Readme

Hi there! This document contains a helpful table of where accession data is in AT vs where to find it in AS. It was created specifically for the Manuscripts Unit at East Carolina University as they undergo their migration and check data mapping, etc. It is very "homemade" with a few screenshots and such, but we hope that, by sharing it, it is a starting point for you to create something useful for your repository.

Accessions

Archivists' Toolkit

Title: Thomas Sparrow Papers   Accession #: 0001.000

Basic Information | Accession Notes | User defined fields | Names & Subjects | Acknowledgements, Restrictions & Processing Tasks

Accession Number 0001   000

Accession Date 9/13/1967

Resources Linked to this accession

Resource Identifier ▲	Resource Title
0001	Thomas Sparrow Papers

[Link Resource] [Remove Link]

Resource Type [▾]

Title

Thomas Sparrow Papers

Extent

Extent Number 217 [items ▾]

Container Summary

September 13, 1967, 217 items; Papers of Civil War major Thomas Sparrow, consisting of correspondence (1819-1871, undated) military papers, articles, essays, speeches, accounts, clippings, genealogical notes, and miscellaneous. Gift January, 1965, by Dr. Herbert Paschal, Department of History, East Carolina University, Greenville, N.C.

Repository Manuscripts

Date Expression

Date

    Begin   End

Bulk Dates

    Begin   End

Deaccessions

Deaccession Date	Extent	Extent Measurement

[Add Deaccession] [Remove Deaccession]

Locations

Location	Note

[Add Location] [Remove Location]

General Accession Note

First | Previous | Next | Last | Reports | Close | Save

Created: Dec 12, 2014 by ATuser | Modified: Dec 12, 2014 by ATuser | Record Number: 633

0021.002   Inglis Fletcher Papers (Addition #2)   38 items

ArchivesSpace

Edit   Add Event ▾   Spawn ▾   Transfer ▾   More ▾   Suppress   Delete

Thomas Sparrow Papers `Accession`

Basic Information

Title	Thomas Sparrow Papers
Identifier	0001 000
Accession Date	1967-09-13
General Note	AT record created by: ATuser.
Acquisition Type	Gift
Resource Type	Collection
Restrictions Apply?	False
Publish?	False
Access Restrictions?	False
Use Restrictions?	False

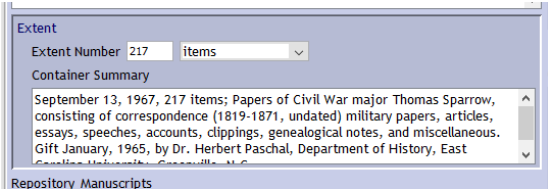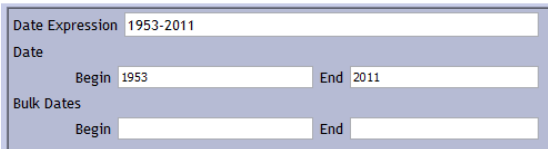Created by admin 2018-11-07 11:47:02 -0500, Last Modified by admin 2018-11-07 11:47:02 -0500
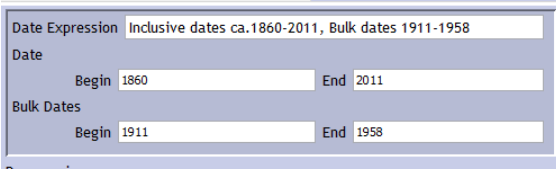
Extents
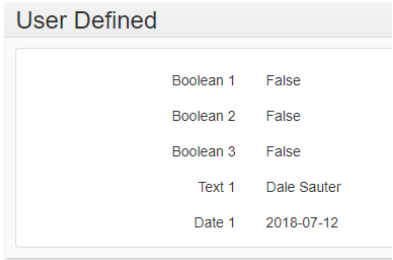
›	217 items	September 13, 1967, 217 items; Papers of Civil War major Thomas Sparrow, consisting of correspondence (1819-1871, undated) military papers, articles, essays, speeches, accounts, clippings, genealogical notes, and miscellaneous. Gift January, 1965, by Dr. Herbert Paschal, Department of History, East Carolina University, Greenville, N.C.

Related Resources

Identifier	Title
0001	⊞ Thomas Sparrow Papers

Accessions Field Name (anything empty in AT will not show up in AS)

Where is it in Archivists Toolkit?	Where is it in ArchivesSpace?
Basic Information Tab	
Accession Number	Basic Information: Identifier
Accession Date	Basic Information: Accession Date
Resources Linked to this accession	Related Resources (scroll down)
Resource Type	Basic Information: Resource Type
Title	Basic Information: Title
Extent	Extents (below Dates):
Extent Number	(click on >) Number + Type
Container Summary	Container Summary
Date Expression	Dates:
Date: Begin/End	(click on >) Begin/End
Bulk Dates: Begin/End	(click on >) Begin/End (look for Type = Bulk Dates)
General Accession Note	Basic Information: General Note
Accession Notes Tab	
Acquisition Type	Basic Information: Acquisition Type
Description	Basic Information: Content Description
Condition	Basic Information: Condition Description

User defined fields tab	
Donation received date	User Defined: Date 1
Donation receipt signed on date	User Defined: Date 2
Donation received by	User Defined: Text 1
Donation received by Dale Sauter	User Defined Boolean 1 False Boolean 2 False Boolean 3 False Text 1 Dale Sauter Date 1 2018-07-12
Special Notes About Contract (super rare!)	(Still looking for an example. If you find one, you've won the golden ticket!)
This space intentionally left blank.	*This space intentionally left blank.*

Acknowledgements, Restrictions & Processing Tasks Tab	

Acknowledgement Sent checkbox
Acknowledgement Date
 	
Title: Robert Morgan Papers (Addition #25)
Basic Information Accession Notes User defined fields Names & Subjects Ackno
Acknowledgements & Restrictions
☑ Acknowledgement Sent   Acknowledgement Date 8/6/2010
☐ Agreement Sent   Agreement Sent Date
☐ Agreement Received   Agreement Received Date 12/14/2004
☐ Rights Transferred   Rights Transferred Date
Rights Transferred Note
	Events: (you'll see a table, click on View for Acknowledgement Sent to access the information)
	
	(it will take you to another page)
	
	Edit
	Acknowledgement Sent (4457) Event
	Basic Information
	      Type Acknowledgement Sent
	Event Date/Time
	      Label Event
	      Expression 2010-08-06
	      Type Single
	Agent Links
	      Agent Links ⊙ Manuscripts
	Record Links
	      Record Links ⊙ Robert Morgan Papers (Addition #25)
	
	(Look at Event Date/Time to see if the data mapped correctly. Click your browser's back button to return to the accession.)

Agreement Sent checkbox
Agreement Sent Date
 	
Acknowledgements & Restrictions
☑ Acknowledgement Sent   Acknowledgement Date 12/13/2012
☑ Agreement Sent   Agreement Sent Date 12/13/2012
☑ Agreement Received   Agreement Received Date 12/17/2012
☐ Rights Transferred   Rights Transferred Date
Rights Transferred Note
	Events: (you'll see a table, click on View for Agreement Sent to access the Agreement information)
	
	(it will take you to another page)
	
	Edit
	Agreement Sent (4353) Event
	Basic Information
	      Type Agreement Sent
	Event Date/Time
	      Label Event
	      Expression 2012-12-13
	      Type Single
	Agent Links
	      Agent Links ⊙ Manuscripts
	Record Links
	      Record Links ⊙ Thomas Sparrow Papers (Addition #3)
	
	(Look at Event Date/Time to see if the data mapped correctly. Click your browser's back button to return to the accession.)

Agreement Received checkbox Agreement Received Date Title: Jessamine Shumate Collection Basic Information Accession Notes User defined fields Names & Subjects Ackno **Acknowledgements & Restrictions** ☐ Acknowledgement Sent Acknowledgement Date [ ] ☐ Agreement Sent Agreement Sent Date [ ] ☑ Agreement Received Agreement Received Date 7/12/2018 ☑ Rights Transferred Rights Transferred Date 7/12/2018 Rights Transferred Note	Events: (you'll see a table, click on View for Agreement Signed to access the Agreement information) | Type	Outcome	Agent Links	Record Links		

Agreement Signed	translation missing: enumerations.event_outcome.	Recipient: Manuscripts	Source: Jessamine Shumate Collection	Created by admin 2018-11-07 11:53:35 -0500 Last Modified by admin 2018-11-07 11:53:35 -0500	View Edit |
					
					(it will take you to another page)
					
					Edit
					
					Agreement Signed (5292) *Event*
					
					Basic Information
					    Type Agreement Signed
					
					Event Date/Time
					    Label Event
					    Expression 2018-07-12
					    Type Single
					
					Agent Links
					    Agent Links ⊕ Manuscripts
					
					Record Links
					    Record Links ⊕ Jessamine Shumate Collection
					
					(Look at Event Date/Time to see if the data mapped correctly. Click your browser's back button to return to the accession.)

Rights Transferred checkbox Rights Transferred Date Title: Jessamine Shumate Collection Basic Information Accession Notes User defined fields Names & Subjects Acknow **Acknowledgements & Restrictions** ☐ Acknowledgement Sent Acknowledgement Date [ ] ☐ Agreement Sent Agreement Sent Date [ ] ☑ Agreement Received Agreement Received Date 7/12/2018 ☑ Rights Transferred Rights Transferred Date 7/12/2018	Events: (you'll see a table, click on View for Copyright Transfer to access the Rights information) | Type	Outcome	Agent Links	Record Links		
Agreement Signed	translation missing: enumerations.event_outcome.	Recipient: Manuscripts	Source: Jessamine Shumate Collection	Created by admin 2018-11-07 11:53:35 -0500 Last Modified by admin 2018-11-07 11:53:35 -0500	View Edit

Copyright Transfer	translation missing: enumerations.event_outcome.	Recipient: Manuscripts	Source: Jessamine Shumate Collection	Created by admin 2018-11-07 11:53:35 -0500 Last Modified by admin 2018-11-07 11:53:35 -0500	View Edit |
					
					(it will take you to another page)
					
					Edit
					
					Copyright Transfer (5293) *Event*
					
					Basic Information
					    Type Copyright Transfer
					
					Event Date/Time
					    Label Event
					    Expression 2018-07-12
					    Type Single
					
					Agent Links
					    Agent Links ⊕ Manuscripts
					
					Record Links
					    Record Links ⊕ Jessamine Shumate Collection
					
					(Look at Event Date/Time to see if the data mapped correctly. Click your browser's back button to return to the accession.)

Restrictions Apply checkbox **Acknowledgements & R** ☑ Acknowledgement Sent Acknowledgeme ☐ Agreement Sent Agreement Sen ☐ Agreement Received Agreement Rec ☐ Rights Transferred Rights Transfer Rights Transferred Note ☑ Restrictions Apply	Basic Information: Restrictions Apply? (True/Fasle) **Basic Information** Title Robert Morgan Papers (Identifier 0268 025 Accession Date 2011-03-02 Content Description Papers (1921-2008) per other issues, including c magazine articles, camp during his visit to Charlo Condition Description Film needs to be rehous General Note Film needs to be rehous Resource Type Papers Restrictions Apply? True
Access Restrictions checkbox Access Restrictions Note ☑ Access Restrictions Access Restrictions Note (1) Clippings, speeches, press releases, and published newsletters: None. (2) Case files: Closed for 15 years from date of contract, 12/12/1980; available at discretion of head of special collections after consultation with donor, or his heirs, etc. (3) Files with classified or sensitive documents restricted in	Basic Information: Access Restrictions? (True/False) Basic Information: Access Restrictions Note **Basic Information** Title Robert Morgan Papers (Addition #25) Identifier 0268 025 Accession Date 2011-03-02 Content Description Papers (1921-2008) pertaining to Senator Mor other issues, including correspondence, speec magazine articles, campaign posters (1980), a during his visit to Charlotte during the America Condition Description Film needs to be rehoused. General Note Film needs to be rehoused. AT record created Resource Type Papers Restrictions Apply? True Publish? False Access Restrictions? True Access Restrictions Note (1) Clippings, speeches, press releases, and p discretion of head of special collections after c with NARS security requirements. (4) All other lifetime. See contract for more information
Processing Priority	Collection Management: (click on >) Processing Priority
Processing Status **Processing Tasks** Processing Priority Medium ▾ Processors Processing Plan Processing Started Date Processing Status New ▾	Collection Management: Processing Status **Collection Management** ▾ Processing Priority: **Medium** Rights determined? False Processing Priority Medium Processing Status New

<u>Accessions</u>
Basic Information
        Accession Number
        Accession Date
        Resources Linked to this accession
            Resource Identifier
            Resource Title
        Resource Type
        Title
        Extent
            Extent Number
            Container Summary
        Repository
            Date Expression
            Date
            Bulk Dates
        Deaccessions {Not used by Manuscripts}
            Deaccession Date
            Extent
            Extent Measurement
        Locations {Not used by Manuscripts}
            Location
            Note
        General Accession Note
Accession Notes
        Acquisition Type
        Retention Rule {Not used by Manuscripts}
        Description
        Condition
        Inventory {Not used by Manuscripts}
        Disposition Note {Not used by Manuscripts}
        External Documents {Not used by Manuscripts}
            HREF
            Type
            Title
            Content
User Defined Fields
        Donation received date
        Donation receipt signed on date
            User Defined Boolean 1 {Not used by Manuscripts}
            User Defined Boolean 2 {Not used by Manuscripts}
        User Defined Integer 1 {Not used by Manuscripts}
        User Defined Integer 2 {Not used by Manuscripts}
        User Defined Real 1 {Not used by Manuscripts}
        User Defined Real 2 {Not used by Manuscripts}
        User Defined String 1 {Not used by Manuscripts}
        User Defined String 2 {Not used by Manuscripts}
        User Defined String 3 {Not used by Manuscripts}

Donation received by
Special Notes About Contract
User Defined Text 3 {Not used by Manuscripts}
User Defined Text 4 {Not used by Manuscripts}
Names
Name
Name Link Function
Name Link Creator/Subject Role
Subjects {Not used by Manuscripts}
Acknowledgements, Restrictions & Processing Tasks
Acknowledgements & Restrictions
Acknowledgement Sent
Acknowledgement Date
Agreement Sent
Agreement Sent Date
Agreement Received
Agreement Received Date
Rights Transferred
Rights Transferred Date
Rights Transferred Note
Restrictions Apply {Not used by Manuscripts}
Access Restrictions {Not used by Manuscripts}
Access Restrictions Note {Not used by Manuscripts}
Use Restrictions {Not used by Manuscripts}
Use Restrictions Note {Not used by Manuscripts}
Processing Tasks
Processing Priority
Processors {Not used by Manuscripts}
Processing Plan {Not used by Manuscripts}
Processing Started Date {Not used by Manuscripts}
Processing Status
Processed
Processed Date
Cataloged {Not used by Manuscripts}
Cataloged Date {Not used by Manuscripts}
Cataloged Note {Not used by Manuscripts}