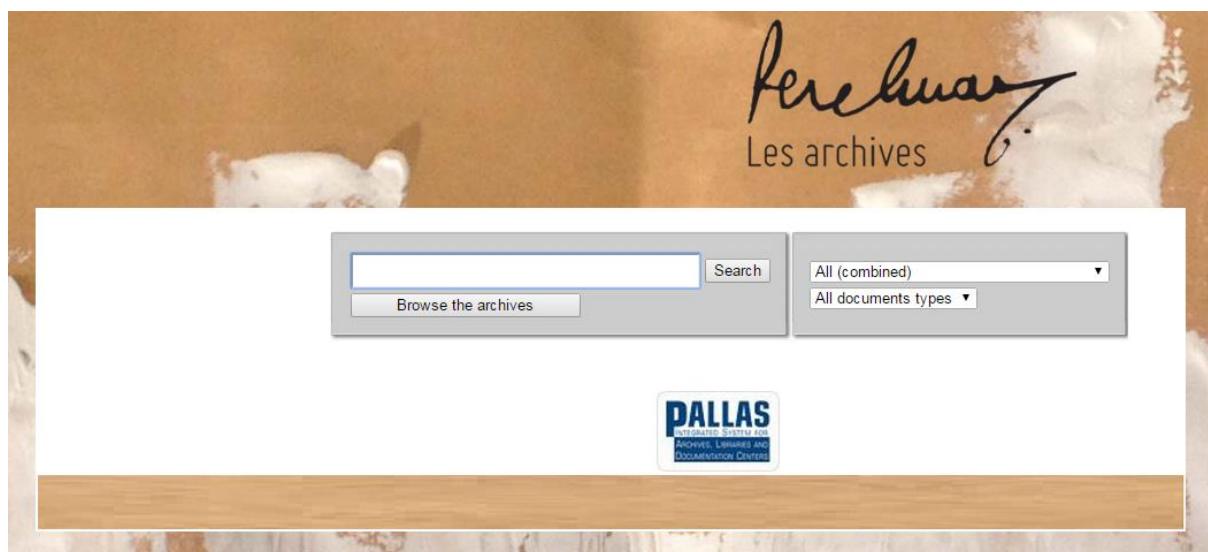# *VADE MECUM* OF THE "PERELMAN ARCHIVES" DATABASE

The goal of this Vade Mecum *is to guide the user of the "Perelman Archives" Pallas database in the access to the resources that it offers. It includes an explanation of the general Pallas functionalities which enable you to search for relevant information in the collection.*

The functionalities of the "Perelman Archives" Pallas database

Pallas is a catalographic description tool developed by the non-profit organisation BRUDISC. Its metadata respect the ISAD(G) 2000 standard format for archival description, which makes it compatible with other management systems. Its tree structure enables you to clearly visualise different sections of the collection and their content. In addition, digital copies can be linked to descriptions and visualised in the search interface.

⇨ *For detailed information on the complete functionalities of the Pallas software, please consult the brochure http://brudisc.be/downloads/BRUDISC_Pallas_fonctionnalites.pdf.*

The search interface provides access to the documents in the archives via two methods: "Browse the archives" or "Search".

