

The Anatomy of a Record: How Descriptive Standards Provide Building Blocks

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In November 1989, the Archives and Special Collections Department of the Harriet Irving Library at the University of New Brunswick in Fredericton, was awarded a three-year Social Sciences and Humanities Research Council of Canada (Canadian Studies Research Tools grant) to catalogue the 90,000 items comprising Lord Beaverbrook's Canadian Correspondence.

While the British counterpart to this fonds resides at the House of Lords Record Office in London, this particular unit was donated to UNB by A.J.P. Taylor, after Taylor had used the Canadian correspondence in the preparation of his biography, *Beaverbrook*.

Although the correspondence was well-organized upon receipt, the finding aid accompanying the material did not in any way bring out the rich subject coverage and international flavour of its contents. The finding aid could not bring out the details of acquiring paintings for the Beaverbrook Art Gallery, such as prices, dealers and art professionals' frank assessment of artists' merit. The finding aid could not reveal that Joseph P. Kennedy had had some limited correspondence with Beaverbrook, or that in the monitoring of Beaverbrook's various projects the documentation includes specifications, blueprints, alterations, costs and the progress of land transactions, title conveyancing and changes to municipal or provincial legislation. Description at a finer level of detail was necessary to reveal these lodes in the mine of this fonds.

The Archives and Special Collections Department is fortunate in that being part of the UNB Libraries, it has access to programmes developed for PHOENIX, the Libraries' online public access catalogue. Project staff were also fortunate in having the services of the library programmer. He was able to make modifications to the bibliographic database model, enabling the project to create an archival database with a flexible support of input, searching and retrieval programmes.

The third set of resources available to the project is the congeries of descriptive and data coding standards including *Anglo-American Cataloguing Rules — Second Edition 1988 Revision (AACR2R)*, *Rules for Archival Description (RAD)*, *Archives, Personal Papers and Manuscripts (APPM)*, *MARC for Archives and Manuscript Control (AMC)*, and the integrated *USMARC Bibliographic Format (USMARC)*. The problem, then, in

cataloguing this fonds was to make best use of the available resources: a well-organized archival unit, a powerful online cataloguing system which would be accessible internationally, and the consistent application of descriptive standards.

This article focuses on the practical solution to the problem. In presenting the anatomy of some sample records, the intention is to illustrate how the decisions—based on the fonds itself, system capabilities and descriptive and coding standards—can lead to useful archival reference tools. In the case of the Beaverbrook project, these tools are a cataloguing coding manual (working draft) and the online database itself, “BBROOK.”

The Record Leader (036)

As soon as a record, or some other type of unit description is entered into a database, there is a need to manipulate or derive information about the record itself. Does the record describe a book or a serial? Does the record describe archival material or maps? Does the record describe a single unit, such as a book or file, or does it describe a subunit? These cumulative bits of information about the records themselves can help to describe the entire fonds or database. In most automated bibliographic systems this is record leader information. As used by UNB, this information appears in an 036 field, which can be seen in a cataloguer’s or MARC-coded display (see **Figures 1b, 2b, 3b**). The 036 field itself, the subfields (\$a, \$f, \$g) and code values assigned to these subfields are based on the USMARC leader.

The basic record or unit of description is at the file level. The organization, arrangement and contents of files are such that there are sufficient distinctive characteristics for description to be applied consistently, at this level, throughout the entire 146 boxes.

036\$f indicates the bibliographic level of the record. For the BBROOK database most of the records are file level or, by analogy to a bibliographic database, monographic records, hence the code value “m” (see 036\$f, **Figures 1b, 2b, 3b**). In some instances, the format or content of an item or items is distinctive enough to warrant a subunit record. Examples encountered thus far include photographs, pamphlets and reports within a file. If a lower-level record for these items is created, the 036\$f will have a value of ‘d’, where the subunit is distinctive by physical format, or ‘e’, where the subunit is distinctive by content. (These code values are based on those of the USMARC leader.) In practical terms, this means that when the project is finished it will be possible to identify all file-level records, all subunits “distinct by physical format,” and so on.

The 036\$g subfield identifies the type of material described. The most common value assigned here is ‘b’ for archival, textual documents. Other possible values are ‘f’ for manuscript maps or ‘k’ for “two-dimensional, non-projectable graphic representations.” Again, in practical terms, this means it will be possible to separate file-level records (036\$fm\$gb), from photographic subunit records (036\$fe\$gk) or from subject-content subunit records (036\$fe\$gb).

