

The logo consists of the letters 'AP' in a bold, black, sans-serif font, centered within a white square. A solid red horizontal bar is positioned directly below the white square.

**AP**

# **WHERE DID I PUT THAT? USING LOCATIONS IN ARCHIVSPACE**

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ASSOCIATED PRESS CORPORATE ARCHIVES**

A solid red horizontal bar is located below the text block.

# THE ASSOCIATED PRESS

The Associated Press is the definitive source for news across all media platforms and formats.

With staffers in more than 250 locations in 100 countries, AP tells the world's stories, consistently delivering accurate, unbiased news and information from across the globe.





4,000 linear feet of paper records  
800 Volume-reference library  
315 Resource Records in ArchivesSpace (hosted by LyraSis)  
250+ Artifacts  
214 Oral Histories  
10 Terabytes of digital collections  
3 Archivists  
2 Locations



## SCOPE

On-site Storage  
100 Collections  
1200+ Linear Feet  
1800 Containers  
588 Locations



# A QUICK OVERVIEW

- Creating bulk locations
- Retrospectively linking containers to locations
- Some things to consider
- Weighing pros and cons for our organization

# CREATE BULK LOCATIONS

	A	B	C	D	E	F	G	H	I	J	K	L
	Building	Floor	Room	Area	Barcode	Classification	Coordinate Label 1	Coordinate Indicator 1	Coordinate Label 2	Coordinate Indicator 2	Coordinate Label 3	Coordinate Indicator 3
1	L=Liberty		A=Archive									
2	C=Cranbury		H=Hallway									
3	O=Office											
4	W=Warehouse											
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Creating unique location records

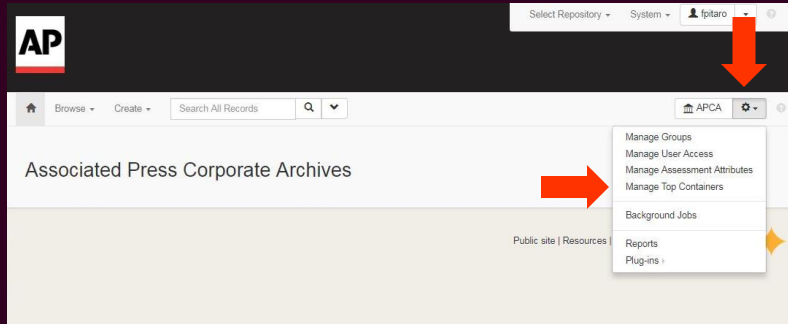
Location	Building	Floor	Room	Area	Location Profile
Liberty, 20, Archives, Stacks [LA010101, Row: 01, Bay: 01, Shelf: 01]	Liberty	20	Archives	Stacks	
Liberty, 20, Archives, Stacks [LA010102, Row: 01, Bay: 01, Shelf: 02]	Liberty	20	Archives	Stacks	
Liberty, 20, Archives, Stacks [LA010103, Row: 01, Bay: 01, Shelf: 03]	Liberty	20	Archives	Stacks	
Liberty, 20, Archives, Stacks [LA010104, Row: 01, Bay: 01, Shelf: 04]	Liberty	20	Archives	Stacks	
Liberty, 20, Archives, Stacks [LA010105, Row: 01, Bay: 01, Shelf: 05]	Liberty	20	Archives	Stacks	
Liberty, 20, Archives, Stacks [LA010106, Row: 01, Bay: 01, Shelf: 06]	Liberty	20	Archives	Stacks	

Locations listing from ArchivesSpace

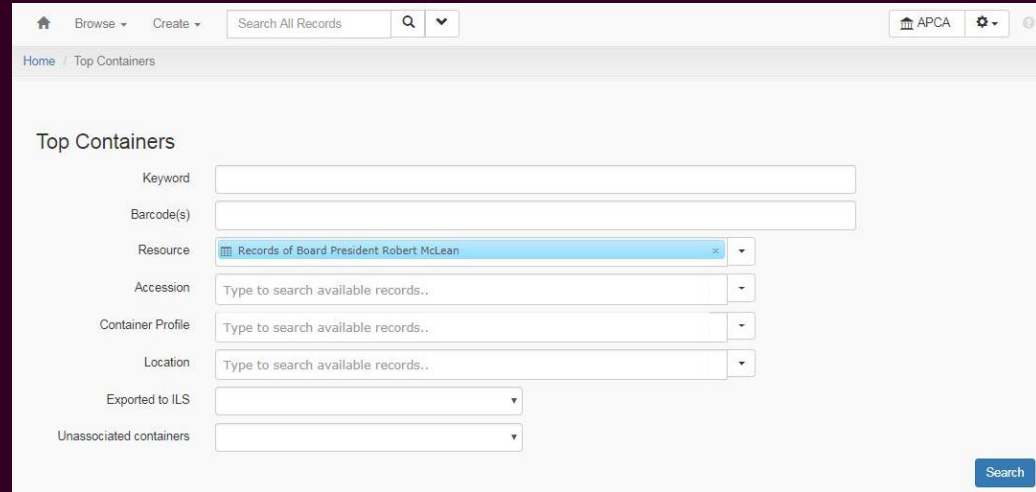


# Associated Press Corporate Archives

# ADD LOCATIONS TO CONTAINERS



Step 1: Choose “Manage Top Containers” from the drop-down menu



Step 2: Search for the resource record for which you want to add locations to containers





Matching results: 74

Click a column to set the sort ordering. Hold shift to sort by multiple columns.  
Click a row to select it for bulk operations. Hold alt while clicking a checkbox to select, or unselect, multiple previous rows.

<input type="checkbox"/>	Resource/Accession	Series	Container Profile	Container Type	Indicator	Barcode	Current Location	ILS Holding ID	Restricted?	Exported to ILS	
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean			Flat File					False	Not exported	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean		Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	1		Liberty, 20, Archives, Stacks [LA010603, Row: 01, Bay: 06, Shelf: 03]		False	Not exported	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean		Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	2		Liberty, 20, Archives, Stacks [LA010604, Row: 01, Bay: 06, Shelf: 04]		False	Not exported	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean		Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	3		Liberty, 20, Archives, Stacks [LA010604, Row: 01, Bay: 06, Shelf: 04]		False	Not exported	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean		Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	4		Liberty, 20, Archives, Stacks [LA010604, Row: 01, Bay: 06, Shelf: 04]		False	Not exported	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean		Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	5		Liberty, 20, Archives, Stacks [LA010604, Row: 01, Bay: 06, Shelf: 04]		False	Not exported	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean		Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	6		Liberty, 20, Archives, Stacks [LA010604, Row: 01, Bay: 06, Shelf: 04]		False	Not exported	<a href="#">View</a> <a href="#">Edit</a>

Step 3: Sort results by indicator

<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean	Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	6		Liberty, 20, Archives, Stacks [LA010604, Row: 01, Bay: 06, Shelf: 04]
<input checked="" type="checkbox"/>	AP01.04B Records of Board President Robert McLean	Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	7		
<input checked="" type="checkbox"/>	AP01.04B Records of Board President Robert McLean	Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	8		
<input checked="" type="checkbox"/>	AP01.04B Records of Board President Robert McLean	Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	9		
<input checked="" type="checkbox"/>	AP01.04B Records of Board President Robert McLean	Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	10		
<input checked="" type="checkbox"/>	AP01.04B Records of Board President Robert McLean	Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	11		
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean	Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	12		

Step 4: Select the boxes

Matching results: 74

Click a column to set the sort ordering. Hold shift to sort by multiple columns.  
Click a row to select it for bulk operations. Hold alt while clicking a checkbox to select, or unselect, multiple previous rows.

<input type="checkbox"/>	Resource/Accession	Series	Container Profile	Container Type	Indicator	Barcode	Current Location	ILS Holding ID	False	Not exported	View	Edit
<input type="checkbox"/>	AP01.04B Records of Board President Robert McLean			Flat File	1				False	Not exported	View	Edit
<input type="checkbox"/>	AP01.04B Records of		Legal, Flip Top Document Case (Hollinger	box	1		Liberty, 20		False	Not	View	Edit

- Update ILS Holding IDs
- Update Container Profiles
- Update Locations: Single Location
- Update Locations: Multiple Locations
- Rapid Barcode Entry
- Delete Top Containers

## Step 5. Select “Update Locations: Single Location” from the Bulk Operations Menu

### Update Locations: Single Location

Choose a Location for all selected containers.

- AP01.04B, Box 12, Legal, Flip Top Document Case (Hollinger #10360AB)
- AP01.04B, Box 13, Legal, Flip Top Document Case (Hollinger #10360AB)
- AP01.04B, Box 14, Legal, Flip Top Document Case (Hollinger #10360AB)
- AP01.04B, Box 15, Legal, Flip Top Document Case (Hollinger #10360AB)

Location

- Liberty, 20, Archives, Stacks [LA010607, Row: 01, Bay: 06, Shelf: 07]
- Liberty, 20, Archives, Stacks [LA010602, Row: 01, Bay: 06, Shelf: 02]
- Liberty, 20, Archives, Stacks [LA010603, Row: 01, Bay: 06, Shelf: 03]
- Liberty, 20, Archives, Stacks [LA010604, Row: 01, Bay: 06, Shelf: 04]
- Liberty, 20, Archives, Stacks [LA010605, Row: 01, Bay: 06, Shelf: 05]
- Liberty, 20, Archives, Stacks [LA010606, Row: 01, Bay: 06, Shelf: 06]
- Liberty, 20, Archives, Stacks [LA010601, Row: 01, Bay: 06, Shelf: 01]

## Step 6. Search/select the correct location for the boxes

### Update Locations: Single Location

Choose a Location for all selected containers.

- AP01.04B, Box 12, Legal, Flip Top Document Case (Hollinger #10360AB)
- AP01.04B, Box 13, Legal, Flip Top Document Case (Hollinger #10360AB)
- AP01.04B, Box 14, Legal, Flip Top Document Case (Hollinger #10360AB)
- AP01.04B, Box 15, Legal, Flip Top Document Case (Hollinger #10360AB)
- AP01.04B, Box 16, Legal, Flip Top Document Case (Hollinger #10360AB)

Location

Update 5 records

## Step 7. Use the Update Button on the bottom left to save changes

# ACCESSING YOUR DATA

Instances

	Mixed Materials	Box 1
Type	Mixed Materials	
Is Representative?	False	
Top Container	<a href="#">Box 1</a>	
Child Type		<a href="#">View</a>
Child Indicator	1	

Edit

Box 1 [Top Container](#)

Container Profile [Legal, Flip Top Document Case \(Hollinger #10360AB\)](#)

Indicator 1

Container Type box

Exported to ILS Not exported

Locations

Status Current

Start Date 2019-03-12

[Liberty, 20, Archives, Stacks \[LA010603, Row: 01, Bay: 06, Shelf: 03\]](#)

Via the Resource Record - Information displayed in individual container/instance

## Top Containers

Keyword

Barcode(s)

Resource

Accession

Container Profile

Location

Exported to ILS

Unassociated containers

Matching results: 141

Click a column to set the sort ordering. Hold shift to sort by multiple columns.

Click a row to select it for bulk operations. Hold alt while clicking a checkbox to select, or unselect, multiple previous rows.

<input type="checkbox"/>	Resource/Accession	Series	Container Profile	Container Type	Indicator	Barcode	Current Location
<input type="checkbox"/>	AP01.01 Records of the Board of Directors and Annual Meetings	Series AP0101S01	Letter, Flip Top Document Case (Hollinger #10370AB) [5d, 10.5h, 12.5w inches] extent measured by depth	box	2	AP0101S01 B02	Liberty, 20, Archives, Stacks [LA010101, Row: 01, Bay: 01, Shelf: 01]
<input type="checkbox"/>	AP01.01 Records of the Board of Directors and Annual Meetings	Series AP0101S01	Letter, Flip Top Document Case (Hollinger #10370AB) [5d, 10.5h, 12.5w inches] extent measured by depth	box	1	AP0101S01 B01	Liberty, 20, Archives, Stacks [LA010101, Row: 01, Bay: 01, Shelf: 01]
<input type="checkbox"/>	AP01.01 Records of the Board of Directors and Annual Meetings	Series AP0101S01	Letter, Flip Top Document Case (Hollinger #10370AB) [5d, 10.5h, 12.5w inches] extent measured by depth	box	3	AP0101S01 B03	Liberty, 20, Archives, Stacks [LA010101, Row: 01, Bay: 01, Shelf: 01]
<input type="checkbox"/>	AP01.01 Records of the Board of Directors and Annual Meetings	Series AP0101S01	Letter, Flip Top Document Case (Hollinger #10370AB) [5d, 10.5h, 12.5w inches] extent measured by depth	box	4	AP0101S01 B04	Liberty, 20, Archives, Stacks [LA010101, Row: 01, Bay: 01, Shelf: 01]
<input type="checkbox"/>	AP01.01 Records of the Board of Directors and Annual Meetings	Series AP0101S02	Legal, Flip Top Document Case (Hollinger #10360AB) [5d, 10.5h, 15.5w inches] extent measured by depth	box	1	AP0101S02 B01	Liberty, 20, Archives, Stacks [LA010101, Row: 01, Bay: 01, Shelf: 01]
<input type="checkbox"/>	AP01.01 Records of the Board of Directors and Annual Meetings	Series AP0101S03	Letter, Flip Top 1/2 Document Case (Hollinger #10390AB) [2.5d, 10.5h, 12.5w inches] extent measured by depth	box	28	AP0101S03 B28	Liberty, 20, Archives, Stacks [LA010106, Row: 01, Bay: 01, Shelf: 06]

View locations by resource in the Managing Top Containers feature

# Export Data

No option to Select all

## Locations Screen

All or nothing

Location	Building	Floor	Room	Area	Location Profile	APCA Holdings
<input type="checkbox"/> Liberty, 20, Archives, Stacks [Row: 09, Bay: 01, Shelf: 01]	Liberty	20	Archives	Stacks		No holdings for this repository.

## Reports

- Location Holdings
- Location Report
- Name Records List
- Resources List Report
- Resources Restrictions List
- Resources and Deaccession(s)
- Resources and Instances List
- Resources and Locations List
- Shelflist Report

	A	B	C	D	E	F
1	total_extent	9287.96				
2	total_count	315				
3	repository	The Associated Press Corporate Archives				
4						
5	record_title	identifier	level	dates	locations_location	locations_containers
6	Practice photo collection	AP0000	Collection	1920 - 2018		
7	Records of the AP Board of Directors	AP01	Record Group	1885 - 2015		
8	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010101, Row: 01, Bay: 01, Shelf: 01]	box 1, box 2, box 3, box 4
9	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010102, Row: 01, Bay: 01, Shelf: 02]	box 1, box 2, box 3
10	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010103, Row: 01, Bay: 01, Shelf: 03]	box 10, box 4, box 5, box 6, box 7, box 8, box 9
11	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010104, Row: 01, Bay: 01, Shelf: 04]	box 11, box 12, box 13, box 14, box 15, box 16
12	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010105, Row: 01, Bay: 01, Shelf: 05]	box 17, box 18, box 19, box 20, box 21, box 22, box 23, box 24
13	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010106, Row: 01, Bay: 01, Shelf: 06]	box 25, box 26, box 27, box 28, box 29, box 30, box 31, box 32
14	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010107, Row: 01, Bay: 01, Shelf: 07]	box 33, box 34, box 35, box 36, box 37, box 38, box 39, box 40, box 41, box 42, box 43
15	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010202, Row: 01, Bay: 02, Shelf: 02]	box 44, box 45, box 46, box 47, box 48, box 49, box 50, box 51, box 52, box 53, box 54, box 55, box 56, box 57, box 58
16	Records of the Board of Directors and Annual Meetings	AP01.01	Collection	1867 - 20--	Liberty, 20, Archives, Stacks [LA010203, Row: 01, Bay: 02, Shelf: 03]	box 59, box 60, box 61, box 62, box 63, box 64, box 65, box 66, box 67, box 68, box 68A, box 68B, box 69, box 69A, box 69B



# Things to keep in mind

- Understand the relationship between resource records, containers and locations
- Migration from Archivist Toolkit resulted in empty containers being created along with locations
- This is not the only way to design locations



# PROS AND CONS

## PROS

- Create bulk locations
- All data is in one location
- Locate individual containers
- Have greater physical control of our holdings

## CONS

- Amount of staff time necessary to complete project
- Location not associated directly with the resource record

**THANK YOU**

Visit us at [www.ap.org](http://www.ap.org)  
Download the app from iTunes

