

# Using ANW : Training for ANW partners

November 2004

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# Using ANW – November 2004

## 1. The ANW website

### Background to project

- *Archives On-Line* NCA report, 1998, recommended a combination of digital cataloguing and retroconversion to make finding aids available over the Internet
- ACW developed ANW proposal since 1997
- Scoping Study, 1997
- Feasibility Study 1999
- First HLF bid 1999
- Pilot NLW/HMC Family and Estates project, 2001-2002
- HLF bid approved 2002
- Project Team starts January 2003

Work being undertaken mainly at NLW, Aberystwyth, using catalogues supplied by partners  
Remote officer based in Glamorgan Record Office

### Management

**Project Board** = ACW, meets 3 times/year

**Project Management Group** = representatives of ACW, HLF monitors, NLW, meets 4 times/year; monthly report

**Day-to-day administration** NLW

**Partners:** members of ACW

- local government archive services
- ASPBs: NLW, NMGW, RCAHMW
- university archive services: Aberystwyth, Bangor, Lampeter, Swansea

### Coverage

- catalogued material only (in 1999)
- 90% of catalogued collections (selected by repositories)
- public live records after checking by team and partner
- fonds-level only (normally; some sub-fonds)
- not covered: uncatalogued, held by other bodies (museums, libraries), minor, non-archival material held by partners (e.g. NMGW, NLW)

### Search and browse methods

- Quick search
- Advanced search
- Indexes
- Browse descriptions

### Site content

- Provides context about project
- Links to partner sites
- Links to other archival resources
- Details of standards and guidance
- Software
- Bilingual elements: navigation, site content, not descriptions

### Web users: statistics and profile

- Usage running at 5,000 hits /day, 250 visits/day (including 25% web-crawlers for search engines, 10% project team), 100 users/day; 75% English pages, 25% Welsh
- Main users: project partners, TNA, universities, family history, local history
- Mainly UK but with some US, Australia

### Usability and accessibility

#### Usability

- designing features that are intuitive, predictable in behaviour, conforming to expectations based on other sites, suitable to user technology (slow connections, small screens)

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- shifting the design philosophy from designer-led to user-led)
- Principle: to reduce the cognitive load of using a system by exploiting learned behaviour, providing relevant help, easy navigation

### Accessibility

- designing content that is device-independent (old and new browsers, MS and others, screen readers, WAP phones)
- and user-adaptable (text size, frames movable) (4% of people have some inherited colour vision deficit)
- long history of sloppy HTML coding
- proprietary tags leading to "browser wars"
- move to CSS (cascading style sheets) and separation of display and content

W3C (World Wide Web Consortium): provides online checking for valid code

W3C Web Accessibility Initiative specifies standards of HTML coding for accessibility, graded A to AAA; the standards affect content not just presentation

Bobby and Cynthia websites test the standards (some automatic, some judgement)

ANW aspires to AAA (text-only site with full control on presentation)

Disability Rights Commission report 2004, criticises those who provide a web service where the disabled receive inferior treatment; it is taking no action "at the moment"

### Planned developments

#### Revised website layout

Reduction of left-hand border

Smaller simpler buttons across top

Removal of frames layout for browsing

Help page

#### Revised admin screens (now live)

More logical admin menu

Less white space

Changes to captions

#### Integrated index

Single browsable/searchable index showing all terms:

#### Web statistics

## 2. Data structure and management

### Software

#### Website

- hard-coded content: html/css
- dynamic content: cgi (common gateway interface), Perl-generated html overnight/on demand

#### Database

MySQL tables:

- Institutions
- Collections
- Places
- Place NPTs
- Place sources
- Place link to descriptions
- Place link to BTs, NTs, RTs

(ditto for subjects, personal names, corporate names)

#### User interfaces

- Browsers (Netscape, IE, Mozilla) data entry, editing single records
- MySQL through PHP My Admin database structure, record delete, null queries
- Access report generation, global text changes, institution edit

#### Exchange formats

- Native: MySQL
- Output: doc or rtf from Access; comma-delimited from Access

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- EAD: from MySQL
- Exchange with CALM, MARC etc via EAD

Because of variations between EAD, ISADG and other datasets, transfer involves some combining and splitting of data elements, and therefore some manual editing

Non-conforming data will be accommodated into ANW using "best fit" but may be less accessible to searching.

