

We're on the Road to Somewhere

Navigating Your ArchivesSpace Implementation

ArchivesSpace Online Forum

March 18, 2019



Chad McDonald. "Road to Nowhere" <https://www.flickr.com/photos/mcdonaldc/26063637404>

Presenters



Anne Marie Lyons
Training and Library
Solutions Consultant
Atlas Systems



Madeline Sheldon
Member Representative,
Digital Technology Services
LYRISIS

Agenda

The presentation assumes that your organization has decided to host ArchivesSpace locally, or with a service provider.

If you are self-hosted, we assume you have downloaded the code from GitHub and installed ArchivesSpace successfully on your server.

- Getting started with an ArchivesSpace implementation
- Creating a project plan
- Tools for importing legacy data
- Training resources
- Community resources

Topics will be discussed in linear order; however, you will be working on these activities in tangent.

*Getting Started with
an ArchivesSpace
Implementation*

Identify Goals and Expectations

- Why did you select ArchivesSpace?
- Which features of ArchivesSpace do you like, or find valuable?
 - Take a look at ArchivesSpace here:
<http://archivesspace.org/application/sandbox>
- Will you be adding legacy data into ArchivesSpace, or starting from scratch?
- Do you anticipate doing anything new?
 - Accession description
 - Inclusion of digital object metadata
 - Staff workflows/processes

ArchivesSpace Sandbox



For those who would like to try out ArchivesSpace without installing the application on their own servers, an ArchivesSpace sandbox is available. The links below provide access to the interface for archival staff and the interface for the general public.

[Archives Staff](#)

[Public](#)

In the Archives Staff interface, use the login and password admin/admin to access all of the features of the application. If you create a separate user account, be sure to associate the user account with an existing repository and permission group or create a new repository and associate the user account with it.

Please note that the sandbox is for testing purposes only. Records created in the sandbox are cleared out frequently as updates are made to the application. Please contact the ArchivesSpace Program Office at ArchivesSpaceHome@lyrasis.org if you have any difficulties or questions about accessing the sandbox.

<http://archivesspace.org/application/sandbox>

Create Specific Goal Statements

1

What new or improved service(s) are you planning to offer to researchers?

2

What new or improved functionality or processes are you planning to offer to archives staff?

Examples of Goal Statements

- “One stop shop” archival management system that will manage accession records, resource records/finding aids, and links to digital objects
- Front-end interface for patrons to perform self-directed research and discover collections easily and efficiently
- Decrease staff time spent on repetitive reference questions

Identify and Prioritize

the content that will help you
reach those goals

- Most used collections and format types
- Descriptions that only exist on paper
- Descriptions or collections that are updated often
- Digitized objects
- Hidden collections
- Most fragile collections and format types
- Available funds for processing
- “Easiest” collections to get into ArchivesSpace
- Prioritize by format of material or type of data record

Identify Types of Records

you will use to support your
content

- Assessment records
- Accession records
- Resource records
- Agent (Name) records
- Subject records
- Classification records
- Collection management records
- Digital object records
- Top container and location records
- Event records

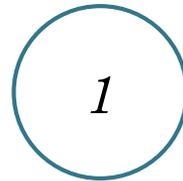
Determine Additional Planning

- **Subject records**
 - Make time to learn the Library of Congress Name Authority File (LCNAF) plugin.
- **Top container records**
 - Are your boxes barcoded?
- **Location records**
 - Do you want to use the space calculator? Your locations should be mapped out ahead of time.
- **Event records**
 - Plan for consistent use.

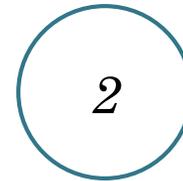
Creating a Project Plan

Creating a Project Plan

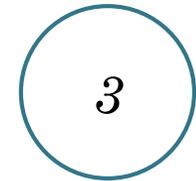
after you have determined:



Goals and expectations



The content you want to put into ArchivesSpace



The types of ArchivesSpace records that you want to use

You might want to consider creating a project plan

Purpose of a Project Plan

- **Who**
 - Identify who you need: internal and external expertise
- **What**
 - Identify what you need: tools and resources
- **When**
 - Do you have deadlines? Identify work schedule
- **How**
 - Identify priorities: what will you work on first?
- **Why?**
 - What goal does each priority satisfy?

