On the top bar of all pages, select **Resource Descriptions**

Here you can search for resources or add a brand new resource record by clicking **+New Resource**.
SNAC allows for filtering by **resources type**.

**Resource Types:**

**ArchivalResource**: Any type of archival material that *is not* 100% digitized

**BibliographicalResource**: Printed materials; *use infrequently!*

**DigitalArchivalResource**: Any type of archival material that *is* 100% digitized

**OralHistoryResources**: Oral Histories, specifically from the HistoryMakers

**All Resources**: Allows you to search across all resource types
Here’s the finding aid resource we are looking to add to SNAC. We will search resources and if it’s not there we can add a new resource record.
When analyzing results of a search, note the **Holding Institution** indications. We can see in this case there is one institution that has a records related to the photographer Harry Drinkwater but nothing at the Getty.

Remember, you can sort the results by **Title**, **Abstract**, **Link**, **Holding Institution**, and **Type**.
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.
When all elements are filled, make sure to click **Save Resource**.

The **Cancel** option allows you to abandon the entire entry.
Adding a resource continued ...

SNAC allows you to edit the new record immediately.

Note the active link to the archival resource and to the SNAC record for the Getty Research Institute.

Forget anything? Need to update a resource? Just simply select edit resource.
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

**Ricardo Sánchez papers, 1941-1994**

<table>
<thead>
<tr>
<th><strong>Resource Type</strong></th>
<th>ArchivalResource</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Ricardo Sánchez papers, 1941-1994</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>1941-1994</td>
</tr>
<tr>
<td><strong>Resource Link</strong></td>
<td><a href="http://www.worldcat.org/oclc/122571645">http://www.worldcat.org/oclc/122571645</a></td>
</tr>
<tr>
<td><strong>Abstract</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Extent</strong></td>
<td>66 linear feet.</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>eng, Latin</td>
</tr>
<tr>
<td><strong>Holding Repository</strong></td>
<td>Stanford University, Department of Special Collections and University Archives</td>
</tr>
</tbody>
</table>
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**

---

### Edit a Resource

**Resources / Edit a Resource**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Use the form below to edit and save the resource.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Resource Type *</th>
<th>ArchivalResource</th>
</tr>
</thead>
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<td><strong>Title</strong> *</td>
<td>Ricardo Sánchez papers, 1941-1994</td>
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<tr>
<td><strong>Date</strong></td>
<td>1941-1994</td>
</tr>
<tr>
<td><strong>Resource Link</strong></td>
<td><a href="https://cac.cdlib.org/findaid/ark:/13030/r796nb2g4/">https://cac.cdlib.org/findaid/ark:/13030/r796nb2g4/</a></td>
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<tr>
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<td>66 linear feet.</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>en, es, lat, etc.</td>
</tr>
</tbody>
</table>

**Holding Repository**

Stanford University, Department of Special Collections and University Archives

*Can't Find the Holding Repository?*
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.
The National Archives does not generally describe materials using finding aids but rather with catalog entries. It’s a very similar way to enter information into SNAC for NARA resources.

Example: Sandra Day O’Connor resources from NARA

Editing a Series

NAID: 1696015

Photo not from this series
<table>
<thead>
<tr>
<th>Title</th>
<th>Abstract</th>
<th>Link</th>
<th>Holding Institution</th>
<th>Type</th>
</tr>
</thead>
</table>
For Abstract, use Scope & Content (if available)

Remember that each different NARA location (including Presidential Libraries) are separate corporate bodies & holding repositories in SNAC. For A1, use National Archives at Washington, DC and A2, use the National Archives at College Park as holding repository designations.

For other questions talk with Dina and Jerry
The same process is done with a file or item. Use your discretion about when to add items or files into SNAC.

You can also choose to just add the series or file rather than an item.
This item is digitally available so the Resource Type is `DigitalArchivalResource`.

This is an item with no scope & content note or extent; leave those blank.

Note this item is located at the Ronald Reagan Library.

For other questions talk with Dina and Jerry.
If you see multiple resources that’s ok; this likely is from the initial ingest.

Talk to Dina & Jerry about merging them. It’s something administrators can do.