

# ArchivesSpace

## Creating a New Collection

- To begin, you must create a new “Resource Record.” Use the “Create” drop-down menu (located in the title bar) to select “Resource.”
- This will pull up a new, blank “Resource” record for you to fill out. Fields with a red asterisk (\*) are mandatory fields that must be filled out in order for the record to be created.
- In most instances, if you hover your mouse over the name of the field you are working with, ArchivesSpace will provide a brief description of the field itself.

### BASIC INFORMATION

1) **TITLE:** This is the name of the Collection. We will follow the natural order of names, meaning First Name, Last Name and then Collection. **THIS IS A REQUIRED FIELD (\*)**

- For example: “Houck Papers, Louis and Giboney” would be entered in as “Louis and Giboney Houck Papers”

2) **IDENTIFIER:** This will be used to assign a unique number to each collection so it is easier for us to keep track of them. In this instance, we are using the Accession Number we assign to each collection as the IDENTIFIER. These numbers should already be associated with each collection and include the YEAR the collection was donated to SC&A and the number order in which it was donated to SC&A. **THIS IS A REQUIRED FIELD (\*)**

- For example, the accession number 2017.001 means that collection was donated in 2017 and it was the first collection received by SC&A in 2017.

3) **LEVEL OF DESCRIPTION:** For a new collection being entered into ArchivesSpace, **COLLECTION** will be the top-level category. When you enter series and folder level information the category will change. For now, simply choose **COLLECTION** from the drop-down menu and use it for each new Resource Record you create. **THIS IS A REQUIRED FIELD (\*)**

4) **RESOURCE TYPE:** IGNORE THIS FIELD. LEAVE BLANK.

5) **LANGUAGE:** This field will almost always be **ENGLISH**. The only time it will be any other language is if the materials within the collection are in a different language.

6) **PUBLISH?** Do not check this box while you are working on your **RESOURCE RECORD**. Only check this box once you have finished entering all information and have double checked that information. This allows the public to see the collection.

7) **RESTRICTIONS:** If the collection you are creating a RESOURCE RECORD for contains restrictions, please check this box. If the collection doesn't have any restrictions, ignore this field.

8) **REPOSITORY PROCESSING NOTE:** This field is equivalent to the "Archivist's Note" on our current finding aids. The "Archivist's Note" from our current finding aids can simply be copied and pasted into this field. If the collection you are entering doesn't have an "Archivist's Note," simply leave this field blank.

## **DATES**

9) **LABEL:** This field is used to describe what happened to the collection and when it happened. When entering new collections into ArchivesSpace, you will always be select "CREATION" from this drop-down menu. **THIS IS A REQUIRED FIELD (\*)**

10) **EXPRESSION:** This is where the date(s) that the collection covers should be entered.

- For example: for the Louis and Giboney Houck Papers, 1886-1943, the dates "1886-1943" would be entered into the "EXPRESSION" field. **THIS IS A REQUIRED FIELD (\*)**

11) **TYPE:** There are 3 options for TYPE of dates. **THIS IS A REQUIRED FIELD (\*)**

- "Bulk Dates" should only be used when the finding aid dates has the work "BULK" in it.
- "Inclusive Dates" should be used when there is a span of time that the dates are covering. The clue for "Inclusive Dates" will usually be a hyphen within the date range.
  - If you select "Inclusive Dates" in ArchivesSpace, you will notice that a drop-down box will appear allowing you to enter in dates. You should enter in the dates as YEARS only in these boxes, even though it is a repetition of the information you typed in "EXPRESSION."
- "Single" should be used when there is only a single year given as a date on a finding aid.
  - If you select "Single" in ArchivesSpace, you will notice that a drop-down box will appear allowing you to enter in a date. You should enter in the date as a YEAR only in this box, even though it is a repetition of the information you typed in "EXPRESSION."

12) **CERTAINTY:** IGNORE THIS FIELD. LEAVE BLANK.

13) **ERA:** IGNORE THIS FIELD. LEAVE BLANK.

14) **CALENDAR:** IGNORE THIS FIELD. LEAVE BLANK.

## EXTENTS

- Most items entered will follow the below steps. There are a few exceptions to this, such as Compact Discs, Metal Map Cases, and Small Manuscripts (\* see below).

