



**International
Federation of
Library
Associations and Institutions**

UNIMARC Guidelines for Archival Materials

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UNIMARC Guidelines no. 10



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1 Purpose, Scope and Use

Archival and library materials are quite similar by nature in that they document human history, but due to different traditions, standards and practice of description archival materials are often not listed in library catalogues. Both communities are interested in representing archival and library materials in common catalogues. Librarians are interested to have detailed descriptions of archival materials, and archives – to use efficient search and retrieval capabilities of library catalogues. These Guidelines are intended (1) to represent archival materials in electronic catalogues for integrating access for both library and archival collections and using common retrieval instruments, and (2) to provide correct description of archival materials held by libraries in the format which is familiar and convenient for librarians.

For the purpose of this document, *archive* is “the whole of the documents, regardless of form or medium, organically created and/or accumulated and used by a particular person, family, or corporate body in the course of the creator's activities and functions. Archival description represents an archive (also known as “*fonds*”), which is a complex set of materials that share common provenance” (see ISAD(G)).

Archival description reflects highly hierarchical structure in which archival material is intellectually organized; it proceeds from general description of the collection to more specific descriptions of parts of the collection, and further (if necessary) – to single item level. These Guidelines focus on description of archival materials of collection level (i.e. collection or fonds – subfonds – series – subseries – file), but can be also applicable for the item level descriptions.

In general archives may include any types of materials. At most cases it would be language materials; but also it may be sound records, photos, etc. In the later case descriptions should reflect not only archival nature of the materials being described, but also material-specific features. Guidelines do not cover such material specific characteristics – they would follow rules established for specific types of documents, i.e. text, photographs, sound recordings, etc.

Section 2 gives the principles of using UNIMARC in presenting archival materials. Section 3 lists data elements that could be commonly included in the bibliographic description of archives and indicates where each data element would be placed in a UNIMARC record. Section 4 gives examples of full records for archives.

2 UNIMARC Form and Content Data

The most widely used standard for encoding machine-readable archival metadata is *Encoded Archival Description* (EAD), which is based on the provisions of the *General International Standard Archival Description (ISAD (G))*. Essentially, to present archival descriptions in UNIMARC we need to find appropriate location for EAD and/or ISAD(G) data elements in UNIMARC record. The table in Section 3 is the result of such matching.

Unlike bibliographic description, archival description can not be understood separately; archival material should be placed into the context, i.e. we need to indicate its place in the hierarchy; give the information about acquisition and processing; provenance, including administrative history or biographical note; organization and arrangement of the collection. Archival description in UNIMARC should also include major information on the context of archival material.

Archival control

Archival collection may include various kind of materials; character position 6 (type of record). It's a method of managing and describing materials taking into account first of all the contextual relationships between the items and their provenance that makes material archival. Character position 9 in the record label should contain "a" (archival control). Together with the code in label/6 it allows to indicate both aspects – type of material and archival nature of the materials.

Multilevel description

Archival description is normally presented in a highly hierarchical structure proceeding from general description of the collection to more specific descriptions of its components, description of each part being linked to its higher unit of description. To describe the hierarchy EAD uses a system of nested descriptions of components. In UNIMARC the whole hierarchy may be built using mechanism of linking entries (46- fields). Archival description in UNIMARC can be constructed with any desired level of detail – it may be collection level record, if it is sufficient, or it may be set of records for all the desired levels, these records being linked with 46- fields. At most cases it would be the fonds – series – file. If necessary, even item level descriptions may be included.

Each level contains only information relevant to that specific level. So such elements as medium designator, material specific fields used for photographs, maps, copy specific attributes, etc. would be used mainly at the item level. At the collection-level they would be used only if they refer to all the materials in the unit of description. In the later case they do not need to be repeated at the lower level of description.

Hierarchical level is indicated in the record label, character position 8 (Hierarchical level code). Additionally position of each level within the hierarchy is identified explicitly – description of each part of the collection is linked to appropriate higher level; also, each level of description is identified explicitly (field 251 – *Organization and Arrangement of Materials*). Standard archival units are used – fonds, series, file, item.

Organization and arrangement of the collection

One of major archival principles states that archival materials be arranged and described with careful attention to their original function and order. Field 251 – *Organization and Arrangement of Materials* may be used for the information about organization and arrangement of the collection.

Dates

Date(s) are one of essential elements of archival description (ISAD(G)). At least one of the following types of dates for the unit of description should be given: inclusive dates, i.e. range of dates beginning from the earliest to the latest one; bulk dates - the time during which the bulk of the contents of the materials in the collection were created; single date (not very often used for collection; only if the collection was created within a single year). If any date is not known exactly, estimated date is given, and this is indicated in the description (e.g. before 1943). Most rules for archival description recognize date(s) of the collection as part of its title, so dates may be entered into the field 200 – *Title and Statement of Responsibility*, subfields \$j and/or \$k. If the dates of creation are not considered as part of title – field 210 \$d – *Date of publication, distribution, etc.* may be used.

3 Data Elements and UNIMARC Location

Dictionary of data elements used in archival description follows General International Standard Archival Description (ISAD (G)). If necessary, any appropriate material-specific fields may be used (e.g. for photographs, sound records, maps, etc.).

DATA ELEMENTS	UNIMARC Location
Title proper and other title elements:	
<p>Title proper Word, phrase, character or group of characters that name a unit of description, in accordance with the rules of multilevel description and national conventions. It may be formal title, i.e. the title which appears prominently on or in the archival material being described, or a title supplied by archivist (for a unit of description which has no formal title). Formal and supplied titles are distinguished according to national or language conventions.</p>	200 \$a Title proper
<p>Inclusive dates of the collection Time period during which all the materials of the unit of description (fonds, subfonds, series, subseries, etc.) were created (when part of title).</p>	200 \$j Inclusive dates
<p>Bulk dates of the collection Time period during which the bulk of the unit of description (fonds, subfonds, series, subseries, etc.) were created (when part of title).</p>	200 \$k Bulk dates
Dates:	
<p>Date of the unit of description Date(s) or span of dates when documents were created (including dates of copies, editions, or versions of, attachments to, or originals of items generated prior to their accumulation as archival records), if these dates are not considered as part of title.</p>	210 \$d Date of publication, distribution, etc.
Physical description:	
<p>Extent of the unit Number of physical or logical units in Arabic numerals and the unit of measurement</p>	215 \$a Specific material designation and extent of item
<p>Dimensions Linear shelf space or cubic storage space of the unit of description.</p>	215 \$d Dimensions
<p>Technical requirements Any software and/or hardware required to preserve or access the unit of description.</p>	337 System requirements note
Access points:	
<p>Creator</p>	7-- Responsibility block

DATA ELEMENTS	UNIMARC Location
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.	
Other responsibility Names of corporate bodies, persons, families having some form of responsibility for the unit of description.	7-- Responsibility block <i>Appropriate relator code in \$4 is used</i>
Subject	6-- Subject analysis and bibliographical history block
Variant titles	5-- Related titles block
Notes:	
Note on administrative / biographical history 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. Concise significant information on the origin and work of organization (s) or on the life and and work of individual(s) responsible for the creation of the unit of description. If more information id desired, authority file should be used.	314 Notes pertaining to responsibility
Note on archival history Information about the chain of owners of the unit of description, before they reached the immediate source of acquisition. If the custodial history is unknown, this is also indicated in the note.	317 Provenance note
Action note Information on any significant actions (both finished or planned) with the unit of description, including arrangement, appraisal, preservation, production of finding aids, re-use of the records for other purposes or software migrations. Also, notes on sources consulted in preparing the description and who prepared it. Dates of these actions are also given if possible.	318 Action note
Immediate source of acquisition note Source from which the unit of description was acquired and the date and/or method of acquisition (e.g. gift, purchase, transfer, etc.) if any or all of this information is not confidential. If the source is unknown, this is also indicated.	317 Provenance note 345 Acquisition information note
Abstract Statement about the creator or collector of the materials as well as a very general summary of the scope and content of the unit of description, appropriate to the level of description.	330 Summary or abstract
Accruals Information about foreseen additions to the unit of description. Estimated quantity, frequency or date of such additions may be indicated. If no further additions are expected, this also indicated here.	300 General notes
General note	300 General notes

DATA ELEMENTS	UNIMARC Location
Generic explanatory text; any relevant information intended for public display not accommodated by any of the defined elements of description.	
Language note Language (languages) of materials in the unit of description.	300 General notes
Conditions governing access Information on the legal status or other regulations that restrict or affect access to the unit of description. May include indication of the law or legal status, regulation or policy that affects access to the unit of description; or the extent of the period of closure and the date at which the material will open when appropriate.	371 Notes on information service policy
Conditions governing reproduction Information about conditions, such as copyright, governing the reproduction, publication, or quotation of the unit of description after access has been provided.	371 Notes on information service policy
Original version note Information on the existence, location, availability and/or destruction of originals if the unit of description is a copy or consists of copies. If the originals no longer exist, or their location is unknown, this fact is indicated in the note.	324 Original version note
Reproduction note Information on the existence, location and availability of copies of the unit of description.	325 Reproduction note
Other related / separated materials note Information about materials in the same repository or elsewhere which may be of interest to users of the unit of description or related other association(s).	311 Notes pertaining to linking fields
Bibliographical references note Citation to, and/or information about a publication that is about or based on the use, study, or analysis of the unit of description.	321 External indexes / abstracts / references note
Location of original / copy note Name and address of the institution or agency responsible for providing intellectual access to the originals / copies of the materials being described.	335 Location of originals / duplicates note
Preferred citation The citation for the materials described in the record in the form preferred by the custodian or originator.	332 Preferred citation of described materials
Links to related materials:	
Reference to the original Description of an original or a link to a record describing an original. Details of the relationship may be explained in appropriate note.	455 Reproduction of
Reference to the copy Description of a reproduction or a link to a record describing a reproduction. Details of the relationship may be explained in appropriate note.	456 Reproduced as
Reference to related units	488 Other related works

DATA ELEMENTS	UNIMARC Location
Description of an item or a link to a record describing related unit when the specific relationship can not be determined from the source format (e.g. related by provenance or other association(s)). The nature of the relationship should be explained in appropriate note.	
Hierarchical description:	
<p>Hierarchical level of description The level of arrangement of the unit of description. In general, hierarchical level of description is indicated in the record label. But, archival material is highly hierarchical by nature, so it is important to clarify the level of each component part, i.e. to give explicitly the name of the level of description (fonds – subfonds – series – subseries, etc.)</p>	Record label, pos.8 251 Organization and Arrangement of Materials \$c Hierarchical level
<p>Organization and arrangement Information on internal structure, order and/or the system of classification of the unit of description. Note how the described materials have been subdivided into smaller units, e.g., fonds into series, series into files, etc., identifying the logical or physical groupings within a hierarchical structure. Can also be used to express the filing sequence of the described materials, such as the principle characteristics of the internal structure, or the physical or logical ordering of materials, including alphabetical, chronological, geographical, office of origin, and other schemes.</p>	251 Organization and Arrangement of Materials \$a Organization \$b Arrangement
<p>Levels Reference to related units of description in the hierarchy.</p>	46- Levels
Identification and coded data:	
<p>Type of material Type of materials in the collection (text, sound records, photo, etc.).</p>	Record label, pos.6 Any appropriate code is used; for collections of mixed forms of materials code “m” is used.
<p>Bibliographic level</p>	Record label, pos.7 c = collection m = monographic
<p>Type of control</p>	Record label, pos.9 a = archival
<p>Descriptive rules or conventions</p>	Record label, pos.18 x = ISBD provisions are not applicable to the type of resource (e.g., unpublished resources).
<p>Type of publication date</p>	100 General processing data

DATA ELEMENTS	UNIMARC Location
	\$a/8 <i>At item level – any appropriate code value (e.g. d or j).</i> <i>At collection level -</i> 1 = inclusive dates of collection
Dates of creation Inclusive dates of materials in the unit of description (fonds, series, subseries, file, etc)	100 General processing data \$a/9-16
Code of language Code of language (languages) of materials in the unit of description	101 Language of the item
Location:	
Repository The institution or agency responsible for providing intellectual access to the materials being described. In most cases it is also the institution that holds physical custody; otherwise appropriate note is required.	852 Location and Call Number \$a Institution identifier
Physical location Location of materials within the repository, such as department, building, room, stack, etc.	852 Location and Call Number <i>Any appropriate subfields are used</i>
Electronic location Information required to locate electronic representations of the described materials.	856 Electronic Location and Access

4 Full Record Examples

The following examples show how the UNIMARC format can be used when presenting the hierarchy of archival descriptions.

4.1 Example 1

Collection of records of Nikolay II, Emperor of Russia. Includes documents in Russian, German, French, English, Italian, Arabian, Greek, Turkish, Serbian, Finnish, Polish, etc. languages. Arranged in two series.

Record 1: Fonds level

Title of the fonds – *Николай II, император. 1868-1918 (Nikolay II, Emperor. 1868-1918)*

Record label	nmc1a22 #x#450#
001	GARF_601
100	##\$a20110206118601991k##y0rusy0102####ca
101	0#\$amul
102	##\$aRU
200	1#\$aНиколай II, император\$j1860-1991
215	##\$a2513 ед. хр.
251	##\$a2 описи\$cФонд
300	##\$aИмеются документы на русском, немецком, французском, английском, итальянском, арабском, греческом, турецком, персидском, сербском, финском, польском, чешском, венгерском, монгольском и других языках.
317	##\$aМатериалы Николая II и членов его семьи в 1918 г. составили Новоромановский архив, который в 1920 г. вошел в состав Государственного архива РСФСР. В 1925 г. документы фонда Николая II были переданы в Древлехранилище Государственного архива феодально-крепостнической эпохи, затем в Центральный исторический архив Москвы. В 1961 г. материалы Николая II были переданы в ЦГАОР СССР (с 1992 г. – ГА РФ).
330	##\$aНиколай II Александрович (06.05.1868-17.07.1918), император с 20.10.1894 по 02.03.1917, коронован 14.05.1896. Старший сын имп. Александра III и имп. Марии Федоровны. В браке с 14.11.1894 с имп. Александрой Федоровной, урожд. принцессой Алисой Гессен-Дармштадтской.
330	##\$aДокументы политической и государственной деятельности императора Николая II: рескрипты, указы, манифесты, приказы по армии и флоту, материалы о проведении маневров, смотров, парадов. Послужные списки императора Николая II, адреса, грамоты о награждениях и дипломы на присвоение ему звания почетного члена научных и благотворительных обществ; документы, относящиеся к коронации императора Николая II и императрицы Александры Федоровны 15 мая 1896 г.: адреса, поздравления, альбом газетных вырезок и фотографий; указ императора Николая II Правительствующему Сенату по поводу происшествия на Ходыньском поле в день коронации 18 мая 1896 г. Документы о праздновании в 1913 г. 300-летия дома Романовых. Документы о русско-японской войне 1904-1905 гг.: манифест императора Николая II об объявлении войны Японии, телеграммы императору Николаю II от главнокомандующего генерала А.Н.Куропаткина, о ходе военных действий в Маньчжурии, телеграмма вице-адмирала С.О.Макарова, и др. Документы о первой мировой войне: телеграммы императору Николаю II от верховного главнокомандующего Кавказской армии И.И.Воронцова-Дашкова, сводки Генерального штаба об укреплении Дарданелльского пролива в 1914 г., рапорты начальников гарнизонов о состоянии войск в гарнизонах, карты районов военных действий и др. Доклады императору Николаю II министров В.К.Плеве, С.Ю.Витте, П.А.Столыпина, А.Г.Булыгина, П.Д.Святополк-Мирского, рапорты губернаторов со статистическими сведениями по губерниям. Акты отречения от престола императора Николая II и великого князя Михаила Александровича

2-3 марта 1917 г. Дневники и записные книжки императора Николая II за 1882-1918 гг. Письма императора Николая II к жене - императрице Александре Федоровне, великому князю Николаю Николаевичу (младшему), великой княгине Марии Павловне, королю Великобритании Эдуарду VII, генералам А.Н.Куропаткину, Е.И.Алексееву. Письма к императору Николаю II императрицы Александры Федоровны, детей, великих князей Александра Михайловича, Михаила Александровича, императора Германии Вильгельма II, президента Франции Р.Пуанкаре, короля Дании Христиана IX, министра иностранных дел С.Д.Сазонова, генерала А.Н.Куропаткина, вице-адмирала С.О.Макарова, короля Великобритании Георга V, письма и телеграммы родственников из-за границы, государственных деятелей. Документы о положении императорской семьи после отречения Николая II от престола и о расстреле семьи 17 июля 1918 г. в Екатеринбурге: книга для записей дежурств отряда особого назначения, телеграммы об отправке семьи к месту ссылки, "записка" Я.М.Юровского о расстреле, списки участников расстрела. Документы ЧК в Екатеринбурге об аресте князя Г.Е.Львова, Н.С.Лопухина, В.А.Долгорукого, об убийстве в Алапаевске великой княгини Елизаветы Федоровны и других представителей династии Романовых. Семейные фотографии и фотоальбомы.

700 0#3RU\NLR\AUTH\773750\$aНиколай\$император российский\$dII\$f1868-1918

801 #0\$aRU\$bGA_RF

801 #1\$aRU\$bNLR\$c20110206\$

Brief contents of fields:

251: \$a2 series\$cFonds

300: Includes documents in Russian, German, French, English, Italian, Arabian, Greek, Turkish, Serbian, Finnish, Polish, Czech, Hungarian, Mongolian, etc.languages.

317: Records of Nikolay II and his family are the base of *Novoromanovskiy Archive*, which in 1920 was transferred to *Государственный архив РСФСР*. In 1925 records from Nikolay II collection were transferred to *Древлехранилище Государственного архива феодально-крепостнической эпохи*, then – to *Центральный исторический архив* in Moscow. In 1961 materials were transferred to *ЦГАОР СССР* (since 1992 – *ГА РФ*).

330: Nikolay II (06.05.1868-17.07.1918), Emperor (20.10.1894 - 02.03.1917), coronated 14.05.1896. Elder son of Alexandre II and Marya Feodorovna. 14.11.1894 married to Alexandra Feodorovna (Alix of Hesse).

