



INDEXING NEWSPAPERS & SCRAPBOOKS: ARTICLES & CLIPPINGS

VITA 6.4

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TABLE OF CONTENTS

Introduction	3
Adding Article/Clipping Records	4
Article Metadata	5
Article Dates.....	9
Article Full Text	10
Public Display Of Articles & Clippings	11
Adding Image Files To Articles & Clippings	12
Adding More Metadata For Clippings And Bmds	14
Adding Another Article/Clipping Or BMD To Same Page & Issue	14
Deleting A Record	15

INTRODUCTION

Whether you are indexing newspapers or other volumes like scrapbooks with orphan articles or clippings, you should start by creating a Publication record to act as the “parent” for your indexed content. This helps gather your index records according to their relationship to the parent and each other and ensures that any future digitization of full-run newspapers can be linked to your index records for reciprocal discovery.

See the Managing Newspaper Publications & Issues Manual for details on creating and managing Publication records Newspaper and other volumes.

Article and clipping records require at least a title, as well, they can include the Publication of origin (inherited), Publication or Event date, page locations (linked or textual), and can have full metadata records and, if not associated with an existing digital page, scans associated with them.

ADDING ARTICLE/CLIPPING RECORDS

To add a basic Article index record, choose Add record without a file from the main menu:



Add the Article title or headline

Select Newspaper or other Publication title from the drop down list (start typing the publication title; the more characters, the closer matching the drop down list will be)

Add Record without file upload

Title	Proton Girl Shoots Father
Templates	[Select one of the options below]
Publication Title	Enter publication: fleshert Use this field when the record belongs to a Publication, e.g. a newspaper or magazine. If the title of the publication isn't available add it here first .
Publication Date	<input type="text"/> Publication Date is intended to be a real date and should be entered
Media type	<input checked="" type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Audio <input type="radio"/> Publication

Add Record without file upload

Title	1928 National Tournament Schedule
Templates	[Select one of the options below]
Publication Title	Enter publication: national Use this field when the record belongs to a Publication, e.g. a newspaper or magazine. If the title of the publication isn't available add it here first .
Date	YYYYMMDD Publication Date should be a real date in the form: 20220406 (YYYYMMDD). However, if the record was simply a year, enter it as YYYY. Always include the century in the year.
Media type	<input checked="" type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper <input type="radio"/> Place

For **Newspaper indexing**: Enter the Issue Date using the YYYYMMDD format e.g. 18160113.
Leave this field blank for non-Newspaper volumes (add dates in next screen)

Media type—select the appropriate Media Type for the item you are indexing.

Add Record without file upload

Title Proton Girl Shoots Father

Templates [Select one of the options below]

Publication Title Fiesherston Advance
Enter publication: [text box]
Use this field when the record being entered belongs to a Publication, e.g. a newspaper clipping or an individual article from a serial publication. If the title of the publication isn't available [add it here first](#).

Publication Date 19090409
Publication Date is intended to be a real date and **should** be entered in the form: **20191227** (YYYYMMDD).

Media type
☐ Image ☐ Text ☐ Video ☐ Object ☐ Audio ☐ Publication ☐ Genealogical Resource ☒ Newspaper ☐ Place ☐ Ship

[Add record](#) [Clear Form](#)

Then click the “Add record” button to proceed to the Descriptive data screen.

ARTICLE METADATA

A few notes about using these screens:

- If available, the page image associated with the clipping or article is inherited from the Publication record (once page is added)
- Red “friendly reminders” flag important missing elements and the non-public status of the record.
- Once the article record is complete, you can add another article to the same issue or volume by clicking the Add Article/Clipping link in the navigation area of the screen

Descriptive Data: Clipping record (id: 529062)

No files have been attached.
This Newspaper record will not display in the Public Sites.

[Update Record](#)

Public Display? [Help](#)
☐ Yes ☒ No

Media Type [Help](#)
Newspaper
This value determines a number of other options for this record. To change it [click here](#).