15) **PORTION:** For this field, you have the choice of “Whole” and “Part” from the drop-down menu as you create RESOURCE RECORDS in ArchivesSpace. Click “Whole” when your collection is only one type. Click “Part” when your collection has more than one type (See Below). THIS IS A REQUIRED FIELD (\*)

16) **NUMBER:** This is the numeric value indicating the size of the collection. THIS IS A REQUIRED FIELD (\*)

- For example: if a collection is 45 linear feet, “45” is the value that gets entered into the “NUMBER” field.

17) **TYPE:** Most commonly, this value will be LINEAR FEET, available to select from the drop-down menu. Other options that are typically used are reels, folders, map folders, scrapbooks, ledgers, and volumes. If your collection does not fit into one of those categories seek clarification. THIS IS A REQUIRED FIELD (\*)

- If you have more than one type, your Portion choice will be “Part.” Enter in the information for the first type then click “Add Extent” to enter the information for the second type. (For example: your collection has 2.0 linear feet and 3 map folders).

18) **CONTAINER SUMMARY:** IGNORE THIS FIELD. LEAVE BLANK.

19) **PHYSICAL DETAILS:** IGNORE THIS FIELD. LEAVE BLANK.

20) **DIMENSIONS:** IGNORE THIS FIELD. LEAVE BLANK.

*\*See Appendix I for examples of EXTENTS for Compact Discs, Metal Map Cases, Small Manuscripts, and Microfilm.*

## FINDING AID DATA

- **NOTE:** Not all collections have FINDING AIDS. If the collection you are creating a RESOURCE RECORD for in ArchivesSpace doesn’t have a FINDING AID, you should refer to the Notes Section. See Roxy or Tyson if you are unsure about whether the collection you are working with has a FINDING AID. *After Phase Three is completed we will no longer be creating finding aids outside of ArchivesSpace.*

21) **EAD ID:** IGNORE THIS FIELD. LEAVE BLANK.

22) **EAD LOCATION:** IGNORE THIS FIELD. LEAVE BLANK.

- 23) **FINDING AID TITLE:** This field will be the same as FIELD #1: TITLE. It is the natural order name of the collection, plus dates (if applicable).
- 24) **FINDING AID SUBTITLE:** IGNORE THIS FIELD. LEAVE BLANK.
- 25) **FINDING AID FILING TITLE:** IGNORE THIS FIELD. LEAVE BLANK.
- 26) **FINDING AID DATE:** This is the date the finding aid was created, or when the collection was processed. If no date is listed, leave blank.
- 27) **FINDING AID AUTHOR:** Who created this finding aid? Often this is listed on the first page of the finding aid and might be listed as “Processed by” on the finding aid. If no author is listed, leave blank.
- 28) **DESCRIPTION RULES:** From this drop-down menu, you should always choose “DESCRIBING ARCHIVES: A CONTENT STANDARD” since all of our finding aids conform to this standard.
- 29) **LANGUAGE OF DESCRIPTION:** All FINDING AIDS should be in English, so type “English” into this field.
- 30) **SPONSOR:** IGNORE THIS FIELD. LEAVE BLANK.
- 31) **EDITION STATEMENT:** IGNORE THIS FIELD. LEAVE BLANK.
- 32) **SERIES STATEMENT:** IGNORE THIS FIELD. LEAVE BLANK.
- 33) **FINDING AID STATUS:** In this case, you can choose the most applicable description from the drop-down menu in this field. Most of the time, the status will be “COMPLETED.” There will be rare occasions where you could choose “IN PROGRESS” or “UNDER REVISION.” Please consult the head archivist if you are unsure about the status of the FINDING AID for the collection you are working with.
- 34) **FINDING AID NOTE:** IGNORE THIS FIELD. LEAVE BLANK.

## **REVISION STATEMENTS**

- **NOTE:** Not all collections have had revisions to the FINDING AIDS or the collections. If the collection you are creating a RESOURCE RECORD for in ArchivesSpace doesn't have a FINDING AID REVISION, you should skip over this entire section. See the head archivist if you are unsure about whether the collection you are working with has a FINDING AID REVISION.

