

Plugin Show and Tell: The New School Bulk Spreadsheet Editor

Presenters:

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Developed by Hudson Molonglo for The New School Archives, The New School Bulk Updater is an easy-to-use plugin that can be added to the ASpace Staff User Interface. The Updater allows staff to download archival objects into a spreadsheet, where select fields may be added, revised, or deleted, and then reimported back into the existing resource without losing or altering unedited data in the resource. This easy round-tripping process can significantly reduce the labor of time-consuming data entry. Documentation about the plugin is available on GitHub here:

https://github.com/hudmol/as_spreadsheet_bulk_updater. New School Archives staff will discuss their motivation for developing the plugin, the development process, and how they've been using it, and James Bullen of Hudson Molonglo will be on hand to address technical questions.

How we've been using the plug-in so far:

- To clean up legacy resource records that either got messed up during our migration from AT to ASpace, or to fix formatting issues for older collections that no longer conform to our guidelines.
 - Example: on migration, dates didn't parse from the title field if there were quotation marks. So we can use the bulk updater to quickly move the dates from the title into the date field.
 - Example: For our course catalog collections, the coverage dates for the catalogs was in the date field, rather than the publication date. For many of the catalogs, the titles were not included. Used the bulk updater to add catalog titles, move the coverage dates to the title field, and add publication dates to the date expression field.
- When processing a resource that is already fully inventoried in ASpace, to add further component-level description, update instances, etc.
 - Example: many times, at least before implementing ASpace, we would create a file-level inventory of the collection in ASpace and then add the

collection to our processing backlog. This meant that once appraisal and arrangement activities had been completed, each component would often need to be updated with a new instance, since box and folder numbers frequently change in this process. With the bulk updater, we can easily add the new instances into the spreadsheet rather than going component by component.

- To update restriction periods, when policy changes.
 - Example: recently updated our restrictions policy and restriction periods have changed. Since these restrictions are indicated in component-level Conditions of Access notes, can use the bulk updater to edit these notes to match new policy.
- We keep discovering unanticipated uses for the plugin.
 - Example: Spreadsheet export allowed us to quickly calculate component-level extent totals (formerly a laborious manual process)
- Limitations
 - The importer was customized for The New School Archives -- not all fields are included.

A few questions **ANSWERED**:

- Can you add / delete components or just edit existing components? **JUST EDIT**
- Can it sort? Reorder components? **NO**
- Can more fields/columns be added? **NOT EASILY**
- Can you add digital objects to components using the plug-in? **NO. Use the Work Order plugin with the Digital Object importer for this.**

Questions? archivist@newschool.edu