SNACSchool 4.0

Module 4:

Resource Cache Management

Updated February 2022

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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**.

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

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.

To edit an existing resource record in SNAC, you also start with a search. You can craft search queries with various elements identifying a resource … names, title, link, holding institution, and and the resource type.

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
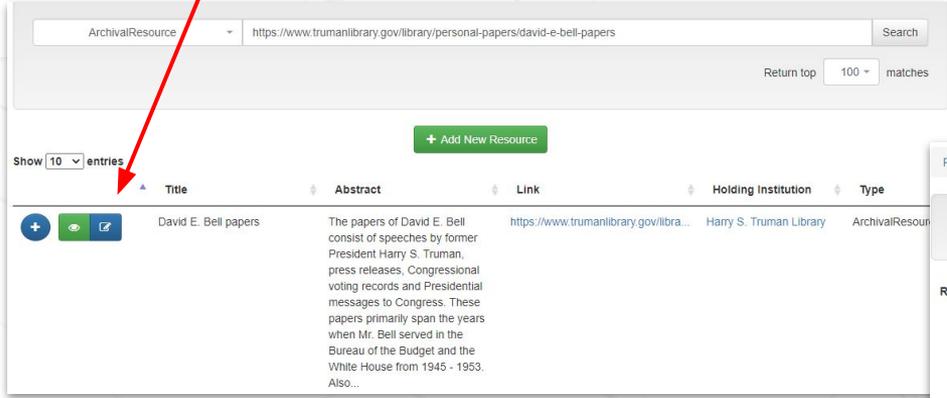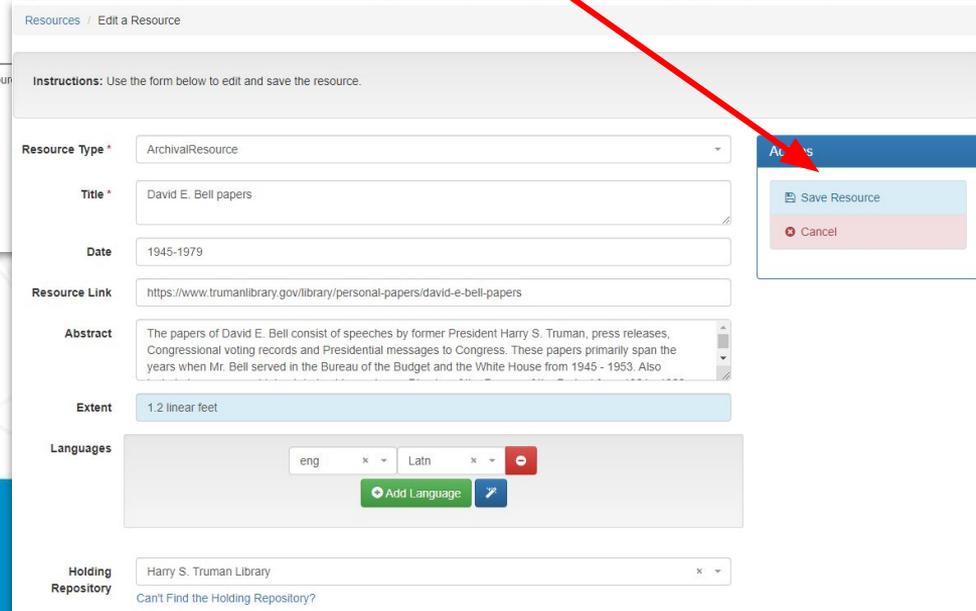
+ Add New Resource

Show 10 ▾ entries

	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

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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 ✕ ▾ | Latn ✕ ▾ | ⊖
⊕ Add Language 🔧

Holding Repository | Harry S. Truman Library ✕ ▾
Can't Find the Holding Repository?

Ac...

🖺 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 ▾

👤   ➡   📄   📖 Cite

Angelou, Maya, 1928-2014   referencedIn   Ricardo Sánchez papers, 1941-1994

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

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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

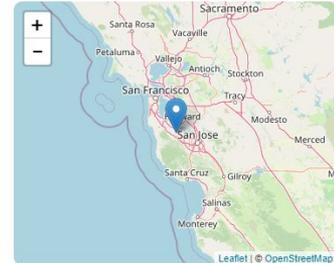|	
Resource Type	ArchivalResource
Title	Ricardo Sánchez papers, 1941-1994
Date	1941-1994
Resource Link	http://www.worldcat.org/oclc/122571645
Abstract	The Sánchez Papers contain the personal and professional papers of Ricardo Sánchez. Included are the following series: Manuscripts by Sánchez, Correspondence, 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. D...

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

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

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.

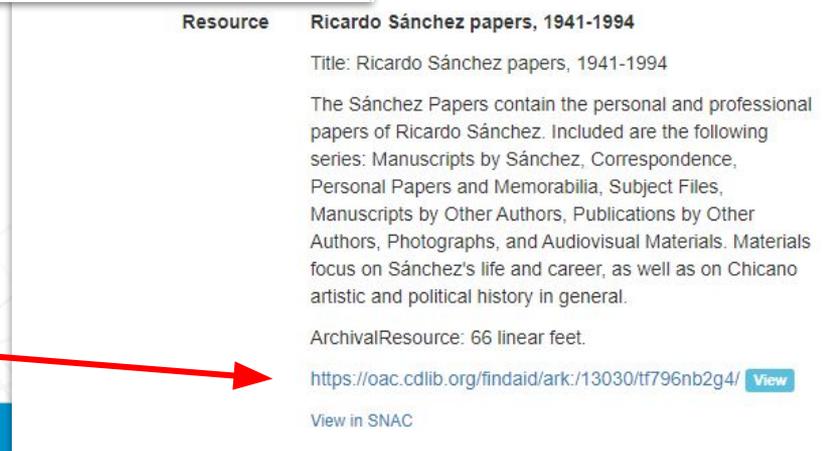|	
Resource Type *	ArchivalResource
Title *	Ricardo Sánchez papers, 1941-1994
Date	1941-1994
Resource Link	https://oac.cdlib.org/findaid/ark:/13030/tf796nb2g4/
Abstract	The Sánchez Papers contain the personal and professional papers of Ricardo Sánchez. Included are the following series: Manuscripts by 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 × ▾ Latn × ▾ ⊖
	⊕ Add Language
Holding Repository	Stanford University. Department of Special Collections and University Archives × ▾
	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   Q 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

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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

Search for series URI on resources page

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

Advanced Search

Results: ‹ 4 of 1,074 ›

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			

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.