Assessment Questionnaire Sample

Data

5. Which system(s) have you been using for archival description?
6. How long have you been using the system(s)?
 - a. What is the quality of your data? (i.e. consistency, level of description details, etc.)
7. What is the nature of your data?
 - a. Accession records
 - b. Collection/resource records
 - i. What level(s) of description?
 - ii. Finding aids
 - iii. EADs
 - c. Digital objects

Materials

8. Describe your collections
 - a. Nature/format of materials
 - i. Paper, photographs, analog media, digital media, etc.
 - b. Notable collections/items
 - c. Who are your researchers?
9. Do you have location information documented?
10. Are materials barcoded?
11. Do you use off-site storage?

Implementation

12. How are you organizing the ArchivesSpace implementation?
 - a. Phases of adoption/use
 - b. Teams
13. Are you an ArchivesSpace member?
14. What do you want to get started with first in ArchivesSpace?

Public Interface

15. What are you using now to make your finding aids available to researchers?
16. Do you have plans to use the ArchivesSpace public interface?

Scalable Project Plan

How large or small of a project plan do you need?

1

How many (willing) staff members are on hand to help?

2

How formal do you need or want your plan to be?

- ✓ Checklists?
- ✓ Detailed phases of adoption?
- ✓ Task assignments?
- ✓ Task forces?

3

Do you have deadlines or scheduled milestones to reach?

Project Plan To-Dos

regardless of your answers to the
questions on the previous slide:

- Create a project plan
- Write your goal statement(s) at the top of your project plan
- Organize your project plan according to the identified priorities that support each goal
- Identify staff or other human resources
 - Lone arrangers could look to professional chapters and similar repositories
- Make time, meet regularly
 - If you are a lone arranger, commit yourself to a schedule

Why?

- Stay organized
- Maintain momentum
- Know where to pick up again if you have to put things on hold to work on other projects
- Make your work visible
- Document your decisions
 - A project plan should ultimately end in with written documentation that records your work
 - Examples:
<https://www2.archivists.org/groups/collection-management-tools-section/archivesspace>

ArchivesSpace

[Roster](#) | [Description](#) | [Standing Rules](#) | [Steering Committee](#) | [Join/Leave](#) | [Subscribe to List](#)

Arizona State University

This manual describes archival and manuscripts processing at Arizona State University. It introduces core concepts to processing; discusses appraisal, duplicates, discards, and scheduled records; walks through the physical processing of a collection, and includes information on the creation of a finding aid. The section on finding aids is written to be tool independent although it does include information on using ArchivesSpace for the elements being described. Screenshots included.

[Manuscript and Archival Records Processing Manual](#)

Oklahoma State University

This manual, written for Oklahoma State University in 2014, covers basic creation of resource records; updating resource records; and adding notes, subjects, and agents in ArchivesSpace. It is 22 pages and includes screenshots.

[Creating/Updating Finding Aids in ArchivesSpace](#)

This manual, written for Oklahoma State University in 2014, covers basic creation of accession records and using ArchivesSpace to search resource records. It is 16 pages long and includes screenshots.

[Using ArchivesSpace: A Quick Guide](#)

Online Archive of California (OAC) (California Digital Library)



Collection Management Tools Section

[Collection Management Tools Section](#)

ABOUT

[Mission/Goals](#)
[Standing Rules](#)
[Leadership](#)

RESOURCES

[News](#)
[Annual Meetings](#)
[Annual Reports](#)
[Repository Profiles](#)
[Elections](#)
[CMT Documentation Portal](#)

SAA Collection Management Tools Section: ArchivesSpace

<https://www2.archivists.org/groups/collection-management-tools-section/archivesspace>