Browse the archives

This option, which is not a search functionality, enables you to visualise the structure of the collection in its entirety by browsing its tree structure: collection, sub-collection, files and items. The user can thus get an overall idea of the organisation and filing of the documents. The Pallas archival description is based on a principle of non-redundancy of the information in the tree structure: if a piece of information (e.g. : classification mark, keyword…) is valid for all the "daughter" items of a "mother" description, then this piece of information will only be indicated on the "mother" description level.
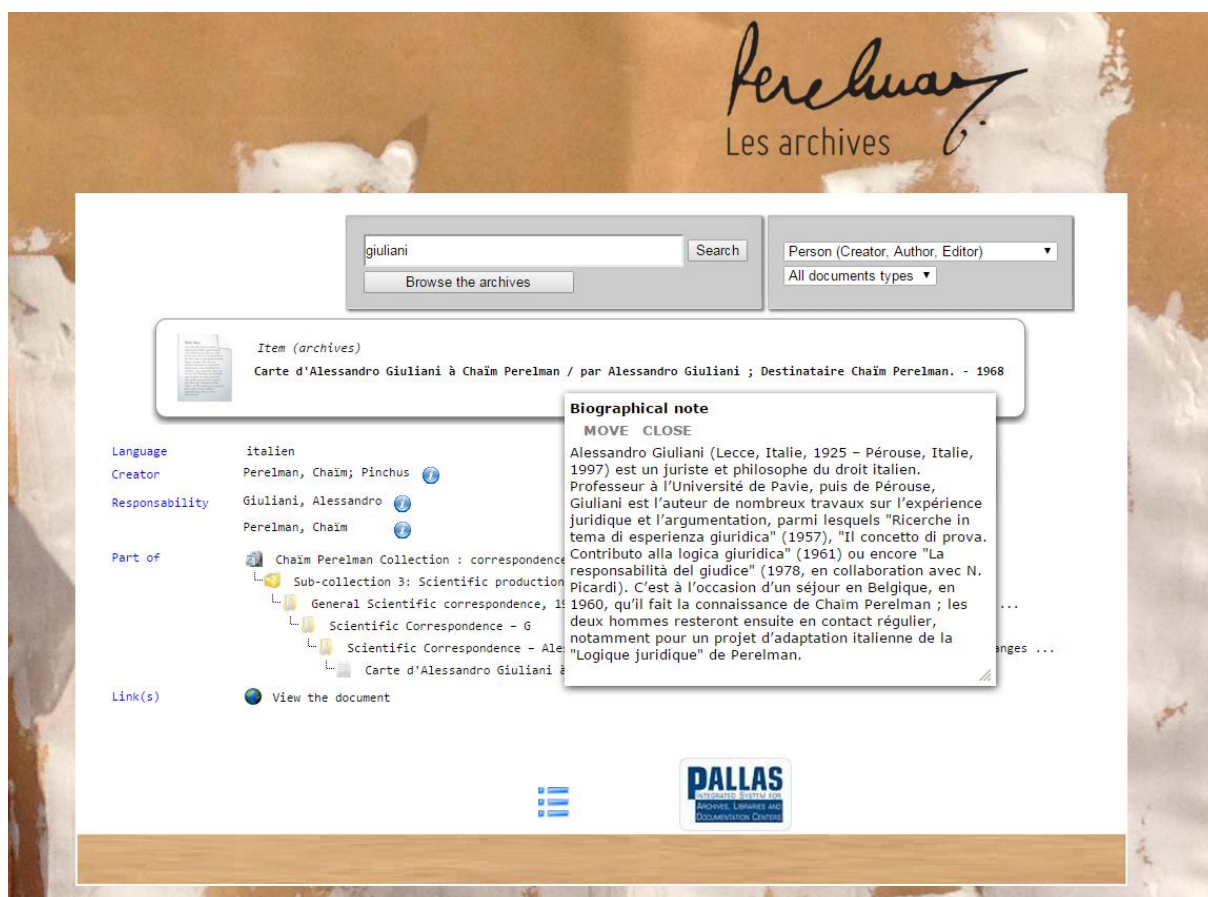
Search

It is possible to launch a query amongst several types of documents (archives, library, photo library), but this option is not relevant in the case of the "Perelman Archives" database which only includes archival items.

The search interface provides several search criteria:

- *"All (combined)"* enables you to search the metadata (free or structured) of the files and items available, by entering various elements (e.g. : "notebook" ; "Giuliani 1978" etc.), without taking their status into consideration (title, person's name, etc.). You can, for example, launch a query by date (with the format *dd/mm/*yyyy or simply *yyyy*), this element is not included in the other search fields;

- *"Words from title"* [(random order) or (as appearing)] enables you to perform a search of the words in the title of the file or item, in the right order or not;

- *"Person (Creator, Author, Editor)"* enables you to search for the name of the person, recorded as structured metadata in this field. Within the "Perelman Archives" database this concerns, for the most part, the author or addressee of an item[1]. An incomplete entry is possible; in which case several options are given.
  The name of a person generally gives you access to biographical information. There is a short note on Perelman's main correspondents (that still remains in French – see "Important note for the English-speaking user of the Pallas database", below).

