

# Guidelines for collection level description

## ISAD (G) compliant collection level description

		3.1 Identity statement area
ISAD (G) label and CALM field	Rules	Example
<b>3.1.1</b> Reference code <b>RefNo</b>	<p>Purpose: To identify uniquely the unit of description and to provide a link to the description that represents it.</p> <p>Rule: Record, as necessary for unique identification, the following elements:              a specific local reference code, control number, or other unique identifier.</p> <p>All three elements must be present for the purpose of information exchange at the international level.</p>	SxMs93
<b>3.1.2</b> Title	<p>Purpose: To name the unit of description.</p> <p>Rules: Provide either a formal title or a concise supplied title in accordance with the rules of multilevel description and national convention. If appropriate, abridge a long formal title, but only if this can be done without loss of essential information. For supplied titles, at the higher level, include the name of the creator of the records. At lower levels one may include, for example, the name of the author of the document and term indicating the form of the material comprising the unit of description and, where appropriate, a phrase reflecting function, activity, subject, location, or theme. Distinguish between formal and supplied titles according to national or language conventions.</p>	David Daiches Papers II
<b>3.1.3</b> Dates of creation <b>Date</b>	<p>Purpose: To identify and record the date(s) of the unit of description.</p> <p>Rules: Record at least one of the following types of dates for the unit of description, as appropriate to the materials and the level of description. Date(s) when records were accumulated in the transaction of business or the conduct of</p>	<p>Acceptable date forms in Calm are:</p> <p>1940 – 2003            c 1900            dd/mm/yyyy            undated  <i>See full listing in cataloguing guidance pack</i></p>

	<p>affairs; Date(s) when documents were created. This includes the dates of copies, editions, or versions of, attachments to, or originals of items generated prior to their accumulation as records. Identify the type of date(s) given. Other dates may be supplied and identified in accordance with national conventions.<sup>2</sup></p> <p>Record as a single date or a range of dates as appropriate. A range of dates should always be inclusive unless the unit of description is a record-keeping system (or part thereof) in active use.</p>	
<p><b>3.1.4</b> Level of description <b>Level</b></p>	<p>Purpose: To identify the level of arrangement of the unit of description.</p> <p>Rule: Record the level of this unit of description.</p>	Collection
<p><b>3.1.5</b> Extent and medium <b>Extent</b></p>	<p>Extent and medium of the unit of description (quantity, bulk, or size)</p> <p>Purpose: To identify and describe</p> <ol style="list-style-type: none"> <li>a. the physical or logical extent and</li> <li>b. the medium of the unit of description.</li> </ol> <p>Rules: Record the extent of the unit of description by giving the number of physical or logical units in arabic numerals and the unit of measurement. Give the specific medium (media) of the unit of description.</p> <p>Alternatively, give the linear shelf space or cubic storage space of the unit of description. If the statement of extent for a unit of description is given in linear terms and additional information is desirable, add the additional information in parentheses.</p>	2.8 cubic feet , 0.079 cubic metres (7 boxes)

