

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

Identification	Accruals	Priority Analysis Dig. ref.	Processing	Location Future movements	Location history	Condition
Repository						
Repository name				Code		
Identity statement						
Accession number				Accession date		
Accession title						
Content description						
Date(s) (free text)						
Extent						

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

Archives (catalogue)

Retention schedule		Retention schedule history	
Identity statement (ISAD)	Context (ISAD)	Content and structure (ISAD)	Condition
Identity statement			
Repository name		Code	
Reference code			
Title			
Date(s) (free text)			
Date (early)		Date (late)	

GENERAL INFORMATION

Field label	Tag	Field name	Type	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 statement (ISAD)		Context (ISAD)		Content and structure (ISAD)	
Identity statement					
Repository name		Code			
Reference code	457409				
Title	Durham, 1811 / oil painting by Joseph 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 statement (ISAD)		Context (ISAD)		Content and structure (ISAD)	
Identity statement					
Repository name		Code			
Reference code	1005765				
Title	Item 48: Adele Macdonald interviewed by Elaine McVicker, 9 March 2006				
Date(s) (free text)	9 March 2006				
Date (early)	2006-03-09	Date (late)	2006-03-09		

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 statement (ISAD)		Context (ISAD)		Content and structure (ISAD)	
Identity statement					
Repository name		Code			
Reference code	881176				
Title	Don and Marjorie Newton papers 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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	1006117		
Title	Sydney Town street portraits, March 2014-August 2015 / photographs by Jon Lewis		
Date(s) (free text)	March 2014-August 2015		
Date (early)	2014-03-01	Date (late)	2015-08-31

PREDOMINANT DATES

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Co
Identity statement				
Repository name	Code			
Reference code	153033			
Title	Stephen Auburn papers relating to Pride Sydney Lesbian and Gay Community Centre, 1985-1997			
Date(s) (free text)	1985-1997, predominant 1994-1997			
Date (early)	1985-01-01	Date (late)	1997-12-31	

RECORDING SEPARATE DATE TO DATE RANGE

Westbrooke family - papers, 1854-1860, 1914

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	61162		
Title	Westbrooke family - papers, 1854-1860, 1914		
Date(s) (free text)	1854-1860, 1914		
Date (early)	1854-01-01	Date (late)	1914-12-31

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 frame	[between 1906 and 1912]
Probable terminal dates	[between 1711? and 1746?]
Decade certain.	[1890s]
Probable decade	[189-?]
Century certain.	[19 th 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 statement (ISAD)		Context (ISAD)		Content and structure (ISAD)	
Identity statement					
Repository name		Code			
Reference code	893319				
Title	Photographs of Henry Lawson in North Sydney including his former residence, [1922?] / photographed by Phillip Harris				
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 statement (ISAD)		Context (ISAD)		Content and structure (ISAD)	
Identity statement					
Repository name		Code			
Reference code	65979				
Title	An East view of Bathurst Plains from an eminence near the West extremity, [ca. 1820]				
Date(s) (free text)	[ca. 1820]				
Date (early)	1818-01-01	Date (late)	1822-12-31		

Retention schedule		Retention schedule history		Exh
An East view of Bathurst Plains from an eminence near the West extremity, [ca. 1820]				
Notes				
Notes type	Notes			
Signatures and inscription	Titled beneath image Inscribed in contemporary hand at upper left "Light" Inscribed at lower left in a later hand "Mrs R Sadlier" Reverse is inscribed in a later hand "Sketched by Mrs Robert Sadlier (nee Miss Cartwright)" Library stamp at lower right			
Date note	Dated from state of development of the township of Bathurst			

PROBABLE DECADE

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Condition
Identity statement				
Repository name				Code
Reference code	889751			
Title	[Photograph of Wagga Wagga District ambulances outside Wagga District Ambulance temporary quarters, 193-?]			
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]

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name			Code
Reference code	10614		
Title	King family - Related and incidental papers, [ca. 1808-ca. 1910]		
Date(s) (free text)	[ca. 1808-ca. 1910]		
Date (early)	1808-01-01	Date (late)	1910-12-31

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name			Code
Reference code	104604		
Title	King family - papers, 1783-[ca. 1910]		
Date(s) (free text)	1783-[ca. 1910]		
Date (early)	1783-01-01	Date (late)	1910-12-31

6. REPRODUCTIONS

When describing a reproduction, record the date(s) of creation for the reproduction. Qualify the date(s) of the reproduction with the date(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 statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Conditions
Identity statement				
Repository name	Code			
Reference code	134289			
Title	A. L. Gordon [portrait of Adam Lindsay Gordon, ca.1860 (ca. 1880 photographic copy of carte de visite)] / J. Weller			
Date(s) (free text)	[ca. 1880 (photographic copy of ca. 1860 carte de visite)]			
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 statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	28658		
Title	[Copy photograph of drinking fountain, corner Glebe Point Road and Parramatta Road, Sydney, ca. 1912]		
Date(s) (free text)	February 1996 (copy photoprint from original photograph 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 statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Condition
Identity statement				
Repository name	Code			
Reference code	900329			
Title	Collection 13: Photographs taken during the trial of Gordon Wood, October to November 2008 / photographed by Mark Tedeschi			
Date(s) (free text)	2008-2009 (photographs from digital 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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	1001570		
Title	Photographs of rock bands and musicians, 1980-2015 / by Tony Mott		
Date(s) (free text)	2015 (digital scans from negatives made 1980-2015)		
Date (early)	1980-01-01	Date (late)	2015-12-31

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	916943		
Title	List of places with dates visited by William Herbert Wilson, 1846-1858		
Date(s) (free text)	April 1963 (copy of original dated 1846-1858)		
Date (early)	1846-01-01	Date (late)	1858-12-31

UNKNOWN DATE OF REPRODUCTION

Letter from George Forster to Thomas Pennant, 15 February 1784

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISA)
Identity statement			
Repository name			Code
Reference code	873567		
Title	Letter from George Forster to Thomas Pennant, 15 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 characteristics
0.01 metres of textual material			photocopy
		Dimensions	

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.

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	423571		
Title	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.		
Date(s) (free text)	1642-1643 [compiled ca. 1643-1647]		
Date (early)	1642-01-01	Date (late)	1643-12-31

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Condi
Identity statement				
Repository name	Code			
Reference code	446722			
Title	Geoffrey Ingleton ephemera, notes and cuttings pertaining to Captain Thomas Watson, 1839-1920, [compiled ca. 1955]			
Date(s) (free text)	1839-1920 [compiled ca. 1955]			
Date (early)	1839-01-01	Date (late)	1920-12-31	

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]

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Co
Identity statement				
Repository name				Code
Reference code	843826			
Title	Hassall family further correspondence, ca. 1884, 1896, 1944-1945, with transcriptions [ca. 2007]			
Date(s) (free text)	1884, 1896, 1944-1945 [transcribed ca. 2007]			
Date (early)	1884-01-01	Date (late)	1945-04-29	

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Conditions
Identity statement				
Repository name				Code
Reference code	888298			
Title	Queenie: letters from a Queensland army nurse 1915-1917, being a transcription by Pat Richardson of her aunt Edith Florence Avenell's letters			
Date(s) (free text)	1915-1917 [transcribed ca. 1985]			
Date (early)	1915-01-01	Date (late)	1917-12-31	

UNKNOWN DATE OF TRANSCRIPTION

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	901126		
Title	Copy of extract of a letter from G. Butler relating to the selling of land, 23 April 1832		
Date(s) (free text)	23 April 1832, transcribed at unknown date		
Date (early)	1832-04-23	Date (late)	1832-04-23

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 statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	892761		
Title	John Mueller diary, 1855-1866, translated by E. Lusty, 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 TRANSLATION

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	915207		
Title	Information form regarding silkworms, 1871, translated from the Italian of Giuseppe Vallardi		
Date(s) (free text)	Translation made at unknown date of original dated 1871		
Date (early)	1871-01-01	Date (late)	1871-12-31

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 (ISAD)	Content and structure (ISAD)
Identity statement			
Repository name	Code		
Reference code	1008801		
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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Conditions
Identity statement				
Repository name	Code			
Reference code	1045605			
Title	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			
Date(s) (free text)	London : [Publisher not identified], 1802 June 1			
Date (early)	1802-06-01	Date (late)	1802-06-01	

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

Identity statement (ISAD)		Context (ISAD)	Content and structure (ISAD)	Conditions
Identity statement				
Repository name	Code			
Reference code	900738			
Title	[Portrait of Lieutenant George Shedden Dunbar of the Royal Marines], 1847 / W N [William Nicholas]			
Date(s) (free text)	[Sydney : W. Baker], 1847			
Date (early)	1847-01-01	Date (late)	1847-12-31	

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

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