Be a **STAR** volunteer!

Seventh Day Baptist
Historical Library & Archives

Make Information Accessible to Researchers

Currently, people who want to research information from the *Sabbath Recorder* first have to flip through images of scanned index cards; note the appropriate volume, issue, and page numbers; and then navigate through the scanned copies of the *Sabbath Recorder*.

The SDB Historical Library and Archives plans to simplify that process. People will be able to search the online index (called STAR) and click on a hyperlink that takes them directly to the desired *Sabbath Recorder* issue.

The first step is to create individual records in the STAR online index for each *Sabbath Recorder* issue. The library needs volunteers to spend at least one hour a week creating the online records for the issues. It takes about 20 mouse clicks and a few keyboard strokes to complete one record. (See page 4 for the step-by-step instructions.)

The second step is to transform the scanned index cards into subject headings attached to the online records. (See page 6 for the step-by-step instructions.)

Volunteer Requirements
1. At least one hour a week (flexible schedule)
2. A computer with an internet connection

Volunteer Benefits
1. Facilitate research of Seventh Day Baptist history and genealogy (example: make it easier to research your family's history)
2. Receive complimentary "Friend of the Library" status with free access to the online SDB library resources for as long as you're a volunteer
3. Become eligible for volunteer incentives by reaching milestones; the first drawing will be held at the 2019 General Conference. Volunteers must report their monthly milestones to the volunteer coordinator via e-mail during the last week of each month.
   a. Each month between Conferences (August through June) that a volunteer reports entering 26 or more issues into STAR and it is confirmed by the volunteer coordinator, his/her name will be entered into a drawing for a $100 Visa gift card.
   b. Each month between Conferences (August through June) that a volunteer reports entering 1-25 issues into STAR and it is confirmed by the volunteer coordinator, his/her name will be entered into a drawing for one of two $50 Visa gift cards.

   Each volunteer may receive one entry per month. A volunteer that enters at least 26 issues will be eligible for both drawings. Volunteers may only win one gift card. Volunteers do not need to be present at Conference to win. The gift cards will be presented during Conference to the volunteers in attendance. The gift cards will be mailed to the winners not in attendance during the week following Conference.

c. Each month between Conferences (August through June) that a volunteer reports progress by notifying the volunteer coordinator in the last week of the month what subject card they have reached and it is confirmed by the volunteer coordinator, his/her name will be entered into a drawing for one of two $50 Visa gift cards.

Each volunteer may receive one entry per month. Volunteers may only win one gift card. Volunteers do not need to be present at Conference to win. The gift cards will be presented during Conference to the volunteers in attendance. The gift cards will be mailed to the winners not in attendance during the week following Conference.

d. When a volunteer notifies the volunteer coordinator that he/she has completed an entire index drawer (online replica thereof), the volunteer will receive a $100 Visa gift card. The gift card will be mailed immediately upon confirmation of the accomplishment.

How to Become a Volunteer

1. Contact Kim Merchant in person at General Conference, or
2. Contact Kim Merchant via e-mail at kmerchant150@gmail.com

Creating Records for *Sabbath Recorder* Issues in STAR

STAR uses a hierarchical approach for cataloging materials. *The Sabbath Recorder*, as a collection, follows this hierarchy:

- Top Level: Periodicals (code name: SR)
- Level 1 (also known as "subcollection"): Volume
- Level 2 (also known as "series"): Issue

This hierarchy mimics the shelving of the bound *Sabbath Recorder* volumes in the library. Each year, 11 *Sabbath Recorder* magazines (issues) are published. The 11 issues are bound together into one book (volume). The volumes are then shelved together in the same section of the library (periodicals).

In order to transfer the data from the printed *Sabbath Recorder* index into the hierarchical structure of STAR, catalog records must be created for each issue. These records will then be the "containers" for the information from the index cards. Follow the instructions on the next page to create a new record for an individual *Sabbath Recorder* issue.

