

RAD Refresher

Kelly Stewart
EAS Coordinator, AABC



Rules for Archival Description (RAD)

- **RAD** was developed by the Planning Committee on Descriptive Standards set up by the Bureau of Canadian Archivists in 1987.
- The RAD Manual was published in 1990 and was last updated in July 2008.
- Now maintained by the CCAD, a committee of the CCA.



Structure of RAD

- **RAD is based on** the framework of AACR2 (*Anglo-American Cataloguing Rules*, 2nd edition), the descriptive standard used by libraries.



Structure of RAD



- Two Parts to RAD
 - Part I contains 13 chapters that tell you how to describe archival material
 - Chapter 1 contains the general rules
 - Chapters 2-13 contain rules for media
 - Part II contains 5 chapters that tell you how to determine and establish access points
- Appendices A-D

RAD 2008



- Includes
 - Rules for series as highest level of description
 - Rules for description of collections
 - New chapter for description of discrete items
 - Statement of Principles

Statement of Principles



- P1.0 Archival description should be undertaken with attention to requirements for use

Statement of Principles



- P2.0 The description of all archival material (e.g. fonds, series, collections and discrete items) should be integrated and proceed from a common set of rules.

Statement of Principles



- P3.0 *Respect des fonds* is the basis of archival arrangement and description.
 - P3.1 Description applies to all material, regardless of form or medium.

Statement of Principles



- P4.0 Creators of archival material must be described
 - P4.1 Description applies equally to records created by individuals or families, and by corporate bodies.

Statement of Principles



- P5.0 Description reflects arrangement (i.e. levels of description are determined by levels of arrangement).
 - P5.1 Levels of arrangement and description constitute a hierarchical system.
 - P5.2 Description should proceed from the general to the specific.
 - P5.3 Information provided at each level of description must be appropriate to that level.
 - P5.4 Relationships between levels must be clearly indicated.

RAD's Mnemonic Structure



- Chapter
 - Area
 - Element
 - Rule
 - Subsection of rule

Chapters



1. General Rules
2. Multiple Media
3. Textual Records
4. Graphic Materials
5. Cartographic Materials
6. Architectural and Technical Drawings
7. Moving Images
8. Sound Recordings
9. Records in Electronic Form
10. Records on Microform
11. Objects
12. Philatelic Records
13. Discrete Items

Areas



1. Title
2. Edition
3. Class of material
4. Dates of creation
5. Physical description
6. Series area
7. Archival description
8. Notes
9. Standard number

Example



- 1.4
 - Chapter 1, Area 4
 - General rules, Dates of Creation
- 6.4
 - Chapter 6, Area 4
 - Moving Images, Dates of Creation

Elements



- Specific types of information about the archival records or the creator of the records.
- Designated by a letter (not a number)

Example



- 1.4C
 - Chapter 1, Area 4, Element C
 - General rules, Dates of Creation, Place of publication, distribution, etc.
- 6.4C
 - Chapter 6, Area 4, Element C
 - Moving Images, Dates of Creation, Place of publication, distribution, etc.

Rules



- 1.4C1
 - Chapter 1, Area 4, Element C, Rule 1
 - General rules, Dates of Creation, Place of publication, distribution, etc.
 - Rule = 'For an item, transcribe a place of publication...in the form...in which it appears.'
- 6.4C1
 - Chapter 6, Area 4, Element C, Rule 1
 - Moving Images, Dates of Creation, Place of publication, distribution, etc.

ICA-AtoM and RAD



- ICA-AtoM follows RAD to the letter
- Original data structure was according to the ISAD and then mapped to RAD
- Chapter 1 General Rules only to the element only (not the rule) except for the notes

Chief Source of Information



- Where descriptive information should be taken from.
- Usually the records themselves.

Punctuation



- Punctuation rules found at 1.0C2 and in all the media chapters.
 - Full stop, space, dash, space
 - . - -
- Example:
 - Kelly Stewart fonds. - - 1975-2008. - - 12 m of textual records. - - 3 photographs.

Punctuation cont'd



- Or use full stop and carriage returns
- Example:
 - Kelly Stewart fonds.
 - 1975-2008.
 - 12 m of textual records.
 - 3 photographs.

1.1 Title and Statement of Responsibility



- Transcribe a formal title
- If there is no formal title proper, and, at the fonds and series levels there is almost never a formal title, you need to supply one
- Called the Supplied Title Proper (STP). RAD rule 1.1B2.

1.1B3 STP for a fonds



- STP for a fonds comprised of
 - Nature of the archival unit
 - fonds or collection
 - Name element (provenance)
 - Kelly Stewart
 - Como Lake Preschool
 - Example: Kelly Stewart collection
 - Example: Como Lake Preschool fonds

1.1B4. STP for parts of a fonds



- STP for parts of a fonds (series, file or item) comprised of
 - Name element - use if creator of series is substantially different from creator of fonds
 - Steve Chong
(name element for series within the Kelly Stewart fonds)
 - Nature of archival unit - incorporate form of material and reflects function, activity, transaction or subject
 - Minutes of Executive Meetings
 - Bank Statements

1.8B2 Source of Title Proper Note



- Record the source upon which the title is based. Use whenever you supply a title
- Example: Title based on contents of fonds
- Example: Title based on subject of item
- Example: Title based on provenance

1.1C General Material Designation (GMD)



- Optional
- Give the GMD term(s) that pertains to the fonds as a whole
- If you choose to do this you must do it at each lower level of description as well (unless the GMD is the same as at the higher level)
- Example:
 - Kelly Stewart fonds [textual record]

1.1C1 GMD Designations



- | | |
|-------------------------|---------------------|
| • architectural drawing | • object |
| • cartographic material | • philatelic record |
| • graphic material | • sound recording |
| • moving images | • technical drawing |
| • multiple media | • textual record |

1.1F Statements of Responsibility



- Used to identify person responsible for the content of the document
- Used at item-level only
- Used only when there is a formal title proper

1.2 Edition



- Used to record all information related to the edition of a work.
- Mostly for published items
- Example: 3rd ed.

1.3 Class of Material Specific Details



- For media that require specific types of information be included in the description, including
 - Cartographic materials
 - Architectural or technical drawings
 - Philatelic records
- Usually at the item level.

1.4 Dates of Creation, etc.



- Record the earliest and latest dates of the records at each level of description.
 - 1908-1943
- Use square brackets [] if you are unsure
 - [1823]
- If no date found you MUST estimate the nearest year, decade or century. Never use 'no date' or n.d.

1.4B2 Predominant dates



- Used when most records described are in a narrower time period than the inclusive dates.
- Example:
 - 1955-2009, predominant 1977-1997

1.4B4 Open fonds or series



- Give inclusive dates but record in a note (1.8B19) that further accruals are expected

Dating RAD



- [1867?] probable date
- [ca. 1867] approximate date
- [before 1867] terminal date
- [after 5 Jan. 1867] terminal date
- [1892 or 1893] one year or the other
- [between 1915 and 1918] use only for dates fewer than 20 years apart
- [197-] decade certain
- [186-?] probable decade
- [17-] century certain
- [17-?] probable century

1.5 Physical description



- Used to record extent, dimensions and other physical details
- Basically a number + the specific material designation.
- **Always use metric measurements**
 - Full stop used only at end of sentence
 - 12 cm of textual records, **NOT** 12 cm. of textual records

PD Punctuation



- Precede other physical details by a colon
 - 1 photograph : bwx
- Precede dimensions by a semicolon
 - 1 photograph : bwx ; 30 x 28cm
- Precede statement of accompanying material by a plus sign
 - 1 photograph : bwx ; 30 x 28 cm + 1 handkerchief

PD continued



- **Textual records**
 - Linear measurement of records
 - 40 cm of textual records
- **Graphic material**
 - Count total number
 - 200 photographs
- **Multi media**
 - Include all
 - 40 cm of textual records
 - 200 photographs

1.5B3 Three or more SMDs



- give the physical extent plus the specific material designation of the most predominant special class of material followed by the phrase "and other material"
- describe the remaining details and dimensions in a note (1.8B9)

1.5B3 Example



- 5 m of textual records and other material
- 1.8B9 Physical description note
 - "Includes 23 photographs, 75 sound recordings and 40 maps."

