



Workshop: ICA-AtoM Training
 Saturday, April 25
 Irving K. Barber Learning Centre
 University of British Columbia
 Vancouver, BC



MemoryBC

The British Columbia Archival Information Network

browse by
[subject](#)
[place](#)
[name](#)
[image](#)
[repository](#)

View archival description

Fonds Add. MSS. 1399 - Townley, Matheson and Partners fonds	
Title proper:	Townley, Matheson and Partners fonds
Level of description:	Fonds
Repository:	City of Vancouver Archives
Reference code:	CA CVA Add. MSS. 1399
Dates:	1897-[ca. 1990]; predominant 1919-1974 (Creation) Townley, Matheson and Partners
Name of creator:	Townley, Matheson and Partners
Administrative history:	
Townley, Matheson and Partners was a major Vancouver architectural firm throughout most of the 20th century. It produced designs for over 1100 discrete projects including numerous landmark buildings in the Vancouver, most notably Vancouver City Hall. The partnership was formed in 1919 by Fred L. Townley (1887-1966) and Robert T. Matheson (1887-1935).	
Townley was the son of former Vancouver Mayor T.O. Townley. Townley and Matheson were both raised in Vancouver, and received their architectural training at the University of Pennsylvania, graduating together in 1911. The majority of the work the partnership did in its initial years was private residences and small	

repository

City of Vancouver Archives

creator

Townley, Matheson and Partners

digital object



Item 632 - Famous Cloak and...

fonds

- Fonds Add. MSS. 1399 - Townley, Matheson and Pa...

[+ Series - Architectural drawings](#)
[+ Series - Project photographs](#)
[+ Series - Miscellaneous records](#)

Introduction to ICA-AtoM

ICA-AtoM stands for *International Council on Archives - Access to Memory*. It is a web-based, free software application for standards-based archival description in a multi-lingual, multi-repository environment. It is designed to support ICA standards such as *General International Standard Archival Description (ISAD(G))* but it also includes a template for descriptions based on the *Canadian Rules for Archival Description (RAD)*. ICA-AtoM allows you to describe your archival holdings in context. You will not just create an archival description in isolation: you will link it to a description of a creator and a description of an archival institution, resulting in a complete account of what the records are, who created them and what archives they belong to.

See <http://ica-atom.org> for more information about the application.

How these Tutorials Work

This series consists of five tutorials which are to be completed in the order listed:

1. Log in
2. Edit an archival institution
3. Create an authority record
4. Create archival descriptions
5. Search and browse for records

These tutorials need to be used in conjunction with the beta 1.0.6 version of ICA-AtoM which is pre-loaded with the sample data used in the tutorials. A Demo CD has been made specifically for this purpose. You can download and burn a copy of this CD at <http://ica-atom.org/aabc-tutorial>.

You can also download a PDF copy of this tutorial at that location.

For More Information

If you would like more detailed instructions on using ICA-AtoM in general, you can consult the on-line user manual at http://www.ica-atom.org/docs/index.php?title=User_manual.

Feedback

If you have any comments, questions or suggestions about the tutorials, the user manual or the software itself, please go to the ICA-AtoM discussion list at <http://googlegroups.com/group/ica-atom-users>.



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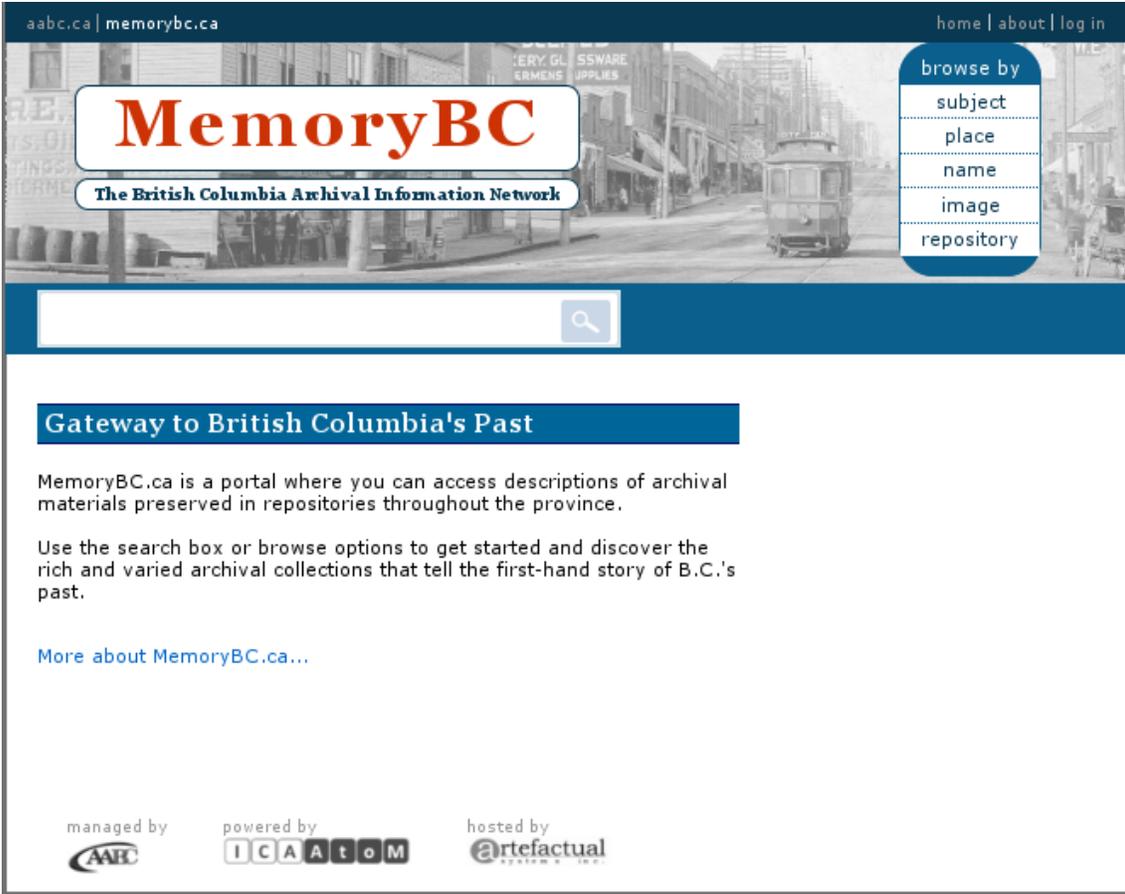
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5. Search and browse for records.....	61

Tutorial 1: Log in

In this tutorial you will learn to log into ICA-AtoM in order to add and edit descriptions.

Step 1 Go to log in screen

1.1 Click log in (located in the upper right-hand corner of your screen)



aabc.ca | memorybc.ca

home | about | log in

MemoryBC

The British Columbia Archival Information Network

browse by

- subject
- place
- name
- image
- repository

Gateway to British Columbia's Past

MemoryBC.ca is a portal where you can access descriptions of archival materials preserved in repositories throughout the province.

Use the search box or browse options to get started and discover the rich and varied archival collections that tell the first-hand story of B.C.'s past.

[More about MemoryBC.ca...](#)

managed by  powered by  hosted by 

Step 2: Log in

For this workshop you will log in as an administrator. This will allow you to add and edit repository records in addition to archival descriptions and authority records.

2.1 In Email type *admin@ica-atom.org*



The screenshot shows a login form titled "log in" within a larger window. The form has two input fields: "Email" and "Password". The "Email" field contains the text "admin@ica-atom.org". The "Password" field contains six dots. A "log in" button is located at the bottom right of the form. An arrow points from the text "2.1 In Email type admin@ica-atom.org" to the "Email" field. Another arrow points from the text "2.3 Click the log in button" to the "log in" button.

2.2 In Password type *admin*

2.3 Click the log in button

You are logged in. Note that the following items now appear on your screen:

- 1) a log out link
- 2) a help link (which takes you to an on-line user manual)
- 3) a menu bar, which you will use to add and edit descriptions



The screenshot shows the MemoryBC.ca website interface. At the top, there is a navigation bar with links for 'home', 'about', 'help', 'my profile', and 'log out'. The main header features the 'MemoryBC' logo and the tagline 'The British Columbia Archival Information Network'. A search box is located below the header. A menu bar contains links for 'add/edit', 'import/export', and 'admin'. A 'browse by' dropdown menu is visible on the right side, with options for 'subject', 'place', 'name', 'image', and 'repository'. The main content area includes a section titled 'Gateway to British Columbia's Past' with introductory text and a link to 'More about MemoryBC.ca...'. At the bottom, there are logos for 'managed by AABC', 'powered by ICA AtoM', and 'hosted by artefactual'.

You are ready to proceed to the next tutorial!

Tutorial 2: Edit repository

In this tutorial, you will add information to an existing repository record.

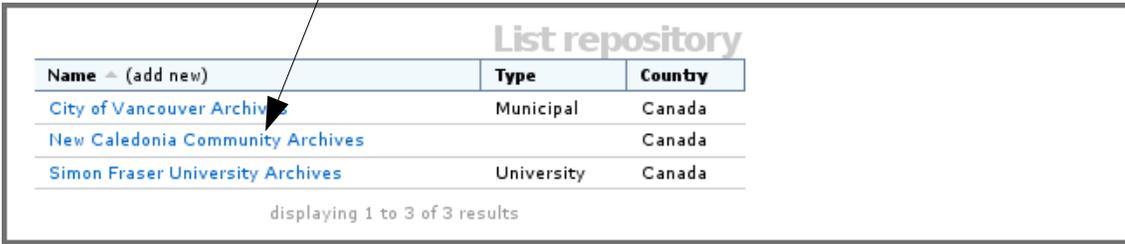
Step 1 Locate repository record

1.1 Click add/edit



1.2 Click repository

1.3 Click *New Caledonia Community Archives*



A screenshot of a table titled 'List repository'. The table has three columns: 'Name (add new)', 'Type', and 'Country'. There are three rows of data. The second row, 'New Caledonia Community Archives', is highlighted in blue. An arrow points from the text '1.3 Click New Caledonia Community Archives' to this row. Below the table, it says 'displaying 1 to 3 of 3 results'.

Name (add new)	Type	Country
City of Vancouver Archives	Municipal	Canada
New Caledonia Community Archives		Canada
Simon Fraser University Archives	University	Canada

displaying 1 to 3 of 3 results

Step 2 Add identity area information

2.1 Click edit repository



View repository

New Caledonia Community Archives

Authorized form of name: New Caledonia Community Archives

Contact information:

Archivist (primary contact)

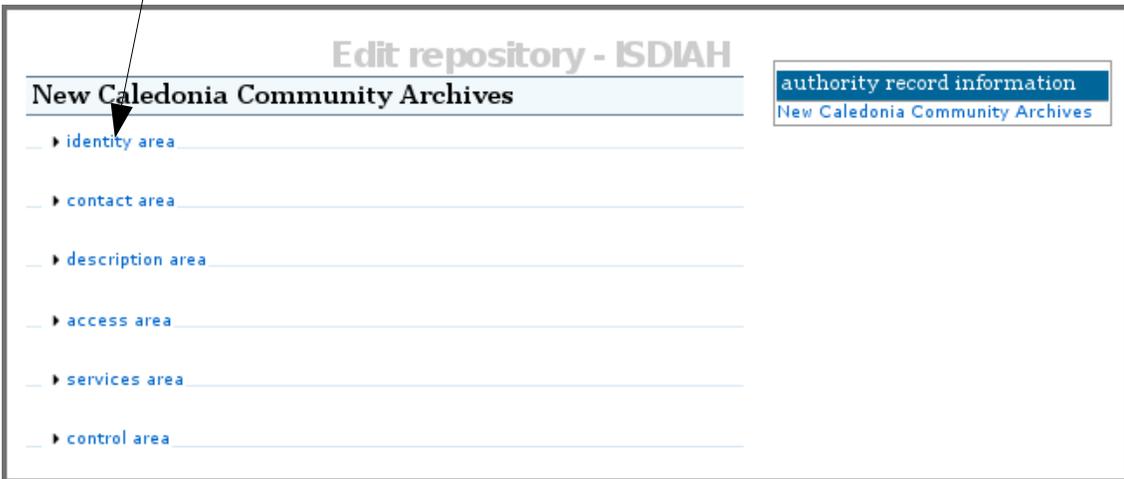
34-1485 Stanton Drive
New Caledonia
BC
Canada
telephone: (604) 555-7755
fax: (604) 555-7756
archivist@newcaledonia.ca
<http://www.newcaledonia.ca/archives>
contact person: Cameron Andrews

[authority record information](#)
New Caledonia Community Archives

[edit repository](#)

[add new](#) [list all](#)

2.2 Click identity area



Edit repository - ISDIAH

New Caledonia Community Archives

[identity area](#)

[contact area](#)

[description area](#)

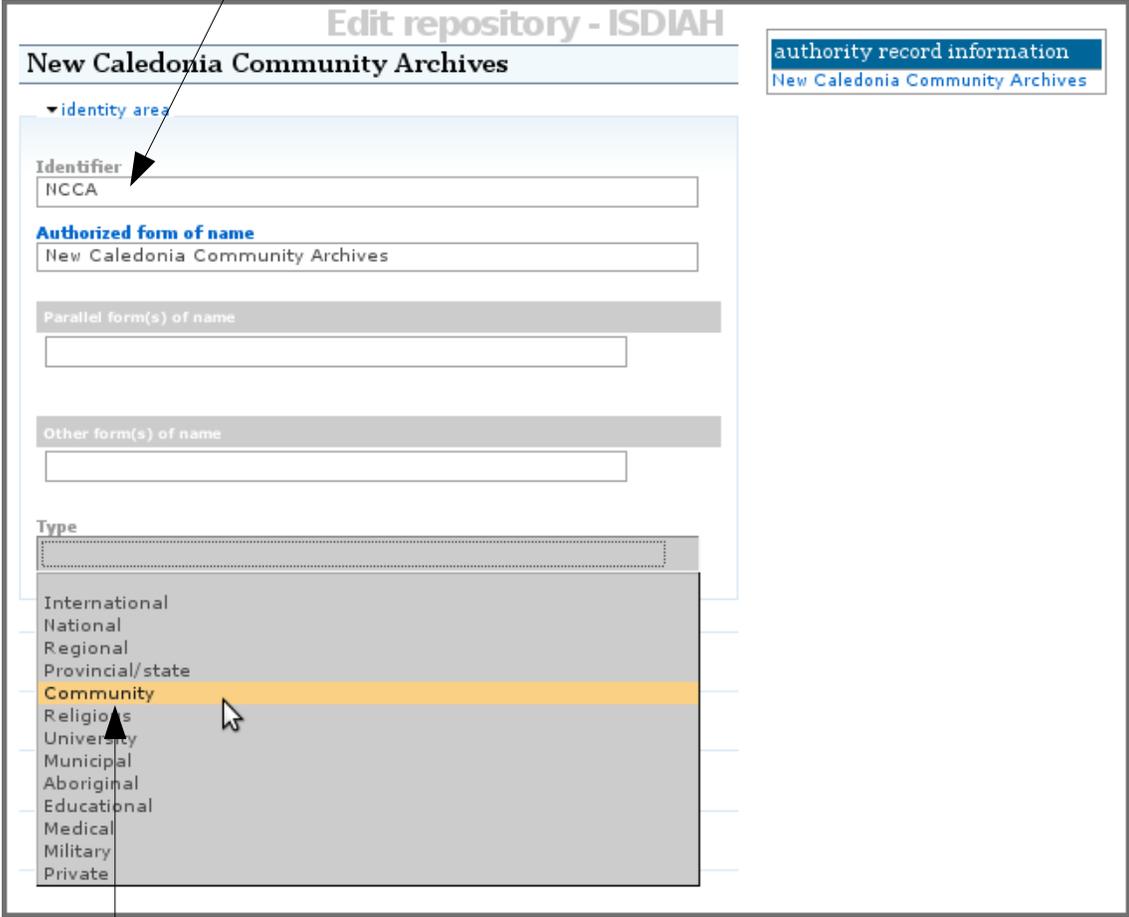
[access area](#)

[services area](#)

[control area](#)

[authority record information](#)
New Caledonia Community Archives

2.3 In Identifier type *NCCA* (acronym for New Caledonia Community archives)



Edit repository - ISDIAH

New Caledonia Community Archives

▼ identity area

Identifier
NCCA

Authorized form of name
New Caledonia Community Archives

Parallel form(s) of name

Other form(s) of name

Type

- International
- National
- Regional
- Provincial/state
- Community**
- Religious
- University
- Municipal
- Aboriginal
- Educational
- Medical
- Military
- Private

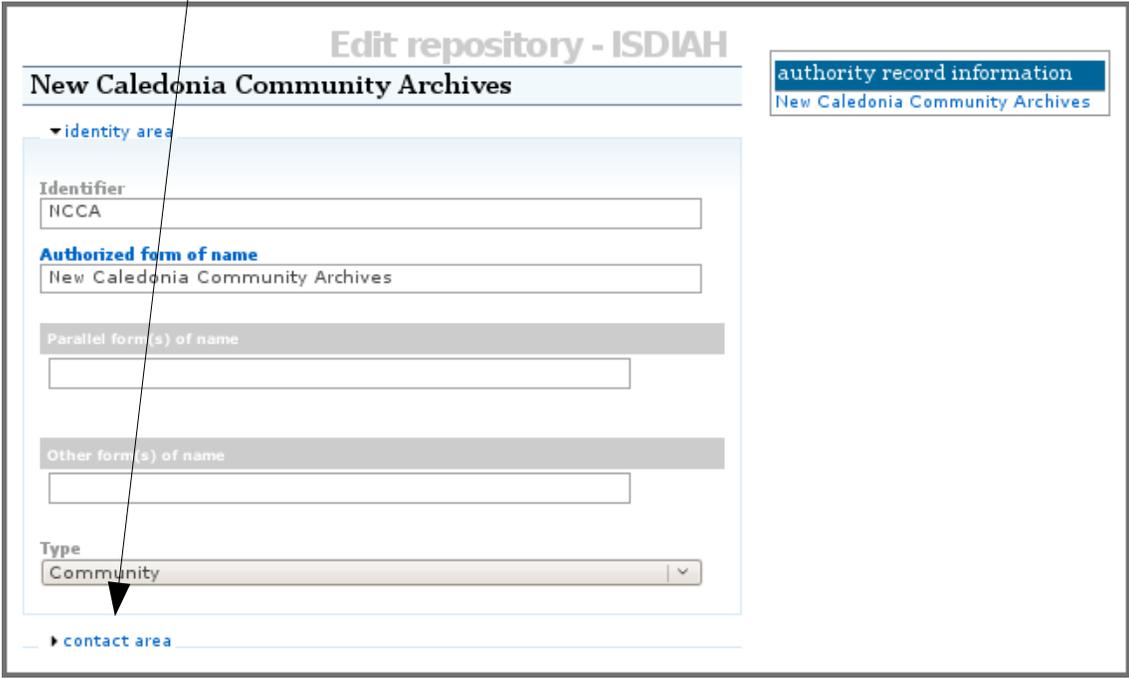
authority record information
New Caledonia Community Archives

2.4 In Type select *community*

Step 3 Add contact information

In this step you will add a mailing address to the repository description.

3.1 Click on contact area



Edit repository - ISDIAH

New Caledonia Community Archives

▼ identity area

Identifier
NCCA

Authorized form of name
New Caledonia Community Archives

Parallel form(s) of name
[Empty field]

Other form(s) of name
[Empty field]

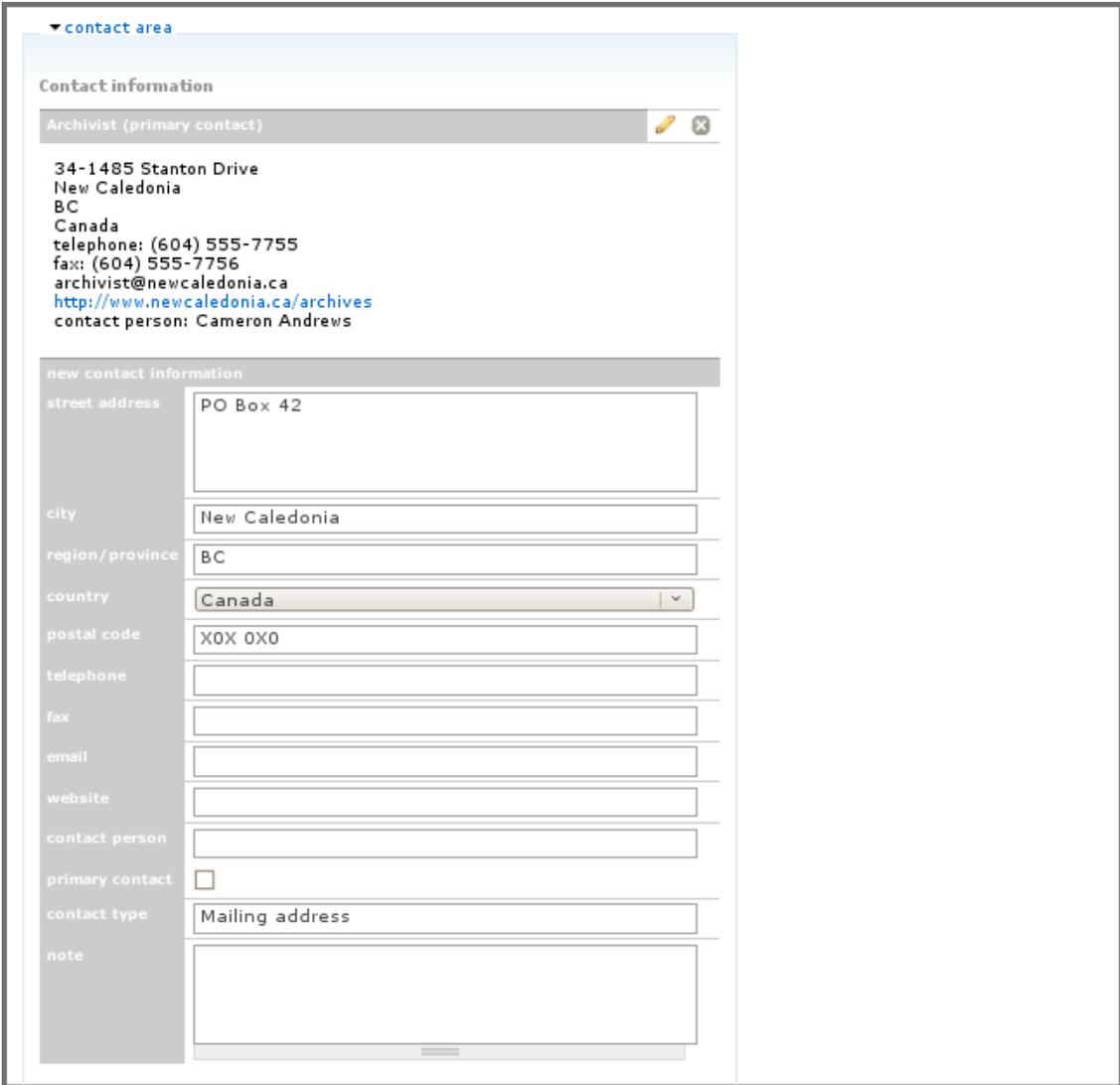
Type
Community

► contact area

authority record information
New Caledonia Community Archives

3.2 Enter data as follows:

- 3.2.1 In street address type *PO Box 42*
- 3.2.2 In city type *New Caledonia*
- 3.2.3 In region/province type *BC*
- 3.2.4 In country type or select *Canada*
- 3.2.5 In postal code type *X0X 0X0*
- 3.2.6 In contact type type *Mailing address*



▼ contact area

Contact information

Archivist (primary contact)  

34-1485 Stanton Drive
New Caledonia
BC
Canada
telephone: (604) 555-7755
fax: (604) 555-7756
archivist@newcaledonia.ca
<http://www.newcaledonia.ca/archives>
contact person: Cameron Andrews

new contact information

street address	PO Box 42
city	New Caledonia
region/province	BC
country	Canada
postal code	X0X 0X0
telephone	
fax	
email	
website	
contact person	
primary contact	<input type="checkbox"/>
contact type	Mailing address
note	

3.3 To save and view the record, click the **save** button.



View repository

New Caledonia Community Archives

Identifier: NCCA

Authorized form of name: New Caledonia Community Archives

Type: Community

Contact information:

Archivist (primary contact)

34-1485 Stanton Drive
New Caledonia
BC
Canada
telephone: (604) 555-7755
fax: (604) 555-7756
archivist@newcaledonia.ca
<http://www.newcaledonia.ca/archives>
contact person: Cameron Andrews

Mailing address

PO Box 42
New Caledonia
BC
Canada
X0X 0X0

edit repository

add new **list all**

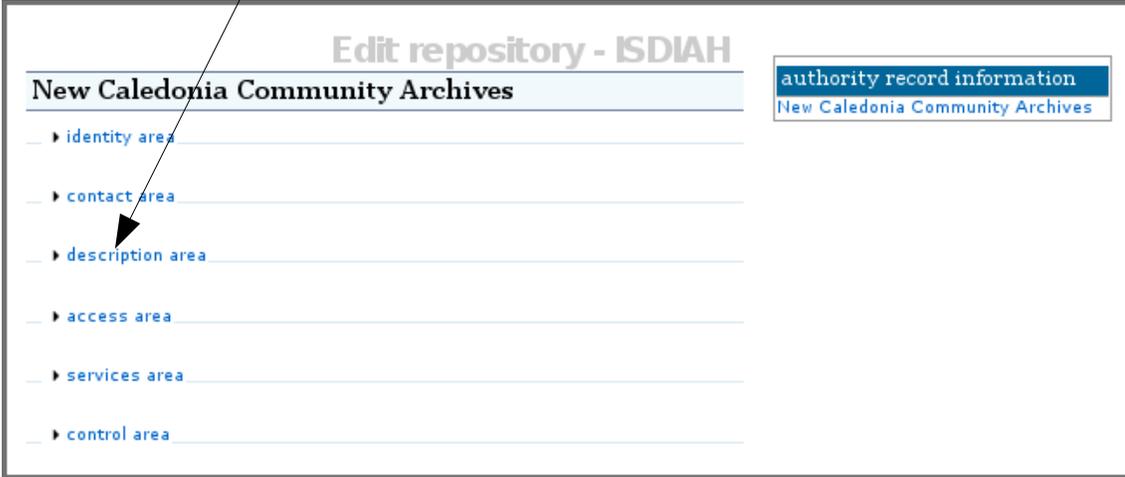
authority record information
New Caledonia Community Archives

Step 4 Edit repository

4.1 Click the edit repository button.

Step 5 Add description area information

5.1 Click on description area



Edit repository - ISDIAH

New Caledonia Community Archives

- ▶ [identity area](#)
- ▶ [contact area](#)
- ▶ [description area](#)
- ▶ [access area](#)
- ▶ [services area](#)
- ▶ [control area](#)

authority record information
New Caledonia Community Archives

See next page for data entry.

5.2 Enter the data as follows:

5.2.1 In Mandates/Sources of authority type

In accordance with by-law 1764 (1988), the New Caledonia Community Archives acquires, preserves and provides access to records of the Municipality of New Caledonia and of private citizens and organizations within the geographical boundaries of New Caledonia.

5.2.2 In Administrative structure type

The New Caledonia Community Archives is a division of the Office of the City Clerk of the Municipality of New Caledonia.

5.2.3 In Records management and collecting policies type

The Archives will accept historical material of any medium, including: textual records; photographs and other visual records; maps, plans, and architectural records; electronic records; and sound recordings and oral history tapes.

Edit repository - ISDIAH

New Caledonia Community Archives

authority record information
New Caledonia Community Archives

▶ identity area

▶ contact area

▼ description area

History

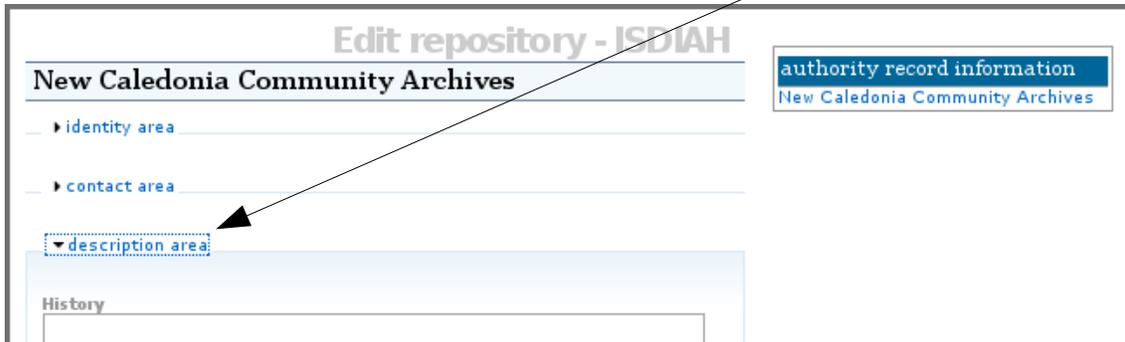
Geographical and cultural context

Mandates/Sources of authority
In accordance with by-law 1764 (1988), the New Caledonia Community Archives acquires, preserves and provides access to records of the Municipality of New Caledonia and of private citizens and organizations within the geographical boundaries of New Caledonia.

Administrative structure
The New Caledonia Community Archives is a division of the Office of the City Clerk of the Municipality of New Caledonia.

Records management and collecting policies
The Archives will accept historical material of any medium, including: textual records; photographs and other visual records; maps, plans, and architectural records; electronic records; and sound recordings and oral history tapes.

5.3 Close the description area by clicking description area. Note that any time you are editing a record in ICA-AtoM, you can click on these blue information area links to open and close them.

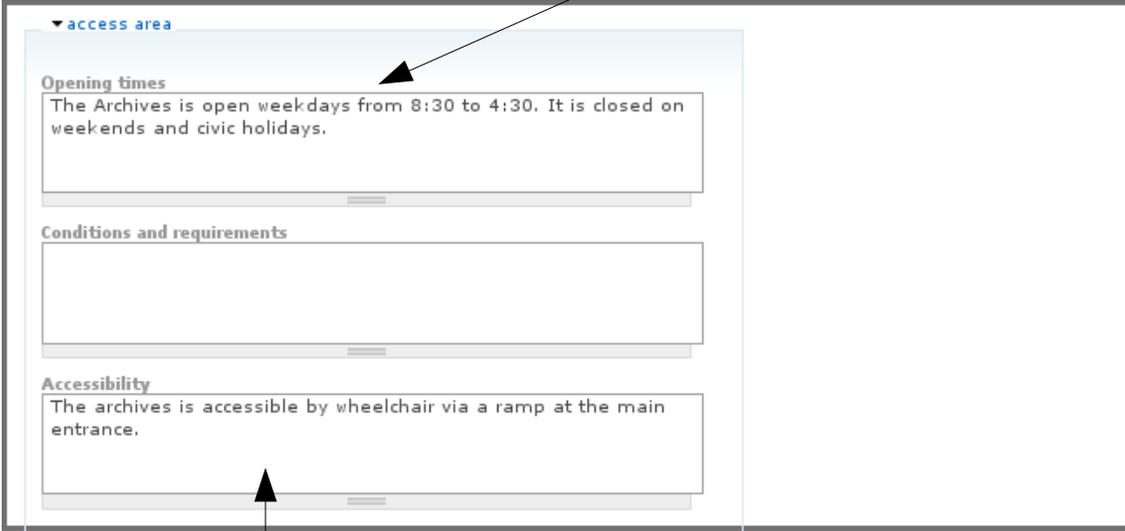


Step 6 Add access area information

6.1 Click on access area



6.2 In Opening times type *The Archives is open weekdays from 8:30 to 4:30. It is closed on weekends and civic holidays.*



The screenshot shows a web form titled 'access area'. It contains three sections: 'Opening times' with the text 'The Archives is open weekdays from 8:30 to 4:30. It is closed on weekends and civic holidays.', 'Conditions and requirements' which is empty, and 'Accessibility' with the text 'The archives is accessible by wheelchair via a ramp at the main entrance.' Two arrows point to the text in the 'Opening times' and 'Accessibility' sections.

6.3 In Accessibility type *The Archives is accessible by wheelchair via a ramp at the main entrance.*

Step 7 Add services area information

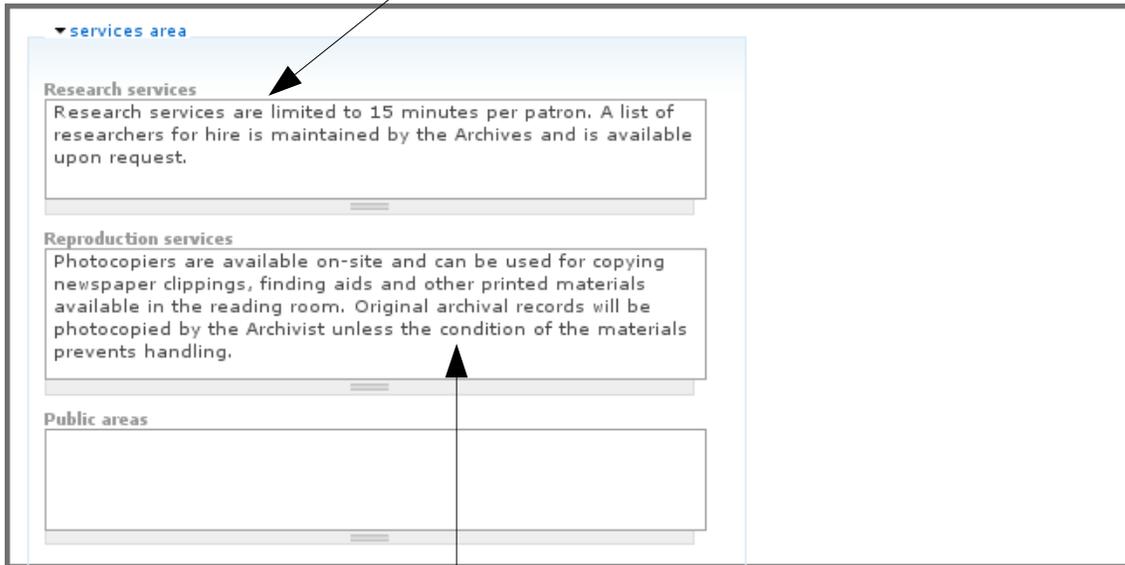
7.1 Click on services area



The screenshot shows the 'Edit repository - ISDIAH' page for 'New Caledonia Community Archives'. On the left, there is a list of menu items: 'identity area', 'contact area', 'description area', 'access area', 'services area', and 'control area'. An arrow points to 'services area'. On the right, there is a box for 'authority record information' containing 'New Caledonia Community Archives'.

7.2 In Research services type

Research services are limited to 15 minutes per patron. A list of researchers for hire is maintained by the Archives and is available upon request.

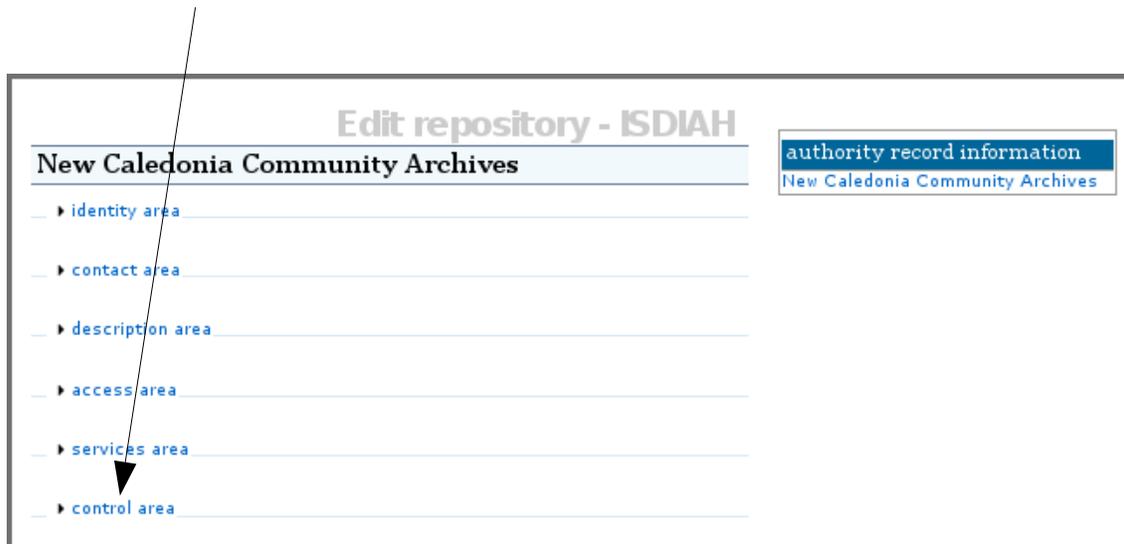


7.3 In Reproduction services type

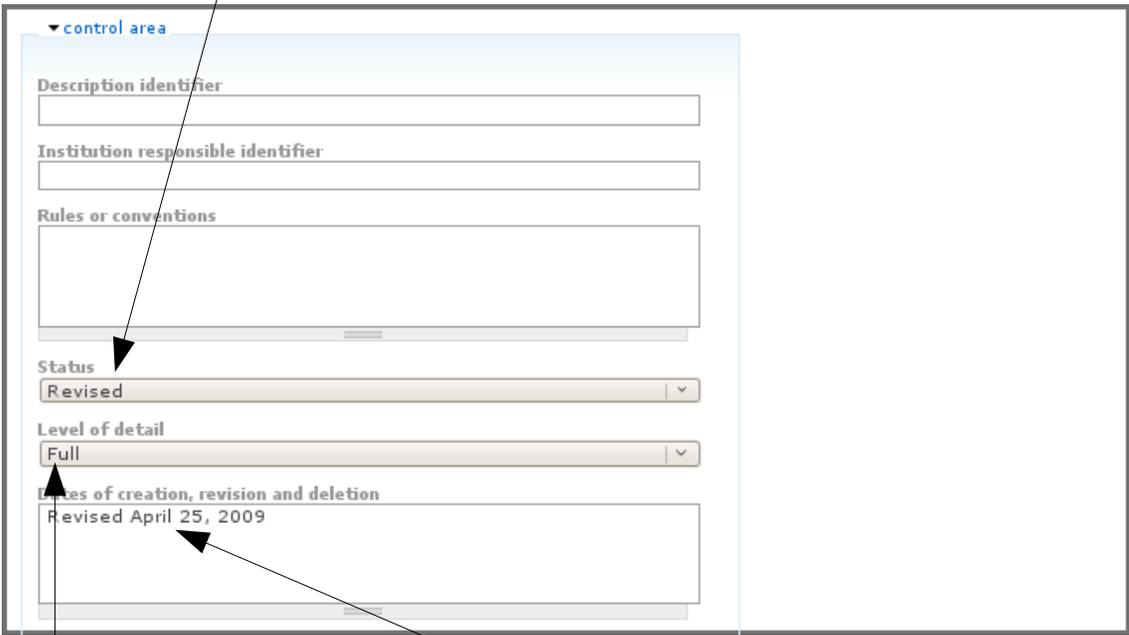
Photocopiers are available on-site and can be used for copying newspaper clippings, finding aids and other printed materials available in the reading room. Original archival records will be photocopied by the Archivist unless the condition of the materials prevents handling.

Step 8 Add control area information

8.1 Click on control area



8.2 In Status select *Revised*.



▼ control area

Description identifier

Institution responsible identifier

Rules or conventions

Status

Revised

Level of detail

Full

Dates of creation, revision and deletion

Revised April 25, 2009

8.3 In Level of detail select *Full*.

8.4 In Dates of creation, revision and deletion type *Revised April 25, 2009*.

8.5 To save and view the record, click the save button.



delete cancel save

add new list all

View repository

New Caledonia Community Archives	
Identifier:	NCCA
Authorized form of name:	New Caledonia Community Archives
Type:	Community
Contact information:	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Archivist (primary contact) </div> <p>34-1485 Stanton Drive New Caledonia BC Canada telephone: (604) 555-7755 fax: (604) 555-7756 archivist@newcaledonia.ca http://www.newcaledonia.ca/archives contact person: Cameron Andrews</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Mailing address </div> <p>PO Box 42 New Caledonia BC Canada X0X 0X0</p>
Mandates/Sources of authority:	In accordance with by-law 1764 (1988), the New Caledonia Community Archives acquires, preserves and provides access to records of the Municipality of New Caledonia and of private citizens and organizations within the geographical boundaries of New Caledonia.
Structure:	The New Caledonia Community Archives is a division of the Office of the City Clerk of the Municipality of New Caledonia.
Records management and collecting policies:	The Archives will accept historical material of any medium, including: textual records; photographs and other visual records; maps, plans, and architectural records; electronic records; and sound recordings and oral history tapes.
Opening times:	The Archives is open weekdays from 8:30 to 4:30. It is closed on weekends and civic holidays.
Accessibility:	The archives is accessible by wheelchair via a ramp at the main entrance.
Research services:	Research services are limited to 15 minutes per patron. A list of researchers for hire is maintained by the Archives and is available upon request.
Reproduction services:	Photocopiers are available on-site and can be used for copying newspaper clippings, finding aids and other printed materials available in the reading room. Original archival records will be photocopied by the Archivist unless the condition of the materials prevents handling.
Status:	Revised
Level of detail:	Full
Dates of creation, revision and deletion:	Revised April 25, 2009

authority record information
New Caledonia Community Archives

edit repository

Congratulations! You have finished this tutorial.

Tutorial 3: Add a new authority record

An authority record is a body of information about a person, family or organization responsible for creating archival records (equivalent in RAD to the Biographical Sketch or Administrative History). For each new creator you need to add an authority record.

Step 1 Start new authority record

1.1 Click add/edit.



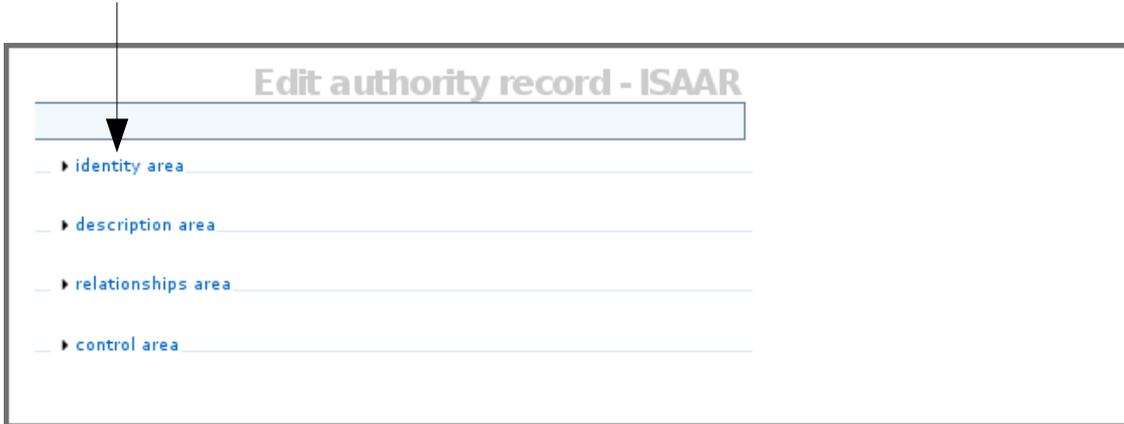
1.2 Click authority record.

1.3 Click add new.



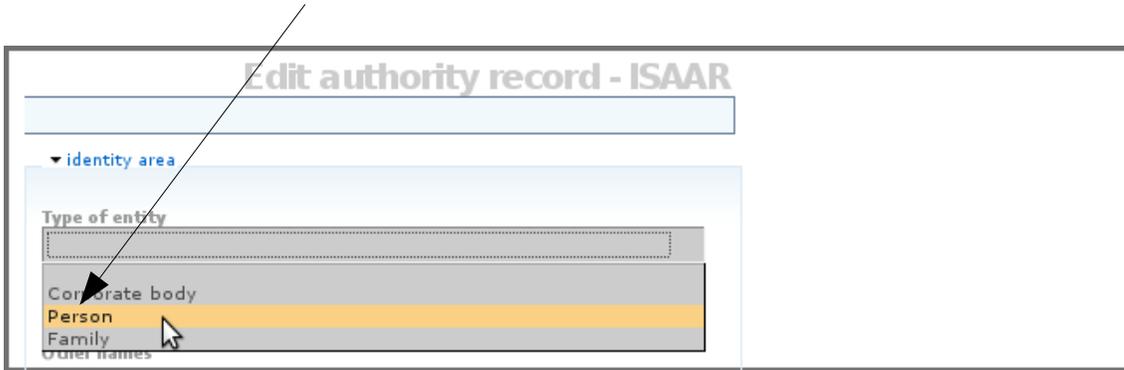
Step 2 Add identity area data

2.1 Click identity area.



The screenshot shows the 'Edit authority record - ISAAR' interface. At the top, there is a light blue header bar. Below it, a list of blue links is visible: 'identity area', 'description area', 'relationships area', and 'control area'. An arrow points to the 'identity area' link, which is highlighted with a light blue background.

2.2 In Type of entity, select *Person*.



The screenshot shows the 'Edit authority record - ISAAR' interface with the 'identity area' expanded. Under the 'identity area' header, there is a 'Type of entity' dropdown menu. The dropdown is open, showing a list of options: 'Corporate body', 'Person', 'Family', and 'Other names'. The 'Person' option is highlighted in yellow, and a mouse cursor is pointing at it. An arrow points to the 'Person' option.

2.3 In Authorized form of name, type *Smythe, Justin Albert*.



The screenshot shows the 'Edit authority record - ISAAR' interface with the 'identity area' expanded. The 'Type of entity' dropdown is now closed and shows 'Person' selected. Below it, the 'Authorized form of name' text input field contains the text 'Smythe, Justin Albert'. An arrow points to the text in the input field.

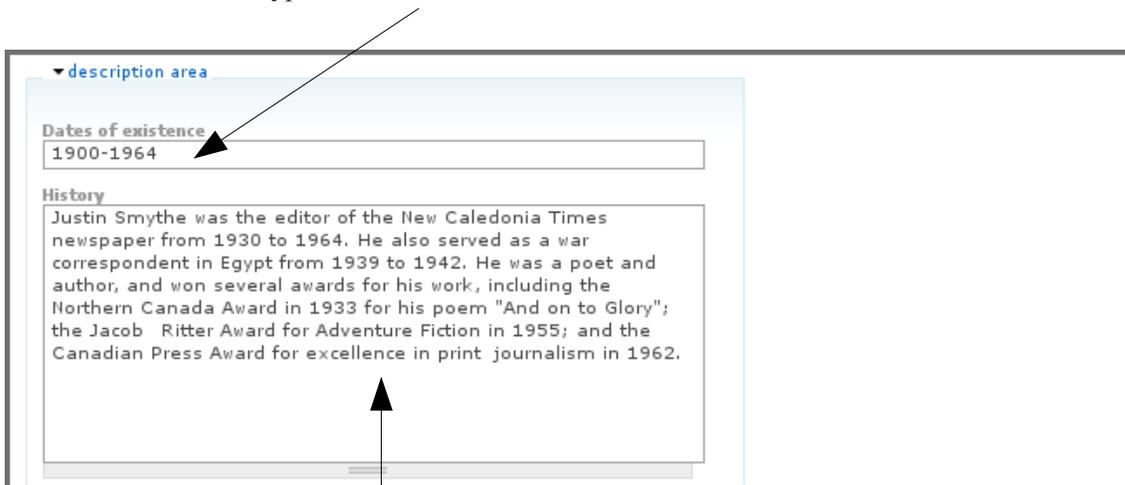
2.4 To close this information area, click **identity area**. Note that any time you are editing a record in ICA-AtoM, you can click on these blue information area links to open and close them.

Step 3 Add description area data

3.1 Click description area.



3.2 In Dates of existence, type *1900-1964*.

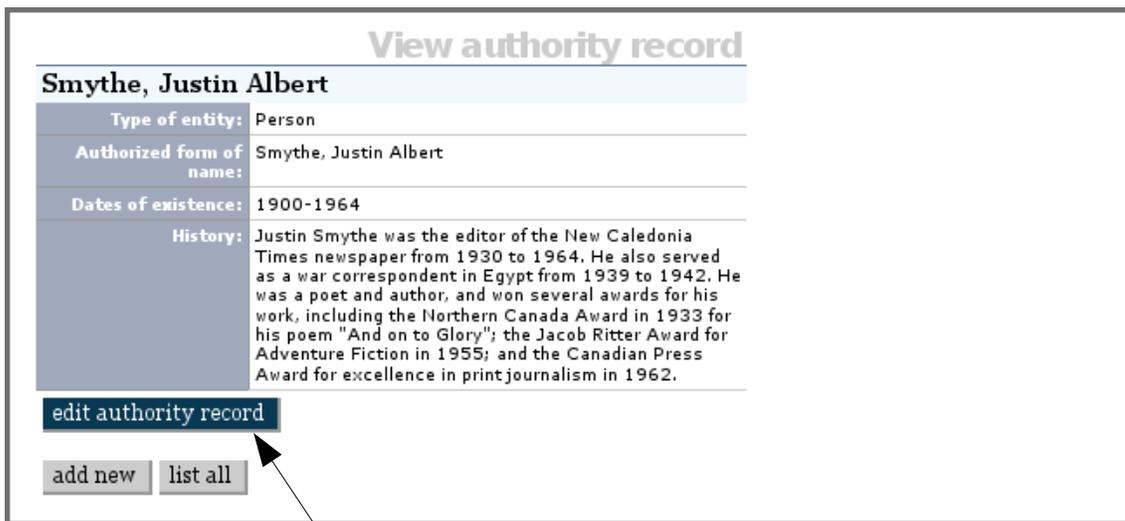


3.3 In History type

Justin Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.

Step 4 Create authority record

4.1 To save and view the authority record, click the create button.



Step 5 Edit authority record

5.1 Click the edit authority record button.

Step 6 Edit description area

6.1 Click description area.



Edit authority record - ISAAR

- identity area
- description area
- relationships area
- control area

6.2 In places enter *New Caledonia, British Columbia; Egypt*.



Places
New Caledonia, British Columbia; Egypt

Legal status

Functions, occupations and activities
Journalist; poet; author

6.3 In Functions, occupations and activities, enter *Journalist; poet; author*.

Step 7 Edit control area

The control area contains fields that uniquely identify the authority record itself, capturing how, when and by which archival institution the authority record was created and maintained.

7.1 Click control area.



Edit authority record - ISAAR

- identity area
- description area
- relationships area
- control area

See next page for data entry.

7.2 Enter data as follows

7.2.1 In Institution identifier type *New Caledonia Community Archives*

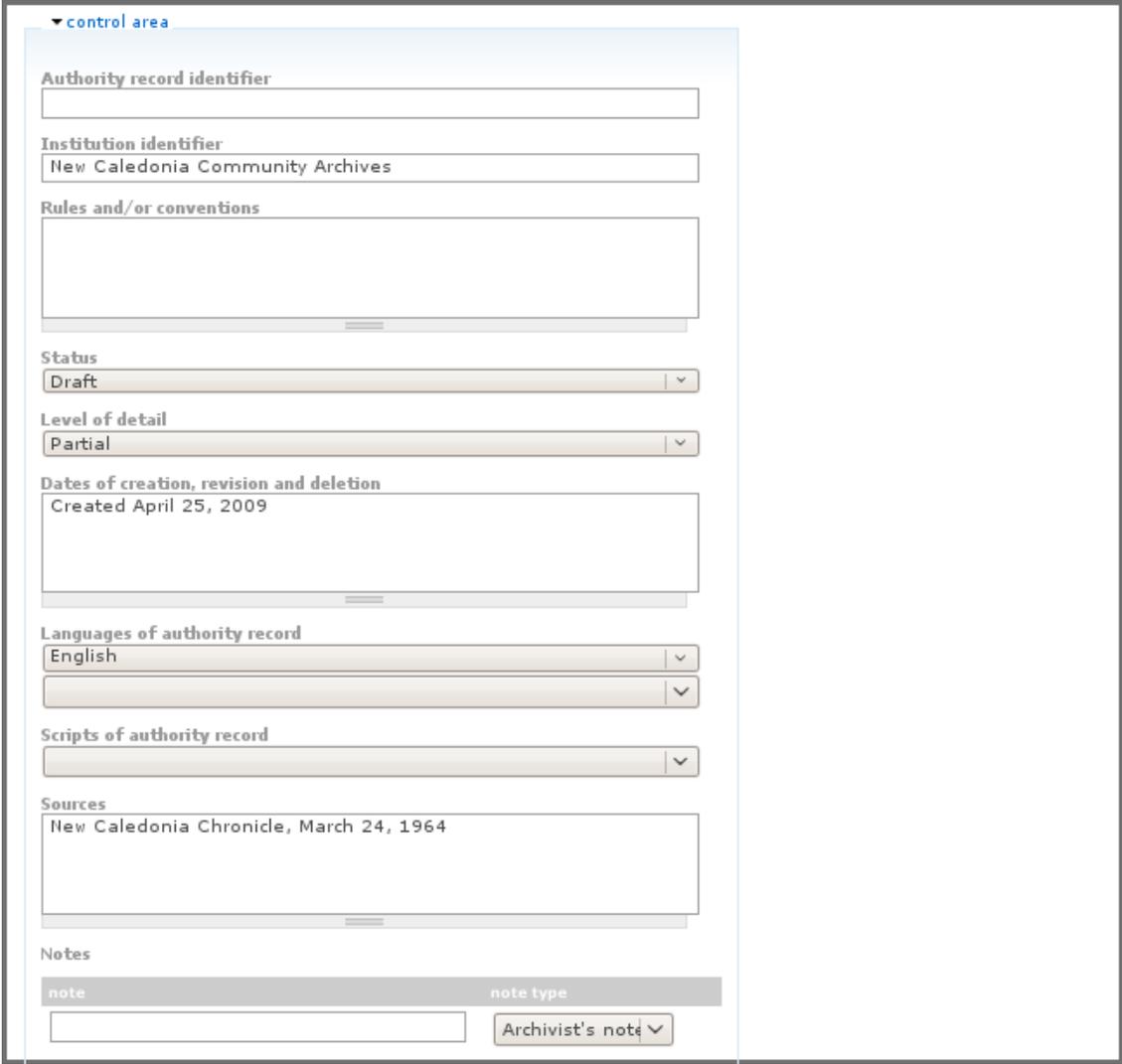
7.2.2 In Status select *Draft*

7.2.3. In Level of detail select *Partial*

7.2.4 In Dates of creation, revision and deletion, type *Created April 25, 2009*

7.2.5 In Languages of authority record, select *English*

7.2.6 In Sources type *New Caledonia Chronicle, March 24, 1964*



▼ control area

Authority record identifier

Institution identifier

Rules and/or conventions

Status

Level of detail

Dates of creation, revision and deletion

Languages of authority record

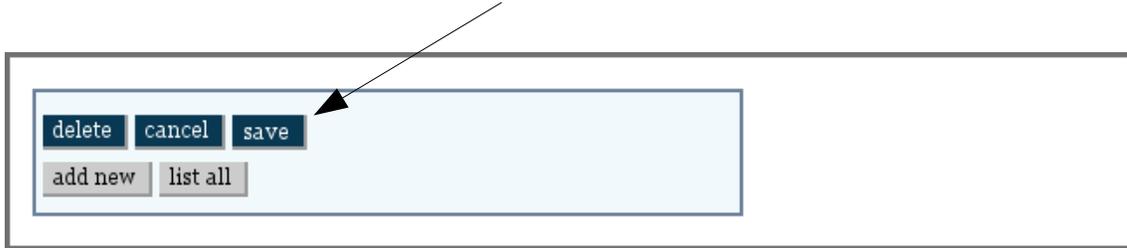
Scripts of authority record

Sources

Notes

note	note type
<input type="text"/>	<input type="text" value="Archivist's note"/>

7.3 To save and view the record, click the save button.



View authority record

Smythe, Justin Albert

Type of entity:	Person
Authorized form of name:	Smythe, Justin Albert
Dates of existence:	1900-1964
History:	Justin Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.
Places:	New Caledonia, British Columbia; Egypt
Functions occupations activities:	Journalist; poet; author
Institution identifier:	New Caledonia Community Archives
Status:	Draft
Detail:	Partial
Dates of creation revision deletion:	Created April 25, 2009
Language of authority record:	English
Sources:	New Caledonia Chronicle, March 24, 1964

[edit authority record](#)

[add new](#) [list all](#)

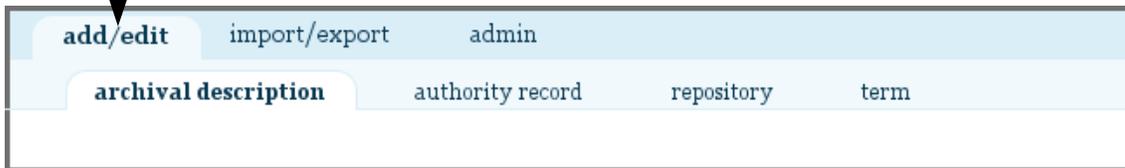
Congratulations! You have finished this tutorial.

Tutorial 4: Add archival descriptions

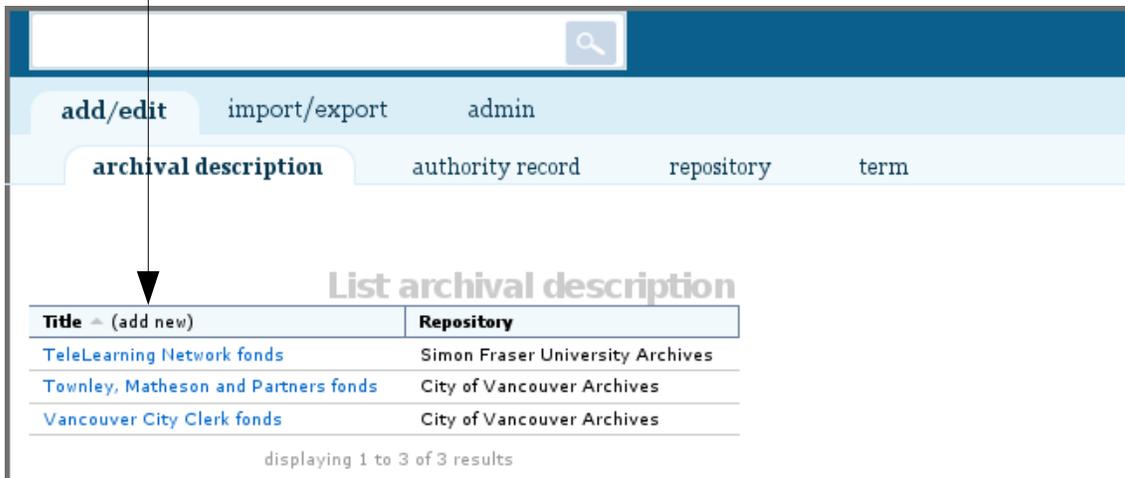
In this tutorial you will create archival descriptions for a fonds, a series and a file. You will link these descriptions together in a hierarchy and will also link them to their related authority and archival institution records.

Step 1 Start new archival description

1.1 Click add/edit

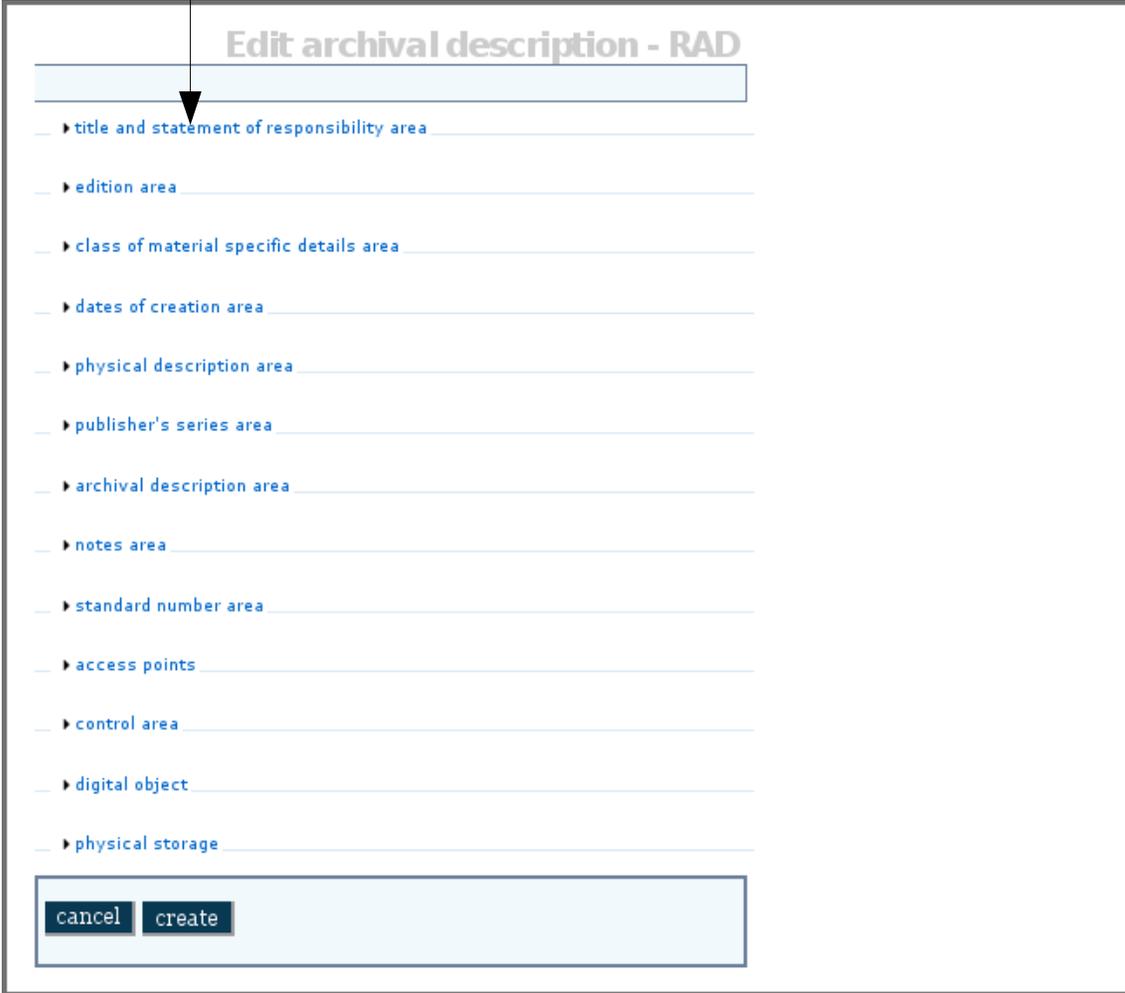


1.2 Click add new



Step 2 Enter title and statement of responsibility area data

2.1 Click title and statement of responsibility area



Edit archival description - RAD

- ▶ title and statement of responsibility area
- ▶ edition area
- ▶ class of material specific details area
- ▶ dates of creation area
- ▶ physical description area
- ▶ publisher's series area
- ▶ archival description area
- ▶ notes area
- ▶ standard number area
- ▶ access points
- ▶ control area
- ▶ digital object
- ▶ physical storage

cancel create

2.2 Enter data as follows:

2.2.1 In Title proper type *Justin Albert Smythe fonds*

2.2.2 In General material designation, select *Textual record*

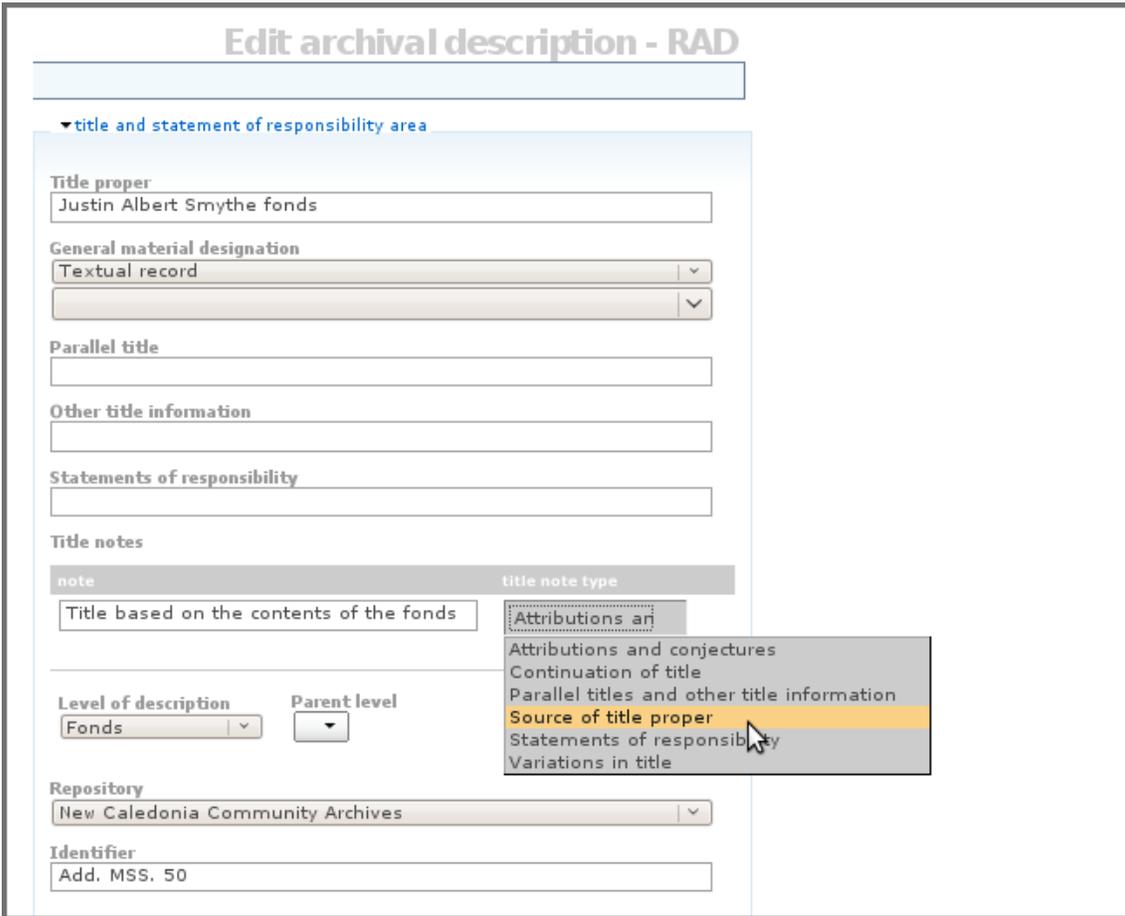
2.2.3 In Title notes under note type *Title based on the contents of the fonds*

2.2.4 In Title notes under title note type select *Source of title proper*

2.2.5 In Level of description select *Fonds*

2.2.6 In Repository select *New Caledonia Community Archives*

2.2.7 In Identifier type *Add. MSS. 50*



Edit archival description - RAD

▼ title and statement of responsibility area

Title proper
Justin Albert Smythe fonds

General material designation
Textual record

Parallel title

Other title information

Statements of responsibility

Title notes

note	title note type
Title based on the contents of the fonds	Attributions and conjectures

Level of description **Parent level**
Fonds ▼

Repository
New Caledonia Community Archives

Identifier
Add. MSS. 50

- Attributions and conjectures
- Continuation of title
- Parallel titles and other title information
- Source of title proper**
- Statements of responsibility
- Variations in title

2.3 Click the create button to save and view the record



Note that when you selected a repository for the description, ICA-AtoM created links to the repository. It also added *CA NCCA* to the identifier *Add. MSS. 50* to create the reference code *CA NCCA Add. MSS. 50*. (*NCCA* is the repository identifier from the repository record.)

