J. Paul Getty Trust Institutional Archives

Finding Aid Manual
5th Edition, revised July 2016

Table of Contents

PREPARATION OF EAD FINDING AIDS AND INVENTORIES

Background

The following instructions are based on Describing Archives: A Content Standard http://files.archivists.org/pubs/DACS2E-2013.pdf (DACS, 2013) and the EAD 2002 Tag Library http://www.loc.gov/ead/tglib/. For questions outside the scope of this document, please refer to these standards.

From September of 2004 to October of 2008 Institutional Archives finding aids were produced using EAD 2002, using the ead.dtd (not the schema), a template created in-house to assure standardization, and XMetaL software (specifically, version 4). For specifics on the tagging practiced using this system, see the first two versions of the manual.

In October 2008 the Institutional Archives began using Archivists' Toolkit (AT) software to manage all accessions, preliminary inventories, and finding aids. By late October 2008, all accession, location, and finding aid data had been successfully loaded into AT and the system had become the place of record for this information. The import of preliminary box inventories is ongoing as of January 2009.

Edition 3 of this manual was revised in January 2014 to update critical changes in technology or procedures. A thorough revision of the manual was done in conjunction with the move to ArchivesSpace in September 2016.

Please note, this manual is intended to provide general guidelines for the creation of Institutional Archives finding aids. It is to be used in conjunction with professional common sense and applied according to the needs of each particular collection. The manual also presumes that you are already familiar with the basics of navigating, searching, and using ArchivesSpace and that you have access to the ArchivesSpace documentation. Its purpose is to document IA practices and procedures within ArchivesSpace.

Finding Aid Display

Although some of the fields do not display in our current environment (due to local system settings or style sheet definitions), fill in all the fields as instructed so that the data will be available should it be desired in the future.

Core Concepts

Within ArchivesSpace, resources can be defined as finding aids, i.e. materials that are in the custody of an archival repository and are being controlled according to archival principles. An archival resource may be comprised of one item, or, most typically, it will be an aggregation of items that can be of any extent or complexity.

Resource records are where you place the bulk of information about the intellectual and physical characteristics of archival materials. Within a given resource record, you can add a range of descriptive elements, as well as notes, rights statements, and linked repository records. The description of the archival resource can be supplemented with names and subjects.

CREATING RESOURCE RECORDS

There are two ways to create Resource records in ArchivesSpace. One way is to create a Resource record within the Resource module. The other way is to "spawn" a Resource record from an existing Accession record. Both ways are described below and are subject to the same record requirements.

Data in an accession record can be transferred (a new record is spawned) into a new resource record. Edits to the spawned resource record do not change the accession record it came from. Only the first accession record can be spawned to the resource record; subsequent accession records for the same resource will need to be entered manually.

SPAWNING A RESOURCE RECORD: OVERVIEW

A preliminary Resource record can be generated from an Accession record. ArchivesSpace automatically links the two records, and transfers specific information from the accession record to the resource record. Some, but not all, of the information recorded in the Accession record will be copied to the newly created and linked Resource record. Edits to the spawned resource record do not affect the accession record from which they came.

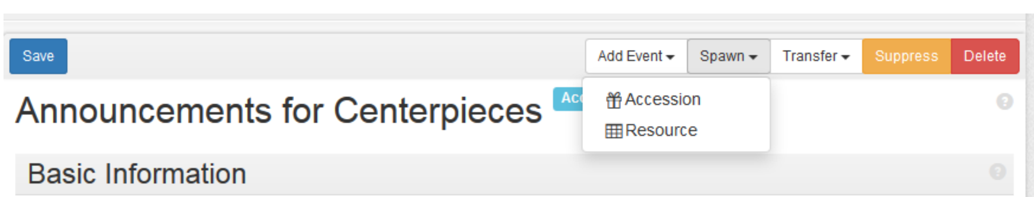
The same Accession record can be used to spawn two or more Resource records, provided each spawned resource has a unique identifier. However, a Resource record may be spawned only initially from an Accession record. Subsequent modifications to the Resource record, for instance, to represent the inclusion of accruals, need to be made manually to the Resource record. Put differently, a second, third, or later Accession record for an addition to a resource cannot be spawned to the existing Resource record, but those Accession records can be linked to the resource in order to show all the accessions that are part of the resource.

For first time accessions for newly acquired resources, think about the data you are inputting for the accession as the beginning of the Resource record. The more careful you are in creating the accession data, the more work you can save when it comes time to create the Resource record.

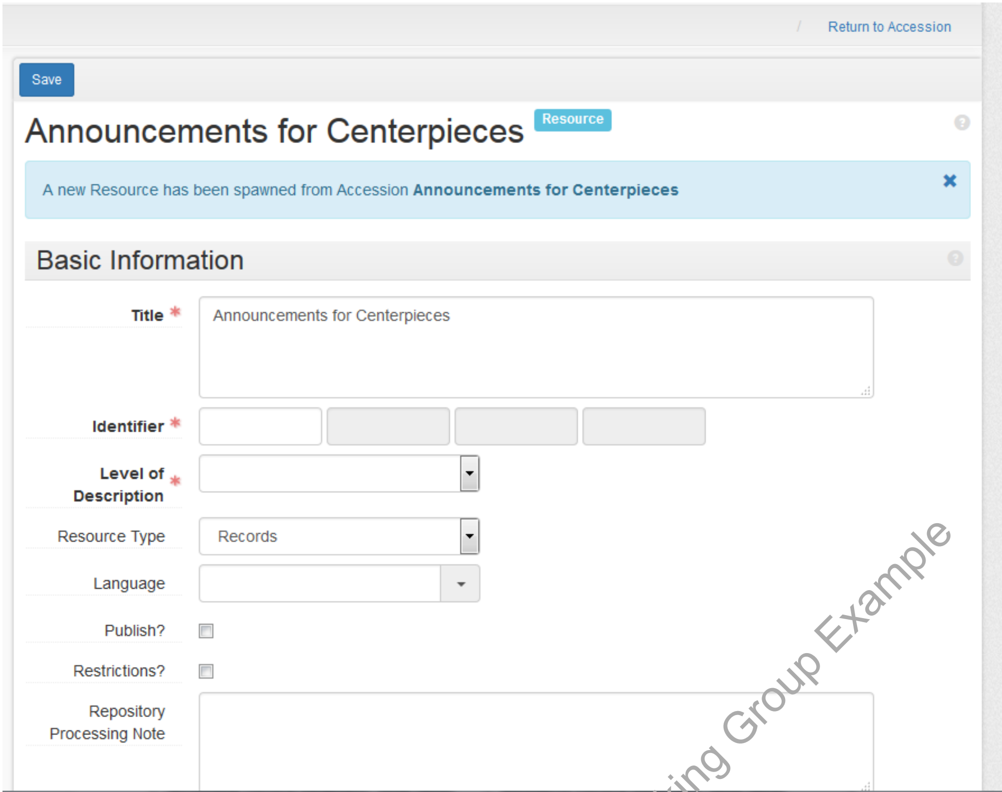
To spawn a resource record from an accession record

Find the accession record you want to turn (spawn) into a core resource record. Click **View or Edit**.

Once you are in the accession record, click **Spawn**, and select **Resource**.



A Resource record template will load and will contain values carried forward from the Accession record.



Complete the Resource record according to the input requirements for Resource records and the needs of the materials being described. The Resource must contain the following information before you will be able to save the record successfully.

- **Title**
- **Resource Identifier**
- **Level of Description**, chosen from a controlled value list containing the values class, collection, file, fonds, item, record group, series, subfonds, subgroup, subseries, or other level
- **Dates sub-record**
- **Extents sub-record**
- **EAD ID – in the Finding Aid Data**

(Instructions for how to enter data for these fields are listed under the Basic Information section, below.) Click on **Save** to save the spawned Resource record. You may continue to enter additional data as described in the resource manual sections below.

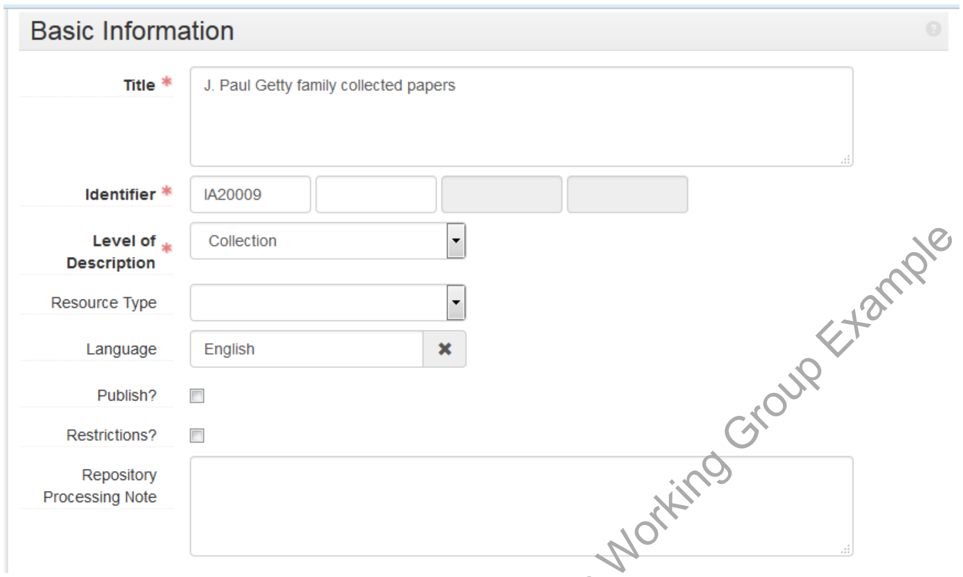
The resulting Resource record will contain in its data fields some of the data recorded in the Accession record on which it is based. The table below identifies what parts of the Accession record are transferred to what parts of the Resource record:

ACCESSION RECORD TO RESOURCE RECORD: MAPPED ELEMENTS

Directly mapped fields	
Accession record elements: field label	**Resource record elements: field label**
Title	Title
Extent Portion	Extent Portion
Extent Number	Extent Number
Extent Type	Extent Type
Extent Container Summary	Extent Container Summary
Extent Physical Details	Extent Physical Details
Extent Dimensions	Extent Dimensions
Date Label	Date Label
Date Type	Date Type
Date Expression	Date Expression
Date Begin	Date Begin
Date End	Date End
Bulk Date Begin	Bulk Date Begin
Bulk Date End	Bulk Date End
Resource type	Resource type
Publish	Publish
Indirectly Mapped Fields	
Content Description	Scope and Contents Note
Condition Description	Physical Description Note
Accession Title	Accession Linked
Agent Linked	Agent (Linked)
Subject Linked	Subject (Linked)

BASIC INFORMATION

Whether you spawn a resource from an accession or create a new Resource, you must enter the following information.



TITLE (REQUIRED): [DACS 2.3]

Since most archival collections lack a formal title, this must be devised, based upon sensible examination of the material, e.g. President Harold Williams records. Include the following general terms:

- *papers* for collections of personal papers (Douglas Cooper papers);
- *collection* for any group of materials that was formed artificially around a person, subject, or activity, and that otherwise lacks integrity and unit of provenance (Italian Theater Prints collection);
- *records* for organizational records (Antiquities Department records). **(Most commonly used in IA)**

Identifier (Required): Open text field. An identification number assigned to each discrete resource within a repository. Each finding aid will be assigned a unique 5-digit number entered into the first of the four boxes in this field. The individual who creates the finding aid will assign the numbers consecutively. The first digit of the number will indicate the creator. This numbering system prevents staff from accidentally assigning a number that a colleague has already assigned.

Nancy – IA1 series
Jennifer – IA2 series
Lorain – IA3 series
Sara – IA4 series
(Cameron – IA5 series)
Helen – IA6 series

Level of Description (Required): Identifies the character of the whole unit, for example, "collection," "series," "subseries," or "otherlevel." This attribute is comparable to ISAD(G) data element 3.1.4 and MARC field 351 subfield c. The default Level at the top level is “collection” but may be changed as necessary. Set the level to accurately reflect the level of the Resource. IA will most commonly use collection and series.

Resource Type (Required): Choose from a drop-down list. A list of terms used by a repository for categorizing its resources into basic types. Use Records for institutional materials and Papers for personal papers.

Language (Required): [DACS 4.5] Choose from a drop-down list. The language term and code represented in the material(s) described. Used to describe the language of the archival materials described in the finding aid. It refers to the language of the bulk of the records being described. *Describe additional languages in the Language of Materials note under the “Notes, Etc.” tab. Please note that the system will strongly encourage you to use this field. If you save a resource without completing the Language, you will be presented with a “Save Anyway” screen.

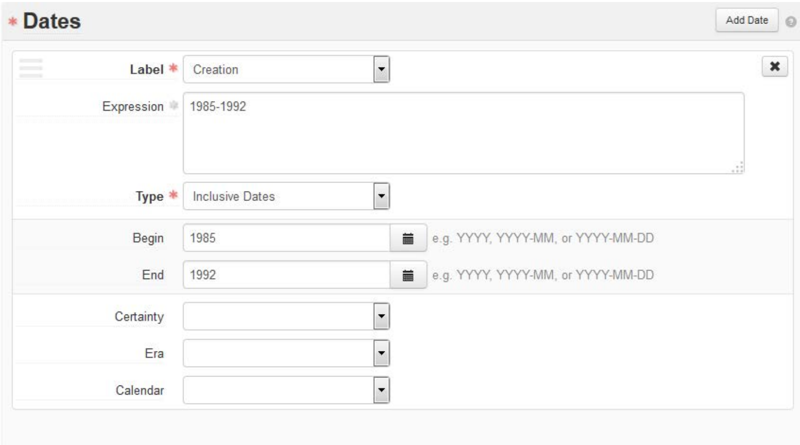
Publish (Required): Clear the check box. A selected check box indicates that this resource will be published to public interface.

Restrictions (Required): Select or clear the check box. A selected check box indicates that restrictions apply to the material. Additional description of the restriction should be provided in appropriate Notes or Rights Statements for the record where the restriction occurs.

Repository Processing Note (As Needed): Open text field. An application-specific field for recording information about processing of the materials. This note is not included in any exports or reports, and is not populated by imports. Note here any critical information for future processors such as incomplete processing, additional archival material that needs to be incorporated, or other important advice for the person who may engage in the next step of processing the material.

Dates sub-record (Required): [DACS 2.4]

This sub-record identifies and records the date(s) that pertain to the creation, assembly, accumulation, and/or maintenance and use of the materials being described. The required fields are **Label** and **Type**. If you have both inclusive and bulk dates, you will need two date records, one for each.



Label: **(Required)** Choose from a drop-down list to describe the type of activity that the date signifies. Use "Creation" as the default.

Date Expression (Required):

Use a single hyphen with no spaces to indicate date ranges. Do not use abbreviations. Spell out months and the word "undated."

Examples:

For items or groups from consecutive years, list the range of years, e.g., 1954-1968.

For items or groups from two non-consecutive years, list each year, separated by a comma, e.g., 1954-1968, 1972-1980.

For three or more items from two or more years (consecutive or otherwise), record the inclusive span of years, e.g., to express 1965, 1967, and 1969 use 1965-1969.

Where bulk dates fall within inclusive dates, record both, e.g., 1918-1945 (bulk 1918-1919, 1941-1945).

Always write the complete year, e.g., 1960s not '60s. For a date span within a single century, the second date should be four numbers, e.g., 1967-1969, not 1967-69.

If there are items (e.g. letters or memos, etc.) from throughout the same year, indicate the year only. However, if you wish to specify that they only cover part of a year, then list these covering dates, e.g., March-September 1970. (When this kind of date is used at the main level of a finding aid use 1970 March-September.)

Significant gaps in a date span should be explained or otherwise noted at the appropriate component level or in the general description of the records.

When undated material is present in a series/folder with dated material, it is listed as the last element in a date string, e.g., 1941-1943, undated.

When describing single items at the main level, list the date by year, month, day (or year, month). In the folder titles use month, day, year (more user-friendly).

If you do not have a year and are not supplying one, use "undated."

Supply dates only when you are certain, or when supplying a likely date or range of dates is necessary to provide a reasonable degree of access to the item.

Type: (Required) Choose from a drop-down list. Inclusive or Bulk are the norm. Once you enter the Type, Begin and End date fields will appear.

Begin: The field will appear as you enter the date label and type. It allows you to enter a normalized begin date and displays recommended date formats. The calendar button also allows you to choose a specific date. We only normalize dates at the main level of the finding aid. [Note – a bug in the system does not allow you to enter only a year – hopefully this will be fixed by the time we go live.]

End: The field will appear as you enter the date label and type. It allows you to enter a normalized end date and displays recommended date formats. The calendar button also allows you to choose a specific date. We only normalize dates at the main level of the finding aid. [Note – a bug in the system does not allow you to enter only a year – hopefully this will be fixed by the time we go live.]

Certainty (As needed): Choose from a drop-down list. Indicate the level of confidence for the information given in a date statement. This information is optional and should only be added when you are qualifying date information as potentially uncertain based upon the description or cataloging rules in use. Options are Approximate, Inferred, and Questionable

Era (Not Used)

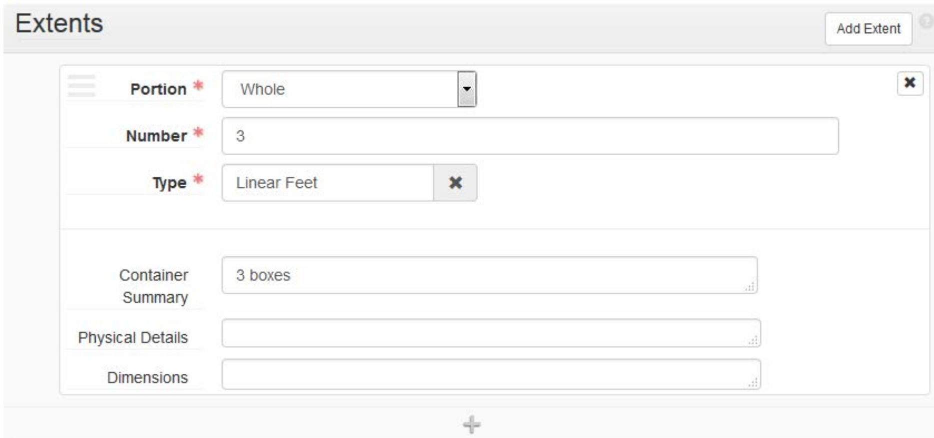
Calendar (Not Used)

EXTENTS SUB-RECORD [DACS 2.5]

This sub-record is used for recording the size of the described materials in respect to volume, items, and containers. You may add as many extent records as needed, but only one for the whole of the resource.

An example of data entry might be to enter one extent record for the whole (portion) of the accession measuring the total volume, i.e. 10 (number) linear feet (type). You might then enter a second, third, etc. extent to measure parts of the collection, for example an extent part for a count of photographs, floppy discs, or artifacts. Always enter the whole total volume in linear ft. so statistics can be generated from the data. **Consistency in the type of measurement and the label you use for it is critical!**

We will enter digital volume here in Megabytes. It will give us a constant for generating digital volume statistics. At the moment, the digital volume will be a “Part;” we will have occasions in the future where it will be a “Whole”



Portion: (Required) Choose from a drop-down list. Used to specify whether an extent statement relates to the whole or part of a given accession. Only one extent statement may refer to the whole accession. All additional extent statements must refer to parts.

Number: (Required) Open numeric field. A numeric value for indicating the number of units in the extent statement, e.g., 5, 11.5, 245. Use it in conjunction with **Type** to provide a structured extent statement.

The size of the collection should be listed in the form of "xx linear ft." for analog and hybrid collections. Fractional measurements should be expressed with a zero holding the place of the whole number (e.g., 0.1 linear ft.).

Roughly calculate the extent of the collection using the [linear footage calculator](http://www.library.yale.edu/beinecke/manuscript/process/lconv.htm)
[http://www.library.yale.edu/beinecke/manuscript/process/lconv.htm]
Round numbers up to the nearest tenth (one decimal place). Generally, calculate the linear footage based upon the side of the box/crate that faces the aisle as it rests on the shelf/rack/floor.

In GRI convention, an entire flat file drawer = 4 linear ft. If there is more than one accession per drawer, count the accession as an appropriate fraction of the 4 feet. Consult the GRI Special Collections wiki for other unusual circumstances:
https://griwiki.getty.edu/confluence/display/SpecCollCat/Calculating+extent+of+collections

Type: (Required) Choose from a drop-down list. A term indicating the type of unit used to measure the extent of materials described.

Container Summary (Required): Open text field. A list of container and container types housing the materials described in the component record. Example of use, if the Number and Type are 10 linear feet then the container summary might be used to record the actual number of containers (10 boxes and 4 flat files)

The container summary at the top level should record the total number of boxes and other storage units described in the finding aid enclosed in parentheses, such as (29 boxes, 5 oversize boxes, 3 binders, 6 flat files).

When measuring electronic records with a physical carrier, include the linear footage of the container with the other containers in the Extent field and enter the digital volume (MB, GB, TB) in the Container Summary [e.g., (1 box containing 2 hard drives: 1.8 TB)].

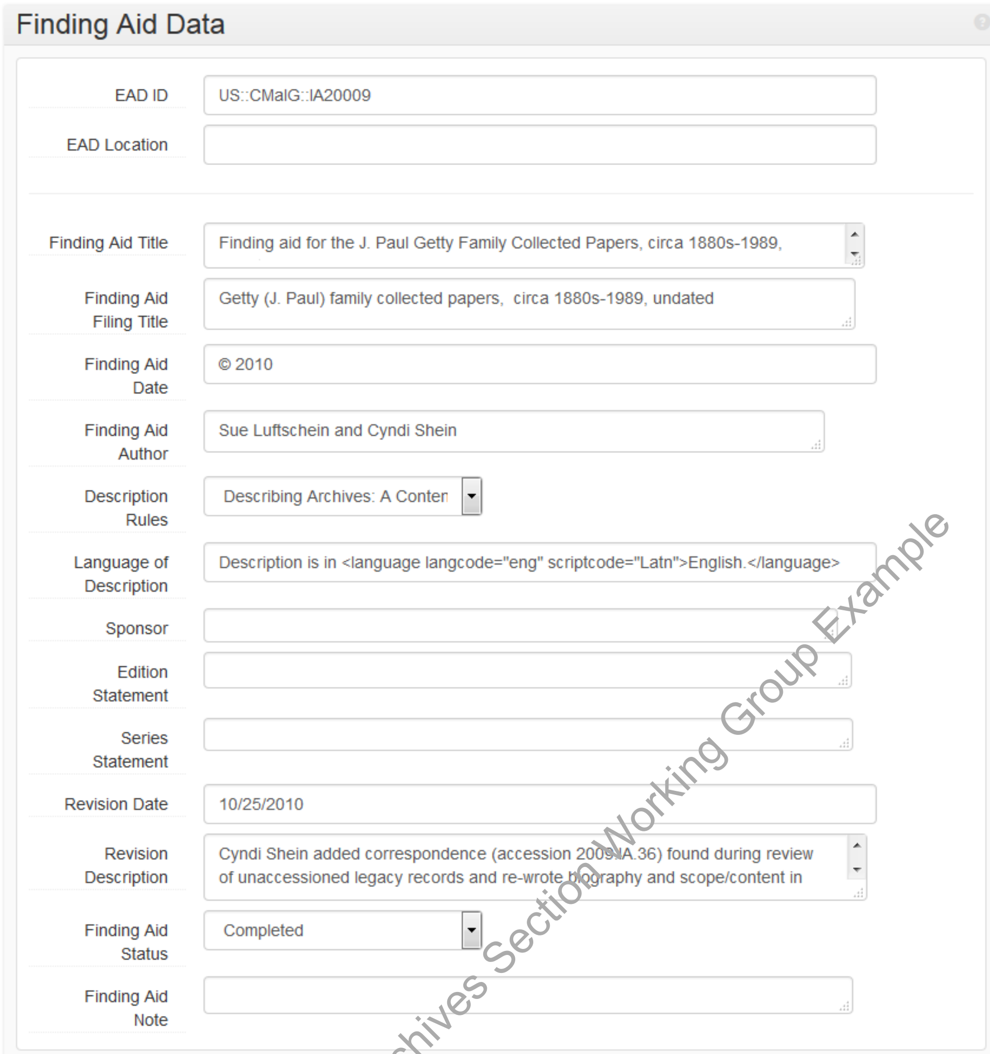
Physical Details (Rarely used): Open text field. Other physical details of the materials described, e.g., analog, black and white, negatives.

