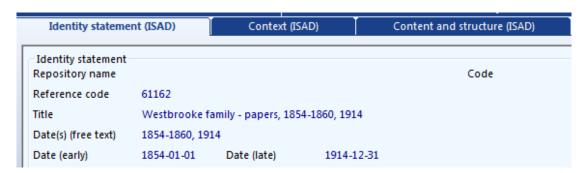
#### PREDOMINANT DATES

Stephen Auburn papers relating to Pride Sydney Lesbian and Gay Community Centre, 1985-1997



## RECORDING SEPARATE DATE TO DATE RANGE

Westbrooke family - papers, 1854-1860, 1914



4. Transcribe dates as they appear on the material.

Local rule: As a general rule, the date element in the title field should be the same as the *Date(s)* (free text) field.

Relevant standards:

DCRM(G): Descriptive Cataloging of Rare Materials (Graphics), 2013

**4D1.2**. Transcribe dates as they appear on the material, including the day and month, if present.

**4D1.3.** Transcribe words and phrases such as "in the year" and "anno" as part of this element.

## 5. CONJECTURAL DATES

Enclose conjectural dates in square brackets.

Do not use "no date" or "n.d.". If no date(s) can be found in the material itself or from any other source supply a date(s) using probable or uncertain date recording conventions.

If "ca." (for "circa") is used with a span of dates, repeat it as necessary to indicate whether it applies to one or both dates.

Use a question mark to indicate probable but uncertain information.

When recording probable and uncertain dates use the following conventions:

Probable year	[1892?]
Approximate year	[ca. 1892]
Terminal date	[not after 1875]
Terminal date	[not before 17 July 1916]
One year or the other	[1814 or 1815]
Terminal dates certain - a year within this time	[between 1906 and 1912]
frame	
Probable terminal dates	[between 1711? and 1746?]
Decade certain.	[1890s]
Probable decade	[189-?]
Century certain.	[19 <sup>th</sup> century]
Probable century	[18?]

Relevant standards (with local amendments):

## Rules for Archival Description (RAD), 2008 / Bureau of Canadian Archivists 1.4B5

# DCRM(G): Descriptive Cataloging of Rare Materials (Graphics), 2013 4D4. Conjectural date of publication, distribution, production, etc.

Supply in square brackets a conjectural date of publication, distribution, production, etc., based on any information available, even if it is only an estimate of several centuries. Indicate the basis for the conjecture in a note.

#### 4D5. Patterns for supplying a conjectural date

## Examples

#### **PROBABLE YEAR**

Photographs of Henry Lawson in North Sydney including his former residence, [1922?] / photographed by Phillip Harris

Identity statemen	nt (ISAD)	Context (IS	SAD)	Content and structure (ISAD)
Identity statement Repository name				Code
Reference code	893319			
Title		of Henry Lawson i d by Phillip Harris	n North Sydney i	ncluding his former residence, [1922?] /
Date(s) (free text)	[1922?]			
Date (early)	1922-01-01	Date (late)	1922-12-31	

## APPROXIMATE YEAR (WITH DATE NOTE)

An East view of Bathurst Plains from an eminence near the West extremity, [ca. 1820]

Identity stateme	nt (ISAD)	Context (IS	SAD)	Content and structure (ISAD)
Identity statement Repository name				Code
Reference code	65979			
Title	An East view (	of Bathurst Plains	from an emin	ence near the West extremity, [ca. 1820]
Date(s) (free text)	[ca. 1820]			
Date (early)	1818-01-01	Date (late)	1822-12	2-31

		,		
Retention schedule	Retention schedule history			Exhi
An East view	of Bathurst Pla	ins from an e	minence near the West extremity, [ca. 1820]	
Notes Notes type	Notes			
Signatures and inscription	Inscribed Inscribed Reverse is	it lower left in	ary hand at upper left "Light" n a later hand "Mrs R Sadlier" I later hand "Sketched by Mrs Robert Sadliei ight	r (nee Miss Cartwright"
Date note	Dated fro	n state of dev	elopment of the township of Bathurst	

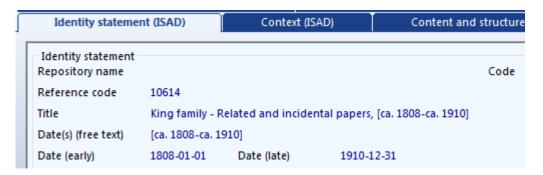
## **PROBABLE DECADE**

[Photograph of Wagga Wagga District ambulances outside Wagga District Ambulance temporary quarters, 193-?]