The 036\$j is a fonds descriptor. This is a PHOENIX coding convention. In the main library database, the 036\$j is used to identify material which forms part of a fonds accessible through the online catalogue. Examples are ‘loy’ for all items in the Loyalist Collection, or ‘mpcfor’ the Maritime Pamphlet Collection. This is a searchable subfield. Keying in ‘s mpc’ will turn up all the items in the catalogue which belong to this collection.

For BBROOK, all records contain a 036\$jvbk. Online templates or work-forms mean that this repetitive entry does not need to be keyed in for each record. Within BBROOK a search of 'bvk' will yield a set giving a count of the number of items in the database. Apart from this, adding the designator to each record appears to be an exercise in redundancy, until future possibilities are considered.

For the time being, BBROOK records form a separate database. At some point it is possible that BBROOK records will be merged into the larger LIBRARY database. The 036\$jvbk (see **Figures 1b, 2b, 3b**) would ensure that the records attached to this fonds could still be identified.

Case Number/Location (090)

As a replacement for the reference code usually attached to library materials, the BBROOK database supplies the box, file and item numbers. Box Number/Location differs from reference code and classification information in that the number is transcribed directly from the original fonds arrangement. It is a pointer towards the file's location within the fonds.

In the traditional library setting, classification serves to bring together related materials so that they can be "browsed" on the shelf. Since this particular fonds is not available for physical browsing, online browsing and retrieval—through name, subject or keyword searching—must suffice. The resulting browse will lead the searcher to either a specific file or series of files. Requesting the files which match the search result is a matter of noting the box and file identifiers from the selected records.

It is also possible, given the searching capabilities of the system, to search box numbers, resulting in a set which identifies all the files belonging to either a single box or a series of boxes.

The location 'Archives/Special Collections' (090\$k; see **Figure 1b, 2b, 3b**), as a repeated element in each record, is input and serves much the same purpose as the 036\$jvbk.

Main Entry Fields (100, 110, 111 and 130)

The main entry fields contain a heading by which an item or file is chiefly identified. A personal name main entry (100) or corporate body main entry (110) is used when a significant portion of a file's contents have been created by one person or corporate body. This follows the conventions of *AACR2R* Rule 21.1A1 and 21.1B1 for personal or corporate body authorship.

The idea of authorship is not always clear-cut in archival cataloguing, particularly at the file level. While the person chiefly responsible for the creation of entire fonds is Lord Beaverbrook, it would be redundant to repeat his name as the main entry for each record in the BBROOK database: that would not enhance the specificity of retrieval. Furthermore, Beaverbrook's secretaries were also directly responsible for authorship/co-authorship of many of the letters. Their names do not appear as added entries for each record in the database, for the same reason.

Historical information which is essential for uniquely identifying the personal or corporate name chosen as main entry, is recorded in a Biographical or Historical Note (545).

Main entry under a conference title (111) is assigned to files that are comprised of proceedings, reports, etc. Conferences entered subordinately to a corporate body as main entry are recorded in field 110. This follows *AACR2R* Rule 21.1B2.

Having said this, entry under title (245) is probably most common for the BBROOK database, given the diffuse authorship of most files. This is in keeping with *AACR2R* Rule 21.1C1.

Uniform title main entry (130) is used when a standardized title is chosen to gather together records for files appearing under varying titles, for which there is no personal or corporate name. Examples of this within the Beaverbrook Correspondence include building projects, which generate discrete files of correspondence over a number of years. Individual file titles vary, although all such files are related to the same project. Use of the uniform title main entry allows such material to be easily identified and gathered together under one "uniform" title.

Form of entry is governed by the process established in the Name Authority Procedures, and applies to all name fields including main entries (100, 110, 111 and 130), subject headings (600, 610, 611 and 650) and added entries (700, 710, 711 and 730).

Name Authority Procedures

The form of entry for all personal, corporate and geographic names used in the BBROOK database is standardized. With individual cataloguers following specific rules and entering names into a central Name Authority File, the Archives/Library benefits from greater control over the fonds, and duplication of effort by cataloguers is also avoided.

The names are established according to *AACR2R* (Chapters 22-24). The Archives of Ontario *Name Authority Manual* (1989) was also consulted. According to *AACR2R* (Rule 22.17 and 22.18), the form of the name to be used as headings or access points is the name by which a person is most commonly known. This may be a person's full name, initials, or other appellation. The 'fuller' form of a name and the life dates may be added in order to distinguish identical names. Optionally, these additions may be used even if they are not needed to distinguish among headings. Cataloguers working on the Beaverbrook papers have chosen the option of using the 'fullest' form of names, including life dates whenever the information is available.

The Name Authority File is an alphabetized collection of authority records. Each authority record consists of the established form of the name, all necessary cross-references, notes on the person or corporate body and documentation of any decisions made. The record also notes in which box and file the name first appeared.

