

CCAP Fields and Usage Guidelines

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This document provides a detailed explanation of each of the fields which appear in the accompanying spreadsheet. The spreadsheet is intended as a model for museums and archives which are intending to provide data for the [CCAP database](#). Each column in the spreadsheet is headed with a field name, and each field name is explained in the table below.

There are two methods for uploading data into the CCAP database: manual entry or creating a batch spreadsheet for ingestion. Manual entry is recommended if you have fewer than 100 items to add.

Manual Entry

Entries in the AtoM database adhere to the RAD standard, which you can find here: [<http://www.cdncouncilarchives.ca/archdesrules.html>](http://www.cdncouncilarchives.ca/archdesrules.html)

To make manual entries (ie: one item at a time) you will be given editing privileges in AtoM (or in some cases an RA will do this task for you). Please be aware that there are a large number of fields, some of which are mandatory. Please review the table below the "Batch" instructions for explanations of which fields are mandatory.

Please Note: Before you enter any data, ensure your organization has been added to the database by contacting Brian Smallshaw at b@pixelmap.ca. He will require a logo and some contact information in order to set this up for you. When your repository has been added, you should be able to see it on this page:

[<https://ccap.uvic.ca/index.php/repository/browse>](https://ccap.uvic.ca/index.php/repository/browse)

If you click on your repository, you should be able to see its "Identifier", which is the prefix you will need when entering data (see below).

To begin entering data, follow the link: <https://ccap.uvic.ca/index.php/> and log into the database using your ID and password.

Once you are logged in, click on the **+** (“add”) icon. From here click on “Archival Description.” You are now ready to fill in the fields.

Please take note of these important guidelines before entering information:

1. Every item must be associated with a repository. (This should happen automatically for most people entering data. If it does not, contact Brian).
2. Every item must have a unique identifier which begins with the three- or four-letter prefix assigned to the repository followed by an underscore; so Cumberland items begin with CUMB_, and Esquimalt items begin with EMA, etc. If you are unsure of your prefix, please follow the instructions above to see your repository information, or contact Brian Smallshaw.
3. The more fields you can fill in the better. It is especially important to fill in the mandatory fields. AtoM will flag unfilled fields; however, it will not force you to fill them in before you upload.
4. When dealing with Fonds, consult the RAD standard. If in doubt, create an Item and add information about the other levels of description in the notes fields.

Below is a quick guide to filling in the most common fields. A more comprehensive list of all fields and explanations follows in the table below the “Batch” instructions.

Title Proper (required field): Use the title that the archive uses. If no title exists, create a brief descriptive title. Use title case (ie: Teapot and Cup).

Level of Description: use “Item” unless you know that you're dealing with a more complex structure such as a Fond and you understand how to create a Fond-level description, and then add sub-items.

Repository (required field): select the archival institution from the pull down list. If your repository does not show up, stop entry and contact Brian Smallshaw.

Identifier: this is the accession number with the institutional prefix_ added. This prefix is a unique identifier of 3-4 letters for all items associated with a single repository. For example, Sidney Museum and Archives uses the prefix SMA_

Physical Description: copy and paste the physical description into this field.

Notes Area: field for information such as immediate source of acquisition, Donor name, etc.

Administration area: select “draft” or “publish”. We recommend that you choose "draft" initially, and when you've checked to make sure the record looks as it should, choose "publish". When an item is in "draft" mode, only logged-in users (editors and administrators) can see it.

Click “Create”

Once an entry is created you may add an image:

Click on “More”

Choose “link digital object”

Find the image file on your local hard drive

Click “Create”

Photo Specs for AtoM upload:

2000 pixels max dimension

All images should be under 1 megabyte

Colour RGB

1 photo per record

Batch

Preparing your data for ingestion involves creating a spreadsheet matching the one which accompanies this document (the same column headers, in the same order) with one row for each record you wish to provide to the CCAP database, with all the required fields completed. You may create this spreadsheet mechanically from your own record system, or manually. When we receive the spreadsheet, we will process it into a form which the AtoM database can understand, and then ingest it; we will then give you editing privileges over your own repository information and data in the database so that you can enhance, tweak, or otherwise improve the quality of the data in the CCAP database. Once you are happy with what you see, you can change its status from Draft to Published.

Please try to follow the guide as closely as possible; if your data does not conform with the standard field requirements, it may not be imported successfully into the database.

Please contact Martin Holmes (mholmes@uvic.ca) for help if there's anything you don't understand.

Fields with a grey background are optional.