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[1] The fact that the majority are not well known meant that it was not possible to standardise names with the usual tracking tools; this was only done for the main or notable correspondents. The form of the names as they appeared in the documents has thus been respected, even though there are some variants.
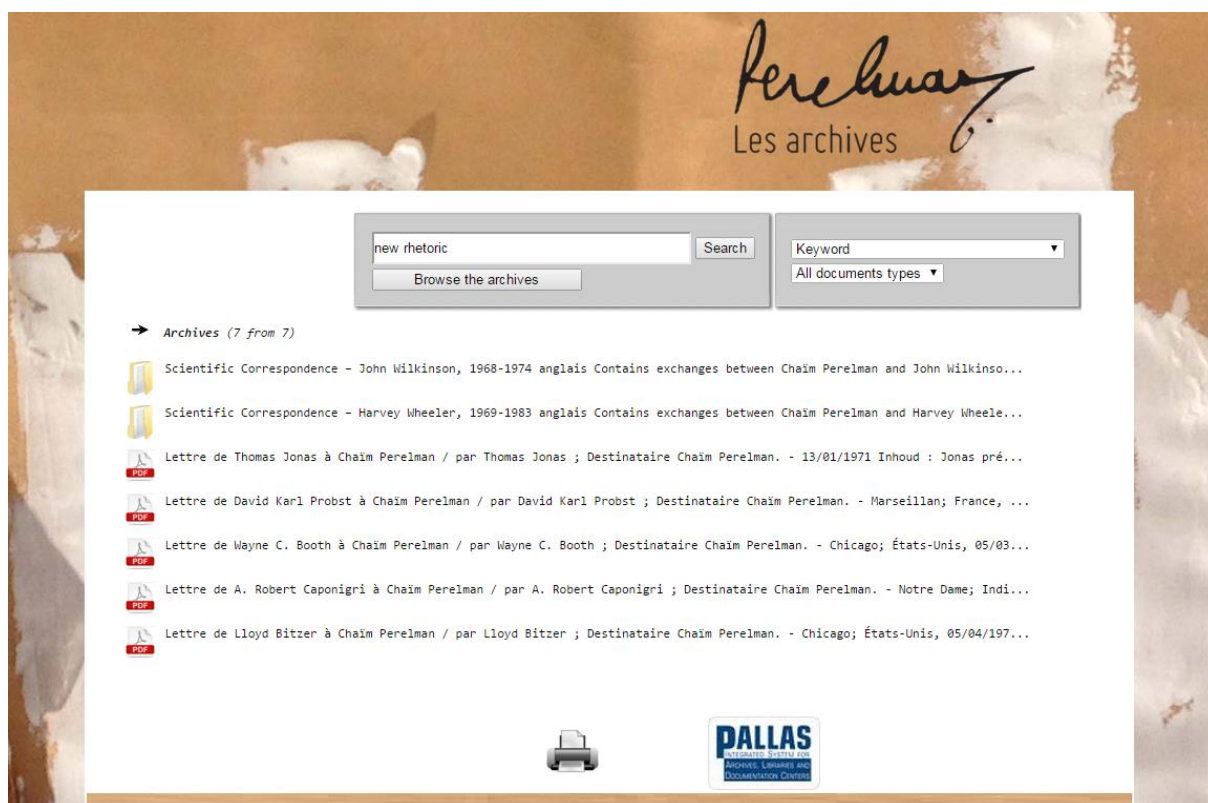
In the other cases, information gleaned in the headers and signatures of letters has been transcribed (in the form that it takes there). Also refer to the *Index nominorum* section in the *Analytical inventory* which lists the names of all the people included in the collection.
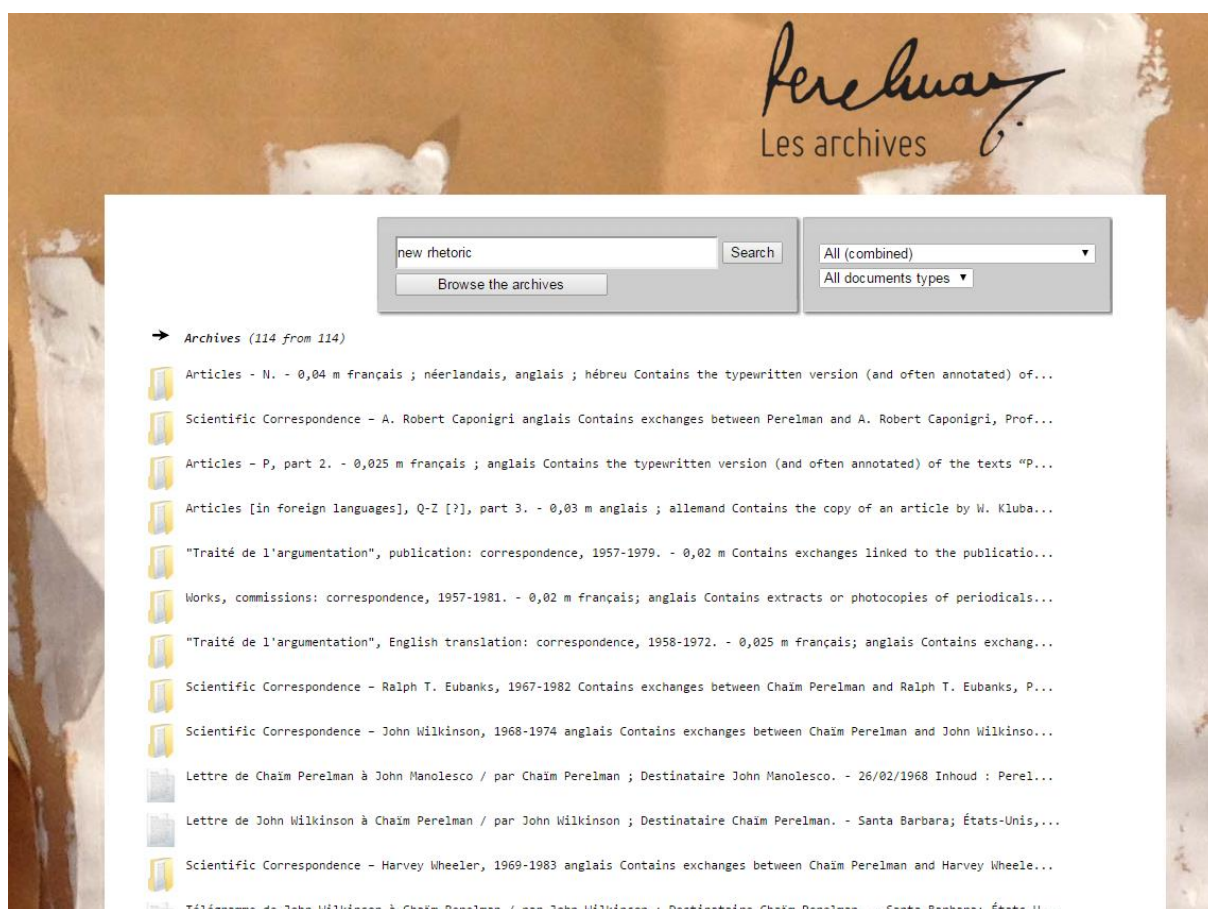
NB : In order to avoid an overload of information in the Pallas database, the names of people mentioned in the files² who aren't described individually have been entered in the "content" field in the form "Surname, First name" (and as a consequence can be searched for in an "everything" query).