Only the established form of the name is used in BBROOK cataloguing records. A system of cross-referencing, however, will lead the user to the established name heading and hence to each BBROOK record which includes that name. For example, although the established form is "Irving, K.C. (Kenneth Colin), 1899-," the user will retrieve every record under this heading even if he/she searches by the form "Irving, Kenneth C."

One of the steps involved in establishing names and cross-references is to see how the name has been established elsewhere.

If a name has already been established by the National Library of Canada (NLC) or the Library of Congress (LC), and if the form of entry is consistent with *AACR2R*, then the name is established accordingly, preference being given to the form established by NLC.

If the authorized form of the name has not been established by either of these major libraries, cataloguers establish it according to *AACR2R*, using information found in specified biographical and other reference sources when available.

Title (245)

The decision on determining whether or not a file is to be entered as a title main entry has already been discussed. The focus here is how the title itself is constructed or transcribed.

APPM, *RAD*, and *AACR2R* all employ the convention of prescribing chief sources of information from which the title and statement of responsibility, the edition statements and dates are derived. These are recommended rather than required chief sources of information. In keeping with the conventions of these standards, and recognizing that in this fonds most files carry a distinctive title, it was determined that the chief sources of information, in order of descending priority, would be (1) file or folder titles as they were received by the donor, (2) box or file titles in the finding aid created upon accessioning of the fonds, and (3) items within the file itself.

These rules and priorities accommodate the files handled thus far: for most records online, the title information has been transcribed directly from the original files.

Titles are used chiefly to differentiate one file from another, to identify the record's descriptive unit. The title is not the principal or key retrieval point, although it can contain significant keyword or useful date information. Just as book titles can be misleading or incomplete, file titles do not adequately convey the subject or date range of the items contained therein.

If the title clearly identifies which unit is being described, then the remaining parts of the record must be used to enhance and supplement the basic identification.

Dates (260)

When the project began, the dates of the items contained in each file were included as part of the title element. Although this conformed to the practice suggested by *APPM* (see 1.1B5), it also created an awkward-looking title entry. As well, in many cases, the transcribed title of a file included date information that did not reflect the actual dates of creation of the materials contained in the file. This led to a transcribed title containing date information (245\$a) and then additional, differing date information appearing in the same area of the record (245\$f,\$g).

After reviewing the draft *RAD* rules, it was decided to move this information into a date area or MARC field more closely related to *AACR2R* and USMARC. This corresponds to publication information for books or other printed materials.

Because MARC coding and the *AACR2R* conventions of areas and elements had been used from the first, it was easy enough to update existing records by globally moving

what had been a '245\$f' or title area element to a '260\$c' or date area element.

This creates a record which is more easily understood on screen (see **Figures 1a, 2a, 3a**) and opens up the possibility for handling printed materials within the fonds. The date information for files is now included in the "publication area," using the only element reserved for dates (260\$c). If there is a subunit record created for a published item, such as a pamphlet, it is now possible smoothly to incorporate its location and publisher information into predefined elements (260\$a,\$b), while continuing to read efficiently on a screen.

Physical Characteristics and Arrangement (300, 351)

The next areas of the record describe the physical characteristics and arrangement of a file. This information comes directly from the basic conservation and processing of the fonds.

As metal paper-clips and staples are removed, as file contents are transferred into acid-free folders and as deteriorating paper is replaced, basic data about the file is accumulated. Does the file contain correspondence only, or are there also photographs, technical drawings or maps? If so, how many of each are there?

As conservation work proceeds, the bulk of the original file often increases. In order to facilitate handling, file contents may be split into several folders. This expansion from the original containers extends to the case or box level. The change in arrangement is noted.

All this information is gathered and recorded on a worksheet. From the worksheet, the information is transcribed directly to unit record coding sheets.

The elements of the physical description (300) area include the form of material being described—correspondence, photographs, technical drawings, etc. , the total number, and the details of physical characteristics (see Description: **Figures 1a, 2a, 3a** or 300: **Figures 1b, 2b, 3b**). The forms of material and associated terms are identified in the BBROOK manual and are based on *AACR2R Graphic Materials: physical description area* (8.5).

The elements of the arrangement area describe whether it is an item, file or box which is being described and, respectively, how the file is arranged or how the box is organized. The first element identifies to which level the specific arrangement statement applies.

There are no series level records in the BBROOK database. Thus, for a group of files from a split box, there will be repetition of the box-split information. Although this may be redundant for the listing of all the files from a split-box, it ensures that the unit record retrieved for a single file is accurate in its description of the file.

The display mechanism for the database will also help to eliminate some of this repetition. The default record display would show only the first or file level occurrence of the arrangement (351) field. A 'long' or specifically requested fuller display, will show the multiple occurrences of the arrangement field.

Use of the terms 'boxes,' 'files,' 'folders,' and so on, incorporates the glossary from *RAD's Report of the Textual Documents Working Group* in order to standardize terminology.

Notes (5XX)

AACR2R, *RAD*, *APPM* and *USMARC-AMC* all provide for a variety of note fields. These note fields accommodate information ranging from restrictions on access and use, reproduction and general information, to descriptive annotations or historical background notes.

Selected use and indexing of these notes provides for more concise file description and increased access to the fonds.

The notes, MARC tags and indexing fields are summarized in the table below; they represent local adaptations of *RAD*, *APPM*, *AACR2R*, and *USMARC* conventions:

General	500	not indexed
Filed with	501	not indexed
Contents	505	not indexed
Restrictions On Access	506/509	not indexed
Citation	510	not indexed
Abstract/Summary	520	keyword indexing
Terms Governing Use	540	not indexed
Background	545	keyword indexing
Linking Entry Complexity	580	keyword indexing

The fields which are not indexed impart information about file characteristics rather than file content. The General (500) note is used to indicate whether there are duplicates or photocopied material in a file. This is data collected during the processing phase. The 'Filed with' (501) note is most frequently used in subunit records indicating that the item being described is filed in a specific file. The 'Restrictions On Access' fields (506/509) are used to control the display of records for restricted files/items. A 506 means that there are restricted items that may not be viewed, and that the record should not be displayed. A 509 means that again there are some restricted items, but the record may be displayed. The 'Citation' note (510) is used to indicate whether items from a file have ever been cited in other works. 'Terms Governing Use' (540) alerts searchers to the fact that, for example, original photographs have been removed from a file (see **Figure 2**).

Indexed notes impart some information about the file's contents, the file's principal creator and the relationship of the described file or item to other boxes or files elsewhere in the fonds.

The Summary Note/Abstract field (520) is extremely important for an archival record. It is an unformatted note (though searchable by keyword), which may include descriptions of physical format, subjects and names.

With regard to physical format, this field itemizes the forms of archival material being described (e.g., letters, soundscriber tapes, photographs, minutes of meetings). In order to standardize their descriptive terminology, cataloguers refer to the *RLIN AMC Form Terms* developed by the Research Libraries Group for the *USMARC 655 Genre/Form* field. The physical format information in the summary note relates to the Physical Description field (300) but provides more details. For example, in **Figure 3a** the physical description field uses the general term, 'correspondence', while the summary note describes the correspondence in more detail: "Letters, newspaper clippings, telegrams, sound-

scriber tapes,” This makes it possible to search the database for newspaper clippings or soundsciber tapes as a ‘form’.

The subject analysis found in the summary note supplements the subject headings (6XX fields). Topics of some importance are highlighted in the subject headings (6XX), while the summary note provides access to topics which do not warrant separate headings. In addition, the summary note will often provide information which explains the various subject headings, as in the example of **Figure 3a**, where the relationship between ‘The Enclosure’ (651) and “Wilson’s Point” (651) is explained in the Summary Note (520). Any explanatory information is gathered directly from the correspondence and is never inferred. Inferences are left to be drawn by the researcher.

Names identified in the summary note supplement the Added Entry fields (7XX). Occasionally, the summary note will clarify the relationship of a particular correspondent to Lord Beaverbrook, based only on information found in the letters. Again, the distinction is made between the work of the cataloguer who describes the material, and that of the researcher who interprets the material.

Whenever possible, therefore, the Summary Note will relate to particular physical description fields, subject headings and added entries, although the fields are sometimes mutually exclusive.

The 545 field contains biographical or historical information about the individual/institution/event used as the main entry (100, 110, 111). For BBROOK, this field is used when the contents of a file originate chiefly from one correspondent, either personal or corporate.

Again in **Figure 3a**, Louise Manny is the principal correspondent. Information about her is provided in the Background Note (545). This information is intended to place the described file in the context of the body of correspondence between this individual and Lord Beaverbrook. Hence the biographical information is based primarily on the body of correspondence as opposed to external sources of information.

The same Background Note is copied into each record with a particular main entry. If at any time a cataloguer decides that the Background Note should be augmented, the changes are relatively easy to make.

Subject Access Fields (6XX)

In file level description, subject headings are general enough to describe the file as a whole. Occasionally, however, individual items within a file are important enough to warrant subject analysis, but not important enough to warrant a separate record. In these cases subject headings are added for particular items of importance. Topics selected for detailed subject analysis represent a compromise between minor/major topics and summary notes/subject headings. The presence of a subject heading is a method of weighting—the topic represents significant bulk and/or content of the particular file.

The BBROOK database uses the following subject fields:

- 600 — for files/item(s) about people
- 610 — for files/item(s) about corporate bodies, or organizations
- 611 — for files/item(s) about conferences or events

- 630 — for files/item(s) referred to by a uniform title
- 650 — general topical subject heading
- 651 — geographic/place subject heading
- 699 — uncontrolled vocabulary term

The forms of the entry under persons (600), corporate bodies (610), conferences or events (611), and uniform title (630) are governed by the Name Authority Procedures. Topical subject headings (650) and most geographic subject headings (651) are derived from *Canadian Subject Headings* (CSH), *Library of Congress Subject Headings*, 14th ed. (CSH) and CD-ROM version (CDS). Additional secondary sources for subject headings are the *Thesaurus of University Terms* and the *University of Toronto Subject Authority*.

Subdivisions are used extensively in order to create more specific subject headings. Depending upon the nature of the material, these subdivisions may be topical, geographic or chronological. The *Library of Congress Subject Cataloguing Manual* is used both as a guide for constructing subdivided headings, and as a model from which local headings can be developed.

This modelling approach is used to create the specific heading needed for precise retrieval. For example, corporate bodies include organizations. They also include a wide range of headings which USMARC refers to as ambiguous. Examples include public and private buildings, public and private fonds and projects. Given the nature of the fonds, this is a much used field. However, it is not enough to indicate that a file is about a particular project. By adding appropriate subdivisions, the heading can reflect that the file is about the “design and specifications” of a project.

The same type of modelling, subdivision approach is applied to topical subject headings.

When all these approaches fail to produce a precise enough heading, a new term is created, and coded as an uncontrolled vocabulary term (699). Thus far there has been little need to use this field.

Added Entry Fields (7XX)

Fields 700, 710, 711, 730, 740, 752 and 773 are used to provide additional information about the described materials, but do not reflect their subject content. Information relating to subject content is recorded in the appropriate subject heading (6XX) field.

Added entries are given for personal or corporate names representing the creators of individual items within the files (700, 710). Individual correspondents' names are not assigned as added entries when they are writing only on behalf of a corporate body.

The added entry personal name field (700) includes the names of persons responsible for authorship but not used as a main entry and the titles of works entered under a personal author that are added entries.

By looking at the example of **Figure 3**, one can see the distinctions among the main entry (100), a subject added entry personal name (600), and an added entry personal name (700). Louise Manny was chiefly responsible for this file of correspondence, and therefore her name is given as the main entry (100). Some of the correspondence is about Michael Whelan, the poet of Renous, and therefore his name is given as a subject added

entry (600). Helen Creighton is one of the correspondents represented in this file, and so her name is given as an added entry (700).

The same rationale is applied to the corporate body added entry (710).

The Hierarchical Place Name (752) is an example of an added entry which looked promising to begin, with but did nothing to either clarify the record description or increase retrieval. It was thought that it would be useful to track or identify from which of Lord Beaverbrook's residences various pieces of correspondence originated. A structured place name field would provide for standardized citation. As work progressed, however, the same places were being repeated over and over again. The places could not be linked to specific items within a folder. It soon became clear that these additional place names did not yield more precise search results, and in fact produced sets which confused users searching for information about places. Indeed it produced the degree of redundancy which adding Lord Beaverbrook's name to each record would have produced. The field is no longer used.

The Host Item field (773) typically appears in an item level record, and will lead the searcher back to the record for the file from which the item originated.

Conclusion

By applying descriptive standards, the Beaverbrook project has been able to process a fonds consistently and efficiently. The use of standards makes it possible for all project staff to carry out the various processing, descriptive and inputting tasks. As the database grows it takes on the role of a finding aid for project staff. For example, many names and subjects are repeated throughout the files comprising the fonds. When the name or subject is first encountered, authority work ensures that a standardized name or subject heading will be used. The next time that name or subject occurs the database becomes the reference source.

The physical description and arrangement fields are highly structured, standardized descriptive elements. As similar descriptions and arrangements recur throughout the fonds, the database becomes the mechanism for ensuring consistency.

This type of dynamic self-supporting function can be repeated for every field of every record.

The existing database provides models for the new entries, telling staff what format, coding and punctuation conventions should be followed. This ensures consistency of data entry, leading to reliability in searching—surely the goal of all finding aids.