35) **REVISION DATE:** Often listed on our finding aids, this will be the date that a collection was re-processed, or the finding aid was updated. Enter the year of revision only. **THIS IS A REQUIRED FIELD (\*)**

36) **REVISION DESCRIPTION:** Write a brief description of what revisions were made to the collections. THIS IS A REQUIRED FIELD (\*) [ex. The name of the person who made the revision, and the date the revision was made.]

## RELATED ACCESSIONS

- IGNORE THESE FIELDS FOR NOW. LEAVE THEM BLANK.

## AGENT LINKS

- IGNORE THESE FIELDS FOR NOW. LEAVE THEM BLANK.

## SUBJECTS

- IGNORE THESE FIELDS FOR NOW. LEAVE THEM BLANK.

## NOTES

- TO ADD A NOTE, CLICK “ADD NOTE.”

37) **NOTE TYPE:** This will change depending upon the type of note you are creating. There are seven notes that we commonly use. They are: Conditions Governing Use, Conditions Governing Access, Immediate Source of Acquisition, Abstract, Preferred Citation, Biographical/Historical, and Scope and Contents. THIS IS A REQUIRED FIELD (\*)

- **Conditions Governing Use:** This Note Type refers to restrictions due to copyright law. This Note will be applied to every collection.
  - LABEL: This box should say “Rights Statement”
  - TEXT CONTENT: This box should say “Materials in this collection may be protected by copyright law (Title 17, U.S. Code).”
  - No other boxes should be altered on this NOTE TYPE.
- **Conditions Governing Access:** This Note Type refers to restrictions on seeing the materials. This could be due to the delicate nature of the materials or restrictions put on the collection by a donor. This Note Type will only be used as needed.
  - Choose one of the available LOCAL ACCESS RESTRICTION TYPES
  - TEXT CONTENT: This box should say why the collection is restricted.
  - No other boxes should be altered on this NOTE TYPE.
- **Immediate Source of Acquisition:** This Note Type refers to the provenance of the collection.
  - LABEL: This box should say “Provenance”
  - TEXT CONTENT: This box should say who the collection was donated by and when. This NOTE TYPE will only be used when this information is known.
  - No other boxes should be altered on this NOTE TYPE.

- **Abstract:** This Note Type refers to the overall summary of the collection. It should hold “buzz words” that are relevant to the collections and will let researchers know what can be found in the collection.
  - CONTENT: This box will hold the description of the collection.
  - No other boxes should be altered on this NOTE TYPE.
- **Preferred Citation:** This is what the researcher will use when citing any information gained from the collection.
  - TEXT CONTENT: This will have a similar format for all collections:  
“COLLECTION NAME, Special Collections and Archives, Kent Library, Southeast Missouri State University”
  - No other boxes should be altered on this NOTE TYPE.
- **Biographical/Historical:** This NOTE TYPE refers to the biographical or historical information on the subject or source of the collection. It is not a summary of the provenance of the collection.
  - TEXT CONTENT: This box will hold the historical information for your collection.
  - No other boxes should be altered on this NOTE TYPE.
- **Scope and Contents:** This NOTE TYPE refers to the detailed description of the materials within the collection. It is not just a summary but an explanation of the materials and their order.
  - TEXT CONTENT: This box will hold the description.
  - No other boxes should be altered on this NOTE TYPE.

## EXTERNAL DOCUMENTS

- This section will only be used if there is a separate Finding Aid or Inventory that needs to be attached to the collection.

38) **Title:** This will be the name of the collection with “Finding Aid” added at the end or it will be the type of document attached.

39) **Location:** This will be the link to the document. It will be necessary to go through the program FILEZILLA to make it available to open through ArchivesSpace.

## RIGHTS STATEMENTS

**Ignore for now.**

## INSTANCES

- This is where box number and location information will be entered. It is very important to verify this information before entering it in.

40) **TYPE:** There are multiple options for TYPE of instances. THIS IS A REQUIRED FIELD (\*)

- The most common TYPE that you will use will be “MIXED MATERIALS.” You may also use AUDIO, MICROFORM, MOVING IMAGES, or BOOKS. It will depend on the entry you are creating (\* see below).

