

# SNACSchool 4.0

## Module 4:

# Resource Cache Management

Updated February 2022

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

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

Resources

Resources

**Instructions:** Search for existing resources by title, link, and abstract.

ArchivalResource Search for... Search

Return top 100 matches

+ Add New Resource

## Resource Types:

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

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

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

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

**All Resources:** Allows you to search across all resource types

You can also search for resources and sort by institution

## Resources

Resources

**Instructions:** Search for existing resources by title, link, and abstract.

All Resources

Sadie Tanner Mossell Alexander

Search

Return top 100 matches

+ Add New Resource

Show 10 entries

	Title	Abstract	Link	Holding Institution	Type
  	Sadie Tanner Mossell Alexander Papers	STMA I: Biographical and Autobiographical. (2 cu. ft. and oversized items.) The first two subseries include articles, resumes, and interview material which review STMA's life and career, including her family history, practice in the law, and civic and governmental activities. Another subseries...	<a href="https://archives.upenn.edu/collecti...">https://archives.upenn.edu/collecti...</a>	University of Pennsylvania Library	ArchivalResource
  	Juanita Kidd Stout papers, 1873-1998 (bulk 1948-1997).	Correspondence, legal case files, speeches, articles, topical files, family papers, scrapbooks,	<a href="http://www.worldcat.org/oclc/709843...">http://www.worldcat.org/oclc/709843...</a>	Library of Congress	ArchivalResource

You can sort by Title, abstract, link, holding institution, and type. This way you can see what resources might already be there and if you need to add a resource. To add a resource it's the same process as doing that within a record itself.



Click the **blue edit icon** on the left column to open the record for editing.

Once you've completed your edits, click **Save Resource** so save your changes and close the resource record. If you want to abandon your changes, click **Cancel**.

ArchivalResource | https://www.trumanlibrary.gov/library/personal-papers/david-e-bell-papers | Search

Return top | 100 matches

Show 10 entries

+ Add New Resource

	Title	Abstract	Link	Holding Institution	Type
  	David E. Bell papers	The papers of David E. Bell consist of speeches by former President Harry S. Truman, press releases, Congressional voting records and Presidential messages to Congress. These papers primarily span the years when Mr. Bell served in the Bureau of the Budget and the White House from 1945 - 1953. Also...	https://www.trumanlibrary.gov/libra...	Harry S. Truman Library	ArchivalResour

Resources / Edit a Resource

Instructions: Use the form below to edit and save the resource.

Resource Type \* ArchivalResource

Title \* David E. Bell papers

Date 1945-1979

Resource Link https://www.trumanlibrary.gov/library/personal-papers/david-e-bell-papers

Abstract The papers of David E. Bell consist of speeches by former President Harry S. Truman, press releases, Congressional voting records and Presidential messages to Congress. These papers primarily span the years when Mr. Bell served in the Bureau of the Budget and the White House from 1945 - 1953. Also

Extent 1.2 linear feet

Languages eng x Latin x 

+ Add Language 

Holding Repository Harry S. Truman Library x

Can't Find the Holding Repository?

 Actions

-  Save Resource
-  Cancel

## Replacing OCLC WorldCat links in resource records and refreshing SNAC entity records:

Step 1: Locate the resource via a SNAC entity record or by searching for the existing resource record. After locating the entity record, click on **Detailed View** in the **Options** menu. **Please note that you do not use the SNAC entity record in edit mode.**



### Angelou, Maya, 1928-2014 Variant names

[Detailed View](#) [Revision History](#) [Sources](#) [Export](#) [Edit](#) [Reserve for Editing](#)

[Biography](#) [Resources](#) [Relationships](#) [Places](#) [Subjects](#) [Occupations](#) [Activities](#)

Maya Angelou (b. Marguerite Annie Johnson, April 4, 1928, St. Louis, MO—d. May 28, 2014, Winston-Salem, NC) was an American poet, singer, memoirist, and civil rights activist. She published seven autobiographies, three books of essays, several books of poetry, and was credited with a list of plays, movies, and television shows spanning over 50 years.