Field Descriptions:

Field Name	Usage/Values
identifier	<p>The Accession ID. Since this may need to be unique within the system, we will prepend the repository identifier to it, during the ingestion process.</p> <p>NOTE: This should not contain spaces or punctuation. It should ideally consist only of numbers, letters, periods, dashes and underscores. Each identifier must be unique. Examples:</p> <p>980.245.995 b23456A</p>
legacyId	<p>If another identifier is associated with the item in the original repository, that id might be included here.</p>
title	<p>The descriptive title of the object. Please be consistent in your use of capitalization, using either sentence case ("Green ceramic teapot") or title case ("Green Ceramic Teapot").</p>
radGeneralMaterialDesignation	<p>This must be one of the following controlled values (dictated by the RAD standard):</p> <p>Architectural drawing Cartographic material Graphic material Moving images Multiple media Object Philatelic record Sound recording Technical drawing Textual record</p>

	<p>In most cases, it will be Object, but different values will be appropriate for photographs, films, letters or maps.</p> <p>Please note that this is case-sensitive; "Textual Record" instead of "Textual record" (for example) will cause the import to fail.</p> <p>We have considered extending the available values, and new suggested values include:</p> <p>Clothing Furniture</p> <p>but this may make our data non-compliant.</p>
alternateTitle	Any alternative descriptor that might be useful.
levelOfDescription	<p>One of:</p> <p>Collection File Fonds Item Part Series Subfonds Subseries</p> <p>Most of the time, you will use Item, but there may be cases where higher-level groupings are desirable.</p>
repository	A standard name for your repository. This should be the formal complete name ("Cumberland Museum and Archives") as it will appear in the database, and it will be identical for every record you provide. We will use this name to create the repository record itself, and will contact you (or give you editing privileges) to complete that information.
alternativeIdentifier	This is optional, but might be used for example for the case where an item is a photograph, and the image itself has its own identifier in the original system. NOTE: We cannot yet use this, because it's not supported for the CSV import in AtoM 2.1,

	although it will be in 2.2. We'll have to add these manually after import at the moment.
radEdition	Used for published material (books etc.) which have this sort of metadata.
radEditionStatementOfResponsibility	Used for published material (books etc.) which have this sort of metadata.
creators	<p>Person(s) or org(s) who created and/or owned the objects; separate the names with pipe characters (). For example:</p> <p>Jones, Norman Bloggs, Fred</p>
creatorHistories	<p>Brief details on those named above, again separated by pipes. For example:</p> <p>Norman Jones was a collector of 19th century Chinese artifacts. Fred Bloggs was an antique dealer in Nanaimo.</p>
creatorDate	Date of the origin or creation of the object. This is a text field, so it can include e.g. c. (circa) or decadal identifiers (1920s).
creatorDatesStart	<p>These fields are strict ISO dates (YYYY[-MM[-DD]]), and can be used to specify a date range. Example:</p> <p>1905-01-22 (=22nd Jan 1905) 1905-01 (=Jan 1905) 1905 (=1905)</p>
creatorDatesEnd	
extentAndMedium	<p>This is a physical description specifying dimensions, material, and colour, separated by semicolons.</p> <p>Dimensions should be in metric (2cmx4cmx6cm);</p> <p>Materials come from a controlled list:</p>

	<p>bone, card, ceramic, metal, mineral, paper, plastic, textile, wood</p> <p>Please let us know if you would like to add more materials to this list.</p> <p>Colours should be taken where possible from standard HTML colour names, although in the case of patterns, more info will be added.</p>
archivalHistory	Donor information where appropriate, and object history within the archive.
scopeAndContent	The artifact, and how/why it was used.
physicalCharacteristics	Any significant physical damage, factors that might prevent public viewing or access, etc.
acquisition	Donor / source of acquisition, and date.
arrangement	Any significant re-organization or re-arrangement of the components of the artifact undertaken by the archive.
language	<p>Original language(s) of the artifact (pipe-separated). Language and script identifiers should be based on W3C guidelines; if in doubt, consult Martin, because he knows about this stuff in detail.</p> <p>Examples:</p> <p>en (English)</p> <p>zh (Chinese)</p>
script	<p>Some languages may be written with multiple scripts or script variants. Especially where the script used is not the normal one for the language concerned, a script identifier should be supplied. Script identifiers should be taken from the IANA Language Subtag Registry. Example:</p> <p>Hans (Simplified script used for writing Chinese)</p> <p>Hant (Traditional Chinese)</p>

languageNote	Any additional information about language. Free text. This can also be used for links pointing to original records at the source institution's website.
findingAids	Information about any finding aids associated with the item or collection. Free text.
relatedUnitsOfDescription	Where the item is associated closely with other items (e.g. crockery part of the same set), their identifiers may be recorded here, in a pipe-separated list. NOTE: These identifiers must match the identifier field in another record.
subjectAccessPoints	We are gradually building a controlled list of "subjects"; these will form a sort of keyword system for search filtering. For the first few ingestions, I suggest we make this an open field with pipe-separated values, all lower-case.
placeAccessPoints	A pipe-separated list of places associated with the object. BC placenames should be drawn from the GeoBC Digital Gazetteer . For non-BC placenames, we should probably settle on a gazetteer; do we have any suggestions? It should incorporate Chinese locations, obviously.
nameAccessPoints	A pipe-separated list of names of people associated with the item. These will be owners, donors, creators, etc.