Identity stateme	nt (ISAD)	Context (	ISAD)	Content and structure (ISAD)	Conditio
Identity statement Repository name				Code	
Reference code	889751				
Title	[Photograph quarters, 193-		District ambulances	outside Wagga District Ambulance	temporary
Date(s) (free text)	[193-?]				
Date (early)	1930-01-01	Date (late)	1939-12-31		

### **APPROXIMATE DATE RANGE**

King family - Related and incidental papers, [ca. 1808-ca. 1910]



King family - papers, 1783-[ca. 1910]



#### 6. REPRODUCTIONS

When describing a reproduction, record the date(s) of creation for the reproduction. Qualify the date(s) of the reproduction with the dates(s) of the originals.

#### Local Rule:

Enter dates of the original work (rather than the date of reproduction) in the Date (early) and Date (late) fields.

#### Relevant standards:

#### Rules for Archival Description (RAD), 2008 / Bureau of Canadian Archivists

- **1.4A5.** When describing a reproduction, give the date(s) of creation for the reproduction in this area. If needed, give the date(s) of creation of the original as other title information (see 1.1E7) or qualify the date(s) of the reproduction with the date(s) of the originals (see 1.4B3a).
- **1.4B3.** If the unit being described is a reproduction, give the date(s) of creation for the reproduction. Precede the date(s) of creation with a descriptive term or phrase that reflects the process that resulted in the reproduction (see also 1.1E7). If the unit being described contains both originals and reproductions, give the date(s) of creation of the records that predominate. Give any relevant information pertaining to the other dates in the Scope and content (see 1.7D) or in a note (1.8B8).
- **1.4B3a. Optional addition.** Supplement the dates of the reproduction by adding the dates of the originals in parentheses. If this option is exercised, rule 1.1E7 does not apply.

Examples

#### DATE KNOWN / APPROXIMATE DATE OF REPRODUCTION

A. L. Gordon [portrait of Adam Lindsay Gordon, ca. 1860 (ca. 1880 photographic copy of carte de visite)] / J. Weller

Identity statemer	nt (ISAD)	Context (IS	AD) Co	ntent and structure (ISAD)	Conditions
Identity statement Repository name				Code	
Reference code	134289				
Title	A. L. Gordon / J. Weller	[portrait of Adam L	indsay Gordon, ca.18	60 (ca. 1880 photographic copy	of carte de visite)]
Date(s) (free text)	[ca. 1880 (ph	otographic copy of	ca. 1860 carte de visit	re)]	
Date (early)	1858-01-01	Date (late)	1862-12-31		

[Copy photograph of drinking fountain, corner Glebe Point Road and Parramatta Road, Sydney, ca. 1912]

Identity statem	ent (ISAD)	Conf	text (ISAD)	Content and structure (ISAD)
Identity statement Repository name				Code
Reference code	28658			
Title	[Copy photog 1912]	raph of drinking	fountain, corner Gle	be Point Road and Parramatta Road, Sydney, ca.
Date(s) (free text)	February 1996	(copy photoprin	t from original phot	ograph made [ca. 1912])
Date (early)	1910-01-01	Date (late)	1914-12-31	

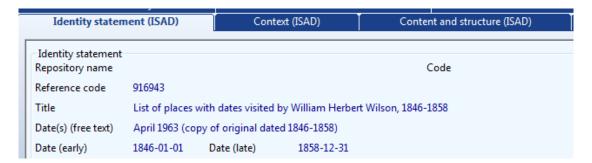
Collection 13: Photographs taken during the trial of Gordon Wood, October to November 2008 / photographed by Mark Tedeschi