Dimensions (Rarely used): Open text field. Dimensions of the materials described. May be used for dimensions of crates

FINDING AID DATA

The Finding Aid Data is used to record administrative data about the archival description instance, usually for when the description is exported into Encoded Archival Description (EAD). This information is used to identify and provide bibliographic descriptive data about the finding aid for the resource and should not be confused with description of the archival resource itself. Finding aid information is not required for a valid Resource record, but it may be helpful for managing finding aids.

To add finding aid information to the Resource record:



EAD ID [DACS 2.1] (Required): Open text field. The identifier for the EAD generated from the resource description, typically a file name. The Unique Identifier is always:

US::CMalG::IA#####

It is comprised of the country ID and the Getty ID, followed by the local finding aid number. Two colons appear between each of the elements.

*Exception – As of December 2016, for reasons to do with LIS's need to create and manage secondary backups, a EADID is required from the moment of Finding aid creation. If you are creating an Inventory and do not yet have a finding aid number, use the Accession number without periods:

US::CMalG::2016IA01

EAD Location (Not Used)

Finding Aid Title: Open text field. Enter the title as it should appear in the finding aid title page. All titles should start with "Finding aid for the ….."

Finding Aid Filing Title: Open text field. Enter the filing title of the finding aid here. The filing title governs how the record will be indexed and displayed in computer systems. Include inclusive dates, but not bulk dates in the filing title.

For papers created, collected, or associated with an individual, the filing title should begin with the individual's last name, followed by the first name and optional middle initial, which should both be in parentheses:

Abel (Theodore F.) Papers
Chambrun (Rene de) Papers
Branch (Francis Z.) Correspondence and Papers

In most cases, the filing title for Getty institutional records will begin with J. Paul Getty Trust or the Getty program name. Occasionally it will begin with a project name, especially if the project was a collaboration between more than one creator/agent.

Corporate names and family names should be listed in their established form or as they appear in the records. Use appropriate abbreviations such as Corp., Co., Inc., Misc., Dept., etc. to maintain brevity in the title, but be sure the term is spelled out somewhere in the finding aid to accommodate keyword searching of the full name:

Bidwell Family Papers
Crowley Maritime Corp. Records

Finding Aid Date (Not Used): Open text field. This field used to be used to hold the copyright date, but we are no longer claiming copyright, so take the date and symbol out of records when you edit them in the future

Finding Aid Author (Required): Open text field. Enter the name of the individual(s) responsible for the creation of the finding aid. Ideally, this should be the person who is most familiar with the content of the records and to whom questions regarding the finding aid should be addressed.

Examples: Sue Luftschein OR
Kyle Morgan and Nancy Enneking OR
Cyndi Shein, Sara Seltzer, and Ima Intern

Description Rules (Required): Choose from a drop-down list. We will always use Describing Archives: A Content Standard.

Language of Description (Required): Open text field. The tag designates the languages of the finding aid rather than the language of the collection contents. Tag for as many languages as needed. As a default in IA finding aids, this field should read as follows:.

Description is in <language langcode="eng" scriptcode="latn">English.</language>

Sponsor (Not Used): Open text field. Indicates any sponsors that contributed to the description of the finding aid. This might be used to acknowledge a granting agency.

Edition Statement (Not Used)

Series Statement (Not Used)

Revision Date (As Needed): Open text field. Specifies the date the finding aid was last revised.

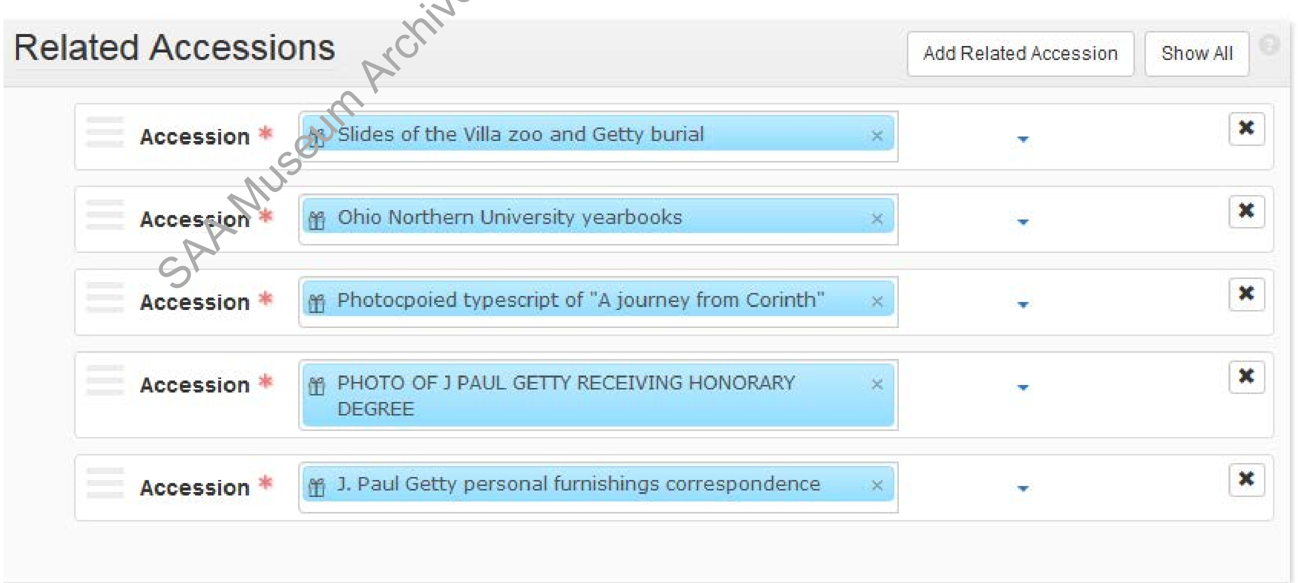
Revision Description (As Needed): Open text field. A description of the last revision(s) done to the finding aid. Revision Date and Revision Description will never be used in a new finding aid. Revision descriptions should only be used when an already published finding aid is being substantially edited. A substantial edit is the addition of a new materials, splitting the finding aid into two or more documents, combining the finding aid with one or more other finding aids, converting the finding aid to a new version of the EAD dtd, or correcting **major** errors. If multiple changes are made over time, list the changes in reverse chronological order, with the most recent change first.

Finding Aid Status: Choose from a drop-down list. Indicates the status of the finding aid.
These drop-down fields are used by both SC and IA. IA only uses the following entries:
- **In Process** – A Resource in AT that is currently being created or revised
- **Box list** – Box list/basic inventory that is complete
- **Completed** – Finding aid or inventory ready for public dissemination
- **Completed Staff Only** – Finding aid or inventory completed for internal use only

Finding Aid Note (Not Used)

RELATED ACCESSIONS

Accessions are linked to Resources when all or part of an accession is processed and assigned to a finding aid. A Resource may contain multiple accessions. An accession may be linked to more than one Resource record if its contents are divided among more than one finding aid/collection. Select a record by typing in the field to use the auto complete feature, or use the drop down to browse for a record.



AGENTS (NAMES) AND SUBJECTS

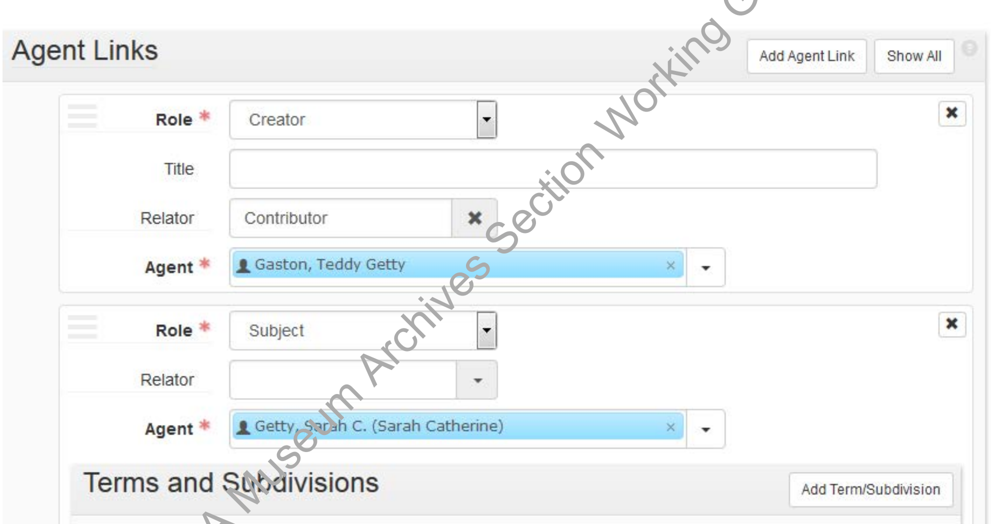
Subjects, personal names, corporate names, geographic names, genres, and other indexing may be added as discovered during processing. Except in rare circumstances, indexing terms should only be added at the top level.

The most traditional method is to base the index terms exclusively on the content of the main level scope and content note. The two sections should reflect one another. If the subject or person does not warrant being discussed at the main level of a finding aid, it does not warrant being indexed at that level in the finding aid.

Although names and terms from local sources are permissible, terms should come from national or international vocabularies when possible, as detailed below.

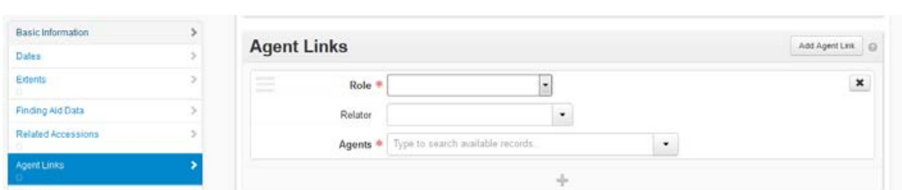
Helpful Links:
[Library of Congress Authorities (LCSH and LCNAF)]
[Getty Thesaurus of Geographic Names (TGN)]
[Art & Architecture Thesaurus (AAT)]
[Union List of Artists Names (ULAN)]

PERSONAL, CORPORATE, FAMILY AND SOFTWARE NAMES (AGENTS) [DACS 2.6]



This sub-record associates an agent as a creator, source, or subject of the materials described to provide information about their context. The required fields are **Role** and **Agent**. You may add as many Agent links as needed.

To add an Agent sub-record, click Agent Links on the left navigation bar and then click Add Agent Link on the right side of the screen.



Role: (Required) Choose from drop-down list. An indication of what function (creator, source, or subject) the agent has in regards to its link to a certain description record. Repositories may not customize the list of data values. Note that if you choose a Role=Creator, the screen will present a Title field to complete; we will not use this.

Use the Subject Role only if the records are about the named corporate body or person. When a name is designated as Role: Subject, leave the Relator field blank. Use Terms and Subdivisions as required. Subjects map to MARC fields 6XX.

Relator: Choose from drop-down list. A more specific indication of what role the agent has in respect to the materials being described. For example, an agent may be linked as a creator to a record, but with the more specific role of "contributor." Our defaults will be "Creator" or "Contributor" when the Role=Creator and "Depositor" when the Role=Source.

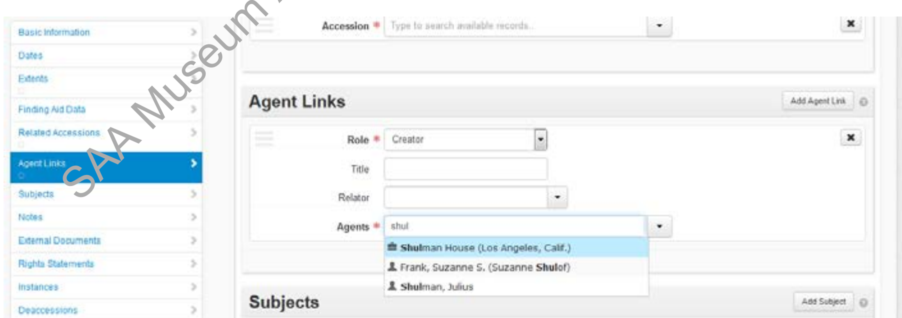
For example, in President Harold Williams' records, the Creator/Creator is J. Paul Getty Trust. Office of the President, while Williams, Harold Marvin, 1928- is a Creator/Contributor.

Creator/Creator names map to MARC field 1XX, while Creator/Contributor names map to MARC field 7XX.

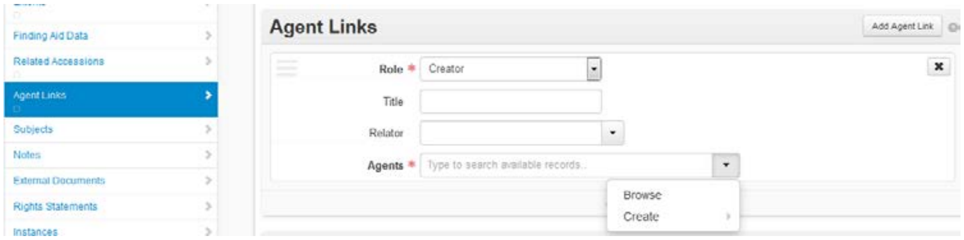
Use the Role: Contributor for all contributors regardless of their specific role (architect, artist, etc.) to facilitate display in local systems.

Agent: (Required) This is the name of the person, family, or corporate body. The Agent related to the material described in the record. Agents may be searched using auto-complete, using a browse function, or may be created on demand.

To select an agent using the auto-complete function simply start typing in the agent box. The system will present you with matching name options with icons indicating the type of agent, person, corporate body, family, etc. Select a name to fill in the Agent box.

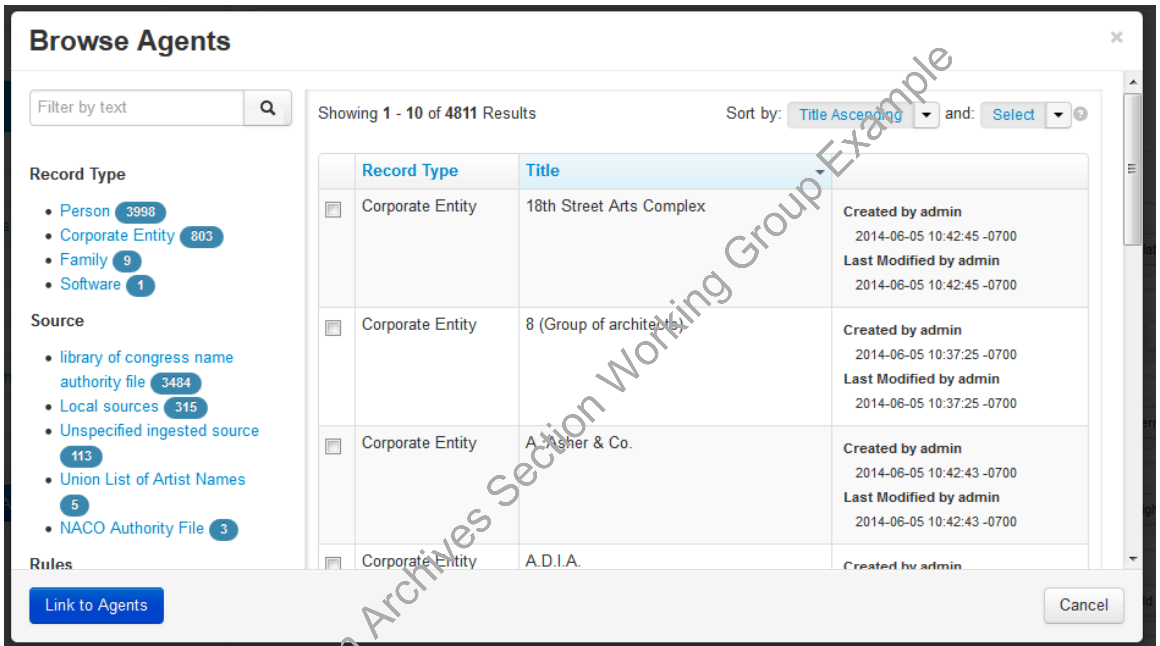


To select an agent using the Browse function, click on the drop down arrow by the agent box and select Browse.



Search for and select the desired agent on the resulting screen. Click **Link to Agent** to add the agent to the accession record and close the Browse Agent screen.

If you cannot find the name you need, click **Cancel** or the **X** at the upper right to exit the Browse Agents screen without selecting a name.



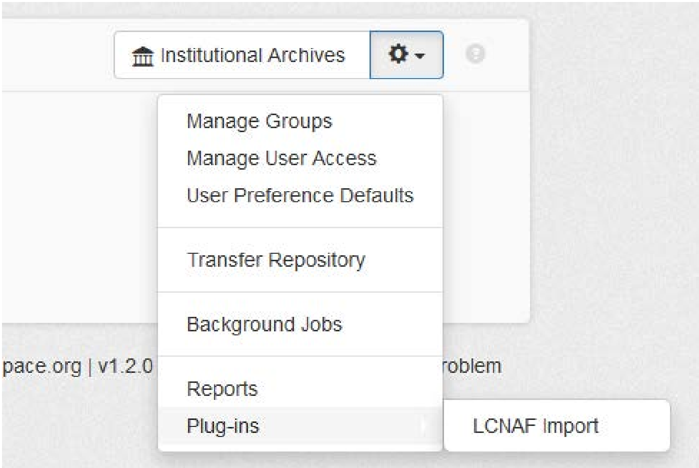
Creating Agent Records

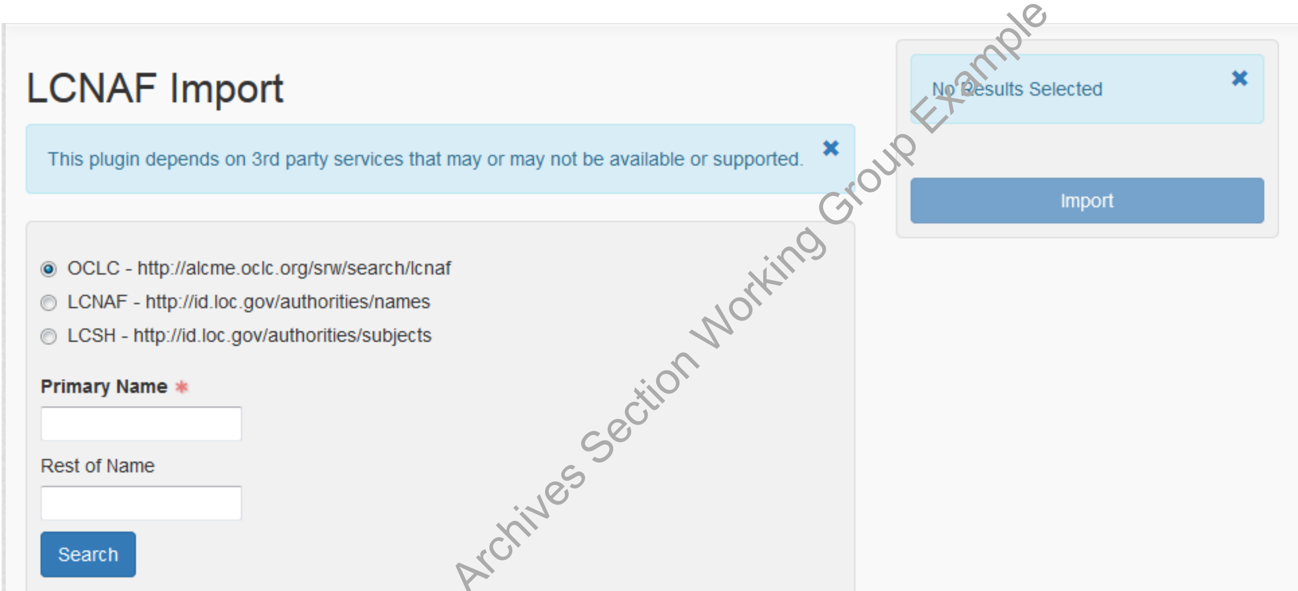
Agent creation guidelines:

If a name does not exist in the Agents module, search LC Authorities. If the name is not found in LC Authorities, construct one according to Resource Description and Access (RDA)

For personal, family, and corporate names, refer to the Library of Congress Name Authority File (LCNAF), Library of Congress Subject Headings (LCSH), The Union List of Artists Names (ULAN), or the entries in the local catalog for personal and/or family names.

ArchivesSpace includes a plug-in application to enable importing of authorities maintained within the Library of Congress Name Authorities (LCNAF) file. After name files have been imported, they can be linked to Accession, Resource, Digital Object, etc. records.





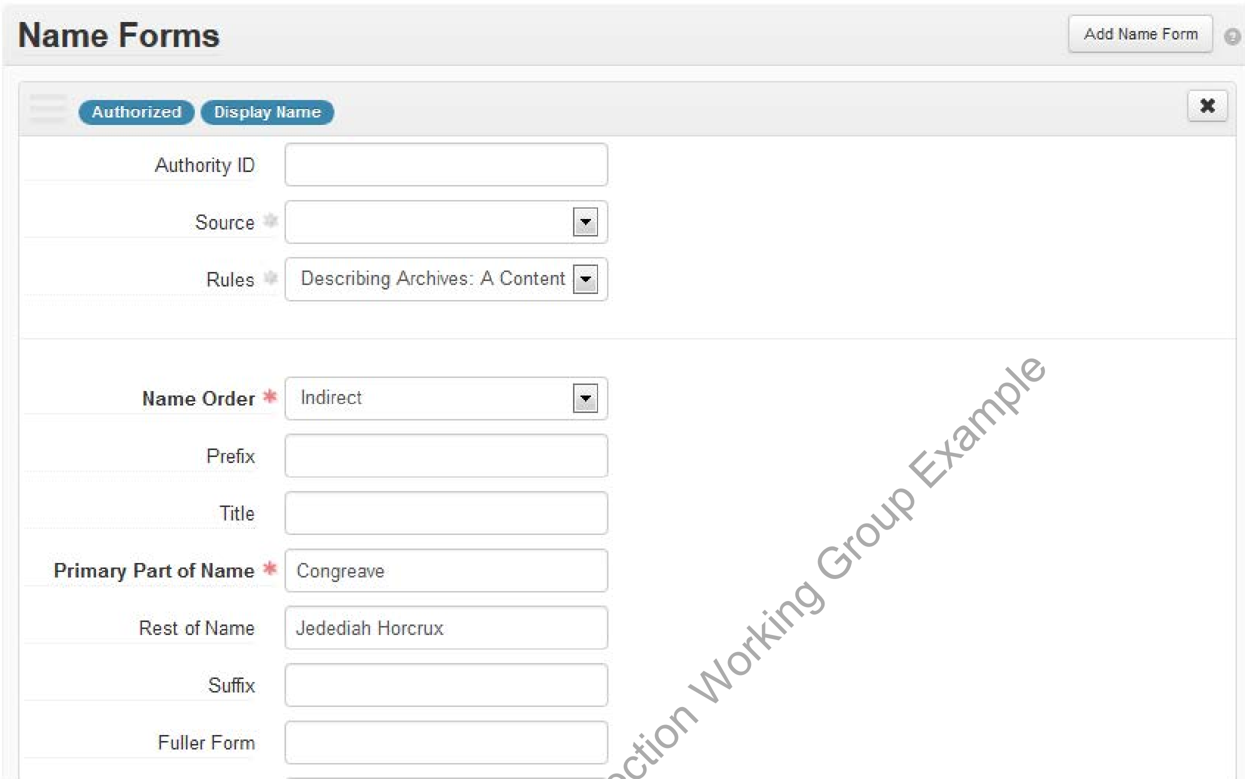
If you cannot find the name you seek in one of these databases, construct the name in the Agents Module of ASpace in accordance with the rules established by RDA or DACS. Ensure that the source attribute refers to the appropriate authority. Set the source to "local" if you derive a name from the local MARC catalog or construct an authorized name for a Getty employee, business unit, or department. Assign the appropriate role in the Resources module as appropriate for each Resource, depending on the role of the person or corporation in the context of the records described therein. See detailed instructions below.

You may create an agent in one of two ways:

1) On the main toolbar, either click **Create**, select Agent, and select the type of agent you want to create: Person, Family, Corporate Entity, or Software.
    a. Enter the **Source** of the name, if found in an authority file; if not found in an authority file, indicate the **Rules** used to construct the name.
    b. If the name comes from an authority file and has an identifying number, you may choose to enter it in the Authority ID field. Importing a LCNAF record will populate this field.

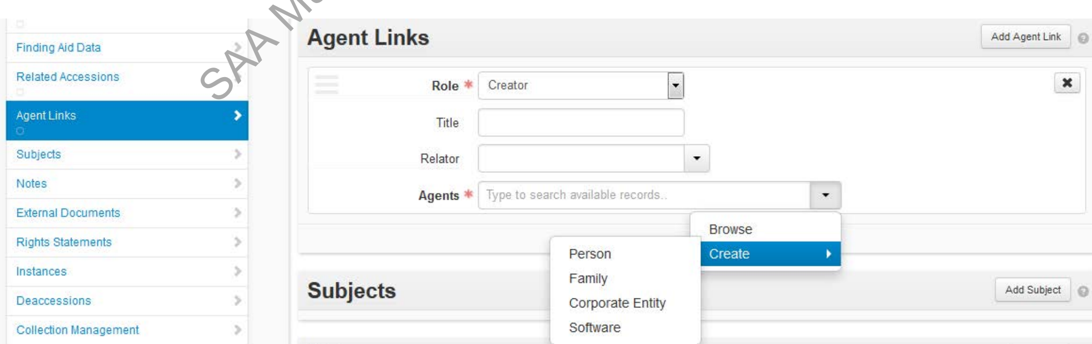
c. Enter the authoritative form of the name in **Primary Part of Name** (for a personal or corporate name) or the **Family Name** or **Software Name**.

d. Save the Agent record by pressing the **Save Person | Family | Corporate Entity | Software** command button at the bottom of the record.

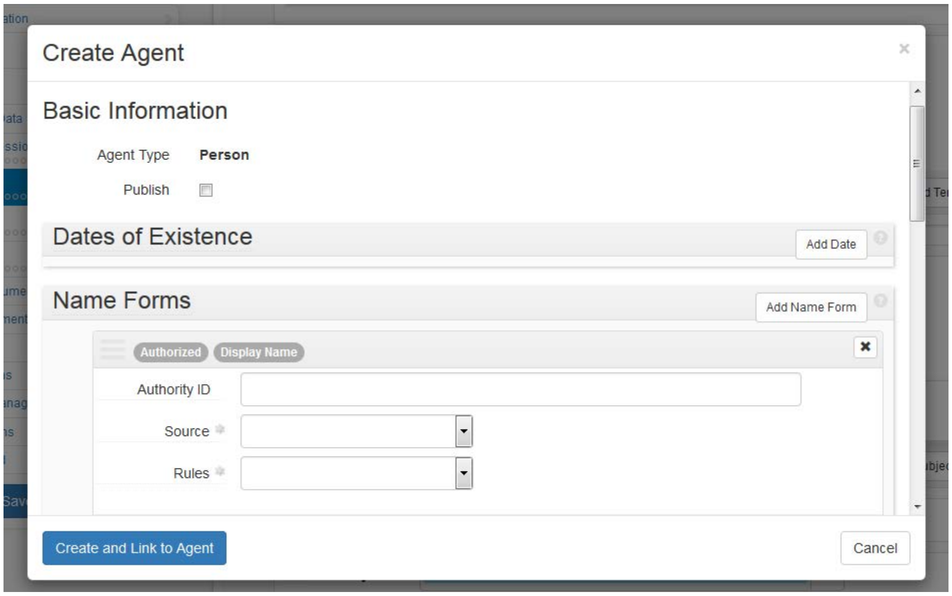


If you are already working in an Accession or Resource record:

1) From within a resource click on the drop down arrow by the agent box, select **Create**, and then select the type of agent record you wish to create.



The Agent screen will then appear. Fill in the needed fields as described below and then hit "Create and Link to Resource."



1. Enter the **Source** of the name, if found in an authority file; if not found in an authority file indicate the **Rules** used to construct the name.
2. If the name comes from an authority file and has an identifying number, you may choose to enter it in the Authority ID field. Importing a LCNAF record will populate this field.
3. Enter the authoritative form of the name in **Primary Part of Name** (for a personal or corporate name) or the **Family Name** or **Software Name**. Do not add terminal punctuation.
4. Save the Agent record by pressing the **Save Person | Family | Corporate Entity | Software** command button at the bottom of the record.

The following sub-records are available in all Agent records:

- **Dates of Existence**: If you decide to include dates, you will need to select either **Range** or **Single** from the **Type** (of date) menu and either provide dates or describe the date or date range in the **Expression** field.
- **Other name forms**: Used to capture non-authoritative forms of the name, or if you wish to use a different form of the name for display purposes. They are added by clicking on **Add Name Form.**
- **Dates of name use**: If you wish to identify the era in which an agent was known by a particular name. You will need to select either **Range** or **Single** from the **Type** (of date) menu and either provide dates or describe the date or date range in the Expression field.
- **Contact details**: Useful for holding contact information for sources of collections in particular. If a contact is added, the **Contact Name** is the only required field.
- **Notes**: A place to put additional descriptive information about an agent, such as a biographical note or an administrative history. This field will be included in EAC exports.
- **Related agents**: A way of specifying how different agents relate to each other. Select Associative Relationship, Earlier/Later Relationship, or Parent/Child Relationship from the drop-down menu.

- **External documents**: This sub-record contains any links to external documentation, e.g. biographical files, reference works, etc. about this agent. The document may be of any form or content. A web accessible file, a network accessible file, a file on the same computer as the application, etc. Both **Title** and **Location** (ideally a resolvable URI) are required fields.

For Getty corporate body agents, enter the program name in the Primary Name field and the department name in the Subordinate field. Department names evolve over time. When creating a name for a Getty entity, enter the source from which you derived the authorized name (organizational chart, phone directory, letterhead, email, phone call, etc.) and the history of known departmental name changes in the Biographical/Historical Note. The Agents module will serve as the authority record for Getty institutional names that do not already exist in LCNAF.

When creating personal names for prominent figures in Getty history that are not represented in LC Authorities, include a brief description of their role in relation to J. Paul Getty or the institution in the Biographical/Historical Note. This can be derived from the front matter of a finding aid. For example:

> Allene Ashby was married to J. Paul Getty from 1926 to circa 1928 (overlapping his marriage to Jeannette Demont for a time).
>
> Norris Bramlett was involved with the J. Paul Getty Museum and J. Paul Getty Trust from its inception in 1953, serving as a member of the Board of Trustees from 1961 to 1992...

As information is entered in the appropriate fields, ASpace will create a Sort Name. The Sort Name may contain superfluous punctuation. To edit the Sort Name, uncheck the box Create Sort Name Automatically. Edit the Sort Name. Do not recheck the box after editing, or your edit will not be saved.

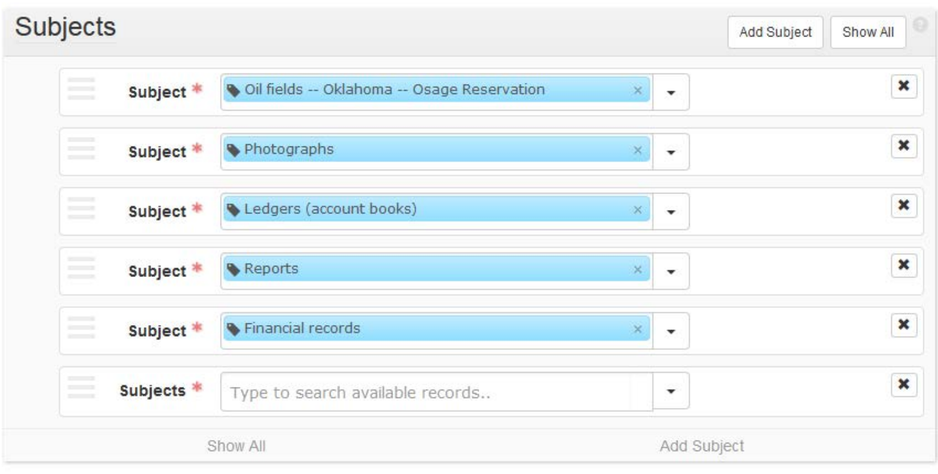
Be aware that the Agents module has been designed to conform with EAC/CPF data standards – we need to make sure we are incorporating those guidelines into our practices in the future.

SUBJECTS

Subjects

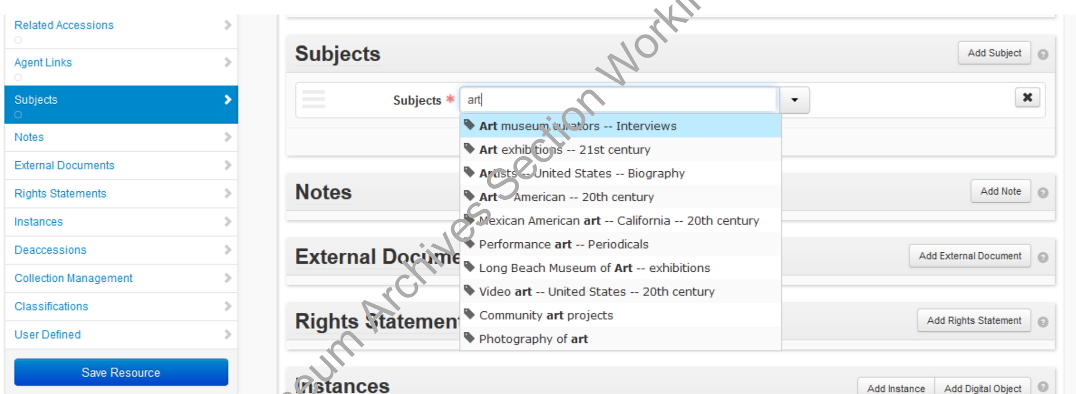
This sub-record associates subjects with the materials described to provide information about their context. The required field is **Subject**. You may add as many Subject links as needed.

To add a Subject sub-record, click Subjects on the left navigation bar and then click Add Subject on the right side of the screen.

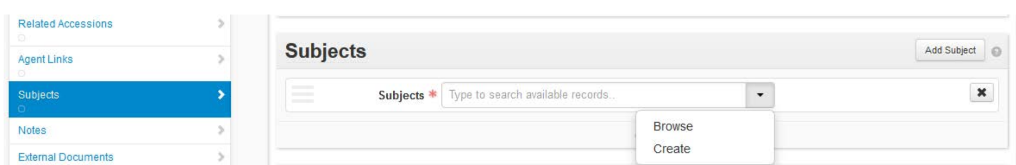


- **Subject: (Required)** The subject related to the material described in the record. Subjects may be selected using auto-complete, using a browse function, or may be created on demand.

To select a subject using the auto-complete function simply start typing in the subject box. The system will present you with matching options. Select the appropriate subject.

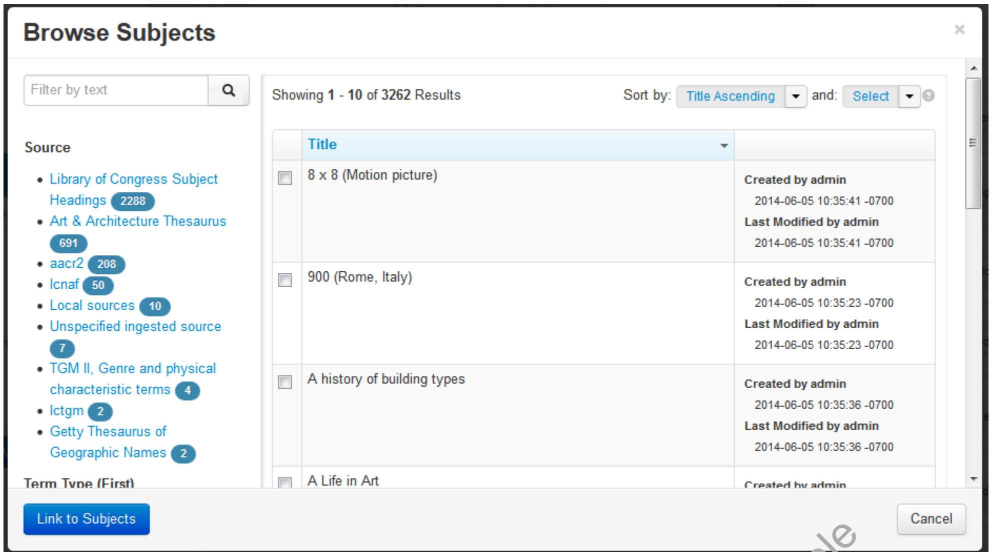


To select a subject using the Browse function, click on the drop down arrow by the subject box and select **Browse**.



Search for and select the desired subject on the resulting screen. Click **Link to Subject** to add the subject to the accession record and close the Browse Subjects screen.

If you cannot find the term you need, click **Cancel** or the **X** at the upper right to exit the Browse Subjects screen without selecting a term.



If a subject does not exist in the ASpace module, search LCSH and create a new subject in the system. To create a subject click on the drop down arrow by the subject box and select **Create**. (You may also create a subject, independently, through the main toolbar.) Fill in the appropriate terms and subdivisions, as required. Click **Create and Link to Subject** when you have completed the data entry.

If the term comes from an authority file and has an identifying number, you may choose to enter it in the Authority ID field. It is not a required field. Be aware, though, that the reference number is only for the main term without any subdivisions and the system does NOT allow duplicate ID numbers. I recommend using the authority ID, if you use it at all, ONLY for those terms that have no subdivisions.

EXPLAIN AUTHORITY ID - problem

Subject terms should be taken from Library of Congress Subject Headings, making full use of the free-floating subdivisions wherever possible. Set the source attribute to "lcsh." Subject terms should be assigned to every resource at the main level.

If needed, geographic terms should be taken from Library of Congress Subject Headings or the Getty Thesaurus of Geographic Names. Ensure that the source attribute refers to the appropriate authority.

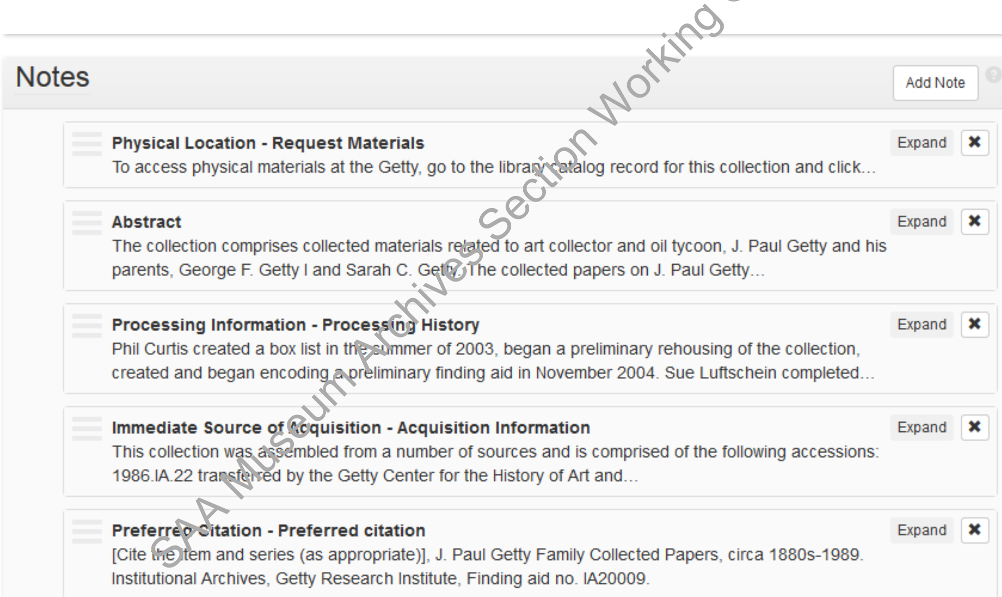
Form and genre terms should be taken from the Getty Art and Architecture Thesaurus. Enter the source attribute as "aat." Form and genre terms should always be assigned at the top level.

Notes

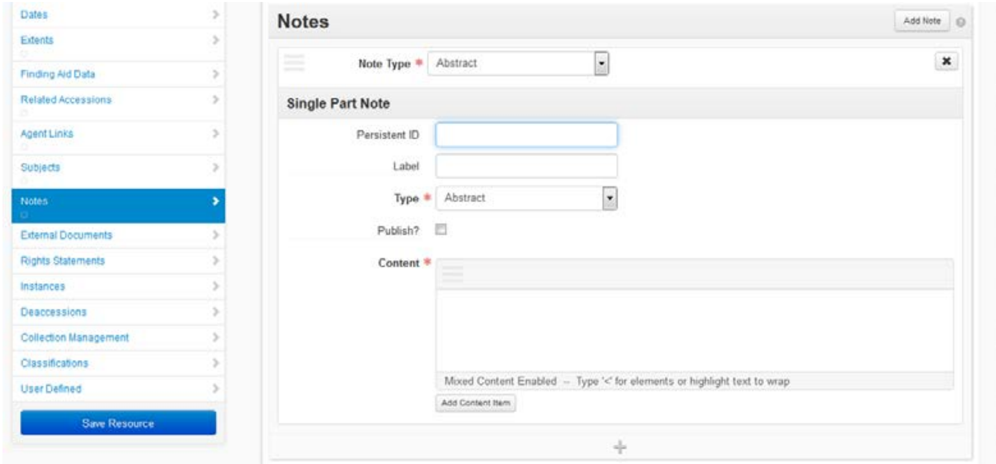
ArchivesSpace supports 29 notes, each of which can be repeated and all of which are available in the **Notes** section of the Resource record template.

[Be aware: notes are sequenced vertically, with the note most recently entered at the bottom of the sequence. The position of a note in the sequence can be modified by clicking on the horizontal bars in the left-hard corner of the note frame and dragging the note to a new position above or below. Theoretically, the notes should export in this order. Our stylesheet forces the display order, regardless of the export order.]

Notes may be a single part note or a multipart note, depending on which note you are creating.



Enter notes using the "Add note etc." drop down menu to select the appropriate field. In the resulting screen, unless otherwise specified below, when adding a note you will generally retype the note "Type" into the "Label" field.



- **Note Type: (Required)** Choose from drop-down list. Note types are used to guide the export of note contents to certain elements in specific data formats. Repositories may customize the list of data values. Depending on the type of note you choose, a single part note or a multipart note form will open containing some or all of the following fields:
    - **Persistent ID: (Not Used)** Open text field. The persistent ID must be unique within the context of the complete resource description.
    - **Label (As Needed)**: Open text field. A label or heading for the specific note. If a label is not used, the note type will be used as the label wherever required.
    - **Type (Required)**: Choose from drop-down list. In a multipart note, the default is the same as the parent Note Type, but you can choose a different type for this field.
    - **Publish**: Select or clear the check box. A selected check box indicates that the note will be published to public (patron) interfaces.
- **Content**: (Required) Open text field. Contains the content of the note. Generally speaking, if you are not ready to enter the content, don't create the note. Blank fields can create export problems.
- **Publish**: Select or clear the check box. A selected check box indicates that the note will be published to public (patron) interfaces. Notes may contain sub-notes which can also be published.

The following notes should always be used at the top level of a finding aid:

ABSTRACT

Provide a brief abstract derived from the main Scope and Content note (see guidelines below). Be sure to list the creator, main types of records, date range, and purpose/role/significance of the creator and the records.

Example:
Records comprise the administrative and project files of Michael Ester, the first director of the Getty Art History and Information Program (AHIP). Records date from 1983 to 1993 (bulk 1985-1992) and reflect the foundation and development of AHIP and its ground-breaking projects. The records provide insight into the planning and management of early

information systems in the arts and humanities. Materials include correspondence; reports; proposals; research files; meeting minutes; memoranda; and policies and procedures.

BIOGRAPHICAL NOTE/ADMINISTRATIVE HISTORY [DACS 2.7]

The Biographical Note and/or Administrative History (use the Biographical/Historical note) is used to provide basic background information on the creator(s) of the records, the circumstances surrounding the creation of a collection, major figures represented in the records, etc. A biographical sketch should briefly cover the overall life of an individual, placing emphasis on those areas of his/her life that have a direct bearing on the collection being described. An administrative history should describe the history of the department or program that created the archival records. The description should be bounded by the scope of the records and should only expand beyond that scope if the creator of the finding aid has reason to believe that additional accessions will be added to the finding aid in the near future. Use multiple paragraphs as needed.

Example:

Administrative History

The Trust's origins date to 1953, when Mr. Getty established the J. Paul Getty Museum as a California charitable trust to house his growing art collections. Originally a small, private institution located in Mr. Getty's ranch house in Malibu, the Museum moved to the newly constructed Villa in grounds adjacent to the ranch house in 1974. When most of his personal estate passed to the Trust in 1982, the Trustees decided that, given the size of the endowment, it should make a greater contribution to the visual arts and humanities than the Museum could alone. Out of this resolve grew an expanded commitment to the arts in the general areas of scholarship, conservation and education, which took shape in a new range of trust activities. In 1983 the trust's name was changed from the J. Paul Getty Museum to the J. Paul Getty Trust to reflect its broader scope, with the museum becoming an operating program of the Trust.

SCOPE AND CONTENT [DACS 3.1] AND ARRANGEMENT [DACS 3.2]

Scope and Content Note

Scope and content notes should be a concise, unbiased, and informative delivery of key information about the material described in the finding aid. The primary purpose of description is to provide overviews of the entire collection, series, and/or subseries and to bring particular strengths or weaknesses to the attention of researchers and staff. There should be a relatively consistent tone and style across collections regardless of who processed a specific set of records.

The introductory sentence of the collection description should begin with the creator, followed by a list of the types of records found in the collection, the date span and bulk dates. The second (and possibly third) sentence should provide a general summary of the scope and content of the collection and its importance or significance. Additional paragraphs may be included to provide an in-depth description of the arrangement and content of each series and subseries, emphasizing major features of each, including subjects covered and names of correspondents or other individuals who figure prominently in the collection. Obvious research strengths and weaknesses should be noted, including subjects and individuals about whom there are useful materials, as well as subjects one might reasonably expect to find covered but that are not well represented. In short, the collection description should be a summary, not a verbatim repetition, of the series and subseries descriptions found throughout the finding aid. Indexing terms will be derived from the subjects and individuals mentioned in the collection level scope and content note.

Example:

Scope and Contents Note

Records comprise correspondence, memoranda, reports, notes, a few specifications, photographs, and oversize plats, dating from 1968 to 1975, pertaining to the conceptual development and construction of the J. Paul Getty Museum (Villa). Much of the correspondence consists of copies of outgoing letters and original incoming letters maintained by either Norris Bramlett or Stephen Garrett. The majority of the correspondence maintained by Bramlett passed between Getty and members of the Trust/Museum as they discussed the development and construction of the Villa, recording the evolution of planning from a proposed expansion of the existing ranch house museum wing to the construction of the Villa museum. Most of the correspondence maintained by Garrett consists of copies of outgoing letters and original incoming letters Garrett wrote, received, or was copied in on during the course of working for J. Paul Getty and with the staff of the Getty Trust and Museum on the Villa project. The materials contain discussions the Villa design, construction, maintenance, landscaping and irrigation, boundaries and easements, security, and various administrative and staff issues.

Arrangement

Here, as well as in the series arrangement statements, the term "Arrangement" should be used in the "Note Label/Title" field.

The series names and dates should be entered into internal <ref> tags. Copy and paste additional <ref> tags as needed. In order to make sure that the <ref> will link to the corresponding series in the container list, ensure that the values of the <ref> target attributes match persistent ID numbers of the relevant components. Enter these numbers once you have finished the finding aid and all the persistent ID's have been established.

Example:

These records are organized into seven series:
<ref target="ref23">Series I. Museum correspondence, 1953-1972 ;</ref>
<ref target="ref276">Series II. Norris Bramlett's records, 1950-1983, undated ;
</ref>
<ref target="ref428">Series III. J. Paul Getty correspondence files, 1952-1975 ;
</ref>
<ref target="ref490">Series IV. Reports and Statistics, 1954-1977 ; </ref>
<ref target="ref531">Series V. Burton Fredericksen weekly appointment calendars, 1968-1974 ;</ref>
<ref target="ref543">Series VI. Procedures manuals, around 1960s-1975 ;</ref>
<ref target="ref551">Series VII. Personnel, 1975-1986</ref>

If the finding aid describes a single series or an undifferentiated set of records, state "The records are arranged in a single series" or "The records remain in their original order." Do not use the <ref> tag when only one series is present.

Restrictions

Conditions Governing Access note [DACS 4.1]

Use the Conditions Governing Access note for information about conditions that affect the availability of the materials being described. The content may indicate the need for an appointment or the nature of restrictions imposed by the donor, legal statute, repository, or other agency. The content may also indicate the lack of restrictions. Do not confuse with use restrictions, which designates information about limitations on the publication or reproduction (or other use) of the described materials after access has been granted.

The Note Label field should read something like "Restrictions on Access" or "Access Restrictions." Fill in the appropriate language for the restriction level of the records using the text in F:\GETTY\GRI\Institutional Archives\Archives\Manuals_policies_procedures\Restriction language for finding aids.

Conditions Governing Use note [DACS 4.4]

Use the Conditions Governing Use note for information about conditions that affect use of the described materials after access has been granted. The tag may indicate limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency regarding reproduction, publication, or quotation of the described materials. It may also indicate the absence of restrictions, such as when copyright or literary rights have been dedicated to the public.

The Note Label should read "Restrictions on Use." If the note field does not automatically populate, enter the following:

Contact <extref actuate="onrequest" href="http://hdl.handle.net/10020/rights_repro" show="new">Library Rights and Reproductions</extref> at the Getty Research Institute for copyright information and permission to publish.

Physical characteristics and technical requirements note [DACS 4.3]

Use the Physical Characteristics and Technical Requirements note for a description of important physical conditions or characteristics that affect the storage, preservation, or use of the materials described. This includes details of their physical composition or the need for particular hardware or software to preserve or access the materials.

Preferred Citation Note

Follow the pattern below, insert the collection title, dates, creator, and the finding aid number enter a blank line and then enter the handle. "The Getty Research Institute" is always listed as the repository.

[Cite the item], Getty Center Central Garden Design Plans, 1992-1996, Robert Irwin. The Getty Research Institute (IA40020).

http://hdl.handle.net/10020/cifaia40020

Acquisition Note [DACS 5.2]

Use the Acquisition Information note to record the immediate source of the materials being described and the circumstances under which they were received. Includes donations, transfers, purchases, and deposits. Each source should be listed with the accession number, name of the source and year of the transfer. Multiple accessions can be appended to the same note.

Processing history note [under DACS 8.1]

Use the Processing Information note to summarize who has worked on the collection and what they have done.

On occasion, a more detailed summary of action taken during processing is warranted, including an account of the present and former arrangement of the material, insofar as this might affect interpretation. Always list actions performed on electronic files (format conversions, file re-naming, re-arrangement, etc.), particularly in reference to the access copies disseminated to researchers.

Also note the level of processing if the materials are less than fully processed. Example:

These records are unprocessed. A rough inventory of the accession was created by [processor name] in YYYY. To prepare the inventory, the described materials were cursorily reviewed to roughly delineate series, to create accurate contents lists, to provide an estimate of dates covered, and to determine record types. No other work has been performed on the materials.

Alternate Form Available Note

Use the Existence and Location of Copies note for information about copies of the materials being described, including the type of alternative form, significant control numbers, location, and source for ordering if applicable. The additional formats are typically microforms, photocopies, or digital reproductions.

Use this note only if necessary. The Note Label should read "Alternate Form Available."

Locations Note

The Location Note is used to direct researchers to the MARC record so the researcher can request the item. Most of this information is automatically populated with a title of "Request Materials". If the field does not automatically populate with the text below, cut and paste it from here. Fill in the **XXXXXXX** with the bib id from the MARC record.

Request access to the physical materials described in this inventory through the catalog record at <extref actuate="onrequest" href="http://hdl.handle.net/10020/catXXXXXXX" show="new">library catalog record</extref> for this collection and click "Request an Item." Click here for <extref actuate="onrequest" href="http://hdl.handle.net/10020/access" show="new">general library access policy</extref>. See the Administrative Information section of this finding aid for access restrictions specific to the records described below. Please note, some of the records may be stored off site; advanced notice is required for access to these materials.

Accruals Note [DACS 4.5]

Use the Accruals note if more records are expected for this collection. Use it to indicate the quantity and frequency of expected additions.

Appraisal Note [DACS 5.3]

Use the Appraisal Note only to record significant or unusual decisions regarding the appraisal or reappraisal of a collection. Record information about any major decision to discard materials, who made the decision, and the date of the decision. Do not record the disposal of duplicates or the routine appraisal of mundane records.

Related Materials [DACS 6.3]

[From EAD Tag Library] The related material note is used to encode descriptions of or references to materials that are not physically or logically included in the material described in the finding aid but that may be of use to a reader because of an association to the described materials. Items encoded as <relatedmaterial> are not related to the described material by provenance, accumulation, or use.

Provide references to related collections or significant bibliographic items held by the Institutional Archives or Special Collections, including the relevant collection numbers. Place all related materials information in a single note.

Begin each related materials note with the following phrase:

<emph render="italic">The following materials are offered as possible sources of further information on the agencies and subjects covered by the records. The listing is not exhaustive. </emph>

Followed by a list of repositories and their materials:

<repository><emph render="bold">Getty Institutional Archives</emph> </repository>

<archref>Board of Trustees Records, J. Paul Getty Trust. The Getty Research Institute (IA10002).</archref>

<archref>Library Inventories and Accession Records, The Getty Research Institute, (IA20001).</archref>

<repository><emph render="bold">The Huntington Library</emph> </repository>

<archref>The <extref actuate="onrequest" href="http://www.oac.cdlib.org/findaid/ark:/13030/kt7199q9m3/" show="new">C. C. Pierce Collection of photographs</extref>, circa 1840-1930. Located in: The Huntington Library, San Marino, California. Identification number: photCL Pierce.</archref>

<repository><emph render="bold">USC Libraries Special Collections, Doheny Memorial Library</emph> </repository>

<archref>The <extref actuate="onrequest" href="http://digitallibrary.usc.edu/search/controller/collection/chs-m265.html" show="new">Title Insurance Trust / C. C. Pierce Collection</extref>, 1860-1960. Located in: USC Libraries Special Collections, Doheny Memorial Library, Los Angeles, California. Record ID: chs-m265.</archref>

Separated Materials

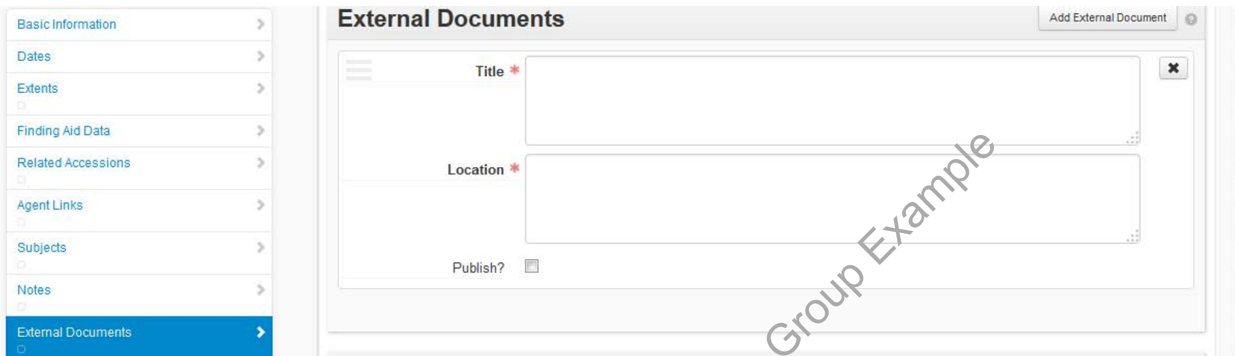
Use this note to record information about materials that are associated by provenance to the described materials but that have been physically separated or removed. The intent of this note, as described in the EAD 2002 tag library, is for items that may be separated for various reasons, including the dispersal of special formats to more appropriate custodial units; the outright destruction of duplicate or nonessential material; and the deliberate or unintentional scattering of fonds among different repositories.

The separated materials section is optional and can, if needed, be tagged with the same level of complexity that appears in the related materials section.

External Documents

Not currently used. This sub-record allows links to information in other description or management systems, such as donor files or processing plans. The required fields are **Title** and **Location**. You may add as many external document links as needed.

To add an external document link, click External Documents on the left navigation bar and then click Add External Document on the right side of the screen.



- **Title: (Required)** Open text field. The title of an external document referenced from the accession record. The document may be of any form or content. A web accessible file, a network accessible file, a file on the same computer as the application, etc.

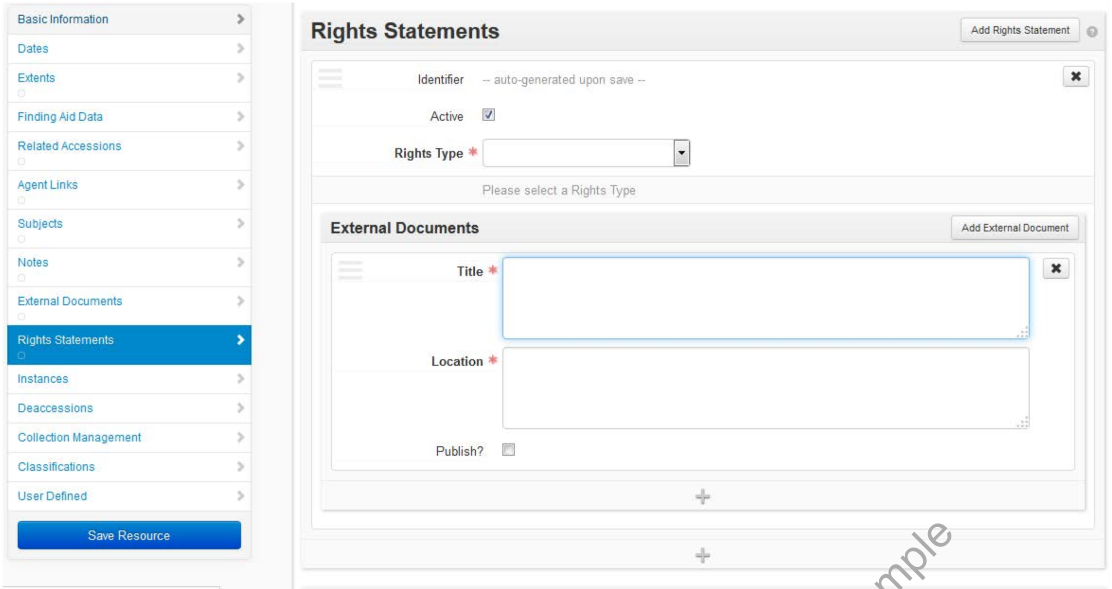
- **Location**: **(Required)** Open text field. The location of the file, ideally a resolvable URI. Examples: http://www.archivesspace.org/membershipfile:///c:/path/to/the%20file.txt

- **Publish**: Select or clear the check box. A selected check box indicates that this External Document will be published to public (patron) interfaces. Note that this publish function operates independently from the publish box in the Basic Information

Rights Statement (As Needed)

This sub-form contains information about the rights status of the materials described and whether there are specific restrictions or permissions that have been indicated. The Rights Statement record allows the option of linking to an external document. The required field is **Rights Type**. You may add as many rights statements and/or subsidiary external documents as needed.

To add a rights statement click Rights Statement on the left navigation bar and then click Add Rights Statements on the right side of the screen. Click on Add External Document to add an external link as needed.



- **Identifier**: Uniquely identifies the rights statement within the repository domain. Rights Statement identifiers are usually auto-generated by the application.

- **Active**: Select or clear check box. A selected check box indicates that the rights record is active.

- **Rights Type: (Required)** Select from drop-down list. The basis for the rights statement being made. Four bases are allowed: intellectual property, license, such as donor agreement, legal statutes such as Fair Use or FERPA, and institutional policy. Repositories may not customize the list of data values.

Depending on which **Rights Type** you select, a variety of different rights related fields will appear. For detailed instructions on how to fill in these fields see the documentation on **Rights**. (I have a separate draft manual for ASpace on rights – need to adapt ....)

Instances

These fields will always be empty at the main level; box numbers are only entered in the most granular components (not their parent levels). If we were to put physical or digital instances her, we have no export and display mechanism – I don't think any stylesheet currently displays this at the main level?????

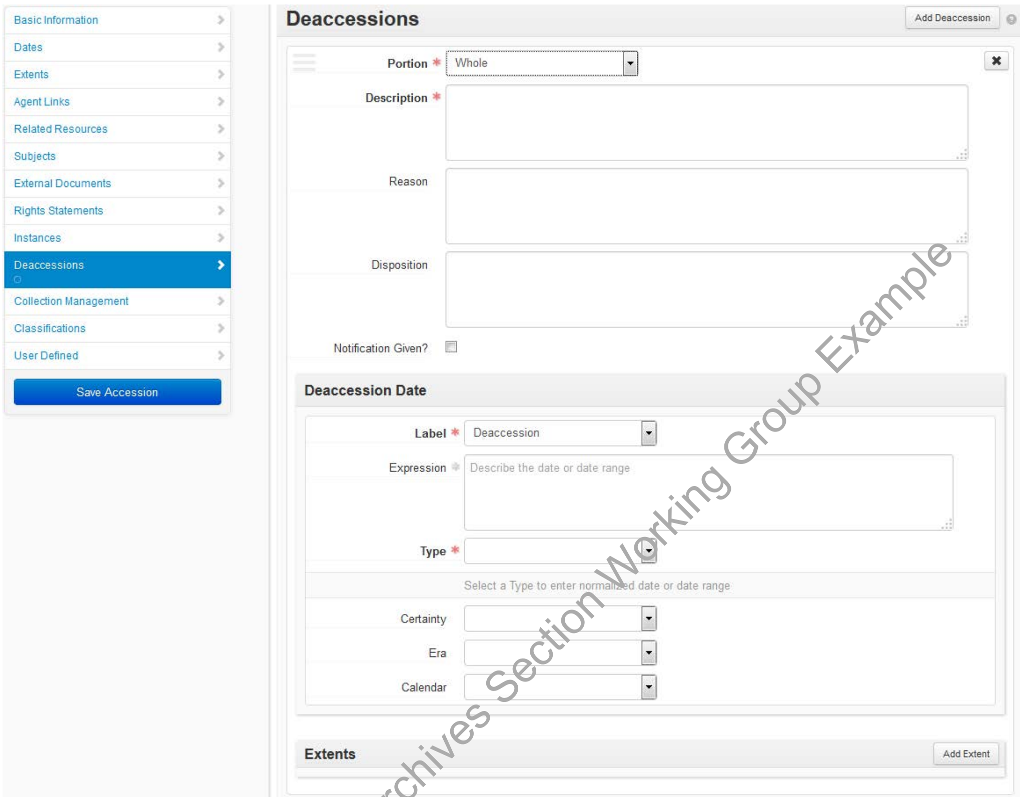
Deaccessions (As Needed)

This sub-record allows you to record information about materials that may have been separated and discarded, returned to a donor, or transferred to another institution. Deaccession records store information about the removal of an accession or resource, or any part thereof. When a deaccession record is created after an accession has been processed, the deaccession record is linked to the resource record.

ArchivesSpace requires several elements in a deaccession record, though you may enter many more if desired. The required elements are **Portion** (which defines the scope of the deaccession), the **Deaccession Date Label** and **Type**, and a **Description**.

Create a deaccession record

On the left navigation bar, click **Deaccessions**, and then in the **Deaccessions** box, click **Add Deaccession**.



Fill in the following fields as required or needed:

- **Portion**: **(Required)** Choose Whole or Part from drop-down list. Used to specify whether an extent statement relates to the whole or part of a given resource.
- **Description**: **(Required)** Open text field. Description of the materials that have been deaccessioned.
- **Reason**: Open text field. The reason for deaccessioning the materials described
- **Disposition**: Open text field. A description indicating what was done with the deaccessioned materials.
- **Notice Given**: Select or clear the check box. A selected check box indicates that notification of the deaccession was given.

Deaccession date

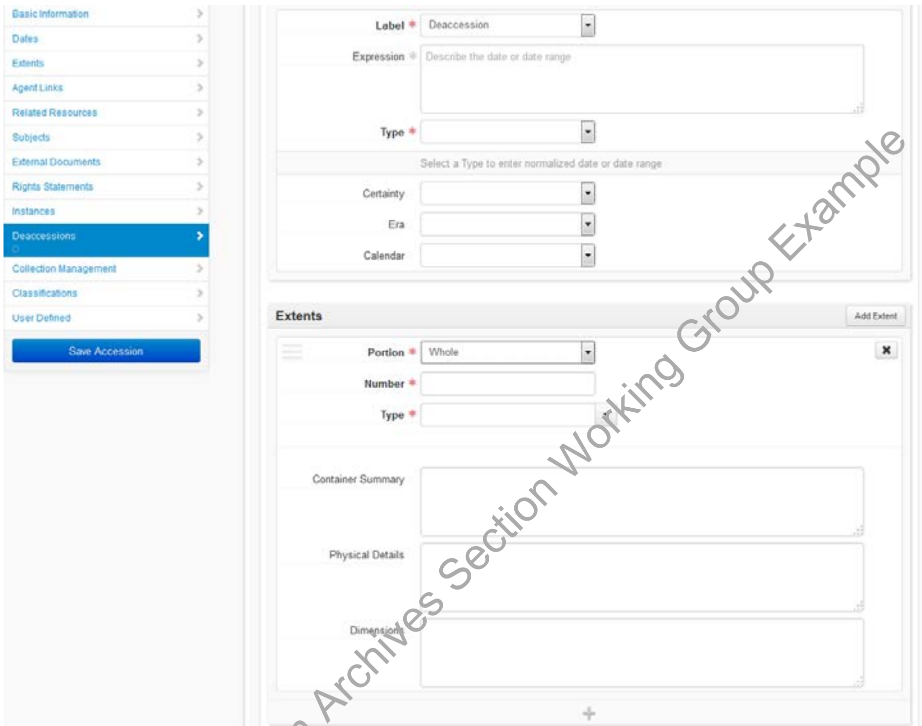
- **Label: (Required)** Choose from a drop-down list. Describes the type of activity that the date signifies. The default here is Deaccession.
- **Expression**: **(Required when a normalized date is not recorded)** Open text field. You must first select Type in the drop-down list. A natural language expression specifying the date or date range of the materials in the accession. Required when a normalized date is

not recorded. Some examples: 1968;1979-1993;1785-1960;bulk 1916-1958;1827; circa 1870-1879;1906 March 1; undated.

- **Type: (Required)** Choose from a drop-down list. Indicate the type for normalized date information, either a single date or a date range (inclusive or bulk).
- **Certainty (Not Used)**
- **Era (Not Used)**
- **Calendar (Not Used)**

Deaccession extent

To add an extent to a deaccession record, click the **Add Extent** button on the right side of the screen.



- **Portion: (Required)** Choose from a drop-down list. Used to specify whether an extent statement relates to the whole or part of a given deaccession. Only one extent statement may refer to the whole deaccession. All additional extent statements must refer to parts. Repositories may not customize the list of data values.

- **Number: (Required)** Open text field. A numeric value for indicating the number of units in the extent statement, e.g., 5, 11.5, 245. Used in conjunction with **Type** to provide a structured extent statement.

- **Type: (Required)** Choose from a drop-down list. A term indicating the type of unit used to measure the extent of materials described. Repositories may customize the list of data values.

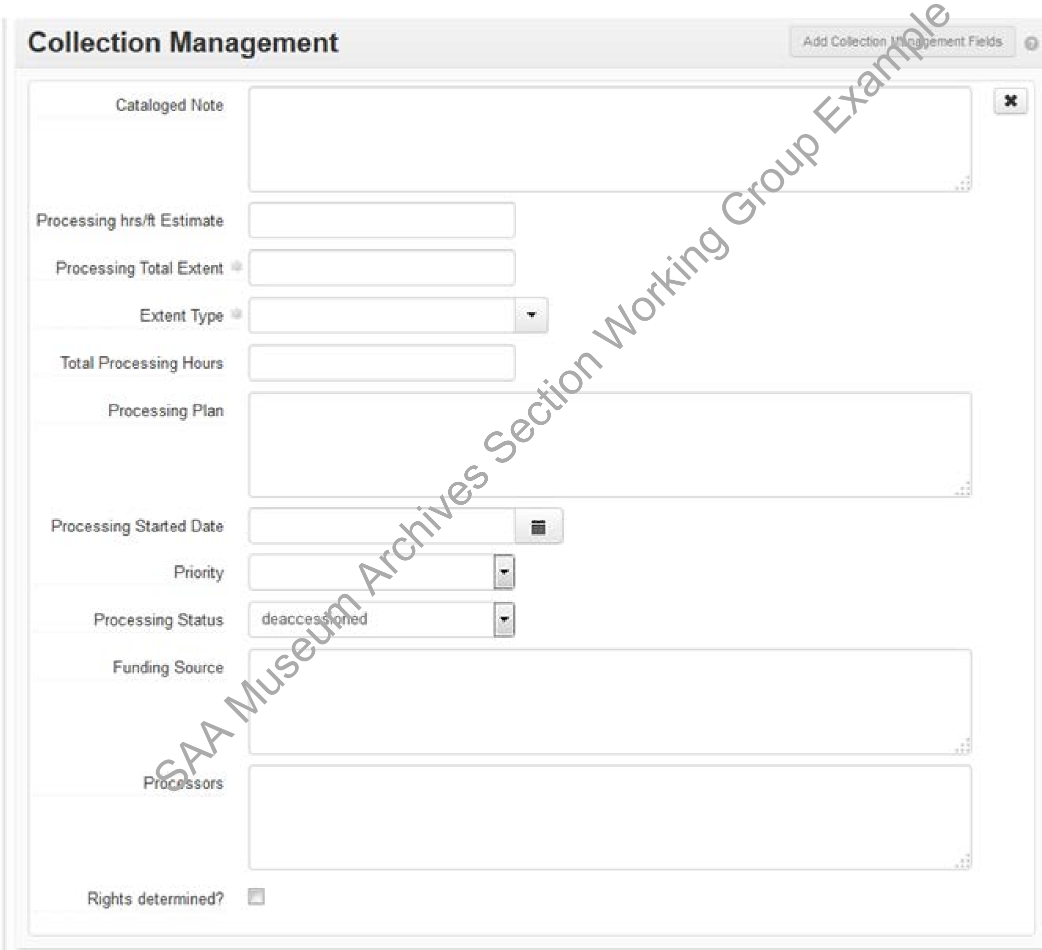
- **Container Summary**: Open text field. A list of container and container types housing the materials described in the deaccession. Example of use, if the Number and Type are 10 linear feet then the container summary might be used to record the actual number of containers (10 boxes and 4 flat files)

- **Physical Details**: Open text field. Other physical details of the materials described, e.g., analog, black and white, negatives.
- **Dimensions:** Open text field. Dimensions of the materials described.

Collection Management (Not currently used)

This sub-record is used to add internal-only information about how the materials will be processed or have been processed. There are no required fields, though **Processing Total Extent** and **Extent Type** must be used together. You can only have one collection management record per Resource.

On the left navigation bar, click **Collection Management**, and then click **Add Collection Management Fields**.



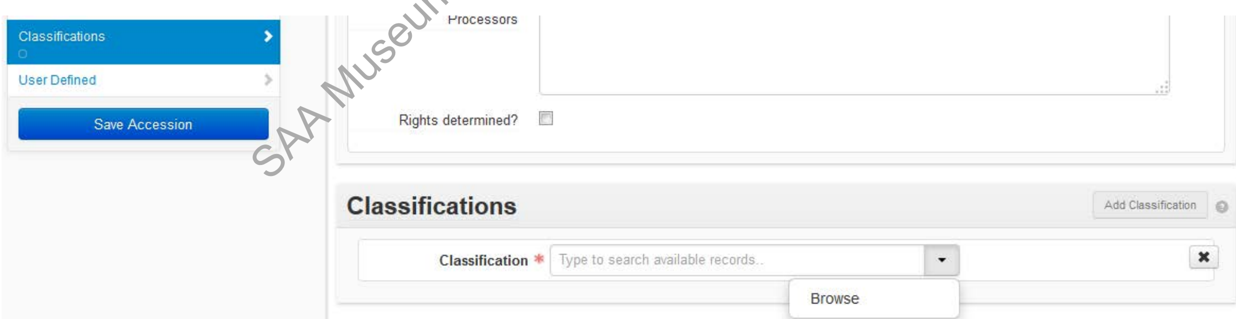
- **Cataloged Note**: Open text field. A note about cataloging of the resource including provision of catalog record identifiers.
- **Processing Hours Estimate**: Open text field. The time a repository estimates that is required to process a unit of archival materials (e.g. a linear foot or an item in the case of digital objects). The estimate may factor in, or not, the production of finding aids, catalog records, and other access products.
- **Processing Total Extent**: Open text field. A numerical expression for the total extent (cubic feet, linear feet, items, etc) processed.

