



# KE EMu Documentation

## Archives

Document Version 1





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## SECTION 1

# Archives

The EMu Archives utility is an extension of the Catalog module.



Enabling the Archives utility in your organization's Catalog module will require some modest customization of the module by KE Software. Please contact KE Software ([support@kesoftware.com](mailto:support@kesoftware.com)) for details.

Archival description is the process of capturing, collating, analyzing and organizing any information that serves to identify, manage, locate and interpret the holdings of an archival institution and explain the contexts and record systems from which these holdings were selected (Definition from the Society of American Archivists).

There are a number of Archiving standards and the EMu Archives utility has been developed in compliance with:

- ISAD(G) - General International Standard Archival description ([Second Edition](#)), maintained by the [International Council of Archives](#) (ICA).
- The EAD - Encoded Archival Description - document type definition (DTD), which specifies the elements for description of archival collections. EAD is maintained by the US Library of Congress in partnership with the Society of American Archivists.

The ISAD(G) standard specifies that:

- Archival finding aids (descriptions of archival collections) are hierarchical and multi-level in their structure.
- Levels of description within finding aids should move from a general description of the archive at the highest level to a specific description of each individual 'record' or 'item' at the lowest level of description.

The Standard presents a set of rules for archival description that seeks to:

1. Ensure the creation of consistent, appropriate, and self explanatory descriptions.
2. Facilitate the retrieval and exchange of information about archival material.
3. Enable the sharing of authority data.
4. Make possible the integration of descriptions from different locations into a unified information system.

ISAD(G) names 26 elements that archivists can use within their finding aids to record descriptive information. There is a preferred structure for any given description and within the structure the elements are grouped in five (or six) information areas:

- **Identity Statement:** identifies what is being described and says some significant things about what it is called.
- **Context:** provides information about the origin and custody of the materials; background, context and provenance.
- **Content and Structure:** provides information about the subject matter held within the materials, its form, and the way it is arranged.
- **Condition of Access and Use:** informs users about availability.
- **Allied Materials:** tells users about other materials that are significant to the ones being described.
- There is a sixth area, **Notes**, in which anything else of interest not otherwise catered for is placed.

There has been an increasing need for an encoding standard for producing machine readable finding aids that would facilitate distribution of these aids via the internet. This is where the EAD comes in.

The EAD, or Encoded Archival Description, is a developing standard for encoding archive and library finding aids in the form of an SGML DTD (Standard Generalised Markup Language Document Type Definition). SGML is a neutral encoding system that makes it possible to share and reuse information in documents across software applications and across computing platforms.

Like ISAD(G), the EAD assumes that an encoded finding aid consists of hierarchically organised information that describes a unit of records or papers along with its component parts. The EAD standard's document type definition (DTD) specifies the elements to be used to describe a manuscript collection as well as the arrangement of those elements. The EAD tag set has 146 elements and is used both to describe a collection as a whole, and also to encode a detailed multi-level inventory of the collection.

See also:

- [Official Site](#) of the Encoded Archival Description.
- Encoded Archival Description Tag Library, Version 2002: [EAD Elements by Tag Name](#).

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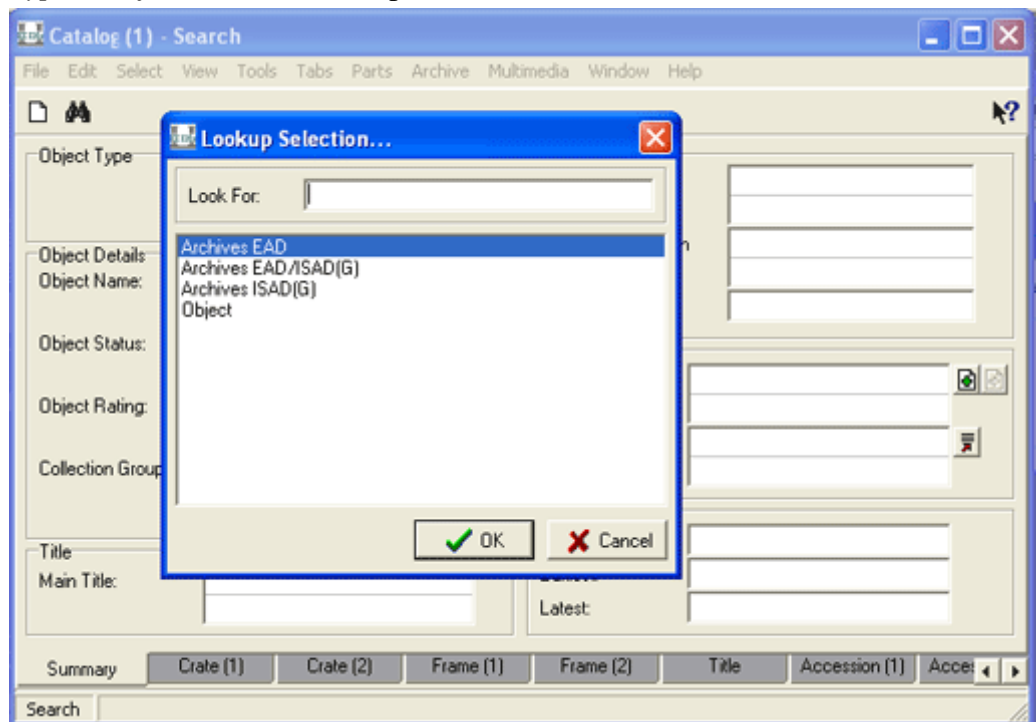
## Archives Tabs

The EMu Archives utility is an extension of the Catalog module. There are a number of Archiving standards and the EMu Archives utility has been developed in compliance with:

- ISAD(G) - General International Standard Archival description ([Second Edition](#)), maintained by the [International Council of Archives](#) (ICA).
- The EAD - Encoded Archival Description - document type definition (DTD), which specifies the elements for description of archival collections. EAD is maintained by the US Library of Congress in partnership with the Society of American Archivists.

Tabs are grouped together according to each standard:

- To specify ISAD(G), EAD or both in Search mode, select from the *Object Type: (Object Details)* Lookup List:



- To specify ISAD(G), EAD or both in New mode, select from the *Object Type: (Object Details)* drop list:

The screenshot shows the 'Catalog (1) - New' window with the following fields and options:

- Object Details:**
  - Object Type: [Dropdown menu open showing: Archives EAD, Archives EAD/ISAD(G), Archives ISAD(G)]
  - Object Name: [Text field]
  - Object Status: [Text field]
  - Object Rating: [Text field]
  - Collection Group: [Text field with asterisk]
- Accession Details:**
  - Accession No.: [Text field]
  - Accession Date: [Text field]
  - Previous Accession No.: [Text field with asterisk]
- Title:**
  - Main Title: [Text field]
- Creator Details:**

Creator's Name	Role	Date of B...	Date of D...	Nationality
[Text field with asterisk]	[Text field]	[Text field]	[Text field]	[Text field]
- Creation Details:**
  - Date Created: [Text field]
  - Earliest: [Text field]
  - Latest: [Text field]

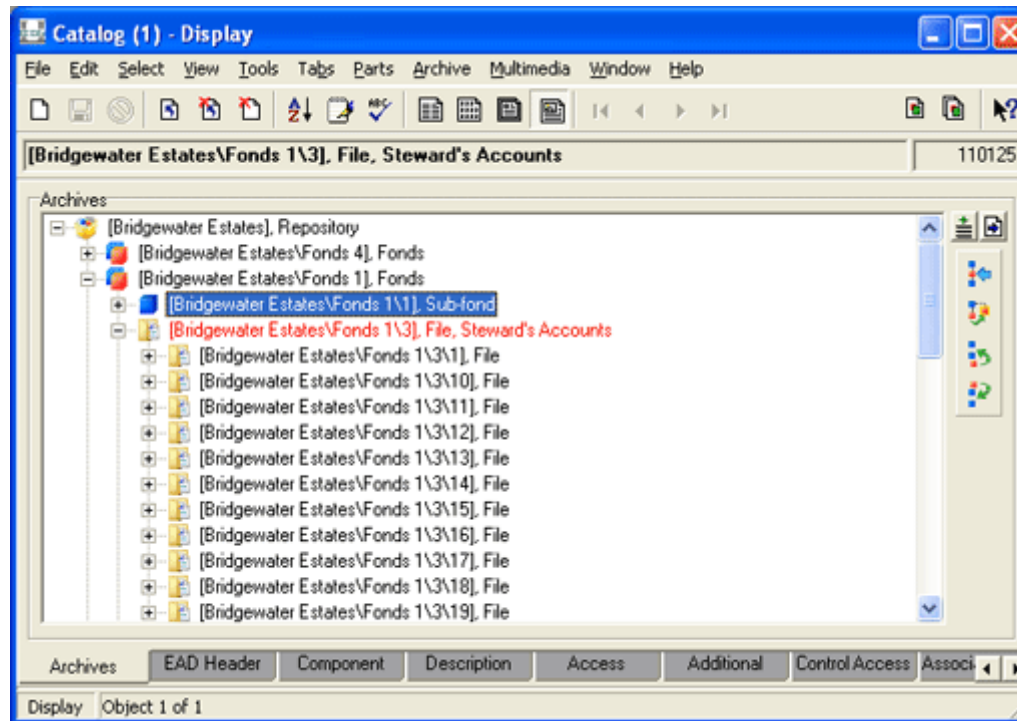
At the bottom, there are tabs for 'Summary', 'Crate', 'Frame', 'Title', 'Title 2', 'Creation (1)', 'Creation (2)', and 'EAD'. The 'Creation (1)' tab is selected. The status bar at the bottom indicates 'New Object 1 of 1'.

- Select **Archives EAD/ISAG(G)** to display all possible archives tabs.




Tab	Description
-----	-------------

Archives



The current record, in this case [Bridgewater Estates\Fonds 1\3], File, is highlighted in red.

Whenever moving through the Archives hierarchy it is a simple matter to return to the current record in the hierarchy by selecting the **Select the current record**  button.

See *How to use the Archives utility* page 23 for details about this tab and how to adjust the position of items in the Archives hierarchy.

EAD

The numerous EAD wrappers, elements and sub-elements are collected in six tabs according to the EAD standard's broad sections (eadheader, archdesc, etc.) and groups (Profile Description, File Description, etc.).

**Tab Description**

## EAD Header

The screenshot shows a software window titled "Catalog (1) - Display" with a menu bar (File, Edit, Select, View, Tools, Tabs, Parts, Archive, Multimedia, Window, Help) and a toolbar. The main area displays information for a file: "[Bridgewater Estates\Fonds 1\3], File" with ID "110125".

**Object Details:**  
Object Type: Archives EAD

**EAD Level/Component:**  
EAD Identifier: Bridgewater Estates\Fonds  
Unit ID: Bridgewater Estates\Fonds

**Profile Description:**  
Creation:  
Language of Finding Aid:  
Author of Finding Aid:  
Language Code:  
Descriptive Rules:

**File Description:**  
Title Proper: Steward's Accounts  
Sub-title:  
Sponsor:  
Edition Statement:  
Publication Statement:  
Note Statement:

**Revision Description:**  
Revision Date:  
Revision:  
Revision By:

At the bottom, there are tabs: Archives, EAD Header, Component, Description, Access, Additional, Control Access, Associ. The "EAD Header" tab is selected. The status bar shows "Display Object 1 of 1700".

Detailed information about each EAD element can be found by following the links below to The Library of Congress definition:

**Level/Component**

- [EAD Identifier](#)
- [Unit ID](#)

**Profile Description**

- [Language of Finding Aid](#)
- [Author of Finding Aid](#)

Tab	Description
	<ul style="list-style-type: none"><li>• <a href="#">Language Code</a></li><li>• <a href="#">Descriptive Rules</a></li></ul>
	<p><a href="#">File Description</a></p> <ul style="list-style-type: none"><li>• <a href="#">Title Proper</a></li><li>• <a href="#">Sub-title</a></li><li>• <a href="#">Sponsor</a></li><li>• <a href="#">Edition Statement</a></li><li>• <a href="#">Publication Statement</a></li><li>• <a href="#">Note Statement</a></li></ul>
	<p><a href="#">Revision Description</a> (for information about):</p> <ul style="list-style-type: none"><li>• Revision Date</li><li>• Revision</li><li>• Revision By</li></ul>

**Tab Description**

## Component

The screenshot shows a software window titled "Catalog (1) - Display" with a menu bar (File, Edit, Select, View, Tools, Tabs, Parts, Archive, Multimedia, Window, Help) and a toolbar. The main area is divided into several sections:

- Unit Details:** Repository (empty), EAD ID (Bridgewater Estates\Fonds 1\3), Unit ID (Bridgewater Estates\Fonds 1\3), Level Attribute (File), Component Level (3), Unit Title (empty), Unit Date (1724-1843), Earliest (1724), Latest (1843), Origination/Creator (empty), Previous ID (empty).
- Physical Details:** Physical Description (empty), Notes (empty), Extent (1 12 volumes, 406 items), Dimensions (empty), Genre/Physical (empty), Physical Facet (empty).
- Material Details:** Material Specific (empty), Abstract (empty), Language of Material (empty), Language Code (empty).

At the bottom, there are tabs for "Archives", "EAD Header", "Component", "Description", "Access", "Additional", "Control Access", and "Associations". The "Component" tab is selected. The status bar at the bottom left says "Display Object 1 of 1700".

Detailed information about each EAD element can be found by following the links below to The Library of Congress definition:

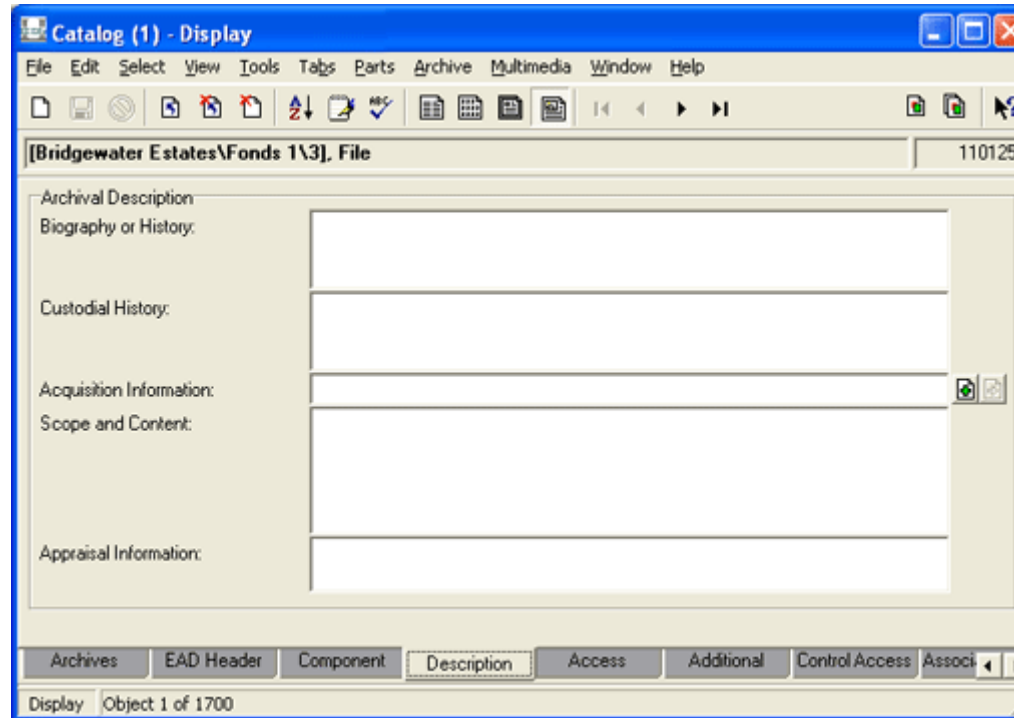
## Unit Details

- [Repository](#)
- [EAD ID](#)
- [Unit ID](#)
- Level Attribute (what level in the Archive hierarchy, e.g. Fonds, Series, Sub-fond, Sub-series, etc.)

Tab	Description
	<ul style="list-style-type: none"><li>• Component Level (See <a href="#">Component</a>)</li><li>• <a href="#">Unit Title</a></li><li>• <a href="#">Unit Date</a></li><li>• <a href="#">Origination/Creator</a></li></ul>
	<p><a href="#">Physical Details</a></p> <ul style="list-style-type: none"><li>• <a href="#">Extent</a></li><li>• <a href="#">Dimensions</a></li><li>• <a href="#">Genre/Physical</a></li><li>• <a href="#">Physical Facet</a></li></ul>
	<p>Material Details</p> <ul style="list-style-type: none"><li>• <a href="#">Material Specific</a></li><li>• <a href="#">Abstract</a></li></ul>

**Tab**      **Description**

Description



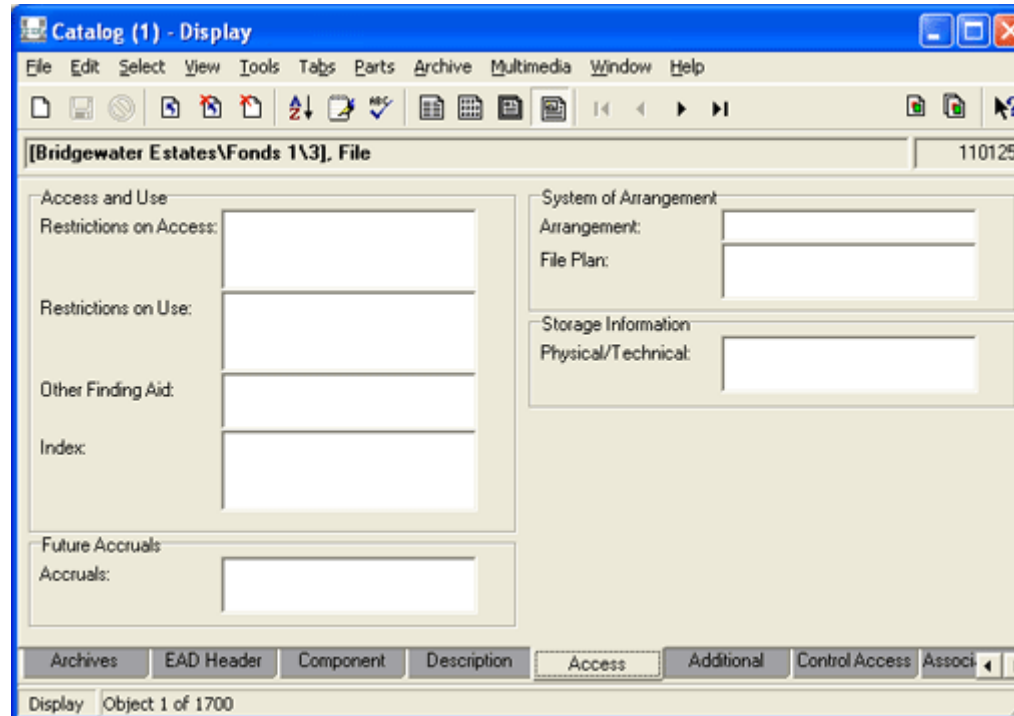
Detailed information about each EAD element can be found by following the links below to The Library of Congress definition:

[Archival Description](#)

- [Biography or History](#)
- [Custodial History](#)
- [Acquisition Information](#)
- [Scope and Content](#)
- [Appraisal Information](#)

**Tab**      **Description**

Access



Detailed information about each EAD element can be found by following the links below to The Library of Congress definition:

Access and Use

- [Restrictions on Access](#)
- [Restrictions on Use](#)
- [Other Finding Aid](#)
- [Index](#)

Future Accruals

Tab	Description
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- [Accruals](#)

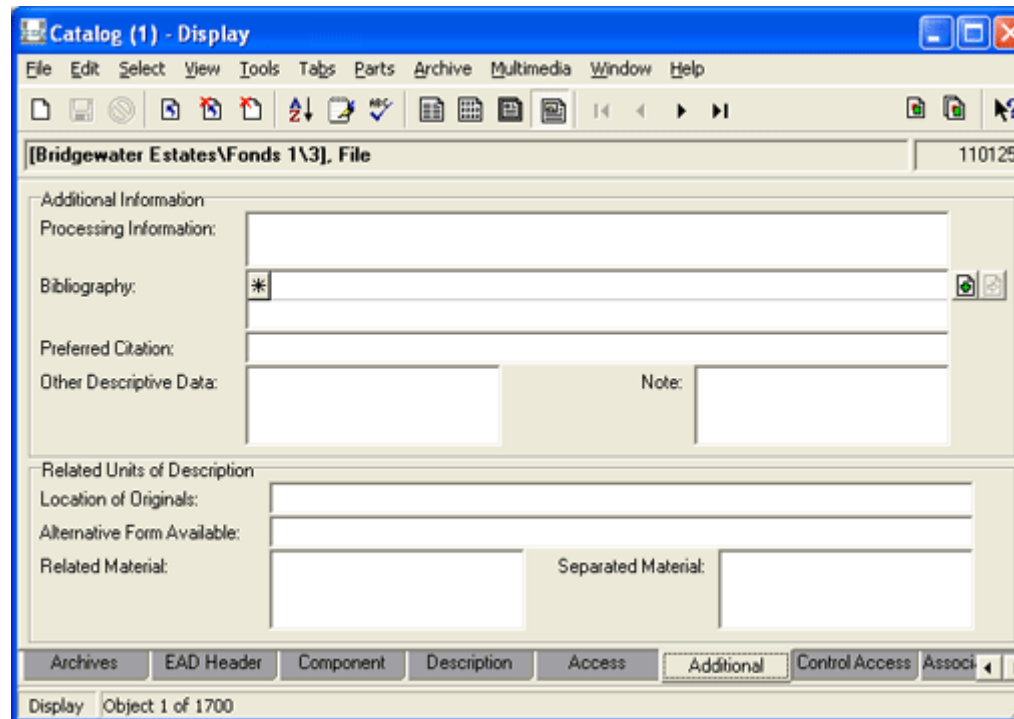
System of Arrangement

- [Arrangement](#)
- [File Plan](#)

Storage Information

- [Physical/Technical](#)

Additional



Detailed information about each EAD element can be found by following the links below to The Library of Congress definition:



Tab	Description
	<p data-bbox="571 328 869 355">Additional Information</p> <ul data-bbox="629 368 985 531" style="list-style-type: none"><li data-bbox="629 368 985 400">• <a href="#">Processing Information</a></li><li data-bbox="629 411 853 443">• <a href="#">Bibliography</a></li><li data-bbox="629 454 913 486">• <a href="#">Preferred Citation</a></li><li data-bbox="629 497 981 531">• <a href="#">Other Descriptive Data</a></li></ul> <p data-bbox="571 563 936 590">Related Units of Description</p> <ul data-bbox="629 603 1039 766" style="list-style-type: none"><li data-bbox="629 603 958 635">• <a href="#">Location of Originals</a></li><li data-bbox="629 646 1039 678">• <a href="#">Alternative Form Available</a></li><li data-bbox="629 689 898 721">• <a href="#">Related Material</a></li><li data-bbox="629 732 927 766">• <a href="#">Separated Material</a></li></ul>

Tab	Description
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Control  
Access

The screenshot shows a software window titled "Catalog (1) - Display". The window has a menu bar with options: File, Edit, Select, View, Tools, Tabs, Parts, Archive, Multimedia, Window, Help. Below the menu bar is a toolbar with various icons. The main area is divided into two columns. The left column is titled "Names" and contains the following fields: Personal Name, Family Name, Corporate Name, Geographic Name, Other Name, Source, and Names. Each of these fields has a small asterisk icon to its left. The right column is titled "Other Access Terms" and contains the following fields: Genre/Form, Function, Occupation, Subject, and Title. Each of these fields also has a small asterisk icon to its left. At the bottom of the window, there is a tabbed interface with several tabs: EAD Header, Component, Description, Access, Additional, Control Access (which is currently selected), Associations (1), and Associ. The status bar at the bottom of the window displays "Display Object 1 of 1700".