Project Plan Example

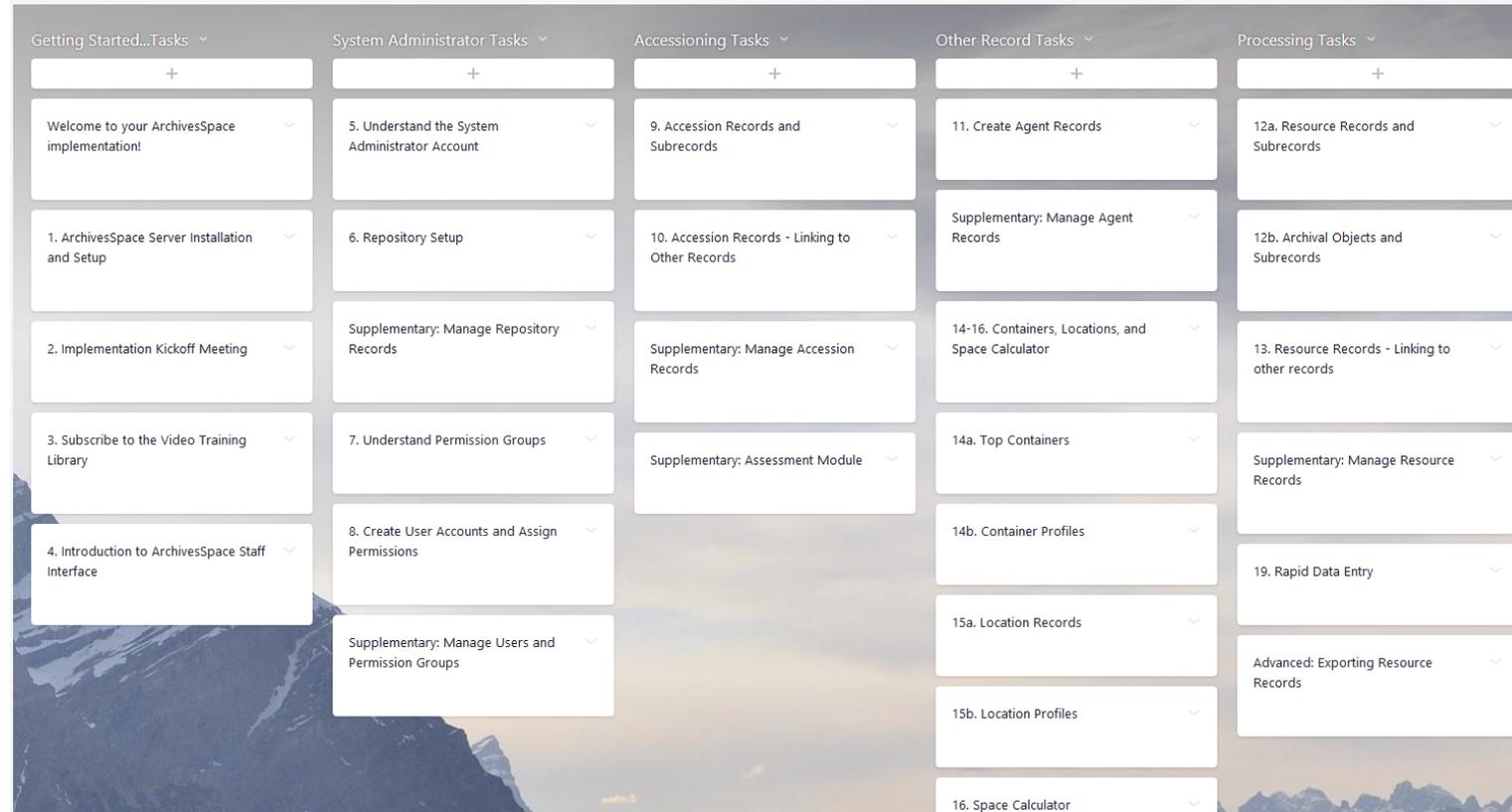
- **Objectives and Priorities**
 - **Priority 1: Import the Guide to Collections**
 - **Preliminary Plan:** The Guide is in an Excel spreadsheet. It is currently not possible to import CSV files for Resource records into ArchivesSpace.