Secondary Media Types [Help](#)
☐ Image ☒ Text ☐ Collection ☐ Video ☐ Object ☐ Audio ☐ Publication ☐ Genealogical Resource
☐ Place

Item Type [Help](#)
☒ Clippings
Enter item type: [text box]

Title [Help](#)
Clipping record

Public Display

Yes/No

Can be toggled anytime

Media Type

Media Type is assigned on the Add Record screen

The Primary media type can be changed, but it does determine the template for metadata entry for the record.

Secondary media type

If Newspaper is selected, Text is auto-selected as Secondary Media Type

For articles—Text or Image are likely appropriate choices

Item Type

For articles use “clippings,” “photographs,” or other appropriate item types to describe the physical content of the article you are indexing. **Note:** to have full text display, use Clippings (see below).

Title

Is entered on the previous Add Record screen and can be edited here

Publication/Volume Title

Assigned on the Add Record screen and will be linked to available issue records.

If this is incorrect, start typing the correct title and select it from the dropdown menu.

Pagination

Add Edition & Section name if appropriate

Choose or assign page number—select from drop down menu if there is a linked issue.

Add column number if known to help users find the item on a page.

The screenshot shows a web form for adding a record. At the top, there is a text box containing the title "Proton Township Girl Shoots Father". Below this is the "Source Publication/Volume" section, which includes a "Help" button, radio buttons for "Markdale Standard" (selected) and "n/a", and a text box for "Enter publication:". A note follows: "Note: For Newspapers, add the Publication title. If the title of the publication is not known, identify it as a Newspaper in 'media type'. For standalone Volumes, like Registers, add that Volume title. If the title is not known, identify it as a Genealogical Resource in 'Secondary Media Type'." Below the note is the "Pagination" section, which also has a "Help" button. It includes a dropdown menu for "Page from linked issue:" with options 1, 2, 3, and 4. The "Edition:", "Section:", and "Page:" fields are also present but empty.

Creator name & Role

Enter name of the author, photographer, etc. and their role from the byline, if appropriate

Additional Contributor names

Use when an article has multiple creators who contributed to the content, e.g. multiple authors or an author (Creator) and a photographer (Additional Contributor)

Subjects

Use Subject headings to describe the topics of the article. Use authorized terms whenever possible to help with aggregation.

Begin typing subject headings then select from the drop down list that appears with existing thesaurus entries. You can add a new subject heading to the thesaurus (these will be flagged as Unauthorized).

Subjects are linked to allow users to bring back all records in your collection with the same subject.

Creator Name & Role

Name:

Role:

Author

Correspondent

Recipient

Signer

[n/a]

Test VIAF connection:

Contributor Names & Roles

Additional Contributor

Name:

Role:

Author

Correspondent

Recipient

Signer

Subjects

☒ Families

☒ Fathers & children

☒ Homicides

Assign Subject Term(s) from Thesaurus:

Enter subject:

Add New Subject Term: (not in Thesaurus)

Enter a term here if it will not appear in the subject lookup boxes above.
It will be added as "Unauthorized" to the Thesaurus and then automatically as

Update

The screenshot shows a metadata entry form with the following sections:

- Personal Name(s)**: A text box containing "MacIntosh, John; MacIntosh, Martha; Leavins, Roswell;". A red "Help" button is to the right.
- Corporate Name(s)**: An empty text box. A red "Help" button is to the right.
- Description**: A text box with icons for adding content (plus, RSS, document, globe). A red "Help" button is to the right.
- Notes**: An empty text box. A red "Help" button is to the right.
- Language(s) in item**: Radio buttons for "English" (selected) and "French". A red "Help" button is to the right.
- Mystery Question**: An empty text box. A red "Help" button is to the right.
- Publisher**: An empty text box. A red "Help" button is to the right.
- Place of Publication**: An empty text box. A red "Help" button is to the right.

Names

Adding names here will create links to other records with those names within your agency's collection.

Personal Name(s)

Enter any personal names in reverse order, e.g. Campbell, Ruby or Smith, Dr. John W.

Separate individual names with semicolons

Organizational indexing policy should require consistent name entry format

Corporate Name(s)

Enter corporate names in natural form, e.g. D.M. McKinnon & Sons, **not** McKinnon & Sons, D.M.

