Indexing Instructions

To Log in…
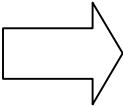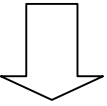**http://data.news.ourontario.ca/**
login name:
password:
Select: Ontario News Index v. 2.4

Content table for indexing:

Article Type ➡ / Index Fields ⬇	Use BMD Tool			Agnes Macphail	Local Disasters	War—local impact	School History & Events	Heritage (i.e. not current events)	Local Institution & Public Service History
	Births	**Deaths**	**Marriages**						
Publication date	X	X	X	X	X	X	X	X	X
Date of Event	X	X	X						
Page No.	X	X	X	X	X	X	X	X	X
Column No.	X	X	X	X	X	X	X	X	X
Title	X	X	X	X	X	X	X	X	X
Author name	X	X	X	X	X	X	X	X	X
Personal & Corporate Names					X	X	X	X	X
Subject terms				X	X	X	X	X	X
Full Text	X	X	X	X					X

Index

Birth, Death and Marriage notices—transcribe full text or index card information using the **BMD tool** unless the item is newsworthy and can be indexed as an article (e.g. three columns on local MP dying, a death as a result of murder, etc.)
- o See fuller instructions below

Articles—index the following:
1. Agnes Macphail material—all need full-text for searchability
2. Local disasters (fire, flood, drought, plague…etc)
3. War as it impacts the local communities (e.g. four brothers join RCAF, medals won, sons killed, rationing, etc)
4. School histories (e.g. new schools, amalgamations, records of graduating classes, major school events, reunions, honor rolls etc.)

5. Local institutional and public service histories (e.g. library, township council, county council, reunions, railway, Old Boys Club, etc.)
6. "Heritage moments" i.e. articles about the history of the area and its characters (i.e. pioneer information, as opposed to current events)

Article Indexing

Step 1:
Select newspaper
Enter date of issue: DD Mon YYYY

Step 2:
Add Index Entry

Title: use proper capitalization and the exact headline of the article being indexed; if no title available, assign the article a title, using [ ] to indicate that the title has been added by the editor

Subject Terms:
o These are **not** keywords—there is a definite thesaurus with authorized terms
o Enter **one or two** terms that describe the main focus of the article
o Use semi-colons to separate subject headings
o Delete all subject terms that come up "Unauthorized" and re-enter another term that is "Authorized" (usually a broader descriptive term, e.g. "Railroad"; "Slavery" instead of "Underground Railroad")
o See also Indexing Subject Terms sheet for a list of commonly used terms based on the content of our local papers

Personal Names: Use for Personal Names that occur within the article
o Format: Surname, First Name (Middle Initial.)

Corporate Names: Use for Corporate names that occur within the article
o Format: full Corporate Name

Author: Name to whom the article or item is attributed (if available)
o Format: Surname, First Name (Middle Initial.)

Publication date: DD Mon YYYY

Section: Not usually used. This field is only pertinent if sections have been assigned to the newspaper issue, e.g. supplements

Page and Column Number:
o select which page the item falls on, or multiple pages if it is a split article
o count columns from left to right and insert "Col. #" into Notes field

Indexing Policy
Grey Highlands Public Highlands Digitization Policy

Notes: include any editorial information about the article or its location or any missing
information in this field

Image Types: Not applicable
- o If images are included in an article, this can be noted in the Notes section

Full text: full transcriptions can be cut & pasted from the OCR or typed and then edited
in this field

Click:

    Add & Display

Step 4:
Review & edit record
Review the record and correct any typos or other editorial mistakes.
Click on **View Page** and confirm that the appropriate scan is returned for the date and
page you assigned to the record

Click:

    Add & Display

Return to Main Menu to Add Article

Birth, Marriage & Death (BMD) notices

Step 1:
Select newspaper
Enter date of issue: DD Mon YYYY

Step 2:
Select Type of Record:
- o Choose Birth, Marriage, Anniversary, Engagement, or Death Notice
- o Longer articles about deaths can be recorded as Obituaries
- o Longer articles about marriages can be recorded as Wedding Announcements
- o Longer articles about anniversaries can be recorded as Wedding Anniversaries

Good to remember:
- o If it's not in a column headed Births, Marriages or Deaths, it's not a notice but rather an announcement (obituary)
- o Some items will have both a notice and an announcement, BOTH should be indexed to the BMD tool using the appropriate heading

Step 3:
Create an index record

Date of event: is likely different from the publication date, be sure to record the right
    date here
- o   DD Mon YYYY

The following section varies according to what type of announcement you are
recording; follow the instructions for those variations within the web form.

Otherwise, use the following guidelines for entering **Names & Notes.**

For **Marriage** announcements are gender neutral, it does not matter which partner's
name you enter first or the sexes of the partners: all names will be searchable
For **Birth** announcements, usually the female parent's name is not mentioned or is
listed as being the same as her husband. In this case, **do not** re-enter the husband's
name for the female parent's name, simply list the husband's name.

Last Name: surname at birth, death or marriage, e.g. Smith
First Name: use full names whenever possible, e.g. William George
    Exceptions include:
- Women who were addressed by their husband's first name, in
  which case format this way: William George, Mrs.
- People who have distinguishing titles such as Reverend or
  Doctor will be listed as: Frank Errol, Rev. or John Jack, Dr.
- Unnamed infants or children may be recorded as "Inf. Son" or
  "Inf. Dtr." Or "Twins"

Née Last Name: use for women's paternal surnames, if known
Née First Name: use for women's given names if different from previous "First Name"
    field

Notes: use to record any information that is not included in the rest of the record
- Examples: missing information; place of death; marriage information;
  ancestry information; location of the BMD in the paper (page, issue or
  column numbers)—any details that will make the record more
  discoverable
  - o   [exact date unknown]
  - o   [see also _____ notice p.# col.#]
  - o   [see also _____ announcement p.# col.#]
  - o   If different publication dates: [see also _____ notice dd
    Mon YYYY p.# col.#]
  - o   [name of bride unknown]

Image Types: Not applicable
- o   If images are included in an article, this can be noted in the Notes section

Date of Publication: should be automatically carried forward from the previous screen, but may need reentry if the first date was rejected because of formatting anomalies.

Page number: choose correct page number from the drop down menu if scans are Available; otherwise, enter page number into Notes field

Section: Not usually used. This field is only pertinent if sections have been assigned to the newspaper issue.

Column: Enter the appropriate column number where the item is found on the page, counting from left to right.

Full text: Enter a full transcription of all Birth, Death and Marriage records either by retyping or correcting and copying the OCR record.

Click:

> **Add & Display**

Step 4:
Review & edit record
Review the record and correct any typos or other editorial mistakes.
Click on **View Page** and confirm that the appropriate scan is returned for the date and page you assigned to the record

Click:

> **Add & Display**