

NATIONAL FOLKLORE ARCHIVES INITIATIVE

A Project of the American Folklore Society

FOLKLORE COLLECTIONS DATABASE USERS MANUAL

folklorecollections.org/admin

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1.0 INTRODUCTION TO THE NATIONAL FOLKLORE ARCHIVES INITIATIVE AND THE FOLKLORE COLLECTIONS DATABASE

The National Folklore Archives Initiative (NFAI) is an American Folklore Society-managed effort to document and provide access to information about folklore archival collections held by folklore programs at academic institutions, community-based cultural and ethnic organizations, non-profit organizations, and state government-based arts and cultural agencies in the United States. Our partner in this project, and the host for the Folklore Collections Database into which you will be entering records, is the Indiana University Bloomington Libraries (IUBL).

Our work thus far on the NFAI project has been supported by the Humanities Collections and Reference Resources program of the [Division of Preservation and Access of the National Endowment for the Humanities](#), and by AFS and IUBL.

Folklore archival collections—unpublished multi-format collections of materials created in the field that document traditional cultural expressions and knowledge—comprise one of our nation’s most valuable cultural resources, but scholars, public humanists, teachers, students, and community members can access these materials only with difficulty. These collections exist in a wide variety of institutions. Many of them are not formal archives or libraries, and lack the means to build and maintain an infrastructure to coordinate this work.

To begin to address these issues, NFAI has developed the Folklore Collections Database, an open-access Web-based database, which provides information about folklore archival repositories and collections across the United States. It includes a cataloging template based on national descriptive standards that is designed for the needs of multi-format folklore archival collections.

This cataloging tool is a customization of a system called CollectiveAccess (CA), which is often billed as an open-source collections management software for museums and archives. However, CA is better described as a highly configurable cataloging framework. It can manage information about collections of people, places, or events as effectively as it can manage information about collections of objects. As such, it is well suited for a wide variety of cataloging projects beyond collections management.

The purpose of the Folklore Collections Database is to give participants a space to begin to document their diverse collections in a communal environment. This provides participants a consistent framework for describing collections and it gives researchers and the general public a place to come to look for folklore archival collections.

1.1 ABOUT THIS MANUAL

This manual describes the components and procedures of the Folklore Collections Database for

describing archival collections of folklore and documentary cultural heritage materials.

Topics covered in the following sections include:

- Definitions of terms
- How the database is structured
- How to create new records
- How to search for existing records

2.0 OVERVIEW OF DATABASE STRUCTURE AND TERMS

To work effectively with the software it is critical that you understand the fundamental components of the Folklore Collections Database data model and their relationships, presented here in Figure 1:

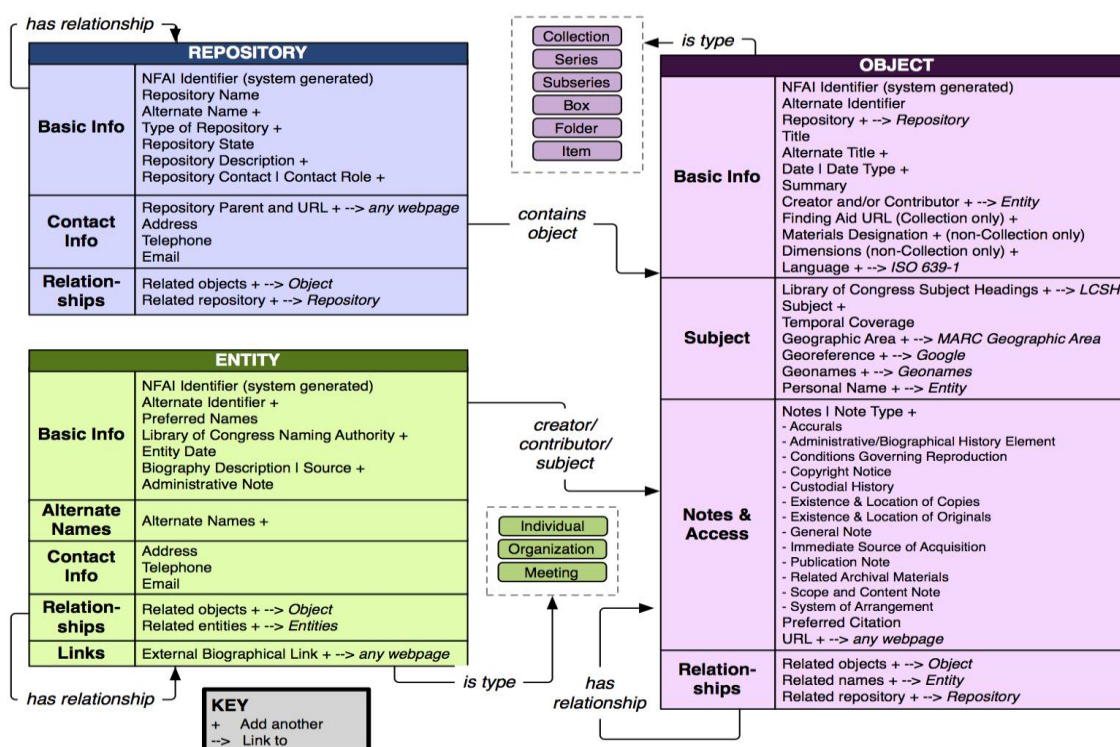


Figure 1: NFAI Data Model

The Folklore Collections Database data model gathers information in three main areas:

- Repositories (blue) – the organizations responsible for housing and caring for the collection materials being described in the database.
- Resources (pink) – the collection materials being described in the database.

- Persons, Meetings, Corporate Bodies (green) – people, events, and organizations that created, contributed to, or are referenced in the collection materials being described in the database.

Studying the graphic above you will find that the Folklore Collections Database model captures a select amount of specific fields about each of the above three areas. For the most part, this model is based on the US archival descriptive standard DACS ([Describing Archives: A Content Standard](#)). This model was also designed to be able to be mapped to EAD ([Encoded Archival Description](#)). In APPENDIX B, there are mappings from the NFAI model to EAD, Dublin Core, MARC, and MODS.

In the Folklore Collections Database, repository records behave like contact records for a given participating institution. All collection materials associated with a repository are related to the repository within the database.

Persons, Meetings, and Corporate Bodies records serve as authority records for names within the database. These types of records help minimize redundancy of names and various forms of names. A name record can be linked to any collection material record as a creator/contributor or as a subject.

Resource records are the records that describe the collection materials in the database. Because these materials are largely unpublished materials in an archival context, the NFAI data model envisions hierarchical relationships between resources from a large aggregate (a collection) to an individual object (an item).

2.1 USING THE FOLKLORE COLLECTIONS DATABASE MODEL WITHIN COLLECTIVEACCESS

The Folklore Collections Database data model is expressed in CollectiveAccess with a few changes in terminology. The infrastructure of CollectiveAccess requires the use of certain terms that are unchangeable. Therefore, the Folklore Collections Database data model is mapped on top of the CollectiveAccess model as follows:

| <i>Folklore Collections Database</i> | <i>CollectiveAccess</i> |
|--------------------------------------|-------------------------|
| Resource | Object |
| Person, Meeting, Corporate Body | Entity |
| Repository | Repository |

Here are the CollectiveAccess definitions of these three areas:

- Objects: Assets within a collection. These are the physical or born-digital items you are managing.
- Entities: People or organizations. These are the creators, artists, donors, publishers and

others involved in some way with your collection. Once an Entity is created in CollectiveAccess, it can be linked to other records within the database.

- **Repositories:** Since this is a multi-repository database (there are many institutions participating in the catalog), a Repository record describes a given institution and provides a place to hang all the object records contributed by a given institution.

Because CollectiveAccess is a web-based application, there is a fourth area that the Folklore Collections Database uses in order to enrich the public website with digital media. Every object record in CollectiveAccess can be given a media representation (an image, sound recording) that represents some aspect of the object being described. You can upload files as media representations of a given object and therefore you can also describe the media representation as its own object representation record within the database.

- **Object Representations:** Media (images, video, audio, PDFs) that documents an Object. While Object Representations often consist of just the media itself, they can take additional cataloguing that is specific to that media. This allows the addition of captions, credits, access information, rights and reproduction restrictions or any other type of information on an Object Representation-specific basis, if needed.

2.2 SUGGESTED WORKFLOW

As you get started, here are some tips about establishing your workflow for cataloging records in the Folklore Collections Database.

2.2.1 CREATE A REPOSITORY RECORD FIRST

The first record you will ever create in the Folklore Collections Database is a profile record for your repository – the organization you represent. You will only create one of these records and it will be the foundation on which you hang all the records about your collections.

2.2.2 GATHER A LIST OF NAMES RELATED TO A COLLECTION

Before you enter information about the physical (or digital) contents of a collection, gather a list of all the important names (persons, corporate bodies, meetings) related to the collection. At the start, only select the most central names, those who were responsible for the creation of the materials and the collection of the materials, those who are documented by the materials, and those who are main topics of the materials.

Once you have a list of names, search for Entity records for them in the Folklore Collections Database. If they exist, check that the information is correct and that the name refers to the same individual. If you can add information about the individual to the record, do so. If they do not exist, make a note for yourself because you will need to create an Entity record for that individual, corporate body, or meeting in the Folklore Collections Database.

