CANB Guide to ArchivesCANB

[ArchivesCANB](#) is New Brunswick's online database for archival descriptions and is hosted by [Access to Memory (AtoM)](#). All CANB members have access to ArchivesCANB through their annual membership fee. Each CANB member is able to upload as many archival descriptions as they want to the database and have their own dedicated section in the database.

ArchivesCANB has two purposes:
- It allows archives and museums with archival material to put their descriptions online for the public to freely access and discover. All content entered into ArchivesCANB can be found by online by search engines like Google and Bing resulting in greater discoverability of your institutions records.
- It allows archives and museums with archival material to have an archival database where they can search their holdings and manage their collections. Images can also be uploaded or linked to ArchivesCANB but due to limited storage space in the database, please discuss with the CANB Archives Advisor about the number of images your institution can add.

Using ArchivesCANB to put archival descriptions online does not mean unnecessary extra work for your institution. If your institution already has finding aids in Word documents you can simply copy and paste the descriptions into the database. Also, if you have a new fonds or collection you can describe the records first in ArchivesCANB and the database can create a PDF finding aid for you based on the information you entered.

The following guide will outline how to use ArchivesCANB to upload Authority Records, Archival Description, and Locations.

Entering Descriptions into ArchivesCANB

There are two types of descriptions institution's can enter into ArchivesCANB: Authority Records and Archival Descriptions. When entering information into ArchivesCANB you need to enter the Authority Record first and then the Archival Description.

To enter either kind of description into ArchivesCANB you need to be logged in. Each institution has their own unique login information that allows them to access their archival descriptions. If your institution has lost the login information for ArchivesCANB, you can contact the CANB Archives Advisor and they will provide you with the login information.

Top Tip: When entering any kind of description into ArchivesCANB it is highly recommended that you SAVE your work frequently. If you are entering a description and decide to take a break, after 15 minutes of inactivity the database will automatically log you out and will not save of the data you have entered. To prevent this, it is recommended you create a Draft any description initially with the minimum amount of content and then edit it. By doing this a Save button will appear at the bottom on the description entry page and you can save as frequently as you want!

Authority Records in ArchivesCANB

What are Authority Records?

Authority Records in ArchivesCANB hold all the information about an entity that is connected to the records. There are three different types of entities: person, family, or corporate body. The type of information included in an Authority Record is the correct form of the name, dates of existence, and biographical information or administrative history.

Purpose of Authority Records

The reason Authority Records are used in ArchivesCANB is to allow multiple institutions to connect their descriptions to the same person/family/corporate body so researchers can discover all the records connected to that creator.

For example, if the New Brunswick Museum has records from William Ganong and so does the Charlotte County Archives and they upload the descriptions of the records to ArchivesCANB they can both connect the records to William Ganong's Authority Record. By having the descriptions from both institutions connected to William Ganong's Authority Record researchers will see the descriptions from both and know where records connected to William Ganong are held.

Due to this, it is important that there is only one Authority Record for each entity to ensure all records related to the entity can be connected. If there are multiple Authority Records for the same entity then all of the archival records related to the entity will be connected to multiple Authority Records. This will make it difficult for researchers to discover all the records associated with the entity.

Authority Records are generally created and used to link an entity to an Archival Description as a creator. This allows the entity's biographical sketch or administrative history to appear with the records they created. Authority Records can also be used to link entities associated with the records. For example, if other family members or a corporate body is mentioned in or connected to the records you can connect them to the record via Access Points. This allows researchers to discover records a person/family/corporate body did not create but are associated with in some way. For more on Access Points see page 5.

Naming Authority Records

For Authority Records to function properly there needs to be consistent naming conventions and no duplication of Authority Records for creators.

Prior to creating an Authority Record for an entity you need to search for the entity first to see if there is an Authority Record already created. To do so follow these instructions:

- Go to the main page of ArchivesCANB.
- In the search bar at the top of the page enter the name of the entity and hit the Search icon.
- If the entity already has an Authority Record it will appear in the Search and you connect your institution's description to the already created Authority Record.
- If there is not an Authority Record for the entity then you can create one.

