**Developing training and documentation for ArchivesSpace for different types of staff**

## ArchivesSpace Member Meeting

August 22, 2015

**Comments on slides:**

Speaker notes are included with the slides from the presentation.

An additional source for documentation/manuals is the ArchivesSpace webpage on the SAA Collection Management Tools Roundtable website (<http://www2.archivists.org/groups/collection-management-tools-roundtable/archivesspace>)

There are plans to update/add additional tooltips that popup when you hover over field labels in ArchivesSpace.

The Users Advisory Council Documentation Committee is working on a more comprehensive glossary to add to the user manual. Currently there are only 6 terms. At the end of this document are the proposed terms that will be added to the manual. If anyone has additional terms they’d like to see, please let the chair of the committee Linda Hocking ([lhocking@litchfieldhistoricalsociety.org](mailto:lhocking@litchfieldhistoricalsociety.org)) know.

The Documentation Committee is also working to enhance the existing documentation with concrete examples of how users are implementing ArchivesSpace. If you would like to share specifics of how your repository is using a particular feature or field, we will include them in the public Wiki and the member documentation. Please e-mail your use case to Linda Hocking at [lhocking@litchfieldhistoricalsociety.org](mailto:lhocking@litchfieldhistoricalsociety.org). We look forward to contributions from the user community!

**Discussion:**

ArchivesSpace training opportunities –

The training offered by Lyrasis is for institutions that they are hosting. It is primarily an overview of their services and how the hosted institution’s material will be migrated. There is also an overview of the how system works and basic functionality.

For a recent demonstration of ArchivesSpace, you can watch the screencast from the ArchivesSpace Overview Webinar for the Los Angeles Archivists Collective, April 23, 2015 (<https://laacollective.wordpress.com/2015/03/24/aspace-webinar/>)

ArchivesSpace currently offers a 2-day Basics workshop and a 1-day Digital Objects workshop. The host institution(s) can invite whomever they want (e.g. only ArchivesSpace members, only their staff, etc.). They are also the ones who determine how much to charge attendees. ArchivesSpace charges a $1,000 workshop fee, $750 fee per instructor per day (2 instructors needed if class is over 7(ish) people), and travel, lodging and meals expenses for each instructor. If all attendees are ArchivesSpace members, the $1,000 workshop fee is waived. In addition if there are 2 instructors, one of the instructors fees (not expenses) will be waived. The maximum suggested class size is 35 participants. Training sessions attended by participants from multiple institutions usually produces the best discussions during the training. For more information, please contact Brad Westbrook (brad.westbrook@lyrasis.org)

Documentation –

The ArchivesSpace user manual is available on the member website (<http://docs.archivesspace.org/Default.htm>). This manual will be continuously updated, i.e. it will never be “done”. The manual currently describes how to use ArchivesSpace; however the ArchivesSpace Documentation Committee is soliciting use cases to include in the manual and on the wiki which will describe local practices for recording data in certain fields.

ArchivesSpace does not prescribe how data should be entered into fields. Instead institutions can determine how they want to interpret and enter data into fields. It is recommended that all local policies be documented in the institutions’ user manuals.

Make a master manual that includes everything and then cut and paste appropriate sections into separate workflow specific user manuals.

To ensure that users read the manual, use cheat sheets ONLY after initial documentation has been read and they’ve worked in the system for a little while.