Case: Case 3, File 3, 1110-1141
 Location: Archives/Special Collections
 Title: Sir James Dunn Arena (St. Andrews, N.B.)
 Title: Sir James Dunn Arena, St. Andrews, New Brunswick : 1961-1962.
 Dates: 1961 Oct. 31 - 1962 Nov. 20.
 Description: Correspondence : 16 (27 leaves)
 Description: Photographs : 5 : b&w.
 Arrangement: File ; Rough chronological arrangement.
 Restrictions: Correspondence items 1123-1128. No access.
 Summary: Correspondence and photographs concerning the construction of the Sir James Dunn Arena in St. Andrews, N.B. Includes papers relating to contractors' bids for tender. Also includes letters concerning Lord Beaverbrook's life membership in the Heather Curling Club at the Sir James Dunn Arena.
 Terms of Use: Photographs. Photocopies replace original photographs. Originals may be viewed upon request.
 Subject(s): Sir James Dunn Arena (St. Andrews, N.B.)
 Subject(s): Heather Curling Club (St. Andrews, N.B.)
 Subject(s): Skating rinks -- New Brunswick -- St. Andrews -- Design and construction.
 Subject(s): Curling -- Clubs -- New Brunswick -- St. Andrews -- History.
 Other Name(s): Logue, Ottis I.
 Other Name(s): Tweedie, Robert A. (Robert Allison), 1908-1989.
 Other Name(s): Dunn, Lady, 1910-
 Other Name(s): Blair, D. W.
 Other Name(s): Marshall, J. A.
 Other Name(s): Glaskie, A.
 Other Name(s): Cornish, David.
 Other Name(s): Brownrigg, H. Y.
 Other Name(s): Associated Designers and Inspectors (Fredericton, N.B.)
 Other Name(s): Modern Construction Limited (Moncton, N.B.)
 Other Name(s): Foundation Company of Canada (Halifax, N.S.)
 Other Name(s): Diamond Construction (1955) Limited.
 Other Name(s): Maritime Engineering Limited.
 Other Name(s): Sir James Dunn Foundation (Fredericton, N.B.)

Figure 1a

036: \$a1961-1962\$fmsgb\$jbvk
 090: \$xCASE 3, File 3, 1110-1141\$kArchives/Special Collections
 130: \$aSir James Dunn Arena (St. Andrews, N.B.)
 245: \$aSir James Dunn Arena, St. Andrews, New Brunswick :\$b1961-1962.
 260: \$c1961 Oct. 31 - 1962 Nov. 20.
 300: \$mCorrespondence :\$a16 (27 leaves)
 300: \$mPhotographs :\$a5 :\$bb&w.
 351: \$cFile ;\$bRough chronological arrangement.
 509: \$mCorrespondence items 1123-1128.\$aNo access.\$tMarble facing in the front entrance of the Sir James Dunn Arena (St. Andrews, N.B.)
 520: \$aCorrespondence and photographs concerning the construction of the Sir James Dunn Arena in St. Andrews, N.B. Includes papers relating to contractors' bids for tender. Also includes letters concerning Lord Beaverbrook's life membership in the Heather Curling Club at the Sir James Dunn Arena.
 540: \$mPhotographs.\$aPhotocopies replace original photographs. Originals may be viewed upon request.
 610: \$aSir James Dunn Arena (St. Andrews, N.B.)
 610: \$aHeather Curling Club (St. Andrews, N.B.)
 650: \$aSkating rinks\$z-- New Brunswick\$z-- St. Andrews\$x-- Design and construction.
 650: \$aCurling\$x-- Clubs\$z-- New Brunswick\$z-- St. Andrews\$x-- History.
 700: \$aLogue, Ottis I.
 700: \$aTweedie, Robert A.\$q(Robert Allison),\$d1908-1989.
 700: \$aDunn,\$cLady,\$d1910-
 700: \$aBlair, D. W.
 700: \$aMarshall, J. A.
 700: \$aGlaskie, A.
 700: \$aCornish, David.
 700: \$aBrownrigg, H. Y.
 710: \$aAssociated Designers and Inspectors (Fredericton, N.B.)
 710: \$aModern Construction Limited (Moncton, N.B.)
 710: \$aFoundation Company of Canada (Halifax, N.S.)
 710: \$aDiamond Construction (1955) Limited.
 710: \$aMaritime Engineering Limited.
 710: \$aSir James Dunn Foundation (Fredericton, N.B.)

