

## Eastern Townships Archives Portal – Cheat Sheet

This is a cheat sheet of suggested fields to fill out in each of the records categories available in *Eastern Townships Archives Portal*.  
Please note: This list is meant as a guide only, please feel free to fill in other fields relevant to your institution.

Institutional Description	Authority Record	Archival Description
<p><u>Identity Area</u></p> <ul style="list-style-type: none"> <li>• Authorized form of Name</li> <li>• Type*</li> </ul> <p><u>Contact Area: Contact Person (add new)</u></p> <ul style="list-style-type: none"> <li>• Contact Person <ul style="list-style-type: none"> <li>○ Person</li> <li>○ Telephone</li> <li>○ Email</li> <li>○ URL</li> </ul> </li> <li>• Physical Location <ul style="list-style-type: none"> <li>○ Street Address</li> <li>○ Region/Province</li> <li>○ Country</li> <li>○ Postal Code</li> <li>○ City</li> </ul> </li> </ul> <p><u>Access Area</u></p> <ul style="list-style-type: none"> <li>• Opening Times</li> <li>• Accessibility (if applicable)</li> </ul> <p><u>Services Area</u></p> <ul style="list-style-type: none"> <li>• Research Services</li> <li>• Reproduction Services (fees)</li> </ul>	<p><u>Identity Area</u></p> <ul style="list-style-type: none"> <li>• Type of entity*</li> <li>• Authorized form of name</li> </ul> <p><u>Description Area</u></p> <ul style="list-style-type: none"> <li>• Dates of existence (see Annex A of the user manual for the Portal for a list of forms for dates)</li> <li>• History (Record in narrative form or as a chronology of events, activities, achievements, roles of the entity being described)</li> </ul> <p><i>**The system will tell you that you must enter a description identifier; identifiers are <u>not necessary</u> for the Portal.</i></p>	<p><u>Title and statement of responsibility area</u></p> <ul style="list-style-type: none"> <li>• Title Proper</li> <li>• Title Note (source of title proper)</li> <li>• Level of Description</li> <li>• Repository</li> <li>• Identifier (ex. F015 or S001)</li> </ul> <p><u>Dates of Creation Area (add new)</u></p> <ul style="list-style-type: none"> <li>• Actor name (name of authority record)*</li> <li>• Start/End Dates</li> </ul> <p><u>Physical Description Area</u></p> <ul style="list-style-type: none"> <li>• Physical Description (ex. 2 cm of textual records, 8 photographs)</li> </ul> <p><u>Archival Description Area</u></p> <ul style="list-style-type: none"> <li>• Scope and Content (1<sup>st</sup> sentence: subject, place, dates; 2<sup>nd</sup> sentence: types of documents)</li> </ul> <p><u>Notes Area</u></p> <ul style="list-style-type: none"> <li>• Immediate source of acquisition</li> <li>• Language of documents</li> </ul> <p><u>Access Points</u></p> <ul style="list-style-type: none"> <li>• Subject Access Points*</li> <li>• Place Access Points*</li> </ul> <p><b>AFTER SAVING DESCRIPTION</b></p> <p><u>Plus</u></p> <ul style="list-style-type: none"> <li>• Update publication status*</li> </ul>

\*Denotes drop-down menu