# Replacing OCLC WorldCat links ...

Step 2: Open the **Resource Relations** list on the **Relations** tab

Step 3: Do a simple text search to locate resources with **Worldcat** links

## Angelou, Maya, 1928-2014

Angelou, Maya, 1928-2014 / Detailed View

Name Entries

History ▾

Demographics ▾

Relations ▾

Corporate Description ▾

Sources

Control Data ▾



Angelou, Maya, 1928-2014



referencedIn



Ricardo Sánchez papers, 1941-1994



Cite

Resource

**Ricardo Sánchez papers, 1941-1994**

Title: Ricardo Sánchez papers, 1941-1994

The Sánchez Papers contain the personal and professional papers of Ricardo Sánchez. Included are the following series: Manuscripts by Sánchez, Correspondence, Personal Papers and Memorabilia, Subject Files, Manuscripts by Other Authors, Publications by Other Authors, Photographs, and Audiovisual Materials. Materials focus on Sánchez's life and career, as well as on Chicano artistic and political history in general.

ArchivalResource: 66 linear feet.

<http://www.worldcat.org/oclc/122571645> [View](#)

[View in SNAC](#)

Role

referencedIn

Descriptive Note

## Step 4: Click the **View in SNAC** link to move to the resource record

Authors, Photographs, and Audiovisual Materials. Materials focus on Sánchez's life and career, as well as on Chicano artistic and political history in general.

ArchivalResource: 66 linear feet.

<http://www.worldcat.org/oclc/122571645> [View](#)

[View in SNAC](#)

### Ricardo Sánchez papers, 1941-1994

Resources / View Resource

**Resource Type** ArchivalResource

**Title** Ricardo Sánchez papers, 1941-1994

**Date** 1941-1994

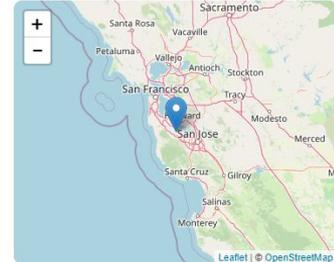
**Resource Link** <http://www.worldcat.org/oclc/122571645>

**Abstract** The Sánchez Papers contain the personal and professional papers of Ricardo Sánchez. Included are the following series: Manuscripts by Sánchez, Correspondence, Personal Papers and Memorabilia, Subject Files, Manuscripts by Other Authors, Publications by Other Authors, Photographs, and Audiovisual Materials. Materials focus on Sánchez's life and career, as well as on Chicano artistic and political history in general.

**Extent** 66 linear feet.

**Languages** eng, Latn

**Holding Repository** Stanford University



Stanford University. Department of Special Collections and University Archives

[Edit Resource](#)

Stanford University. Department of Special Collections and University Archives

[Edit Resource](#)

This moves you to the resource record, which opens in a separate browser tab automatically.

## Step 5: Click **Edit Resource** to edit the resource record

# Step 6: Locate the current URI for the resource and replace the OCLC WorldCat link

## Edit a Resource

Resources / Edit a Resource

**Instructions:** Use the form below to edit and save the resource

**Resource Type \*** ArchivalResource

**Title \*** Ricardo Sánchez papers, 1941-1994

**Date** 1941-1994

**Resource Link** <https://oac.cdlib.org/findaid/ark:/13030/tf796nb2g4/>

**Abstract** The Sánchez Papers contain the personal and professional papers of Ricardo Sánchez. Included are the following series: Manuscripts by Sánchez, Correspondence, Personal Papers and Memorabilia, Subject Files, Manuscripts by Other Authors, Publications by Other Authors, Photographs, and Audiovisual Materials.

**Extent** 66 linear feet.

**Languages**

eng x Latn x

Add Language

**Holding Repository** Stanford University. Department of Special Collections and University Archives

Can't Find the Holding Repository?

Not secure | oac.cdlib.org/findaid/ark:/13030/tf796nb2g4/

**OAC**  
Online Archive of California

Home Browse Institutions Browse Collections Browse Map About OAC Help

> Home > Stanford University > Manuscripts Division

Share / Save

**Collection Guide** <https://oac.cdlib.org/findaid/ark:/13030/tf796nb2g4/>

**Collection Title:** Guide to the Ricardo Sánchez Papers, 1941-1995

**Collection Number:** Special Collections M652

**Get Items:** No online items  
Contact Stanford University: Manuscripts Division

**Collection Overview**

View entire collection guide  
PDF (363.80 Kb) HTML

**Search this collection**

Entire Collection Guide Online Items

Table of contents

Update the rest of the resource if needed (in this case, update display entry, fill in the date field, language)

# Step 7: Click **Save Resource**

## Edit a Resource

Resources / Edit a Resource

**Instructions:** Use the form below to edit and save the resource.

**Resource Type \*** ArchivalResource

**Title \*** Ricardo Sánchez papers, 1941-1994

**Date** 1941-1994

**Resource Link** <https://oac.cdlib.org/findaid/ark:/13030/tf796nb2g4/>

**Abstract**  
The Sánchez Papers contain the personal and professional papers of Ricardo Sánchez. Included are the following series: Manuscripts by Sánchez, Correspondence, Personal Papers and Memorabilia, Subject Files, Manuscripts by Other Authors, Publications by Other Authors, Photographs, and Audiovisual Materials.