Next, before you create new Entity records in the Folklore Collections Database, search the Library of Congress Name Authority database (authorities.loc.gov) to see if authority forms have already been established for the name of the entity. If so, use this form of the name when you create your entity record in the Folklore Collections Database.

Now, you have a list of names that you need to add to the Folklore Collections Database.

2.2.3 CREATE ENTITY RECORDS

Use your list of names to create entity records in the Folklore Collections Database. When they exist in the Library of Congress Name Authority database, always link to them from the Folklore Collections Database by using the linking field available in the entity record.

When you begin creating records about your collections, you will link to the entity records that you have created and you will establish relationships that will serve as entry points into the collections for you and users of your records.

2.2.4 DETERMINE THE ARRANGEMENT OF YOUR COLLECTION

Make sure you have a sense of how your collection is arranged. Is it hierarchical? Is it a singular group of objects with no complex relationships? As you create records about your collection in the Folklore Collections Database, you will have to make decisions about what parts of your collection you will describe.

For example, if you have 100 interviews from a specific research project, you might consider the entire set of interviews to be one collection. You could create a collection record in the database that describes the entire set of interviews and the context of the research project. You could then create an item record for each individual interview and relate it as a child to the collection record. Then you will have one collection record and 100 item records that make up the extent of the documentation about your collection.

Alternatively, you could create one collection record for the entire set, but then, if there were three main parts of the project that were strongly independent from each other, you could also create three series records—one for each independent segment of the project. Each series would then have a certain amount of interview records (item records) attached to it. You would end up with one collection record that is the parent of three series records, each of which is the parent of a certain amount of the 100 interview item records.

As you can see, arrangement is very flexible and is entirely in the hands of the cataloger. You will need to determine, based on the materials at hand and the context that led to the creation of those materials, what the most sensible arrangement of those materials should be. The database gives you a place to describe your collections, but it does not tell you how to arrange the collections.

2.2.5 CREATE OBJECT RECORDS

Once you have determined how your collection is arranged, and after you have gathered all the information you need about your collection (indexes, notes, other useful documentation), you can begin to create object records in the database. Remember an object record can be a record about a collection, a series, a subseries, a box, a folder, or an item. You can create as many relationships between objects as you deem necessary to accurately reflect the arrangement of your collection. You can also be as minimal as you like. If you only want to create a collection record, that is fine. If you want to create records for every scrap of paper in a box, that is fine, too.

When you create object records, you will be able to tie your repository records and entity records together with your object records and you will begin to see how the data is related throughout the system.

3.0 CREATING AND PUBLISHING NEW RECORDS

3.1 CREATING A NEW REPOSITORY RECORD

The National Folklore Archives Initiative is a multi-repository cataloging effort: there are many organizations participating in the same catalog. Therefore, each participating organization is responsible for generating a Repository record that describes the organization. This provides a place in the Folklore Collections Database in which all object records can be attached to the appropriate repository.

| NAVIGATION | |
|------------|---|
| ➤ | Click or mouse-over the NEW tab in the Global Navigation Bar |
| ➤ | Select Repositories in the dropdown menu to create a new record in the Repositories editor. |

3.1.1 TABS/SCREENS

The Repositories Editor includes five tabs/screens that contain the fields that receive information about your new Repository.

- Basic Info
- Contact Info
- Relationships
- Summary
- Log

3.1.2 CATALOGING

Repositories

When you choose to create a new repository record, you will be given a blank entity template and you will see the first tab/screen – the Basic Info tab.

BASIC INFO-----

This tab contains the most basic information to start a new record.

Following are the fields you will see in the basic info tab:

NFAI Identifier (required) (value)

This is the unique identifier for your repository record in the Folklore Collections Database system. The value is generated automatically by the database and you will see it after you save the record. Folklore Collections Database identifiers are one-up numbers. They are distinguishable based on the upper-case letter that follows “Folklore Collections Database.”

Example value:



NFAI Identifier

NFAI.R.00000003

[this id is an repository record, you can tell by the “R” after the first period.]

Repository Name (value)

Enter the official name of the repository, e.g. Vermont Folklife Center. Please use correct capitalization and punctuation. This is the name that will be displayed by the system wherever this repository is mentioned.

Alternate Name (value/type) (repeatable)

Enter any alternate names for the Repository. You can create multiple entries.

Selecting “Alternate” from the drop-down menu will allow you to identify this name as an alias or second name for the Repository. Selecting “Use For” will allow the system to identify your Entity by this name, but it will never display it as an alternative. For example, if your Repository, the American Folklife Center, is commonly confused as the American Folklore Center, entering this as a “Use For” name will train the system to retrieve the correct record even when the misspelled name is entered.

Example value:

The screenshot shows a web form titled "Alternate Name". It has a text input field with the value "American Folklore Center". Below the input field is a "Type" dropdown menu with "use for" selected. At the bottom left of the form is a button labeled "Add name" with a plus icon.

Type of Repository (value) (controlled list) (repeatable)

Select from the provided list. You may choose as many types as describe the repository.

Repository State (value) (controlled list)

Please select from the list the US state or Territory where the repository is located.

Repository Description (value/source) (repeatable)

Provide a brief summary or description of the repository. Include a note about the source of the description. You can enter as many descriptions as necessary.

Repository Contact (value/role) (repeatable)

Enter the name and role of person(s) responsible for managing and/or providing access to collections at this repository.

Access (value) (controlled list)

Indicates if entity information is accessible to the public or not.

Use the drop down list to select the appropriate value.

Options include: accessible to public, not accessible to public, restricted public access

Status (value) (controlled list)

Indicates the current state of the Entity record.

Use the drop down list to select the appropriate value.

Options include: completed, editing complete, editing in progress, new, review in progress

| |
|--|
| NAVIGATION |
| ➤ CLICK SAVE |
| ➤ A record MUST BE SAVED FIRST to activate the Local Navigation bar, giving you access to the following tabs/screens. After saving, you will see “(i) <i>Saved Changes to Repository</i> ” in the Control Bar, making it safe to navigate away from the current tab/screen. |

CONTACT INFO -----

Enter contact information for your Repository.

Repository Parent (value/url) (repeatable)

Name and URL of any parent institution(s) with which the repository is associated. URL must be valid and begin with “http://”.

Address (multiple values)

Enter the current and official address for the entity, including: address, city, state(province), postal(zip code), and country.

Example value:



The screenshot shows a form titled "Address" with a close button (X) in the top right corner. It contains the following fields:

- Address line 1**: 3245 Orange Lane
- Address line 2**: Apt. 10
- City**: Sycamore
- State/province**: GA
- Postal/zip code**: 44356
- Country**: USA

Telephone (value) (repeatable)

Enter the current and official telephone number for the repository. Use the following standard format: (XXX) XXX-XXXX.

Example value:

(901) 756-4434

Email (value) (repeatable)

Enter the general email address for making contact with the repository.

Example value:

folklife@loc.gov

RELATIONSHIPS -----

This tab allows you to state relationships between the new Repository and existing records for Objects and other Repositories.

Related Objects (value/relationship type) (controlled list) (repeatable)

This field documents the relationships between your Repository and the object(s) (collections, items, etc.) it holds. It should reflect a direct relationship between the Repository and each Object that is related to.

You can create multiple entries.

To relate an existing record to your Repository, type at least three characters of its title in the lookup field. In a few seconds, a list of matching records will appear. Select your record.

Save your changes. The new relationship will appear in the Repository record, and will also be displayed in the record you linked to. To list additional Relationships, click the “add another...” link to create another lookup field. Clicking the grey “x” will remove the Relationship you created.

Related Repositories (value/relationship type) (controlled list) (repeatable)

This field documents relationships between your Repository and repositories. This can be used to show parent/child relationships, as well as sibling/cousin relationships. You can create multiple entries.

To relate an existing record to your Repository, type at least three characters of another repository’s name in the lookup field. In a few seconds, a list of matching records will appear. Select your record.

Save your changes. The new relationship will appear in the Repository record and in the record of the other repository that you selected. To list additional Relationships, click the “add another...” link to create another lookup field. Clicking the grey “x” will remove the Relationship you created.

SUMMARY -----

Gives summary of all current information in the record (fully customizable).

LOG -----

Tracks history of all changes to the record since creation.

3.2 CREATING A NEW ENTITY RECORD

The Folklore Collections Database supports name authorities. Use the Entities Editor to create a new Entity record, so that all related records will refer to the same Entity.

For the purposes of consistency across collections, the National Folklore Archives Initiative incorporates this name authority database within the Folklore Collections Database. Before you can use any names as creators/contributors or subjects of your collection materials, you must create a record for that name in the system. The Folklore Collections Database data model gives you the option to choose from three types of Entities:

- Individual – a single person, e.g., Alan Lomax.
- Organization – a corporate body, e.g., the American Folklife Center.
- Meeting – an event or gathering that has consistency in its existence, e.g., Philadelphia Folk Festival. Conference or meeting names are the names of athletic contests, conferences, exhibitions, expositions, festivals, meetings and scientific expeditions.

| NAVIGATION |
|--|
| ➤ Click or mouse-over the NEW tab in the Global Navigation Bar |
| ➤ Select Entities in the dropdown menu, and choose a type (Individual / Organization / Meeting) to create a new record in the Entities editor. |

3.2.1 TABS/SCREENS

The Entities Editor includes seven tabs/screens that contain the fields that receive information about your new Entity.

