

EXERCISE 5: PUTTING IT ALL TOGETHER FOR OUTPUT – INSTRUCTOR ANSWER GUIDE

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!

Input Label in Template	Your Data Content Here	EAD tag for this element	MARC field for this element
OVERVIEW OF THE COLLECTION			
Creator DACS 2.6	<ul style="list-style-type: none"> • Confusiana. Indian Dept. (110 in MARC) • Donnelly, Dorset (700 in MARC) <p>Discussion: If group decides that the McClintock stuff should be a different collection, then Belle and Elmer are not creators in terms of these records. Should Seagram Mendocino be included here? He is responsible for the artistic creation of one fairly small part of what is included in the records (and the group might argue that his photographs aren't really part of the Indian Dept. records and should be treated separately), and has little to do with the <i>maintenance and use over time</i> of what is being described. If the photos are included, he certainly would warrant a 7XX entry in the MARC record and a <controlaccess> in the EAD when one gets around to considering <i>access points</i>.</p>	<origination>	1XX & 7XX
Title DACS 2.3	Confusiana Indian Department records and oral history interviews	<unittitle>	245 \$a
Dates DACS 2.4	1855-1907	<unitdate type="inclusive">	245 \$f
Bulk Dates DACS 2.4	Bulk 1855-1874	<unitdate type="bulk">	245 \$g
Collection Number	MS 5015	<unitid>	099

DACS 2.1			
Edition Statement	N/A: Not an element of archival description		
Physical Description DACS 2.5	17 linear feet (17 boxes) <ul style="list-style-type: none"> If McClintock stuff is left out: 15 linear feet (15 boxes) If McClintock stuff and Mendocino photos are left out: 13 linear feet (13 boxes) 	<physdesc> <extent>	300
Languages DACS 4.5	Collection material is primarily in English, with a small amount of correspondence in Spanish.	<langmaterial>	546
Summary DACS 3.1	The organizational records of the Confusiana Indian Department document the administration of lands belonging to Native Americans in the state shortly after the U.S. Civil War. The records provide a view, through a European American lens, of various native communities within the state. The records include correspondence, reports, and financial material. The collection includes no material from the years 1862-1865. Also included in the collection are audio recordings of interviews conducted by Dorset Donnelly in 1906-1907 regarding scandals within the Indian Department. <ul style="list-style-type: none"> Written as first paragraph of Scope and Content note per instructions in Processing Manual excerpt. Assumes collection does not include Mendocino photographs and McClintock family stuff. 	<abstract> Note difference between this EAD tag and <scopecontent>	520
Repository DACS 2.2	Archives R Us, B-52 Overly Gothic Library, Fiat Slug University, City by the Sea, Confusiana 98765	<repository>	852

IMPORTANT ADDITIONAL INFORMATION ABOUT THE COLLECTION			
Source of the Collection DACS 5.2	Gift of Francine Fishpaw, 1986 and 1989.	<acqinfo>	541
Custodial History DACS 5.1	The donor obtained the collection from the Capitol City Historical Society when it was disbanded in 1975. Volunteers from that institution retrieved the collection from the loading dock of the Confusiana State Archives in 1967 after it was deaccessioned. During deaccessioning all material from 1862-1865, and possibly other material, was destroyed prior to acquisition of the collection by the historical society. Additionally, some items may have been removed by previous owners.	<custodhist>	561
Information about Access DACS 4.1 & 4.2	<p>The collection is open for research, with the exception of 0.1 linear feet relating to religious practices of the Chumash. These materials are closed pending resolution of a repatriation request by elected representatives of the Chumash Nation. (4.1)</p> <p>Use of audiovisual materials requires the creation of a use copy, if none exists, at the researcher's expense. The use copy will be maintained as part of the collection. Researchers desiring a use copy for their own use outside of the repository should consult the Copying Services information on the Archives R Us web site. (4.2)</p>	<accessrestrict>	506

Information about Copyright and Other Use Considerations DACS 4.4	<p>Unpublished materials authored or otherwise produced by the Confusiana Indian Dept. are in the public domain. There are no restrictions on use. Copyright status for other collection materials is unknown. Transmission or reproduction of materials protected by U.S. Copyright Law (Title 17, U.S.C.) beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owners. Responsibility for any use rests exclusively with the user.</p> <p>Discussion: The description sample doesn't really give information about copyright, but based on Peter Hirtle's copyright chart (http://copyright.cornell.edu/resources/publicdomain.cfm), unpublished works created prior to 1890 can safely be assumed to be in the public domain. We know nothing about the copyright on Donnelly's recorded interviews, so therefore need to modify the relevant copyright statement in the Processing Manual excerpt to reflect the reality of the materials being described. Note that the Mendocino photographs and the McClintock family materials, if the group decides to include these in what is being described, also fall under the pre-1890 assumption based on the Hirtle chart.</p>	<userrestrict>	540
Preferred Citation DACS 7	Confusiana Indian Department Records and Oral History Interviews (MS 5015), Archives R Us, Overly Gothic Library, Fiat Slug University, City by the Sea, Confusiana 98765	<prefercite>	524 – fnt 80 p. 221
Information about Appraisal and Other Decisions Affecting the Collection DACS 5.3	<p>The records were acquired by Archives R Us as part of its Early Northern Confusiana collecting area because of unique information documenting Native Confusianans in the nineteenth century.</p> <p>Discussion: Information about the destruction of materials by prior custodians belongs in the Custodial History element. Information included here should only be about actions by the staff of Archives R Us. Note that DACS rule 5.3.2 specifies that information about gaps in the records due to "reasons other than appraisal/destruction actions" belongs in the Scope and Content element.</p>	<appraisal>	583
Processing Notes DACS 8 + Processing Manual instructions	<p>Processed by Abner Intern, 2006. The collection received basic-level processing according to Archives R Us guidelines as part of a project to provide researcher access to an unprocessed backlog of collections. Refoldering was done only when original folders were in poor condition.</p> <p>Note: If the group includes the Mendocino photographs, then you'll want an additional sentence regarding preservation sleeving of individual photographs.</p>	<processinfo>	583

DETAILED COLLECTION DESCRIPTION

<p>Background Information About the Creator(s) DACS 2.7 & 10</p>	<p>Information I'd want to include:</p> <ul style="list-style-type: none"> • Indian dept. authorized by legislature in 1855 • cabinet-level office reporting to governor • Elmer McClintock (1805-1892) first and only Secretary • oversaw native-settler relations during time of intensive Euro-American influx and increasing tensions • McClintock as inept, corrupt administrator • Indian dept. decommissioned by legislature in 1872 • basic biographical details about Dorset Donnelley <p>And basic biographical information about Mendocino and the McClintock family if the group includes those materials in what is being described.</p>	<bioghist>	545
<p>Description of the Collection Material DACS 3.1 cont.</p>	<p>Information I'd want to include in addition to the first paragraph in Summary:</p> <ul style="list-style-type: none"> • correspondence from Native American elders, largely written by missionaries, detailing socioeconomic conditions and hardships • more detail about lack of records from 1862-1865 • spy diaries and reports on 27 native communities • names/details of significant correspondents, esp. Pres. Andrew Johnson • more about content of Donnelley interview recordings <p>And basic information about the contents of the Mendocino photos and the McClintock family stuff if the group includes those materials in what is being described.</p>	<scopecontent>	520 – but perhaps leave out of MARC in favor of a more succinct Summary (<abstract>)
<p>Arrangement (Note: Propose something based on the description you have.) DACS 3.2</p>	<p>At minimum two series: I. Indian Dept. records, II. Donnelley interviews.</p> <p>DACS-friendly version of supplied titles for these series supplied under Extra Credit on last page. Mendocino photographs and McClintock family materials would likely each be an additional series if your group includes them.</p>	<arrangement>	351
<p>Other DACS Elements Needed for the collection being described</p>	<p>Several letters from Abraham Lincoln may have been removed from the collection before it came to Archives R Us. Information about these letters is contained in earlier descriptions of the collection. It is possible that they may be the Lincoln letters in the collections of the library at Western University, Pacifica City, Confusiana.</p>	<relatedmaterials>	544

DACS 6.3			
-----------------	--	--	--

Extra credit:

If you proposed an arrangement into series in the Arrangement section of the template, construct DACS-friendly titles for your series below.

My series titles:

Series I. Indian Department records

Series II. Dorset Donnelley oral history interviews relating to the Indian Department

If the group decides to incorporate either of the other chunks of material into the collection:

Series III. Seagram Mendocino photographs of Yahi and Yurok communities

Series IV. McClintock family correspondence