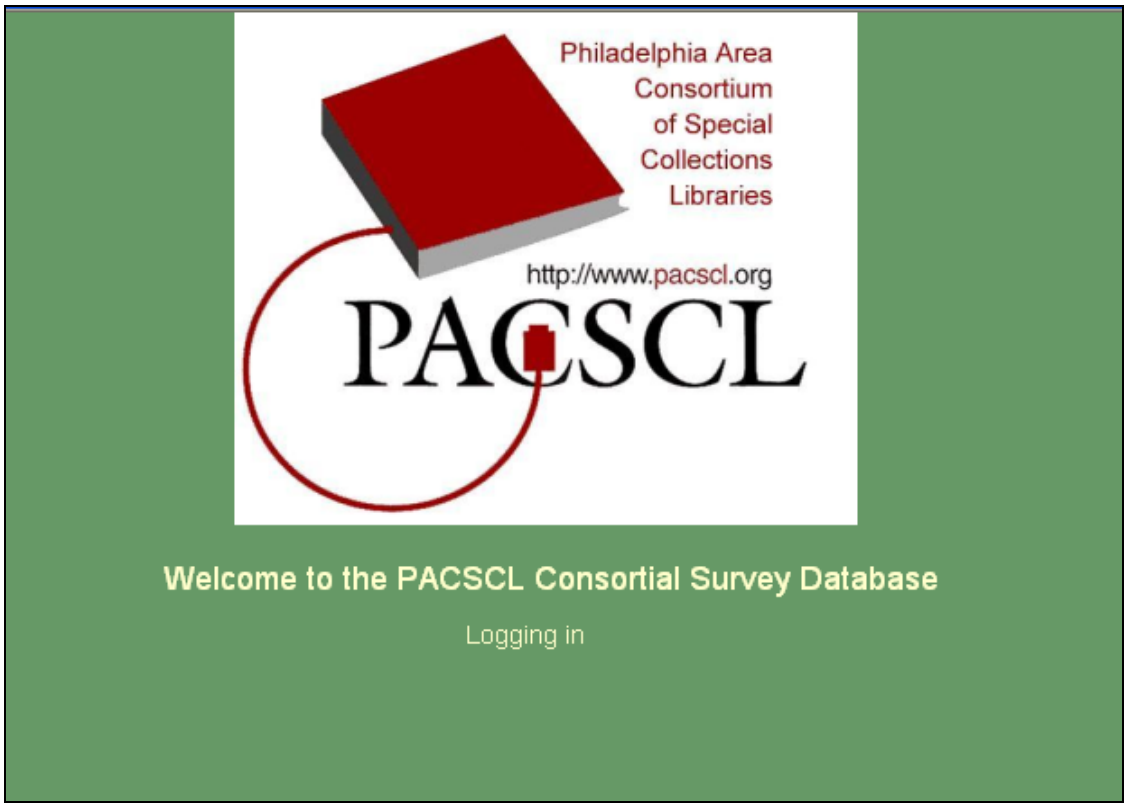
PACSCL Consortial Survey Initiative

Guide to the PACSCL Consortial Survey Database



Version 1.1a
Issued June 2007

Introduction

The Philadelphia Area Consortium of Special Collections Libraries (PACSCL) Consortial Survey Initiative is a 30-month project funded by the Andrew W. Mellon Foundation to assess backlogged archival material at 22 institutions in the Philadelphia area. Based on a survey model previously used at the Historical Society of Pennsylvania, the three-person project staff and staff at the participating institutions will apply a series of qualitative and quantitative measures to archival collections in a range of formats. The collection data will be made available to the public. The survey data will be used to inform priorities for processing, funding, and increased access for collections within individual institutions and across the consortium.

The PACSCL Consortial Survey Database serves as the primary repository for all collection and survey data created during the project. Developed in FileMaker Pro, the database provides support for a range of data entry, searching, and data output functions. The fullest access to the database is through a FileMaker client, which should be installed on at least one computer at each of the participating institutions. A web interface to the database, developed using FileMaker Pro's Instant Web Publishing feature, provides more limited access to the database, but features similar data screens and functionality. (A public interface to collection information in the survey database is currently being developed will available during the second half of the project period.)

This guide is intended to serve primarily as an overview and "how-to" guide for the client version of the PACSCL Consortial Survey Database. The guide also includes basic instructions for using the web interface to the database. As features are added to the database, the guide will be updated.

If you have problems connecting to or using the PACSCL Consortial Survey Database, or if you have questions, comments, or suggestions, please contact the project director, Christine Di Bella, by email (cdibella@hsp.org) or phone (215-732-6200, ext. 201).

Contents

PART 1: ACCESSING THE DATABASE VIA A FILEMAKER PRO CLIENT 1

I Database basics 1

- **User privileges** 1
- **Setting up the connection to the database server** 2
- **Logging on** 4
- **Logging off** 6
- **Setting display size** 6
- **Navigation tips** 7

II The Main Menu 8

III Searching the database 9

- **The Search screen** 10
- **Searching for records** 11
- **The Search Results screen** 13

IV Viewing or editing records

- **The Collection Record screen** 14
  - **The core record** 15
  - **The Survey tab** 17
  - **The Access tab** 19
  - **The Special Formats tab** 20
  - **The Abstract tab** 21
  - **The Subjects tab** 22
  - **The GIS tab** 23
  - **The Local tab** 24

V Printing or exporting records 26

- **Printing records** 26
- **Exporting records** 30
  - **Export full records for use in other applications** 32
  - **Export collection descriptions as a text file for use with MarcEdit** 33
  - **Export collection descriptions in HTML** 35
  - **Export collection descriptions in PDF** 35
  - **Export collection descriptions in EAD** 36

PART 2: ACCESSING THE DATABASE VIA A WEB BROWSER 37

VI Web access basics 37

How web browser access differs from FileMaker client access 37
Logging on to the database 37
Logging off 38

PART 3: APPENDICES 39

A: Institution Codes 39
B: PACSCL Consortial Survey Initiative Ratings 40
C: Example of a text file exported from the database for use with MarcEdit 43
D: Example of an XML file exported from the database for use with a stylesheet to deliver a collection-level EAD finding aid 44

PART 1: ACCESSING THE DATABASE VIA A FILEMAKER PRO CLIENT

There are two ways to access the PACSCL Consortial Survey Database: via a FileMaker Pro client or via a web browser. The fullest functionality is provided via a FileMaker client; in the client authorized users can search for, sort, print, edit and export records and access all help screens. The instructions in Part 1 of this guide pertain to client access to the database. (Access via a web browser is described in Part 2 of this guide.)

Please note that client access to the database is only available on Internet-accessible computers with FileMaker Pro versions 7 through 8.5 installed. In order to facilitate use of the database, the survey project will subsidize the cost of one FileMaker license per institution. Please contact Christine if you would like to order a copy of FileMaker through the project.

I Database basics

User privileges

The PACSCL Consortial Survey Database will eventually contain collection records and survey results for 20 PACSCL member institutions. Database users at all PACSCL member institutions will be able to view the collection records of all other institutions, with the exception of the local fields in the records, which can only be viewed by the institution to which they pertain. There are several levels of authorization set up for users of the database: project director, collections surveyors, institutional editor and institutional viewer.

The project director is a “superuser” of the database, with authorization to add and delete records, edit any field in any record, make design changes, and assign database account permissions. The collections surveyors can add records and edit any field in any record, but cannot delete records, make design changes, or assign database account privileges.

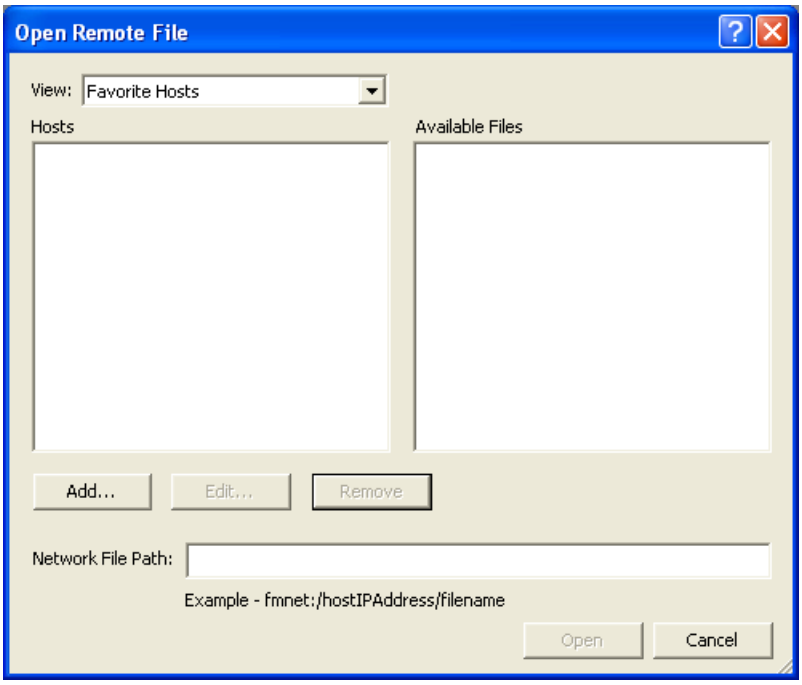
Each institution is assigned two database accounts, which provide two different levels of access to the database. It is up to each institution to determine to whom to distribute the database account information; multiple individuals may share the same database account. A database account includes an account name and a password. The account name is case insensitive; the password is case sensitive. All database accounts allow users to search for and view all of the records in the database, as well as view the local fields for records from the account user’s institution.

The “edit” account for an institution allows the user to make changes to data in his/her institution’s records. Until the survey work is completed at an institution, a user with editing authorization can edit data only in the local fields. Once surveying of the institution’s collections has been completed, additional editing privileges are added so that users with editing authorization can create new records and make changes to all fields in their institution’s records, with the exception of the survey ratings and notes. “Edit” users who are interested in adding name or subject headings to the database can also request authority file privileges.

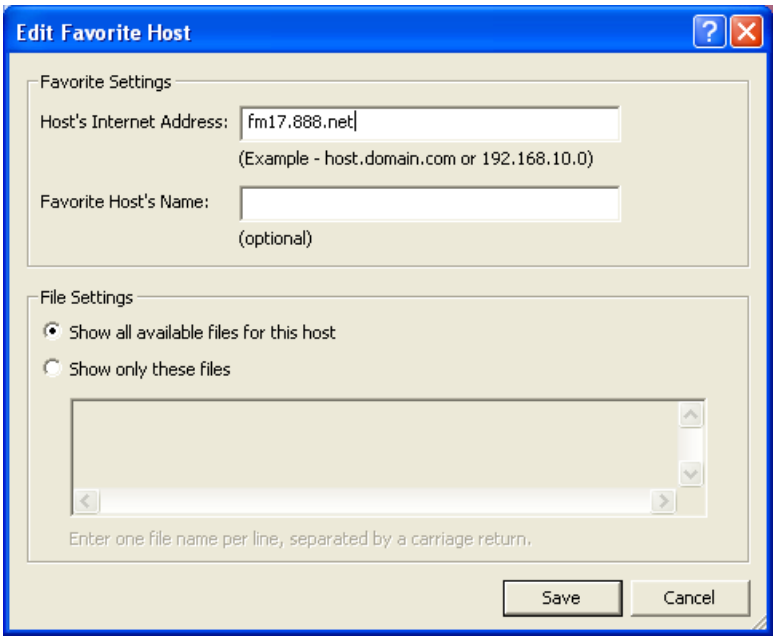
The “view” account for an institution allows the user to search for and view records, but not to make changes.

Setting up the connection to the database server
(You will only need to do this once per computer.)

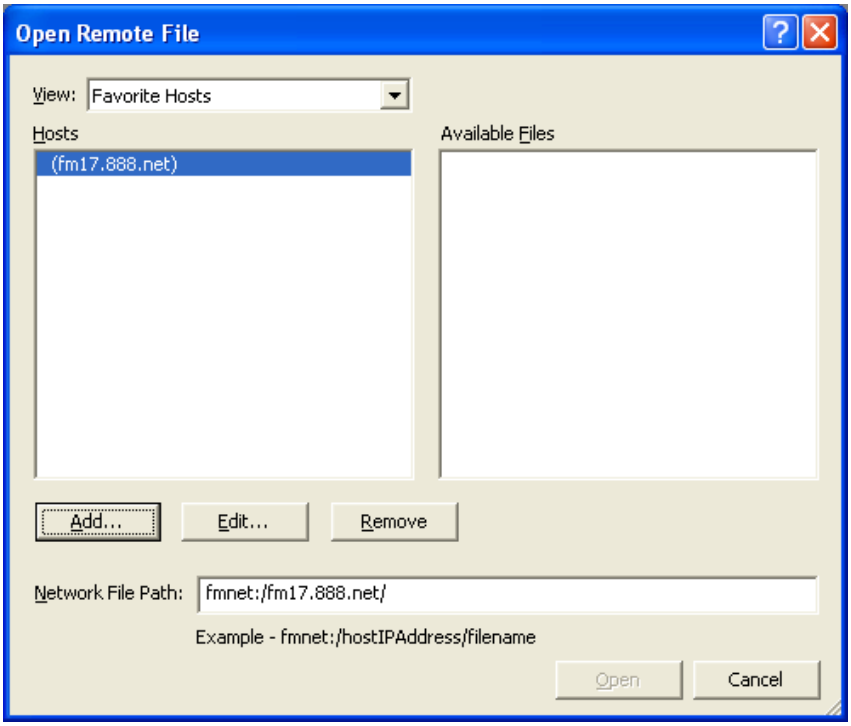
1. Open the FileMaker Pro application.
2. On the menu bar, select File → Open Remote. The Open Remote menu will appear.



3. From the View dropdown on the Open Remote menu, select Favorite Hosts.
4. Click Add.
5. In the Host's Internet Address field, enter fm17.888.net (no http or other prefix).



6. Click Save.

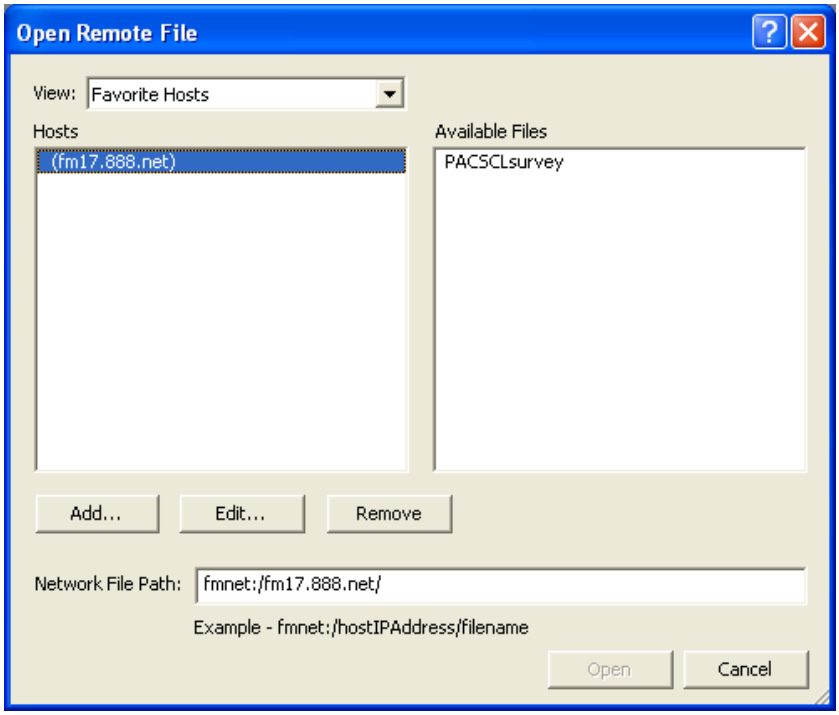


7. A dialogue box for your database account name and password will pop up. If you wish to open the database at this time, proceed to step 5 of the Logging on instructions. Otherwise, click Cancel on both the dialogue box and the Open Remote menu to return to the FileMaker Pro application.

