

AIS HOW-TO GUIDE

January 20, 2003

Create an authority record

### Overview

The purpose of an authority record is (1) to establish the authoritative form of an entity's name (corporate body, person or family) that will be used throughout the AIS; and (2) to store descriptive information about that entity which can later be used for administrative histories and biographical sketches. The AIS requires an authority record be established for each fonds-creator before the related fonds record is created.

#### Initiating a new authority record

The creation of a new authority record can be initiated from either **Fonds.FP5** (during the process of creating a new fonds record) or from with the relevant authority file (**CorporateBody.FP5**, **Person.FP5**, **Family.FP5**).

To create a new authority record **from Fonds.FP5**, you must be in the "Create new fonds record" screen. First check to make sure the authority record does not already exist. Enter the first 1-3 letters of the required name. If it does not appear in the boxes to the right, click the "New" button for the appropriate authority file to create a new record. See *AIS how-to guide: create a new fonds / collection record* for details.

000		Fonds.FP5	
Create_Fo	FONDS - CREATE N	EW FONDS RECORD: SELECT AUTHORITY RECORD	SFU ARCHIVES INFORMATION SYSTEM
1 Records: 167	Create a new record	A fonds record can be created only if an authority record for the	creator / collector already exists.
Unsorted	Select the creator / collector from the existing authority records (listed to the right). 2. If there is no existing authority record, did: the "New" button beside the appropriate authority file to create a new authority rife to create a new to proceed or 'Cancel' to clear fields and return to original record.	Filter existing authority records       GE (first 1-3 letters of name)         Creator ID I       I         Creator name       I         Creator name       I         CREATE       Proceed to Step 2         CANCEL       Quit create process and return to original record         CLEAR       Clear authority ID field	Corporate bodies
	[IMPORT RECORDS]		

To create a new authority record from within the relevant authority file, click the "New record" button on the activity strip in the lower left-hand corner of the screen.

000			Corpor	ateBody.FP5				
Name_Su	CORPORATE BODIES	5 - NAME / SUMMARY IN	NFORMATION		SFU A	ARCHIVES INFORM	ATION SYSTEM	0
333	NAME	DESCRIPTION	DATES	SOURCES	RELATED DATA	RECORD ADMIN	LIST	
19 Records: 306	Navigate AIS	SUMMARY INFO	VARIANT I     NAME HIST	NAMES / TORY	OF CURRENT	ATES NAME	QUIT	
Sorted	Choose AIS module (current highlighted)	Corporate body ID	CORP0056				_	
	Authority control	Authority name	Archaeology, [	Department of			EDIT	
	GO	Formal name	Department of	f Archaeology				
	Choose AIS file (current highlighted)	Dates	1970-					
	CorporateBody.FP5	Status of body (activity)	Active					
	 	Relation to SFU	University					
		Type of body	Academic depa	artment				
	Record information	Parent body	•					
	F-4 The Department of Archaeology fonds	Parent name						
	Record status: Working	Fonds exists?	● Yes ○ No					
	Date created: Mar 21, 2002		VIEW Go	to fonds record				
	Record 19 of 306 found 306 records total		CREATE Ass	sign a fonds numbe	r to corporate body			
	NEW RECORD DELETE					FIRST SELECT OT	HER OPERATION	

By either method, you will be taken to a "Create new record" screen.

# Corporate body

The "Create new record" screen requires you to complete several fields (non-shaded).

000			CorporateBody.FP5		
Create_Co	CORPORATE BODIE	S – CREATE A NEW REC	ORD	SFU ARCHIVES INFORMATIC	N SYSTEM
19 Records: 306 Sorted	Create a new record	The "primary name ele alphabetically (e.g. in o	ment" begins with the word that will be used to drop-down lists).	sort corporate bodies	
Joned	Enter data in the non-shaded boxes. Click "Continue" to create a new record. Click "Cancel" to returm to original record without creating a new record. Click "Clear" to	Name qualifier	English Department of OEnglish Department of Department of English Not applicable University		
	Clici: "Clear" to clear all non-shaded fields and re-enter data.	Authority name Formal name	O Private English, Department of Department of English CREATE Continue to Step 2 CANCEL Return to original record CLEAR Clear fields and re-enter data		

The **primary name element** is the word or group of words that characterizes what is unique to the body or its main function (e.g. "English" is the primary element in the

name "Department of English"). Every corporate body MUST have a primary name element.

