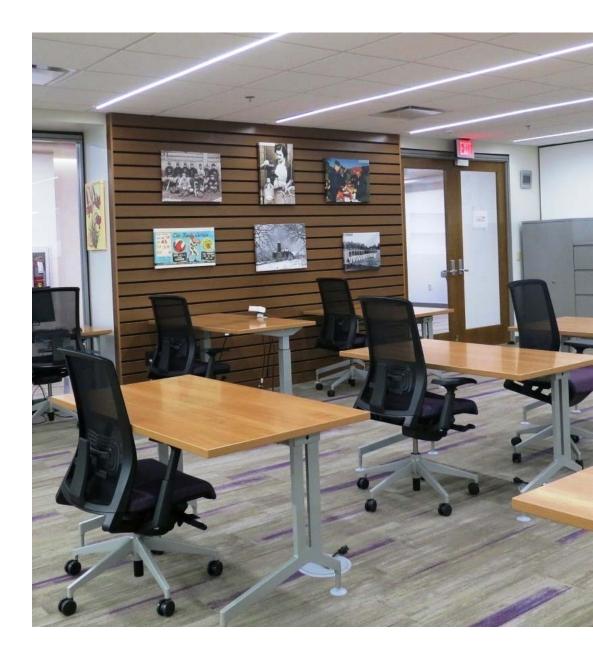# ASpace to Learn

Training Student Employees to use ArchivesSpace

Clemson University Special Collections & Archives

ArchivesSpace

- Began implementation and training in 2014/2015
- Clemson University Special Collections & Archives ArchivesSpace Manual (Present)

Haverford College Quaker & Special Collections

ArchivesSpace

- Began preparing for implementing & training back in 2016
- TRICO ArchivesSpace Planning Team
    - Technical Implementation
    - Metadata
    - Clean-up Subjects & Agents
- Local Implementation
    - Haverford College ArchivesSpace Manual
- Public Interface Launched
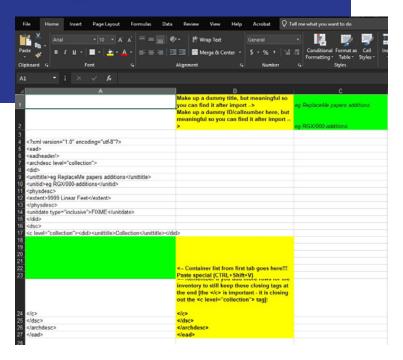
Who's Working in your ASpace?

Local Decision

- What are resources?
- How much time are you willing to spend managing student workers and doing QA?
- What is your level of comfort in having students working in the system ?

Tools for Training

Spreadsheets are your friend

- Familiar to students
- Multiple users (Google Sheets)
- Helps to chunk up data
- It is easy to ingest into any system because of its tabular
- Provides a space to mess up

- ArchivesSpace has a steep learning curve that is challenging for even the most expert archivists
- Only one editor at a time
- While RDE is great...it isn't all that great
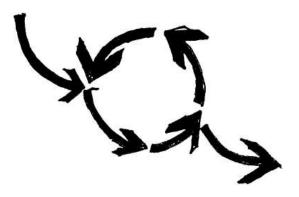
Lessons Learned the Hard Way

Create Manuals and Best Practices

The devil is in the details

Standardize the Experience

Be consistent and invest in developing centralized training

Iterative Process

Plan for the future, but assess and make needed changes

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