**Extent** 66 linear feet.

**Languages**  
eng x Latin x   
 Add Language 

**Holding Repository** Stanford University. Department of Special Collections and University Archives x  
Can't Find the Holding Repository?

### Actions

 Save Resource

 Cancel

## Step 8: Refresh the SNAC entity record



snac-dev.iath.virginia.edu/details/83496372/11348579

snac Search Browse Resource Descriptions Dashboards Messages

This is the **demo version**. Edits made to these Constellations will not be perm

### Angelou, Maya, 1928-2014

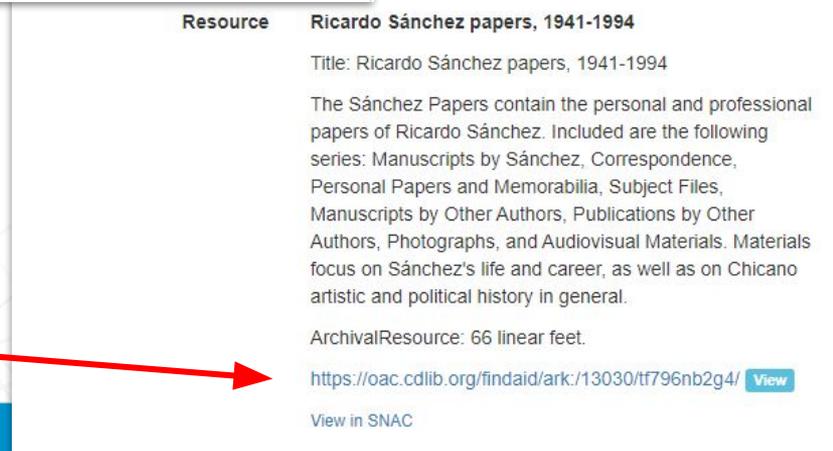
Angelou, Maya, 1928-2014 / Detailed View

Name Entries History Demographics Relations Corporate Description Sources

Control Data

Click into the browser address bar and refresh the SNAC ID link to the entity record.

Once refreshed, the **Resource Relations** list will display the updated resource URI.



**Resource** **Ricardo Sánchez papers, 1941-1994**

Title: Ricardo Sánchez papers, 1941-1994

The Sánchez Papers contain the personal and professional papers of Ricardo Sánchez. Included are the following series: Manuscripts by Sánchez, Correspondence, Personal Papers and Memorabilia, Subject Files, Manuscripts by Other Authors, Publications by Other Authors, Photographs, and Audiovisual Materials. Materials focus on Sánchez's life and career, as well as on Chicano artistic and political history in general.

ArchivalResource: 66 linear feet.

<https://oac.cdlib.org/findaid/ark:/13030/tf796nb2g4/> [View](#)

View in SNAC

# National Archives Resources

The National Archives does not generally describe materials using finding aids but rather with catalog entries. It's a very similar way to enter information into SNAC for NARA resources.



[NAID: 1696015](#)

*Photo not from this series*

Example: Sandra Day O'Connor resources from NARA

## Editing a Series

The screenshot shows the National Archives Catalog interface. At the top, there's a navigation bar with links for ARCHIVES.GOV, LOGIN, REGISTER, VETERANS' SERVICE RECORDS, HELP, API, and CONTACT US. Below this is a search bar with a magnifying glass icon and the text 'Advanced Search'. The main content area displays the title 'Photographs of Prominent IRS Officials and Events, 1988 - 1995'. A warning icon and text state: 'This Series contains records, some of which may not be available online. To obtain a copy or view the records, please contact or visit the National Archives and Records Administration location(s) listed in the Contact information below.' Below this is a section for 'Additional Information About this Series' with the following details:

- National Archives Identifier: 518046
- Local Identifier: 58-OFF
- Creator(s): Department of the Treasury, Internal Revenue Service, Office of the Historian, 1988-12/1995 (Most Recent)
- From: Record Group 58: Records of the Internal Revenue Service, 1791 - 2006

At the bottom, a 'Details' section shows:

- Level of Description: Series
- Type(s) of Archival Materials: Photographs and other Graphic Materials

On the left side of the screenshot, there's a sidebar with a 'Record Hierarchy' section showing 'Record Group 58: Records of the Internal Revenue Service, 1791 - 2006' and 'Series: Photographs of Prominent IRS Officials and Events, 1988 - 1995'. Below that is a 'Tag' section with an 'Add a tag--' input field and an 'Add' button. At the bottom of the sidebar is a 'Comment' section with an 'Add a comment...' input field and links for 'Login', 'Policy', and 'Need Help?'.