41) **TOP CONTAINER:**

- If the box you are adding to the ArchivesSpace entry has already been created, simply type the box number in the TOP CONTAINER box. If the number does not show up as an option, click on toggle and click BROWSE. Select the correct box and click LINK TO TOP CONTAINERS.
- If the box has not had an entry created in ArchivesSpace, you will click on the drop-down arrow, select CREATE, and then follow the below steps. THIS IS A REQUIRED FIELD (\*)

a) **CONTAINER PROFILE:** IGNORE THIS FIELD. LEAVE BLANK.

b) **CONTAINER TYPE:** The most common TYPE will be box. The exceptions to this rule will be when you enter data in for artifacts and Metal Map Cases (\* see below).

c) **INDICATOR:** This is the Box # of the materials. The exceptions to this rule will be when you enter data in for artifacts and Metal Map Cases (\* see below). THIS IS A REQUIRED FIELD (\*)

d) **BARCODE:** IGNORE THIS FIELD. LEAVE BLANK.

e) **ILS HODING ID:** IGNORE THIS FIELD. LEAVE BLANK.

41.2) **LOCATIONS:** You will click on the ADD LOCATION button and then follow the below steps.

a) **STATUS:** Current will always be used. THIS IS A REQUIRED FIELD (\*)

b) **START DATE:** The date entered in this slot will be the box will be moved to the location, usually the day that the entry is created in ArchivesSpace. THIS IS A REQUIRED FIELD (\*)

c) **END DATE:** IGNORE THIS FIELD. LEAVE BLANK.

d) **NOTE:** IGNORE THIS FIELD. LEAVE BLANK.

e) **LOCATION:** Select the drop-down menu. THIS IS A REQUIRED FIELD (\*)

- Select Browse
- Search for the Shelf Location (ex. A01)
- Click LINK LOCATIONS
- After all the information for 41 and 41.2 has been entered you can then click on CREATE AND LINK TO TOP CONTAINER

42) **CHILD TYPE:** This will most commonly be FOLDER but can also be OBJECT, SCRAPBOOK, REEL, LEDGER, or VOLUME. It will depend on the entry you are creating.

43) **CHILD INDICATOR:** This will be the identifying number for the entry. Examples include folder number, object number, or volume number.

44) **GRANDCHILD TYPE:** IGNORE THIS FIELD FOR NOW.

45) **GRANDCHILD INDICATOR:** IGNORE THIS FIELD FOR NOW.

## DEACCESSIONS

- IGNORE THESE FIELDS FOR NOW. LEAVE BLANK

## COLLECTION MANAGEMENT

- IGNORE THESE FIELDS FOR NOW. LEAVE BLANK

## CLASSIFICATIONS

46) **CLASSIFICATIONS:** In this section you will enter “RH” if you are working with Regional History Collections and “UA” if you are working with University Archives Collections. THIS IS A REQUIRED FIELD (\*)

## USER DEFINED

- IGNORE THESE FIELDS FOR NOW. LEAVE BLANK

## Save Resource

- You have now created a collection within ArchivesSpace. If everything was entered correctly, you will see a GREEN banner at the top of the page. If something has been done in error, a RED banner will appear.

## Adding Series and Subseries Information

47) **Adding a Series:** At the top of the page, you will see three tabs: Enable Reorder Mode button, Rapid Data Entry, and Add Child. Click on **ADD CHILD** to create a series within your collection.



#### 48) **BASIC INFORMATION**

- **Title:** Series #: Name of Series
- **Component Unique Identifier:** Do not enter any information.
- **Level of Description:** Series
- **Language:** This will almost always be English unless there are materials within the collection in a different language.
- **Publish:** Only check this box when all information for the series has been entered and verified.
- **Restrictions Apply?:** Check yes if applicable, if not leave alone.

49) **DATES:** Date range of the individual series. This will follow the same format as the Collection level.

50) **EXTENT:** Do nothing with this section

51) **AGENT LINKS:** Do nothing with this section.

52) **SUBJECTS:** Do nothing with this section.

53) **NOTES:** **Type:** ABSTRACT will be the only NOTE entered at the Series level.

54) **EXTERNAL DOCUMENT:** There will only be an external document if there is a separate container list for the individual series.

55) **RIGHTS STATEMENT:** Do nothing with this section.

56) **INSTANCES:** Box level information only, **do not enter CHILD** level information. The only exception would be if there are other collections in the same box.

57) If you will be creating another series directly after creating another series, instead of clicking SAVE, click the **+1 tab** directly next to the SAVE tab. This will save your original series and open another page to enter information into. If you are only creating one series, just click **SAVE**.

58) To add another series into a collection that already has series level information entered, click on the series you would like your new series to follow and then click **ADD SIBLING**.

59) **Adding a Sub-Series:** Click on the series that you are creating a Sub-Series for. Then, click **ADD CHILD**. The process for entering Sub-Series level information will be almost entirely the same as entering information for a Series. The only differences are:

- **Title:** Sub-Series #: Name of Sub-Series
- **Level of Description:** Sub-Series.
- **Instances:** When entering INSTANCE information, only BOX level information should be entered until the smallest level of description, then CHILD level information should be entered as well.
  - For example: The Church Women United Collection has 6 boxes associated with the collection that are all listed on the COLLECTION level. Series I in the same

collection has 2 boxes associated with it specifically. Those two boxes are listed on the SERIES level as well as the COLLECTION level. Series I, Folder 1 is the lowest level of description entered in ArchivesSpace for this collection. For the instances at this level they list the TOP CONTAINER Box # as well the CHILD TYPE and CHILD INDICATOR which is Folder 001.

60) All following levels of description will follow this same process.

- The levels of description used within our archives are listed from largest to smallest as follows:
  - Collection
  - Group (Class)
  - Series
  - Subseries
  - Folder (File)
  - Item

### **Adding Item/File Information**

61) If you're entering in info on a file/item level (particularly if you have many entries to do), use **RAPID DATA ENTRY**. Open the series/sub-series you want them to be under, then click **RAPID DATA ENTRY**. Add in information as you would for any individual page, then click **ADD ROW**. Enter in all entries and then click **SAVE ROWS**. Your entries will be children of the series/subseries you selected.

- Columns highlighted blue will automatically fill the first row's value for all subsequent rows. Simply click on the column to undo this.

# Creating a New Accession

When taking in a new accession, be sure to check the **ACCESSION NUMBER LIST** before assigning an accession number. This list can be found in the Accessioning folder under Accessioning Spreadsheets. Be sure to update this list each time a new number is created.

## BASIC INFORMATION

1) **TITLE:** The TITLE for the accession should be as close to the final title of the collection as possible but it can be altered and is not a required category to create the accession.

- If the accession you are creating is an accrual to a collection already created, make the title the same as the original collection.

2) **IDENTIFIER:** This number should be unique to the individual accession.

- If the accession has **no relation** to collections already created, the accession number should reflect the year the materials came in and what number donation they were.
  - For example, if the materials were donated in 2019 and they were the 15<sup>th</sup> donation taken in that year, the accession number would be 2019.015
- If the accession is an **accrual** to a collection already created, the accession number should have the same root number with a letter added on.
  - For example. We already have a University Publications collection that has an accession number of 2008.031. If we took in an accrual to that collection at a later date, the created accession would then be 2008.031.a.
    - The original root number would go in the first identifier box and the “a” would go in the second identifier box.

3) **ACCESSION DATE:** This date should reflect the specific date the materials were donated to the archives.

4) **CONTENT DESCRIPTION:** This should be a rough description of how many boxes are related to the donation and a description of the contents within. This does not have to be an inventory of the materials, just an estimate of what can be expected from the collection.

5) **CONDITION DESCRIPTION:** This box only needs to be filled in when there is a notable issue with the condition of the materials. Otherwise, leave blank.

6) **DISPOSITION:** Do not enter anything.

7) **INVENTORY:** Smaller collections won't need an inventory. This can be entered in later as the inventory is completed.

8) **PROVENANCE:** This box should include who the materials were donated by and when they were taken in by the archives. If important, the reason why they were taken in should go here as well.

