SNACSchool 3.0
Module 2:
Create and Edit
Required Step: Search for your entity’s name to make sure it doesn’t already exist in SNAC.

From the SNAC Editor’s Dashboard, you can do a

- Browse Search
- Standard Search
- Advanced Search
SNAC Advanced Search confirms that there are “No Results Found” for author Flannery O’Connor.
Using the **Browse** search options lets you see entity names falling before or after your specific search criteria in the index.

You may discover duplicates or “near duplicates” to aid in editing and future records merging.
Return to the SNAC Editor’s Dashboard and click the + Create New Constellation button to start your new SNAC record.
Required step: Designate the Entity Type

Start building your new SNAC record at the Basic Information tab by designating the Entity Type: corporateBody, family, or person.

For the instructor’s example, we will designate person as the Entity Type.
Next required step:

Move to the **Name Entries** section where you will add **Name Components** following these steps:

1. Click **+Add Component**, and add components for:
   - Designate **Surname** = O’Connor
   - Designate **Forename** and middle initial or middle name = Flannery
   - Designate **Date** = 1925-1964

   *Note that SNAC automatically supplies punctuation for the name heading depending on the component type.*

2. Set the **Preference** switch to **Preferred**

3. Assuming the **Language** is English and the **Script** is Latin, hit the **magic wand** buttons; otherwise, search for language and script

4. Set the **Rules** to “authorizedForm” and “rda”
Click **Continue** to start the identity constellation reconciliation process. This is one last system check to make sure your identity constellation doesn’t already exist in SNAC.

Under the **User Actions** menu on the top right of the screen, you will find the **Continue** selection.
SNAC’s reconciliation check may find duplicates or near duplicates at this step, and presents you with a list to examine. Here’s the reconciliation list for Flannery O’Connor.

Click **View** to see the full record if you need more information, or more context. If you find that the identity constellation already exists, you also have the option to edit.

After this final check, click **Create New Constellation** to move forward in creating your new record.
After reconciliation, SNAC returns you to the Core Data tab for more editing.

A range of User Actions appear at the top of the editing screen.

Save

Save & Dashboard

Send for Review

Publish is blocked
Staying on the Core Data tab, add a variant name or names if necessary.

1. Click +Add Component to enter all variant name components:
   a. Surname = O’Connor
   b. Forename = Mary Flannery
   c. Date = 1925-1964

2. Leave the Preference switch set to Not Preferred

3. Assuming the Language is English and the Script is Latin, hit the magic wand buttons; otherwise, search for language and script

4. Key Not Preferred forms as “alternativeForm” and “rda”

5. Repeat these steps for any additional variant names as they are warranted.
Punctuation in entity names:

SNAC automatically supplies required punctuation depending on selection of the various name elements in the heading.

Editors can enter elements in any order, then use the “black dashes” symbol to drag and drop elements into the correct order.
Move to the **History** tab and select **BiogHist**:

1. Click the **Edit** icon on the right of the **Biographical History** entry screen and enter a biography note.
2. Code for **Language** and **Script**.

**Biographical History**

Flannery O’Connor, born full Mary Flannery O’Connor, on March 25, 1925, in Savannah, Georgia. She was a novelist and short-story writer whose works, usually set in the rural American South and often treating of alienation, concern the relationship between the individual and God. She died on August 3, 1964, at her family’s farm in Milledgeville, Georgia.

Language  eng

Script  Latn
Remain on the History tab but move to Exist Dates:

Click the +Add New Date or +Add New Date Range button and fill in date information as prompted.
Remain on the **History** tab and select **Places**:

1. Click the **+Add New Place** button and use the entry screens to add geographic headings relating to the person.

2. Add a **Type** of geographic place relation. The **Type** of place indicates an associative relationship.

3. Add a **Role** for the geographic place. The role, in the context of EAC, can be **Birth**, **Death**, **Citizenship** or **Residence**.

4. Optionally, add an **Address** or a **Descriptive Note**.
Move to the **Demographics** tab. You have the option to add controlled vocabulary terms for **Gender**, **Nationality**, **Languages Used**, **Occupations** and **Subjects**.
Move to the **Relations** tab and select **Resource Relations**:

1. Click the **Add New Resource Relation** button and use the entry screens to add information for archival resources related to the person.

