

URLs from the Excavating L.A. project

Libguides

Project http://libguides.usc.edu/excavating_la

USC Libraries Political Papers <http://libguides.usc.edu/politicalpapers>

Special Collections Exhibitions http://libguides.usc.edu/specialcollections_exhibits

News articles and blog posts

- [Libwire 12/17/2012](#)
- [Libwire 3/16/2011](#)
- [KCET 1/13/2011](#)
- [Libwire 12/15/2010](#)
- [USC News 12/6/2010](#)
- [Libwire 12/6/2010](#)
- [Libwire 6/29/2010](#)
- [USC News 6/22/2010](#)
- [Libwire 6/22/2010](#)
- [Libwire 5/10/2010](#)
- [Libwire 11/30/09](#)

Public programs

[*Los Angeles Burning: Memory, Justice, and the 1992 Riots*](#)

Attachments (see below)

"All Politics is Local": Campaigns and Elections in California Exhibition Brochure

Archivists' Toolkit Data Entry Instruction Manual

FEATURED POLITICIANS

YVONNE BRATHWAITE BURKE (1932–) Democrat
Initially served on the Los Angeles County Board of Supervisors as an appointee (1979–1980) and subsequently was elected to the Board in 1992 (1992–2008). She was the first woman and the first African American to serve on the Board of Supervisors. Also was elected to the California State Assembly for three terms (1967–1973), representing a portion of Los Angeles during those years.

HOUSTON I. FLOURNOY (1929–2008) Republican
Served in the California State Assembly representing Claremont (1960–1967), and was then elected as California State Controller (1967–1975). He made an unsuccessful bid for governor in 1974, losing to Jerry Brown.

ALPHONZO E. BELL (1914–2004) Republican
Was a candidate for mayor in 1969 but lost to incumbent Sam Yorty. Bell supported Tom Bradley in his first election for mayor in 1973.

TOM BRADLEY (1917–1998) Democrat
Was the first African American elected as mayor of Los Angeles when he defeated incumbent Sam Yorty in 1973. Bradley went on to serve five terms as mayor (1973–1993).

EDMUND G. “JERRY” BROWN (1938–) Democrat
Was first elected as the California Secretary of State (1971–1975), and then three times as the state’s governor (1975–1983, 2011–).

RICHARD M. NIXON (1913–1994) Republican
Ran for Governor of California in 1962, but lost to incumbent Governor Pat Brown. Elected to United States House of Representatives in 1946, representing California’s 12th Congressional District (formerly parts of Los Angeles County) and to the United States Senate in 1950, representing California. Served as Vice President under Dwight D. Eisenhower, 1953–1961. Ran for President in 1960 but lost to Democrat John F. Kennedy.

JOHN F. KENNEDY (1917–1963) Democrat
Served as United States Senator from Massachusetts from 1953–1960. Defeated Richard Nixon in the 1960 presidential election.

SPECIAL COLLECTIONS

The Department of Special Collections is home to 41 archival

collections of political materials, with a special emphasis on the

papers of California politicians. These collections provide both

a broad and in–depth look at the history of politics in the Los

Angeles area, within the state of California, and across the United

States. Since, as Speaker of the House Tip O’Neill once remarked,

“all politics is local,” many of these collections provide a look at the

important role Angelenos and their neighbors throughout the county

and state have played in elections, both local and national, and the

emphasis the creators of these collections placed on understanding

and influencing issues of importance to their constituents.

QUICK REFERENCE

DOHENY CIRCULATION DESK

(213) 740-2924

DOHENY REFERENCE DESK

(213) 740-4039

INTERLIBRARY LOAN

(213) 740-4020

SPECIAL COLLECTIONS

(213) 740-4035

ELECTRONIC RESOURCES

www.usc.edu/libraries/eresources

RESEARCH ASSISTANCE

www.usc.edu/askalibrarian

GET INVOLVED

www.usc.edu/libraries/engage

STUDENT EMPLOYMENT

www.usc.edu/libraries/jobs

COMPUTING CENTERS

www.usc.edu/its/pcc

NEWS & SOCIAL MEDIA

USC Libraries on Facebook, Foursquare, Tumblr, Twitter, and Libwire Blog

www.usc.edu/libraries/social

USC LIBRARIES SPECIAL COLLECTIONS

Doheny Memorial Library

3550 Trousdale Parkway

Los Angeles, CA 90089-0182

USC LIBRARIES

SPECIAL COLLECTIONS EXHIBITION

www.usc.edu/arc



“ALL POLITICS IS LOCAL”

Campaigns and Elections in California

Please reference the **LIBGUIDE** for even more information
about this exhibit and the collections.
<http://libguides.usc.edu/politicalpapers>

Exhibition organized by **Michael Hooks**, mhooks@usc.edu and **Sue Luftshein**, luftsche@usc.edu

INSTRUCTIONS FOR ENTERING FINDING AID DATA IN ARCHIVISTS' TOOLKIT RESOURCE RECORDS

Archivists' Toolkit is the collection management and archival description tool in use at USC Libraries. To create a full and complete finding aid in Archivists' Toolkit, archival processors are required to adhere to a set of requirements for entering data. These requirements are drawn from best practices guidelines for AT published by the Online Archive of California (http://www.cdlib.org/services/dsc/tools/ead_toolkit.html), DACS content standards (<http://desktop.loc.gov/saved/DACS>), and EAD structure standards (<http://www.loc.gov/ead/>). For additional technical instructions, please refer to the [Archivists' Toolkit manual](#), specifically Chapter 9, Describing Archival Materials

Full and complete finding aids created in Archivists' Toolkit are required to contain the following:

- 1) Level
- 2) Title
- 3) Date expression and/or Begin Date and End Date
- 4) Resource Identifier
- 5) Extent Number and Extent Measurement
- 6) Language Code
- 7) Minimum of 3 names/subjects/genres—can be a combination of any of these types, but must total 3
- 8) Abstract note
- 9) Conditions Governing Access note
- 10) Conditions Governing Use note
- 11) Preferred Citation note
- 12) Immediate Source of Acquisition note
- 13) Biographical/Historical note
- 14) Scope and Contents note

It is highly recommended that the finding aid also include:

- 15) Arrangement note

Numbers 1-12 should already be in the resource record that was created by the curator from the accession record. If you begin work on a collection that does not already have a resource record in Archivists' Toolkit, please contact the curator in charge of the collection.