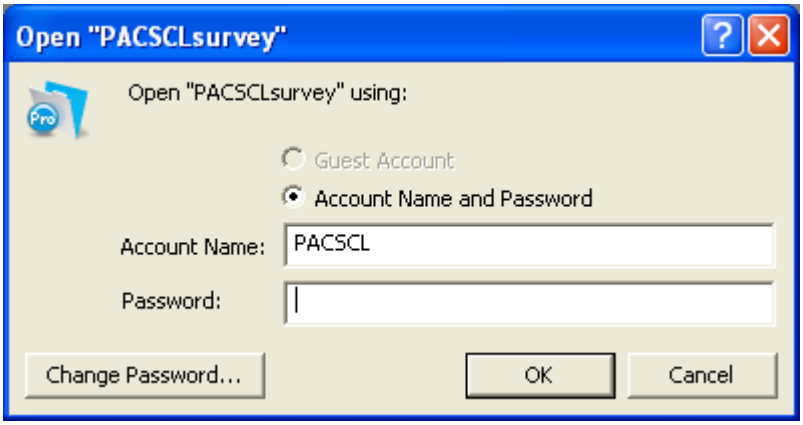
Logging on

1. Open the FileMaker Pro application.
2. On the menu bar, select File → Open Remote. The Open Remote menu will appear.
3. If it does not already appear in the View dropdown on the Open Remote menu, select Favorite Hosts.
4. If it is not already highlighted, select the database server (fm17.888.net). A dialogue box titled "View Databases Hosted by FileMaker Server" will appear.

5. Enter your database account information into the dialogue box and click OK or hit enter. (This logs you into the database server.)
6. One file should appear (PACSCLsurvey). Highlight this file then click Open, hit enter, or double-click.



7. Another dialogue box, titled “Open PACSCLsurvey,” will pop up.



8. Enter your database account information into the dialogue box and click OK or hit enter. (This logs you into the database.)

9. The Welcome screen may appear briefly, after which you will see the Main Menu.

(If you have previously used the Survey Database, you can open the database more quickly by selecting it from the list under File → Open Recent. You will be prompted for your database account information only once, rather than twice.)

Logging off

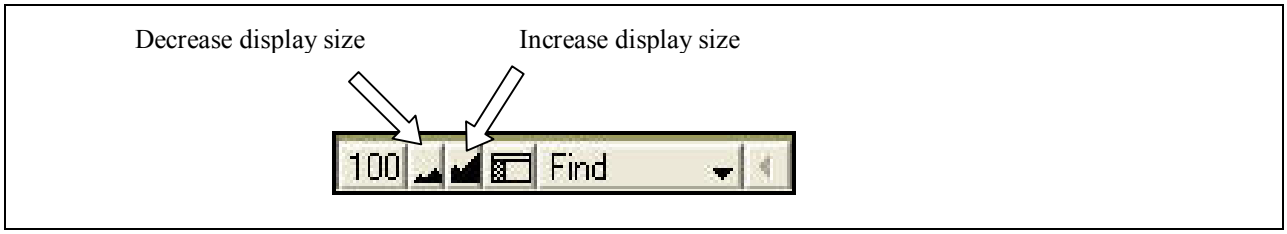
The PACSCL Consortial Survey Database is a shared application that can support up to 20 simultaneous users. For this reason, you should always log off of the database when you are not actively using it. There are four ways to log off:

- Click the Exit button on the survey database Main Menu.
- Select File → Exit from the menu bar.
- Click on the "X" in the upper right corner of the application window.
- The first three options close both the file and the FileMaker Pro application. If you want to leave FileMaker Pro open, click on the "X" in the upper right corner of the file window.

Setting display size

The display size of the database can be increased to make the text larger, or it can be decreased so that more of the screen can be seen at once. This can be done from any screen in the database. Look for the "mountain" icons in the lower left corner of the screen, or use the function key shortcuts:

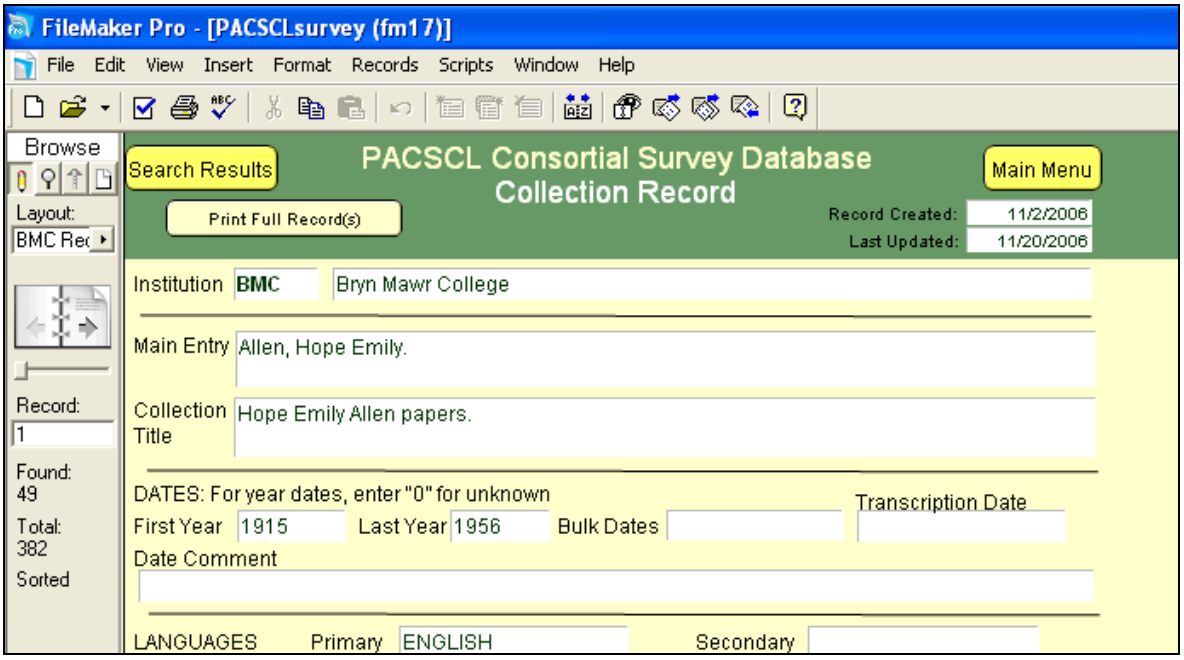
- To increase the size of the display, click the larger "mountain" icon.
  (Keyboard shortcut: F3)
- To decrease the size of the display, click the smaller "mountain" icon.
  (Keyboard shortcut: Shift+F3)



As with most graphical user interfaces, the database window can be moved to a new position on the screen by clicking the blue title bar and dragging the window to a new location. The database window can be increased or decreased in size by dragging on the corners or edges of the window.

Navigation tips

Buttons are provided throughout the survey database to guide you through the screens, including help screens and reports. FileMaker also has a built-in status area on the left-hand side of the database window, which you can use to navigate through a set of records.



In addition to seeing how many records are in the database and in your results set, you can use the options in the status area to perform the following navigation tasks:

- Click the right arrow on the book to move to the next record in your result set.
- Click the left arrow on the book to move to the previous record in your result set.
- Click the current record number under the slider or press Esc. Then type the record number of the record you want, and press Enter to advance to a specific record in your result set.
- Drag the Slider left or right to move quickly through records in a result set.

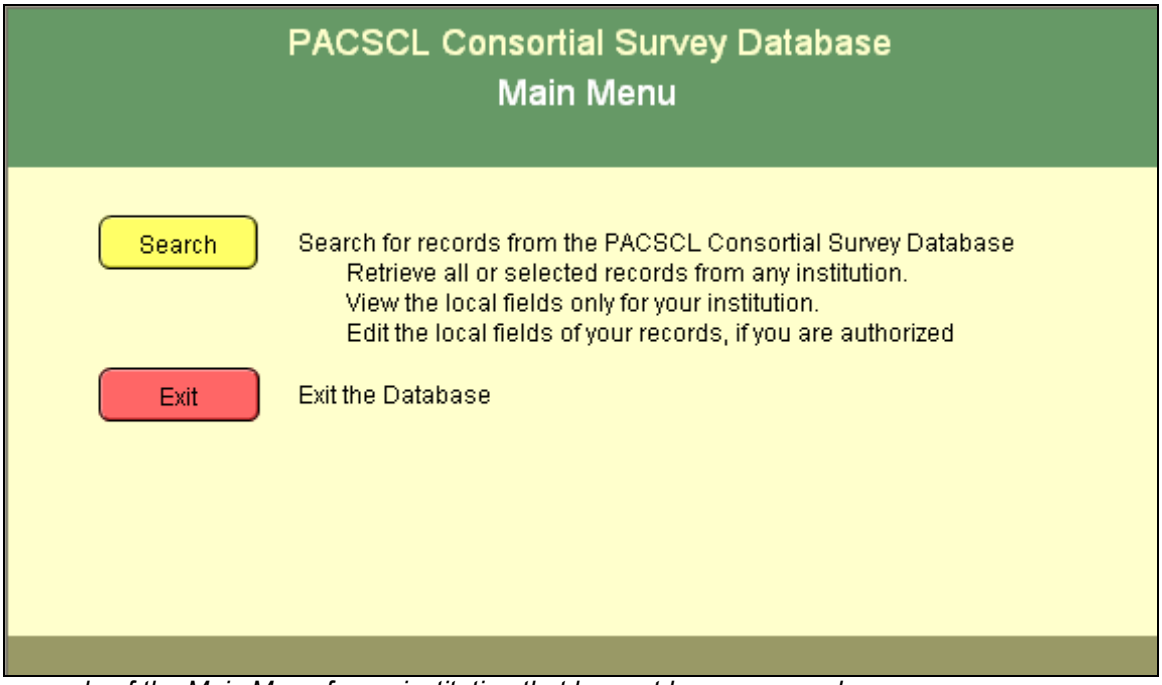
In addition, FileMaker Pro provides several other navigation options using the application menu or keyboard shortcuts to move to the next or previous record in your result set:

- From the FileMaker menu, select Records → Go to Record → Next (or Previous).
- Use the keyboard shortcuts Ctrl+↓ (Next), and Ctrl+↑ (Previous).
- Use the scroll button on the mouse (scroll down for Next, scroll up for Previous).

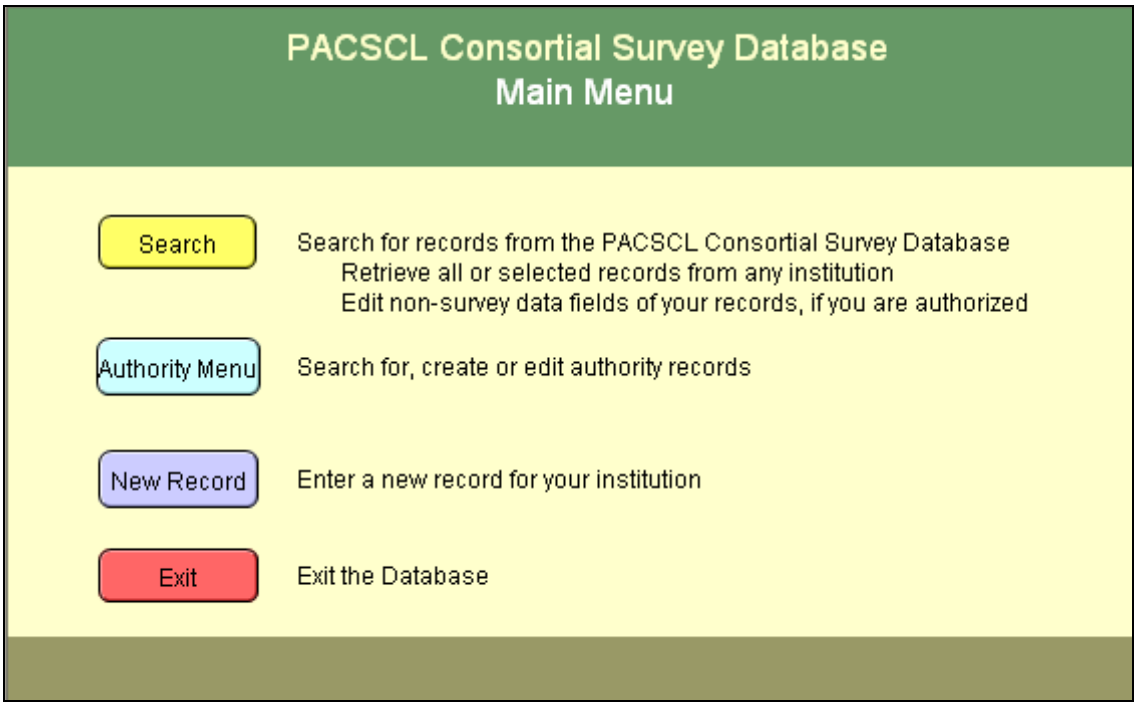
With any of these options, the tabbed section of the screen that is open on the current record will be open for the next record and the cursor will be positioned in the same field as in the current record. (This provides a quick way to compare values in a particular field for each of the records in your current set of search results.)

II The Main Menu

The Main Menu is the entry point for all users of the database. Each institution's Main Menu includes function buttons appropriate for its current survey status. (Institutions that have already been surveyed have more options on the Main Menu than institutions that have not yet been surveyed.)



example of the Main Menu for an institution that has not been surveyed



example of the Main Menu for an institution that has been surveyed and has requested authority record privileges

III Searching the database

Please keep in mind when searching the survey database, that you may find records for collections in three different stages of the survey process:

- *Brief records created prior to surveying. These records may not include much information beyond the main entry and/or title. (Even these may be revised at the time of surveying, when more information is available.)*
- *Fleshed out records updated at the time of surveying. These records include additional collection information, as well as the survey ratings and assessment narrative, but may require the addition of name and subject headings, information on related collections, editing of abstracts or verification of dates or extent.*
- *Finalized records updated when surveying has been completed at an institution. These records include all collection and survey information gathered and created by the project team.*

The database currently provides viewing access to records at all stages to project participants. When access is extended to the public, only finalized collection records will be made available to the public.

The Search screen

The Search screen allows you to specify search criteria. The database can be searched by any of the fields displayed on the Search screen. Some fields are dropdown lists, from which pre-established entries can be selected, while others are free text fields, into which search criteria can be typed.

After entering your criteria, click Search or hit enter. Your results will be displayed on the Search Results screen (described later in this section).

To clear all previously entered search criteria and return to a blank Search screen, click New Search.

Clicking the Search Help button opens a dialogue box that lists some of the most commonly used advanced searching options supported by FileMaker Pro. (After consulting the Search Help dialogue box, you must close it by clicking on the Close Window button in the top right-hand corner to resume your search.) Advanced searching is also covered in more detail later in this section of the guide.

Search screen

Searching for records

The scope of a search can be broad or narrow. Multiple criteria can be combined to further narrow your result set.

General search tips

- To browse all of the records in the database, leave all of the search fields blank and click Search.
- FileMaker truncates searches by default. For example, a search for Smith in the Main Entry field will return all collections for which "Smith" appears anywhere in the field.
- Search fields are not case-sensitive. For example, a search in the Word in Abstract field for "Philadelphia" or "philadelphia" returns the same results.
- Search criteria in the First Year and Last Year fields must be in the form of a four-digit year.
- Search criteria in the Survey Date field may be entered using a two-digit year or four-digit year (i.e. 10/24/06 or 10/24/2006).

Common searches

Searching by institution

To view all of the records in the database for a particular institution:

1. Use the Institution Code dropdown list to select the institution's code. You can also type the code in the field. (If you would like to see a list of institution codes, click on the on the Institution Code label on the Search screen or see Appendix A of this guide.)

2. Click the Search button.

To view records from all participating institutions, leave the Institution Code field blank, and click the Search button.

Searching only for surveyed collections

As the survey project progresses, institutions may find it useful to search the database for the collections that have already been surveyed. Records will be added to the database prior to being surveyed, and as collections are surveyed, the Survey Date field is updated.

To search only for surveyed collections at an institution:

1. Use the Institution Code dropdown list to select the institution's code.

2. Type an asterisk (*) in the Survey Date field.

3. Click the Search button.

Searching by multiple criteria

You may enter as many or as few search criteria as you wish, in any combination of fields. When you enter multiple criteria for a search, keep in mind that the database will retrieve only records that meet *all* of the criteria. In other words, the database is performing an "AND" search rather than an "OR" search. For example, a search for Genres: scrapbooks and Primary Language: German will only retrieve records of collections that contain scrapbooks AND primarily include materials in German. It will not bring up an Italian scrapbook collection, nor will it bring up a German playbill collection.

The more specific the search criteria used, the narrower the results set for that search. For example, searching for all of the collections that carry the topical subject heading "World War, 1914-1918--United States--Veterans" might retrieve only a few records, and a search of a complete name in the Words in Main Entry field will usually retrieve a single collection's record.

Advanced searching

FileMaker supports a number of advanced searching options, including wildcard characters, numeric ranges, and exact matches. Some of the wildcard characters are used in searches for strings of text, and some are used for number or date fields. Wildcard characters can be entered in fields with dropdown lists as well as in text and numeric fields. For instructions on advanced searching, use the Search Help button at the bottom of the Search screen. (After consulting the Search Help dialogue box, you must close it before you can resume your search.)

Some examples of the searches that can be performed using the advanced search syntax include:

Scrapbooks from the 19th century:
Genres: Scrapbooks
First Year: >1899
Last Year: <2000

Women's history collections that extend back to the 18th century:
Themes: Women's history
First Year: <1800

All collections surveyed in September 2006
Survey Date: 09/01/2006…09/30/2006

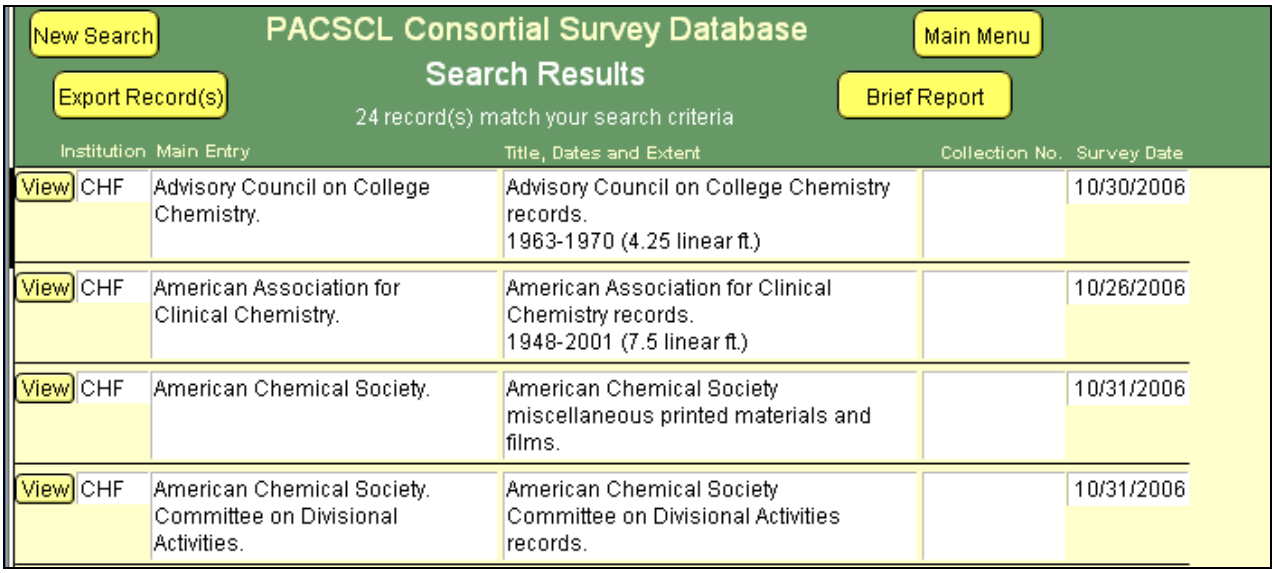
Collections with "mining" in the subject heading, regardless of where in the heading the word appears (e.g. Coal mines and mining--Pennsylvania and Mining engineering)
Topical Subject: *mining*

The Search Results screen

Clicking the Search button performs the search and the resulting list of collections is displayed in the Search Results screen.

In this screen, click the View button next to a collection listing to view the Collection Record. Clicking New Search clears the previously entered search criteria and returns you to the Search screen. Clicking Brief Report opens a window with a print-formatted version of your results list, while clicking Export Record(s) provides you with a set of options for exporting your results to another electronic file.

From this screen, you can also return to the Main Menu.



Search Results screen

Sorting search results

Search results are sorted by Main Entry by default. To sort by other criteria on the Search Results screen, click on the title of the column by which you wish to sort. The records will be sorted in ascending order by that field. (Please note that accession numbers/collection numbers only appear for your institution's records.)

IV Viewing or editing records

The Collection Record screen

From this screen, you can view all of the information about a collection that is contained within the database. You can also print full collection records (described later in this guide).

To navigate through the records in your results set from the Collection Record screen, you have several options. See page 7 of this guide for more information.

In addition to the standard navigation options, you can click the Search Results button to return to the results set of the last search you conducted. Click View for the next collection record you wish to view.

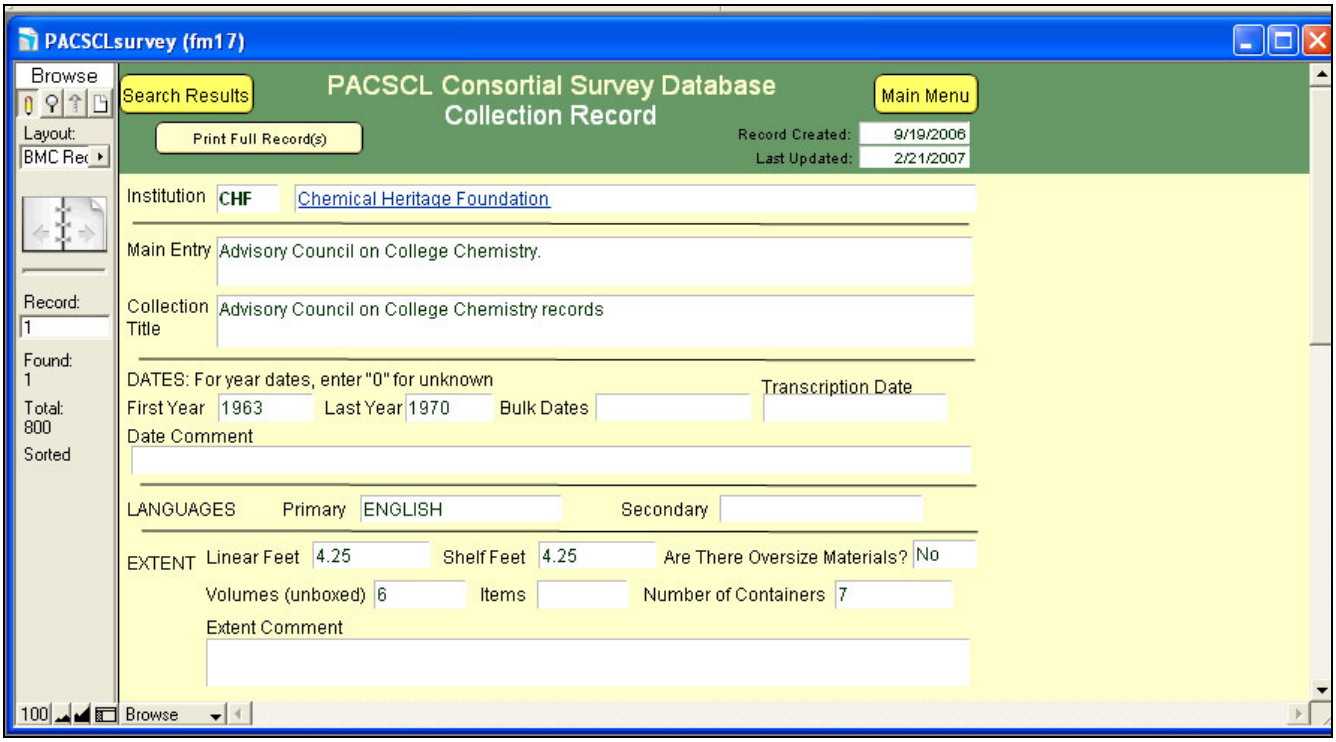
If you are done viewing records, you can return to the Main Menu.

Important note on data entry and the way changes are saved

If you are logged into the database using an account with editing privileges, you can edit data in collection records from your institution from the Collection Record screen. FileMaker Pro saves data changes as they are typed and changes to any field are "committed" as soon as the cursor moves to another field. This means that it is possible to accidentally overwrite data in a field. If you overwrite data in a field, you can use the undo function (Edit → Undo or CTRL-Z) to restore the original data, but only before you have tabbed or clicked into another field.

The core record

The collection's core data is displayed in the upper portion of this screen. The lower portion of the screen is a series of tabbed panes that contain more detailed data about the collection and the findings of the PACSCL survey.



Collection Record—core data

Core collection data

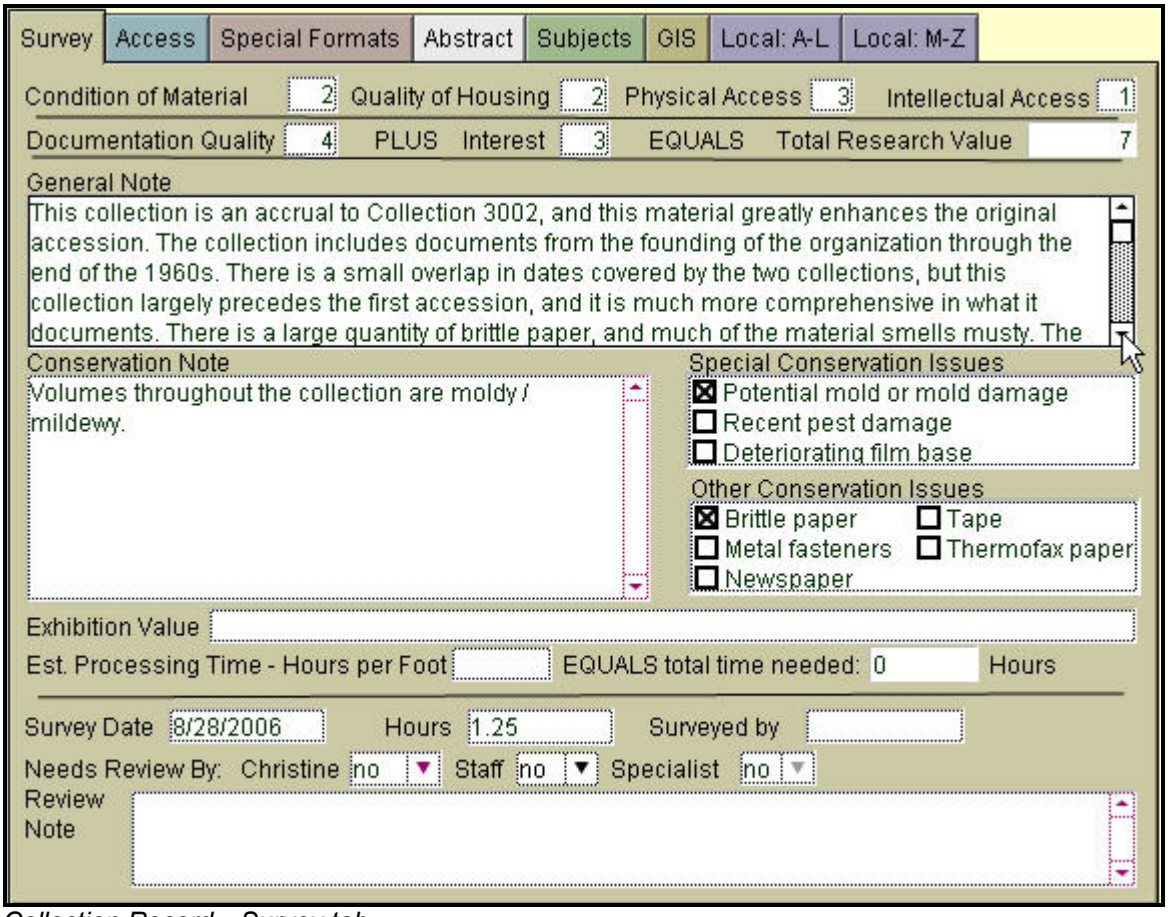
The data in the bibliographic fields of the PACSCL Consortial Survey database complies with the descriptive standards set out in *Describing Archives: A Content Standard (DACS)*. Ending punctuation for mappable fields follows the conventions of MARC when possible. For most collections, some of the core data is entered before surveying begins. During surveying, this data is verified and updated as needed.

Field name	Explanation	Sample entry
Institution	The holding institution for the collection. Both the institution code and the institution name appear.	HSP The Historical Society of Pennsylvania
Main Entry	The primary creator or collector associated with the collection. When possible, the main entry is the authorized form of the name as given in the Library of Congress name authority file; in the absence of an LC authority record, the main entry is formed according to the rules set out in AACR2 and the DACS distillation of those rules.	MacDiarmid, Alan G., 1927- Woodlands Cemetery Company.
Collection Title	In compliance with DACS, titles indicate the creator or collector as well as the nature of the archival unit. As appropriate, titles may also indicate the topic of the archival unit.	Alan G. MacDiarmid papers C.S. Rafinesque correspondence with William Wagner

DATES:		
First Year	Year of the oldest item in the collection. Four-digit year only – any clarifying information must be entered in the Date Comment field.	
Last Year	Year of the most recent item in the collection. Four-digit year only – any clarifying information must be entered in the Date Comment field.	
Bulk Dates	Year range into which the preponderance of the materials falls.	1886-1930
Transcription Date	If the collection contains transcriptions of text or other media, this field records the date the transcription was made. This serves to distinguish between the dates of the original content and the date the transcription or copy was made.	
Date Comment	Clarifying information about the data in the date fields, when needed.	circa 1886 1843-1855, 1950-1981 [indicating a gap between 1855 and 1950]
LANGUAGES:		
Primary	The language in which the preponderance of the material in the collection is written. Selected from a dropdown list	
Secondary	Used when a significant amount of the material is in more than one language. Selected from a dropdown list.	
EXTENT		
Linear Feet	Measures the material in the collection, independent of external housing. Number only.	
Shelf Feet	Measures the footprint of the collection in its current housing. Number only.	
Oversize Materials?	Yes/No field indicating whether there is oversize material housed separately.	
Unboxed Volumes	The number of loose volumes in the collection. Does not include volumes housed with other materials. Number only.	
Items	Used only when a repository has already recorded extent for the collection in number of items (project staff will not be able to count items in most cases). Number only.	
No. of Containers	The number of boxes or other containers in the collection. Number only.	
Extent Comment	Clarifying information about the data in the extent fields, when needed. Can also be used to provide a multiple extent statement.	11 Hollinger boxes, 2 clamshell boxes, and 1 folder 13.5 linear feet (15 boxes)

The Survey tab

The Collection Record opens by default to the Survey tab, which records data related to the surveying of the collection.