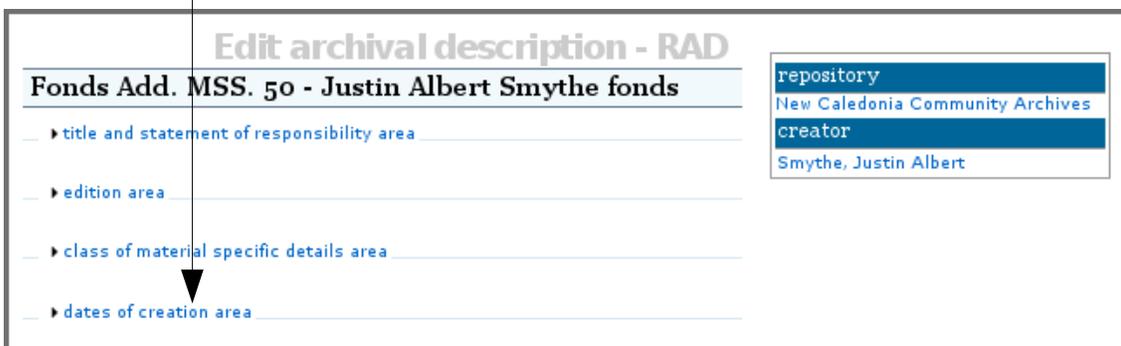


Step 3 Edit archival description

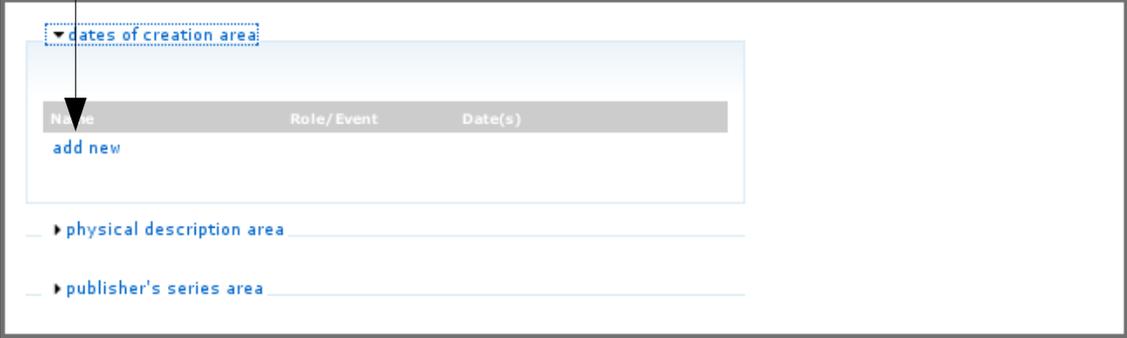
3.1 Click the edit archival description button

Step 4 Add creator and dates of creation

4.1 Click dates of creation area



4.2 Click add new



▼ dates of creation area:

Name	Role/Event	Date(s)
add new		

▶ physical description area

▶ publisher's series area

4.3 In name select *Smythe, Justin Albert*

4.4 In event type select *Creation*



New Caledonia Community Archives

new event

name or add new name
Smythe, Justin Albert

event type place
Creation

year end year date display (defaults to date range)
1902 1964 1902-1964 (predominant 1930-19)

note

Submit Cancel

4.5 In year type *1902*

4.6 In end year type *1964*

4.7 In date display (defaults to date range) type *1902-1964 (predominant 1930-1962)*

4.8 Click submit

Your screen will now show the saved creator and dates the records were created:

▼ dates of creation area

Name	Role/Event	Date(s)	
Smythe, Justin Albert	Creation	1902-1964 (predominant 1930-1964)	✕

[add new](#)

4.9 Click the **save** button to save and view the record



Note that when you selected a creator, ICA-AtoM created links to the creator's record (the authority record you added in tutorial 3). It also inserted the creator's biographical sketch from the authority record, and added the name of the creator as a name access point.

View archival description

Fonds Add. MSS. 50 - Justin Albert Smythe fonds	
Title proper:	Justin Albert Smythe fonds
General material designation:	Textual record
Title notes:	Source of title proper: title based on the contents of the fonds
Level of description:	Fonds
Repository:	New Caledonia Community Archives
Reference code:	CA NCCA Add. MSS. 50
Dates:	1902-1964 (predominant 1930-1964) (Creation) Smythe, Justin Albert
Name of creator:	Smythe, Justin Albert (1900-1964) Biographical sketch: Justin Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.
Name access points:	Smythe, Justin Albert (Creator)

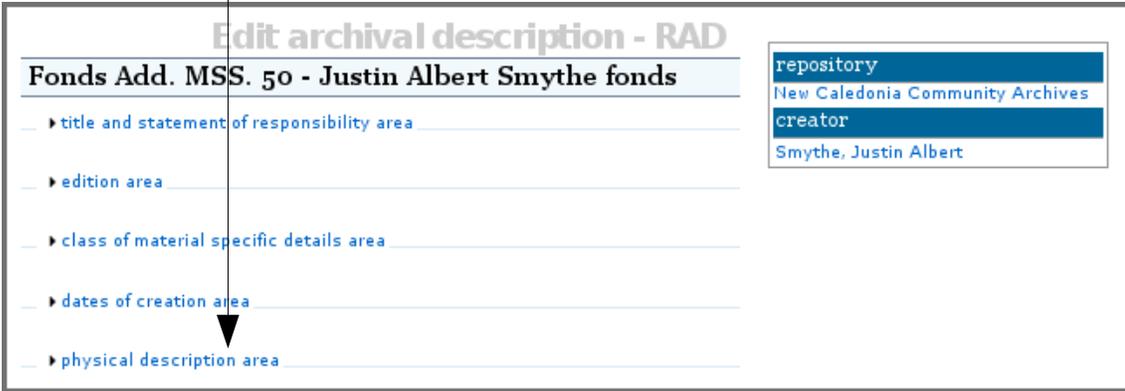
edit archival description	
add new	list all

Step 5 Edit archival description

3.1 Click the edit archival description button

Step 6 Add physical description

6.1 Click physical description area



6.2 In physical description enter 2 m of textual records.



Step 7 Add archival description

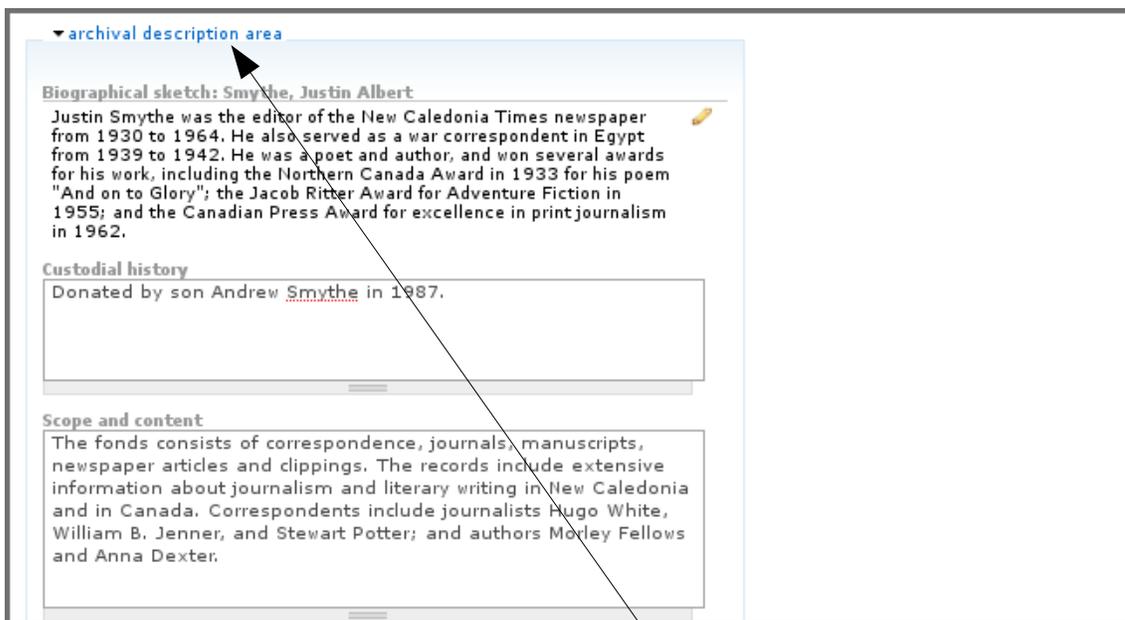
7.1 Click archival description area

Your screen will show the creator's biographical sketch, which was inserted automatically when you selected the creator in step 4.3.

7.2 In custodial history type *Donated by son Andrew Smythe in 1987.*

7.3 In scope and content type

The fonds consists of correspondence, journals, manuscripts, newspaper articles and clippings. The records include extensive information about journalism and literary writing in New Caledonia and in Canada. Correspondents include journalists Hugo White, William B. Jenner, and Stewart Potter; and authors Morley Fellows and Anna Dexter.



7.4 To close this information area click **archival description area**. Note that any time you are editing a record in ICA-AtoM, you can click on these blue information area links to open and close them.

Step 8 Add notes

8.1 Click notes area



See next page for data entry.

8.2 Enter notes

8.2.1 In Language select *English*

8.2.2 In Terms governing use, reproduction and publication type *Copyright applies to manuscripts. Permission to publish must be obtained from the donor.*

8.2.3 In Finding aids type *Inventory available: No. 987.024*

<p>Language English</p> <p>Script</p> <p>Location of originals</p> <p>Availability of other formats</p> <p>Restrictions on access</p> <p>Terms governing use, reproduction, and publication Copyright applies to manuscripts. Permission to publish must be obtained from the donor.</p> <p>Finding aids Inventory available: No. 987.024</p>	
--	---

Step 9 Add control area information

The control area contains fields that uniquely identify the archival description itself, capturing how, when and by which archival institution the archival description was created and maintained.

9.1 Click control area



The screenshot shows a web interface with a list of menu items. The items are: notes area, standard number area, access points, control area, digital object, and physical storage. A black arrow points to the 'control area' item. Below the list is a control panel with buttons for 'delete', 'cancel', 'save', 'add new', and 'list all'.

See next page for data entry.

9.2 Enter control area data:

9.2.1 In Institution identifier type *New Caledonia Community Archives*

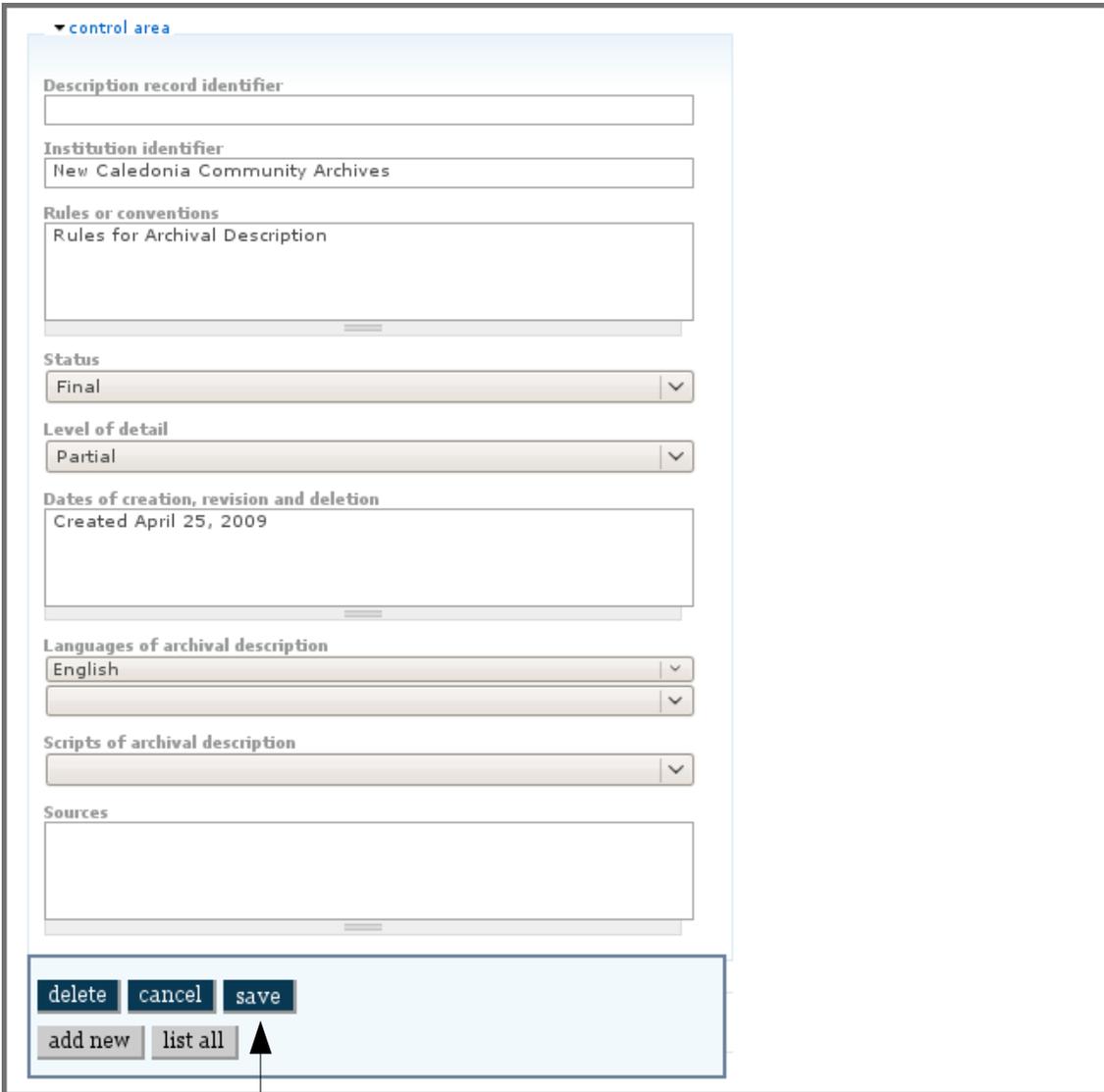
9.2.2 In Rules or conventions type *Rules for Archival Description*

9.2.3 In Status select *Final*

9.2.4 In Level of detail select *Partial*

9.2.5 In Dates of creation, revision and deletion type *Created April 25, 2009*

9.2.6 In Languages of archival description select *English*



▼ control area

Description record identifier

Institution identifier
New Caledonia Community Archives

Rules or conventions
Rules for Archival Description

Status
Final

Level of detail
Partial

Dates of creation, revision and deletion
Created April 25, 2009

Languages of archival description
English

Scripts of archival description

Sources

delete cancel save

add new list all

9.3 Click the save button to save and view the record.

View archival description

Fonds Add. MSS. 50 - Justin Albert Smythe fonds	
Title proper:	Justin Albert Smythe fonds
General material designation:	Textual record
Title notes:	Source of title proper: title based on the contents of the fonds
Level of description:	Fonds
Repository:	New Caledonia Community Archives
Reference code:	CA NCCA Add. MSS. 50
Dates:	1902-1964 (predominant 1930-1964) (Creation) Smythe, Justin Albert
Name of creator:	Smythe, Justin Albert (1900-1964)
	Biographical sketch:
	Justin Smythe was the editor of the New Caledonia Times newspaper from 1930 to 1964. He also served as a war correspondent in Egypt from 1939 to 1942. He was a poet and author, and won several awards for his work, including the Northern Canada Award in 1933 for his poem "And on to Glory"; the Jacob Ritter Award for Adventure Fiction in 1955; and the Canadian Press Award for excellence in print journalism in 1962.
Physical description:	2 m of textual records.
Custodial history:	Donated by son Andrew Smythe in 1987.
Scope and content:	The fonds consists of correspondence, journals, manuscripts, newspaper articles and clippings. The records include extensive information about journalism and literary writing in New Caledonia and in Canada. Correspondents include journalists Hugo White, William B. Jenner, and Stewart Potter; and authors Morley Fellows and Anna Dexter.
Language of material:	English
Terms governing use, reproduction, and publication:	Copyright applies to manuscripts. Permission to publish must be obtained from the donor.
Finding aids:	Inventory available: No. 987.024
Name access points:	Smythe, Justin Albert (Creator)
Institution identifier:	New Caledonia Community Archives
Rules or conventions:	Rules for Archival Description
Status:	Final
Detail:	Partial
Dates of creation, revision and deletion:	Created April 25, 2009
Language of description:	English

edit archival description

add new
list all

Step 10 Create a new series-level archival description

10. 1 Click add new

10.2 Click title and statement of responsibility area

The screenshot shows the 'Edit archival description - RAD' form. The title bar at the top reads 'Edit archival description - RAD'. Below it, there are four expandable sections: 'title and statement of responsibility area', 'edition area', 'class of material specific details area', and 'dates of creation area'. An arrow points to the first section, which is currently collapsed.

10.3 Enter the following data:

10.3.1 In Title proper type *Professional correspondence*

10.3.2 In Level of description select *Series*

10.3.3 In Parent level select *Justin Albert Smythe fonds*

10.3.4 In Identifier type *001*

The screenshot shows the 'Edit archival description - RAD' form with the 'title and statement of responsibility area' expanded. The 'Title proper' field contains 'Professional correspondence'. The 'Level of description' dropdown is set to 'Series'. The 'Parent level' dropdown is open, showing a list of options: 'Vancouver City Clerk fonds', 'Townley, Matheson and Partners fonds', 'TeleLearning Network fonds', and 'Justin Albert Smythe fonds'. The 'Identifier' field contains '001'. A mouse cursor is pointing at the 'Justin Albert Smythe fonds' option in the dropdown menu.

10.4 Click the create button to save and view the record



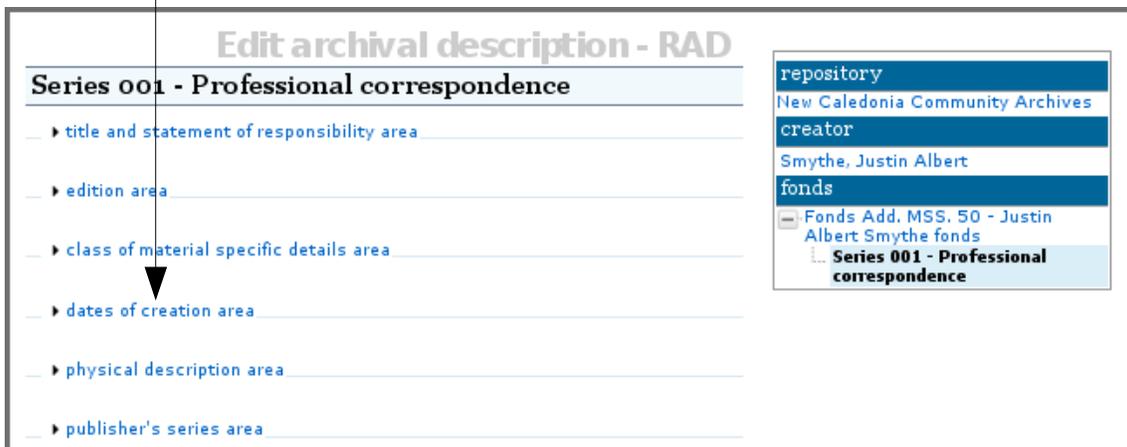
Note that this description is placed within the Justin Albert Smythe fonds. You created this connection when you selected the Justin Albert Smythe fonds as the parent level for this description. Doing this also automatically linked the series to the creator's authority record and to the archival institution.