The Basic Resource Record

To begin entering your finding aid data, first locate the appropriate resource record.

Open Archivists' Toolkit, click on "Resources" in the left column, then on the "List All" button

Archivists' Toolkit - 2.0.0 - update 3

File Import Setup Reports Tools Help

Search List All New Record Reports Delete Merge EAD Export EAD MARC Export MARC Filter search results

Names
Subjects
Accessions
Resources
Digital Objects

Resources

916 Record(s) found for search "list all"

Title	Extent Number	Resource Id	Extent Measurement	Resource Identifier
Amy C. Ransome Collection	3.38	5	Linear feet	0001
Henry Lane Wilson Papers	4	57	Linear feet	0002
Civil War/Naval Operations (Mr...	1	59	Linear feet	0003
J. E. Woodhead Papers	7	63	Linear feet	0004
Admiral William H. Standley Pap...	46	67	Linear feet	0005
Samuel H. Kline Papers	1	71	Linear feet	0006
George Hoyningen-Huene Colle...	2	76	Linear feet	0007
Coulter's Dry Goods Papers	4	55	Linear feet	0008
History of Hungary Collection	2	84	Linear feet	0009
Lionel Stevenson Papers	1	364	Linear feet	0010
Gene Fowler Papers	1	366	Linear feet	0011
Del M. Reynolds Papers	1	88	Linear feet	0012
Alexander J. Stoddard Papers	11.08	89	Linear feet	0013
Bowen Family Letters (Elizabet...	1	93	Linear feet	0014
Antonio Heras Papers	4.67	105	Linear feet	0015
Charles Leland Bagley Papers	20.46	14	Linear feet	0016
American Personnel and Guidan...	6	114	Linear feet	0017
Agua Caliente Indians (Judge H...	2	118	Linear feet	0018
American Guild of Organists Re...	14.92	11	Linear feet	0019
Poe Society Records	1	120	Linear feet	0020
Irving Shulman Papers	19.67	124	Linear feet	0021
The Scribes Records	1.25	127	Linear feet	0022
Charles Bonner Papers	1	368	Linear feet	0023
Gen. Leland R. Scofield Collection	1	130	Linear feet	0024
Adam C. Derkum Papers	1	133	Linear feet	0025
Southern California Rapid Tran...	2.25	669	Linear feet	0026
John A. Sanborn Papers	1.25	140	Linear feet	0027
Ampico Piano Rolls Collection	8	142	Linear feet	0028
Malcolm Stuart Boylan Papers	1	370	Linear feet	0029
Gladys Hurlbut Papers	1	372	Linear feet	0030
Julius Berstl Papers	8	15	Linear feet	0031
Art Prints (H.L. Doolittle Coll.)	5	145	Linear feet	0032
Darwin L. Teilhet Papers	1	374	Linear feet	0033
Bruno David Ussher Collection	1	147	Linear feet	0034
Mary Wood Hinman Collection	1	41	Linear feet	0035
William Schneiderman Records	1	150	Linear feet	0036
Mineral King Development Reco...	1	376	Linear feet	0037
Stereographic Library Collection	12	154	Linear feet	0038

Scroll down until you reach the correct resource identifier (aka collection number), or type part of the name or resource identifier into the “Filter Search Results” box. Double click on the resource to open the record.

You should have a basic resource record now open. There should be minimal data in each of the four tabs of the resource record, as follows.

On the Basic Description tab, you should see:

The screenshot shows the 'Resources' window with the 'Basic Description' tab selected. The window contains the following fields and sections:

- Title:** 0999: Melinda Hayes papers
- Resource Identifier:** 0999
- Accessions linked to this Resource ID:** Accession Number, Accession Title
- Extent:** Extent Number 50, Linear feet, Container Summary 50 bankers boxes
- Instances:** Instance Type, Instance Label, Add Instance, Remove Instance
- Basic Description:** Level collection, Other Level, Title Melinda Hayes papers, Wrap in tag..., Date Expression, Inclusive Dates (Begin 1985, End 2010), Bulk Dates (Begin, End), Language English (eng), Repository Processing Note, Repository USC SpeCol, Change Repository
- Buttons:** Add Child, Add Sibling, Rapid Data Entry, Delete Component, Transfer, Manage Locations, Export EAD, Export MARC, Export Cont. Labels
- Navigation:** First, Previous, Next, Last, Reports, Close, Save, + 1

Red arrows point to the following fields:

- title:** Points to the title field.
- dates:** Points to the Inclusive Dates field.
- language:** Points to the Language dropdown.
- resource identifier:** Points to the Resource Identifier field.
- extent information:** Points to the Extent field.

On the Names & Subjects tab, you should see a minimum of three entries (combination of name, subject heading, genre/form).

Resources

Title:

0999: Melinda Hayes papers

Resource Identifier:

Basic Description

Names & Subjects

Notes Etc. & Deaccessions

Finding Aid Data

Names

Name	Name Link Function	Name Link Creator / Subject Role
Hayes, Melinda, 1965-	Creator	
Hayes, Melinda, 1965-	Subject	

Edit Name Link

Add Name Link

Remove Name Link

Subjects

Subject

Correspondence

Dance--Archival resources

Add Subject Link

Remove Subject Link

Add Child

Add Sibling

Rapid Data Entry

Delete Component

Transfer

Manage Locations

Export EAD

Export EAD

Export MARC

Export MARC

Export Cont. Labels

First

Previous

Next

Last

Reports

Close

Save

+ 1

On the Notes Etc. & Deaccessions tab, you should see 5 notes: Abstract, Conditions Governing Access, Conditions Governing Use, Immediate Source of Acquisition, and Preferred Citation. Some of these notes may need editing before you can publish your finding aid.

Resources

Title: 0999: Melinda Hayes papers

Resource Identifier:

Basic Description Names & Subjects Notes Etc. & Deaccessions Finding Aid Data

Notes etc.

Type	Title	Content
Abstract	Abstract	Correspondence, subject files, p...
Conditions Governing Access	Conditions Governing Access	COLLECTION STORED OFF-SITE....
Conditions Governing Use	Conditions Governing Use	All requests for permission to p...
Immediate Source of Acquisition...	Acquisition	Gift of Melinda Hayes, 2010.
Preferred Citation	Preferred Citation	[Box/folder# or item name], Mel...

Add note etc. Remove Note etc.

