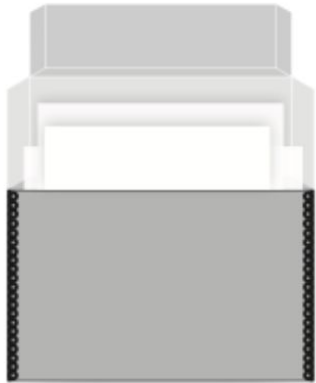


SNACSchool 4.0

Module 3:

Create and Edit

Updated May 2024



Objectives for Module 3:

- Learn how to search SNAC to support authority work
- Learn to create a new SNAC record
- Learn how to edit an existing SNAC record
- Learn how to record sources for SNAC records
- Learn how to use Cite in SNAC records
- Learn how to request review of SNAC records

Creating a New SNAC Record

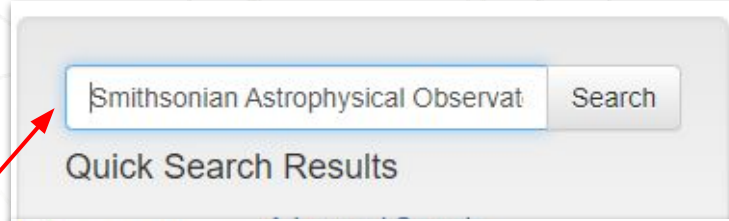
Please log into SNAC-dev and follow along with your entity example.

Corporate Body Names

Required Step: Search for your entity's name to make sure it doesn't already exist in SNAC.

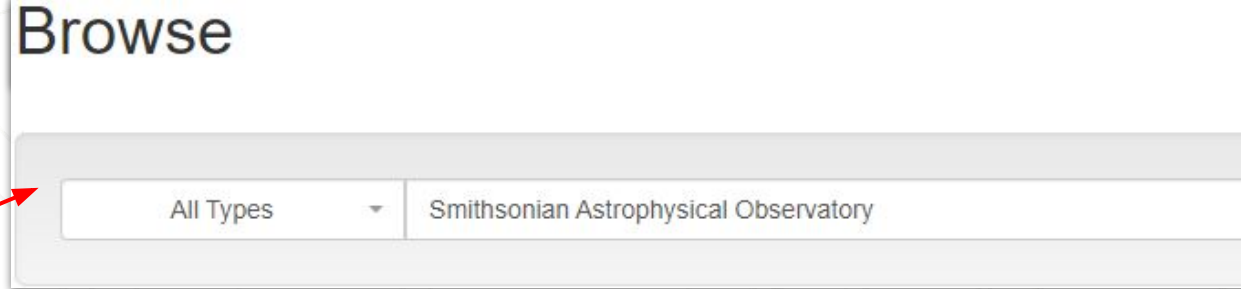
From the SNAC Editor's Dashboard, you can do

- **Standard Search**
- **Browse Search**
- **Advanced Search**



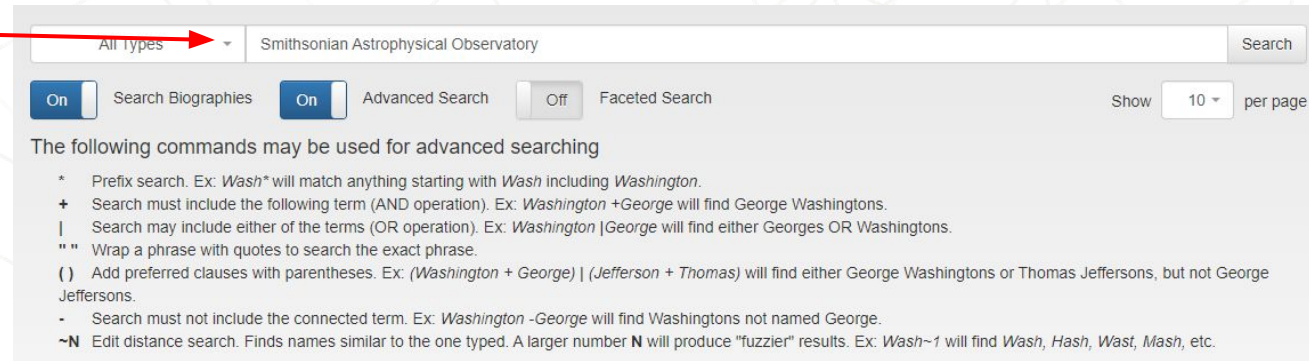
Smithsonian Astrophysical Observat Search

Quick Search Results



Browse

All Types Smithsonian Astrophysical Observatory



All types Smithsonian Astrophysical Observatory Search

Search Biographies Advanced Search Faceted Search Show 10 per page

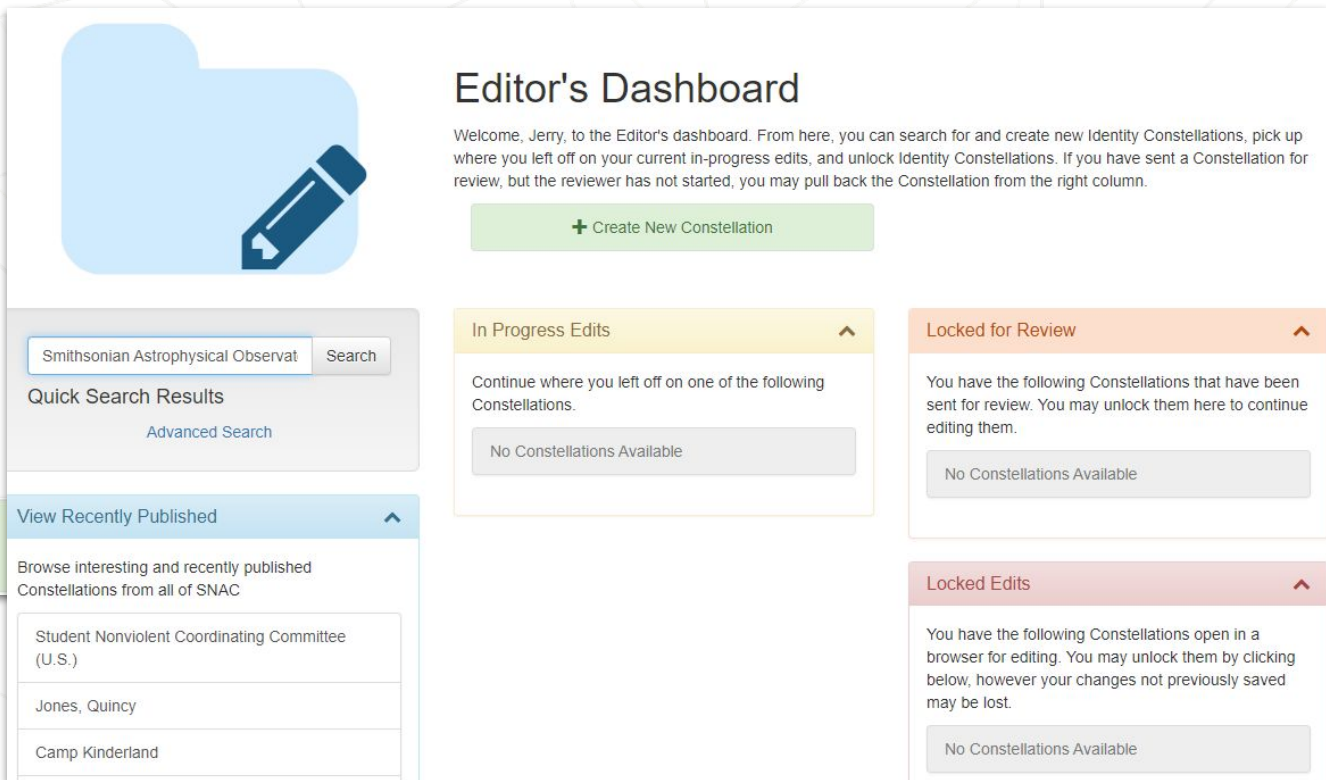
The following commands may be used for advanced searching

- * Prefix search. Ex: *Wash** will match anything starting with *Wash* including *Washington*.
- + Search must include the following term (AND operation). Ex: *Washington +George* will find George Washingtons.
- | Search may include either of the terms (OR operation). Ex: *Washington |George* will find either Georges OR Washingtons.
- " " Wrap a phrase with quotes to search the exact phrase.
- () Add preferred clauses with parentheses. Ex: *(Washington + George) | (Jefferson + Thomas)* will find either George Washingtons or Thomas Jeffersons, but not George Jeffersons.
- Search must not include the connected term. Ex: *Washington -George* will find Washingtons not named George.
- ~N Edit distance search. Finds names similar to the one typed. A larger number **N** will produce "fuzzier" results. Ex: *Wash~1* will find *Wash, Hash, Wast, Mash*, etc.