		3.2 Context area
ISAG (G) label and CALM field	Rules	Example
<b>3.2.1</b> Name of creator <b>Creator Name</b>	<p>Purpose: To identify the creator (or creators) of the unit of description.</p> <p>Rule: Record the name of the organization(s) or the individual(s) responsible for the creation, accumulation and maintenance of the records in the unit of description. The name should given in the standardized form as prescribed by international or national conventions in accordance with the principles of ISAAR(CPF). Use National Register of Archives (NRA) <a href="http://www.nationalarchives.gov.uk/nra/default.asp">http://www.nationalarchives.gov.uk/nra/default.asp</a> search by personal name</p>	<a href="#">Daiches David (1912-2005) literary critic and scholar</a>
<b>3.2.2</b> Administrative / biographical history <b>Admin History</b>	<p>Administrative / Biographical history</p> <p>Purpose: To provide an administrative history of, or biographical details on, the creator (or creators) of the unit of description to place the material in context and make it better understood.</p> <p>Rules:Record concisely any significant information on the origin, progress, development and workof the organization (or organizations) or on the life and work of the individual (or individuals) responsible for the creation of the unit of description. If additional information is available in a published source, cite the source.</p> <p>For corporate bodies record information such as the official name, the dates of existence, enabling legislation, functions, purpose and development of the body, its administrative hierarchy, and earlier, variant or successive names. For persons or families record information such as full names and titles, dates of birth and death, place of birth, successive places of domicile, activities, occupation or offices, original and any other names, significant accomplishments, and place of death.</p>	<p>David Daiches was born in 1912 in Sunderland County Durham, UK. Son of the author Rabbi Dr Salis Daiches (1880-1945). Married Isobel MacKay (died 1977) with whom he had one son and two daughters one of whom is Jenni Calder, Scottish historian. In 1978 he married Hazel Neville (died).</p> <p>He attended George Watson School and won a scholarship to Edinburgh University moving on the Balliol College Oxford. David Daiches MA, DPhil, CBE was a scholar and writer whose academic career took him to the USA where he taught at Chicago University(1939-43) as assistant professor of English and at Cornell University(1946-51) as professor of English. He then moved to Cambridge (1951-61) as a lecturer in English and then to the University of Sussex, where he was Inaugural Professor of English literature (1961-1977) A historian of Scottish literature, he published several works about Scottish writers and playwrights including Robert Louis Stevenson, Robert Burns and Walter Scott. Daiches also edited the Norton Anthology English Literature and the Scottish Writers Series. Work on Bonnie Prince Billy and Scotch Whisky confirmed Daiches as a historian and promoter of Scottish culture as well as literature. A popular speaker for Burn's nights, formal dinners and university events, he was a member of the Royal Society of Edinburgh. Daiches died in Edinburgh on 15 July 2005.</p>

ISAG (G) label and CALM field	Rules	Example
<p><b>3.2.3</b> Archival history  <b>Custodial History</b>  <i>Not a mandatory field</i></p>	<p>Purpose:  To provide information on the history of the unit of description that is significant for its authenticity, integrity and interpretation.</p> <p>Rules:  Record the successive transfers of ownership, responsibility and/or custody of the unit of description and indicate those actions, such as history of the arrangement, production of contemporary finding aids, re-use of the records for other purposes or software migrations, that have contributed to its present structure and arrangement. Give the dates of these actions, insofar as they can be ascertained. If the archival history is unknown, record that information.</p> <p>Optionally, when the unit of description is acquired directly from the creator, do not record an archival history but rather, record this information as the Immediate source of acquisition. (See 3.2.4)</p>	<p>Kept at the home of David Daiches in Edinburgh. Transferred to Jenni Calder, daughter of David Daiches on his death in 2005</p>
<p><b>3.2.4</b> Immediate source of acquisitions  <b>Acquisition source</b>  <i>Not a mandatory field</i></p>	<p>Purpose:  To identify the immediate source of acquisition or transfer.</p> <p>Rule:  Record the source from which the unit of description was acquired and the date and/or method of acquisition if any or all of this information is not confidential. If the source is unknown, record that information. Optionally, add accession numbers or codes.</p>	<p>Donated by Jenni Calder, Edinburgh 2006, daughter of David Daiches</p>
<b>3.3 Content and structure area</b>		
ISAG (G) label and CALM field	Rules	Example
<p><b>3.3.1</b> Scope and content  <b>Content description</b></p>	<p>Scope and content</p> <p>Purpose:  To enable users to judge the potential relevance of the unit of description.</p> <p>Rule:</p>	<p>Early academic and publishing career: Letters from publishers 1938-1953; Correspondence and documents relating to <i>Willa Cather: A Critical Appraisal</i> (1951); <i>A Study of Literature</i> (1948); <i>Robert Louis Stevenson</i> (1947); Essays of the novel; Correspondence relating to reviews and commissioned articles 1946-1950; Academic correspondence received at Cornell</p>