Collection Record—Survey tab

Survey data

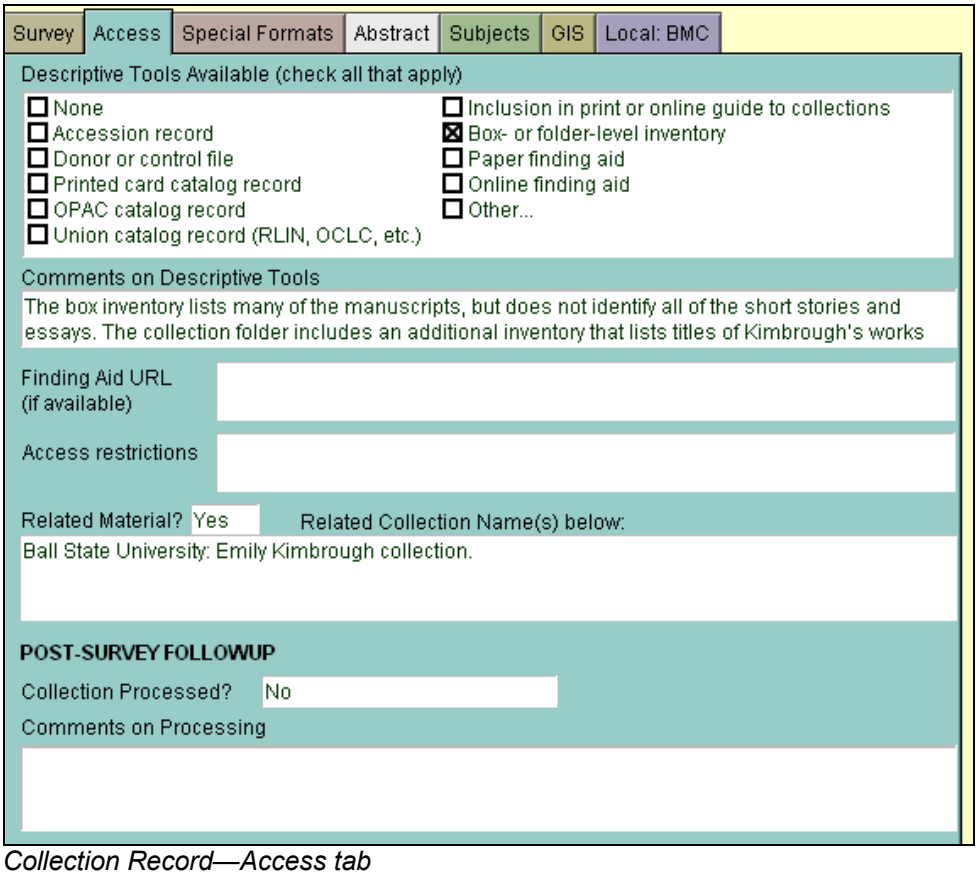
Field name	Explanation
Ratings	
Condition of Material	1-5; for a detailed explanation of these measures, see Appendix B of this document
Quality of Housing	
Physical Access	
Intellectual Access	
Documentation Quality	
Interest	
Total Research Value	2-10; combination of the Documentation Quality and Interest ratings
General Note	The rationale for the ratings for the collection; may include additional information about the content or condition of the collection.
Conservation Note	Indicates areas of particular concern with regard to the physical condition of the collection.
Special Conservation Issues	Indicates whether there is mold damage, recent pest damage or deteriorating film base. Checklist.

Other Conservation Issues	Indicates whether common issues such as brittle paper or metal fasteners are present. Checklist.
Exhibition Value	Indicates whether the collection itself or individual items found in the collection might be especially appropriate for exhibition. For example, this field might note a unique artifact or a letter or photograph of historical significance.
Est. Processing Time - Hours per Foot	The time to arrange and describe the material, including the creation of finding aids and catalog records as appropriate. Estimated processing time does not account for any specialized conservation measures that may be required. The project is using a metric of 8 hours per foot for collections that are relatively straightforward or in good order (including many 20th century collections), and 15 hours per foot for more complex collections.[1]
Est. Processing Time - Total time needed	Hours per foot multiplied by the linear feet.
Survey Date	The date surveying for the collection was completed.
Survey Time in Hours	The amount of time to complete surveying for the collection, expressed in number of hours.
Surveyed by	The initials of the surveyors for the collection.
Needs Review By: Christine Staff Specialist	Yes/No fields that indicate whether any special review is required for the collection because of its format, subject matter, or circumstances.
Review Note	Explanation of the outcome of any special review.

[1] The Estimated Processing Time fields on the Survey tab are intended to display standard metrics across the project for collections. There are Local Estimated Processing Time fields in the Local tab; if your institution's processing time metric varies from the project figures, or if you want to indicate a different value for particular collections, you can use those fields to customize the estimated processing time to reflect your institution's policies and procedures.

The Access tab

The Access tab displays information about the intellectual access tools for the collection. Because many of the collections surveyed in this project are unprocessed or under-processed, records will often list very few descriptive tools.



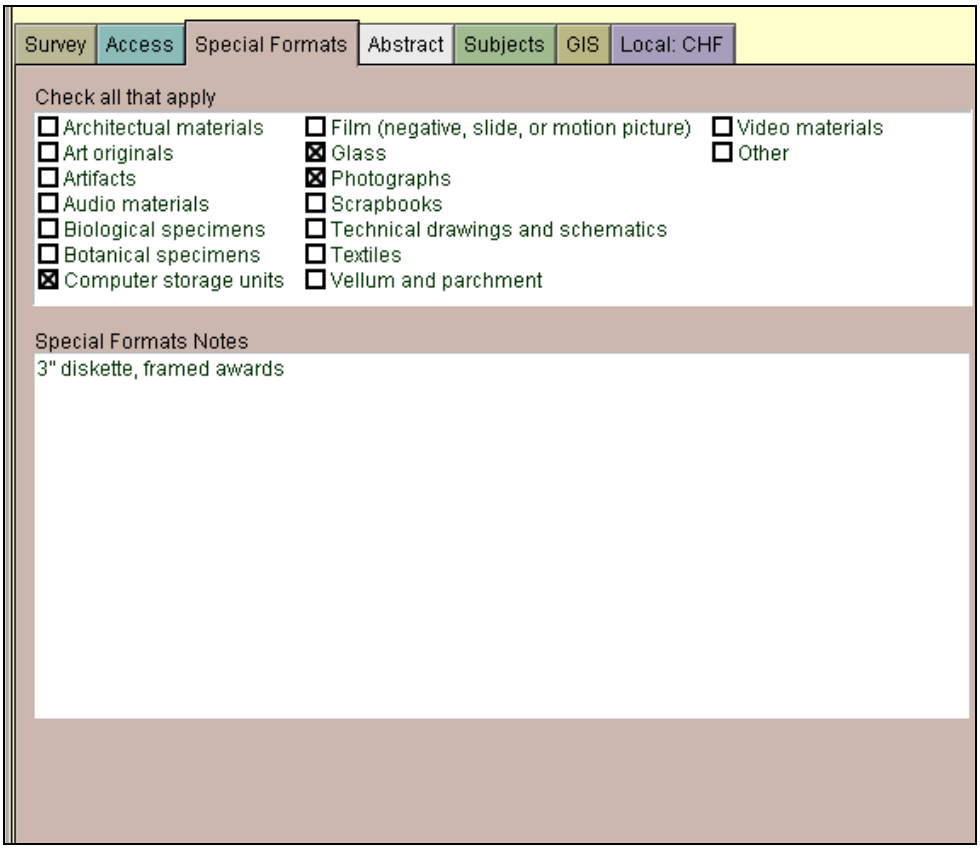
Collection Record—Access tab

Access data

Field name	Explanation
Descriptive Tools Available	Checklist.
Comments on Descriptive Tools	Additional or clarifying information on descriptive tools.
Finding Aid URL (if available)	The URL for an online finding aid (would usually be updated post-surveying as applicable).
Access Restrictions	Includes a standard statement indicating there are restrictions, when a restriction is present in the local Restrictions field.
Related Material?	Yes/No. Indicates whether there are related collections held at the same institution or another institution.
Related Collection Name(s)	Lists any related collections. Includes institution name and title of collection.
Collection Processed?	Indicates whether or not the collection has been processed and to what level, as determined by the institution (would usually be updated post-surveying as applicable).
Comments on Processing	Clarifying information on the processing of a collection.

The Special Formats tab

The Special Formats tab displays information about the physical formats of material included in the collection. All special formats present in the collection are noted here, regardless of their extent (for example, even if the collection contains only one photograph, Photographs will be checked). This information may be useful for conservation purposes or for locating similar items across collections.



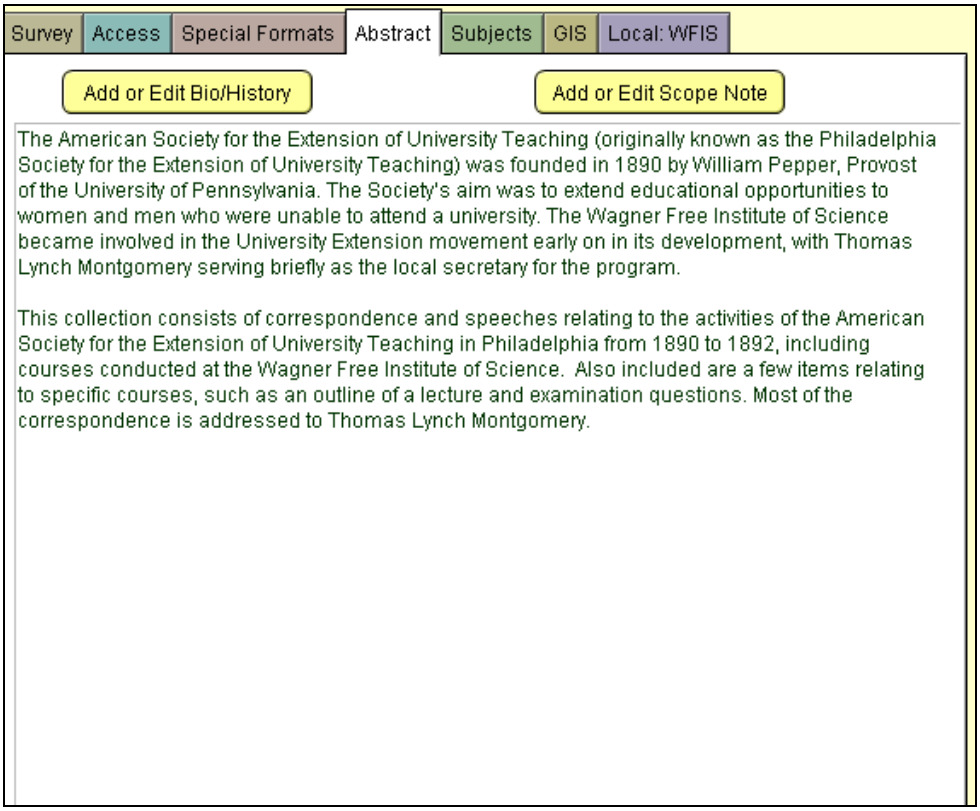
Collection Record—Special Formats tab

Special formats data

Field name	Explanation
Special Formats listing	Checklist. All formats present will be checked off, regardless of quantity.
Special Formats Notes	Additional or explanatory information about the special formats present.

The Abstract tab

The Abstract tab displays a brief biographical/historical note about the creator or collector of the collection as well as a brief scope and content note. The abstract is not intended to be an exhaustive description of the collection, but rather to provide a researcher with a good idea of who created the collection and what can be found in it. (To facilitate mapping of the database fields to MARC, the abstract field, while it displays as a single field on the screen, is actually the combination of two separately stored fields. In order to edit any portion of the abstract, you must edit the individual fields using the buttons provided to users with editing privileges.)

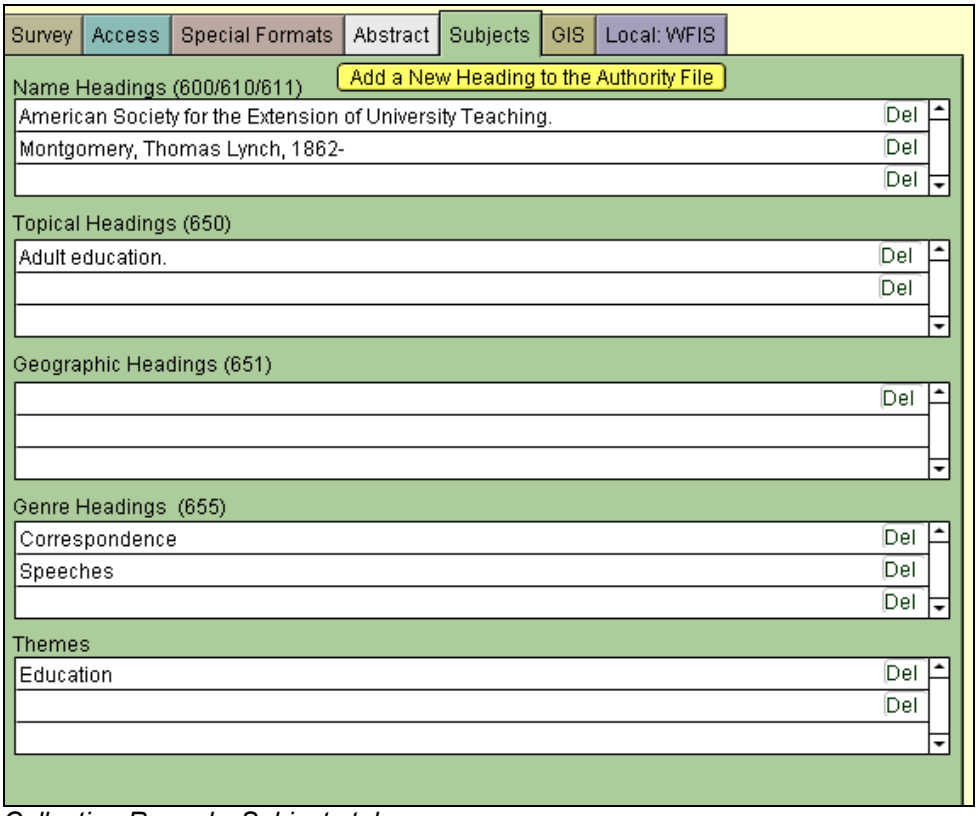


Collection Record—Abstract tab

The Subjects tab

There are five types of headings included on the Subjects tab. While only three entries display for each type of heading at a time, you can add as many of each type of heading as you wish and you can view additional headings by using the scroll bar on the right side of the list of headings. At the time of surveying headings are either selected from the headings already in the database, or they are added to the authority file according to the guidelines given below.

Four of the five types of headings map to MARC fields and their usage conforms to standard cataloging practice. The fifth, Themes, is a category created specifically for this project.



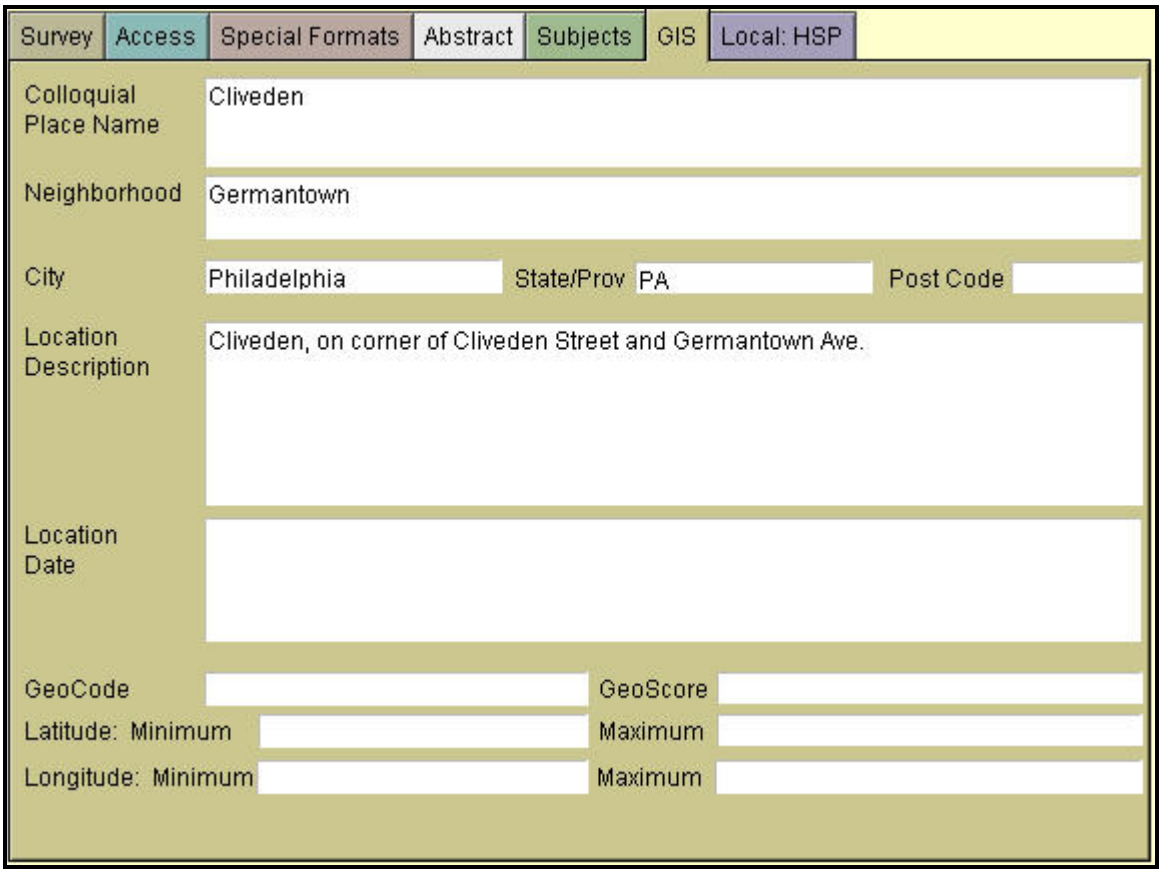
Collection Record—Subjects tab

Subjects data

Field name	Explanation
Name Headings (600/610/611)	Personal, corporate and conference names associated with the collection. When possible, name headings are the authorized form of the name as given in the Library of Congress authority file; in the absence of an LC authority record, headings are formed according to the rules set out in AACR2 and DACS.
Topical Headings (650)	Topical headings associated with the collection as given in the Library of Congress Subject Headings.
Geographical Headings (651)	Geographic names associated with the collection as given in the Library of Congress Subject Headings.
Genre (655)	Genres and forms associated with the collection. The project is using a subset of the genres in the Art & Architecture Thesaurus (AAT)
Themes	Selected from a short list of subject areas developed by PACSCL members for this project.

The GIS tab

The GIS tab is included in the survey database in furtherance of the PACSCL GIS project to develop a web-based repository of geographically organized historical information about Philadelphia culture. This portion of the database and the project is under development.

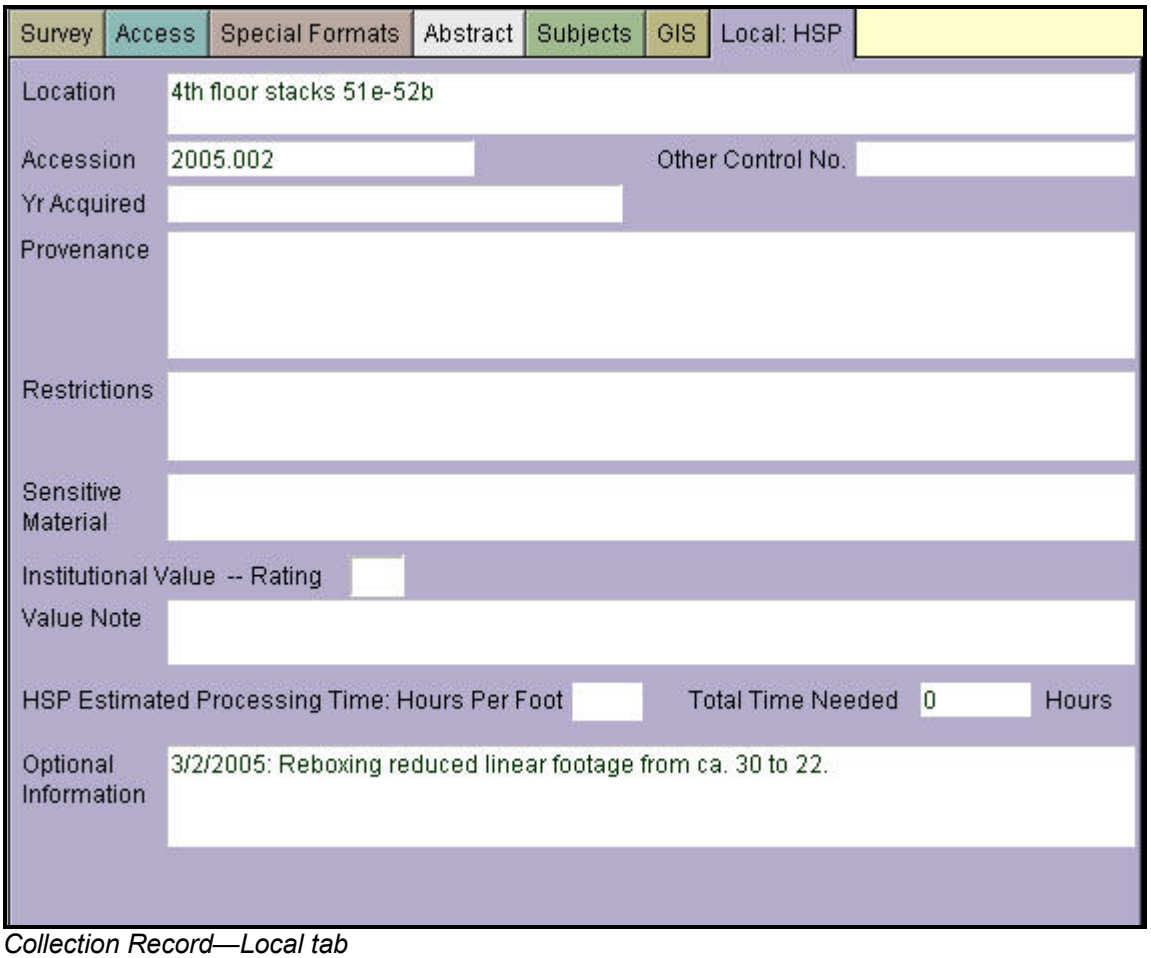


Collection Record—GIS tab

The Local tab

The Local tab displays internally maintained information. The Local information for a collection can only be viewed by staff of the holding institution and project staff members. While your institution code will appear on the local tab for all collection records, the data in those fields is only viewable or editable on records that are for collections from your institution.

Some local information, like location, will be entered into the database before the collections are surveyed; however, authorized users at the repository can add or update any of these fields as necessary at any time.



Collection Record—Local tab

Local data

Field name	Explanation	Sample entries
Location	The location of the collection within an institution's stacks, using local conventions for stack naming and numbering.	Fourth Floor 108g
Accession	The collection's accession number, when applicable. A collection may have multiple accession numbers listed in this field.	2001.126 96-04; 98-21; 99-67

Other Control No.	A call number, collection number or other number used to uniquely identify a collection or group of collections.	MSS 209
Yr. Acquired	The acquisition year for a collection; clarifying information may be included as needed and multiple acquisition years can be listed.	Accession 1 was received in 1993 and accession 2 was received in 2000.
Provenance	The source and/or acquisition method for the collection.	Gift of O.T. Benfey.
Restrictions	Any restrictions on the use of the collection, or any portion of it, mentioned in a deed of gift or that are as part of local practice.	Correspondence is restricted until John Smith's death.
Sensitive Material	Material not formally restricted according to the terms of the donation or local practice, but which may require review by local staff before access is provided.	
Institutional Value Rating	1-5; indicates the institution's own valuing of the collection's research value or priority within a processing queue based on institutional concerns.	
Value Note	Explanation of the institutional value rating as appropriate.	
Local Hours Per Foot	If the institution has a metric of processing time that differs from the ones used in the Survey Database, it can be entered here.	
Local Estimated Processing Time	Local Hours Per Foot multiplied by the linear feet.	
Optional Information	Any other notes relating to the collection intended for local users. Could include cataloging or processing recommendations, financial appraisals, or notes about related accessions.	An accrual to this collection is expected in 2008.

V Printing and exporting records

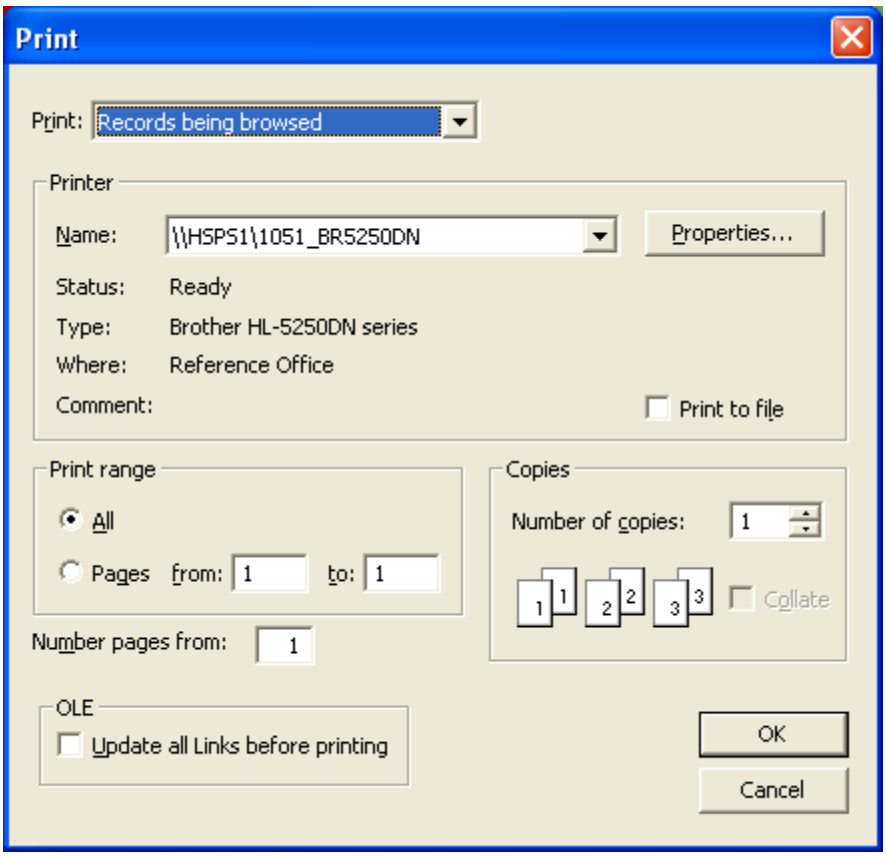
There are a number of ways to output the data in the PACSCL Consortial Survey Database to paper or to another electronic file.

Printing records

Printing using the FileMaker print menu

You can print out any screen of the database at any time using FileMaker's built-in printing options, but please note that most screens in the database have not been specifically formatted for printing. The fields that display and the formatting will be dependent on the layout of the database screen you are currently viewing. To print records using two layouts specifically designed for printing, please see the instructions for printing a brief report or full collection record later in this section.

1. To print using FileMaker's printing menu, select File → Print or use the CTRL-P shortcut.



2. In addition to the customary print options found in most applications, the menu that will appear provides three options for printing your results set:

   - Current record – to print only the record where you cursor is currently placed.
   - Records being browsed – to print all records in your results set.
   - Blank record, showing fields – to print a blank copy of the current layout.

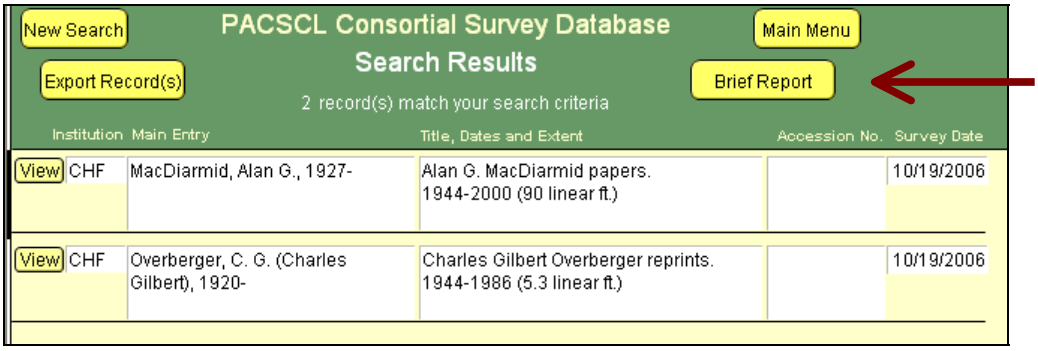
3. Select the option you want by clicking on the arrow in the top right-hand corner of the Print box and highlighting the option you wish to use.

4. If you want to change the orientation of the page, click on the Properties button and click on the button (Portrait or Landscape) for the orientation you want. Click OK.

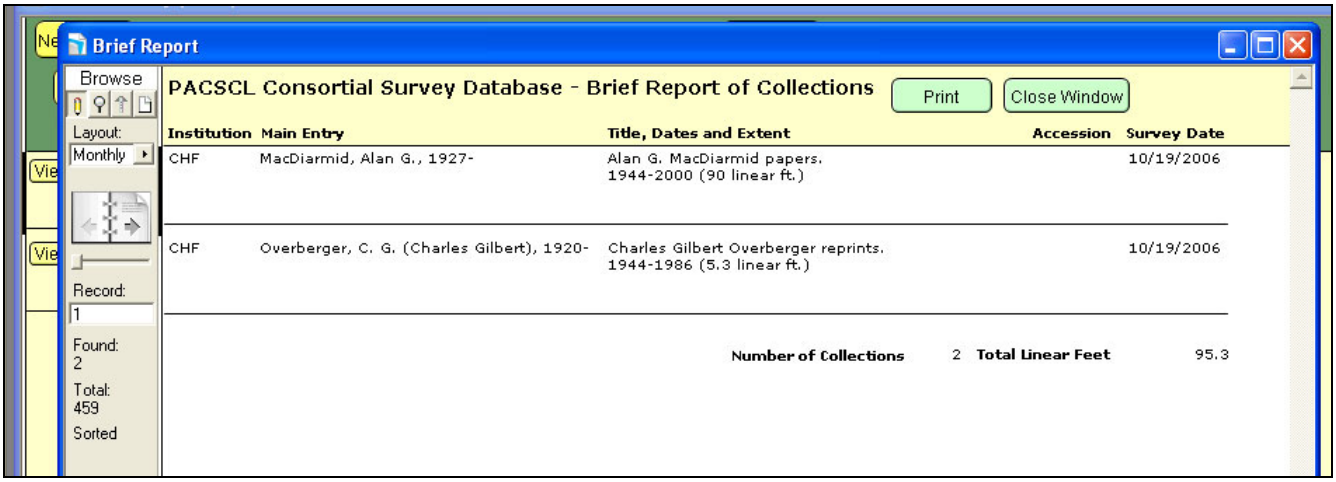
5. Once all options are as you want them, click OK.

Printing a brief report from the Search Results screen

1. From the Search Results screen, click the Brief Report button.



2. A report showing the fields from the results screen, sorted in the order in which they appear on the results screen, will appear. The report includes totals for the number of collections and linear feet.

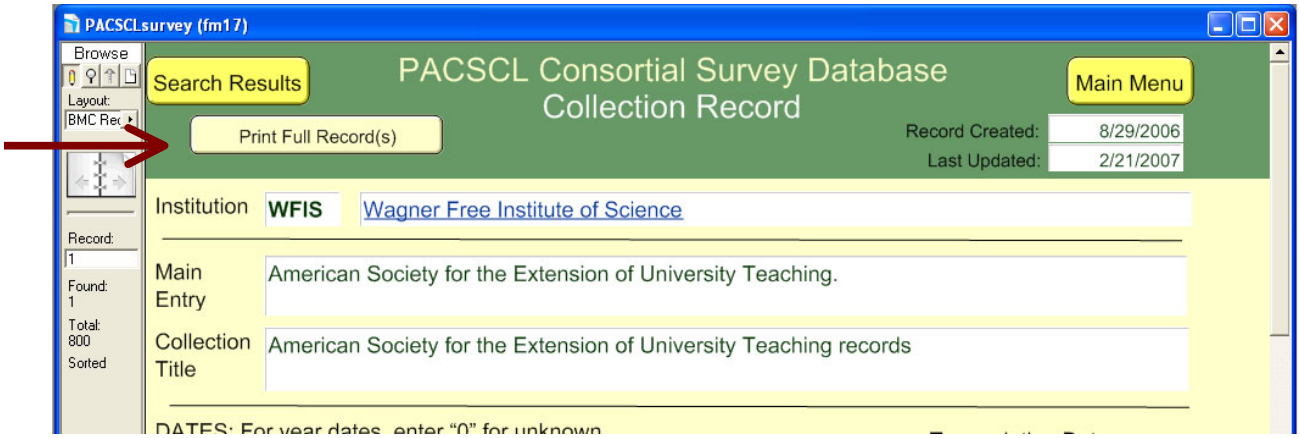


3. Click the Print button to print the report.

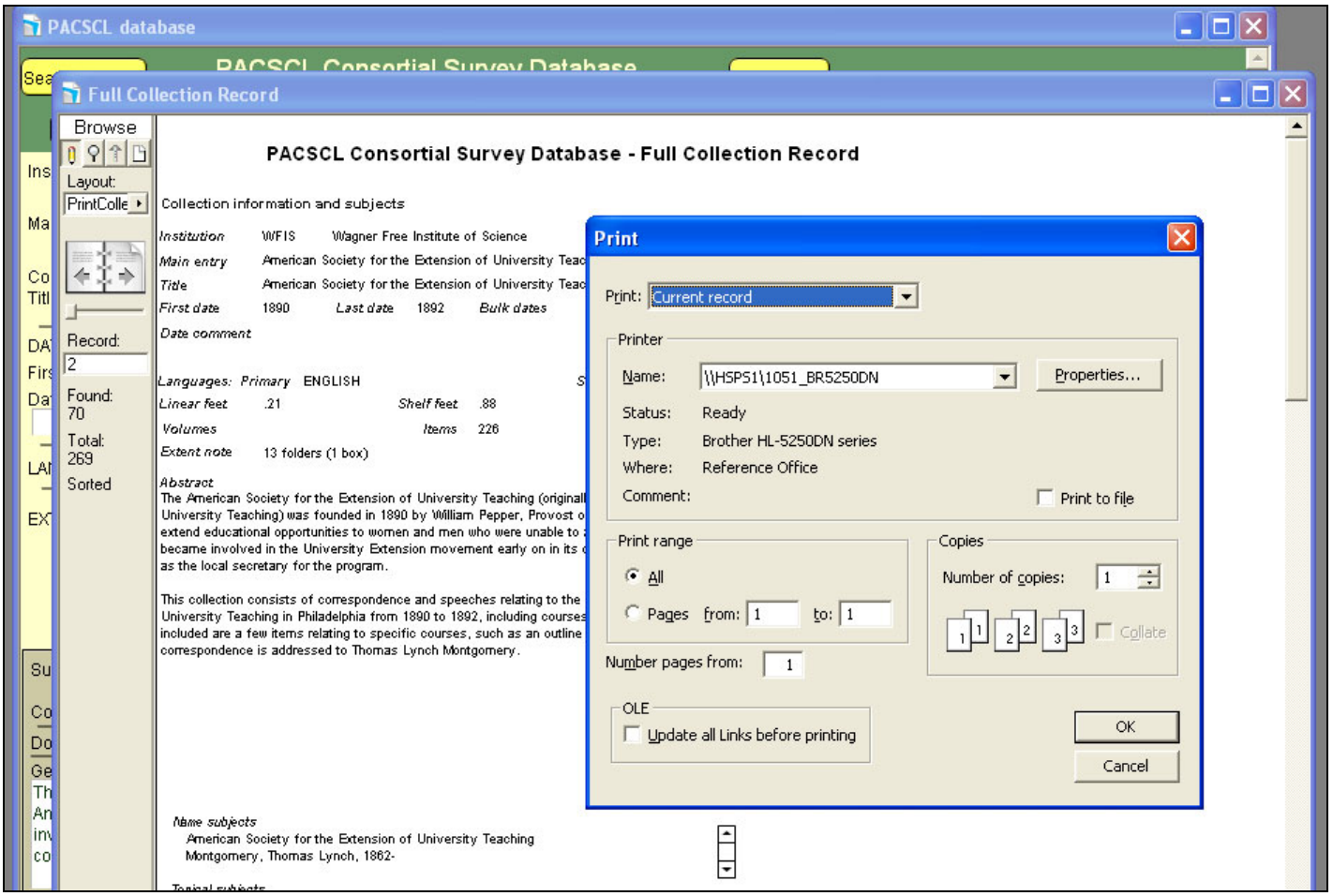
4. When you are finished, click the Close Window button to return to the Search Results screen.

Printing a full collection record

1. From the Collection Record screen, click the Print Full Record(s) button.



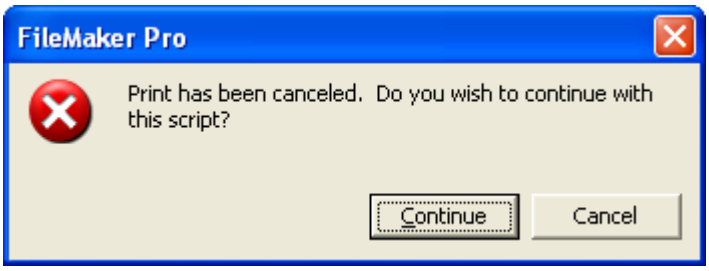
2. A window featuring a print-formatted version of the full record will appear, along with the Print dialogue box. (To accommodate all of the fields in the database, each record prints on 3 pages.)



3. The print option defaults to Current record, but you may change this to the other options (Records being browsed or Blank record) by clicking on the arrow in the right-hand corner and selecting another option from the list.

4. Click OK to print the record.

5. If you only want to view the record on screen, click Cancel. Then click Cancel on the dialogue box (below) that appears.



6. When you are finished printing (or viewing) the records, click the Close Window button in the top right-hand corner of the window to return to the Collection Record screen.

Exporting records

Please note that most export functions work only when you are accessing the database through the FileMaker client. Only users logged in using the "edit" database account for an institution can export records.

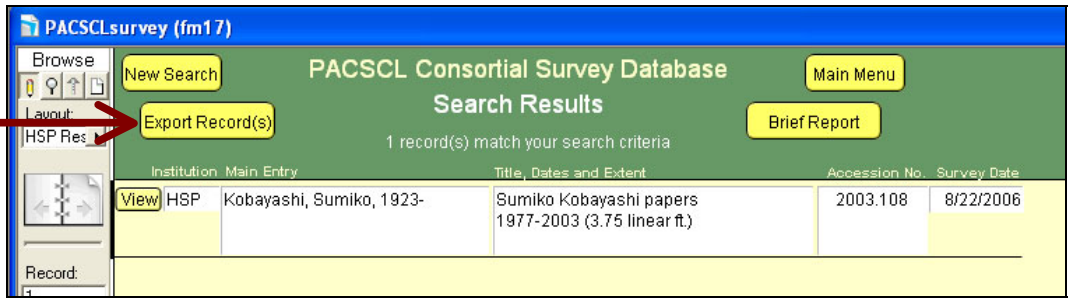
While we encourage project participants to use the survey database as much as possible, and it is the primary way to access the collection and assessment data on a consortium-wide basis, we recognize that many institutions will want to integrate the data on their collections into locally maintained systems and tools. For this purpose, there are a number of built-in and custom options for exporting collection descriptions and full database records.

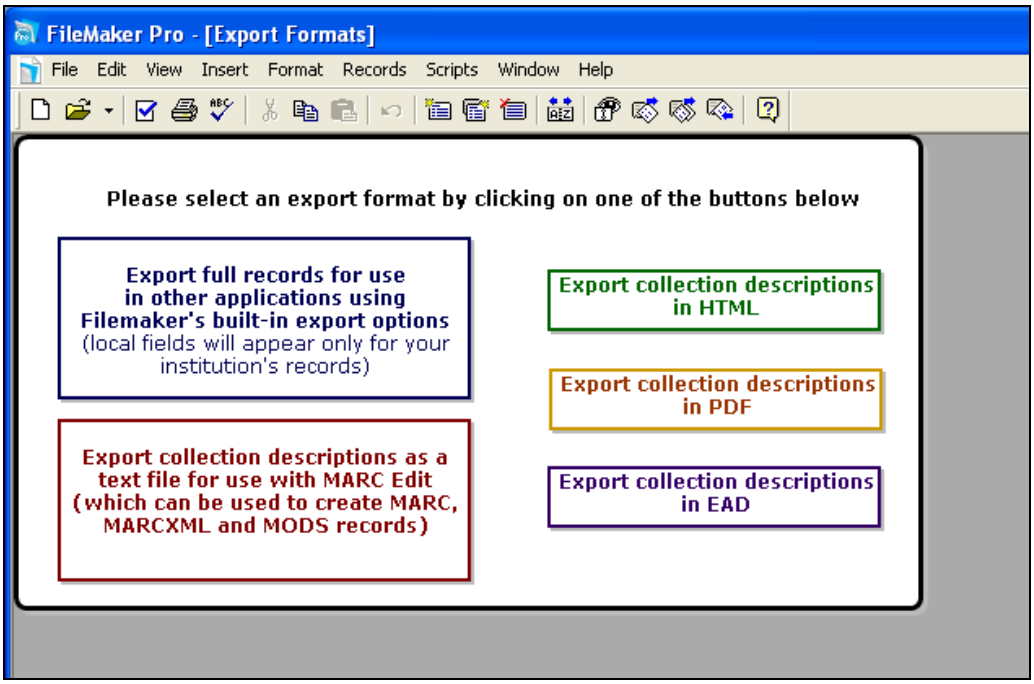
Because the export options are tied into results sets, you should first locate the record or records that you want to export by doing a search.

1. From the Main Menu, click Search.

2. Enter the search criteria for the records you wish to export then click Search.

3. From the Search Results screen, click the Export Record(s) button. The menu listing the various export options will appear.





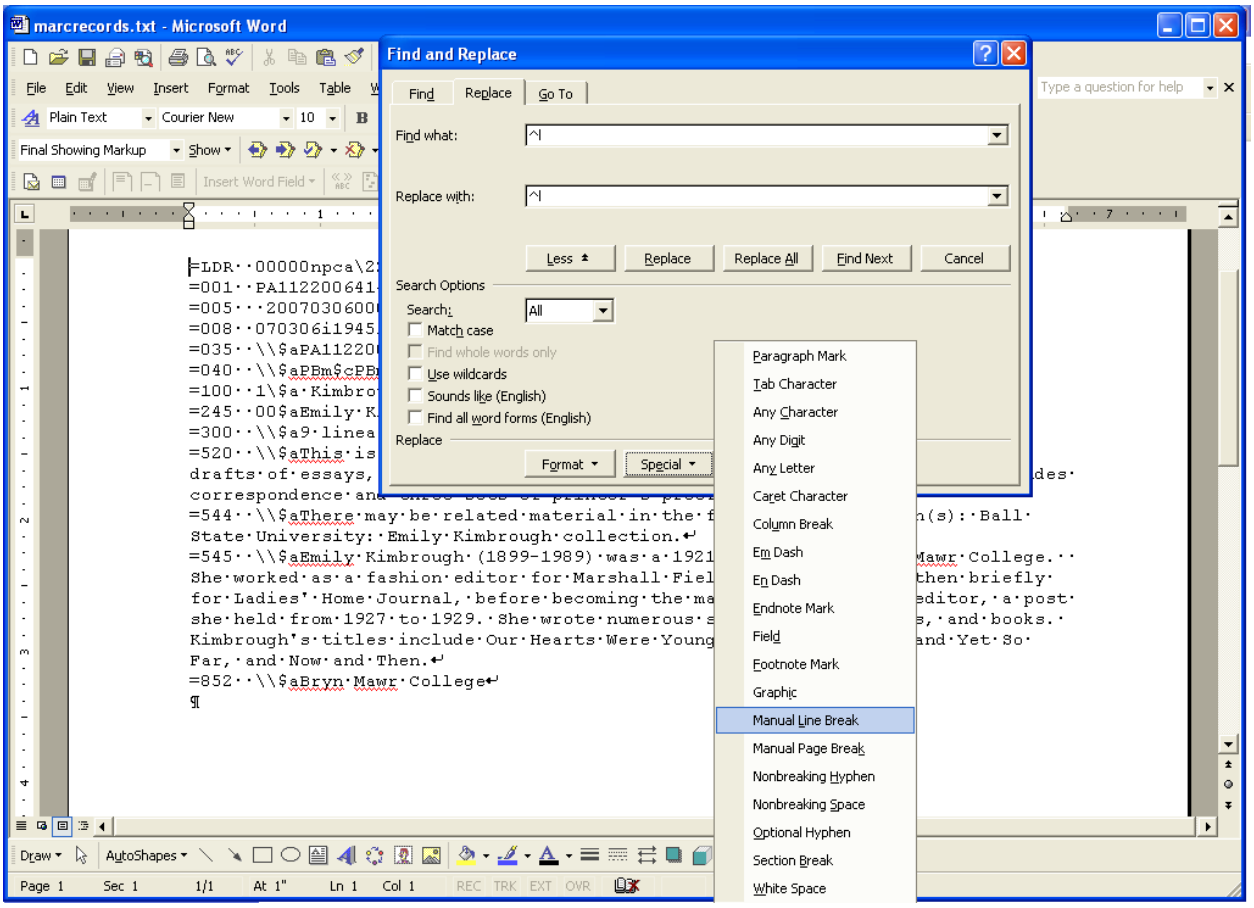
Export Formats menu

Formatting Note

Please note that FileMaker exports carriage returns within a record or layout as the vertical tab character. This character will appear as an empty, vertical square or rectangle (☐) in text editors or Microsoft Excel or as an arrow indicating a line break in Microsoft Word. The vertical tab character interferes with imports or conversions to certain file formats, including the MARC and EAD formats. It is, however, quite simple to remedy this problem after exporting the records.

1. Open the text or XML file in Microsoft Word.

2. Do a Find and Replace for the special character "Manual Line Break." Replace it with another Manual Line Break.[2]



3. Save the file. (A dialogue box will display that asks you to confirm that you want to save the file as Plain Text. Click Yes to confirm.)

4. Continue working with the file in your preferred format.

If you are only exporting a single record, you also have the option of cutting and pasting the text into a text or XML file; this method preserves the carriage return characters. Click on the button for your preferred export format, but click on the Cancel button when prompted for a filename. Select the contents of the record (Ctrl-A), copy it (Ctrl-C), then paste it (Ctrl-V) into a blank text or XML file.

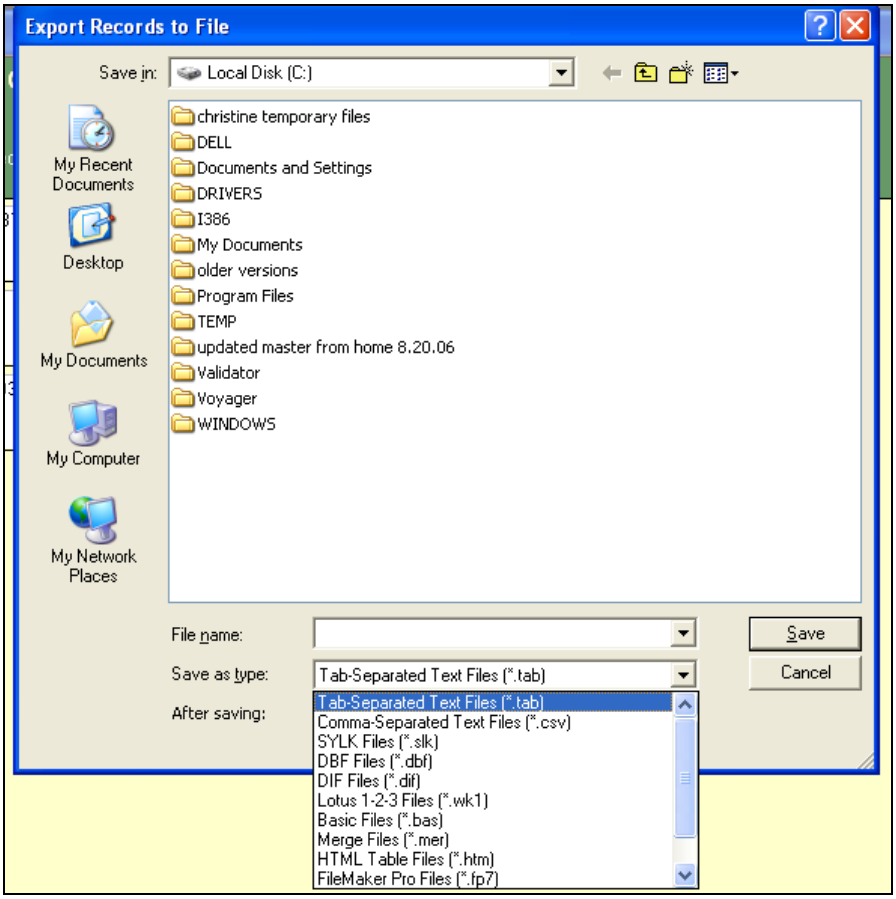
[2] This is not a typo – you are replacing the character with the same character. The difference is in its manifestation in the different programs.

Export full records for use in other applications using FileMaker's built-in export options

Use this option to export the contents of all of the database fields for a group of records to a number of different electronic file formats supported by FileMaker, including a tab-delimited text file, an Excel spreadsheet,[3] or another FileMaker Pro database. (While you cannot export directly to a Microsoft Access database, you can export to a text or Excel file which can then be imported into Access.)

1. From the Export Formats menu, click on the Export full records button.

2. The Export Records to File dialogue box will appear.



3. Select the file format for your export file from the Save as type drop-down list by clicking on the arrow in the top right-hand corner.

4. Choose the location to save the file and enter the name of your file (you do not need to provide a file extension).

5. Click Save.

[3] Please note that Microsoft Excel will accept the data in long text fields such as the biographical/historical note, but may replace the contents of the field in the worksheet display with a series of pound signs (##########). The full contents will appear in the formula bar of the cell and will paste properly into any other file format. If you encounter this issue, you can get around it by importing the contents of the spreadsheet into a blank Microsoft Access database and then exporting the table back to Excel.

The export program includes all of the fields in the records, with the local field values displayed only for your institution. If you would like a customized export program that includes only selected fields, please contact Christine.

FileMaker Pro provides additional output options from its File menu, including saving the records in the layout you are viewing as a PDF file. For more information on these functions, please consult the FileMaker online help.

Export collection descriptions as a text file for use with MarcEdit
(for an example of the output, please see Appendix C)

Use this option to export the contents of the fields needed to create a collection-level MARC record, in a format that can be processed through the freeware program MarcEdit (available for download at http://oregonstate.edu/~reeset/marcedit/html/index.php). With MarcEdit you can convert the file into MARC records that can be imported into your library management system. MarcEdit can also use the processed file to create MARCXML, MODS or Dublin Core records, among other metadata formats.

1. From the Export Formats menu, click on the Export collection descriptions as a text file for use with MarcEdit button.

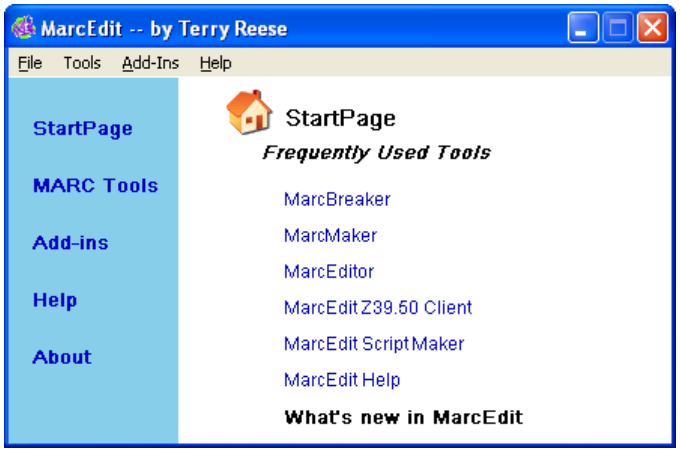
2. A script will run which inserts the proper tagging for all of the fields (depending on your connection speed and the number of records selected, this may take several minutes).

3. The Export Records to File dialogue box will appear once the script has finished.

4. Choose the location to save the file, then enter a filename, adding the .txt extension to the end (for example, marcrecords.txt). (The filetype should be Tab-Separated Text Files.)

When you are ready to convert the file, open MarcEdit. Basic instructions for converting the exported text file to a fully formatted MARC file are provided here, but there are many other options. Please consult the documentation for the software or talk with Christine if you are interested in some of these options.

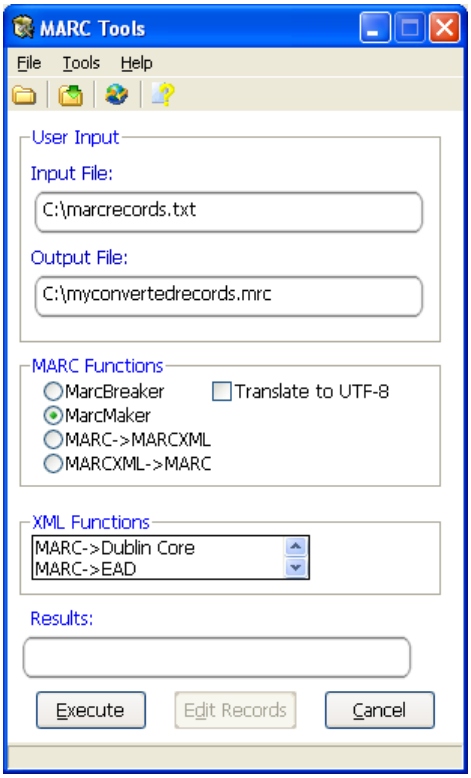
1. Open MarcEdit.[4]



2. From the StartPage, click on MarcMaker.

[4] The images of MarcEdit in this guide refer to MarcEdit 4.6a. An advanced beta of MarcEdit 5.0 was available at the time of this writing and works very similarly to version 4.6a.

3. In the area for Input File, browse to or type in the path to your text file.



4. In the area for Output File, enter a file name, adding the .mrc or .mrk extension to the end (for example, myconvertedrecords.mrc).

5. Make sure the MarcMaker button is selected.

6. Click Execute.

7. If your file was processed successfully, the Results area will indicate the number of records converted.

Consult the documentation or user support for your library management system to determine how to import the processed file into your system. Please contact Christine if you have difficulties or if your system requires additional fields that are not included in the standard export script for the database.

Export collection descriptions in HTML

Use this option to export the contents of the major collection description fields for a group of records as tagged HTML for use in webpages. These can be added to existing webpages or joined with a template page of your choice.

1. From the Export Formats menu, click on the Export collection descriptions in HTML button.
2. The Export Records to File dialogue box will appear.
3. Choose the location to save the file, then enter a filename, adding the .html extension to the end (for example, mycollections.html). (The filetype should be Tab-Separated Text Files; do not use the built-in HTML Table filetype.)
4. Click Save.

If you would like additional fields or custom formatting options applied to this format, please consult Christine.

Export collection descriptions in PDF

Use this option to export the contents of the major collection description fields for a group of records as a PDF file for use in printed publications or on webpages. Each collection record will be separated by a page break.

1. From the Export Formats menu, click on the Export collection descriptions in PDF button.
2. The Save Records as PDF dialogue box will appear.
3. Choose the location to save the file, then enter a filename.
4. Click Save.

If you would like additional fields or custom formatting options applied to this format, please consult Christine.

Export collection descriptions in EAD
(for an example of the output, please see Appendix D)

Use this option to export a collection-level EAD finding aid for use on your website. This format has been set up using XSL stylesheets developed for the earlier PACSCL EAD project, but can also be used with other XSL stylesheets. While a generic stylesheet is currently specified for most institutions, this can be customized with your own images and links. Please contact Christine if you would like to use this function and develop a customized stylesheet.

Because an EAD file is usually structured to provide information on one collection rather than many collections, you should either use this option on a collection-by-collection basis or run the process on a group of records and then split the resulting file into individual EAD files.

1. From the Export Formats menu, click on the Export collection descriptions in EAD button.

2. A script will run which inserts the proper tagging for all of the fields (depending on your connection speed and the number of records selected, this may take several minutes).

3. The Export Records to File dialogue box will appear.

4. Choose the location to save the file, then enter a filename, adding the .xml extension to the end (for example, myead.xml). (The filetype should be Tab-Separated Text Files; do not use the built-in XML filetype.)

5. Click Save.

(If you are running the process on only one record, you can click Cancel when the Export Records to File dialogue box appears and copy the contents of the record to a blank file in a text or XML editor.)

If you are using EAD already and have a preferred stylesheet or if you are using EAD 1.0 rather than EAD 2002, please provide that information to Christine and it will be incorporated into the script for your records. Also, if you have customized <descgrp>s or other tagging in your EAD template that is otherwise similar to those developed for the PACSCL EAD project, please contact Christine and we will make every effort to accommodate these in the script for your records.

If you would like additional fields or custom formatting options applied to this format, or if you have a template that differs substantially from the ones developed through the PACSCL EAD project, please consult Christine.

PART 2: ACCESSING THE DATABASE VIA A WEB BROWSER

While the functionality is more limited than when accessed via the FileMaker client, the database can also be accessed via any computer with an Internet connection and web browser. Through a web browser, authorized users can search for and edit records and use help screens, but cannot export records.

VI Web access basics

How web access differs from client access

While the screens are nearly identical visually, some functions available in the client will not work (or will not work optimally) when accessing the database via a web browser. These include:

- The export options on the Export Formats menu
- The Print button on the Brief Report screen
- You cannot hit Enter on the Search screen to begin your search. You must click the Search button.
- You will need to use your browser's printing menu to print screens and reports. The formatting of the database's built-in reports is not optimized for the web.
- To change data in fields for which you are authorized, you must click in any field, then wait for the screen to reload to allow for data changes.
- Depending on your browser, the content in some fields may be truncated and certain some in layouts may not appear at all.

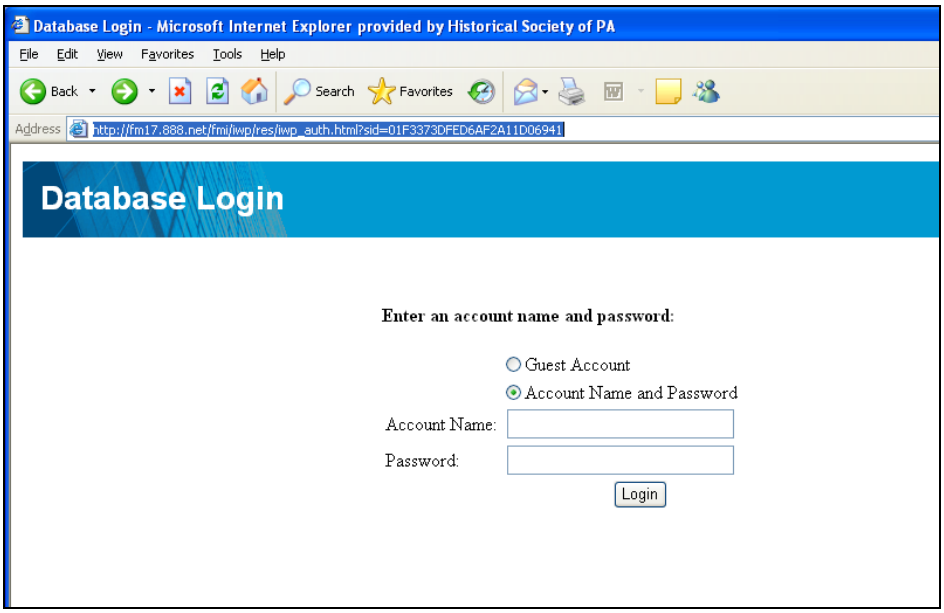
Other than these functions, the performance of the database via a web browser is very similar. Please read the instructions in sections II through IV of Part 1 of this guide for additional information on searching for, viewing and editing records.

Logging on

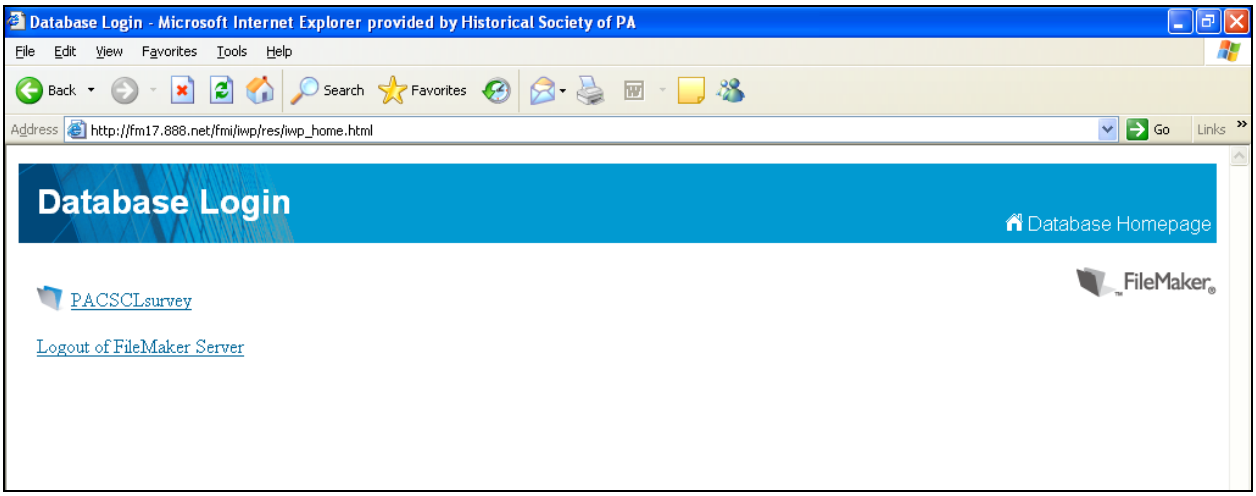
The database accounts for web access are identical to those for client access. All privileges are the same as in the client.

