SNACSchool 3.1

Module 4:
Resource Cache Management

Updated August 2020
From the **Editor’s Dashboard** you have access to other functionality. To access **Resource Cache Management** functions, click on the **Other Entities** option.
From the **Other Entities Dashboard**, you can start a brand new resource record by clicking **+New Resource**.

To search for and edit an existing resource, click **Manage Resources**.
SNAC allows for filtering by resources type. Your search criteria can be for a title, a link, or text in an abstract of a resource.
When analyzing results of a search, note the **Holding Institution** indications. We can see many institutions have records related to the Territory of Arizona but nothing at the National Archives.

Remember, you can sort the results by **Title**, **Abstract**, **Link**, **Holding Institution**, and **Type**.
Here’s the finding aid resource we’re searching for, but because it doesn’t already exist in SNAC, we move forward with creating the new resource record.
To add a new resource, simply click + Add New Resource

Collect data from the target resource (finding aid or other descriptive resource) to fill in the fields of the new resource. Copying and pasting from the resource’s web page will save time.

SNAC also prompts users to designate the **Language** and **Script** of the resource, and to enter a value for the **Holding Repository**.
Adding a resource continued ...

When all elements are filled, make sure to click **Save Resource**.

The **Cancel** option allows you to abandon the entire entry.
SNAC allows you to edit the new record immediately.

Note the active link to the archival resource and to the SNAC record for the US National Archives.
To edit an existing resource record in SNAC, you also start with a search. You can craft search queries with various elements identifying a resource … names, title, link, holding institution, and and the resource type.
Click the **blue edit icon** on the left column to open the record for editing.

Once you’ve completed your edits, click **Save Resource** so save your changes and close the resource record. If you want to abandon your changes, click **Cancel**.
Replacing OCLC WorldCat links in resource records and refreshing SNAC entity records:

Step 1: Locate the resource via a SNAC entity record or by searching for the existing resource record. After locating the entity record, click on Detailed View in the Options menu. **Please note that you do not use the SNAC entity record in edit mode.**
Replacing OCLC WorldCat links ...

Step 2: Open the Resource Relations list on the Relations tab

Step 3: Do a simple text search to locate resources with Worldcat links
Step 4: Click the **View in SNAC** link to move to the resource record.

This moves you to the resource record, which opens in a separate browser tab automatically.
Step 5: Click **Edit Resource** to edit the resource record


**Resource Type**: ArchivalResource

**Display Entry**: Sánchez, Ricardo, 1941-. Ricardo Sánchez papers, 1941-1994.

**Title**: Ricardo Sánchez papers, 1941-1994.

**Resource Link**: http://www.worldcat.org/oclc/122571645

**Abstract**: The Sánchez Papers contain the personal and professional papers of Ricardo Sánchez. Included are the following series: Manuscripts by Sánchez, Correspondence, Personal Papers and Memorabilia, Subject Files, Manuscripts by Other Authors, Publications by Other Authors, Photographs, and Audiovisual Materials. Materials focus on Sánchez’s life and career, as well as on Chicano artistic and political history in general.

**Extent**: 66 linear feet.

**Holding Repository**: Stanford University. Department of Special Collections and University Archives
Step 6: Locate the current URI for the resource and replace the OCLC WorldCat link

Update the rest of the resource if needed (in this case, update display entry, fill in the date field, language)
Step 7: Click **Save Resource**
Step 8: **Refresh** the SNAC entity record

Click into the browser address bar and refresh the SNAC ID link to the entity record.

Once refreshed, the **Resource Relations** list will display the updated resource URI.

https://oac.cdlib.org/findaid/ark:/13030/tf796nb2g4/