

## Appendix 2: Add / edit archival descriptions: RAD

### UM-3.1 Add / edit archival descriptions: RAD

[Archival description](#) records are structured in the RAD template into [information areas](#) based on the [Canadian Council of Archives' Rules for Archival Description \(RAD\)](#). This section describes how to create, edit and delete RAD-compliant [archival descriptions](#). The data entry pages listed below give detailed notes and explanations on every [field](#) included on the [edit screen](#).

#### UM-3.1.13 Archival description: title and statement of responsibility area

The *title and statement of responsibility area* contains [fields](#) that map to RAD area 1.1 and the .1 rules in the media chapters. It is used for recording the title and identifiers of the unit of description.

##### 1. Title proper

- "The chief name of a unit being described, including formal or supplied titles, but excluding parallel titles and other title information" (*RAD Glossary*).
- For rules and examples, see RAD 1.1B and the .1B rules in the media chapters.

##### 2. General material designation

- "A term indicating the broad class of material to which the unit being described belongs" (*RAD Glossary*).
- ICA-AtoM ships with a default [value list](#) of GMD terms based

add/edit translate admin

archival description authority record archival institution term

### Edit archival description

Fonds Add. MSS. 1399 - Townley, Matheson and Partners fonds

- ▶ title and statement of responsibility area
- ▶ edition area
- ▶ class of material specific details area
- ▶ dates of creation area
- ▶ physical description area
- ▶ publisher's series area
- ▶ archival description area
- ▶ notes area
- ▶ standard number area
- ▶ access points
- ▶ control area
- ▶ digital object
- ▶ physical storage

delete cancel save

add new archival description list all

search

subject browse

archival institution  
City of Vancouver Archives

creator  
Townley, Matheson and Partners

digital object

Item 632 - Famous Cloak and...

fonds

- Fonds Add. MSS. 1399 - Townley, Matheson and Pa...
- + Series - Architectural drawings
- + Series - Project photographs
- + Series - Miscellaneous records

physical storage

Box: Box D9 - Shelf 11, Aisle C10, Main Repository

Box: Box D10 - Shelf 11, Aisle C10, Main Repository

Folder: 16 - Box 6, shelf 2, off-site storage

on RAD's prescribed terminology; the list can be customized by [editors](#) and [administrators](#) (*material type taxonomy*).

- Select as many GMD terms as are appropriate.
- For rules and examples, see RAD 1.1C and the .1C rules in the media chapters.

### 3. Parallel title

- "The formal title proper in another language and/or script" (*RAD Glossary*), typically appearing in conjunction with the formal title on the chief source of information.
- For rules and examples, see RAD 1.1D and the .1D rules in the media chapters.

### 4. Other title information

- "Title information usually appearing in or on the chief source of information in conjunction with a title proper, other than the title proper or parallel title" (*RAD Glossary*).
- For rules and examples, see RAD 1.1E and the .1E rules in the media chapters.

### 5. Statements of responsibility

- "A statement that appears in conjunction with a formal title, relating to the personal author(s) of the document, to corporate body (bodies) or a family (families) from which the content emanates, or to person(s) or corporate body (bodies) responsible for the performance of the content of the document" (*RAD Glossary*).
- **Only applies at the item level.**
- For rules and examples, see RAD 1.1F and the .1F rules in the

The screenshot shows the 'Edit archival description' page for 'Series 104 - Correspondence registers'. The interface includes a navigation bar with 'add/edit', 'translate', and 'admin' tabs. Below the navigation bar are tabs for 'archival description', 'authority record', 'archival institution', and 'term'. The main form area is titled 'Series 104 - Correspondence registers' and contains several sections: 'title and statement of responsibility area', 'Title proper' (with a blue arrow 1 pointing to the input field), 'General material designation' (with a blue arrow 2 pointing to the dropdown), 'Parallel title' (with a blue arrow 3 pointing to the input field), 'Other title information' (with a blue arrow 4 pointing to the input field), 'Statements of responsibility' (with a blue arrow 5 pointing to the input field), 'Title notes' (with a blue arrow 6 pointing to the input field), 'note' (with a blue arrow 7 pointing to the input field), 'title note type' (with a blue arrow 6 pointing to the dropdown), 'Level of description' (with a blue arrow 8 pointing to the dropdown), 'Parent level' (with a blue arrow 8 pointing to the dropdown), 'Repository' (with a blue arrow 9 pointing to the dropdown), 'Identifier' (with a blue arrow 10 pointing to the input field), and 'Reference code' (with a blue arrow 10 pointing to the input field). A sidebar on the right shows a hierarchical tree of archival institutions and series, with 'Series 104 - Correspondence registers' highlighted. At the bottom of the form are buttons for 'delete', 'cancel', 'save', 'add new archival description', and 'list all'.

UM3-1-13 Title and statement of responsibility area

media chapters.

## 6. Title notes

- This is a [multi-value field](#) for registering and displaying the notes relating to the title of the unit of description. RAD includes 6 types of notes relating to title (see RAD 1.8B1 through 1.8B6).
- Enter the note.
- Select the type of note.
- When you click the *save* button in the [button block](#) the note will be registered and will now appear in the list above the data entry fields.
- There is no limit to the number of title notes you can add, but as of the current version of ICA-AtoM (v1.0 beta) you can only register them one at a time: i.e. enter the note, select the type, click the *save* button and repeat for each additional note.
- To delete a title note, click the [delete icon](#).
- Title notes **do not** appear with other notes in the [RAD notes area](#).

## 7. Level of description

- Select the level of description.
- ICA-AtoM ships with a default [value list](#) of [levels of description](#); this can be customized by [editors](#) and [administrators](#) (*levels of description* taxonomy).

## 8. Parent level

- Select the unit immediately above the current one in the hierarchy of arrangement (the [parent record](#)).

- Leave blank if the current unit represents the highest level of arrangement (e.g. a [fonds](#)).

## 9. Repository

- From the [drop-down menu](#), select the [archival institution](#) that holds the archival material being described.
- The list in the [drop-down menu](#) is generated from all existing [archival institution](#) records.
- If the repository does **not** appear in this list, you need to create it separately; see [UM-3.3 Add / edit archival institutions](#).
- Typically you need only enter this information at the highest [level of description](#); it can be left blank at the lower levels if they are all held by the same repository.

## 10. Identifier and Reference code

- Enter the code / number that uniquely identifies the unit of description within the [archival institution](#).
- ICA-AtoM generates a globally unique identifier (*reference code*) by combining the unit's *identifier*; the institution's *repository code*; and the institution's country code (based on ISO 3166).
- A country code and repository code will automatically be included in the reference code whenever the highest-level [archival description](#) is linked to an [archival institution](#) (see [UM-3.1.5 Context area](#)). The [archival institution](#) description must have the following [fields](#) filled out in order for this to happen: the *identifier field* in the *identity area* (see [UM-3.3.4 Identity area](#)) and the *country field* in the *contact area* (see [UM-3.3.5 Contact area](#)).