SNAC Editing Cheat Sheet - Families

Minimum & Optimal Requirements: bit.ly/SNACReq

Find all modules & extra materials on the SNAC Website: bit.ly/SNACs

Questions? Ask the NARA SNACSchool Team: snac@nara.gov

Updated October 2020
Name Entries - Required

Select Entity Type:
- corporateBody
- family
- person

Name Entries:
- Use RDA rules
Biographical History

The Quander family is believed to be the oldest documented African-American family that has come from African ancestry to present day America. They are from the Fanti tribe of the Akan peoples in modern day Ghana.

A man by the name of Egya Amkwandoh was kidnapped during the African slave trade during the late 17th century and transported to the United States. According to official slave records, when slave owners asked for his name, and he answered “Amkwandoh,” which was misinterpreted as “I am Quando.” The next few generations of Quanders went by the name Quando; other variations include Quandoe and Kwando. The name became recognized as the present day pronunciation “Quander” during the 19th century.
History

**Exist Dates** - Optimal
Use DACS rules for determining the dates

**Places** - Optimal
Minimum one location

**For both:** edit existing section or Add New; fill out relevant information
Demographics

Gender, Nationalities, Languages Used, Subjects - Optional

Occupations - Optimal
SNAC interface allows browsing of occupations at this time.
## Relations

### Resource Relations - Required
Minimum one archival resource

Don’t forget to select the correct role for the resource to the entity

<table>
<thead>
<tr>
<th>Resource</th>
<th>Role</th>
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<tbody>
<tr>
<td>Publications - History of Mount Vernon and George Washington</td>
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**Title:** Publications - History of Mount Vernon and George Washington

This collection contains publications concerning the history of Mount Vernon and George Washington that were not published by the Mount Vernon Ladies' Association. The MVLA collaborated with other authors and publishers to produce many of these titles, however the Association was not the copyright holder. These items have been merged together into this collection but are from different sources or accessions. Most of the publications were either originally collected by the Library at Mount Vernon, or were previously owned by Vice Regents of the Association. Others were given as gifts to the MVLA. A good number of brochures or booklets represented in this collection were produced by different businesses or organizations in the travel industry as information for tourists to Mount Vernon. Other publications were written by scholars or historians who researched at Mount Vernon and later donated their work to the Library. Several books were donated by Estelle Philibert, a local historian of Alexandria, Virginia, who discussed Washington and Mount Vernon in some of her works. These books can be cross-referenced through the Agent Link in Archives Space or through the Notes sections of each individual book.

**Archival Resource:**
https://archives.mountvernon.org/repositories/3/resources/20

**View in SNAG**

**Role:** referencedIn

**Descriptive Note**
Adding a new resource:

Perform a search for a resource. If it’s in SNAC already select the archival resource; otherwise create a new resource and follow the steps.

Make sure to add the selected role for the resource (creatorOf, referencedIn, etc.)
Relations

Internal CPF Relations - Optimal
Minimum one internal CPF relation link

Target: Mount Vernon (Va. : Estate)
http://n2t.net/ark/99166/w5193wvb

Type: associatedWith

Descriptive Note
Adding new Internal CPF relations

Search for entity

Select the type of relationship
Feel free to add a descriptive note

Relationships are not automatically reciprocal in the other entity
Relations

External Related CPF (SameAs) - Optional

Add resources to other authorities

Examples:
LC Name Authorities (ld.loc.gov)
Wikidata
National Archives Authorities

For more details and explanations see the Authority ID Cheat Sheet on the Portal
Sources (Required)

At least one citation

Cite electronic or print sources

Strive to cite Wikipedia

For more information about Sources & Cite, see this section on the portal: bit.ly/SNACCite
Add New Source: fill out relevant information

To Cite: Select the Cite button on relevant page and search for the Source Name