

SNACSchool 4.0

Module 2:

Archival Authority Control

Updated July 2023



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.

Tubman, Harriet, 1822-1913 Variant names

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Biography	Resources	Relationsh	ips Places	Subjects	Occupatio	ons	0	
Activities							2	

Harriet Tubman (born Araminta Ross; b. ca. 1822–d. March 10, 1913) was an American abolitionist, humanitarian, and an armed scout and spy for the United States Army during the American Civil War. Born into slavery, Tubman escaped and subsequently made thirteen missions to rescue approximately seventy enslaved families and friends, using the network of antislavery activists and safe houses known as the Underground Railroad. She later helped abolitionist John Brown recruit men for his raid on Harpers Ferry, and in the post-war era was an active participant in the struggle for women's suffrage. Born a slave in Dorchester County, Maryland, Tubman escaped to Philadelphia in 1849, then returned to Maryland to rescue her family. Slowly, one group at a time, she brought relatives with her out of the state, and

eventually guided dozens Aunt Harriet, 1822-1913 t of 1850 was helped newly passed, she helped quid Black Moses, 1822-1913 freed slaves find work. Army, first as a cook and nurse, and th Broadus, Araminta Ross, 1822-1913 an armed expedition in the war, sh ore than 700 Davis, Harriet Tubman, 1822-1913 slaves. After the war, sh sed in 1859 in Auburn, New York, where Greene, Araminta, 1822-1913 women's me for elderly suffrage movement unti Ross Broadus, Araminta, 1822-1913 n 1913. she African Americans that became an icon of Ameri Ross, Araminta, 1822-1913

> Tabman, Garriet, 1820?-1913 Tabman, Garriet, 1822-1913 The Modern Moses, 1822-1913 Tubman Davis, Harriet, 1822-1913 Tubman, Harriet Ross, 1815?-1913 Tubman, Harriet, 1820?-1913 Tubman, Harriet, ca. 1820-1913 Ross, Minty, 1822-1913 Tubman, Harriet, 1822-1913



	Person
Exist Dates:	Birth 1822
	Death 1913-03-10
Nationality:	Americans
Languages Used:	English



Authority work deals with the formulation and recording of authorized heading forms in catalog records ... names and other headings that are access points to records are given one and only one conventional form.

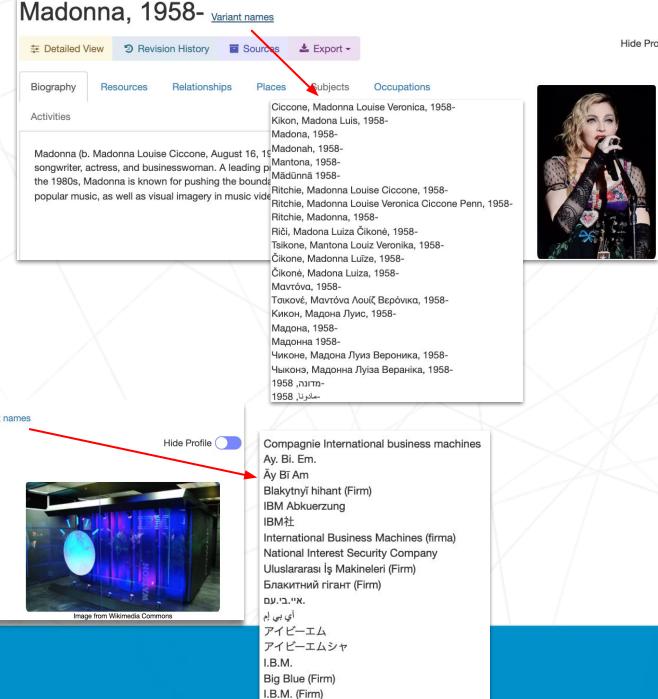
The purpose of control is to ensure consistency in a single catalog and across many catalogs so a user has to search under one and only one name to located associated materials. *(Maxwell's Guide to Authority Work, 2002)*

> > Functions

History Resources Relationships Places Subjects Occupations

International Business Machines Corporation was incorporated in New York State on June 16, 1911 under the name Computing-Tabulating-Recording Co. In 1922, Computing-Tabulating-Recording Co. purchased all of the shares of Deutsche Hollerith Maschinen Gesellschaft. In 1924 the official name of the company was changed to International Business Machines Corporation. In 1933, IBM CEO Thomas Watson ordered the merger of IBM subsidiaries in Germany (Optima, Degemag, Holgemag, Dehomag) under the name Dehomag, granting the company rights to sell Hollerith punch-card machines throughout Europe.





Elements of an Archival Authority Record

Ginsburg, Ruth Bader, 1933-2020 Variant names

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E Detailed View Revision History Sources Leport -A Edit Reserve for Editing Relationships Places Biography Resources Subjects Occupations Activities Search: Relation or Name == Alpha Epsilon Phi =2 American Civil Liberties Union. Image from Wikimedia Commons Supreme Court of the United States, Photographer: Steve Petteway =2 m American Civil Liberties Union. Women's Rights Project. [https://supremecourthistory.org/justice-ruth-bader-ginsburg-1993-2020/] - Public Domain 28 American Jewish Archives. Person =8 correspondedWith Bernice Resnick Sandler Exist Dates: Birth 1933-03-15 = associatedWith Berry, Betty Blaisdell. Gender: Female == correspondedWith Nationality. Americans Betty Friedan Languages Used. English correspondedWith Rotty Erioda 3. Relationships 4. Control

Hide Profile

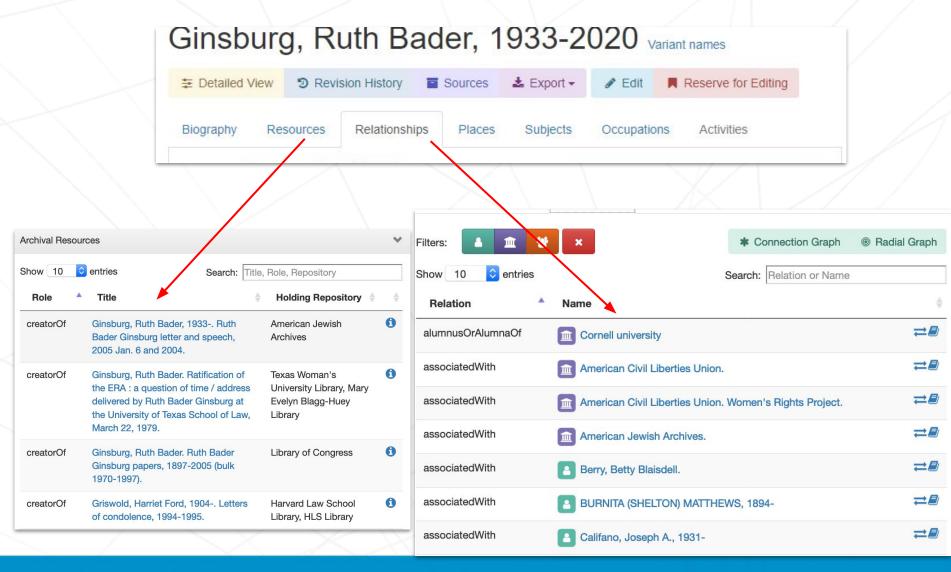


2. Description

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



Wa-Tho-Huk, 1887-1953

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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)

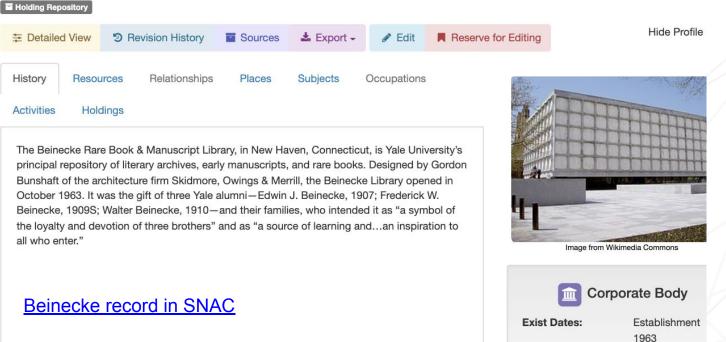
Baffin Island Expedition (1927)

White House Conference on Aging (1961)

Chemistry and Biology Research Institute (Canada)

Uintah and Ouray Indian Reservation (Utah)

Beinecke Rare Book and Manuscript Library Variant names



SNAC Editing Cheat Sheet - Corporate Bodies PDF

Creating, Editing ... Corporate Body Entity Descriptions



Corporate Body Name Components:

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)

[Name of Corporate Body] (Qualifier : Location) [Name of Corporate Body] (Qualifier) [Jurisdiction component]. [Name of Corporate Body] [Jurisdiction component]. [Name of Corporate Body] (Location) [Name of Corporate Body] (Date) [Name of Corporate Body] (Date) [Name of Corporate Body] (Location)

[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



Doing the Research / Gathering Information About the Entity

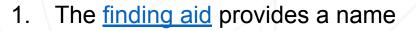


Smithsonian Institution Archives
National Museum of African American History and Culture

Planning Records, 1991-1993, 2002-2003



Main page Contents Current events The National Museum of African American History and Culture (NMAAHC) is a Smithsonian Institution museum located 2003 and opened its permanent home in September 2016 with a ceremony led by President Barack Obama.



- 2. Let's check <u>Wikipedia</u>...it gives more clues that its part of the Smithsonian and also referred to as NMAAHC
- 3. The <u>website</u> also has the same information
- 4. The <u>Library of Congress Name</u> <u>Authority File</u> has its name with "(U.S.)" and several alternative names.



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

Every

of AFRICAN AMERICAN HISTORY & CULTURE







Finding Aids to Official Records of the Smithsonian Institution Archives

Accession 07-172

National Museum of African American History and Culture

Planning Records, 1991-1993, 2002-2003

Collection Overview

Repository:	Smithsonian Institution Archiv	Smithsonian Institution Archives, Washington, D.C. Contac			
	osiaref@si.edu.				
Creator:	National Museum of African A	Merican History and Culture			
Title:	Planning Records	The National Muse			
Dates:	1991-1993, 2002-2003	December 16, 200 American History a			
Quantity:	0.5 cu. ft. (1 document box)	_the Smithsonian Ir			



The National Museum of African American History and Culture (NMAAHC) was established on December 16, 2003, when President George W. Bush signed the National Museum of African American History and Culture Act (PL 108-184) into law, establishing the museum as part of the Smithsonian Institution. The new museum will be devoted exclusively to the documentation of African American life, art, history and culture. The museum's collections will cover topics such as slavery, post-Civil War Reconstruction, the Harlem Renaissance and the civil rights movement. This accession consists of planning records for NMAAHC and includes materials related to the African American Institutional Study, 1991; task force meetings of the National African American Museum Project, 1992-1993; and the Plan for Action Presidential Commission, 2001-2003. Materials include reports, surveys, research materials, and other related records.

National Museum of African American History and Culture (U.S.)





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)

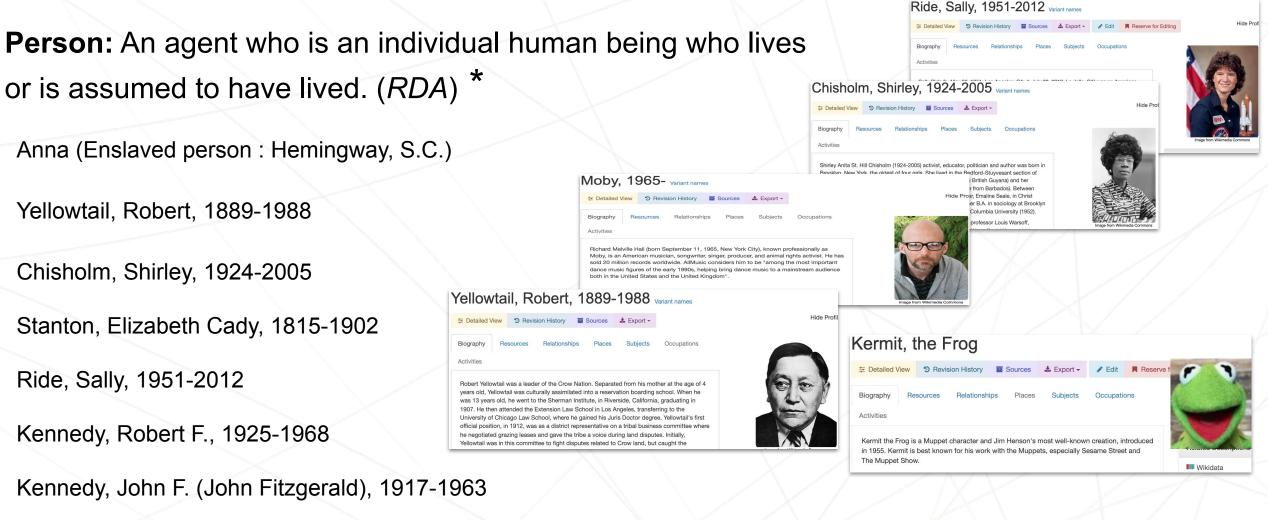
19.4 GB (21,614 files)

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.





Moby, 1965-

<u>SNAC Editing Cheat Sheet - Persons PDF</u> <u>Preference for Fullest Forms of Names in SNAC</u>



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</u> <u>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 竜

Extent: 16.0 Linear Feet

Arrangement

Creators

<u>Subjects</u> (links to similar collections)

<u>E</u> Forms of Material (links to similar genres)

Languages of Materials

Administrative Information

Printer-friendly | Main Email Us

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

<u>Preference for Fuller Forms of Names in SNAC</u> <u>SNAC Editing Cheat Sheet - Persons</u>



Doing the Research / Gathering Information About the Entity

National Women's History Museum

Fannie Lou Hamer

From Wikipedia, the free encyclopedia

Fannie Lou Hamer (/hermer/; 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.^[1]

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 20th 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

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

ppi. Her memorial service was

Died



Fannie Lou Hamer

Hamer in 1971 Fannie Lou Townsend October 6, 1917 Montgomery County, Mississippi, U.S. March 14, 1977 (aged 59) Mound Bayou, Mississippi, U.S.

Hamer, Fannie Lou, 1917-1977 Variant: Townsend, Fannie Lou, 1917-1977 Variant: Hamer, Fanny Lou, 1917-1977

- 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
- 3. 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.



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

Hamer, Fannie Lou

Variants

- Townsend, Fannie Lou
- Hamer, Fanny Lou



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



Eastman (Family : Barre, Vt.)

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



Harold A. Eastman

EATH 2 Nov 1978 (aged 68–69)	
URIAL Hope Cemetery	
Barre, Washington County, Vermont, USA 💡 <u>S</u>	Show Map

