

The Wittliff Collections ArchivesSpace Quick Guide

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Introduction

This Quick Guide is meant to be used in conjunction with the [ArchivesSpace Manual](#) that provides a comprehensive overview of the use of ArchivesSpace across Texas State's two repositories (University Archives and the Wittliff).

This Quick Guide is a reference tool that codifies best practices for The Wittliff and outlines required fields. For more in-depth questions, please consult the Manual.

Login to ArchivesSpace at: <https://uarchaspace1.library.txstate.edu/>

Types of records

Accession Records: Records documenting the initial accession of material that contains basic administrative information (e.g. information from the accession register). NOTE: as of 2021, we are only using **Accession Records** for digital material. We are maintaining our existing FileMaker Accessions Register as our primary accessions database. However, we will use ArchivesSpace **Resource Records** to present preliminary inventories as well as processed finding aids.

Resource Records: Resource records document the intellectual and physical characteristics of archival materials, as well as information about creators and subjects. Resource records include a range of descriptive elements including notes, rights statements, and related materials. Resource records are used for processed collections as well as unprocessed accessions. Any collection that needs a box and folder list needs to have a Resource Record.

1. For newly processed collections, we will create Resource records that include full administrative information, the series hierarchy, and the container list.

Example: Sandra Cisneros Papers

2. For accessions from an author who has a Resource Record for an existing processed collection, we will create a second Resource Record titled "XXX XXXX Additions"

Example: Sergio Troncoso. Collection 143 is the **Sergio Troncoso Papers** which is fully processed and described. He later donated more material that made up Accession 2021-012. In order to create a box and folder list for that addition, we created a Resource Record called "Sergio Troncoso Additions" with Series I titled "Accession 2021-012." If he donates other additions in the future, each will be added as a subsequent series.

3. For accessions from a new author (e.g. there is not already a Resource Record for them), we will create a Resource Record and have the initial accession as the first **Series**. Subsequent accessions will be added as further series. This allows us flexibility to handle multiple accessions and additions from the same creator.

Example: Anne Weisgarber Accessions

Section 1: Creating Resource Records

If creating a box and folder list for an accession, use a Resource Record with the Resource Type set to Accession. Otherwise select the most appropriate Resource Type for the collection.

For a visual guide of where to find this information on a typical Wittliff finding aid, see Appendix A.

Fields in **red** are required.

Basic Information

Field	Instructions
Title DACS 2.3	<p>Enter the title using the creator's name plus the term describing the materials. Typically use the selection in Resource Type field.</p> <p>Use Title case capitalization rules.</p> <p>Processed collection examples: Cormac McCarthy Papers; The Ramon Hernandez Tejano Music Collection.</p> <p>Accession examples: Celeste Bedford Walker Accessions; Sergio Troncoso Additions.</p> <p>Tip: If there is an existing processed collection, they are Additions; if there isn't, they are Accessions.</p>
Identifier Local standards and DACS 2.1	<p>For Accessions: Enter UPWC (Unprocessed Wittliff Collections) in the first box and in the second box create a five-digit ID using the last two numbers of the year and the initial accession number.</p> <p>Example: 2021-012 would be UPWC 21012</p> <p>For processed collections: Enter SWWC into the first box and the three-digit collection number into the second box.</p> <p>Example: SWWC 143</p>
Level of Description	Select Collection .
Resource Type DACS 2.3.19	<p>Choose the type that best describes the material.</p> <ul style="list-style-type: none"> • Collections: A collection of material that was gathered by an individual or organization other than the one who originally created it. • Papers: A collection of materials created by an individual or family • Records: Material created by an office or organization • Accession: Use if creating a preliminary inventory of the material (Additions OR Accessions).
Publish?	Check this box when you're ready to publish the record, and all its' components to the public user interface (PUI).
Restrictions Apply? DACS 4.1-4.4	Required if restrictions on usage or access exist. Leave unchecked otherwise. Details about restrictions should be entered into the appropriate note field (either Conditions Regarding Access or Use.)

Repository Processing Note	Leave blank.
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Languages

Language DACS 4.5	<p>Default is set to English</p> <p>Select <i>Add Language</i> to repeat if multiple languages are represented.</p> <p>Select <i>Add a Language Note</i> to give more detail of use of multiple languages.</p> <p>Note example: Materials are in English, some publications are in Spanish.</p>
Script	Default is set to Latin .

Dates

Label DACS 2.4	Default is Creation for Collection level resource records.
Expression Free text; DACS 2.4.5-2.4.6 and 2.4.15-16	<p>Optional if Being/End is used. Use if the dates vary from YYYY-YYYY. This will be the default date display in the PUI and will override begin/end dates.</p> <p>Examples: 2003-2020, undated circa 1960s-1990s 1925-1993, 2001</p>
Type DACS 2.4.7-2.4.16	<p>Dates for most collections will be Inclusive.</p> <p>Only use Bulk Dates when you are adding an extra dates statement.</p>
Begin/End Normalized dates only; DACS 2.4.7-16	<p>Required. Begin/End dates are machine-readable and useful for EAD and faceted searching. If the Expression field is not used, the begin/end dates will display in the PUI.</p> <p>Dates need to be in EDTF format (YYYY, YYYY-MM, YYYY-MM-DD).</p> <p>Examples: 1999 2013-12</p>
Certainty DACS 2.4.12, 2.4.15, 2.4.16	Leave blank for processed collections; Select Approximate for estimated dates of unprocessed accessions.
Era	Default is set to ce
Calendar	Default is set to Gregorian .

Extents - Use only at the collection level to indicate size of collection in linear feet and in boxes. Enter the linear feet extent first, and then the box extent.

Type	Defaults are set for Linear Feet and Box respectively.
Portion	Default is set to Whole .

DACS 2.5.3-11	
Number	Enter the number of linear feet or boxes.
DACS 2.5.3-11	
Container Summary	Optional (required if known). Use only when entering box extent (not linear feet) as a way to provide more detail about physical items <i>not in boxes</i> .
DACS 2.5.3-11	Examples: Framed items and artifacts 150 audio reels, 1 poster, and a desk 1 hard drive
Physical Details	Do not use.
Dimensions	Do not use.

Finding Aid Data

EAD ID	Required if uploading to TARO. The default value is: urn:taro:tsusm.XXXXXX (where XXXXXX = Identifier) Example: Collection 143 would be 00143 For Accessions: Use the UPWC ID Number (found in the Identifier field) Example: 21012
EAD Location	Required if uploading to TARO. The default value is: urn:taro:tsusm.XXXXXX (where XXXXXX = EAD ID)
Finding Aid Title	“Guide to the [Collection title].” Processed Collection: Guide to the Cormac McCarthy Papers For accessions: Guide to the Sergio Troncoso Additions
Finding Aid Subtitle	Do not use.
Finding Aid Filing Title	To maintain our A-Z list, enter the name of the creator (last name first) and then the Resource Type. For organizations and productions (e.g. Texas Monthly , King of the Hill) leave blank. Nelson, Willie Collection Walker, Celeste Bedford Accessions
Finding Aid Date	Enter the year the finding aid / preliminary inventory was originally completed.
DACS 8.1.5	
Finding Aid Author	Name of person(s) who originally wrote the finding aid/preliminary inventory e.g. Sherri Turner-Herrmann or Katie Salzman and Carol Alvarez
DACS 8.1.5	
Description Rules	Default is set to DACS .

DACS 8.1.4	
Language of Description	Default is set to English.
Script of Description	Default is set to Latin.
Language of Description Note	Default is set to “Finding aid written in English.”
Sponsor	Do not use.
Edition Statement	Do not use.
Series Statement	Do not use.
Finding Aid Status	For Accessions only: select “Unprocessed”.
Finding Aid Note	Do not use.

Revision Statements

Required when entering/revising any Resource Records

Revision Date	Enter only the year that the finding aid was entered/revised.
Revision Description	“Revised for ArchivesSpace by [your name].”
Publish	Check the button to publish the statement.

Agent Links

Add as many Agents as appropriate, including at least one Creator. Note: for the author /musicians that the collection is named (e.g. Cormac McCarthy) enter two Agent records – one with the **Role** of Creator and one with **Role** of Subject.

See manual for further guidelines.

Role	Select one: creator or subject. Note: the same agent can be in multiple roles. Do NOT use source
Relator	Specifies the role of the agent. Rarely used.
Agent	Select or create Agent record.

Subjects

Add as many Subjects as appropriate.

See manual for further guidelines.

Subject	Select or create Subject record.
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Notes

Notes can be added at various levels:

- **Collection Level:** There are several required notes fields (see list below)
- **Series Level** – Required Scope and Contents notes for processed collections. Label them as Series Description
- **File Level** – Optional. There may be times the contents of a folder are formatted as a list (for example: correspondence, song lyrics, poems). Label them as Contents or Description.

Persistent ID field - do not fill in as it will be automatically created.

Label field: Will default to the note field title if left blank, only add a label when differentiating between **Biographical Notes** and **Historical Notes**.

Publish all notes.

Formatting such as italicizing titles or creating line breaks is possible, but it is time-consuming, so should be done sparingly (e.g. in Biographical/Historical Notes or Scope Notes). It is less effective/necessary for container lists. Some of the most frequently used wrappers are:

<p></p> to create a line break (can also use click the Return/Enter key twice for a hard return).
 <emph render="italic"> </emph> to italicize titles
 <emph render="bold"> </emph> to bold text

Fields in **red** are required for processed collections, and "as applicable" for preliminary inventories.

Much of the note information can be drawn from the title and administration pages of processed collections, and from the accessions register for preliminary inventories. See Appendix A for example of where the information can be found in a processed collection's finding aid.

Note fields	Instructions
Physical Location DACS 4.2.6 (Added Value)	Default is: <i>Materials may be stored off-site. Advance notice is required for use:</i> https://www.thewittliffcollections.txstate.edu/research/makearesearchappointment.html .
Conditions Governing Access DACS 4.1 (Required)	Default is: <i>Collection is open for research.</i> Use unless there are any physical or technical restrictions.
Immediate Source of Acquisition DACS 5.2 (Added Value)	<i>Default is: Gift of [...], YYYY or Purchase, YYYY</i>
Biographical/Historical DACS 2.7 (Added value)	Not required for Accessions (unless already written). The Type default is Biographical/Historical . In the Label field, enter Biographical Note if describing an individual, or Historical Note if describing a group or an institution In the Sub Notes section, in the Content field, enter the biographical note as free text, likely cutting and pasting from the finding aid.
Preferred Citation DACS 7.1.5 (Added Value)	Default is: <i>[Collection Title], The Wittliff Collections, Texas State University.</i>
Scope and Content DACS 3.1 (Required)	This is required at both Collection-Level and Series-Level.

	In the Sub Notes section, in the Content field, enter the scope and contents note as free text, likely cutting and pasting from the finding aid.
Conditions Governing Use DACS 4.4 (Added Value)	Default is: <i>Materials from the Wittliff Collections are made available for use in research, teaching, and private study. The user assumes responsibility for determining copyright status, obtaining permission to publish, and abiding by U.S. copyright laws.</i> https://www.thewittliffcollections.txstate.edu/research/visit/policies/publication.html .
Abstract	A brief overview of the collection. For preliminary inventories, the abstract is over-arching for all accessions. <i>[e.g. Materials documenting the literary career of XXXX, author of _____, _____, and _____]</i> Details about specific accessions should be added as Series-Level Scope Notes.
Related Materials DACS 6.3 (Added Value)	If there are other known related materials, use this note. This will likely come from existing “Notes to Researchers” on the finding aids.
Physical Characteristics and Technical Requirements DACS 4.2, 4.3 (Added Value)	Required if applicable. Most likely for digital.

Do not use the Collection Management, Classification, or User Defined sub records.

Unprocessed Collections Additions

When adding additional accessions to an already created resource record, edit these fields at the **Resource Level**:

- Collection level dates
- Languages (if needed)
- Extents (both boxes and linear feet)
- Restrictions (if needed)
- Finding Aid Author (and date)
- Add new revision note (and year): Accession #YYYY-### added.
- Add additional subjects/agents (as needed)
- Update dates in the Immediate Source of Acquisition note

At the **Accession Level** (Series Level):

Only an Abstract Note and the Container List are required.

Don't use the date fields at the series level. Instead add to the Abstract note. **Materials span from __ to __.**

Section 2: Creating Box and Folder Lists

After the Resource Record is created, add the box/folder container list either by 1) creating individual archival objects or 2) using the Rapid Data Entry (RDE) tool.

In either case, you will be adding either “**children**” or “**siblings**” to existing components.

Siblings are components at the same hierarchy (e.g. both are Series or both are Files, etc.)

A **Child** is a component that is one level below another component (e.g. a Series to a Collection, a File to a Series). The possibilities are limitless, but depend upon the arrangement of the particular collection.

Example:

Sandra Cisneros Papers
Writings - Monographs
The House on Mango Street
Draft X
Caramelo
Research
Draft X

In the above, “Writings - Monographs” is a **Series** and “The House on Mango Street” is a **Subseries**; thus it is the **child** of “Writings – Monographs.” “Draft X” is a **child** of “The House on Mango Street.”

