SNACSchool 4.0

Module 3:
Create and Edit

Updated May 2022
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**
When exhaustive searching returns no results, move to the Editor’s Dashboard to begin your create steps.

It all starts with …
Name Entries

1. Set the **Entity Type** as “corporateBody”
2. Add components for **Name** (Required)
3. Add **Location** (Optional)
4. Set the **Preference** switch to **Preferred**
5. Code the **Language** and the **Script** of the heading itself (**Use the magic wand!**)
6. Code **Rules** as “authorizedForm” and “rda”

See the **Name Elements pdf** (p. 3-4) for examples.
On the User Actions menu on the top right of the screen, you will find the Continue selection.

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
Next steps: Add new name entries to cover the variant names you documented during your research.
Next steps: Add any variant names you documented during your research.
After any amount of data input, make sure to **Save** your work.
The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by an Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 40,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19th museum of the Smithsonian Institution.
### Exist Dates

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

<table>
<thead>
<tr>
<th>Name Entries</th>
<th>History</th>
<th>Demographics</th>
<th>Relations</th>
<th>Corporate Description</th>
<th>Sources</th>
<th>Control Data</th>
</tr>
</thead>
</table>

#### Exist Dates - Single Date

<table>
<thead>
<tr>
<th>Date</th>
<th>2003</th>
<th>Month</th>
<th>DD</th>
</tr>
</thead>
</table>

**Machine-Readable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Natural Language</th>
</tr>
</thead>
</table>

**Type**

<table>
<thead>
<tr>
<th>Establishment</th>
</tr>
</thead>
</table>

**Descriptive Note**
Places

District of Columbia

DC, US

District of Columbia (DC, US)

Type: Address

Role: Select

Address:
- Street: 1400 Constitution Ave., NW
- City: Washington, DC
- PostalCode: 20560
Relations - Resource Relations

Step 1: Locate the finding aid/resource

https://siarchives.si.edu/collections/siris_arc_272321
**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

**Step 4:** If there are no results, click Create New Resource
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.
Relations - Internal CPF Relations

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

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.

Lonnie Bunch

Search Results

- Bunch, Lonnie G., 1952-
  http://n2t.net/ark:/99166/w6xn4jnd
  View

Descriptive Note

Lonnie Bunch was the founding director of the NMAAHC.
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.

For more information about External Related CPFs, check the [Authority File List](#) and the [Authority ID Cheat Sheet](#) on the SNAC Portal.
# National Museum of African American History and Culture (U.S.)

### Activities

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administering history museums</td>
<td></td>
</tr>
<tr>
<td>Administering museums</td>
<td></td>
</tr>
</tbody>
</table>
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**

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**Citation**
National Museum of African American History and Culture website, February 15, 2022

**Found Data**
The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by an Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 40,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19th museum of the Smithsonian Institution. There are four pillars upon which the NMAAHC stands: It provides an opportunity for those who are interested in African American culture to explore and revel in this history through interactive exhibitions; it helps all Americans see how their stories, their histories, and their cultures are shaped and informed by global influences; it explores what it means to be an American and share how American values like resiliency, optimism, and spirituality are reflected in African American history and culture; it serves as a place of collaboration that reaches beyond Washington, D.C. to engage new audiences and to work with the myriad of museums and educational institutions that have explored and preserved this important history well before this museum was created. The NMAAHC is a public institution open to all, where anyone is welcome to participate, collaborate, and learn more about African American history and culture. In the words of Lonnie G. Bunch III, founding director of the Museum, “there are few things as powerful and as important as a people, as a nation that is steeped in its history.”

**URI**
https://nmaahc.si.edu/about/about-museum

**Language**
eng

**Script**
Latin
**Citation**  
Wikipedia, February 15, 2022

**Found Data**  
The National Museum of African American History and Culture (NMAAHC) is a Smithsonian Institution museum located on the National Mall in Washington, D.C., in the United States. It was established in December 2003 and opened its permanent home in September 2016 with a ceremony led by President Barack Obama. Early efforts to establish a federally owned museum featuring African-American history and culture can be traced to 1915, although the modern push for such an organization did not begin until the 1970s. After years of little success, a much more serious legislative push began in 1988 that led to authorization of the museum in 2003. A site was selected in 2006, and a design submitted by Freelon Group/Adjaye Associates/Davis Brody Bond was chosen in 2008. Construction began in 2012 and the museum completed in 2016. The NMAAHC is the world’s largest museum dedicated to African-American history and culture.[4] It ranked as the fourth most-visited Smithsonian museum in its first full year of operation. The museum has more than 40,000 objects in its collection, although only about 3,500 items are on display. The 350,000-square-foot (33,000 m²), 10 story building (five above and five below ground) and its exhibits have won critical praise ...

**URI**  

**Language**  
eng

**Script**  
Latn
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 NMAACH website is linked to the specific data element for the **Establishment** date.

You must first **Save Source** entries before they can appear in **Cite**.

Reminder: *Cite elements are optional.*
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

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.

*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

SNAC Record Review
Send for Review

1. Click **Save** when all creating and editing work is done.

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**.
Review continued ...

Your SNAC reviewer sees the review request on the **Dashboard** and in the **Messaging Center**.

The **Message View** shows:

- **To:** Dina Herbert
- **From:** Jerry Simmons (Personal)
- **Subject:** Constellation for review
- **Sent:** 2/15/2022, 12:46 PM

The message reads:

> Please review my constellation.
> This is a brand new record. Please review from top to bottom.

**National Museum of African American History and Culture (U.S.)**
Person Names
Return to the SNAC Editor’s Dashboard and click the + Create New Constellation button to start your new SNAC record.
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”
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

For more variant name examples: **Name Elements pdf**
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**.

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**Biographical History**

1. 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.

2. 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 owned by B.D. Marlowe until 1962. Because Hamer was the only worker who could read and write, she also served as plantation timekeeper.

3. In 1961, Hamer received a hysterectomy by a white doctor without her consent while undergoing surgery to remove a uterine tumor. Such forced sterilization of black women, as a way to reduce the black population, was so widespread it was dubbed a...
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.
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.*
Demographics: Optional elements for Gender, Nationality, Languages Used, Occupations and Subjects.
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.
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.
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.
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.
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.
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.

For a complete list of the relationship types, check Relationship Types on the SNAC Portal.
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.

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

From the Wikipedia page, select Wikidata item on left side menu
OR
Go to 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.
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.
Special cases: Describing relationships for enslaved persons and plantations

This example illustrates Quander’s Internal CPR Relation with Mount Vernon recorded in SNAC.
Family Names
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**

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