- **Extent Type**: Choose from drop-down list. A term indicating the type of unit used to measure the extent of materials described. Repositories may customize the list of data values.
- **Total Processing Hours**: Open text field. The numerical result of multiplying "Processing hours per foot estimate" by "Processing total extent"
- **Processing Plan**: Open text field. For recording a plan for processing of the archival unit. The plan may include an outline of the arrangement for the archival unit, as well as instructions for how to treat particular objects in the archival unit. The plan might also specify different assignments for different repository staff.
- **Priority**: Choose from drop-down list. Indicates the priority assigned to processing of an archival unit. Repositories may customize the list of data values.
- **Processing Status**: Choose from drop-down list. For indicating the current status of processing for an accession. Repositories may customize the list of data values.
- **Funding Source**: Open text field. Used to indicate the source of funding the processing of the described materials.
- **Processors**: Open text field. For listing staff to whom processing of the archival unit (accession, resource, or digital objects) has been assigned.
- **Rights Determined**: Select or clear check box. A selected check box indicates that the rights for a resource have been determined and there is a rights record created and linked to the archival unit.

CLASSIFICATIONS

This sub-record is used for linking an accession to a Classification or a Classification Term (e.g. a record group system) managed within the application. For instructions on how to create a classification, see the Classifications documentation. A Resource may only have one classification link.

To link to a classification, click **Classifications** on the left navigation bar and then click **Add Classification**



- **Classification: (Required)** A classification to which the resource is related. Classifications may be selected using auto-complete or using a browse function. They may not be created on demand.

  Choose the appropriate category from the following standardized list:
  - Admin Records - General
  - Admin Records - Foundation
  - Admin Records - GCI

- Admin Records - GEI
- Admin Records - GII
- Admin Records - GRI
- Admin Records - Museum
- Admin Records - Trust
- Building and Grounds
- Collaborative Projects and Philanthropy
- Collected Papers
- General Information
- Oral History
- Press and Media Coverage
- Public Programming and Publications
- Staff Events

User defined fields (Not Used)

This sub-record allows for creation of user defined fields for recording additional information about a resource not supported in other sections of the resource record.

FINDING AID COMPONENT LEVELS

CONTAINER LIST

GENERAL COMMENTS

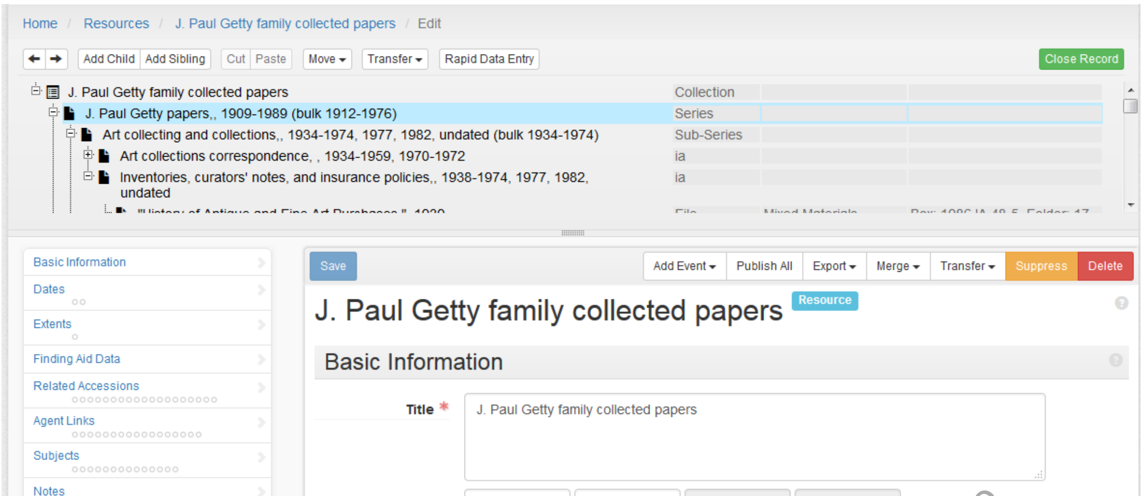
ArchivesSpace supports the creation of Resource records comprising multi-level descriptions, using component records. Resource component records have the following characteristics:

- Serve to describe the logical or physical parts of a resource that makes up an aggregation of archival materials.
- Require the following elements:
  - **Level**: chosen from a pick list containing the values file, item, series, subseries, or other level. Note: typically you will not use the level values of collection, fonds, class, subfonds, subgroup, or record group for Resource component records, since these are normally parts of a broader resource that will have one of those levels.
  - Either of the following:
    - **Title**
    - **Dates** sub-record (either expression or normalized dates)

- The Resource structure consists of nested components: series, subseries, files, and items. Most of the time, the most granular level of description in a resource will be at the folder-level; in exceptional cases, container-level or item-level lists might be created.
- Nested components reflect the hierarchical structure in which archival material is intellectually organized. There is no explicit correlation between a specific numbered level, or the position of a component in a hierarchy, and the intellectual level of the material being described. The intellectual level of a component number may vary within and between finding aids (e.g., level 3 may be a "subseries" in one part of a finding aid and an "item" in another). There is, however, logic to the nesting of levels. A series, for example, may contain subseries, files, or items, but not another series. The hierarchical position of each component in an intellectual structure must be specified using the **level** attribute. [Language from RLG best practice guidelines.]
- Though it is not readily evident, be aware that ArchivesSpace can only accommodate twelve nested component levels if the levels are numbered. This is in conformance with the EAD Schema. If, however, the components are **NOT** numbered, the depth of hierarchy is unlimited. Upon export you will need to choose whether or not to number the component levels.
- Match the persistent id numbers found in the components with the values of the target attributes (target ref) in the related arrangement statements.

Like the Resource record, the Resource component record accommodates extensive description of the component, including the same support for Notes sub-records and controlled access headings. You should use the guidelines for subsequent levels of description in DACS to help you determine which of the available ArchivesSpace fields should be used to insure that your descriptions meet the recommended minimum for a multilevel description.

The following are the command functions for creating components on the ArchivesSpace Resource template:



- **Left/Right Arrows**: The left pointing and right pointing arrows enable navigation up (left) or down (right) a multi-level description, one component at a time.

- **Add Child:** This button will open a new component record that is hierarchically subordinate to the context record (the record from which you use the **Add Child** button).

  Each Child record represents a level of hierarchy. ArchivesSpace will support an unlimited hierarchy; however, using numbered components in an EAD export requires the hierarchy to be limited to 12 levels.

- **Add Sibling**: This button will open a new component record that is at the same level as the context record and that follows the context record within the component sequence.

  ArchivesSpace places no limit on the number of sibling records, nor does EAD, the primary export option for a resource description in ArchivesSpace.

- **Move**: You can rearrange a multi-level description using this option or by dragging and dropping. You can:

  - Move a component to a new position within the same level,
    Promote a component, i.e., move it higher in the hierarchy, or
    Demote a component, i.e., move it lower in the hierarchy.

  Bear in mind that all components that are children of a component that is moved will move with their parent component.

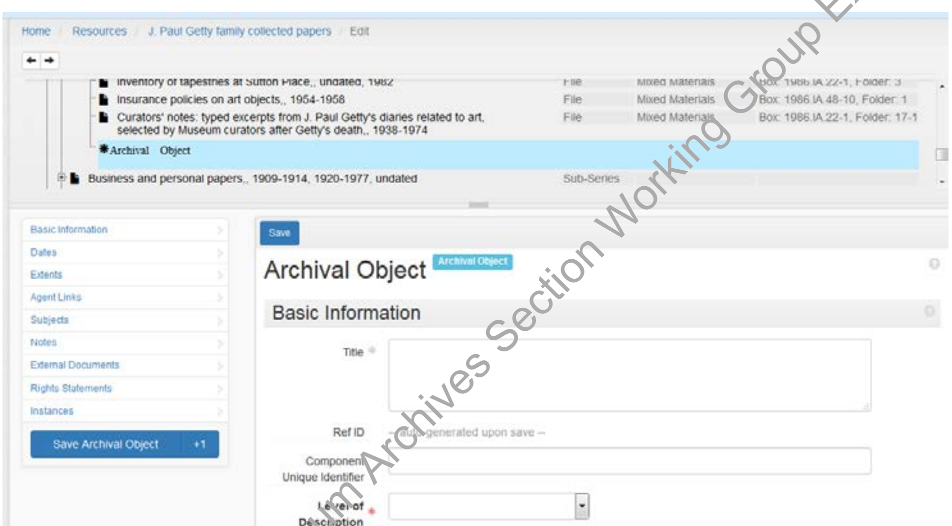
- **Transfer**: You can use this button to transfer a component or a set of components from one resource to another.

- **Rapid Data Entry**: This option is for entering a series of components at the same level that have very similar data, e.g., level of description, instance type, container type, container identifier, etc. The Rapid Data Entry option is discussed in greater detail at the end of this section.

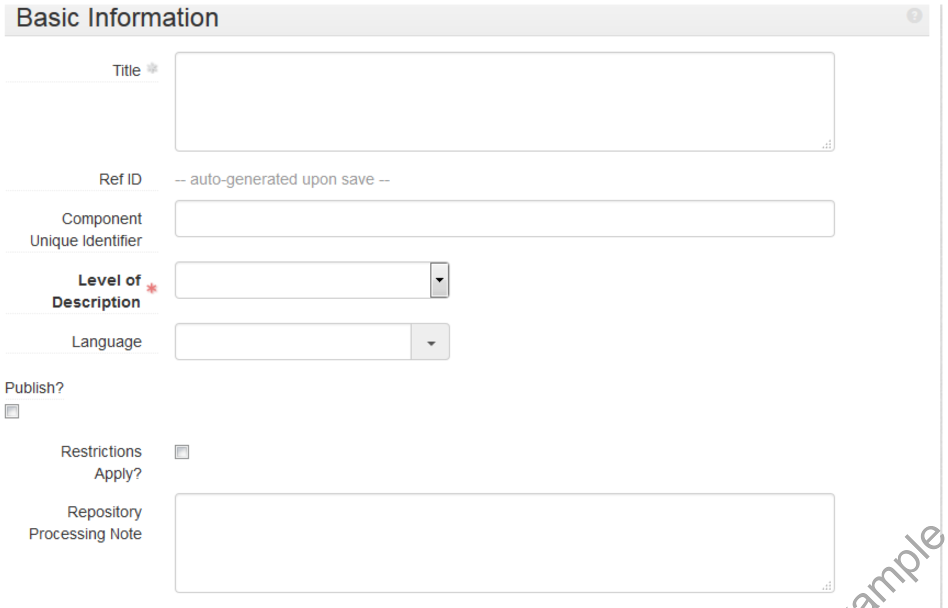
To create a Resource component record, select a context record in the multi-level description for the component record. The context record will be the parent record if there are no other component records in the description, and the only choice will be to create a child component.

CREATING RESOURCE COMPONENT RECORDS

1. Select a context record in an existing resource. (If you are in the process of creating a resource, you must save it first.)
2. Choose either to **Add Child** or **Add Sibling** component record. Adding a child component record will be the only option if the context record is the top-level Resource record.
3. A blank component record template will be loaded.
4. Select a **Level of Description** for the component record.
5. Enter a **Title**; or alternatively enter a **Date Expression** and/or **Begin Date** and **End Date** for the materials.
6. Add any additional information warranted for the resource component record description.
7. Save the record by pressing the **Save** command button at the bottom right corner of the window.



When you add a date or extent, depending on the type of sub-record, specific fields may be required. If any required information is missing, you will be prompted to add the required information.



Title

Enter the component/folder title, followed by a comma if the title will be followed by a date field. Spell out acronyms and abbreviations if known. Capitalize only the first word, unless it's a proper noun or formal title. If the date is the title, leave the title field blank, and enter the date in the Date Expression field.

Component Unique Identifier

Enter the series or subseries number here. The series numbers should follow the following format:

Series I.
Series I.A.
Series I.B.1.
Series I.B.2.

Level

Set the level attribute for each component to the appropriate value. Normally you will use file, though item, subgroup, series, etc. might also be used depending on the circumstances.
For Level 3 and Level 4 processing (as described in our *Processing Manual*), when a component is defined as a series or subseries it should have a date, scope and content note, and arrangement note. Enter additional fields/notes as needed following the instructions in this manual.
If one of the components is acting as an informal header you should either <emph> render "bold" the text of the unitittle/unitdate **or** do not bold the text and simply place a colon following the last character. Whichever approach you select, be consistent within the Resource.

Examples:
Alphabetical correspondence
OR
Alphabetical correspondence:

Language (Not Used)
Publish (Not typically used)
Restrictions Apply (As needed)
Repository Processing Note (Not typically used)

Date Expression

All dates in the finding aid contained within the “Date expression” field should be entered as described above in the section on the main level of the finding aid. Optionally enter the 4-digit year in the “Begin” and “End” fields (often, you won't have time).

When the date of the material acts as the title of the component, as is often the case with chronological files, enter the date in the "Date Expression" field and leave the "Title" field empty.

Extent

For series and subseries, the size of the collection, measured in linear feet, should be listed in the extent number fields. The Extent sub-records functions here just as it functions at the main level. Fill it in in the same way. Fill in the volume and then select linear feet from the drop down menu. Enter the number of containers into the “Container summary” field; the entry could look like “(29 boxes, 5 oversize boxes, 3 photo binders, 6 flat files, 2 enclosures, 7 film reels, 4 architectural rolls, etc.)”.

When the component is used at the file or item level, use the “Physical Description Note” (you will have to make a Note for this in the Notes section of the screen) to record the number of copies (if multiple), the number of folders, if the folder is empty, or other physical aspects of the material in question. Always place the content of the extent information in parentheses.

[Note – we used to do this in the extent container summary, but you can no longer save an extent without a number and type, that is to say you can no longer use only the container summary field. When data migrated to ASpace, all the container summaries were imported as Physdesc notes. We now need to enter the data in that field as a default.]

SERIES/SUBSERIES AGENTS AND SUBJECTS

Do not enter names or subjects below the top level of a resource unless the materials are exceptional and require additional access points. This is subjective and will happen rarely - one of the only possible circumstances might be that the size of the finding aid means that series are posted as separate finding aids and given separate MARC records (as in the case of Special Collections Shulman material).

NOTES

Enter notes at the most granular component levels sparingly so as not to clutter the finding aid. With the exception of folder-level restrictions and technical requirements, most descriptive information should be entered at the parent level for that component. The following notes are most commonly used, but any note may be used if the situation warrants it.

Series/Subseries: Scope and Content Note

The series scope and content note should be treated as an extension and clarification of the collection scope and contents notes. The same structure should be followed for the series and subseries descriptions, though as one descends the hierarchy the description should become more detailed. Although the series and subseries inherit description from their parent levels, repeat important information (especially the creator's name) to aid users who may enter the finding aid online at the series or subseries level without benefit of having read the collection level scope and content note. The most detailed descriptions should appear at the level immediately preceding the folder lists.

Series/Subseries: Arrangement Note

Always provide an arrangement statement at these levels; add additional notes only when necessary.

Series/Subseries: Biographical/Historical Note

Use as needed/appropriate to describe essential administrative or biographical information that is too detailed to include at the main level.

Series/Subseries: Restriction Notes

When restrictions are noted at the series, subseries, and particularly file/item level, use the appropriate Conditions Governing Use Note, Conditions Governing Access Note, or Physical Characteristics and Technical Requirements Note as described above.

Physical Description Note

This note will be common in finding aids that were imported into ASpace. The import process placed the content of a Container Summary (that doesn't have an associated volume) into a General Physical Description Note. We now need to enter the data in this Note field as a default.

Record special formats in the Physical Description Note and include media, file types, digital volume, running time, and any other essential details when readily available.

(1 box: 1 hard drive, MAC: 1 TB)
(2 Mini-DV Cam cassettes)
(9 audio CDs, 3 video DVDs and printed materials)
(6 audio CDs in MP3 format, and 1 printed transcription)

EXTERNAL DOCUMENTS (RARELY USED)

If needed, add information as you would at the main resource level.

RIGHTS STATEMENTS (USE??)

This is a new feature and practical use has not been determined. Can be used at any level of description – possibly less likely to be used as one moves down the hierarchy. These are not EAD fields and will not export in EAD (pretty sure – need to check)

ADDING INSTANCES TO A RESOURCE OR RESOURCE COMPONENT RECORD

"Instances" in ArchivesSpace refer to embodiments of the same content in different media. A Resource record or Resource record component may describe a letter, but the letter may exist in multiple formats:

- Ink on a sheet of paper
- A PDF for the sheet of paper
- A floppy disk containing the letter
- A digital object harvested from the floppy disk

The letter is physically represented in four distinct ways. ArchivesSpace is structured to allow you to use the same description for multiple instances rather than repeating the description for each new instance.

Equally important, the instance declaration also enables describing the containers that house an analog instance, e.g., a folder inside a box. The container information can then be linked to the Location record designating where the container is stored, either permanently or temporarily. For digital objects, the instance record allows you to describe the digital object and record information about the files that comprise it, as well as indicate its location on the web or within a file management system.

In short, the ArchivesSpace instance data model supports assertions of the following type: the described content exists in a certain physical format, which is housed in a certain container and located at a certain place in a repository.

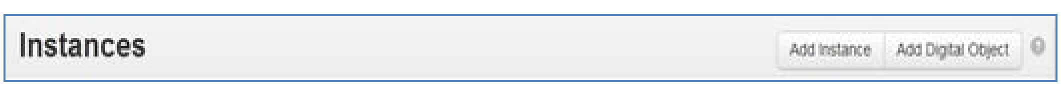
Because archivists typically describe materials at aggregate levels, instances can be created at any level in ArchivesSpace: collection, series, file, etc.

Note that digital media, such as a 3.5 inch computer disk or a CD-ROM that might be part of an archival resource, is not considered to be a digital object in ArchivesSpace. Digital object records in ArchivesSpace are intended to describe either digitized surrogates or born-digital materials that are stored on a server or other digital storage media and are accessible by staff and/or researchers via a network.

ADDING INSTANCES

To declare an instance for the content described in a resource or resource component record:

1. On the Instances bar for the Resource or Resource component record, click on **Add Instance** if the instance declaration is for analog content or on **Add Digital Object** if the instance declaration is for digitally available content.



2. Select the **Type** of instance you wish to declare. For example, for a file of documents, you might consider "Mixed Materials". For an individual document, you might consider "Text".

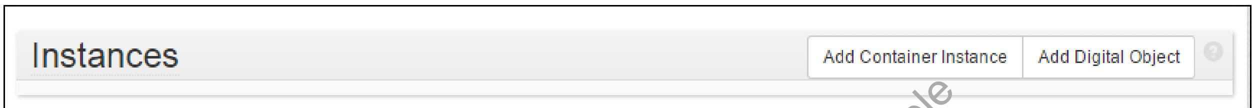
3. If the instance is housed in a particular container, indicate the **Container 1** Type. For example, if the file of documents is in Box 1, then indicate "Box".

4. Indicate the **Container 1** Indicator. For example, if the file of documents is in Box 1, then indicate "1".

If warranted, record additional information such as **Bar Code**, **Container 2 Type** and **Indicator**, **Container 3 Type** and **Indicator**, and overall **Extent** information.

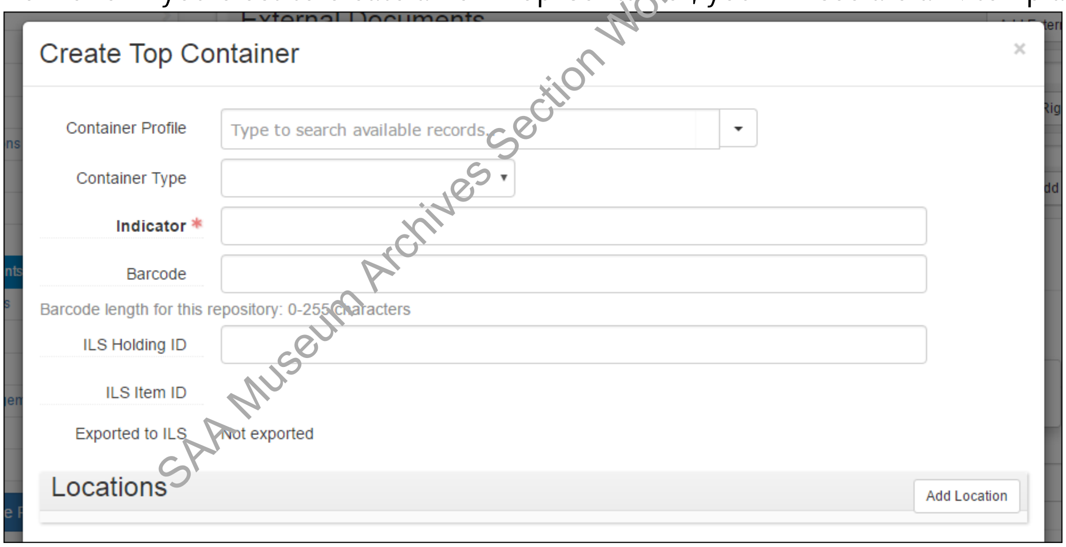
To create a new Instance do the following:

1. On the **Instances** bar for the Resource or Resource component record, click on **Add Container Instance** if the instance declaration is for analog content or on **Add Digital Object** if the instance declaration is for digitally available content.



2. Select the **Type** of instance you wish to declare. For example, for a file of documents, you might consider "Mixed Materials". For an individual document, you might consider "Text".

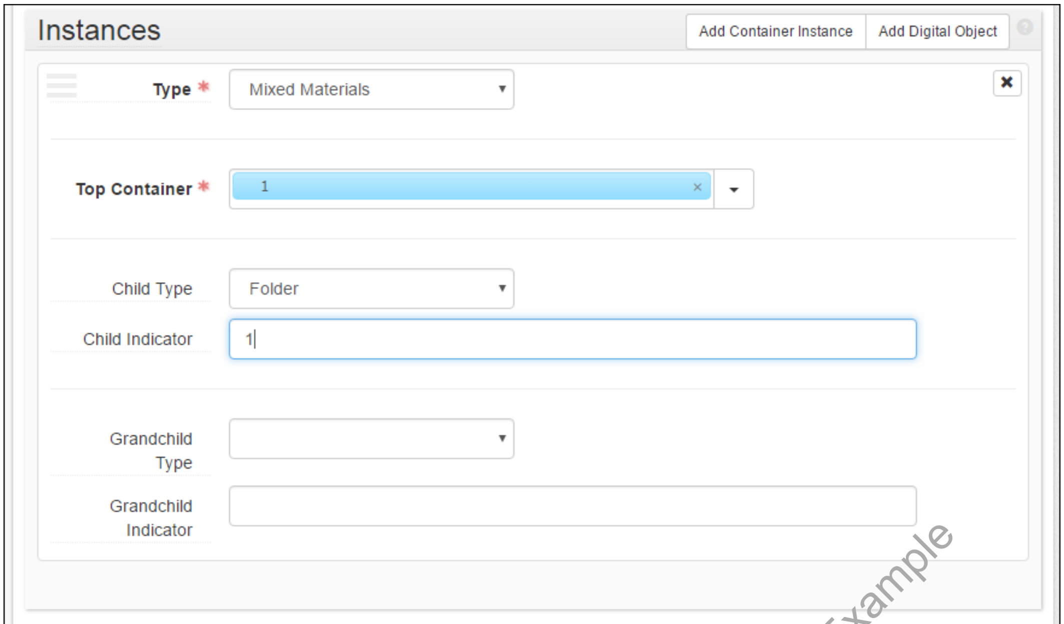
3. Indicate the **Top Container**, by either selecting a previously created container or creating a new one. If you elect to create a new Top Container, you will see a blank template.



