MULTI-LEVEL DESCRIPTION

What is the “ideal” display of a multilevel finding aid?
AGENDA

• Announcements

• Review tax certification

• Introduce archival description assignment

• Discuss readings

• Series and item-level description exercises
TAX CERTIFICATION

• Institutions must be “designated” by Minister of Heritage

• Institutions must prepare justification of outstanding significance/national importance

• Working with certified monetary appraiser(s)

• imX Communications case study
ARCHIVAL DESCRIPTION ASSIGNMENT

• Byron Ulric Hatfield glass plate “magic lantern” slides

• Fonds/collection level description

• At least 25 item-level descriptions

• ISAAR(CPF) authority record
Filename: MS-2-781_PB16_020.jpeg
Reference Code: MS-2-781, PB Box 16, Folder 20
CROSS-REFERENCE HEAVEN

• What is the Australian “series system” and how does it work?

• What types of records are particularly suited to the series system?

• Why did the Archives of Ontario abandon the fonds as the primary level of arrangement for government records?
Week Six: Multi-Level Description

CONTEXT CONTROL

- Organization
- Agency
- Family
- Person

RECORDS CONTROL

- Series
- (Item)
- (Document)
- (Information)
CROSS-REFERENCE HEAVEN

• Hierarchical nature of government organizations

• The “problem” of rapid administrative / organizational change

• No standards for archival arrangement

• No applied definition of “fonds-creating body”
CROSS-REFERENCE HEAVEN

Michel Duchein and Peter Scott say a creator must have:

- A legal identity
- An official mandate
- A defined hierarchical position
- A sufficient degree of autonomy
- An organizational structure
- Independent record-keeping system
CROSS-REFERENCE HEAVEN

• The “freaks of administrative stability” (e.g., Ontario Labour Relations Board) lead archivists to apply the concept of the fonds to difficult cases.

• The series system separates “context control” from “records control”

• “Multi-provenance” series created by linking a series to multiple authority records
LIBRARY ADMINISTRATION IN ONTARIO

Ministry of Culture and Recreation
1975-1982

Ministry of Citizenship and Culture
1982-1987

Ministry of Culture and Communications
1987-1993

Ministry of Culture Tourism and Recreation
1993-1995

Ministry of Citizenship, Culture and Recreation
1995-

Community Information Services Office
1972-1979

Provincial Library Service
1959-1979

Libraries and Community Information Branch
1979-1995

Cultural Industries and Agencies Branch
1986-1992

Cultural Liaison Branch
1992-1995

Cultural Partners Branch
1995-
EVIDENCE AND INFERENCE

- What are some approaches to intellectual arrangement?

- What are some approaches to physical arrangement?

- Does an active relationship with a donor/creator change how archivists “infer” and “contract” the relationships of a body of records?
EVIDENCE AND INFERENCE

• Intellectual arrangement is process of “identifying and/or creating the contextual relationships of a body of records”

• Role and “historical standpoint” of archivist

• Necessity of using evidence

• Inference plays a large role in intellectual arrangement
EVIDENCE AND INFERENCE

• Arrangement and description “produces a conceptual and physical entity – a processed collection – from different groups or accessions of records in various states of (in)completeness and (dis)array.”

• “Making the leap from parts to whole is perhaps the biggest act of interpretation and representation involved in arranging and describing a body of records…”
USER-FRIENDLY FINDING AIDS

• What are the advantages of “single-level display” of archival descriptions? What are the advantages of full multilevel display of archival descriptions?

• How does single-level display allow for greater reuse of finding aid data?
USER-FRIENDLY FINDING AIDS

• “The ability to access information digitally is changing the way that users access information about archival and other research collections.”

• Expectation of “sophisticated search tools” and clear and understandable search results

• Archivists need to employ “user-centered design”
USER-FRIENDLY FINDING AIDS
USER-FRIENDLY FINDING AIDS

Manuscript Collection Descriptions

Search Results

Your search returned 19 results.

New York Harp Ensemble copy of Sonata II

Call Number: MSS 7766 Series 11 box 18 folder 14
Dates: 1973

Ordered by:
Most Relevant
Title A-Z
Title Z-A
Call Number A-Z
Call Number Z-A
Date New-Old
Date Old-New

sonata

Advanced Search »
USER-FRIENDLY FINDING AIDS

Manuscript Collection Descriptions

New York Harp Ensemble copy of Sonata I by Cousineau

Dates: 1973

- Extent: 1 folder
- Creator: von Würtzler, Aristid
- Call Number: MSS 7766 Series 11 box 18 folder 14
- Repository: L. Tom Perry Special Collections; Music Special Collections; 1130 Harold B. Lee Library; Brigham Young University; Provo, Utah 84602; http://sc.lib.byu.edu/
- Access Restrictions: Open to public research.

Request a Digital Copy

Full Details  Admin Info
USER-FRIENDLY FINDING AIDS

Languages and Scripts
   English

Conditions of Use
   It is the responsibility of the researcher to obtain any necessary copyright clearances. Permission to publish material from the New York Harp Ensemble records must be obtained from the Supervisor of Reference Services and/or the L. Tom Perry Special Collections Board of Curators.

Preferred Citation
   New York Harp Ensemble copy of Sonata I by Cousineau; MSS 7766; New York Harp Ensemble collection; L. Tom Perry Special Collections; Music Special Collections; 1130 Harold B. Lee Library; Brigham Young University; Provo, Utah 84602; http://sc.lib.byu.edu/

Genre / Form
   Music--Scores.; Photocopies

0 Comments BYU Manuscript Collection Descriptions

Week Six: Multi-Level Description | http://hdl.handle.net/10222/64532
INFO 6850 Archives II
USER-FRIENDLY FINDING AIDS

Collection Arrangement

Yellow highlight indicates current location in collection description

Box/folder in Series 11

- **box 18 folder 14 New York**
  Harp Ensemble copy of Sonata
  *by Cousineau*
  *Dates: 1973*

- **box 18 folder 15 New York**
  Harp Ensemble copy of Au
  Clair de la Lune by Cousineau
  *Dates: approximately 1960-1990*

- **box 18 folder 16a New York**
  Harp Ensemble copy of
  Concertino by Damase
  *Dates: approximately 1960-1990*

Print View

Help with this Collection

Ask us a Question
USER-FRIENDLY FINDING AIDS

box 18, folder 13
von Würtzler, Aristid New York Harp Ensemble copy of Sarabanda by Couperin transcribed by Salz

box 18, folder 14
von Würtzler, Aristid New York Harp Ensemble copy of Sonata I by Cousineau, 1973, 1 folder

box 18, folder 15
von Würtzler, Aristid New York Harp Ensemble copy of Au Clair de la Lune by Cousineau, approxi

box 18, folder 16a
von Würtzler, Aristid New York Harp Ensemble copy of Concertino by Damase, approximately 196
HOW DOES “AtoM” CREATE USER-FRIENDLY FINDING AIDS?

• AtoM has used “single-level” display since its inception

• AtoM is the only open-source application that fully supports RAD

• As of Version 2.2, the application supports PDF downloads of complete finding aids
Fonds MsC 148 - Betty Krawczyk fonds

<table>
<thead>
<tr>
<th>Title and statement of responsibility area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title proper: Betty Krawczyk fonds</td>
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<tr>
<td>Title notes: Source of title proper: Title is based on provenance</td>
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<tr>
<td>Level of description: Fonds</td>
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<tr>
<td>Repository: Simon Fraser University Special Collections and Rare Books</td>
</tr>
<tr>
<td>Reference code: MsC 148</td>
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</table>

<table>
<thead>
<tr>
<th>Dates of creation area</th>
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</thead>
<tbody>
<tr>
<td>Date(s): 1970-2013 (Creation)</td>
</tr>
<tr>
<td>Creator: Krawczyk, Betty Shiver</td>
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<tr>
<td>Place: British Columbia</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical description area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical description: 3.6 meters of textual records and other material</td>
</tr>
</tbody>
</table>
SFU ARCHIVES

Simon Fraser University Special Collections
Rare Books

Finding Aid - Betty Krawczyk fonds (MsC 148)

Generated by Access to Memory (AtoM) 2.2.0 Printed: July 28, 2015
Language of description: English
Rules of Archival Description.
### Title and statement of responsibility area

<table>
<thead>
<tr>
<th>Title proper</th>
<th>[Prison records]</th>
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<tbody>
<tr>
<td>Title notes</td>
<td>Source of title proper: Title based on contents of file.</td>
</tr>
<tr>
<td>Level of description</td>
<td>File</td>
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<td>Repository</td>
<td>Simon Fraser University Special Collections and Rare Books</td>
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<td>Reference code</td>
<td>2</td>
</tr>
</tbody>
</table>

### Dates of creation area

| Date(s) | 2000-2004 (Creation) |

### Physical description area

| Physical description | 0.2 cm of textual records |
DEVELOPING ARCHIVAL STANDARDS

• What does physical description mean in a digital world?

• What are the three key changes that have occurred since RAD was introduced twenty-five years ago?
DEVELOPING ARCHIVAL STANDARDS

• Chapter Nine of Rules for Archival Description: “Records in Electronic Form”

• Description of “born digital” records vs. description of records that have been digitized

• Relationship to RDA’s “entity” concepts?
DEVELOPING ARCHIVAL STANDARDS

• Canadian Council of Archives “Canadian Committee on Archival Description”

• International Council of Archives

• Society of American Archivists

• What is the next step?
READINGS


READINGS


IMAGES


IMAGES


Slide 24-26: Screenshots of Simon Fraser University Archives’ “SFU AtoM” site: [http://atom.archives.sfu.ca](http://atom.archives.sfu.ca)