- 9) **RETENTION RULE:** Do not enter anything.
- 10) **GENERAL NOTE:** Do not enter anything.
- 11) **ACQUISITION TYPE:** Only two options will be used.
- **Transfer:** Materials received from within the University.
  - **Gift:** Materials received from outside of the University.
- 12) **RESOURCE TYPE:** Do not enter anything.
- 13) **RESTRICTIONS APPLY?:** Click when appropriate.
- 14) **PUBLISH:** Do not click.
- 15) **ACCESS RESTRICTIONS?:** Do not click.
- 16) **ACCESS RESTRICTIONS NOTE:** Do not enter anything.
- 17) **USE RESTRICTIONS:** Do not click.
- 18) **USE RESTRICTIONS NOTE:** Do not enter anything.

## **DATE**

- Do not enter anything.

## **EXTENT**

- Do not enter anything.

## **AGENT LINKS**

- Do not enter anything.

## **RELATED RESOURCES**

- Do not enter anything.

## **SUBJECTS**

- Do not enter anything.

## **EXTERNAL DOCUMENTS**

- Do not enter anything unless there is a separate container list to connect to the accession.

## **RIGHTS STATEMENT**

- Do not enter anything.

## **INSTANCES**

- Enter box numbers and locations. When creating box numbers for accessions, start with Box 1 for every accession.
- When labeling an accessions box, use a small label and handwrite the TITLE and ACCESSION NUMBER on the label.

## **DEACCESSIONS**

- Do not enter anything.

## **COLLECTION MANAGEMENT**

- Do not enter anything.

## **CLASSIFICATIONS**

- Depending on the type of materials, either enter REGIONAL HISTORY COLLECTIONS or UNIVERSITY ARCHIVES.

## **USER DEFINED**

- Do not enter anything.

**Appendix I  
(Extent Types)**

| <b>Compact Discs</b> |                              |
|----------------------|------------------------------|
| <b>Portion</b>       | Whole or Part                |
| <b>Number</b>        | The number of CDs in the set |
| <b>Type</b>          | Compact Discs                |

| <b>Metal Map Case</b> |                       |
|-----------------------|-----------------------|
| <b>Portion</b>        | Whole or Part         |
| <b>Number</b>         | The number of folders |
| <b>Type</b>           | Map Folders           |

| <b>Small Manuscripts</b> |                       |
|--------------------------|-----------------------|
| <b>Portion</b>           | Whole or Part         |
| <b>Number</b>            | The number of folders |
| <b>Type</b>              | Folders               |

| <b>Microfilm</b> |                     |
|------------------|---------------------|
| <b>Portion</b>   | Whole or Part       |
| <b>Number</b>    | The number of Reels |
| <b>Type</b>      | Reels               |

| <b>Scrapbook</b> |                          |
|------------------|--------------------------|
| <b>Portion</b>   | Whole or Part            |
| <b>Number</b>    | The number of scrapbooks |
| <b>Type</b>      | Scrapbooks               |

| <b>Ledgers</b> |                       |
|----------------|-----------------------|
| <b>Portion</b> | Whole or Part         |
| <b>Number</b>  | The number of ledgers |
| <b>Type</b>    | Ledger                |

| <b>Cubic Foot Box</b> |                           |
|-----------------------|---------------------------|
| <b>Portion</b>        | Whole or Part             |
| <b>Number</b>         | How many cubic foot boxes |
| <b>Type</b>           | Cubic Foot                |

| <b>Microfiche Cards</b> |                           |
|-------------------------|---------------------------|
| <b>Portion</b>          | Whole or Part             |
| <b>Number</b>           | How many microfiche cards |
| <b>Type</b>             | Microfiche Cards          |

| <b>Volumes</b>  |                  |
|-----------------|------------------|
| <b>Portions</b> | Whole or Part    |
| <b>Number</b>   | How many volumes |
| <b>Type</b>     | Volumes          |

| <b>Objects (Artifacts)</b> |                  |
|----------------------------|------------------|
| <b>Portions</b>            | Whole or Part    |
| <b>Number</b>              | How many objects |
| <b>Type</b>                | Objects          |

| <b>Single or Multiple Boxes</b> |                      |
|---------------------------------|----------------------|
| <b>Portions</b>                 | Whole or Part        |
| <b>Number</b>                   | How many linear feet |
| <b>Type</b>                     | Linear Feet          |