Separate individual corporate names with semicolons

Description

A quick description or, if full text is included, the description field can remain blank

Notes

For details that inform the object but are not recorded as part of the object itself

Languages in the item

Choose English, French or select another language if necessary

Multiple languages can be selected if multiple languages are contained in the object

Mystery question

Ask the user a question about the article or article content

Users answer by entering a comment on the public side

Publisher/Place of Publication

This information is supplied as part of the Publication record you have already created, but enter publisher name and place only if different from parent newspaper

ARTICLE DATES

Dates Help

Sortable Date
Sortable Date is intended to be a real date and must be entered in the form: **YYYYMMDD**.
If the date is unavailable the year/month can be entered in the form: **YYYYMM**.
If only the year is available, enter in the form: **YYYY**.
If the date is a season or a quarter, enter in the form: **Season YYYY**.
Otherwise, if there is not a Date of Original, this will be the date of the event depicted/described.
2022.

Date of Original
Date of Original is intended to be a user friendly date. It must be entered in the form: **Season YYYY**.
If filled in, this value will be the one displayed to the user. If not filled in, the date of the event depicted/described will be used.
the form: **13 Apr 2022.**

Date of Event Depicted/Described
Date of Event Depicted/Described is intended to be a date that is later than the date of the original. An example would be a collection of items that were collected over time.

Earliest Year
 Latest Year
Earliest/Latest year Use this when the dates are approximate or where the events spanned a number of years (e.g., 1843-1876).

Sortable Date—will be inherited from the publication date on the previous screen and is used internally to help users search by date and have items “sort” in results set. Must be entered YYYYMMDD

Date of Original—a “friendly” date, i.e. natural language

Date of event—if different from date of original
e.g. for incidents that happen during the week and reported only once a week, after the fact.
Also “friendly” format e.g. War of 1812, Fall 1989, etc.

Earliest and Latest years—assign range for fuzzy searching by end users or leave blank and same year will be auto-generated from Publication date

ARTICLE FULL TEXT

Full Text **Help**

All persons, having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay.
Martha MacIntosh, Administratrix.
Roswell Leavins, Administrator.
<i>Thurlow, 24th December, 1815.</i> 31 W6

Update Record

To display the full text of an article or clipping in the public record view, transcribe content or copy and paste fully legible text into the Full Text input box (be sure to use Clipping as an item type)

Formatting full text display

Use simple HTML (as shown above) or create paragraph breaks by clicking the Enter/Return key on your keyboard 2x.

Click "Update" at any time to commit changes to your record

PUBLIC DISPLAY OF ARTICLES & CLIPPINGS

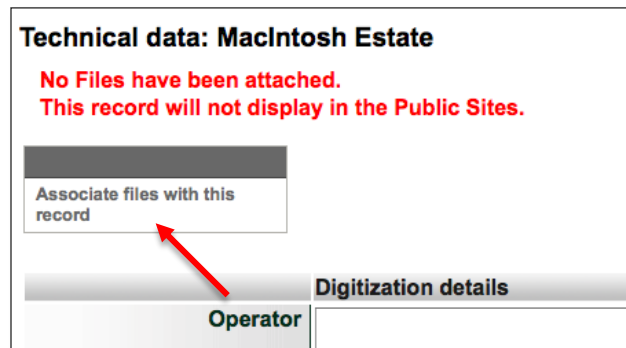
Publication: Kingston Gazette, 20 Jan 1816, p. 2	
Description	Comments (0)
Full Text	
<p>All persons, having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay. Martha MacIntosh, Administratrix. Roswell Leavins, Administrator. <i>Thurlow, 24th December, 1815.</i> 31 W6</p>	
Media Type: Newspaper	
Item Type: Clippings	
Date of Original: 20 January 1816	
Date of Event depicted: 24 December, 1815	
Subject(s): Estate Death notification	
Personal Name(s): MacIntosh, John ; MacIntosh, Martha ; Leavins, Roswell	
Language Of Item: English	
Geographic Coverage: Canada - Ontario - Kingston Latitude: 44.22976 Longitude: -76.48098	
Contact:	