### Data management

- Live record = the record
- Changes to be made either by annotated hard copy (paper) to team, or directly on screen
- Changes are logged and can be reversed
- Local changes: need to either edit ANW too or supply revised version

### Admin area

- accessed from public website
- password protected
- two main areas: browse/search and edit (modify/create)

#### Browse/search

offers same options as public website but queries all data held, including draft records awaiting checking and release; read only

#### Edit functions

sets of screens to input new data and relationships, or modify existing

- Creating a new record: add new (blank form) create new (copy existing)
- Editing an existing record: modify existing
- Creating links collection-collection or place-place: modify existing
- Creating links index term to collection: links to collections
- Make live/withdraw: tick box to permit public use (effective immediately)
- Rebuild indexes: if extensive editing of index has taken place (otherwise overnight)

#### Using the admin area

- Data is only sent to ANW after submit and confirm
- Need to be careful with browser if you use Internet for research while writing text
- Best to save incomplete records early on and then return to add more
- May prefer to write text in Word and cut-and-paste (note formatting below); cut-and-paste from the Internet is wrong and usually creates layout problems

### Formatting

- Text effects shown as html code in admin area (<i>italicised text</i>) (keep to minimum; italics for books, series titles and newspapers, plays; single quotes for theses, poems, songs, stories and articles)
- Spacing: most browsers close up double-spaces and line breaks <br />
- Shortcut abbreviations : typing ##HC and then a space or tab will look-up a shortcut and paste into the record "A hard copy of the catalogue is available at" (listed at top of Collections page)

### Special character sets:

- use Unicode Character Map, Latin-1, Latin Extended-A
- do not use: html letter or number codes, cut-and-paste from Word, Access or Composer
- MySQL uses ' as part of commands and so uses internal escape \ ' : has caused trouble in the past

**3 Collection descriptions**

**ISAD(G) 2**

ICA General International Standard Archival Description

- Minor differences between 1st and 2nd editions (related material/associated material)
- Mandatory fields: ref code; title; creator\*; date(s); extent; level of description <http://www.ica.org/test/biblio.php?pdocid=1>

The aim is to create single record to be used for research, management, and production purposes; it therefore includes fields for information derived from various stages in collection/archive's life-cycle.

<b>Stage</b>	<b>Fields relating to stage</b>
Creation of record	Dates of creation; Scope
Creation of collection	Creator, Admin history, date of accumulation
Care of collection prior to deposit Includes arrangement and discard prior to deposit	Archival history
Deposition of collection	Immediate source of acquisition
Accession (Creation of archive as archive; sorting, cataloguing, selection of material deposited for retention/discard)	Ref code, Title, Appraisal, Language, Arrangement (as held in repository)
Storage and curation	Physical condition, Extent, Accruals
Production (Finding aids were created earlier but field is for current info)	Conditions on access, reproduction, Finding aids, Physical condition (equipment)
Creation of FLD	Level of description, Archivist's note, Rules, Description date, Related material

**ANW Guidelines**

- derived from NLW guidelines for fonds-level descriptions in CAIRS
- v1 December 2002 used at start of project
- v2 July 2003 incorporating changes as full system came online; circulated as hard copy to partners
- v2.1 March 2004 further changes following mapping to EAD and use of LCSH available from website
- v2.2 July 2004 clarification for places and other access points
- v3.0 autumn 2004 (include screenshots etc once website finalised)

**Fonds**

AIM25 uses "Collection"

ISAD(G) 2nd edition, 2000, p. 10, glossary (0.1): "The whole of the records, regardless of form or medium, organically created and/or accumulated and used by a particular person, family or corporate body in the course of that creator's activities and functions".

- the definition attempts to provide a single concept which can be used for management, production, conservation and research purposes, linked to theoretical basis of creation and use of records
- records could belong to more than one notional fonds (example, Poor Law Union records inherited by County Council)
- a fonds may re-unite material which had different histories prior to deposit
- although ISAD(G) cites organisation by fonds (as created) as a principle, in practice its records are structured into archives as held by a particular repository

In practice, for ANW we follow the principle that a fonds has a single *ref code* or has been catalogued as a single entity (including accruals). Rationalisation of some ANW records for a single repository into fonds and sub-fonds has been undertaken once the records were created.

Fonds that are now split between two repositories are treated as separate fonds (linked by "Related material", "Creator" and access points).