2. Use the **Search Resources** feature to determine whether a finding aid resource is already available in SNAC.
   
   If no finding aid resource is found, either by title or URL, click **Create New Resource**.
For Flannery O’Conner, we will link her SNAC record to a collection of her papers held at Emory University's Stuart A. Rose Library in Atlanta, Georgia.

Once you’ve located the finding aid resource at an archives/library site, you can search for URI to see if a description of the finding aid already exists in SNAC.

N.B.: Due to the ingest of thousands of finding aids during R & D, there’s a good chance your particular finding aid might already be in SNAC.
Resource Relations Create Resource continued:

1. Add required elements: **Resource Type, Display Entry, and Title**

2. Add information for optional elements: **Date, Resource Link, Abstract, Extent, and Languages**.

3. Search for and add the heading for the **Holding Repository**.

4. Click **Continue** to add these elements to the record.
Resource Relations Create Resource continued:

After clicking **Continue** to record the resource, a subsequent screen appears. Here you will add a value for **Role**:

- contributorOf
- creatorOf
- editorOf
- referencedIn

For this example, Bernt Balchen is designated as **creatorOf**.

Add other **Resource Relations** as needed.
On the Relations tab and select Internal CPF Relations:

1. Click the **+Add New Constellation Relation** button and use the entry screens to add information for entities related to the person.

2. SNAC prompts you to use the **Choose Relationship search** feature to locate related entities already in SNAC.

3. Select an entity from the search results by clicking the radio button to the left of the heading. **Note:** There is a View button, so you can preview the SNAC record you’re linking to.

4. When you’ve made your selection, click the **Create Relation** button at the bottom of the search results screen.
Internal CPF Relations:

1. After you Create Relation, SNAC returns you to the Internal CPF Relations screen.

2. SNAC displays the two entities separated by an arrow.

3. Use the relationship Type selector to contextualize the relationship between the two entities.

4. Flannery O’Connor was an alumna of the Georgia State College for Women, so we select the “alumnusOrAlumnaOf” relationship type.

5. SNAC then updates the relationship description under the arrow.

6. Optionally, editors can add a Descriptive Note for more information and context for the relationship.
Remain on the **Relations** tab and select **External CPF (Same As)** …

**Library of Congress Name Authority File**

1. Click the **+Add New Same-As Relation** button and use the entry screens to link to a matching entry in an external authority source.

2. Complete the element for **Relation Text** (the title of the `sameAs` resource)

3. Copy and paste the **URI** for the resource into the **URI** field.
How to get a Wikidata Link

From the Wikipedia page, select Wikidata item on left side menu

OR

Go to Wikidata.org and search for person on top right bar
Remain on the **Relations** tab and select **External CPF (Same As)** …

**Wikidata**

1. Click the **+Add New Same-As Relation** button and use the entry screens to link to a matching entry in an external authority source.

2. Complete the element for **Relation Text** (the title of the sameAs resource)

3. Enter the **URI** for the resource. For Wikidata use the **Concept URI** found on the left side menu. Right click to copy the URI and paste into the field
Create and Edit:
Corporate Body Names
Corporate body names

Content for corporate body name records are much the same as those for person names. SNAC displays the preferred name prominently, followed by an administrative history note, then the sections for links to collection resources and for links to related entities in SNAC.

Subject and geographic headings also find a place in the corporate body record. This example shows controlled vocabulary terms for functions and geographic locations related to the entity.
Corporate body names

Entering name elements is also much the same, though there is one major difference. To properly establish and organize names of subordinate units, SNAC entry screens contain the **SubdivisionName** element. This element can be repeated as needed to accommodate a corporate name with several subordinate name elements.

SNAC editors should refer to specific RDA rules governing the formation of corporate body names and subordinate names.
Next required step:

Move to the **Name Entries** section where you will add **Name Components** following these steps:

1. Click **+Add Component**, and add components for:
   - **Name = (required)**

2. Set the **Preference** switch to **Preferred**

3. Assuming the **Language** is English and the **Script** is Latin, hit the **magic wand** buttons; otherwise, search for language and script
Corporate body name elements and automatic punctuation in SNAC:

Olympic Winter Games (12th : 1976 : Denver, Colo.)