- Basic Info
- Alternate Name
- Contact Info
- Relationships
- Links
- Summary
- Log

3.2.2 CATALOGING

Entities

Types: Individual, Meeting, Organization

When you choose to create a new entity record, you will be given a blank entity template and you will see the first tab/screen – the Basic Info tab.

BASIC INFO-----

This tab contains the most basic information to start a new record.

Following are the fields you will see in the basic info tab:

NFAI Identifier (required) (value)

[ead: <unitid>]

[marc: 099 Local free-text call number]

This is the unique identifier for your entity record in the NFAI system. The value is generated automatically by the database and you will see it after you save the record. NFAI identifiers are one-up numbers. They are distinguishable based on the upper-case letter that follows “NFAI”.

Example value:

| NFAI Identifier |
|-----------------|
| NFAI.E.00000004 |

[this id is an entity record, you can tell by the “E” after the first period.]

Alternate Identifier (value/source) (repeatable)

[ead: <unitid>]

[marc: 099 Local free-text call number]

Enter information about existing authority database records that document this entity (individual, meeting, or organization), especially that of the Library of Congress Name Authorities (please include the LCCN here). If from another controlled list, include the ID here and choose "other" as ID Source. You can enter more than one.

Example value:

Preferred Names (required) (value)

[ead:]

[MARC:]

Enter the preferred version of each name-part here. You will be able to enter alternate versions on the Alternate Names tab.

Enter all known information: Prefixes, Forename, Middlename, Surname, Suffixes, and if needed another field for other forenames is available. You can enter a display name if it is different from the Forename and Surname. Otherwise, CollectiveAccess will automatically generate a display name from those elements.

Example value:

Library of Congress Name Authority (value) (controlled list)

Begin typing the first few letters of a name in this box to search the Library of Congress Name Authority Headings to search for an existing record in the LC database. If you find an exact match, please select the name. If you are having difficulty, you can visit this site for better searching features: <http://authorities.loc.gov/>

Example value:

Entity Date (repeatable)

Enter birth and death years for the individual (or start and end dates for an organization or meeting), e.g. 1901-1987.

Example value:



The form is titled "Entity Date". It contains a text input field with the value "1942 - 2004". To the right of the input field is a small calendar icon. Below the input field is a button with a plus sign and the text "Add entity date".

Biography (value/source) (repeatable)

Enter a narrative biography of the entity. This is the primary text used to document the entity. The source should be a formal citation if possible. For informal sources a narrative description is acceptable.

Example value:

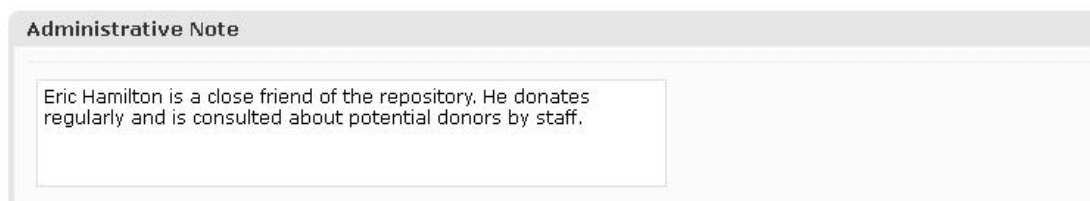


The form is titled "Biography". It has two main sections. The first section is labeled "Biography Description" and contains a text input field with the value "Eric Hamilton is an American citizen, born in Galati, Romania." The second section is labeled "Source of description" and contains a text input field with the value "Eric Hamilton". Below these sections is a button with a plus sign and the text "Add biography".

Administrative Note (value)

This field is included as a place to hold information about the entity that is useful for managing the record, but will not be shown to the public.

Example value:



The form is titled "Administrative Note". It contains a large text input field with the value "Eric Hamilton is a close friend of the repository. He donates regularly and is consulted about potential donors by staff."

Access (value) (controlled list)

Indicates if entity information is accessible to the public or not.

Use the drop down list to select the appropriate value.

Options include: accessible to public, not accessible to public, restricted public access

Status (value) (controlled list)

Indicates the current state of the Entity record.

Use the drop down list to select the appropriate value.

Options include: completed, editing complete, editing in progress, new, review in progress

| |
|---|
| <i>NAVIGATION</i> |
| ➤ CLICK SAVE |
| ➤ A record MUST BE SAVED FIRST to activate the Local Navigation bar, giving you access to the following tabs/screens. After saving, you will see “ <i>(i) Saved Changes to Individual</i> ” in the Control Bar, making it safe to navigate away from the current tab/screen. |

ALTERNATE NAMES -----**Alternate Names** (multiple values/type) (repeatable)

Enter any alternate names for the entity. You can create multiple entries.

Selecting “Alternates” from the drop-down menu will allow you to identify this name as an alias or second name for the Entity. Selecting “Use For” will allow the system to identify your Entity by this name, but it will never display it as an alternative. For example, if your Entity, Mr. McGillicuddy, is commonly confused as Mr. McGillicutty, entering this as a “Use For” name will train the system to retrieve the correct record even when the misspelled name is entered.

Example value:

Alternate names

Prefixes:

Forename:

Middlename:

Surname/organization:

Suffixes:

Type:

Other forenames:

Display name:

[+ Add name](#)

NAVIGATION

- Always save your changes before you move onto the next Screen

CONTACT INFO -----

Enter contact information for your Entity.

Address (multiple values)

Enter the current and official address for the entity, including: address, city, state(province), postal(zip code), and country.

Example value:

Address

Address line 1:

Address line 2:

City:

State/province:

Postal/zip code:

Country:

Telephone (value) (repeatable)

Enter the current and official telephone number for the entity. Use the following standard format: (XXX) XXX-XXXX.

Example value:

(901) 756-4434

Email (value) (repeatable)

Enter the general email address for making contact with the entity.

Example value:

hotdogturner@hotmail.com

| |
|---|
| NAVIGATION |
| ➤ Always save your changes before you move onto the next Screen |

RELATIONSHIPS -----

This tab allows you to state relationships between the new Entity and existing records for Objects and other Entities. It is not the only place to create such relationships, but it will display all relationships created between your entity and any objects in the system.

Related Objects (value/relationship type) (controlled list) (repeatable)

This field documents relationships between Entities and Objects (collections, items, etc.). It should reflect a relationship between the Entity and each Object that references it. You can create multiple entries.

To relate an existing record to your Entity, type at least three characters of its title in the lookup field. In a few seconds, a list of matching records will appear. Select your record. Once you have selected a record, a dropdown menu will appear. This menu contains types that help to identify the relationship between your two records.

Save your changes. The new Relationship will appear in the Entity record, and will also be displayed in the record you linked to. To list additional Relationships, click the “add another...” link to create another lookup field. Clicking the grey “x” will remove the Relationship you created.

Related Names (value/relationship type) (controlled list) (repeatable)

This field documents relationships between Entities and other Entities. This can be used to show parent-child relationships, or sibling or cousin-type relationships. You can create multiple entries.

To relate an existing record to your Entity, type at least three characters of its title in the lookup field. In a few seconds, a list of matching records will appear. Select your record. Once you have selected a record, a dropdown menu will appear. This menu contains types that help to identify the relationship between your two records.

Save your changes. The new Relationship will appear in the Entity record, and will also be displayed in the record you linked to. To list additional Relationships, click the “add

another...” link to create another lookup field. Clicking the grey “x” will remove the Relationship you created.

| |
|-------------------|
| NAVIGATION |
|-------------------|

- | |
|---|
| ➤ Always save your changes before you move onto the next Screen |
|---|

LINKS -----

External Biographical Link (value) (repeatable)

Use this field to include external sources that document biographical or historical information about this entity.

Entries must be in full URL form (including http://).

Example value:

http://www.culturalequity.org/alanlomax/ce_alanlomax_index.php.

SUMMARY -----

Gives summary of all current information in the record (fully customizable)

LOG -----

Tracks history of all changes to the record since creation.

3.3 CREATING A NEW OBJECT RECORD

The Folklore Collections Database data model is based entirely on the principles of archival description. Archival description favors aggregates over items. Therefore, you’ll find that the system asks you to describe your materials at various levels – first at the largest aggregate level, the collection, all the way down to the single item.

In the Folklore Collections Database, an object record is used to document these levels of description. There are six standard object types in the Folklore Collections Database data model:

- Collection
- Series
- Subseries
- Box

- File Unit / Folder
- Item

All objects can be related to each other in hierarchical fashion. It is up to you as the cataloger to determine the arrangement and hierarchical order of your collection before you begin cataloging in this environment. The Folklore Collections Database helps you document your collection, but it is up to the archivist to determine arrangement and description *before* documenting it in this database.

| |
|--|
| NAVIGATION |
| ➤ Click or mouse-over the NEW tab in the Global Navigation Bar |
| ➤ Select Objects in the dropdown menu, and choose a Type (Collection, Series, etc.) to create a new record in the Object Editor. |

3.3.1 TABS/SCREENS

The Object Editor includes seven tabs/screens that contain the fields that receive information about your new Object.

- Basic Info
- Subject
- Notes & Access
- Relationships
- Media
- Summary
- Log

3.3.2 CATALOGING

Objects

Types: Collection, Series, Subseries, Box, Folder, Item

Once you have selected to create a new object record, you will see a blank catalog template that is the basic info tab/screen for the object record.