Detailed information about each EAD element can be found by following the links below to The Library of Congress definition:

Names

- [Personal Name](#)
- [Family Name](#)
- [Corporate Name](#)
- [Geographic Name](#)
- Other Name

Tab	Description
	<ul style="list-style-type: none"><li>• Source</li><li>• Names</li></ul> <p>Other Access Terms</p> <ul style="list-style-type: none"><li>• <a href="#">Genre/Form</a></li><li>• <a href="#">Function</a></li><li>• <a href="#">Occupation</a></li><li>• <a href="#">Subject</a></li><li>• <a href="#">Title</a></li></ul>
ISAD(G)	<p>The 26 elements of the ISAD(G) standard are collected in three tabs, across seven areas:</p> <ol style="list-style-type: none"><li>1. Identity Statement</li><li>2. Context</li><li>3. Content and Structure</li><li>4. Conditions of Access and Use</li><li>5. Allied Materials</li><li>6. Notes</li><li>7. Description Control Area</li></ol> <p>The <a href="#">ISAD(G) standard can be downloaded as a pdf</a> from the <a href="#">International Council of Archives website</a>.</p> <p>The bracketed number beside the field name is the ISAD(G) reference number for the element.</p>

**Tab Description**

## Identity

The screenshot shows a software window titled "Catalog (1) - Display" with a menu bar (File, Edit, Select, View, Tools, Tabs, Parts, Archive, Multimedia, Window, Help) and a toolbar. The main area displays the following information:

- Object Details: Object Type: Archives ISAD(G)
- ISAD(G) Identity Statement:
  - Level of Description: File
  - Reference Code: Bridgewater Estates\Fonds 1\3
  - Title: (empty)
  - Date(s): 1724-1843
  - Earliest: 1724, Latest: 1843
  - Extent and Medium: 1 12 volumes, 406 items
- Context:
  - Biographical History: (empty)
  - Archival History: (empty)
  - Immediate Source: (empty)
  - Origination/Creator: \*

At the bottom, there are tabs for Archives, ISAD(G) Identity, Content, Allied Materials, Associations (1), Location, Condition, and Value. The status bar shows "Display Object 1 of 1700".

ISAD(G) areas and the relevant ISAD(G) reference:

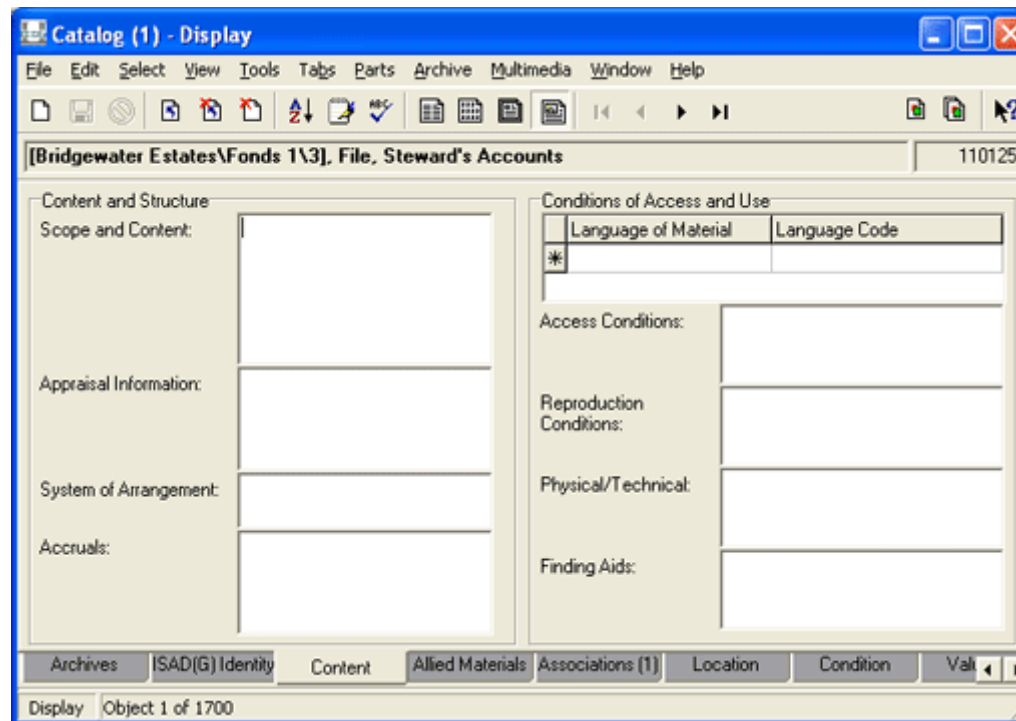
Identity Statement (3.1):

- Level of Description (3.1.4)
- Reference Code (3.1.1)
- Title (3.1.2)
- Date(s) (3.1.3)
- Extent and Medium (3.1.5)

Context (3.2):

Tab	Description
	<ul style="list-style-type: none"> <li>• Biographical History (3.2.2)</li> <li>• Archival History (3.2.3)</li> <li>• Immediate Source (3.2.4)</li> <li>• Origination/Creator (3.2.1)</li> </ul>

Content



ISAD(G) areas and the relevant ISAD(G) reference:

Content and Structure (3.3):

- Scope and Content (3.3.1)
- Appraisal Information (3.3.2)

Tab	Description
	<ul style="list-style-type: none"> <li>• System of Arrangement (3.3.4)</li> <li>• Accruals (3.3.3)</li> </ul>
	Conditions of Access and Use (3.4) <ul style="list-style-type: none"> <li>• Language Material (3.4.3)</li> <li>• Access Conditions (3.4.1)</li> <li>• Reproduction Conditions (3.4.2)</li> <li>• Physical/Technical (3.4.4)</li> <li>• Finding Aids (3.4.5)</li> </ul>

Allied  
Materials

The screenshot shows a software window titled "Catalog (1) - Display". The window has a menu bar with "File", "Edit", "Select", "View", "Tools", "Tabs", "Parts", "Archive", "Multimedia", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area displays the following information:

- Path: [Bridgewater Estates\Fonds 1\3], File, Steward's Accounts
- ID: 110125
- Allied Materials** section:
  - Location of Originals: [ ]
  - Location of Copies: [ ]
  - Related Units: [ ]
  - Publication Note: \* [ ]
- Notes Area** section:
  - Note: [ ]
- Description Control** section:
  - Date of Description: [ ]
  - Rules or Conventions: [ ]
  - Archivist's Note: [ ]

At the bottom of the window, there is a tabbed interface with the following tabs: Archives, ISAD(G) Identity, Content, Allied Materials (selected), Associations (1), Location, Condition, and Val. The status bar at the very bottom indicates "Display Object 1 of 1700".

Tab	Description
	<p>ISAD(G) areas and the relevant ISAD(G) reference:</p> <p>Allied Materials (3.5)</p> <ul style="list-style-type: none"> <li>• Location of Originals (3.5.1)</li> <li>• Location of Copies (3.5.2)</li> <li>• Related Units (3.5.3)</li> <li>• Publication Note (3.5.4)</li> </ul> <p>Notes Area (3.6)</p> <ul style="list-style-type: none"> <li>• Note (3.6.1)</li> </ul> <p>Description Control (3.7)</p> <ul style="list-style-type: none"> <li>• Date of Description (3.7.3)</li> <li>• Archivist's Note (3.7.1)</li> <li>• Rules or Conventions (3.7.2)</li> </ul>
Location	See the EMu Help for details
Condition	See the EMu Help for details
Valuation	See the EMu Help for details
Tasks	See the EMu Help for details
Notes	See the EMu Help for details
Multimedia	See the EMu Help for details
Security	See the EMu Help for details
Admin	See the EMu Help for details