To ensure consistency among naming of Authority Records using the following conventions.

Person

- For selecting the correct form of the name of a person RAD Rule 22.1A says "In general, choose, as the basis of the heading for a person, the name by which he or she is known. This may be the person's real name, pseudonym, title of nobility, nickname, initials, or other appellation. Treat a Roman numeral associated with a given name (as, for example, in the case of some popes, royalty, and ecclesiastics) as part of the name."
- All Authority Records for people are to follow this format: Last name, First name.
- For people who were known by a different last name than the one they were given at birth use the following format: Last name, First name (Last name at birth)
- For people who had multiple last names during their life use the following format: Last name, First name (First last name)(Second last name), etc.

Family
- For selecting the correct form of a family name, RAD Rule 22.29A says "The heading of a family consists of the family's surname(s) and the term *family*". For example, MacDonald family.
- If there are multiple families with the same name RAD Rule 22.29C says "Add other elements of the name and other qualifiers as necessary to distinguish otherwise identical headings". This could include dates, geographical location, a prominent family member, etc. For example, MacDonald family (Woodstock, New Brunswick) or MacDonald family (Moncton, New Brunswick). When adding geographical locations to distinguish among entities write the location as Place, Province/State. This will allow other to differentiate between places with the same name but in other provinces or states.
- You can also have multiple distinguishing elements like geographical location and dates.

Corporate Body
- For selecting the correct form of a name for a corporate body, RAD Rule 24.1A says "Enter a corporate body directly under the name by which it is identified".

For any entity that has the same name as another entity or has a generic name add an identifying element to the name to differentiate the entity from others. For example, Smith, John (Plaster Rock, New Brunswick, 1812 - 1884).

Adding Authority Records to ArchivesCANB

If you need to add an Authority Record for an entity who created or is associated with the records you are describing, you need to add the Authority Record first and then the Archival Description.

To add an Authority Record you need to be logged into ArchivesCANB.

Once logged in, click the + in the upper right hand corner of ArchivesCANB and select "Authority records". You are then taken to the Authority Record entry page. All fields with an * are required fields. The *only* mandatory field you do not need to enter is "Authority record identifier" as we do not use these.

The information required for an Authority Record is the same as the Administrative History or Biographical Sketch in an archival description.

Archival Descriptions in ArchivesCANB

Archival Descriptions in ArchivesCANB are the same as a traditional archival finding aid except they are digital. When entering an Archival Description in ArchivesCANB, the database asks for the information in a different order than you may be used to when writing an archival finding aid but all the information asked for is the same as a traditional finding aid. Like a traditional finding aid an Archival Description in ArchivesCANB describes the content, context, and structure of records.

Adding Archival Descriptions to ArchivesCANB

To add an Archival Description you need to be logged into ArchivesCANB. Once logged in, click the + in the upper right hand corner of ArchivesCANB and select "Archival descriptions". You are then taken to the Archival Description entry page. On the page you will see 12 dropdown menus. All fields within the dropdowns with an * are required fields.

Below is each dropdown menu and the fields in **bold** need to be entered for a RAD-compliant entry in ArchivesCANB:
- Title and statement of responsibility area
  - **Title proper**
  - **General material designation** – this is where you denote if the fonds/collection contain textual material, graphic material, cartographic material, etc.
  - **Level of description**
  - **Repository**
  - **Identifier**
- Edition area – used published works or commercial produced content (ie videos, sound records, etc) if there are various editions or versions of the same record.
- Class of material specific details area - this dropdown is for cartographic, architectural, and philatelic (stamps) records.

- **Dates of creation** - this is where you connect the Archival Description with the Authority Record for the person/family/corporate body who is the creator of the records. To add an Authority Record click "Add new" and enter the name of the Creator. Select the Event type; this is how the Authority Records is related to the records. Did the person/family/corporate body create, collect, accumulate, etc the records? Finally, enter the start and end dates of the records.
- Physical description area
  - **Physical description**
- Publisher's series area - used for published materials.
- Archival description area
  - **Custodial history**
  - **Scope and content**
- Notes area
- Standard number area - used for standard numbers like ISBN and ISSN.
- Access points area
- Control area
- Administration area

Each time you select a field to enter information into in ArchivesCANB a box of text will appear on the left hand side of the page. In the box is the archival rule that will tell you what information is needed in that field. This is an excellent function of ArchivesCANB because if you forget what information the field calls for or if you are curious about a field you have not used before it tells you what the field is for.

Other Fields to Add to Archival Descriptions in ArchivesCANB

ArchivesCANB has many fields where information can be entered about the records you are describing. Below are additional fields you enter information into that are both useful to researchers and to your institution.

Access Points
Access points can be added to any level of description in ArchivesCANB. These are places, subjects, and entities (people, families, and/or corporate bodies) who are connected to the records in that level of description. Access Points function very similarly to Authority Records as they allow researchers to find all the records in ArchivesCANB attached to the place, subject, and/or entity.

ArchivesCANB four types of Access Points:
- Subject - Subject Access Points allows records to be connected to a theme or topic. For example, First World War. All Subjects in ArchivesCANB can be viewed through the main page of the database. Subjects can only be added by the CANB Archives Advisor. If there is a Subject you think should be added to ArchivesCANB, please contact the Archives Advisor with the Subject you would like added and they will review it.
- Place - Place Access Points allow records to be connected to a geographical location. Any location around the globe can be added. The majority of New

Brunswick locations are in ArchivesCANB already. If a location is not in ArchivesCANB, please contact the CANB Archives Advisor and they will add it.
- Genre - Genre Access Points allow records to be connected to terms which colloquially describe them. For example, Postcards, Advertisements, Clippings, etc. Genres are terms that people may search in a general sense.
- Name - Name Access Points allow records to be connected to people, families, and corporate bodies who are related to the records in some way. ArchivesCANB does this through Authority Records.

Notes

Notes in ArchivesCANB are used in the same way as a traditional archival finding aid. Notes allow you to add more context and content to the description of the records. Notes can help researchers and future staff and volunteers better understand the records. ArchivesCANB has 16 different types of Notes that can be added.

Class of material specific details area

The fields under Class of material specific details area are very useful for cartographic, architectural, and philatelic (stamps) records. In this area you can add information about the scale of cartographic and architectural materials. If you have stamps on some of your records and want to record information about the stamp, issuing jurisdiction and denomination (philatelic) allows you to record the country that issued the stamp and the historic cost of the stamp.

Adding Levels of Description

ArchivesCANB allows you to add all the lower levels of an Archival Description. You can add lower levels of description under Title and statement of responsibility area under the header "Add new child levels". Child levels is how ArchivesCANB describes lower levels of description.

To add Child levels you select the level of description and input the title and dates. If your institution uses letters, numbers, or a combination of these to identify various levels of descriptions you can add that as well. To add more than one Child level you click "Add new".

If the records have a simple arrangement with just a fonds level and series level descriptions, all of the series can be added when you create the fonds level description.

If the records have a complex arrangement with multiple series, files, and items nested under each other the easiest way to add Child levels and ensure they appear correctly is to add all the series first when creating the fonds level description. By adding the basic structure of the records at the start and creating a Draft of the description you can edit each level of description. For example, if you have a series with multiple files you can click on the series and edit just that series. When editing the series you can add all the files under the Add new child levels.

For records with a complex arrangement there is a second option to adding the full description of the records to ArchivesCANB. You can upload a finding aid to the database. To upload a finding aid, you need to create a fonds level description for the records first.

Once it has been created on the right hand side of the page is *Finding aid* and below is Upload. Click on Upload and you can upload a PDF of the finding aid. Anyone can download the finding aid and view it. To ensure people know it is available for download, you can direct people to it by adding a note under Finding Aid within the Archival Description.

Editing Archival Descriptions

Once an Archival Description is created in ArchivesCANB it can be edited at any time. This allows for descriptions to be updated, changed, and edited as further processing takes place or when someone is adding descriptions over multiple days.

When logged in you can select any archival description created by your institution and an Edit button will appear at the bottom on the page. You can edit any level of description by selecting the level you wish to edit.

Publishing Archival Descriptions

To publish an Archival Description in ArchivesCANB you need to contact the CANB Archives Advisor who will review the entry. This is done to ensure consistency and the Archives Advisor will catch any errors and omissions in the description. CANB members are granted publishing rights in ArchivesCANB after showing they are able to properly input descriptions.

Collections Management with ArchivesCANB

ArchivesCANB can also be used by CANB members to manage their archival holdings. This can be achieved through the Search function and the use of Locations.

Searching Descriptions in ArchivesCANB

ArchivesCANB is a publicly available database for the public to discover archival material in New Brunswick but it can also be used by CANB members to search their own holdings.

At the top of all pages in ArchivesCANB is a search bar. It is automatically set to search all records in the database. When you go to type in the Search bar a drop down appears with two options: Global search and Advanced search. When you select Advanced search, the database presents you with numerous ways to filter and search entries. The Advanced search function allows someone to search within a specific repository.

Another way to search your institution's holdings is to go to your institution's main page in ArchivesCANB. You can reach your institution's page by clicking on "Archival institutions" on the left hand side of the ArchivesCANB home page. From there you can select your

institution and it will take you to the main page for that institution. On the left side of the page is a search bar under the heading "Holdings". This search bar will only search all the holdings for that institution.

This is useful for your institution because it allows you to search your holdings when a researcher has an inquiry. The more descriptions that are in ArchivesCANB for your institution the more powerful the search tool becomes.

Locations in ArchivesCANB

One of the most powerful features of ArchievsCANB for CANB members is Locations which are used to track where records are physically kept at your institution. This allows your institution to easily find records and it means your institution does not need a seperate database to track records.

Locations for records cannot be seen by the public to ensure the safety of the records and your institution. They can only be seen when someone from your institution is logged in.

Locations can be entered for both published and draft forms of descriptions and they appear in the bottom right hand corner of the page. They can only be added to a description once it has been created.

To add a location, select the archival description you want to add a location to. Locations can be added to any level of description to help ensure records can be located. At the bottom of the page for the description is a series of functions and the last is "More". Click the More button and select "Link physical storage". This will take you to the page where you can link the location of the physical records to the description. On the Link Physical Storage page there are two options: link to a location that was already created or you can create a new location.

When creating a new location there are five options: Box, Folder, Filing Cabinet, Map Cabinet, and Shelf. You can link multiple locations to a record. For example, if there is a fonds that consists of both correspondence and architectural drawings. The correspondence is held in boxes and the architectural drawings are held in a map cabinet. You can have the boxes with their identifying number and their location in your institution as well as their shelf and have a separate location entry for the map cabinet and its location.

You can enter the Name of the location as well as the Location of the storage. The Name is how your institution identifies the box/shelf/cabinet/folder. It can be as simple as Yellow Filing Cabinet or to the unique identifying number for the box. For the Location it is the room/area where the box/shelf/cabinet/folder are kept. You can enter any term your institution uses to describe the location of the storage. This can be the vault, front office, the green room, etc.

Remember only your institution can see the Locations so however you describe locations in-house you can enter. The important thing to remember with Locations is you need to enter information that will allow your staff and volunteers to find the records.

Also, when you rearrange your storage area or move records around within your storage area you will need to update the locations in ArchivesCANB.

AtoM Resources

- [AtoM Documentation](#) – This is a user manual for AtoM created by the developers.
- [AtoM Forum](#) - A Google Group where AtoM users can post questions to other users regarding the platform. All past posts are available and searchable. The AtoM Forum is a good place when looking for answers to questions about the database. You will need a Google Account to access the forum.
- [MemoryNS YouTube](#) – The Council of Nova Scotia Archives (CNSA) created a series of videos illustrating how to perform various tasks in AtoM. Videos are in English only.