BASIC INFO -----

(Collection, Series, Subseries, Box, Folder are all the same – notice, Item is slightly different)

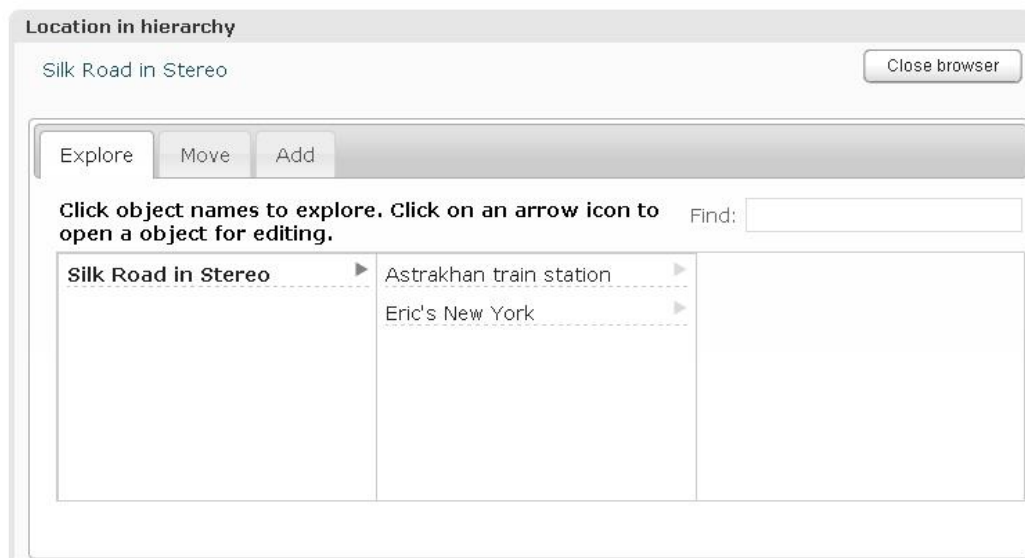
This tab contains the most basic information to start a new record.

Following are the fields you will see in the basic info tab:

Location in Hierarchy (automatic)

Because of the hierarchical nature of description on which the Folklore Collections Database data model is built, this simple guide helps you visualize where this record exists within a hierarchical structure of relationships among it and other objects.

Example



NFAI Identifier (required) (value)

[ead: <unitid>]

[marc: 099 Local free-text call number]

This is the unique identifier for your object record in the NFAI system. The value is generated automatically by the database and you will see it after you save the record. NFAI identifiers are one-up numbers. They are distinguishable based on the upper-case letter that follows “NFAI”.

Example value:



[this id is an entity record, you can tell by the “O” after the first period.]

Local Identifier (required) (value/source) (repeatable)

[ead: <unitid>]

[marc: 099 Local free-text call number]

Enter in an alphanumeric identifier based on the naming conventions established by your institution. For instance, if it is a collection, then enter the collection ID from the home repository, e.g. AFC 2004/004. If it is an individual item, enter the unique ID that

separates it from other items, e.g. afc2004004_sr001. You may enter more than one.

Example value:

Repository (value/relationship type) (controlled list) (repeatable)

[DACS: 2.2 Repository]

[ead: <repository><corpname><subarea></subarea></corpname></repository>]

[dc: creator]

Enter the name of the repository that is the home of this resource by typing at least three characters of its title in this lookup field. In a few seconds, a list of matching records will appear. Select your record.

REMEMBER: You must create a repository record *[See 5.0 Creating Repository Records]* in this database for the home repository before it will be available to you in this list.

Example value:

Title (required) (value)

[DACS: 2.3 Title]

[ead: <unittitle>]

[MARC: 245 Title statement]

[dc: title]

Enter the title of the resource being described in this record. If the object does not have an obvious title or heading, then use its identifier as the title.

Please refer to DACS 2.3 for rules on formulating titles. Compose a brief title that uniquely identifies the material, normally consisting of a name segment (the name of the creator(s), collector(s), donor(s), project, or interviewee and interviewer), a term indicating the nature of the unit being described (usually “collection” but may be more specific if only one or two formats, material types, or events, e.g., “oral history interview” are being described), and, optionally, a topical segment. (DACS 2.3.3, adapted for the American Folklife Center, Library of Congress)

Example values:

Alan Lomax collection
 Wisconsin Environmental Policy Act files
 WAPOR records
 Harvey family papers
 Clarence McGehee collection on Ruth St. Denis
 Catherine Clarke civil rights collection
 James Joyce letter to Maurice Sallet
 Collection of Woody Guthrie materials

Alternate Title (value/type) (repeatable)

Enter any alternate titles for the resource. Select the type of alternate title from the drop-down list. You can create multiple entries.

Click the “add additional...” link to enter additional alternate titles. If an alternate title is not needed, click the grey “x” to remove this field from view.

Same rules apply for alternate titles as for preferred titles.

Date (value/type) (repeatable)

[DACS: 2.4 Date]

[ead: <unitdate>]

[MARC: 245 \$f Title statement/]

[dc: date]

Enter a point or period of time associated with the lifecycle of the resource being described. Select the type of date from the list. The date of creation (or inclusive dates of creation for a collection) is the most important. You can create multiple entries.

Note: CollectiveAccess can process dates and times in a variety of formats. Internally, CollectiveAccess represents date/times as a range with a beginning and an end. Visit their wiki (<http://wiki.collectiveaccess.org/>) for the most up-to-date information on date and time formats.

Summary (value) (repeatable)

[MARC: 520 Summary, etc.]

Enter a brief description of the WHO, WHAT, WHEN, WHERE, and WHY of the resource being described.

Example value:

Collection comprises manuscripts, sound recordings, photographs, film, and videorecordings created and collected by Alan Lomax in his work documenting song, music, dance, and body movement from many cultures. Includes field recordings and photographs Lomax made in the Bahamas, the Caribbean, England, France, Georgia, Haiti, Ireland, Italy, Morocco, Romania, Russia, Scotland, Spain, the United States, and Wales, 1930s-2004.

Creator and/or Contributor (value/relationship type) (controlled list) (repeatable)

[DACS: 2.6 Name(s) of Creator(s)]

[ead: <origination>]

[MARC: "100 Main entry--personal name; 110 Main entry--corporate name; 111 Main entry--meeting name"]

[dc: Creator]

Enter names of individuals or organizations responsible for the creation of this resource by typing at least three characters of its title in this lookup field. In a few seconds, a list of matching records will appear. Select your record.

Use this field to establish Relationships your Object may have to authors, artists, publishers, etc. This field is displayed on the Basic Info tab/screen for easy reference, and is also displayed in the Relationships tab/screen with any other related records your Object may have.

You can create multiple entries if necessary.

REMEMBER: You must create an Entity record for an individual or organization before it will become available to you in this list.

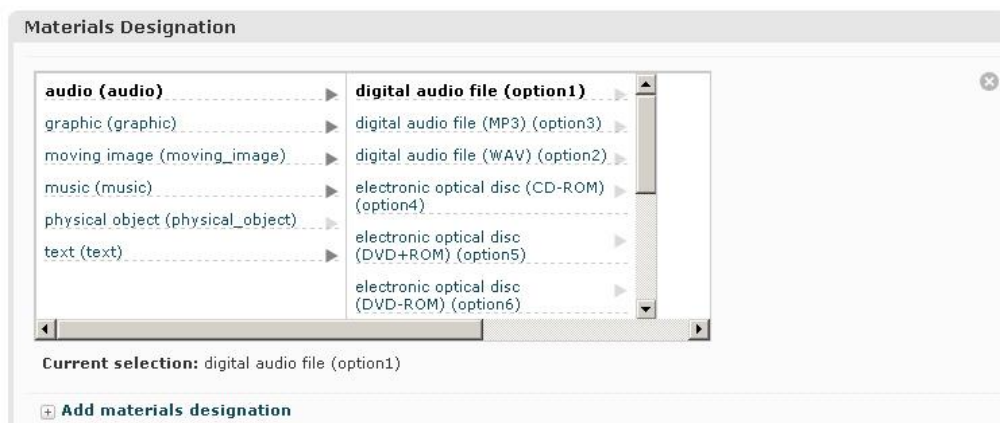
Example value:

Materials Designation (value) (controlled list) (repeatable)

**for ITEM records only*

Select from this controlled-vocabulary browser to document the type of material represented by the resource being described. You may create multiple entries if necessary.

Example value:



Dimensions (width/height/unitOfMeasurement) (repeatable)
*for ITEM records only

If necessary, provide information about the physical dimensions of the resource being described. Select the type of measurement from the dropdown box. You can create multiple entries if necessary.

Language (value) (controlled list) (repeatable)
[DACS: 4.5 Language and scripts]
[ead: <langmaterial>]
[MARC: 546 Language]
[dc: Language]

Select a language associated with the resource being described by typing the full name of the language in this lookup field. In a few seconds, a list of matching records will appear. Select the language. You may create multiple entries if necessary.

This field pulls data from the ISO 639-2 list of languages hosted at the Library of Congress: <http://id.loc.gov/vocabulary/iso639-2.html>.

Example value:



Finding Aid URL (value) (repeatable)

Use this field for listing the URL of any finding aid that is associated with your Object. The URL must begin with “http://” to be valid.

Example value:

Access (value) (controlled list)

Indicates if entity information is accessible to the public or not.

Use the drop down list to select the appropriate value.

Options include: accessible to public, not accessible to public, restricted public access

Status (value) (controlled list)

Indicates the current state of the Entity record.

Use the drop down list to select the appropriate value.

Options include: completed, editing complete, editing in progress, new, review in progress

| NAVIGATION |
|---|
| ➤ CLICK SAVE |
| ➤ A record MUST BE SAVED FIRST to activate the Local Navigation bar, giving you access to the following tabs/screens. After saving, you will see “ <i>(i) Saved Changes to [type of object]</i> ” in the Control Bar, making it safe to navigate away from the current tab/screen. |

SUBJECT -----

Library of Congress Subject Headings (value) (controlled list) (repeatable)

[ead: <controlaccess><subject>]

[MARC: 650 Subject Added Entry–Topical Term]

[dc: Subject]

Begin typing a subject term to search the Library of Congress Subject Headings database.

Please make certain you have selected a subject heading that relates to the content of the resource being described. Ask yourself, what is this resource about? You can create multiple entries if necessary.

Type the first three or more characters of your desired term to view the closest matches available from the Library of Congress. Select your desired term and click “Save” to apply your changes. Next to your field, a hyperlink labeled “More” provides a quick reference to the Library of Congress’s full entry on the term you selected.

Example value:

Subject (value) (repeatable)

[ead: <controlaccess><subject>]

[MARC: 650 Subject Added Entry–Topical Term]

[dc: Subject]

The *American Folklore Society Ethnographic Thesaurus*, hosted in Open Folklore, is a controlled list of about 20,000 subject terms for the disciplines of folklore, ethnology, and ethnomusicology. <http://openfolklore.org/et>. We recommend its use in the Folklore Collections Database.

Be aware that certain categories of terms (such as the names of ethnic and cultural groups—e.g., Gullahs, Serbian Americans, African Americans, Navajo Indians—and named religions) and other proper names are not found in the *AFS Ethnographic Thesaurus*, but are found in the Library of Congress Subject Headings, so you will need to use both subject fields to provide the best access for your materials.

If you have additional subject headings that you would like to use, and that are not included in the Library of Congress Subject Headings, please enter them here. You can create multiple entries if necessary. Using a controlled vocabulary or thesaurus always improves access to your materials, other valuable thesauri include the *Getty Art and Architecture Thesaurus* found here:

<http://www.getty.edu/research/tools/vocabularies/aat/index.html>

and specialized vocabularies such as the Medical Subject Headings (MESH)

<http://www.nlm.nih.gov/mesh/>

Note: There is no authority control for this field. If possible, find an appropriate subject term in the LCSH field above. This subject field allows for local subject terms from repositories, but will function more like a keyword search than an authority list.

Temporal Coverage (value)

[ead: <date>]

[dc: Coverage [Temporal]]

Enter the temporal topic of the resource. Temporal coverage may be a date or date range. Temporal information may be given by numbers or by text.

Geographic Area (value) (controlled list) (repeatable)

[ead: <controlaccess><geoname role="subject">]

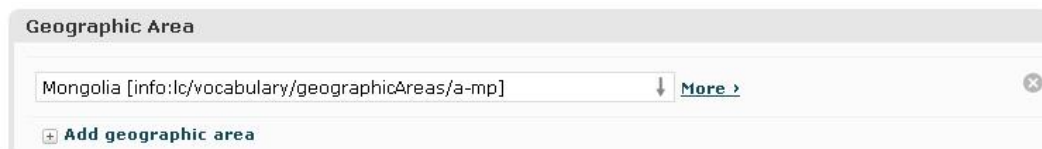
[MARC: 651 Subject--geographic name]

[dc: Coverage [Spatial]]

Enter terms to search the Library of Congress MARC Geographic Area controlled vocabulary, which documents separate countries, first order political divisions of some countries, regions, geographic features, areas in outer space, and celestial bodies. This documents the geographic subject of the resource. You can enter more than one.

Type the first three or more characters of your desired term to view the closest matches available from the Library of Congress. Select your desired term and click “Save” to apply your changes. Next to your field, a hyperlink labeled “More” provides a quick reference to the Library of Congress’s full entry on the term you selected.

Example value:



The screenshot shows a web form titled "Geographic Area". It contains a text input field with the text "Mongolia [info:lc/vocabulary/geographicAreas/a-mp]". To the right of the input field is a downward-pointing arrow and a link labeled "More >". Below the input field is a button with a plus icon and the text "Add geographic area".

Georeference (value) (controlled list) (repeatable)

[ead: <controlaccess><geoname role="subject">]

[MARC: 651 Subject--geographic name]

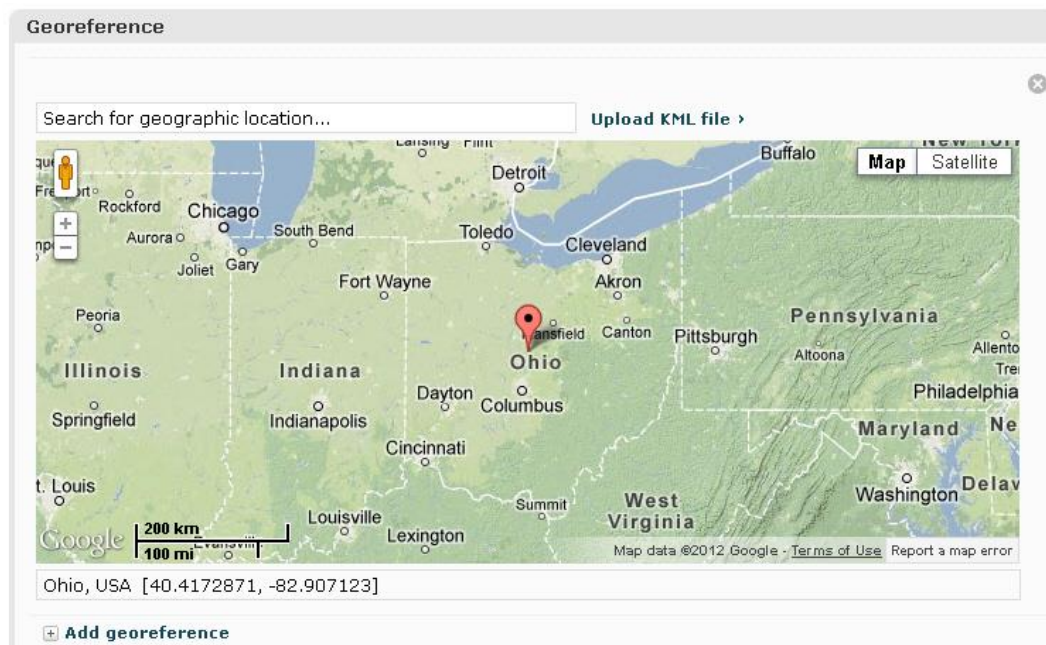
[dc: Coverage [Spatial]]

Georeferences define the existence of something in physical space by establishing a location in terms of map projections or coordinate systems. Use this field to select coordinates that define the location of the geographic subject of the resource. You may create multiple entries if necessary.

This is a lookup field that allows you to map a geographical location related to your Object. Enter your desired address. Upon saving this Screen, Georeference will find the geographical coordinates of the address you supplied and provide an aerial map of its location. You can optionally create Georeferences in GoogleEarth, and import them into

CA using the “Upload KML” option. GoogleEarth enables the precise placement of markers, which can then be exported as KML (or KMZ) files for import into CA.

Example value:



Geonames (value) (controlled list) (repeatable) **[CURRENTLY BROKEN IN THE CA SYSTEM]**

[ead: <controlaccess><geoname role="subject">]

[MARC: 651 Subject--geographic name]

[dc: Coverage [Spatial]]

This is a lookup field that acts as a name authority for geographical places. Rather than a specific address, more general “place names” can be entered into this field, for example a park, lake or glacier.

Enter the first few characters of your Place name. A dropdown menu will appear with the closest matches from the GeoNames database.

Upon saving this Screen, Geonames will find the geographical coordinates of the place you supplied and provide an aerial map of its location.

You can provide as many places names as you need.

Personal Name (value) (controlled list) (repeatable)

[ead: <controlaccess><persname role="subject">]

[MARC: 600 Subject--personal name]

[dc: Subject]

Use this field to select entities from the Folklore Collections Database who are subjects (topics) of this resource (as opposed to Creators or Contributors). Type at least three characters of the name in this lookup field. In a few seconds, a list of matching records will appear. Select your record.

REMEMBER: You must create an Entity record for an individual or organization before it will become available to you in this list.

You can create multiple entries if necessary.

Example value:



| |
|---|
| NAVIGATION |
| ➤ Always save your changes before you move onto the next Screen |

NOTES & ACCESS -----

Note (value/type) (repeatable)

*contains all DACS notes

See below for list of notes that can be added here. Enter your note in the text box and select the appropriate type from the drop down list. You can create as many notes as you need.

Accruals [DACS 5.4]

Administrative Biographical History [DACS 2.7]

Appraisal, Destruction and Scheduling Information [DACS 5.3]

Conditions Governing Access [DACS 4.1]

Conditions Governing Reproduction and Use [DACS 4.4]

Copyright Notice

Custodial History [DACS 5.1]

Existence and Location of Copies [DACS 6.2]

Existence and Location of Originals [DACS 6.1]

General Note

Immediate Source of Acquisition [DACS 5.2]

Publication Note [DACS 6.4]

Related Archival Materials [DACS 6.3]

Scope and Content Note [DACS 3.1]

System of Arrangement [DACS 3.2]

Preferred Citation

(value) [MARC: 524 Preferred citation of described materials]

Enter the preferred citation to be used when referencing the material(s) being described.

URL (value) (repeatable)

[MARC: 856 \$u Electronic location and access]

Use this field for listing the URL of any other online presentations of the Object being described. The URL must begin with “http://” to be valid.

NAVIGATION

- Always save your changes before you move onto the next Screen

RELATIONSHIPS -----

This tab allows you to state relationships between the new Object and existing records for Entities, Repositories, and other Objects. It is not the only place to create such relationships, but it will display all relationships created between your object and any other records in the system.

Related Objects (value/relationship type) (controlled list) (repeatable)

This field documents relationships between your Object and any other objects (collections, items, etc.). It should reflect an intellectual relationship between the Object and each Object that is related to. However, it must NOT reflect hierarchical relationships between the object and other objects in the system. Those relationships are tracked differently by the hierarchical browser.

You can create multiple entries.

To relate an existing record to your Object, type at least three characters of its title in the lookup field. In a few seconds, a list of matching records will appear. Select your record. Once you have selected a record, a dropdown menu will appear. This menu contains types that help to identify the relationship between your two records.

Save your changes. The new relationship will appear in the Object record, and will also be displayed in the record you linked to. To list additional Relationships, click the “add another...” link to create another lookup field. Clicking the grey “x” will remove the Relationship you created.

Related Names (value/relationship type) (controlled list) (repeatable)

This field documents relationships between Objects and Entities. This can be used to show creator/contributor relationships, as well as subject relationships. You can create multiple entries.

To relate an existing record to your Object, type at least three characters of its title in the lookup field. In a few seconds, a list of matching records will appear. Select your record. Once you have selected a record, a dropdown menu will appear. This menu contains types that help to identify the relationship between your two records.

Save your changes. The new relationship will appear in the Object record, and will also be displayed in the record you linked to. To list additional Relationships, click the “add another...” link to create another lookup field. Clicking the grey “x” will remove the Relationship you created.

Related Repository (value/relationship type) (controlled list) (repeatable)

This field documents relationships between Objects and Repositories. This is used to show ownership—to document what repository is responsible for the object being described. If necessary, you can create multiple entries.

To relate an existing record to your Object, type at least three characters of its title in the lookup field. In a few seconds, a list of matching records will appear. Select your record. Once you have selected a record, a dropdown menu will appear. This menu contains types that help to identify the relationship between your two records.

Save your changes. The new relationship will appear in the Object record, and will also be displayed in the record you linked to. To list additional Relationships, click the “add another...” link to create another lookup field. Clicking the grey “x” will remove the Relationship you created.

| |
|---|
| NAVIGATION |
| ➤ Always save your changes before you move onto the next Screen |

MEDIA -----

Files, images, video or sound clips representing your record. The Folklore Collections Database supports many filetypes. For a complete up-to-date list of accepted filetypes visit the CollectiveAccess wiki:

<http://wiki.collectiveaccess.org/>. All of the common formats as of March 2012 (TIFF, JPEG, MPEG-4, Flash Video, WAV, AIFF and MP3) are supported.

Media

(*on any Object type)

The following metadata elements appear for each Media Representation that you upload. To upload multiple Media Representations for your record, click “Add Representation”. Each Representation will appear as its own line item on the screen.

Type (value) (controlled list)

If this is scanned media, you may use this dropdown to label the front and backside of your object

IsPrimary (value) (controlled list)

Selecting “Yes” will set the Media as the first to appear on the public website and cataloging interface if there are multiple images for the record.

Status (value) (controlled list)

You can assign a cataloging status to your Media. This status can differ from the status assigned to the general record.

Access (value) (controlled list)

Choose the access level of your Media. This access level can differ from the access level of the general record.

Media to Upload

Use this field to upload your Media to the record. **CLICK SAVE** to view your uploaded Media. Upon saving, a thumbnail of your media will appear with brief file information (click Embedded Metadata to view additional information collected by CA), along with three icons:

- One will **DELETE** your uploaded media, but keep other Media Representations and the general media fields intact.
- Another allows you to **DOWNLOAD** your uploaded media.
- The **EDIT** icon opens the Object Representation screen, allowing you to catalog additional information pertaining to your Representations on an individual basis, such as titles, captions and relationships. **THIS IS A SEPARATE OBJECT TYPE --** (see “*Creating Object Representation records*”)

SUMMARY -----

Gives summary of all current information in the record (fully customizable)

LOG -----

Tracks history of all changes to the record since creation.

3.4 CREATING A NEW OBJECT REPRESENTATION RECORD

If you include media to represent your object in database (an audio file, an image, or a video), you have the ability to catalog additional information for each media file that you upload.

3.4.1 TABS/SCREENS

The Object Representation Editor includes six tabs/screens that contain the fields that receive information about your Object Representation.

- Basic Info
- Annotations
- Relationships
- Alternate Names
- Summary
- Log

3.4.2 CATALOGING

Object Representations

While on the Media Tab/Screen for an Object Record, the option for EDIT METADATA takes you to the Object Representation record.

BASIC INFO -----

Title (value)

Give your uploaded Media a Title. You can assign an Alternate Title in a later tab /screen.

Media to Upload (browse/upload)

You may replace your uploaded media with a new file by uploading it here.

Access (value) (controlled list)

You may change the access level of your media here. This field is also displayed on the Media Representation Screen and any changes you make will be reflected there.

Status (value) (controlled list)

You may change the status of your media here. This field is also displayed on the Media Representation Screen and any changes you make will be reflected there.

Caption (value)

Give your media a caption with this field.

ANNOTATIONS -----

You may make additional notes to time-based media using Representation Annotations. Please note that this screen is only available for Sound and Video files.

RELATIONSHIPS -----

This tab allows you to state relationships between the new Object Record and existing records for Entities and other Objects. The relationship to your Object appears automatically, as the Media Representation is automatically linked to this parent record.

Related Objects (value/relationship type) (controlled list) (repeatable)

This field documents relationships between your Object Representation and the object(s) (collections, items, etc.) it represents. It should reflect a direct relationship between the Object Representation and each Object that is related to.

You can create multiple entries.

To relate an existing record to your Object Representation, type at least three characters of its title in the lookup field. In a few seconds, a list of matching records will appear. Select your record.

Save your changes. The new relationship will appear in the Object Representation record, and will also be displayed in the record you linked to. To list additional Relationships, click the “add another...” link to create another lookup field. Clicking the grey “x” will remove the Relationship you created.

Related Names (value/relationship type) (controlled list) (repeatable)

This field documents relationships between Object Representations and Entities. This can be used to show creator relationships, as well as rights holder relationships. You can create multiple entries.

To relate an existing record to your Object Representation, type at least three characters of an entity's name in the lookup field. In a few seconds, a list of matching records will appear. Select your record. Once you have selected a record, a dropdown menu will appear. This menu contains types that help to identify the relationship between your two records.

Save your changes. The new relationship will appear in the Object Representation record. To list additional Relationships, click the "add another..." link to create another lookup field. Clicking the grey "x" will remove the Relationship you created.

ALTERNATE NAMES -----

Alternate Names (value) (repeatable)

Enter any alternate titles for your media. Click the "add name" link to enter additional alternate titles. If an alternate title is not needed, click the grey "x" to remove this field from view.

SUMMARY -----

Gives summary of all current information in the record (fully customizable).

LOG -----

Tracks history of all changes to the record since creation.

NAVIGATION

- **CLICK SAVE** to update the changes to your Representation. Upon saving, you can return to the parent Object record by clicking the Related Objects link below the Inspector in the upper-left side of your screen.

4.0 SEARCHING FOR RECORDS

There are four ways to search for records in the Folklore Collections Database: Find, Browse, Advanced Search, and QuickSearch. The following sections will go through how each type of search method works and how to manage them.

4.1 QUICKSEARCH

QuickSearch is what it sounds like: a quick way to search all the records in your collection. This

type of search runs a full-text query across the entire database, and organizes results according to Primary Types (Objects, Entities, and Repositories,).

The QuickSearch box is located on the top right of the Global Navigation bar. Click in the search box. Enter a keyword or phrase, hit enter or click the magnifying glass arrow to search.

Results will display for all the records containing that keyword or phrase. Records are organized by Primary Type (Objects, Entities, and Repositories), with the number of records retrieved listed next to the heading for each Type.

Each record is listed with its Title and Identifier. To view the full record for a result, click on the hyperlinked Title. Then to return to your search results from a record, click on the RESULTS link in the upper left-hand corner of the Inspector. You can also sort results by Name and Identifier (displays as “Idno”) by selecting an option from the Sort by dropdown menu in the Control Bar.

4.2 BASIC SEARCH USING FIND

Using Find allows for a targeted search for records of a known Primary Type (Objects, Entities, Repositories). It provides a little more control than a QuickSearch.