Creating Records for *Sabbath Recorder* Issues in STAR

1. Log into a staff session of STAR: https://sdbhist.cuadra.com/star/skca-login.html
2. Navigate to the "Catalog" module.
3. Under "Add new records," click "series."
4. Click the diagonal down arrow next to the "Record Level Name" box.
5. When the new window opens, click the radio button next to "Issue."
6. Click the "Paste" button. **NOTE**: When you click the "Paste" button, the browser window that you've been using to create the record disappears behind the catalog menu browser window. To make it easier to enter data, resize the catalog menu browser window to be about one-third the width of your computer screen and move it to one side of the screen. Then position the record browser window next to it so you can see both windows at the same time.
7. In the "Title" box, type "The Sabbath recorder ; v. 1 ; no. 1" (replace the "1" and "1" with the appropriate volume number and the issue number).
8. Type the publication date of the issue in the "Display Dates" box, e.g., "June 13, 1844" or "Dec. 2015." **NOTE**: When abbreviating months, the months with four or fewer letters are not abbreviated (May, June, and July); the remaining months are abbreviated (Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., and Dec.).
9. In the "Attach this series record to an existing collection" section, click the radio button next to "attach and replace with data from parent."
10. Click the diagonal down arrow in the next line.
11. When the new window opens, click "S."
12. Click "The Sabbath recorder."
13. Click the radio button next to the appropriate volume record. For example, when cataloging an issue of Volume 1, select "Volume 1. The Sabbath recorder ; v. 1. 1844."
14. Click the "Paste" button.
15. In the "enter the Series Number" field, type the number of the issue, e.g., "1."
16. In the "Physical Description" section, click the diagonal down arrow next to the "Media Type" box.
17. When the new window opens, click the radio button next to "Books, Hardback."
18. Click the "Paste" button.
19. In the "Bibliographic & Availability Data" section, click the diagonal down arrow next to the "Language" box.
20. When the new window opens, click the radio button next to "English."
21. Click the "Paste" button.
22. Scroll down to the "Management and Status Data" section.
23. In response to the question, "OK to release for Public Catalog/Finding Aid?," click the radio button next to "Yes."
24. In the "Record Status" drop-down box, select "In Progress."
25. In the "As-of Date" box, type today's date (or type one of these shortcuts: ".." or "//").
26. In the "Archivist's Notes" text box, type "Record status in progress until transfer of SR index complete."
27. In the "Description Prepared by" section, click the diagonal down arrow next to the "Staff" box.
28. Click the radio button next to your name.
29. Click the "Paste" button.
30. Click the "Done" button at the **top** of the page.

To enter the next record without returning to the main menu, click the down arrow on the "New" button at the **top** of the page and select "series".

When ready to stop entering record data, click the "Close" button at the **top** of the page. Then on the main menu page, click "Exit" in the **upper right corner** of the page.

Editing Records of *Sabbath Recorder* Issues in STAR

It is a good idea to quickly check for typos once in a while when entering records, say upon completing a volume of issue entries. These instructions are for checking and editing records.

1. Log into a staff session of STAR: https://sdbhist.cuadra.com/star/skca-login.html
2. Navigate to the "Catalog" module.
3. Click "Edit catalog records."
4. When the window opens, type "Sr" in the "Collection Code Names" box.
5. Type "*v. 57*" in the "Titles" box. Replace 57 with the volume that you're reviewing.
6. Click the "Search & Display" button.
7. When the results display in the new window, click "Show Hierarchy" in any of the records that display.
8. A pop-up box will open. Scroll down to the volume that you want to review. Note: The volumes are not always in numerical order.
9. To see the issues in the volume that you want to review, click the "+" to the left of the volume.
10. Scan the list to look for typos. See the example on the following page.
11. Note the issue(s) that you want to edit. Close the pop-up window.
12. Back in the results list, find the issue that you want to edit and click the "Edit" button associated with that record.
13. A pop-up box will open. Edit the record as needed. The edit record window does not look exactly like the add window. To edit the issue number, scroll down to the "Identifying Numbers" section and change the issue number in the "Series Number" box.
14. Click the "Done" button at the **top** of the page.
15. Click the "Close" button at the **top** of the page. Note: You will not see the changes immediately in the results list. You will not see the changes until refreshing the list by re-running the search. Finish your edits and then run the search again to review your changes.