Caramelo is also a child of the "Writings – Monographs" and thus it is a sibling to “The House on Mango Street.” In this same example, “Research” and “Draft X” are siblings to each other and both children of “Caramelo.”

Creating Archival Objects

Archival objects are added to Resource (Collection) Records and correspond to levels of archival description. The most common levels are:

- Series
- Subseries
- File

Archival Objects are added as a **Child** or a **Sibling** to an existing component of the record by highlighting the existing component in the hierarchy, and selecting either [Add Child](#) or [Add Sibling](#). This will open a new Archival Object screen in the editing section below.

TIP: Enter all Series first and then build from there.

Fields in red are required.

Basic Information – Required for all Archival Objects

Field	Instructions
Title DACS 2.3	For Series and Subseries – this is the series/subseries title (e.g. Correspondence ; Writings: Newspaper Articles ; Photographs , etc.) For Files this is the folder description (cut and paste from the inventory)
Component Unique Identifier	Do not use [Note: checking to see if TARO requires as of 5/13/2021]
Level of Description	Select Series , Subseries , or File ; occasionally Item (for artifacts) If working on a Sub-subseries, then select Other Level and enter Sub-subseries in the Other Level field.
Publish?	Check this box.
Restrictions Apply? DACS 4.1-4.4	Required if restrictions on usage or access exist. Leave unchecked otherwise. Details about restrictions should be entered into the appropriate note field (either Conditions Regarding Access or Use .)
Repository Processing Note	Leave blank.

Languages - Do not use. Language is covered at the Resource Level

Dates - Required, if known. (e.g. if the date is included on the Series/Subseries line of the finding aid, or if it is included in the folder descriptions). Click [Add Date](#)

Label DACS 2.4	Default is Creation for Archival Objects.
Expression Free text; DACS 2.4.5-2.4.6 and 2.4.15-16	Optional. Use if the dates vary from YYYY-YYYY. This will be the default date display in the PUI and will override begin/end dates. When estimating dates, always use circa (spelled out), instead of brackets. If the estimate is a range, enter the Inclusive Dates . Examples: 2003-2020, undated circa 1960-1990 1925-1993, 2001
Type DACS 2.4.7-2.4.16	Dates for most objects (e.g. folders) will be Inclusive .
Begin/End Normalized dates only; DACS 2.4.7-16	Required. If the Expression field is not used, the begin/end dates will display in the PUI. Begin/End dates are machine-readable and useful for EAD and faceted searching. Dates need to be in EDTF format (YYYY, YYYY-MM, YYYY-MM-DD). Examples:

	1999 2013-12 1925-03-23
Certainty DACS 2.4.12, 2.4.15, 2.4.16	Leave blank if you are confident of the date; Select Approximate for estimated dates (e.g. finding aid says “circa 1984.”)
Era	Default is set to ce .
Calendar	Default is set to Gregorian .

Extents – Do not use for Archival Objects

Agent Links – Do not use for Archival Objects

Subjects – Do not use for Archival Objects

Notes - The only notes to add for Archival Objects are **Scope and Content Notes**. Required only at the **Series** level.

Scope and Contents Notes

Note Type	Select Scope and Contents
Persistent ID	Do not fill in as it will be automatically created
Label	Required only at the Series Level . This will be the default display in the PUI and will override “Scope and Contents.” Series – Enter Series Description for Processed Collections and Overview for unprocessed Accessions/Additions Subseries – Optional. If used, enter Contents or Description File – Optional. If used, enter Contents or Description
Type	Select Scope and Contents
Sub Note - Contents	Enter the series description (or subseries or file contents) as free text, likely cutting and pasting from the finding aid.

External Documents – Do not use for Archival Objects

Rights Statements – Do not use for Archival Objects

Instances – Only use if there are no children for the Archival Object. Most commonly, this will be for **Files** (not Series or Subseries). See below for directions on adding Top Containers and Instances.

Top Containers and Instances (e.g. entering the box/folders)

Top Containers are the boxes; **Instances** are the folders and indicate material type.