Name Components

Name : Olympic Winter Games

Number : 12th

Date : 1976

Location : Denver, Colo.
Editors can enter elements in any order, then use the “black dash” symbol to drag and drop elements into the correct order.

Reminder! SNAC automatically supplies required punctuation depending on selection of the various name elements in the heading.


Name : White House Conference on Aging
Date : 1971
Location : Washington, D.C.
Create and Edit:

Family Names
Name entries

Move to the Name Entries section where you will add Name Components following these steps:

1. Click +Add Component, and add components for:
   - **FamilyName** (required)
   - **FamilyType** (required)

2. Set the Preference switch to Preferred

3. Assuming the Language is English and the Script is Latin, hit the magic wand buttons; otherwise, search for language and script

4. In the Rules section, designate the form of name as authorized or alternative, and indicate the rules set as RDA
Family name elements and automatic punctuation in SNAC:

Date (optional)

FamilyName (required)

FamilyType (required)

NameAddition (optional)

Place (optional)

ProminentMember (optional)

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McCallum (Family: Wilmington, N.C.: McCallum, Malcolm, active 1853-1864)

Computed Name Heading

Name Components

FamilyName: McCallum

FamilyType: Family

Place: Wilmington, N.C.

ProminentMember: McCallum, Malcolm, active 1853-1864
Remember to save your work as you go!
Requesting Review for your SNAC Records
1. Click **Save** when all creating and editing work is done.

2. If necessary, add a brief message for your reviewer.

3. Click **Send for Review**.

4. Designate a specific reviewer or send the record into the general review pool. Use the special search feature in the **Send for Review Options** feature to find your reviewer’s name in SNAC.

5. Click **Send for Review**.
Your SNAC reviewer sees the review request on the Dashboard and in the Messaging Center.

**Messaging Center**

*Instructions:* Click on a message in the table to view. Messages open in the reading panel on the right.

**Message View**

**Constellation for review**

To: Jerry Simmons (jerry.simmons@nara.gov)

From: Jerry Simmons (jerry.simmons@nara.gov)

Sent: 1/13/2020, 2:39:00 PM

Please review my constellation.

Please review my brand new record describing Flannery O'Connor. Thanks!

O'Connor, Flannery, 1925-1964
How to Edit a SNAC Record
Editing your SNAC records …

After review and publication, you can make edits to the record as you feel necessary.

1. Return to the **SNAC Dashboard**. This can be done during a current session, or after you’ve left the system and later started a new session.

2. The SNAC Dashboard organizes your most recent work: **View Recently Published**, **In Progress Edits**, and **Locked Edits**.

3. You can start editing work from any of these points.
Parsing revisited ...

After SNAC parses the elements, continue adding/adjusting the remaining elements for the name heading by coding for Preference, Language, Script and Rules.

Please note that the name parser works the same for variant name entries.

There is no parsing feature for corporate body names or for family names.
When presented with an unparsed name heading, click **Parse** to start the process. SNAC then presents how it plans to parse the name elements. If it is a correct parse, click **Accept** to complete the action.
Editing your SNAC records … continued

1. After you’ve opened the record for editing, continue to the tab(s) and data element(s) requiring editing work.

2. Move to the History tab and click on BiogHist.

3. Click the Edit icon on the right of the biography/history note.

4. Add an additional sentence to the note, then click Save.

5. Make changes throughout the record, remembering to click on Save as you do your work.
1. When editing, you have the option to add new terms. Do this by clicking the +Add New Subject button.

2. Search for, then add a new Subject term. Click Save.

3. Move to another Subject term and click the Trash button to remove the subject term from the record.

4. Note that after clicking the Trash button, SNAC gives you the chance to reverse the step. Simply click on the Undo button and the data returns to the field.

5. When you’ve completed your editing work, click Send for Review.
When editing existing SNAC records, target these areas:

1. Name entries ...
   a. **Parse** the name elements appropriately if you find them unparsed

2. Edit or create an improved **Biography/History Note**.

3. Check for **Resource Relation** links from the SNAC record to the resource description at your repository. N.B.: You are allowed to edit away OCLC WorldCat links and replace with immediate links to current finding aids.

4. Update **Internal** and **External CPF** relations as needed.

5. Update **Sources** as needed. Trash/delete non-standard source entries from data ingest if time permits.