

ANSWERS

**CAVEAT: GIVEN THE CONTEXTUAL NATURE OF APPLYING DACS IN A SPECIFIC SETTING, THESE ANSWERS ARE NOT TO BE CONSTRUED AS THE “CORRECT” OR “ONLY” ANSWERS!**

Refer to Description Sample A in workbook.

FIRST STEP: Supply a title for this collection (see Chapter 2.3 in *DACS* to cite specific rules):

**Pergammon's Cafe financial records and menus**

**2.3.4 (primarily responsible) - 2.3.5 (form in which generally known) - 2.3.17 (latest corp. name when it has changed) - 2.3.20 (1-2 forms if they predominate)**

*[Note: Don't need to (but could) say Workville, WV in supplied title if that information is specified in Name of Creator(s) element - see 2.3.5 (name in title may be abbreviated if fuller form appears elsewhere in descriptive record)]*

SECOND STEP:

1. Using the rules in Chapter 9 (9.8-9.10), choose the creator of this collection, the one whose name you would supply in the Name of Creator(s) Element (2.6) in your description.

- **Pergammon's Cafe (9.8 - name from name segment of supplied title)**

2. Now think about what you would say in the Administrative/Biographical History note: There's probably at least one other name that you would mention in the Administrative/ Biographical History that would warrant inclusion as a creator of this collection? Select one name in addition to the one you've selected for the Name of Creator(s) Element.

- **Dewey Divot (9.9 - other relevant names from Admin/Biog History element)**

THIRD STEP: Depending on whether you've chosen a personal name or a corporate name for the Name of Creator(s) Element in the second step, use the rules in Chapter 12 (look at 12.1A and 12.5A) or Chapter 14 (look at 14.1A, 14.1C1, and 14.4C3) to formulate the name(s) you've selected in the Second Step. (Note that the official *AACR2* abbreviation for the state of West Virginia is *W. Va.*)

- **Pergammon's Cafe (Workville, W. Va.)**

**14.1A (enter corp. bodies directly under name by which known)**

**14.1C1 (if name changes, establish 1 authorized form of name following DACS 2.3.17 [latest name] and treat earlier names as variants [see refs in an authority system])**

**14.4C3 (add local place name if it isn't clear from corp. body name where it is -- e.g., make it unique and specific) -- 13.4A1 gives us instructions to do this in parentheses, with comma between elements of place name.**

- **Divot, Dewey**

**12.5A1 (enter under surname)**

**12.4B3 (transpose and follow entry element [surname] by a comma)**

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· *AACR2*, Appendix B.14. Abbreviations for Names of Certain Countries, States, Provinces, Territories, etc.

FOURTH STEP: Using the rules for 5.2 Immediate Source of Acquisition (*DACS* pages 61-62) and 5.1 Custodial History (*DACS* pages 59-60), formulate a concise statement for each element:

*Immediate Source of Acquisition:*

**Collection was acquired from the Archival Collections Center, Warm State University (Scholarville, WV) in September 1993.**

*Custodial History:*

**Collection was donated to Warm State University in August 1982 by the Mixed Industry Development Corporation of Charleston, WV, which acquired it as part of the records of All-State Glass Company, a successor firm to the Fractured Glass Company, for whom Dewey Divot, one of the restaurant's proprietors, served as Secretary/Treasurer.**