ADDING IMAGE FILES TO ARTICLES & CLIPPINGS

Article/Clipping records without files will adopt the Publication image (if available), like this:



To add a unique scan or image, open the File/Tech data screen and click on “Associate a file with this record”



Choose Thumb & Regular (Choose Thumb & Regular & Full if you want users to see a detailed image). Allow the tool to resize the image file (Yes). Label & Split PDF & OCR (ignore). Then, select your file, click “Start Upload” and wait until the “continue” button appears. Click to continue.

Add file to record

Title	Proton Girl Shoots Father
Category	[Select one of the options below]
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF (into Pages)	<input type="radio"/> Yes <input checked="" type="radio"/> No
OCR (Pages only)	<input checked="" type="radio"/> Yes <input type="radio"/> No (Generates Hit Highlighting)

Select File

+ Add file...
Start upload
Cancel upload

A thumbnail of the file will be presented on the File/Tech data screen. The regular will appear with the record. For more information about the files themselves, click on Details/Edit

File summary

Thumbnail
File Exists: <https://data.vit toolkit.ca/Partners/Test60/Test60000528557t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/Partners/Test60/Test60000528557.jpg> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

On the Data Management and Public details screens, the clipping will display as well as a linked page view and linked issue image

MacIntosh Estate

Publication:
Kingston Gazette, 20 Jan 1816, p. 2

Description
Comments (0)

Full Text

All persons, having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay.
Martha MacIntosh, Administratrix.
Roswell Leavins, Administrator.
Thurlow, 24th December, 1815. 31W6

Media Type:
Newspaper

Item Type:
Clippings

Date of Original:
20 January 1816

Date of Event depicted:
24 December, 1815

Subject(s):
Estate
Death notification

Personal Name(s):
MacIntosh, John ; MacIntosh, Martha ; Leavins, Roswell

Comment on this item

Create electronic postcard

Kingston Gazette,
20 Jan 1816, p. 2

intLinkedRecordID(206): 3111

Kingston Gazette,
20 Jan 1816

ADDING MORE METADATA FOR CLIPPINGS AND BMDs

Geographic Data

Articles, BMDs and clippings will inherit the geographical data from their parent Publication record

You can assign a specific geo-location to an article, BMD or clipping by entering the additional place name in the geographic data screen (i.e. The *Flesherton Advance* publication record is located at Flesherton, On, but a birth is announced that took place in Priceville, On)

Click update to commit the changes for the Article, BMD or clipping only—this will not affect the Publication record

Administrative Data

Assign specific data for the Articles, BMDs and clipping on this screen

Click update to commit the changes for the Article, BMD or clipping only—this will not affect the Publication record

Groups

In essence, Articles, BMDs and clippings are already grouped by Publication, Media and Item Type, but it is always possible to collect objects in groups of any configuration

See VITA Managing Groups Manual for more information

Links

Add & Manage External Links

Add a link to guide end users to other places on the Web for related information or objects

See VITA Data Management Manual for more information

ADDING ANOTHER ARTICLE/CLIPPING OR BMD TO SAME PAGE & ISSUE

Click on link in the top navigation bar



The Add Record screen will inherit the Publication title and issue date

Add new article title and select Media Type

Add Record without file upload	
Title	Graham Estate
Publication Title	Kingston Gazette
Publication Date	17 Jul 1815
Media type	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Audio <input type="radio"/> Website <input type="radio"/> Genealogical Resource <input checked="" type="radio"/> Newspaper
<div>Add record Clear Form</div>	

Add BMD Entry	
Publication Title	Kingston Gazette
Publication Date	20 Jan 1816
BMD Event Type	<div>[Scroll down to select]</div> <div>This value is required.</div>
<div>Add Clear Form</div>	

Proceed as above to complete the index record

DELETING A RECORD

Deleting a record is irreversible.

When to delete:

- When a record is duplicated unnecessarily
- When a record is tragically incorrect and it's better to start over