## Appendix 2: Add / edit archival descriptions: RAD

### UM-3.1 Add / edit archival descriptions: RAD

<u>Archival description</u> records are structured in the RAD template into <u>information areas</u> based on the <u>Canadian Council of Archives'</u> *Rules for Archival Description* (<u>RAD</u>). This section describes how to create, edit and delete RAD-compliant <u>archival descriptions</u>. The data entry pages listed below give detailed notes and explanations on every <u>field</u> included on the edit screen.

# UM-3.1.13 Archival description: title and statement of responsibility area

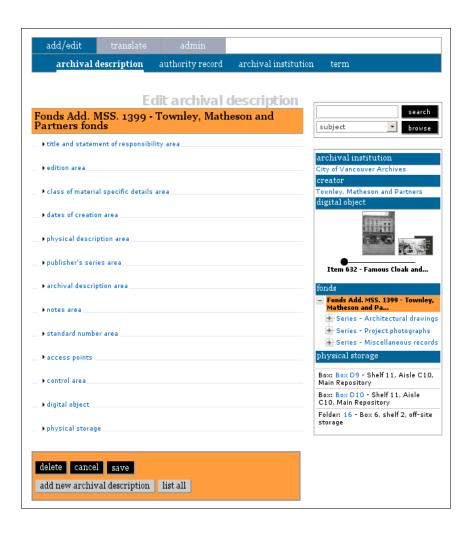
The *title and statement of responsibility area* contains <u>fields</u> that map to RAD area 1.1 and the .1 rules in the media chapters. It is used for recording the title and identifiers of the unit of description.

## 1. Title proper

- "The chief name of a unit being described, including formal or supplied titles, but excluding parallel titles and other title information" (*RAD Glossary*).
- For rules and examples, see RAD 1.1B and the .1B rules in the media chapters.

## 2. General material designation

- "A term indicating the broad class of material to which the unit being described belongs" (*RAD Glossary*).
- ICA-AtoM ships with a default value list of GMD terms based



on RAD's prescribed terminology; the list can be customized by editors and administrators (material type taxonomy).

- Select as many GMD terms as are appropriate.
- For rules and examples, see RAD 1.1C and the .1C rules in the media chapters.

#### 3. Parallel title

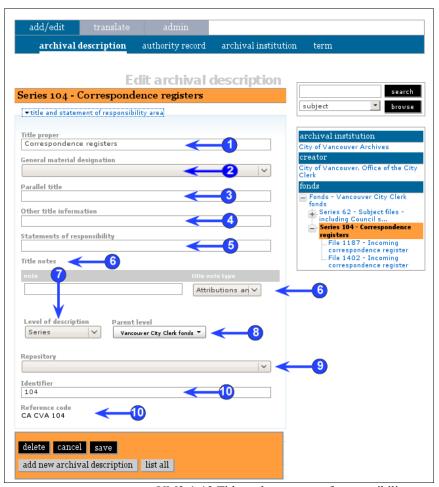
- "The formal title proper in another language and/or script" (*RAD Glossary*), typically appearing in conjunction with the formal title on the chief source of information.
- For rules and examples, see RAD 1.1D and the .1D rules in the media chapters.

#### 4. Other title information

- "Title information usually appearing in or on the chief source of information in conjunction with a title proper, other than the title proper or parallel title" (*RAD Glossary*).
- For rules and examples, see RAD 1.1E and the .1E rules in the media chapters.

## 5. Statements of responsibility

- "A statement that appears in conjunction with a formal title, relating to the personal author(s) of the document, to corporate body (bodies) or a family (families) from which the content emanates, or to person(s) or corporate body (bodies) responsible for the performance of the content of the document" (*RAD Glossary*).
- · Only applies at the item level.
- For rules and examples, see RAD 1.1F and the .1F rules in the



UM3-1-13 Title and statement of responsibility area

media chapters.

#### 6. Title notes

- This is a <u>multi-value field</u> for registering and displaying the notes relating to the title of the unit of description. RAD includes 6 types of notes relating to title (see RAD 1.8B1 through 1.8B6).
- Enter the note.
- Select the type of note.
- When you click the *save* button in the <u>button block</u> the note will be registered and will now appear in the list above the data entry fields
- There is no limit to the number of title notes you can add, but as of the current version of ICA-AtoM (v1.0 beta) you can only register them one at a time: i.e. enter the note, select the type, click the *save* button and repeat for each additional note.
- To delete a title note, click the <u>delete icon</u>.
- Title notes **do not** appear with other notes in the <u>RAD notes</u> area.

## 7. Level of description

- Select the level of description.
- ICA-AtoM ships with a default <u>value list</u> of <u>levels of description</u>; this can customized by <u>editors</u> and <u>administrators</u> (*levels of description* taxonomy).

#### 8. Parent level

• Select the unit immediately above the current one in the hierarchy of arrangement (the <u>parent record</u>).

• Leave blank if the current unit represents the highest level of arrangement (e.g. a <u>fonds</u>).

### 9. Repository

- From the <u>drop-down menu</u>, select the <u>archival institution</u> that holds the archival material being described.
- The list in the <u>drop-down menu</u> is generated from all existing archival institution records.
- If the repository does **not** appear in this list, you need to create it separately; see <u>UM-3.3 Add / edit archival institutions</u>.
- Typically you need only enter this information at the highest <u>level of description</u>; it can be left blank at the lower levels if they are all held by the same repository.

#### 10. **Identifier** and **Reference code**

- Enter the code / number that uniquely identifies the unit of description within the <u>archival institution</u>.
- ICA-AtoM generates a globally unique identifier (*reference code*) by combining the unit's *identifier*; the institution's *repository code*; and the institution's country code (based on ISO 3166).
- A country code and repository code will automatically be included in the reference code whenever the highest-level <u>archival description</u> is linked to an <u>archival institution</u> (see <u>UM-3.1.5 Context area</u>). The <u>archival institution</u> description must have the following <u>fields</u> filled out in order for this to happen: the *identifier* <u>field</u> in the *identity area* (see <u>UM-3.3.4 Identity area</u>) and the *country* <u>field</u> in the *contact area* (see <u>UM-3.3.5 Contact area</u>).