1. Scroll down to **Instances** and click [Add Container Instance](#).
2. Select the **Type** of material from the drop-down list. Use [Mixed Material](#) if there is a variety or if you do not know. If there is a single type of material, (e.g. [Text](#), [Audio](#), or [Computer Disks](#)) choose that option. Use [Artifact](#) for an individual object.
3. The **Top Container** field links the material to a particular box. In order to do so, select either [Browse](#) or [Create](#)
 - If you have already created the respective top container (e.g. box), choose [Browse](#). If you start typing the box number, it should appear as a choice that you can select.
 - If you have not already created the top container (e.g. box), choose [Create](#). A new form should pop-up and there will be a slight delay as it loads:

The screenshot shows a 'Create Top Container' dialog box. It has a search bar for 'Container Profile' with the placeholder text 'Type to search available records...'. Below that is a 'Container Type' dropdown menu set to 'Box'. The 'Indicator' field is a text input containing the number '2'. There is a 'Barcode' field which is currently empty. Below the barcode field, it says 'Barcode length for this repository: 0-255 characters'. There are two more empty text input fields for 'ILS Holding ID' and 'ILS Item ID'. At the bottom left, it says 'Exported to ILS Not exported'. Below these fields is a section titled 'Locations' with an 'Add Location' button. At the very bottom of the dialog, there are two buttons: 'Create and Link to Top Container' and 'Cancel'.

4. The **Container Type** and **Indicator** are the only required fields. If you know the box type (e.g. document box, Paige box, Newspaper box, etc), you can browse the **Container Profile** and add it, but this is optional.
5. Click [Create and Link to Top Container](#). After a slight delay, the screen should return to the **Instances** section, with the box and number filled in.

6. In order to specify the folder number, use the **Child Type** and **Child Indicator** fields.
 - Select the appropriate type of material from the drop-down list in **Child Type**. Most often this will be **Folder**
 - Enter the folder number as the **Child Indicator**

Note: There may be some boxes (e.g. artifacts, some newspaper boxes, etc) that do not have folder numbers. In those cases, these fields can be left blank.

Rapid Data Entry (RDE) Tool

If you have multiple archival objects at the same hierarchical level and with similar characteristics, the RDE can save time. (e.g. **alphabetical folders of correspondence**, or **clippings**, or **photographs**).

RDE adds Archival Objects as **Children** to an existing component. Highlight the component in the hierarchy and select **Rapid Data Entry**. This will open the RDE screen. It will default to a screen with every possible data field. You can choose one of the templates in the drop-down or create your own (see FAQ).

Basic Information		Date		Instance				
* Level of Description	Title	Expression	Date Type	Label	Instance Type	Top Container	Child Type	Child Indicator
File	A-C	1991	Single	Creation	Mixed Materials	Box 54	Folder	1
File	D-F	1991	Single	Creation	Mixed Materials	Box 54	Folder	2
File	G-I	1991	Single	Creation	Mixed Materials	Box 54	Folder	3

These are the recommended **minimum** fields for component records:

Level of Description	Select Series , Sub-series , File , or Item
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Title*	Enter title . *Can use dates instead of titles if that's more appropriate for the collection.
Date Expression (Or Begin/End Dates)	Dates are required, if known, at every level (Series, Subseries, File). Enter Dates into the Begin/End Dates field if they are in YYYY or YYYY-YYYY format Enter Dates into the free-text Expression field if they are not (e.g. April 29, 2014 or September 1951 , or 1920-1925, 1942)
Date Type	Choose either Single or Inclusive .
Label	Typically select Creation .
Instance Type	Use Mixed Material if there is a variety or if you do not know. If there is a single type of material, (e.g. Text , Audio , or Computer Disks) choose that option. Use Artifact for an individual object.
Top Container	Type to Search for the Box (or Create . See directions below.)
Child Type (if applicable)	Typically select Folder . If the material doesn't have a folder (e.g. Artifacts, Textiles), this can be left blank.
Child Indicator (if applicable)	Enter the folder number .

Creating a Top Container from RDE

Click **Create** and this screen will pop-up:

Create Top Container ×

Container Type

Indicator *

Barcode

Select **Box** as **Container Type**. Assign the next available box number as the **Indicator**. Leave the barcode field blank.

Click on **Create and Link to Top Container**, to return to the RDE Tool. The box number should now be displayed.

Publishing and Editing

When you're happy with your Resource Record, click on the **Publish All** button on the toolbar.

Congratulations!!

Editing

ArchivesSpace is amazing in many ways, but it's not always the best when it comes to formatting.

After publishing, wait a minute or two for everything to load, and then check the formatting on the PUI: <http://uarchaspace1.library.txstate.edu:8081> and make any necessary edits. Note: if you used any coding to format text, be sure check that it is appearing on the PUI.

FAQ

How do I create a Sub-subseries?