Here are the options:
 1. **Create the records manually in ArchivesSpace.**
 - **If there are not too many records, I recommend this option.** It would be a good opportunity to learn how to navigate and understand ArchivesSpace records.
 2. **Convert the current Excel spreadsheet into a properly formatted CSV file, then convert the CSV file into EAD, which can then be imported directly into ArchivesSpace.**
 - You will have to use a third-party tool in order to accomplish this. Here are a few examples:
 - From Yale: <https://github.com/fordmadox/Excel-to-DSC>, along with two instructional videos: [https://guides.library.yale.edu/archivesspace/trainingvideo5 - Roundtripping EAD and Excel \(part 1 of 2\) and \(part 2 of 2\)](https://guides.library.yale.edu/archivesspace/trainingvideo5-Roundtripping-EAD-and-Excel-(part-1-of-2)-and-(part-2-of-2))
 - Other libraries use the STEADY tool: <https://sleepy-ocean-6616.herokuapp.com/>
 - From Harvard: <https://github.com/harvard-library/aspace-import-excel>
 - Each collection will have its own distinct record, which will include collection number, title, and description.
 - These records can be embellished and expanded in the future.
 - **Priority 1A:** after the collection records are completed, they can be published *en masse* to the public user interface (PUI).
- **Priority 2: Import existing finding aids (approximately 12-15)**
 - **Preliminary Plan:** Import EAD files directly into ArchivesSpace.
 - Some considerations:
 - The EAD files may have to be modified in order to validate for import into ArchivesSpace.
 - Do the EADs include only published information? If so, is there additional unpublished information that should be included on the staff side?

Tracking a Project Plan Progress

Asana, online project management tool

<https://app.asana.com/>



Tracking a Project Plan Progress

Asana, online project management tool

<https://app.asana.com/>

6. Repository Setup



Unassigned



Due Date



Click on the quotation box to the right of applicable tasks to view relevant links and information. The quotation box will only appear if the task has comments associated with it.



ASpace Implementation -- TEMPLATE

System Administrator Tasks ▾



View the "Repository Record Overview" video in the VTL



View the "Creating a Repository Record" video in the VTL



View the "Editing a Repository Record" video in the VTL



To Do: Create a repository record or modify an existing repository record (if you did a data migration) in ArchivesSpace

*Tools for
Importing Legacy
Data*

Importing Legacy Data

Before you begin, consider the following

1

What kinds of data can your legacy system export? For example, XML, CSV, other?

2

Is your data normalized or messy? For example, dates or names?

3

If messy, do you plan to perform clean-up prior to migration or after?

4

Do you have backup copies of your legacy system or data?

5

Document the plan, phases or timelines for the project.

Community- supported Tools

developed, sustained, and
updated by the ArchivesSpace
program

- Archon or Archivists' Toolkit users can explore the migration tools, instructions, and mapping documents at: <http://archivesspace.org/using-archivesspace/migration-tools-and-data-mapping>
 - Yale University migration example: <https://campuspress.yale.edu/yalearchivesspace/2015/06/14/migration-step-by-step/>
- Data import maps for other legacy data: <http://archivesspace.org/using-archivesspace/migration-tools-and-data-mapping>
 - Accession, assessment, and digital object records can be imported as CSV files
 - Resource records can be imported as EADXML and MARCXML files

Third-party Tools

developed by members of the
ArchivesSpace community, or
other open-source contributions

- Harvard University “aspace-import-excel” plugin:
<https://github.com/harvard-library/aspace-import-excel>
 - Supports the bulk uploading of resources and archival objects into ArchivesSpace using an Excel spreadsheet
- Steady is an open-source, Ruby on Rails application developed by Jason Ronallo as part of NCSU Libraries:
<http://steady2.herokuapp.com/#about>
 - Allows users to convert CSV files into EAD for import

Starting from Scratch

using tools native to the ArchivesSpace software

- Rapid Data Entry (RDE) supports repeated entry of resource component records at the same level
 - For example, RDE can be used to populate multiple components of the same level (series, sub-series, folder, etc.) with basic data (title, date, extent, etc.) one after another
 - Watch the “Use the Rapid Data Entry (RDE) Tool to Create Resource Components” video located in the ArchivesSpace Help Center (Screencasts and Video Tutorials page):
https://docs.archivesspace.org/help_proxy/login
- Set the Default Values field for repetitive data that is used frequently across the same records
 - For example, a repository identifier set as a default value for an accession or resource identifier will populate that identifier field in the accession or resource record whenever a new one is created