The **secondary name element** conveys the generic or common aspect in the body's name (e.g. "Department of" is an element found in the name of many bodies). Some corporate bodies may have no secondary name element.

The **order of name elements** determines which element appears first in the formal name of the body (e.g. in the "Department of English" the secondary name element precedes the primary name element). Select the appropriate option. If there is no secondary element, you must select "Not applicable."

Use the **name qualifier** only to differentiate corporate bodies with identical or similar names. Otherwise leave blank. For example, if there were two separate departments called "Department of English" – one in Burnaby, the other in Surrey – use the name qualifier to signify which is intended (e.g. "Burnaby").

**Relation to SFU** indicates whether the body is a unit of the university or not. Use "Private" for all non-university bodies.

When you have completed data entry, click "Create" to continue to the next screen. Click "Cancel" to terminate creation process and return to original record (no record will be created). Click "Clear" to clear fields for re-entering data.

When you click the "Create" button, the AIS creates a new record in the system, assigns it a unique Corporate Body ID, and takes you to a new screen. The screens for university records and private records differ slightly (the choices for the field "Type of body" are different).

000			CorporateBody.FP5		
eate_Co	CORPORATE BODIE	S – NEW RECORD CREA	TED (PRIVATE BODY)		SFU ARCHIVES INFORMATION SYSTEM
20 cords: )7	Create a new record	You have successfully	created a new corporate boo	ly authority record.	
mi-sorted	Enter data in the non-shaded field. Click: "Edit" to go to data entry screens. Click: "Cancel" to dalete this record and return to the original record. Click: "Create fonds" to assign a fonds number to the archival holdings of the corporate body.	Corporate body ID Authority name Formal name Type of private body Status of body (activity) Sources for name	CORP0328 Fishing, Centre for Centre for Fishing O Campus community O Private sector O Volunteer sector O Volunteer sector O Active O Defunct O Not I:nown		Jan 21, 2003 Richard Dancy
	CREATE A RELATED RECORD	Assign a fonds number body	er to this corporate CR	d return to original re	cord Create a new corporate body record

000			CorporateBody.FP5
reate_Co	CORPORATE BODIES	- NEW RECORD CREA	TED (SFU BODY) SFU ARCHIVES INFORMATION SYSTEM
20 ecords: 07	Create a new record	You have successfully	created a new corporate body authority record.
mi-sorted	Enter data in the non-shaded field.	Corporate body ID	CORP0329
	Click "Edit" to go to data entry screens.	Authority name	Fishing, Centre for
	Click "Cancel" to delete this record	Formal name	Centre for Fishing
	and return to the original record.	Type of SFU body	O Governing body O Centre or institute O Faculty O Committee O Academic department O Project
	Click "Create fonds" to assign a fonds		O Administrative department
	number to the archival holdings of the corporate body.	Status of body (activity)	O Active Date created Jan 21, 2003 O Defunct O Not known Created by Richard Dancy
		Sources for name	
			EDIT Go to record edit screens
			CANCEL Delete record and return to original record
	CREATE A RELATED RECORD	Assign a fonds number body	er to this corporate CREATE A NEW PERSONAL NEW CORP Create a new corporate body record.

Complete the non-shaded fields. Click "Edit" to view or continue adding data to the record. Click "Cancel" to delete the record you just created.

On the *activity strip*, click "Fonds" to create a fonds record for this corporate body; click "New record" to create a new corporate body record.

#### Person

The "Create new record" screen requires you to complete several fields (non-shaded).

