**WORKSHOP for**

**ArchivesSpace Member Forum**

**August 2, 2019**

**SCHEDULE AT A GLANCE**

# *Controlling Data in ArchivesSpace*

|  |  |
| --- | --- |
|  1:00 pm  | Introductions – Learning objectives  |
|  1:15 pm  | Authorities overview—Agent records -- EXERCISE 1 |
|  2:20 pm  | Subject records – Merging authority records -- EXERCISE 2  |
|  2:55 pm  | BREAK (10 minutes)  |
|  3:05 pm  | Controlled values lists -- Default values – Default note order ‐ EXERCISE 3 |
|  3:25 pm  | Container management – Location records – Additional location and space management functions |

Agenda and Workbook: