



Return of catalogues in electronic form

Format

In order for A2A to return catalogues in electronic form to contributors we need to know in what format to send files. The options are:

- EAD: the preferred option, or
- Tab-delimited text

If other formats are preferred please contact the A2A Central Team, via the designated editor if known, as soon as possible.

Transmission

The files will generally be sent as e-mail attachments. If any other method of transmission is required, please contact the designated editor.

If a number of files are being returned at the same time then they will be compressed as a zip file. These files need a programme to open them, WINZIP for example. If there are any problems opening files then the A2A Central Team will be happy to advise.

Unreadable words

A2A accepts responsibility for the correction of errors introduced by our keyers (see *How to check catalogues via the A2A database*). There may be some errors introduced, however, that are outside the control of A2A. These mainly relate to illegible or missing text due to poor quality copies or inconsistent handwriting.

In these cases A2A's keyers do their best to render such text accurately but also tag it as **unreadable**. While text so marked is not taken into account when assessing accuracy, the A2A Central Team monitors the use of the 'unreadable' tag in order to ensure that our keyers are using it correctly.

As we thus have a record of potential errors, the A2A Central Team passes this on to contributors when we return the data to them. If there are any **unreadable** words in any of the files being returned there will be a text file which lists these for each catalogue. The reference of each entry is given, with a note of which data element the problem occurred in, as well as the text entered that was marked as **unreadable**. Contributors are then free to investigate these at their leisure and make amendment if appropriate. The amended catalogue can then be returned to A2A: see the *Statement of procedure for posting of revised catalogues on the A2A website*.