SNAC Editing Cheat Sheet - Corporate Bodies

Minimum & Optimal Requirements

Find all modules & extra materials on the SNAC Website

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

Updated June 14, 2021
Name Entries - Required

Select Entity Type:
- corporateBody
- family
- person

Name Entries:
- Use RDA rules
A diverse and multifaceted cultural and educational enterprise, the National Museum of the American Indian (NMAI) is an active and visible component of the Smithsonian Institution, the world's largest museum complex. The NMAI cares for one of the world's most expansive collections of Native artifacts, including objects, photographs, archives, and media covering the entire Western Hemisphere, from the Arctic Circle to Tierra del Fuego. The National Museum of the American Indian operates three facilities. The museum on the National Mall in Washington, D.C., offers exhibition galleries and spaces for performances, lectures and symposia, research, and education. The George Gustav Heye Center (GGHC) in New York City houses exhibitions, research, educational activities, and performing arts programs. The Cultural Resources Center (CRC) in Suitland, Maryland, houses the museum's collections as well as the conservation, repatriation, and digital imaging programs, and research facilities. The NMAI's off-site outreach efforts, often referred to as the "fourth museum," include websites, traveling exhibitions, and community programs. Since the passage of its enabling legislation in 1989 (amended in 1996), the NMAI has been steadfastly committed to bringing Native voices to what the museum writes and presents, whether on-site at one of the three NMAI venues, through the museum's publications, or via the Internet. The NMAI is also dedicated to acting as a resource for the hemisphere's Native communities and to serving the greater public as an honest and thoughtful conduit to Native cultures—present and past—in all their richness, depth, and diversity.
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 are for persons only
Relations

Resource Relations - Required
Minimum one archival resource

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

Relationship Types on Portal
Relations

External Related CPF (SameAs) - Optional

Add resources to other authorities

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

For more details and explanations see the Authority ID Cheat Sheet on the Portal
Activities

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Sources (Required)

At least one citation

Cite electronic or print sources

Strive to cite Wikipedia

For more information about Sources & Cite, see the portal
## Add New Source:
Fill out relevant information.

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