Create a mew record       A Person authority record can be created only if a personal name record has already been created.         Enter data in non-shaded fields.       Last name (family name)       Smith         Cick: "Continue" to create the record, "Crancel" to exit record, "Crancel" to exit record, "Crancel" to exit record, "Crancel" to exit record, "Clear" to dear fields and begin again.       Last name (family name)       Smith         Fred       Fred       Fred       Fred         Smith       Fred       Fred       Fred         VPA office       Freddie       Freddie       Freddie         Name qualifier (if required)       VPA Office       Smith, Fred Herbert (VPA Office)       Smith, Fred Herbert (VPA Office)	Create a new record       A Person authority record can be created only if a personal name record has already been created.         Enter data in non-shaded fields.       Last name (family name)       Smith         Click: "Continue" to create the record, "Grade the name(s)       First name       Fred         Fred       Fred       Fred       Fred       Fred         Freed       Fred       Fred       Fred         Freed       Fred       Fred       Fred         Freed       Fred       Fred       Fred         Widdle name(s)       Herbert       Fred       Fred         Hame qualifier (if required)       VPA Office       Wame qualifier (if required)       VPA Office
A Person authority record can be created only if a personal name record has already been created.         Enter data in non-shaded fields.         Click "Continue" to create the record, "Cancel" to exit create process and return to original record, "Clear" to dear fields and begin again.         Last name (family name)         Smith         First name         Fred         Middle name(s)         Herbert         Predie         Record, "Clear" to dear fields and begin again.	A Person authomy record can be created only if a personal name record has aready been created.         Enter data in non-shaded fields.         Click: "Continue" to create the record, "Cancel" to exit create precord, "Clear to dear fields and begin again.       Last name (family name)       Smith         Fred       Fred       Fred         VPA Office       Freddie         Name qualifier (if required)       VPA Office         Authority name       Smith, Fred Herbert (VPA Office)         Formal name       Fred Herbert Smith
Enter data in non-shaded fields.     Last name (family name)     Smith       Click: "Continue" to react the record, "Cancel" to soit create process and return to original record, "Clear" to dear fields and begin again.     Last name (family name)     Smith       Fred     Fred       Middle name(s)     Herbert       VEAD     Freddie       Record, "Clear" to dear fields and begin again.     Name quelifier (if required)       VPA Office     Smith, Fred Herbert (VPA Office)	Enter data in non-shaded fields.       Last name (family name)       Smith         Click: "Continue" to create the record, 'Cancel' to exit create process and record, 'Clear' to dear fields and begin again.       First name       Fred         Name qualifier (if required)       Herbert       Freddle         Name qualifier (if required)       VPA Office         Authority name       Smith, Fred Herbert (VPA Office)         Formal name       Fred Herbert Smith
Formal name Fred Herbert Smith	CREATE Create new personal name

Enter the person's **family or last** name, the **first name** and the **middle name**(s). The first and last names MUST be completed. The middle name field can take one or more names, initials or can be left blank.

Use **familiar name** if the person was familiarly known as something other than his or her first name; otherwise leave blank.

Use **name qualifier** only to differentiate two persons with the same first, middle and last names; otherwise leave blank. In the example, "VPA Office" is used to indicate that this Fred Herbert Smith works in the VPA's office (as opposed to the other Fred Herbert Smith who works in the English Department).

The **authority name** and **formal name** are automatically calculated from the name elements you have entered. The authority name is the form of the name that will appear in lists (last name appears as the first word).

When you have completed data entry, click "Create" to continue to the next screen. Click "Cancel" to terminate creation process and return to the original record; no new record will be created. Click "Clear" to clear fields for re-entering data.

When you click the "Create" button, the AIS creates a new record in the system, assigns it a unique Person ID, and takes you to a new screen.