1.5C Other physical details



- You can qualify your physical description
 - 6 photographs : cyanotype
- See your media chapters

1.5D Dimensions



- You can give dimensions for the materials
 - 15 photographs : b x w ; 12 x 12 cm
- See your media chapters

1.5E Accompanying material



- You can give details of accompanying material either
 - In a note (1.8B9c)
 - Give # of physical units and name of material
- Example:
 - 15 photographs : b x w ; 12 x 12 cm + 1 identification key

1.6 Publisher's series area



- A 'group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole.'
- NOT the same as archival series
- Used at item-level only
- Seldom used in archival description

1.7 Archival Description Area



- Administrative history/biographical sketch
- Custodial history
- Scope and content

1.7B1 Administrative History



- Used for businesses or organizations to describe the structure and history of the organization that created the records. As much detail as is available is written in paragraph form, including the following if applicable:
 - Dates of founding / dissolution
 - Mandate/sphere of functional responsibility
 - Predecessor and successor bodies
 - Administrative relationships
 - Administrative structure
 - Names of the corporate body
 - Names of chief officers

Interesting addition



- Do not create an administrative history for a collection assembled by an archival repository. Where this information is relevant to understanding the collection, it should be presented as a general note (see 1.8B21)

1.7B2 Biographical Sketch



- Used for individuals or families to provide the user with an understanding of the context in which the records were created. It describes the history and activities of the individual or family that created the records and is written in paragraph form.

Bio sketch continued



- Name(s) - full names, married names, nicknames; place and dates of birth and death; names of children.
- Place of residence - where the person lived, relative to schooling/career.
- Education - high school, nursing school, university.
- Occupation, life and activities, including important relationships with other people or organizations and significant accomplishments such as honours, decorations and noteworthy public recognition.
- Other information: anything else that seems significant.

1.7C Custodial History



- The history of the custody of the material being described, including the successive transfers of ownership and custody of the records, along with the dates thereof. If the custodial history is unknown, record that information.
- If the material being described is acquired directly from the creator, record that information as the immediate source of acquisition (1.8B12)

1.7D Scope and Content



- indicate the level being described and give information about the scope and the internal structure of or arrangement of the records, and about their contents.

- **1.7D1. Scope and content for a fonds or collection, or for a series as the highest level of description.**



1.7D1 Fonds Scope



- For the scope of the unit being described, give information about
 - the functions and/or kinds of activities generating the records
 - the period of time
 - the subject matter
 - the geographical area to which they pertain.

1.7D1 Fonds Content



- Give information about
 - internal structure by indicating its arrangement, organization, and/or enumerating its next lowest level of description
 - summarize the principal documentary forms (e.g., reports, minutes, correspondence, drawings, speeches)

Example



- *Fonds consists of the personal and business records of John Smythe from 1945-1960. Includes personal correspondence, diaries, family photographs, business correspondence, and the financial and legal records of his business.*

1.7D2 Series Scope



- give information on
 - the specific activity or activities generating the records
 - the period of time
 - the subject matter
 - the geographical area to which they pertain

1.7D2 Series scope continued



- explain any administrative or documentary processes or procedures which explain how the series came into being.
- in cases where the series is composed of a uniform set of documents (e.g., marriage certificates) indicate the kinds of information recorded on the documents.

1.7D2 Series Content



- For the content of a series, give information about the internal structure of the series, including
 - Arrangement
 - Classification scheme
 - Documentary forms

1.7D3 File Scope



- For the scope of the file give information on
 - subject matter
 - time period
 - geographical area to which it pertains.

1.7D3 Series Content



- For the content of a file, give information about
 - the processes and procedures generating the file and/or about the transactions to which the file pertains.
 - for the internal structure of the file, give information about the arrangement of the file and its documentary forms and their relationship.
- The scope and content is discretionary if the title of the file is clear enough.

1.7D4 Item Scope & Content



- Give information on
 - subject matter
 - form
 - the data it records
 - time period
 - geographical area to which its contents pertain.
- The scope and content is discretionary if the title of the item is clear enough.

1.8 Notes



- This area is provided to add any extra information that might assist in the administration and research use of the material.
- Should be given in the order they are listed unless one note is of primary importance.
- There are 32 notes in Chapter 1

Notes



- 1.8B1 Variations in title
- 1.8B2 Supplied title proper
- 1.8B3 Parallel titles and other title information
- 1.8B4 Continuation of title
- 1.8B5 Statement(s) of responsibility
- 1.8B6 Attributions and conjectures
- 1.8B7 Edition

Notes



- 1.8B8 Dates of creation, including publication, distribution, etc.
- 1.8B8a Dates of accumulation or collection
- 1.8B9 Physical Description
 - 1.8B9a Physical condition
 - 1.8B9b Conservation
 - 1.8B9c Accompanying material
- 1.8B10 Publisher's series
- 1.9B11 Alpha-numeric designations

Notes



- 1.9B12 Immediate source of acquisition
- 1.9B13 Arrangement
- 1.9B14 Language
- 1.9B15 Originals and reproductions
- 1.9B15a Location of originals
- 1.9B15b Availability of other formats

- 1.9B16 Restrictions on access, use, reproduction and publication
 - 1.9B16a Restrictions on access
 - 1.9B16b Rights
 - 1.9B16c Terms governing use and reproduction
 - 1.9B16d Terms governing publication
- 1.9B17 Finding aids
- 1.9B18 Associated material



Notes



- 1.9B19 Accruals
- 1.9B20 Related groups of records external to the unit being described
- 1.9B21 Related groups of records within the same fonds, series or collection
- 1.9B22 General note

1.9 Standard Number



- For published items
 - ISBN
 - ISSN
 - Any other internationally agreed standard number
- NOT accession numbers or other internal #s assigned by the archives.
- Item-level only

Chapter 9 Electronic records



- 9.0A1 Scope
- 'digitally borne or digitized records that are encoded for manipulation by computer, consisting of data (e.g., text, images) and/or programs, and system documentation.'

GMD



- At all levels of description, immediately following the title proper, give the appropriate general material designation as instructed in 1.1C1. Add the qualifier *electronic* as instructed in 1.1C4.

Examples



- [cartographic material (electronic)]
- [textual record (electronic)]
- [textual record (some electronic)]

9.4B1 Dates of Creation



- [Digitized 1980]
- Digitized 1992-1993 (originally created 1965-1990)

9.5 Physical Description



- Use terms found in subrule .5B in relevant chapter
- If appropriate, use qualifier in parentheses to describe the type computer/data file
 - 6 photographs (tiff)

9.5B2 Optionally...



- give the digital extent (e.g., bytes, kilobytes, megabytes, terabytes) of the unit being described in Arabic numerals. Follow the digital extent with a phrase containing an appropriate specific material designation
 - 5 GB of photographs

9.5B3 Optionally...



- give the number of physical carriers. If a further measure of extent is required, give, as appropriate, the extent, digital extent, number of computer records, images, documents, etc., and/or the specific material designation in parentheses after the primary statement of extent.
 - 1 CD-ROM
 - 1 CD-ROM (2 MB)
 - 1 CD-ROM (textual records)

Chapter 13 Discrete items



- **13.0A1 Scope.** A discrete item is defined as an item that is not part of a larger body of material (e.g., a fonds or collection).
- **Examples:**
 - single letter, diary, or logbook
 - single photograph, postcard, or drawing
 - a map or atlas
 - an object such as a sculpture or medal.

Discrete items



- Describe as you would an aggregate of records (like a series or fonds).
- All rules refer back to Chapter 1
- Nothing new!

Access Points



- the names, terms, etc., by which a descriptive record may be searched and identified.
- remember to index your description, NOT the records themselves.

Name Access Points



- Indicate the name(s) (individual, family, or corporate name) of the creator(s) of the fonds (as indicated in the title of the fonds).
 - For individuals, supply birth and/or death dates if known.
 - For corporate bodies whose name has changed over the period in which the records were created in the fonds, include all such names (as described in the Scope and Content area of the description) as provenance access points.

Name access points



- MemoryBC - create name access points in the authority record.

Subject Access Points



- MemoryBC uses a combination of BC Thesaurus' Top Terms and terms that ASA uses for indexing inSight and inWord.

MemoryBC Subject Terms



- Agriculture
- Arts and culture
- Buildings and structures
- Business and commerce
- Children and youth
- Communications
- Community life
- Cultural groups
- Education
- Environment
- Events and celebrations
- Exploration, discovery and travel
- Family and personal life
- First nations
- Geographic features
- Government
- Health and social services
- Industries
- Labour
- Land, settlement and immigration
- Law and justice
- Military
- Natural resources
- Organizations
- Politics
- Religions
- Science and technology
- Sports, recreation and leisure
- Transportation and utilities
- Women

Geographic names



- MemoryBC makes it easy!
- BC Gazetteer - choose from a drop-down list

Conclusion



- RAD 2008
- Mnemonic structure
- Chapter, area, element, rule
- Electronic records
- Discrete Items
- Access Points

For more information



- Question? Contact your EAS Coordinator!
 - 604.931.1285 or kstewart@aabc.ca
- ICA-AtoM MemoryBC information:
 - <http://www.ica-atom.org/docs/index.php?title=MemoryBC-tutorial>