Step 11 Add dates of creation

11.1 Click the edit archival description button

11.2 Click the dates of creation area



11.3 Click add new

▼ dates of creation area:

Name	Role/Event	Date(s)
add new		

▶ physical description area

▶ publisher's series area

11.4 In event type select *Creation*

new event

name or add new name

event type place

Creation

year end year date display (defaults to date range)

1924 1929

note

Submit Cancel

11.5 In year type *1924*

11.6 In end year type *1929*

11.7 Click submit

Your screen will now show the saved dates of creation:



Name	Role/Event	Date(s)	
	Creation	1924 - 1929	 

[add new](#)

[physical description area](#)

Step 12 Add physical description

12.1 Click physical description area

12.2 In Physical description type *80 cm of textual records.*



[physical description area](#)

Physical description

80 cm of textual records.

[publisher's series area](#)

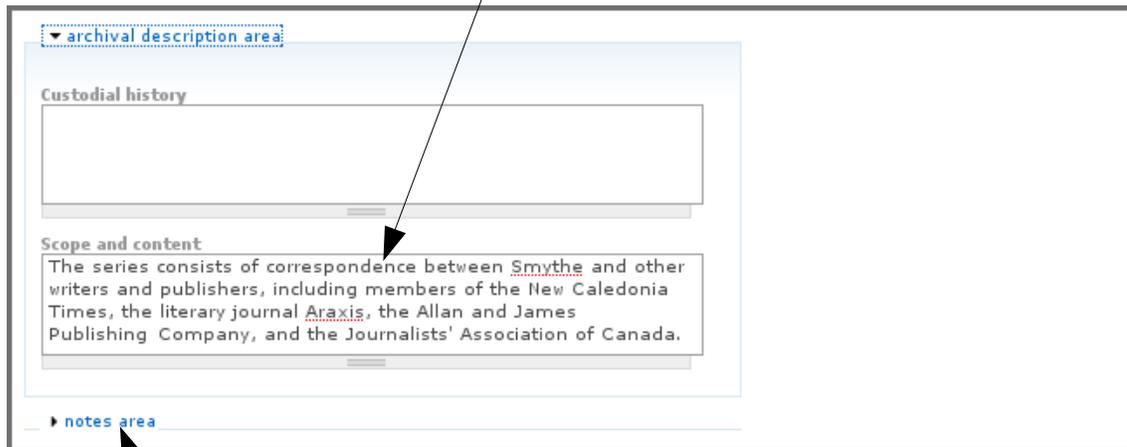
[archival description area](#)

Step 13 Add archival description

13.1 Click archival description area

13.2 In Scope and content type

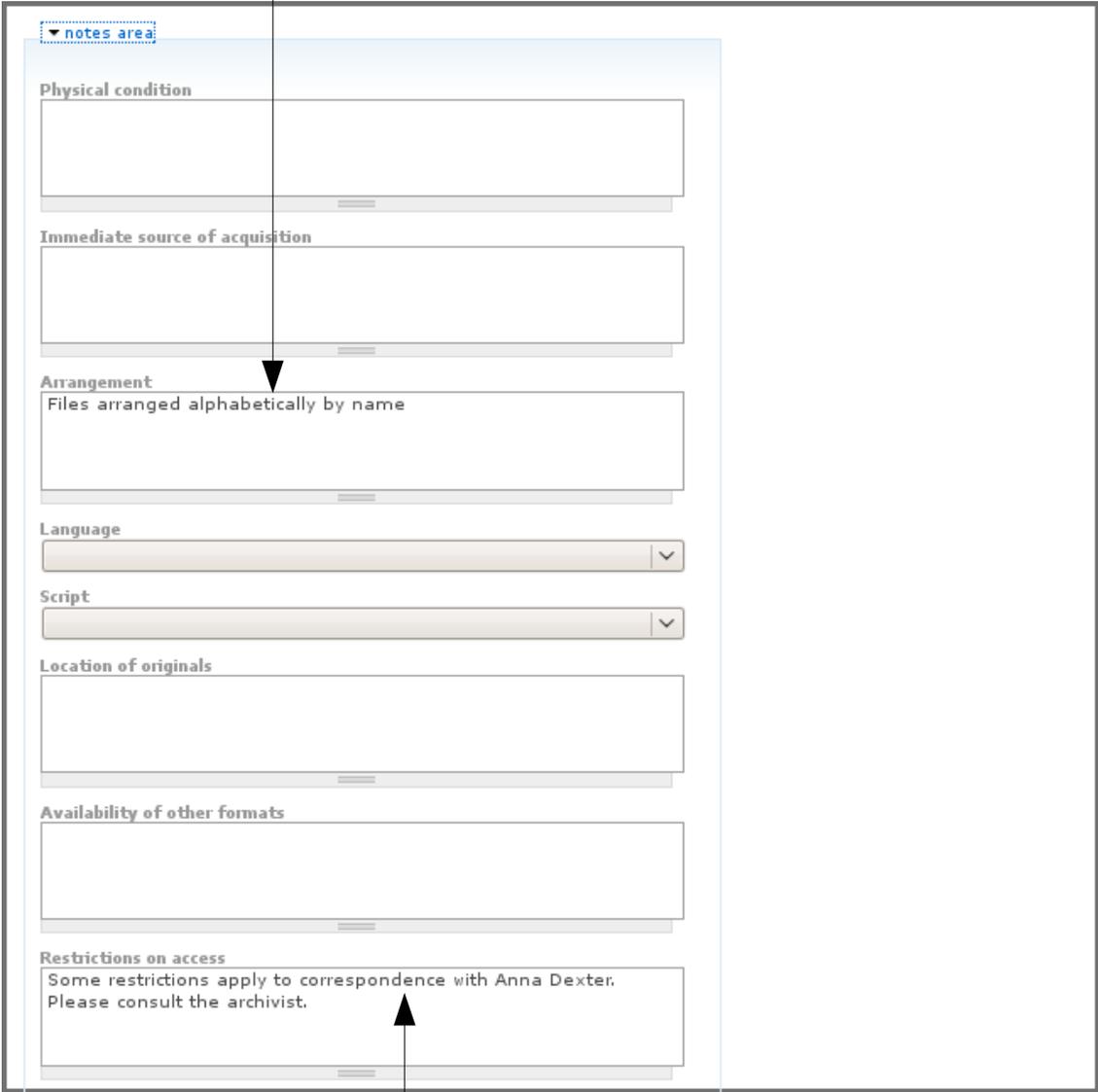
The series consists of correspondence between Smythe and other writers and publishers, including members of the New Caledonia Times, the literary journal Araxis, the Allan and James Publishing Company, and the Journalists' Association of Canada.



Step 14 Add notes

14.1 Click notes area

14.2 In Arrangement type *Files arranged alphabetically by name.*



The image shows a screenshot of a metadata form with several sections. A vertical line with a downward-pointing arrow originates from the text '14.2 In Arrangement type Files arranged alphabetically by name.' and points to the 'Arrangement' field, which contains the text 'Files arranged alphabetically by name'. Another vertical line with an upward-pointing arrow originates from the text '14.3 In Restrictions on access type Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.' and points to the 'Restrictions on access' field, which contains the text 'Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.'.

▼ notes area:

Physical condition

Immediate source of acquisition

Arrangement
Files arranged alphabetically by name

Language

Script

Location of originals

Availability of other formats

Restrictions on access
Some restrictions apply to correspondence with Anna Dexter.
Please consult the archivist.

14.3 In Restrictions on access type *Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.*

Step 15 Add control area information

15.1 Click control area

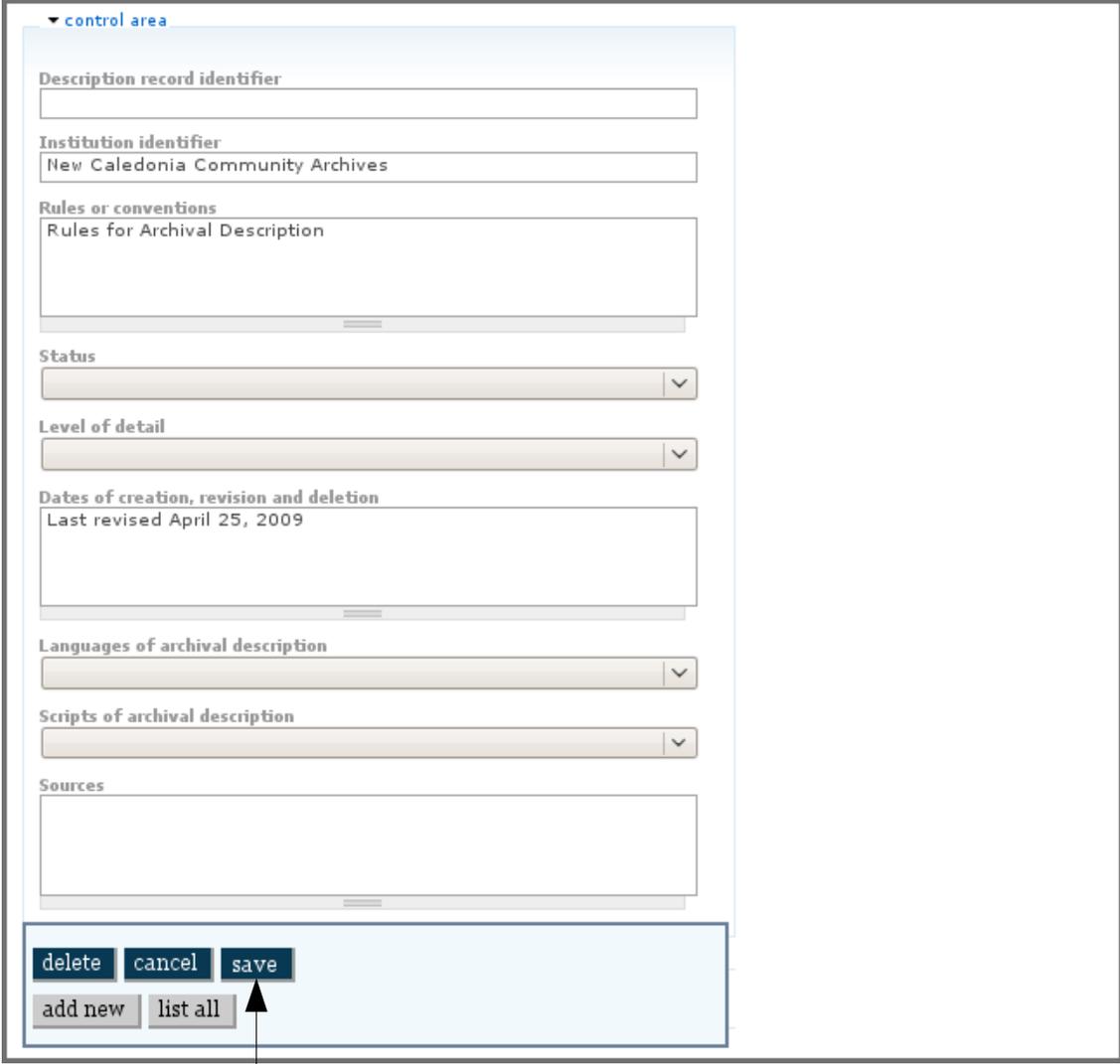


See next page for data entry.

15.2 In Institutional identifier type *New Caledonia Community Archives*

15.3 In Rules or conventions type *Rules for Archival Description*

15.4 In Dates of creation, revision and deletion type *Last revised April 25, 2009*



The screenshot shows a web form titled "control area" with a light blue header. The form contains several sections, each with a title and a corresponding input field:

- Description record identifier:** An empty text input field.
- Institution identifier:** A text input field containing "New Caledonia Community Archives".
- Rules or conventions:** A text input field containing "Rules for Archival Description".
- Status:** A dropdown menu.
- Level of detail:** A dropdown menu.
- Dates of creation, revision and deletion:** A text input field containing "Last revised April 25, 2009".
- Languages of archival description:** A dropdown menu.
- Scripts of archival description:** A dropdown menu.
- Sources:** An empty text input field.

At the bottom of the form, there is a control bar with five buttons: "delete", "cancel", "save", "add new", and "list all". The "save" button is highlighted in a darker blue. An arrow points from the "save" button down to the instruction text below the form.

15.5 Click the **save** button to save and view the record

View archival description

Series 001 - Professional correspondence	
Title proper:	Professional correspondence
Level of description:	Series
Reference code:	CA NCCA Add. MSS. 50-001
Dates:	1924 - 1929 (Creation)
Physical description:	80 cm of textual records.
Scope and content:	The series consists of correspondence between Smythe and other writers and publishers, including members of the New Caledonia Times, the literary journal Araxis, the Allan and James Publishing Company, and the Journalists' Association of Canada.
Arrangement:	Files arranged alphabetically by name
Restrictions on access:	Some restrictions apply to correspondence with Anna Dexter. Please consult the archivist.
Institution identifier:	New Caledonia Community Archives
Rules or conventions:	Rules for Archival Description
Dates of creation, revision and deletion:	Last revised April 25, 2009

[edit archival description](#)

[add new](#) [list all](#)

repository
New Caledonia Community Archives

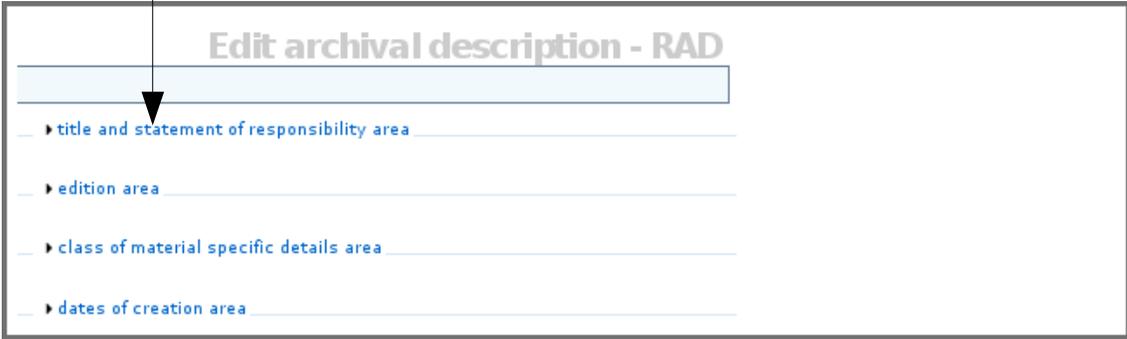
creator
Smythe, Justin Albert

fonds
Fonds Add. MSS. 50 - Justin Albert Smythe fonds
Series 001 - Professional correspondence

Step 16 Create a new file-level archival description

16. 1 Click add new

16.2 Click title and statement of responsibility area.



Edit archival description - RAD

- ▶ title and statement of responsibility area
- ▶ edition area
- ▶ class of material specific details area
- ▶ dates of creation area

See next page for data entry.