## SECTION 2

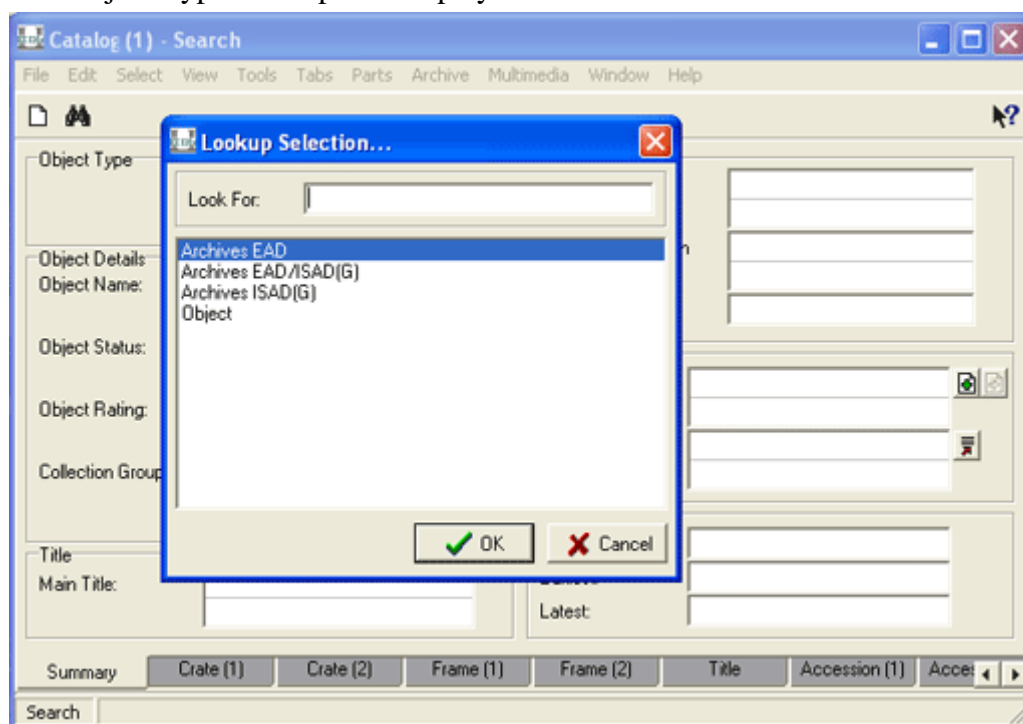
## How to use the Archives utility

### How to Search for Archives records

To search the Archives and display records using EAD tabs, ISAD(G) tabs or both EAD and ISAD(G) tabs:

1. In the Catalog module, select the **Summary** tab.
2. Select the *Object Type* **Lookup List**  button.

The Object Type Lookup List displays:



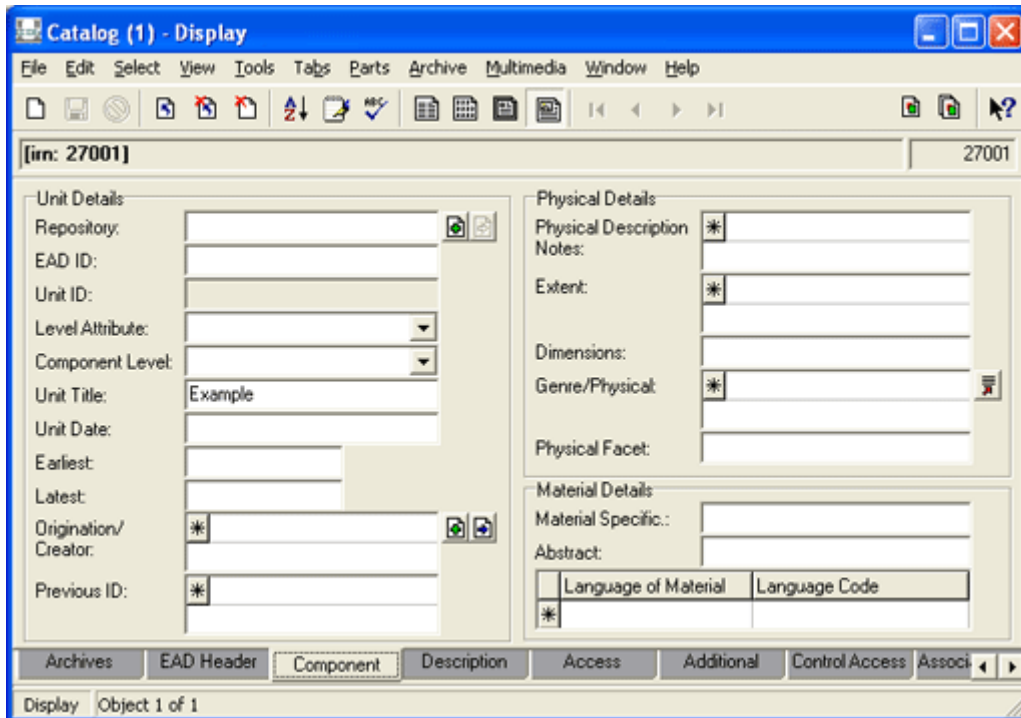
3. Select **Archives EAD**, **Archives ISAD(G)** or **Archives EAD/ISAD(G)**.
4. Add any other values required for your search.
5. Run the search (see the EMu Help for details).

### How to add an Archives record

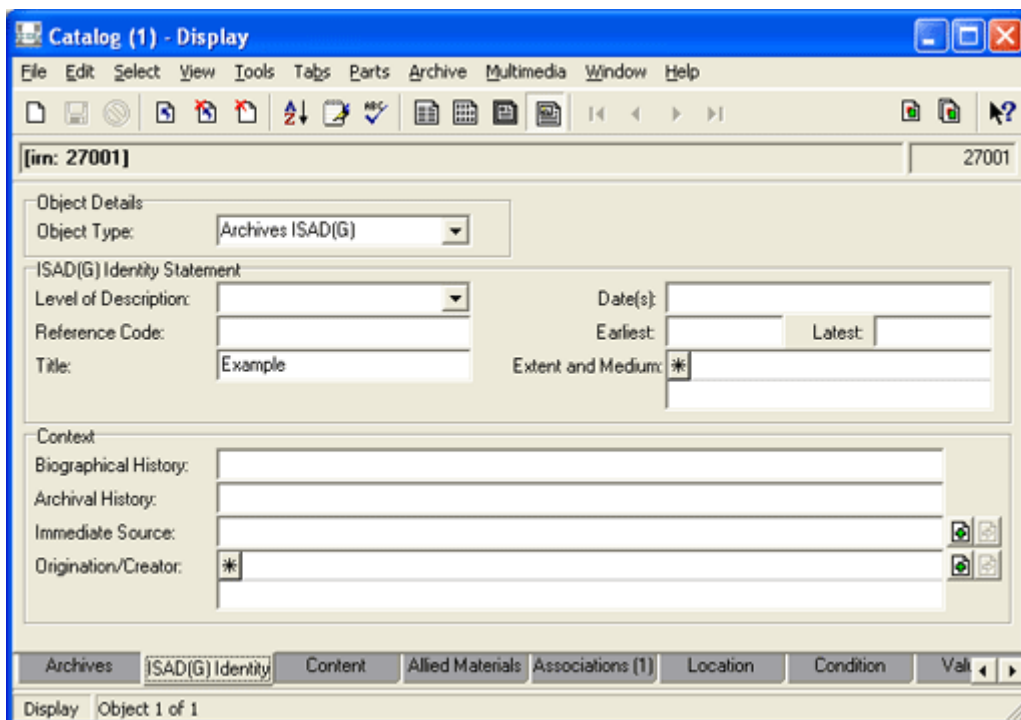
Adding an archives record is no different to adding any other record in the Catalog module.

What you will notice however is that adding values to many EAD fields will auto-populate ISAD(G) fields (and vice versa). There is considerable equivalency (or overlap) between EAD and ISAD(G) elements and adding values to a record according to one Archives standard will automatically update the equivalent fields in the other standard.

For example, the EAD field *Unit Title: (Unit Details)* holds the same value as the ISAD(G) *Title: (ISAD(G) Identity Statement)* field, and adding a value to the former:

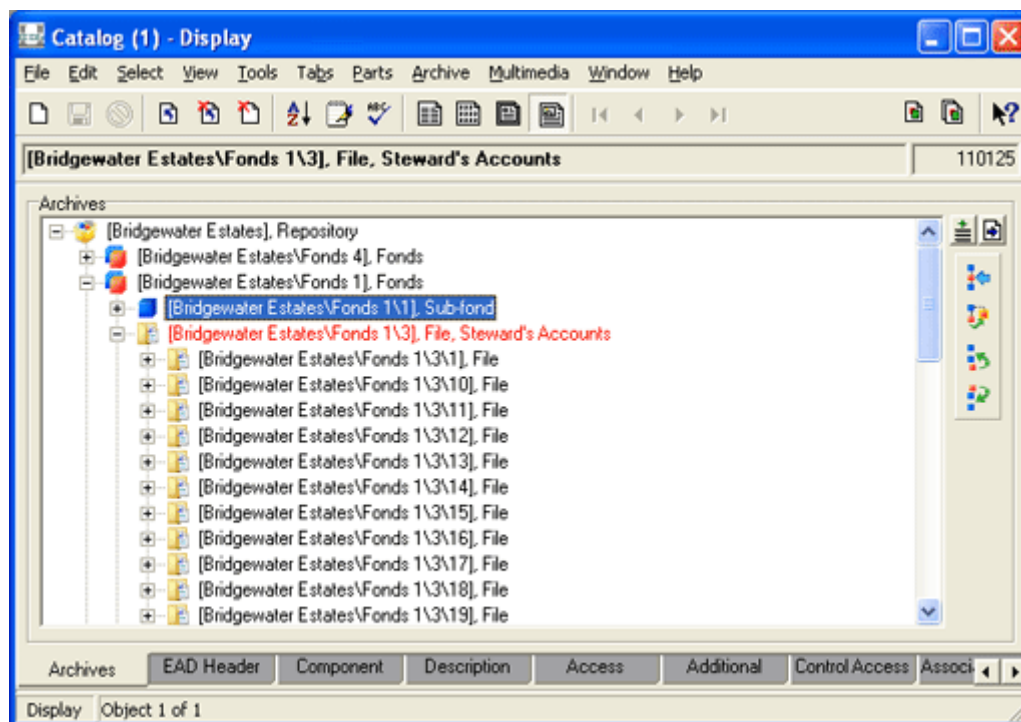




automatically updates the latter:










## How to work with the Archives tab

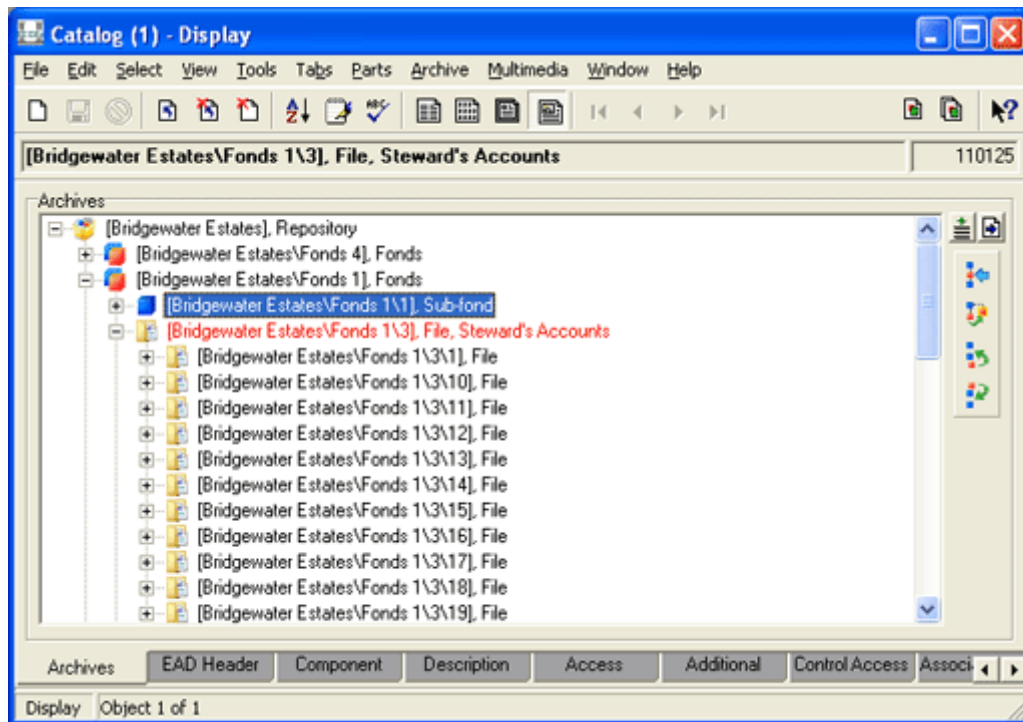
The Archives tab displays the entire contents of your Archives repository in a hierarchical view, with the current record highlighted in red:



Levels of the repository can be collapsed or expanded as necessary by selecting the Expand  or Contract  icon beside a Level. There are seven levels to the hierarchy:

Archives Icons	Level of arrangement of the unit of description
	Repository
	Fond
	Sub-fond
	Series
	Sub-series
	File
	Item

## How to rearrange the Repository hierarchy



The four buttons to the right of the Archives view are used to return to the current record and to change the position of items in the hierarchy:

## Archives Buttons

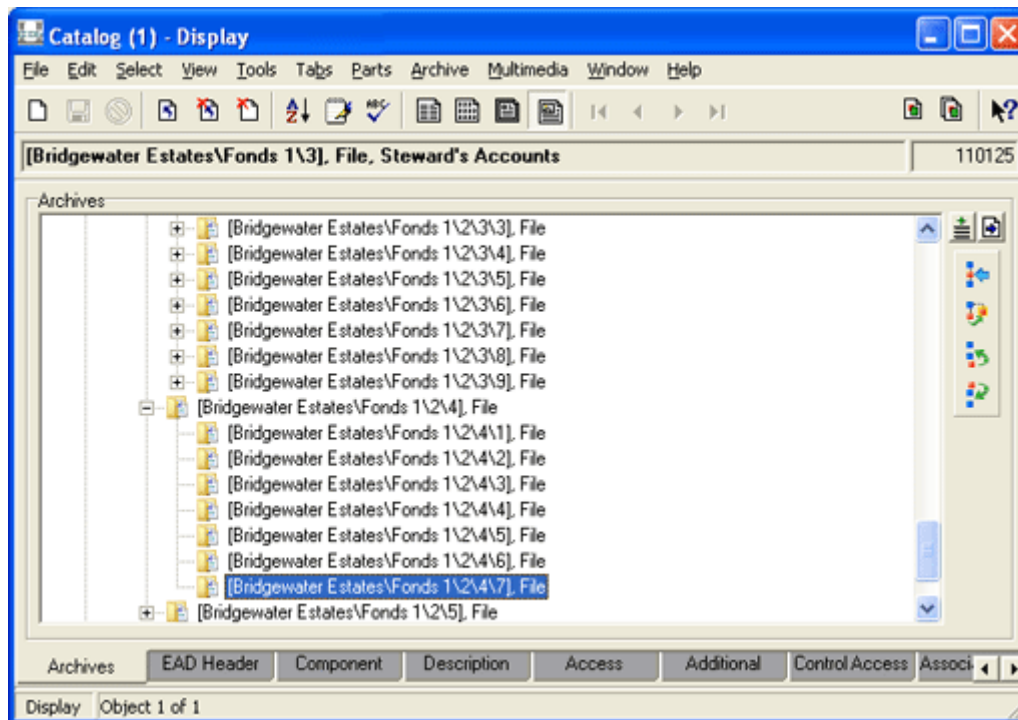
### Purpose



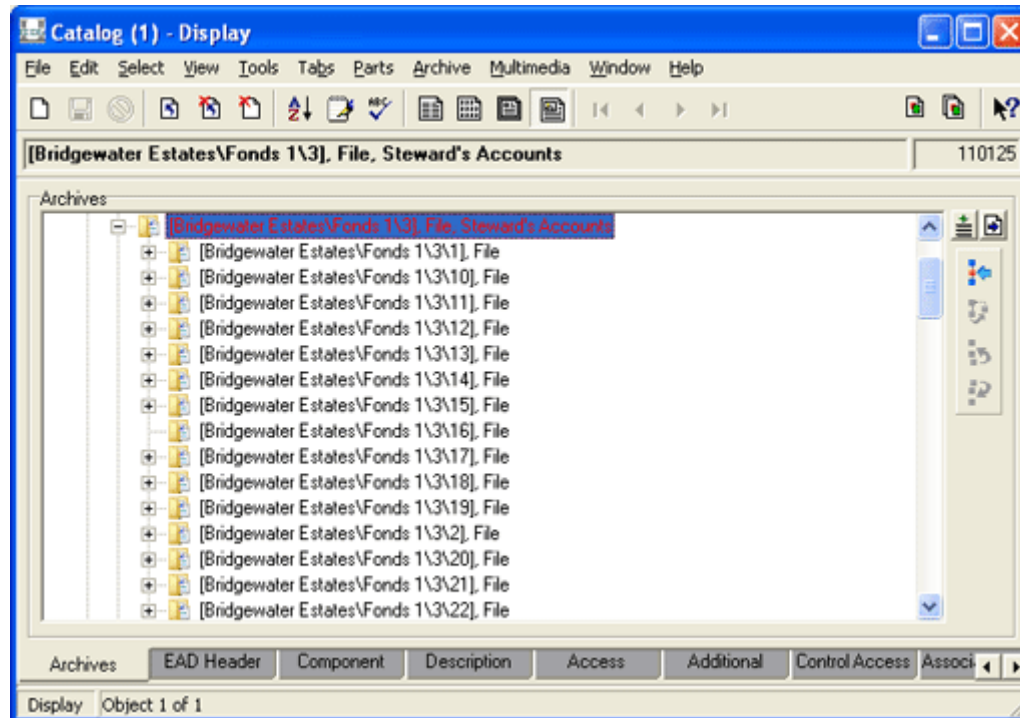
#### Select the current record

A hierarchy can contain many thousands of items; when drilling down through the items it is a simple matter to return to the current record in the hierarchy using this button.