Additional Migration Resources

- Application Programming Interface (API) – interact with the ArchivesSpace back end for data cleanup projects:
<https://archivesspace.github.io/archivesspace/api/>
 - Must be an authenticated user to make requests
 - Bentley Historical Library: <http://archival-integration.blogspot.com/2015/09/the-archivesspace-api.html>
 - Duke University: <https://blogs.library.duke.edu/bitstreams/2016/09/21/archivesspace-api-fun/>
- Hire an independent consultant
 - <http://archivesspace.org/using-archivesspace/independent-consultants>

Training Resources

Training

Before you begin, consider the following

1

How many people
(staff, students, other)
will be using
ArchivesSpace?

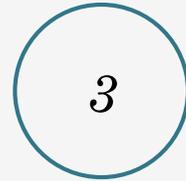
2

What are your training
or learning
preferences?

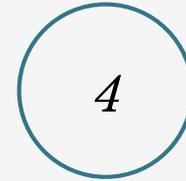
- ✓ Self-guided, using written documentation and video resources
- ✓ Online training
- ✓ In-person training
- ✓ Conducting staff training en masse
- ✓ “Train the trainer” – train key staff members, who would train others as needed
- ✓ Creating documentation for specific description practices and workflows

Training

Before you begin, consider the following



Who will be responsible for training new staff?



Who will maintain documentation and changes to processes?

Training Resources

ArchivesSpace Help Center

https://docs.archivespace.org/_help_proxy/login



ArchivesSpace

Access to the ArchivesSpace Help Center and user documentation is a benefit of ArchivesSpace membership. More information about



- 📖 [Creating and Managing Accounts in the ArchivesSpace Help Center](#)
- 📖 [Browse the ArchivesSpace User Manual](#)
- 📖 [Screencasts and Video Tutorials](#)
- 📖 [Accessing Technical and User Support for Members \(benefit for general members and RSPs only\)](#)
- 📖 [Browse the ArchivesSpace API Documentation \(publicly available\)](#)
- 📖 [Browse the ArchivesSpace Technical Documentation \(publicly available\)](#)
- 📖 [Resources for Migrating Data from Archivists' Toolkit and Archon \(publicly available\)](#)

Training Resources

- SAA Collection Management Tools section (ArchivesSpace)
 - <https://www2.archivists.org/groups/collection-management-tools-section/archivesspace>
- Host an ArchivesSpace workshop
 - <http://archivesspace.org/using-archivesspace/trainings>
- Hire an independent consultant/trainer
 - <http://archivesspace.org/using-archivesspace/independent-consultants>

Community Resources

Community Resources

Awesome ArchivesSpace

Awesome ArchivesSpace

ArchivesSpace is an open source, web application for managing archives information. The application is designed to support core functions in archives administration such as accessioning; description and arrangement of processed materials including analog, hybrid, and born-digital content; management of authorities (agents and subjects) and rights; and reference service. The application supports collection management and functions as a metadata authoring tool.

What is this list?

Awesome ArchivesSpace is an [awesome list](#). It points to resources (code, blog posts, anything with a URL, really) regarding ArchivesSpace created by the community that are dispersed around the web. Resources are loosely categorized by broad topic.

The intended audience for the list is those who have decided to adopt or have already implemented ASpace, both ASpace members and non-members, and need some help on where to go next in a specific area.

This list is not intended to be an exhaustive roadmap to ArchivesSpace implementation, but more as a "resource guide". Inclusion on the list is not an endorsement of any kind.

Table of Contents

- [Migrations](#)
- [Trainings and Documentation](#)
- [Plug-ins](#)
- [Integrations](#)
- [Implementation](#)
- [APIs and Scripts](#)

<https://github.com/archivesspace/awesome-archivesspace>

Community Resources

Awesome ArchivesSpace

Implementation

The links below relate to ArchivesSpace implementation projects.

- [Implementing ArchivesSpace at Arizona State University](#) (Elizabeth Dunham): Arizona State University Libraries became charter members of ArchivesSpace, an "open source archives information management application for managing and providing web access to archives, manuscripts and digital objects", in early 2013. This case study discusses the Libraries' migration of its Archives and Special Collections (ASC) from Microsoft Access, Archivists' Toolkit and FileMaker Pro to ArchivesSpace.
- [Implementing ArchivesSpace at NYPL: Part 1](#) (New York Public Library): "In 2014, the Archives Unit at The New York Public Library began its evaluation of ArchivesSpace. Following a rigorous review of the application, we began implementation in earnest in 2016, and started using it in production earlier this year. Historically, Special Collections developed its own systems for collection/data management, which could be developed and tailored to suit our needs. As such, moving from a homegrown data management system/model to a community-designed one represented a major shift in how the Library evaluates and implements systems. Instead of being able to build to our wants/needs from the ground up, ArchivesSpace required us to meet the application halfway in its assumptions and practices."

APIs and Scripts

The links below relate to ArchivesSpace scripts and APIs.

- [Getting things done with in ArchivesSpace, or, Fun with APIs](#) (Noah Huffman, Duke University): Explains how to use APIs in ArchivesSpace, along with specific examples.
- [Python for Archivists: breaking down barriers between systems](#) (Greg Wiederman, SUNY Albany): Article about working with the Python scripting language, which can be used to create APIs for ArchivesSpace.

<https://github.com/archivesspace/awesome-archivesspace>

Community Resources

Awesome ArchivesSpace

Migrations

The links below relate to ArchivesSpace migration projects. Resources are loosely grouped by the systems or tools organizations were coming from when migrating to ArchivesSpace. Some links may appear in multiple categories.

Any legacy database

Links that can be useful for any legacy database:

- ArchivesSpace Tools:
 - [Migration Tools & Data Mapping](#): Includes the Archivists' Toolkit and Archon migration tools, as well maps and templates for importing and exporting data into and from ArchivesSpace.
 - [Archon Migration Tool](#): ArchivesSpace Github
 - [Archon Migration Data Mapping](#): ArchivesSpace multi-sheet Google Doc
- Yale University ArchivesSpace Migration:
 - [ArchivesSpace @ Yale -- Migration, step by step](#) (Maureen Callahan, Yale University): Report of the ArchivesSpace migration at Yale University, including tools that were used, how the migration was organized, and lessons learned.
 - [Yale ArchivesSpace migrationSQL](#) (Yale University): SQL scripts to help support Yale's migration to ArchivesSpace.
- [Migrating to ArchivesSpace at UAlbany](#) (Greg Wiedeman, SUNY Albany): Detailed description of, and repository of scripts for, Albany's migration to ASpace.
- Smith College resources:
 - [Smith College Github ASpace Data Remediation](#): Files, tools, and plans for remediating data for migration to ArchivesSpace at Smith.
 - [Smith College Github ASpace Migration - Files, tools, and plans](#): Files, tools, and plans for bringing legacy data into ArchivesSpace at Smith.

<https://github.com/archivesspace/awesome-archivesspace>

Community Resources

Awesome ArchivesSpace List

Contributing to the list

Please help us continue to collect and add relevant sources to Awesome ArchivesSpace. See the [Contributing Guidelines](#) for information on how to update this page.

Awesome ArchivesSpace was initially populated with three categories of resources: Migrations, Plug-ins, and Integrations. Through that work, additional categories of interest were identified: Implementation, Scripts, and Trainings and Documentation. We encourage the ArchivesSpace community to add links to these categories as well as welcome new category suggestions.