Deaccessions

Deaccession Date	Extent	Extent Measurement
------------------	--------	--------------------

Add Deaccession Remove Deaccession

Add Child Add Sibling Rapid Data Entry Delete Component Transfer Manage Locations Export EAD Export MARC Export Cont. Labels

First Previous Next Last Reports Close Save + 1

On the Finding Aid Data tab, you will see the Finding Aid Filing Title, the Finding Aid Date, and the Finding Aid Status. The filing title should not change. The existing date refers to the date the resource record was created. That date will need to be changed when you are ready to publish your finding aid. The finding aid status refers to the publishable status of the resource record. It should be set to publish_basic.

The screenshot shows a software interface titled 'Resources' with a tabbed view. The 'Finding Aid Data' tab is active. On the left, a list of resources includes '0999: Melinda Hayes papers'. The main area contains several input fields and a status dropdown. Red arrows from the left point to the following fields:

- Finding Aid Filing Title:** Points to the 'Finding Aid Filing Title' field, which contains the text 'Hayes (Melinda) papers'.
- Finding Aid Date:** Points to the 'Finding Aid Date' field, which contains the year '2010'.
- Finding Aid Status:** Points to the 'Finding Aid Status' dropdown menu, which is currently set to 'publish_basic'.

Other visible fields include 'EAD FA Unique Identifier', 'EAD FA Location', 'Finding Aid Subtitle', 'Author', 'Description Rules', 'Language of Finding Aid', 'Sponsor Note', 'Edition Statement', 'Series', 'Revision Date', 'Revision Description', and 'Finding Aid Note'. The bottom of the window features a toolbar with buttons for 'Add Child', 'Add Sibling', 'Rapid Data Entry', 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD', 'Export MARC', 'Export Cont. Labels', 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', 'Save', and '+1'.

The Basic Description tab

To add descriptive data to your resource record, make sure the Basic Description tab is your active screen. Click on the “Add Child” button.

The screenshot shows a software interface for managing digital resources. The main window is titled 'Resources' and has a tabbed interface with the following tabs: 'Basic Description' (selected), 'Names & Subjects', 'Notes Etc. & Deaccessions', and 'Finding Aid Data'. On the left, a list of resources is shown, with '0999: Melinda Hayes papers' selected. The main area displays the 'Basic Description' form, which includes fields for 'Level' (set to 'collection'), 'Title' (set to 'Melinda Hayes papers'), 'Date Expression' (with 'Inclusive Dates' from 1985 to 2010), 'Language' (set to 'English (eng)'), and 'Repository' (set to 'USC SpecCol'). On the right, there are sections for 'Resource Identifier' (set to '0999'), 'Accessions linked to this Resource ID', 'Extent' (set to '50 Linear feet'), and 'Instances'. At the bottom, there is a toolbar with buttons for 'Add Child', 'Add Sibling', 'Rapid Data Entry', 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD', 'Export MARC', and 'Export Cont. Labels'. A red arrow points from the top right towards the 'Add Child' button.

A new basic description template will appear.

- 1) Select a level from the Level drop down list . You will be presented with a number of options; generally, you will be describing a collection at the series, file and/or item level, depending on the level of description you are applying to the collection (see [DACS, Chapter 1](#)).
- 2) Enter a title (of series, folder or item) in the Title field.
- 3) Enter a date expression (ie, natural language for a date; allows for use of “circa”, “about”, etc.) or begin and end dates. (Note: if you are entering data on a series, you may not yet know the exact dates. You can always go back and change this information at a later time.)
- 4) Click “Save” to save your work.

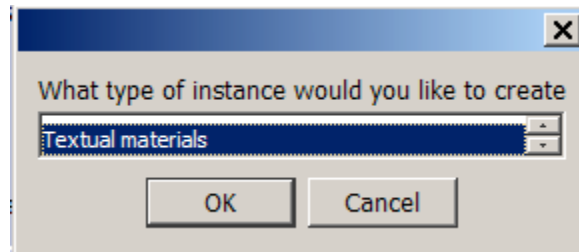
The screenshot shows the 'Resources' application window with the 'Basic Description' tab selected. The window title is 'Resources' and the record is 'Record 1 of 1'. The 'Title' field contains 'Melinda Hayes Papers' and the 'Resource Identifier' is '0999'. The 'Level' dropdown is set to 'class'. The 'Date Expression' field is empty. The 'Instances' section is empty. The bottom toolbar contains buttons for 'Add Child', 'Add Sibling', 'Rapid Data Entry', 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD', 'Export MARC', 'Export Cont. Labels', 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', and 'Save'.

Level: class
Other Level: collection, file, fonds, item, otherlevel, recordgrp, series
Title: Melinda Hayes Papers
Date Expression:
Date:
Date Begin:
Date End:
Bulk Dates:
Bulk Date Begin:
Bulk Date End:
Language Code:
Repository Processing Note:
Instances:
Add Instance Remove Instance
Internal Only Restrictions Apply
Created: Aug 18, 2010 by luftsche | Modified: Aug 18, 2010 by luftsche | Record Number: 992

When you enter descriptive data for the contents of a folder or an item, you must also enter descriptive data for that folder/item's physical (or digital) instance. Click on the "Add Instance" button.

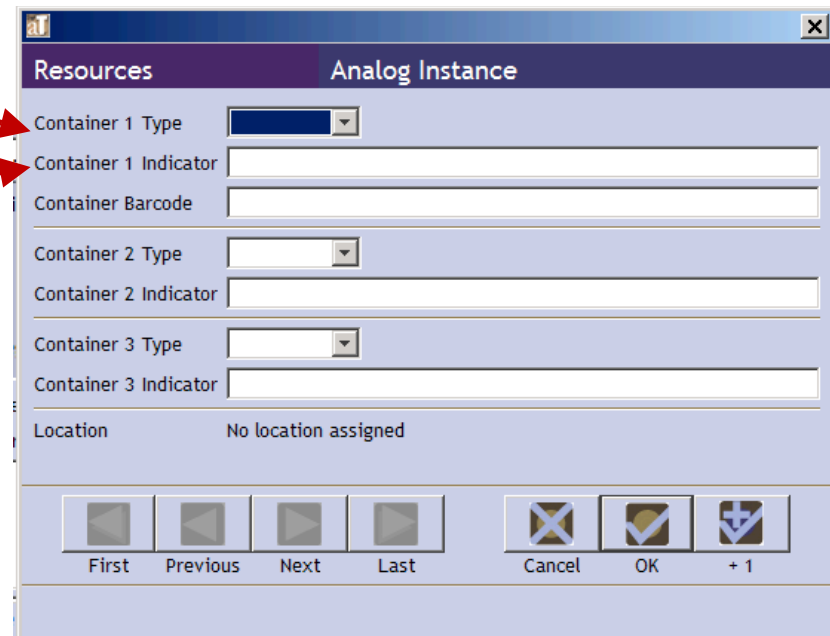
The screenshot displays the 'Resources' application window. The title bar indicates 'Record 1 of 1' and 'Resource Identifier: 0999'. The main interface is divided into several sections. On the left, a tree view shows the hierarchy: 'Title: Melinda Hayes Papers' and '0999: Melinda Hayes Papers'. The central area contains tabs for 'Basic Description', 'Names & Subjects', and 'Notes Etc.'. The 'Basic Description' tab is active, showing fields for 'Level' (a dropdown menu with options like 'class', 'collection', 'file', 'fonds', 'item', 'otherlevel', 'recordgrp', 'series'), 'Persistent ID' (set to 'ref7'), 'Title', 'Wrap in tag...', 'Date Expression', 'Date', 'Date Begin', 'Date End', 'Bulk Dates', 'Bulk Date Begin', 'Bulk Date End', 'Language Code', and 'Repository Processing Note'. On the right, there are sections for 'Extent' (with 'Extent Number' and 'Container Summary') and 'Instances' (with a table for 'Instance Type' and 'Instance Label'). Below the 'Instances' section are 'Add Instance' and 'Remove Instance' buttons. At the bottom of the window, there is a toolbar with buttons for 'Add Child', 'Add Sibling', 'Rapid Data Entry', 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD', 'Export EAD', 'Export MARC', 'Export MARC', 'Export Cont. Labels', 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', and 'Save'. A status bar at the very bottom shows 'Created: Aug 18, 2010 by luftsche | Modified: Aug 18, 2010 by luftsche | Record Number: 992'. A red arrow points from the text above to the 'Add Instance' button in the 'Instances' section.

A dialog box with a scroll list will appear. Click on the up or down arrow until you reach the appropriate description for your folder or item (e.g., photographs, ephemera, textual materials, etc.). Click “OK”.



You will be prompted to enter container information.

- 1) Select the container type from the drop down list (box, drawer, folder, etc.)
- 2) Type the container number in the container indicator field
- 3) Continue with additional container information to reflect the granularity of your description
- 4) Click “OK” to close this screen and return to the Basic Description tab.



When you have finished entering information, your Basic Description tab should look something like the following:

The screenshot shows the 'Resources' application window. The title bar indicates 'Record 1 of 1' and 'Resource Identifier: 0999'. The main window is divided into several sections:

- Left Panel:** A tree view showing the hierarchy: '0999: Melinda Hayes Papers' > 'Correspondence' > 'A'.
- Basic Description Tab:** This tab is active and contains the following fields:
 - Level:** A dropdown menu set to 'file'.
 - Persistent ID:** A text field containing 'ref8'.
 - Other Level:** An empty text field.
 - Title:** A text field containing 'A'.
 - Wrap in tag...:** A dropdown menu.
 - Date Expression:** A text field.
 - Date:** A section with 'Date Begin' (1985) and 'Date End' (1990) fields.
 - Bulk Dates:** A section with 'Bulk Date Begin' and 'Bulk Date End' fields.
 - Language Code:** A dropdown menu.
 - Repository Processing Note:** A large text area.
- Extent Section:** Contains 'Extent Number' (a dropdown) and a 'Container Summary' text area.
- Instances Section:** Contains a table with 'Instance Type' and 'Instance Label' columns. One instance is listed: 'Textual materials' with label 'Box 1 / Folder 1'. Below the table are 'Add Instance' and 'Remove Instance' buttons.
- Buttons:** At the bottom, there are buttons for 'Add Child', 'Add Sibling', 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD', 'Export MARC', and 'Export Cont. Labels'.
- Footer:** A status bar at the bottom shows 'Created: Aug 18, 2010 by luftsche | Modified: Aug 18, 2010 by luftsche | Record Number: 992'.

Repeat this process for all series/folders/items you are describing.

The Names & Subjects tab

Your resource record should already contain some preliminary names/subjects/genres, etc., but you will undoubtedly have additional information to add.

Before you proceed, make sure you have the collection name highlighted in the left column; this will ensure that the information you add to your record applies to the collection rather than to an individual item. Then click on the Names & Subjects tab.

To add additional names to your record, click on the “Add Name Link” button. This brings up the “Name Lookup” box.

The screenshot shows a web-based interface for managing a resource record. The title is "Melinda Hayes Papers" and the resource identifier is "0999". The "Names & Subjects" tab is active. The "Names" section contains a table with one entry: "Hayes, Melinda, 1965-" with the role "Creator". Below this table are buttons for "Edit Name Link", "Add Name Link", and "Remove Name Link". The "Subjects" section contains a list of subjects: "Correspondence", "Dance", and "Vampires in literature". Below this list are buttons for "Add Subject Link" and "Remove Subject Link". At the bottom of the interface is a toolbar with various actions like "Add Child", "Add Sibling", "Delete Component", "Transfer", "Manage Locations", "Export EAD", "Export MARC", and "Export Cont. Labels". A status bar at the very bottom indicates the record was created and modified on August 18, 2010, by "luftsche", with a record number of 992.

Name	Name Link Function	Name Link Creator / Subject Role
Hayes, Melinda, 1965-		Creator

Buttons: Edit Name Link, Add Name Link, Remove Name Link

Subjects:

- Correspondence
- Dance
- Vampires in literature

Buttons: Add Subject Link, Remove Subject Link

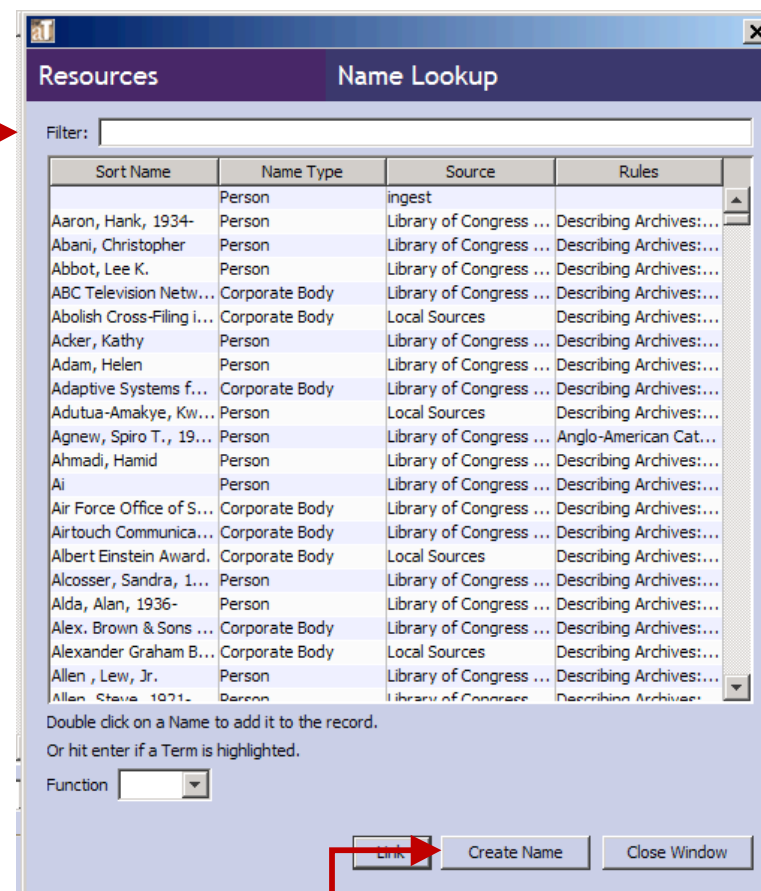
Toolbar: Add Child, Add Sibling, Rapid Data Entry, Delete Component, Transfer, Manage Locations, Export EAD, Export MARC, Export Cont. Labels

Navigation: First, Previous, Next, Last, Reports, Close, Save

Status: Created: Aug 18, 2010 by luftsche | Modified: Aug 18, 2010 by luftsche | Record Number: 992

First check to make sure the name you wish to link to the record is new.
Do this by searching for it using the Filter.

If the name is available, double clicking on it will automatically link it to the record. Once it is linked, you can double click on it in the main Names & Subjects tab in order to assign it a role (creator or subject).



If the name you wish to link is not already available in AT, please click the Create Name button to begin the process of entering the name you wish to link. You will be prompted to make a selection from a drop down menu:

Resources Name Lookup

Filter:

Sort Name	Name Type	Source	Rules
Aaron, Hank, 1934-	Person	Library of Congress ...	Describing Archives:...
Abani, Christopher	Person	Library of Congress ...	Describing Archives:...
Abbot, Lee K.	Person	Library of Congress ...	Describing Archives:...
ABC Television Netw...	Corporate Body	Library of Congress ...	Describing Archives:...
Abolish Cross-Filing i...	Corporate Body	Local Sources	Describing Archives:...
Acker, Kathy	Person	Library of Congress ...	Describing Archives:...
Adam, Helen	Person	Library of Congress ...	Describing Archives:...
Adaptive System	Person	Library of Congress ...	Describing Archives:...
Adutua-Amakye	Person	Library of Congress ...	Describing Archives:...
Agnew, Spiro T.	Person	Library of Congress ...	Describing Archives:...
Ahmadi, Hamid	Person	Library of Congress ...	Describing Archives:...
Ai	Person	Library of Congress ...	Describing Archives:...
Air Force Office	Corporate Body	Library of Congress ...	Describing Archives:...
Airtouch Commu	Family	Library of Congress ...	Describing Archives:...
Albert Einstein Award.	Corporate Body	Local Sources	Describing Archives:...
Alcosser, Sandra, 1...	Person	Library of Congress ...	Describing Archives:...
Alda, Alan, 1936-	Person	Library of Congress ...	Describing Archives:...
Alex. Brown & Sons ...	Corporate Body	Library of Congress ...	Describing Archives:...
Alexander Graham B...	Corporate Body	Local Sources	Describing Archives:...
Allen, Lew, Jr.	Person	Library of Congress ...	Describing Archives:...
Allen, Steve, 1971-	Person	Library of Congress ...	Describing Archives:...

What type of name record would you like to create

- Person
- Corporate Body
- Family

Double click on a Name to add it to the record.
Or hit enter if a Term is highlighted.

Function

Link Create Name Close Window

Choose the appropriate entry and click "Ok". A new dialogue box will appear, for Persons, Corporate Body, or Family. This example is for a personal name.

Names

Details | Non-Preferred Forms, Accessions, Resources & Digital Objects | Contact Info

Name Identity Record: Person

Prefix

Primary Name

Rest of Name

Title

Suffix

Number

Dates

Qualifier

Fuller Form

Source

Rules

☐ Direct Order

Sort Name ☒ Create Sort Name Automatically

Description Type

Description Note

Citation

First Previous Next Last Reports Cancel OK

Please fill in the fields accordingly. First, determine if the name exists in the Library of Congress Name Authority File (LCNAF); if so, indicate that as the Source. If not, format the name according to AACR2, DACS, or a local source (the collection itself or the deed of gift, for example). AT requires you to choose a Source and a set of Rules in order to save the record. The guidelines for formatting names in DACS can be found in [Part III, Forms of Names](#), and are based on the rules established in AACR2.

Once you have filled in the required fields, click “Ok”. You will see the name you created highlighted.

Click on the Function drop down list to select the appropriate function: Creator, Source or Subject. AT inserts these names into the Controlled Access Headings section of the finding aid, so Source may not be an appropriate function for discoverability. The source of the collection will be indicated in the “Immediate Source of Acquisition Note,” therefore restrict your choices to Creator or Subject.

When you choose Creator or Subject, you will be prompted to choose specific roles. For Creator, this is not required. If you choose Subject, you will also be prompted to choose a Form subdivision. Choose the appropriate form, generally “Archives”, but you may want to use “Correspondence”, “Photographs” or one of the other available options. To finish, click on the Link button, and your name will appear in the Names section of the Names & Subject tab.

The screenshot shows the 'Name Lookup' window. The 'Filter' field contains 'D'Frommage, Charles'. Below the filter is a table with the following data:

Sort Name	Name Type	Source	Rules
D'Frommage, Charles	Person	Deed of Gift	Local

Below the table, the 'Function' dropdown is set to 'Creator'. The 'Role' dropdown is open, showing a list of roles: Actor (act), Adapter (adp), Animator (ann), Annotator (ann), Applicant (app), Architect (arc), and Arranger (arr). At the bottom, there are buttons for 'Create Name', 'Close Window', 'Reports', 'Close', and 'Save'.