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### Ref code

ARCHON code (GB 0166) + local codes

- ANW minimises and standardises punctuation and use of / (WDA is different to WD/A)
- At fonds level, use only highest-level codes (note that the implied hierarchical info is not used by ANW to link collections: hierarchy is recorded separately)
- If multiple codes, list them (preferably as ranges) (info on multiple deposits can be noted in Source, Arrangement and Archival history)
- Intended to be used as unique identifier (ISADG)
- need to think before changing entry in this field
- uniqueness check not used

### Titles

- Use title issued by repository unless title is totally unsatisfactory
- Can be extended in interests of **uniqueness** : replace "Highways Boards" with "Cardiganshire Highways Boards"
- or to provide better **indication of content**: replace "Kyle Deeds" with "Kyle family collection of Cardiganshire deeds"
- if name is changed unrecognisably, include (formerly ): "Dolaucothi deeds (formerly Croydon Deeds)"

### Short title

For web browsing and results lists

- the title should be as short as possible
- minimise capitalisation except for proper names
- personal name elements appear in the order: Surname, Forename(s), Title, (occupation), of Place, followed by papers etc (not all are required)
- inverted order elements should be separated by commas
- Corporate names: direct order, followed by records etc.
- Use most common form to determine how to deal with tripartite and double-barreled names : so "Wynford Vaughan Thomas Papers" appears under V as Vaughan Thomas, Wynford, papers.
- Use lower case for family, papers, records etc, and wherever possible elsewhere
- Estates: use upper case for estates named after a family (Davies Estate); use lower case for estates named after a place (Glynllifon estate)
- Collection titles in Welsh: form (papurau etc.) goes last, with English translation of form in brackets; bardic names: direct order; other names: surname order; corporate names should not be translated; if both forms are in the title, use English first, with Welsh form in brackets

### Exercise

**Dates:** one field; format: creation dates (accumulated dates)

- square brackets for ascribed dates
- use full range of options: 1966 [1966] [*c*. 1966] [1960s] [mid 20th century] [20th century]
- be as specific as possible

### Level of description

usually Fonds

### Extent and medium

cubic metres to 2 decimal places  
followed by other quantifications in brackets

### Creator(s)

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Corporate body as creator or collector  
Can have repository as collector for map, photo collections

### **Administrative/biographical history**

- Should be short
- Should relate to content of archive
- Should be focused on creator of fonds, not sub-fonds (e.g. collection comprising numerous estates records)
- Should not be cut-and-pasted
- Should use all information available from catalogue to present rounded view

### **Archival history**

- Post-creation but prior to deposition
- Usually poorly documented

### **Immediate source of acquisition**

- An entry is mandatory in ANW
- Content reflects partner's policy on such information: can be general "It is the policy of Erehwon RO to withhold information on depositors"
- Needs care with currency (multiple deposits and depositors)

### **Scope and content**

- Short listing of materials by content, type and covering date
- Should reflect structure of archive rather than its arrangement
- Should combine info on multiple deposits
- Should not include biographical info

### **Appraisal**

Post-deposit treatment, selection

### **Accruals**

Expected or not?

### **System of arrangement**

For current arrangement

No need to duplicate info in Scope and content

? how useful is info to user of ANW (not very)

Mention uncatalogued material

### **Conditions governing access**

Note closure periods, preferably with opening dates

Need care with multiple deposits, special conditions

Note if advance ordering is required

### **Conditions governing reproduction**

Usually "Usual copyright regulations apply"

### **Language/scripts of material**

Free text, language names in full, in order of frequency

Not language of finding aids (Finding aids) or language of FLD

### **Language codes**

List of three-letter ISO 639-2 codes in a single string (to be phased out)

### **Physical characteristics**

Comments on condition should be restricted to the fonds as a whole or to specific types of material

Care with currency on conservation needs (has it been done?)

Technical requirements to view

## Using ANW – November 2004

### **Finding aids**

Give title of finding aid if different to title of collection  
List locations of hard copies  
Note language(s) of finding aid if different from FLD  
State if available online

### **Existence and location of originals**

If archive comprises mainly facsimiles, microfilms

### **Existence and location of copies**

Includes digitised copies of archives (not single items)

### **Related units of description**

Functionally-related material held in the same or other repository  
Use ref codes  
Be brief  
Link to other fonds not to individual items  
Access points should provide thematic linking  
Issue with data currency from other repositories

### **Publication note**

For publications based on the archive.

### **Note**

Comment on title of collection  
Note if dates of creation differ from dates of accumulation/activity

### **Archivist's note**

Description created by X for Y (based on Z if needed)  
Sources used: catalogue, books, websites

### **Rules or conventions**

Standard wording

### **Date of description**

Month and year when finished; can include additional dates for amendments post-live

### **url**

for hyperlink to *Finding aid* detailed catalogue (i.e. more detailed than ANW)

### **url link to further info**

New field  
For links to digitised items available on the web (Gathering the Jewels, NLW Digital Mirror, Powys History Online)

### 4. Access points

- Provide simple way of querying data to retrieve records sharing similar content
- Rely on creation of single standard index term linked to relevant records
- Records containing significant relevant data are linked (not = word search)
- Require a standardised approach to creating new terms and noting variants

Two main sets of rules in use in the archives domain:

- AACR2 rules Anglo-American Cataloguing Rules, Second edition
- National Council on Archives, 1997, *Rules for the construction of personal, place and corporate names* (available from ANW-About ANW-Technical information)/ISAAR(CPF) (available from <http://www.ica.org/>). The rules differ.

### Purposes of ANW access points

- online querying of ANW website
- transfer/mapping to UK Archival Network resources
- transfer to NNAF
- exchange with partner bodies using MARC, AACR2, NCA rules

Aim is to provide a full and consistent index for ANW users, which will require minimal reprocessing/editing to be re-used elsewhere

### AACR2

- derived from US practice for contemporary printed books
- standardisation of entries to allow machine transfer (normalisation)
- massive dataset: brevity required
- inclusion of biographical/contextual information only when required to uniquely identify an individual when there are two of the same name

### NCA rules

- rules drawn up in 1990s to encourage creation of access points for archives with a view to data exchange
- mainly follow AACR2 principles

NCA rules depart from AACR2 for **personal names**:

- hyphenated and two-element names (NCA uses last element always)
- titles (NCA includes numbering of Earls; NCA prefers proper name as main entry even where better known by title)
- pseudonyms (NCA prefers proper name)
- forenames and initials (NCA expands all initials)
- dates (NCA requires dates for all; NCA allows 20th century floruit)

minor departures for corporate names

### Authority records

- An authority record is a single standard record used to refer to a single entity, compiled following a standard procedure (controlled), recording the existence of variants, and citing a source (authority) for the preferred form
- An authority file (name or subject) is the group of authority records used for referencing within a cataloguing system
- NNAF National Name Authority File being created by TNA following NCA rules and ISAAR(CPF)

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### Personal names

Fundamental variation between NCA and AACR2

Solution: create data in both formats (prompts in data input form)

Field	NCA	AACR2
<i>Surname</i>	George	Lloyd George
<i>Forename</i>	David	David
<i>Pre-title</i>		
<i>Title</i>	1st Earl Lloyd George of Dwyfor	Earl Lloyd George of Dwyfor
<i>Other elements of surname</i>	Lloyd	
<i>Epithet</i>	statesman	

Field	NCA	AACR2
<i>Surname</i>	Chesterton	Chesterton
<i>Forename</i>	Gilbert Keith	G. K. (Gilbert Keith)
<i>Pre-title</i>		
<i>Title</i>		
<i>Other elements of surname</i>		
<i>Epithet</i>	author and journalist	

### Exercise: personal names

### Corporate names

#### AACR2 general rule

Use the form by which a corporate body is known, in direct order  
if variants, prefer: most official, English  
create variant forms for others found, including acronyms

AACR2 says omit incorporation info (Ltd, PLC etc.) unless part of the standard form of name  
If the form does not imply a corporate body (e.g. CORUS), add a qualifier (Firm)  
If the form is not unique, add a qualifier: Liberal Party (United Kingdom) ; Liberal Party (Australia)

Need to record name order for preferred form (drop-down)

Use **Source of data** to record forms found

Gwent Record Office, Catalogue of the Records of Messrs A. J. Jacobs and Sons, Pawnbrokers, Newport : (A. J. Jacobs and Sons, Pawnbrokers)

Use **Archivists note** for 'not same as'

Use **Dates** for creation and dissolution or period of activity (mandatory)

Use **Places** for areas of activity

Use **Functions** for types of activity

Use **Legal status** for companies etc

#### Jurisdictional (legislative or executive bodies)

including: parish and community councils, school boards, boards of health, sanitary authorities, law courts, Poor Law Unions  
(but not individual schools)