When exhaustive searching returns no results for the entity name, move to the **Editor's Dashboard** to begin your create steps.

It all starts with ...

[+ Create New Constellation](#)



The Editor's Dashboard interface is shown, featuring a search bar with the text "Smithsonian Astrophysical Observat" and a "Search" button. Below the search bar is a "Quick Search Results" section with an "Advanced Search" link. To the right of the search bar is a large blue folder icon with a pencil, representing the "Editor's Dashboard".

Editor's Dashboard

Welcome, Jerry, to the Editor's dashboard. From here, you can search for and create new Identity Constellations, pick up where you left off on your current in-progress edits, and unlock Identity Constellations. If you have sent a Constellation for review, but the reviewer has not started, you may pull back the Constellation from the right column.

[+ Create New Constellation](#)

In Progress Edits ^

Continue where you left off on one of the following Constellations.

No Constellations Available

Locked for Review ^

You have the following Constellations that have been sent for review. You may unlock them here to continue editing them.

No Constellations Available

Locked Edits ^

You have the following Constellations open in a browser for editing. You may unlock them by clicking below, however your changes not previously saved may be lost.

No Constellations Available

View Recently Published ^

Browse interesting and recently published Constellations from all of SNAC

Student Nonviolent Coordinating Committee (U.S.)
Jones, Quincy
Camp Kinderland

Name Entry: Basic Information

1. Set the **Entity Type** as “corporateBody”
2. Enter the **Name** component (**Required**)
3. Set the **Preference** toggle to **Preferred**
4. Code the **Language** and the **Script** of the heading itself (**Use the magic wand!**)
5. Code **Rules** as “authorizedForm” and “rda”

See the [Name Elements pdf](#) (p. 3-4) for examples.

Basic Information

Instructions: To create a new constellation, first enter the *Entity Type* and one *Name Entry* (required). After that, we'll check to make sure that the constellation doesn't already exist in SNAC. If you are sure at that point, we'll copy over your work here into the new constellation.

Information

Entity Type *

corporateBody

Name Entries *

Computed Name Heading

Name Components



Name

Smithsonian Astrophysical Observatory



+ Add Component



Undo



Trash

Preference

Preferred

Language

eng

Script

Latn

Rules

authorizedF...

rda

+ Add Rule

On the **User Actions** menu on the top right of the screen, you will find the **Continue** selection.

The screenshot shows a 'User Actions' dialog box. At the top is a blue header with the text 'User Actions'. Below the header, it says 'You may perform any of the following actions on this constellation.' There are two buttons: a blue 'Continue' button with a question mark icon and a red 'Cancel' button with a question mark icon. Below the buttons is a text input field with the placeholder text 'You may write an optional save log message here...'. At the bottom of the dialog is a section titled 'Identity Constellation Identifier(s)' with a 'Permalink' and 'New Constellation' link.

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.

Reconciliation Results

appear automatically. During this step you can:

- Discover duplicates
- View specific records
- Edit records

When you're ready to move forward, click

Create New Constellation

Reconciliation Results

Before continuing, please check the following Constellation matches. If the Constellation you wish to add is below, please edit it (if it is not checked out) rather than creating a duplicate.

Dominion Astrophysical Observatory http://n2t.net/ark:/99166/w6gf4p47	View Edit
Southern Observatory for Astrophysical Research. http://n2t.net/ark:/99166/w6gn40gh	View Edit
Smithsonian Buildings. Fred Lawrence Whipple Observatory. http://n2t.net/ark:/99166/w6326xs6	View Edit
Dunsink Observatory http://n2t.net/ark:/99166/w6sr626b	View Edit
McDonald Observatory http://n2t.net/ark:/99166/w6zk9bs7	View Edit

[Create New Constellation](#) [Cancel](#)

Name Entries History - Demographics - Relations - Corporate Description - Sources Control Data -

Name Entries

Information

Entity Type *

+ Add New Name Entry

Smithsonian Astrophysical Observatory
Computed Name Heading

Name Components




Name : Smithsonian Astrophysical Observatory

Preference Preferred

Language eng

Script Latn

Rules

Next steps: Add new name entries to cover the variant names you documented during your research.

SAO
Computed Name Heading

Name Components




Name : SAO

Preference Not Preferred

Language eng

Script Latn

Rules

Next steps: Add **variant names** you documented during your research as warranted ...

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 Wash

research.

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.

SAO

Computed Name Heading

Name Components

Name : SAO

Preference Not Preferred

Language eng

Script Latn

Rules alternativeForm rda

Name Components

Name : Smithsonian Institution

SubdivisionName : Astrophysical Observatory

Preference Not Preferred

Language eng

Script Latn

Rules alternativeForm rda

After any amount of data input, make sure to **Save** your work.



The screenshot displays the top navigation bar of the snac (Social Networks & Archival Context) application. The navigation bar is dark purple and contains the following items: the 'snac' logo, a search icon, 'Search', 'Browse', 'Resources', 'Dashboards' with a dropdown arrow, and 'Messages'. Below this is a secondary navigation bar with a light grey background, featuring icons and labels for 'Save', 'Save & Dashboard', 'Send for Review', 'Publish', and 'Cancel'. A red arrow points from the text above to the 'Save' button. Below the navigation bars is a light pink warning banner that reads: "This is the **demo version**. Edits made to these Constellations will not be permanent." The main content area features the title "Smithsonian Astrophysical Observatory" with a pencil icon to its right. Below the title is a horizontal menu with several items: "Name Entries", "History" with a dropdown arrow, "Demographics" with a dropdown arrow, "Relations" with a dropdown arrow, "Corporate Description" with a dropdown arrow, "Sources", and "Control Data" with a dropdown arrow.

Smithsonian Astrophysical Observatory

Name Entries | History - | Demographics - | Relations - | Corporate Description - | Sources | Control Data -

Biographical History

1 <p>The Smithsonian Astrophysical Observatory (SAO), founded in 1890, is a research center of the Smithsonian Institution with the mission to advance our knowledge and understanding of the universe through research and education in astronomy and astrophysics. Affiliated with the Harvard College Observatory, SAO created the world's first satellite-tracking network, establishing the organization as a pioneer in space science research. In 1973, the Smithsonian and Harvard created the joint Center for Astrophysics | Harvard & Smithsonian.</p>
2
3 <p>Key areas of research include exoplanets, the sun and solar weather, asteroids and comets, and "The Extreme Universe" that includes the study of black holes, pulsars, supernovae, white dwarfs, neutron stars, and magnetars.</p>

-  Cite
-  Undo
-  Trash

Language
Script

An organization's **About** page at its own website is a great source for the History note. The About page contains the full name of the organization, variant names, establish/founding date, founders' names, institutional affiliations, etc.