The only required field for a top container is **Indicator**. You can also select a, and enter a, **Barcode**, or

Container Profile (Not Used)
Container Type (Required) – enter the type of container
Indicator: (Required) Open text field. An alphanumeric expression for indicating the place of a container in a sequence of containers. 2015.IA.01-1 or 2015.IA.01-2 thru 6
Barcode (Not Used)

ILS Holding ID (Not Used)



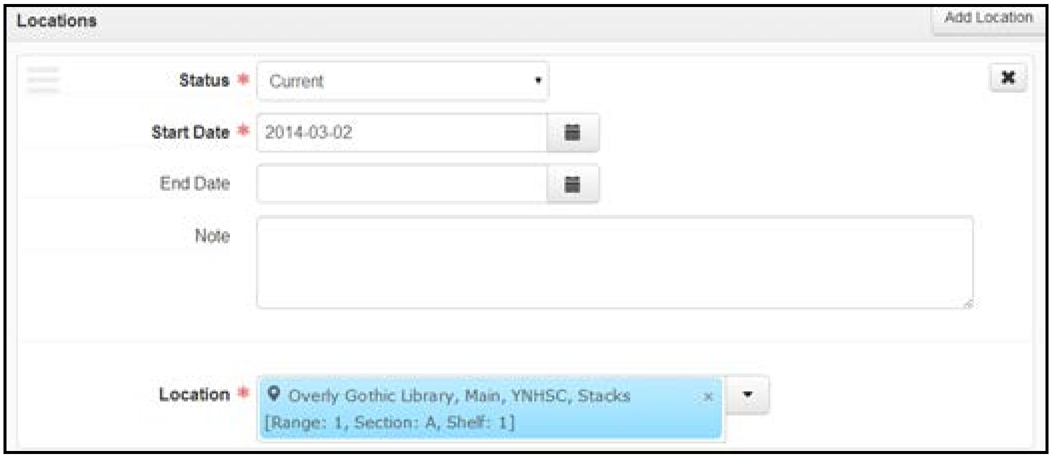
Type: (Required) Choose from drop-down list. A designation of the manifestation for the described materials. Our default is Mixed Materials.
Top Container: (Required) Three selection options: 1) start typing to filter the existing containers and auto-complete the field; 2) use the down arrow to browse the existing locations; 3) use the down arrow to create a new location.

Child Type (As needed): This is where folder/item labels would go but is rarely/never used at the accession level
Child Indicator (As needed): This is where folder/item numbers would go but is rarely/never used at the accession level
Grandchild Type (Not used)
Grandchild Indicator (Not used)

4. Save the record.

Once the top container information is added, it can be linked to a **Location** record. To do so:

1. Select **Add Location** at the bottom of the **Top Container** record.
2. Indicate if the location is a previous location or the current location for the container.
3. Indicate the date the container was stored at the location.
4. Select or create a **Location** record to link to the top container.



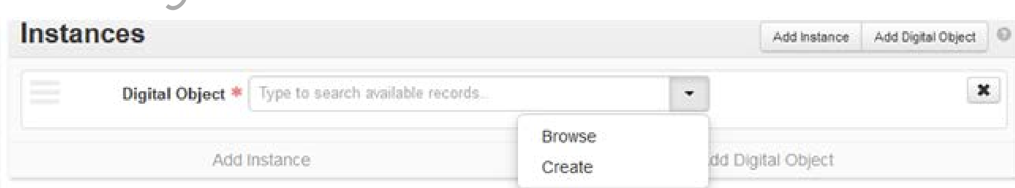
5. Save the record.

Status: (Required) Choose from drop-down list. The options are Current or Previous. Repositories may not customize the list of data values. We will not use previous – it has some unfortunate side-effects.
Start Date: (Required) Intended to reflect the date the material was moved to the location. Use the calendar button as needed.
End Date (Not Used – required if status is Previous): Choose from drop-down list. Intended to reflect the date the material was removed from the location. Use the calendar button as needed.
Note (As Needed): Open text field.
Location: (Required) Three selection options: 1) start typing to filter the existing locations and auto-complete the field; 2) use the down arrow to browse the existing locations; 3) use the down arrow to create a new location.

DIGITAL OBJECT

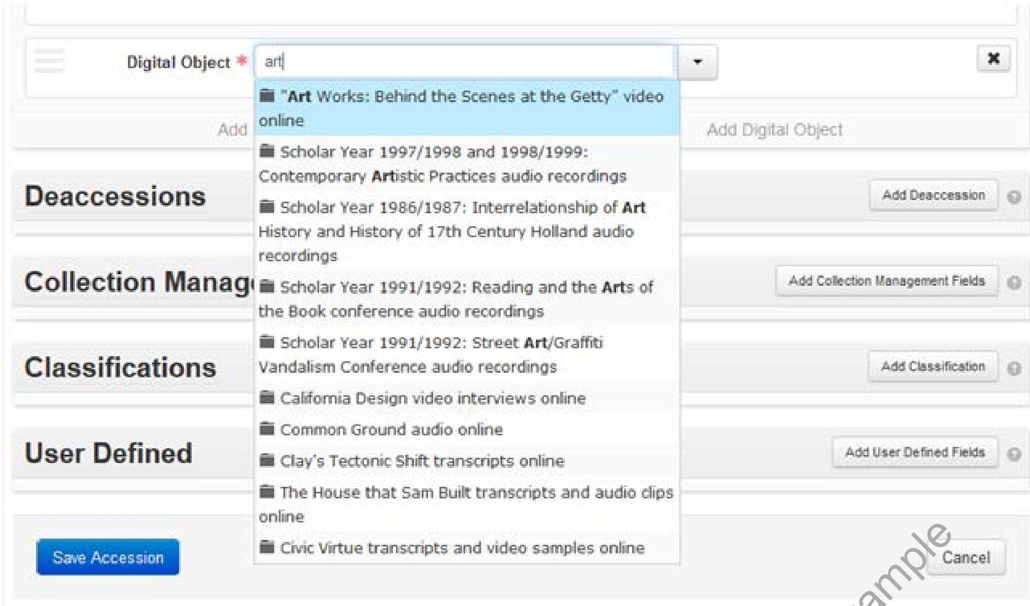
When adding a digital object instance the required field is **Digital Object**. You may add as many Digital Object links as needed.

To add a digital object, click Instances on the left navigation bar and then click **Add Digital Object** on the right side of the screen.

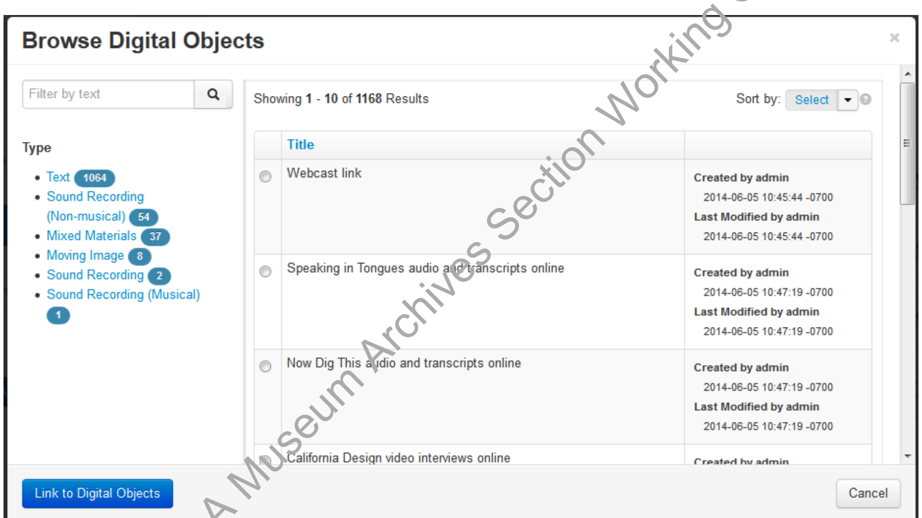


- **Digital Object: (Required)** A digital object that is part of the accession. Digital Objects may be selected using auto-complete, using a browse function, or may be created on demand.

1) To select a digital object using the auto-complete function simply start typing in the digital object box. The system will present you with matching options. Select an object to fill in the box.



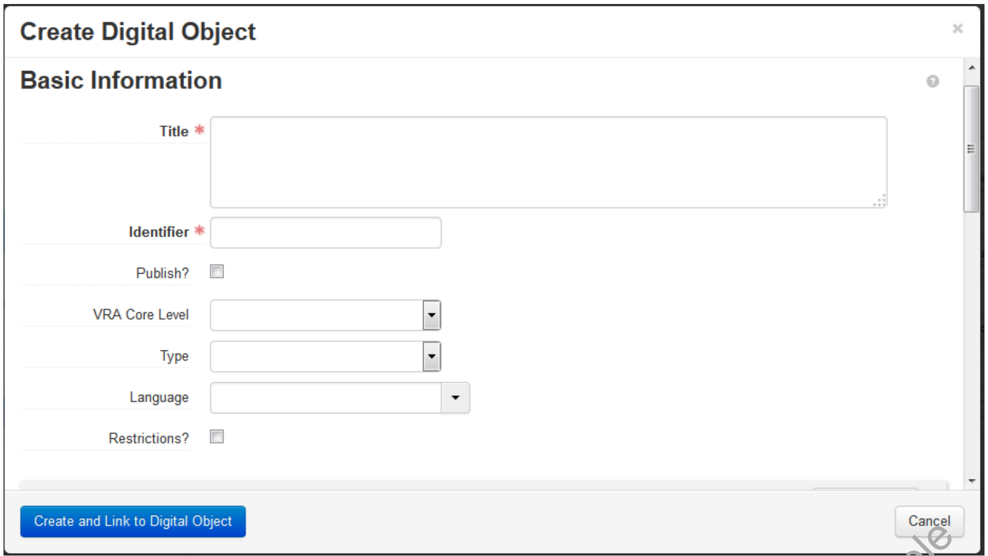
2) To select a digital object using the Browse function, click on the drop down arrow by the digital object box and select Browse.



Search for and select the desired object on the resulting screen. Click **Link to Digital Objects** to link the object to the accession record and close the screen.

If you cannot find the term you need, click **Cancel** or the **X** at the upper right to exit the screen without selecting an object.

To create a digital object click on the drop down arrow by the digital object box and select **Create**. Follow the instructions from the Digital Object portion of this manual to fill in the resulting screen. Click **Create and Link to Digital Object** when you have completed the data entry.



Using the Rapid Data Entry (RDE) tool to create multiple Resource component records

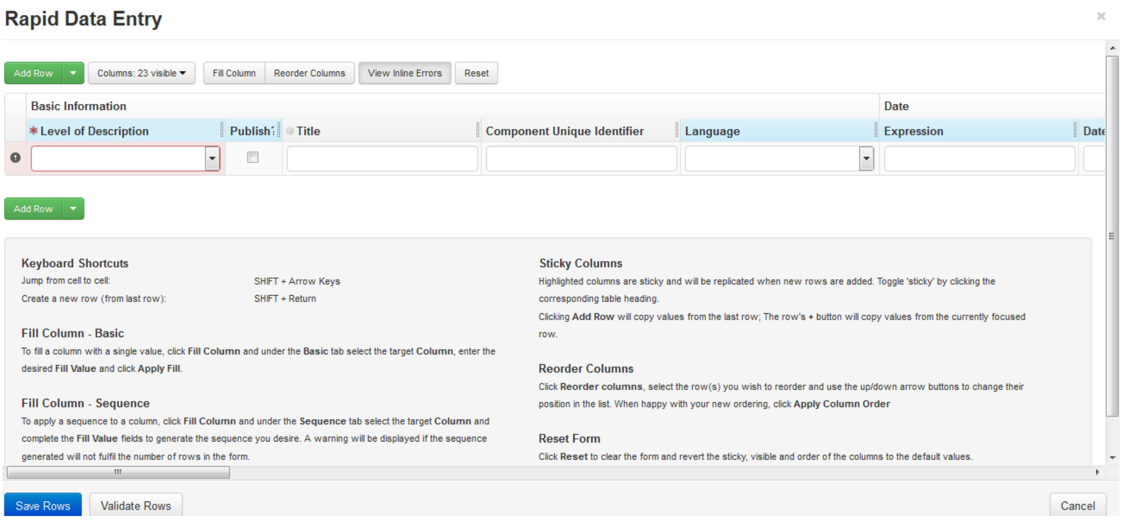
The **Rapid Data Entry (RDE)** tool supports repeated entry of Resource component records at the same level, thus requiring fewer mouse clicks than when adding individual resource component records and then adding instance records. Through the use of "sticky values" and other mechanisms, the RDE tool provides a more efficient interface for entering series or folder lists, where multiple components of the same level and same basic content are entered one after another. The RDE tool also includes in one data row fields from the Resource component record, the Dates sub-record, the Notes sub-record, and the Instance sub-record.

To create resource component records using the RDE:

1. Select **Rapid Data Entry** at the top of the multi-level description.

2. Enter desired data. The **Level of Description** element and either **Title** or one of the Dates sub-record elements is required.

3. **Instance Type** and at least one **Container Type** and **Container Indicator** are necessary if locations are to be linked to the Resource component record.



4. Select **Add Row** to add another row, or use **Shift + Return**, to add another row using all the data in the previous row.

5. Select **Validate Rows** to check that all rows are properly encoded.

6. Select **Save Rows** to save the row(s) to the Resource record.

You can do the following to the RDE tool during a given session:

- Remove columns from view using the **Columns: ## visible** display configuration option.
- Turn sticky values on and off by clicking on the label for a data column.
- Reorder the left-to-right sequence of the data columns using the **Reorder Columns** option.
- Designate a value to fill all occurrences within a data column using the **Fill Column** option.

Digital Archival Objects

Our default use of the digital objects module will be to embed links in the ead finding aids. Rosetta is considered the place of record for all digital metadata, so we will only enter enough information to uniquely identify and actuate the link to Rosetta (or elsewhere).

CREATE A SIMPLE DIGITAL OBJECT RECORD DIRECTLY IN THE DIGITAL OBJECT MODULE

1. Create a new Digital Object record (from the toolbar, select Create->Digital Objects). You will be presented with the Digital Object data entry screen.
2. Enter a **Title**, comprising a descriptive or transcribed title for the resource.
3. Enter an **Identifier**, comprising a unique identifier for the digital object as a whole. Examples include an ARK, a HANDLE, or a URI for a METS files. The identifier may also be a local ID that a repository uses. The only requirement is that the identifier be unique within a repository's set of digital object identifiers.

4. Save the record by pressing the button at the bottom right corner of the window. If you are entering multiple records, the **+1** button will save the record you are working in and open a new record.

Title and **Identifier** are the only two data elements ArchivesSpace requires for a valid digital object record, but additional basic information can be provided in the fields listed below.

Add additional optional metadata (by default, we don't use these)

- **Publish:** Select or clear the check box. A selected check box indicates that this Digital Object or Component will be published to the ArchivesSpace public interface.

- **VRA Core Level**: Choose from a non-configurable controlled value list. Primarily for use in multi-level VRA Core compliant records to indicate that a description is about a collection, a work, or an image.

- **Type:** Choose from a configurable controlled value list. A generic term indicating the basic content type of the digital object. The default options correspond to the MODS <typeOfResource> element.

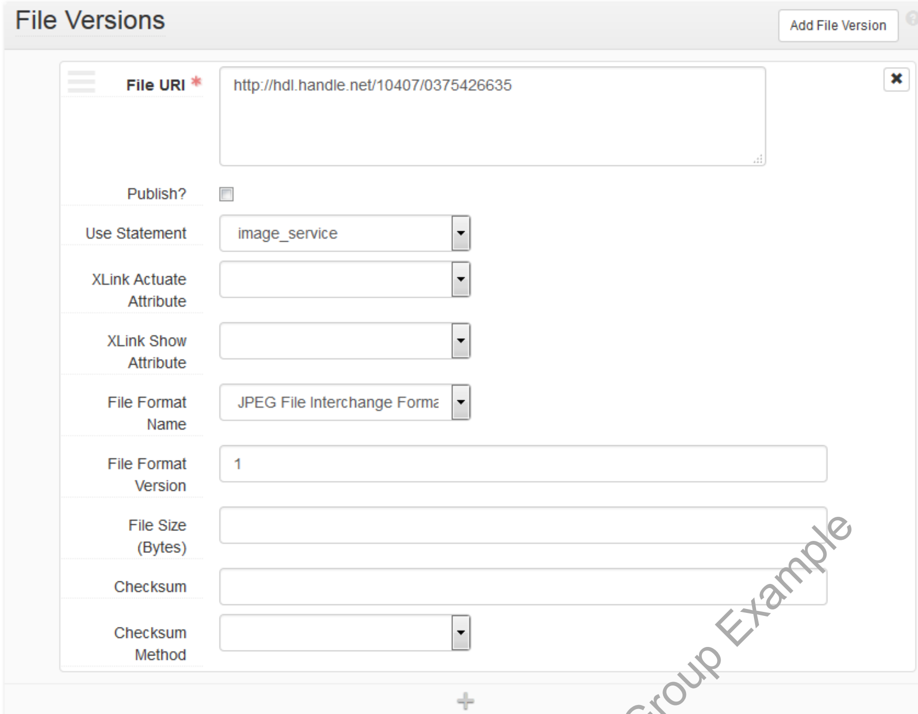
- **Language:** Choose from a non-configurable controlled value list. Indicate the language term and code for the content represented by the Digital Object.

- **Restrictions:** Select or clear the check box. A selected check box indicates that restrictions apply to the material. Additional description of the restriction should be provided in appropriate Notes or Rights Statements for the record where the restriction occurs.

After the required and any optional basic data has been entered, you can continue to describe the Digital Object using the sub-records available in the left navigation bar. When you add a sub-record, depending on the type of record, specific fields may be required. If any required information is missing, when you try to save the record you will be prompted to add the required information.

File Versions

One of the most significant digital object sub-records is File Versions. This sub-record links a digital object or digital object component description to an associated content file and contains the actionable link to the digital file.



The required field is the **File URI**.

- **File URI: Required.** Open text field. Supply an identifier for a file associated with a digital object, accessible on the web or in a file directory.

- **Publish:** Select or clear the check box. A selected check box indicates that this File Version will be published to public (patron) interfaces.

- **Use Statement: Required.** Choose from the configurable controlled value list. Indicate the use for which the digital file is intended (e.g., a thumbnail).

- **XLink Actuate Attribute: Required.** Choose "OnRequest" from the non-configurable controlled value list. This means the user muck click on the link to activate it.

- **XLink Show Attribute: Required.** Choose "new" from the non-configurable controlled value list. This tells the link to open in a new window, rather than replacing the existing window.

By default we don't typically use the following fields.

- **File Format Name:** Choose from the configurable controlled value list. Choose the name of the format for the file type.

- **File Format Version:** Open text field. Enter the version of the format for the file type.

- **File Size (Bytes):** Open text field. Enter the size (in bytes) of the digital file.

- **Checksum:** Open text field. Enter a digital signature for monitoring the integrity and authenticity of a digital file

- **Checksum Method:** Choose from the configurable controlled-value list. Indicate the algorithm used for generating the checksum.

VERY ratrely, additional sub-records can be used for a more comprehensive description of the Digital Object, as well as to support discovery and use. If absolutely necessary to use the sub records, enter data as described elsewhere in this manual. The additional sub-records are:

- **Dates**
- **Extents**
- **Agents**
- **Subjects**
- **Notes**
- **External Documents**
- **Rights Statements**
- **Collection Management**
- **User Defined**

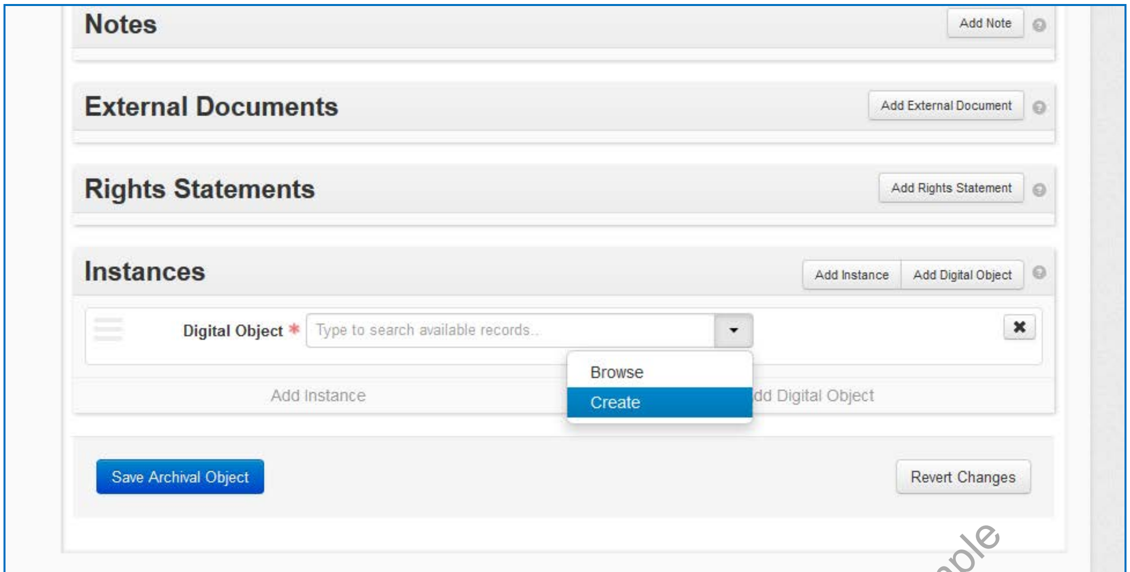
Create a Simple Digital Object from Within an Accession or Resource Record

1. Browse or search for the Accession or Resource record and then open in the **Edit** mode.

2. Within the Resource record, select the particular component level description to which you would prefer to link a digital object.

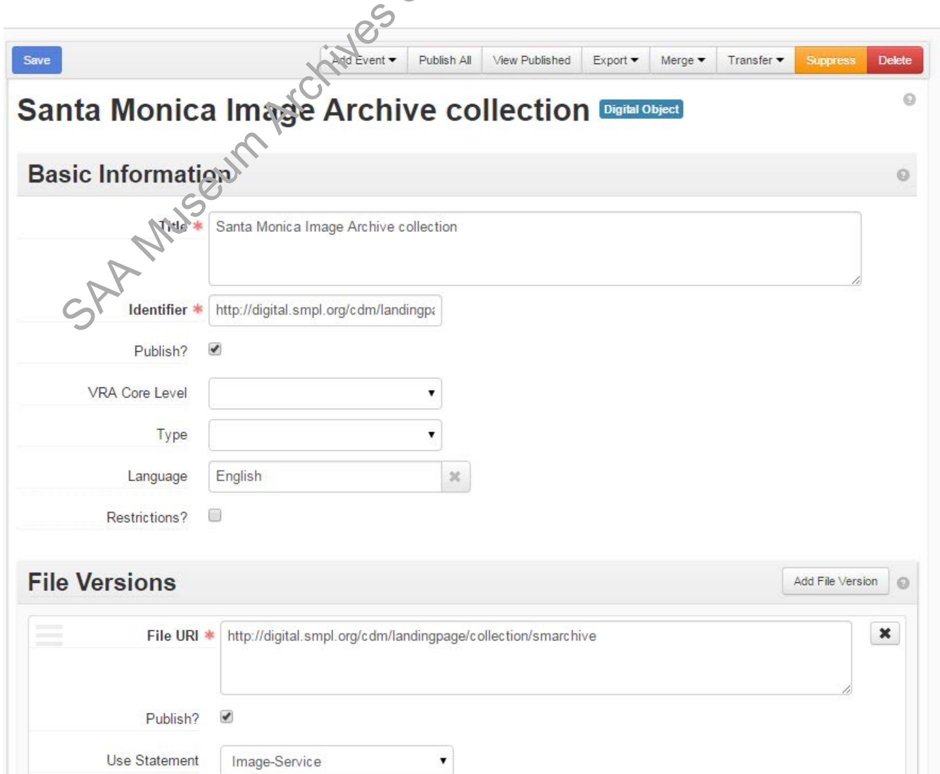
3. Then navigate to the **Instances** section in either the Accession record or the selected part of the Resource record.

4. Select the **Add Digital Object** button. Select the option to **Create** a new Digital Object.



5. You'll now be presented with a new Digital Object record. Add a **Title**, to briefly characterize the Digital Object. It may be the same as the title of the Accession or Resource component to which it is linked.

6. In the **File URI** in the **File Versions** sub-record, enter the complete URL to the digital object, as displayed and accessible in the external system. Save the record once the URL is added. (The URI can also be added to the **Identifier** field in the **Basic Information** sub-record, but it will not be actionable there.)



