

The background of the slide features a white spreadsheet grid with columns labeled A through H and rows numbered 1 through 20. On the right side, there is a photograph of a moving truck with its rear door open, showing several brown cardboard boxes inside. The truck is white with a dark interior.

Moving Metadata *and* Boxes: ArchivesSpace Migration and an Off-site Storage Move

2019 ArchivesSpace
Forum

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Special Collections

The starting point(s)



Where:

- Archivist's Toolkit for accessions from 2011-present
- InMagic database for accessions from 1968 to 2015
- Excel spreadsheet shelf lists
- Filing cabinets of accession files
- Binders with accession registers from 1968-2000s
- Containers that were mentioned in none of the above

When:

Spring 2016

Why:

- Archivist's Toolkit no longer being updated
- Need for a content management system that supported barcodes, to prepare for incorporating collections data into an as-yet unchosen inventory system for an as-yet unbuilt new storage facility

Level of panic: minimal

ArchivesSpace import field (italized if it's a required field for AS):	accession_title	accession_number	accession_number	accession_number	accession_date	accession_restrictions_note	accession_restrictions_note	accession_restrictions_note	accession_restrictions_note	accession_restrictions_note	accession_restrictions_note
InMagic field:	TI	NUM [needs MC added prefix to many records; there are a handful of duplicate numbers that need researched and addressed. Formatting for addendums needs normalized (180-A, 180-180a are all current formatting types)]									
create field based on a default value or derived from an IM field, though it didn't exist as an IM field itself.											

1.
Metadata
mapping

◆

Spring 2016-June 2017

Notes: Cell is blacked out if we won't be using that field, as there's no InMagic equivalent. Cell is highlighted yellow if it requires data clean-up first. Cell highlighted blue if field creation can't be at

2. Vendor selection and requisition



March-May 2017



3.
Migration &
Review



June-December 2017

Steady converts CSV into EAD XML

Upload

Choose a CSV file to upload. The file must be in a specific schema. If you have your container list data in a spreadsheet, you can export it to CSV before uploading it.

You can try it out with a sample CSV file.

Name*

Email*

Organization

CSV*

No file chosen

To import into ArchivesSpace and have instances created properly, you may need to make some other changes to the EAD. You can select and fill out the following options to try to do that for you. This is currently an experimental feature.

Add identifiers to containers for parent/child relationships?

archdesc/did/unitid

About

ArchivesSpace are preferred because they centralize and standardize archival description and arrangement. We have two main types of container lists in spreadsheets instead of working with...

Some provide container lists for their collections as a by-product. In other cases hired appraisers will provide detailed container lists which could also be used as container lists. We want to be able to use as little as possible to allow them to form the basis of a collection description. In this way in MPLP-style we can make the collection description as complete as possible.

ArchivesSpace stores some of its architectural collections like drawings in a format with poor wireless coverage in some areas it is more difficult to get container information in a spreadsheet off-line. Also this makes it possible to be working on a single collection resource at one time. Spreadsheets can then be merged, exported to CSV, and imported into EAD XML.

This application and is available as open source software.

Contact

This little utility was developed by Jason Ronallo as part of his work at NCSU Libraries.

Email: jronallo@gmail.com

4. EAD conversion & import



January 2017-ongoing

Create Top Container

Container Profile

Box: Records
width

Container Type

Box

Indicator *

1

Barcode

351292171410

Barcode length for this repository: 0-255 c

ILS Holding ID

ILS Item ID

Exported to ILS

Not exported

Locations

Add Location

Status *

Current

Start Date *

2018-02-15

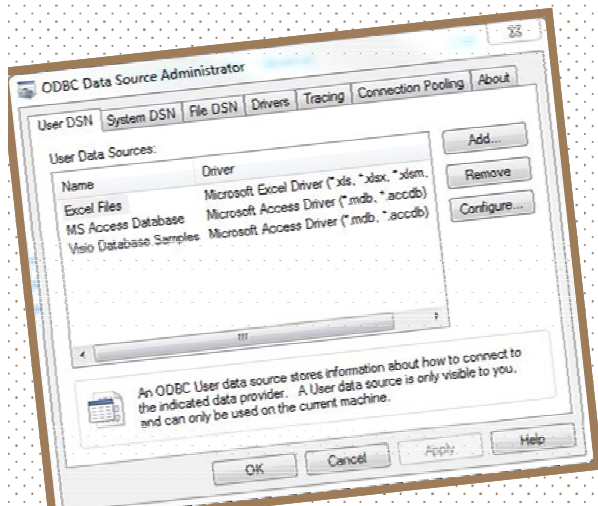
5. Top container association



January-August 2018

6. ODBC set-up

◆◆◆
April-July 2018



Level of panic: moderate


```
3      accession.title AS Title,  
4      accession.identifier AS Call_Number,  
5      container_profile.name AS Material,  
6      top_container.indicator AS Volume,  
7      top_container_housed_at_rlshp.start_date As Start,  
8      "Unprocessed" AS Sta  
9      "194" as Collection  
10  
11  
12 FROM  
13     top_container  
14     JOIN  
15     top_container_link_rlshp ON top_container.top_container_id  
16     JOIN  
17     sub_container ON top_co  
18     JOIN  
19     instance ON sub_contain  
20     JOIN  
21     accession ON instance.a  
22     JOIN  
23     top_container_profile_rlshp ON top_container.top_container_id  
24     JOIN  
25     container_profile ON to  
26     JOIN  
27     top_container_housed_at_rlshp ON top_container.top_container_id  
28 WHERE  
29     top_container_housed_at  
30     and top_container_housed_at_rlshp.start_date > 2019-01-02  
31     AND top_container.barcode IS NOT NULL  
32  
33  
34 ORDER by  
35 Call Number, Volume
```

7.
Custom reports
◆
July-August 2018

Level of panic: high

Inventory Management

Item Attributes by File Upload

8. Caiasoft import



August 2018

Update Item Attributes

Format:

File: No file chosen

Upload File

9. Data clean-up



August 2018-∞

10. Documentation development



January 2018-ongoing

Associating Barcodes with ArchivesSpace Containers - Processed Collections

If the container has a "P" in the processing status column, containers should be associated with a resource record, not an accession record. If we've already imported an EAD finding aid, then containers will already be loaded in the system, they just won't have measurements or barcodes associated with them.

1) Log in at <https://arkata01.archives.gov>, click on the gear icon by **SpaceColl** and select "Manage Top Containers." Alternatively, from your browser's navigation bar, you can navigate to https://arkata01.archives.gov/top_containers



2) Start typing the MC number or collection title of the processed collection into the "Resource" field. Select the collection from the **drop down** menu that will appear, as you type. If there are multiple results that have the same title, instead click on the arrow to the right of the text box, click "Browse," and then type the MC number in quotes to search for the collection. Matches should be made on MC number, not title, since some collections have the same title.

Deliver Ingesting

Confirm that your EAD validator against the end-xml and ArchivesSpace Schematron (<https://www.github.com/oclc/oclc/oclc/schematron/oclc/ArchivesSpace-EAD-validator.sch>), and then it in its final form. Confirm that there is not already a mention record in **ArchivesSpace** for that resource record. If there is a mention record, confirm that everything in your finding aid covers that resource record. If there is a mention record, confirm that everything in your finding aid covers that resource record (including barcodes and container information), and then delete the information in a separate document if you will need to use it for your new finding aid.

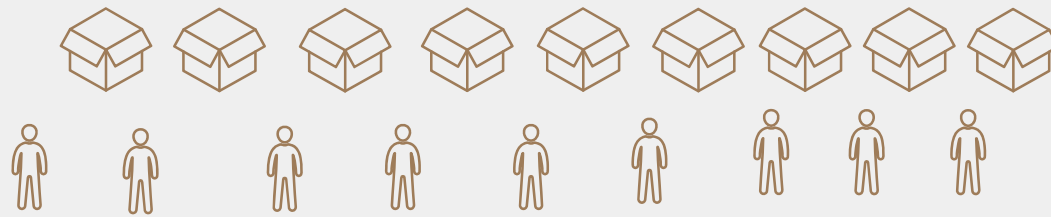
Ingesting the EAD file

Click on the gear near the top right corner of your screen, and select "Background Jobs."



Click "Create Job" and select "Import Data."





Issues of scale

~2,600

Accession records initially migrated

~22,000

Containers barcoded and associated

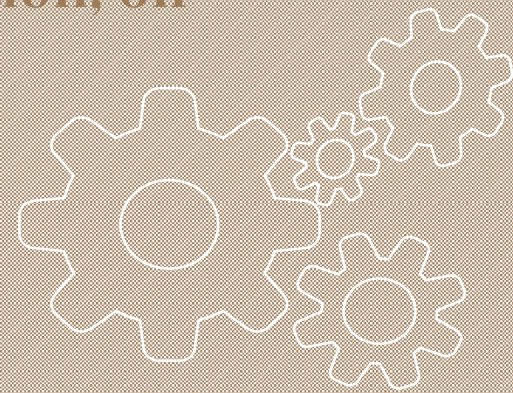
30+

Library employees across 6 library units involved



The physical move is done (finally).

ArchivesSpace implementation, on
the other hand...





Questions you can't
think of right now?

Feel free to email me at winton@uark.edu