Smithsonian Astrophysical Observatory



The Smithsonian Astrophysical Observatory (SAO), founded in 1890, is a research center of the Smithsonian Institution with the mission to advance our knowledge and understanding of the universe through research and education in astronomy and astrophysics. Affiliated with the Harvard College Observatory, SAO created the world's first satellite-tracking network, establishing the organization as a pioneer in space science research. In 1973, the Smithsonian and Harvard created the joint Center for Astrophysics | Harvard & Smithsonian.

Key areas of research include exoplanets, the sun and solar weather, asteroids and comets, and "The Extreme Universe" that includes the study of black holes, pulsars, supernovae, white dwarfs, neutron stars, and magnetars.

Exist Dates

Smithsonian Astrophysical Observatory

Name Entries

History ▾

Demographics ▾

Relations ▾

Corporate Description ▾

Sources

Control Data ▾

Exist Dates

+ Add New Date

+ Add New Date Range

Exist Dates - Single Date

Date Machine-Readable 1890 - Month - DD

Date Natural Language

Type Establishment x ▾

Descriptive Note



Cite



Undo



Trash

Places

Smithsonian Astrophysical Observatory

Name Entries History Demographics Relations Corporate Description Sources Control Data

Places

+ Add New Place

GeoPlace term not specified



Select Geo Place Term

cambridge

Cambridge (TX, US)

Cambridge (MD, US)

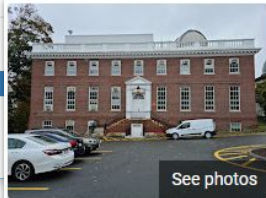
Cambridge (MA, US)

Cambridge (NY, US)

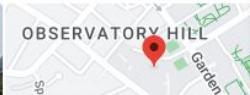
Cambridge (ENG, GB)

Cambridge (ENG, GB)

Descriptive Note



See photos



See outside

Smithsonian Astrophysical Observatory

4.3  12 Google reviews

Observatory in Cambridge, Massachusetts



Website



Directions



Save



Call

The Center for Astrophysics | Harvard & Smithsonian, previously known as the Harvard–Smithsonian Center for Astrophysics, is an astrophysics research institute jointly operated by the Harvard College Observatory and Smithsonian Astrophysical Observatory. [Wikipedia](#)

Address: [Observatory Building E, 60 Garden St, Cambridge, MA 02138](#)

Cambridge

MA, US

 View GeoPlace

Type AssociatedPlace

Role

Address

Street	60 Garden St.
City	Cambridge
State	MA
PostalCode	02138
Unspecified	Observatory Building E

Relations - Resource Relations

Step 1: Locate the finding aid or resource description

siarchives.si.edu/collections/siris_arc_217040



Smithsonian Institution Archives

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:	Records
Dates:	1893-1899
Quantity:	0.25 cu. ft. (1 half document box)
Collection:	Record Unit 474
Language of Materials:	English

Summary: This record unit consists of correspondence written to Child and Abbot by Samuel P. Langley, Secretary of the Smithsonian and APO Director. The correspondence concerns APO solar constant experiments, especially rules and precepts for photo-bolometric work; facilities, equipment, and apparatus; and APO publications.



Social Networks &
Archival Context

Relations - Resource Relations

Step 2: On the Relations tab, click **+Add New Resource Relation**



Step 3: Search the finding aid URI to see if it is already in SNAC. *You can also search the title from the finding aid in this step

Search Resources

Type or paste the unique URL for the resource in the box below. If we have a cached copy of the resource, select the version you want to reference by using the radio button to the left, then click "Continue." If the resource you are looking for is not found, choose "Create New Resource."

Search Results

No results found.

OR






Step 4: When there are no results, click **Create New Resource**

Relations - Resource Relations

1. Add required elements:
Resource Type and **Title**
2. Add information for optional elements: **Date(s)**, **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.

Create Resource

Use the form below to create a new resource and then press "Continue" to continue creating a new resource relation.

Resource Type *	ArchivalResource
Title *	Smithsonian Astrophysical Observatory records, 1893-1899
Date	1893-1899
Resource Link	https://siarchives.si.edu/collections/siris_arc_217040
Abstract	This record unit consists of correspondence written to Child and Abbot by Samuel P. Langley, Secretary of the Smithsonian and APO Director. The correspondence concerns APO solar constant experiments, especially rules and precepts for photo-bolometric work; facilities, equipment, and apparatus; and APO publications.
Extent	0.25 cu. ft. (1 half document box)
Languages	eng x Latn x   Add Language 
Holding Repository	Smithsonian Institution. Archives x Can't Find the Holding Repository?

Relations - Resource Relations - Last Step

After entering and saving the Resource Relation data, SNAC moves you back to the entity description record where you enter the Role type describing the relationship between the entity and the linked archival materials.

When we assign **creatorOf**, SNAC writes an explicit statement describing the specific relationship in the gray bar at the top.

The screenshot shows the 'Resource Relations' page with a light blue header and a gray bar at the top. A green button '+ Add New Resource Relation' is in the top right. The main area is divided into two sections: 'Smithsonian Astrophysical Observatory' on the left and 'Smithsonian Astrophysical Observatory records, 1893-1899' on the right. The right section is expanded to show details for the resource. The 'Role' dropdown menu is open, showing options: 'contributorOf', 'creatorOf' (highlighted), 'editorOf', and 'referencedIn'. The 'Descriptive Note' field is empty.

The screenshot shows the 'Resource Relations' page with a light blue header and a gray bar at the top. A green button '+ Add New Resource Relation' is in the top right. The main area is divided into two sections: 'Smithsonian Astrophysical Observatory' on the left and 'Smithsonian Astrophysical Observatory records, 1893-1899' on the right. The right section is expanded to show details for the resource. The 'Role' dropdown menu is set to 'creatorOf'. The gray bar at the top contains the relationship statement: 'Smithsonian Astrophysical Observatory → creatorOf → Smithsonian Astrophysical Observatory records, 1893-1899'. The resource details include the title 'Smithsonian Astrophysical Observatory records, 1893-1899', a descriptive note, and an archival resource link.

Relations - Internal CPF Relations

Choose Relationship

Use the search box below to find a Constellation. Select one by using the radio button to the left. You may view any constellation by choosing the "View" link next to the ARK

Search Results

- Harvard College Observatory
<http://snaccooperative.org/ark:/99999/ZpLQU8hQ> [View](#)
- Radio Meteor Project (Harvard College Observatory)
<http://n2t.net/ark:/99166/w6hb3vpc> [View](#)
- Harvard College Observatory Committee.
<http://n2t.net/ark:/99166/w6161n3s> [View](#)
- Harvard College Observatory Library
<http://n2t.net/ark:/99166/w6tz6q37> [View](#)

Choose Relationship

Use the search box below to find a Constellation. Select one by using the radio button to the left. You may view any constellation by choosing the "View" link next to the ARK

Search Results

- Abbot, Charles Greeley, 1872-1973
<http://snaccooperative.org/ark:/99999/Z2lqD9QR> [View](#)

[Cancel](#) [Create Relation](#)

Smithsonian Astrophysical Observatory

Name Entries - History - Demographics - **Relations** - Corporate Description - Sources - Control Data -

Internal CPF Relations

[+ Add New Constellation Relation](#)

Smithsonian Astrophysical Observatory → employerOf Abbot, Charles Greeley, 1872-1973

Target Abbot, Charles Greeley, 1872-1973
<http://snaccooperative.org/ark:/99999/Z2lqD9QR>

Type employerOf

Descriptive Note

[View](#) [Edit](#) [Trash](#)

Smithsonian Astrophysical Observatory → associatedWith Harvard College Observatory

Target Harvard College Observatory
<http://snaccooperative.org/ark:/99999/ZpLQU8hQ>

Type associatedWith

Descriptive Note Affiliated with the Harvard College Observatory, SAO created the world's first satellite-tracking network, establishing the organization as a pioneer in space science research.

[View](#) [Edit](#) [Trash](#)

Relations - External Related CPF

Library of Congress Name Authority File/NACO example

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. Select the External Authority title (LoC/NACO) from the dropdown list.
3. Copy and paste the **URI** extension for the LoC record into the Authority ID field

External Related CPF

+ Add New Same-As Relation

URI

External Authority

Authority ID

External Related CPF

+ Add New Same-As Relation

URI https://id.loc.gov/authorities/n82072949

External Authority LoC/NACO Name Authority File

Authority ID n82072949

id.loc.gov/authorities/names/n82072949.html

LIBRARY OF CONGRESS

The Library of Congress > Library 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

Additional Information

- http://id.loc.gov/rwo/agents/n82072949

- Associated Locale

United States

- Associated Language

English

Additional Related Forms

- Harvard-Smithsonian Center for Astrophysics
- Smithsonian Institution
- Smithsonian Institution. Astrophysical Observatory

Exact Matching Concepts from Other Schemes

- http://viaf.org/viaf/sourceID/LC%7Cn++82072949#skos:Concept

For more information about External Related CPFs, check the [Authority File List](#) and the [Authority ID Cheat Sheet](#) on the SNAC Portal.

Relations - External Related CPF


Once published, the new SNAC record displays a list of **Related Descriptions** on the right column. These are one-click links to authority descriptions of the entity in authority resources like SNAC.

For our demonstration, we've added **Related Descriptions** links to the **Library of Congress Name Authority File** and **Wikidata**.

The screenshot displays the SNAC record for the Smithsonian Astrophysical Observatory. The record title is "Smithsonian Astrophysical Observatory" with a "Variant names" link. Below the title is a navigation bar with buttons for "Detailed View", "Revision History", "Sources", "Export", "Edit", and "Reserve for Editing". A secondary navigation bar includes "History", "Resources", "Relationships", "Places", "Subjects", "Occupations", and "Activities". The main content area shows a description of the observatory, founded in 1890, and its research areas. On the right side, there is a "Related Descriptions" section with two entries: "LC/NACO" and "Wikidata". A red arrow points from the text in the left column to the "LC/NACO" entry in the "Related Descriptions" list.

Corporate Description - Activities




Like other points of entry in a SNAC record, editors can assign concept terms to further describe an entity. An element to describe corporate bodies is the area of **Activities**. This is similar to **Subject** terms, but speaks immediately to the activities or functions of an organization.

Smithsonian Astrophysical Observatory 

Name Entries History - Demographics - Relations - Corporate Description - Sources Control Data -

Activities

[+ Add New Activity](#)

Term	Astrophysics	  
Term	Research	
Term	Scientific research	

Smithsonian Astrophysical Observatory



The Smithsonian Astrophysical Observatory (SAO), founded in 1890, is a research center of the Smithsonian Institution with the mission to advance our knowledge and understanding of the universe through research and education in astronomy and astrophysics. Affiliated with the Harvard College Observatory, SAO created the world's first satellite-tracking network, establishing the organization as a pioneer in space science research. In 1973, the Smithsonian and Harvard created the joint Center for Astrophysics | Harvard & Smithsonian.

Key areas of research include exoplanets, the sun and solar weather, asteroids and comets, and "The Extreme Universe" that includes the study of black holes, pulsars, supernovae, white dwarfs, neutron stars, and magnetars.

Sources

1. Click **+Add New Source**
2. **Citation.** Note the pattern: proper title, then date of publication, or date of web source visit.
3. **Found Data;** all pertinent evidence found in that source.
4. **URI** of the source.
5. **Language**
6. **Script**

Citation	Smithsonian Astrophysical Observatory website, May 8, 2024
Found Data	The Smithsonian Astrophysical Observatory (SAO), founded in 1890, is a research center of the Smithsonian Institution with the mission to advance our knowledge and understanding of the universe through research and education in astronomy and astrophysics. Affiliated with the Harvard College Observatory, SAO created the world's first satellite-tracking network, establishing the organization as a pioneer in space science research. In 1973, the Smithsonian and Harvard created the joint Center for Astrophysics Harvard & Smithsonian ...
URI	https://www.si.edu/about/astrophysical-observatory
Language	eng
Script	Latn

Citation	Wikipedia, May 8, 2024
Found Data	The Smithsonian Astrophysical Observatory (SAO) is a research institute of the Smithsonian Institution, concentrating on astrophysical studies including galactic and extragalactic astronomy, cosmology, solar, earth and planetary sciences, theory and instrumentation, using observations at wavelengths from the highest energy gamma rays to the radio, along with gravitational waves. Established in Washington, D.C., in 1890, the SAO moved its headquarters in 1955 to Cambridge, Massachusetts, where its research is a collaboration with the Harvard College Observatory (HCO) and the Harvard University Department of Astronomy. In 1973, the Smithsonian and Harvard formalized the collaboration as the Center for Astrophysics Harvard & Smithsonian (CfA) under a single Director ...
URI	https://en.wikipedia.org/wiki/Smithsonian_Astrophysical_Observatory
Language	eng
Script	Latn

[Citations in SNAC: Sources and Formats](#)

Cite Functionality in SNAC

SNAC's **Cite** functionality allows editors to cite specific assertions at the element level ...

In this example show how the source citation for the **Smithsonian Astrophysical Laboratory** website is linked to the specific data element for the **History** note.

You must first enter and save **Sources** before they can appear in **Cite**.

Reminder: Cite elements are optional.

Smithsonian Astrophysical Observatory

Name Entries | History ▾ | Demographics ▾ | Relations ▾ | Corporate Description ▾ | Sources | Control Data ▾

Biographical History

The Smithsonian Astrophysical Observatory (SAO), founded in 1890, is a research center of the Smithsonian Institution with the mission to advance our knowledge and understanding of the universe through research and education in astronomy and astrophysics. Affiliated with the Harvard College Observatory, SAO created the world's first satellite-tracking network, establishing the organization as a pioneer in space science research. In 1973, the Smithsonian and Harvard created the joint Center for Astrophysics | Harvard & Smithsonian.

Key areas of research include exoplanets, the sun and solar weather, asteroids and comets, and "The Extreme Universe" that includes the study of black holes, pulsars, supernovae, white dwarfs, neutron stars, and magnetars.

- Cite
- Edit
- Trash

Citation

Done

BiogHist / BiogHist

+ Add New Citation

Source Citation

The Smithsonian Astrophysical Observatory (SAO), founded in 1890, is a research center of the Smithsonian Institution with the mission to advance our knowledge and understanding of the universe through research and education in astronomy and astrophysics. Affiliated with the Harvard College Observatory, SAO created the world's first satellite-tracking network, establishing the organization as a pioneer in space science research. In 1973, the Smithsonian and Harvard created the joint Center for Astrophysics | Harvard & Smithsonian ...

Smithsonian Astrophysical Observatory website, May 8, 2024
<https://www.si.edu/about/astrophysical-observatory>

Citation: Smithsonian Astrophysical Observatory website, May 8, ... x

Descriptive Note

Citation

Done

BiogHist / BiogHist

+ Add New Citation

Source Citation

Citation

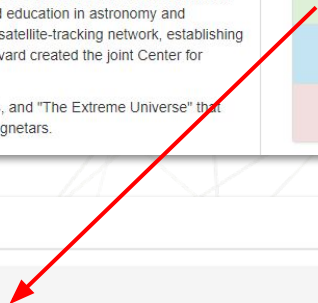
Select

Smithsonian Astrophysical Observatory website, May 8, 2024

Wikipedia, May 8, 2024

Descriptive Note

Done



Subordinate Corporate Body Names

Subordinate corporate body names



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.

For further guidance:

[SNAC Editing Cheat Sheet for Corporate Bodies Name Elements](#) for additional examples.

Subordinate corporate body names

MANUSCRIPT/ ARCHIVE

RecorDIM project records, 1994-2009, undated

Getty Conservation Institute. Field Projects Division.

1994-2009, undated



Getty Conservation Institute. Field Projects Division

Computed Name Heading

Name Components

- Name x ▾ Getty Conservation Institute
- Subdivisi... x ▾ Field Projects Division

+ Add Component

Preference

Preferred

Language

eng

Script

Latn

Rules

authorizedF... x ▾

rda

+ Add Rule

SNAC Record Review

Send for Review

1. Click **Save** again when you complete your work.
2. Click **Send for Review**
3. You can add a message for your reviewer if necessary.
4. Designate your assigned reviewer by starting to type the reviewer's name "Dina H..."
5. Click **Send Review**.

The screenshot shows a top navigation bar with three buttons: 'Save', 'Save & Dashboard', and 'Send for Review'. A red arrow points from the first instruction to the 'Save' button. Another red arrow points from the second instruction to the 'Send for Review' button. Below the navigation bar is a 'Send for Review Options' dialog box. Inside the dialog, there is a text area containing the message: 'Dina: This is a brand new record for the Smithsonian Astrophysical Observatory. Please review all tabs and elements. -Jerry'. A red arrow points from the third instruction to this text area. Below the text area is a search prompt: 'Search for a User's name or primary email address below to send this constellation to that person for review.' Underneath the prompt is a dropdown menu with the selected option 'Dina Herbert (dina.herbert@nara.gov)'. A red arrow points from the fourth instruction to this dropdown menu. At the bottom right of the dialog is a green 'Send Review' button. A red arrow points from the fifth instruction to this button.

Save Save & Dashboard Send for Review

Send for Review Options

Dina: This is a brand new record for the Smithsonian Astrophysical Observatory. Please review all tabs and elements. -Jerry

Search for a User's name or primary email address below to send this constellation to that person for review.

Dina Herbert (dina.herbert@nara.gov)

Send Review

Review continued ...

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.

Inbox Sent Archived

New Message Reply Forward Archive

Show 10 entries

Search:

● From Subject Sent

Dina Herbert	Constellation Sent to You	2024-05-03 10:07am
--------------	---------------------------	--------------------

Showing 1 to 1 of 1 entries

Previous 1 Next

Message View

Constellation Sent to You

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

From: Dina Herbert (dina.herbert@nara.gov)

Sent: 5/3/2024, 10:07:10 AM

A constellation was reassigned to you for editing.

Hi Jerry, Looks good! Please make the following changes: --Name Entries: You'll need to add lang & script for the alt form names --Dates: Make sure to select active

Smithsonian Astrophysical Observatory

Person Names

Return to the SNAC Editor's Dashboard and click the **+ Create New Constellation** button to start your new SNAC record.



A screenshot of the SNAC Editor's Dashboard. The top navigation bar is dark purple with the 'snac' logo and links for Search, Browse, Resource Descriptions, Dashboards, and Messages. A red banner below the navigation bar states: 'This is the demo version. Edits made to these Constellations will not be per...'. The main content area features a large blue folder icon with a pencil, a green '+ Create New Constellation' button, a search bar with a 'Search' button and 'Advanced Search' link, and a 'View Recently Published' button. On the right, there is a section titled 'Editor's Dashboard' with a welcome message and an 'In Progress Edits' section that currently shows 'No Constellations Available'. A red arrow points from the text on the left to the '+ Create New Constellation' button.

New Constellation

Basic Info

Basic Information

Instructions: To create a new constellation, first enter the *Entity Type* and one *Name Entry* (required). After that, we'll check to make sure that the constellation doesn't already exist in SNAC. If you are sure at that point, we'll copy over your work here into the new constellation.

Constellation Information

Entity Type *

Select

corporateBody

family

person

Name Entries *

Required Element: 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**.

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** = Hamer
 - Designate **Forename** and middle initial or middle name = Fannie Lou
 - Designate **Date** = 1917-1977

*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”

The screenshot shows the SNAC Name Entry interface for "Hamer, Fannie Lou, 1917-1977". The heading is "Computed Name Heading". The "Name Components" section contains three entries: Surname (Hamer), Forename (Fannie Lou), and Date (1917-1977). Below this is a green "Add Component" button. The "Preference" section has a switch set to "Preferred". The "Language" section is set to "eng" and the "Script" section is set to "Latn", both with "magic wand" icons. The "Rules" section has two rules: "authorizedF..." and "rda". A green "Add Rule" button is at the bottom.

Reconciliation Results

Before continuing, please check the following Constellation matches. If the Constellation you wish to add is below, please edit it (if it is not checked out) rather than creating a duplicate.

Spelce, Fannie Lou

<http://n2t.net/ark:/99166/w6s799dw>

 View

 Edit

Bryant, Fannie Lou

<http://n2t.net/ark:/99166/w6fw4pq1>

 View

 Edit

Littlefield, Fannie Lou.

<http://n2t.net/ark:/99166/w6rf9mft>

 View

 Edit

Create New Constellation

Cancel

SNAC's reconciliation check may discover duplicates or near duplicates at this step. It provides a list for you to examine for possible duplicates.

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**.

When you determine there are no duplicates, click **Create New Constellation** to continue creating your new record.



After reconciliation, SNAC returns you to the **Name Entries** tab for more editing.

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

Save (Save as you go!)

Save & Dashboard

Send for Review

Cancel

Publish is blocked for new editors.

If variants are warranted and supported in your sources, enter them on the **Name Entries** tab.

1. Click **+Add Component** to enter all variant name components:
 - a. Surname = Townsend
 - b. Forename = Fannie Lou
 - c. Date = 1917-1977**

**Remember! Variant name entries must have the same date elements as the preferred name*
2. Leave the **Preference** switch set to **Not Preferred**
3. Code for **Language** and **Script**. Use the **magic wand** buttons to default to eng and Latn.*
4. Key Not Preferred forms as “**alternativeForm**” and “**rda**”
5. Repeat these steps for any additional, warranted variant names

*[Language](#) and [Script](#) are from the ISO codes

The screenshot shows the configuration interface for a name entry. At the top, the name is 'Townsend, Fannie Lou, 1917-1977' with a 'Computed Name Heading' label. Below this is the 'Name Components' section, which contains three rows of input fields: 'Surname' with the value 'Townsend', 'Forename' with 'Fannie Lou', and 'Date' with '1917-1977'. Each row has a red minus button on the right. A green '+ Add Component' button is located below these fields. The 'Preference' section has a switch set to 'Not Preferred'. The 'Language' field is set to 'eng' and the 'Script' field is set to 'Latn', both with edit icons. The 'Rules' section has a dropdown set to 'alternativeForm' and another set to 'rda', with a red minus button on the right. A green '+ Add Rule' button is below the rules. On the right side of the interface, there are three buttons: 'Cite', 'Undo', and 'Trash'.

For more variant name examples: [Name Elements pdf](#)

History: BiogHist

Hamer, Fannie Lou, 1917-1977 

Name Entries History ▾ Demographics ▾ Relations ▾ Corporate Description ▾ Sources Control Data ▾

Biographical History

1 <p>Fannie Lou Hamer was born Fannie Lou Townsend on October 6, 1917, in Montgomery County, Mississippi. She was a 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.</p>

2

3 <p>Hamer began civil rights activism in 1962, continuing until her health declined nine years later. She was known for her use of spiritual hymnals and quotes and her resilience in leading the civil rights movement for black women in Mississippi. She was extorted, threatened, harassed, shot at, and assaulted by white supremacists and police while trying to register for and exercise her right to vote. She later helped and encouraged thousands of African-Americans in Mississippi to become registered voters, and helped hundreds of disenfranchised people in her area through her work in programs like the Freedom Farm Cooperative. She unsuccessfully ran for the U.S. Senate in 1964 and the Mississippi State Senate in 1971. In 1970 she led

Language

eng

x



Script

Latn

x



Click the **Edit** icon on the right of the **Biographical History** entry screen and enter a biography note.

