

## How to check your catalogues via the Access to Archives (A2A) database


You can search the A2A database for catalogues to check most easily via the Extended Search option, available from the Search page. Either select your **project title** under **A2A Theme** and scroll up and click the red search button (this will bring up links to all your project catalogues in the database at any time); or enter the full fonds/top level **reference** for the catalogue you are checking in the **Catalogue Reference** box, scroll up and click the red search button (this should bring up a link to the particular catalogue you are interested in). Or, to be on the safe side, you can do **both at once** (in case another project's catalogue happens to have the same fonds reference as one of yours), which will bring up a link to the catalogue you want to check.

Once you have found a link to the catalogue you are checking, click on it to bring up the **full text** of the catalogue. You will see that most of the ISAD(G) **data elements** are labelled in the full text view ('title' does not have a label but it should be obvious what a title is from its centred position on the screen). You can thus easily check they are all there.

You can check the **structure** (use of levels) of the catalogue via the full text; or, more easily, in the **table of contents** view (available via a link from the full text view). The table of contents view lists every level below fonds/top level with level labels (which are not used in the full text view as they tend to confuse the users), and gives title, reference and date at each level. You can thus check that the mark-up colours have been correctly applied; remember that a properly structured catalogue will more easily be exported to a local database system.

You can easily **swap** from full text to table of contents view via links.

Required corrections can be recorded on a form supplied by the A2A Central Team; contact your designated editor of the form. Send required corrections to your designated editor; the Central Team will then make the corrections and return a corrected copy of the catalogue to project leaders or direct to the relevant repository.

Remember that A2A will not generally make any corrections to typographical errors submitted in the original paper catalogues, although a record of such errors as 'unreadable words' may be provided (See also [Return of catalogues in electronic form](#)) Problems which have crept in during rekeying will be corrected - but we are confident that there will not be many of those.

Note that the database may 'time out' occasionally during searching, producing an error message: follow the instructions given in the message (this will involve exiting the database and going back in) and you will be able to continue. It should not be a problem while you are browsing a list for checking purposes, in any case.

Remember you can print out individual catalogues if it is easier to check that way; but some of them will be very long, so you might like to bear in mind the use of paper (ie project resources) which will occur.

HTML versions of the full text of A2A catalogues are also available for checking; contact your designated editor for more details.