**Appendix II**  
**(Instances Types)**

| <b>Compact Discs</b>   |   |
|------------------------|---|
| <b>Type</b>            | Audio                                     |
| <b>Container Type</b>  | Box                                       |
| <b>Indicator</b>       | The Box Number                            |
| <b>Child Type</b>      | Objects                                   |
| <b>Child Indicator</b> | Objects identifying number (ex. 2009.03D) |

| <b>Map Folders</b>     |                                    |
|------------------------|------------------------------------|
| <b>Type</b>            | Mixed Materials                    |
| <b>Container Type</b>  | Case                               |
| <b>Indicator</b>       | The Map Case number such as MMC4.4 |
| <b>Child Type</b>      | Folder                             |
| <b>Child Indicator</b> | The folder number                  |

| <b>Small Manuscripts (Folder)</b> |                   |
|-----------------------------------|-------------------|
| <b>Type</b>                       | Mixed Materials   |
| <b>Container Type</b>             | Box               |
| <b>Indicator</b>                  | The Box Number    |
| <b>Child Type</b>                 | Folder            |
| <b>Child Indicator</b>            | The Folder Number |

| <b>Microfilm/Microfiche</b> |                             |
|-----------------------------|-----------------------------|
| <b>Type</b>                 | Microform                   |
| <b>Container Type</b>       | Box                         |
| <b>Indicator</b>            | The box number              |
| <b>Child Type</b>           | Reel (Film) Object (Fiche)  |
| <b>Child Indicator</b>      | Reel # or Microfiche Card # |



| <b>Hollinger Box</b>   |                        |
|------------------------|------------------------|
| <b>Type</b>            | Mixed materials        |
| <b>Container Type</b>  | Box                    |
| <b>Indicator</b>       | The Box Number         |
| <b>Child Type</b>      | Do not enter anything. |
| <b>Child Indicator</b> | Do not enter anything. |

| <b>Scrapbook</b>       |                  |
|------------------------|------------------|
| <b>Type</b>            | Mixed Materials  |
| <b>Container Type</b>  | Box              |
| <b>Indicator</b>       | The Box Number   |
| <b>Child Type</b>      | Scrapbook        |
| <b>Child Indicator</b> | Scrapbook Number |

| <b>Ledger</b>          |                 |
|------------------------|-----------------|
| <b>Type</b>            | Mixed Materials |
| <b>Container Type</b>  | Box             |
| <b>Indicator</b>       | Box Number      |
| <b>Child Type</b>      | Ledger          |
| <b>Child Indicator</b> | Ledger Number   |

| <b>Microfilm/Microfiche</b> |                              |
|-----------------------------|------------------------------|
| <b>Type</b>                 | Microform                    |
| <b>Container Type</b>       | Box                          |
| <b>Indicator</b>            | Box Number                   |
| <b>Child Type</b>           | Reel (Film) Object (Fiche)   |
| <b>Child Indicator</b>      | Reel Number or Object Number |

| <b>Volume</b>          |                 |
|------------------------|-----------------|
| <b>Type</b>            | Mixed Materials |
| <b>Container Type</b>  | Box             |
| <b>Indicator</b>       | Box Number      |
| <b>Child Type</b>      | Volume          |
| <b>Child Indicator</b> | Volume Number   |

| <b>Object (Artifact) in a Box</b> |                 |
|-----------------------------------|-----------------|
| <b>Type</b>                       | Mixed Materials |
| <b>Container Type</b>             | Box             |
| <b>Indicator</b>                  | Box Number      |
| <b>Child Type</b>                 | Object          |
| <b>Child Indicator</b>            | Object Number   |

| <b>Object (Artifact) with no Box</b>            |                        |
|---|------------------------|
| <b>Type</b>                                     | Mixed Materials        |
| <b>Top Container (This will be your Object)</b> |                        |
| <b>Container Type</b>                           | Object                 |
| <b>Indicator</b>                                | Object Description     |
| <b>Child Type</b>                               | Do not enter anything. |
| <b>Child Indicator</b>                          | Do not enter anything. |