**Bridging Document**

**Virtual Collections/Artefacts Canada to *ArchivesCANB***

***Please contact the Archives Advisor of CANB for any questions you may have:***

*archives.advisor@gnb.ca*

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| --- | --- |
| Virtual Collections/Artefacts Canada | *ArchivesCANB* |
| Accession Number | Identifier – IE) MC224*Note: Unless otherwise stated, all fields are found under the Archival Description Field* |
| Previous Numbers | N/A |
| Accession Sort Number | N/A |
| Institution  | Repository |
| Institution City | Archival Institution Record * Contact Area : Add New
	+ Physical Location
		- City
 |
| Institution Province  | Archival Institution Record * Contact Area
	+ Physical Location
		- Region/Province
 |
| Department | N/A |
| CategoryEx) Furnishings, Personal Artifacts | N/A  |
| Sub-Category Ex) Clothing – Accessory  | N/A |
| Museum Collection  | Title Proper ; Notes Area* Other Notes
	+ Accompanying material
 |
| Discipline Ex) Local History, Military History | Access Points Area* Subject Access Points

*Note: This is a controlled vocabulary. Please consult CANB’s Subject Headings documentation for various subject headings available for use.* |
| Object Name | Title Proper; Other Title Information; Statement of Responsibility ; |
| Object Type  | N/A |
| Alternate Object Name | Parallel Titles |
| Quantity  | This is recorded as a part of Physical Description * *At all levels record the extent of the unit being described by giving the number of physical units in Arabic numerals (RAD 1.5B1)*

Notes Area* Other Notes
	+ Physical Description
 |
| Number of Components | N/A |
| Component Part Names | N/A |
| Series Volume Number | Publisher’s Series Area* Numbering within publisher’s series

*Note:* *The Publisher’s Series Area in ArchivesCANB is used when describing “a group of separate items related to one another by the fact that each item bears, in addition to its own Title Proper, a collective title applying to the group as a whole.” RAD D-7* |
| Series Volume Date | Dates of Creation Area |
| Series Volume Authour | Publisher’s Series Area* Statement of responsibility relating to publisher’s series
 |
| Series Volume Title | Publisher’s Series Area* Title proper of publisher’s series
 |
| Series Volume Publisher | Publisher’s Series Area* Statement of responsibility relating to publisher’s series
 |
| Series Volume Place | N/A |
| Artist/Maker | Authority Record* Authorized Form of Name
 |
| Artist Remarks | Authority Record * Description Area
	+ History
 |
| Other Artist | Authority Record * Relationships Area
	+ Related corporate bodies, persons or families

Archival Description Record* Access Points
	+ Name Access Points
 |
| Other Artist Role | Create New Authority Record and link to original description* Description Area
	+ History or Functions, occupations and activities
 |
| Title | Title proper |
| ManufacturerManufacturer CountryManufacturer ProvinceManufacturer CityBrand Name | N/A |
| Date of Object, From (Begin Date) | Dates of Creation Area* Add new (link Authority Record here, ie) Actor Name)
	+ Start Date
 |
| Date of Object, To (End Date) | Dates of Creation Area* Add new (link Authority Record here, ie) Actor Name)
	+ End Date
 |
| Period | N/A |
| Unit - Linear | Physical Description Area*Ex) A collection has 2.51 m of textual records*Notes Area* Other Notes
	+ Physical Description
 |
| HeightWidthDepthOutside DiameterThickness | N/A, but the Class of material specific details area may be used when considering measurements : * Statement of scale (cartographic)
* Statement of projection (cartographic)
* Statement of coordinates (cartographic)
* Statement of scale (architectural)
* Issuing jurisdiction and denomination (philatelic)
 |
| Length | Note the linear extent of the collections or fonds in the Physical Description section.  |
| Image Height | Physical Description Area |
| Image Width | Physical Description Area |
| Dimension Remarks | * Can be included in the Physical Description
 |
| MaterialMediumSupportTechnique | Title and Statement of Responsibility Area* General Material Designation

Ex) Cartographic Material, Textual Records |
| Style | N/A |
| Marks/Labels | N/A |
| Subject/Image | Access Points* Subject Access Points
 |
| Pattern Name | N/A |
| Current ConditionCondition RemarksCurrent Condition Date | Notes Areas* Physical Condition
 |
| Examiner | N/A |
| Custodian | Title and statement of responsibility area* Statement of responsibility
* Repository
 |
| Fragility | Notes Areas* Physical Condition

If conservation treatments have been applied to the unit being described, include a note under : Notes Area* Other Notes
	+ Conservation Notes
 |
| Strength of Assembly of Mounting | N/A |
| Operating Principle | N/A; may include : Notes Area* Restrictions on Access
* Terms governing use, reproduction and publication
 |
| Description | Archival Description Area* Scope and Content
 |
| Narrative | May include, but is not limited to: Notes Area* Arrangement
* Language of Material
* Script of Material
* Language and Script Notes
* Availability of other formats
* Finding Aids
* Associated/Related Material
* Other Notes
	+ Associated/Related Materials
 |
| History of Use | Archival Description Area* Custodial History
 |
| Current/Permanent Location BuildingCurrent/Permanent Location RoomCurrent/Permanent Location ShelfCurrent/Permanent Location Box/DrawerCurrent/Permanent Location SiteCurrent/Permanent Location DateComponents Location |  Manage* Physical Storage
	+ Add New
 |
| Object Status | Notes Area* Restrictions on Access
* Terms governing use, reproduction and publication
 |
| Origin-CountryOrigin – Province Use – CountryUse – Province  | Authority Record* Description Area
	+ Places

Archival DescriptionsDates of Creation Area* Add New
	+ Place

Notes Area* Location of Originals

Access Points* Place Access Points
 |
| School/Style | N/A |
| Culture | N/A |
| Additional Associations | Notes Area* Availability of Other Formats
* Associated/Related Materials
* Other Notes
	+ Accompanying material
 |
| Validation Officer in Charge | Control Area* Institution Identifier
 |
| Validation Level | Control Area* Status
* Level of Detail
 |
| Cataloguer Remarks | Control Area* Dates of creation, revision and deletion
 |
| Cataloguing References | Control Area* Sources
 |
| Publication Citation  | Edition AreaNotes Area* Other Notes
	+ Edition

Standard Number AreaControl Area* Sources
 |
| Photo Type | Physical Description Area* Physical Description

Notes Area* Other Notes
	+ Physical Description
 |
| Photographer | Authority Record* Identity Area
	+ Type of Entity : Person
	+ Authorized form of name
* Description Area
	+ Functions, occupations and activities
 |
| Photographer note | Authority Record* Description Area
	+ History
 |
| Image ThumbnailImage Full Size | \*You can add a digital scan to your descriptions once the rest of the description is saved in the system. Contact the Archives Advisor if you don’t know how.  |
| Image User nameImage Server | N/A |
| Image Details | Metadata is added to images once the digital objects are linked to your completed archival description. |
| Copyright - Image | Notes Area* Restrictions on Access
* Terms governing use, reproduction and publication
* Other notes
	+ Rights

Right Area* Add New
	+ Rights Holder
	+ Rights Note(s)
	+ Basis : Copyright
 |
| Credit Line – Image | Under the Digital Object Description:Title and statement of responsibility area* Statement of responsibility
* Title notes
	+ Attributions and conjectures
	+ Statements of responsibility
 |