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Guidelines for data entry in SFU AtoM for archival description records and authority records.

**GDL-39**  
**SFU AtoM: Data Entry Guidelines**

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## SFU AtoM Data Entry Guidelines

**Last updated:** December 14, 2015 (v4)

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### Introduction

The purpose of this document is to provide guidelines to ensure consistent data entry in [SFU AtoM](#), the online database for archival description shared by SFU Archives and SFU Special Collections and Rare Books. There are separate sections for:

- [Archival description records \(section 1\)](#)
- [Authority records \(section 2\)](#)

Over time, other sections may be added as needed.

# **SECTION 1**

## **ARCHIVAL DESCRIPTION RECORDS**

## 1.1 Archival description records: fields

[SFU AtoM](#) uses the RAD data entry template for **Archival description** records. This section provides a table listing each field in its order of appearance and for each gives the following information:

- The name of the field as it appears on screen.
- Its status (in terms of being mandatory or not) at each level of description.
- An asterisk (\*) beside the field name indicates that there are issues relating to the field that are still outstanding for decision; issues are documented in the Notes section.

The following abbreviations are used in the obligation status columns for each level of description:

MA = Mandatory; field must be entered (bolded).

RE = Recommended; use if applicable.

OP = Optional; use for more detail if desired and if applicable.

NA = Not applicable at the indicated level of description; do not use (greyed-out).

NR = Not recommended; do not use (greyed-out).

Each field name functions as a link (in the Word version of this document) to the corresponding entry in the Notes section.

<i>Field name</i>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<b>Title and statement of responsibility area</b>				
<a href="#">Title proper (*)</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>
<a href="#">GMD</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>
<a href="#">Parallel titles</a>	NR	NR	NR	NR
<a href="#">Other title information</a>	NR	NR	NR	NR
<a href="#">Statement of responsibility</a>	NA	NA	NA	NR
<a href="#">Title notes</a>	<b>MA</b>	<b>MA</b>	OP	OP
<a href="#">Attribution and conjectures</a>	NR	NR	NR	NR
<a href="#">Continuation of title</a>	NR	NR	NR	NR
<a href="#">Parallel titles and other title information</a>	NR	NR	NR	NR

<i>Field name</i>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Source of title proper</a>	<b>MA</b>	<b>MA</b>	OP	OP
<a href="#">Statements of responsibility</a>	NR	NR	NR	NR
<a href="#">Variations in title</a>	OP	OP	OP	OP
<a href="#">Level of description (*)</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>
<a href="#">Repository</a>	<b>MA</b>	NA	NA	NA
<a href="#">Identifier</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>
<a href="#">Alternative identifier</a>	RE	RE	RE	RE
Label	RE	RE	RE	RE
Value	RE	RE	RE	RE
<b>Edition area</b>				
<a href="#">Edition statement</a>	NA	NA	NA	NR
<a href="#">Statement of responsibility relating to the edition</a>	NA	NA	NA	NR
<b>Class of material specific details</b>				
<a href="#">Statement of scale (cartographic)</a>	NA	NA	NA	RE
<a href="#">Statement of projection (cartographic)</a>	NA	NA	NA	RE
<a href="#">Statement of coordinates (cartographic)</a>	NA	NA	NA	RE
<a href="#">Statement of scale (architectural)</a>	NA	NA	NA	RE
<a href="#">Issuing jurisdiction and denomination (philatelic)</a>	NA	NA	NA	RE
<b>Dates of creation area</b>				
<a href="#">Date entry</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>
<a href="#">Actor name</a>	RE	RE	RE	RE
<a href="#">Event type (*)</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>
<a href="#">Place</a>	NR	NR	NR	NR
<a href="#">Date</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>
<a href="#">Start</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>

<i>Field name</i>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">End</a>	MA	MA	MA	MA
<a href="#">Event note</a>	OP	OP	OP	OP
<b>Physical description area</b>				
<a href="#">Physical description</a>	MA	MA	OP	OP
<b>Archival description area</b>				
<a href="#">Administrative history / Biographical sketch</a>	MA	OP	OP	OP
<a href="#">Custodial history</a>	MA	RE	OP	OP
<a href="#">Scope and content</a>	MA	MA	OP	OP
<b>Notes area</b>				
<a href="#">Physical condition</a>	OP	OP	OP	OP
<a href="#">Immediate source of acquisition</a>	NR	NR	NR	NR
<a href="#">Arrangement</a>	OP	OP	OP	OP
<a href="#">Language of material</a>	MA	MA	MA	MA
<a href="#">Script of material</a>	NR	NR	NR	NR
<a href="#">Language and script notes</a>	OP	OP	OP	OP
<a href="#">Location of originals</a>	OP	OP	OP	OP
<a href="#">Availability of other formats</a>	OP	OP	OP	OP
<a href="#">Restrictions on access</a>	MA	MA	MA	MA
<a href="#">Terms governing use, reproduction, and publication</a>	MA	OP	OP	OP
<a href="#">Finding aids</a>	OP	OP	OP	OP
<a href="#">Associated materials</a>	OP	OP	OP	OP
<a href="#">Related materials</a>	OP	OP	OP	OP
<a href="#">Accruals</a>	OP	OP	OP	OP
Other notes	OP	OP	OP	OP
<a href="#">Accompanying material</a>	OP	OP	OP	OP

<i>Field name</i>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Alpha-numeric designations</a>	OP	OP	OP	OP
<a href="#">Conservation</a>	OP	OP	OP	OP
<a href="#">Edition</a>	NR	NR	NR	NR
<a href="#">General note</a>	OP	OP	OP	OP
<a href="#">Physical description</a>	OP	OP	OP	OP
<a href="#">Publisher's series</a>	NR	NR	NR	NR
<a href="#">Rights</a>	NR	NR	NR	NR
<b>Standard number area</b>				
<a href="#">Standard number</a>	NA	NA	NA	NR
<b>Access points</b>				
<a href="#">Subject access points</a>	<b>MA</b>	NR	NR	NR
<a href="#">Place access points</a>	OP	OP	OP	OP
<a href="#">Name access points</a>	OP	OP	OP	OP
<b>Control area</b>				
<a href="#">Description identifier</a>	NR	NR	NR	NR
<a href="#">Institution identifier</a>	NR	NR	NR	NR
<a href="#">Rules or conventions</a>	<b>MA</b>	NR	NR	NR
<a href="#">Status</a>	OP	OP	OP	OP
<a href="#">Level of detail</a>	NR	NR	NR	NR
<a href="#">Dates of creation, revision and deletion</a>	<b>MA</b>	RE	OP	OP
<a href="#">Language</a>	<b>MA</b>	NR	NR	NR
<a href="#">Script</a>	NR	NR	NR	NR
<a href="#">Sources</a>	OP	OP	OP	OP



<i>Field name</i>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<b>Rights area</b>				
Rights basis [sub-field]				
<a href="#">Basis</a>	RE	RE	RE	RE
<a href="#">Start</a>	NR	NR	NR	NR
<a href="#">End</a>	NR	NR	NR	NR
<a href="#">Rights holder</a>	NR	NR	NR	RE
<a href="#">Rights note(s)</a>	NR	NR	RE	RE
Documentation identifier [sub-field]				
<a href="#">Identifier type</a>	NR	NR	NR	NR
<a href="#">Identifier value</a>	NR	NR	NR	NR
<a href="#">Identifier role</a>	NR	NR	NR	NR
Act / Granted rights [sub-field]				
<a href="#">Act</a>	RE	RE	RE	RE
<a href="#">Restriction</a>	RE	RE	RE	RE
<a href="#">Start</a>	NR	NR	RE	RE
<a href="#">End</a>	NR	NR	RE	RE
<a href="#">Note</a>	OP	OP	OP	OP
<b>Administration area</b>				
<a href="#">Publication status</a>	<b>MA</b>	<b>MA</b>	<b>MA</b>	<b>MA</b>
<a href="#">Source language</a>	NA	NA	NA	NA
<a href="#">Last updated</a>	NA	NA	NA	NA
<a href="#">Display standard</a>	NR	NR	NR	NR

## 1.2 Archival description records: notes

<b>Title proper [RAD 1.1B]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Title and statement of responsibility area	MA	MA	MA	MA

Do not use square brackets for supplied titles; explain in *Source of title proper* note.

Outstanding policy issue:

- Should have standard for consistently titling descriptive units; may be different at different levels of description.

<b>GMD [RAD 1.1C]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Title and statement of responsibility area	MA	MA	MA	MA

Terms are managed by AtoM *Material type* taxonomy (customizable):

- Architectural drawing
- Cartographic material
- Graphic material
- Microform
- Moving images
- Object
- Philatelic record
- Photographic material
- Records in electronic form (born-digital)
- Records in electronic form (digitized)
- Sound recording
- Technical drawing
- Textual record

Note that this list adds a term for "Photographic material":

- RAD includes this under *Graphic material*.
- Rationale for adding: we want to be able to filter searches by this facet as photos are frequently requested.

"Records in electronic form (born-digital)":

- Use to indicate that the material is born-digital.

"Records in electronic form (digitized)":

- Use to indicate that digitized copies of analog originals exist.
- Note that there may be access restrictions on digitized copies so that they are not directly accessible from SFU AtoM.
- Use the *Availability of other formats* note field for information about the digitization (at most appropriate level).

"Microfilm":

- Use if the materials are available in microform (even if originals are also available in analog form).

<b>Parallel titles [RAD 1.1D]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Title and statement of responsibility area	NR	NR	NR	NR
Do not use this field.				

<b>Other title information [RAD 1.1E]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Title and statement of responsibility area	NR	NR	NR	NR
Do not use this field.				

<b>Statement of responsibility [RAD 1.1F]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Title and statement of responsibility area	NR	NR	NR	NR
Do not use this field.				
<ul style="list-style-type: none"><li>• Use a <i>Date entry</i> in the <i>Dates of creation area</i> to register a relationship between an Actor (corporate body, person, family) and the unit under description.</li></ul>				

<b>Title notes</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Title and statement of responsibility area	MA	MA	OP	OP
At least one <i>Title note</i> is required at Fonds and Series levels for <i>Source of title proper</i> .				
Of the six types of title note available, use only two:				
<ul style="list-style-type: none"><li>• <i>Source of title proper</i>.</li><li>• <i>Variations in title</i>.</li></ul>				
<b>Attribution and conjectures [RAD 1.8B6]</b>	NR	NR	NR	NR
Do not use this type.				
<b>Continuation of title [RAD 1.8B4]</b>	NR	NR	NR	NR
Do not use this type.				
<b>Parallel titles and other information [RAD 1.8B3]</b>	NR	NR	NR	NR
Do not use this type.				

<b>Source of title proper [RAD 1.8B2]</b>	MA	MA	OP	OP
Use to indicate the basis of the title.				
<ul style="list-style-type: none"> <li>Typically either based on creator's original title or on the content of the unit</li> </ul>				
<b>Statements of responsibility [RAD 1.8B5]</b>	NR	NR	NR	NR
Do not use this type.				
<b>Variations in title [RAD 1.8B1]</b>	OP	OP	OP	OP
Use is optional; possible use cases include:				
<ul style="list-style-type: none"> <li>Archives previously used different titles for this unit (include effective dates)</li> <li>Creator had multiple names for the unit field.</li> </ul>				

<b>Level of description</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Title and statement of responsibility area</a>	MA	MA	MA	MA
There is no RAD rule for this element.				
SFU AtoM customizes the AtoM <i>Levels of description</i> taxonomy:				
<ul style="list-style-type: none"> <li>Fonds</li> <li>Sous-fonds</li> <li>Collection</li> <li>Series</li> <li>Sub-series</li> <li>Sub-sub-series</li> <li>Item</li> </ul>				
Do not use <i>Sous-fonds</i> .				
<ul style="list-style-type: none"> <li>Archives does not currently use this level of description.</li> <li>"Sous-fonds" is included in the list because it is used by SFU Special Collections.</li> <li>If the Archives were to start using this term, it would impact our reference code numbering conventions.</li> <li>If we get a use case for sous-fonds, we will review then.</li> </ul>				
Outstanding policy issue:				
<ul style="list-style-type: none"> <li>Still grappling with how to handle "sub-item" level, i.e. parts of an item.</li> </ul>				

<b>Repository</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Title and statement of responsibility area</a>	MA	NA	NA	NA
There is no RAD rule for this element.				

SFU AtoM provides a drop-down list generated from the Repository records:

- Simon Fraser University Archives and Records Management Department.
- Simon Fraser University Special Collections and Rare Books.

Not applicable at lower levels, **do not use below the fonds level.**

- Repetition of the repository below the fonds/collection level may cause problems with the formatting on the PDF finding aid title page.
- If we get a use case (e.g. material from the same fonds held in different repositories), we can review then.

<b>Identifier</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Title and statement of responsibility area</a>	MA	MA	MA	OP
There is no RAD rule for this element.				
Always include "F-" prefix.				
<ul style="list-style-type: none"> <li>• At file and item level, always include place-holders for parent levels (series, sub-series, and sub-sub-series) even if these are empty.</li> </ul>				
At the item level, obligation = "optional":				
<ul style="list-style-type: none"> <li>• When creating records manually or via csv import, include identifier.</li> <li>• But when item records are created via Archivematica DIP upload, they will not automatically be assigned identifiers; it is not required to manually assign identifiers following DIP upload.</li> </ul>				
Assess DIP upload scenarios on a case-by-case basis:				
<ul style="list-style-type: none"> <li>• Do not add identifiers when this will be too time-consuming.</li> </ul>				

<b>Alternative identifier</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Title and statement of responsibility area</a>	RE	RE	RE	RE
There is no RAD rule for this element; use when applicable.				
Use cases:				
<ul style="list-style-type: none"> <li>• Archives previously assigned different reference code to the unit (include effective date).</li> <li>• Creator used own classification code(s).</li> </ul>				
If using, enter data in both sub-fields:				
<ul style="list-style-type: none"> <li>• Use the <i>Label</i> sub-field to indicate nature of the ID, e.g. "Previous reference code".</li> <li>• Use the <i>Value</i> sub-field to give the actual identifier, e.g. "F-27-1-0-1".</li> </ul>				

<b>Edition statement [RAD 1.2B]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Edition area</a>	NA	NA	NA	NR

In RAD, the *Edition area* is only for item-level description, used to "record statements relating to versions of items existing in two or more versions or states in single or multiple copies" (RAD 1.2A1).

Do not use this field.

- Use the Note field *Availability of other formats* to discuss relationships between multiple versions (e.g. original, access, preservation copies).

Rationale:

- We may want to discuss relationships between copies at aggregate levels, e.g. if all items in a series have been digitized.
- But RAD only allows Edition statement at the item-level.

### Statement of responsibility relating to the edition [RAD 1.2C]

	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Edition area	NA	NA	NA	NR

Do not use this field.

- It is better to use *Date events* to capture statements of responsibility, linking an Actor to a Description using *Event type* field to characterize the relationship of responsibility.

### Class of material specific details [RAD 1.3]

	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Class of material specific details	NA	NA	NA	RE

Use these fields at the item level only with items of the appropriate GMD.

#### Cartographic materials

- *Statement of scale*
- *Statement of projection*
- *Statement coordinates*

#### Architectural and technical drawings

- *Statement of scale*

#### Philatelic records

- *Issuing jurisdiction and denomination*

### Dates of creation area [RAD 1.4]

	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Dates of creation area	MA	MA	MA	MA

At all levels, give at least one date entry.

For a Collection, make two entries:

- *Collection* (= dates actor collected materials): enter Actor, but leave dates empty if you do not know dates of collecting activity.
- *Document dates* (= date range of the documents themselves): leave Actor empty.

**Actor name** RE RE RE RE

Always enter at the highest level.

- When left blank, unit inherits from the parent level.

At lower levels, only enter if different than parent level.

For collections, enter only if the collector's dates of collecting (as opposed to document dates) are known; otherwise leave blank.

**Event type** MA MA MA MA

Values are governed by AtoM taxonomy (*Event types*), but used differently at different levels.

Fonds, series, file levels:

- Creation (dates documents were accumulated by the fonds creator).
- Collection (dates documents were collected by the collector).
- Custody (dates materials were in the custody of the custodian).
- Document dates (dates of the actual documents – use only if different than Creation dates).

At item level:

- Select any of the entries in *Event types* taxonomy.

Outstanding policy issue:

- We need to determine whether to "clean up" item-level data relating to production credits for films that were handled as events during AIS migration.

**Place** NR NR NR NR

Do not use; capture place as an Access point rather than enter here.

**Date [RAD 1.4B]** MA MA MA MA

This is the field that will display to the public user.

Use square brackets for uncertain dates, follow RAD conventions:

- Probable: [1980?]
- Approximate: [ca 1980]
- Before: [before 1980]
- After: [after 1980]
- Decade certain: [198-]
- Decade probable: [198?]
- Century certain: [19--]
- Century probable: [19--?]

Use this field to indicate predominant dates:

- E.g. "1965-1990, predominant 1982-1988"

**Start / End** MA MA MA MA

Must be 4-digit numbers.

- AtoM uses these number fields to search and sort on.
- By default, AtoM extract values from data entered in the *Date* field.

**Event note [RAD 1.8B8]** OP OP OP OP

Use for narrative information elaborating on date

- Represents RAD note 1.8B8.

**Physical description [RAD 1.5]** *Fonds* *Series* *File* *Item*

Physical description area MA MA OP OP

Enter each physical description (PD) statement on a separate line (no punctuation between lines).

PD is mandatory at fonds and series level, optional at file and item levels.

Use as separate PD statement for each Specific Material Designation (SMD).

- Do NOT follow RAD "rule of 3" at 1.5B2 that instructs to use "and other material" with PD note if there are more than three SMDs.
- There is currently no controlled list for SMD terms.

Within each PD statement use RAD punctuation to separate elements:

- extent of descriptive unit: other physical details; dimensions + accompanying material

Textual records:

- Express extent as total shelf space
- E.g. "4.2 m of textual records".

Non-textual records:

- Express extents as count of items
- E.g. "ca 500 photographs".

Where there is a significant difference between the intellectual item and its physical carriers, it's better to use the intellectual item as the unit for counting.

- E.g. "10 moving images" (instead of "43 film reels").
- In these cases, use the *Physical description* note to record count of physical carrier units.

For calculating series textual extents, an *Extent Calculator* spreadsheet is available on the [Atom > Resources for archivists](#) page.



## Administrative history / Biographical sketch

### [RAD 1.7B]

*Fonds*      *Series*      *File*      *Item*

#### Archival description area

MA      OP      OP      OP

Element resides within creator's Authority record:

- Will only appear in description record if a date event (*Event type* = "Creation") has been registered with an Actor designated as the creator.

Mandatory for fonds, but note that for collections, collector's history will not appear with descriptive record.

- Collector is registered as a date event, *Event type* = "Collection".

At lower levels if a creator different than the fonds creator has been registered: admin history / bio sketch is optional.

- E.g. it is worth recording that a specific committee is the creator, but you do not have to write an admin history of the committee (though you can if you have time).

## Custodial history [RAD 1.7C]

*Fonds*      *Series*      *File*      *Item*

#### Archival description area

MA      RE      OP      OP

Include any information relating to past custody as well as transfer of the records to Archives.

- This replaces past practice of using the *Immediate source of acquisition* note for cases where custody of records passed directly from creator to Archives.

## Scope and content [RAD 1.7D]

*Fonds*      *Series*      *File*      *Item*

#### Archival description area

MA      MA      OP      OP

Include information relating to arrangement unless you need to comment at length on arrangement issues.

- This replaces past practice of using the *Arrangement* note for all information relating to arrangement.

It is recommended to include a list of child series to give an overview of the arrangement.

- E.g. at fonds level, list series; at series level, list sub-series.
- Past practice relied on the AIS database to automatically append lower series levels to the *Scope and content*.

## Physical condition [RAD 1.8B9a]

*Fonds*      *Series*      *File*      *Item*

#### Notes area

OP      OP      OP      OP

Record information about physical condition.

- Use *Restrictions on access* note for information about access restrictions due to physical fragility.
- Use *Conservation* note for information on conservation actions taken to repair item(s).

<b>Immediate source of acquisition [RAD 1.8B12]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
-----------------------------------------------------	--------------	---------------	-------------	-------------

<a href="#">Notes area</a>	NR	NR	NR	NR
----------------------------	----	----	----	----

Discontinued: record all information relating to custody and transfer in *Custodial history*.

<b>Arrangement [RAD 1.8B13]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
---------------------------------	--------------	---------------	-------------	-------------

<a href="#">Notes area</a>	OP	OP	OP	OP
----------------------------	----	----	----	----

Prefer to give information relating arrangement in the *Scope and content* field.

- Use this field only if you need to elaborate on arrangement issues in detail.

<b>Language [RAD 1.8B14]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
------------------------------	--------------	---------------	-------------	-------------

<a href="#">Notes area</a>	MA	MA	MA	MA
----------------------------	----	----	----	----

Mandatory at all levels.

- Select all applicable languages from drop-down list.
- Include English even though this applies to most our of holdings.

Rationale:

- This information will be included in our descriptions that are exported to multi-language union list databases.

<b>Script of material [RAD 1.8B14]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
----------------------------------------	--------------	---------------	-------------	-------------

<a href="#">Notes area</a>	NR	NR	NR	NR
----------------------------	----	----	----	----

Do not use.

Rationale for omitting:

- Script is generally implied by *Language of material*.
- Selecting "Latin" for English-language materials may be more confusing than illuminating for researchers.

<b>Language and script notes [RAD 1.8B14]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
Provide narrative to elaborate on language and script issues if desired.				

<b>Location of originals [RAD 1.8B15a]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
Use case:				
<ul style="list-style-type: none"> <li>Unit contains copies, originals are held elsewhere.</li> </ul>				

<b>Availability of other formats [1.8B15b]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
Use case:				
<ul style="list-style-type: none"> <li>Access copies have been made of the original.</li> </ul>				
Use to discuss digitization specifications.				
Use <i>Restrictions on access</i> note if the originals cannot be accessed, only the access copies.				

<b>Restrictions on access [RAD 1.8B16a]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	MA	MA	MA	MA
Use for access restrictions arising from donor, privacy, confidentiality or physical condition requirements.				
Mandatory at all levels.				
<ul style="list-style-type: none"> <li>At fonds and series level, make a narrative note.</li> <li>At file and item levels, use the following terms: <ul style="list-style-type: none"> <li>Open (item and file)</li> <li>Pending review (item and file)</li> <li>Restricted in part (file only)</li> <li>Restricted in whole (file only)</li> <li>Restricted (item only)</li> </ul> </li> </ul>				
At file and items levels, you must use one of the controlled terms ("open" etc.), but can elaborate with narrative if you want.				
<ul style="list-style-type: none"> <li>But be aware that narrative note will not display attractively in file or item lists in reports and finding aids.</li> </ul>				

**Terms governing use, reproduction, and publication [RAD 1.8B16c]**

	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Notes area	MA	OP	OP	OP

Notes area

MA      OP      OP      OP

Mandatory at fonds level: give a statement relating to copyright.

- In AIS, see the Home > Copyright tab for an interface to generate boilerplate text.

**Finding aids [RAD 1.8B17]**

	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Notes area	OP	OP	OP	OP

Notes area

OP      OP      OP      OP

Use only if there is something to say.

- Past practice was to include reference to file or item lists created by the Archives – discontinued.
- No need to refer to our own file / item lists.

Use cases:

- Creator had an index, it is included in the files.
- A researcher created an index, can be accessed online.
- Information is available in an appendix to the hardcopy finding aid.

**Associated materials [RAD1.8B18]**

	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Notes area	OP	OP	OP	OP

Notes area

OP      OP      OP      OP

Use to indicate the existence of related materials held in other institutions, including SFU Special Collections.

- In the case of Special Collections, use a Name access point to further link the Archives' description with the associated descriptions of Special Collections.

Because of limitations to AtoM's *Related materials* field (see below), this field can also be used for narrative information about related materials in other fonds held by the Archives.**Related materials [1.8B20]**

	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
Notes area	OP	OP	OP	OP

Notes area

OP      OP      OP      OP

Use to indicate the existence of related materials in other descriptive units for materials held by SFU Archives.

AtoM structures this field as a drop-down list of all our other descriptions.

- This automates establishing linkages, but there is no provision for a narrative note explaining the relationship.
- If you need to provide a narrative to explain relationships, use the Associated materials field in addition to selecting the related unit.

<b>Accruals [RAD 1.8B19]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
Use only if you know other accruals are expected.				

<b>Accompanying material [RAD 1.8B9c]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
Use only to elaborate on materials that accompany an item that was recorded in the <i>Physical description</i> field.				
Use cases:				
<ul style="list-style-type: none"> <li>• Audio tape reel includes a summary sheet.</li> <li>• Video tape includes a brochure of the performance.</li> </ul>				

<b>Alpha-numeric designations [RAD 1.8B11]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
Use cases:				
<ul style="list-style-type: none"> <li>• Creator had own numbering system.</li> </ul>				

<b>Conservation [RAD 1.8B9b]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
Use for information about conservation actions that have been undertaken.				

<b>Edition [RAD 1.8B7]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	NR	NR	NR	NR
Do not use.				

<b>General note [RAD 1.8B21]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
Use for any information that does not fit under any other note.				

<b>Physical description [RAD 1.8B9]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	OP	OP	OP	OP
<p>Use to record the count of physical carrier units if you used the intellectual unit in the <i>Physical description</i> field.</p> <ul style="list-style-type: none"> <li>E.g. If you expressed the extent as number of film titles, use <i>Physical description</i> note to give count of physical videotapes.</li> <li>PD = "10 moving images"; Note = "Includes 43 VHS video cassettes, 2 Umatic video cassettes"</li> </ul>				

<b>Publisher's series [RAD1.8B10]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	NR	NR	NR	NR
Do not use				

<b>Rights [RAD 1.8B16b]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Notes area</a>	NR	NR	NR	NR
<p>Do not use.</p> <p>All rights information intended for the public researcher should be recorded in <i>Restrictions on access</i> and <i>Terms governing use, reproduction, and publication</i> notes.</p> <ul style="list-style-type: none"> <li>For rights information for internal, Archives-only use see <i>Rights area</i> below.</li> </ul>				

<b>Standard number [RAD 1.9B]</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Standard number area</a>	NA	NR	NR	NR
<p>Do not use.</p> <p>In RAD, this element only applies at item-level to international standard codes (e.g. ISBN numbers for books).</p> <ul style="list-style-type: none"> <li>If needed, use <i>Alpha-numeric designations</i> note instead.</li> </ul>				

<b>Subject access points</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Access points</a>	MA	NR	NR	NR
<p><b>Archives</b> – Apply only at the fonds / collection level, using the top terms from <i>BC Thesaurus</i>.</p> <ul style="list-style-type: none"> <li>Agriculture</li> <li>Arts and culture</li> <li>Buildings and structures</li> </ul>				

- Business and commerce
- Children and youth
- Communications
- Community life
- Cultural groups
- Education
- Environment
- Events and celebrations
- Exploration, discovery and travel
- Family and personal life
- First nations
- Geographic features
- Government
- Health and social services
- Industries
- Labour
- Land, settlement and immigration
- Law and justice
- Military
- Natural resources
- Organizations
- Politics
- Religions
- Science and technology
- Sports, recreation and leisure
- Transportation and utilities
- Women

**Special Collections** may develop its own set of terms for subject access points.

<b>Place access points</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Access points</a>	OP	OP	OP	OP
Use to indicate geographic location in which the records were generated.				
<ul style="list-style-type: none"> <li>• Only use if outside the Lower Mainland.</li> </ul>				

<b>Name access points</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Access points</a>	OP	OP	OP	OP
AtoM will automatically create a name access point for the entity registered as the creator.				
Use additionally to indicate the existence of records in the unit that relate to a person, organization or family who is not the records creator.				

- E.g. correspondent, record subject.

RAD 21.0B: "All access points must be apparent from the archival description to which they relate."

- E.g. name should appear in file title or in series description.
- Alternatively, use phrasing such as "For the list of correspondents, see Access Points."

### Description identifier

*Fonds*      *Series*      *File*      *Item*

Control area

NR      NR      NR      NR

Do not use:

- Use the *Identifier* field in the *Title and statement of responsibility* area for the unit's reference code.
- Use *Alpha-numeric designations* field in the *Notes* area for IDs originally assigned by the creator.

### Institution identifier

*Fonds*      *Series*      *File*      *Item*

Control area

NR      NR      NR      NR

Do not use:

- Repository identifier will be drawn from the Repository record of the institution (link is established via the *Repository* field in the *Title and statement of responsibility* area).

### Rules or conventions

*Fonds*      *Series*      *File*      *Item*

Control area

MA      NR      NR      NR

Use only at the fonds level, mandatory at that level.

- Indicate that the description follows RAD rules.
- For RAD, use "Canadian Rules for Archival Description (RAD), 2008 edition."

Rationale for using:

- If RAD changes (e.g. a new edition appears), it will be useful to know which descriptions formed using older versions of the standard.

### Status

*Fonds*      *Series*      *File*      *Item*

Control area

OP      OP      OP      OP

Rarely used:

Use only if description is published (via *Publication status* field in the *Administration area*) but you want to indicate that the description is nevertheless provisional rather than final.

Use cases:



- You want to make the description available, but are not able to fully describe material.

<b>Level of detail</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Control area</a>	NR	NR	NR	NR
Do not use.				

<b>Dates of creation, revision and deletion</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Control area</a>	MA	RE	OP	OP
Mandatory at fonds level:				
<ul style="list-style-type: none"> <li>Give month, year, information about the revision, and name of archivist.</li> <li>Give each entry on separate line.</li> <li>E.g. "March 2014: accruals processed to series 2, 3, and 7 (Richard Dancy)."</li> </ul>				
At lower levels, add if you want more specific detail than is indicated at the fonds level.				

<b>Language</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Control area</a>	MA	NR	NR	NR
Mandatory at the fonds level.				
<ul style="list-style-type: none"> <li>Use to indicate for which languages the description is available in AtoM.</li> <li>Always select the original language of the description (English), add any languages into which description has been translated in AtoM.</li> </ul>				

<b>Script</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Control area</a>	NR	NR	NR	NR
Do not use:				
<ul style="list-style-type: none"> <li>Implied by selection of <i>Language</i>.</li> </ul>				

<b>Sources</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Control area</a>	OP	OP	OP	OP
Optional throughout all levels of description.				

<b>Rights area</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Rights area</a>	RE	RE	RE	RE
<p>Use cases:</p> <ul style="list-style-type: none"> <li>• A description has an accompanying digital object (DIP) uploaded in AtoM AND a right is to be made actionable (e.g., access restricted to the digital object).</li> <li>• An informal access review has been conducted by an archivist and the results of the review are to be captured in the fields below.</li> </ul> <p>Do not use:</p> <ul style="list-style-type: none"> <li>• If files/items are designated as "open" when first described in Atom (i.e., only populate the rights area when a decision to change an initial access designation is made at a later date).</li> </ul>				
<b>Rights basis &gt; Basis</b>	RE	RE	RE	RE
<p>Recommended at all levels when applicable.</p> <p>Select "statute" when:</p> <ul style="list-style-type: none"> <li>• Access is restricted under BC's <i>Freedom of Information and Protection of Privacy Act</i>;</li> <li>• Access is allowed based on the expiration of a time limit associated with an exception in the FIPPA; or</li> <li>• A "pending review" designation originally assigned to record(s) subject to FIPPA is amended to "open", "restricted", "restricted in part" or "restricted in whole"</li> </ul> <p>Select "policy" when:</p> <ul style="list-style-type: none"> <li>• Access is restricted due to an ethical judgment;</li> <li>• The record(s) were created by a private sector organization and the restrictions enumerated in BC's <i>Personal Information Protection Act</i> are applied as a matter of departmental policy; or</li> <li>• A "pending review" designation originally assigned to record(s) subject to PIPA is amended to "open", "restricted", "restricted in part", or "restricted in whole"</li> </ul> <p>Select "donor" when:</p> <ul style="list-style-type: none"> <li>• Access restrictions are donor-imposed; or</li> <li>• A "restricted" access designation is amended based on the expiration of a time limit enumerated in a signed Donation Agreement.</li> </ul> <p>Do not use "License"</p>				
<b>Rights basis &gt; Start</b>	NR	NR	NR	NR
<p>Not recommended; do not use.</p> <ul style="list-style-type: none"> <li>• Actionable dates, if known, are best recorded in the <i>Act/Granted rights</i> sub-area. This date field relates more broadly to the basis selected above (e.g., the year the FOI Act was last amended).</li> </ul> <p>Note that AtoM auto-populate this field when "create rights" is selected by a user.</p> <ul style="list-style-type: none"> <li>• Delete this date.</li> </ul>				

**Rights basis > End** NR NR NR NR

Not recommended; do not use.

- Actionable dates, if known, are best recorded in the *Act/Granted rights* sub-area. This date field relates more broadly to the basis selected above (e.g., the year a departmental policy became S/O).

**Rights basis > Rights holder** NR NR NR RE

Recommended only at the item-level if:

- The name of the person(s) or organization(s) that has the authority to grant permissions or set rights restrictions (donor, SFU Archives, or third party) is known.

**Rights basis > Rights note** NR NR RE RE

Use only at the file and item levels to document the results of an informal review or the application of donor-imposed or archivist-imposed restrictions or the lifting thereof.

Use the following sub-fields (enter manually):

- *Statute / Policy / Donor agreement:*
- *Reviewed by:*
- *Reviewed on:*
- *Note on restrictions:*

*Statute / Policy / Donor agreement:*

- Use the applicable authority.
- E.g. Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165.
- Personal Information Protection Act [SBC 2003] Chapter 63.
- Donor Agreement.
- Ethical judgement.

*Reviewed by:*

- Name of archivist who did the review.

*Reviewed on:*

- Date of review.
- Enter as YYYY-MM-DD

*Note on restrictions:*

- Clarify the nature of the restrictions.
- If applicable, cite the sections of the Act.

**Documentation identifier > Identifier type** NR NR NR NR

Do not use.

**Documentation identifier > Identifier value** NR NR NR NR

Do not use.

**Documentation identifier > Identifier role**

NR NR NR NR

Do not use.

**Act / Granted rights > Act**

RE RE RE RE

Recommended at all levels if applicable.

Only select "display" – this is the Act that SFU AtoM is configured to make actionable.

- "Display" will affect whether or not AtoM makes a digital object viewable by a public user (not logged in).

Use only at fonds or series levels if you want to apply the same setting to all children records.

- Lower levels do not automatically inherit these settings.
- If you want to set inheritance, use AtoM's Manage rights inheritance feature (accessible from button block at bottom of the record).
- Note that you can over-ride parent settings at lower levels (inheritance just sets the default value that can later be manually changed).

At the file level:

- It is optional to add an Act for each resulting enclosure created as a result of an informal review. If there is a large gap in the dates on which restrictions lift or one of the restrictions is perpetual (e.g., solicitor-client privilege), creating multiple Acts is recommended.

**Act / Granted rights > Restriction**

RE RE RE RE

Recommended at all levels if an access restriction applies or an access restriction is lifted.

Select "allow" if:

- An access restriction is lifted (e.g., result of an informal review, donor-imposed restriction expires, judgment made by archivist that harm is unlikely, etc.)
- Note this is the default setting and **no action is required if the objects are "open" when first uploaded to AtoM**

Select "conditional" if:

- Digital object(s) are designated as "pending review"

Select "disallow" if:

- Digital object(s) are public record and access restrictions apply
- Digital object(s) are subject to donor-imposed restrictions
- Digital object(s) are subject to an access restriction arising from a policy decision or an ethical judgment made by an archivist

**Act / Granted rights > Start**

NR NR RE RE

Recommended at the file and item levels; use if applicable

- Use for the item's date of creation if it is subject to a time-limited access restriction

calculated from that date

**Act / Granted rights > End**

NR NR RE RE

Recommended at the file and item levels; use if applicable

- Use if the end date of an access restriction is known. If multiple restrictions apply, add additional Acts to record those details

**Act / Granted rights > Note**

OP OP OP OP

Optional at all levels; use for more detail if desired and if applicable.

- Use if it is helpful to describe the nature of a restriction (e.g., section of the FOIPP Act, type of document, and/or an anonymized description of the restricted information).
- Use to number multiple enclosures at the file level resulting from an informal review (e.g., Enclosure 1: Memo containing policy advice and recommendations; Enclosure 2: two records documenting an harassment complaint, etc.).

**Publication status**

*Fonds Series File Item*

[Administration area](#)

MA MA MA MA

"Draft" means the description is not visible to the public.

- Change to "published" when description is finalized.
- AtoM will automatically update status of lower-level descriptions.

**Source language**

*Fonds Series File Item*

[Administration area](#)

NA NA NA NA

Defaults to "English" based on system settings.

- Can only be changed by directly editing the configuration file at: /apps/qubit/config/settings.yml.

**Last updated**

*Fonds Series File Item*

[Administration area](#)

NA NA NA NA

Defaults to the date the database record was last saved.

<b>Display standard</b>	<i>Fonds</i>	<i>Series</i>	<i>File</i>	<i>Item</i>
<a href="#">Administration area</a>	NR	NR	NR	NR
<p>Do not use.</p> <p>We would only use this field if we wanted to use different templates (RAD, ISAD, DC etc.) for different records. There is currently no SFU Archives use case for this.</p>				

## **SECTION 2**

# **AUTHORITY RECORDS**

## 2.1 Authority records: fields

SFU AtoM uses the ISAAR(CPF) data entry template for **Authority records**. This section provides a table listing each field in its order of appearance and for each entry gives the following information:

- The name of the field as it appears on screen.
- Its status (in terms of being mandatory or not).
- An asterisk (\*) beside the field name indicates that there are issues relating to the field that are still outstanding for decision; issues are documented in the Notes section.

The following abbreviations are used in the obligation column:

MA = Mandatory; field must be entered (bolded).

RE = Recommended; use if applicable.

OP = Optional; use for more detail if desired and if applicable.

NA = Not applicable at the indicated level of description; do not use (greyed-out).

NR = Not recommended; do not use (greyed-out).