From this position:

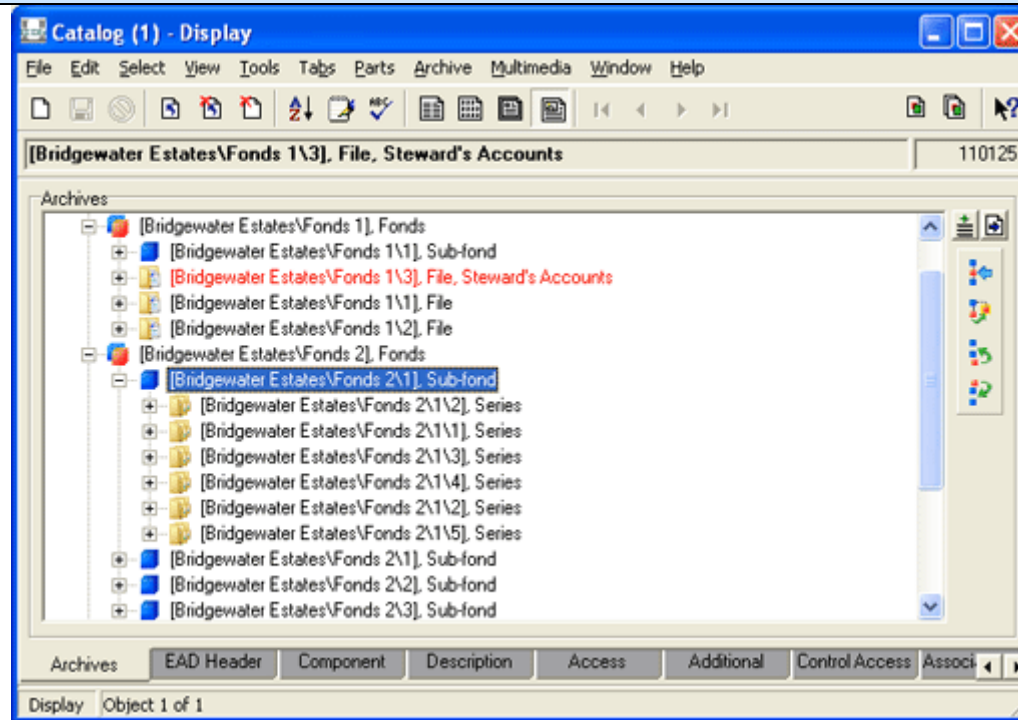



Select the **Select the current record**  button to return to the current record in the hierarchy:

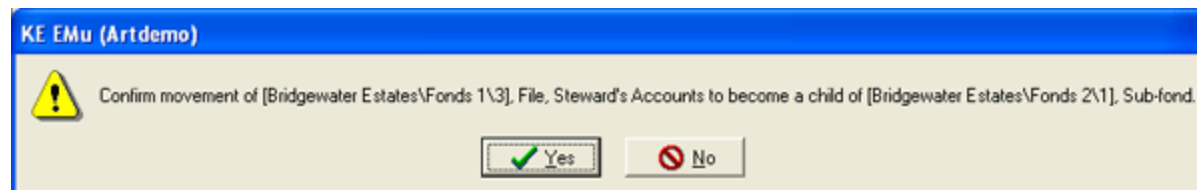
**Archives  
Buttons****Purpose****Make the current record a child of the selected record**

Select this button to make the current record a child of the selected record:

1. Select the record which is to be the new parent of the current record:

**Archives  
Buttons****Purpose**

2. Select the **Make the current record a child of the selected record**  button.  
A message displays requiring confirmation of the move:

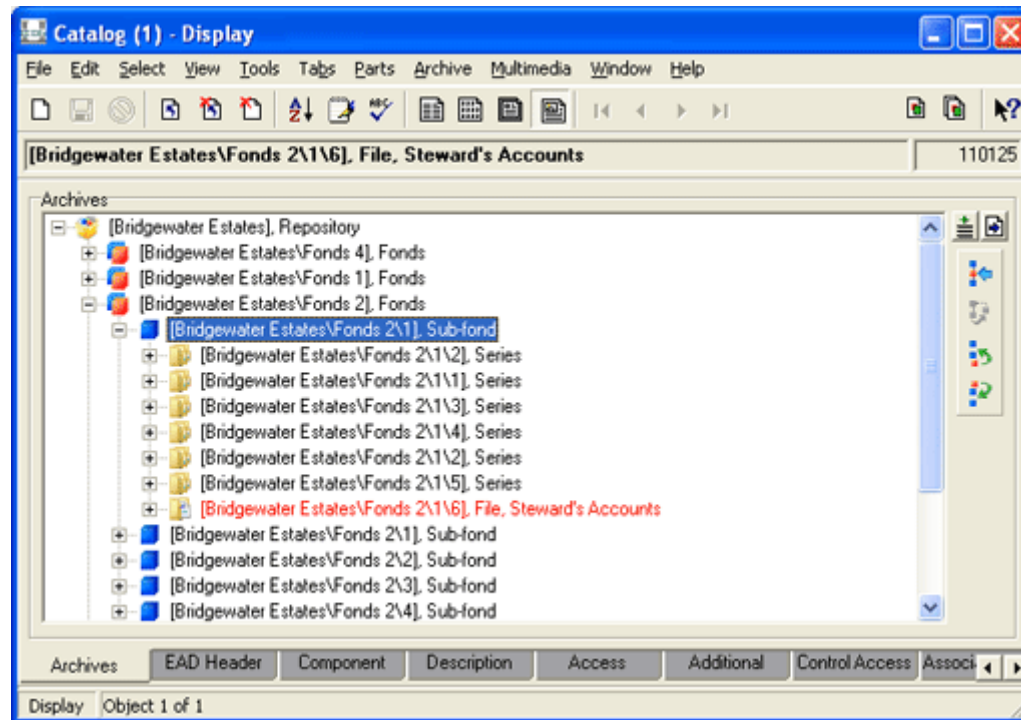


## Archives Buttons

### Purpose

3. Select **Yes**  to proceed with the move.

The current record is made a child of the selected record (and all numbering is automatically updated):