The Find option is the second tab of the Global Navigation bar. Click or mouse-over the Find tab to activate the dropdown menu.

Next select a Primary Type from the dropdown menu. For example: if the record describes an Object, select Objects; if it describes a person, select Entities, and so on. Once the Type is selected, the results for the last search performed will automatically display. The Find screen will open a Basic Search by default. If another search type (browse, advanced search) is open, select “Search” from the Local Navigation column. To run a new search, type a keyword, phrase or search-string into the search field and click the Search button in the Control Bar. Results will display with an image (if available), title, and identifier.

The Inspector provides you with several sorting options to better view your search results:

- Sorting by relevance, title, type and identifier (idno)
- Selecting how many results will display per page
- Choosing a layout for your results (thumbnail, full or list)
- Choosing a default or custom display for your results
- Options also exist to export your search results as printed labels or as a delimited file for use in Excel and other programs

To select a record, click on its image or hyperlinked identifier if the search is in tiled layout. If the search is in full layout, the image, identifier, or the Edit > link will open the record. The list layout includes an Edit icon that will take you to the full record. To return to your search results from a record, click on the RESULTS link at the top of the Inspector.

4.3 ADVANCED SEARCH IN FIND

The Advanced Search function in the Folklore Collections Database gives you the ability to create as many customized search forms as needed for a project. It is possible create complex cross-table forms, simple forms to access unique data, or a general-purpose form for any collection management project. Please note that the Advanced Search option is currently only available for searching Objects.

Using an existing Advanced Search form, hover your mouse over the Find tab in upper right global navigation and select a Type (objects, entities, etc) to open the Find page. Click on the Advanced Search option in the Local Navigation column.

First select which Form you would like to use from the dropdown menu in the upper right corner. There you will see all the advanced search forms in your system. Click on the desired form. Enter your search terms in the appropriate fields and click Search to run the query. Results will display below the search form.

Click on Hide search form > to collapse the form for easy viewing of search results. Click on Show search form > to return to the form. Clicking the plus symbol [+] allows one to hide or show each group at anytime during a search. To change between search forms, choose another form in the dropdown menu. Any applicable search terms will be carried over from the previous form into the new form.

4.3 GETTING THE MOST FROM SEARCH

Basic and Advanced Searches in the Folklore Collections Database support Boolean operators and wildcards.

To use Boolean operators, simply add the following terms (in all caps) along with your search terms.

Boolean operators

- AND – narrows the search to only records that includes the two terms that are separated by the AND.
- OR – broadens the search by retrieving records that contain either terms separated by the OR.
- NOT – narrows the search by eliminating a term from a search.
- () – parenthesis combine phrases to be searched together.
- “search term” – quotation marks combine terms to create a phrase.

Wildcard

- Using * [asterisk] will search for truncated terms. Example: “tree*” will search for “tree” and “trees”.

EXAMPLES:

- “George Washington” AND “riding horse*”

Searches for only records containing the terms “George Washington” and “riding horse” or “riding horses.”

- Warhol NOT “Marilyn Monroe”

Searches for all records relating to Warhol that do not contain the terms “Marilyn Monroe.”

- Mondrian OR Malevich

Searches for records that contain either Mondrian or Malevich in their records

Warhol AND (“tomato soup” or “Brillo box”)

Searches for all records containing Warhol with either tomato soup or Brillo box in the record.

4.4 BROWSE

The Find interface also includes a Browse search utility. This is the third Search option in the local navigation bar after Basic Search and Advanced Search. Browse is a method for viewing all records in the database and allows you to sort and filter records based on designated attributes.

Click or mouse-over the Find tab in the Global Navigation and select a Primary Type. Select the Browse option from the Local Navigation bar. Choose from a selection of information types provided in the dropdown menu.

For example, Browse by: type activates the Browse window that displays all objects records according to your specified attribute. Adjusting how your records are refined in the Browse window. The refine results by menu at the top of the display provides viewing options for your results.

Select a term from the Browse window, and all objects related to that term will display. If your Browse can be further refined by another attribute, a second list of applicable terms will display in the Control Bar. Repeat the above steps to further refine your Browse.

To Modify your Browse terms, click the [X] symbol to remove the attribute and select a new one from the dropdown menu. When no more applicable terms exist to refine your search, you can click Start Over to begin a new Browse.

Click on an object’s identifier to go to the full record. The <- RESULTS -> link in the upper-left hand corner allows you to navigate your Browse results. Click the arrows for the next and

previous records, or click the word Results to return to the full list.

5.0 RESOURCES

- The Folklore Collections Database cataloging tool website: folklorecollections.org/admin
- The Folklore Collections Database public access website: folklorecollections.org
- The CollectiveAccess website: <http://www.collectiveaccess.org/>
- The CollectiveAccess wiki: <http://wiki.collectiveaccess.org/>
- Library of Congress Authorities: <http://authorities.loc.gov/>
- DACS: <http://www.archivists.org/governance/standards/dacs.asp>
- EAD: <http://www.loc.gov/ead/>
- Arranging and Describing Archival Collections:
<http://www2.archivists.org/category/standards-topic/arrangement-and-description>

6.0 IMPORTING AND EXPORTING RECORDS

Coming soon.

APPENDIX A – EDITING MEDIA

You can add information (and thus value) to media files once you have uploaded them into the Folklore Collections Database. For a complete list of accepted media file formats, visit the CollectiveAccess wiki (<http://wiki.collectiveaccess.org/>).

Images

After the file is uploaded, click on the “Edit” icon to open the record for that specific media representation.

BASIC INFO -----

Add a Title for the Image
Add a Caption
Select Access and Status levels

ANNOTATIONS -----

**Annotations are not supported for this type of media

RELATIONSHIPS -----

Relate Entities, Places, and Occurrences to the media representation

ALTERNATE NAMES -----

Provide alternate names/titles for the media representation so users can find it!

Moving Images

After the file is uploaded, click on the Edit icon to open the record for that specific media representation.

BASIC INFO -----

Add a Title for the Image
Add a Caption

Select Access and Status levels

ANNOTATIONS -----

Annotations allow you to select sections of time-based media. You can create as many Annotations as you need/want related to a media representation.

- Enter the Start point in the timecode for the section (in hh:ss:ff format)
- Enter the End point in the timecode for the section (in hh:ss:ff format)
- Enter a Title
- Click save

To provide additional information about a specific annotation, click on the More > link followed by the Edit icon to open the record for that specific annotation. Here you can add Keywords, Relationships, and Alternate Names for that specific annotation.

Click the “edit representation” link in the Inspector to go back to the media representation record.

RELATIONSHIPS -----

Relate Entities, Places, and Occurrences to the media representation

ALTERNATE NAMES -----

Provide alternate names/titles for the media representation so users can find it!

Sound

After the file is uploaded, click on Edit icon to open the record for that specific media representation.

BASIC INFO -----

Add a Title for the Image
Add a Caption
Select Access and Status levels

ANNOTATIONS -----

Annotations allow you to select sections of time-based media. You can create as many Annotations as you need/want related to a media representation.

- Enter the Start point in the timecode for the section (in hh:ss:ff format)
- Enter the End point in the timecode for the section (in hh:ss:ff format)
- Enter a Title
- Click save

To provide additional information about a specific annotation, click on the More > link followed by the Edit icon to open the record for that specific annotation. Here you can add Keywords, Relationships, and Alternate Names for that specific annotation.

Click the “edit representation” link in the Inspector to go back to the media representation record.

RELATIONSHIPS -----

Relate Entities, Places, and Occurrences to the media representation

ALTERNATE NAMES -----

Provide alternate names/titles for the media representation so users can find it!

