Texas State University ArchivesSpace Guide
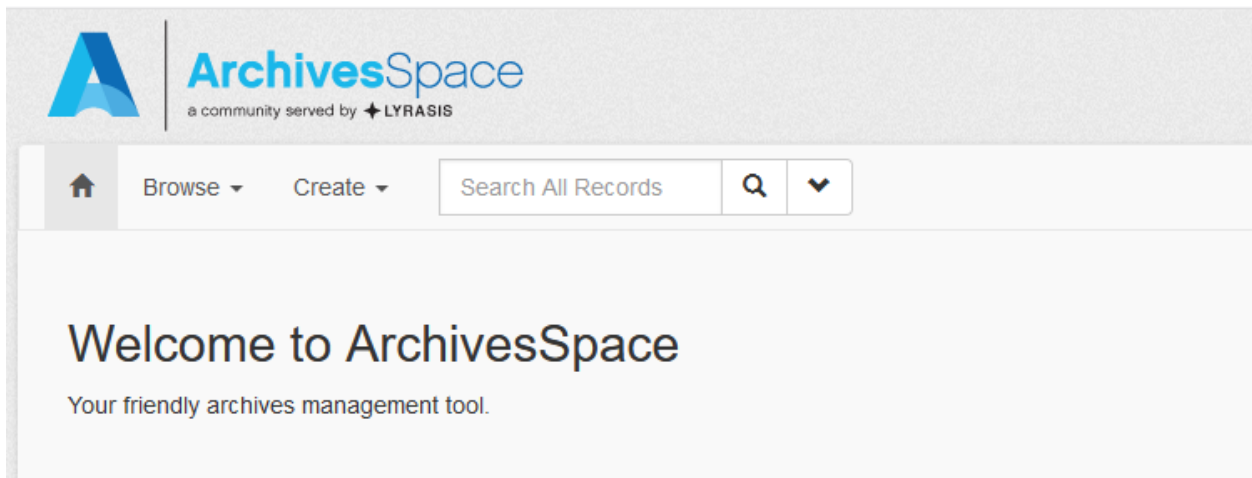
By Susannah Broyles and Nicole Critchley, 2021 January

Edited 2021 April by Susannah Broyles

Contents

Overview and Scope of Manual

This guide contains high-level instructions on how to use ArchivesSpace at Texas State University and includes our best practices and minimum requirements for fields. The instructions below for collection level records meet DACS requirements. For application of MPLP and for series-level and below, consult individual repository style guide and processing manuals for best practices.

This manual is a living document that will change as we refine our programs and usage of the system. This guide frequently refers to Describing Archives: A Content Standard (DACS) and can be used along with the ArchivesSpace User Instruction Manual. ArchivesSpace's Help Center is also available and contains walk through videos. Clicking on either one of the ❓ buttons on the top right of the screen will bring you to the center. You will have to log in to Confluence to access.
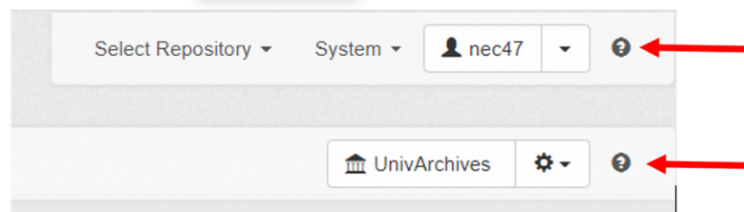
Compatibility Overview

ArchivesSpace does not check for DACS or EAD compatibility, it is the user's responsibility to use and enter it in correctly. The same is also true for spelling and punctuation.

Save your work often!

Rollover texts

Rollover texts are associated with most labels in the ArchivesSpace records; hover your mouse over a particular heading or label to see the text (also known as a tool tip). Typically, the rollover consists of a definition of the element, a reference to the appropriate rule in DACS, and examples of good practice.
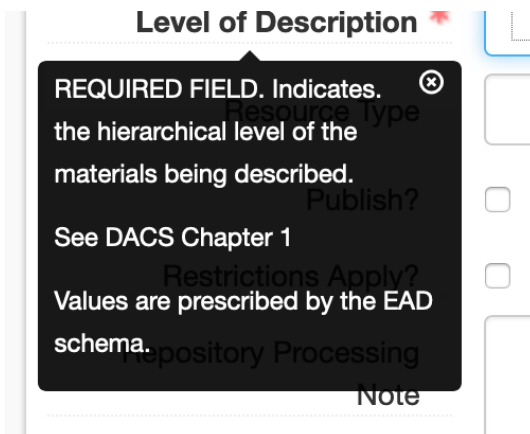
Required Data Fields

ArchivesSpace marks required fields with a red asterisk and bold type. These required fields are dictated by the system and do not always reflect our local content standards.

If a field is conditionally required, this is noted in a text box when you hover over the field. Conditionally required fields are marked with a gray asterisk.

EAD Tagging/Text Formatting

EAD tagging and formatting is available within the note fields. You can highlight text and use the drop-down menu that appears to tag elements like dates, personal name, and emphasis.

To use certain symbols, you must use the HTML Unicode.

&	&
™	™
©	© © ©
<	<
>	>

Navigation panel

While editing a record, on the left side of the screen there is a navigation panel with an overview of the Sub-Records available within the record. Clicking on a section will bring the user to those fields.

Basic Information	>
Languages	>
Dates	>
Extents	>
Finding Aid Data	>
Related Accessions	>
Agent Links	>
Subjects	>
Notes	>
Collection Management	>
Assessments	>
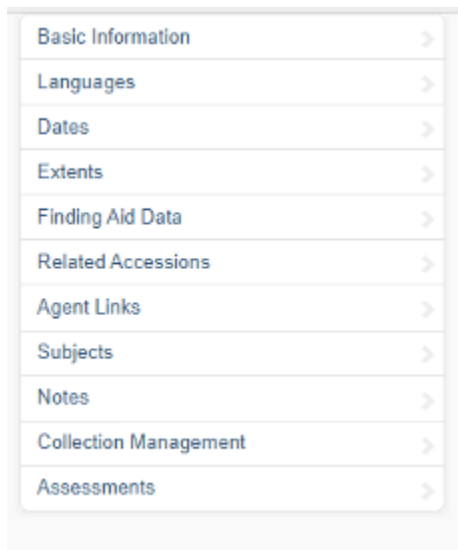
Record Types

ArchivesSpace supports the creation of several types of descriptive records, all of which help to store and organize metadata about archival collections and workflows within the system. This manual covers usage of the following record types:

- Accession
- Resource
- Subject
- Agent
- Digital Objects

In addition, this manual also covers creation and usage of Top Containers.

Accession Records

Overview

An Accession Record documents the acquisition of new archival materials; these materials are called accessions. Collections or record groups may be composed of one or many individual accessions, each of which should be represented by a separate Accession Record so that we have a clear understanding of what the materials are, how they came to us, what we have done with them, and the conditions governing our stewardship.

Note: When creating an Accession Record for materials that have a preliminary inventory or container list, spawn a Resource Record (with *Accession* as the Resource Type) to include those containers.

Creating an Accession Record

Use the *Create* button on the top toolbar and select Accession.
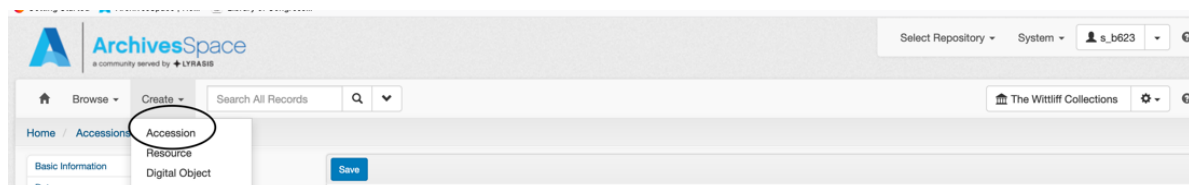
Required Fields in the Basic Information Sub-Record

Title *(DACS 2.4)*: A DACS-compliant title for the accession including the creator name along with a term describing the form of materials. The title of the initial accession for a new collection will be the same as the collection title.

   Example: Cormac McCarthy Papers

Identifier: A unique identifier that refers to a particular accession using your repository's chosen method.

- ➢ *For The Wittliff*: The year in four digits (e.g. 2020) in the first entry box, followed by a sequential number in a three-digit format – using zeroes as necessary (002, 062, 119). For example, 2020.021 would be the twenty-first accession in 2020.
- ➢ *For University Archives*: See Archival Series List for record grouping numbers. XX.XXXX format.

Accession Date: Date that the materials arrived in the repository, automatically fills in today's date. Edit if necessary. If unknown, use today's date, add a note stating: Accession date is date entered into ArchivesSpace.

Content Description *(DACS 3.1)*: Describe the content and context of the materials. As the description in this field will automatically form the basis of the Scope and Content note when spawning a Resource Record from the Accession Record, please write it as such.

Provenance *(DACS 5.1-5.2):* The source from which the repository acquired the materials, as well as the date and method of acquisition. Explain any changes in ownership or custody of the material being described. When the provenance of an accession is unknown, indicate that.

Examples:
Gift of Troncoso, 2020.
Transfer by Michelle Colins, Department of History, 2020 January 23.

Acquisition Type

Select one of the following:

- **Deposit:** Rarely used; indicates a repository is holding an accession without taking legal possession of it.
- **Gift:** Used for all donations other than those from units within your organization.
- **Transfer:** Used for donations from units within your organization, e.g., records from the President's Office.
- **Purchase:** An accession that was paid for.

Resource Type *(DACS 2.3.19)*: The nature of the archival unit according to DACS guidance. The most frequently used options are: Papers, Collection, or Records, but the other options can be used as needed.

Select one of the following:

- **Papers:** A collection of material created by an individual or a family.

- **Collection:** A collection of material that was gathered by an individual or organization other than the one who originally created it.
- **Records**: Created by an office or organization in the course of conducting its business.

Restrictions Apply (Required only if needed): Check the box only when there is access or use restrictions on the accession. If the box is checked, include a statement indicating what materials in the accession have restrictions, what the authority of the restriction is, and for how long the restriction will be in effect.

Access Restrictions? (Required only if needed) *(DACS 4.1-4.3)*

Use Restrictions? (Required only if needed)

Optional Fields in the Basic Information Sub-Record
- **Condition Description**
- **Disposition**
- **Inventory**
- **Retention Rule**

Do not use:

- **General Note**: There's likely a more specific field.
- **Publish:** Information in Accession Records is not intended for the public.

Additional Sub-Records
Date and **Extent** are required for Accession Records. For information about Dates and Extents, see the Resource Record section.

Related Resource: Link an accession to its corresponding Resource Record if one exists.

Related Accession(s): Use if needed.

Do not use the following Sub-Records:

- **Rights Statements**
- **Classification**
- **User Defined Sub-Record**

Resource Records

Resource Records are grouping of materials, consisting of one or more Accession Records, and described according to archival principles (DACS). A Resource Record is the public-facing record and the finding aid for a collection or record group. Resource Records can be single or multileveled, and contain links to Digital Objects, Top Containers, Agents, and Subjects.

Creating a Resource Record

There are two ways to create a Resource Record. You can either spawn from the existing Accession Record or create a new blank record.

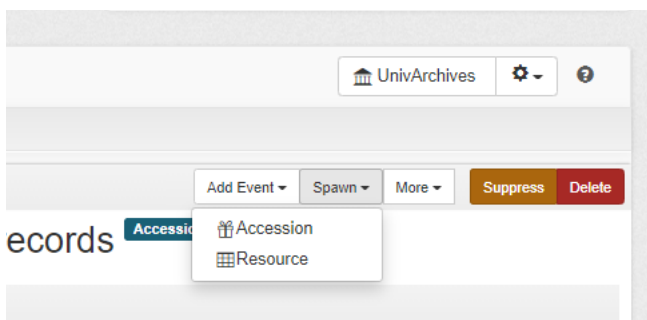1. **Create function:**

    On any page in ArchivesSpace, click *Create*, located top left of the toolbar. Select *Resource*. A new page will load with a blank Resource Record.
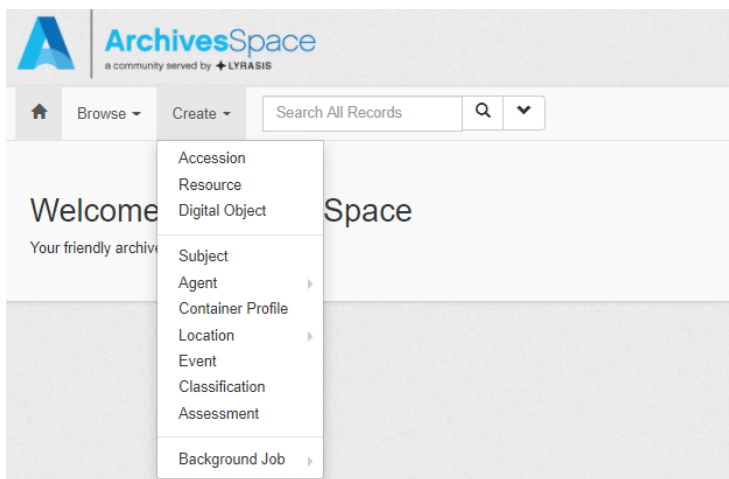
2. **Spawn function:**

    To spawn from an Accession Record, click the *Spawn* button located toward the top right side of the screen. Select *Resource* from the drop down, this will open a new Resource Record.

A new Resource Record will be created with some of the information prepopulated, while also attaching itself to the Accession Record you spawned from. Note, that some information will not cross over such as Identifier. You will still need to enter in system required information to be able to save this new record.

Required Fields

Title *(DACS 2.3)*: Create a title that describes the collection or record group as a whole. DACS compliant titles consist of two parts. The first part of the title is usually the creator/creating office, followed by the nature of materials: "Papers," "Records," or "Collection." *Collection* implies an artificial or compiled collection, meaning a group of materials that was assembly by someone other than the original creator. Materials created by individuals or families are typically considered *Papers*, while materials created by an organization are usually considered *Records*. If the materials consist of one format, use those formats for the nature of materials *(DACS 2.3.19).*

Identifier *(DACS 2.1)*: A unique identifier that refers to a particular accession using your repository's chosen method.

> *For The Wittliff*: Use the assigned collection number from the finding aid.
> *For University Archives*: Use accession number.

Level of Description: Select appropriate level from drop-down menu. For a top-level record *Collection* should be used.

Resource Type: Select the appropriate type.

Language (DACS 2.3.19): Unless otherwise indicated, select *English* and **Script:** *Latin.* This field is repeatable to accommodate any other languages in the collections. If more clarification is needed, add a Language Note.

Example: Materials primarily in English, with some publications in Spanish.

Publish?: Keep check box unmarked until completion of the finding aid. Checking this box means the content will show up on ArchivesSpace public user interface (PUI) and will be searchable. Leaving this box unchecked will suppress the resource, but it will still be searchable on the staff view.

Date Sub-Record *(DACS 2.4) (Required):*

Enter the appropriate dates of the collection. Many collections will have a date range (YYYY-YYYY).

Label: There are different types of dates: creation, assembly, published, or use. The default is the date the materials were created.

Expression: This is a conditionally required free text field to be used if you need to record additional information beyond normalized dates such as month and day. However, since not all dates will be complete, use the most granular information that makes sense for the collection. This is also the place to note circa dates and undated materials. Please see your local repository guide for local standards on formatting.

    Examples:
   1992, 1995-2005
    circa 1940
    undated

Type

- **Single**: Example: 1914
- **Inclusive**: Date range. Example: 1967-1968
- **Bulk dates**: Bulk dates should only be used at the collection level, and only if there are outliers that would misrepresent the materials. Example: 1918-2010, bulk 1940-2010
- **Begin/End**: Once you select a type, one or two more fields will appear. Enter only years. Use Expression for adding month and day, if known.

Certainty: Approximate or estimated dates that you can infer from the materials should be marked as such using the Certainty field in ArchivesSpace. Select appropriate field from the drop- down menu. The date expression field should use the term circa. We strive for consistency so do not use brackets.

- Expression: circa 1920s
- Begin: 1920; End: 1929

Era: Use *ce* (common era).

Calendar: Use *Gregorian*.

Extent Sub-Record *(DACS 2.5) (Required)*

Extent at the resource level covers all the Archival Objects in the collection. Multiple extents can be added (number of items, gigabytes etc.) **but one must be in Linear Feet.**

Portion: Drop-down menu selection. For top level/collection level record, this should be *Whole*.

Number: Enter in numeric value.

Type: Drop-down menu selection. *Linear feet* and *Items* are the most common selections. If the collection contains born digital material, add an extent for *bytes* (Gigabyte, Terabyte, etc.).

Container Summary: Description of the containers and container types found in collection.

Do not use:

- Physical details
- Dimension

Finding Aid Data Sub-Record (EAD)

Information entered here is important for exporting EAD and a PDF of the finding aid. It also appears on the public user interface (PUI). It is recommended the following fields should be filled in with the level of information available. For other fields, see your repository's processing manual for more information.

EAD ID: Use your repository's chosen method.

- ➢ *The Wittliff*: The next available numeric filename number.
- ➢ *University Archives*: Same as Identifier.

Finding Aid Title: Use your repositories' chosen method.

- ➢ *The Wittliff:* The same title as in the Title Field preceded with "Guide to" Example: Guide to Sandra Cisneros Papers.
- ➢ *University Archives*: Same title as indicated in the Title Field.

Finding Aid Date: Date that the collection or record group was processed. YYYY-MM is acceptable.

Finding Aid Author: Name(s) of people responsible for processing the collection or record group.

Language of Description: *English*

Script of Description: *Latin*

Finding Aid Status: Select appropriate option from the drop-down menu. Resource Records should be marked *In Progress* until final review, then marked *Complete*.

Related Accessions Sub-Record

If a new Resource Record was created without spawning from an Accession Record, attach the Accession Record(s) now. Use the search bar and click on the arrow and select *browse* to link relevant Accession Record(s). Additional related Accession Records can also be linked.

Revision Statements

Revision statements are added when significant changes are made to a Resource Record.

Revision Date: Date when changes were made. YYYY or YYYY-MM is acceptable.

Revision Descriptions: Short statement of what was changed and the name of the person who did them.

Examples:
Revised by Eric Robertson-Gordon for ArchivesSpace migration.
New accrual added.

Note: if adding an accrual, please also add an Accrual Note to the top level/collection level Resource Record.

Publish?: Check this box to make this information available on the PUI.

Notes Sub-Record

Note fields provide information about the administration of the collection. While there are 28 note fields available, only seven to nine are required. Any other notes should be used only when necessary. Please refer to DACS for more information about how to enter information into a given note field.

Required Notes for All Collection/Top Level Resource Records

Note Fields	Instructions	Rules
Biographical/Historical	Required.	DACS 2.7 (Added value)
Conditions Governing Access	Required.	DACS 4.1 (Required)
Conditions Governing Use	Required.	DACS 4.4 (Added Value)
Preferred Citation	Required.	DACS 7.1.5 (Added Value)
Scope and Content	Required.	DACS 3.1 (Required)
Physical Location	Required.	DACS 4.2.6 (Added Value)
Immediate Source of Acquisition	Required.	DACS 5.2 (Added Value)
Accruals	Required if applicable.	DACS 5.4 (Added Value)
Physical Characteristics and Technical Requirements	Required if applicable.	DACS 4.2, 4.3 (Added Value)

To create a note, click on *Add Note* in the Notes Sub-Record. Select the appropriate **Note Type**. In the Multipart Note field review that it is the correct **Type**. And finally, enter the note in the **Content** field.

Please consult the repository processing manual for additional requirements.

Optional Sub-Records in Resource Records

These fields are not part of minimum requirements and should be used only as needed.

- External Documents
- Rights Statements
- Deaccessions
- Classifications
- User Defined

Congratulations! You have successfully created a top/collection level record. The next sections will provide details about the materials.

Agent Records

Agent Records are Persons, Families, Corporate Entities, or Software that created or are related to the materials.

- These should be added only at the collection level.
- Every Resource Record should have at least one - the creator of the records. Add more as needed.

Examples:

Southwest Texas State College. Department of History

Cisneros, Sandra

Gonzalez, Henry B. (Henry Barbosa), 1916-2000

NOTE: Agents are shared across ArchivesSpace repositories. Updating an Agent in your repository will affect all other records referencing that subject - please be careful when creating and editing agents.

Three are three types of roles for Agents:

- **Creator**: agent is somehow responsible for intellectual content or existence of the material. This could be the person who created the material or the person who assembled the material such as a collector.
  Example: The Ramón Hernández Tejano Music Collection.
- **Source:** agent is the immediate source of acquisition for the archival material; the donor.
  Example: Sandra Cisneros Papers.
- **Subject**: agent is topically relevant to the archival material being described.
  Example: Lyndon B. Johnson.

It is possible (and very likely) for Agents to have multiple roles within the same collection.

Creating Agent Records

There are two ways to create a new Agent Record.

1. Select *Create* on the toolbar.
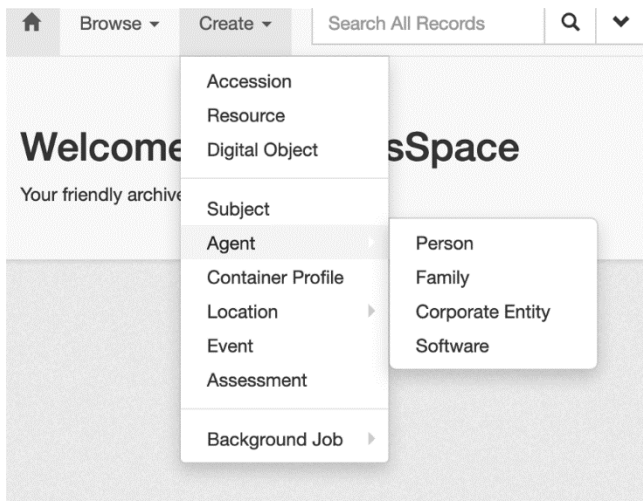
2. Within an Accession or Resource Record, click on *Agent Links* and click on the down arrow and click *Create*.

Person

Name Forms Sub-Record

NOTE: Any information added to the fields in the Name Form section of an Agent Record will be published as part of the Authorized or Display Name in the PUI or EAD finding aid.

Publish: Check this box to make Agent visible on the PUI. Most Agents should be public, but if there are any privacy issues with donors, records can remain unpublished.

The following fields are required in the Name Forms Sub-Record:

Authority ID: (required if using NACO Authority File or ULAN). Copy the relevant Authority ID from the websites. See examples below.

Source: Used to indicate that a name has been found in a standard authority file. Commonly used authority files are the NACO Authority File or Union List of Artist Names. *Local source* indicates the name has been formed locally and was not available in a standard authority file.

Rules: Use the Rules field only when you have not found the name in an existing authority file. In this case, form the name according to DACS guidance. Select *Describing Archives: A Content Standard.*

Name Order: Select *Indirect* unless the Primary Part of Name contains a forename only.

Primary Part of Name: This field contains the last name or surname.

Sort Name: Always select the checkbox for *Automatically Generate.*

Rest of Name (required if applicable): This field contains the remainder of the name, including first and middle names.

The following fields should only be filled out to comply with the name authority file being used or according to the rules being followed.

Prefix: Example: Mrs., Dr.

Title: Examples: Chief, Sir

Suffix: Examples: Jr., Sr.

Fuller Form: Use when authority records use initials or when there is additional information.
Example: Gonzalez, Henry B. (Henry Barbosa), 1916-2000

Number: Example: III

Dates: Use birth and death dates if available. NOTE: **only those that form a part of the name authority heading go here.**

Qualifier - Use to distinguish between two Agents of the same name. (Infrequently used)

Use the **Dates of Existence** tab when birth and death dates are known but not part of the authorized form of the name from an authority file. Note: these will not be published in EAD.

Also, the difference between date "range" and "inclusive" is that "range" can have either a beginning date or end date OR both a beginning and end date. "Inclusive" dates must have both a beginning AND end date.

Optional fields

Date(s) of Name Use: Use when a name had a limited timeframe. For example, the performer Prince used different names at specific time periods throughout his career.

Other Sub-Records

These fields will not show up in finding aids, but selecting publish will allow them to show in the PUI.

Notes: The only note option is Biographical/Historical with optional Sub Notes to enter citation information.

Related Agents: This allows Agent Records to be linked to each other to show they have a relationship (parent/child, associative, or earlier/later).
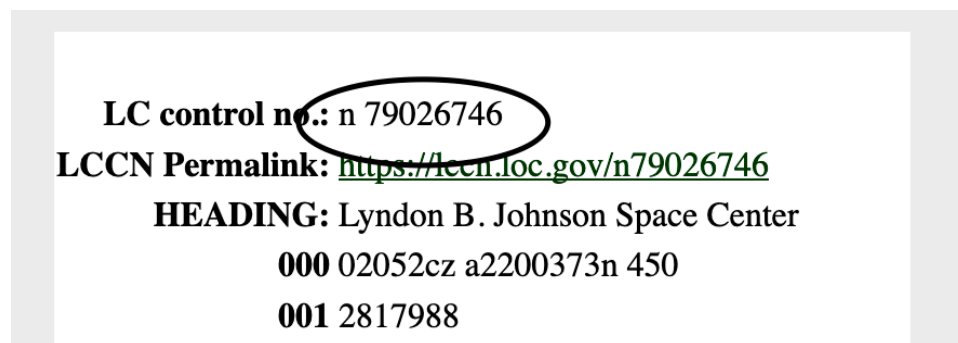
Corporate Entity Records

Name Forms Sub-Record

Publish: Check this box to make Agent visible on the PUI. Most Agents should be public, but if there are any privacy issues with donors, records can remain unpublished.

The following fields are required in the Name Forms Sub-Record:

Authority ID: (required only if using NACO Authority, ULAN, or another authority source).

Copy the relevant Authority ID from the websites. See examples below.

LC control no.: n 79026746
LCCN Permalink: https://lccn.loc.gov/n79026746
HEADING: Lyndon B. Johnson Space Center
000 02052cz a2200373n 450
001 2817988

Source: Used to indicate that a name has been found in a standard authority file. Commonly used authority file is the NACO Authority File . *Local source* indicates the name has been formed locally and was not available in a standard authority file.

Rules: Use the Rules field only when you have not found the name in an existing authority file. In this case, form the name according to DACS guidance. Select *Describing Archives: A Content Standard.*

Primary Part of Name: Enter the Primary Name of the Corporate Entity.

Examples: Southwest Texas State Normal School; Texas Monthly

If necessary, complete **Subordinate Name** fields as needed to create the authorized form of the name from the authority file or according to the local rules.

Please note that if you add Subordinate Names, the system will structure them like a NACO (Library of Congress Name Authority File) corporate name. This means that a period will follow the Primary Part of the Name and any Subordinate Names that are followed by another Subordinate Name.

Example: Texas State University. Division of Academic Affairs. Institutional Effectiveness

Family (Rarely used)

Name Forms Sub-Record.

Publish: Check this box to make Agent visible on the PUI. Most Agents should be public, but if there are any privacy issues with donors, records can remain unpublished.

The following fields are required in the Name Forms Sub-Record:

Source: Will likely be local sources.

Rules: Use the Rules field only when you have not found the name in an existing authority file. In this case, form the name according to DACS guidance. Select *Describing Archives: A Content Standard.*

Family Name: Typically, the surname with the qualifier "family"

Example: Guarino Family

Software (Do not use)

Subject Records

Subject Records identify cultural context, function, style or period, technique, temporal periods, geographic locations, genre and form terms, topical terms, occupations, and uniform titles**. DO NOT** add names of persons, families, or corporate entities into subjects. Agent Records have relationship types (Role), one of which is *Subject*.

Subjects should only be added to the collection level Resource Record or Accession Record. We commonly use Library of Congress Subject Headings (LCSH) guidelines. When LCSH is not adequate, another vocabulary can be used (see list below). In certain cases, local terms can be supplied. Every Resource Record should have at least one, but as many as accurately describe the material are recommended.

NOTE: Subjects are shared across ArchivesSpace repositories. Updating a Subject in your repository will affect all other records referencing that subject - please be careful when creating and editing Subjects.

Creating Subject Records

To add subjects to records, first browse available terms a by clicking on *Browse* on the toolbar.
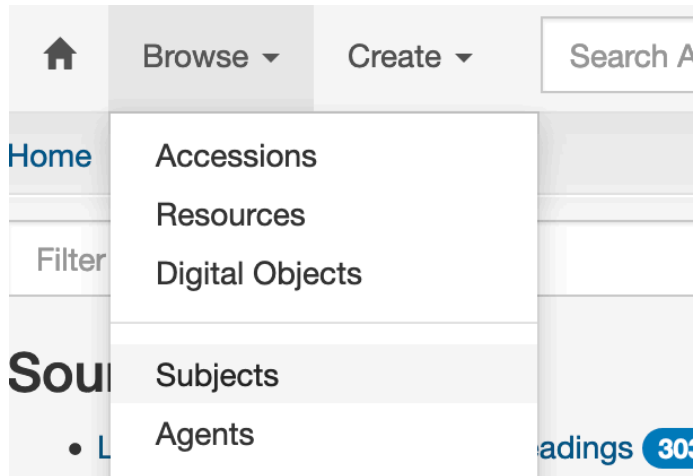
You can create a new term by clicking on *Create* on the toolbar.

Required fields

Source: Choose from a drop-down list. In most cases, the source is either Library of Congress Subject Headings or Art & Architecture Thesaurus. Enter the **Authority ID** if using a controlled vocabulary.

Term: This is an open text field. Copy the subject heading or controlled vocabulary term or phrase here.

Type: Choose the type of term being recorded (e.g., genre/form, geographic name, occupation, topical, uniform title) from a drop-down list.

Additional Terms and Types are required if applicable for Subjects with subdivisions.

Only use External Documents Sub-Record or Scope Note fields if needed.

Source options:

- Library of Congress Subject Headings http://id.loc.gov/
- Getty Art & Architecture Thesaurus http://www.getty.edu/research/tools/vocabularies/aat/
- Getty Thesaurus of Geographic Names http://www.getty.edu/research/tools/vocabularies/tgn/
- Library of Congress Thesaurus of Graphic Materials, Part I: Subject Terms https://www.loc.gov/rr/print/tgm1/
- Library of Congress Thesaurus of Graphic Materials, Part II: Genre & Physical https://www.loc.gov/rr/print/tgm2/
- Medical Subject Headings https://meshb.nlm.nih.gov/search
- Homosaurus https://homosaurus.org/v2

Vocabularies that may be added in the future include:

- Glossary of Disability Terms https://nccdd.org/welcome/glossary-and-terms/category/glossary-of-disability-terms.html
- Institute on Gender Equality and Women's History Thesaurus https://institute-genderequality.org/library-archive/thesaurus/

Note on Native terms: When LCSH is not adequate with native names or terminology, please reference Smithsonian American Indian Museum metadata and/or refer to this guide at University of British Columbia https://guides.library.ubc.ca/Indiglibrarianship and the Indigenous Knowledge Organization https://xwi7xwa.library.ubc.ca/collections/indigenous-knowledge-organization/

Multi-Level Resource Records

Multi-Level Resource Records include all of the information in a Single-Level Resource Record, plus information about lower-level components of the resource, such as series, subseries, files, and items. If you want to include a structured box-and-folder list in the EAD finding aid for a collection, you will need to add these components.

Sam Kindrick Papers	Collection
⌄ Photographs, 1975-2018, bulk: 1975-2010	Series
⌄ Action Magazine Photographs, 1975-2018	Sub-Series
Artists - A (28 photographs) including Keith Adams, Simmons Allison, Anacini (Lawrence Welk), Du…	File

General notes about Multi-Level Resource Records:

- Components are displayed in a hierarchy at the top of your record. You can expand or collapse each element by clicking on the arrows next to the title.
    - Sibling: creates a new component at the same level
    - Child: creates a new component directly below (one level down)
- You can create hierarchies of components to whatever level of complexity is needed for the collection.

Creating Multi-Level Resource Records

Add Archival Objects Individually

Child and sibling components are added as new Archival Objects. In the hierarchy at the top of your resource record, click on *Add Child* or *Add Sibling* to add appropriate level component.

Enable Reorder Mode Rapid Data Entry (Add Child Add Sibling) Load via Spreadsheet Transfer ▾	
Sergio Troncoso Papers	Collection
> Personal, 1975-2018	Series
⌄ Published Works, 1987-2014	Series
> The Last Tortilla and Other Stories (published 1999), 1987-1999	Sub-Series

This will give you a new Component Record temporarily named "New Archival Object."

Required fields:

The following fields and Sub-Records are required for a Component Record:

Level of Description:

- *Series:* any series that is a direct child component of a collection.
- S*ubseries:* any series that is a child of another series.
- *File:* a description of a grouping of items (typically a folder).

- *Item:* a description of a single item.

Other options listed are only used in rare cases. In certain types of collections when there is only one series, *file* can be the direct child component of a collection.

Title: For file and item level components, a Title is not required if the Dates Sub-Record functions as a title for the component.

Dates Sub-Record: Add at least one Creation date. For more information see the Date Sub-Record in the Resource Record section.

Instances Sub-Record: A Container Instance is required at the lowest level of description applicable. That is, if you are creating file level description, all Container Instances should be added in the file components.


Add Archival Objects Using Bulk Entry

While creating records individually works for small collections, it's not always practical for larger collections. ArchivesSpace has two methods for bulk entry of resource component records.

1. Rapid Data Entry (RDE)

The Rapid Data Entry (RDE) tool supports repeated entry of resource component records at the same level, requiring fewer mouse clicks than when adding individual resource component records and then adding Instance Records. Through the use of "sticky values," the RDE tool provides a more efficient way for entering series or folder lists, where multiple components of the same level and same basic content are entered one after another.

Select the component you want to add a set of "Children" components to. Click on *Rapid Data Entry*.
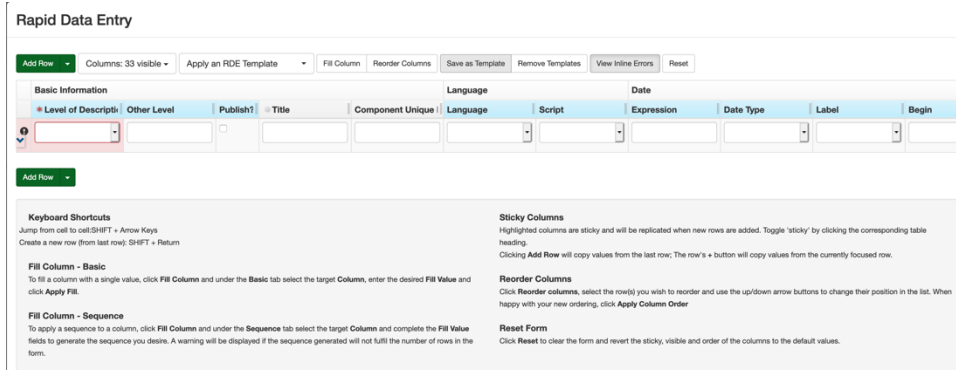
Enter data, the **Level of Description** element and either **Title** or one of the **Dates** Sub-Record elements is required.

You can add additional rows by clicking Add Row for one additional row, or by clicking on the arrow next to that button you can add a specific number of rows. NOTE: To avoid data loss, add batches of 15-20 rows at a time.

Select *Save Rows* to add the row(s) to the Resource Record.

RDE Templates

For even faster data entry, you can create a custom RDE template of your frequently used fields. Go to the *Columns* button and choose which fields you want to make visible. Note that you can also *Reorder Columns* if you choose. Click *Save as Template* when you're happy with it and label it with your name. Note: RDE templates are shared across ArchivesSpace repositories.
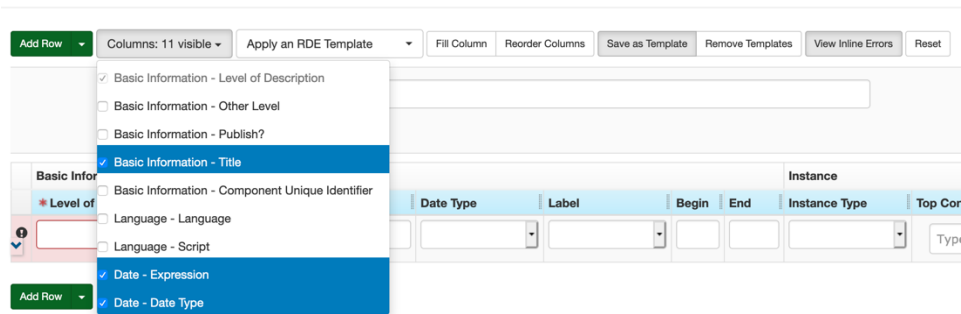
Another helpful tool is "Sticky Columns." In the screenshot above, the fields highlighted in light blue are "Sticky" - meaning that the contents of a column will automatically be filled in when you add rows. You can toggle this feature on and off by simply clicking on the column so that it is no longer highlighted.

Save your work frequently!

2. Load via Spreadsheet

There is also an option to add component records via an Excel spreadsheet template. In order to use this option, a top-level Resource Record must exist, and the EAD ID in the Finding Aid Data Sub-Record must be filled in. NOTE: If the EAD ID begins with a zero, temporarily remove all the leading zeroes from it in both ArchivesSpace and the spreadsheet to make this feature work.

The spreadsheet is incredibly useful for large, complex collections, and has benefits such as automatically creating top containers, easily establishing hierarchies, allowing for offline work, dragging and dropping as well as copy/paste functionalities that come from working with spreadsheets. There is also a separate template for adding digital objects to archival objects. (This will not be covered by this manual at this time.)

As long as you don't edit the row marked "ArchivesSpace field code", you may hide, delete, or rearrange columns to suit your workflow. Some of the columns are required (in red), do not hide these as the spreadsheet will not import if those are not filled out. Note that some columns have drop down menu selections.

Required Columns:

- **EAD ID:** This must match the Resource Record you are trying to import components to.
- **Hierarchical Relationship:** This number indicated the relationship of the new archival object to the selected resource or archival object. For example, use 1 if you have selected the top-level Resource Record to import components to. If you are adding components to a Series or Sub-Series, use 2.
- **Description Level:** Has a drop-down menu, indicates the level of the object. Commonly used selection is File.
- **Title** or valid **Date** (with begin date and/or date expression)

As long as these columns have data, you can pick and choose which others you want to fill out. Note that you need to meet ArchivesSpace's required fields within each Sub-Record you choose to use.

Mapping - ArchivesSpace Resource record SECTION	Resource Identifying Information	Resource Identifying Information	Archival Object Context Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information
Mapping - ArchivesSpace Resource record FIELD with comments	The Resource "Identifier", aka collection-level unit_id, OR, could be internal resource record number from URL.	EAD ID	Ref ID (aka component id attribute)	Title		Unit_id	Hierarchical relationship of new component to context object. 1=the first level of archival objects, 2=second level, 3=third level, etc. 1 would indicate a sibling of the selected Arch. Obj (or the top level Arch. Obj. in a Resource that does not have any); 2 indicates a child, etc.	Level of Description:series, item, file, etc. (CONTROLLED LIST)		Publish (true/false) (NOTE: the selected value will apply to all publish elements in records or structures created by this row.)
ArchivesSpace field code (please don't edit this row)	collection_id	ead	ref_id	title		unit_id	hierarchy	level	other_level	publish
Field name	Resource Identifier	EAD ID	Ref ID	Title		Component Unique Identifier	Hierarchical Relationship	Description Level	Other Level	Publish?

Once your information is filled in, navigate to the Resource Record and click on the archival object you want to add components to. Click *Load via Spreadsheet*.
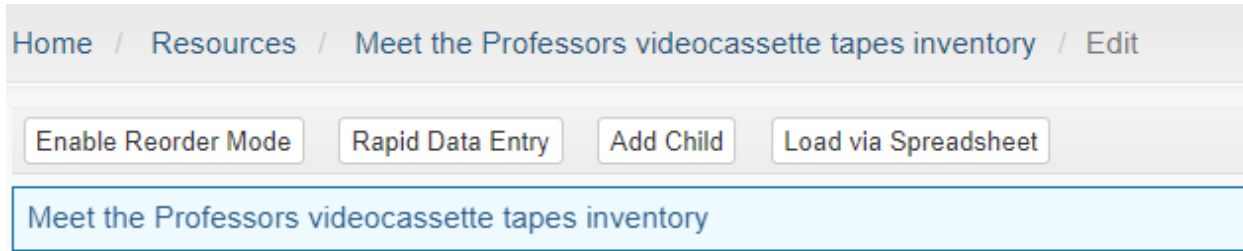
A pop up will appear, promoting you to *Select File*. Once you have done so, click *Import from SpreadSheet.*
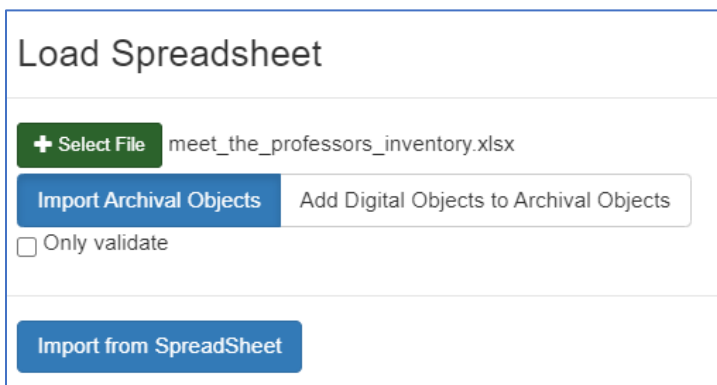
A new window will open, and a background job will start running. Wait until the Job Status indicates complete.

Close the background job window and go back to original window, click *close* in Load Spreadsheet. The page will refresh, and your items will appear.

Review the results to make sure the hierarchy is correct and Top Containers are attached.

Note: If your file is too large or contains too many lines, the import tool might time out. Consider preparing multiple spreadsheets and importing in sections for larger collections.

Reorder Mode

Reorder Mode allows you to move archival object components around. Click on *Enable Record Mode*, located top left. Clicking on it will add another section the left of each component in the Resource Record.
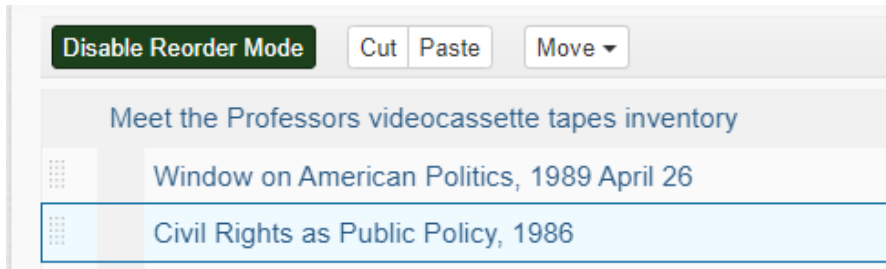
Clicking on that new section, drag and drop the component to its desired location. A selection will pop up promoting you to choose to *Add Items Before*, *Add Items as Children*, or *Add Items After*.
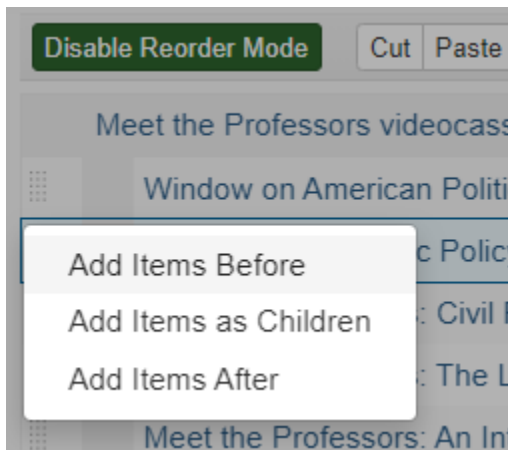
Selecting **Before**:   Selecting as a **Child**:

You can select multiple items and move them together as a group by holding the Shift key while you select.

Click *Disable Reorder Mode* to save your results.

Creating Container Instances and Top Containers

Creating a container list is done through the process of adding instances and top containers. An instance represents a physical container, such as a box or a folder (or even an item), and a top container is usually the outer container such as a box (for example, where a barcode is added). A top container can be a single object, or it can be a box that includes folders and items inside.

When adding children to a Resource Record, add container information using the Instances Sub-Record. Instances can be created and connected at any level in ArchivesSpace (collection, series, file, etc.), however, it is common to attach them at the file or item level. Containers are rarely attached to a collection level or top level record.
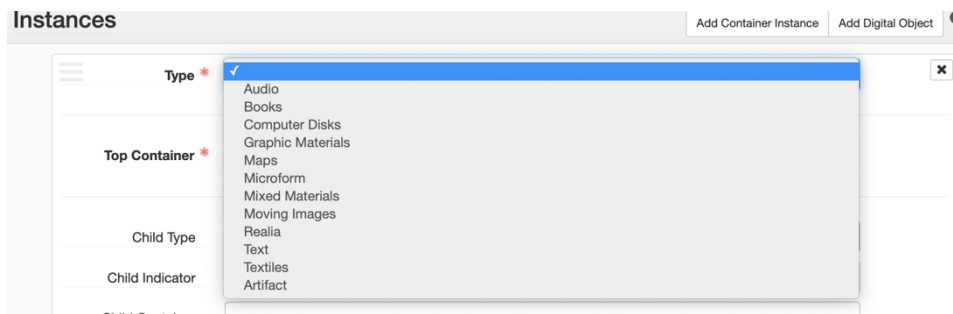
Container Instances

To create a container instance, scroll down to the Instance Sub-Record and click *Add Container Instance* to open a blank template.
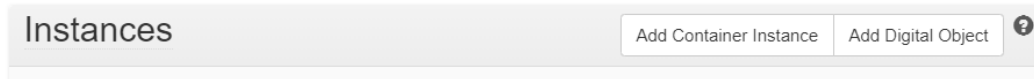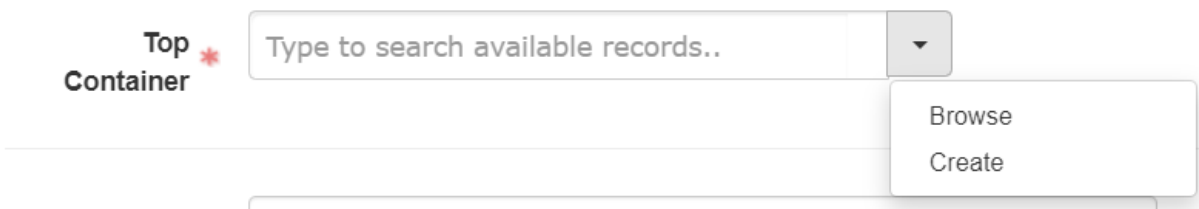

From the drop-down menu under Type, select the term that describes the format of the materials in the container. Mixed Materials is used to indicate a container with multiple types. Use Artifact for an individual object.

Top Containers

Connect the Instance to a Top Container. If Top Containers were previously added to the Resource, search for the box number or barcode, or click the down arrow and select *Browse*.

If no Top Container exists for the Resource, select *Create*.

The *Create* option will open a new page for the Sub-Record. An Indicator is required; best practice is to also provide Container Type and Barcode (as applicable).

Container Type: Select appropriate description from the drop-down menu. Box is the most common type.
Indicator: This must be unique for this Resource Record (i.e., there can only be one Box 1 for any given Resource).

Barcode: As needed, scan the barcode attached to the container.

Container profiles: Pre-determined value lists exist for Container Profiles. Enter a key word to search or click the down arrow to *Browse.* *Container profiles are required for University Archives.*

Do not use Locations when creating Instances.

At this time, Locations for Containers Instances are used for items on exhibit or to track not yet found (NYF) materials. Additional uses may be added in the future.

Click *Create and Link to Top Container* to save and return to the Resource Record.

> NOTE: ArchivesSpace is a relational database. Top Containers exist separately from Resource Records. Deleting a container in the Resource Record (clicking the X in the upper right corner of the instance and selecting "Confirm Removal") does not delete the Top Container itself. It can become an "unassociated container" in the database and is still discoverable by searching or browsing. Consult an Archivist if a Top Container needs to be deleted.

Once a Top Container created, child records can be added (such a folder). Each Child Type requires a Child Indicator; the indicator can be single or a range.

Example: Child Type = Folder, Child Indicator = 3 (or a range such as 3-5).

Archival Objects can have multiple Instances. This is especially useful for files with oversize materials, items that need special housing, or materials that are in multiple folders that do not fit in only one box. Remember that physical arrangement and intellectual arrangement are two separate things.

Digital Objects

Digital Objects are a type of Instance that describe either born-digital materials or digitized surrogates. ArchivesSpace does not host digital objects, such as digital images, audio, or video files, so Digital Objects must be stored in an accessible place such as a server or online collection platform.

NOTE: For Digital Objects to be available to the public via the PUI, the digital file must be placed on a public platform, such as DSpace or in the Fedora repository. Links to the shared drives such as the UL-Repository are only accessible to staff.

A CD or floppy disk can be part of an archival resource, but it is not a digital object until the files are transferred to a server or collection platform. An archival object can have a Top Container for physical materials, and a Digital Object Record with a link to the digital file(s). An archival object can also exist with only a Digital Object Records, such as for born digital materials that only exist on the server or in an online environment (i.e. no Top Container is necessary).

> NOTE: ArchivesSpace is a relational database. Digital Objects exist separately from Resource Records. Deleting a Digital Object in the Resource Record (clicking the X in the upper right corner of the instance and selecting "Confirm Removal") does not delete the Digital Object itself. Consult an Archivist if a Digital Object needs to be deleted.

Although Digital Objects can have hierarchies, single-level is most common.   Use the Basic Information section to create the Digital Object.

Creating a Digital Object
There are two ways to create a Digital Object.

1. At the toolbar, click on *Create* and select *Digital Object*.
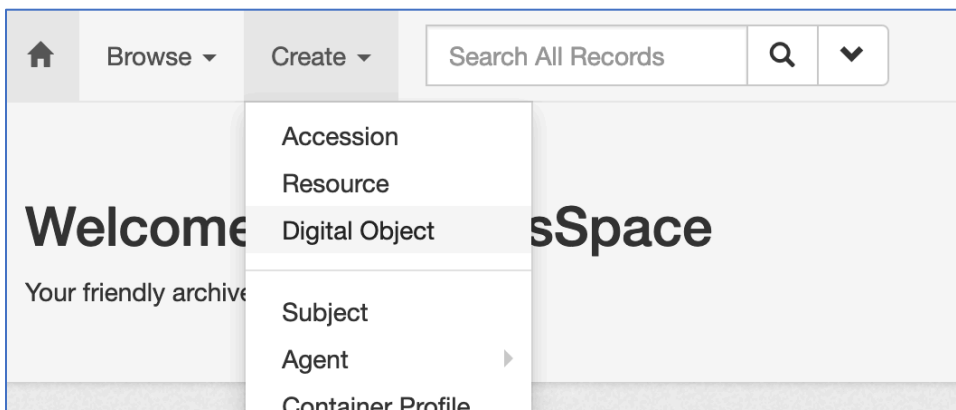
2. Create a Digital Object while in a Resource Record by clicking on the Instance Sub-Record and selecting Add *Digital Object.*

To complete a Digital Object record, complete the Basic Information, File Version, Languages, and Dates sub records. The rest of sub records are optional.
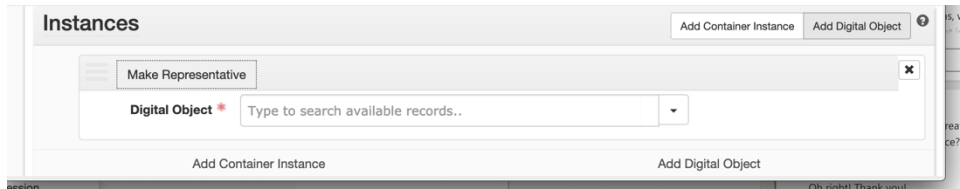
Basic Information

Required fields:

- **Title:** Supply a title for the digital object in keeping with DACS 2.3.4.
  Note: title may be the same as the title of the component in ArchivesSpace and/or be the same as the title of the digital object in another system.
- **Identifier:** A unique ARK, URI, or handle that links to the digital object. Consult with an Archivist for information about linking to a UL-Repository path.
- **Digital Object Type:** Select appropriate description from the drop-down menu.

Recommended fields:

- **Publish**: Check the box if you want the digital object searchable on the PUI.
- Use **Restriction** check box, if necessary, and include a note explaining the restriction.

Do not use the VRA Core Level.

2016 Minutes, May `Digital Object`

Digital Object **2016 Minutes, May** Updated

Basic Information

Title *	2016 Minutes, May
Identifier *	https://digital.library.txstate.edu/handle/10877/6226
Publish?	☑
VRA Core Level	
Digital Object Type	Text
Restrictions?	☐

File Version Sub-Record

"File Version Sub-Record is used to indicate and link to the content files associated with a given digital object, as well as record information about each digital file. Some file types, namely JPEG and GIF, will display in line in both the staff view mode and public interface, while other file types will open in a new window in the active browser." -- ArchivesSpace Workbook

This is a repeatable field for as many kinds of file version the object has.

Required Fields:

- **File URI**: Enter the URI or URL on the server or online to the digital object.
- **Recommended Field:**
- **Publish**: Check the box to make the Digital Object searchable on the PUI.
- **Use Statement:** Select the option from the drop-down list that best describes the object.

- **XLink Actuate Attribute:** Select *onRequest by default*. This prevents the link from opening automatically.
- **XLink Show Attribute:** Select *new* by default to have the link open in a new window.
- **File Format Name:** Select the appropriate file format from the drop-down list.
- **File Size (Bytes)**: Free text, enter the file size.
- **Caption:** Free text, enter a brief caption that describes the contents of the file.

File Versions

Add File Version

Make Representative ✕

File URI ✱	https://digital.library.txstate.edu/handle/10877/6226
Publish?	☑
Use Statement	Text-Ocr-Edited ⌄
XLink Actuate Attribute	onRequest ⌄
XLink Show Attribute	new ⌄
File Format Name	Portable Document Format ⌄
File Format Version	
File Size (Bytes)	98
Checksum	
Checksum Method	⌄
Caption	Quarterly Board Meeting May 26-27, 2016.

Language

Select language of digital object in keeping with DACS 4.5. If no language content, select 'no linguistic content' in keeping with DACS 4.5.4.

Dates

Enter at least one date for the record.

Use other Sub-Records as needed.

Click *Save Digital Object* after entering data into Digital Object record. This information is now linked to the Instance Sub-Record as part of the Resource Record.

Required Elements for Archival Description

This section contains a EAD XML/DACS crosswalk for reference. This is useful when uploading the EAD XML to other platforms, such as TARO.

Always use these fields and notes when creating description for collection-level Resource Records. Multi-level descriptions should include all of the elements used at higher levels, unless the information is the same as that of a higher level or if it is desirable to provide more specific information.

Name	DACS Rule	EAD Tag
Collection Number	2.1	<unitid>
Name and Location of Repository	2.2	<repository>
Title	2.3	<unittitle>
Language	4.5	<langmaterial>
Date	2.4	<unitdate>
Extent	2.5	<physdesc>
Name(s) of Creators	2.6	<origination label="creator">
Access Points (Subjects and Agents)	N/A	<controlaccess>
Biographical/Historical Note	2.7	<bioghist>
Conditions Governing Access Note	4.1	<accessrestrict>
Conditions Governing Use Note	4.4	<userestrict>
Immediate Source of Acquisition Note	5.2	<acqinfo>
Preferred Citation Note	7.1.5	<prefercite>
Scope and Content Note	3.1	<scopecontent>

Optional (Check repository style guides for more information)

These notes can be added as appropriate to the collection.

Name	DACS Rule	EAD Tag
Abstract	N/A	
Accruals Note	5.4	<accruals>
Appraisal Note	5.3	<appraisal>
Arrangement Note	3.2	<arrangement>
Custodial History Note	5.1	<custodhist>
Existence and Location of Copies Note	6.2	<altformavail>
Existence and Location of Originals Note	6.1	<originalsloc>
Physical Location Note	4.2.6	<physloc>
Other Finding Aids Note	4.6	<otherfindaid>
Physical Characteristics and Technical Requirements Note	4.2, 4.3	<phystech>
Processing Information Note	7.1.8	<processinfo>
Related Archival Materials Note	6.3	<relatedmaterials>
Separated Materials Note	6.3	<separatedmaterial>

Rarely Used:

These notes should be used sparingly and only in exceptional cases.

Name	DACS Rule	EAD Tag
Bibliography	6.4	
Dimensions Note	2.5	<dimensions>
File Plan Note	N/A	<fileplan>

General Note	7	<odd>
General Physical Description Note	N/A	<physdesc>
Index	N/A	<index>
Legal Status Note	4.1	<legalstatus>
Physical Facet Note	4.2, 4.3	<physfacet>