SNAC encourages you to copy and paste from outside sources like finding aids, instead of transcribing directly into the SNAC record.

Please note that you can code for paragraph breaks with **<p>** and **</p>**.

Remember to code for **Language** and **Script**.

History / Exist Dates:

For a single date, click
+Add New Date

For a range of dates, click
+Add New Date Range

Birth/Death for persons

Establishment/Disestablishment for
corporate bodies

Follow the prompts to add the date
information you've found in your
sources.

Note: You can click "Show Fuzzy
Range Fields" if you need to use them

Exist Dates

[+ Add New Date](#) [+ Add New Date Range](#)

Exist Dates - Date Range

Start Date Machine-Readable	1917	-	October	x	-	6	Cite	
Start Date Natural Language	October 6, 1917							Undo
Start Date Type	Birth							Trash
End Date Machine-Readable	1977	-	March	x	-	14	Cite	
End Date Natural Language	Mach 14, 1977							Undo
End Date Type	Death							Trash
Descriptive Note	<input type="text"/>							

[Show Fuzzy Range Fields](#)

History / 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**.

Don't see a place name? Don't worry! Email Jerry or Dina and they can add it.

Places

+ Add New Place

Mound Bayou

MS, US

View GeoPlace



Cite



Edit



Trash

Type AssociatedPlace

Role Death

Address

Descriptive Note

Montgomery County

MS, US

View GeoPlace



Cite



Edit



Trash

Type AssociatedPlace

Role Birth

Address

Descriptive Note

Demographics: Optional elements for Gender, Nationality, Languages Used, Occupations and Subjects.

Core Data History ▾ Demographics ▾ Relations

Genders

- Genders
- Nationalities
- Languages Used
- Occupations
- Subjects

+ Add New

Name Entries History ▾ Demographics ▾ Relations ▾ Corporate Description ▾ Sources ▾ Control Data ▾

Occupations

+ Add New Occupation

Term Civil rights leaders x ▾

Term Activist x ▾

Relations / 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 finding aid resource cannot be found SNAC, either by title, URL, or other keywords, click **Create New Resource** to create a new resource.

Hamer, Fannie Lou, 1917-1977

Name Entries

History ▾

Demographics ▾

Relations ▾

Corporate Description ▾

Sources

Resource Relations

 Add New Resource Relation

Search Resources ✕

Type or paste the unique URL for the resource in the box below. If we have a cached copy of the resource, select the version you want to reference by using the radio button to the left, then click "Continue." If the resource you are looking for is not found, choose "Create New Resource."



Search Results

No results found.

OR

Create New Resource

Cancel

Continue

We want to link Hamer's SNAC record to a collection of her papers held at the **Amistad Research Center** at Tulane University, in New Orleans, Louisiana.

Search the SNAC resources cache by **URI**, **title** or **keyword** 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.

Fannie Lou Hamer papers

Collection Identifier: 165

Amistad Research Center | Fannie Lou Hamer papers

Collection Overview | Collection Organization | Container Inventory

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.

Also included in the papers are programs, photographs, invitations, newspaper articles, a print of the 16mm documentary film *Oh, Freedom!* on the civil rights movement, and a variety of material from each of the organizations represented.

This collection was processed under a grant from the National Endowment for the Humanities.

[See less](#)

Dates

- Created: 1966-1978
- Other: Date acquired: 01/01/1981

Creator

- Hamer, Fannie Lou (Person)

Search Resources

Type or paste the unique URL for the resource in the box below. If we have a cached copy of the resource, select the version you want to reference by using the radio button to the left, then click "Continue." If the resource you are looking for is not found, choose "Create New Resource."

OR

Create New Resource

Cancel Continue

Search Resources

Type or paste the unique URL for the resource in the box below. If we have a cached copy of the resource, select the version you want to reference by using the radio button to the left, then click "Continue." If the resource you are looking for is not found, choose "Create New Resource."

Search Results

No results found.

OR





Create New Resource

Resource Relations continued:

1. Add the **Resource Type** and **Title** elements. **Required**
2. Add **Date**, **Resource Link**, **Abstract**, **Extent**, and **Languages**.
3. Add the **Holding Repository**.
4. Click **Continue** to add these elements to the record.

Create Resource

Use the form below to create a new resource and then press "Continue" to continue creating a new resource relation.

Resource Type *	ArchivalResource
Title *	Fannie Lou Hamer papers, 1966-1978
Date	1966-1978
Resource Link	http://amistadresearchcenter.tulane.edu/archon/?p=collections/controlcard&id=3
Abstract	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.
Extent	16.0 Linear Feet
Languages	eng x Latn x   Add Language 
Holding Repository	Amistad Research Center x Can't Find the Holding Repository?
	

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, Fannie Lou Hamer is designated as **creatorOf**.

Add other **Resource Relations** as warranted.

Resource Relations

+ Add New Resource Relation

Washington, Gary, 1953- → Fannie Lou Hamer papers, 1966-1978

Resource

Title: Fannie Lou Hamer papers, 1966-1978

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. Also included in the papers are programs, photographs, invitations, newspaper articles, a print of the 16mm documentary film Oh, Freedom! on the civil rights movement, and a variety of material from each of the organizations represented.

ArchivalResource: 16.0 Linear Feet

<http://amistadresearchcenter.tulane.edu/archon/?p=collections/controlcard&id=3> [View](#)

[View in SNAC](#)

Role

Select

contributorOf

creatorOf

editorOf

referencedIn

Descriptive Note

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.

Choose Relationship

Use the search box below to find a Constellation. Select one by using the radio button to the left. You may view any constellation by choosing the "View" link next to the ARK

Mississippi Freedom Democratic Party

Search Results

- Mississippi Freedom Democratic Party**
<http://snaccooperative.org/ark:/99999/ZWX0mqRl> [View](#)
- Mississippi Freedom Democratic Party. Carroll County Chapter.**
<http://n2t.net/ark:/99166/w6x42r47> [View](#)
- Mississippi Freedom Democratic Party. Lauderdale County (Miss.)**
<http://n2t.net/ark:/99166/w6cs1bk9> [View](#)
- Mississippi Freedom Democratic Party. Quitman County Chapter.**
<http://n2t.net/ark:/99166/w6007vkf> [View](#)
- Mississippi Freedom Democratic Party. Sunflower County Chapter.**
<http://n2t.net/ark:/99166/w6hf2gjp> [View](#)
- Mississippi Freedom Democratic Party. Leflore County Branch.**
<http://n2t.net/ark:/99166/w66q7nbx> [View](#)

Cancel Create Relation

Relations: Internal CPF Relations

Internal CPF Relations

The screenshot shows the 'Internal CPF Relations' interface. At the top, there is a green button labeled '+ Add New Constellation Relation'. Below this, a relationship is displayed between two entities: 'Hamer, Fannie Lou, 1917-1977' (represented by a person icon) and 'Mississippi Freedom Democratic Party' (represented by a building icon). An arrow points from the person icon to the party icon, with the relationship type 'correspondedWith' written below the arrow. Below the relationship, there are three fields: 'Target' with the value 'Mississippi Freedom Democratic Party' and URL 'http://snaccooperative.org/ark:/99999/ZWX0mqRI'; 'Type' with the value 'correspondedWith'; and 'Descriptive Note' with the text 'Hamer served as vice chairperson of the Mississippi Freedom Democratic Party.' A red arrow points from the 'correspondedWith' text in the 'Type' field to the 'correspondedWith' text in the relationship arrow.