| Level | NFAI Data Field | DACS Element | EAD |
|------------|-------------------------------------|---|--|
| Repository | NFAI_Identifier | | |
| Repository | Name | 2.2 Repository | ead/archdesc/did/repository/corpname |
| Repository | Alternate Name | | |
| Repository | Type | | |
| Repository | State | | |
| Repository | Description w/ source | | |
| Repository | Contact | | |
| Repository | Contact_Role | | |
| Repository | Address_Street_1 | | |
| Repository | Address_Street_2 | | |
| Repository | Address_City | | |
| Repository | Address_State | | |
| Repository | Address_Zip | | |
| Repository | Phone | | |
| Repository | Email | | |
| Repository | URL | | |
| Repository | Relationships_Repositories | | |
| Repository | Relationships_Objects | | |
| Resource | Level of Description | 1 Levels of Description | ead/archdesc[@level="xxxxx"] |
| Resource | NFAI_Identifier | | ead/archdesc/did/unitid |
| Resource | Local_Identifier | | ead/archdesc/did/unitid |
| Resource | Repository | 2.2 Name and Location of Repository | ead/archdesc/did/repository/corpname |
| Resource | Title | 2.3 Title | ead/archdesc/did/unittitle |
| Resource | Alternate Title | | |
| Resource | Date w/ types | 2.4 Date | ead/archdesc/did/unitdate |
| Resource | CollectionSummary | | ead/archdesc/did/abstract |
| Resource | Creator/Contributor w/ role | 2.6 Name(s) of Creator(s) | ead/archdesc/did/origination/ |
| Resource | Extent | 2.5 Extent | ead/archdesc/did/physdesc/extent |
| Resource | Language | 4.5 Language and scripts | ead/archdesc/did/langmaterial/language |
| Resource | Finding Aid URL | 4.6 Finding aids | ead/archdesc/otherfindaid |
| Resource | Subject_Topical | | ead/archdesc/controlaccess/subject |
| Resource | Subject_Temporal | | <date> |
| Resource | Subject_Geographic | 13 Form of Geographic Names | ead/archdesc/controlaccess/geogname |
| Resource | Georeference | | ead/archdesc/controlaccess/geogname |
| Resource | Subject_Name | 12 Form of Names for People and Families 14 Form of Names for Corporate Bodies | ead/archdesc/controlaccess/ |
| Resource | Administrative_Biographical_History | 2.7 Administrative/Biog history | ead/archdesc/bioghist/p |
| Resource | Scope_Content | 3.1 Scope and Content | ead/archdesc/scopecontent/p |
| Resource | Arrangement | 3.2 System of arrangement | ead/archdesc/arrangement/p |
| Resource | Access_Restrictions | 4.1 Conditions governing access | ead/archdesc/accessrestrict/p |
| Resource | Use_Repro_Restrictions | 4.4 Conditions governing reproduction and use | ead/archdesc/userrestrict |
| Resource | Copyright_Notice | | |
| Resource | Custodial_History | 5.1 Custodial History | ead/archdesc/custodhist/p |
| Resource | Acquisition_Information | 5.2 Immediate Source of Acquisition | ead/archdesc/acqinfo/p |
| Resource | Appraisal_Disposition | 5.3 Appraisal, Destruction, Scheduling information | ead/archdesc/appraisal/p |
| Resource | Accrual_Method | 5.4 Accruals | ead/archdesc/accruals/p |
| Resource | Location_Originals | 6.1 Existence and Location of Originals | ead/archdesc/originalsloc |
| Resource | Location_Copies | 6.2 Existence and Location of Copies | ead/archdesc/altformavail |
| Resource | Related_Material | 6.3 Related Archival Materials | ead/archdesc/relatedmaterial |
| Resource | Publication_Notes | 6.4 Publication Note | ead/archdesc/bibliography |
| Resource | General_Notes | 7.0 Notes | ead/archdesc/processinfo/p |
| Resource | Preferred_Citation | | ead/archdesc/prefercite/p |
| Resource | URL | | |
| Resource | Relationships_Objects | 6.3 Related Archival Materials | ead/archdesc/relatedmaterial |
| Resource | Relationships_Entities | 2.6 Name(s) of Creator(s) | ead/archdesc/did/origination/ |
| Resource | Relationships_Repositories | 2.2 Name and Location of Repository | ead/archdesc/did/repository/corpname |

| Level | NFAI Data Field | DACS Element | EAD |
|--------------|----------------------------------|--|------------------------|
| Pers/CB/Mtgs | Entity_Type | 11.6 Type of entity | |
| Pers/CB/Mtgs | NFAI_Identifier | 11.19 Authority record identifier | |
| Pers/CB/Mtgs | Alternate_Identifier w/ Source | 11.19 Authority record identifier | |
| Pers/CB/Mtgs | Preferred Name | 11.5 Standardized form of name | |
| Pers/CB/Mtgs | Deceased | | |
| Pers/CB/Mtgs | Deceased Primary Contact | | |
| Pers/CB/Mtgs | LC Name Authority | 11.5 Standardized form of name | |
| Pers/CB/Mtgs | Entity Date | 10.18, 10.27 Dates | |
| Pers/CB/Mtgs | Biography / History w/ Source | 10.14, 10.25 Biographical/ Administrative history | |
| Pers/CB/Mtgs | Administrative Note | | |
| Pers/CB/Mtgs | Alternate Name | 11.7 Parallel forms of name; 11.10 Other forms of names | |
| Pers/CB/Mtgs | Address_Street_1 | 10.19 Place of residence | |
| Pers/CB/Mtgs | Address_Street_2 | 10.19 Place of residence | |
| Pers/CB/Mtgs | Address_City | 10.19 Place of residence | |
| Pers/CB/Mtgs | Address_State | 10.19 Place of residence | |
| Pers/CB/Mtgs | Address_Zip | 10.19 Place of residence | |
| Pers/CB/Mtgs | Phone | | |
| Pers/CB/Mtgs | Email | | |
| Pers/CB/Mtgs | External Biographical Link (URL) | | |
| Pers/CB/Mtgs | Relationships_Entities | 11.13 Names of related entities | |
| Pers/CB/Mtgs | Relationships_Objects | 11.28 Identifiers and titles of related resources (includes types and nature) | |
| Level | NFAI Data Field | MARC | Dublin Core |
| Repository | NFAI_Identifier | | |
| Repository | Name | | Creator |
| Repository | Alternate Name | | |
| Repository | Type | | |
| Repository | State | | |
| Repository | Description w/ source | | |
| Repository | Contact | | |
| Repository | Contact_Role | | |
| Repository | Address_Street_1 | | |
| Repository | Address_Street_2 | | |
| Repository | Address_City | | |
| Repository | Address_State | | |
| Repository | Address_Zip | | |
| Repository | Phone | | |
| Repository | Email | | |
| Repository | URL | | |
| Repository | Relationships_Repositories | | |
| Repository | Relationships_Objects | | |
| Resource | Level of Description | 351\$c | |
| Resource | NFAI_Identifier | 099 Local free-text call number | |
| Resource | Local_Identifier | 099 Local free-text call number | |
| Resource | Repository | 852 \$u Location | |
| Resource | Title | 245 Title statement | Title |
| Resource | Alternate Title | | |
| Resource | Date w/ types | 245 \$f Title statement/inclusive dates | Date |
| Resource | CollectionSummary | 520 Summary, etc. | |
| Resource | Creator/Contributor w/ role | 100 Main entry–personal name 110 Main entry–corporate name 111 Main entry–meeting name | Creator or Contributor |
| Resource | Extent | 300 Physical description | Format [Extent] |
| Resource | Language | 546 Language | Language |
| Resource | Finding Aid URL | 555 | |
| Resource | Subject_Topical | 650 Subject Added Entry–Topical Term | Subject |

| Level | NFAI Data Field | MARC | Dublin Core |
|--------------|-------------------------------------|---|-----------------------------------|
| Resource | Subject_Temporal | | Coverage [Temporal] |
| Resource | Subject_Geographic | 651 Subject--geographic name | Coverage [Spatial] |
| Resource | Georeference | | Coverage [Spatial] |
| Resource | Subject_Name | 600 Subject--personal name | Subject |
| Resource | Administrative_Biographical_History | 545 Biographical or historical data | Description |
| Resource | Scope_Content | 520 Summary, etc. | Description [Abstract] |
| Resource | Arrangement | 351 Organization and arrangement | Description |
| Resource | Access_Restrictions | 506 Restrictions on access | Rights [AccessRights] |
| Resource | Use_Repro_Restrictions | 540 Terms governing use and reproduction | Rights [AccessRights] |
| Resource | Copyright_Notice | | Rights [AccessRights] |
| Resource | Custodial_History | 561 Ownership and custodial history | Description |
| Resource | Acquisition_Information | 541 Immediate source of acquisition | Accrual Method |
| Resource | Appraisal_Disposition | 583 Action | Description |
| Resource | Accrual_Method | 584 Accumulation and frequency of use | |
| Resource | Location_Originals | 535 Location of originals/duplicates | |
| Resource | Location_Copies | 530 Additional physical form available | |
| Resource | Related_Material | 544 Location of other archival materials | |
| Resource | Publication_Notes | | |
| Resource | General_Notes | | |
| Resource | Preferred_Citation | 524 Preferred citation of described materials | |
| Resource | URL | 856 \$u Electronic location and access | |
| Resource | Relationships_Objects | 544 Location of other archival materials | |
| Resource | Relationships_Entities | 100 Main entry--personal name | Subject, or Creator / Contributor |
| | | 110 Main entry--corporate name | |
| | | 111 Main entry--meeting name | |
| | | 600 Subject--personal name | |
| Resource | Relationships_Repositories | 852 \$u Location | |
| Pers/CB/Mtgs | Entity_Type | | |
| Pers/CB/Mtgs | NFAI_Identifier | | |
| Pers/CB/Mtgs | Alternate_Identifier w/ Source | | |
| Pers/CB/Mtgs | Preferred Name | | |
| Pers/CB/Mtgs | Deceased | | |
| Pers/CB/Mtgs | Deceased Primary Contact | | |
| Pers/CB/Mtgs | LC Name Authority | | |
| Pers/CB/Mtgs | Entity Date | | |
| Pers/CB/Mtgs | Biography / History w/ Source | | |
| Pers/CB/Mtgs | Administrative Note | | |
| Pers/CB/Mtgs | Alternate Name | | |
| Pers/CB/Mtgs | Address_Street_1 | | |
| Pers/CB/Mtgs | Address_Street_2 | | |
| Pers/CB/Mtgs | Address_City | | |
| Pers/CB/Mtgs | Address_State | | |
| Pers/CB/Mtgs | Address_Zip | | |
| Pers/CB/Mtgs | Phone | | |
| Pers/CB/Mtgs | Email | | |
| Pers/CB/Mtgs | External Biographical Link (URL) | | |
| Pers/CB/Mtgs | Relationships_Entities | | |
| Pers/CB/Mtgs | Relationships_Objects | | |