Figure 1b

Case: Case 37, File 3, 21906-21933
 Location: Archives/Special Collections
 Title: Memorial Fountain, Fredericton : 1960-1961.
 Dates: 1960 June 22 - 1961 Apr. 8.
 Description: Correspondence : 23 (28 leaves)
 Description: Technical drawings : 2 : blueprints.
 Arrangement: File ; Chronological arrangement.
 Arrangement: Case 37 organized into three boxes: 37a (Files 1-2a), 37b (Files 2b-3) and 37c (File 4)
 Note: Photocopies replace or accompany some deteriorating originals.
 Note: 1 multiple item (extra copy found in file)
 Summary: Regarding the Memorial Fountain given to Fredericton, this file consists of: letters, a history of Stowe Palace, Buckinghamshire (where the fountain originated), telegram, soundsciber tape, blueprint plan of fountain base with inscription in memory of James Hamet Dunn, 1874-1956.
 Subject(s): Dunn, James, Sir, 1875-1956 -- Monuments -- New Brunswick -- Fredericton.
 Subject(s): Memorials -- New Brunswick -- Fredericton.
 Subject(s): Fountains -- New Brunswick -- Fredericton.
 Subject(s): Gifts -- New Brunswick -- Fredericton.
 Other Name(s): Bert Crowther (Syon Lodge) Limited.
 Other Name(s): Mott & Myles.

Figure 2a

036: \$a1960-1961\$fmsgb\$jbvk
 090: \$xCase 37, File 3, 21906-21933\$kArchives/Special Collections
 245: \$cMemorial Fountain, Fredericton :\$b1960-1961.
 260: \$c1960 June 22 - 1961 Apr. 8.
 300: \$mCorrespondence :\$a23 (28 leaves)
 300: \$aTechnical drawings :\$a2 :\$bblueprints.
 351: \$cFile :\$bChronological arrangement.
 351: \$aCase 37 organized into three boxes: 37a (Files 1-2a), 37b (Files 2b-3) and 37c (File 4)
 500: \$aPhotocopies replace or accompany some deteriorating originals.
 500: \$a1 multiple item (extra copy found in file)
 520: \$aRegarding the Memorial Fountain given to Fredericton, this file consists of: letters, a history of Stowe Palace, Buckinghamshire (where the fountain originated), telegram, soundsciber tapes, blueprint plan of fountain base with inscription in memory of James Hamet Dunn, 1874-1956.
 600: \$aDunn, James,\$cSir,\$d1875-1956\$x-- Monuments\$z-- New Brunswick\$z-- Fredericton.
 650: \$aMemorials\$z-- New Brunswick\$z-- Fredericton.
 650: \$aFountains\$z-- New Brunswick\$z-- Fredericton.
 650: \$aGifts\$z-- New Brunswick\$z-- Fredericton.
 710: \$aBert Crowther (Syon Lodge) Limited.
 710: \$aMott & Myles.

Figure 2b

Case:	Case 20, File 1, 11804-12410
Location:	Archives/Special Collections
Correspondent:	Manny, Louise, 1890-1970.
Title:	Correspondence with Louise Manny : 1946 June-1951 Oct.
Dates:	1946 June - 1951 Oct.
Description:	Correspondence : 312 (411 leaves)
Description:	Photographs : 6 : b&w.
Description:	Drawings : 6.
Arrangement:	File ; File 1 organized into five folders: 1a (11804-11884), 1b (11885-11998), 1c (11999-12127), 1d (12128-12234) and 1e (1225-12410) ; Chronological arrangement.
Note:	Photocopies replace or accompany some deteriorating originals.
Note:	20 multiple items (extra copies found in file)
Summary:	Letters, newspaper clippings, telegrams, soundscreeper tapes, cheque, bills of lading, Municipality of Northumberland Collector's Tax Receipts, drawings, maps, photographs. Historical notes concerning: The Enclosure (also known as Beaubair's or Wilson's Point); the Maugerville Rebels (1776); Ships built on the Miramichi. Selections from Northumberland County Memorials (Land Grant Petitions of early settlers). Reports of work in progress at The Enclosure as well as folk song collecting.
Background:	Louise Manny, 1890-1970, provided Beaverbrook's ongoing contact with his native Newcastle. Their correspondence spans from 1906 to his death in 1964. Beaverbrook supported her in her historical research on the Miramichi, her folk song collecting, and her work in the development of the historic burial ground at Wilson's (Beaubair's) Point into a park named The Enclosure. In the early 1950's he appointed her in charge of the Old Manse Library, his boyhood home, where she continued until her death.
Subject(s):	Harrison, G. Hugh, Mrs.
Subject(s):	Whelan, Michael, 1858-1937.
Subject(s):	Chaplin, Francis, 1927-
Subject(s):	Sinclair, Edward, 1842-1901.
Subject(s):	Sinclair Rink (Newcastle, N.B.)
Subject(s):	Old Manse Library (Newcastle, N.B.)
Subject(s):	Aitken House (Newcastle, N.B.)
Subject(s):	University of New Brunswick, Lady Beaverbrook Building.
Subject(s):	St. James Presbyterian Church (Newcastle, N.B.)
Subject(s):	Shipbuilding -- New Brunswick -- History.
Subject(s):	Folk-songs, Canadian -- New Brunswick.
Subject(s):	Land grants -- New Brunswick -- Northumberland Co.
Subject(s):	The Enclosure (Newcastle, N.B.)
Subject(s):	Newcastle (N.B.) -- Parks.
Subject(s):	Wilson's Point (Northumberland, N.B.)
Subject(s):	New Brunswick -- History.
Other Name(s):	Harper, A. D.
Other Name(s):	Baird, A. F.
Other Name(s):	Craighton, Helen, 1899-
Other Name(s):	Davidson, W. Harold (William Harold)
Other Name(s):	Cassidy, Stan.
Other Name(s):	Crocker, Bessie, C. P.
Other Name(s):	Nicholson, Robert.
Other Name(s):	Williston, Beaumont, Mrs.
Other Name(s):	Miramichi Historical Society.
Other Name(s):	Birmingham Guild Limited.
Other Name(s):	Bank of Montreal (London, England)
Other Name(s):	Sherrard Granite Works Ltd. (Moncton, N.B.)

