ArchivesSpace Basics Virtual Workshop
Example

Live Sessions: [Dates]

Connection Information: Join Zoom Meeting
[Link]

Course materials: [Link]

Learning objectives:

Upon completing this workshop, you'll have learned how to use ArchivesSpace to:

- Create Repository and User records
- Create Accession records
- Create Resource records
- Digital Object Records
- Record and manage physical locations within a repository.
- Create and manage Agent and Subject records, and link them to Accession, Resource, and Digital Object records.
- Produce description output files in standardized data structures such as EAD and MARCXML.
- Import legacy data.
- Producing administrative reports.
- You will also become more familiar with:
    - Applying the DACS content standard where applicable, to determine the kind and form of data recorded in an ArchivesSpace record.
    - Technical and administrative issues relevant to customizing and managing ArchivesSpace at a repository.

What won't be covered:

This workshop will not cover, or will only cursorily touch on, the following aspects of ArchivesSpace:

- Installing, upgrading and repairing the application.
- Working with the underlying database application.
- The following specific ArchivesSpace functional areas and processes:
    - Repository Management

- o   User Management
- o   Event records
- o   Collection Management records
- o   Rights records
- o   Agent contact information / contact logs
- o   Multi-part notes
- o   Merge/Transfer functions for major record types
- o   Container and space management
- o   Assessment records
- Mapping legacy data.
- Customizing the ArchivesSpace public interface.

Participant Expectations:

- Complete the pre-workshop survey at [Link]
- Confirm in advance of the first live session that Zoom connection information and all resource links work as expected on the computer or laptop you will be using for the workshop. The use of tablets and cell phones during this workshop is discouraged. We cannot provide technical assistance to individuals using tablets or cell phones during this workshop.
- Complete all "homework" in advance of each live session, including reviewing video recordings and completing exercises.
- Actively participate in live sessions, including unmuting and asking questions or interacting via the Zoom chat feature.

Workshop Agendas and Assignments:

Day 1

Pre-workshop assignments:

Please review the following recordings

Staff User Interface Functional Overview

Public User Interface Functional Overview

Repository Management Functional Overview

User Management Functional Overview

Agenda:

9:00 am	Introductions – Learning objectives & what won't be covered
9:10 am	Application Overview and Homework Recap
9:40 am	Accession records (including creating Event records for accessions)

10:15 am	BREAK (10 minutes)
10:25 am	Resources Records: Main/Single Level Records
10:50 am	Wrap Up

Day 2

Pre-workshop assignments:

Please complete the following exercises in the training workbook

Exercise 1 – Accession Records (page 47)
Exercise 2 – Resource Records-single level (page 61)

Review supplemental recordings (Optional)

Accession Records module

Resource Records module

Agenda:

9:00 am	Welcome back and homework recap
9:20 am	Resource Records: Multi Level records
9:45 am	Managing Instances and Top Containers
10:15 am	Break (10 minutes)
10:25 am	Rapid Data Entry
10:40 am	Loading via Spreadsheet
10:50 am	Wrap up

Day 3

Pre-workshop assignments:

Please complete the following exercises in the training workbook

Exercise 3 – Resource records-multi-level and rapid data entry (page 68)

Review supplemental recordings (Optional)

Resource Records module

Agenda:

9:00 am	Welcome back and homework recap

9:20 am	Digital Object Records
10:00 am	Break (10 minutes)
10:10 am	Agent Records
10:35 am	Subject Records
10:50 am	Wrap up

Day 4

Pre-workshop assignments:

Please complete the following exercises in the training workbook

Exercise 5 – Build a Simple Digital Object (page 91)
Exercise 6 (optional) – Build a Complex Digital Object (page 95)
Exercise 7 – Agent Records (page 106)
Exercise 8 – Subject Records (page 112)

Review supplemental recordings and resources (Optional)

Digital Objects Records Module

Agent Records module

Subject Records module

Agenda:

9:00 am	Welcome back and homework recap
9:30 am	Location Records
9:50 am	Reports
10:00 am	Break (10 minutes)
10:10 am	Imports and Exports
10:25 am	Data Cleanup and Customization
10:50 am	Final Wrap Up

Post workshop resources:

- Workshop evaluation: [Link]
- Link to the ArchivesSpace Help Center (ArchivesSpace members only):
  https://archivesspace.atlassian.net/wiki/spaces/ArchivesSpaceUserManual/overview
  The Help Center contains additional user tutorial videos and the ArchivesSpace User Manual.

- List of commonly used member resources: https://archivesspace.org/using-archivesspace/member-resources
- Upcoming ArchivesSpace webinars and previous webinar recordings: https://archivesspace.org/using-archivesspace/webinars
- Introduction to ArchivesSpace virtual training recorded April 2020: https://www.youtube.com/playlist?list=PL3cxupmXL7WiHyMc0uFmsCEIVOQmrI7FL
- Explanation of how to receive technical support: https://archivesspace.org/member-area/technical-support
- Migration Tools and Data Maps: https://archivesspace.org/using-archivesspace/migration-tools-and-data-mapping