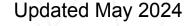


# **SNACSchool 4.0**

Module 2:

**Archival Authority Control** 





# **Objectives for Module 2:**

Define authority control, authority work, and authority file, and understand:

- Why we as information specialists apply authority control
- The elements of an archival authority record
- Differences between archival and library authority records
- Doing research to support archival authority records
- Authority control of corporate body names
- Authority control of person names
- Authority control of family names

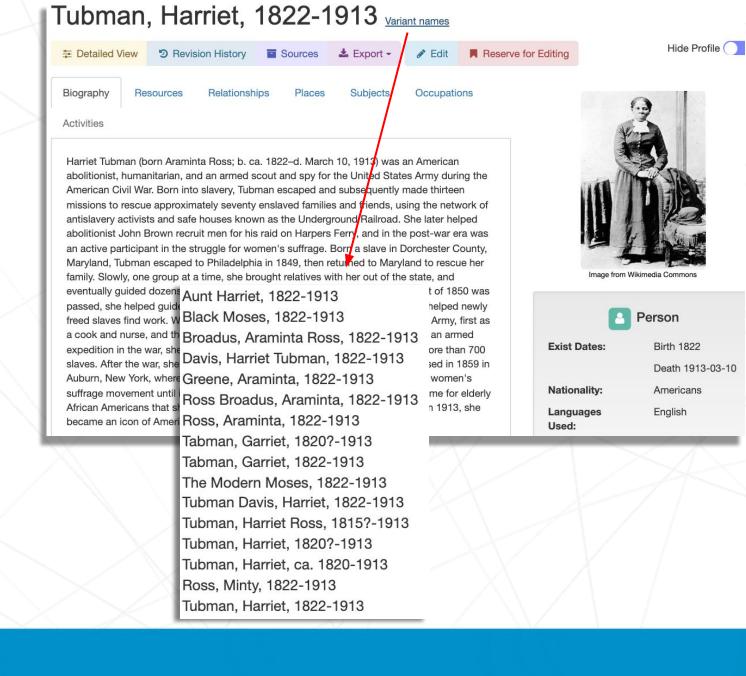


Authority control is the process of establishing the preferred form of a heading, such as a proper name or subject, for use in a catalog, and ensuring that all records in the catalog use such headings. The forms of headings, both **preferred and variant forms**, are defined by a standard.

Once established, the forms are recorded in an **authority file** for future reference to ensure consistency.

(SAA Dictionary, 2022)

Harriet Tubman's SNAC record.





The purpose of control is to ensure consistency in a single catalog and across many catalogs so a user has to search under one and only one name to located associated materials.

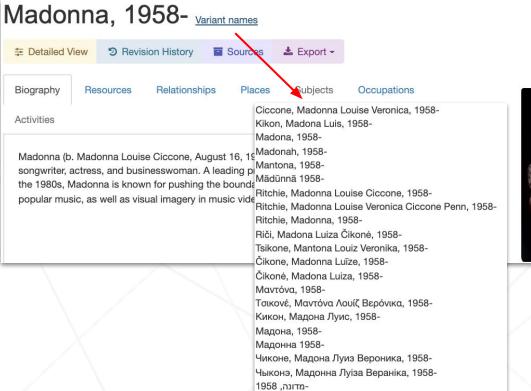


Biography

Activities

Resources

Image from Wikimedia Commons



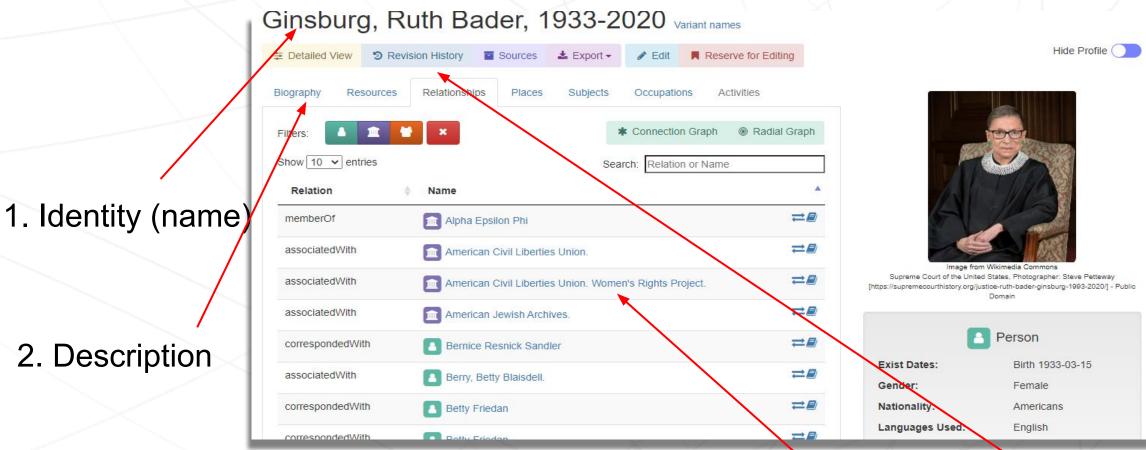


-مادونا. 1958

Big Blue (Firm) I.B.M. (Firm)



# **Elements of an Archival Authority Record**



2. Description

3. Relationships

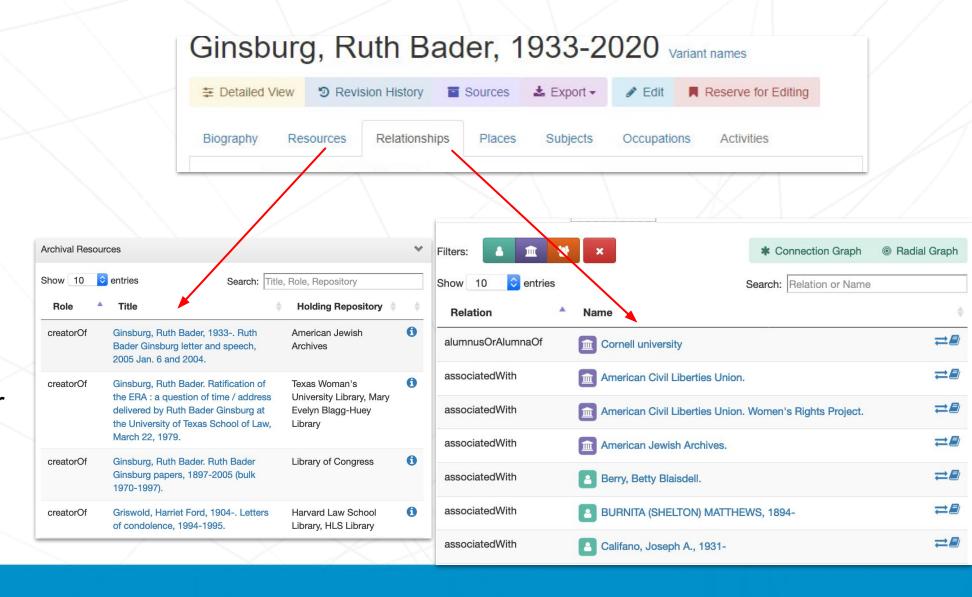
4. Control



# **Elements of an Archival Authority Record**

Ginsberg's SNAC authority record provides biographical information along with contextual links to original archival collections created by her, or archival materials about her.

It also contains contextual links to other related entities described in SNAC records.





# **Comparing Archival and Library Authority Records**

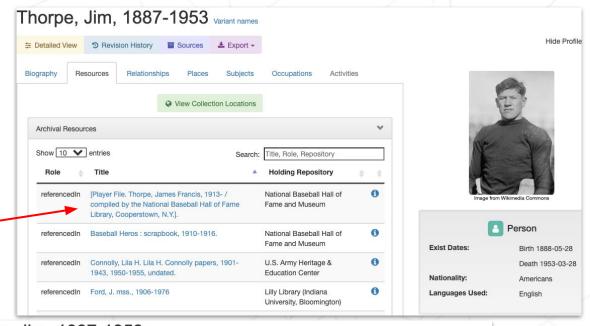
Both archival and library authority record have:

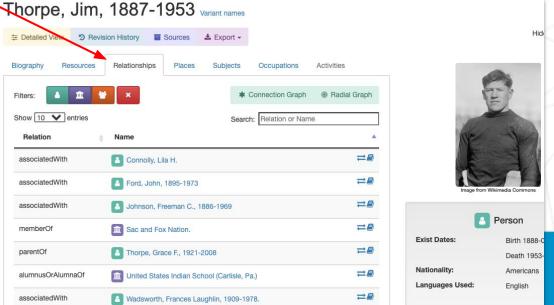
- A preferred heading
- Variant heading(s)
- Biography/history
- Demographic attributes
- Source citations

But unique to archival authority records in SNAC:

- Links to related archival resources
- Links to internal related CPF entities.
- Links to external related CPF entities







# Establishing Names



**Corporate Body**: A collective agent who is composed of persons who are organized for a common purpose or activity. (*RDA*)

Boone Hall (Plantation: S.C.)

John F. Kennedy (Aircraft Carrier)

United States. National Park Service

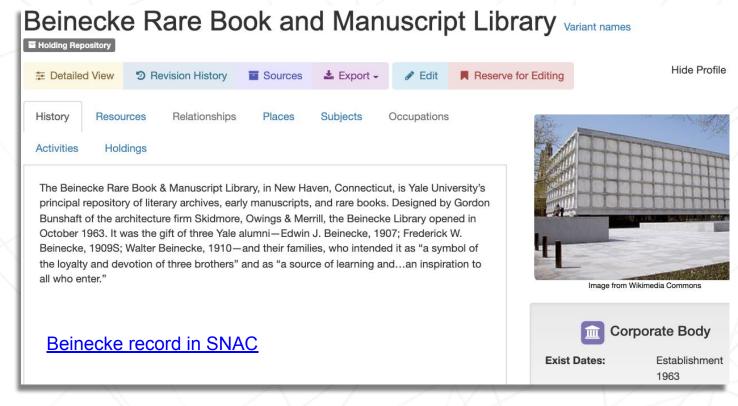
United States. Embassy (Germany)

Baffin Island Expedition (1927)

White House Conference on Aging (1961)

Chemistry and Biology Research Institute (Canada)

Uintah and Ouray Indian Reservation (Utah)



SNAC Editing Cheat Sheet - Corporate Bodies PDF

Creating, Editing ... Corporate Body Entity Descriptions



# **Corporate Body Name Components:**

Boone Hall (Plantation: S.C.) [Name of Corporate Body] (Qualifier: Location)

John F. Kennedy (Aircraft Carrier) [Name of Corporate Body] (Qualifier)

United States. National Park Service [Jurisdiction component]. [Name of Corporate Body]

United States. Embassy (Germany) [Jurisdiction component]. [Name of Corporate Body] (Location)

Baffin Island Expedition (1927) [Name of Corporate Body] (Date)

White House Conference on Aging (1961) [Name of Corporate Body] (Date)

Chemistry and Biology Research Institute (Canada) [Name of Corporate Body] (Location)

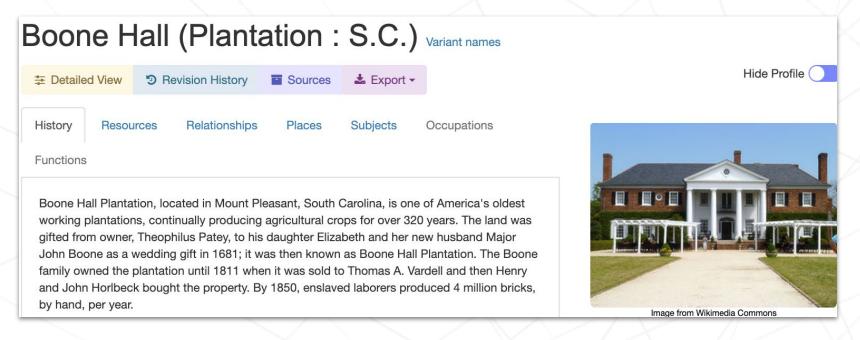
Uintah and Ouray Indian Reservation (Utah) [Name of Corporate Body] (Location)

SNAC Editing Cheat Sheet - Corporate Bodies PDF / Creating, Editing ... Corporate Body Entity Descriptions



# Describing Plantations, Estates, Farms as Corporate Bodies in SNAC

- Plantations, estates, farms, etc., with enslaved peoples are classified as corporate bodies in SNAC
- Enslavers and Plantations could be ownerOf other enslaved peoples or families
- SNAC differs from LCNAF on this point; Plantations are geographic names in LCNAF



Describing Plantations, Estates, Farms, and Comparable Entities as Corporate Bodies



# Determining Direct v. Indirect Naming for Corporate Body Entities ...

Under RDA rules, there are several criteria used to determine whether a corporate body name needs to be established directly or subordinately. The default is to record names in direct order *unless* the name itself includes a word that implies subordination, such as "department of", "division of", "office of", or "committee on"; basically a name that is so general that creating it directly would be confusing or not helpful.

Beinecke Rare Book and Manuscript Library

not Yale University. Rare Book and Manuscript Library

National Museum of the American Indian (U.S.)

not Smithsonian Institution. National Museum of the American Indian

United States. Department of Labor **not** Department of Labor

Creating, Editing ... Corporate Body Entity Descriptions



FINDING AID

Finding Aids to Official Records of the Smithsonian Institution Archives

#### **Record Unit 474**

**Smithsonian Astrophysical Observatory** 

Records, 1893-1899

**Collection Overview** 

Repository: Smithsonian Institution Archives, Washington, D.C. Contact us at osiaref@si.edu

Creator: Smithsonian Astrophysical Observatory

Title: Reco

Dates: 1893-1899

Quantity: 0.25 cu. ft. (1 half document box)

**Smithsonian Astrophysical Observatory** 



The Smithsonian Astrophysical Observatory (SAO) is part of the Center for Astrophysics

Harvard & Smithsonian. SAO was founded in 1890 under Smithsonian Secretary Samuel

Pierpont Langley as a research bureau of the Smithsonian Institution. It began its tenure

alongside other Smithsonian units on the Mall in Washington, D.C. with an early focus on solar

research.

The Smithsonian Astrophysical Observatory (SAO) was established in 1890 as research unit of the Smithsonian Institution concentrating on studies of solar radiance. Sixty-five years later, SAO assumed responsibility for establishing an optical network for tracking the first artificial satellites. From this pioneering effort, the size and scope of SAO grew with the international space program to include major research in virtually all branches of astrophysics, as well as in areas of earth and planetary sciences.



## Doing the Research / Gathering Information About the Entity



**Smithsonian Astrophysical Observatory** 

Records, 1893-1899



Smithsonian Astrophysical Observatory

- 1. The finding aid provides a name
- Consult <u>Wikipedia</u>. A great source for names, history and eventual linking.
- 3. The organization's <u>website</u> provides great information. "What does the organization call itself?"
- 4. The <u>Library of Congress Name Authority File</u> contains the SAO's name along with several variant names. If you find it in LoC, you are set!



The Library of Congress > Linked Data Service > LC Name Authority File (LCNAF)

Smithsonian Astrophysical Observatory

#### URI(s)

- http://id.loc.gov/authorities/names/n82072949

#### Variants

- SAO (Observatory)
- S.A.O. (Observatory)
- Smithsonian Institution. Astrophysical Observatory (Cambridge, Mass.)
- Harvard-Smithsonian Center for Astrophysics. Smithsonian Astrophysical Observatory





# MANUSCRIPT/ ARCHIVE RecorDIM project records, 1994-2009, undated

Getty Conservation Institute. Field Projects Division. 1994-2009, undated



RecorDIM project records 1994-2009, undated IA10016

Getty Conservation Institute. Field Projects Division

5.58 Linear Feet (10 boxes, including 7 audiocassettes)

19.4 GB (21,614 files)

Records comprise reports, meeting materials and handouts, correspondence and memoranda, budgets, contracts, publication development and design material, images, audiocassettes, and ARIS workshop materials, dating 1994-2009 and undated, created and maintained by the Field Projects Division of the Getty Conservation Institute. The materials concern the development, operation, and results of Field Projects' Recording, Documentation, and Information Management (RecorDIM) Initiative. Some of the planning, publication, and ARIS workshop materials are in digital form, consisting of text, database, PowerPoint, image, website, and CAD files. The majority of the records were authored by project director and Field Projects Head, Francois LeBlanc, and by consultant Robin Letellier. Some of the files were also maintained by Christopher Gray, a senior project specialist in Field Projects, and Rand Eppich, project specialist and manager of the Institute's Digital Lab

# **Getty Conservation Institute. Field Projects Division**

\*A review of the finding aid and further catalog searching reveal no variant forms of the name.



Person: An agent who is an individual human being who lives or is assumed to have lived. (RDA) \* Chisholm, Shirley, 1924-2005 Variant name

Anna (Enslaved person : Hemingway, S.C.)

Yellowtail, Robert, 1889-1988

Chisholm, Shirley, 1924-2005

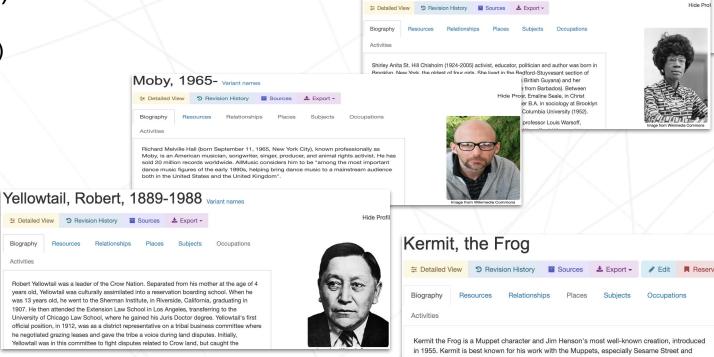
Stanton, Elizabeth Cady, 1815-1902

Ride, Sally, 1951-2012

Kennedy, Robert F., 1925-1968

Kennedy, John F. (John Fitzgerald), 1917-1963

Moby, 1965-



SNAC Editing Cheat Sheet - Persons PDF Preference for Fullest Forms of Names in SNAC

Ride, Sally, 1951-2012 Variant names

□ Detailed View
 □ Revision History
 □ Sources
 □ Edit
 □ Reserve for Editing

Hide Pro



## Trans and Gender Diverse Naming

For trans and gender diverse people SNAC follows the guidance of the Trans Metadata Collective's <u>Metadata Best Practices for Trans and Gender Diverse Resources</u>.

#### Of note:

#### From Section 2:

- Use culturally and contextually appropriate labels for trans and gender diverse communities and subjects
- Correctly name and identify trans individuals
- Be explicit about transphobia in collections, items, and metadata

#### From Section 3.2.4:

- Respect the wishes of the author regarding the use of their former name(s) in Name Authority Records (NARs). A request from an author to change their NAR is sufficient. Reach out to the author where possible if you are aware that they have changed their name.
- If you do not know the author's wishes, follow these principles:
  - Someone's full body of work should be accessible using their current name.
  - Former names that they have previously published under should be used as little as possible and kept private.
  - Former names that the author has not published under should not be included

A person's current name will be the authorized form; any former names will be, if appropriate, alternative forms



#### Fannie Lou Hamer papers, 1966-1978 | Amistad Research Center

Title: Fannie Lou Hamer papers, 1966-1978

Extent: 16.0 Linear Feet

Arrangement

**⊞** Creators

■ Subjects (links to similar collections)

Forms of Material (links to similar genres)

■ Languages of Materials

**■** Administrative Information



#### **Scope and Contents:**

The Papers of Fannie Lou Hamer measure approximately 16 linear feet and consist of 3,293 pieces of correspondence dated between 1966 and 1978. The correspondence represented includes not only that of Fannie Lou Hamer, but also that of a number of organizations to which she was in some way connected and of her business manager, Joseph Harris. Much of Hamer's business correspondence is included in the Harris correspondence. He was almost entirely responsible for the business aspects of Hamer's career, and in some cases he also represented her interests in organizations to which she belonged.

### Hamer, Fannie Lou (1917-1977) | Amistad Research Center

Name: Hamer, Fannie Lou (1917-1977)

Variant Name: Townsend, Fannie Lou

#### **Historical Note:**

Fannie Lou Hamer was a civil rights activist at the height of the Civil Rights Movement in Mississippi. She was a member of the Mississippi Freedom Democratic Party, as well as other organizations that sought to assist the lives of African Americans.

Born on October 6, 1917 in Montgomery County, Mississippi, Hamer was the youngest of twenty children born to Jim and Ella Townsend. The family worked as sharecroppers moving to Sunflower County, Mississippi, in 1919. At the age of nine, Hamer joined the family picking cotton, but was able to start her education in a plantation school at that time.



Hamer, Fannie Lou, 1917-1977

Variant: Townsend, Fannie Lou, 1917-1977

Preference for Fuller Forms of Names in SNAC SNAC Editing Cheat Sheet - Persons



# Doing the Research / Gathering Information About the Entity

#### Fannie Lou Hamer

From Wikipedia, the free encyclopedia

Fannie Lou Hamer (/hemer/; née Townsend; October 6, 1917 – March 14, 1977) was an American voting and women's rights activist, community organizer, and a leader in the civil rights movement. She was the co-founder and vice-chair of the Freedom Democratic Party, which she represented at the 1964 Democratic National Convention. Hamer also organized Mississippi's Freedom Summer along with the Student Nonviolent Coordinating Committee (SNCC). She was also a co-founder of the National Women's Political Caucus, an organization created to recruit, train, and support women of all races who wish to seek election to government office.<sup>[1]</sup>

#### **Fannie Lou Hamer**

(1917-1977)

Edited by Debra Michals, Ph.D. | 2017

Fannie Lou Townsend Hamer rose from humble beginnings in the Mississippi Delta to become one of the most important, passionate, and powerful voices of the civil and voting rights movements and a leader in the efforts for greater economic opportunities for African Americans.

Hamer was born on October 6, 1917 in Montgomery County, Mississippi, the 20<sup>th</sup> and last child of sharecroppers Lou Ella and James Townsend. She grew up in poverty, and at age

six Hamer joined her family picking cotton. By age 12, she left school to work. In 1944, she married Perry Hamer and the couple toiled on the Mississippi plantation

## National Women's History Museum

resilience in leading the civil threatened, harassed, shot trying to register for and ds of African-Americans in enfranchised people in her ive. She unsuccessfully ran 1. In 1970, she led legal continued illegal segregation.

ppi. Her memorial service was



**Fannie Lou Hamer** 

- 1. The <u>finding aid to Fannie Lou Hamer's personal</u> <u>papers</u> provides a great deal of information about her life (see previous slide)
- 2. Checking <u>Wikipedia and Wikidata</u> is a good starting point for general web sources
- There are several websites with biographical information about Hamer.
- 4. The <u>Library of Congress Name Authority File</u> has an authority record for Hamer.



Hamer, Fannie Lou

#### **Variants**

- Townsend, Fannie Lou
- Hamer, Fanny Lou

# Hamer, Fannie Lou, 1917-1977

Variant: Townsend, Fannie Lou, 1917-1977

Variant: Hamer, Fanny Lou, 1917-1977



Family: A collective agent who is composed of persons who are related by birth as a family (RDA).

Truman (Family: Independence, Mo.)

Bacon (Family : Boston, Mass.)

Vanderbilt (Family : New York, N.Y.)

Bush (Family : Houston, Tex.)

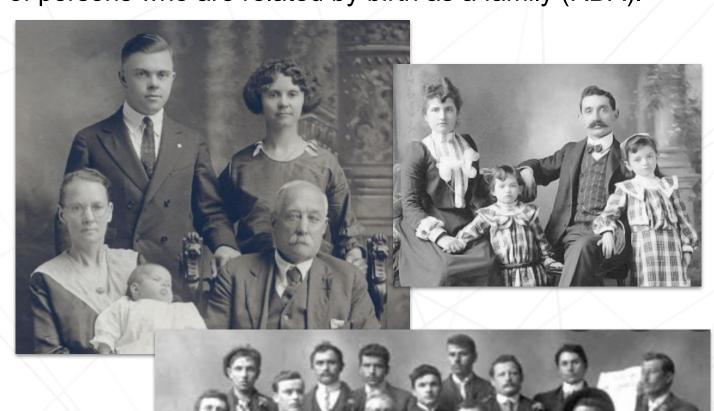
Talmage (Family : McRae, Ga.)

Eastman (Family: Rochester, N.Y.)

Pinckney (Family: Colleton District, S.C.)

McCallum (Family: McCallum, Malcolm, active 1853-1864)

SNAC Editing Cheat Sheet - Families PDF





# Doing the Research / Gathering Information about the **Entity**



- The finding aid to the **Eastman Family Papers** provides information for the name, geographic location and names of family members.
- Alvah Eastman and his son Harold A. Eastman appear to have memorials in <a href="Findagrave.com">Findagrave.com</a>
- The Library of Congress Name File has nothing for the Eastman family, nor its individual members. But that's ok.



Eastman (Family : Barre, Vt.)

# Harold A. Eastman

BIRTH 1909

2 Nov 1978 (aged 68-69) DEATH

BURIAL **Hope Cemetery** 

Barre, Washington County, Vermont, USA ? Show Map





