
CHOICE OF ACCESS POINTS

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CHOICE OF ACCESS POINTS

21.0. GENERAL RULES

21.0A. Preliminary rule

21.0A1. Scope

The rules in this chapter are used to determine the choice of non-subject access points by which an archival description is identified and searched.

These access points are generally the names of persons, families, or corporate bodies having some responsibility for the creation and/or accumulation and use, or intellectual or artistic content of the unit being described.

21.0A2. Access points and multilevel description

For all levels of description, use the rules in this chapter to determine the choice of access points for an archival description. Proceed from the highest level of description and move toward lower levels, where applicable. Normally, do not repeat an access point at lower levels of description when that access point has been chosen at a higher level. The rules give instruction on the choice of provenance access points, author access points, and other non-subject access points.

21.0A3. Provenance, author and other non-subject access points

Provenance access points provide access to the name of the person(s), family (ies), or corporate body (bodies) responsible for the creation and/or accumulation and use of the unit being described.

Author access points provide access to the name of the person(s), corporate body(ies) responsible for the form and intellectual or artistic content of the unit being described, if different from the creator of that unit.

Other access points may be chosen to provide access to the name(s) of custodians, offices held by a person, persons holding office, persons comprising a family, and to title.

21.0B. Sources for choosing access points

Choose provenance, author and other non-subject access points from the archival description, as appropriate. All access points must be apparent from the archival description to which they relate.

21.0C. Form of examples

Illustrative examples are given without showing their form. Establish the standardized form of access points as instructed in chapters 22 to 24.

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21.0D. *Optional addition.* Designation of relationship

Give the relationship between the unit being described and the person, family or corporate body chosen as the access points by adding an appropriate designation of this relationship.

, provenance

, author

, custodian

PROVENANCE ACCESS POINTS

21.1. GENERAL RULE

In a multilevel description, make an access point(s) for the name(s) of the creator of the unit being described at the highest level (e.g., fonds, series, or collection). Make an access point(s) for the name(s) of the creator of a series if the name(s) of the creator of the series is different from the name of the creator of the unit at the highest level.

Make an access point(s) for the name(s) of the creator of a discrete item where provenance is known.

21.2. PROVENANCE ACCESS POINT(S) AT THE FONDS OR COLLECTION LEVEL

21.2A. One person, corporate body, or family as creator

Make an access point for the name identified in the title proper.

Leanna Rutherford fonds
(*Make provenance access point for Leanna Rutherford*)

George Frederick Bowen fonds
(*Make provenance access point for George Frederick Bowen*)

Montreal Water and Power Company fonds
(*Make provenance access point for Montreal Water and Power Company*)

Canadian Joker Society fonds
(*Make provenance access point for Canadian Joker Society*)

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Nova Scotia Royal Commission on Health Care fonds
(*Make provenance access point for Nova Scotia Royal Commission on Health Care*)

Methodist Episcopal Church in Canada fonds
(*Make provenance access point for Methodist Episcopal Church in Canada*)

Tinner family fonds
(*Make provenance access point for Tinner family*)

Tuzo-Wilson family fonds
(*Make provenance access point for Tuzo-Wilson family*)

Bronson family fonds
(*Make provenance access point for Bronson family*)

Mary Desti collection about Isadora Duncan
(*Make provenance access point for Mary Desti*)

Jeniva Berger theatre programs collection
(*Make provenance access point for Jeniva Berger*)

21.2B. More than one person, or family as creator

Make an access point for each of the names identified in the title proper.

Joan Potter and William Bruce family fonds
(*Make provenance access points for Joan Potter and William Bruce*)

Fonds des familles Descleaux, Reccateau et Sangues
(*Make provenance access points for Descleaux family, Reccateau family and Sangues family*)

21.2C. Creator whose name has changed

21.2C1. Person

If the creator is a person whose name has changed, make an access point for the person's name in accordance with rule 22.2C.

21.2C2. Corporate bodies

If the creator is a corporate body whose name has changed, make an access point for each of the names for which the records are held, as appropriate and in accordance with 24.1C.

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Fraser Company fonds

(*Note:* The fonds comprises records created and/or accumulated and used from 1910 to 1917 under the name of Donald Fraser and Sons limited and under the name of Fraser Company after 1917.)

(*Make provenance access point for the Fraser Company and for Donald Fraser and Sons*)

Halifax School for the Blind fonds

(*Note:* The fonds comprises records created and/or accumulated and used from 1887 to 1939. The name of the Halifax School for the Blind was changed from Halifax Asylum for the Blind in 1930.)

(*Make provenance access point for Halifax School for the Blind and for Halifax Asylum for the Blind*)

21.3. PROVENANCE ACCESS POINT(S) AT THE SERIES LEVEL

21.3A. One person, corporate body, or family as creator

Make an access point for the name of the creator identified in the title proper.

Fonds title: Bronson family fonds

Series title: David Bronson correspondence

(*Make provenance access point for series level description for David Bronson*)

Fonds title: Manitoba Department of Health fonds

Series title: Registrar of Vital Statistics correspondence

(*Make provenance access point for series level description for Registrar of Vital Statistics*)

Title of series presented as highest level of description: Ontario Water Resources Commission prosecutions files

(*Make provenance access point for series level description for Ontario Water Resources Commission*)

21.3B. More than one person, corporate body, or family as creator

Make an access point for each of the names of the creator identified in the title proper.

21.3C. Creator whose name has changed

21.3C1. Person

If the creator is a person whose name has changed, make an access point for the person's name in accordance with rule 22.2C1.

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21.3C2. Corporate bodies

If the creator is a corporate body whose name has changed, make an access point for each of the names for which records are held, as appropriate and in accordance with 24.1C.

Fonds title: Vancouver City Building Department fonds
Series title: Permits and Licenses Department building permits
(*Make provenance access point for series level description for Permits and Licenses Department*)

21.4. ACCESS POINT(S) AT THE DISCRETE ITEM LEVEL

21.4A. One person, corporate body, or family as creator

Make an access point for the name associated with the discrete item, if appropriate.

Third Canadian Philatelic Exhibition scrapbook
(*Make provenance access point for Third Canadian Philatelic Exhibition*)

Peter Bernard's notebook
(*Make provenance access point for Peter Bernard*)

Tableau généalogique de la famille Guillimin
(*Make provenance access point for Guillimin (famille)*)

21.4B. More than one person, corporate body, or family as creator

Make an access point for each of the names associated with the discrete item, if appropriate.

Acte de mariage de David Asselin et de Catherine Baudard
(*Make provenance access points for David Asselin and Catherine Baudard*)

Letter to Sicotte and William P. Howland from William M. Dawson
advocating a route to British Columbia through British territory
(*Make provenance access points for Louis-Victor Sicotte and William P. Howland*)

21.4C. Creator whose name has changed

21.4C1. Person.

If the creator is a person whose name has changed, make an access point for the person's name in accordance with rule 22.2C.

CHOICE OF ACCESS POINTS

21.4C2. Corporate bodies.

If the creator is a corporate body whose name has changed, make an access point for each of the names for which the records are held, as appropriate and in accordance with 24.1C.

Imperial Munitions Board [contract record]
(*Note:* The item dates between 1914 and 1918. The Imperial Munitions Board superseded the Canadian Shell Committee on 30 November 1915.)

(*Make provenance access point for Imperial Munitions Board and for Canadian Shell Committee*)

AUTHOR ACCESS POINTS

21.5. GENERAL RULE

Make access point(s) for the name(s) of author(s) identified in the Title and statement of responsibility area, the Scope and content and/or the Statement of responsibility note.

(Statement of responsibility note: Five of the drawings are signed by Thomas. S. Scott and two are signed by Frank Wills architect)
(*Make author access points for Thomas S. Scott and Frank Wills*)

21.6. AUTHOR ACCESS POINT(S) AT THE SERIES AND FILE LEVELS

Make access point(s) for the name of the author(s) identified in the title proper and/or the scope and content.

Correspondence with James Ewings
(*Title proper of a file in the Arthur Meighen fonds*)
(*Make author access point for James Ewings*)

Letters from Margaret Laurence
(*Title proper of a file in the Helen Lucas fonds*)
(*Make author access point for Margaret Laurence*)

Correspondance du Vice-rectorat aux affaires étudiantes
(*Title proper of a file in the Fonds de la Faculté des Sciences sociales*)

CHOICE OF ACCESS POINTS

(Make author access point for Vice-rectorat aux affaires étudiantes)

21.7. AUTHOR ACCESS POINT(S) AT THE ITEM LEVEL

Make access point(s) for the name(s) of the author(s) identified in the archival description.

Letter by O. Mowat Jr. on behalf of John A. Macdonald to Andrew Wilson
(Title proper of a discrete item)
(Make author access points for O. Mowat Jr. and John A. Macdonald)

...Photographs by G.W. Wilson and London Stereo and Photographic Company.
(Part of the scope and content of the discrete item Standard Otis Brothers & Company Elevators album)
(Make author access points for G.W. Wilson and London Stereo and Photographic Company)

Letter from Ira Dilworth to Emily Carr
(Title proper of an item in the Emily Carr fonds)
(Make author access point for Ira Dilworth)
(Statement of responsibility note: Copied by H.J. Cundall, L.S.)
(Make author access point for H.J. Cundall)

Geological map of the region north of Lake Huron / H.G.S. [Herbert G. Skill]
(Title proper of an item forming part of the Geological Survey of Canada fonds)
(Make author access point for Herbert G. Skill)

OTHER NON-SUBJECT ACCESS POINTS

21.8. GENERAL RULE

Make other non-subject access points as appropriate, as instructed in the following rules. In the context of a particular finding aid system, if an access point is required other than those prescribed in the following rules, make it.³

³ Institutions should develop a policy to control selection of access points other than those for provenance. The rules in this chapter give some guidance for such policy, but do not cover all aspects of the discretion to be exercised in selecting non-provenance access points from descriptions rich in names, not all of which need to be the source of access points.

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21.9. CUSTODIAL ACCESS POINT

Make an access point for the name of each person or corporate body having a significant custodial relationship for the unit being described, as appropriate.

Title of sub-series: Interdepartmental Committee on Human Rights minutes
(F.R. MacKinnon removed the minutes from his official files when he was Deputy Minister of Public Welfare and had them bound into four volumes)
(Make custodial access point for F.R. MacKinnon)

21.10. TITLE ACCESS POINT

Make any access point for title(s) appearing in the Title and statement of responsibility area and/or the variations in title proper note (see 1.8B1), as appropriate.

Provincial Secretary's fonds
(Variations in title proper note: Previously known as "S" Series)
(Make title access point for "S" series)

21.11. NAME OF A PERSON HOLDING AN OFFICE

Make an access point for the name of a person holding an office if the provenance or author access point is for a corporate body, as appropriate.

York University President's Office fonds
(Make access point for Susan Mann)

21.12. NAME OF AN OFFICE HELD BY A PERSON

Make an access point for the name of an office held by a person if the provenance or author access point is for that person, as appropriate.

Claude Bissell fonds
(Make access point for University of Toronto Office of the President)

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21.13. NAMES OF PERSONS COMPRISING A FAMILY

Make an access point for the names of persons comprising a family if the provenance access point is for the family, as appropriate.

Giroux family fonds
(The fonds consists of records of the family...created by Antoinette, Germaine and Cédéric-Lactance...)
(*Make access point for Antoinette, Germaine and Cédéric-Lactance*)