The screenshot shows the 'Name Lookup' window. The 'Filter' field contains 'D'Frommage, Charles'. Below the filter is a table with the following data:

Sort Name	Name Type	Source	Rules
D'Frommage, Charles	Person	Deed of Gift	Local

Below the table, the 'Function' dropdown is set to 'Subject'. The 'Form Subdivision' dropdown is open, showing a list of subdivisions: Actor (act), Adapter (adp), Animator (ann), Annotator (ann), Applicant (app), Architect (arc), and Arranger (arr). At the bottom, there are buttons for 'Name', 'Close Window', 'Reports', 'Close', and 'Save'.

For more information on these processes, see the [chapter 11](#) and [chapter 12](#) of the Archivists Toolkit manual.

To add additional subjects to your record, click on the “Add Subject Link” button. Make sure that the title of the collection is highlighted on the left hand side of your screen before you add additional subjects.

The screenshot displays a web-based interface for managing digital resources. The main window is titled 'Resources' and contains a sidebar on the left and a main content area on the right. The sidebar shows a tree view with '0999: Melinda Hayes Papers' selected and highlighted in blue. Below it is a sub-item 'Correspondence'. The main content area has a tabbed interface with 'Basic Description', 'Names & Subjects', 'Notes Etc. & Deaccessions', and 'Finding Aid Data'. The 'Names & Subjects' tab is active. It contains a table for 'Names' with columns 'Name', 'Name Link Function', and 'Name Link Creator / Subject Role'. The first row shows 'Hayes, Melinda, 1965-' as the 'Creator'. Below the table are buttons for 'Edit Name Link', 'Add Name Link', and 'Remove Name Link'. Underneath is a 'Subjects' section with a list of subjects: 'Correspondence', 'Dance', and 'Vampires in literature'. At the bottom of the 'Subjects' section are buttons for 'Add Subject Link' and 'Remove Subject Link'. A red arrow points from the text above to the 'Add Subject Link' button. The bottom of the interface features a toolbar with icons for 'Add Child', 'Add Sibling', 'Rapid Data Entry', 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD', 'Export MARC', and 'Export Co La'. Below the toolbar are navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', and 'Save'. At the very bottom, a status bar shows 'Created: Aug 18, 2010 by luftsché | Modified: Aug 19, 2010 by luftsché | Record Number: 992'.

Title: Melinda Hayes Papers

Resource Identifier:

0999: Melinda Hayes Papers

Correspondence

A

Basic Description Names & Subjects Notes Etc. & Deaccessions Finding Aid Data

Names

Name	Name Link Function	Name Link Creator / Subject Role
Hayes, Melinda, 1965-	Creator	

Edit Name Link Add Name Link Remove Name Link

Subjects

Subject

Correspondence

Dance

Vampires in literature

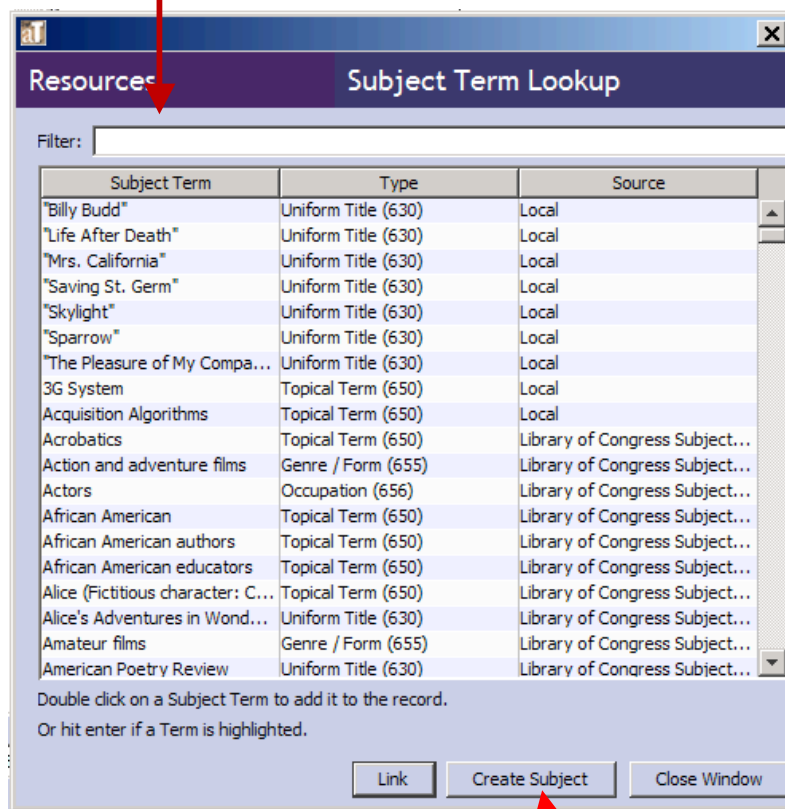
Add Subject Link Remove Subject Link

Add Child Add Sibling Rapid Data Entry Delete Component Transfer Manage Locations Export EAD Export MARC Export Co La

First Previous Next Last Reports Close Save

Created: Aug 18, 2010 by luftsché | Modified: Aug 19, 2010 by luftsché | Record Number: 992

This brings up the Subject Term Lookup box. AT already contains many subjects and genres. First, perform a search to see if an appropriate heading already exists in AT. Begin typing your heading in the Filter box at the top of the screen to determine if an appropriate heading already exists. If it does, double click on it and AT will link it to the record.



If no appropriate headings exist in AT, you must create one. To do this, click on the "Create Subject" button.

You will see this screen:

Subjects

Subject Term

Type

Source

Scope Note

Accessions

Accession Number	Title	Extent Number	Extent Measurement
------------------	-------	---------------	--------------------

Resources

Title	Extent Number	Resource Id	Extent Measurement	Resource Identifier
-------	---------------	-------------	--------------------	---------------------

Resources in Red have the subject term linked at the component level

Digital Objects

Title	Object Type	Date
-------	-------------	------

First Previous Next Last Reports Cancel OK

Using an appropriate and established thesaurus (e.g., LCSH, AAT, TGM, MESH, TGN, etc.) enter your subject term in the Subject Term field. DACS provides a list of the most commonly accepted content standards and thesauri for describing archival materials (see [Appendix B, Companion Standards](#)). If you are comfortable creating structured subject headings (i.e., you have cataloging experience), you may

construct structured subject headings; use -- (two dashes) to separate the heading and subfields. If not, the Library of Congress Classification Web provides structured subject headings which you can use. Once you have entered your heading, you must then select its type from the drop down menu [Function (657); Genre/Form (655); Geographic Name (651); Occupation (656); Topical Term (650); or Uniform Title (630)]. You must then identify the source (the thesaurus that provided the term). If the term does not exist in one of the established thesauri, indicate “local” as the source. Once you click “OK” the term is automatically linked to your record.