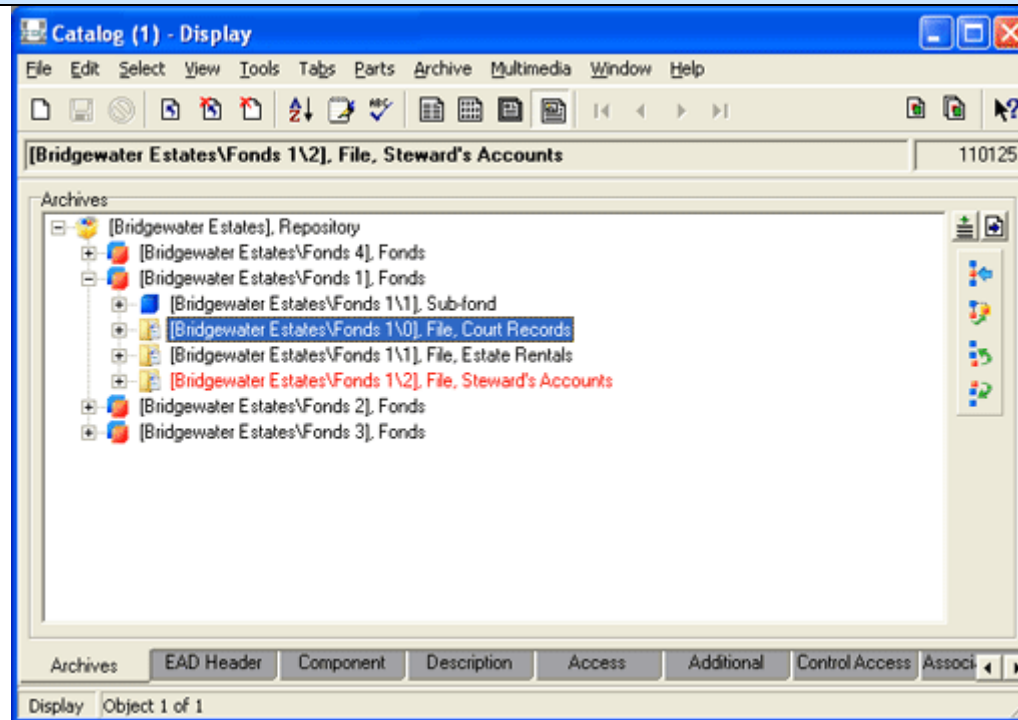


### Move the current record above the selected record

Select this button to move the current record above the selected record:

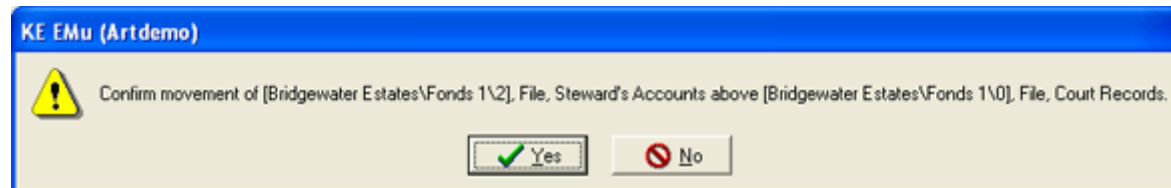
1. Select the record above which the current record will be moved:



**Archives  
Buttons****Purpose**

2. Select the **Move the current record above the selected record**  button.

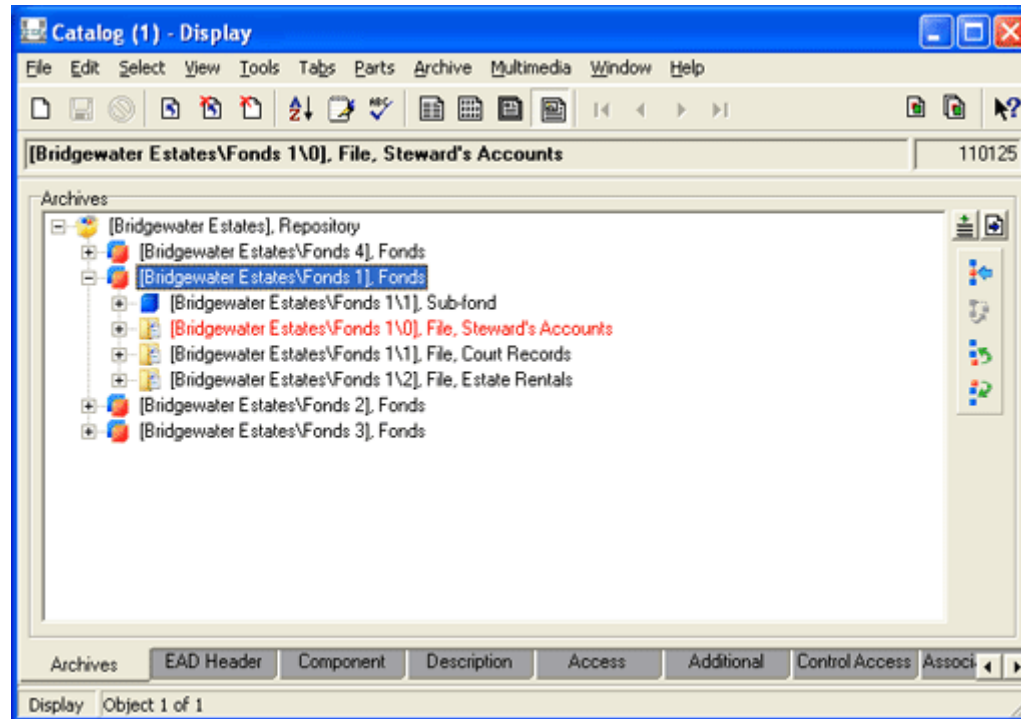
A message displays requiring confirmation of the move:



3. Select **Yes**  to proceed with the move.

**Archives  
Buttons****Purpose**

The current record is moved above the selected record (and all numbering is automatically updated):

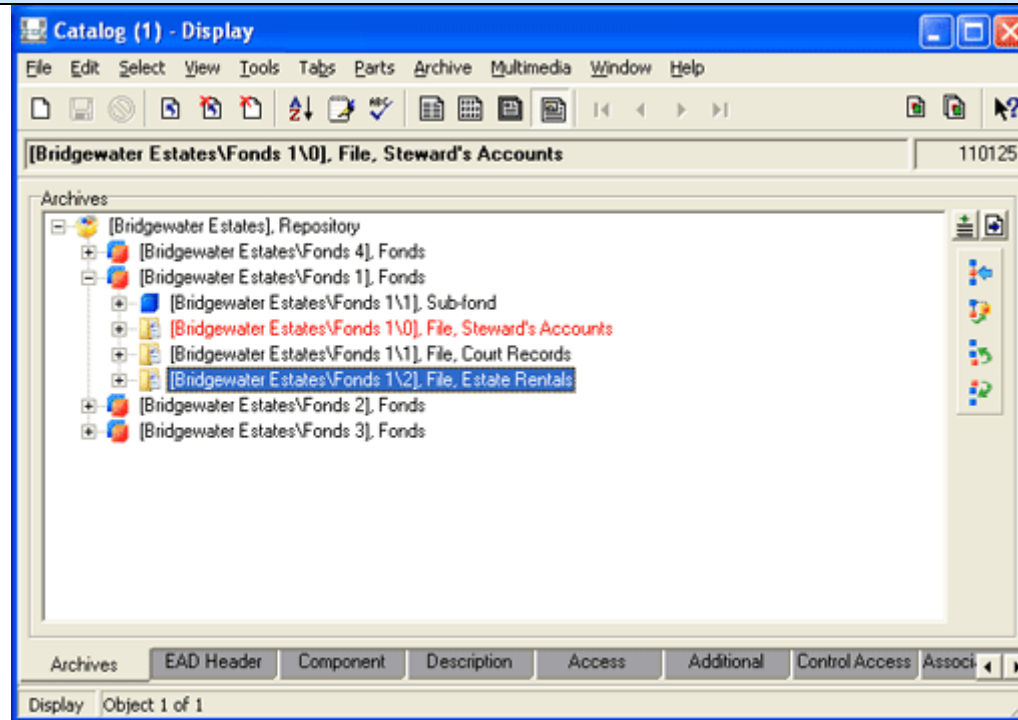
**Move the current record below the selected record**

Select this button to move the current record below the selected record:

1. Select the record below which the current record will be moved:

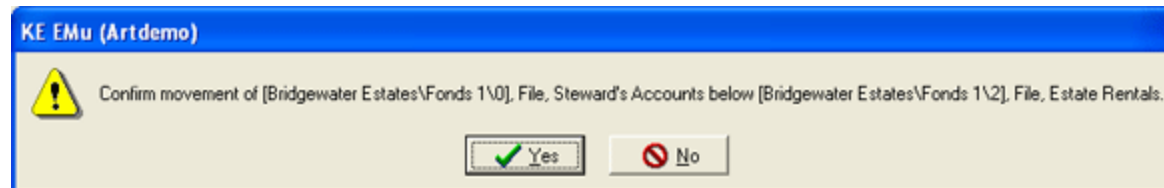
Archives  
Buttons

## Purpose



2. Select the **Move the current record below the selected record**  button.

A message displays requiring confirmation of the move:



3. Select **Yes**  to proceed with the move.

**Archives  
Buttons****Purpose**

The current record is moved below the selected record (and all numbering is automatically updated):