Identity statemen	nt (ISAD)	Context (IS	AD) Content and structure (ISAD)	Condition
Identity statement Repository name			Code	
Reference code	900329			
Title		Photographs take d by Mark Tedeschi	n during the trial of Gordon Wood, October to November	r 2008 /
Date(s) (free text)	2008-2009 (ph	otographs from di	gital images made October to November 2008)	
Date (early)	2008-10-01	Date (late)	2008-11-30	

## Photographs of rock bands and musicians, 1980-2015 / by Tony Mott



## List of places with dates visited by William Herbert Wilson, 1846-1858



#### **UNKNOWN DATE OF REPRODUCTION**

Letter from George Forster to Thomas Pennant, 15 February 1784

Identity states	nent (ISAD)	Со	ntext (ISAD)	Content	and structure (ISA
Identity statement Repository name				Co	de
Reference code	873567				
Title	Letter from G	eorge Forster to	Thomas Pennant, 1	5 February 1784	
Date(s) (free text)	Copy made at unknown date of original dated 15 February 1784				
Date (early)	1784-02-15	Date (late)	1784-02-15		
Level	Collection				
Extent			Physical characte	ristics	Dimensions
0.01 metres of text	ual material		photocopy		

#### 7. COMPILATIONS

If the date of accumulation or collection of the unit being described is different from the date(s) of creation, record the date of creation in the date(s) (free text) field and accumulation date(s) in an appropriate note.

## **Local Rules:**

In the Date (early) and Date (late) record the date(s) of the original work.

Note: The subject dates should appear in the title of the record and (if appropriate) added to subject headings.

### Relevant standards:

Rules for Archival Description (RAD), 2008 / Bureau of Canadian Archivists 1.4A6. Give the date(s) of accumulation or collection of the unit being described, if different from the date(s) of creation, in a note (see 1.8B8a).

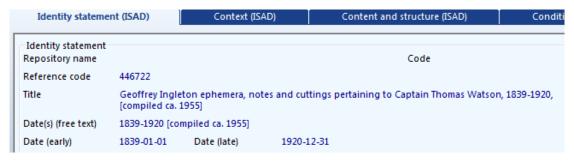
## Examples

#### APPROXIMATE DATE OF COMPILATION

Abel Tasman - Journal titled `Extract Uittet Journael vanden Scpr Commandr Abel janssen Tasman, bij hem selffs int ontdecken van't onbekende Zuijdlandt gehouden', 1642-1643.



Geoffrey Ingleton ephemera, notes and cuttings pertaining to Captain Thomas Watson, 1839-1920, [compiled ca. 1955]



446722 Collection
Geoffrey Ingleton ephemera, notes and cuttings pertaining to Captain Thomas Watson, 1839-1920, [compiled ca. 1955]

Scope and content
Album compiled by Geoffry Ingleton containing newscuttings, photocopies of letters, photographs and an original letter from Watson. Subjects include the statue of Captain Cook in Hyde Park, Watson's rescue of Joseph Forbes from Timor Laut, the fate of Cook's ship the Endeavour, the defences of Sydney Harbour, and the clipper Sea Witch.

#### 8. TRANSCRIPTIONS

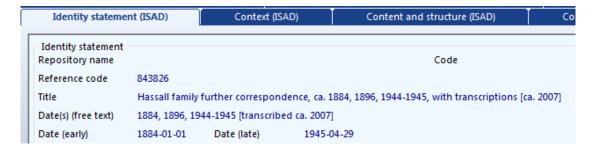
**Local Rule:** 

In the Date (early) and Date (late) fields record the date(s) of the original work.

Examples

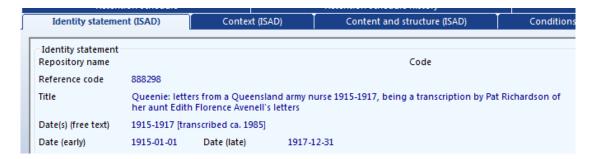
# DATE OF ORIGINAL MANUSCRIPTS WITH APPROXIMATE DATE OF TRANSCRIPTIONS

Hassall family further correspondence, ca. 1884, 1896, 1944-1945, with transcriptions [ca. 2007]