-   *"Corporate Body"* enables you to search for the body which wrote or produced an item. In the case of the Pallas "Perelman Archives" database, which mainly contains items produced by or intended for a physical person, this field is rarely used;

-   *"Keyword"* enables you to find the items or files relating to a same theme (see too the *Index rerum* section in the *Inventory* which lists all the key words used). They are diverse in nature: name of the institution, name of a work, a philosophical or rhetorical concept etc. These keywords consist of special themed access points by means of which you can immediately find certain elements within the collection; in other words they take you to items or files which are closely related to the specific subject. Items relating to this same theme, but in a secondary manner, are not linked to this keyword. Note the difference between a search by keywords for the entry "*New Rhetoric (The)*"…

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² Namely, the names of authors or addressees – aside from Chaïm Perelman – for each letter in a file. It is thus understood that these lists are not exclusively made up of the name of Chaïm Perelman's correspondents.

… and a search by "*All (combined)*";

The search results are listed in chronological order. If the document is undated, the information relating to it appears at the top of the list. When there is a digital copy of an item available on Pallas, this is indicated with a specific logo (PDF). The search engine does not take the case or diacritical marks into consideration.

Finally, you can locate an item in the tree structure of the collection by clicking on the logo at the bottom of the page.

Important note for the English-speaking user of the Pallas database

The English version of the Pallas database contains the translation of three scopes: *title*, *keyword* and *general note*. The translation is available for the files only (except for keywords, that can be linked to a file as well as an item). The rest of the content remains in French. For that reason, searching with the criteria "Person" or "Keyword" is the most relevant in this case.

Encoding Conventions

Addressee
Out of convention, the addressee of an item has been entered in the "author" field, mentioning that it is the "addressee". The metadata "addressee" of an item does not appear in the archival description of an item which has been carried out according to standard norms.

List of acronyms used
BRT: Belgische Radio- en Televisieomroep
BSLPS: Société belge de Logique et de Philosophie des Sciences
CDJ: Comité de Défense des Juifs
CGER: Caisse Générale d'Epargne et de Retraite
CNRL: Centre National de Recherches de Logique
CNRS: Centre National de la Recherche Scientifique (France)
FISP: Fédération Internationale des Sociétés de Philosophie
FNRS: Fonds National de la Recherche Scientifique (Belgium)
IIP: Institut international de Philosophie
IVR: The International Association for the Philosophy of Law and Social Philosophy
KUL: Katholieke Universiteit Leuven
MIPS: Melbourne international Philosophy Series
NIPS: Nijhoff International Philosophy Series
ULB: Université Libre de Bruxelles
URSS: Union des républiques socialistes soviétiques
VUB: Vrije Universiteit Brussel

Languages
By default, the main language of the collection is considered to be French; the language is thus only included in the description of a file if there are also items in other languages. These other languages are only mentioned if their presence in the file is significant (and not, for example, an individual item).

What's next?
The present database is likely to evolve in order to offer new functionalities: a search tool in all the PDF texts.