For a complete list of the relationship types, check [Relationship Types](#) on the SNAC Portal

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. Fannie Lou Hamer had a great deal of correspondence with the Mississippi Freedom Democratic Party, so we apply the **correspondedWith** 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.

Hamer, Fannie Lou

URI(s)
- <http://id.loc.gov/authorities/names/n79151531>

Instance Of
- MADS/RDF PersonalName
- MADS/RDF Authority
- SKOS Concept [ⓘ]

Scheme Membership(s)
- Library of Congress Name Authority File

Collection Membership(s)
- Names Collection - Authorized Headings
- LC Names Collection - General Collection

Variants
- Townsend, Fannie Lou
- Hamer, Fanny Lou

Additional Information
- <http://id.loc.gov/rwo/agents/n79151531>

- Birth Date
1917

- Death Date
1977

Relations: External Related CPF

Library of Congress Name Authority File/NACO example

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. Select the External Authority title (LoC/NACO) from the dropdown list.
3. Copy and paste the **URI** extension for the LoC record into the Authority ID field

id.loc.gov/authorities/names/n79151531.html

External Related CPF

[+ Add New Same-As Relation](#)

URI	<input type="text" value="https://id.loc.gov/authorities/n79151531"/>
External Authority	<input type="text" value="LoC/NACO Name Authority File"/>
Authority ID	<input type="text" value="n79151531"/>

For more information about External Related CPFs, check the [Authority File List](#) and the [Authority ID Cheat Sheet](#) on the SNAC Portal.

Relations: External Related CPF: Wikidata

The image shows a composite of three screenshots illustrating the process of linking a Wikipedia article to Wikidata. The top screenshot shows the Wikidata main page with a search bar containing 'fannie lou' and a dropdown menu listing related items. The middle screenshot shows the Wikipedia article for Fannie Lou Hamer with the 'Tools' dropdown menu open, highlighting the 'Wikidata item' option. The bottom screenshot shows a zoomed-in view of the search results on Wikidata, with 'Fannie Lou Hamer' selected as the correct item.

Wikidata Search Results:

- fannie lou
- Fannie Lou Hamer**
American civil rights activist (October 6, 1917 – March 14, ...)
- Fannie Hillsmith (*Fannie Louise Hillsmith*)
American Cubist painter.
- Fannie Lou Spelce
1908 - 1998; American; Painter
- Fannie Lou Hamer Library
public library in Jackson, Mississippi, USA
- containing...
fannie lou

Wikipedia Tools Menu:

- Tools
- move to sidebar
- Actions
- Move
- General
- What links here
- Related changes
- Special pages
- Permanent link
- Page information
- Cite this page
- Wikidata item**
- Edit interlanguage links

From the Wikipedia page, select Wikidata item in the Tools dropdown on the top right of the page

OR

Go to [Wikidata.org](https://www.wikidata.org) and search for person on top right bar

Relations: External Related CPF

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. Select the External Authority title (Wikidata) from the dropdown list.
3. Copy and paste the **Q number** (after the name or end of the URI) extension for the Wikidata item into the **Authority ID** field

The screenshot shows the Wikidata page for Fannie Lou Hamer (Q438438). The URL in the browser is [wikidata.org/wiki/Q438438](https://www.wikidata.org/wiki/Q438438). The page title is "Fannie Lou Hamer (Q438438)". The description is "American civil rights activist (October 6, 1917 – March 14, 1977)" and "Fannie Lou Townsend". There are links for "Main page", "Community portal", "Project chat", "Create a new Item", and "Create a new Lexeme". Below the page content is a form for adding an external authority relation. The form has three fields: "URI" with the value "https://www.wikidata.org/entity/Q438438", "External Authority" with a dropdown menu showing "Wikidata", and "Authority ID" with the value "Q438438". A red arrow points from the "Q438438" in the Wikidata title to the "Authority ID" field. To the right of the form are three buttons: "Cite", "Undo", and "Trash".

Special cases: Linking Names of the Enslaved in SNAC

Nancy Carter Quander was an enslaved woman owned by George & Martha Washington at their plantation/estate, Mount Vernon.





Here we can see the relationship between the enslaved person and the enslaver.

Quander, Nancy Carter

Detailed View Revision History Sources

Biography Resources Relationships Places

Nancy Carter Quander was an enslaved woman at Mount Vernon, Virginia. She was eleven years old in 1799, when George Washington took her to his plantation. She lived on River Farm with her mother, Susannah Quander.

Relation	Name
associatedWith	 Mount Vernon (Va. : Estate)
memberOf	 Quander family
ownedBy	 Washington, George, 1732-1799
ownedBy	 Washington, Martha, 1731-1802



Washington, Martha, 1731-1802

Detailed View Revision History Sources Export

Biography Resources Relationships Places Subjects

Martha Dandridge Custis Washington was the first First Lady of the United States. She is remembered as the nation's first lady who set an example for her future first ladies, both as a property owner. She is an example of strength during the Revolutionary War, and as



associatedWith	 Powel, Elizabeth, 1743-1830,
ownerOf	 Quander, Nancy Carter

Special cases: Describing relationships for enslaved persons and plantations

This example illustrates Quander's Internal CPR Relation with Mount Vernon recorded in SNAC.

Quander, Nancy Carter

Detailed View Revision History Sources

Biography Resources Relationships Places

Nancy Carter Quander was an enslaved woman at Mount Virginia. She was eleven years old in 1799, when George plantation. She lived on River Farm with her mother, Suck



Relation	Name
associatedWith	Mount Vernon (Va. : Estate)
memberOf	Quander family
ownedBy	Washington, George, 1732-1799
ownedBy	Washington, Martha, 1731-1802

Mount Vernon (Va. : Estate)

Detailed View Revision History Sources Export

History Resources Relationships Places Subjects

Mount Vernon is located on the Potomac River near the city of Alexandria and George and Martha Washington. George Washington's ancestors acquired the plantation in 1740, when Lawrence Washington renamed the plantation Hunting Creek Plantation. In 1740, Lawrence Washington renamed the plantation the Mount Vernon Estate, under whom he served.

Under George Washington, the plantation reached a size of nearly 8,000 acres and purposes of management. These included the Mansion farm, River farm, and the Mount Vernon Ladies Association of the Union in 1858, and opened

associatedWith	Quander family
associatedWith	Quander, Nancy Carter

Family Names

Family name: Name entries

1. Set the **Entity Type** as “family”
2. Add components for:
 - **FamilyName** (required)
 - **FamilyType** (required)
 - **Location** (optional, but necessary)
3. **Preference** switch to **Preferred**
4. Code for **Language** and **Script**
5. Code the **Rules**
6. Continue adding **Biography**, **Places**, **Relations**, **Sources**, etc., as warranted.

Entity Type * family x ▾

Name Entries *


Eastman (Family : Barre, Vt.)
Computed Name Heading


Name Components

≡	FamilyNa... x ▾	Eastman	⊖
≡	FamilyType x ▾	Family	⊖
≡	Place x ▾	Barre, Vt.	⊖

+ Add Component

Preference Preferred

Language eng x ▾ 

Script Latn x ▾ 

Rules authorizedF... x ▾ rda x ▾ ⊖

+ Add Rule



Family name components:

Date (optional)

FamilyName (required)

FamilyType (required)

NameAddition (optional)

Place (optional)

ProminentMember (optional)

Additional family names guidance:

[Cheat Sheet for Family names](#)

[Name Elements PDF](#)

Eastman (Family : Barre, Vt. : Eastman, Alvah W., 1867-1952)
Computed Name Heading

Name Components

FamilyName	x	Eastman	⊖
FamilyType	x	Family	⊖
Place	x	Barre, Vt.	⊖
ProminentMember	x	Eastman, Alvah W., 1867-1952	⊖

+ Add Component

Preference Preferred

Language eng x

Script Latn x

Rules authorizedForm x rda x

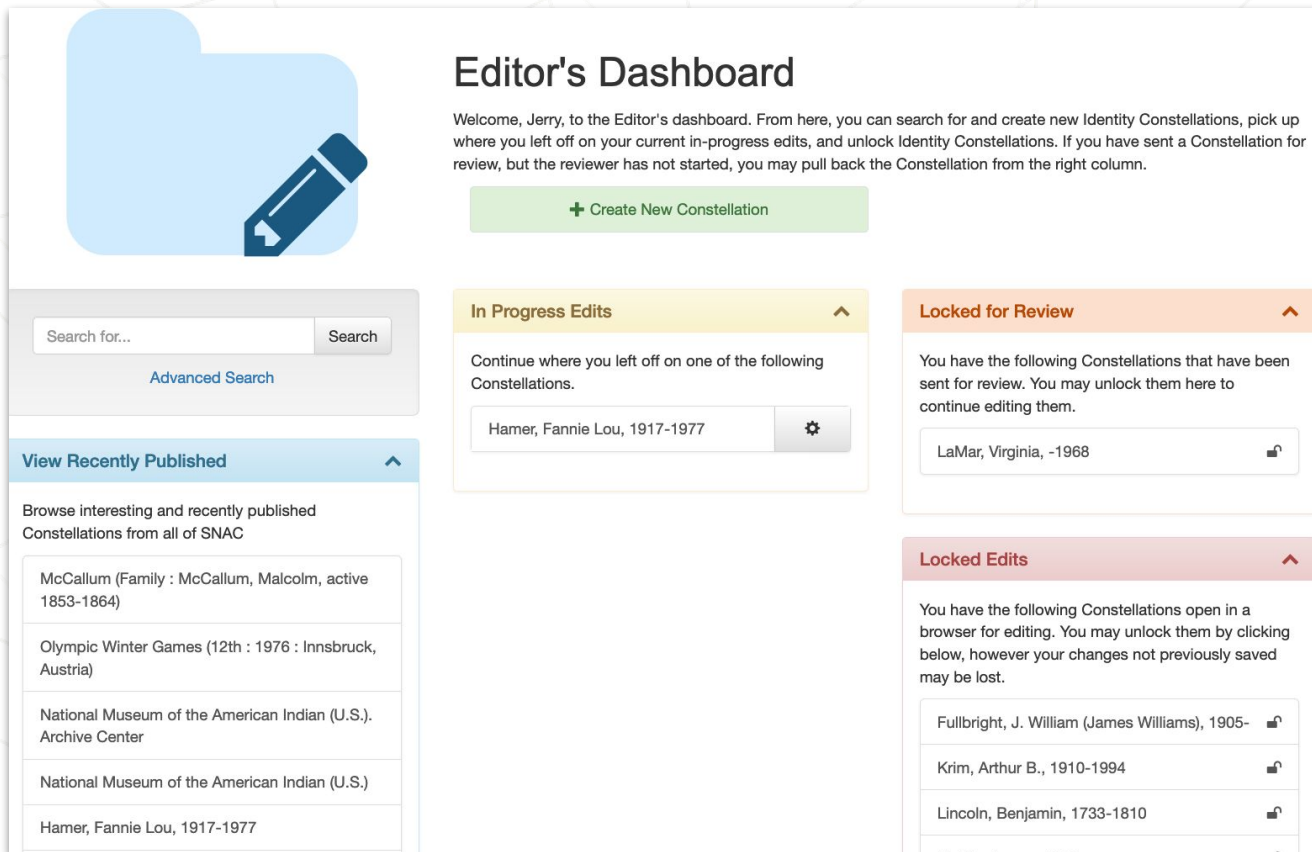
+ Add Rule

Editing SNAC Records / SNAC Dashboards

Editing 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.



The screenshot shows the Editor's Dashboard with a search bar, a 'View Recently Published' section, and three main panels: 'In Progress Edits', 'Locked for Review', and 'Locked Edits'. A blue folder icon with a pencil is in the top left.

Editor's Dashboard

Welcome, Jerry, to the Editor's dashboard. From here, you can search for and create new Identity Constellations, pick up where you left off on your current in-progress edits, and unlock Identity Constellations. If you have sent a Constellation for review, but the reviewer has not started, you may pull back the Constellation from the right column.

[+ Create New Constellation](#)

Search for...
[Advanced Search](#)

View Recently Published

Browse interesting and recently published Constellations from all of SNAC

McCallum (Family : McCallum, Malcolm, active 1853-1864)
Olympic Winter Games (12th : 1976 : Innsbruck, Austria)
National Museum of the American Indian (U.S.). Archive Center
National Museum of the American Indian (U.S.)
Hamer, Fannie Lou, 1917-1977

In Progress Edits

Continue where you left off on one of the following Constellations.

Hamer, Fannie Lou, 1917-1977	<input type="button" value="⚙"/>
------------------------------	----------------------------------

Locked for Review

You have the following Constellations that have been sent for review. You may unlock them here to continue editing them.

LaMar, Virginia, -1968	<input type="button" value="🔒"/>
------------------------	----------------------------------

Locked Edits

You have the following Constellations open in a browser for editing. You may unlock them by clicking below, however your changes not previously saved may be lost.

Fullbright, J. William (James Williams), 1905-	<input type="button" value="🔒"/>
Krim, Arthur B., 1910-1994	<input type="button" value="🔒"/>
Lincoln, Benjamin, 1733-1810	<input type="button" value="🔒"/>

Use the **Parsing** function to speed editing of person names already in SNAC ...

Click the blue **Parse** button to separate person name components. Then 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.

The screenshot shows the SNAC interface for editing a name heading. At the top, the name 'Anderson, Abraham Archibald, 1847-1940' is displayed as a 'Computed Name Heading'. Below this, the 'Name Components' section contains a search bar with the name and a red minus button. A red arrow points from the text 'Click the blue Parse button' to the 'Parse' button. Below the search bar are two buttons: a green 'Add Component' button and a blue 'Parse' button. The lower section of the interface has four rows: 'Preference' with a 'Preferred' toggle; 'Language' with a 'Select' dropdown and an edit icon; 'Script' with a 'Select' dropdown and an edit icon; and 'Rules' with a green 'Add Rule' button.

Editing Reminders

Name Entities:

- Code for Language & Script
- Code for Rules ... “rda”

Resources:

- At least one resource is required
- Code the Role ... creatorOf, referencedIn, etc.

Internal CPFs:

- Code for Relationship type

External CPFs:

- Check Wikidata, LCNAF of Congress, VIAF, Findagrave, etc.

Sources:

- At least one source is required
- Follow examples from SNACSchool

If you need more help and advice, check out the cheat sheets on the SNAC Portal:

[SNAC Editing Cheat Sheet - Persons](#)

[SNAC Editing Cheat Sheet - Corporate Bodies](#)

[SNAC Editing Cheat Sheet - Families](#)

[Name Elements PDF](#)

Yellowtail, Thomas, 1903-1993 Variant names

Detailed View Revision History Sources Export Edit Reserve for Editing

Biography Resources Relationships Places Subjects Occupations Activities

Thomas Yellowtail (born March 7, 1903, Crow Indian Reservation, Montana - died November 24, 1993), Medicine Man and Sun Dance chief of the Crow tribe for over thirty years prior to his death. Thomas Yellowtail's adult life was dedicated to the adherence to, and preservation of, the Sun Dance religion.




Image from Wikimedia Commons
Dvdirektor - CC BY-SA 3.0

Remember to **save** your work as you go!