These are entered in the form: *placename. body name*

i.e. jurisdictional area (larger jurisdictional area). name of body (excluding geographic terms)

*Carmarthenshire (Wales). County Council*

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*Llanon (Ceredigion, Wales). Parish Council*

The larger area should be “Wales” unless there are two or more places of the same name, in which case the current county can be used:

*Llanon (Ceredigion, Wales). Community Council*

Create as a variant of jurisdiction names, the **direct order** form, with, where necessary, information about the larger jurisdiction for uniqueness purposes

### **NPTs**

Cardiganshire County Council

Llanon Parish Council (Ceredigion, Wales) (*needs Ceredigion to distinguish from Llanon, Carmarthenshire*) Llanon Community Council (Ceredigion, Wales)

Placenames used as jurisdictions must have been created as placenames, and should follow that preferred form.

### **Subordinate bodies**

General rule: a subordinate body should appear under its main body if the name of the subordinate implies membership of the larger. The subordinate name should omit elements repeated from the main name.

*University of Wales Aberystwyth. Department of Social Sciences*

Variants can be created for direct order:

*Department of Social Sciences, University of Wales Aberystwyth*

If the name of the subordinate body does not imply that it is part of a larger body, enter it in direct order as the main form and create a main-subordinate form as a variant:

*Name:* Resource

*Qualifier:* (advisory body)

*NPT:* Great Britain. Resource (advisory body)

If the body is jurisdictional, its form should follow the rules above. If not, no geographical identifier is needed (unless for uniqueness)

*Carmarthenshire (Wales). County Council. Department of Education  
Scout Association. West Glamorgan branch*

### **Ships**

Ships are counted as corporate bodies

add (*ship*) as qualifier

AACR2: omit HMS etc from main form *Victory*

create *HMS Victory* as variant

### **Religious bodies**

Most religious bodies are treated in a hierarchical fashion. For monasteries etc usually identified by place, NCA rules say create main form using it,

e.g.

Tintern Abbey | St Mary the Virgin

NPT St Mary the Virgin's Abbey, Tintern

For Nonconformist churches, there are two elements:

a hierarchical system (e.g. national assembly-regional conferences-circuits) of associations  
individual chapels/churches as single entities

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### **Other names**

The corporate name form can also be used to create uniform titles and meeting names.

### **Exercise: corporate names**

## Using ANW – November 2004

### Places

Places in ANW are arranged hierarchically in a three-tier system  
Top-level terms cover nations etc (e.g. Wales)  
Second-order terms cover counties  
Third-level terms cover parishes, villages, houses etc

In addition, the type of place is recorded as status

AACR2 requires only *detailed term + top term as qualifier* unless there is a conflict

Llandeilo (Wales)

Llanon (Ceredigion, Wales)

Id still a conflict, use status.

ANW requires a full hierarchy, with each name linked to the BTs above

### General rules

#### Counties

ANW uses pre-1974, 1974-1996, and current counties as **BTs**(except for multiple-parish units no longer current (eg RDCs): use contemporary unit)

Current counties used in cases of conflict

Form of counties is taken from NCA list

If there is still a conflict, add status as well as larger place:

Llanon (Carmarthenshire : parish)

Llanon (Carmarthenshire : hamlet)

For places smaller than a parish, link to parishes as **RT**

For Wales

Follow Richards Welsh Administrative Units

To determine preferred form:

parishes etc named after a settlement: use the standard modern OS form as shown on online 1:50,000 gazetteer

if not shown, or not named after a settlement, use the form given in Richards, Davies, work in hand, OS online mapping

Record variants as NPTs

Record forms found in each source (use shortcuts)

Also: create variants for variations found in hyphenation and spacing (may break normalisation rules)

Give NGR (four-figure) ST 1202

### Rest of UK

Follow same principles as for Wales:

Use county + country to break conflict

Use status to break conflict

Use parish name

Get parish name from OS current name of settlement

Create variants for punctuation and Saint/St

Give NGR

#### Overseas

Use current form ('preferred English') as given by Getty Thesaurus of Geographical Names (TGN) (unless: records created by earlier jurisdiction, in which case create earlier name and link to modern name)

Create preferred form as NPT if different

*NGR*: Give latitude and longitude in decimals to 2 decimal places: 10.66E, -12.67N

