

AUSTRALIAN WOMEN'S ARCHIVES PROJECT

Archives and Records

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMMENCING

- 1) Before proceeding, please check the register to see whether an entry already exists for the collection. If an entry already exists, and you are providing additional information, please indicate that this is not a new entry, but one that provides revised information about an existing entry.
- 2) It is better to leave a field blank than to provide information that you cannot confirm. Bad information can lead people on wild goose chases.
- 3) Please use Australian spellings, as per the Macquarie Dictionary.

Title of collection	<p>Please give the title of the collection following the conventions used by the repository (if held by a repository). Sometimes collections of papers or artefacts may not have a formal title. If this is the case, be descriptive (for example) use a title such as Papers of Ruby Rich or Records of Ruby Rich.</p> <p>Using the example of The United Associations of Women, we have: United Association of Women – Records This is what the Repository has called the collection. The word 'association' is used (as opposed to associations.)</p>				
Creator	<p>This field is normally reserved for creators of records (either people or organisations) that are unlikely to be entered into the register. For instance, some women's papers might be held as part of their husband's collections. In a register of Australian women it is unlikely that their husbands will be entered as entities. Similarly, there may be papers belonging to women that are part of a larger collection which is unlikely to be listed in the register, a trade union or political party for example.</p> <p>You may enter this information if you wish, but it is not essential. In the example of the United Associations, the creator is The United Associations of Women</p>				
Description	<p>Describe the contents. For example: Contents include minutes, alphabetical files, pictorial material correspondence relating to the Australian Women's Digest, women in war, women in the Public Service and women and the Church</p>				
Date range of collection	<p>Enter dates as fully as the records allow. Month and year is acceptable. If uncertain, use 'c' for circa. For example : c. 1930 – 1970</p>				
Quantity. NB – Be sure to enter something in this field. It helps the researcher to		metres	6 <u>Boxes</u>	items	type

determine the size of the collection and it's relevance to their research. Enter information in linear meters, or types of items, depending upon the catalogue record.						
Language	This will normally be English					
Formats	These could include correspondence, press cuttings, minutes. Helpful but not essential information.					
Access conditions	<p>This is where you enter information about conditions that may apply to the use of the collection. For instance, Available for reference, not for loan. Some may be Partly restricted, contact repository for details.</p> <p>Some collections are in private hands. Details of who to contact if this is the case should be included here. Other repositories work on voluntary basis and access hours are restricted. This sort of information should be included here.</p>					
Repository*	<p>Provide full details of the repository that holds the collection here. For example</p> <p>Mitchell and Dixson Libraries Manuscripts Collection, State Library of New South Wales Macquarie Street, Sydney 2000 Telephone(02) 9273-1505 Fax(02) 9273-1267 Email: pbrunton@slnsw.gov.au</p>					
Repository reference*	<p>Enter here any catalogue or reference numbers and codes used by the repository to identify the collections. For example: MLMSS 2160</p>					
Web link to catalogue entry	<p>If you searched for the collection on an online catalogue and found a catalogue entry, copy and paste the URL here (if the URL is citable, that is, can be cut and paste into another browser window and still work). For example, the catalogue entry for the United Associations papers at the Mitchell library is: http://libapp.sl.nsw.gov.au/cgi-bin/spydu/ENQ/PM/COMB?SCP=&SCP=&TXT1_NAME=CN&TXT1=mlmss+2160&TXT1_TYPE=E&TXT2_NAME=CR&TXT2=&TXT2_TYPE=K&TXT3_NAME=PL&TXT3_TYPE=K&DATE=&ME=&LANG=&PR=&GEO=&NRECS=15&SORTS=(NB - not all links are that long!)</p>					
Finding aids:	<p>If finding aids (ie detailed listings of what the collection holds) exist, please provide details. If they exist online, please provide the URL.</p>					
published						
online						
other						
Related people/organisations	<p>If the primary creator of the collection is a woman or a women's organisation make sure that there is an entry for her/it in the register. If there isn't you will need to create one.</p> <p>You may find that this collection contains material relating to other people and organisations that exist in the register. List them.</p>					

Finally please proofread your copy carefully. Check any URLs and links to outside the register, or to archival material, VERY CAREFULLY.

Title of collection					
Creator					
Description					
Date range of collection					
Quantity.		metres		items	type
Language					
Formats					
Access conditions					
Repository*					
Repository reference*					
Web link to catalogue entry					
Finding aids:					
published					
online					
other					
Related people/organisations					