Figure 3a

036: \$a1946-1951\$fmg\$b\$jbvk
 090: \$xCASE 20, File 1, 11804-12410\$kArchives/Special Collections
 100: \$aManny, Louise,\$d1890-1970.
 245: \$aCorrespondence with Louise Manny :\$b1946 June-1951 Oct.
 260: \$c1946 June - 1951 Oct.
 300: \$mCorrespondence :\$a312 (411 leaves)
 300: \$mPhotographs :\$a6 :\$bb&w.
 300: \$mDrawings :\$a6.
 351: \$cFile :\$aFile 1 organized into five folders: 1a (11804-11884), 1b (11885-11998), 1c (11999-12127), 1d (12128-12234) and 1e (12235-12410) ;\$bChronological arrangement.
 500: \$aPhotocopies replace or accompany some deteriorating originals.
 500: \$a20 multiple items (extra copies found in file)
 520: \$aLetters, newspaper clippings, telegrams, soundsciber tapes, cheque, bills of lading, Municipality of Northumberland Collector's Tax Receipts, drawings, maps, photographs. Historical notes concerning: The Enclosure (also known as Beaubair's or Wilson's Point); the Maugerville Rebels (1776); Ships built on the Miramichi. Selections from Northumberland County Memorials (Land Grant Petitions of early settlers). Reports of work in progress at The Enclosure as well as folk song collecting.
 545: \$aLouise Manny, 1890-1970, provided Beaverbrook's ongoing contact with his native Newcastle. Their correspondence spans from 1946 to his death in 1964. Beaverbrook supported her in her historical research on the Miramichi, her folk song collecting, and her work in the development of the historic burial ground at Wilson's (Beaubair's) Point into a park named The Enclosure. In the early 1950's he appointed her in charge of the Old Manse Library, his boyhood home, where she continued until her death.
 600: \$aHarrison, G. Hugh,\$cMrs.
 600: \$aWhelan, Michael,\$d1858-1937.
 600: \$aChaplin, Francis,\$d1927-
 600: \$aSinclair, Edward,\$d1842-1901.
 610: \$aSinclair Rink (Newcastle, N.B.)
 610: \$aOld Manse Library (Newcastle, N.B.)
 610: \$aAitken House (Newcastle, N.B.)
 610: \$aUniversity of New Brunswick,\$bLady Beaverbrook Building.
 610: \$aSt. James Presbyterian Church (Newcastle, N.B.)
 650: \$aShipbuilding\$z-- New Brunswick\$x-- History.
 650: \$aFolk-songs, Canadian\$z-- New Brunswick.
 650: \$aLand grants\$z-- New Brunswick\$z-- Northumberland Co.
 651: \$aThe Enclosure (Newcastle, N.B.)
 651: \$aNewcastle (N.B.)\$x-- Parks.
 651: \$aWilson's Point (Northumberland, N.B.)
 651: \$aNew Brunswick\$x-- History.
 700: \$aHarper, A. D.
 700: \$aBaird, A. F.
 700: \$aCreighton, Helen,\$d1899-
 700: \$aDavidson, W. Harold\$(William Harold)
 700: \$aCassidy, Stan.
 700: \$aCrocker, Bessie, C. P.
 700: \$aNicholson, Robert.
 700: \$aWilliston, Beaumont,\$cMrs.
 710: \$aMiramichi Historical Society.
 710: \$aBirmingham Guild Limited.
 710: \$aBank of Montreal (London, England)
 710: \$aSherrard Granite Works Ltd. (Moncton, N.B.)

Figure 3b