Each field name functions as a link (in the Word version of this document) to the corresponding entry in the Notes section.

<i>Field name</i>	<i>Obligation</i>
<b>Identity area</b>	
<a href="#">Type of entity</a>	<b>MA</b>
<a href="#">Authorized form of name (*)</a>	<b>MA</b>
<a href="#">Parallel form(s) of name</a>	RE
<a href="#">Standardized form(s) of name according to other rules</a>	NR
<a href="#">Other form(s) of name (*)</a>	OP
<a href="#">Identifiers for corporate bodies</a>	OP
<b>Description area</b>	
<a href="#">Dates of existence</a>	RE
<a href="#">History</a>	RE



<i>Field name</i>	<i>Obligation</i>
<a href="#">Places</a>	NR
<a href="#">Legal status</a>	NR
<a href="#">Functions, occupations and activities</a>	NR
<a href="#">Mandates/sources of authority</a>	NR
<a href="#">Internal structures/genealogy</a>	NR
<a href="#">General context</a>	NR
<b>Relationships area</b>	
<a href="#">Authorized form of name</a>	<b>MA</b>
<a href="#">Category of relationship</a>	<b>MA</b>
<a href="#">Relationship type</a>	<b>MA</b>
<a href="#">Description of relationship</a>	OP
<a href="#">Date</a>	RE
<a href="#">Start</a>	RE
<a href="#">End</a>	RE
<b>Control area</b>	
<a href="#">Description identifier</a>	NR
<a href="#">Institution identifier</a>	RE
<a href="#">Rules and/or conventions used</a>	NR
<a href="#">Status</a>	RE
<a href="#">Level of detail</a>	NR
<a href="#">Dates of creation, revision and deletion</a>	RE
<a href="#">Language(s)</a>	RE
<a href="#">Script(s)</a>	NR
<a href="#">Sources</a>	OP
<a href="#">Maintenance notes</a>	NR

## 2.2 Authority records: notes

Type of entity	Obligation
Identity area	MA
Mandatory field, select one of:	
<ul style="list-style-type: none"><li>• Corporate body</li><li>• Person</li><li>• Family</li></ul>	

Authorized form of name	Obligation
Identity area	MA
Personal names:	
<ul style="list-style-type: none"><li>• Use LastName, FirstName(s), Suffix (separate with commas).</li><li>• Use the name by which the person was commonly known.</li><li>• E.g. Braid, Kate; Shuttler, Richard, Jr.</li></ul>	
Corporate body names:	
<ul style="list-style-type: none"><li>• Use RAD 24.1A to determine the authorized name: "Determine the name by which a corporate body is identified from the following sources and in the order of preference given:<ol style="list-style-type: none"><li>a) the name that appears in published items issued by the body</li><li>b) the name that appears in reference sources2</li><li>c) the name that appears in the archival material."</li></ol></li></ul>	
Use qualifiers to differentiate separate entities that have the same name <b>only</b> if they also have the same dates of existence.	
<ul style="list-style-type: none"><li>• AtoM's presentation of names in list view includes the dates drawn from the Dates of existence field and should therefore allow users to easily differentiate the two entities.</li></ul>	
Outstanding policy / technical issues:	
<ul style="list-style-type: none"><li>• Different entities with the same name does cause problems for data entry because AtoM drop-down list do not include dates of existence.</li></ul>	

Parallel form(s) of name	Obligation
Identity area	RE
Use only for entities that have an official name in more than one language; typically for corporate bodies operating in jurisdictions with more than one official language.	
Since SFU Archives primarily works in English, prefer the English version (if one exists) as the <i>Authorized form of name</i> and record the other versions as <i>Parallel forms of name</i> .	

Example:

- *Authorized form of name:* Library and Archives Canada
- *Parallel form of name:* Bibliothèque et Archives Canada

### Standardized form(s) of name according to other rules

*Obligation*

Identity area

NR

Do not use; prefer *Other form(s) of name* field.

- If use cases arise, review decision not to use.

### Other form(s) of name

*Obligation*

Identity area

OP

This is a repeating field; enter as many other names as needed.

Use for acronyms, variants by which the entity is also known, and previous names (i.e. names that were formerly the authorized form of name but have been changed).

For previous names, include effective dates.

- Use en dash (Option + "-") with no space to separate dates.
- If using full dates, use form YYYY MMM DD (first three letters of month name; two digits for day).

Example:

- *Authorized form of name:* Creative Services Group
- *Other form of name:* Instructional Media Centre (1981–2001)

Outstanding policy / technical issues:

- Field does not appear to be indexed; other names do not appear in drop-down lists.

### Identifiers for corporate bodies

*Obligation*

Identity area

OP

- Optional; enter a corporation number if known or applicable.

### Dates of existence

*Obligation*

Description area

RE

Use full dates if known in form: YYYY MMM DD (first three letters of month name; two digits for day).

Use en dash (Option + "-") with no space to separate dates.

Leave end date open to indicate entity continues to exist.

For uncertain dates, use square brackets and follow RAD conventions:

- Probable: [1980?]
- Approximate: [ca 1980]
- Before: [before 1980]
- After: [after 1980]
- Decade certain: [198-]
- Decade probable: [198?]
- Century certain: [19--]
- Century probable: [19--?]

## History

*Obligation*

### Description area

RE

Enter full RAD *Administrative history* / *Biographical sketch*.

Do NOT use the following fields:

- *Places*
- *Legal status*
- *Functions, occupations and activities*
- *Mandates / sources of authority*
- *Internal structures / genealogy*
- *General context*

Rationale for exclusion:

- It is difficult to separate data about e.g. functions, mandate and structure without repeating information.

## Relationships area

*Obligation*

### Relationships area

RE

When creating an authority record for a fonds creator, it is recommended to capture the creator's relationships with other significant persons, corporate bodies and families.

- For SFU departments, register reporting relationships and department heads.
- For all corporate bodies, register predecessor and successor bodies.

AtoM's interface for registering relationships to archival holdings from the authority record is not very user-friendly.

- It is generally easier to register these relationships from the Archival description record using the *Access points* or *Date events* interface.

