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| **Adlib – Field guide**  Approved by Collection Management Procedures Committee – 20 April 2018 |  |

**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**  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** | Public |
| **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  Repeatable | archive\_notes.type | Select value(s)  **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 | Public (except Confidential note which is INTERNAL) |
| **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 |
| 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