1. Enter fm17.888.net into the address box of your browser. (If you will be using the database often, you may want to bookmark this site.)

2. A database login screen will appear. Enter your account name and password, then click the Login button.



3. On the screen that follows, click on PACSCLsurvey to open the database.



4. Your institution's Main Menu will appear, from which you can access the various functions of the database.

Logging off

Access to the database is limited to 20 simultaneous users. Be sure to log off of the database when you are no longer using it. To log off, return to the Main Menu and click Exit.

Users accessing the database from a web browser will be automatically disconnected from the database after 15 minutes of inactivity.

Appendix A: List of PACSCL Institution Codes
(institutions with collections that will be surveyed for the project are in bold)

Code	Institution Name
ANS	**Academy of Natural Sciences**
APS	**American Philosophical Society**
ATH	**Athenaeum of Philadelphia**
BMC	**Bryn Mawr College**
CHF	**Chemical Heritage Foundation**
CPDR	City of Philadelphia Department of Records
CPP	**College of Physicians of Philadelphia**
DMA	Delaware Museum of Art
FLP	**Free Library of Philadelphia**
HC	**Haverford College**
HML	Hagley Museum & Library
HSP	**The Historical Society of Pennsylvania**
ISM	**Independence Seaport Museum**
LCP	**Library Company of Philadelphia**
LTSP	The Lutheran Theological Seminary at Philadelphia
LU	LaSalle University
NA	National Archives - Mid Atlantic Region
PAHS	**Pennsylvania Horticultural Society**
PHS	**Presbyterian Historical Society**
PMA	**Philadelphia Museum of Art**
RML	**Rosenbach Museum & Library**
SC	**Swarthmore College, Friends Historical Library**
SLP	State Library of Pennsylvania
TU	**Temple University**
UD	**University of Delaware**
ULP	The Union League of Philadelphia
UP	**University of Pennsylvania**
VU	**Villanova University**
WFIS	**Wagner Free Institute of Science**
WMGL	Winterthur Museum, Garden & Library

Appendix B: PACSCL Consortial Survey Initiative Ratings

Physical Condition Rating:
A collection whose contents are in large part too fragile to handle is not really accessible.

This rating applies to the paper, photographs, and other types of materials found in individual collections. The ratings are intended to describe the overall condition of the materials in a collection; items or groups of materials of particular concern will be indicated in the conservation note.

5. Excellent: little damage with no further deterioration expected, based on the high quality of the material.

4. Very good: little damage with some further deterioration possible, due to the mixed quality of the material.

3. Good: expected deterioration with some further deterioration possible.

2. Fair: somewhat worse than expected deterioration with some further deterioration possible.

1. Poor: significant damage/ deterioration that makes collection difficult to use.

Physical Access Rating:
This rating applies to a collection's physical arrangement. In considering the level of the physical access, the surveyors will take into account the complexity and size of collection. For example, a small, relatively homogenous collection in rough order is generally more physically accessible than a large, heterogeneous collection in rough order, and the ratings will reflect that fact. (Note that arrangement to the item level may not be desirable for many collections; a rating of 4 may be the top rating that is desirable for a collection.)

5. Full arrangement to item level in series and, as appropriate, subseries. Single volumes are orderly and indexed (i.e. chronological accounts with a name index).

4. Arrangement in series to file level. There is generally good order within the files. Single volumes are orderly (i.e. an account book in alphabetical order or a neat scrapbook in thematic order).

3. Rough arrangement by date, document type, function, source, or other characteristic; papers not thoroughly screened, but have been unfolded and flattened; series not fully established; files not fully established; researchers often must work through voluminous extraneous material to locate pertinent items. Single volumes might have had more than one use, or have items pasted in or otherwise be somewhat disorganized.

2. Partial or superficial arrangement and/or non-standard housing and labeling discourage use except with special staff assistance.

1. Totally unarranged; many, sometimes most, documents not yet removed from envelopes, unfolded, and flattened. Completely inaccessible to researcher.

Quality of Housing Rating:
The ratings are intended to describe the overall quality of housing of the materials in a collection; items or groups of materials within a collection may be in better or poor housing than what the overall rating indicates.

5. Collection housed completely in acid-free boxes and folders in good condition. Boxes and folders have reasonable amount of material in them. Boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in excellent condition.

4. Collection housed partially in acid-free boxes and folders in good condition. Most boxes and folders have reasonable amount of material in them. Most boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in very good condition (expected wear).

3. Collection housed in non-archival boxes and folders but they are in good condition. Most boxes and folders have reasonable amount of material in them. Most boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in good condition (somewhat the worse for wear yet intact).

2. Collection housed in non-archival boxes and folders. Significant number of boxes and folders might have unreasonable amount of material in them or are not the correct size and type for the materials they house. For bound volumes, binding is in fair condition (boards might be detached).

1. Collection housed in non-archival boxes, might have items loose on the shelf. Majority of material is not in folders and/or boxes are overstuffed or understuffed. For bound volumes, binding is in poor condition, lacking boards or otherwise compromising the text block.

Physical Condition and Access questions:

- *Given the research value of a collection, what needs to be done to make the collection physically accessible at the appropriate level?*
- *What needs to be done to make the collection intellectually accessible at the appropriate level?*
- *How does the physical condition of the collection affect access?*
- *When do the degree of damage or deterioration and the value of the collection justify copying, filming or treatment?*

Intellectual Access Rating:

Finding aids typically provide the best intellectual access to archival collections. A good finding aid includes some overall description of the collection and an appropriate level of inventory (box, folder or item-level) for the contents.

While a catalog record or a simple inventory might provide adequate access to a small or simple collection, it may not be sufficient for a larger or more complex collection; the ratings are designed to take that into account.

The ratings reflect the growing expectation that a collection is only truly accessible when a researcher can find information about it online. The highest ratings are reserved for collections with multiple online access points.

Notes on terminology:

- A substandard finding aid may be a preliminary inventory created for all or part of a collection at the time of donation or accession. It may also be a more conventional finding aid that is done to an earlier standard that is now considered insufficient for the materials being described.

- A collection-level description may be a MARC record, a set of catalog cards, or an online or offline document that describes the physical and intellectual characteristics of a collection. In some cases, an accession record can be considered a collection-level description, if it is sufficiently detailed and would be made available to a researcher.

5. Researcher has excellent access to collection:
   There is a good online finding aid (EAD, HTML, PDF, or other format). There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as RLIN or OCLC.

   The collection may also be described in other online or offline sources that are available to researchers (such as a printed or online guide to collections).

4. Researcher has good access to collection:
   There is a good finding aid, but it is not available online. There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as RLIN or OCLC.
   OR
   There is a good finding aid, online or offline, but there is no collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as RLIN or OCLC. Given the quality of the finding aid, the finding aid alone provides good access.

   In both cases, the collection may also be described in other online or offline sources that are available to researchers.

3. Researcher has fair access to collection:
   The finding aid is substandard or there is no finding aid. There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as RLIN or OCLC. In the absence of a full MARC record, there is another type of online collection-level description. The collection-level description in online or offline sources available to researchers provides sufficient access because it is a small or straightforward collection.

2. Researcher has poor access to collection:
   Collection has no finding aid or a substandard finding aid. The collection has printed catalog cards or another type of offline collection-level description, but no collection-level MARC record in the OPAC or a national bibliographic utility.
   OR
   Collection has no finding aid or a substandard finding aid. The collection has a MARC record in the OPAC or national bibliographic utility, but that does not provide sufficient access because it is a large or complex collection.

   In either case, the collection may be described in other online or offline sources available to researchers, but because of the complexity of the collection or the inadequacy of the sources, this provides insufficient access.

1. Researcher has no access to collection:
   Internal documentation such as a donor/control file or brief or inaccessible accession record serves as the only description of the collection. While such internal documentation may vary in quantity and quality, by its nature it is inaccessible to researchers.

Research Value questions:

- *How frequently over the past five years have researchers sought materials on topics substantially documented in a particular collection?*
- *To what extent do emerging research agendas address other topics documented in a collection?*
- *How rare is a collection's documentation of a particular topic?*
- *How extensive is that documentation?*
- *How deep or detailed is it? What is missing, if anything?*

Research Value Rating

A collection is considered valuable to researchers to the extent that it includes relatively rare, extensive, or detailed information on topics that have received considerable prior attention, are gaining currency, or have apparent potential to attract significant researcher interest. A topic may be of very high, high, moderate, slight, or negligible interest. *The intrinsic interest of the collection itself may also count as a topic.* Depending on the rarity, extensiveness, and detail of a body of material, the documentation on a topic may be very rich, rich, moderately rich, incidentally valuable, or slight. The Research Value Rating is determined by adding the ratings of the topics best or most substantially represented in each collection to the ratings of the quality of documentation on those topics in the collection.

Interest Ranking	Value Scale	Quality of Documentation Ranking
very high	5	very rich
high	4	rich
moderate	3	moderately rich
slight	2	incidentally valuable
negligible	1	slight

The sum of the Interest Ranking and the Quality of Documentation Ranking can range from a high of "10" to a low of "2" on the Research Value Rating (RVR) scale.

last revised August 28, 2006

Appendix C: Example of a text file exported from the database for use with MarcEdit

```
=LDR  00000npca\22000004a\4500
=001  PA112200641434n277
=005  20070308000000.0
=008  070308i19451967pau\\\\\\\\\\\\\\\\\eng\d
=035  \\$aPA112200641434n277
=040  \\$aPBm$cPBm
=100  1\$a Kimbrough, Emily, $d 1899-1989.
=245  00$aEmily Kimbrough manuscripts, $f 1945-1967.
=300  \\$a9 linear ft.
=506  \\$aThe collection is open for research.
=520  2\$aThis is a collection of Emily Kimbrough's manuscripts and includes
drafts of essays, short stories, plays, and novels. The collection also
includes correspondence and three sets of printer's proofs.
=544  \\$aThere may be related material in the following collection(s): Ball
State University: Emily Kimbrough collection.
=545  \\$aEmily Kimbrough (1899-1989) was a 1921 graduate of Bryn Mawr
College.  She worked as a fashion editor for Marshall Field (1922-1927) and
then briefly for Ladies' Home Journal, before becoming the magazine's
managing editor, a post she held from 1927 to 1929. She wrote numerous short
stories, plays, and books. Kimbrough's titles include Our Hearts Were Young
and Gay, So Near and Yet So Far, and Now and Then.
=546  \\$aMaterials in English.
=650  \0$a Authors, American $y 20th century.
=655  \7$a Galley proofs. $2 aat
=852  \\$aBryn Mawr College
```

Appendix D: Example of an XML file exported from the database for use with a stylesheet to deliver a collection-level EAD finding aid

```
<?xml version="1.0" encoding="utf-8"?>
<?xml-stylesheet href="styloid.xsl" type="text/xsl"?>

<!DOCTYPE ead PUBLIC "+//ISBN 1-931666-00-8//DTD ead.dtd (Encoded Archival
Description (EAD) Version 2002)//EN" "ead.dtd">

<ead>
<eadheader langencoding="ISO639-2">
<eadid publicid="-//The Historical Society of Pennsylvania//TEXT
US::PHi::Sumiko Kobayashi papers//EN" countrycode="US"
mainagencycode="PHi">kobayshi.xml</eadid>

<filedesc>

<titlestmt>
<titleproper>Sumiko Kobayashi papers <date type="inclusive">1977-
2003</date></titleproper>
<sponsor>This collection-level EAD record is a product of the Philadelphia
Area Consortium of Special Collections Libraries (PACSCL) Consortial Survey
Initiative, which was funded by the Andrew W. Mellon Foundation.</sponsor>
</titlestmt>

<publicationstmt>
<publisher>The Historical Society of Pennsylvania</publisher>
<date>2007</date>
</publicationstmt>
</filedesc>

<profiledesc>
<creation>Machine-readable finding aid generated in EAD from data in the
PACSCL Consortial Survey Database on <date>2/27/2007</date></creation>
<langusage>Finding aid written in English</langusage>
</profiledesc>
</eadheader>

<archdesc level="collection">
<did>

<langmaterial>
<language langcode="eng">English</language>
</langmaterial>

<unittitle label="Title">Sumiko Kobayashi papers, <unitdate
type="inclusive">1977-2003</unitdate></unittitle>
<unitid></unitid>
<physdesc>3.75 linear feet </physdesc>
<repository label="Repository">The Historical Society of
Pennsylvania<address>
<addressline>1300 Locust Street</addressline>
<addressline>Philadelphia, PA 19107</addressline>
<addressline></addressline>
</address>
</repository>
```

```
</did>

<bioghist>
<p>Sumiko Kobayashi was born in Florida, the daughter of Japanese immigrants.
Her family was relocated from San Leandro, California under Executive Order
9066 and interned in the Topaz Relocation Center in Utah. Sumiko was allowed
to leave the camp in order to attend college through the help of the National
Japanese American Student Relocation Council, and graduated from Brothers
College, Drew University in Madison, New Jersey in 1946. She has been active
in many Japanese-American and Asian-American organizations and served as
Redress Chair for Pennsylvania of the Japanese American Citizens' League's
National Committee on Redress.</p></bioghist>

<scopecontent>
<p>These papers document Kobayashi's work with and interest in a large number
of Japanese American and Asian American Organizations, including the Japanese
American Citizens League, Japanese Christina Church, Seabrook Educational and
Cultural Center, and the Asian American Legal Defense and Education Fund. The
papers include material about evacuation and internment, records of the
JACL's lobbying efforts for redress, speeches, correspondence, newsletters,
and other mailings.</p></scopecontent>

<controlaccess>
<corpname encodinganalog="610">Central Utah Relocation Center.</corpname>
<corpname encodinganalog="610">Japanese Christian Church of
Philadelphia.</corpname>
<persname encodinganalog="600">Kobayashi, Sumiko, 1923-</persname>
<corpname encodinganalog="610">Seabrook Educational and Cultural
Center.</corpname>
<subject encodinganalog="650">Asian Americans--Politics and government--20th
century.</subject>
<subject encodinganalog="650">Asian Americans--Societies, etc.</subject>
<subject encodinganalog="650">Japanese Americans--Civil rights.</subject>
<subject encodinganalog="650">Japanese Americans--Evacuation and relocation,
1942-1945.</subject>
<subject encodinganalog="650">Japanese Americans--Pennsylvania--
Philadelphia</subject>
<subject encodinganalog="650">Japanese Americans--Societies, etc.</subject>
<subject encodinganalog="650">World War, 1939-1945--Reparations.</subject>
<genreform encodinganalog="655">Correspondence</genreform>
<genreform encodinganalog="655">Newsletters</genreform>

</controlaccess>

<accessrestrict><p>The collection is open for research.</p></accessrestrict>

<acqinfo><p>Accession number: 2003.108</p></acqinfo>

</archdesc>
</ead>
```