<b>Authorized form of name</b>	<i>Obligation</i>
<a href="#">Relationships area</a>	MA
<p>Select name from the drop-down list.</p> <ul style="list-style-type: none"> <li>List is generated from all existing authority records.</li> </ul>	
<b>Category of relationship</b>	<i>Obligation</i>
<a href="#">Relationships area</a>	MA
<p>Select category; note that the taxonomy options cannot be customized.</p> <ul style="list-style-type: none"> <li>Hierarchical: use for reporting relationships between corporate bodies.</li> <li>Temporal: use for successor / predecessor relationships between corporate bodies.</li> <li>Family: use to indicate membership of person in a family.</li> <li>Associative: use for any other type of relationship.</li> </ul>	
<b>Relationship type</b>	<i>Obligation</i>
<a href="#">Relationships area</a>	MA
<p>Drop-down list terms derive from <i>Actor relationship type</i> taxonomy.</p> <p>Terms that appear in the drop-down list are conditional upon value selected in <i>Category of relationship</i> field.</p> <ul style="list-style-type: none"> <li>Taxonomy can be edited.</li> </ul>	
<b>Description of relationship</b>	<i>Obligation</i>
<a href="#">Relationships area</a>	OP
<p>Optional; use for any additional descriptive information about the relationship.</p>	
<b>Date</b>	<i>Obligation</i>
<a href="#">Relationships area</a>	RE
<p>Enter effective dates of relationship; this field will display to public users.</p>	
<b>Start</b>	<i>Obligation</i>
<a href="#">Relationships area</a>	RE
<p>Enter 4-digit start year.</p>	

- Defaults to the start year from data entered in *Date* field.
- Used for database sorting and searching purposes.

## End

*Obligation*

### Relationships area

RE

Enter 4-digit start year.

- Defaults to the start year from data entered in *Date* field.
- Used for database sorting and searching purposes.

## Description identifier

*Obligation*

### Control area

NR

Do not use.

Rationale:

- Should be auto-generated unique ID.
- No point using if we can accidentally create duplicate IDs.

## Institution identifier

*Obligation*

### Control area

RE

Indicate whether SFU Archives or SFU Special Collections is responsible for maintaining the authority record.

Use the identifiers given in each institution's Repository record.

- SFU Archives = SFU
- SFU Special Collections = SFL

For authority records shared by both institutions, give both identifiers, e.g. SFU / SFL.

- Both institutions should be consulted when either wants to changes the description of a shared authority record.

## Rules and / or conventions used

*Obligation*

### Control area

NR

Do not use.

Rationale:

- The Archives will always follow RAD and ISAAR (in that order of preference).
- If use cases arise, review decision.

<b>Status</b>	<i>Obligation</i>
<a href="#">Control area</a>	RE
<p>Select "Published" when you have completed a <i>Admin history / bio sketch</i> that will appear in a published finding aid.</p> <p>Select "Revised" if you are revising an existing <i>Admin history / bio sketch</i>.</p> <p>Leave blank for authority records that will not be formally described in an <i>Admin history / bio sketch</i></p> <p>Many authority records are created initially as access points and will not be formally described.</p>	

<b>Level of detail</b>	<i>Obligation</i>
<a href="#">Control area</a>	NR
<p>Do not use.</p> <p>ISAAR prescribes four elements as required for a "minimal" description:</p> <ul style="list-style-type: none"> <li>• <i>Type</i></li> <li>• <i>Name</i></li> <li>• <i>Dates of existence</i></li> <li>• <i>Authority record identifier</i></li> </ul> <p>Rationale:</p> <ul style="list-style-type: none"> <li>• The Archives is not using the <i>Identifier</i> field</li> <li>• For many authority records created as access points will not record <i>Dates of existence</i>.</li> <li>• Accordingly, this field will not convey meaningful information.</li> </ul>	

<b>Dates of creation, revision and deletion</b>	<i>Obligation</i>
<a href="#">Control area</a>	RE
<p>Enter information when preparing or revising an <i>Admin history / bio sketch</i> for an authority record.</p> <p>Separate entries by a line return, enter data in the following form:</p> <ul style="list-style-type: none"> <li>• Prepared by StaffName (Month Year): notes on revision if applicable.</li> </ul>	

<b>Last updated</b>	<i>Obligation</i>
<a href="#">Control area</a>	NA
<p>Displays data automatically generated by AtoM</p>	

<b>Language(s)</b>	<i>Obligation</i>
<a href="#">Control area</a>	RE
<p>Select the language of description (English) when you have completed a <i>Admin history / bio sketch</i> that will appear in a published finding aid.</p> <ul style="list-style-type: none"> <li>Select "Revised" if you are revising an existing <i>Admin history / bio sketch</i>.</li> </ul> <p>If the description is translated, select the languages into which it has been translated.</p> <p>Rationale for using:</p> <ul style="list-style-type: none"> <li>In a union list environment (MemoryBC, Archives Canada), it is useful to flag the language(s) of description.</li> </ul>	

<b>Scripts</b>	<i>Obligation</i>
<a href="#">Control area</a>	NR
<p>Do not use.</p> <p>Rationale:</p> <ul style="list-style-type: none"> <li>Script is implied by the <i>Language(s)</i>.</li> <li>Selecting "Latin" is potentially confusing to researchers.</li> </ul>	

<b>Sources</b>	<i>Obligation</i>
<a href="#">Control area</a>	OP
<p>This field is optional; include information about sources consulted if relevant when preparing or revising an <i>Admin history / bio sketch</i>.</p>	

<b>Maintenance notes</b>	<i>Obligation</i>
<a href="#">Control area</a>	NR
<p>Do not use: prefer to record information about maintenance and revision in the <i>Dates of creation, revision and deletion</i> field.</p>	



**Document Control**

<b>Indexing keywords</b>	
<b><u>Programs</u></b>	Archives
<b><u>Functions</u></b>	Access, Description, Information technology management

<b>Version history</b>			
<b><u>Version</u></b>	<b><u>Date</u></b>	<b><u>By</u></b>	<b><u>Version notes</u></b>
v4	Dec 14, 2015	Richard Dancy	Revised presentation of notes for each field; changes to content relating to <i>GMD</i> and note on <i>Availability of other formats</i> .
v3	Oct 9, 2015	Paul Hebbard	Incorporated feedback from Duty reference Archivists
v2	Jul 8, 2015	Paul Hebbard	Updated language in the Notes Area and the Rights Area to better reflect the documentation of informal reviews
v1	May 4, 2015	Richard Dancy	Incorporated decisions on Authority records; restructured documents into separate sections
Draft 3	Mar 2, 2015	Paul Hebbard	Incorporated staff feedback on Rights area fields; also incorporated clarifications supplied by Evelyn McLellan, Artefactual Systems Inc.
Draft 2	Jan 30, 2015	Paul Hebbard	Added details for Rights area
Draft 1	Jan 5, 2015	Richard Dancy	First iteration, does not include section on Rights area