330: *Summary of scope and content of the collection* - Documents of political activities of Nikolay II: rescripts, decrees, manifests, etc.... Documents concerning coronation of Emperor Nikolay II and the empress Aleksandra Fedorovna on May, 15th, 1896: congratulations, an album of newspaper articles and photos; the decree of Emperor Nikolay II concerning incident on the Hodynsky field in day of coronation, etc... Documents on celebrating in 1913 of the 300 anniversary of House of Romanovs. Documents on Russian-Japanese war 1904-1905... Documents on the First World War: telegrams to Emperor Nikolay II; official reports, map, plans, etc. Diaries and notebooks of Emperor Nikolay II for 1882-1918. Letter of Emperor Nikolay II to the Empress Alexandra Fedorovna, to Nikolay Nikolaevichu (younger), to Maria Pavlovna, the King of Great Britain Edward VII, generals Kuropatkin, Alekseev. Letters to Emperor Nikolay II form the Empress Aleksandra Fedorovna, children, Grand Dukes Alexander Mihajlovich, Michael Aleksandrovich, the Emperor of Germany Wilhelm II, the president of France R.Puankare, the King of Denmark Hristiana IX, Minister for Foreign Affairs Sazonov, General Kuropatkin, vice-admiral Makarov, the King of Great Britain George V, the letter and the telegram of relatives from abroad, etc. Documents on Nikolay II family after his renunciation of a throne and about family execution on July, 17th, 1918 in Ekaterinburg..., lists of participants of execution. Family photos and photo albums.

Record 2: Series level

Title of the series – *Опись документов императора Николая II за 1895-1926 гг. (Series of records of the Emperor Nikolay II for 1895-1926)*

Record label	nmc2a22 #x#450#
001	GARF_601/1
100	##\$a20110206l18951926k##y0rusy0102#####ca
101	0#\$amul
102	##\$aRU
200	1#\$aОпись документов императора Николая II за 1895-1926 гг.\$j1895-1926
215	##\$a2496 ел. хр.
251	##\$cОпись
461	#1\$1001GARF_601
801	#0\$aRU\$bGA_RF
801	#1\$aRU\$bNLR\$c20110206

Field 251\$c identifies level of the unit of description – *series*.

Field 461 is used as a link to the higher level record (set level) and contains identifier of the record for the fonds (record 1).

Record 3: File level

Record describes one of two files of the above series (record 2).

Title of the file – *Акты отречения от престола Николая II и великого князя Михаила Александровича (Acts of abdication of Nikolay II and Grand Duke Michael Alexandrovich)*

Record label	nmc2a22 #x#450#
001	GARF_601/1/2100a
100	##\$a20110206l19171917k##y0rusy0102#####ca
101	0#\$amul
102	##\$aRU
200	1#\$aАкты отречения от престола Николая II и великого князя Михаила Александровича\$j2-3 марта 1917
215	##\$a31 лист
251	##\$cДело
461	#1\$1001 GARF_601
462	#1\$1001 GARF_601/1
801	#0\$aRU\$bGA_RF
801	#1\$aRU\$bNLR\$c20110206

Field 251\$c identifies level of the unit of description – *file*.

Field 461 is used as a link to the higher level record (set level) and contains identifier of the record for the fonds (record 1).

Field 462 is used as a link to the higher level record (subset level) and contains identifier of the record for the series (record 2).

Records 4-5 describe two items from the file (see record 3).

Record 4: Item level

Title of the item – *Акт отречения от престола императора Николая II. 02.03.1917. Подлинник. (Act of abdication of Nikolay II. 02.03.1917. Original)*

Record label	nmc2a22 #x#450#
001	GARF_601/1/2100a/5
100	##\$a20110206j19170302k##y0rusy0102#####ca
101	0#\$arus
102	##\$aRU
200	1#\$aАкт отречения от престола императора Николая II. Подлинник\$j02.03.1917

215 ##\$a1 лист (двойной)\$d22 x 35 см
251 ##\$cДокумент
300 ##\$aМашинопись, рукопись, автографы Николая II, В.Б.Фредерикса
314 ##\$aТекст отречения был подготовлен начальником дипломатической канцелярии в Ставке Н.Базили, утвержден Алексеевым и передан в Псков.
317 ##\$aДокумент поступил на хранение в ЦГАОР СССР из ЦПА ИМЭЛ при ЦК КПСС в 1966 г.
321 0##\$aКрасный архив. 1927. № 3 (22); Отречение Николая II: воспоминания очевидцев и документы. Л., 1927; Отречение Николая II. Воспоминания очевидцев, документы. М., 1998; Скорбный путь Романовых (1917-1918 гг.). Гибель царской семьи. Сборник документов и материалов. М., 2001
325 ##\$aСм. также в ГА РФ ф. 1779 оп.3 Канцелярия Временного правительства.
330 0##\$aАкт отречения адресован Николаем II начальнику Штаба; подписан Николаем II, заверен министром Императорского двора генерал-адъютантом графом В.Б.Фредериксом. В левом нижнем углу указано место, дата и время подписания Акта: «г. Псковъ 2-го марта 15 час. 5 мин. 1917 г.».
461 #1\$1001 GARF_601
462 #1\$1001 GARF_601/1/2100a
700 0##\$3RU\NLR\AUTH\773750\$aНиколай\$симператор российский\$dII\$f1868-1918801 #0\$aRU\$bGA_RF
801 #1\$aRU\$bNLR\$c20110206

Brief contents of some fields:

Field 251\$c identifies level of the unit of description – *item*.

300: Typewriting, manuscript, autographs of Nikolay II, V.B. Fredericks

314: Text of abdication was prepared by the chief of diplomatic office N.Bazili, confirmed by Alekseev and then transferred to Pskov

317: The document was transferred to ЦГАОР СССР from ЦПА ИМЭЛ of CPSU Central Committee in 1966.

321: Reference to publications about the document

325: Note on location of the reproduction (ГА РФ ф. 1779 оп.3 Канцелярия Временного правительства)

330: Act of abdication is addressed by Nikolay II to the chief of the Staff; signed by Nikolay II, certified by Vladimir Frederiks, Imperial Household Minister. In the left bottom corner the place, date and time of signing of the Act is indicated: «Pskov, March, 2nd 15 h. 5 min. 1917».