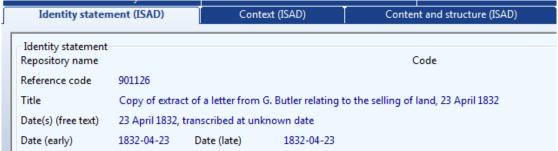
#### APPROXIMATE DATE OF TRANSCRIPTION

Queenie: letters from a Queensland army nurse 1915-1917, being a transcription by Pat Richardson of her aunt Edith Florence Avenell's letters



#### **UNKNOWN DATE OF TRANSCRIPTION**

Copy of extract of a letter from G. Butler relating to the selling of land, 23 April 1832



#### 9. TRANSLATIONS

#### **Local Rules:**

When describing a translation record the date(s) of translation and qualify with the date(s) of creation of the original

Date (early) and Date (late) ranges should include both the date of creation and the date of translation.

#### KNOWN DATE OF TRANSLATION

John Mueller diary, 1855-1866, translated by E. Lusty, 1970

Identity stater	nent (ISAD)	Conf	text (ISAD)	Content and structure (ISAD)		
Identity statement Repository name				Code		
Reference code	892761					
Title	John Mueller	diary, 1855-1866,	translated by E. Lusty	y, 1970		
Date(s) (free text)	1970 (translation of original dated 1855-1866)					
Date (early)	1855-01-01	Date (late)	1970-12-31			

## **UNKNOWN DATE OF TRANSLATON**

Information form regarding silkworms, 1871, translated from the Italian of Giuseppe Vallardi



## 10. DATE(S) OF PUBLICATION, DISTRIBUTION, etc.

Relevant standards:

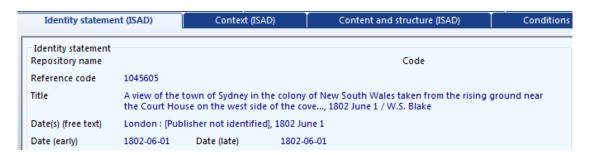
**DCRM(G): Descriptive Cataloging of Rare Materials (Graphics), 2013**4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC., AREA

## Examples

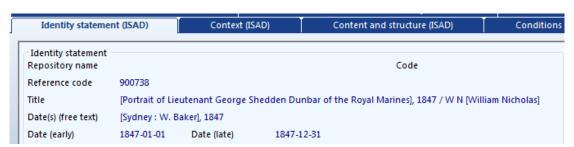
The March of Intellect. Mechanical, 1829 / Designed and Etched by R. Seymour

Identity statement (ISAD)		Context (IS	SAD)	Content and structure (ISAD)			
Identity statement Repository name				Code			
Reference code	1008801			code			
Title	The March of Intellect. Mechanical, 1829 / Designed and Etched by R. Seymour						
Date(s) (free text)	London: Thos. McLean 26 Haymarket, 1829						
Date (early)	1829-01-01	Date (late)	1829-12-31				

A view of the town of Sydney in the colony of New South Wales taken from the rising ground near the Court House on the west side of the cove..., 1802 June 1 / W.S. Blake



[Portrait of Lieutenant George Shedden Dunbar of the Royal Marines], 1847 / W N [William Nicholas]



## DATE (EARLY) and DATE (LATE) – RULES & STANDARDS

#### **Local Rules:**

- 1. Enter Date (early) and Date (late) dates in all records as appropriate.
- 2. Date (early) record the start or early date or begin date of the creation of the unit of description.
- 3. Date (late) record the end or late date of the creation of the unit of description.
- 4. Enter the date according to the ISO 8601 format: yyyy-mm-dd.

## Examples

March 4, 1878

Date (early): 1878-03-04 Date (late): 1878-03-04

2005-2006

Date (early): 2005-01-01 Date (late): 2006-12-31

ca.1937

Date (early): 1935-01-01 Date (late): 1939-12-31

1900

Date (early): 1900-01-01 Date (late): 1900-12-31

May 1965

Date (early): 1965-05-01 Date (late): 1965-05-31

ca. 1808-ca. 1910

Date (early): 1808-01-01 Date (late): 1910-12-31

Megan Atkins Data Quality and Training Specialist Librarian 07 July 2017

Last update: 9 May 2018