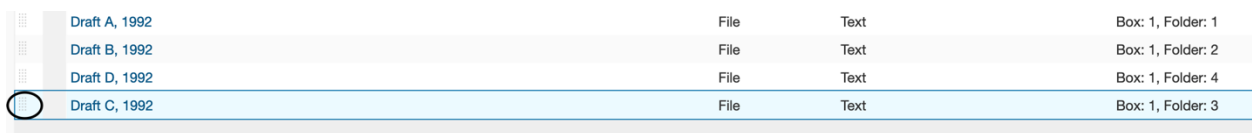
Some of our collections might include Sub-subseries. To create that archival level in ArchivesSpace, in the **Level of Description** field select the (capitalized) **Other Level** and type in **Sub-subseries** in the field that appears.

How do I create a template for the RDE tool?

Click on the **Rapid Data Entry** button the toolbar. You can then customize which columns you want visible by clicking on the **Columns: 33 Visible** button and de-selecting the fields you want to hide. You can also reorder the fields by clicking **Reorder Columns** and using the arrows to move the fields in the list. Once you're happy with how it looks, click the **Save as Template** button and title the template with your name and click the **Save Template** button.

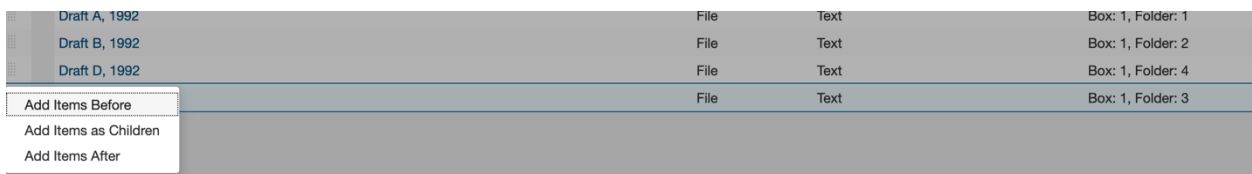
I accidentally entered the component in the wrong place. How do I reorder?

Click on the **Enable Reorder Mode** button on the toolbar. Highlight the components you want to move (you can select multiple components by using the Command key when you click on them). Click on the dots to the left. From there you can either drag and drop into the desired position or use the toolbar to select where you want to move it to.



Draft A, 1992	File	Text	Box: 1, Folder: 1
Draft B, 1992	File	Text	Box: 1, Folder: 2
Draft D, 1992	File	Text	Box: 1, Folder: 4
Draft C, 1992	File	Text	Box: 1, Folder: 3

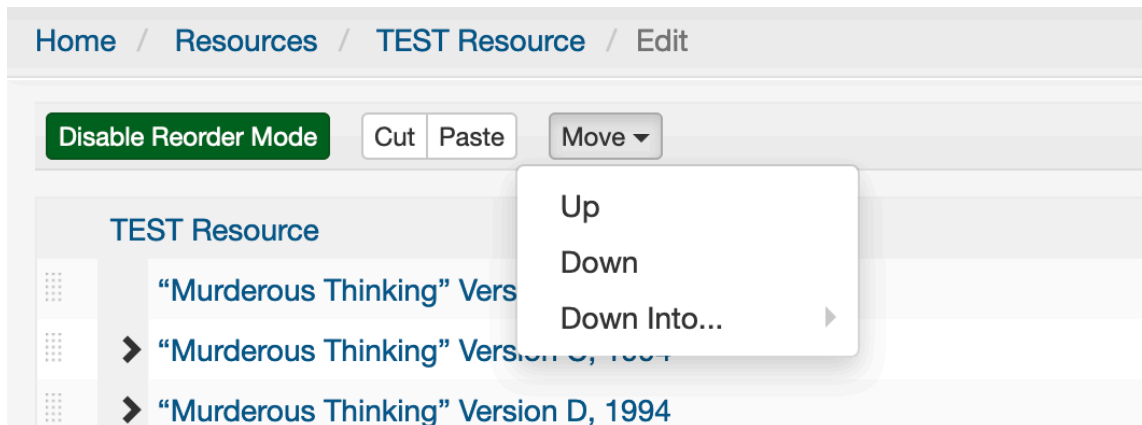
The drag and drop method uses this menu and is most useful for a minor issue like a folder being out of order.