Field 461 is used as a link to the higher level record (set level) and contains identifier of the record for the fonds (record 1).

Field 462 is used as a link to the higher level record (subset level) and contains identifier of the record for the file (record 3).

Record 5: Item level

Title of the item – *Акт отречения от престола великого князя Михаила Александровича. 03.03.1917. Подлинник (Act of abdication of Grand Duke Michael Alexandrovich. 03.03.1917. Original)*

Record label	nbm2a22 #x#450#
001 GARF_601/1/2100a/7	
100 ##\$a20110206j19170303k##y0rusy0102####ca	
101 0##\$arus	
102 ##\$aRU	
200 1##\$aАкт отречения от престола великого князя Михаила Александровича. Подлинник.\$j03.03.1917	
210 #1\$d03.03.1917	
215 ##\$a1 лист (двойной)\$d22 x 35 см	

251 ##\$cДокумент
300 ##\$aРукопись, автограф
317 ##\$aДокумент поступил на хранение в ЦГАОР СССР из ЦПА ИМЭЛ при ЦК КПСС в 1966 г.
321 0##\$aКрасный архив. 1927. № 3 (22); Отречение Николая II: воспоминания очевидцев и документы. Л., 1927; Отречение Николая II. Воспоминания очевидцев, документы. М., 1998; Скорбный путь Романовых (1917-1918 гг.). Гибель царской семьи. Сборник документов и материалов. М., 2001
325 ##\$aСм. также в ГА РФ ф. 1779 оп.3 Канцелярия Временного правительства.
327 1##\$aАкт отречения адресован Николаем II начальнику Штаба; подписан Николаем II, заверен министром Императорского двора генерал-адъютантом графом В.Б.Фредериксом. В левом нижнем углу указано место, дата и время подписания Акта: «г. Псковъ 2-го марта 15 час. 5 мин. 1917 г.».
330 ##\$aТекст отречения был собственноручно написан великим князем Михаилом Александровичем, в левом нижнем углу указана дата и место создания документа: «3/III – 1917 Петроградъ.» После отречения императора Николая II , 3 марта 1917 г. на квартире князя Путятина состоялось совещание по обсуждению вопроса о принятии великим князем Михаилом Александровичем на себя императорских обязанностей. Оценив ситуацию в стране, великий князь Михаил Александрович подписал Акт своего отречения от престола до решения Учредительного собрания. Акт отречения был опубликован 5 марта 1917 г. в «Вестнике Временного Правительства.
461 #1\$1001 GARF_601
462 #1\$1001 GARF_601/1/2100a
700 0#RU\NLR\AUTH\7714394\$aМихаил Александрович\$свеликий князь\$f1878-1918
801 #0\$aRU\$bGA_RF
801 #1\$aRU\$bNLR\$c20110206

Brief contents of some fields:

Field 251\$c identifies level of the unit of description – *item*.

300: Manuscript, autograph

317: The document was transferred to ЦГАОР СССР from ЦПА ИМЭЛ of CPSU Central Committee in 1966.

321: Reference to publications about the document

325: Note on location of the reproduction (ГА РФ ф. 1779 оп.3 Канцелярия Временного правительства)

330: Text of abdication was written by Grand Duke Michail Aleksandrovich, in the left bottom corner date and a place of creation of the document is specified: «3/III – 1917 Petrograd.» After abdication of Emperor Nikolay II, on March, 3rd, 1917, ... Grand Duke Michael Aleksandrovich has signed the Act of abdication... The Act of abdication was published on March, 5th, 1917 in the Bulletin of Russian Provisional Government.

Field 461 is used as a link to the higher level record (set level) and contains identifier of the record for the fonds (record 1).

Field 462 is used as a link to the higher level record (subset level) and contains identifier of the record for the file (record 3).

4.2 Example 2

File from the collection of records of Paul Cordonnier Détrie. Includes Cordonnier's notes, typewritten texts, newspaper clippings, some drawings and photographs.

Record label	nmc0a22 #x#450#
001 ARAGONb10420397	
005 20050205135645.0	

033	\$ahttps://mediatheques.lemans.fr/iguana/www.main.cls?surl=search#RecordId=1.24606
035	\$a1/24606
100	##\$a20050203119001957k y0frey0103 ba
101	0#\$afre
102	##\$aFR
200	1#\$aLe Mans gallo-romain\$fpar Paul Cordonnier
210	#1\$d[1900-1957]
215	##\$a1 dossier
251	##\$cDossier
300	##\$aDossier constitué de notes de Cordonnier ou de notes plus anciennes, de textes dactylographiés, de coupures de journaux, de quelques dessins et photographies
327	2#\$aLe dossier est composé de notes anciennes : fouille du terrain Bareau à Saint-Pavin et des puits de sépulture du jardin potager du Cognier au Mans : compte-rendu manuscrit par Reboursier, 1912 ; Monnaies antiques ; Arènes ; Pierres gauloises réemployées dans le mur d'enceinte (avec photogr. de 1956)
332	##\$aMédiathèque Louis Aragon (le Mans), COR CB ANT 1
345	##\$aDon (1981)
371	##\$aConsultation sur demande, sur place uniquement
461	#0\$tFonds Paul Cordonnier Détrie\$p283 dossiers
606	##\$3027386236\$aAntiquités\$3027578402\$yLe Mans (Sarthe)
700	#1\$aCordonnier\$bPaul\$f1896-1980\$4390
701	#1\$aReboursier\$bArthur\$4070
852	\$a721816101\$bARAGON\$bPATRIMOINE\$bCORDONNIERS;cCOR CB ANT 1

Comments:

1. In these example, subfields 200 \$j *Inclusive dates* and 200 \$k *Bulk dates* are not to be used for the description: according to the description rules, in this case the dates of creation of the resource are not part of the name of the archival resource and are preferably given in field 210.

2. Field 461 contains information on the fonds. Separate record for the fonds does not exist.

4.3 Example 3

An example of the records – personal bequest of the Slovenian translator Božidar Borko at the National and University Library (NUL), Ljubljana. (Records originally created by the NUL for the COBISS.SI catalogue).

Record 1: Fonds/set level

Highest level record (Record Label, pos. 8=1).

Record label	nmc1a22 #x#450#
001	55927043
100	##\$a20210319119181978k##y0slvy0102####ba
101	0#\$aslvs
102	##\$aSI
200	1#\$aZapuščina Božidarja Borka\$j1918-1978\$k1930-1978
215	##\$a17 map
251	##\$cFond\$aZapuščina je urejena v 10 skupin: I. Osebni dokumenti; II. Dela; III.Pisma; IV. Korespondenca; V. Tuja dela; VI. Tuja korespondenca; VII. Arhivsko gradivo društev, komisij ipd.; VIII. Časopisni izrezki; IX. Fotografije sodobnikov; X. Razno.
317	##\$aProvenienca: Miran Borko, Ljubljana
600	#1\$aBorko\$bBožidar\$f1896-1980

700 #1\$37923555\$aBorko\$bBožidar
702 #1\$3398535427\$aBorko\$bMiran\$4390
801 #0\$aSI\$b55927043
856 42\$uhttp://www.nuk.uni-lj.si/sites/default/files/dokumenti/2020/Katalog_rokopisov.pdf

The fond is organised in 10 groups (field 251), the sources were created in the period 1918-1978 (200\$j), most of the material was created in the period 1930-1978 (200\$k). The holder of the bequest has primary responsibility in field 700, the previous owner is listed in field 702.

Record 2: Series/subset level

Record label	nbc2a22 #x#450#
001 5931907	
100 ##\$a20210319l19181978k##y0slvy0102####ba	
101 0#\$aslv	
102 ##\$aSI	
106 ##\$ah	
200 1#\$aKorespondenca\$j1918-1978	
215 ##\$a10 map (550 pisem)	
251 ##\$cSkupina\$bPisma so urejena po abecedi pošiljateljev	
461 #1\$055927043	
300 ##\$aPrejemnik pisem Božidar Borko	
600 #1\$aBorko\$bBožidar\$f1896-1980	
700 #1\$37923555\$aBorko\$bBožidar\$4660	
801 #0\$aSI\$b5931907	

The correspondence group includes letters received by Božidar Borko in the period 1918-1978. The 550 letters (items) are stored in 10 folders (field 215) and are arranged alphabetically by sender (251\$b). Field 461 contains link from this record (series “Korespondenca”) to the higher level record describing the fond “Zapuščina Božidarja Borka”.

Record 3: Item level

Record label	nbc2a22 #x#450#
001 56560643	
100 ##\$a20210322d1984####k##y0slvy0102####ba	
101 0#\$aslv	
102 ##\$aSI	
106 ##\$ah	
200 0#\$aPismo Iva Andrića Božidarju Borku	
210 #1\$d1948	
215 ##\$a2 str.\$d29 cm	
300 ##\$aDodeljeni nasl.	
461 #1\$055927043	
462 #1\$05931907	
700 #1\$36687587\$aAndrić\$bIvo\$f1892-1975\$4070	
702 #1\$37923555\$aBorko\$bBožidar\$4660	
801 #0\$aSI\$b56560643	

Letter from Ivo Andrić to Božidar Borko. The letter is included in the correspondence group (field 462) and is part of the Božidar Borko bequest (field 461).

Appendix A: Table of Correspondence of EAD and UNIMARC

Table includes the most significant EAD elements/attributes which might be mapped to UNIMARC fields to convert EAD record describing finding aid to UNIMARC record briefly describing archival unit named in that finding aid, to present archival data in library catalogues.

Typically, UNIMARC record collection level is generated. Lower levels data may be included, though it will require additional analysis of EAD elements. UNIMARC record at collection level is generated from EAD data in the high-level <did> or other <did>-level elements. If mapping UNIMARC element depends on where EAD element appears (i.e. parent element) and / or on specific attribute values, it is specified in “EAD Tag Appearance / Attribute” column in the table. E.g. notation <controlaccess> / <corpname ROLE="subject"> means that element <corpname> is nested within <controlaccess>, and ROLE attribute in <corpname> is encoded as “subject”.

A field or element in another descriptive encoding system (e.g. UNIMARC) to which an EAD element or attribute is comparable, may be specified explicitly in EAD record. Field (and/or subfield) may be encoded in ENCODINGANALOG attribute. The descriptive encoding system to which certain EAD elements can be mapped using the ENCODINGANALOG attribute may be specified in RELATEDENCODING attribute (e.g. RELATEDENCODING="UNIMARC"). If the RELATEDENCODING attribute is not used, then the system designation should be included in ENCODINGANALOG (e.g. ENCODINGANALOG="UNIMARC 200\$a". When UNIMARC field(subfield) is specified in ENCODINGANALOG attribute the element is encoded according to that attribute. When the element can be mapped to several UNIMARC fields, additional analysis (e.g. analysis of ENCODINGANALOG attribute) is required to determine which UNIMARC field to generate.

The column listing UNIMARC tags specifies the use of subfields, where it is possible to find direct mapping at subfield level. In other cases additional semantic analysis and / or post-process editing may be required to map EAD elements to specific UNIMARC subfields. Also there is no attempt here to map indicator values for every element.

EAD Tag Name	EAD Element Name	EAD Tag Appearance / Attribute	UNIMARC	Notes
<abstract>	Abstract		330 Summary or Abstract \$a Text of Note	
<accessrestrict>	Conditions Governing Access		371 Notes on Information Service Policy \$a Terms governing use and reproduction	
<acqinfo>	Acquisition Information		317 Provenance Note \$a Text of Note 345 Acquisition Information Note \$a Source for Acquisition/Subscription Address	
<altformavail>	Alternative Form Available		325 Reproduction Note \$a Text of Note	
<appraisal>	Appraisal Information		318 Action Note \$a Action	
<archdesc> LEVEL attribute	Archival Description		251 Organization and Arrangement of Materials \$c Hierarchical level	
<archref>	Archival Reference		311 Notes pertaining to Linking Fields \$a Text of Note 488 Other Related Works	
<arrangement>	Arrangement		251 Organization and Arrangement of Materials \$a Organization 251 Organization and Arrangement of Materials \$b Arrangement	The ENCODINGANALOG attribute may be used to differentiate between the 251 subfield \$a (organization) and subfield \$b (arrangement). If the ENCODINGANALOG attribute is not used the entire of the element will be placed in subfield \$a.
<bibliography>	Bibliography		321 External Indexes/Abstracts/References Note \$a Name of source	

EAD Tag Name	EAD Element Name	EAD Tag Appearance / Attribute	UNIMARC	Notes
<bioghist>	Biography or History		314 Notes Pertaining to Title and Statement of Responsibility \$a Text of Note	
<controlaccess>	Controlled Access Headings			See child elements <corpname>, <famname>, <geogname>, <name>, <persname>, <subject>.
<corpname>	Corporate Name	<controlaccess> / <corpname ROLE="subject">	601 Corporate Body Name Used as Subject	To place data in appropriate subfields additional semantic analysis is required.
		<controlaccess> / <corpname> <i>and</i> ROLE attribute is not "subject"	710 Corporate Body Name - Primary Responsibility 711 Corporate Body Name - Alternative Responsibility 712 Corporate Body Name - Secondary Responsibility 713 Corporate Body Name - Provenance or Ownership	To determine appropriate 7-- field additional analysis is required (e.g. ROLE or ENCODINGANALOG attribute in <corpname>). To place data in appropriate subfields additional semantic analysis is required.
		<origination> / <corpname>	710 Corporate Body Name - Primary Responsibility 711 Corporate Body Name - Alternative Responsibility 712 Corporate Body Name - Secondary Responsibility 713 Corporate Body Name - Provenance or Ownership	By default field 710 is generated, if ENCODINGANALOG is not encoded as 711, 712 or 713. To place data in appropriate subfields additional semantic analysis is required.
<custodhist>	Custodial History		317 Provenance Note \$a Text of Note	
<dao> HREF attribute	Digital Archival Object	<did> / <dao>	856 Electronic Location and Access \$u URI	
<dimensions>	Dimensions	<did> / <physdesc> / <dimensions>	215 Physical Description \$d Dimensions	

EAD Tag Name	EAD Element Name	EAD Tag Appearance / Attribute	UNIMARC	Notes
<extent>	Extent	<did> / <physdesc> / <extent>	215 Physical Description \$a Specific Material Designation and Extent of Item	
<famname>	Family Name	<controlaccess> / <famname ROLE="subject">	602 Family Name Used as Subject	To place data in appropriate subfields additional semantic analysis is required.
		<controlaccess> / <famname> and ROLE attribute is not "subject"	720 Family Name - Primary Responsibility 721 Family Name - Alternative Responsibility 722 Family Name - Secondary Responsibility 723 Family Name - Provenance or Ownership	To determine appropriate 7-- field additional analysis is required (e.g. ROLE or ENCODINGANALOG attribute in <famname>). To place data in appropriate subfields additional semantic analysis is required
		<origination> / <famname>	720 Family Name - Primary Responsibility 721 Family Name - Alternative Responsibility 722 Family Name - Secondary Responsibility 723 Family Name - Provenance or Ownership	By default field 720 is generated, if ENCODINGANALOG is not encoded as 721, 722 or 723. To place data in appropriate subfields additional semantic analysis is required.
<genreform>	Genre/Physical Characteristic	<controlaccess> / <genreform>	608 Form, Genre or Physical Characteristics Heading \$a Entry Element	
		<physdesc> / <extent> <genreform>	215 Physical Description \$a Specific Material Designation and Extent of Item	If <genreform> is used in conjunction with <extent> within <physdesc>.
<geogname>	Geographic Name	<controlaccess> / <geogname>	607 Geographical Name Used as Subject \$a Entry Element 617 Hierarchical Geographical Name Used as Subject	
<langmaterial>	Language of the Material	<did> / <langmaterial>	300 General Notes	
<language> LANGCODE attribute	Language	<did> / <langmaterial> / <language>	101 Language of the Item \$a Language of Text, Soundtrack etc.	The data is taken from the LANGCODE attribute of <language> nested within <langmaterial>

EAD Tag Name	EAD Element Name	EAD Tag Appearance / Attribute	UNIMARC	Notes
<legalstatus>	Legal Status		371 Notes on Information Service Policy \$a Terms governing use and reproduction	
<materialspec>	Material Specific Details		206 Material Specific Area: Cartographic Materials - Mathematical Data \$a Mathematical Data Statement 208 Material Specific Area: Printed Music Specific Statement \$a Printed Music Specific Statement 230 Material Specific Area: Electronic Resource Characteristics \$a Designation and extent of file 315 Notes Pertaining to Material (or Type of Publication) Specific Information \$a Text of Note	Since <materialspec> element can be mapped to several UNIMARC fields, ENCODINGANALOG attribute should be encoded to determine which UNIMARC field to generate. If ENCODINGANALOG attribute is not encoded – additional semantic analysis is required (e.g. LABEL attribute can be analyzed).
<name>	Name	<controlaccess> / <name> <origination> / <name>	730 Name – Responsibility \$a Entry Element	
<note>	Note	<did> / <note>	300 General Note \$a Text of Note	
<odd>	Other Descriptive Data		303 General Notes Pertaining to Descriptive Information \$a Text of Note	
<originalsloc>	Location of Originals		324 Original Version Note \$a Text of Note 335 Location of Originals / Reproductions \$a Name of the repository	According to ENCODINGANALOG attribute, otherwise field 324 is generated.
<origination>	Origination	ENCODINGANALOG attribute is encoded (700, 701, 702, 703, 710, 711, 712, 713, 720, 721, 722 or 730)	700 Personal Name - Primary Responsibility 701 Personal Name - Alternative Responsibility 702 Personal Name - Secondary Responsibility 703 Personal Name - Provenance or Ownership	Specific UNIMARC field can be generated as long as ENCODINGANALOG attribute is encoded in the <origination> element, or if there are child <corpname>, <famname>, <persname> elements with