## Using ANW – November 2004

### Broader terms

Need to link a place to its BTs

Also link to RTs (other places in the same parish; other places that used to be part of the same jurisdiction [use sparingly: mainly for subdivided parishes])

Every *place* used as a *jurisdiction* needs to be created as a place:

Parliamentary constituencies, RDCs, sanitary authorities may therefore need to be created  
If they share a name with a parish etc, the name should be "Pennard" qualifier "Wales: rural district" status "rural district"

If not, just use the name and status fields as usual

Link sanitary authorities, RDCs, School Boards, to the parishes they comprise (listed in Richards)

### Exercise: place names

## 5. Access points: subjects

### Good and bad indexing

Good indexing allows users to locate relevant content (or determine that it is absent) by bringing together subjects under headings and subheadings in a format that can be rapidly scanned without having to read the content first.

In a web context:

- Be specific: indexing as a supplement to word-searching
- Size matters: ideal term yielding 5-30 hits
- Intuitive: where users expect to find an entry

### Subject indexing schemes

- LCSH
- UNESCO Thesaurus
- UKAT

### Other schemes

GCL (Government Category List)

HILT (High-Level Thesaurus project)

MIDAS (objects)

English Heritage *Thesaurus of Monument Types* (archaeological sites and buildings)

### Library of Congress Subject Headings

- derived from book cataloguing of US Congress
- becoming polyhierarchical (i.e. "War poetry" is a NT of "Poetry" and "War")
- established over a long period, with inconsistencies between subject areas
- extensive guidance; online subscription resources
- format: term--subheading--subheading
- where would users look? - precoordinated
- American spelling / usage
- pattern headings and model entries

<http://authorities.loc.gov/>

### UNESCO subject headings

- derived from UNESCO internal documentation
- becoming polyhierarchical
- 7 Fields of Knowledge, covered by microthesauri
- format: single term, with BT/NT and RT relationships
- mainly American spelling/usage
- post-coordinated (separate terms)
- microthesauri added/ deepened by user bodies

<http://www.ulcc.ac.uk/unesco/>

### UKAT

- based on UNESCO structure, as used by AIM25
- polyhierarchical
- 6 fields of knowledge (not Places)
- excludes most Classes of One (people, corporate names, events)
- includes form/genre

<http://www.ukat.org.uk/>

### ANW practice

Use existing terms on ANW (link to collections)

Use LCSH examples to add new terms

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If no access to LCSH rules etc, create terms based on LCSH usage and ANW entries and submit to ANW

### Headings using [Name] + [form]

[Corporate body]—Records and correspondence

[Corporate body]—Archives

[Person]—Correspondence

[Person]--Diaries

### Topic headings + [form or subject]

Coal miners—Wales--Diaries

Hospitals--Wales—Rhondda Cynon Taff--Archives

Hospitals—Wales—Designs and plans

Temperance—Wales—Anglesey--Sermons

Coal miners—Alcoholism--Fiction

Fisheries—Wales--Prestatyn

Manorial courts—Wales—Neath

Slate industry—Wales—Croesor--Accounting

Friendly societies—Wales—Ammanford--Registers

### Topical subheadings (x) under place

Ceredigion (Wales)—Social life and customs

Ceredigion (Wales)--History

Ceredigion (Wales)--Tours

Ceredigion (Wales)—Archival resources

### Place subdivisions (z) under topic

cannot be used for all headings (MSG)

Foxhunting--Wales

or Foxhunting–Wales—place

Foxhunting--Wales—Cardiff

Foxhunting--Wales—Port Talbot

Foxhunting--Wales—Worm's Head

only two place entries are allowed, so if county needed for uniqueness

Foxhunting--Wales—Llanon (Ceredigion)

### Date subdivisions (y)

only used for creative works and a few others

period subdivisions inconsistent (cultural)

major variation for TGM maps and pictures (dating as specific as possible)

### Form subdivisions (v)

Listed in v2.1 and v2.2 of Guidelines

### Exercise: subjects

#### Linking access points to descriptions

Should be used for significant archive content, not single items, birthplace

Need creator

Usually at least one placename (as specific as possible)

Usually at least one subject

## Using ANW – November 2004

Include genre/form if possible

### **Process**

Admin menu

Add link to collection

Select repository

Select collection

Tick terms to be added from list (or un-tick to remove)