7. Enable the **Publish** checkbox option(s).

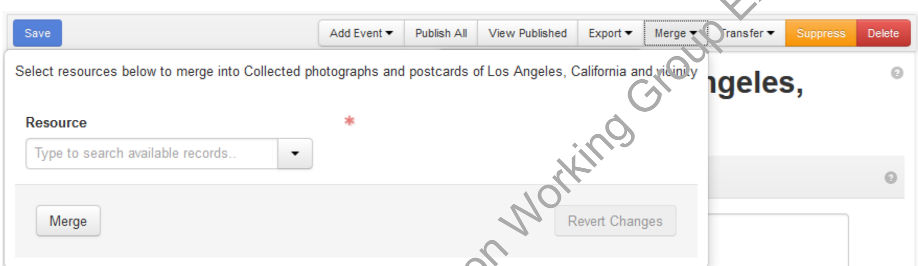
8. Repeat steps #1-5 for any other digital objects that you'd like to link to, from the Resource record.

ADVANCED TOPICS

MERGING RESOURCE RECORDS

The merging process retains the entirety of the resource you are merging into and adds to it the component information that was part of the resource you are merging from. The original Resource you are merging from will be **DELETED** as a part of this process

To merge two resources, click the **Merge** button in the **Resource** toolbar.

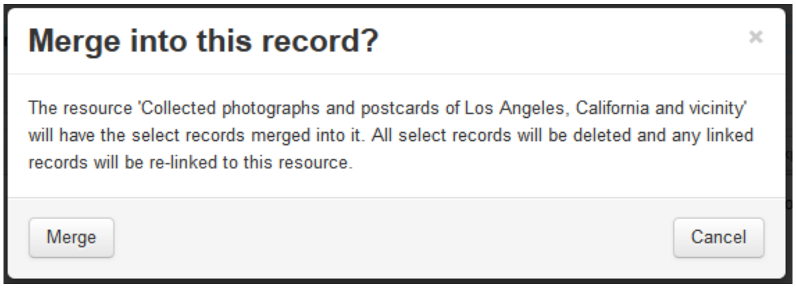


The system will automatically assume that you wish to merge another record into the record that is open. Find the resource you want to Merge into your open record in one of two ways. Either use the auto-complete function in the Resource box or click the drop-down button and then Browse for the desired Resource:

1) To select a resource using the auto-complete function simply start typing in the **Resource** box. The system will present you with matching options. Simply select the resource you need and it will populate the Resource box.

2) To select a resource using the Browse function, click on the drop down arrow by the agent box and select **Browse**. Search for and select the desired resource on the resulting screen. Click **Link to Resource** to add the resource to the accession record and close the Browse Resources screen. If you cannot find the resource you need, click Cancel or the X at the upper right to exit the Browse Resources screen without selecting a name.

Once you have found the resource you wish to merge into your open record, click the **Merge** button in the box. The system will supply a confirmation box to ensure that you really wish to perform this function.



Click **Merge** - or **Cancel** if you change your mind. You may also close the screen without making changes by clicking the X in the upper right corner of the message box.

PUBLICIZING FINDING AIDS AND INVENTORIES

To Export a Resource

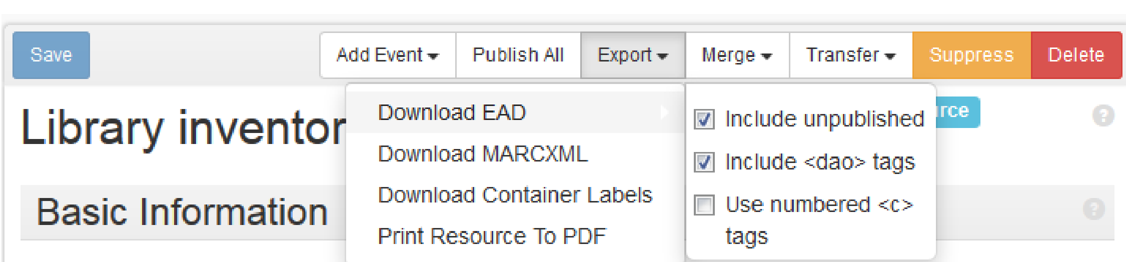
ArchivesSpace enables the production of several export options from within a Resource record.

EAD files are XML-encoded documents compliant with the EAD 2002 schema. These may be uploaded to an EAD database for indexing and made publicly searchable with EAD files from the same repository and/or other repositories. Exports reflect the parent-level Resource record, plus any associated child-level component records. You can opt to include or exclude notes and sub-notes that are not intended for publication, include or exclude <dao> tags, or choose whether or not to number <c> tags.

MARCXML files are XML-encoded documents compliant with the MARCXML schema. These may be uploaded to an ILS to be searched amongst other MARC records. Exports reflect the parent-level Resource record only.

Container Labels are exported in Tab Separated Value format and are intended to provide automatically generated container labels that may be formatted for printing.

ArchivesSpace currently supports exporting of individual Resource records; support for batch exporting of multiple records will be available in forthcoming releases.



EXPORTING EAD, MARCXML, AND CONTAINER LABEL FILES

1. Find the Agent or Resource record you want to export. You can browse or search.
2. Next to the record you want to export, click **View** or **Edit.**

3. Click the **Export** button (for Resource record exports)
4. If you are printing the XML or the PDF, choose the parameters from the horizontal menu next to "Download EAD"

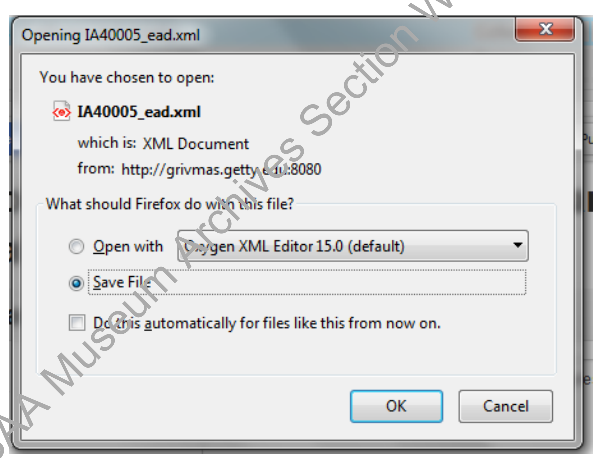
- **Download EAD**
  - **Include unpublished**: select this option for EAD exports to include all notes and subnotes (even if they have been marked as not intended for publication).
  - **Include <dao> tags**: select this object to include digital archival objects
  - **Use numbered <c> tags**: select this option to number the component tags upon export

- **Download MARCXML**: select this option for MARCXML exports.

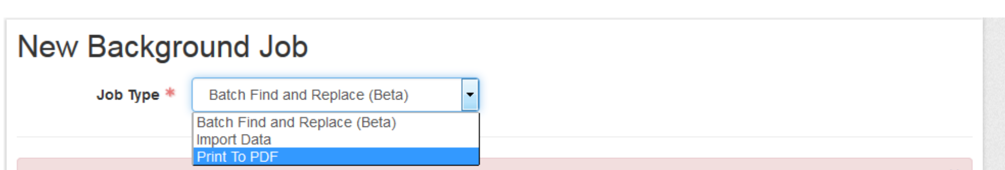
- **Download container labels (Not Used):** select this option to download container labels

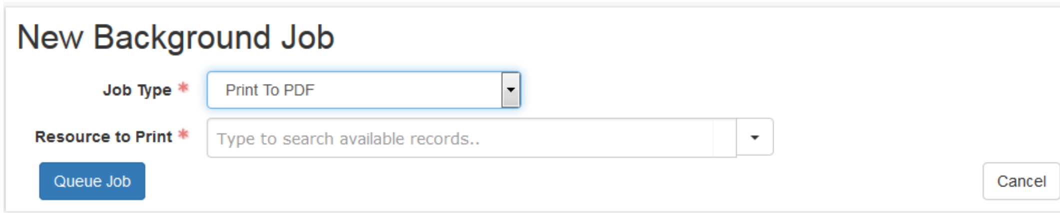
- **Print Resource to PDF:** Used to generate a pdf version of the finding aid using a stylesheet embedded in the ASpace files on the server.

5. When you download the xml you will see the following. Depending on your browser's settings, the file will be saved to your Downloads folder or you may be prompted to choose a location for saving the file.

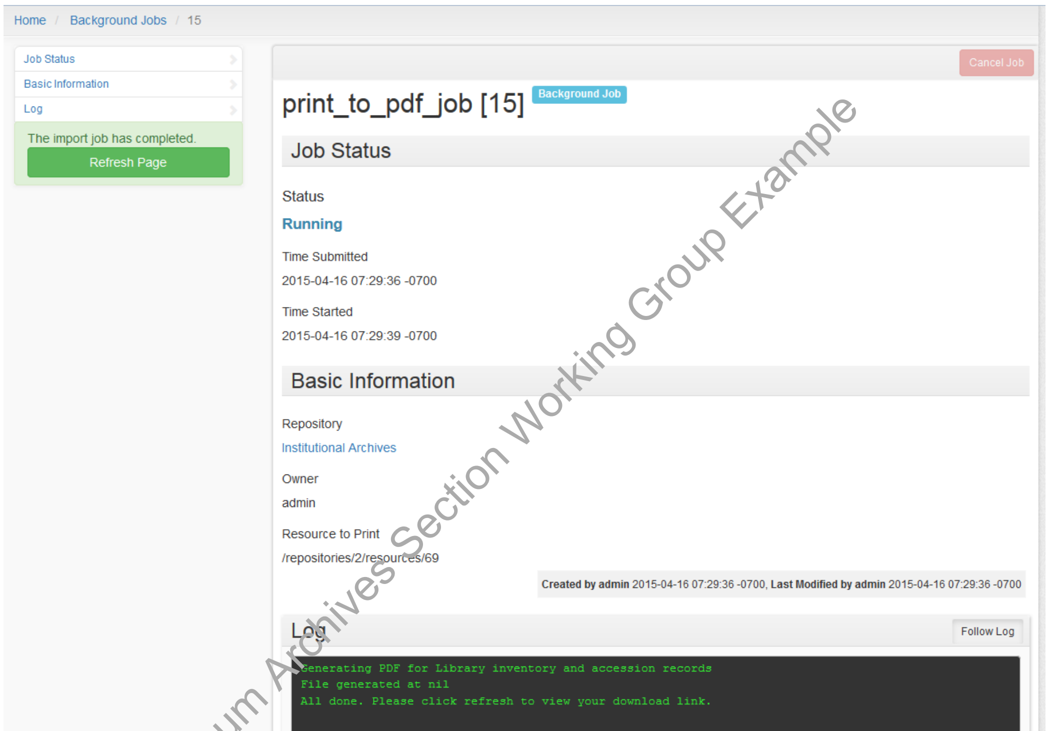


6) When you export the PDF, the system will take you to a background jobs screen. Currently the system is buggy and you will have to re-select "Print to PDF" from the background jobs type. You will then have to reselect the resource you want to print.

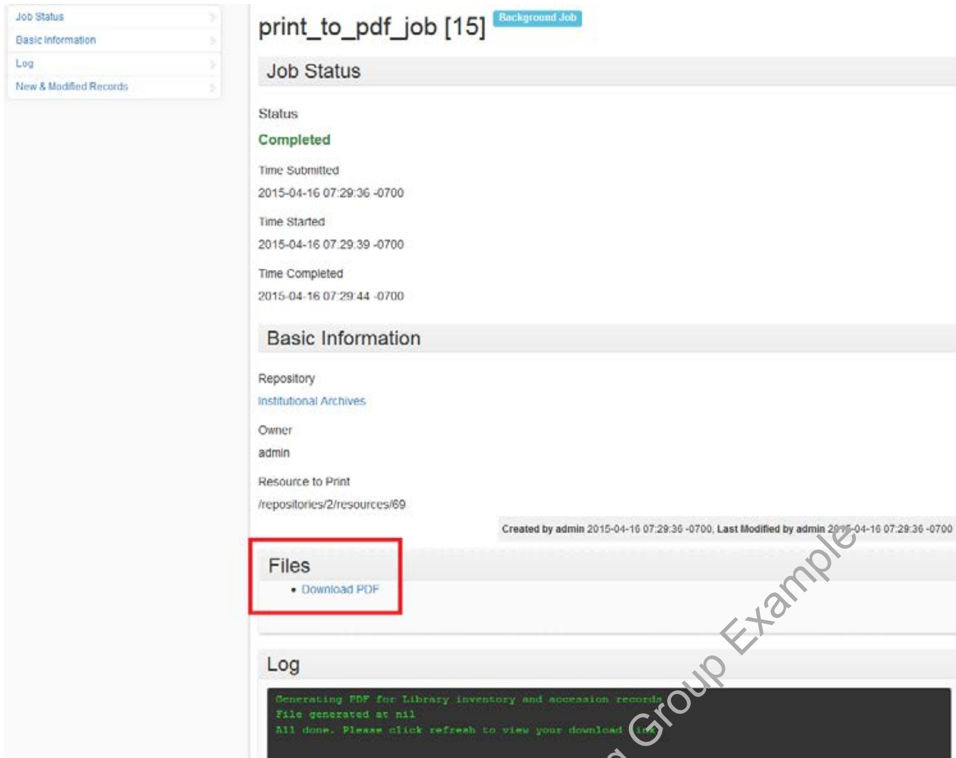




Then select "Queue Job." The system will bring up a processing screen with a log and start generating the PDF. The job will either error out or complete. If it errors out you may need to check your data (you may need to contact the department head for assistance). If it completes you will see the following screen.



Click on "Refresh Page." And then on "Download PDF."



Some inventories/finding aids will be made public, while others will not. For internal-only inventories, consult your supervisor for the appropriate way to make it available to the target audience. For public inventories/finding aids, follow the procedures below.

Create a handle for the finding aid using the Handle Tool:
http://archives.getty.edu:30008/hdlTool/admin.php

Follow the procedures in the StandAlone CIFA User's Guide to prepare the EAD for upload (Appendix 1)

Upload the EAD to Getty.edu using the CIFA Upload Tool:
http://archives2.getty.edu:10080/CIFAuploads/CIFAupload.php

Notify Library Information Systems so they can reindex/refresh the server to include the new finding aid.

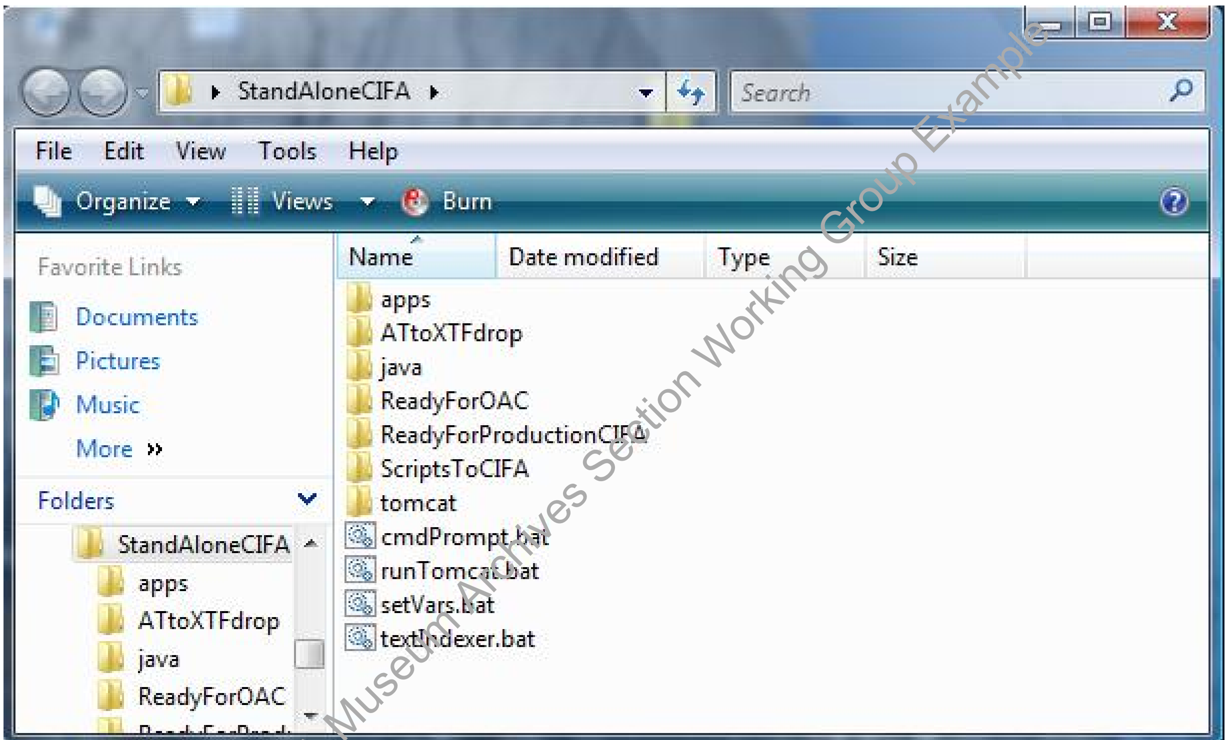
Submit the EAD to the Online Archive of California following the instructions in Appendix 2.

APPENDIX 1: PREPARING EAD FOR UPLOAD

STANDALONECIFA USERS' GUIDE

StandAloneCIFA is a stand-alone version of the CIFA production software. Its purpose is to provide finding aid reviewers the opportunity to see how a new or modified finding aid/inventory from ArchivesSpace (ASpace) will look in the production CIFA system.

There are two versions of StandAloneCIFA. One has the Institutional Archives finding aids/inventories from the CIFA Shadow instance and the other has the Special Collections finding aids/inventories from the CIFA production instance. Both versions have exact copies of all the XTF code from the production version of CIFA. The directory structure of StandAloneCIFA is as follows:

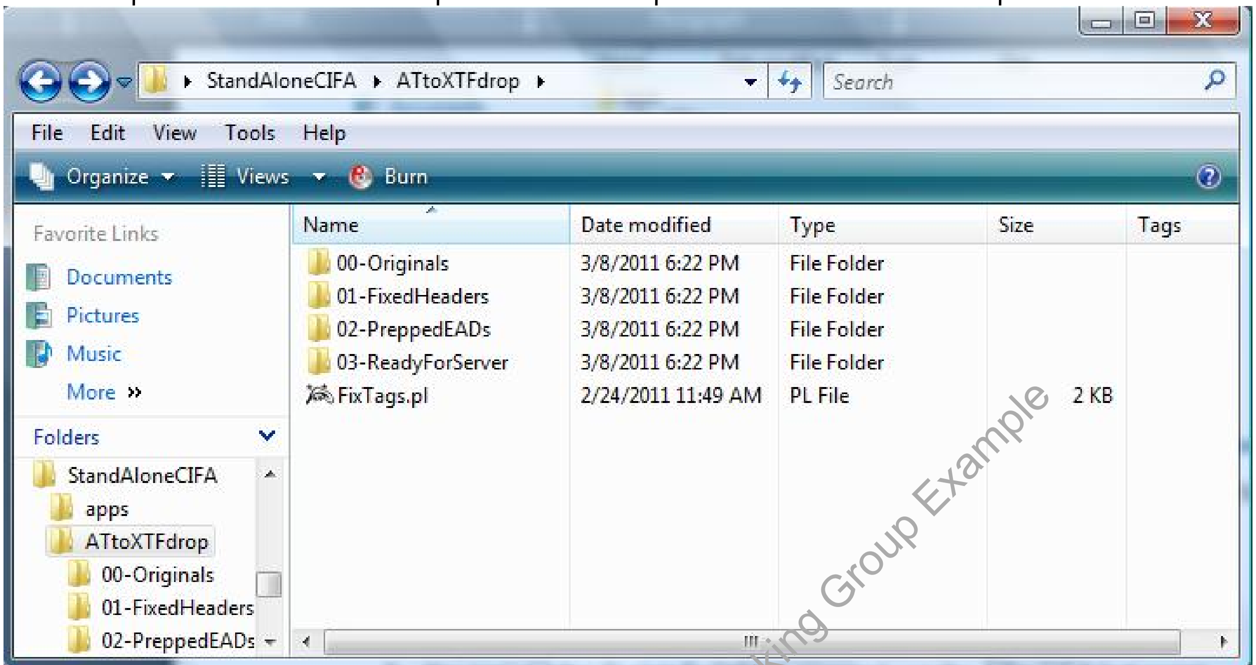


- The apps folder contains the saxon XSL processor used to apply xsl stylesheets to xml files.
- The ATtoXTFdrop folder is where AT exported EADs are placed for processing prior to being added to CIFA.
- The java folder contains a java runtime environment for running the web client.
- The ReadyForOAC folder contains xml files that are ready to be uploaded to the Online Archive of California (OAC).
- The ReadyForProductionCIFA folder contains other folders, one for each finding aid/inventory, that have the xml and Dublin Core (DC) metadata required for inclusion into production CIFA.
- The ScriptsToCIFA folder contains the scripts used to process EADs from AT and clean up directories once the EADs have been added to CIFA.
- The tomcat folder contains the local tomcat web server.

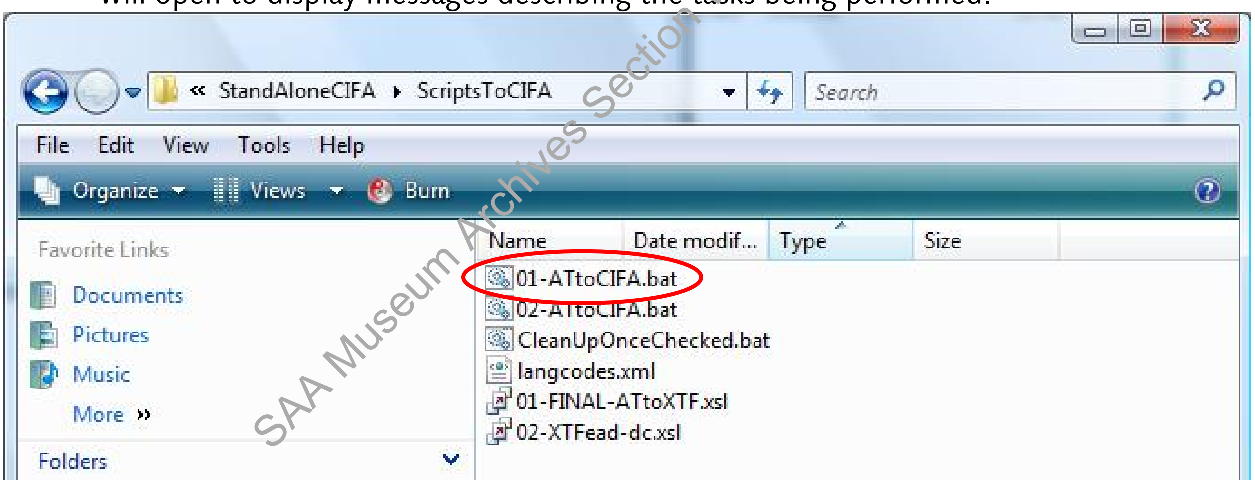
The processing of the new/modified finding aids/inventories is performed using Windows batch (.bat) scripts. To run a batch script, just double click on the batch file.

These are the steps for using the StandAloneCIFA software:

1. Export EAD from AT and place it at the top-level of the ATtoXTFdrop folder.

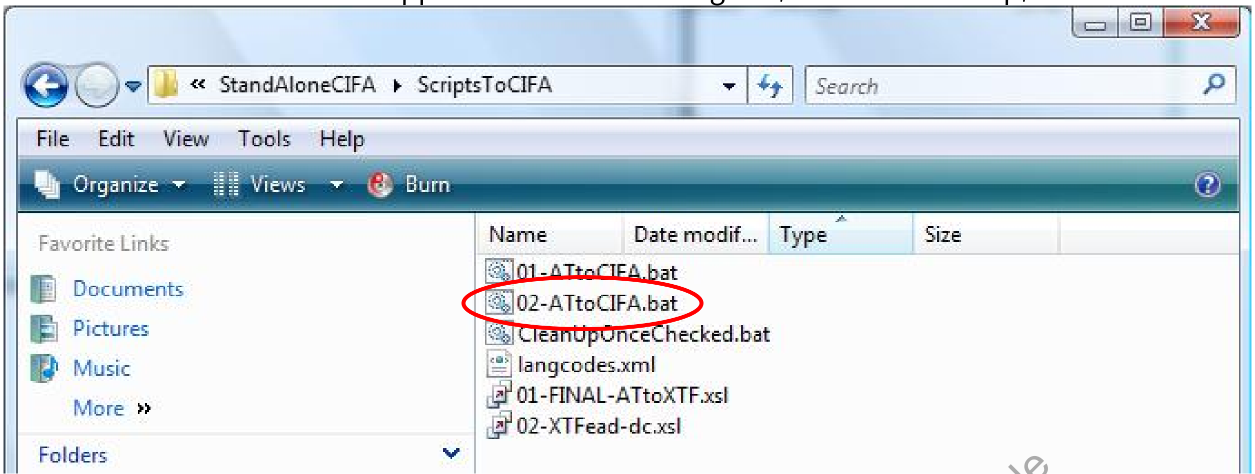


2. Navigate to the ScriptsToCIFA folder and run the 01-ATtoCIFA.bat script. A dos window will open to display messages describing the tasks being performed.



3. Navigate back to the ATtoXTFdrop folder, and open the 02-PreppedEADs folder. If the document is near the same size as the original document, then continue to the next step. Otherwise, if the size varies significantly, or more likely has a size of 0KB, then there is a problem with the data. The file that is found in the 01-FixedHeaders folder, can be uploaded to the OAC and validated there, to find the errors most likely causing a problem in the EAD e.g. bad UNICODE character, etc.

4. If the file in the 02-PreppedEADs folder looks good, run the next step, 02-ATtoCIFA.bat.



Previously, this is all run as one script, called "ATtoCIFA.bat". However, we broke it into two parts. Steps 1 and 2 in the first script, and steps 3 and 4, in the second. The thinking was, if there is a problem with the data, which is tested in Step 2, there's no reason to continue processing it with steps 3 and 4, generating more bad data, and causing confusion for everyone.

AT EXPORT → EAD-XML

Step 1 Runs FixTags.pl, which:
Fixes the header
Removes smart quotes and em-dashes
Fixes export errors to make EAD compliant
↓
Moves EAD-XML to
01-FixedHeaders directory

Step 2 Runs 01-FINAL-ATtoXTF.xsl on EAD-XML
Reorders tags
Creates frontmatter, etc.
↓
Moves EAD-XML to
02-PreppedEADs directory
NOTE: If there are any data issues, this step won't pass
Problems result in an incomplete or empty EAD file (typically, "Size 0K")

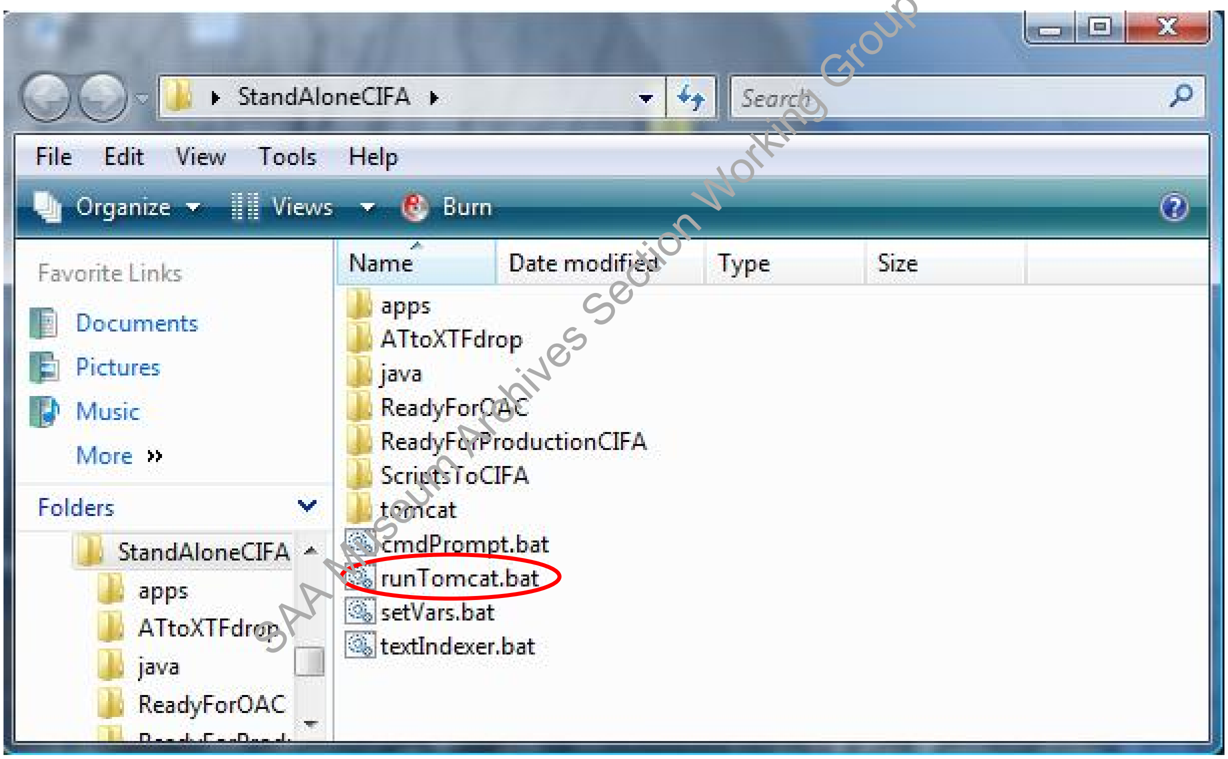
---------------- recent split happened here --------------------

Step 3 Generates DC record from EAD-XML

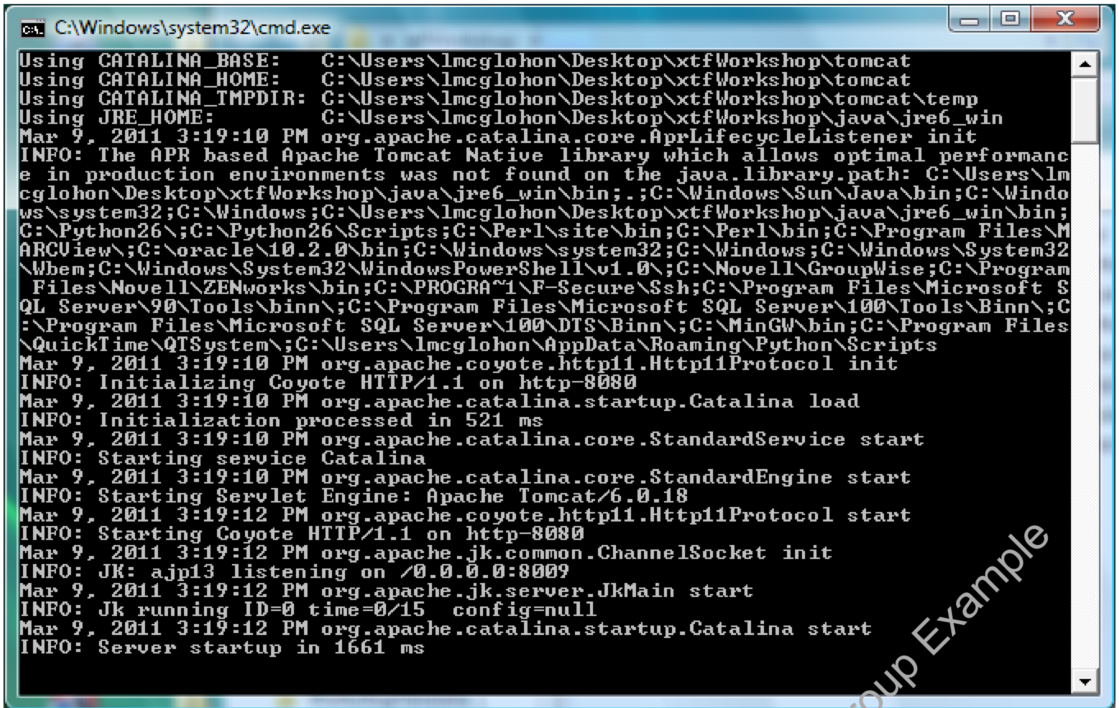
Creates a folder with the same root name
Bundles the EAD-XML and DC, into the new folder
↓
Moves new bundle to
03-ReadyForServer

Step 4 Processes the files for CIFA
↓
Copies the "03" bundles to
CIFA data directory
Shuts down CIFA
Indexes the new/modified EADs
Restarts CIFA

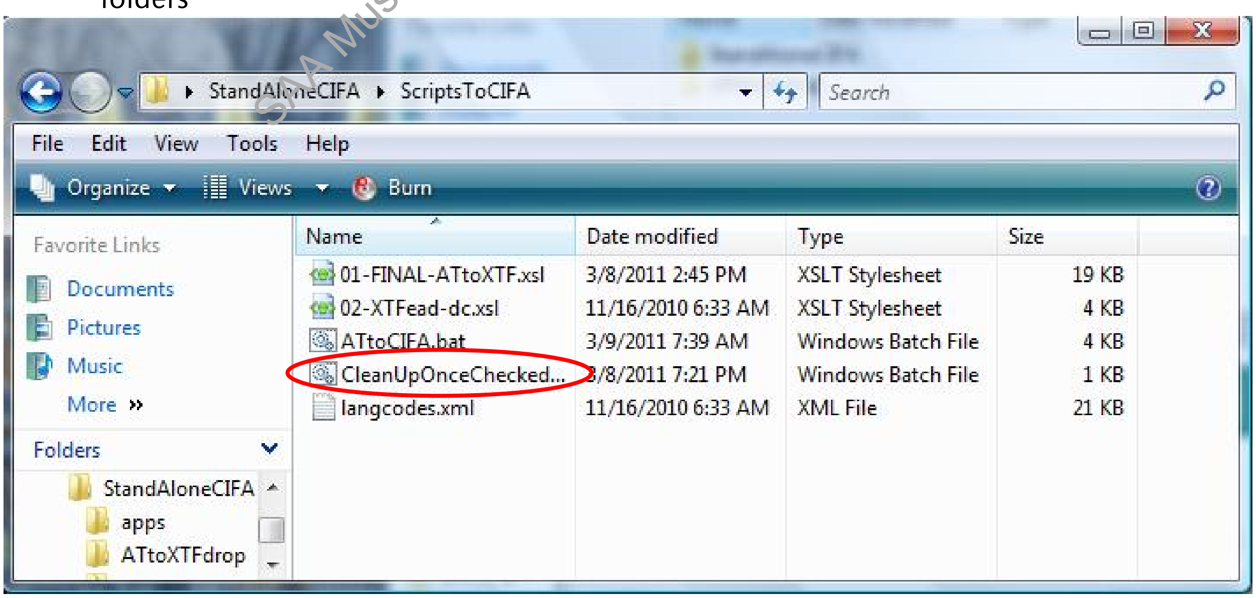
5. Once the ATtoCIFA.bat has completed (the dos window will close), navigate to the top-level StandAloneCIFA directory and run the runTomcat.bat script.



A dos window will open and it should look something like the image below. Once you see a statement at the bottom of the dos window that says "Server startup in xxxx ms", open a browser – either Internet Explorer or FireFox. **Note: Make sure you leave the dos window open otherwise tomcat will be shutdown.**



6. In the browser window, type in the following URL: http://localhost:8080/xtf/search. That will bring up the keyword search page from CIFA.
7. Navigate as you usually do in the production server to find the finding aid/inventory to review. When you open the Browse page, expect a delay (the "initial hit") due to the starting of the tomcat server.
8. If everything looks OK,
    a. Close the browser
    b. Select the open dos window with your mouse
    c. Type Ctrl-c and you will get a prompt "Terminate batch job (Y/N)?." Answer y and the dos window will close.
9. Navigate to the ScriptsToCIFA folder and run the CleanUpOnceChecked.bat script. This will clean-up residual files created during the ATtoCIFA.bat script execution. It also adds the newly processed finding aids/inventories to ReadyForOAC and ReadyForProductionServer folders



LOAD TO CIFA

Once you have checked to ensure the file appears as you expect it to, upload the file to CIFA (if it's public) and/or Shadow CIFA (public or private).

Go to http://archives2.getty.edu:10080/CIFAuploads/CIFAupload.php
Login: user
Password: @WSXzaq1

Browse to find the XML and DC files, and select the appropriate system(s).

APPENDIX 2: SUBMITTING EAD TO THE OAC

INTRODUCTION

The Online Archive of California (OAC), a component of the California Digital Library (CDL), hosts an EAD version of each of the Institutional Archives' public finding aids. Once a finding aid is completed in the ArchivesSpace (AS) and approved by the Institutional Archives Manager, it is marked "Completed" in the status field of the Finding Aid tab of the Resource module in AS. Before uploading to the OAC, be absolutely certain that the finding aid has been approved for distribution to the public.

BEFORE YOU BEGIN

Requesting a voroEAD user account

Email oacops@cdlib.org. The subject of the email should read "voroEAD account." The body of the email should include "Getty Research Institute, Institutional Archives," your complete name, and contact information. You will receive an email containing your user name and password.

Setting up your directories

Set up your Web connection to OAC by following the directions on the OAC website:
http://www.cdlib.org/services/dsc/contribute/voroead.html
If you need to download a recommended tool such as (CyberDuck), you may need to call Getty ITS at x1199 to get permission to do so.

You will need your *voro*EAD account information to follow these procedures. Your account information includes the following: a *voro*EAD Production and Testing Directory URL, a user name, and a password.

1. Establish a WebDAV connection to your ***voro*EAD Production Directory**:
   http://www.cdlib.org/services/dsc/contribute/docs/DSCwebdav_connection.pdf

   Establish a separate and different WebDAV connection to your ***voro*EAD Testing Directory** using the steps outlined above. **Note:** your voroEAD Production Directory URL must be changed slightly when setting up your connection: replace "oac-dav" with "test-oac" when typing in the URL.
2. Place a copy of the ead.dtd in each of your directories. A downloadable copy of the dtd can be found at http://www.loc.gov/ead/ead2002a.html
   The voroEAD Testing Directory for GRI Institutional Archives is found at:
   http://voro.cdlib.org:8086/test-oac/getty/inarch

   The voroEAD Production Directory for GRI Institutional Archivesis found at:
   http://voro.cdlib.org:8086/oac-dav/getty/inarch

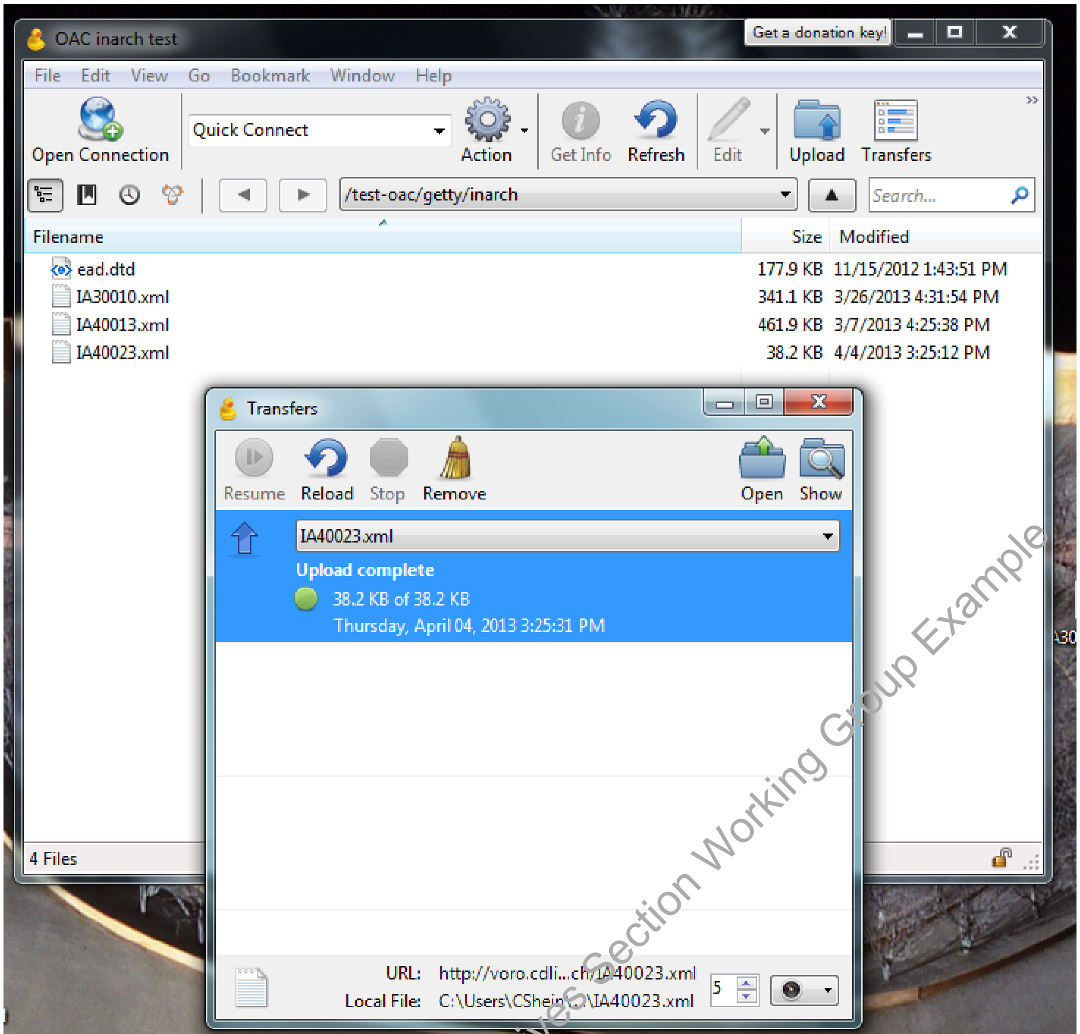
SUBMITTING A FINDING AID

Create an EAD file

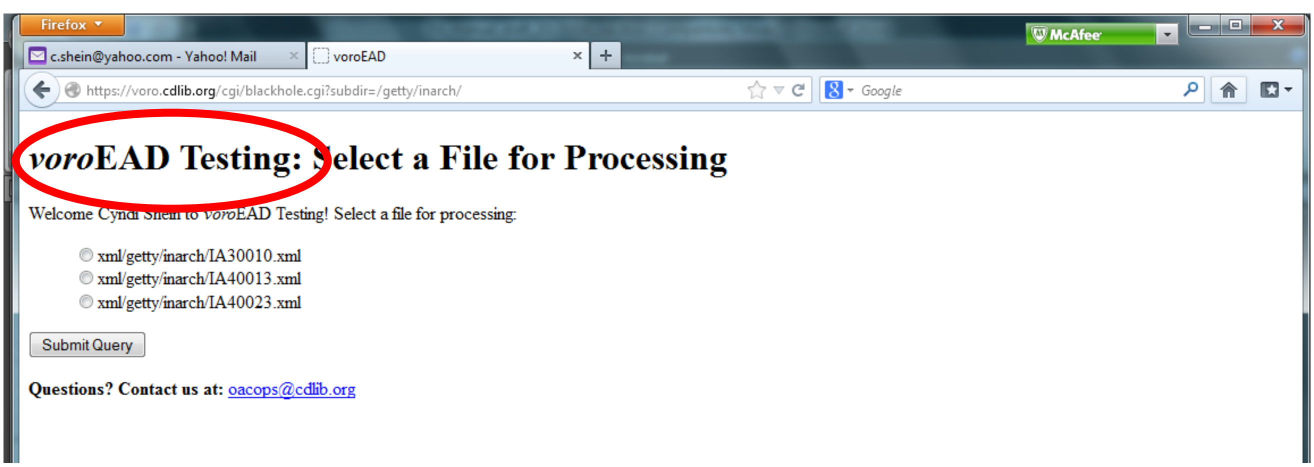
- Export an EAD file from the Resource module of AS
- Run the file through the StandAlone CIFA process
- Open the StandAloneCIFA > Ready for OAC folder and save a copy of the EAD file to your desktop

Test the EAD file in voro

- Open your voroEAD **Testing Directory** (current process utilizes CyberDuck)



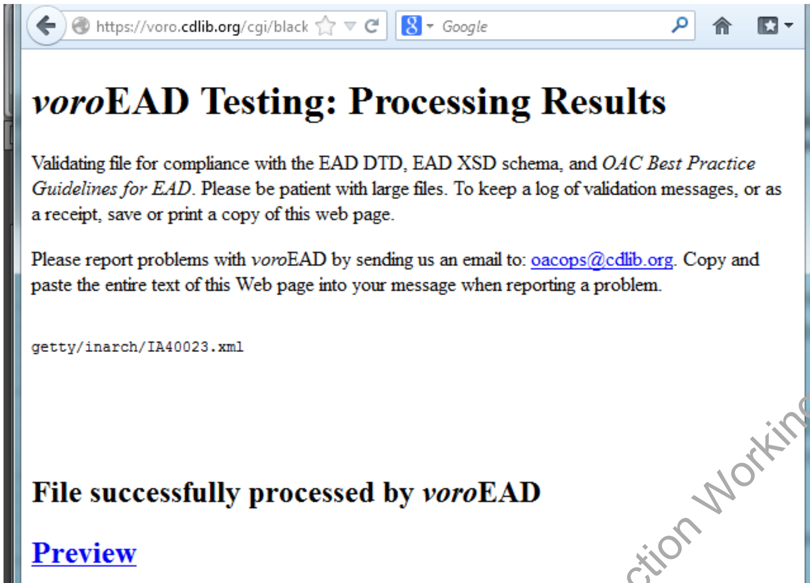
- Upload the EAD file
- Open your Web browser
- Go to the voro Blackhole http://voro.cdlib.org:8086/cgi/blackhole.cgi (this will require your user name and password)
- Confirm that you are in the Test Directory
- Open the /getty/inarch/ folder



The EAD file you uploaded into the testing directory folder should be present on this screen.

- Click the button next to the EAD file that you want to test
- Click the box "Submit Query"

The finding aid will be validated for conformance to the EAD DTD and to the OAC BPG EAD. voroEAD will produce a log of critical errors, warnings, and recommendations for correcting encoding.



If the finding aid is "successfully processed" click on the "Preview" link at the bottom of the page. This provides you with the opportunity to view the display as it will appear on the OAC. At this point you may return to your EAD file and revise code or text if necessary. To edit your file you must return to the file saved to your desktop, upload the file again into the inarch folder, and resubmit it. If your file fails and is rejected by voroEAD due to critical errors, the file must be corrected and resubmitted. If the file fails, you will not be able to preview it.

Submit the file for processing

Once you have tested and confirmed that your file is ready to be published, you may submit it to the OAC for processing. The submission procedure mirrors the testing procedure.

- Open your voroEAD **Production Directory** (name may vary) (in CyberDuck)
- Drag your corrected, finalized EAD file from your desktop into the inarch folder
- Open your Web Browser
- Open the GRI voroProduction folder at http://voro.cdlib.org:8086/cgi/process.cgi (this will require your user name and password)
- Select the /getty/inarch/ folder

Click the button next to the file you want to upload
Click the "Submit Query" box at the bottom of the screen.


INSIDE CDL

Inside CDL Home | CDL Home | Search | Contact the CDL

Digital Library Building Blocks > Submitting and Editing Finding Aids > *voro*EAD

*voro*EAD Production: Select a File for Processing

Welcome Cyndi Shein to *voro*EAD Production! Select a file for processing.

The weekly deadline for processing finding aids for publication is every Friday at noon. Note that it takes approximately one week for a finding aid to display on the OAC Website after it has been successfully submitted by the weekly deadline.

- submission/getty/inarch/gia_10001.xml
- submission/getty/inarch/gia_10011.xml
- submission/getty/inarch/gia_10016.xml
- submission/getty/inarch/gia_20001.xml
- submission/getty/inarch/gia_20002.xml
- submission/getty/inarch/gia_20008.xml
- submission/getty/inarch/gia_20009.xml
- submission/getty/inarch/gia_20012.xml
- submission/getty/inarch/gia_20013.xml
- submission/getty/inarch/gia_20014.xml
- submission/getty/inarch/gia_20015.xml
- submission/getty/inarch/gia_20017.xml
- submission/getty/inarch/gia_20018.xml
- submission/getty/inarch/gia_20019.xml
- submission/getty/inarch/gia_20020.xml
- submission/getty/inarch/gia_20021.xml
- submission/getty/inarch/gia_20026.xml
- submission/getty/inarch/gia_20031.xml

Submit Query

Only one EAD file can be selected at a time. You will be asked to confirm whether or not this is a new or a replacement file. OAC will send you a confirmation email letting you know that your file has been processed. OAC batch loads files on Fridays at noon. Barring unforeseen delays, your finding aid will go live on OAC the following Tuesday or Wednesday.

After 24 hours you should be able to see the finding aid online. Once you have confirmed successful upload of the file to the OAC, delete the file from the StandAloneCIFA folder and your desktop.