After you have entered additional names and subjects, they will be reflected in the Names & Subjects tab. You may enter as many names and subjects as needed to accurately describe and create access to your collection. These access points are a requirement for all levels of description as outlined in DACS; OAC requires a minimum of three, which can be a combined total of names, subjects, genres, etc.

Resources Record

Title: Melinda Hayes Papers Resource Identifier:

0999: Melinda Hayes Papers

Correspondence

A

Basic Description Names & Subjects Notes Etc. & Deaccessions Finding Aid Data

Names

Name	Name Link Function	Name Link Creator / Subject Role
OFrommage, Charles	Subject	Actor (act)
Hayes, Melinda, 1965-	Creator	

Edit Name Link Add Name Link Remove Name Link

Subjects

Subject

Clothing

Correspondence

Dance

Diaries

Jacob's Pillow Dance Festival

Modern dance

Photographs

Vampires in literature

Add Subject Link Remove Subject Link

Add Child Add Sibling Rapid Data Entry Delete Component Transfer Manage Locations Export EAD Export MARC Ex Co Lal

First Previous Next Last Reports Close Save

Created: Aug 18, 2010 by luftsche | Modified: Aug 19, 2010 by luftsche | Record Number: 992

The Notes Etc. & Deaccessions tab

Your resource record should already contain a number of notes; what you see in the record are those that are required for the creation of a basic resource record and were created at the time the collection's accession record was created.

Resources

Title: 0999: Melinda Hayes Papers

Resource Identifier

Basic Description | Names & Subjects | **Notes Etc. & Deaccessions** | Finding Aid Data

Notes etc.

Type	Title	Content
Abstract	Abstract	Correspondence, subject files, photographs, and
Conditions Governing Access	Conditions Governing Access	COLLECTION STORED OFF-SITE: Advance notice
Conditions Governing Use	Conditions Governing Use	None.
Immediate Source of Acquisition note	Acquisition	Gift of Melinda Hayes, 2010.
Preferred Citation	Preferred Citation	[Box/folder # or item name], Melinda Hayes Paper

Add note etc. Remove Note etc.

Deaccessions

Deaccession Date	Extent	Extent Measurement
------------------	--------	--------------------

Add Deaccession Remove Deaccession

Add Child Add Sibling Rapid Data Entry Delete Component Transfer Manage Locations Export EAD EAD Export MARC MARC Ex Co Lal

First Previous Next Last Reports Close Save + 1

You will be adding additional notes that are required by OAC best practices and recommended for optimal description by DACS. These are the Scope and Content note and the Biographical/Historical note. It is also recommended that you include an Arrangement (or organization) note. Please refer to [DACS Chapter 3](#) for information on writing scope and content notes and arrangement/organization notes, and [DACS Chapter 2, Section 7](#) for biographical and administrative history notes. Please remember to add the appropriate note title to the latter two notes—for biographical information on a person or family, title the note “Biographical Note”; for historical information on a corporate body, title the note “Historical Note”; for collections organized by the processor into series, use “Organization”; for collections that maintain their original order with no applied organization (ie, without series), use “Arrangement”.

Click on the “Add Note” drop down list.

The screenshot shows the 'Resources' window with the following components:

- Title:** 0999: Melinda Hayes Papers
- Notes etc. table:**

Type	Title	Content
Abstract	Abstract	Correspondence, subject files, photographs, and
Conditions Governing Access	Conditions Governing Access	COLLECTION STORED OFF-SITE: Advance notice
Conditions Governing Use	Conditions Governing Use	None.
Immediate Source of Acquisition note	Acquisition	Gift of Melinda Hayes, 2010.
Preferred Citation	Preferred Citation	[Box/folder # or item name], Melinda Hayes Paper
- Deaccessions table:**

Deaccession Date	Extent	Extent Measurement
- Buttons:** Add note etc. (dropdown), Remove Note etc., Add Deaccession, Remove Deaccession.
- Bottom Toolbar:** Add Child, Add Sibling, Rapid Data Entry (dropdown), Delete Component, Transfer, Manage Locations, Export EAD, Export MARC, and a grid icon.

Scroll down and select the note you wish to add.

Resources Record

Title: Melinda Hayes Papers Resource Identifier:

- 0999: Melinda Hayes Papers
 - Correspondence
 - A

Basic Description | **Names & Subjects** | Notes Etc. & Deaccessions | Finding Aid Data

Notes etc.

Type	Title	Content
Abstract	Abstract	Correspondence, subject files, photographs, and
Conditions Governing Access	Conditions Governing Access	COLLECTION STORED OFF-SITE: Advance notice
Conditions Governing Use	Conditions Governing Use	None.
Immediate Source of Acquisition note	Acquisition	Gift of Melinda Hayes, 2010.
Preferred Citation	Preferred Citation	[Box/folder # or item name], Melinda Hayes Paper
Scope and Contents	Scope and Content	The Melinda Hayes Papers, 1981-2010, contains

Add note etc.

Remove Note etc.

Deaccessions

Add note etc.

Abstract
 Accruals note
 Appraisal note
 Arrangement
 Bibliography
 Biographical/Historical note
 Conditions Governing Access

Deaccession Data

Extent Measurement

Add Deaccession

Remove Deaccession

Add Child

Add Sibling

Rapid Data Entry

Delete Component

Transfer

Manage Locations

Export EAD EAD

Export MARC MARC

Export Co Lal

First

Previous

Next

Last

Reports

Close

Save

Created: Aug 18, 2010 by luftsche | Modified: Aug 19, 2010 by luftsche | Record Number: 992

A template will appear. Enter your information. You may return and edit this note (and all notes) at any time.

The image shows a software window titled 'Notes' with a dark blue header bar. Below the header, there are two tabs: 'Resources' and 'Notes', with 'Notes' being the active tab. The window contains several input fields and controls:

- At the top right, there is a label 'Persistent ID ref9'.
- Below the header, there are two checkboxes: 'Internal Only' and 'Multi-part', both of which are unchecked.
- A 'Type' dropdown menu is set to 'Scope and Contents'.
- A 'Note Label' text field contains the text 'Scope and Content'.
- A large 'Note Content' text area is empty.
- Below the text area, there is a 'Wrap in tag...' dropdown menu.
- At the bottom of the window, there is a row of six buttons: 'First', 'Previous', 'Next', 'Last', 'Cancel', and 'OK'. The 'Cancel' button has an 'X' icon, and the 'OK' button has a checkmark icon.

Click "OK" to save your work.

When you have completed creating your notes, your Notes Etc. & Deaccessions screen should look like the following:

The screenshot shows a web-based application window titled 'Resources'. The main header indicates 'Record 1 of 1' and 'Resource Identifier: 0999'. The left sidebar shows a tree view with '0999: Melinda Hayes Papers' expanded, containing 'Correspondence' and a sub-item 'A'. The main content area has tabs for 'Basic Description', 'Names & Subjects', 'Notes Etc. & Deaccessions' (selected), and 'Finding Aid Data'.

Under the 'Notes Etc.' section, there is a table with columns 'Type', 'Title', and 'Content'.

Type	Title	Content
Abstract	Abstract	Correspondence, subject files, photographs, and...
Conditions Governing Access	Conditions Governing Access	COLLECTION STORED OFF-SITE: Advance notice...
Conditions Governing Use	Conditions Governing Use	None.
Immediate Source of Acquisition note	Acquisition	Gift of Melinda Hayes, 2010.
Preferred Citation	Preferred Citation	[Box/folder # or item name], Melinda Hayes Pape...
Scope and Contents	Scope and Content	The Melinda Hayes Papers, 1981-2010, contains ...
Biographical/Historical note	Biographical Note	Melinda Hayes was born in Los Angeles, Californi...
Arrangement	Organization	The collection is organized by series: Series I. Co...

Below the table is an 'Add note etc.' dropdown menu and a 'Remove Note etc.' button.

The 'Deaccessions' section has a table with columns 'Deaccession Date', 'Extent', and 'Extent Measurement'.

Deaccession Date	Extent	Extent Measurement
------------------	--------	--------------------

Below this table are 'Add Deaccession' and 'Remove Deaccession' buttons.

The bottom of the window features a toolbar with icons for 'Add Child', 'Add Sibling', 'Rapid Data Entry' (dropdown), 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD', 'Export MARC', and 'Export Cont. Labels'. Below the toolbar are navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', and 'Save'.

At the very bottom, a status bar reads: 'Created: Aug 18, 2010 by luftsche | Modified: Aug 19, 2010 by luftsche | Record Number: 992'.

You may also find it necessary to create notes for technical requirements, separated material, other finding aids, related collections, etc.

The Finding Aid Data tab

The Finding Aid Data tab contains the fields in which you will enter much of the administrative information that will appear in the front matter of your finding aid. Some of that information has already been entered at the time of the resource record's creation. You will add the finding aid title, change the finding aid date to the date of publication, add your name as author (and anyone else's who assisted you), indicate the description rules used (DACS), indicate the language of the finding aid (if not English), change the status when you are ready to publish, and enter any additional information that is necessary (such as a sponsor note acknowledging grant support, if appropriate).

The screenshot shows a software window titled 'Resources' with a sidebar on the left and a main content area. The sidebar contains a tree view with '0999: Melinda Hayes papers' selected, which is expanded to show 'Correspondence' and a sub-item 'A'. The main content area has a tabbed interface with 'Finding Aid Data' selected. The tabs are 'Basic Description', 'Names & Subjects', 'Notes Etc. & Deaccessions', and 'Finding Aid Data'. The 'Finding Aid Data' tab contains the following fields:

- EAD FA Unique Identifier:
- EAD FA Location:
- Finding Aid Title:
- Finding Aid Subtitle:
- Finding Aid Filing Title:
- Finding Aid Date:
- Author:
- Description Rules:
- Language of Finding Aid:
- Sponsor Note:
- Edition Statement:
- Series:
- Revision Date:
- Revision Description:
- Finding Aid Status:
- Finding Aid Note:

At the bottom of the window is a toolbar with the following buttons: 'Add Child', 'Add Sibling', 'Rapid Data Entry' (dropdown), 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD EAD', 'Export MARC MARC', 'Export Cont. Labels', 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', 'Save', and '+1'.

The screenshot shows a software window titled 'Resources' with a sidebar on the left and a main form area. The sidebar contains a tree view with '0999: Melinda Hayes papers' selected. The main form has several tabs: 'Basic Description', 'Names & Subjects', 'Notes Etc. & Deaccessions', and 'Finding Aid Data' (which is active). The 'Finding Aid Data' tab contains various input fields. Red arrows from the left point to the following fields:

- Finding aid title** points to the 'Finding Aid Title' field, which contains 'Finding aid for the Melinda Hayes papers'.
- Finding aid (publication) date** points to the 'Finding Aid Date' field, which contains '2010 September'.
- Author** points to the 'Author' field, which contains 'Sue Luftschein'.
- Description rules** points to the 'Description Rules' field, which contains 'Describing Archives:...ard (dacs)'.
- Finding aid status** points to the 'Finding Aid Status' dropdown menu, which is set to 'publish_basic'.

Other fields visible in the form include 'EAD FA Unique Identifier', 'EAD FA Location', 'Finding Aid Subtitle', 'Finding Aid Filing Title' (containing 'Hayes (Melinda) papers'), 'Sponsor Note', 'Edition Statement', 'Series', 'Revision Date', 'Revision Description', and 'Finding Aid Note'. The bottom of the window features a toolbar with buttons for 'Add Child', 'Add Sibling', 'Rapid Data Entry', 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD', 'Export MARC', and 'Export Cont. Labels', along with navigation buttons like 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', 'Save', and '+1'.

Click "Save" to save your work.

Once you have filled in all information, set your finding aid status to publish_basic and inform the Data and Processing Archivist that your finding aid is ready to go. The DPA will review the metadata and controlled access terms, set the status to publish_final, create a collection level MARC record, and upload your finding aid to the OAC. It will also appear on the USC Libraries website as soon as these steps are completed.