	<p>Give a summary of the scope (such as, time periods, geography) and content, (such as documentary forms, subject matter, administrative processes) of the unit of description, appropriate to the level of description.</p>	<p>University 1946-51; Personal Correspondence 1947-52.</p> <p>Personal correspondence J.C.Furnas 1948-98 and Ged Bentley 1962-91; Academic correspondence received at Cambridge university 1950-56; Correspondence relating to speaking engagements 1948-51.</p> <p>Contracts and memorandum of agreement between David Daiches and publishers and related bodies 1951 – 93; Correspondence with literary agents David Higham Associates 1968 – 2003; Correspondence with Thames and Hudson publishing company 1969-72; correspondence with writers for <i>Studies in English Literature</i> 1972-82; Correspondence with publishers and related bodies 1960s-1980s.</p> <p>Research material and correspondence relating to <i>Scotch Whisky: Its Past and Present</i> including the paperback edition; correspondence about the <i>Companion to Scottish Culture (1980)</i> and <i>Scottish Rhetoric and American Independence 1988</i>, Documents and correspondence from Daiches involvement in the Royal Society of Edinburgh, correspondence about the publication of <i>A Weekly Scotsman and Other Poems (1994)</i>.</p> <p>Correspondence and documents relating to the <i>Scottish Writers series, Introductions to Scottish Literature</i> and the <i>Norton Anthologies of English Literature</i></p>
Description	<p>Not an ISAD (G) field, but this is what shows up in the search results on CALMView so is required. It is a summary version of the information in Content Description and Admin/biog history</p>	<p>Papers relating to David Daiches MA, DPhil, CBE, scholar and writer.</p>
<p><b>3.3.2</b> Appraisal, destruction and scheduling information <b>Appraisal</b> <i>Not a mandatory field</i></p>	<p>Purpose: To provide information on any appraisal, destruction and scheduling action.</p> <p>Rules: Record appraisal, destruction and scheduling actions taken on or planned for the unit of Description, especially if they may affect the interpretation of the material.</p>	<p>All papers donated have been preserved</p>
<b>3.3.3</b> Accruals	<p>Purpose:</p>	<p>Further accruals are not expected</p>

<i>Not a mandatory field</i>	To inform the user of foreseen additions to the unit of description. Rule: Indicate if accruals are expected. Where appropriate, give an estimate of their quantity and frequency.	
<b>3.4 Conditions of access and use area</b>		
<b>ISAG (G) label and CALM field</b>	<b>Rules</b>	<b>Example</b>
<b>3.4.1</b> Conditions governing access <i>Access conditions</i>	Purpose: To provide information on the legal status or other regulations that restrict or affect access to the unit of description. Rule: Specify the law or legal status, contract, regulation or policy that affects access to the unit of description. Indicate the extent of the period of closure and the date at which the material will open when appropriate.	The collection is available to all researchers upon proof of identity and acceptance of the terms and conditions of use
<b>3.4.2</b> Conditions governing reproduction <i>Reprodn note</i>	Conditions governing reproduction Purpose: To identify any restrictions on reproduction of the unit of description. Rule: Give information about conditions, such as copyright, governing the reproduction of the unit of description after access has been provided. If the existence of such conditions is unknown, record this. If there are no conditions, no statement is necessary.	<b>COPIES FOR PRIVATE STUDY:</b> Subject to copyright, conditions imposed by owners and protecting the documents, digital copies can be made. <b>PUBLICATION:</b> A reader wishing to publish material in the collection should contact the Head of Special Collections in writing. The reader is responsible for obtaining permission to publish from the copyright owner.
<b>3.4.3</b> Language/Scripts of material <i>Language</i>	Language/scripts of material Purpose: To identify the language(s), script(s) and symbol systems employed in the unit of description. Rule: Record the language(s) and/or script(s) of the materials comprising the unit of description. Note any distinctive alphabets, scripts, symbol systems or	English, some letters in Italian

	abbreviations employed.	
<b>3.4.5</b> Finding aids	<p>Purpose: To identify any finding aids to the unit of description.</p> <p>Rule: Give information about any finding aids that the repository or records creator may have that provide information relating to the context and contents of the unit of description. If appropriate, include information on where to obtain a copy.</p>	A printed finding aid is available
<b>3.5 ALLIED MATERIALS AREA</b>		
<b>ISAG (G) label and CALM field</b>	<b>Rules</b>	<b>Example</b>
<b>3.5.1</b> Existence and location of originals <b>ExistenceLocationOfOriginals</b> <i>Not a mandatory field</i>	This field should be used where the archive comprises entirely, or mainly or microfilms, Xerox copies etc.	Kipling-Balestier-Dunham Papers are microfilmed copies of letters held by Dr Wolcott Balestier Dunham (b. 1900) (1994)
<b>3.5.2</b> Existence and location of copies <b>ExistenceLocationOfCopies</b> <i>Not a mandatory field</i>	Note here the existence of copies in the archive, or substantial parts of it which can either be held within the repository or elsewhere.	The Charleston Papers are Xerox copies of letters held by the Tate Gallery Archive, London. Another set of photocopies is at King s College, Cambridge
<b>3.5.3</b> Related units of description <b>Related material</b> <i>Not a mandatory field</i>	<p>Purpose: To identify related units of description.</p> <p>Rule: Record information about units of description in the same repository or elsewhere that are related by provenance or other association(s). Use appropriate introductory wording and explain the nature of the relationship . If the related unit of description is a finding aid, use the finding aids element of description (3.4.5) to make the reference to it.</p>	See also SxMs34 David Daiches Papers which are papers relating to the association between the University of Sussex and David Daiches, Professor of English at Sussex between 1961 -1977.
<b>3.7 DESCRIPTION CONTROL AREA</b>		
<b>ISAG (G) label and CALM field</b>	<b>Rules</b>	<b>Example</b>
<b>3.7.1</b> Archivist's note <b>Arch Note</b>	<p>Purpose: To explain how the description was prepared and by whom.</p> <p>Rule:</p>	Description created by Karen Watson Calder, John. "David Daiches – Obituary", <i>The Guardian</i> 18 July 2005.

	Record notes on sources consulted in preparing the description and who prepared it.	Barker, William. "Daiches, David (1912-2005)" <i>Oxford Dictionary of National Biography</i> . Online edn, Oxford University Press, Jan 2009. Online available: <a href="http://www.oxforddnb.com/view/article/95922">http://www.oxforddnb.com/view/article/95922</a> . 27/2/2009
<b>3.7.2 Rules or conventions</b> <b>Rules</b>	Purpose: To identify the protocols on which the description is based. Rule: Record the international, national and/or local rules or conventions followed in preparing the description.	This description is based on <i>ISAD (G) 2<sup>nd</sup></i> edition, 2000.
<b>3.7.3 Date of description</b> <b>Created automatically at the end of the record (press F9 to reveal)</b>		February 2009
<b>EHFD Publisher</b> <b>(press F9 to reveal)</b>	Needs to be populated to enable export (report) to EAD using the Archives Hub template	Insert "University of Sussex"
<b>Country code</b> <b>(press F9 to reveal)</b>	Automatically populated. Required for export (report) to EAD using Archives Hub template	GB
<b>Repository code</b> <b>(press F9 to reveal)</b>	Automatically populated. Required for export (report) to EAD using Archives Hub template	181
<b>Origination</b> <b>(press F9 to reveal)</b>	Needs to be populated to enable export (report) to EAD using the Archives Hub template	Name of main creator – eg Mass Observation, Virginia Woolf