Bridging Document

Virtual Collections/Artefacts Canada to *ArchivesCANB*
Please contact the Archives Advisor of CANB for any questions you may have:

Virtual Collections/Artefacts Canada	*ArchivesCANB*
Accession Number	Identifier – IE) MC224 *Note: Unless otherwise stated, all fields are found under the Archival Description Field*
Previous Numbers	N/A
Accession Sort Number	N/A
Institution	Repository

Institution City	Archival Institution Record
	- Contact Area : Add New
	    o Physical Location
	        ▪ City

Institution Province	Archival Institution Record
	- Contact Area
	    o Physical Location
	        ▪ Region/Province

Department	N/A
Category Ex) Furnishings, Personal Artifacts	N/A
Sub-Category Ex) Clothing – Accessory	N/A
Museum Collection	Title Proper ; Notes Area - Other Notes o Accompanying material
Discipline Ex) Local History, Military History	Access Points Area - Subject Access Points *Note: This is a controlled vocabulary. Please consult CANB's Subject Headings documentation for various subject headings available for use.*
Object Name	Title Proper; Other Title Information; Statement of Responsibility ;
Object Type	N/A
Alternate Object Name	Parallel Titles
Quantity	This is recorded as a part of Physical Description - *At all levels record the extent of the unit being described by giving the number of physical units in Arabic numerals (RAD 1.5B1)* Notes Area - Other Notes

	o Physical Description
Number of Components	N/A
Component Part Names	N/A
Series Volume Number	Publisher's Series Area - Numbering within publisher's series *Note: The Publisher's Series Area in ArchivesCANB is used when describing "a group of separate items related to one another by the fact that each item bears, in addition to its own Title Proper, a collective title applying to the group as a whole." RAD D-7*
Series Volume Date	Dates of Creation Area
Series Volume Authour	Publisher's Series Area - Statement of responsibility relating to publisher's series
Series Volume Title	Publisher's Series Area - Title proper of publisher's series
Series Volume Publisher	Publisher's Series Area - Statement of responsibility relating to publisher's series
Series Volume Place	N/A
Artist/Maker	Authority Record - Authorized Form of Name
Artist Remarks	Authority Record - Description Area o History

Other Artist	Authority Record
	- Relationships Area
	    o Related corporate bodies, persons or families
	Archival Description Record
	- Access Points
	    o Name Access Points

Other Artist Role	Create New Authority Record and link to original description - Description Area o History or Functions, occupations and activities
Title	Title proper
Manufacturer Manufacturer Country Manufacturer Province Manufacturer City Brand Name	N/A
Date of Object, From (Begin Date)	Dates of Creation Area - Add new (link Authority Record here, ie) Actor Name) o Start Date
Date of Object, To (End Date)	Dates of Creation Area - Add new (link Authority Record here, ie) Actor

	Name)
	o End Date
Period	N/A
Unit - Linear	Physical Description Area *Ex) A collection has 2.51 m of textual records* Notes Area - Other Notes o Physical Description
Height Width Depth Outside Diameter Thickness	N/A, but the <u>Class of material specific details area</u> may be used when considering measurements : - Statement of scale (cartographic) - Statement of projection (cartographic) - Statement of coordinates (cartographic) - Statement of scale (architectural) - Issuing jurisdiction and denomination (philatelic)
Length	Note the linear extent of the collections or fonds in the Physical Description section.
Image Height	Physical Description Area
Image Width	Physical Description Area
Dimension Remarks	- Can be included in the Physical Description
Material Medium Support Technique	Title and Statement of Responsibility Area - General Material Designation Ex) Cartographic Material, Textual Records
Style	N/A
Marks/Labels	N/A
Subject/Image	Access Points - Subject Access Points
Pattern Name	N/A
Current Condition Condition Remarks Current Condition Date	Notes Areas - Physical Condition
Examiner	N/A
Custodian	Title and statement of responsibility area - Statement of responsibility - Repository
Fragility	Notes Areas - Physical Condition If conservation treatments have been applied to the unit being described, include a note under : Notes Area - Other Notes o Conservation Notes
Strength of Assembly of Mounting	N/A

Operating Principle	N/A; may include : Notes Area - Restrictions on Access - Terms governing use, reproduction and publication
Description	Archival Description Area - Scope and Content
Narrative	May include, but is not limited to: Notes Area - Arrangement - Language of Material - Script of Material - Language and Script Notes - Availability of other formats - Finding Aids - Associated/Related Material - Other Notes o Associated/Related Materials
History of Use	Archival Description Area - Custodial History
Current/Permanent Location Building Current/Permanent Location Room Current/Permanent Location Shelf Current/Permanent Location Box/Drawer Current/Permanent Location Site Current/Permanent Location Date Components Location	Manage - Physical Storage o Add New
Object Status	Notes Area - Restrictions on Access - Terms governing use, reproduction and publication

Origin-Country
Origin – Province
Use – Country
Use – Province
	Authority Record
	- Description Area
	    o Places
	Archival Descriptions
	Dates of Creation Area
	- Add New
	    o Place
	Notes Area
	- Location of Originals
	Access Points
	- Place Access Points

School/Style	N/A
Culture	N/A
Additional Associations	Notes Area - Availability of Other Formats - Associated/Related Materials - Other Notes o Accompanying material

Validation Officer in Charge	Control Area - Institution Identifier
Validation Level	Control Area - Status - Level of Detail
Cataloguer Remarks	Control Area - Dates of creation, revision and deletion
Cataloguing References	Control Area - Sources
Publication Citation	Edition Area Notes Area - Other Notes o Edition Standard Number Area Control Area - Sources
Photo Type	Physical Description Area - Physical Description Notes Area - Other Notes o Physical Description

Photographer	Authority Record
	- Identity Area
	   o Type of Entity : Person
	   o Authorized form of name
	- Description Area
	   o Functions, occupations and activities

Photographer note	Authority Record - Description Area o History
Image Thumbnail Image Full Size	*You can add a digital scan to your descriptions once the rest of the description is saved in the system. Contact the Archives Advisor if you don't know how.
Image User name Image Server	N/A
Image Details	Metadata is added to images once the digital objects are linked to your completed archival description.

Copyright - Image	Notes Area
	- Restrictions on Access
	- Terms governing use, reproduction and publication
	- Other notes
	   o Rights
	Right Area
	- Add New
	   o Rights Holder
	   o Rights Note(s)

	o Basis : Copyright

Credit Line – Image	Under the Digital Object Description:
	Title and statement of responsibility area
	- Statement of responsibility
	- Title notes
	        o Attributions and conjectures
	        o Statements of responsibility