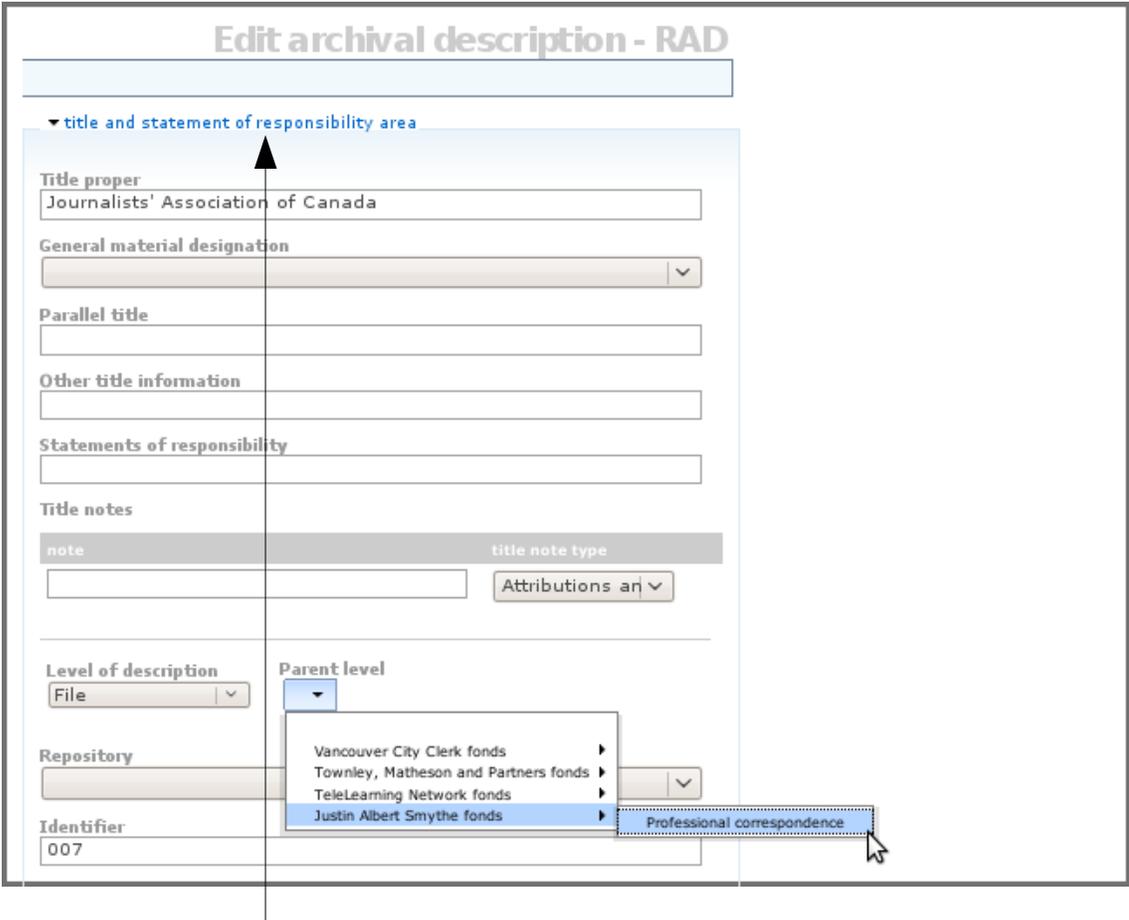
16.3 Enter the following data:

16.3.1 In Title proper type *Journalists' Association of Canada*

16.3.2 In Level of description select *File*

16.3.3 In Parent level select *Justin Albert Smythe fonds > Professional correspondence*

16.3.4 In Identifier type *027*



Edit archival description - RAD

▼ title and statement of responsibility area

Title proper
Journalists' Association of Canada

General material designation
▼

Parallel title

Other title information

Statements of responsibility

Title notes

note	title note type
_____	Attributions an ▼

Level of description
File ▼

Parent level
▼

- Vancouver City Clerk fonds ▶
- Townley, Matheson and Partners fonds ▶
- TeleLearning Network fonds ▶
- Justin Albert Smythe fonds ▶

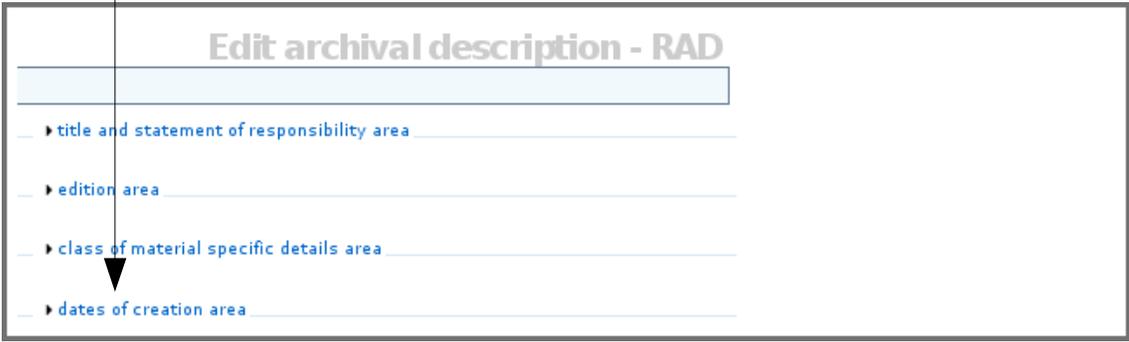
Professional correspondence

Repository

Identifier
007

16.4 Click title and statement of responsibility area to close the information area.

16.5 Click dates of creation area



Edit archival description - RAD

▸ title and statement of responsibility area

▸ edition area

▸ class of material specific details area

▸ dates of creation area

16.6 Click add new



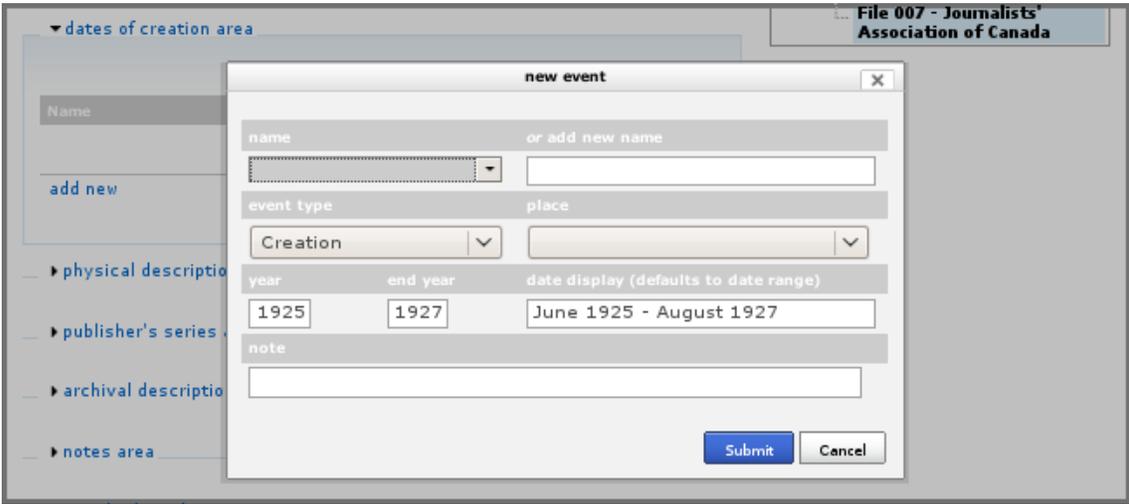
▾ dates of creation area

Name	Role/Event	Date(s)
add new		

▸ physical description area

▸ publisher's series area

16.7 In event type select *Creation*



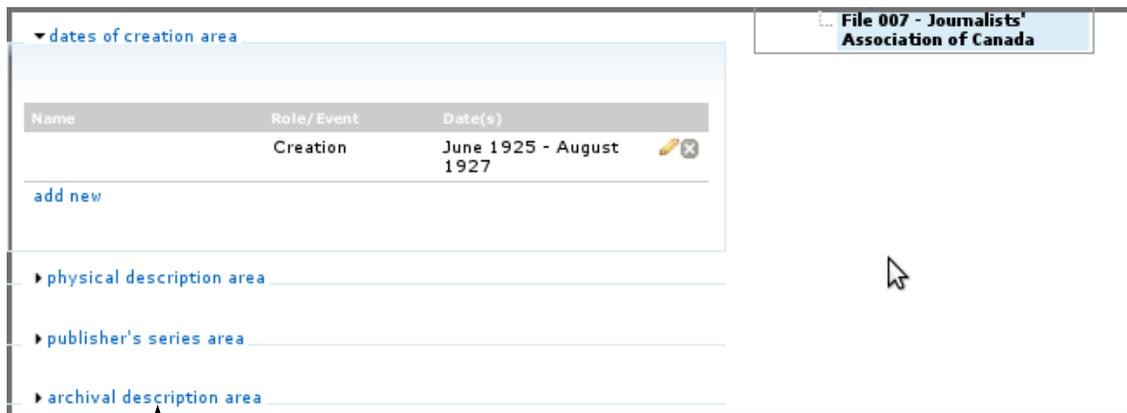
16.8 In year type *1925*

16.9 In end year type *1927*

16.10 In date display (defaults to date range) type *June 1925 – August 1927*

16.11 Click submit

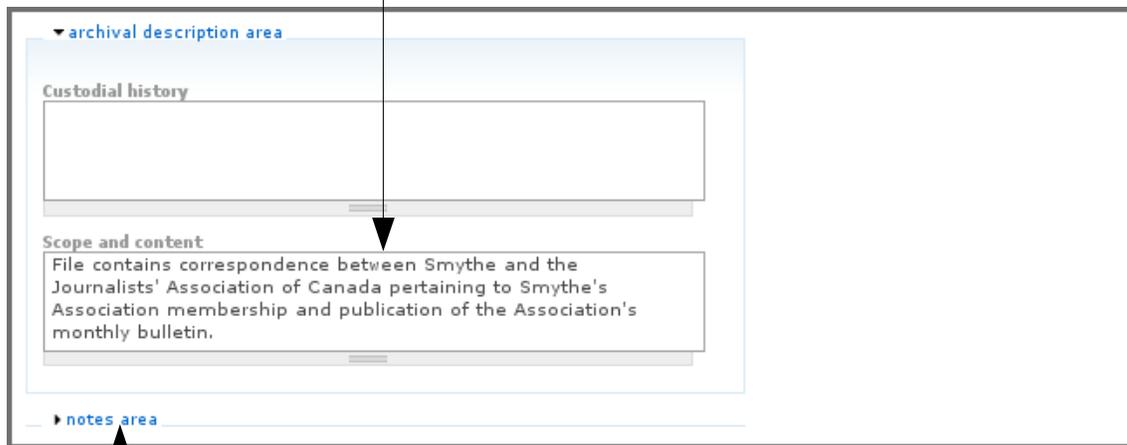
Your screen will now show the saved dates of creation:



16.12 Click archival description area

16.13 In Scope and content type

File contains correspondence between Smythe and the Journalists' Association of Canada pertaining to Smythe's Association membership and publication of the Association's monthly bulletin.



16.14 Click notes area

16.14 In Physical condition type *The contents of this file have been damaged by water*

16.15 In Availability of other formats type *File also available on microfilm (reel M-62)*

▼ notes area

Physical condition
The contents of this file have been damaged by water

Immediate source of acquisition

Arrangement

Language

Script

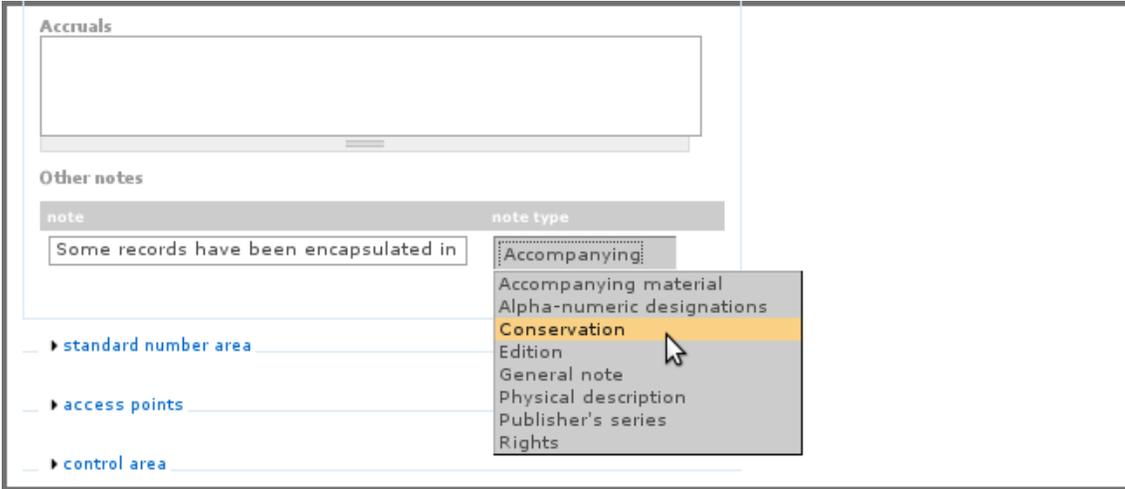
Location of originals

Availability of other formats
File also available on microfilm (reel M-62)

More Notes data entry on next page.

16.16 In Other notes under note type *Some records have been encapsulated in mylar*

16.17 In Other notes under note type select *Conservation*



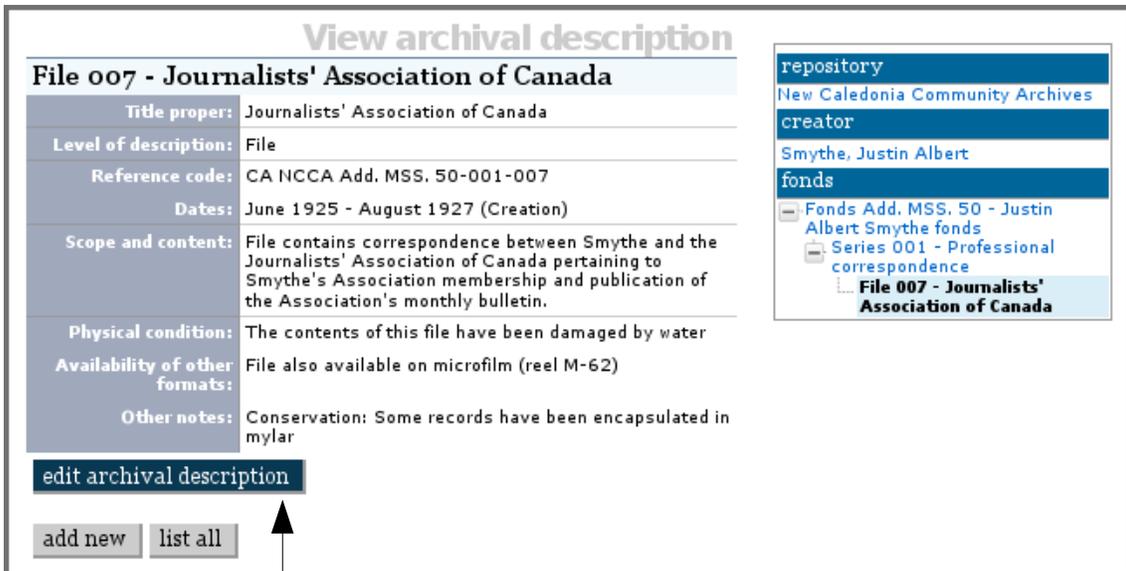
The screenshot displays a web-based interface for managing library records. It features several sections:

- Accruals:** A large empty text area at the top.
- Other notes:** A section containing a table with two columns: 'note' and 'note type'.
 - The 'note' column contains the text: "Some records have been encapsulated in".
 - The 'note type' column has a dropdown menu open, showing the following options:
 - Accompanying:
 - Accompanying material
 - Alpha-numeric designations
 - Conservation** (highlighted in yellow)
 - Edition
 - General note
 - Physical description
 - Publisher's series
 - Rights
- Control Area:** A section below the table with three expandable items:
 - ▶ standard number area
 - ▶ access points
 - ▶ control area

16.18 Click the create button to save and view the record



Note that the file is linked to the series-level description, and through the series to the fonds, the creator and the archival institution.



Step 17 Add access points

17.1 Click edit archival description

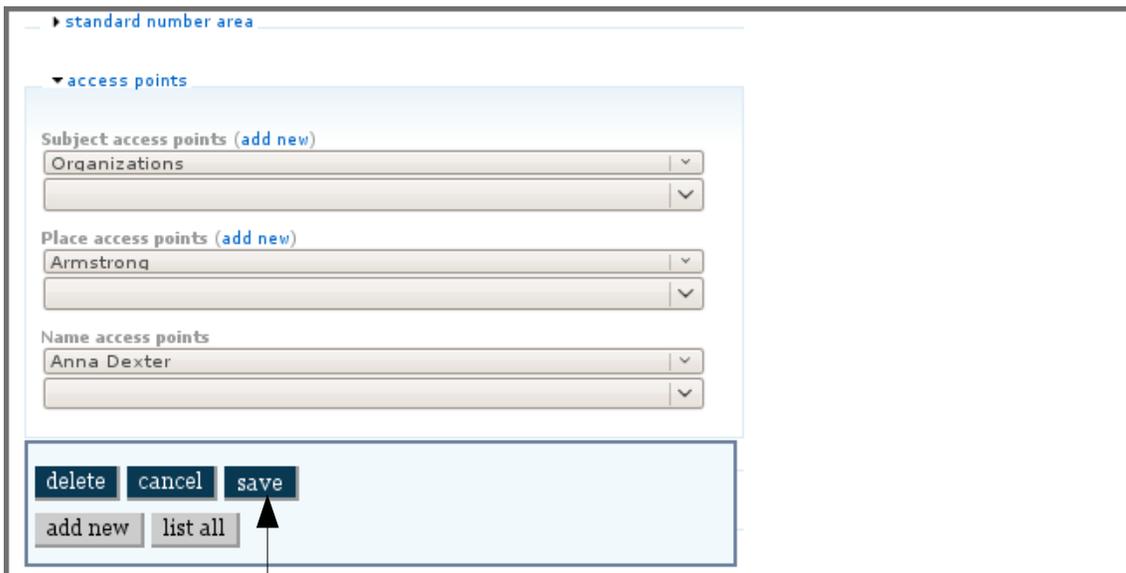
17.2 Click access points



17.3 In Subject access access points select or type *Organizations*.

17.4 In Place access points select or type *Armstrong* (since New Caledonia doesn't actually exist).

17.5 In Name access points select or type *Anna Dexter* (this name is derived from an authority file that was included as part of the sample data in the DemoCD).



17.6 Click the save button to save and view the record

Your archival description now contains the access points. Note that you can enter as many subject, place and name access points as you need.