## Search for series URI on resources page

All Resources

<https://catalog.archives.gov/id/518046>

Search

Return top

100

matches

+ Add New Resource

Show 10 entries

	Title	Abstract	Link	Holding Institution	Type
  	Records of the Internal Revenue Service. 1791 - 2006. Photographs of Prominent IRS Officials and Events		<a href="https://catalog.archives.gov/id/518...">https://catalog.archives.gov/id/518...</a>		ArchivalResource

Edit as needed.

For **Abstract**, use **Scope & Content** (if available)

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

For other questions talk with Dina and Jerry

The screenshot shows a metadata entry form for SNAC. The form includes the following fields and content:

- Resource Type \***: ArchivalResource
- Title \***: Photographs of Prominent IRS Officials and Events, 1988 - 1995
- Date**: 1988 - 1995
- Resource Link**: https://catalog.archives.gov/id/518046
- Abstract**: The heart of this series comprises individual portraits of leading IRS officials, at the national headquarters level as well as regional and district levels, who developed and implemented agency policy and programs through the 1980's and early 1990's.
- Extent**: 1 linear feet,9 linear inches
- Languages**: A panel showing 'eng' and 'Latn' with an 'Add Language' button and a red close button.
- Holding Repository**: United States. National Archives and Records Administration. Below the field is a link: [Can't Find the Holding Repository?](#)

To the right of the form is an **Actions** menu with two options: **Save Resource** (with a floppy disk icon) and **Cancel** (with a red 'X' icon).

Record Hierarchy

Collection RR-WHPO:  
White House Photographic Collection,  
1/20/1981 - 1/20/1989

Series:  
Reagan White House Photographs,  
1/20/1981 - 1/20/1989

Item:  
President Ronald Reagan in The  
Oval Office Meeting with  
Supreme Court Nominee  
**Sandra Day O'Connor** and  
William French Smith,  
7/15/1981

Tag

- ronald reagan
- sandra day o'connor
- supreme court
- william french smith

President Ronald Reagan in The Oval Office Meeting with Supreme Court Nominee Sandra Day O'Connor and William French Smith



View/Add Contributions

The same process is done with a file or item. Use your discretion about when to add items or files in to SNAC.

You can also choose to just add the series or file rather than an item.

All Resources

https://catalog.archives.gov/id/75854189

Search

Return top 100 matches

+ Add New Resource

Show 10 entries

Title Abstract Link Holding Institution Type

No data available in table

**Resource Type** \* DigitalArchivalResource

**Title** \* President Ronald Reagan in The Oval Office Meeting with Supreme Court Nominee Sandra Day O'Connor and William French Smith

**Date** 1981

**Resource Link** https://catalog.archives.gov/id/75854189

**Abstract**

**Extent**

**Languages**

eng x Latn x -

+ Add Language

**Holding Repository** Ronald Reagan Library x

Can't Find the Holding Repository?

Edit as needed.

This item is digitally available so the Resource Type is **DigitalArchivalResource**.

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

Note this item is located at the Ronald Reagan Library.

For other questions talk with Dina and Jerry

# Resources

Resources

**Instructions:** Search for existing resources by title, link, and abstract.

ArchivalResource

sojourner truth

Search



Guide to the Nell Irvin Painter Papers, 1793-2016 and undated, bulk 1876-2007

Collection consists primarily of Painter's personal and professional correspondence (1969-2002) that documents Painter's scholarship and professional life as an academic and historian. There are also teaching materials and student files (1959-2000 and n.d.) reflecting her role as a mentor to young...

<https://library.duke.edu/rubenstein...>

Duke University Libraries, Duke University Library; Perkins Library

ArchivalResource



Nell Irvin Painter papers, 1793-2011 and undated, bulk 1876-2007.

Collection is primarily composed of the extensive correspondence, writing, research, teaching materials, and other professional papers that Painter has produced in a forty-year career as a student, scholar, teacher, and writer in 19th- and 20th-century American and African American history. These...

<http://www.worldcat.org/oclc/519079...>

Duke University Libraries, Duke University Library; Perkins Library

ArchivalResource

If you see multiple resources that's ok; this likely is from the initial ingest.

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