The City of Richmond Archives

ARCHIVES NEWS

ARCHIVES Online© Introduced for Sale

The City of Richmond Archives has developed a product called **"ARCHIVES Online"**® which, when used with Inmagic® Plus™ software, allows for the rapid development of two archives databases, one for accessions and one for descriptions.

The City of Richmond Archives has done considerable development work to automate records descriptions for improved access. This has taken place at the same time that Canada's new descriptive standard Rules for Archival Description (RAD) has been developed. Richmond's databases are fully RAD compliant. After hosting demonstrations for colleagues, the City of Richmond Archives received numerous requests for copies of data-structures and report formats. Richmond has gone one better and answered the demand with a much more comprehensive package.

Archives Online® consists of 2 data-structures, 26 report formats, sample databases of over 400 records on disc, and a detailed 150 page procedures manual in a three ring binder. For each display/report format the manual features a tutorial-like example using the sample

databases to help the user become familiar with search and sort strategies and generation of hard copy finding aids and file labels.

Archives Online® represents four years of experience gained by the staff at the City of Richmond Archives in designing, developing and refining the Richmond Archives' databases. Normally, Inmagic® Plus™ users are required to write their own structures and report formats (to be used both for screen display and hard-copy report generation); these tasks are taken care of by Archives Online®. Archives Online® follows Rules for Archival Description (RAD) and for each descriptive field the Archives Online® manual cites the relevant sections in RAD that apply to that field.
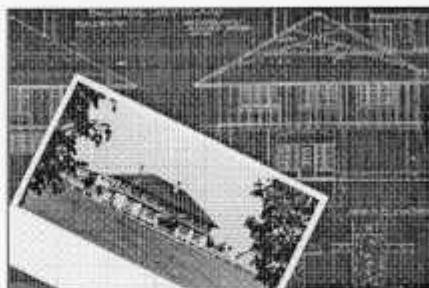
Archives Online® will be especially suited to small to medium archives in which archivists, rather than full-time computer experts, will be responsible for automation. Archives Online® fills the gap between RAD and the Inmagic® Plus™ software manual; it is not a replacement or substitute for either.

As of mid November, **5 copies of Archives Online® have sold to customers in British Columbia, Yukon, Ontario, and Georgia.**

Publication of Archives Online® is supported by the Friends of the Richmond Archives. The "Friends" is a registered society which supports the use and understanding of the Richmond Archives. Proceeds from sales of Archives Online® go to the Friends of the Richmond Archives and the Des McManus Memorial Fund to support archives community awareness programs.

Archives Online® is offered for sale to allow other Archives to benefit from the development work done by the City of Richmond Archives; **no product support is offered.**

Archives Online® sells for $290 CDN and may be ordered through K.Bryce Consulting Services 11115 64th Ave., Delta, B.C. V4E 1C3.

Plans and photo of 1919 Town Hall featured in Meeting Places booklet & display.

MEETING PLACES: Richmond's Town Halls 1880-1995

Volunteer and member of the Friends of the Richmond Archives Mary Keen completed a significant research project this summer on the history of our Town Halls. She wrote and designed an illustrated booklet and a display entitled MEETING PLACES: Richmond's Town Halls 1880-1995.

The booklet and display were unveiled at City Hall in September. As luck would have it the display went up just as Council was set to revisit the issue of a new City Hall building for Richmond. The booklet provides welcome background and insight on the varying role these buildings have played in the past; something worth considering as we design a building for the future.

Copies of the booklet are available at the Archives.

In-The-Works...

The Archives has a new volunteer. Noni Mildenberger is contributing to our regular feature in the Richmond Review "Richmond Reflections".

Kelly Harms is busy working on the RAD Conversion project described in Archives News Vol.1 No.2.

Staff are planning the conversion of existing map descriptions to the database and development of new, more visually oriented finding aids for maps. This is a major project that will begin to show up in the reference room in early 1996.