<https://github.com/archivesspace/awesome-archivesspace>

Community Resources

ArchivesSpace JIRA

- JIRA is an online “issue and project tracking” system
- The ArchivesSpace program uses it to record bugs and product improvement requests
- <https://archivesspace.atlassian.net/secure/Dashboard.jspa?selectPageId=10000>

Community Resources

JIRA Resources

- How to report a bug:
<https://archivesspace.atlassian.net/wiki/display/ADC/How+to+Report+a+Bug>
- How to submit a product improvement request:
<https://archivesspace.atlassian.net/wiki/display/ADC/How+to+Request+a+New+Feature>



 Dashboards

 Projects

 Issues and filters

System Dashboard



Labels: Labels in ArchivesSpace New Workflow



A

- API
- AR-Icebox
- ATMigrator
- Agents
- ArchonMigrator
- accessibility
- accessions
- agents
- application_administration
- application_management
- archon
- assessments
- authentication

B-C

- Containers
- barcodes
- browsing
- bulk_delete
- bulk_edit
- bulk_functions
- chores
- chores_uiuc
- citation
- classifications
- collection_management
- containers
- controlled_value_lists
- csv
- customization

D

- DTS_TS
- data_entry
- data_model_change
- data_mediation
- data
- deaccessions
- disposition

- ANW-673 country code issues in MARCXML and OAIMA...
- ANW-275 Data model doesn't support unordered lists, br...
- ANW-221 Bulk dates are not exported in the MARCXML e...
- ANW-179 Dates of existence subrecord is not added to n...
- ANW-167 In EAD imports, child elements of the same <in...
- ANW-152 EAD importer not importing @authfilenumber f...
- ANW-90 Update accession CSV importer to handle telep...

country code issues in MARCXML and OAIMARC exports



Type: Bug Status: CLOSED-COMPLETE
 Priority: Major Resolution: Done
 Affects Version/s: None Fix Version/s: None
 Labels: import/export

Assignee: Manny Rodriguez

Reporter: Alston Cobourn

Votes: 0 Vote for this issue

Watchers: 5 Start watching this issue

Created: 23/Mar/18 12:39 PM

Updated: 13/Jun/18 9:29 AM

Resolved: 13/Jun/18 9:29 AM

Sprint:

Description

The [MARC country code value](#) for the information in Repository: Repository Fields: Country should go in the 008 in places 15-17 but those are just exporting as XX (which is the code for "No place, unknown, or undetermined").

This code should also export to <datafield tag="044" ind1="" ind2="" > <subfield code="a">. Currently no 044 is being exported.

Attachments



[008CountryCode.png](#)
02/May/18 10:17 AM 17 kB

[ASCountryCode.png](#)
02/May/18 10:30 AM 352 kB

Issue links

relates to

ANW-639 Review and revise export of MARCXML for resources

READY F...

Activity

All Comments Work log History Activity

4 older comments

Manny Rodriguez added a comment - 24/Apr/18 4:55 PM

Fixed and PR submitted:
<https://github.com/archivesspace/archivesspace/pull/1220>

Time Tracking

Estimated: Not Specified

Remaining: 0m

Logged: 3h

Order by ▾

- + ANW-789
As a Repository Manager, I want a way to visua...
- + ANW-572
As a staff user I want to be able to edit my acc...
- + ANW-544
As a sysadmin, I want to create passwordless a...
- + ANW-534
As a user, I want to directly edit / modify my us...
- + ANW-523
As an administrator, I would like to be able to a...
- + ANW-507
As a User, I want to authenticate using CAS
- + ANW-460
As a system administrator, I would like users to...
- + ANW-458
As an administrator, I want to map LDAP grou...
- + ANW-325
Reorder and Bulk delete user records
- + ANW-235
Scrolling is too fast on the PUI with a Mac
- + ANW-210
Calendar and request summary in Patron requ...
- + ANW-161
User Edit Permissions Spill Over To Other Repo...
- + ANW-97
As an admin, I want to identify inactive users s...
- + ANW-92
As a system administrator, I want to allow the "...

ArchivesSpace New Workflow / ANW-544

As a sysadmin, I want to create passwordless accounts and assign permissions for future LDAP users



Type:	+ New Feature	Status:	AWAITING MORE INF...	Assignee:	? Unassigned
Priority:	✓ Minor	Resolution:	Unresolved	Reporter:	👤 Brian Hoffman
Affects Version/s:	None	Fix Version/s:	None	Votes:	7 Vote for this issue
Labels:	AR-Icebox application_administration users	Watches:	3 Start watching this issue	Created:	09/Feb/15 6:21 PM
Epic Link:	Application Management Epic	Updated:	24/Apr/18 4:23 PM	Time Tracking	
Sprint:		Estimated:	3d	Remaining:	3d
		Logged:	Not Specified		

Description

Filed at Code4Lib in discussion with Mark Custer regarding use case at Yale.

Need a way for an admin to create several accounts and assign permissions without assigning passwords for the accounts. The users will log in later using LDAP.

Note: currently it appears possible to create a user (with a password) and then have that user login using LDAP. But the user has a 'secret' password they may not even know about - not good.

Activity

All **Comments** Work log History Activity

Patrick Galligan added a comment - 23/Apr/18 9:31 AM

Can confirm that the "secret" password approach still appears.

You can also have users log in with LDAP without an account, then you need to give permissions to the account after the first log in.

Patrick Galligan added a comment - 24/Apr/18 3:54 PM - edited

Seeking more community input on community prioritization.



Christine Di Bella **updated** an issue

ArchivesSpace New Workflow / ANW-601

Tool tip clarification needed for Title field in Digital Object component records in regards to the use of XLink fields

Change By: [Christine Di Bella](#)

Labels: 2018Q3DevCycle Q3sprint1 Q3sprint2 **Q3sprint3** digital_objects staff_interface

[Add Comment](#)

Get Jira notifications on your phone! Download the Jira Cloud app for [Android](#) or [iOS](#)

This message was sent by Atlassian Jira
(v1001.0.0-SNAPSHOT#100090-sha1:7321d31)



Community Resources

Public user interface (PUI)

- Mark Custer, Pre-launch checklist:
<https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/103526318/PUI+pre-launch+checklist>
- Rachel Trent, George Washington University, Implementing PUI (11/15/2018):
http://lyralists.lyrasis.org/mailman/htdig/archivesspace_users_group/2018-November/006433.html

Community Resources

ArchivesSpace Technical support:
<http://archivesspace.org/member-area/technical-support>



1. When possible, first post your issue to the Users Group listserv (http://lyralists.lyrasis.org/mailman/listinfo/archivesspace_users_group). Because the listserv has over 850 subscribers with a range of expertise, many common issues will be resolved quickly this way and the community will benefit from the discussion and the solution.
2. If you are unable to resolve the issue using the listserv, or if you think you need more individualized assistance from the start, email program staff at ArchivesSpaceHome@lyrasis.org
3. Program staff will respond to your issue and/or seek clarification via email. If it is beyond the program's staff expertise, they will open a ticket with LYRASILS Technology Services.
4. LYRASILS Technology Services will work with you directly to resolve the issue, usually via email, through their online ticketing system.

There is no limit on the number of requests a member organization may make for assistance. There are, however, limits to the complexity of issues that can be addressed. For example, membership does not include hosting, customization, data migration, or intensive data repair. We can provide you with strong guidance in these areas, but we can't undertake the solutions themselves for you. If your issue requires assistance beyond what is possible through membership, we will alert you to this and suggest alternatives.

Community Resources

- Join the ArchivesSpace Buddy Program:
<http://archivesspace.org/community/aspacespace-buddies>
- Listservs
 - ArchivesSpace Member listserv:
http://lyralists.lyrasis.org/mailman/listinfo/archivesspace_users_group
 - ArchivesSpace Google Group (non-members):
<https://groups.google.com/forum/#!forum/archivesspace>
- ArchivesSpace Webinars:
<http://archivesspace.org/using-archivesspace/webinars>

Community Resources

- ArchivesSpace Wiki:
<https://archivesspace.atlassian.net/wiki/spaces/ADC/overview>
- ArchivesSpace YouTube Channel:
<https://www.youtube.com/channel/UCxR6D-UISx6N6UWTeqHTjzA>
- Registered Service Providers:
<http://archivesspace.org/registered-service-providers/current-rsps>

Thank you!

Please contact Anne Marie or Madeline with any questions.



Anne Marie Lyons

Training and Library
Solutions Consultant

Atlas Systems

amlyons@atlas-sys.com

800.567.7401 ext. 1



Madeline Sheldon

Member Representative,
Digital Technology Services

LYRISIS

madeline.sheldon@lyrasis.org

800.999.8558 ext. 2930