- Issue 7. The Sabbath recorder ; v. 57 ; no. 7. Feb. 18, 1901
- Issue 8. The Sabbath recorder ; v. 57 ; no. 8. Feb. 25, 1901
- Issue 9. The Sabbath recorder ; v. 57 ; no. 9. Mar. 4, 1901
- Issue 10. The Sabbath Recorder ; v. 57 ; no. 10. Mar. 11, 1901
- Issue 11. The Sabbath recorder ; v. 57 ; no. 11. Mar. 18, 1901
- Issue 12. The Sabbath recorder ; v. 57 ; no. 12. Mar. 25, 1901
- Issue 13. The Sabbath recorder ; v. 57 ; no. 13. Apr. 1, 1901
- Issue 14. The Sabbath recorder ; v. 57 ; no. 14. Apr. 8, 1901
- Issue 15. The Sabbath recorder ; v. 57 ; no. 15. Apr. 15, 1901
- Issue 16. The Sabbath recorder; v. 57 ; no. 16. Apr. 22, 1901
- Issue 17. The Sabbath recorder ; v. 57 ; no. 17. Apr. 29, 1901
- Issue 18. The Sabbath recorder ; v. 57 ; no. 18. May 6, 1901
- Issue 19. The Sabbath record ; v. 57 ; no. 19. May, 13, 1901
- Issue 20. The Sabbath recorder ; v. 57 ; no. 20. May, 20, 1901
- Issue 21. The Sabbath recorder ; v. 57 ; no. 21. May 27, 1901
- Issue 22. The Sabbath recorder ; v. 57 ; no. 22. June 3,1901
- Issue 23. The Sabbath recorder ; v. 57 ; no. 23. June 10, 1901
- Issue 24. The Sabbath recorder ; v. 57 ; no. 24. June 17, 1901
- Issue 25. The Sabbath recorder ; v. 57 ; no. 25. June 24, 1901
- Issue 26. The Sabbath recorder ; vol. 57 ; no. 26. July 1, 1901
- Issue 27. The Sabbath recorder ; v. 57 ; no. 27. July 8, 1901
- Issue 28. The Sabbath recorder ; v. 57 ; no. 28. July 15, 1901
- Issue 29. The Sabbath recorder ; v. 57 ; no. 29. July 22,1901
- Issue 30. The Sabbath recorder ; v. 57 ; no. 30. July 29, 1901
- Issue 31. The Sabbath recorder ; v. 57 ; no. 31. Aug. 5, 1901
- Issue 32. The Sabbath recorder ; v. 57 ; no. 32. Aug. 12, 1901
- Issue 33. The Sabbath recorder ; v. 57 ; no. 33. Aug. 19, 1901
- Issue 34. The Sabbath recorder ; v. 57 ; no. 34. Aug. 26, 1901
- Series 35. The Sabbath recorder ; v. 57 ; no. 35. Sept. 2, 1901
- Issue 36. The Sabbath recorder ; v. 57 ; no. 36. Sept. 9, 1901
- Issue 37. The Sabbath recorder ; v. 57 ; no. 37. Sept. 16,1901
- Series 37 The Sabbath recorder ; v. 57 ; no. 37 Sept. 23, 1901
- Issue 39. The Sabbath recorder ; v. 57 ; no. 39. Sept. 30, 1901
- Issue 40. The Sabbath recorder ; v. 57 no. 40. Oct. 7, 1901
- Issue 41. The Sabbath recorder ; v. 57 ; no. 41. Oct. 14 2018
- Issue 42. The Sabbath recorder ; v. 57 ; no. 42. Oct. 21, 1901
- Issue 43. The Sabbath recorder ; v. 57 ; no. 43. Oct. 28, 1901

Transferring *Sabbath Recorder* Index Data into STAR

STAR uses a hierarchical approach for cataloging materials. *The Sabbath Recorder*, as a collection, follows this hierarchy:
- Top Level: Periodicals (code name: SR)
- Level 1 (also known as "subcollection"): Volume
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In order to transfer the data from the printed *Sabbath Recorder* index into the hierarchical structure of STAR, catalog records must be created for each issue. The index headings on the printed cards then become subjects in the applicable issue's catalog record. Read and be familiar with the guidelines in the "Recording a Reference: Headings" section of this manual before appending the first subject heading to a catalog record.

Follow these instructions to transfer data from a *Sabbath Recorder* index card into STAR:

1. Log into a staff session of STAR.
2. Navigate to the "Catalog" module.
3. Click "Edit catalog records."
4. To narrow the search results to the desired year:
    a. Type "Sr" in the "Collection Code Names" field.
    b. Type "Issue" in the "Record Level Name" field.
    c. Expand the "Additional Search Options" section by clicking on the arrow next to the heading.
    d. Type the desired year in the "Other Searches (1)" field.
    e. Click the down arrow in the drop-down box to the right of the "Other Searches (1)" field and select "Time Period."
    f. Click the "Search & Display" button at the top of the box.
5. Find the correct issue in the list and click the "Edit" box next to it.
6. Click on "Subjects" under "Summaries & Subjects" in the left menu to jump to that section of the catalog record.
7. Enter the subject in the "Subject" field.
    a. When the subject is a church name, organizational name, or subject heading:
        i. Click the diagonal down arrow next to the subject box.
        ii. Type the first few letters of the subject followed by an asterisk (*) in the search box.
        iii. Click the "Search" button.
        iv. Click the box next to the appropriate subject.
        v. Click the "Paste" box.
    b. When the subject is a personal name of a pastor or denominational leader, follow steps 4(a)(i-v) above. For all other personal names (or for pastors or denominational leaders not on the picklist), type the name according to the guidelines in the "Recording a Reference: Headings" section of this manual.

        NOTE: Ignore the yellow caution sign ⚠ that appears to the right of the box after a personal name is entered.
8. In the "Note" field, type any descriptive information provided on the index card.

    a. If a geographic location is noted, type that first. Type city/state information in this format: City ST (e.g., Hartsville NY or Milton WI).

    b. Separate multiple notes with a semi-colon. For example: "Hartsville NY ; mar. Charles H. Reed"

    c. Use the following standardized formats:

        i. Birth: birth

        ii. Marriage: mar.

        iii. Death/Obituary: obit.

9. In the "section/page no." box, type the page number of the reference.

10. Click the "Done" button at the top of the page.

Following the instructions above, the information from this index card:

becomes a subject on this catalog record: