

# ARCHIVESCANB

## Cheat Sheet



Here is a listing of suggested fields to fill out in each of the records categories available in our AtoM database of New Brunswick archival descriptions. This list is meant as a guide only. Please feel free to fill in other fields relevant to your institution.

### Institutional description

#### Identity Area

- Authorized form of Name
- Type\*

#### Contact Area: Contact Person

- Contact Person
  - Person
  - Telephone
  - Email
  - URL
- Physical Location
  - Street Address
  - Region/Province
  - Country
  - Postal Code
  - City

#### Access Area

- Opening Times
- Accessibility (if applicable)

#### Services Area

- Research Services
- Reproduction Services (fees)

\*Denotes drop-down menu

### Authority record

#### Identity Area

- Type of entity\*
- Authorized form of name

#### Description Area

- Dates of existence
- History (equals Admin. History or Biographical Sketch)

\*\*The system will tell you that you must enter a description identifier; however we are not using these in NB so please ignore.

### Archival description

#### Title and statement of responsibility area

- Title Proper
- General Material Designation
- Level of Description
- Repository
- Identifier

#### Class of material specific details area

- Use only if describing cartographic, architectural or philatelic records

#### Dates of Creation Area (add new)

- Actor name (name of authority record)\*
- Place\*
- Start/End Dates

#### Physical Description Area

- Physical Description

#### Archival Description Area

- Custodial History
- Scope and Content

#### Notes Area

- Finding aids (if applicable)

#### Access Points

- Subject Access Points\*
- Place Access Points\*