Draft A, 1992	File	Text	Box: 1, Folder: 1
Draft B, 1992	File	Text	Box: 1, Folder: 2
Draft D, 1992	File	Text	Box: 1, Folder: 4
Draft C, 1992	File	Text	Box: 1, Folder: 3

- Add Items Before
- Add Items as Children
- Add Items After

For more complex issues, like a component being at the wrong level or a component being too far away to drag and drop it successfully, the toolbar options are fantastic. You can cut and paste the component to easily move it around the hierarchy. It's also an easy way to change the level of components. Note: the options for the **Move** button change depending on the level of the hierarchy.



Are the finding aids printer friendly?

Click on the **Export** button on the toolbar, select **Generate PDF** to download a copy.

Note: when creating records, it's always a good idea to check for any issues with text formatting or the hierarchal structure.

How do I use special formatting like italics or boldface?

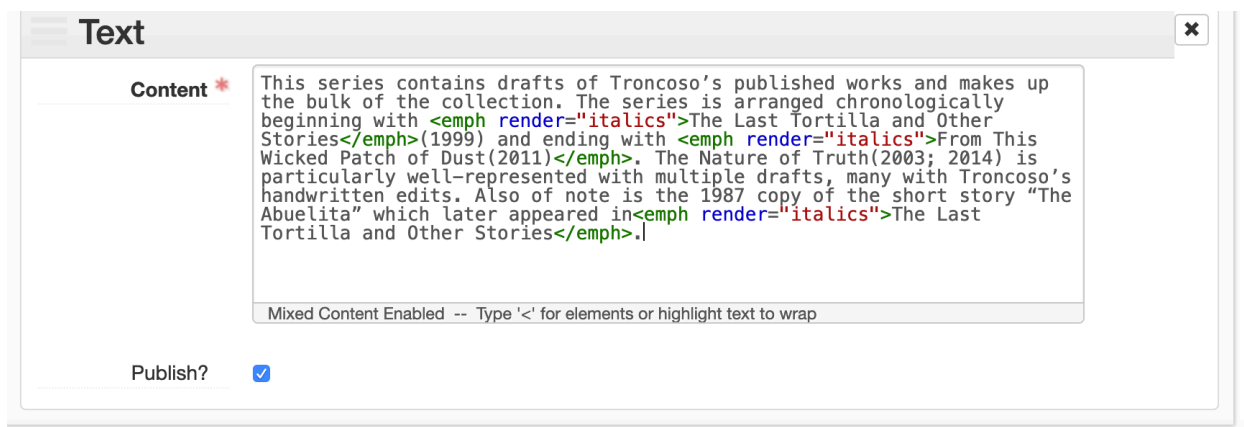
Formatting such as italicizing titles or creating line breaks is possible, but it is time-consuming, so should be done sparingly (e.g. in Biographical/Historical Notes or Scope Notes). It is less effective/necessary for container lists. Some of the most frequently used wrappers are:

`<p></p>` to create a line break (can also use a hard return).

`<emph render="italic"> </emph>` to italicize titles

`<emph render="bold"> </emph>` to bold text

The easiest way to use these is to highlight the text you want to format. A pop-up menu will appear labeled **Wrap with...** Select **emph**. This will add `<emph> </emph>` wrappers to the highlighted text. Then place your cursor after the "h" in the `<emph>` and hit the space bar. This will populate the text "render." After "render," type `="[formatting desired]"`



Why isn't my password working?

If you suddenly lose access to ArchivesSpace, remember that your login is your netID, so if you've recently changed your password, you'll need to use your updated login information.

What do I do if I accidentally created a duplicate* Top Container?

(* or any number of reasons that you might need to delete or edit a Top Container)

Click on the gear icon on the upper right of the screen. Click on **Manage Top Containers**. Search for the resource record that you're working on. Once it brings up the list of Top Containers, click on the one you need to fix and click the blue **Edit** button on the right.

Appendix A

Annotated Wittliff Collections finding aid front matter with ArchiveSpace fields in red.

A Guide to the Sandra Cisneros Papers, 1954-2014 Collection 123

Descriptive Summary

Creator: Sandra Cisneros [Agent - Creator](#)
Title: The Sandra Cisneros Papers [Title](#)
Dates: 1954-2014 [Dates; Inclusive](#)
Abstract: The Sandra Cisneros Papers span 1954-2014 and are divided into twenty-seven series that document her entire life and literary career up until the archives acquisition in 2015. The bulk of the archive consists of Cisneros' writings, correspondence, photographs, publicity, and letters from readers. Many other aspects of her career are represented through professional papers, publishing, awards, and organizational affiliations such as the Alfred Cisneros del Moral Foundation, the Macondo Foundation, and Los MacArturos. The 1997-1998 controversy over her purple house in San Antonio is also well documented. [Notes: Abstract](#)
Identification: Collection 123 [Identifier](#)
Extent: 305 boxes plus artifacts and framed items; (approx. 230 linear feet) [Extents](#)
Language: English, Spanish [Languages](#)
Repository: The Wittliff Collections, Texas State University

Administrative Information

Access Restrictions Restrictions Apply checkbox and Notes: Conditions Governing Access

Some letters have been separated into a “restricted” series. There will be no access to this material until 2067 unless the restriction is lifted before then.

Additionally, access to computer files and some audio and video are on a case-by-case basis. Please contact the archives staff for information about access.

Preferred Citation Notes: Preferred Citation

Sandra Cisneros Papers, The Wittliff Collections, Texas State University

Acquisition Information Notes: Immediate Source of Acquisition

Purchase, 2015

Processing Information Finding Aid Author and Notes: Processing Information

Processed in 2017 by Katie Salzmann, with assistance from Elizabeth Moeller, Madelyn Patlan, Carol Alvarez, and Audrey Johnston

Sandra Cisneros Timeline Notes: Biographical / Historical

- 1954 Born December 20 in Chicago to upholsterer Alfredo Cisneros de Moral and Elvira Cordero Anguiano. She is the third of seven children, and their only daughter. The family lives at 4006 W. Gladys and then later on W. 63rd in Chicago.
- 1960- Attends Delano Elementary School and later Hefferon. Family moves to 2152 1966 W. Roosevelt Rd (3rd floor). Attends 2nd grade and part of 3rd grade at St. Mel-Holy Ghost, before transferring to Sr. Calistus until mid-6th grade.
- 1966 Family makes a down-payment on their own home at 1525 N. Campbell St. in Humboldt Park, a predominantly Puerto Rican neighborhood on Chicago's West Side. Attends St. Aloysius for 6th – 8th grades.
- 1968- Attends Josephinum Academy, a small Catholic all-girls high school where she 1972 writes poetry and is the editor for *NOW*, the school's literary magazine. Graduates in 1972.

Scope and Contents [Notes: Scope and Contents](#)

The Sandra Cisneros Papers are divided into twenty-seven series and document her entire life and her literary career up until the archive acquisition in 2015. A description of each series begins on page 8. Below is an overview of the collection arrangement:

Series	Box(es)
I. Personal Papers	1-4
II. Family Papers	5-11
III. Diaries	12-15
IV. Notebooks and Journals	16-28
V. Professional Papers	29-36
VI. Writings – Notes	37

Series Descriptions [Notes: Scope and Contents - Series Level](#)

Series I: Personal Papers, 1954-2014 Boxes 1-4

Personal Papers includes some general items such as her 1954 birth certificate, the bible presented to her by her parents in 1966, and some material she titled “Happy File” in the 1980s that contains letters, clippings, and other ephemera. The rest of the series is divided into three subseries: education; causes; and pets. The bulk of the material in education (boxes 1-2) spans her elementary school years through graduate school (1961-1979) and includes diplomas, report cards, yearbooks, and materials from Loyola University and the University of Iowa. Material relating to honorary degrees, State University of New York, Purchase (1993) and DePaul University (2014), can also be found in this series.

The subseries causes (boxes 3-4) documented Cisneros’ interest in civic and global issues. Included are letters she wrote to the editors of various newspapers (1995-2013); materials relating to her appearance at the 1996 Democratic National Convention; peace proposals; and files relating to the San Antonio Public Library – and specifically, the need to include more Latino and Latina voices. Also included is a number of files relating to the war in Sarajevo in 1989 – a place that Cisneros visited in 1983-1984, and where she made a lasting friendship with Jasna Karaula.

The final subseries relates to Cisneros’ pets (box 4), and includes drawings, obituaries, and medical records (2003-2012).

Series II: Family Papers, 1856, 1887, 1964-2007 Boxes 5-11

Family Papers is divided into five subseries: Elvira Cisneros (mother); Alfredo Cisneros (father); genealogy; oversized family documents; and brothers and their families. The material relating to Cisneros’ mother (boxes 5-6), spans 1964-2007 and was kept by her mother until her death in 2007. It includes correspondence with Sandra from 1977-2007; various documents and ephemera; and condolence letters that Cisneros received after her mother’s death. Oversized clippings and newspaper articles that her mother collected are located in box 8.