000			Cor Person FPS	LFP5		
Create_Pe	PERSONS - NEW RE	CORD CREATED			SFU ARCHIVES INFORMAT	ION SYSTEM
L633 Records 1633 Unsorted	Create a new record Enter data in non-shaded fields where I now. Cid: "Edit" to go to detailed data entry screans. Cid: "Cancel" to delete this record and return to onginal record.	You have successfully Person ID Authority name Gender Honorific Prefix Surrar(s) for authority name Created by Date	Dr.     Image: Constraint of the second	Dr.) (VPA Office) ide in formal name? or. Fred Herbert Smith	Include in working name2 Freddie Smith D	
	CREATE A RELATED RECORD OFFICER	Assign a fonds numbe Register person as ar		CREATE A NEW PERSON RECORD	NEW PERSON Create a new per	son record.

Enter data in the non-shaded fields. **Honorific**, **prefix** and **suffix** should be entered if known. These will not appear in the authority name. You have the option of having them appear in the formal name and working name or not; click on the box to set as part of name.

The **working name** is calculated automatically from the data you entered previously and uses the **familiar name** instead of the first name.

**Sources for authority name** should be entered, but can be left blank. Your name and the current date are automatically entered in the **created by** and **date** fields; these can be overwritten (e.g. if you are working on someone else's computer).

When you have completed data entry, click the "Edit" button to view detailed record or continue entering data. Click "Cancel" to delete the record you have just created and return to the original record. Click "Return" to exit the record and return to your original record.

On the *activity strip*, click "Fonds" to create a fonds record for this person; click "Officer" to create an officer record for this person [this feature is not yet available]; click "New record" to create a new person record.

# Family

The "Create new record" screen requires you to complete several fields (non-shaded).

000		Family.FP	25
Create_Fa	FAMILIES - CREATE	A NEW RECORD	SFU ARCHIVES INFORMATION SYSTEM
Records	Create a new record Enter family name. Existing family entries can be viewed in list on right-hand side. Click: "Continue" to create the record, "Cancel" to exit create the record, "Cancel" to exit create process and return to original record, "Clear" to dear fields and begin again.	Family name for new record         Jones         Name qualifier         Burnaby         CREATE       Create new family authority record         CANCEL       Return to original record         CLEAR       Clear fields	Existing entries (first 1-3 letters) VIEW AL

Enter the **family name**. Use name qualifier only to differentiate families with the same name; otherwise leave blank. In the example, "Burnaby" is used as a name qualifier to indicate that this Jones family resides in Burnaby, as opposed to the other Jones family that resides in Surrey.

The box on the right-hand side allows you to view existing family authority records. Enter the first 1-3 letters of the family name and hit the tab key to view matches (matches will not appear until the cursor is out of the filter box); to view all records click the "All" button. Viewing existing entries ensures that you will not duplicate records and that families with the same names are flagged (and so should be differentiated by the **name qualifier**).

When you have completed data entry, click "Create" to continue to the next screen. Click "Cancel" to terminate creation process and return to the original record; no new record will be created. Click "Clear" to clear fields for re-entering data.

When you click the "Create" button, the AIS creates a new record in the system, assigns it a unique Family ID, and takes you to a new screen.

000			Family.FP5			
Create_Fa	FAMILIES - NEW RE	CORD CREATED			SFU ARCHIVES INFORMATION SYSTEM	0
Records: 2 Unsorted	Create a new record Verfiy Created by and Created date information. Click one of the bottom of the screen to continue ("Cancel" will delete the record you have just created).	Family ID Family name Record status Created du Created date Sources for authority name		ecord and return to c	reen of authority record	
	CREATE A RELATED RECORD	Assign a fonds numb	er to this family	CREATE A NEW FAMILY RECORD	NEW FAMILY Create a new family record	

**Sources for authority name** should be entered, but can be left blank. Your name and the current date are automatically entered in the **created by** and **date** fields; these can be overwritten (e.g. if you are working on someone else's computer).

When you have completed data entry, click the "Edit" button to view detailed record or continue entering data. Click "Cancel" to delete the record you have just created and return to the original record. Click "Return" to exit the record and return to your original record.

On the *activity strip*, click "Fonds" to create a fonds record for this family; click "New record" to create a new family record.