View archival description

File 007 - Journalists' Association of Canada	
Title proper:	Journalists' Association of Canada
Level of description:	File
Reference code:	CA NCCA Add. MSS. 50-001-007
Dates:	June 1925 - August 1927 (Creation)
Scope and content:	File contains correspondence between Smythe and the Journalists' Association of Canada pertaining to Smythe's Association membership and publication of the Association's monthly bulletin.
Physical condition:	The contents of this file have been damaged by water
Availability of other formats:	File also available on microfilm (reel M-62)
Other notes:	Conservation: Some records have been encapsulated in mylar
Subject access points:	Organizations
Place access points:	Armstrong
Name access points:	Anna Dexter (Subject)

[edit archival description](#)

[add new](#) [list all](#)

repository
New Caledonia Community Archives

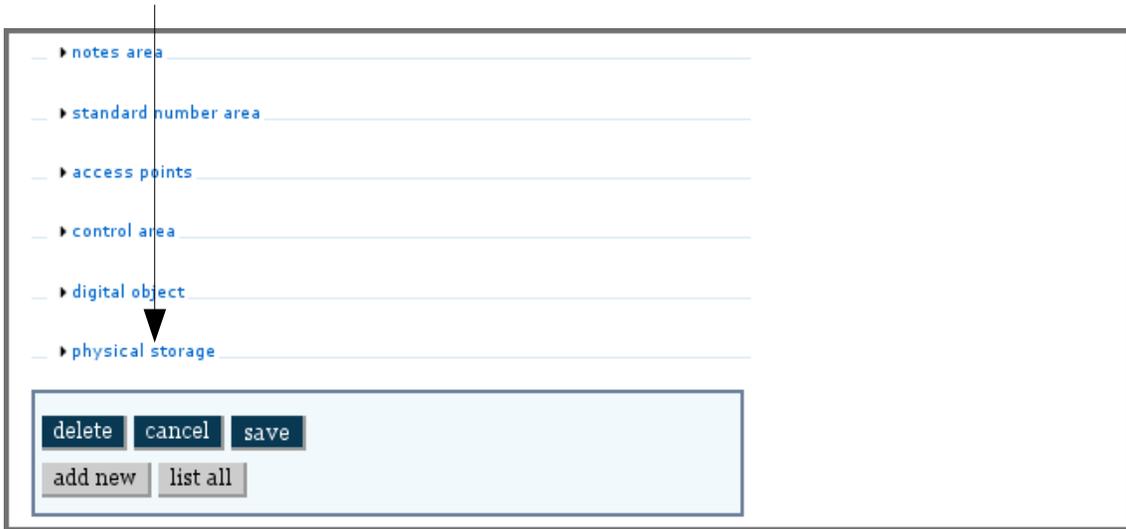
creator
Smythe, Justin Albert

fonds
- Fonds Add. MSS. 50 - Justin Albert Smythe fonds
- Series 001 - Professional correspondence
- **File 007 - Journalists' Association of Canada**

Step 18 Add physical storage

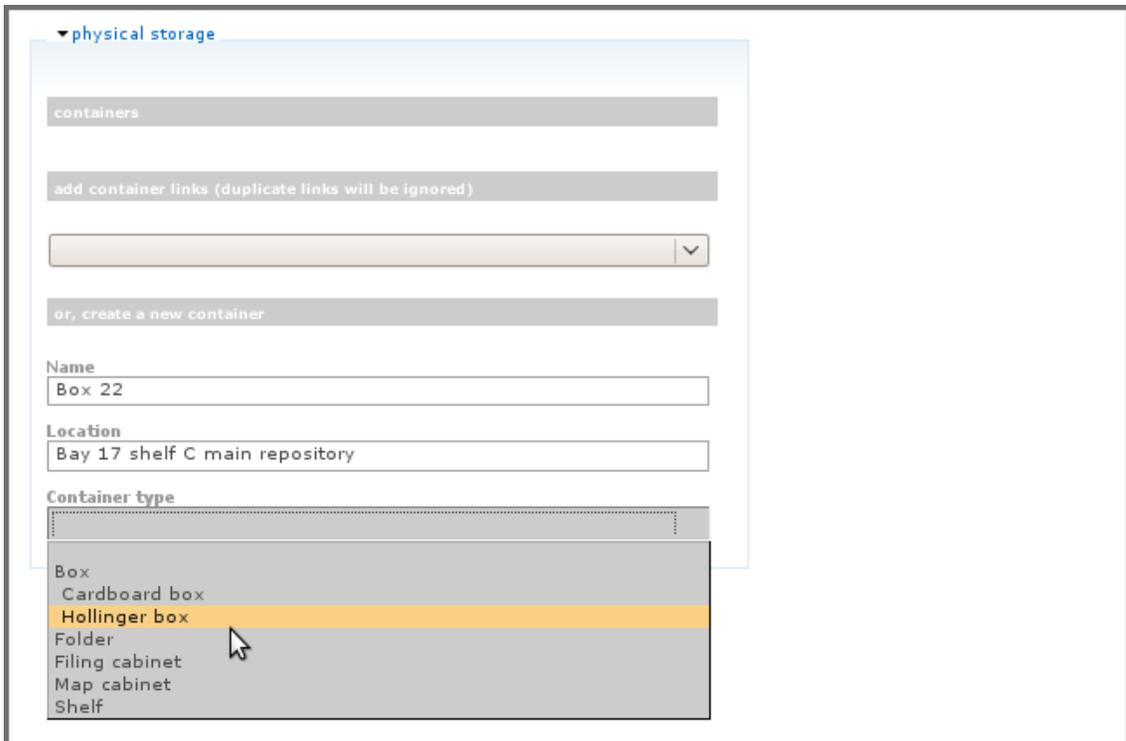
18.1 Click edit archival description

18.2 Click physical storage



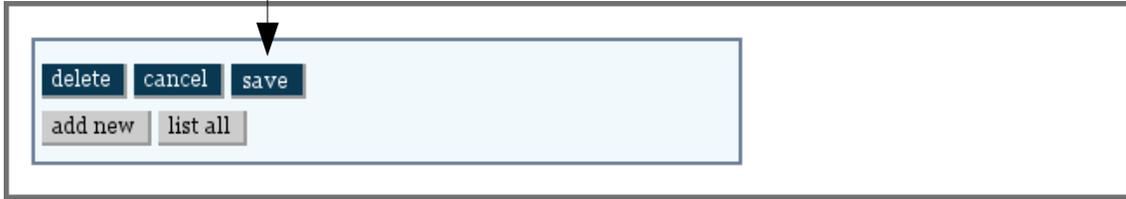
18.3 In Name type *Box 22*

18.4 In Location type *Bay 17 shelf C main repository*



18.5 In Container type select *Hollinger box*

18.6 Click the save button to save and view the record



Your archival description now contains the physical storage location.. Note that you can enter more than one storage location if needed.

View archival description

File 007 - Journalists' Association of Canada	
Title proper:	Journalists' Association of Canada
Level of description:	File
Reference code:	CA NCCA Add. MSS. 50-001-007
Dates:	June 1925 - August 1927 (Creation)
Scope and content:	File contains correspondence between Smythe and the Journalists' Association of Canada pertaining to Smythe's Association membership and publication of the Association's monthly bulletin.
Physical condition:	The contents of this file have been damaged by water
Availability of other formats:	File also available on microfilm (reel M-62)
Other notes:	Conservation: Some records have been encapsulated in mylar
Subject access points:	Organizations
Place access points:	Armstrong
Name access points:	Anna Dexter (Subject)
Physical storage:	Hollinger box: Box 22 - Bay 17 shelf C main repository

[edit archival description](#)

[add new](#) [list all](#)

repository
New Caledonia Community Archives

creator
Smythe, Justin Albert

fonds

- [-] [Fonds Add. MSS. 50 - Justin Albert Smythe fonds](#)
 - [-] [Series 001 - Professional correspondence](#)
 - [...] **File 007 - Journalists' Association of Canada**

physical storage
Hollinger box: [Box 22](#) - Bay 17 shelf C main repository

Congratulations! You have finished this tutorial.

Tutorial 5: Browse and search for records

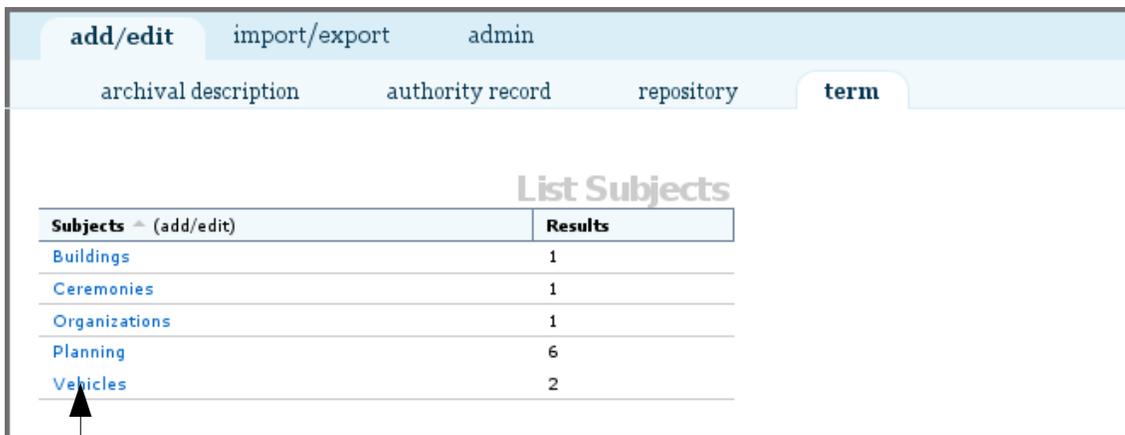
In this tutorial you will learn how to use the browse and search functions and to navigate some of ICA-AtoM's menus and links.

Step 1 Browse by subject

1.1 In the browse box, click subject



Your screen will show a list of subject terms on the left and the number of descriptions containing each subject term on the right.



1.3. To view a list of records containing the subject term *Vehicles*, click on Vehicles.

Your screen will show you a list of descriptions containing the subject term *Vehicles* and will indicate the fonds to which each descriptions belongs.



List Subjects - Vehicles

Browse for 'Vehicles' in 'Subjects' returned 2 results

[File - Standing Committee on Planning and Development - Downtown - taxi use](#)
Part of: [Vancouver City Clerk fonds](#)

[Item 632 - Famous Cloak and Suit Company, Ltd.](#)
Part of: [Townley, Matheson and Partners fonds](#)

displaying 1 to 2 of 2 results

[browse all Subjects](#)

1.4 To view a description, click on one of the blue links.

1.5 Note that this description has been indexed with the term *Planning* in addition to *Vehicles*. To view a list of other records containing the subject term *Planning*, click on *Planning*.



View archival description

File - Standing Committee on Planning and Development - Downtown - taxi use

Title proper:	Standing Committee on Planning and Development - Downtown - taxi use
Level of description:	File
Dates:	1973 - 1974 (Creation)
Subject access points:	Planning Vehicles
Physical storage:	Box: Box A12 - Shelf 3, Aisle C10, Main Repository

[edit archival description](#)

[add new](#) [list all](#)

repository
City of Vancouver Archives

creator
City of Vancouver, Office of the City Clerk

fonds

- Fonds - Vancouver City Clerk fonds
 - Series 62 - Subject files - including Council s...
 - File - Proposed development plan for parks : 19...
 - File - Standing Committee on Planning and Devel...
 - File - Standing Committee on Planning and Devel...
 - File - Standing Committee on Planning and Devel...
 - File - Standing Committee on Planning and Devel...**
 - File - Standing Committee on Planning and Devel...
 - Series 104 - Correspondence registers
 - File - Test file

physical storage
Box: [Box A12](#) - Shelf 3, Aisle C10, Main Repository

Your screen now shows a list of descriptions indexed with the term Planning.



List Subjects - Planning

Browse for 'Planning' in 'Subjects' returned 6 results

- File - Proposed development plan for parks : 1959-1976
Part of: Vancouver City Clerk fonds
- File - Standing Committee on Planning and Development - Downtown - Adams properties (Robson and Alberni)
Part of: Vancouver City Clerk fonds
- File - Standing Committee on Planning and Development - Downtown - transportation
Part of: Vancouver City Clerk fonds
- File - Standing Committee on Planning and Development - Downtown - taxi use
Part of: Vancouver City Clerk fonds
- File - Standing Committee on Planning and Development - Downtown - Railway Relocation and Crossing Act
Part of: Vancouver City Clerk fonds
- File - Standing Committee on Planning and Development - Downtown - parking
Part of: Vancouver City Clerk fonds

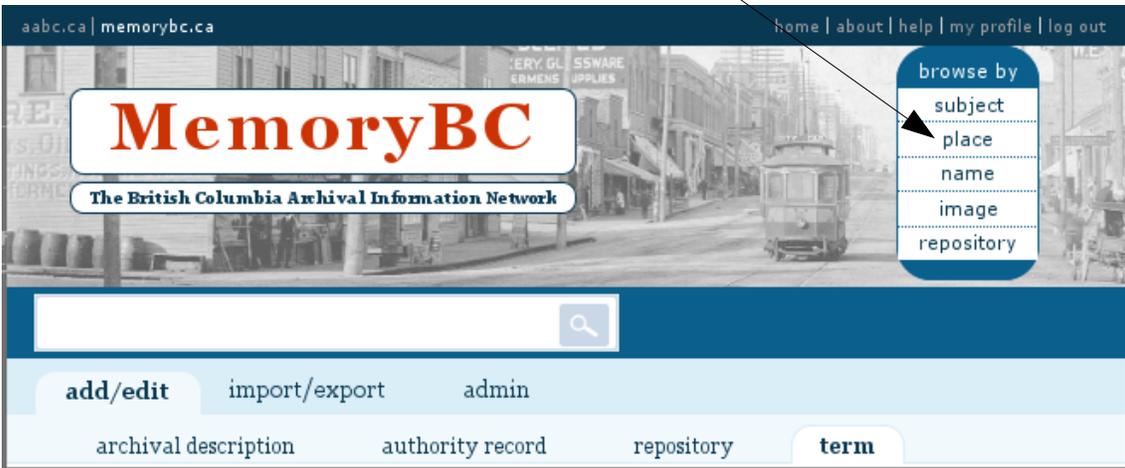
displaying 1 to 6 of 6 results

[browse all Subjects](#)

1.6 To return to list of subjects, click either the browse all Subjects button or subject in the browse box.

Step 2 Browse by place

2.1 You can browse for descriptions indexed by place (geographical location) the same way you browsed for descriptions indexed by subject term. In the browse box, click **place**.



aabc.ca | memorybc.ca home | about | help | my profile | log out

MemoryBC

The British Columbia Archival Information Network

browse by

- subject
- place**
- name
- image
- repository

add/edit import/export admin

archival description authority record repository **term**

Your screen will show a list of place terms on the left and the number of descriptions containing each place term on the right.

List Places	
Places ^ (add/edit)	Results
Armstrong	1
Burnaby	1
Vancouver	2

2.2 Practice clicking the place terms and navigating the results the same way you did using subject terms.

Note that in the browse box there are three other filters by which to browse: **name** (which searches for authority records), **image** (which searches for descriptions with images attached) and **repository**. If you have time at the end of your workshop, try browsing using these filters.

Step 3 search for records

3.1 Type *city hall* into the search box



3.2 Click the search icon

Your screen will show the number of search results and list each description, showing title, scope and content and repository.

Search for 'city hall' returned 26 results

Vancouver City Clerk fonds
 Fonds includes the records of City Council of the City of Vancouver, of the Office of the City Clerk (Council's secretariat), of elections and public relations divisions (both very small, and the elections division in operation only during electio...
 Repository: [City of Vancouver Archives](#)

Job no. 580: Vancouver City Hall construction site
 Part of: [Townley, Matheson and Partners fonds](#)
 Repository: [City of Vancouver Archives](#)

Subject files - including Council supporting documents
 Series consists of administrative and operational files on any matters dealt with by the Office of the City Clerk over time, in its and the individual Clerks' roles as Council secretariat, elections office(r), and information office(r). The scope...
 Part of: [Vancouver City Clerk fonds](#)
 Repository: [City of Vancouver Archives](#)

Townley, Matheson and Partners fonds
 The fonds consists of architectural drawings, photographs and textual materials related to the partnership's activities surrounding the design and implementation of architectural projects. The majority of the records are graphical in nature. Archi...
 Repository: [City of Vancouver Archives](#)

Miscellaneous records
 Series consists of miscellaneous materials created or recieved by Townley, Matheson and Partners, including contract agreements and material and labour specifications used to articulate project requirements to clients and contractors, architectura...
 Part of: [Townley, Matheson and Partners fonds](#)
 Repository: [City of Vancouver Archives](#)

Correspondence registers
 Series consists of registers of incoming correspondence and interdepartmental mail received by the City Clerk's office. The registers record the date, name of sender, subject of letter, and the individual or department to whom it was forwarded. Th...
 Part of: [Vancouver City Clerk fonds](#)
 Repository: [City of Vancouver Archives](#)

Administrative and operational subject files
 This series consists of records relating to the general administration of the Network through the management office. Activities documented include establishment of the Network, development of policy and governance structures, strategic planning, i...
 Part of: [TeleLearning Network fonds](#)
 Repository: [Simon Fraser University Archives](#)

3.3 To return to the search results screen use the back button on your web browser (not shown).

3.4 Entering *city hall* used the OR boolean operator as a default. Try the following more advanced searches:

“city hall”
city and not hall
construction and “city hall”
construction and not “city hall”
*drawing**
drawing and not hall*

3.5 You can also search on specific fields. Try the following searches:

title:correspondence
repository:New Caledonia
scopeandcontent:journal

Congratulations! You have finished all the tutorials.