EAD Tag Name	EAD Element Name	EAD Tag Appearance / Attribute	UNIMARC	Notes
			710 Corporate Body Name - Primary Responsibility 711 Corporate Body Name - Alternative Responsibility 712 Corporate Body Name - Secondary Responsibility 713 Corporate Body Name - Provenance or Ownership 720 Family Name - Primary Responsibility 721 Family Name - Alternative Responsibility 722 Family Name - Secondary Responsibility 723 Family Name - Provenance or Ownership	appropriate ROLE attribute (see <corpname>, <famname>, <persname> elements). If child <corpname>, <famname>, <persname> exist – see description of specific element Otherwise field 730 is generated. Additional semantic analysis is required to place data into appropriate UNIMARC subfields. Otherwise the entire of the element will be placed in subfield \$a.
		ENCODINGANALOG attribute is not encoded <i>and</i> there is no child <corpname>, <famname>, <persname>	730 Name – Responsibility	Additional semantic analysis is required to place data into appropriate UNIMARC subfields. Otherwise the entire of the element will be placed in subfield \$a.
<persname>	Personal Name	<controlaccess> / <persname ROLE="subject">	600 Personal Name Used as Subject	To place data in appropriate subfields additional semantic analysis is required.
		<controlaccess> / <persname> <i>and</i> ROLE attribute is not "subject"	700 Personal Name - Primary Responsibility 701 Personal Name - Alternative Responsibility 702 Personal Name - Secondary Responsibility 703 Personal Name - Provenance or Ownership	To determine appropriate 7-- field additional analysis is required (e.g. ROLE or ENCODINGANALOG attribute in <persname>). To place data in appropriate subfields additional semantic analysis is required.
		<origination> / <persname>	700 Personal Name - Primary Responsibility 701 Personal Name - Alternative Responsibility 702 Personal Name - Secondary Responsibility	By default field 700 is generated, if ENCODINGANALOG is encoded as 701, 702 or 703. To place data in appropriate subfields additional semantic analysis is required.

EAD Tag Name	EAD Element Name	EAD Tag Appearance / Attribute	UNIMARC	Notes
			703 Personal Name - Provenance or Ownership	
<physdesc>	Physical Description	<did>/ <physdesc>	215 Physical Description	Child elements <dimensions>, <extent>, <genreform>, <physphacet> can be mapped to specific subfields of the 215 field. Detailed information see child elements description. If child elements <dimensions>, <extent>, <genreform>, <physphacet> do not exist, additional semantic analysis is required, or the entire of the element will be placed in subfield \$a.
<physfacet>	Physical Facet	<did>/ <physdesc> / <physfacet>	215 Physical Description \$c Other Physical details 307 Notes Pertaining to Physical Description \$a Text of Note 316 Notes Relating to the Copy in Hand \$a Text of Note	According to ENCODINGANALOG attribute, otherwise field 215 is generated
<physloc>	Physical Location		852 Location and Call Number \$a Institution Identifier	If child elements exists, one may parse the element into separate subfields (e.g. <repository> / <corpname> may be mapped to 852\$a, <repository> / <corpname> / <subarea> - to 852\$b, <repository> / <address> - to 852\$c. Though in most cases it is sufficient to place the entire of the element in subfield \$a.
<phystech>	Physical Characteristics and Technical Requirements		307 Notes pertaining to physical description \$a Text of Note 316 Notes relating to the copy in hand \$a Text of Note 337 System requirements note (ER) \$a Text of Note	Since <phystech> element can be mapped to several UNIMARC fields, ENCODINGANALOG attribute should be encoded to determine which UNIMARC field to generate.

EAD Tag Name	EAD Element Name	EAD Tag Appearance / Attribute	UNIMARC	Notes
				If ENCODINGANALOG attribute is not encoded – additional semantic analysis is required.
<prefercite>	Preferred Citation		332 Preferred Citation of Described Materials \$a Preferred Citation	
<processinfo>	Processing Information		318 Action Note \$a Action	
<relatedmaterial1>	Related Material		311 Notes Pertaining to Linking Fields \$a Text of Note 488 Other Related Works	Field 488 might be generated only if <archref> is nested into <relatedmaterial> (see description of <archref>). Otherwise the entire of a the element will be placed in 311\$a.
<repository>	Repository	<did> / <repository>	852 Location and Call Number \$a Institution Identifier	If child elements exists, one may parse the element into separate subfields (e.g. <repository> / <corpname> may be mapped to 852\$a, <repository> / <corpname> / <subarea> - to 852\$b, <repository> / <address> - to 852\$c, etc. Though in most cases it is sufficient to place the entire of the element in subfield \$a.
<scopecontent>	Scope and Content		327 Contents Note \$a Text of Note	
<sponsor>	Sponsor		314 Notes Pertaining to Responsibility \$a Text of note	
<subject>	Subject	<controlaccess> / <subject>	606 Topical Name Used as Subject \$a Entry Element	
		<subject> is not nested within <controlaccess>	610 Uncontrolled Subject Terms	

EAD Tag Name	EAD Element Name	EAD Tag Appearance / Attribute	UNIMARC	Notes
<title>	Title	<did> / <unittitle> / <title>	200 Title and Statement of Responsibility \$a Title Proper	
		<did> / <controlaccess> / <title ROLE="subject">	605 Title Used as Subject \$a Entry Element	
		<did> / <controlaccess> / <title> <i>and</i> ROLE attribute is NOT encoded as "subject"	500 Uniform Title \$a Uniform title	
		<did> / <controlaccess> / <title> <i>and</i> ENCODINGANALOG attribute is encoded	5XX RELATED TITLE BLOCK 605 Title Used as Subject \$a Entry Element	According to ENCODINGANALOG attribute
<unitdate>	Date of the Unit	<unitdate TYPE="bulk">	200 Title and Statement of Responsibility \$k Bulk Dates	Most rules for archival description recognize date(s) of the collection as part of its title, so <unitdate> element may be used to generate the field 200 Title and Statement of Responsibility, subfields \$j and/or \$k respectively. If the dates of creation are not considered as part of title – field 210 \$d Date of publication, distribution, etc. may be used.
		<unitdate TYPE="inclusive"> <i>or</i> TYPE attribute is not encoded	200 Title and Statement of Responsibility \$j Inclusive Dates	
		<unitdate ENCODINGANALOG="210">	210 Publication, Distribution, etc. \$d Date Publication, Distribution, etc.	
<unittitle>	Title of the Unit	<did> / <unittitle>	200 Title and Statement of Responsibility \$a Title Proper	
<userrestrict>	Conditions Governing Use		371 Notes on Information Service Policy \$a Terms governing use and reproduction	